

# **POLICIES & PROCEDURES MANUAL**



*Our mission is to proclaim the gospel of Jesus boldly,  
to praise God fully, and to serve others joyfully.*

**for**

**TRINITY LUTHERAN  
CHURCH, INC.**

**ATHENS, GA**

*Updated July 2012*



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# THE CONSTITUTION and BYLAWS



*Our mission is to proclaim the gospel of Jesus boldly,  
to praise God fully, and to serve others joyfully.*

of

## TRINITY LUTHERAN CHURCH, INC.

### ATHENS, GA

*Approved by Trinity Congregation: October 17, 2004  
Approved by Florida-Georgia District: November, 2004*

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## **PREAMBLE**

Whereas the Word of God demands that a Christian congregation not only conform to the Word of God in doctrine and practice,<sup>1</sup> but also that all things be done decently and in order,<sup>2</sup> therefore, we, a number of Lutherans in and around Athens, Georgia, set forth by this present document, signed by ourselves, the constitution and the bylaws in accordance with which our congregational affairs, spiritual and material, shall be conducted.

### **I. NAME**

The name of this congregation shall be Trinity Lutheran Church, Inc. located in Athens, Clarke County, Georgia.

### **II. MISSION AND PURPOSE**

Our mission is to proclaim the gospel of Jesus boldly, to praise God fully, and to serve others joyfully!

It is the will of our Lord Jesus Christ that His disciples should preach the Gospel<sup>3</sup>. That Christ's mission for His Church might be carried out according to His will, He has commanded that Christians unite in worship,<sup>4</sup> practice fellowship with one another,<sup>5</sup> witness to all people,<sup>6</sup> help each other grow in the Word,<sup>7</sup> serve the needs of all people in Christian love,<sup>8</sup> administer the Office of the Keys as His Church<sup>9</sup> and maintain decency and order<sup>10</sup> in the Church.

### **III. CONFSSIONAL STANDARD**

This congregation acknowledges and accepts without reservation

A. the canonical books of the Old and the New Testament as the revealed Word of God; and

B. the Symbolical Books of the Evangelical Lutheran Church:

1. the three Ecumenical Creeds, being the

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<sup>1</sup> Psalms 119:105; Galatians 1:6-8; 2 Timothy 4:1-5

<sup>2</sup> 1 Corinthians 14:40

<sup>3</sup> Mark 16:16; Matthew 28:18-20; Acts 1:8

<sup>4</sup> Hebrews 10:24-25

<sup>5</sup> Acts 2:42

<sup>6</sup> Act 1:8

<sup>7</sup> Ephesians 4:11-14

<sup>8</sup> Ephesians 4:7-16; Mark 10:42-44; John 13:35; Galatians 6:10

<sup>9</sup> John 20:21-23; Matthew 18:15-20

<sup>10</sup> 1 Corinthians 14:40

- a) Apostles' Creed,
- b) Nicene Creed, and
- c) Athanasian Creed;
- 2. the Unaltered Augsburg Confession;
- 3. the Apology of the Augsburg Confession;
- 4. the Smalcald Articles;
- 5. the Large Catechism of Luther;
- 6. the Small Catechism of Luther; and
- 7. the Formula of Concord.

#### IV. SYNODICAL MEMBERSHIP

This congregation shall be a member of the Lutheran Church-Missouri Synod as long as the Synod conforms to the congregation's confessional standards.

#### V. MEMBERSHIP

##### A. Types of membership

The membership of this congregation includes:

- 1. **Baptized members** are all who
  - a) have been baptized in a Christian congregation in the name of the Triune God, and
  - b) are under the spiritual care of the pastor of this congregation, including the children who have not yet been confirmed.
- 2. **Communicant members** are those baptized members who
  - a) have been baptized in the Lutheran faith,
  - b) accept the confessional standard of III{Page 6} of this constitution,
  - c) are familiar with the contents of Luther's Small Catechism, and
  - d) are not members of organizations whose principles and conduct conflict with the Word of God.
- 3. **Voting members** are communicant members who
  - a) have been confirmed,
  - b) have been received by the voters' assembly, and
  - c) have signed the constitution of the congregation.



4. **Associate members** are for Lutheran people who are one with us in faith and share in the fellowship of this congregation, but who for good reasons, such as part-time residence, have not joined with this congregation in other membership. This congregation recognizes a distinct responsibility to include associate members in the congregational life – particularly those programs of education, service and fellowship. While associate members are not eligible to vote at voters’ meetings, they shall be encouraged to attend and have their voices heard. Associate members may also serve as advisory members of boards and committees.

## **B. Reception into membership**

1. Individuals are received through:
  - a) the Sacrament of Holy Baptism;
  - b) the consent of one or both parents in the case of children who have been baptized in another Christian congregation;
  - c) the rite of confirmation;
  - d) transfer from a sister congregation;<sup>11</sup> or
  - e) reaffirmation of faith.<sup>12</sup>
2. Reaffirmations and transfers shall be approved by the Board of Elders upon successful completion of requirements.<sup>13</sup>

## **C. Duties of members**

Members of the congregation shall conform their entire lives to the rule of God’s Word and to that end

1. make diligent use of the means of grace,<sup>14</sup>
2. exercise faithful stewardship of the many gifts and talents God has given them,
3. impart and accept fraternal admonition as the need for such admonition becomes apparent,
4. and be readily available for service in the kingdom of Christ within and beyond the congregation.

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<sup>11</sup> A “*sister congregation*” is a fellow congregation holding membership in The Lutheran Church–Missouri Synod (LCMS) or a congregation in fellowship with the LCMS.

<sup>12</sup> *Reaffirmation of Faith*” is for those who once held membership at Trinity or in a sister congregation but have lapsed in their attendance and/or faith life. This allows that individual to “reaffirm” and recommit to the faith they hold and lets them begin anew.

<sup>13</sup> See details on the specific process in the bylaws under VICOMMUNICANT MEMBERSHIP {Page 16}.

<sup>14</sup> The “*Means of Grace*” are <sup>(a)</sup>the Word of God and <sup>(b)</sup>the sacraments of Holy Baptism and Holy Communion.

## **D. Termination of membership<sup>15</sup>**

Persons whose membership has been terminated forfeit all rights as a member of this congregation and all claims upon property of the congregation as such, or upon any part thereof, as long as he or she is not again received into membership by the congregation. Membership shall be terminated by:

1. transfer to a sister congregation;<sup>11</sup>
2. release from membership by
  - a) joining a congregation outside the fellowship of this congregation;<sup>16</sup>
  - b) self-exclusion; or
  - c) whereabouts unknown;
3. excommunication; or
4. death.

## **VI. CALLED CHURCH WORKERS**

Only those ordained or commissioned by the Lutheran Church-Missouri Synod and who are in accord with the confessional standard of this congregation (III{Page 6}) shall be eligible to be Called by this congregation.

- A. This congregation has the exclusive right to Call ordained and commissioned workers. A Called office shall be conferred only on such an individual who
  1. professes and adheres to the confessional standards set forth in this constitution,
  2. is qualified for his or her work, and
  3. is a member of and has been endorsed by the Synod.
- B. Any ordained or commissioned worker may be removed from office by the voters' assembly by a three-fourths majority ballot vote, in Christian and lawful order, for one of the following reasons:
  1. persistent adherence to false doctrine,
  2. scandalous life,
  3. willful neglect, or
  4. inability to perform the duties of the office.
- C. In case of a vacancy in the office of an ordained or commissioned minister, the congregation shall notify the president of the District so that he may assist in temporarily filling the vacancy and also help in the Calling of a new worker.

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<sup>15</sup> See details on the termination procedures in the bylaws under VICOMMUNICANT MEMBERSHIP {Page 17}.

<sup>16</sup> Congregations not in fellowship with the LCMS are also considered "outside the fellowship of this congregation."

## VII. ORGANIZATION AND AUTHORITY OF THE CONGREGATION

- A. This congregation shall be represented by and administer all its affairs through its voting membership. The establishment and conduct of all organizations and societies within the congregation or related directly to it shall be subject to the approval and supervision of the voters' assembly.
- B. All matters shall be decided by a majority vote of the voters' assembly unless otherwise specified by this constitution or bylaws, including matters of doctrine and conscience, which shall be decided only on the basis of the Word of God. Each member may appeal to the voters' assembly in regard to any matter relating to the affairs and government of the church, and the assembly's decision shall be final and binding.
- C. Regular and special meetings of the voters' assembly shall be held as determined in the bylaws.<sup>17</sup>
- D. A quorum shall be established when there are at least 10 percent of the previous year's communicant membership at a properly called meeting.
- E. Officers of the congregation shall be elected as specified in the bylaws of this congregation. Offices include:
1. president,
  2. vice president,
  3. treasurer,
  4. secretary, and
  5. financial secretary
- F. Any officer or board member may be removed from office by the voters' assembly by a two-thirds majority ballot vote, in Christian and lawful order, for one of the following reasons:
1. persistent adherence to false doctrine,
  2. scandalous life,
  3. willful neglect, or
  4. inability to perform the duties of the office.
- G. This congregation may receive, acquire, hold title to and manage such real estate and other property as is needed to accomplish its purpose and may

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<sup>17</sup> For details on calling regular and special meetings, see the bylaws under Article IV Congregational Meetings {Page 14}.

sell or dispose of such real estate<sup>18</sup> and other property or any part thereof; and this congregation shall have all the rights and the powers that are granted by the laws of the State of Georgia to religious corporations.

- H. The right of Calling ordained or commissioned workers shall be vested in the voters' assembly and shall not be delegated otherwise.

## VIII. CONGREGATIONAL SEPARATION

- A. If at any time a separation should take place in this congregation on account of doctrine, then the property of the congregation and all the benefits therewith connected shall remain with those members who shall continue to adhere to III(**CONFESSIONAL STANDARD** {Page 6}) and V(**MEMBERSHIP** {Page 7}).
- B. In the event the congregation should dissolve, then the property<sup>18</sup> and all rights connected therewith, after the satisfaction of all liens, claims, restrictions or contractual obligations thereon, will be disposed of in a manner to be determined by the voters' assembly in accordance with the Articles of Incorporation of Trinity Lutheran Church, Inc. and Georgia law.

## IX. AMENDMENTS

- A. Amendments to provisions of this constitution may be adopted at a regular voters' meeting provided that previous notice of such amendment and discussion of the same shall be presented at two consecutive regular or special meetings of the voters' assembly immediately prior to the meeting at which the proposed amendment is to receive action. Due notice of actions to be taken at such meeting shall be given to all communicant members of the congregation.
- B. A two-thirds majority of the voters present approve such amendment for all articles except III(**CONFESSIONAL STANDARD** {Page 6}), VI(**CALLED CHURCH WORKERS** {Page 9}) and VIII(**CONGREGATIONAL SEPARATION** {Page 11}).

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<sup>18</sup> Currently, Trinity does have a deed restriction which limits the use of the property to religious and educational purposes. If these conditions are not met, the deed reverts to the heirs of the original contributor.

C. A three-fourths majority of the voters present approve such amendment for the following articles: III(**CONFESSIONAL STANDARD** {Page 6}), VI(**CALLED CHURCH WORKERS** {Page 9}) and VIII(**CONGREGATIONAL SEPARATION** {Page 11}).

## I. PARISH PLANNING COUNCIL

- A. The Parish Planning Council (the “PPC”) shall be composed of the
1. president,
  2. vice president,
  3. treasurer,
  4. secretary,
  5. financial secretary,
  6. chairs of the boards,
  7. pastor(s), and
  8. other called workers and staff as designated in the Policies and Procedures Manual.
- B. The PPC shall meet monthly.
- C. At least 50 percent of the voting members of the PPC present at a meeting shall constitute a quorum.
- D. The PPC has the responsibility to review programs and fiscal matters continually and to bring to the voters’ assembly any concerns that are of such magnitude as to require the attention of the congregation.
- E. The PPC shall have power to act on behalf of the congregation between meetings of the voters’ assembly.
- F. In instances where a board or committee is unable to function or to transact its routine business or to convene in a timely manner to address special issues within its area of responsibility, the PPC shall have the authority to act in its stead.
- G. The PPC will prepare a proposed budget to be presented to the voters’ assembly for approval at the December voters’ meeting.
- H. All financial commitments, bank accounts, and similar obligations undertaken in Trinity’s name or established in association with Trinity congregation must be approved in advance by the PPC upon the recommendation of the board, committee or officer responsible for overseeing the activities related to such commitment, account or obligation.

## II. BOARDS AND COMMITTEES

Boards may request members to assume positions that serve the congregation or draw up contracts for service (see VIICONTRACTS {Page 18} for signature requirements), after approval by the PPC. The Boards and committees are described below:<sup>19</sup>

- A. The Board of Christian Education plans and administers the Christian educational program of the congregation.
- B. The Board of Christian Service fosters member care, fellowship and outreach.
- C. The Board of Church Properties maintains and repairs church property.
- D. The Board of Elders guides the spiritual welfare of Called personnel and congregation members.
- E. The Board of Governors for Trinity Lutheran Christian Child Development Center and Preschool plans and administers the child development community outreach programs, including the day care and the preschool, on behalf of the congregation.
- F. Committees as the president may appoint upon recommendation of the voters' assembly, the PPC or a board. These would include but are not limited to the following standing committees:<sup>20</sup>
  - 1. Stewardship Committee,
  - 2. Financial Planning Committee,
  - 3. Financial Review Committee,
  - 4. Nominating Committee, and
  - 5. Memorials Committee.
- G. At least 50 percent of the voting members of a board or committee present at a meeting shall constitute a quorum.

The pastor(s) shall be ex-officio<sup>21</sup> member(s) of all boards and their associated committees and may attend any or all meetings related to congregational activity. Other called workers shall be ex-officio members of their respective boards and their associated committees. All called workers

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<sup>19</sup> The "Youth Board" – *i.e.* board comprised entirely of members of the youth group is not a governing board of the church. As such the head of the board does not sit on the PPC. Therefore, the age restriction governing other board chairs does not apply to this board.

<sup>20</sup> For a description of these committees and their responsibilities, refer to Trinity's Policies and Procedures Manual.

<sup>21</sup> Frequently boards and committees contain some members who are members by virtue of their office, and, therefore, are termed ex-officio members. An ex-officio member has all the privileges of other members, including the right to vote.

may attend any or all meetings related to their activities. The role of called workers and staff as shall be designated in the Policies and Procedures Manual.

The director(s) of the Trinity Lutheran Christian Child Development Center and Trinity Lutheran Preschool shall be ex-officio members of the Board of Governors. If the director is not a member of Trinity Lutheran Church, he or she shall be an advisory member only.

### **III. NOMINATIONS AND ELECTIONS**

#### **A. Nomination Procedures**

1. The president shall appoint annually a Nominating Committee, which will prepare a list of candidates drawn from among communicant members of the congregation who are confirmed, who have agreed to serve.
2. In determining the filling of vacancies, the Nominating Committee shall take into consideration
  - a) recommendations made by respective boards and/or board chairs, and
  - b) any special requirement of the positions to be filled.
3. At least two weeks before the October voters' meeting, the Nominating Committee will announce the list of candidates for president, vice president, treasurer, financial secretary, congregational secretary and board members as necessary.
4. Following the publication of the list of nominees, members of the congregation may submit additional names to the Nominating Committee. If the proposed nominee meets the qualifications of the position, the nominee will be added to the slate of candidates and the new list must be announced a week before the October voters' meeting.
5. Any voting member present at the October meeting may nominate a communicant member to the slate of candidates prior to voting so long as the following provisions are met:
  - a) the floor nominee is present at the meeting,
  - b) the floor nominee is willing to serve in the capacity for which nominated, and
  - c) the nomination to be added to the ballot is passed by a majority vote of those present at the meeting.
6. The President is succeeded by the Vice President as a nominee upon the recommendation of the Nominating Committee.

#### **B. Election Procedure**

From the list of candidates submitted by the Nominating Committee, the voters at the October voters' meeting shall elect officers and board members by a majority vote. In the event there are

more than two candidates for an office and one does not receive a majority vote, a second vote shall be taken for the two candidates with the highest vote totals.

### **C. Qualifications and Terms of Office**

1. Only communicant members 18 or older may serve as an officer or the chair of a governing board or committee.
2. The terms of office are one year for president and vice president and two years for secretary, treasurer, financial secretary, and for board members.
3. The president and vice president may not succeed themselves for the same office. Other officers and board members may consecutively succeed themselves in the same office only once.
4. Only male candidates are eligible for membership to the Board of Elders.
5. No one may serve on more than one board at the same time, and no elected officer may serve on a board during his or her term of office.<sup>22</sup>

### **D. Installation of Officers**

The newly elected officers and Board members shall be installed on or about the first Sunday in January and shall assume their duties of office as of January 1.

### **E. Vacancies**

Vacancies that may occur during the course of the year in any of the offices or boards shall be filled by appointment by the president and shall be approved by the voters at a regular meeting or, if deemed necessary by the president, at a special meeting of the voters' called for such purpose.

## **IV. CONGREGATIONAL MEETINGS**

A congregational meeting may be announced to the entire congregation for information purposes, or a meeting of the voters' assembly shall be called as a regular or special meeting. At any voters' meeting, the secretary shall take minutes of the proceedings at such meeting and keep a record of them.

### **A. Regular meetings**

1. Regular meetings of the voting membership shall be held four times each calendar year, during the months of March, June, September, and December. The President will set dates and times of all voters' meetings.
2. The December voters' meeting will include

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<sup>22</sup> This does not prohibit a board member from serving on a committee which falls under a different board nor does it prohibit an officer from serving on a committee.



- a) the election of officers and
  - b) the consideration and acceptance of the program and budget for the following calendar year.
3. All communicant members of the congregation are encouraged to attend the voters' meetings and may submit recommendations and participate in a discussion of any given item of business before the voters.
  4. Every meeting of the voting membership shall be announced at the worship services on the Sunday preceding the meeting.
  5. In the event of a tie vote, the president or presiding officer shall cast the deciding ballot.
  6. There shall be no voting by proxy.

## **B. Special meetings**

1. Special voters' meetings may be called by the president at the request of
  - a) any of the boards,
  - b) the pastor(s), or
  - c) 10 voting members of the congregation.
2. Notice of the date and time of the special meeting, and the nature of the business to be transacted, must be communicated at the worship service(s) a week prior to the meeting or by telecommunication 72 hours prior to the meeting.

## **V. PROCEDURES FOR CALLING ORDAINED AND COMMISSIONED MINISTERS**

- A. When a pastor or other Called church worker is to be Called, every member of the congregation shall have the privilege of making nominations. The congregation shall also ask the president of the Synodical district for recommendations.
- B. In the case of a pastoral Call, the Board of Elders may serve as the Call Committee or it may request that the president appoint a Call Committee. In the case of calling other church workers, the appropriate board may serve as the Call Committee or it may request that the president appoint a Call Committee.
- C. In the Call process, the board or committee shall submit all names to the district president for information, comment and the possible addition of other candidates. After receiving information and recommendations from the district president, the board or committee shall present to the congregation by means of a public announcement a list of preferred candidates, together with a biographical sketch of each.

- D. At a voters' meeting Called for the purpose of electing a new pastor or other Called worker, the preferred list may be amended by means of a two-thirds majority vote of those present at such meeting.
- E. Balloting shall proceed through a secret ballot vote. A majority shall be required to determine the disposition of the Call.
- F. Notice of the Called worker's election shall be delivered to the candidate promptly following the adjournment of such meeting.

## **VI. COMMUNICANT MEMBERSHIP**

### **A. Admission of new members**

1. Applicants for communicant membership in this congregation shall consult with the pastor, who with the Board of Elders, shall determine whether applicants are eligible for membership in accordance with V (**MEMBERSHIP** {Page 7}) of the constitution.
2. Applicants from sister congregations shall submit a letter of transfer from their former congregation to establish eligibility for membership. In the case of applicants whose previous membership in a Lutheran congregation has lapsed, the pastor may, with the consent of the Board of Elders, decide to provide instruction prior to reaffirmation of faith for such applicant.
3. Applicants not familiar with the doctrines and confessions of the Lutheran Church shall be required to attend a course of instruction, and to make profession of their faith either before the congregation or before witnesses who are members of the Board of Elders, before being received as members.
4. After applicants have given satisfactory evidence of their eligibility, their admission as communicant members shall be recommended by the pastor to the Board of Elders, which shall have the authority to act on such application on behalf of the voting members. The roster of new members shall be published for the congregation.

### **B. Voting eligibility**

1. Confirmed members shall be eligible to apply for voting membership.
2. Such application shall be made at a regular voters' meeting. Upon affirmation by the applicants of their intention to fulfill their duties, they shall be accepted as voting members with all rights and privileges.
3. New voting members shall be required to sign the official copy of the constitution and bylaws of the congregation at the time of their acceptance into voting membership. If the new voting member has not already received a current copy of the constitution and bylaws, the member shall receive one at this time.

## C. Termination of membership

As brothers and sisters in Christ, we care about and for each other. Therefore extreme care and deliberation should be given when considering the termination of membership of a member of Trinity. With a heart of Christian love, the following procedures shall be followed when termination of membership is needed.

### 1. Transfer to a sister congregation

a) The member shall request in writing to the pastor(s) that a letter of transfer be sent to a specific sister congregation.<sup>11</sup> Alternatively a member may request that his or her new congregation request his or her transfer from Trinity.

b) If the member is in good standing and there are no outstanding issues that need to be addressed:

*(1) The pastor(s) may grant such transfer on behalf of the Board of Elders and Trinity congregation.*

*(2) Transfer will be done with a letter to the sister congregation with copy sent to the member.*

*(3) The same shall also be communicated to the Board of Elders and, through the elders, to the congregation at the next regular voters' meeting.*

*(4) Membership records shall be updated accordingly.*

c) If the member is not in good standing, is under church discipline<sup>23</sup>, or if there are other outstanding issues that need to be addressed:

*(1) The pastor(s) may request a meeting with the member and possibly the Board of Elders with hopes of resolving any and all issues prior to granting a transfer.*

*(2) If issues cannot be resolved to the satisfaction of either the pastor(s) or the Board of Elders, a transfer is not granted. Instead a letter shall be sent to the new congregation indicating the reason(s) for denial of transfer. In addition, membership termination may still take place along other avenues.*

### 2. Release from membership by

a) Joining a congregation outside the fellowship of this congregation<sup>24</sup>

If a request for transfer has been received by the member or by a congregation outside of fellowship with Trinity, the following shall be followed:

*(1) If the member is in good standing and there are no outstanding issues that need to be addressed:*

*(a) The pastor(s) may grant a release from membership on behalf of the Board of Elders and Trinity congregation.*

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<sup>23</sup> In cases of Church Discipline, Matthew 18:15-18 shall be followed. The specifics shall be found in the Policies and Procedures Manual.

<sup>24</sup> Congregations not in fellowship with the LCMS are also considered "outside the fellowship of this congregation."

- (b) A letter of release will be sent to the sister congregation with copy sent to the member.
  - (c) The same shall also be communicated to the Board of Elders and, through the elders, to the congregation at the next regular voters' meeting.
  - (d) Membership records shall be updated accordingly.
- (2) *If the member is not in good standing, is under church discipline, or if there are other outstanding issues that need to be addressed:*
- (a) The pastor(s) may request a meeting with the member and possibly the Board of Elders with hopes of resolving any and all issues prior to granting a peaceful release from membership.
  - (b) If issues cannot be resolved to the satisfaction of the pastor(s) or the Board of Elders and
    - (i) they are not of severe enough magnitude to warrant church discipline,
      - (a) *a letter of release shall be sent to the member,*
      - (b) *the same shall also be communicated to the Board of Elders and, through the elders, to the congregation at the next regular voters' meeting, and*
      - (c) *the membership records shall be updated accordingly.*
    - (ii) they are of such magnitude as to warrant the start of church discipline proceedings,
      - (a) *release from membership is not granted,*
      - (b) *a letter is sent to the member and other congregation indicating why release is not being granted and that church discipline proceedings are beginning (the member shall also be made aware of the specifics of the church disciplinary proceedings), and*
      - (c) *membership termination may still take place along other avenues.*

b) Self-exclusion

- (1) *If a member is not fulfilling the duties of a member because of willfull neglect, that person shall be contacted by the pastor(s) and Board of Elders with hopes he or she will be encouraged and his or her congregational life reignited.*
- (2) *If after repeated attempts by the pastor(s) and Board of Elders has not yielded a change in the member's behavior over the course of one year:*
  - (a) the person shall be released from membership, and
  - (b) they shall be notified by letter of this decision and the same shall be communicated to the congregation at the next voters' meeting.

c) Whereabouts unknown

If, after repeated and various attempts, contact cannot be made with a member for over the course of one year,

*(1) the person shall be released from membership, and*

*(2) the decision shall be communicated to the congregation at the next voters' meeting.*

### **3. Excommunication**

- a) Excommunication is a last resort to help a person recognize the extremely dangerous situation he or she has placed himself or herself in because he or she will not repent of his or her sin. It is a final attempt to win someone back from Satan's influence.
- b) When attempts at church discipline according to Matthew 18:15-18 have failed the president shall call for a special voters' meeting according to Bylaw IV Section B. {Page 16}.
- c) A vote on excommunication must pass with a three-fourth majority vote by the voters' assembly.
- d) The member shall be notified immediately following the end of the voters' meeting.
- e) The Rite of Excommunication shall take place at the next week's worship services.
- f) If, at any time, the former member confesses of his or her sin(s),

*(1) that person shall be absolved, and*

*(2) reinstatement of membership shall be communicated to the communicant membership at the next week's worship services as well as any other expedient means, and*

*(3) the matter, having been forgiven, is not to be brought up again.*

### **4. Death**

## **VII. CONTRACTS**

Contracts shall be signed by the president and one other officer or the appropriate board chair, except routine maintenance and service contracts, which may be entered into by individual boards or authorized staff members.

## **VIII. CONFLICT OF INTEREST**

A staff member may not serve as chair of a board that has oversight of his/her duties.

## **IX. RULES OF ORDER**

In addition to principles laid down in Scripture, the latest edition of Robert's Rules of Order shall be followed.

## **X. AMENDMENTS**

These bylaws may be amended in a properly convened meeting of the voters' assembly by a majority of all voting members present at such meeting, provided

- A. the proposed change has been announced
  - 1. in a previous voters' meeting, or
  - 2. or has been submitted in writing at least two weeks before; and
- B. also announced at the worship service immediately prior to the meeting of all communicant members.

# TRINITY LUTHERAN CHURCH

## ATHENS, GEORGIA

### ***MINISTRIES***

*“So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.” (Ephesians 4:11-13)*

# Board of Elders

## *Worship Ministries*

1. **Acolytes**: carry crucifix, light/extinguish candles, assist pastor as needed, serve as communion assistant, and receive training.
2. **Altar Flowers**: members may purchase altar flowers for services in honor of a special occasion or in memory of loved ones. Flowers may be taken home by sponsor following the service they are purchased for.
3. **Altar Guild**: prepare altar and associated duties for all worship services, hang banners, prepare communion and care for communion ware, receive training.
4. **Children's Message**: prepare / give children's message during service, receive training.
5. **Lay Readers**: read the Old Testament and Epistle Lessons during service.
6. **Puppets**: provide voice and puppet actions for children's message once a month, receive training.
7. **Ushers**: usher (offering, seating, visitors) during worship services and special occasions.
9. **Greeters**: stand by doors in the Gathering Room before worship services and greet people as they come in.

## *Music Ministries*

1. **Adult Choir**: sing as a group for worship services and special occasions, attend practice weekly.
2. **Adult Hand Bells**: play hand bells as a group for worship services and special occasions, attend practice weekly.
3. **Adult Individual Instrumentalists**: perform for worship services as scheduled, coordinate with Music Director.
4. **Adult Individual Singers**: sing for worship services as scheduled, coordinate with Music Director.
5. **Adult Special Music**: provide special musical emphasis on a particular theme (Gospel, Reformation, Celtic, etc.) for worship service, coordinated by Music Director.
6. **Children's Choir**: sing as a group for worship services as scheduled, receive weekly training.
7. **Children's Tone Chime Choir**: play tone chimes as a group for worship services as scheduled, receive weekly training.



## ***Member Ministries***

1. **Adult Instruction**: participate in adult new member (transfers, affirmation by faith, confirmation) classes taught by the Senior Pastor every quarter.
2. **Assimilation Coordinator**: coordinate reception of new people to the Board of Elders sub-ministries who have associated spiritual gifts by keeping Chairman informed. New people should be put in direct contact with appropriate sub-ministries.
3. **Youth Confirmation** (7th & 8th Grade): participate in two year youth confirmation instruction covering the basics of the Christian faith, attend weekly classes.
4. **Evangelism**: Trinity reaches out in the name of Christ through our various ministries as well as offers support to committed Evangelist by welcoming them as speakers from time to time. Trinity also offers financial support to selected evangelist and/or missionaries each year. Trinity's daughter congregation, Christ the King Lutheran Church, Commerce, Georgia is supported by Trinity.
5. **Member Care (Confidential)**: provides confidential help to church members as needed.
6. **Small Groups**: participate in the fellowship, Bible study, and prayer support offered by small groups which are held in individual homes, meeting twice a month.
7. **Stephen Ministers**: trained men and women who confidentially support members and non-members undergoing major life changes, receive 50 hours formal training.

## ***Community Ministries***

1. **Community Service Project**: Members have the opportunity to participate with the board of elders in their quarterly Community Service Project at the Northeast Georgia Food Bank.

# Board of Christian Service

## *Community Ministries*

1. **Food Bank:** Members may bring non-perishable food items to church and place in designated collection area year round. Members and staff are allowed to use the food bank as needed for their own purposes, no questions asked. Items not needed by members are transported to Athens Food Bank for distribution to area residents in need.
2. **Reformation Celebration:** A celebration is hosted by the Board of Christian Service each year in conjunction with Reformation Sunday.
3. **The ARK:** congregation provides quarterly financial support (through the Board of Christian Service) to the The ARK which screens, counsels, and provides support to Athens-Clarke County community residents in need.
4. **Thrivent Community Events:** participate in periodic community events (Habitat for Humanity, Katrina Relief, Relay for Life, etc.).

## *In House Ministries*

1. **Lutheran Women's Missionary League (Trinity Lutheran Church):** The Lutheran Women's Missionary League (LWML) is the official women's auxiliary of The Lutheran Church—Missouri Synod. For over 65 years, the LWML has focused on affirming each woman's relationship with Christ, encouraging and equipping women to live out their Christian lives in active mission ministries and to support global missions.
2. **Bible Study:** participate in weekly Bible Study on Tuesday afternoons at Trinity Lutheran. TABS – Tuesday Afternoon Bible Study
3. **Mites Ministry:** participate by collecting loose coins and placing in a Mite Box that is collected once a month which is forwarded to LWML for missions purposes.
4. **Sew and Sows:** participate in making church banners, quilts national and local charities, and other mission projects requiring sewing, ironing, etc.
5. **YarnWorks Ministry:** participate in knitting items such as scarves, hats, lapghans, blankets for gifts to parishioners as well as nursing homes or other such charities.

## ***Member Ministries***

1. **Assimilation Coordinator**: coordinate reception of new people to the Board of Christian Service sub-ministries who have associated spiritual gifts by keeping Chairman informed. New people should be put in direct contact with appropriate sub-ministry.
2. **Church Fellowship**: plans specific fellowship events throughout the year.
3. **Easter Breakfast**: participate by bringing a food dish for the annual Easter Breakfast on Easter Sunday.
4. **Elderberries**: participate in the 50+ age group which meets monthly for fellowship and activities.
5. **Fourth of July Picnic** (Annual): participate by bringing food dish in the annual Fourth of July picnic hosted by Sonny Adsit at her farm. Sign up encouraged.
6. **Meals Ministry**: provide meals and transportation to members who are recovering from hospitalization, grief, etc.
7. **Email Prayer Chain**: request prayer support for self, family members, friends, and acquaintances as required.
8. **Sonshine Cards**: provide uplifting support through a greeting card ministry for members who are unable to attend church or facing life challenges.
9. **Senior Angel Tree**: provide Christmas gifts to Senior citizens of the community and church that otherwise would not have anything.
10. **Bereavement Committee**: provide meals to the family and coordinate memorial service reception.

# Board of Christian Education

## *Education Ministries*

1. **Adult Bible Studies**: participate in Adult Bible Studies conducted on campus or in homes. Campus site studies are hosted by Pastor Heller and volunteers from the congregation. Home site studies are hosted by Small Groups and individuals.
2. **Children's Cradle Roll**: assist in administration of Cradle Roll.
3. **Children/Youth Sunday School** (Pre-school through Grade 12): participate in teaching, assisting, attending, and leading Sunday School Opening.
4. **Children's Sunday School Music**: assist in helping with the Children's Sunday School Music.
5. **Vacation Bible School**: assist in the annual Vacation Bible School program by helping with crafts, music, snacks, support staff, teacher, assistant teacher, director, assistant director.
6. **Youth Group**: participate or assist in Youth Group activities.

## *Member Ministries*

1. **Assimilation Coordinator**: coordinate reception of new people to the Board of Christian Education sub-ministries who have associated spiritual gifts by keeping Chairman informed. New people should be put in direct contact with appropriate sub-ministry.
2. **Children's Christmas Program**: assist in the annual Christmas Program held in December
3. **Children's Easter Egg Hunt**: assist in the annual Easter Egg Hunt (Palm Sunday) at Trinity Lutheran.
4. **Rally Day**: participate and provide support to the annual Sunday School Rally Day in October.

# Board of Church Properties

## *Property Ministries*

1. **Property Coordinators**: coordinate all issues involving buildings and property.
2. **Assimilation Coordinator**: coordinate reception of new people to the Board of Church Properties sub-ministries who have associated spiritual gifts by keeping Chairman informed. New people should be put in direct contact with appropriate sub-ministry.
3. **Buildings**: assist with building upkeep.
4. **Grounds**: assist with grounds upkeep and maintenance.
5. **Hauling**: assist as required with hauling and transportation needs.
6. **Maintenance**: assist with general maintenance issues.
7. **Quarterly Workdays**: participate in church workdays so property is maintained.
8. **Special Renovation Projects**: coordinate any special renovation projects to buildings and grounds.
9. **Sound System**: assist with sound system under the direction of Sound System Coordinator.

# Board of Governors

## *Education Ministries*

1. **Academy:** administers the child development programs, ages 6 weeks through pre-kindergarten.

## *Member Ministries*

1. **Assimilation Coordinator:** coordinate reception of new people to the Board of Governors sub-ministries who have associated spiritual gifts by keeping Chairman informed. New people should be put in direct contact with appropriate sub-ministry.

# PARISH PLANNING COUNCIL

## **The Parish Planning Council (PPC):**

**Membership:** The Parish Planning Council is composed of the president, vice president, treasurer, secretary, financial secretary, chairs of the boards, pastor and other called workers and staff as designated in the Policies and Procedures Manual.

- ◇ The PPC has the responsibility to review programs and fiscal matters continually and to bring to the voting membership any concerns that are of such magnitude as to require the attention of the congregation.
- ◇ The PPC has the power to act on behalf of the congregation between meetings of the voters' assembly.
- ◇ In instances where a board or committee is unable to function or to transact its routine business or to convene in a timely manner to address special issues within its area of responsibility, the PPC shall have the authority to act in its stead.
- ◇ The PPC will prepare a proposed unified budget to be presented to the voters' assembly for approval at the October voters' meeting.
- ◇ All financial commitments, bank accounts, and similar obligations undertaken in Trinity's name or established in association with Trinity congregation must be approved in advance by the PPC upon the recommendation of the board, committee or officer responsible for overseeing the activities related to such commitment, account or obligation.
- ◇ The PPC administers all of Trinity's Insurance Policies.
- ◇ The PPC administers all salaries for the staff of Trinity Lutheran Church and Trinity Learning Center full time and preschool programs.

## **Ministries that report to the Parish Planning Council:**

Stewardship Committee; Nominating Committee; Financial Review Committee; Financial Planning Committee; Building Use/Care Committee; Human Resource Committee

## DUTIES AND RESPONSIBILITIES OF OFFICERS

**The President** of the congregation shall be a voting member of the congregation; can be male or female and serves a one year term.

1. presides and sets agenda for all meetings of the Voting membership;
2. enforces the constitution and bylaws of the congregation;
3. carries out the expressed will of the congregation as embodied in the resolutions of the Voting membership;
4. receive reports, recommendations and calls for action from boards, committees, auxiliaries or other bodies of the congregation and takes appropriate action as needed and allowed under the constitution and bylaws;
5. be welcome to attend all or any meetings of such groups either in person or as represented by such persons or person he/she may appoint;
6. appoint and terminate committees as authorized by the Voting Membership or based upon recommendation of the Parish Planning Council as needed to coordinate the plans, functions and activities of the congregation for the furtherance of the work of Christ's Kingdom;
7. appoint a Financial Auditing Committee annually, consisting of any two qualified communicant members of the congregation, other than, the Treasurer, Financial Secretary, or employed church staff member, who shall audit the financial records of the congregation and submit a report at the April meeting of the voting membership each year.
8. appoint a Financial Planning Committee annually.
9. appoint a Stewardship Committee
10. appoint a Nominating Committee
11. appoint a Call Committee if needed and requested by the Board of Elders and serves on it in an advisory capacity.
12. Sign all contracts with one other officer or appropriate board chair, except routine maintenance and service contracts, which may be entered into by individual boards or authorized staff members.
13. Ensure that staff evaluations are carried out annually in July.
14. Review staff job descriptions annually to ensure they continue to reflect the duties required.



**The Vice President** shall be a voting member of the congregation; can be a male or female and serves a one year term as Vice President followed by a one year term as President.

1. act for and in the stead of the President in his/her absence or incapacity;
2. presides and sets agenda for all meetings of the Parish Planning Council;
3. be available to serve as the President's representative or carry out whatever leadership duties or responsibilities the president may assign to foster the work of the congregation.
4. serve on the Call Committee in an advisory capacity.
5. as an officer of the Parish Planning Council can co-sign contracts with the President.

**The Congregational Secretary** shall be a voting member of the congregation and serves a two year term.

1. keep an accurate record of the transactions of all meetings of the congregation and enter such records in book provided for that purpose;
2. have newly received voting members sign the constitution of the congregation;
3. maintain an up-to-date list of all congregational members and all office holders;
4. keep a record of attendance at all meetings of the Voting Membership;
5. be a member of the Parish Planning Council, serve as secretary of the Council and keep an accurate record of transactions at all Council meetings to be maintained in a book provided for that purpose.

**The Treasurer** shall be a voting member of the congregation and serves a two year term.

1. be a member of the Parish Planning Council;
2. be bonded in the amount specified by the congregation and the bond obtained and paid for by the congregation.
3. act for and in the stead for the Financial Administrator in the record keeping of all financial matters.
4. reconciles the money market and checking accounts on a monthly basis.
5. consult with the president and/or Parish Planning Council on the question of priority of payments when there is a limitation of financial resources;

6. seek Parish planning Council review and obtain Voting membership approval before payment on all unbudgeted special bills and obligations;
7. provide and present a financial report to the Voting membership at its regular quarterly meetings and to the Parish Planning Council at its regular monthly meetings;
8. make available to all boards and committees that have a budget allocation a current record of budgeted allotments and accrued disbursements;
9. meet with the Financial Review committee
10. chair the Financial Planning Committee
11. as an officer of the Parish Planning Council, can co-sign contracts with the President of the PPC
12. is on the signature card at the bank along with the Financial Administrator and Financial Secretary. Co-signs checks over \$500.00

**Financial Secretary** shall be a voting member of the congregation and serves a two year term; a member of the Parish Planning Council and works with the Financial Administrator in the securing and counting of all church contributions.

1. Follow the collection and counting procedures weekly.
2. Present a monthly report to the Parish Planning Council and a quarterly report to the congregation at quarterly Voters' meetings.
3. Be bonded in an amount specified by the congregation and premiums paid by the congregation.
4. Is a member of the Stewardship Committee.
5. Annually meet with the Financial Review Committee.
6. Can co-sign checks over \$500.00 with Financial Administrator and Treasurer.
7. Envelopes: The Financial Secretary administers the master envelope list including assigning envelope numbers to new members. Also assists the Financial Administrator in the assigning and distribution of the new boxes each year in November.
8. Administer the Altar Flower Account including notifying members of delinquent payments.
9. If for any reason, the Financial Administrator is not available for an extended period of time, the Financial Secretary has the responsibility to make sure all deposits are made on time and taken to the bank, including Trinity Lutheran Academy tuition deposits.

## **ANNUAL CALENDAR DEADLINES FOR PARISH PLANNING COUNCIL**

### **President**

- Quarterly: Preside over quarterly voters' meeting
- January: Conduct leadership retreat
- July: Ensure all staff evaluations are carried out
- July: Appoint Stewardship Committee to prepare stewardship plan to be presented winter quarter
- August: Appoint nominating committee
- October: Elect incoming officers and board members at quarterly voters meeting; approve budget for upcoming year.

### **Vice President**

- Monthly: Preside over monthly PPC meeting
- Quarterly: Present board reports at quarterly voters' meeting

### **Secretary**

- Monthly: prepare minutes following PPC meeting
- Quarterly: Prepare minutes following quarterly voters' meeting

### **Treasurer/Financial Secretary**

- Monthly: prepare financial reports for PPC
- Quarterly: prepare financial reports for voters' meeting
- October 1 – All committees receive budget worksheets from the Financial Administrator. Each committee develops their budget requests/reviews in their respective October board meetings. All finalized proposals submitted to the Financial Administrator by or at the October PPC meeting on the third Monday of October.
- October/November – The Financial Planning Committee prepares the proposed consolidated budget.
- November PPC meeting – The proposed budget is reviewed/modified/approved by the PPC. This will then be published to the congregation for their review.
- December Voter's Meeting – The proposed budget will be presented for discussion/modification/approval at this meeting and will go into effect on January 1 of the following year.

### **Board Chairs (as if relates to PPC business, not individual boards)**

- Monthly: prepare board report for PPC meeting
- Quarterly: prepare quarterly report for voters' meeting
- June: Develop board budget proposals for the coming year
- July: review budget worksheets at July PPC meeting
- August: PPC generates final budget draft

**The Financial Committees of  
Trinity Lutheran Church,  
Trinity Learning Center and Preschool**  
***“Where your treasure is, there your heart will be also” Luke 12:34***

◇**The Financial Review Committee**

The Financial Review Committee is appointed annually by the President of the congregation. It consists of two or three members of Trinity Lutheran Church and reports to the President and the Parish Planning Council. Its charge is to evaluate all financial procedures of Trinity, to review the preceding year's financial records and report on their accuracy, and make recommendations about financial procedures that may improve financial operations. This is accomplished by meeting with the Treasurer, Financial Secretary and Church Administrator of Trinity Lutheran Church and using as a guideline the Congregational Internal Control Review published by the Lutheran Church Missouri Synod yearly in the Congregational Treasurer's Manual. Upon completion of this review process, the committee's report and recommendations are to be presented in writing to the President and the Parish Planning Council and then presented to the Voter's assembly no later than the July Congregational meeting.

◇**The Financial Planning Committee**

The Financial Planning Committee is appointed annually by the President of the congregation and reports to the President and Parish Planning Council. This committee is chaired by the Treasurer and consists of the Church Administrator/Bookkeeper, and at least two or three members of the church. Other staff members and church officers are encouraged to attend meetings. The Financial Planning Committee's charge is to: (1) undertake quarterly reviews of current income and expenditures compared to the current annual budget; (2) make appropriate recommendations to the President and Parish Planning Council about current church finances; (3) provide a yearly review of all loans, leases and insurance policies; (4) assist the Parish Planning Council in developing an annual budget plan that facilitates and guides planning and expenditure decisions for the following year(s); and, (5) advise the Stewardship Committee as it develops a stewardship program for the church. (The timing of meetings for the budget building is in the "Procedures for the Budgeting Process for Trinity Lutheran Church, Child Development Center and Preschool".)

◇**The Stewardship Committee**

The Stewardship Committee is appointed annually by the President of the congregation and reports to the President and Parish Planning Council. This committee is chaired by the Financial Secretary and is comprised of at least two or three members of Trinity Lutheran Church. Their charge is to implement a stewardship program which challenges individual and corporate growth in stewardship for the current year's programs and needs and to plan a stewardship campaign for the following year. The committee should meet at least once in the winter quarter and planning for the following year's stewardship program should begin in May and continue as needed through the end of the year. The Committee should seek advice from the Financial Planning Committee and the two committees should hold at least one joint meeting early in the annual budget building process.

## **Guidelines for Planning and Conducting Parish Planning Council Meetings Trinity Lutheran Church**

### **The Voters' Assembly**

- 1) Authority. The Congregation through its **Voters' Assembly** has the final and ultimate authority to conduct the business of the Congregation. (See Article VII, Section B).
- 2) Membership. All confirmed members, who have been received into membership by the voters' assembly and who have signed Trinity's constitution are eligible to full participation.

### **The Parish Planning Council (PPC)**

1) Authority. The PPC has the power to act on behalf of the congregation between meetings of the voter's assembly. (By-Laws Article I, Section E) The PPC may act in the stead of a board or committee if the board or committee is unable to function. (Article I, Section F) Although the PPC may act on behalf of the congregation, some matters will require subsequent voters' assembly approval. Examples include, but are not limited to the following:

- Major and ongoing change in Worship Service or meeting times;
- Overall budget and allocations;
- Mortgage,
- Initiation or cessation of significant ongoing member service;
- Others, such as issuing a Call for a pastor or other church worker should only be considered by the voters' assembly.

2) Composition. The PPC consists of the elected officers, chairs of the boards and other "called" workers and staff as designated in the Policies and Procedures Manual. (See By-Laws Article I, Section A). This includes the pastor(s). The Director of Congregational Life and Growth, Church Administrator, and Financial Administrator serve as non-voting advisory members.

3) Presiding officer. The vice-president shall be the presiding officer at PPC meetings and with the advise of fellow members, develops and presents the agenda for each meeting. The chair also presents a summary of PPC and Board activities and actions at each quarterly voters' assembly.

4) Voting. All members of the PPC, including ex-officio members, are entitled to vote (See Robert's Rules of Order). It has been the practice at Trinity when discussing personnel matters, including salaries, that staff members are excused from the PPC deliberations and voting on matters pertaining to staff. For that reason, staff matters are usually placed last on the meeting agenda, even if it is part of "Old Business".

5) Attendance and Participation. When the chair of a particular board or committee (when participation of the latter is requested) cannot attend, another member of the board or committee should be designated by the chair or board to attend if at all practicable.

6) Meeting Agenda. The vice-president, in consultation with the president, board chairs, staff members on the PPC and others where appropriate, shall set the agenda for meetings. The PPC will approve the agenda, or revise it at the commencement of the meeting. (See attached suggested agenda.)

7) Reports. Officers, other than the vice-president, and those staff members who are ex-officio members of the PPC, shall present written reports related to their areas of responsibility at the regular monthly meetings of the PPC. Similarly, boards through their chairpersons should submit written reports (minutes of the board's meeting are appropriate) in advance of the regular monthly meeting of the PPC. These reports will be compiled and printed for distribution at the meeting. Where this cannot be done in a timely fashion, the officers, staff and board chairs should bring sufficient printed copies of the report to the meeting.

8) Action Items and Motions. When an officer, staff member or board has item or motion to be presented for consideration he or she should clearly label it in the report and notify the vice-president of the need to include it on the agenda. Although it is permissible to deal with motions at the time a report is presented, particularly if they are of a routine nature, it may be advisable to defer action until later in the meeting and include it under old or new business as appropriate, especially if the item will take up considerable time or relates to staff matters. This will enable the PPC to hear and consider all reports first and excuse staff when appropriate.

9) Items for Voters' Assembly. The PPC will decide on items to be recommended for voters' assembly consideration. The vice president, appropriate board chair or representative, or other PPC member will present the recommendations and the rationale, including the PPC reasons for endorsement for the proposed action. When the PPC does not think a recommendation or motion of a PPC member or board merits approval or support, it may refer it to the next regular or specially called voters' assembly. Both the rationale for recommendation or motion as well as the PPC's objection should be succinctly presented at the voters' assembly.

10) Reports to the Voters' Assembly. The vice-president shall provide a summary of board reports, matters considered, motions and recommendations of the PPC to the regular quarterly meetings of the voters' assembly.

11) Guests at PPC Meeting. If a member or a non-member of the church wishes to address the PPC about a particular matter, with advanced notification and approval of PPC members, the individual(s) may do so at an appropriate place on the agenda. If necessary, the PPC agenda will be adjusted accordingly to allow the matter to come before the PPC at the beginning of the meeting so the guests are not required to wait or sit through other business. Non-members of the church may be invited by an officer, PPC, pastor or staff members to address the PPC on a particular matter as long as the PPC membership agrees and there is advanced agreement.

### **Boards and Committees**

1) Authority and Responsibilities. The authority and responsibilities for each board is outlined in Trinity's By-Laws in Article II. The by-laws identify five standing committees. The President, upon recommendation of the voters' assembly, PPC or a board may appoint such committees as necessary.

2) Members. In addition to the duly elected members boards or appointed members of committees, the pastor serves as an ex-officio member of all boards and their associated committees. Other staff members serve either in an ex-officio or in a non-voting advisory capacity to the respective boards or associated committees related to their areas of responsibility. Currently they are as follows:

- a) The Principal and assistant Principal of Trinity Lutheran Academy serve as ex-officio members on the Board of Governors, if they are members of Trinity; if they are not members of Trinity, they serve in an advisory capacity only.
- b) The Director of Congregational Life and Growth serves with the Board of Elders and Board of Christian Service
- c) The Church Administrator serves with the Stewardship Committee.
- d) The Financial Administrator serves with the Financial Planning Committee

3) Meetings. Boards set their own agendas and monthly meetings. With the advise of fellow members, the chairperson is responsible to develop and present an agenda for each meeting. Each board should select a secretary who takes and maintains minutes of the meetings. These minutes may form the monthly report to the PPC.

4) Submitting Items to the PPC for Advice, Approval or Action. (See also item 9 under the PPC.) Boards may carry out many aspects of their responsibilities without approval of the PPC, or Voters' assembly, as long as these clearly come under the purview of the board, and are covered within the board's budgetary allocation. Sometimes, however, items arise that may overlap with another board's area of responsibility, require financial or staff resources beyond those allocated, obligate the church, or do not accord with Trinity's traditional practice. In such cases the appropriate other board staff member or committee should be consulted and the recommendation brought to the PPC for consideration, and if needed, to the voters' assembly for final approval. Examples that come before the PPC for consideration, advice or approval include, but are not limited to the following:

- Conducting surveys of the congregation (advisory to the proposing board);
- Stewardship program (approval);
- Changing of staff assignments (approval);
- Expending funds beyond those budgeted (approval, but may require subsequent voters' assembly final approval);
- Initiating a practice that will require a significant change in Worship Services, Sunday School, or Academy operations (advisory or approval, but it may also require subsequent voters' assembly approval);
- Changes to the physical plant, use of church facilities or property not previously approved (approval, but may require subsequent voters' assembly approval);
- Contracts that obligate the church financially or otherwise (approval, but may require subsequent voters' assembly approval).

5) Distinct and Overlapping Responsibilities of Boards. The by-laws provide only a brief identification of areas of responsibility for each board. In practice, board responsibilities may sometimes overlap. It is therefore incumbent for each board to develop a clear statement of its areas of responsibility and its policies and procedures for conducting its business. This outline of responsibilities and the accompanying policies and procedures should be presented to the PPC for consideration and approval. Once approved, any significant subsequent changes should also be presented to the PPC for review and approval. Where it is possible that a proposal may overlap with an area of responsibility for another board, the board should be consulted *before* the matter is brought to the PPC. When there is a question about the overlapping of responsibility, the chair of the board should consult with the president, vice president or staff member

***Policy Title: Trinity Lutheran Church and Trinity Lutheran Academy***  
**Staff Appreciation and Recognition**

(Adopted by the PPC June 15, 2009; updated 2015)

***Policy***

Trinity Lutheran Church shall show appreciation to its pastor(s) and staff of the church and Academy at Christmas and at other special occasions through gifts and/or other means administered in a fair, consistent and loving manner as recommended by the appropriate boards and approved by the Parish Planning Council on behalf of the congregation.

***Procedures***

**Annual Church Staff Appreciation Sunday**

A Church Staff Appreciation Sunday shall be held annually to recognize and extend appreciation to salaried church staff members during the month of October. The Parish Planning Council shall sponsor and coordinate the event and publicize it two weeks in advance through the weekly newsletter and other appropriate means. Staff recognition will be held during the service followed by a special “thank you church staff” coffee fellowship. This will provide opportunity for the congregation to individually thank the church staff for their service to the ministries of Trinity Lutheran Church.

**Funding** Funds needed for the event shall be taken from the Parish Planning Council Miscellaneous line in the budget.

**Christmas Gifts and Recognition\***

**1) Salaried Staff Christmas Gifts\***

**Church Staff.** In November the congregation will be given the opportunity to make a monetary contribution to the staff Christmas gifts. The amount collected will be evenly distributed between the following staff members: Senior Pastor, Associate Pastor(s), Church Administrator, Financial Administrator, Music Director, Academy Principal and Assistant Principal. The gift should be included in the staff member’s last payroll check for the year; a special note, letter or card should be presented by the congregational president to staff members notifying them of the gift prior to Christmas.

**Trinity Lutheran Academy Staff.** TLA staff should receive gift cards at Christmas funded from the designated line items in their respective budgets and purchased by the respective directors and presented at an appropriate time.

**Other Employees.** Other employees not included in the above categories should receive a gift card not to exceed in value the amount of the lowest value gift received by any staff member. The card(s) should be purchased out of the PPC Miscellaneous budget line by Trinity’s treasurer and presented at an appropriate time.

\* Note: Reporting of all monetary gifts are to be administered as stated in the LCMS *Treasurer’s Manual* Section 1.315

All “gifts” of cash to an employee, including the minister, which have been either paid directly from the congregational treasury or solicited from individual members in an organized manner (e.g., door collection), is taxable compensation and should be included on Form W-2.



## **2) Christmas Cards**

The Church Administrator shall purchase and distribute Christmas cards to be given to each salaried and hourly staff member of Trinity Church and Academy, including the custodian and any other hourly church staff. The Directors of the TLA shall provide the Church Administrator with a compiled list of staff members. The Christmas cards should be obtained by the Church Administrator, be signed by the President of the Congregation and presented to the employees at an appropriate time prior to Christmas.

### **Funding**

As described above, funds are either included in the annual budget (separate line items for the TLA) or generated by an annual gift collection (church staff). Any expenses incurred beyond those budgeted or generated by the Christmas gift collection, including the need to supplement the total collected for the cash gifts, gift cards and for the Christmas cards, shall be taken from the Parish Planning Council Miscellaneous budgeted line item.

### **Trinity Lutheran Academy Staff Annual Appreciation**

The Board of Governors shall coordinate an annual appreciation luncheon or other appropriate event for the Trinity Lutheran Academy staff. If additional help is needed, the Board of Christian Service may be contacted.

#### **Attendees**

This appreciation luncheon shall include all Trinity Lutheran Academy salaried and hourly staff. The average number of attendees is currently 25.

#### **Schedule**

The Board of Governors shall collaborate with the Principal in setting an appropriate date, time and place for the event. Once a date, time and place are established, the Congregation shall be notified. Typically, it should take place in the month of May to coincide with the end of the Half day academic year. The date should be placed on main church calendar as early as possible in the calendar year (desirably at the annual Leadership Retreat). Written Invitations should be sent to the Church two weeks in advance and arrangements made to purchase food, set up and decorate the Fellowship Hall.

#### **Preschool Graduation**

A member of the Board of Governors should be present at Preschool Graduation to represent Trinity congregation.

#### **Funding**

A Check request form shall be submitted to the Financial Administrator for the purchase of items of the luncheon, flowers or gift cards. Funds are to be taken from the Parish Planning Council Miscellaneous budget line. Current funding provides for up to \$150.00 for luncheon expenditures. The Academy has a budgeted line item set up for staff gifts and staff meals and is distributed at the discretion of the Principal. The Board of Governors should provide any needed funds for refreshments.

## Recognition of Years of Service

### Trinity Lutheran Church and Academy Staff

It is the President's responsibility, with the assistance of the Parish Planning Council, to implement these recognitions. Anniversary dates of staff are to be given to President each year. Dates for the Academy staff recognition are to be determined in consultation with the Academy Principal, the Financial Administrator, and the Board of Governors. Dates for recognition should be identified one year in advance of the projected recognitions and any required funds should be part of the budgeting process for the coming year.

5<sup>th</sup> Year: Recognition in weekly announcements and at church service, a letter of recognition and certificate.

10<sup>th</sup> Year: Recognition in weekly announcements, and at church service, a letter of recognition, a certificate and a gift of an engraved paperweight.

15<sup>th</sup> Year: Recognition in weekly announcements and at church service and a gift of a cross.

20<sup>th</sup> year: Recognition in weekly announcements and at church service, a plaque, and an appropriate gift as determined by the Parish Planning Council.

25<sup>th</sup> year: Recognition in weekly announcements and at church service, a plaque, a special reception and recognition after church service, and, an appropriate gift as determined by the Parish Planning Council.

### Funding

Budgeting for years of service recognition must be done in the year preceding the recognition and included in the annual budget for the subsequent year.

### Summary Chart

<u>PROCEDURE</u>	<u>CHURCH</u>	<u>ACADEMY</u>
Appreciation Sunday (Oct.)	x	
Appreciation Luncheon (May)		x
Christmas Cards	x	x
Christmas Gifts (salaried employees)	x	x
Years of Service (Oct.)	x	
Years of Service (May)		x

Entity Submitting P&P: Parish Planning Council (PPC)

This is a (*check one*):  Policy  Procedure

Title: Alms Fund

Description: Policy for dispersion of monies from Trinity's Pastoral Discretionary Fund

Text of Policy or Procedure: \_\_\_\_\_ (*continue on back if needed.*)

The Alms fund is used to help Trinity members in financial need. Bills are paid on an as needed basis when members make a request for help. Walmart gift cards are kept on hand and given to members in need of gas or groceries. Final approval for use of funds comes from the Pastor. In Pastor's absence approval comes from a joint decision by the congregational president and the board of elders chairperson. All monies and who they are going to must be logged with the Financial Administrator before being dispersed. This information will be kept confidential.

The Alms fund is not used for non-members who call or come in requesting help. These requests are referred to Community Connection of Northeast Georgia, where charities that the congregation donates to, such as the Ark and Food Bank, can help them.

Non-members who are regular attendees at Trinity may petition the PPC for financial help from the fund. PPC must approve before money can be dispersed to non-members.

Approved by: Parish Planning Council Approved on: November 2011

Submitted by: Rev. David Heller Submitted on: \_\_\_\_\_

Entered by: Shashana Reinking Entered on: \_\_\_\_\_

## **Entity Submitting P&P: Parish Planning Council**

**Policy: Policy of Board Meeting Minutes:** Board meeting minutes/reports should be submitted no later than the second Friday of each month to the church administrator at church@trinity-athens.org

### **Procedure:**

Each board assigns one member (Secretary) to take the minutes of the meeting.

By the fourth day after the monthly meeting, minutes are distributed by the Secretary of the board to the board members by email. Copies are also sent at that time to sreinking@trinity-athens.org. The church office will be responsible for collecting and assembling minutes for the monthly PPC meeting and sending them out via email to the PPC. The board chairperson or secretary is responsible for having the minutes available at the next board meeting.

### **Voter's Meeting Report:**

There are four scheduled Voter's meetings throughout the year. The officers and chairperson of each board is responsible for making sure a Voter's meeting report, consisting of the highlights from the past quarter, is submitted to the church office (sreinking@trinity-athens.org) no later than the Monday before the scheduled Sunday Voter's meeting.

Entity Submitting P&P: Church Administrator and Finance Committee

This is a (*select one*):       Policy       Procedure

Title: Procedure for Collection and Securing of Contributions

Description: The procedure to follow for securing the contributions from Sunday and weekday services.

**Text of Policy or Procedure:**

**Collection Procedure for Contributions:**

There are only 3 people who hold keys to the locked workroom closet; these are the Church Administrator, Financial Administrator, and Financial Secretary. Extra keys are in the church office in a location known only by Church Administrator and Financial Administrator. It is the responsibility of the key holders that the closet remain locked with the dead bolt locked at all times.

Ω 10:00 a.m. Service: Head Usher from service takes collection from the plate and places in bank bags. Another individual observes this process and follows Head Usher to the Church office where the bank bag is dropped in the locked door of the workroom closet. They both sign off on the sheet located outside the locked workroom closet door.

Ω Other Weekday services the same procedure is followed.

1. Any checks sent through the mail or cash dropped off during the week are put in the safe by the Financial Administrator. If the Financial Administrator is not available the checks are placed in the locked closet through the mail slot. If there is more than \$200.00 in cash and the FA is not available, the Church Administrator or Financial Secretary is contacted and places the monies in the safe.

Approved by: \_\_\_\_\_ Approved on: \_\_\_\_\_

Submitted by: Jan Harmon,  
Church Administrator &  
Finance Committee      Submitted on: November 17, 2008  
Updated January 2016

## Procedure for the Budgeting Process for Trinity Lutheran Church and Trinity Lutheran Academy

**May:** Treasurer/Financial Administrator provides budget worksheets, planning forms, and all relevant financial reports to the Board chairmen at the *May PPC meeting*. Budget worksheets and financial reports are distributed to Pastor, TLA Principal, and Church Administrator at the *May Staff meeting* for their review. Also, committee budget worksheets are provided to the committee chairman in the month of May. The *Stewardship Committee* meets early in May to discuss the stewardship campaign for the current budget year such as a mortgage principal reduction campaign. All boards, staff and committees will be given financial reports with figures through the end of April.

**June:** The *Finance Planning Committee* meets to review financial statements and discuss all financial aspects of the Church and Academy. This includes reviewing the general fund expenses and income, the current and future status of all loans, insurance policies, and leases. The *June board meetings* should be the initial planning meeting for the next year's programs and include review of the budget worksheets. (Planning form provided to all boards.) The *Stewardship Committee* starts its stewardship campaign for the current year's needs and meets to discuss the campaign for the next year.

**July:** The *Financial Planning Committee* (meets before the monthly PPC meeting) reviews the general fund six-month financial status and offers its analysis and recommendations to the President and PPC including a range for salary increases of all staff for the upcoming year and any other recommendations concerning financial areas. The *boards, staff and committees* develop their budget proposals for the next year and continue with planning and reviewing their current and future programs. The budget worksheets are then reviewed at the *July PPC meeting*. The PPC reviews the newly proposed budgets of the various boards, committees and staff and offers its comments and suggestions as to possible needed revisions taking into consideration the Finance Planning Committee recommendations. The *Stewardship Committee* meets to discuss the stewardship campaign for the upcoming year's stewardship program. During the month of July, staff evaluations are conducted using the approved procedure for staff evaluations.

**August:** The *Board, Committees and Staff* revise their budgets based upon the PPC review. *The Stewardship Committee and the Finance Planning Committee* meet to discuss the stewardship program for the upcoming year and review the revised budgets. The PPC generates a final draft of the proposed budget based on final recommendations from the Financial Planning Committee.

**September:** Any new information obtained concerning the proposed budget is submitted to the PPC and revisions are made at the monthly *PPC meeting*. If needed, final revisions are made to the budget and a final draft is created to post at least two weeks before the *October's Voter's Meeting*. The *Stewardship Committee* begins its stewardship campaign for the upcoming year.

**October:** The *Voters' Assembly* considers and takes action on the proposed budget by adopting it as presented, modifying it and adopting it or sending it back to the PPC for revision.

Entity Submitting P&P: Church Administrator and Finance Committee

This is a (select one):       Policy      |      Procedure

Title: Memorials

Description: The procedure to follow in reference to financial memorial gifts.

**Text of Policy or Procedure:**

When a memorial gift is received from a member of Trinity Lutheran Church the following procedure is followed: The Financial Secretary makes out an offering envelope with the member's envelope #, date received, and "Memorial gift" so that it can properly be recorded on member's statement. If the member has designated where that gift is to go towards that is also listed on the envelope. The gift is then entered on the weekly count sheet. A copy of the check is made and given to the Financial Administrator.

**Non Member Memorial Contribution:** Counted by Financial Secretary and entered on memorials line on counting form. Financial Secretary makes a copy of the check and gives to Financial Administrator. The FA fills out a memorial acknowledgement postcard, makes a copy and places in memorial book, has Pastor sign and mails the postcard. This is for acknowledgment and tax purposes. The FA notifies the family either by email or letter with the name and address of the memorial donor. If the family requests, the FA can give them a total of the memorial gift amount.

If family has a particular request on how memorials are to be spent the following procedure is followed:

If it is an object or any item that deals with the sanctuary it should first be approved by the Board of Elders.

Final approval for any memorial purchases should go to the Parish Planning Council via the Financial Administrator or Church Administrator.

Approved by: Parish Planning Council      Approved on: \_\_\_\_\_

Submitted by: Jan Harmon      Submitted on: \_\_\_\_\_

Revised: January 2016      \_\_\_\_\_

Trinity Lutheran Church

# Trinity Lutheran Church Employee Handbook

Employee Benefits-Section 3.0

Adopted by the Parrish Planning Council in April of 2016.



## **Introduction – Section 3.0:**

The congregation maintains a benefit program to help meet the needs of its employees. The following information in this section outlines your benefits as an employee of the church. All employees are authorized to continue the policy that was effective on their hire date for their current position, although they may choose to adopt any new policy instead. If any current employee's position is altered, their benefits will follow the policy effective on the date that their position is altered. "Altered" is defined as any employee classification change, responsibility change, or title change. For example: Receptionist to Church Administrator, part employee (working less than 30 hours) to full employee (working 30 hours or more), etc.

## **Employee Classification – Section 3.1:**

Ordained: Pastors (Refer to Section 3.5 for PTO policy)

Full Employee: Full Time Employees (30 hours or more)

Partial Employee: Part Time Employees (Less than 30 hours)

## **Holidays – Section 3.2:**

Full employees will be paid for all observed holidays. Partial employees will not be paid for the observed holidays, but will not be expected to work the holidays. If the holiday falls on the weekend (Saturday and Sunday) then the holiday will be observed on the following Monday except for Christmas Eve Day. If an employee must work on one of the following holidays due to work responsibilities, then that employee may take the holiday on another day during the current calendar year by filling out a *Replacement Holiday Request Form* and submitting it to their supervisor for approval.

Trinity Lutheran Church recognizes the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	Thanksgiving Friday
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	

## **Paid Time Off – Section 3.3:**

Paid Time Off (PTO) consists of all time otherwise known as vacation and personal sick leave within a given year that the employee would normally work. PTO will be issued on January 1<sup>st</sup> of each year of employment.

Each employee must submit a *Paid Time Off Request Form* to their supervisor for approval 30 days prior to taking PTO. If PTO is taken due to an immediate illness, then a *Paid Time Off Request Form* will be submitted

to the employee's supervisor when he/she returns to work. Approval of PTO will be based on seniority, then a "first come, first serve" basis as well as Trinity Lutheran Church's needs.

Partial Employee:

<u>Length of Service</u>	<u>Available PTO</u>
0 to Less than 1 Year	0 Hours
1 to 20+ Years of Service	20 Hours

Partial employees must use PTO within the given year (no carry-over) and will not be compensated for any unused days (due to any reason).

Full employees:

<u>Length of Service</u>	<u>Available PTO</u>
1 to 5 Years of Service	80 Hours
6-9 Years of Service	120 Hours
10+ Years of Service	160 Hours

Full employees may carry a maximum of 20 hours of PTO into the new year with supervisor's approval. Employee must submit a *Paid Time Off Carry-Over Request Form* to their supervisor for approval by November 1<sup>st</sup> of each year. If employment is terminated during the year, the employee will receive monetary compensation for all unused PTO carried over from the previous year and the current year's PTO.

**Discretionary Time – Section 3.4:**

If an employee needs discretionary time off during the year, then the employee must fill out a *Discretionary Time Off Request Form* and submit it to their supervisor for approval.

Partial Employee:

Family Death or Life Threatening Illness (immediate family including grandparents): Full Pay up to 24 hours.  
Jury Duty: No Pay, but employee keeps Jury Pay from the court.  
Court: No Pay  
Military: No Pay  
Personal: No Pay

Full Employee:

Family Death or Life Threatening Illness (immediate family including grandparents): Full Pay up to 40 hours  
Jury Duty: Full Pay as long as employee turns in their payment from the court within 7 days of receipt of payment.  
Court: Up to 40 hours  
Military: No Pay  
Personal: Up to 40 hours

If an employee needs additional time, then the employee must submit another *Discretionary Time Off Request form* for their supervisor's approval and use their PTO hours. If an employee does not have any PTO to use for supervisor approved additional time, then the employee will not be paid for the additional time.

## **Ordained Employee Policy – Section 3.5**

Trinity Lutheran Church follows the “Florida-Georgia District Guidelines for Compensation for Workers” for all benefits. Please refer to the following scale for appropriate compensation:

100% Time Ordained Employee: 100% of Documented Compensation

75% Time Ordained Employee: 75% of Documented Compensation

50% Time Ordained Employee: 50% of Documented Compensation

25% Time Ordained Employee: 25% of Documented Compensation

\*Percentage is based on 100% being a 12 month, Fulltime (40 hour work week) Employee.

### **Holidays**

Employee(s) are paid their normal salary for all observed holidays listed in Section 3.2. If the holiday falls on the weekend (Saturday and Sunday) then the holiday will be observed on the following Monday except for Christmas Eve Day. If an employee must work on one of the holidays due to work responsibilities, then that employee may take the holiday on another day during the current calendar year by filling out a *Replacement Holiday Request Form* and submitting it to the Board of Elders for approval.

### **Vacation Time**

Up to 10 Years of Service                      3 Weeks (including Saturday and Sunday)

11-20 Years of Service                         4 Weeks (including Saturday and Sunday)

Over 20 Years of Service                      5 Weeks (including Saturday and Sunday)

Each employee must submit a *Paid Time Off Request Form* to the Board of Elders for approval 30 days prior to taking vacation. If vacation is taken due to an emergency, then a *Paid Time Off Request Form* will be submitted to the Board of Elders when he returns to work. Approval of vacation will be based on seniority, then a “first come, first serve” basis as well as Trinity Lutheran Church’s needs. The Employee’s “Years of Service” is determined on the total years served within the Lutheran Church-Missouri Synod.

### **Personal Leave/Sick Leave**

Employee(s) earn one day per month worked. The days are accumulated during the current year if not used each month, but do not carry over to the following year.

### **Discretionary Time**

If an employee needs discretionary time off, then the employee must fill out a *Discretionary Time Off Request Form* and submit it to the Board of Elders for approval. The employee must submit another *Discretionary Time Off Request form* to the Board of Elders for approval if additional time is needed. Vacation time will be used for any approved additional time. If an employee does not have any vacation time to use, then the employee will not be compensated for the approved additional time.

### **Family Death or Life Threatening Illness (immediate family including grandparents)**

Employee(s) will receive their regular pay, up to 40 hours.

### Jury Duty

Employee(s) will receive their regular pay while serving as a juror, but will be required to turn in their payment from the court within 7 days of receipt of payment.

### Court

Employee(s) will receive their regular pay, up to 40 hours.

### **Military Duty**

Trinity Lutheran Church recognizes that a ministry to the Armed Forces of our nation is an extension of the mission outreach of our congregation. We have established procedures for pastoral participation so his chaplaincy responsibilities and church responsibilities are maintained. Federal law prohibits requiring a Reservist to use vacation time for the performance of mandated Reserve military duty.

Military Duty consists of the following:

- Basic Schooling (ie. Initial Military Training)
- Inactive Duty Training (ie. Monthly Training)
- Active Duty Training (ie. Fourteen (14) days each fiscal year)
- Additional days for schooling and special tours

### ***Duty Less Three (3)Days***

For duty less than three (3) days per month, the church shall continue to pay the Pastor's regular salary. If Sunday worship or midweek services are included in these days, then the Pastor would be responsible for paying for a substitute pastor

### ***Duty Three (3) Days or More***

For duty of three (3) days or more per month consisting of schooling or active duty training:

- Pastor will continue to receive health insurance and retirement benefits from the congregation.
- Pastor will be paid his regular church salary for the first seven days, but no salary starting the eighth day. If Sunday worship or midweek services are included in the first seven days, then the Pastor would be responsible for paying for a substitute pastor.

### ***Called to Active Service***

If the Pastor is "Called-Up" then he would submit a written request for a "leave of absence" for the mobilization period. The Pastor's salary and housing allowance will cease the day he is mobilized. The congregation will discontinue all health and retirement plans for the Pastor effective the day the Pastor is mobilized.

In the event that Trinity Lutheran Church calls a Pastor whom also serves as a Chaplain in the Armed Forces, a "Reserve Chaplaincy Agreement and Contingency Planning Document" will be completed.

## Replacement Holiday Request Form

(Section 3.2)

Date	
Employee Name	
Employee Title	
Observed Holiday Worked	
Alternate Date Requested	
Supervisor Approval Signature	
Signature Date	

## **Paid Time Off Request Form**

(Section 3.3)

Date	
Employee Name	
Employee Title	
Dates Requested	
Number of PTO Hours Requested	
Supervisor Approval Signature	
Signature Date	

## **Paid Time Off Carry-Over Request Form**

(Section 3.3)

Date	
Employee Name	
Employee Title	
Number of Available PTO Hours	
Number of PTO Hours Requested to Carry-Over	
Supervisor's Approval Signature	
Signature Date	

## Discretionary Time Off Request Form

(Section 3.4)

Date	
Employee Name	
Employee Title	
Reason for Request	
Date(s) Requested	
Amount of Hours Requested	
Contact Number	
Supervisor's Approval Signature	
Signature Date	



# BOARD OF ELDERS

**The Board of Elders (BOE):** Every Trinity Family is assigned an elder.

- Ω **Pastor(s) and His Family:** The BOE is concerned with the spiritual, emotional and physical welfare of the Pastor(s) and his family.
- Ω **Membership:** The BOE has the responsibility for the spiritual welfare and care of the congregational members, individually and corporately.
- Ω **Worship:** The BOE with the Pastor oversee and are responsible for everything pertaining to congregational worship.

**Ministries that report to the Board of Elders:**

- Ω Altar Guild
- Ω Acolyte Program
- Ω Other Worship Volunteers
- Ω Evangelism
- Ω Ushering
- Ω Confirmation
- Ω Stephen Ministers
- Ω Intercessory Prayer
- Ω Small Groups Ministry
- Ω Music Program
- Ω Member Care (confidential)
- Ω Puppet Ministry
- Ω Assimilation

# **Policies and Procedures**

**of the**

## **Board of Elders**

Revised June 2016

**Trinity Lutheran Church**

**Athens, Georgia**

## **A. BASIC OBJECTIVES:**

- Elders must meet the qualifications for membership of this board as examples to and leaders of the congregation.
- Elders shall be concerned about the spiritual, emotional and physical welfare of the pastor and his family.
- Elders shall have authority and responsibility for the spiritual welfare and activities of the congregational members, individually and corporately.
- Elders shall meet on a regular basis to conduct business and communicate with the Pastor, officers, board chairs and congregation concerning its responsibilities.
- Elders shall be responsible for the proper conduct of public and private congregational worship services.
- Elders shall admonish members who are neglecting the means of grace by their actions and inaction.
- Elders shall reflect our love of God and our concern for the worship life of our congregation by being prepared.
- Elders shall bring the Gospel to the unchurched through community agencies and volunteer commitments.
- Elders shall arrange for pastoral services when a vacancy occurs including the exercising of proper leadership in calling a pastor.

## **B. BOARD OF ELDER QUALIFICATIONS**

- Composed of (a minimum of eight) male members elected for a term of two years, with service not to exceed two consecutive terms.
- Membership on this Board is a sacred trust demanding the very best in worship, service and conduct by example.
- Men elected should be at least 25 years old and active communicant members in good standing of Trinity Lutheran Church.
  - Expected to be generous givers of time, talent and money and have a consistent prayer and devotion life.
  - If an Elder's leadership or conduct is questionable or if they cannot fulfill the high standards expected of them, they should excuse themselves or can be voted out by a 2/3 majority of the Elder Board.

### **C. BOARD OF ELDERS AND THE PASTOR AND FAMILY**

- Shall serve as special assistants to the Pastor, supporting him with prayer, encouragement and helping with any special problem in his ministry.
- Shall ensure that the Pastor is provided with adequate compensation, housing, and assistance with his work to guarantee him sufficient free time for personal responsibility, study and relaxation.
- Shall be concerned about the spiritual, emotional and physical welfare of the Pastor and his family.
- Shall help the Pastor cultivate a spirit of harmony among the congregation members.
- Shall be responsible for providing the Pastor with adequate pulpit and altar assistance.
- Meet with the Pastor, monthly, to discuss the spiritual state of the congregation.

### **D. BOARD OF ELDERS AND MEMBER CARE**

- Together with the Pastor shall be concerned with all matters pertaining to the spiritual and physical welfare of the congregation.
- Shall direct and supervise the contact of every member on a Responsibility List at least once a month in order to bring each member into the life and work of the congregation.
- Shall use special events and moments in the lives of members as opportunities to be concerned by speaking a word of Christian joy or comfort as we find it in God's Word and the Christian faith. Examples: (birth, birthdays, anniversary, accidents, illness, death, confirmation, graduation, etc.)
- Shall concern themselves with attendance at public worship, use of the sacraments (communion and baptisms) and attendance at regular meetings. Establish contact (letter or personal call) with those who are beginning to show neglect.

- Shall individually and collectively speak words of praise and encouragement to members who are giving evidence of Christian faithfulness, consecration and growth.
  - Shall counsel with members who neglect the means of grace by absenting themselves and their families from worship or the sacraments.
  - Shall be concerned with the aged and shut-in members of the congregation and seek ways and means to set up visitation and communion by the Pastor, Elder and/or fellow members.
  - Shall notify the Pastor of the sick, spiritually distressed or any member in the need of spiritual care. Accompany the Pastor while making such call if he desires or make such calls when requested.
- B Shall be concerned about adequate and thorough instruction of adults and youth for confirmation and church membership.
- Shall welcome all new members by confirmation, transfer or profession of faith by home visits or special functions. Ensure that new members are assimilated into the congregation.

## **E. BOARD OF ELDERS - ORDER OF BUSINESS**

- Shall meet once least once a month to conduct business. Other meetings may be called at the discretion of the Pastor or the chairman.
- Will elect a chairman (Head Elder) from its membership at the beginning of each calendar year.
- The Head Elder shall develop an agenda and preside at all meetings. The Pastor is an active part of this board and has a part on the agenda.
- Chairman shall appoint a secretary to record the minutes of the meeting. Secretary will send a copy of the monthly meeting minutes no later than four days after the monthly meeting, to the Head Elder and Church Administrator by E-mail.
- Head Elder is a member of the Parish Planning Council (PPC) and will attend their meetings and will report on the business of the latest Elder Board Meeting and assist in the business of that governing body.

- Shall make appropriate recommendations to the PPC regarding the reception and release of members.
- Head Elder is responsible for presenting a proposed Elder budget to the PPC for approval at the time requested.
- Shall develop a set of short and long term goals at the beginning of each year.
- Shall develop or update a Call List of members for each Elder at the beginning of each year.
- Shall develop a Duty Elder and Individual Cup (ic)/Common Cup (cc) Elder assignment list for each month and each service at the beginning of each year.
- Shall develop a calendar of activities to be added to the master calendar of the church at the beginning of each year.
- Shall train any new Elders as to their duties as an Elder at the beginning of each year.
- Head Elder may appoint one or more Elders to serve on committees at the recommendation of the Board or Pastor. Examples: (Worship, Budget, Ushers, Music, Altar Guild, Sanctuary, Special Services, Confirmation, etc.)
- All Elder business of a personal nature must be kept CONFIDENTIAL.

## **F. THE BOARD OF ELDERS AND WORSHIP SERVICES**

- Supervision of everything pertaining to congregational worship including conducting services in the Pastor's absence.
- Will work in consort with the Pastor regarding spiritual undertakings, guest speakers and other worship related matters.
- Shall review periodically, under Pastor's leadership, the nature, purpose and construction of a God-pleasing worship. Involve the appropriate staff, chairperson or membership in this assessment.
  - a. Are the bulletins, music, hymns, liturgy, sermon, offering, sacraments all meaningful to the congregation?
  - b. What can we do to make our services more meaningful to visitors and non-Lutherans?

c. Discuss any issues on the part of ushers in helping the children of God in a reverent and meaningful worship.

d. Report on the condition of hymnals, pews, lighting, carpet, heating and air, sound system and physical appearance of the sanctuary.

e. Discuss the altar care and needs, including banners and other decorations or sanctuary accessories.

f. Is the time for our regular and special services most conducive to good attendance? Is the number of services adequate?

- Shall analyze periodically the private worship of members and plan ways and means to encourage and help members to more meaningful worship in home and personal life.

- Shall review periodically the administration of Baptism and Holy Communion, the rite of confirmation in public services and high festivals (Christmas, Easter, Pentecost) services of the church year and other special services (Thanksgiving, New Year's Eve, Ascension) that they may be losing their purpose and identity in this age of holidays instead of holy days.

- Shall be responsible for God-pleasing and glorifying observances of various anniversaries of the congregation.

- We are God's servants leading our fellow Christians in the worship of our Triune God. We are not performing, but we want our actions to reflect our love of God and our concern for the worship life of our fellow Christians.

## **G. THE BOARD OF ELDERS AND CHURCH DISCIPLINE**

- Shall study and fully understand the purpose and importance of church discipline in the Christian congregation.

- Shall consider complaints and grievances of members of the congregation and see that Matthew 18:15-16 has been fully observed.

- Shall carry out church discipline diligently, carefully, and prayerfully in accordance with the Word of God and the constitution and bylaws of Trinity Lutheran Church.

- Shall keep all matters CONFIDENTIAL.

## H. THE BOARD OF ELDERS AND CORPORATE WORSHIP PROCEDURES

- Duty Elder or Head Usher should coordinate and one should arrive at the church at least 30 minutes before the early service. Unlock the sanctuary, rest rooms, fellowship hall, Sunday school rooms, and academy if not already unlocked. Elders are issued a set of keys at the beginning of their term and there is a backup set in the lockbox in the breezeway.
- Make sure the Pastor is present.
- Check that the Head Usher is present. If not, find an usher who is present and see to it that their duties are carried out.
- Check that the sound system is turned on and do a sound check at the lectern.
- Check to see if the organist is present. If not notify the pastor immediately.
- Put on elder robe in the Vestry ten minutes before the service is scheduled to begin. Alb, cincture and a cross are worn for assisting in the public worship.
- Check that the scheduled acolyte is present and getting ready. If none can be found, light the candles yourself before the start of the service. Do not worry about the cross for the processional and recessional. Candles should be lit during the pre-service music.
- Check that the scheduled Lesson Reader is present. If not be prepared to do both readings yourself.
- Find the Pastor and compare Service notes for any extra-ordinary elements in the Service. Normally, the pastor makes all pre-service announcements but he may designate this to another church leader to present after the pre-service music. After the announcements proceed to the back of the sanctuary and join the Pastor for the processional.
- The Acolyte (now serving as Crucifer) begins the procession as the Processional Hymn begins. The Elder and Pastor will then follow at the Pastor's urging. When the Chancel party walks up to the first step in the Chancel, they bow in reverence to our God, Father, Son and Holy Spirit. Elder and Pastor then proceed to their places.



- The Pastor and Elder usually walk next to each other during the processional hymn. If there is some blockage in the isle, the Elder goes first and the Pastor last, then coming back alongside.
- During a Baptism, the Elder pours the water into the Baptismal basin in the font during the final verse of the Baptismal hymn. The Elder remains at the font to assist with the Baptism (conduct readings, light the Baptismal candle, hold items for the pastor and etc).
  
- During a Communion Service and the beginning of the singing of the Agnus Dei, the Elder steps up beside the altar to receive the Sacrament joined by the Individual Cup/Common Cup Elder and Acolyte. After reception of the Sacraments by the Elders and Acolyte, the Duty Elder communes the Pastor at the altar or the communion rail upon the Pastors directions.
  
- At the time of the Offering, the Individual Cup/Common Cup Elder enters the Vestry and robes. As the Agnus Dei is sung, he enters the Sanctuary and stands beside the Duty Elder to receive the Sacraments. During the distribution of the Sacrament, the Individual Cup/Common Cup Elder should follow the Duty Elder to watch for those requesting the Common Cup. Between each table the Common Cup Elder may need to refresh the wine in the Individual Cup/Common Cup and wipe the rim of the Common Cup with the Purificator napkin. After Communion is concluded, the Individual Cup/Common Cup Elder exits the Sanctuary into the Vestry, disrobes and rejoins the congregation.
  
- At the beginning of the Recessional hymn the Acolyte is sent to extinguish the candles and the Acolyte then recesses with the Crucifer down the central isle. During the singing of the Recessional hymn, the Elder steps into the center isle, at the urging of the Pastor, facing the altar. After bowing in reverence to our God, the Elder and Pastor turn and exits down the aisle. The Elders greet exiting worshippers at the side aisle doors and the pastor greets them at the central set of doors.
  
- After the departure of the congregation from the gathering room, the Duty Elder needs to make sure that all lights, sound system, heating or air is turned off and all doors are locked in all buildings (church, preschool wing, fellowship hall, academy, church office, back door to sanctuary). **The closure & locking up is the responsibility of the duty elder.**
  
- The Elders are requested to take their alb home after their month of service for laundering.

## **I. THE BOARD OF ELDERS AND OTHER RESPONSIBILITIES**

- Shall arrange for pastoral services when a vacancy occurs in the congregation and exercise the proper leadership in calling a pastor. The Head Elder should be a member of any Call Committee as a liaison between the committee and the Elder Board.
  
- Upon request by an individual, Pastor and those Elders who wish to participate in a Healing Service should gather in the designated place and proceed with the healing service liturgy. This Service involves the reading of Scripture and prayer by both Pastor and Elders. No Elder is required to participate.
  
- Serve, assist and encourage the congregation in Outreach and Evangelism.
  
- Enlist the congregation in the work of spreading the Gospel especially to the unchurched of Athens Georgia and surrounding areas.
  
- Stand ready at all times with the means of meeting the mission of Trinity Lutheran Church, Athens Georgia.

**Trinity Lutheran Church**  
**Athens, Georgia**  
**Baptism Procedure**

Once the parents contact either the Pastor or the church office to schedule a baptism they are sent the Baptismal form to fill out (attached). The Baptism is then marked on the calendar.

The Pastor usually schedules a meeting with the parents before the baptism especially if they are not members of Trinity.

Once a copy of the baptismal form is received from the parents, copies are made. One copy goes to the Pastor and the other to the Church Administrator. The Church Administrator informs the DCLG if there is a specific baptismal hymn picked out by the parents.

The Church Administrator orders and maintains all supplies for baptisms. The CA prepares a baptismal certificate and a bag with the following enclosed:

- Baptismal candle
- Godparents book
- Gift from Thrivent
- Gift from Trinity
- Baptismal napkin

These items are left on the Pastor's desk on Friday for his signature on the certificate.

A note is also left by the CA for the head usher with instruction on how many pews to reserve for the baptismal party. The Pastor sets up the supplies (baptismal pitcher) and makes sure the baptismal candle is lit before the service.

**Trinity Lutheran Church  
Athens, Georgia**

**FUNERAL PROCEDURES**

Responsibility/Authority: Trinity Lutheran Church Pastor  
Head Elder if Pastor is not available

Funeral Forms: Trinity Lutheran Information Form for Funerals & Memorial Services (Rev. 5/3/2003); Past Funeral & Memorial Services

Once the church office is notified of a death in the congregation, the church administrator communicates this to the congregation by email. Non-email members will be notified by direct contact by the church office staff or by an associated church group (i.e. Elders; Elderberries).

The Pastor schedules a meeting with the family to go over the funeral / memorial service arrangements. The Pastor will send or deliver to the family the Trinity Lutheran Information Form for Funerals & Memorial Services for them to complete.

The Pastor and the family meet using different copies of previous memorial services to create the service. Memorials and any other pertinent information to be published in the service are discussed. The family is asked if they would like a reception sponsored by the church to be held after the service. If the family responds in the affirmative, the Church Administrator contacts the chairperson of the bereavement committee who then organizes the memorial reception.

The Altar Guild is contacted to change the paraments if needed and to lay out the pall if a casket is present.

Trinity Lutheran's Pastor will have full authority for the approval of all logistics for the service. At the Pastor's discretion, persons may be appointed to handle certain logistics. These logistics may include, but are not limited to, the following:

- outside speaker(s)
- service sequencing
- special presentation(s) (i.e. honor guard)
- opening and securing buildings
- ushering
- parking
- use of other buildings
- reserved seating
- extra seating

Church Administrator lists death in membership stats notebook.

## **Trinity Lutheran Church Athens, GA**

### **Member Release Procedure**

#### **Purpose**

This procedure provides a process to remove members of Trinity Lutheran Church, Athens, GA from its member roll. The procedure shall be in compliance with the Constitution and By-Laws of Trinity Lutheran Church, Inc., Athens, Georgia.

#### **Frequency**

The member release cycle shall occur at least once every calendar year.

#### **Responsibilities**

It is the responsibility of the Board of Elders to prepare a member release procedure. It is the responsibility of Board of Elders to perform or request all required communication as outlined below to contact the delinquent member to inform them that they are being considered for removal from Trinity Lutheran Church rolls.

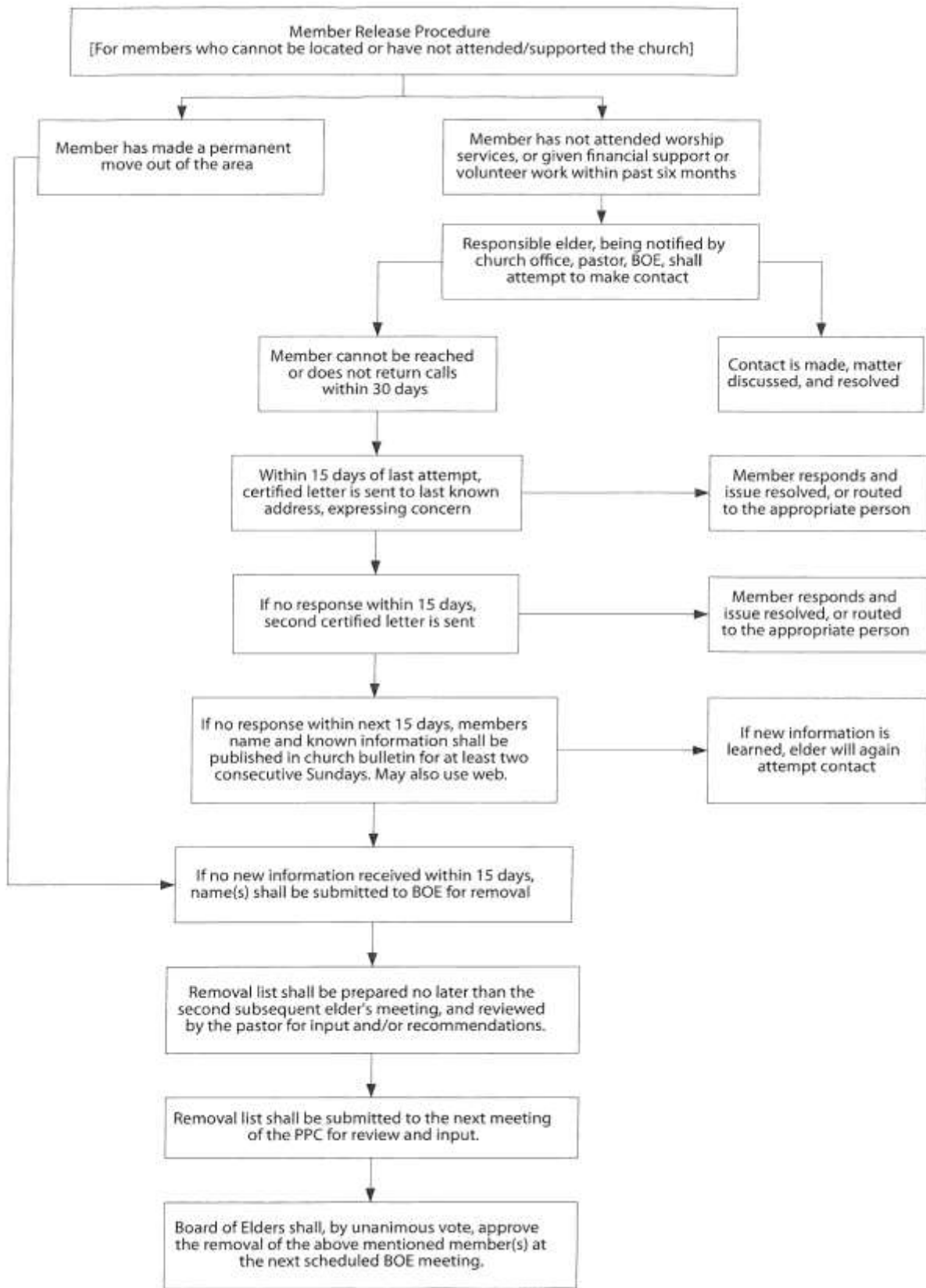
#### **Release Procedure Approval**

The release procedure shall be approved by a unanimous vote of the Board of Elders. The Head Elder or his designee may present the release procedure to the PPC and at a quarterly business meeting of the congregation for information only. If the release procedure is revised, the same process shall be used to approve the changed procedure. A record detailing what was changed in the procedure shall be included in the revised purge procedure.

#### **Criteria for Release**

The release criteria are set below:

1. The member cannot be located.
2. The member has not attended a worship service and has not shown financial support or volunteer services within a six month period. Attendance shall be considered met for shut-in members after a pastoral or Elder visit. Financial and volunteer services may be waived due to a member's financial and / or physical / mental condition.
3. Member who has requested a transfer or release to another house of worship.
4. Member has willfully destroyed church property and / or threatens or performed physical harm against church members or in other ways taken actions which conflict with the Word of God.
5. Death



# ***Trinity Lutheran Church, Athens, Georgia***

## ***Procedure for Seder Meal***

### **Pre Preparation:**

- Announce at the BOE meeting previous to the month of Easter.
- Average between 60-100 people attending.
- Required that confirmands attend.
- Most items for the Seder meal can be purchased at Publix during the Passover season.

### **4 Weeks before Seder Meal:**

- Contact church office to have Seder Meal publicized in Newsletter and Announcements. Time and Place: (5:30 p.m. on Maundy Thursday and held in the Fellowship Hall. Church Administrator keeps the box of supplies for the Seder Meal.
- Have church office put out sign-up sheets for Seder Meal. One for attendance and one for dish and other items needed with recipe sheets attached.

### **Supplies: Need the following items on hand before the day of the Seder Meal or in time for the set-up crew**

- Kosher salt (kept in Seder Meal box in Church Administrator's office)
- Small individual boxes of matches for each table (have in CA's office)
- One candle for each table (have 10 – kept in CA's office)
- One carafe for each table (have 9 kept in CA's office) Check with elders to see if someone has a special wine decanter they would not mind bringing for the head table.)
- 7 box of matzo crackers (can be purchased at Publix)
- 10 bottles of sweet, red, kosher wine (Concord grape – Mogen David or Manischewitz)- usually have the elders supply the wine – also purchased at Publix. (have any left over can be used for communion)
- 4 large bottles of grape juice to pour into pitchers for the tables (for those who do not drink wine)
- Paper tablecloths
- Paper plates
- Small paper bowls (finger bowls) for hand washing and for salt water (usually order these from CDC supplier)
- White paper napkins
- Small plastic wine glasses or plastic punch cups
- Plastic ware
- 1 lamb shank bone (check with butcher's at grocery store or check with individuals who have signed up to do the lamb dish – get early and put in the freezer.)
- 1 special wine glass (use one of the pottery communion sets chalice)
- 1 special chair (use one of the upholstered green ones in the church office.)
- At least 7 dozen peeled, hard boiled eggs (part of the sign-up sheet – they need to be notified that the hard boiled eggs need to be at church no later than 4:00 for the set-up committee.
- 2 large bunches of parsley (same – needs to be there for the set-up Committee)
- 2 jars of red shredded horseradish – deli shredded is acceptable –do not use horseradish sauce, as it contains dairy. (Go ahead and purchase early – sometimes a difficult item to find but have found at Publix)
- At least 70 of the Seder Meal programs to put at each place setting.(Kept in the Seder meal box in the CA's office)
- One or two bowls of charoseth (place one tbsp. on each plate before the meal begins.)

**Organization:****Set-up crew:**

Have the Set up crew (at least 5-6 people) arrive no later than 3:30 p.m. the day of the Seder Meal.

**Set Up:** Fellowship Hall: Usually set up 10 tables including the head table. (Check on the Number signed up to make sure we have enough seating.) Eight chairs at each table. (four tables at an angle down one side and five tables at an angle down the other side) Be sure and leave room for the head table at the top of the FH (in front of the open window to the kitchen). Serve the food in the kitchen.

Set up two of the rolling carts with supplies to set the tables.

**Place on the carts:**

paper tablecloths; Candles (1 for each table); matchboxes; plates; small bowls; plastic ware; napkins; matzo crackers; wine bottles and carafes; wine or punch cups; pitchers with water-one plain one salt water; Bowl of peeled hardboiled eggs; parsley (already cut into very small bunches or four sprigs); horseradish and spoon to dish out; one bowl of charoseth and spoon to serve it.

**Setting one table: (All of this should be done before the guests arrive at 5:30 p.m.)**

Paper tablecloth; Set eight place settings at each table – plate, plasticware – spoon and fork; napkin; two small bowls at each place setting one on the left and one the right (one on the left fill with salt water – one on the left regular water); wine or punch cup to the right; one plate in the middle of the table with 3 matzo crackers (sheets) wrapped in a napkin; one program at each place setting (usually put it on the plate); one candle in the middle of each table with a box of matches beside it. One carafe of wine at each table; pitcher of grape juice every other table.

Each plate: one hard boiled egg, one tsp of horseradish, four sprigs of parsley; one tablespoon of charoseth;

**Set up the Head table:**

Elijah's place at the head of the table – special chair (green one from the church office.), special wine glass (pottery communion ware chalice from the altar guild room); plate with lamb shank bone on the plate. Set other place settings if necessary for number attending – officers of the congregation or head elder and family.

**The meal itself:**

Check week before: Make sure the sign-up sheets for the different dishes represent the number attending. If not, people may have to be called or the elders can be asked to bring certain dishes. As people bring the dishes in, have them place them in the kitchen on the island for serving. Make sure serving spoons are out and bowls are next to the stews or soups.

Clean up – **Make sure all leftover food items are taken home that night.** Have Pastor announce at the end of the meal. Need the room in the frig for the Easter potluck breakfast.

Leave the tables and chairs up for the Easter Pot-luck breakfast.

If enough people are there, please pull out all the tables (including the round ones to set up for the Easter potluck breakfast.)

Leave the unused paper products out in the kitchen for the Easter Pot-luck breakfast set up crew.

Take all left over wine (in bottles) that people do not wish to take home and take to the Altar guild room.



Left over grape juice can be left for the Easter Pot-luck breakfast.

Bring the green upholstered chair back over to the church office.  
Return the chalice to the Altar guild room.

Please leave all candles, matchboxes, left programs, carafes that belong to the church (9) in the box labeled Seder Meal and bring back over the CA's office.

Contact person for Seder Meal: Church Administrator  
Board responsible for Seder Meal Organization: Board of Elders

TRINITY LUTHERAN CHURCH  
USHER'S CHECK LIST

Early Service

Arrive at 8:00 a.m.  
Turn on all lights  
Key both doors with allen wrench found in sound room  
Set thermostats  
Place bulletins at end of pew near center doors in gathering room  
Place flowers on altar *- put up hymn numbers*  
Fill out the attendance sheet  
Turn on sound system  
Date and label CD and place in sound system  
Make coffee if it hasn't already been made  
Hand out bulletins at 8:15 a.m.  
Take attendance during first reading  
Take offering  
Set the tables for communion (no more than 11 at a time on each side)  
Collect monies from offering plates and place in the counting room  
Walk through pews, remove discarded bulletins and replace hymnals in racks

Second Service

Arrive at 10:30 a.m.  
Place bulletins at end of pew near center doors in gathering room  
Fill out the attendance sheet  
Date and label CD and place in sound system  
Hand out bulletins at 10:45 a.m.  
Take attendance during first reading  
Take offering  
Set the tables for communion (no more than 11 at a time on each side)  
Collect monies from offering plates and place in the counting room  
Remove attendance sheets from red folders and give to Sonny (extra sheets are in sound room)  
Put red folders back by center aisle  
Walk through pews, remove discarded bulletins and replace hymnals in racks  
Turn off sound system and lights  
Take attendance sheet and 10 bulletins and put on the desk in the church office

## How To Record Service

Turn main power switch on. It is located in the top right hand corner of the unit.

Wait a few minutes for everything to come on.

Turn the power on for the cd player.

Open and insert cd; press close

Panel will say TOC Reading; when it says 0:00 it is ready to record.

Press record – this will put it in paused record mode.

Press play to begin recording.

To change tracks press record.

When finished recording Press Stop.

Press finalize when panel says ok (TOC Input) then press multi jog button

Counter will count down until finished finalizing

When finished finalizing eject the cd.

Press the main power button to turn system off.

\*\*\*If the top bar on the panel is flatlined and not moving it means no sound is being picked up; change the mic volumes.\*\*\*

## PROCEDURE FOR OPERATING SOUND SYSTEM

- )} The operator should be in the sound room five minutes prior to the start of the preservice/prelude music.
- )} Follow marked steps – Items 1-8 – on cd procedure to have cd ready for recording the service.
- )} Set all volume control slides for microphones to ‘0’ except #13/14 and 15/16 (tape & cd) which stay set where red arrows are marked.
- )} At start of preservice/prelude follow rest of marked steps – starting at #9 on cd procedure throughout the service.
- )} As the Pastor or first person goes to the altar move volume control button on microphone to be used to position marked by red dot (when person speaks you may have to adjust volume or frequency buttons to get good output without unwanted sounds).
- )} Watch Pastor or speaker all the time and as they move around move up the volume on the microphone they are going to use and cut other microphones to ‘0’ volume.
- )} Microphones #7 and #8 hand over the choir and should only be turned up to red marks when choir is singing.
- )} Microphone locations are listed on top of main control box.

## **Sound System Control Panel Layout**

**All left and right references are looking from the back of the sanctuary**

Control Panel Number	Microphone Outlet Number and Position
1	<b>Choir Mic</b>
2	<b>Hanging microphone over organ</b>
3	<b>NOT WORKING</b>
4	<b>Pulpit</b>
5	<b>Lectern</b>
6	<b>Floor Mic – Right side of Altar</b>
7	<b>NOT WORKING</b>
8	<b>In front of pews – right side</b>
9	<b>Microphone - in front of choir – under last pew</b>
10	<b>Wireless Mic</b>
11	<b>Altar Mic – on center altar</b>
12	<b>On floor under credence table (wireless)</b>
	<b>2 spare black lines on floor by Altar rail – right side 1 spare black line on floor by altar rail – left side</b>

**UPDATED 12/20/2017**



# CONFIRMATION PROCEDURES

- Bring washed and ironed robes to church the Sunday before Confirmation Sunday. Pin names of the robes and hang them in the Elder/Acolyte changing room.
- On Confirmation Sunday the confirmands will arrive at the church at 8:30am for practice.
- Confirmands will be seated in the first row in front of the pulpit in alphabetical order from left to right (as facing the pew from the alter). This is the order in which they will approach the alter when called.
- As the Pastor calls their name, the first confirmand seated nearest the isle will stand and approach the alter - pause facing alter.
- As the first confirmand stands, the others will stand and move to their right and be seated - this places the next one to be called next to the isle.
- The Pastor will then take the hand of the confirmand who has approached the alter, as he/she kneels at the first step. The Pastor then gives a blessing with hand over head and reads their confirmation verse. The Pastor then takes their hand as they stand back up.
- The confirmand then returns to the pew via the side isle and sits. The process is repeated.

## PROCESSING INTO SANTCUARY

- The confirmands will line up in the gathering room in reverse alphabetical order (this will put them in alphabetical order as they are seated in the front pew in front of the pulpit).
- They will process up the center isle behind the acolyte and be seated in their pew. The Pastor and the Duty Elder will follow.

## RECESSING FROM SANTCUARY

- After the acolyte leaves the alter and begins to recess to the rear of the sanctuary, the confirmands will follow one by one. The confirmands will line up outside the center isle doors as a receiving line.

## FAMILY SEATING

- The Pastor or Duty Elder will inform the head usher as to approximate number of family and guests to be seated as the confirmation party.
- Depending upon the size of the confirmation class, the ushers will reserve 3-4 pew rows directly behind the confirmand's pew. These pews are reserved for family and God-parents and other family guests.

## **FIRST COMMUNION**

- During pre-service practice, the Pastor will determine the number of family members who will be communing with the confirmand and will place the confirmands accordingly so they will know about where at the alter/communion rail they will be.
- The first communion table will consist of the confirmands and their family. The Pastor will call the confirmand's name at which time he/she and their family will approach the alter rail. The Pastor will direct the family where they should stand next to their confirmand. The process is repeated until all the class and family are at the rail together.
- The head usher will assist in moving family and guests to the alter rail.
- After communing, the families are dismissed first, leaving the confirmands at the rail. The Pastor will then dismiss the confirmands and they will return to their pew in alphabetical order.

## **ACOLYTE DUTIES**

- In addition to regular service Acolyte duties, the Pachal Candle/Baptism Candle will also be lit (the large candle that stands by the American Flag). This candle can sometimes be difficult to light so the Duty Elder needs to take note of this and be prepared to assist if needed.

June 2016  
Approved by BOE

# GUIDELINES FOR ACOLYTES AT



**TRINITY LUTHERAN  
ATHENS, GA**

**REVISED JUNE 2014**



What a privilege to serve the Lord God! The word “acolyte” is a Greek word meaning “attendant”. So you serve the congregation, and most importantly, the Lord God by assisting in the Service. Acolytes have a long tradition in the Church, going back to at least 250 AD. So you are part of a long-standing practice of service. Do not view acolyting as simply a “rite of passage” or “something that I have to do”. Have a servant’s heart and joyfully embrace this opportunity.

You occupy an important part in the Divine Service. An acolyte lights the candles that remind us that Jesus is the light of the world (St. John 8:12), carries the processional cross that shows that our focus is on Jesus and salvation won there (1 Corinthians 1:18), and assists with the Lord’s Supper where we receive the very body and blood of Christ for the forgiveness of sins (St. Matthew 26:28). With that in mind, acolytes actively participate in the Divine Service by singing, praying and listening. You help set a reverent atmosphere for children and adults.

Because of that, we put our chewing gum in the wastebasket before Service, silence our cell phones/electronic devices, and wear appropriate church clothing. It is also very important to be well groomed and wear appropriate shoes (no flip-flops, dirty or brightly colored tennis shoes). It is best practice to wear dress shoes. Remember that when you are serving as an acolyte you will be robed so your shoes are the only part of your clothing fully in view (and you will be standing in front of the whole congregation).

### **PROCEDURES (with single acolyte)**

1. Arrive at the Vestry (the area behind the Sanctuary on the Lectern Side) 15 minutes prior to the beginning of the service. Put on a red robe and silver cross (necklace). Before you acolyte for the first time go back to the Vestry and size yourself for a robe. The robe should extend to near the floor when you are wearing it, but not be so long that it could cause you to trip. Inside the robe is a tag with a size. Remember that size so that you can quickly locate a robe that fits each time that you acolyte.
2. It is a good practice to pray before you begin your service as an acolyte. Thank God for giving you this opportunity to serve and pray for His guidance as you serve Him.
3. Check with the pastor or elder for any changes in the Service or for any other additional duties you may be asked to perform (assist w/Baptism, Advent Wreath, Paschal Candle, etc). Check that there is enough fuel in the candle lighter before the start of service.
4. If there is a Baptism and on certain Feast Days, the acolyte will also light the Paschal Candle (sometimes called the “Baptismal Candle” or “Christ Candle”). This candle is lit before the Service begins and is not extinguished until after the Service ends (after you process out you go back and extinguish the candle as the Pastor is greeting the exiting people).
5. The candles are lit 5 minutes prior to the beginning of the Service.
6. You will now light the wick on the candle lighter. If you are not able or comfortable doing this ask for help from the elder or another adult. The acolyte will enter the Chancel from the vestry, approach the front of the Altar, bow in reverence to the LORD, then step up to the altar area. First light the Lectern Side candle (remember the first light is on the right). After lighting this candle you will go to the center of the Altar and bow again (it is not necessary to step down again). This is then followed by lighting the Pulpit Side candle. Then take a step back down, bow again at the Altar (you will bow three times in this process representing the Triune God: Father, Son, and Holy Spirit). Then exit to the Vestry, blow out the flame and return the candle lighter to the hook. The candle lighter is to be extinguished only after it is out of the sight of the congregation.
7. The acolyte will go from the Vestry to the gathering room of the church. You will get the Processional Cross from its holder (by the stained glass window) go to the Sanctuary doors and wait for the Entrance (or sometimes called the “Processional”) Hymn. Do not remove the Cross from its stand too early. Wait until it is time for the Service to start (right before the Pastor goes forward to give the announcements) as it can get heavy holding after a period of time. It is best practice to not set even the bottom of the pole on the ground. If you must rest your arms, place the bottom of the pole on the top of your shoe.

8. When the congregation starts singing the Crucifer will walk reverently down the center aisle, as the Crucifer passes, the congregation will turn in reverence toward the Cross as it goes down the aisle to the Chancel. Process at a slow, but steady pace.

(See Pastor about the correct way to hold the Cross.)

9. The Crucifer does not bow at the Altar. Instead, the Crucifer enters the Chancel, pauses briefly at the front of the altar, then takes the Cross over and places it in the stand (behind the Pulpit) exits the chancel from the center turning toward the altar at base of steps, bows and stands in front of their seat in front of the congregation to participate as the Service continues.
10. During the Confession and Absolution, the acolyte, along with the elder, will kneel at the Communion Rail. Following the Absolution, they will return to their seats
11. During Holy Communion, when the congregation is Sharing the Peace, the duty elder and the acolyte will walk up to the Chancel, bow and line up at the Lectern side of the Altar. The pastor will commune the elders and confirmed acolytes, and bless any non-confirmed acolytes there. The duty elder will commune the pastor. The acolyte will then assist in collecting the empty individual cups during Holy Communion. The acolyte follows the Pastor or elder (you will be last in the line) who is holding the Chalice (common cup). Leave a little space between yourself and the person carrying the Chalice so as not to crowd him or rush the communicants.
12. When the singing begins for the Closing (sometimes called the “Recessional”) Hymn, the acolyte will approach the Chancel, bow in reverence to the LORD, get the candle lighter/snuffer, approach the Altar, bow, step up and light the wick, and then extinguish the candles in reverse order of lighting. First the Pulpit Side candle, then the Lectern Side Candle (remember to bow in between). The candles are extinguished by placing the bell-shaped end over the flame and waiting for a moment. The flame is deprived of oxygen and dies (wait for a wisp of smoke to come out from under the bell). Take your time in doing this carefully as to not hit the candles and knock them off balance. When the candles are extinguished step down and bow for the final time. Then candle lighter/snuffer is returned to the hook after you extinguish the flame (don’t extinguish the flame until out of view of the congregation).
13. When the candles are extinguished, the candle lighter/snuffer is returned, re-enter the Chancel and walk around the front of the Altar (no need to bow) and get the Cross from the holder. Exit with Cross from the chancel to the center aisle and pause at the front facing the congregation. Depending on the length of the Closing Hymn you may be asked to wait there for a stanza or two, then proceed after getting a signal from the Pastor to the back of the sanctuary, when at the door turn toward the Altar and wait.
14. After the Closing Hymn the Pastor says the Dismissal (Go in peace, serve the LORD. Thanks be to God!) Once the Post Service Music begins, exit the Sanctuary door and place Cross in its holder in front of the stained glass window.
15. Return to the vestry, hang up your robe and cross. You are now finished and free to go.

### **PROCEDURES (with acolyte and Crucifer)**

Keep in mind that many of the same procedures with a single acolyte are followed when there is an acolyte and Crucifer. These procedures point out some key differences to note.

1. The acolyte and Crucifer will arrive 15 minutes prior to the beginning of the Service and put on their robes and crosses. Do not light the candles at this point. The acolyte will take the candle lighter with him/her to the gathering room. The acolyte will either need to take something to light the candle lighter with them or check with the duty elder to see if they have something to light it with. Just prior to the announcements the acolyte (with candle lighter) and Crucifer (with Cross) will enter the back of the Sanctuary. At this point the candle lighter is lit.
2. During the Processional Hymn, the Crucifer will process first followed by the acolyte at a distance of about 5 feet. Once reaching the Chancel, the Crucifer will go up toward the Altar and then go left and stand and face the congregation holding the Cross. Until the Crucifer is in position the acolyte waits in the Chancel. Once the Crucifer is in position, the acolyte will bow and approach the Altar. The same bowing and lighting procedure will be followed

as with a single acolyte at this point. As the acolyte is returning the candle lighter to the hook behind the Sanctuary, the Crucifer places the Cross in the stand and waits for the acolyte to return. The Crucifer and acolyte will then together walk down to the front of the Chancel and bow together facing the Altar. They then return to stand in front of their seats and participate in the Service. The Crucifer's seat will be on the Pulpit Side with the Pastor and the acolyte's seat will be on the Lectern Side with the Duty Elder.

3. During Confession and Absolution the Crucifer and the acolyte will kneel at the Communion Rail and then return to their seats after the Absolution.
4. During Communion the acolyte will assist in collecting the used individual cups. The Crucifer will go up with the Pastor, elder, and acolyte to receive the Sacrament (if confirmed) or a blessing (if not confirmed) and then return to their seat (remember to bow).
5. As the congregation begins singing the Recessional Hymn the Crucifer and acolyte approach the Chancel together and bow. The Crucifer will go up and stand next to the Cross while the acolyte goes and retrieves the candle lighter. The Crucifer will remove the Cross from the stand and hold it while the acolyte extinguishes the candles. The acolyte follows the same procedures as when there is only one acolyte. While the acolyte is hanging up the candle holder the Crucifer carries the Cross to the front of the Chancel area and waits a few steps away from the Chancel facing the congregation. The acolyte will return and bow as they exit the Chancel area and stand behind the Crucifer facing the congregation. On the Pastor's signal they will begin to recess.
6. Once the Pastor dismisses the congregation, the Crucifer will return the Cross to its stand in the gathering room.

#### **REMINDERS**

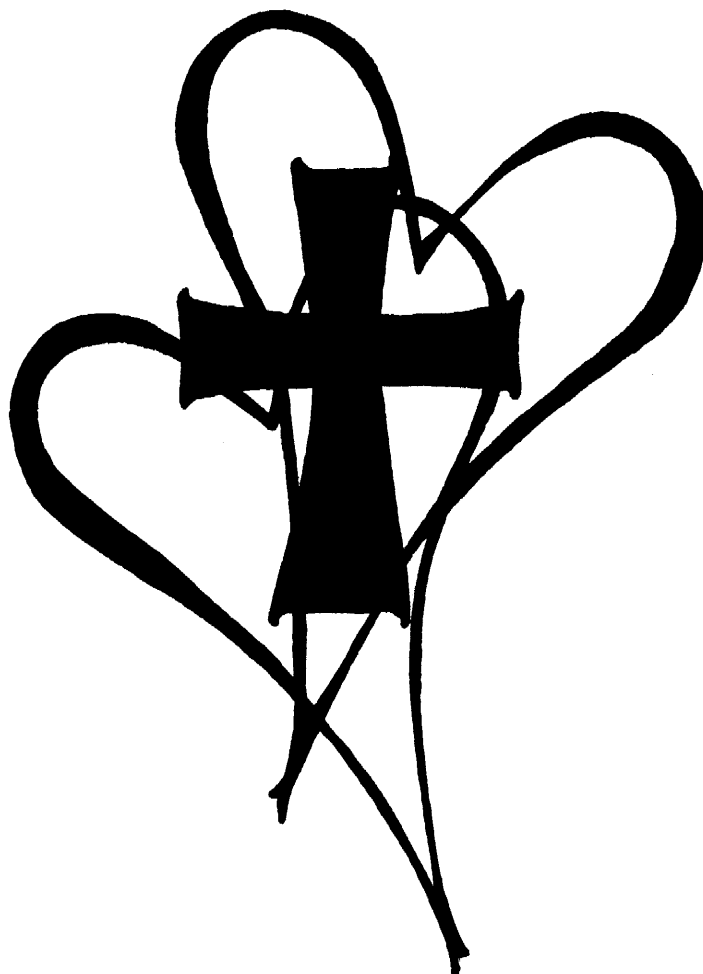
Remember you are responsible for getting a substitute. If you try, and cannot find one call \_\_\_\_\_

Acolyting is a wonderful service to our Lord God and His children of worship. Thank you for serving and may the LORD bless and keep you and your family forever.

Thanks for your joyful and diligent service!

# TRINITY LUTHERAN CHURCH WEDDING MANUAL

“For this cause a man shall leave his father and his mother, and shall cleave to his wife, and they shall become one flesh.” Genesis 2:24



2535 Jefferson Road Ω Athens, GA 30607

(706) 546-1280 Ω Fax: (706) 546-0150

[www.trinity-athens.org](http://www.trinity-athens.org) Ω [church@trinity-athens.org](mailto:church@trinity-athens.org)

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# Introduction

Congratulations on your upcoming wedding! A wedding ceremony is a spiritual covenant with God joining the hands and hearts of couples to Christ and His church. Trinity Lutheran Church and staff wish to extend to you our assistance in making sure that your special day is joyful, reverent, and memorable for you and your guests. This document is to help you in your preparations by letting you know about all aspects of weddings conducted here at Trinity Lutheran Church in Athens, Georgia.

If there are questions that are not answered here, you may call our Wedding Hostess, Shashana Reinking at 546-1280 Ext. 1, or email sreinking@trinity-athens.org.

## Trinity Weddings

Trinity has a beautiful sanctuary and there are always a lot of people who want to get married here especially since we are located in a university town. But we are not in the “wedding business.” *We are a congregation of believers in Jesus Christ* who conduct weddings centered on Christ for our members, immediate family, or member prospects. In other words, weddings done at Trinity are for those who are members or immediate family of members, or those wishing to become members.

### **Non-Member Trinity Wedding Policy:**

We want people who want to be a part of our Trinity *family*. We want people who believe what we do about God, the Bible, the Sacraments, etc. Because of that, we want to make sure that Trinity is a good fit with both of you. One of the ways to find that out is to worship regularly with us so you can see what we believe. In addition, we want you to attend our six hour Adult Instruction Class where we will go more into depth of what Scripture teaches, what Lutherans believe, and who we are as people of Trinity. Adult instruction is offered quarterly throughout the year. Contact the church office for dates and times. At the end of the class, you will be given the opportunity to become full voting members of Trinity, if you so choose. A membership application is provided in this manual or you may download one off of our website.

*We hope you will become a part of our family here!*

## Coordination and Direction:

Besides being a member, family of a member, or in the process of becoming a member, we also have specific requirements before a wedding is conducted. They are listed below.

- First, you must schedule an appointment with our Trinity Wedding Hostess. You may reach the wedding hostess, Shashana Reinking, by calling (706) 546-1280 Ext. 1 (8:00 a.m. – 4:00 p.m. Mon. – Fri.) **We require that all couples being married use the services of our Wedding Hostess.** She will help you establish a wedding date on the church calendar, give you our Trinity wedding application, and go over our Trinity wedding manual with you. The Wedding Hostess serves as the representative of the church to assist the bride and groom in preparation for the wedding. Her specific duties are listed on Pages 5-6 and her fees are in the schedule of fees on Page 12.
- Once the wedding date is on the calendar you must schedule an appointment to speak with the Pastor so that he can get to know you and it will also allow both of you to ask questions pertinent to the upcoming nuptials. To schedule an appointment, please call the church office (706) 546-1280 Ext. 1. We prefer that you use the services of Trinity’s pastor for your wedding. Special requests must be cleared by Trinity’s pastor.
- We must receive a completed Wedding Application at least six months prior to the wedding date. If this is not possible, discuss special circumstances with the Pastor. For non-members a completed application and a nonrefundable \$100 deposit are required to hold the date. The deposit will be put toward your total fees.
- You must commit to pre-marital counseling sessions. How many of these sessions, the location, number, etc. will be determined by the officiating pastor.
- Once your wedding date has been established, you should contact Trinity’s music director to schedule an appointment as well. All wedding music should be reviewed and approved by him at least 6 weeks prior to the wedding date.
- All fees need to be submitted at least 3 weeks prior to the wedding date. See schedule of fees on page 11.

## Theology of Marriage and the Wedding Ceremony

A Christian wedding is first and foremost an occasion of Christian worship and should be approached with this in mind. Christian worship is focused on God; adoration of God, praying to God, knowing God and communicating with God. With this in mind, please understand that the officiating pastor is the primary leader of the service. The couple should

consult with the pastor about items such as the readings, appropriate music, vows and other details. Trinity's Pastor is the final authority on all aspects of the wedding service itself.

## **Premarital Counseling**

All couples getting married at Trinity must agree to go through pre-marital counseling before a wedding can take place. The officiating pastor will determine the particulars of how many sessions and what will be covered. This could mean simple sessions with the pastor, counseling at a third party location, or both.

The sessions must be completed at least three months prior to the wedding date. Upon completion, a certificate or letter will be issued.

## **Wedding Dates**

Wedding dates are set by couples for various reasons. It is a date that will be remembered for the rest of the couple's lives.

When setting a date, however, it is necessary to keep in mind a few things:

- Wedding dates are given on a first come, first serve basis. All church ceremonies and programs will take precedence when scheduling a wedding ceremony.
- No weddings will be scheduled on a national holiday, during Holy week, or the week of Christmas.

## **Wedding Hostess**

The Wedding Hostess serves as the representative for the church to assist the bride and groom in preparation for the wedding. It is required for members and non-members to use our wedding hostess. S/he is a member of Trinity Lutheran Congregation and will be at all rehearsals and weddings. They are knowledgeable and familiar with Trinity's wedding manual. See the schedule of Fees on page 11.

*Specific duties are as follows:*

- v Meet with the bride and groom to schedule a wedding date, go over the wedding manual, and give them a wedding application.
- v Arrive no later than 15 minutes prior to the rehearsal time and the designated time bridal party will arrive for wedding. Coordinate with bride the floral arrangement arrival time and pick-up of any floral equipment and also the same with caterer if reception is held at the church.
- v Open and secure the building facilities for all rehearsals and the wedding.
- v Make sure lights are turned on/off and AC/Heat is on/off.



- v Responsible for setting up the altar for the wedding including paraments, banners requested by the bride, and making sure candles are filled with oil.
- v Responsible for reminding altar guild of wedding and time the altar guild can prepare altar (removing wedding banners and communion set-up) for Sunday services.
- v Coordinates with custodian times for clean up before rehearsal, before wedding and after wedding.
- v Responsible for setting up sound system, including any extra microphones and recording of the service.
- v Makes sure bridal dressing areas (youth room) are equipped with full length mirrors, covered windows, and shows bridal party exit and entrance path. Same with groomsmen area (Office reception area).
- v Clears Gathering Room area.
- v If reception is held at Trinity, makes sure those facilities are unlocked for caterer, AC/Heat is on and facilities are secure after reception.
- v After wedding: makes sure Gathering Room is ready for Sunday services.
- v Checks all rooms used for personal items. Turns off sound system and all lights and secures the facilities.

## **Wedding Coordinators**

Weddings have become very complicated over the years. Because of that, many couples have sought out the help of professional “wedding coordinators” to help them in preparing for their special day. Trinity understands that and wants to help them help you. You are still required to use the services of our Wedding Hostess. We also request that the wedding coordinator be given a copy of our wedding manual as we feel it is an invaluable tool for any wedding coordinator who is serving a couple wishing to get married at Trinity.

If there are questions a coordinator has which are not in this document, s/he should feel free to contact our Wedding Hostess. Trinity’s Wedding Hostess is the on-site approving or disapproving authority for all wedding coordinators.

## **Photography & Video**

Because you will want to remember your wedding day it is understandable that a photographer and/or videographer will most likely be involved. (For the rest of this section, what applies to the photographer also applies to the videographer.)

Photographers should read, at the very least, this section of this document and be familiar with it.

- The most important thing to remember is that the wedding is a worship service. Because of that, proper reverence, respect, and decorum will be observed throughout the service.
- The “worship service” proper is defined, for our purposes here, as the time between “The Invocation” and “The Benediction.” Practically, what that means is that the Procession down the aisle and “the giving away of the bride” are acceptable to have flash photography for and those pictures may be taken from the aisle. The same is the case for “the kissing of the bride” and recessional. Between the two, there should be no photography that is “disruptive,” no flash photography, and no photography with “extra” lighting. Things that are disruptive would include (but not be limited to) “walking around” taking pictures and “clicks” of the camera during quiet times, when it will be heard and overtly noticed by the worshippers. *If in doubt, please ask!*
- The photographer must be finished with all pictures taken before the ceremony at least 45 minutes prior to the service.
- There is an hour allotted for pictures following the end of the service.

Because of time constraints for pictures following the service, it is recommended that as many pictures as possible be taken before the service begins.

It is not necessary that photographers attend the rehearsal, but they do need to speak to the pastor at least 45 minutes prior to the beginning of the wedding service. The pastor will, at that time, let the photographer know where s/he may/may not set up.

It is acceptable for the pastor to wear an extra microphone for the videographer, if so desired. It may also be possible for the videographer to “tap into” Trinity’s sound system, if that is desired.

## Music

Music is an important part of everyday life. That is true in the church as well. Music helps set the tone and atmosphere for an occasion and it also conveys a message, unique to its style.

With that in mind, all music used for a wedding should be suitable for worship. To help in that determination, all music, including solos, etc., must be approved by Trinity’s music director prior to the wedding. This must be set at least six (6) weeks prior to the wedding.

Other things to keep in mind regarding music:

- Trinity’s music director is available, if requested, to play music during the ceremony. See the fee schedule on page 11 for music director fees.
- Trinity’s music director requires a meeting with the couple in order to plan the music selections and to review the plans and schedule for the ceremony.

- Please notify the music director if a soloist or outside musician will be performing. The music director *must* meet with any soloist at least once before the wedding.
- Please notify the music director if extra microphones need to be used during the ceremony.

## Miscellaneous

Here are some other things to keep in mind with regard to weddings at Trinity.

- Trinity’s campus is drug free. No drinking or smoking are allowed on the premises.
- Fresh and artificial flowers may be used in the sanctuary, however, **ONLY ARTIFICIAL** petals may be thrown on the floor or tile.
- Flowers and other decorations may not cover the cross.
- The white paraments are traditionally used for wedding ceremonies, however if you have a special request regarding the paraments, discuss these with the wedding hostess. (A picture of suggested paraments and banners are provided in the back of the wedding manual.)
- The church has three sets of candle sticks (brass, silver, and wood) available for the ceremony. You may provide your own candle sticks or candelabra. Drip-less candles must be used for all candle holders and/or candelabras.
- We have a Unity/Christ candle holder that can sit on the altar. The candles must be supplied by the couple.
- The florist may begin decorating the church 4 hours prior to the ceremony. Special consideration may be given on a case-by-case basis for set up of decorations for early morning ceremonies.
- All decorations must be easily removable. You may not nail, tape or permanently affix anything in the buildings or on the furniture including the pews.
- All decorations and flowers will need to be removed within one hour after the ceremony. Please arrange for someone to collect the decorations and flowers after the ceremony.
- Trinity’s Florist is Elizabeth Ann Florist (706) 769-6661. We are under contract for two bouquets per Sunday (\$40.00). It is acceptable to sign up for the altar flowers and use them for your wedding. They arrive on Friday afternoons. However if you want to add more flowers or suggest particular colors it is the bride’s responsibility to contact Elizabeth Ann and pay for the additional flowers. This is in addition to paying Trinity the \$50.00 altar flower fee.
- No furniture or instruments will be moved in any of the buildings.
- Birdseed may be thrown outside the church as the couple leaves. Rice may not be used. Bubbles are only to be used outside.
- No weddings will be scheduled on a national holiday or on a day the church office is closed without prior consent of everyone involved (i.e. pastor, custodian, organist, etc.).

- All concerns and special requests should be discussed with the pastor at least six weeks prior to the wedding date. The pastor makes the final decision regarding all special requests.

## Rehearsal

The rehearsal is an integral part of any wedding. Weddings at Trinity are no exception.

Because a wedding ceremony is, first and foremost, a worship service, steps should be taken to insure that the service is conducted properly and with reverence. The wedding rehearsal helps to insure that this will happen.

Because of the importance of the rehearsal it is necessary that everyone involved in the wedding service itself be at the rehearsal. This includes:

1. The wedding party. Bride, groom, bridesmaids, groomsmen, flower girl, and ring bearer.
2. Ushers
3. Parents of the bride and groom
4. Special musicians and/or soloists
5. Any wedding coordinator the couple may have hired

It is not necessary that the photographer/videographer be present at the rehearsal. However, it is necessary that they read the proper sections (page 6) prior to the wedding and that they speak to the pastor at least 45 minutes prior to the beginning of the wedding service.

Other things to keep in mind with regard to the rehearsal:

- The latest a Friday rehearsal can begin is 5:00 p.m.
- No rehearsal will be scheduled on a national holiday or on a day the church office is closed without prior consent of everyone involved (i.e. pastor, custodian, organist, etc.)
- The rehearsal *will not* extend past one (1) hour. Therefore, it is *imperative* that everyone involved get to the rehearsal on time.

### Rehearsal Checklist

- ⊞ Order of ceremony
- ⊞ Review all music selections
- ⊞ Correct names and pronunciation
  
- ⊞ Confirm times for arrival on the wedding day

- o Bride & Bridesmaids
- o Groom& Groomsmen
- o Florist
- o Photographer
- o Musicians
- o Caterer and/or Baker for the reception

## Wedding Day

- We strongly encourage the wedding party to arrive no later than 3 hours before the ceremony. Allow plenty of time to get ready and have pictures completed 45 minutes prior to the ceremony.
- The preschool wing and church office are available to the wedding party for dressing for the wedding.
- Check list of items to bring on wedding day:
  - o Marriage license; Trinity will mail this out following the wedding.
  - o Wedding rings; give them to the best man/maid of honor
  - o Wedding attire and all accessories
  - o Wedding party and family bouquets and boutonnières
  - o Guest book, pen and pen holder
  - o Wedding programs
  - o Unity candle
  - o All decorations
  - o Bride and groom gifts
  - o Flower girl and ring bearer accessories
  - o Emergency supplies (extra pantyhose, clear nail polish, safety pins, sewing kit, etc.)
  - o Special ceremony items

## Order of Service

A suggested order of ceremony used at Trinity is printed below. **NOTE:** Trinity does *not* provide the printed wedding bulletins. It is the couple's responsibility to have the bulletins printed.

- |                                    |                                    |
|------------------------------------|------------------------------------|
| – Prelude                          | – Lighting of unity/Christ candles |
| – Seating of families              | – Solo or special music if desired |
| – Processional                     | – Communion, if desired            |
| – Welcome                          | – Prayers                          |
| – Scripture Reading                | – The Lord's Prayer                |
| – Homily                           | – Benediction                      |
| – Solo or special music if desired | – Presentation of the couple       |
| – Exchange of vows                 | – Recessional                      |
| – Blessing of the rings            |                                    |

## Reception

The wedding reception is just as important to the couple as the ceremony. Trinity has two areas available for receptions. For a wedding of fewer than 50 guests we suggest using our Gathering Room. For weddings with over 50 guests our Fellowship Hall is available. We have a separate building use policy for usage of the Fellowship Hall or gathering room for a reception.

Below is a list of things to keep in mind regarding receptions held at Trinity:

- Fees for using our reception facilities are on the fee sheet (Page 11).
- No alcohol is allowed at any Trinity functions including wedding receptions.
- All decorations must be temporary and easily removed.
- All set-up and take down of tables and chairs are the responsibility of the bridal couple.
- All decorations must be removed and the Fellowship Hall restored to the order in which it was found immediately following the reception in preparation for Sunday morning activities. This includes any rented equipment (tables or chairs).
- We have 10 - 8 ft. long tables and two circular tables available as well as 130 folding chairs. There are also tablecloths available upon request.
- Discuss all special requests with the wedding hostess.
- Reception checklist
  - Cake knife and server
  - Toasting glasses
  - Plates, bowls, forks, knives, & spoons
  - Table linens
  - Decorations
  - Party favors
  - Disposable cameras
  - Garter and tossing bouquet
  - Special items

## Wedding Fees

All fees must be submitted to the Wedding Hostess 3 weeks prior to the wedding. Please provide the checks in individual envelopes and have them clearly marked.

- Pastoral and Counseling Fees
  - Church member(s) – The pastor does not set a fee for his services. Normally any monetary appreciation for the Pastor is given by the groom and is an expression of appreciation for the premarital counseling sessions and for conducting the ceremony. Pre-marital counseling, preparation for the ceremony, the rehearsal and the wedding

itself, as well as special attention to other aspects of the celebration, require a significant investment of the pastor's time. Suggested donation: \$300.00

- Non-church members - \$500.00
  
- Church Musician Fees
  - Church Members – \$150.00
  - Non church members – base price \$300.00. Additional rehearsals and/or purchase of music will increase this fee
  
- Trinity Wedding Hostess
  - Members - \$250.00 (Additional \$100.00 if reception at Trinity).
  - Non-church members - \$400.00 (Additional \$200.00 if reception at Trinity.)
  
- Cleaning Fees for Church Members
  - Sanctuary/dressing areas/bathrooms - \$150.00. Includes cleaning before rehearsal, checking on before wedding, cleaning after wedding before Sunday services.
  - Fellowship Hall – Additional \$100.00 if the Fellowship Hall is used for the reception
  - Gathering Room – Additional \$50.00 if the Gathering Room is used for the reception
  
- Building usage fee: Non-members only - \$500.00 (includes janitorial fees)

## Contact Information

### *Trinity Lutheran Church*

*2535 Jefferson Road*

*Athens, GA 30607*

*(706) 546-1280*

*Fax: (706) 546-0150*

*www.trinity-athens.org*

*church@trinity-athens.org*

*Wedding hostess: sreinking@trinity-athens.org*

*Music Director: tayer@trinity-athens.org*

*Pastor: pastor@trinity-athens.org*

# Ω TRINITY LUTHERAN Ω

## Athens, Georgia ☩ Application for Membership

*Please fill out a separate application for each confirmed person seeking membership.*

“But you are a chosen people, a royal priesthood, a holy nation, a people belonging to God, that you may declare the praises of him who called you out of darkness into his wonderful light.”

**Name:**

\_\_\_\_\_

First Middle Last (Maiden)

**Address:**

\_\_\_\_\_

Address City State Zip+4

GA -

**Phone:**

( ) ( ) ( ) ( )

Home Work Mobile/Other Fax

**Email:**

\_\_\_\_\_

Home Work

**Work:**

\_\_\_\_\_

Occupation Employer

**Church Affiliation:**

\_\_\_\_\_

Previous Church Denomination City State

**Born:**

/ /

Date City State

**Baptized:**

/ /

Date Church City State

**Confirmed:**

/ /

Date Church City State

***Please fill out spouse & children information on back.***

In applying for membership at Trinity Lutheran Church, I affirm my loyalty to my Lord Jesus Christ and state my desire to assume the responsibilities as a member of Trinity Lutheran Church by the grace and with the help of God. These responsibilities are:

1. To worship regularly with God's family at Trinity.
2. To commune frequently.
3. To lead a Christian life.
4. To financially support the ministry to which God has called us.
5. To render Christian service according to my ability.
6. To provide for the Christian education of my children at home and through the agencies of the congregation.
7. To grow in Christian knowledge and personal devotion to God.

**Date:**

**Signed:** \_\_\_\_\_

\_\_\_\_\_



## Spouse:

**Marriage Info.:**

\_\_\_\_\_

Status

**Wedding:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Church

\_\_\_\_\_

City

\_\_\_\_\_

State

**Spouse:**

\_\_\_\_\_

First

\_\_\_\_\_

Middle

\_\_\_\_\_

Last

\_\_\_\_\_

(Maiden)

## Unconfirmed Child(ren):

*(Please copy page and attach for more children.)*

**Name:**

\_\_\_\_\_

First

\_\_\_\_\_

Middle

\_\_\_\_\_

Last

**Date of Birth:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

City

\_\_\_\_\_

State

**Baptism:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Church

\_\_\_\_\_

City

\_\_\_\_\_

State

**Schooling:**

\_\_\_\_\_

School Attending

\_\_\_\_\_

Grade

**Name:**

\_\_\_\_\_

First

\_\_\_\_\_

Middle

\_\_\_\_\_

Last

**Date of Birth:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

City

\_\_\_\_\_

State

**Baptism:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Church

\_\_\_\_\_

City

\_\_\_\_\_

State

**Schooling:**

\_\_\_\_\_

School Attending

\_\_\_\_\_

Grade

**Name:**

\_\_\_\_\_

First

\_\_\_\_\_

Middle

\_\_\_\_\_

Last

**Date of Birth:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

City

\_\_\_\_\_

State

**Baptism:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Church

\_\_\_\_\_

City

\_\_\_\_\_

State

**Schooling:**

\_\_\_\_\_

School Attending

\_\_\_\_\_

Grade

# Wedding Application

Please fill out completely, sign, and return to the wedding hostess six (6) months before the wedding date.

Rehearsal Date \_\_\_\_\_ Rehearsal Time \_\_\_\_\_

Wedding Date Requested \_\_\_\_\_ Wedding Time \_\_\_\_\_

## Bride Information

## Groom Information

Name of Bride: (First, middle, & last)

Name of Groom: (First, middle, & last)

Name as you would like it to appear on certificate

Date of Birth \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Date of Birth \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Occupation

Occupation

Address

Address

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ cell phone \_\_\_\_\_

Home phone \_\_\_\_\_ work phone \_\_\_\_\_ cell phone \_\_\_\_\_

Email

Email

Church Membership

Church Membership

Yes No Yes No

Widowed? Divorced? Times previously married

Maid/Matron of Honor

Best Man

Bridesmaid

Groomsman

Bridesmaid

Groomsman

Bridesmaid

Groomsman

Bridesmaid

Groomsman

Flower Girl

Usher

Ring Bearer

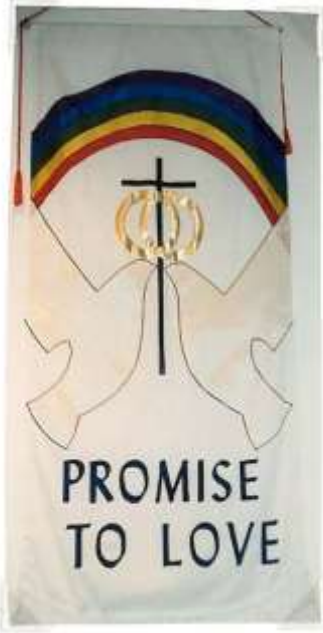
Usher

Organist

Musician/Soloist

Yes No  
Unity/Christ Candle

Future Residence: Address, City, State, & Zip



# ALTAR GUILD MANUAL



TRINITY LUTHERAN CHURCH  
ATHENS, GA

# Altar Guild Manual

Trinity Lutheran Church  
Athens, Georgia  
Revised April 2017

*And one cried unto another, and said, Holy, holy, holy, is the Lord of hosts: the whole earth is full of his glory. Isaiah 6:3*

## *The Importance of the Altar Guild*

Those who serve in Altar Guild often work behind the scenes and much of what they do is not visible to the congregation. But it is important service to the Lord as Colossians 3:17 tells us, “*And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by him.*” In this manner we serve the Lord and His people as we help prepare for worship, ensuring that “*all things be done decently and in order*” (1 Corinthians 14:40).

Altar Guild’s main role is to prepare the sanctuary for worship, preparing for and cleaning up after Communion, and maintaining the items utilized in worship. So your role is vitally important and a Service to the congregation, and most importantly the Lord.

## *Who may serve on Altar Guild?*

Traditionally in many churches the Altar Guild is made up of women. However, there is no gender-specific requirement to serve in this manner. Men may serve, married couples often wish to serve together, and even children can assist parents and grandparents (Altar Guild is a great way for families to serve together).

Before serving, please read this manual carefully and ask any questions that you may have. Special care should be taken to follow the instructions. Altar Guild trainings are also held to train new people to serve as needed.

## *I don’t know the terminology for everything, what is a “purificator” anyway?*

That is understandable as these are terms that we don’t generally use in our everyday speech. You will learn the names for all of the items associated with Altar Guild as you read this manual and undergo training. Descriptions and photos are provided throughout the manual. *Appendix B* is a glossary of liturgical terms that you can reference.

## *Volunteering to serve*

Sign up on the worship volunteers signup sheet in the Gathering Room. You may sign up for a particular Service or may wish to serve for a month at time. If people do not sign up, the elders and Pastor are responsible for making sure that the responsibilities of the Altar Guild are completed.

## *When would I complete the tasks for the Service?*

The main thing is to be sure that you have completed the set-up responsibilities in plenty of time for the Service. The best times to come would be Friday evening or sometime Saturday. You do not want to set up for Communion prior to these times so that the wine and bread do not sit out too long. You could set-up on Sunday mornings as well, but would have to be sure that you give yourself enough time to have the set-up finished more than 30 minutes prior to the beginning of the Service. The amount of time needed varies, but as with anything else your speed will increase the more that you do it. A good rule of thumb is to give yourself more time than you think you will need.

## *How do I know what to do?*

That is the purpose of the rest of the manual! There is also a calendar on the wall in the sacristy which is helpful.

# THE CHANCEL

## The Altar Guild's Area of Responsibility



# Chancel Furnishings

## Altar

- ◆ Missal stand
- ◆ Candles



## Credence Table

- ◆ Offering plates
- ◆ Flower vases



## Other

Censer, Torches,  
Baptismal Font,  
Christ Candle

# Chancel Furnishings



Missal Stand



Baptismal Font  
and Christ Candle

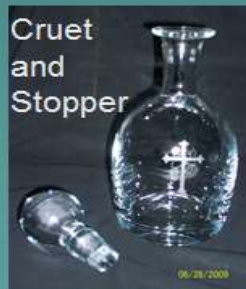


Censor



Torches

# Communion Ware



# Pottery Sets





# Sacred Linens

## ◆ Definitions

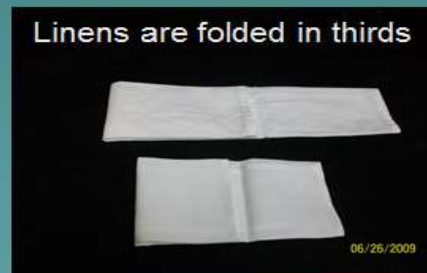
### – Communion Linens

- ◆ Corporal – Cloth which is placed over Fair Linen in the midst of the altar, on which the sacred Communion vessels stand. Symbolic of the cloth wrapped about the face of Christ when He was laid in the tomb.
- ◆ Purificators – Small napkin used to cleanse the rim of the chalice during distribution of Holy Communion
- ◆ Veil – Covers the sacred vessels used in Holy Communion Service

### – Altar Linens – Cloths covering the mensa (top of the altar) and credence table at all times:

- ◆ Protector Cloth – laid over the bare stone
- ◆ Fair Linen – Placed on the protector cloth. Symbolic of the cloth which the women used to wrap the body of our Lord when He was laid in the tomb.
- ◆ Credence Cloth – Cloth covering the credence table

# Communion Linens



# Setting Up and Taking Down Communion

- ◆ Amounts-Refer to previous weeks; previous year for holidays/festival Sundays
- ◆ Recording Information
  - For Altar Guild use ONLY!



Communion Supplies are stored in the cabinets in the sacristy.



- ◆ Prayer/Mediation
- ◆ Clean chancel area
  - Change paraments/banners as needed
    - ◆ Check Sacristy calendar for color
    - ◆ Frontal, pulpit and matching banners, back hallway
    - ◆ Lectern and stole in Sacristy cabinet
  - Brush off linens
  - Wipe communion rail
  - Return flower vases to Credence Table
  - Buff/wipe vases, candle holders, Missal Stand
  - Check candles and lighter for oil

- ◆ Wipe 3 plastic squares and set out

- Altar: Move Bible to right side of parament, place 1<sup>st</sup> one flush with left side of parament and flush with back edge of slab; place 2<sup>nd</sup> at the top of the 1<sup>st</sup>, flush with the front edge of slab
- Credence Table: Center 3<sup>rd</sup> over embroidered cross, flush with front edge of slab



- ◆ Lay Corporals over squares, right side up



- ◆ Place 2 Purificators on Altar, near left corner of Corporal



- ◆ Put paper towel in silver bucket and place on Credence Table, behind the Corporal



- ◆ Fill Pyx with wafers; place one Celebrant's Host on top; cover; place on Altar, near right corner



- ◆ Place one Celebrant's Host (large wafer) on Paten
- ◆ Place Paten on Chalice and place on Altar, far left corner



- ◆ Fill cruet with wine, to crossbar of engraved cross; replace stopper; place on Altar, far right corner



- ◆ Veil elements on Altar



- ◆ Fill small bottle of sanitizer; place in cloth holder and set in front of Missal Stand



- ◆ Fill pump bottle of sanitizer; place in cloth holder and set on Credence Table next to bucket



- ◆ Place tray base on Credence Table, centered on Corporal



- ◆ Place appropriate number of plastic cups in stacking trays, checking for cracked and broken cups



- ◆ Fill 4 cups in each tray with nonalcoholic wine, in frig, and remainder with wine; fill all cups to level of tray insert
- ◆ Place filled trays on Credence Table; cover with lid. (Do NOT veil)
- ◆ Wash cup fillers and funnel; wipe counters, etc.



## COMMUNION PROCEDURES: COMPLETED SET-UP



## REMOVAL AND CLEAN-UP

- ◆ Remove soiled Purificator(s) and soak
- ◆ Remove Communion vessels
- ◆ Remove linens, including holders with hand sanitizer; fold and put away clean linens; set soiled linens aside to be laundered

- ◆ Return plastic squares to rod
- ◆ Return Bible to center of Altar, over embroidered cross
- ◆ Count used cups; record on calendar

◆ Pour leftover wine from the cruet and unused individual cups back into the wine bottle. Any leftover wine in the Chalice should be poured on the ground outside.

**◆ DISCARD ALL PLASTIC CUPS  
!!!!!!NEVER, EVER REUSE!!!!!!**



- ◆ Remove any broken wafers from Pyx, crumble and toss on ground outside; return unused wafers to plastic container
- ◆ Wash Cruet, Chalice, Pyx and Paten
- ◆ ***Note: cruet should be left leaning upside down on a clean towel to complete drying; do NOT leave on side or insert paper towel; place in cupboard only when completely dry***
- ◆ ***NB: Do NOT submerge Chalice in water; make sure there is no water around the inner rim of bottom***

- ◆ Clean stacking trays, cover and base, offering plates, silver bucket and insert, glass bowl, cup fillers, and funnel
- ◆ Check to make sure all items are THOROUGHLY DRY and return to appropriate cupboard
- ◆ Clean flower vase inserts at least once a month

- ◆ Check oil level in candles and refill if needed Also check oil level in candle lighters.
- ◆ Wipe counters; clean and straighten Sacristy and Chancel area
- ◆ Launder all soiled linens and gloves, including dish cloths and towels; return as soon as possible

## Other Information

- ◆ Placing candlesticks
  - Fair Linen has embroidered crosses on the four corners
  - Align base with inside point of cross and inside edge of hem



- ◆ Cover over audio transmitter
  - Change as needed



# Additional Notes

## ◆ Responsibilities for Altar Guild Volunteers

- ◆ Care of Chancel and furnishings, Paraments, candles, banners
- ◆ Preparing Communion
- ◆ A Key to the building can be found on a boat keychain in the cabinet drawer in the Sacristy; You may pick it up the week before your service begins and return it the last day of your service for the next volunteer

## ◆ Contact Information

- ◆ Chair/Coordinator: Volunteer needed
  - Scheduling: Joy Pirkel
  - Supplies: Church Administrator
- ◆ The Altar Guild Ministry falls under the Board of Elders as they are in charge of all things to do with the worship services.

### Remember:

1. Wear the white gloves whenever you are handling any of the brass!
2. When you enter the chancel (front area of the Sanctuary where the altar is) remember to enter reverently. This is a holy place. It is appropriate to bow before you ascend the steps and face the altar and bow once you have descended. When you are setting up for worship you may be going up and down multiple times. You may bow each time, or it is also appropriate to bow only the first time you go up and the last time you come down.
3. Be sure to set thermostats to off and lock any doors if you are the last to leave.

# Special Services

Check with Chair and/or Pastor on any changes, i.e. distribution method for Holy Communion, processional.

Ash Wednesday

Ceramic dish with lid for ashes

Lenten Services

Maundy Thursday

Good Friday

Easter

Pentecost

Reformation

Thanksgiving Eve

Advent Services

Christmas Services

Baptisms

\*Be sure to partially fill basin with hot water before service AND empty and wash basin after service

# Special Services

## ◆ Holy Week

- Stripping of the Altar at the end of the Maundy Thursday service
- Draping Chancel for Good Friday
- Preparing candles for Tenebrae Service
- Redressing Chancel on Holy Saturday

# Special Services

Draping for  
Good Friday



Candles for  
Tenabrae Service

\* use 6 black candles and 1  
white candle in center rather  
than all white candles as the  
photo shows



## Supplies

- ◆ Contact person: Church Admin at 706-546-1280 or [church@trinity-athens.org](mailto:church@trinity-athens.org)
- ◆ Check supplies first week of service and advise Church Admin when:
  - Last bottle of nonalcoholic wine is opened
  - Last bottle of wine is opened
  - Last box of wafers is opened

If there are live altar flowers, they may be taken by the person who paid for them. If they do not want to take them, the Pastor or someone else may wish to take them to someone to brighten their day.

You have now completed your service for the day. May the Lord bless you and keep you.

The Liturgical Church Calendar begins with Advent. Please see the graph to the right for colors of the season. A description of the banners Trinity uses is on the following pages.



## **GUIDELINES:**

### **SELECTION AND HANGING OF BANNERS**

- ◆ Check calendar for appropriate parament color and/or season of the Church year.
- ◆ Reference/check manual for appropriate banners
- ◆ Having only one banner displayed is acceptable; should be on the pulpit side
- ◆ Parament banner should be displayed on the pulpit side
- ◆ Extending pole for hanging the banners is stored by the exit door.
- ◆ Cords not in use are stored in buckets on the wall of the back hallway
- ◆ Rods are sorted according to length and usage; please be sure to return to appropriate tub
- ◆ Banners should be hung with equal distance to ceiling and floor
- ◆ Re-tie cords to adjust height
- ◆ Large banners should be hung on the two outer hooks; smaller banners on one hook, in the center
- ◆ Processional banners:
  - should be hung as high as possible on pole
  - set out in front of column on lectern side

# PARAMENTS

Lectern and Pulpit Paraments are stored in the drawers of the cabinet in the sacristy. Altar Paraments are stored in the closet in the hallway.



# ADVENT BANNERS



Advent Banner #1  
Hang the 1st Sunday of Advent



Advent Banner #2  
Hang the 2nd Sunday of Advent



Advent Banner #3  
Hang the 3rd Sunday of Advent



Advent Banner #4  
Hang the 4th Sunday of Advent

Advent banners made by Sew & Sows, Fall 2009



# CHRISTMAS BANNERS



**Christmas Eve Banner**  
Hang on pole next to Altar  
Created by Paula Zimdars and  
Paulette Bernthal 1994



Christmas Eve Processional  
Made by Sew & Sows, Fall  
2009

# **LENTEN & EASTER BANNERS**

There is a Set of 6 Lenten banners for sanctuary columns

Banners are hung one per week on the columns, beginning in the back of the church, alternating sides.

The banners were made and painted by:  
Patsy Aamo, Lori Leonard, Al Lieffring and Amy Williams, 2004.

Description of each banner should be published in the weekly bulletin as they are hung; remind church administrator to publish.

See next pages for more info



Lenten banner #1  
Hang for Ash Wednesday



Lenten banner #2  
Hang 2nd Wednesday of Lent



Lenten banner #3  
Hang 3rd Wednesday of Lent



Lenten banner #4  
Hang 4th Wednesday of Lent



Lenten banner #5  
Hang 5th Wednesday of Lent



Lenten banner #6  
Hang 6th Wednesday of Lent

# LENTEN BANNER #1

JESUS IN GETHSEMANE - "Watch with me"

Matthew 26:38

The Passion journey first takes us across the Kidron Valley from Jerusalem to the slopes of the Mount of Olives, to a small orchard where olives were pressed to extract their oil. Hence comes the name Gethsemane, which means the garden of the oil press. Jesus came here often for prayer and restoration, but that night was different. He had come to these familiar surroundings for the last time, not to rest, but to prepare himself for his work of redemption.

Upon entering the garden, eight of Jesus' disciples waited near the gate. Jesus with three disciples, James, John and Peter, went a little farther. Jesus was deep in thought, but after a few moments he spoke: "My soul is overwhelmed with sorrow to the point of death. Stay here and keep watch with me.' Going a little farther, he fell with his face to the ground and prayed, 'My Father, if it's possible, may this cup be taken from me. Yet not as I will, but as you will.' Then he returned to his disciples and found them sleeping. 'Could you men not keep watch with me for one hour?' he asked Peter. 'Watch and pray so that you will not fall into temptation.'" A second and a third time he went off to pray, and again found his disciples sleeping. "Are you still sleeping and resting? Look, the hour is near, and the Son of Man is betrayed into the hands of sinners. Rise, let us go! Here comes my betrayer!"

Matthew 26:38-

## **LENTEN BANNER #2**

JUDAS BETRAYS JESUS - “You betray me with a kiss?”

Luke 22:47

We return to the road leading from Jerusalem to the Mount of Olives. That night a large crowd armed with clubs and swords had gathered on the road, among them Judas, one of Jesus’ disciples. Earlier that evening Judas had been with Jesus and his friends for the Passover meal. But Jesus, well aware of Judas’s plans, after some very frank words dismissed Judas before he could finish eating. Judas had agreed to identify Jesus in the dark: “The one I kiss is the man; arrest him.”

The name Judas is synonymous with betrayal. Someone once said that if it weren’t for Judas, the whole show would not have gone on in the first place. That statement shows a note of ignorance. The Jewish officials had already decided to rid themselves of Jesus and the controversy he presented. In their determination, they would have found a way to follow through on their plan. Judas, under the influence of Satan, came out of anonymity and made it easier. For 30 pieces of silver, the price of a slave, he led them to the place where Jesus could be seized quietly. When he approached, Jesus asked him, “Judas, are you betraying the Son of Man with a kiss?” (Luke 22:48)

During the next hour Judas watched as Jesus was shuttled from one period of questioning to another. His emotions raging with anger, remorse, and confusion, he returned the 30 pieces of silver to the chief priests. “I have sinned, for I have betrayed innocent blood” (Matthew 27:4). “I have sinned,” he kept repeating to himself. In his mind there was only one way out.

## **LENTEN BANNER #3**

Peter Denies Jesus - “Aren’t you one of his disciples?”

Mark 14:70

We move next to the courtyard of the high priest’s palace where the Sanhedrin had gathered that night in an unusual after-hours session. All the top officials had met with the high priests Annas and Caiaphas to consider the fate of Jesus, the Nazarene. Peter, who had been watching the events from a distance, joined a group of people who were standing around a fire outside the high priest’s palace to stave off the chill in the night air. As he stood there “one of the servant girls of the high priest came by. When she saw Peter warming himself, she looked closely at him. “You also were with that Nazarene, Jesus,” she said. But he denied it. “I don’t know or understand what you’re talking about” (Mark 14:66-68).

This design portrays the initial look of astonishment mixed with anger on Peter’s face when the servant girl confronted him. He thought he could quietly melt into the crowd, but there was something in his manner that made him stand out. Besides, Jesus had earlier predicted what would happen, for Jesus could see right through Peter.

# LENTEN BANNER #4

JESUS BEFORE PILATE - "I find no crime in him."

John 18:38 (RSV)

Now we enter the palace where early that Friday the Roman governor, Pontius Pilate, sat alone, pondering the fate of the itinerant teacher from Nazareth, Jesus. Nobody wanted anything to do with him, that was clear. The Jewish officials were impatient to get rid of him, though unwilling to handle the matter themselves. Pilate had earlier asked them to recount Jesus' crimes, but they responded, "If he were not a criminal, we would not have handed him over to you." Wanting to hand Jesus back to them, Pilate continued, "Take him yourselves and judge him by your own law." They objected, "We have not right to execute anyone." (John 18:30-31)

Then there was the matter of that message had received from his wife: "Don't have anything to do with that innocent man, for I have suffered a great deal today in a dream because of him." (Matthew 27:19) Through all of this Jesus had said nothing to indict himself. Finally, Pilate reached a decision, of sorts. It was customary every year at Passover to release a prisoner. "I'll give them a choice between Jesus and the convicted insurrectionist and murderer, Barabbas. Surely they will pick Jesus," thought Pilate, "and I can wash my hands of this whole affair." Of course, it didn't turn out like that.

# LENTEN BANNER #5

SIMON OF CYRENE - “You...take this cross for him.”

A Face in the Crowd

By camel or on foot, Simon, a devout Jew from Cyrene on the north coast of Africa, had made the long journey to Jerusalem to attend the Feast of the Passover. We can only guess his thoughts upon arriving. No doubt he recalled the psalmist’s description of the city: “It is beautiful in its loftiness, the joy of the whole earth” (Psalm 48:2), as he eagerly anticipated his visit to the temple.

Upon entering the city, Simon noticed a procession from one of the city gates. Curiosity drew him nearer, to see three men straining under the 30 or 40 pounds of wooden beams across their shoulders. Yet another crucifixion! Placards carried by soldiers announced their crimes. One placard, carried in front of a man wearing a crown of thorns on his head, read simply, “King of the Jews.” Simon watched this “king” struggle under his burden. He looked weak and his back was whipped to a bloody pulp! Apparently the office in charge did not believe that this “king,” Jesus, could carry his beam all the way to their destination.

“You there! Take his place,” the soldier called.

Simon searched the crowd around him, thinking, “Who’s he calling?”

The soldier grabbed Simon and said gruffly, “You, carry this cross for him.” Dark thoughts raced through Simon’s mind. “Why me? The humiliation! To come here and be treated like the worst kind of criminal. What have I done to deserve this?” But he simply had no choice. It was God’s will, too, that he bear our Savior’s cross. Over the last 20 centuries many a pilgrim has looked at Simon with envy while remembering Jesus’ words, “If anyone would come after me, he must deny himself and take up his cross and follow me.” (Matthew 16:24) Simon was privileged. He had been accorded the greatest of honors!



# LENTEN BANNER #6

MARY, JESUS' MOTHER - "Here is your mother; here is your son."

John 19:26-27

Finally, we stand at the skull-shaped hill along one of the roads leading away from Jerusalem. In Latin, it was called Calvary; in Aramaic, Golgotha. Three men hung from crosses that Friday. The sight was so commonplace that passers by hardly seemed to notice. There was not much anyone could do for them anyhow, except to take pity on them and curse the Romans.

A small group was keeping vigil there at Calvary. Among them were one of Jesus' disciples and several women, including Jesus' mother. You can imagine her thoughts as she watched her Son struggling to breathe. She saw the lifeblood literally drain from his body. If only his ordeal would end quickly. Jesus saw his mother standing nearby and spoke to her. "Dear woman, here is your son," he said, referring to the disciple, John. To the disciple he said, "Here is your mother." (John 19:26-27) Even as he died, Jesus' compassion for the plight of others was evident.



Ash Wednesday and Maundy Thursday  
 Made by Janie Worton and  
 Paulette Bernthal Circa 1995  
 Adaptation of banner for original sanctuary



Palm Sunday  
 Made by Julia Marlowe and Tracy  
 Swagler



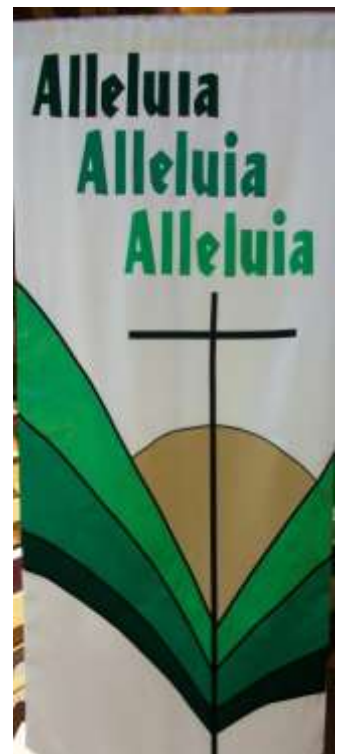
GOOD FRIDAY  
 Set out on pole, next to lectern  
 side  
 Designed by Linda Lumby, 1991



EASTER BANNER  
 Made by Sew & Sows  
 2009



EASTER BANNER  
 Made by Sew & Sows  
 2009



EASTER PROCESSIONAL  
 Made by Sew & Sows  
 2010

**General and Specific Use  
Banners are on the  
following pages**



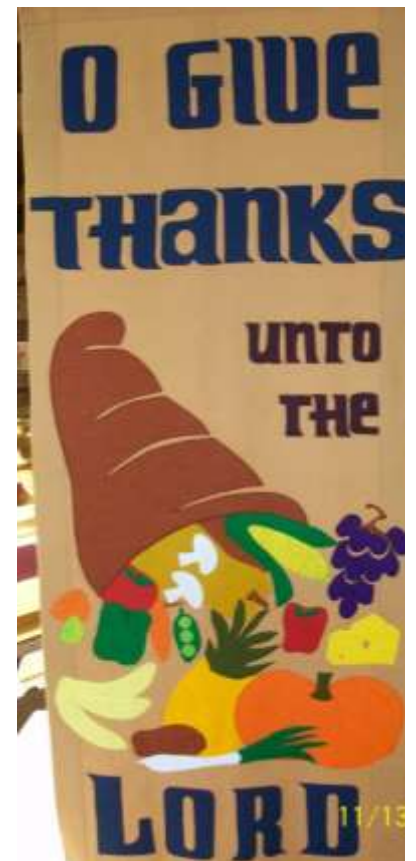
Holy Trinity Sunday  
Created by Shannon Veeder  
2015



Reformation Banner  
Created by Sew & Sows  
2009



Reformation Processional  
Created by Sew & Sows  
2009



THANKSGIVING  
Hang Sunday before  
Thanksgiving  
Made by Paulette Bernthal.



Rally Day/General  
Made by Pam Jenkin's Sunday School class  
1992



Created for Trinity's 50th Anniversary Celebration.  
 Members gave fabric for small crosses.  
 2003

## 50th ANNIVERSARY BANNER CONTRIBUTORS

Aamoth, Dan  
 Aamoth, Karen  
 Aamoth, Lars  
 Aamoth, Sally  
 Aamoth, Trish  
 Adsit, Jordan  
 Adsit, Kim  
 Adsit, Sonia  
 Adsit, Whitney  
 Albright, Anita  
 Christ, Jean  
 Cotton, Wendi  
 Dale, Christopher  
 Dale, Dan  
 Dale, Sherry  
 Dechert, Olivia  
 Dechert, Stephan  
 Dechert, Wendy  
 Elkins, Floyd  
 Elkins, Lynnette  
 Erb, Cathy  
 Erb, Kent  
 Erb, Robert  
 Erb, Trent

Hahn, Jack  
 Hahn, Lorraine  
 Harrison, Brandi  
 Cotton  
 Harrison, Jason  
 Jung, Brenda  
 Jung, Chester  
 Jung, James  
 Klaas, Bill  
 Klaas, Roberta  
 Kunis, Bob  
 Kunis, Eleanor  
 Leiffring, Allen  
 Leonard, Lori  
 McCaskey, Ann  
 McCaskey, Becky  
 McCaskey, John  
 McCaskey, Pat  
 Meeler, Brian  
 Meeler, Christy  
 Meeler, Janine  
 Meeler, Mike  
 Munneke, Benjamin  
 Munneke, Henry

Munneke, Jared  
 Munneke, Jonathan  
 Munneke, Sherri  
 Radcliffe, Becky  
 Radcliffe, Daniel  
 Radcliffe, Emily  
 Radcliffe, Scott  
 Schneider, Bill  
 Schneider, Don  
 Schneider, Donna  
 Schneider, Marge  
 Smith, Dot  
 Stansell, Calvin III  
 Stansell, Calvin IV  
 Stansell, Calvin Jr.  
 Stansell, Carsten  
 Stansell, Cathy  
 Stansell, Christina  
 Stansell, Patti  
 Stansell, Richard  
 Stansell, Shannon  
 Stansell, Toni  
 Sweeney, Cindi

Wheelock, Judy  
 Wheelock, Ron  
 Williams, Amy  
 Williams, David  
 Williams, Jeffrey  
 Williams, Jeffrey Wade  
 Williams, Robert John  
 Wojczynski, Jared  
 Wojczynski, Stacia  
 Yarbrough, Susan  
 Yarbrough, Kayla  
 Yarbrough, Megan  
 Zimdars, Alex  
 Zimdars, Andrew  
 Zimdars, Paula  
 Zimdars, Richard



Originally made for the current Sanctuary's dedication by Elaine Deal and Mary Jane O'Hara, 1991



Patriotic Originally made for Trinity's 50th Anniversary celebration, 2003



LUTHERAN WOMEN IN MISSION Banners



BAPTISM/CONFIRMATION Created by Elaine Deal and Mary Jane O'Hara 1993



# WEDDING BANNERS



Made by Patsy Aamoth for Aamoth/Bray wedding, 2004



Made by Patsy Aamoth for Gaston/Johnson wedding, 2007



Made by Paulette Bernthal for son Steve's wedding,



Set of 6 banners for columns, 2 each of 3 designs.  
Made by Patsy Aamoth, Lori Leonard and Amy Williams for Aamoth/Bray wedding.

# **APPENDIX A**

## **Altar Guild Linen Care**

- **Launder linens / altar cloths separately from family wash**
- **Do not use starch or sizing when ironing**
- **Linen materials should be ironed damp with dry iron**
- **Lay flat to finish drying**
- **Do not press folds into cloths**
- **Please return linens promptly to proper drawers**

**NOTE: Wine stains can be removed by soaking cloths in Oxi-Clean or WISK detergent before laundering**



# APPENDIX B

## Liturgical Terms

**Altar:** The “table” in the center of the chancel. The altar points to the sacrifice of our Lord Jesus Christ on the cross who fulfilled the Old Testament sacrificial system. Prayers are offered from the front of the altar and the Pastor consecrates the elements from behind it.

**Chalice:** The “common cup” that contains the wine and blood of Christ distributed during Communion.

**Chancel:** The elevated area in the Sanctuary where the altar, pulpit, and lectern are located. It is appropriate to bow before stepping up to the chancel area and bow facing the altar once you descend the steps.

**Corporal:** A mid-size cloth that rests on the altar under the Communion ware.

**Flagon:** A large container that holds wine used for Holy Communion.

**Host:** The wafers (bread) that are distributed during Communion.

**Lectern:** The smaller of the two “podiums”, to the left of the altar (when facing the congregation). Speaking and reading other than the Gospel and sermons are done from here.

**Pall:** Firm cloth that is on top of paten that rests on top of the chalice.

**Paraments:** The cloth pieces that are placed on the altar, pulpit, and lectern.

**Paten:** A small plate that the host (communion wafer/bread) is placed on.

**Pulpit:** The larger of the two “podiums”, to the right of the altar (when facing the congregation). The Pastor reads and preaches the Word of God from the pulpit.

**Sanctuary:** also known as the nave, the place where the people of God gather for the Divine Service to worship the Lord and receive His gifts.

**Purificator:** Cloth that goes over the chalice and is used to wipe the chalice during the distribution of Holy Communion.

**Pyx:** A box that holds the host (bread and body of Christ) that is distributed during Communion.

**Sacristy:** The area where items for the Service are stored. Set up and take down for Holy Communion takes place here.

**Veil:** The large cloth that covers all of the Communion ware and elements on the altar.

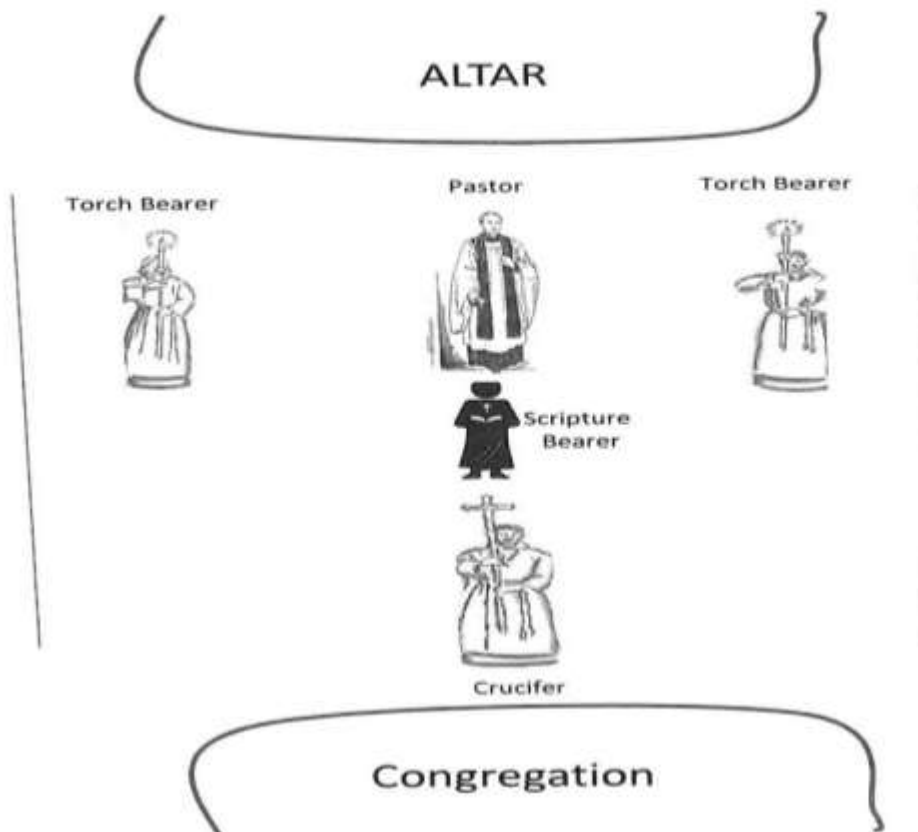
**Vestry:** The area where the vestments (robes) are stored and those assisting during worship may “vest”. At Christ the King, the paraments are also stored in the vestry.

# “High Church” Processional

7-8 people needed



For the Gospel reading, the crucifer, torchbearers, bible, & pastor go to center of the aisle



# BOARD OF CHURCH PROPERTIES

## The Board of Church Property (BCP):

- ◇ Maintenance issues involving all buildings and property.
- ◇ The BCP organizes quarterly workdays by getting volunteers and providing or requesting any necessary equipment or supplies. They also handle all yard maintenance.
- ◇ The BCP handles all security issues involving Trinity's campus and buildings. This includes making sure parking lot lights are operational, key distribution, replacement of locks and any areas that involve alarm systems or key code entry.
- ◇ Technology: Maintaining and periodically evaluating all technological equipment, including computers, sound system etc.

## Ministries that report to the Board of Church Property

- ◇ Quarterly Workdays
- ◇ Yard Maintenance
- ◇ Special Renovation Projects
- ◇ Key Issues
- ◇ Sound System

## **Building Use Policy for Trinity Lutheran Church** revised April 2016

Statement of Building Care Policy: *Our Church has been blessed with a beautiful facility to carry out the mission of Trinity Lutheran Church. Therefore, proper oversight must be given to these facilities to ensure that:*

- *Our facilities are properly protected against misuse and loss*
- *Wise stewardship is used through energy conservation, cost reductions, and safety measures*
- *Life of the facilities is expanded through a proper maintenance program*
- *Facilities are kept neat and orderly*

**Building Use/Care Committee:** The Parish Planning Council will serve as the Building Use/Care Committee. It will receive recommendations through the PPC Building Use/Care Sub-Committee as needed from the Board of Elders, where requests relate to spiritual matters; and/or the Board of Church Properties, where request involve physical changes or property maintenance. The building Use/Care Sub-committee of the PPC will consist of the Congregational President or vice-president (depending upon availability), chairperson of the Board of Elders, and chairperson of the Board of Church Property.

### **General Guidelines for Building Care:**

- No items may be affixed to any surfaces without the consent of the Building Care Committee
- Any memorial gifts/purchases should be reviewed and approved by the PPC before purchasing
- Usage of tape or glue to adhere items to the walls or furniture is prohibited in all buildings. Acceptable are adhesives made for walls that will not peel the paint and/or Velcro adhesion tabs and clip hanging suspended wires (see Preschool rooms for example)
- Food and drink items are allowed only in designated areas: Gathering Room & Fellowship Hall with the exception of preschool & daycare to meet state regulations.
- Use of candles is allowed only in designated areas of the sanctuary (e.g. Christmas Eve Candlelight service with proper candle holders)
- If furniture or equipment is to be moved, it must be done with the permission of the Building Care Committee to maintain the quality of the building's furniture and equipment and to prevent damage.
- All types of crafts, painting, sewing, and related work must be done in designated areas (Fellowship Hall)
- All trash should be bagged and taken to dumpster after all functions including Sunday's coffee fellowship. Recyclable items may be placed in designated recycling bins in the dumpster area.
- Alcohol and Tobacco: Alcoholic beverages are allowed for communion purposes only. No alcoholic beverages are allowed on the premises for any other purposes. No smoking is allowed on the premises within 50 feet of any entrances or doors.
- When a function is over all thermostats should be programmed to 80° when air conditioning is in use and to 65° when heater is in use. Do not turn completely off. Leave fan set to auto.

## **General Guidelines for Building Use:**

**Outside Groups and Organizations** may use the church facilities if their purpose is considered worthy and if their programs do not conflict with scheduled congregational activities.

- A Building Use Application form should be filled out by the requesting party.
- If this is a non-member held function, a staff member is required to be present during the function.
- Any non-religious function should be held in the Fellowship Hall. The sanctuary is a holy place, consecrated for the worship of God.
- Gathering Room may be used for church sponsored functions (e.g. showers, meeting room)
- Church facilities may not be used for “For Profit” events or groups as this could jeopardize the “non-profit” tax status of the church
- Single events sponsored by Trinity where ticket sales, etc. are to take place previous to the event: all ticket sales should be done outside in designated area of the portico to allow for a spiritual atmosphere to prevail in the Gathering Room/Sanctuary before and after worship services.
- Kitchen Rules: kitchens must be left cleaned and orderly with all garbage bagged and placed in dumpster. Kitchen guidelines are posted in kitchen areas
- Scheduling should be done through the Church Administrator.
- If approved, Church Administrator should meet with requesting party to go over building care and use policies.
- Function approved is limited to the space that is assigned
- User is expected to leave the building reasonably clean and in the same condition it was in prior to the event and all items associated with the program must be removed immediately following the event.
- User is responsible for any damage to church property
- User assumes liability for injuries to persons attending the event and for damages or loss of user’s property
- When children are in attendance they must be under the control and supervision of their parents or other responsible adults at all times and are not permitted to roam free on the church property
- Building capacity should not exceed fire code capacity at any one time
- Fees:
  - Building Usage Fee
    - Non Members \$150.00 per building
    - Members No Fee
  - Staff on site Fee
    - Non Members \$50.00 per hour
    - Members – Not Applicable

**Building Use Application**

Trinity Lutheran Church  
2535 Jefferson Road  
Athens, GA 30607  
706-546-1280  
www.trinity-athens.org

Building Requested: \_\_\_\_\_

Date building needed: \_\_\_\_\_ Time: \_\_\_\_\_

Name of requestor: \_\_\_\_\_

Contact number: \_\_\_\_\_  
Home Phone Cell Phone

Reason for building use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trinity member or staff who will be present: \_\_\_\_\_

I have read and understand Trinity's Building Care Policy

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Applicant Signature Printed Name

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\$150 building use fee must be paid to hold date on the calendar  
Fee refundable with (2) two weeks cancellation notice.

Collected by \_\_\_\_\_  
Paid Cash \_\_\_\_\_ Check # \_\_\_\_\_

# GUIDELINES FOR FELLOWSHIP HALL USE

**Lighting:** Light switches are located in front of fellowship as you come in outside double doors and spotlights and fan lighting is located in custodial closet next to kitchen.

**AC/Heat:** Thermostats are located in the kitchen over small sink and in the Fellowship Hall to the right of the main entrance doors.

**Cooking of Food: Gas Oven: Preheat oven for 20 minutes. Oven is not a convection oven. If properly preheated baking times should be normal unless several casseroles are being baked at the same time. Please plan accordingly. Make sure ovens are turned off before leaving. If the griddle is used, please clean after use.**

**Refrigerators:** The freezer and the first two refrigerators belong to the Trinity Lutheran Academy. For potlucks the refrigerators may be used for storage before the potluck. The church's refrigerator is the last one towards the wall. All items must be cleaned up and taken away after any function.

**PLEASE DO NOT LEAVE ANY LEFTOVERS IN THE REFRIGERATORS OR FREEZERS or ANYWHERE IN THE KITCHEN.**

**SUPPLIES:** The Church's supplies are located in the cabinets as designated by the labels. Extra supplies are kept in the two cabinets located in the Fellowship Hall against the kitchen wall.

**Board Chairperson or leader of sponsoring group should check supplies for scheduled events and notify Church Administrator at least two weeks in advance if items are needed to be purchased.**

- Plastic tableware, napkins, cups, and plates are under the counter in the kitchen. Overstock is stored in the cabinet to the left of the kitchen counter window.
- **All** tablecloths are in the cabinet located to the right of the kitchen counter window.
- Supplies for chafing dishes are kept in the cabinet to the right of the kitchen counter window.

**CLEANING: Please do not leave dirty pots or pans in the sink.** Clean everything before leaving.

## Drinks

- Coffee: 1/2 Cup coffee grounds makes 10 cups of coffee. – Coffee supplies (cream, sugar, sugar substitute and coffee etc. are located in the right side cabinets above the sink.) (labeled)
- Drinks: Tea: 4 Cups makes 1 full dispenser (3 gallons)  
Lemonade: Powdered mix - Follow directions on canister to make 3 gallons.
- Ice: A small ice machine is located on the kitchen counter for your use. Please notify church office if ice maker needs to be defrosted.
- Quantities: For Advent and Lenten suppers, make 30 cups of coffee and 1 gallon in dispensers of both teas and lemonade.
- For Potluck lunches, make 20 cups of coffee and 1 gallon in dispensers of both teas and lemonade.

## Tables and Chairs:

Group sponsoring the event should set up tables and take them down. Please place tables back the way they were found before your event. Contact the church office if questions arise.

## Clean Up

- Drinks**: Empty all the drink containers (coffee, teas, lemonade, pitchers, etc.), wash them, and put them away on top of the refrigerator
- Food**: **All leftovers must be taken home or thrown away.** If food is going to be used later, be sure it is properly wrapped and refrigerated. Do not leave food for the academy. Please do not leave hotdog or hamburger buns in the freezer. They are usually too hard to reuse even within a short period of time.
- Dishes**: Wash all dishes and serving utensils; washing member's dishes is completely optional. Dish soap is to the left of the sink (labeled). Please move the academy drain boards before washing the dishes so that the dishes are not mixed up.
- Linens**: Take the washcloths and towels (and cloth table coverings, if used) home for washing. Return these items as soon as possible.
- Counters**: Clean all countertops thoroughly with cleaner located in cabinet next to the sink.



**Tables:** Wipe the plastic tablecloths clean. Check with the church office about leaving the cloths on the tables. For Advent suppers, cloths and tables are usually left up during the week. For isolated events, cloths may need to be cleaned and removed.

**Trash:** Put all trash bags (tied) into the dumpster in the Parking Lot. Please place new bags into the trash cans in the kitchen. Trash bags are in custodial closet located next to the kitchen (used to be bathroom).

**Floors:** Sweep the kitchen floor.

**Be Sure the Ovens Are OFF and the Pilot Lights are ON.**

**Check the Thermostats in the Fellowship Hall and the kitchen and set accordingly.**

## THERMOSTATS & LIGHTS POLICY

Please observe the following guide lines for controlling the lights and thermostats in the sanctuary and gathering room for Sunday services as they will save the church money.

### 1. Head Elder for early service

- a. Turn on sanctuary and gathering room lights (not before 8AM)
- b. In the summer set thermostats in the sanctuary and gathering room at 71°
- c. In the winter thermostats will be set at 68° and they should not be changed unless the sun has made the sanctuary too warm. If this happens then push the lower left hand button on thermostat to change from heat to cool and set it at 71° for the service.
- d. never turn the thermostat fans on – always leave on auto

### 2. Head Elder for late service

- a. When closing the sanctuary and gathering room after the services turn off all lights.
- b. In the summer set thermostats in the sanctuary and gathering room to 85°
- c. In the winter be sure all thermostats are set at 65°  
Note: If the sanctuary thermostat was turned to cool change it back to heat and set it at 65°
- d. never turn the thermostat fans on – always leave on auto

# CHURCH OFFICE ALARM SYSTEM

## OPERATION AND TESTING PROCEDURES

Account Name TRINITY LUTHERAN CHURCH - ATHENS

Make sure that all authorized associates know the location of all **Zones** and your procedure for handling any alarm (i.e. Whom to call, How to handle a False Alarm, etc.).

- Location of Keypad 1. Front Door
- The Keypad
  - The Keypad is your communication with the Alarm Panel.
  - A **green** light and “**Ready**” Condition – means the System is fully operational.
  - A **red** light, “**Not Ready**” condition, or an audible beeping sound are all indicators that the Panel must be reset.
    - ♣ To reset the Panel – Enter your individualized **passcode** then the number ‘**1**’(OFF), then repeat (this will Reset the Panel).
    - ♣ If the Panel does not reset, an audible beep returns, or “**Check**” appears on the Keypad, call **Metro Distributors** (770) 448-8011.
  - Location of Entry / Exit door 1. Front Door This is the only door that allows you an allotted time to Enter or Exit without activating the System and sending a false alarm.

### To Arm (Leaving)

1. Get Ready to GO. Gather everything that you are leaving with, turn lights off, close and lock all important doors.
2. To Set the Alarm – Stand Still until the READY light on the Keypad comes on. (If READY does not come on Press \* to identify the Zone that is Faulting – resolve the Fault or if unable to resolve, the Zone must be ByPassed to Arm the System– see ByPassing Zone)
3. Enter your 4 digit Passcode & ‘Away’ (# 2) then exit, closing the locked door behind you. (you will have approximately **60** seconds to exit)
4. If you go back in, or cannot leave, within the above time for any reason – Disarm the system!

### C. ByPassing a Zone

1. With the System DisArmed, enter your 4 digit Password, then the # 6 (ByPass), then the zone that is Faulting and you wish to bypass it.
2. With the Faulting Zone ByPassed, you will be able to Arm the System. Report to Metro (770) 448-8011 immediately any Zone that Faults and must be ByPassed.
3. ByPassing a zone means that the zone is inactive on the Alarm System.

### To DisArm (Going in)

1. Enter through the main office door (you will have approximately **45** seconds to Disarm System at the Keypad)
2. Enter your **4 digit Passcode** & ‘Off’ (#1 on Keypad).

In the Event you accidentally enter an incorrect code while Disarming,

1. Re Enter your 4 digit Passcode & ‘Off’ (# 1 on Keypad). This should Disarm the system, If not Re-Enter again.

**In the Event of an accidental (False) Alarm, You will be required to Cancel the Alarm by**

1. **Disarm panel immediately.**
2. **Disarm a 2<sup>nd</sup> time to clear Alarm.**
3. **Wait by for the Church Administrators phone to ring and answer it.**
4. **Metro will call and ask for your name and Passcode to cancel the alarm.**
5. **Metro will then call and attempt to cancel Police dispatch.**

Your Panel also has a 'Fire Code' feature – If you press the “3” and “#” simultaneously, the Fire department will be summoned.

**To Test you Alarm system –**

1. **IMPORTANT – FIRST** call Metro Distributors (770) 448-8011, Monday – Friday between 8:30am and 4 pm, Eastern Time, to schedule a test of your system.
2. The Monitoring Center will be notified and you will be notified when to begin your test.
3. Metro will lead you through the testing procedure for your location.
4. After the Test you will need to Reset the Panel (see above procedure)
5. Metro will notify you of the test results and if any problems exists, and will schedule a repair technician.

Your system has Battery Backup in case of power failure. When your battery needs replacing, the KeyPad will indicate “Batt”. If “Batt” shows up call Metro Distributors, so a replacement Battery can be installed.

**IMPORTANT NOTE:** Your system is designed to notify the Monitoring Center of an Event. They will in turn notify Police and your designated contact persons of the Event. A False alarm can result in the local law enforcement agencies assessing a charge to you. Because of this – Know your system, Notify Metro of any problems that you are or have encountered.

# Daycare Front Door Security System

## How to add a new entry code

- Enter programming mode by pressing # 9 # 123456
  - When the system is in programming mode, both LED lights will turn off until programming begins. After a programming option number is entered the yellow LED will blink. This indicates that the system is ready to accept the new data. After the new data is complete the green LED will light while the data is being stored. The red LED will light if any programming data is entered incorrectly, and the command will have to be fully re-entered.
- Press 01 # Code # Code # 1 # 1
  - The yellow LED will flash quickly while the system searches its memory for available space and duplicate entries. The green LED will light when the new code is stored.
- Exit programming mode by pressing \* \* #
  - The system will automatically exit programming mode after two minutes of inactivity

## How to delete an entry code

- Enter programming mode by pressing # 9 # 123456
  - When the system is in programming mode, both LED lights will turn off until programming begins. After a programming option number is entered the yellow LED will blink. This indicates that the system is ready to accept the new data. After the new data is complete the green LED will light while the data is being stored. The red LED will light if any programming data is entered incorrectly, and the command will have to be fully re-entered.
- Press 0 2 # Code # Code #
  - The yellow LED will flash quickly while the System searched its memory for the code to erase. The green LED will light when the code is erased.
- Exit programming mode by pressing \* \* #

The system will automatically exit programming mode after two minutes of inactivity

# **Trinity Lutheran and Christ the King Lutheran Church Bus Usage Policies and Procedures**

## **General Rules**

- All groups using the bus should be familiar with and abide by these policies and procedures.
- Prayer should be said before and after each trip.
- All persons must conduct themselves as to be a glory to the Lord and Trinity and Christ the King Lutheran Churches.
- The churches are not responsible for personal items left on bus.
- Users are responsible for keeping the bus interior clean and doing the post-trip cleanup.
- Repair to the bus' interior or exterior caused by malicious mischief will be billed to the offender or the ministry group using the bus.
- Each bus must have a responsible adult designated as a group leader.
- Safety of the group is always first consideration.
- The minister or leader is primarily responsible for group conduct.
- Driver is the final authority on all matters related to the operation, routing and use of the vehicle(s).
- Passenger capacity is limited to available seating on the bus. No standing or sitting in aisle permitted.
- No possession, consumption or use of alcoholic beverages, illegal drugs, or tobacco (in any form) is permitted on the bus.
- Food and beverages may be used on the bus but proper disposal is required.
- No tape of any kind is to be used to affix signs to the exterior of the bus.
- Nothing is to be written on or affixed to the windows.
- No installation or modification of equipment in the bus is permitted, including televisions, audio equipment, etc.

## **Bus Requests**

- The Church bus is available only for Trinity or Christ the King sponsored events.
- Christus Victor Lutheran Church and Student Center may request usage of the bus.
- The bus must be driven by drivers trained through Trinity's training program.
- Requests are handled on a first come – first serve basis.
- Request for bus usage must be made through the Church Administrator.
- All requests must include the "Bus Reservation" Form.
- Forms for single use requests are required at least ten (10) days prior to request. Requests for overnight trips and regular use are required at least thirty (30) days prior to request.
- Form must provide as much detail as possible for event to be approved.
- Any missing information must be included by editing request prior to 30 days from the event.
- Booking bus drivers is the responsibility of the ministry making the request.
- Trinity Lutheran Church reserves the right to require charters due to maintenance or stewardship issues.
- Trips without approved bus drivers will be cancelled.
- The minister or leader is responsible for all aspects of trip expenses except for bus maintenance.
- The bus must be returned with a full tank of gas and completed trip log.

## **Passenger Log**

- A master list of all individuals riding on the bus must be made prior to the event.

- List should include all passengers including ministers and leaders.
- The original of that list must be kept on the bus and a copy must be kept by the minister or leader traveling with the group. A copy must also be filed with the Church Administrator.
- Headcounts can be used to confirm attendance after stops but must be done by the bus group leader and one other adult and confirmed with each other and the list prior to departure.
- The minister or leader is responsible for noting additions and departures on the master list and the bus list.
- Passenger drop-offs or pick-up must be kept to a minimum and meet below criteria.
  - Scheduled before departure (preferable before day of trip).
  - Approved by driver and minister or leader.
  - Only on planned route of trip
- The bus drivers will not be involved in the passenger log, it is the minister or leaders responsibility.

### **Passenger Guidelines**

- Groups consisting of riders under 21 years old must have two responsible adult chaperone/councilors on the bus, one must sit in the back the other close to the front.
- Groups consisting of males and females must have at least one responsible adult chaperone/councilors of each sex on the bus.
- Control of passengers' actions is the responsibility of the minister or leader, however the driver has final authority if he or she believes those actions endanger the bus or riders for any reason.

### **Drivers Accommodations**

- Trinity Lutheran and Christ the King drivers are all licensed by the state of Georgia and meet all requirements to drive.
- All Trinity Lutheran and Christ the King drivers are volunteers.
- Accommodations should be made for the driver(s) for all meals and lodging.
- Event cost for the driver should be covered.

### **Drivers Qualifications**

- Must hold a valid Georgia driver's license.
- Must be at least 25 years of age but not older than 70.
- Must consent to a Criminal background check as well as a check of your Motor Vehicle Records.
- Must have clean driving record.
- Must stay current on medical requirements and drug testing.
- Must provide doctor form (available from Church Administrator) certifying there are no major health issues.
- Must be a member at Trinity or Christ the King Lutheran Church.
- Must have been trained by or approved through Trinity Board of Church Property.
- Trinity and Christ the King Lutheran Churches reserve the right to deny anyone driver approval for any reason.

### **Drivers Responsibility**

- To keep all licensing requirements up to date.
- To have advance planning of the route of the trip in conjunction with the sponsoring ministry or trip leader.
- To maintain a log book found on the bus.
- To perform pre and post-trip inspections and complete the inspection form.

- Inspection reports should be given to the Church Administrator.
- Pre-trip inspections should be completed with adequate time to facilitate correction of problems found.
- Confirm safety equipment is stored at all times in its prescribed location.
  - Fire Extinguisher
  - Safety Triangles                      Inside storage compartment top right corner
  - First Aid Kit                              Inside storage compartment top right corner
  - Flashlight                                 Glove Compartment
- No audio devices with headphones or earplugs covering both ears permitted while driving.
- The church shall be responsible for the expenses related to the bus. The driver is responsible for arranging for payments of these expenses through the Church Administrator.
- To maintain records and receipts for bus fuel and maintenance.
- To be in authority if actions on or around the bus endanger the equipment or riders.
- To make recommendations concerning the maintenance and improvements to the bus to the Board of Church Properties or Church Administrator.

### **Board of Church Property Responsibilities**

- Ensure the bus has current registration and insurance at all times.
- Maintain the bus in safe operating condition, or if deemed unsafe, ensure the bus is not operated until repaired.
- Investigate any reports of improper or unsafe driver behavior, and determine appropriate actions to take based on findings. These actions include, but are not limited to, issuing warnings, requiring remedial training, recovering costs of repair, and removing driver privileges.
- Resolve any questions concerning the bus not adequately answered in this policy or the user policies.
- Complete an extensive bi-annual check of bus

### **Church Administrator Responsibilities**

- Check that each new driver candidate meets the driver qualifications by addressing each line item on their Bus Driver Qualification (BDQ) Form.
- Maintain and publish the Current Authorized Driver List.
- Check that all authorized drivers still meet all qualifications at least once each year, record this check on each driver's BDQ, file hard copies of follow up background checks. If a driver fails to meet all qualifications, remove the driver from the authorized driver list.
- Maintain a file in a private locked location for each authorized bus driver containing copies of their current driver's license, the completed BDQ form, the completed Bus Driver Agreement (BDA) form, and all background checks.
- Each time bus keys are given to an authorized driver for an authorized usage, record the driver's name, date issued, and date returned on a running log.
- Review all completed Bus Log Sheets (BLS) and report any operating concerns or damage listed to the Board of Church Properties immediately. Retain each BLS for at least one year.
- Schedule bus use on a first come/first served basis;
- Refer any questions concerning driver eligibility or scheduling to the ministerial staff or Parish Planning Council.



**TRINITY LUTHERAN AND  
CHRIST THE KING LUTHERAN  
BUS SAFETY AND TRAINING  
OPERATIONS MANUAL**

## Pre-Trip

### ⊞ Exterior Inspection

#### ♣ note any issues on photos found in log book

- S – scratch
- D – ding or dent
- C – Crack
- B – Break
- M – Missing

#### ♣ Check Tires

### ⊞ Interior Inspection

#### ♣ Unlock door and pop hood

- Check all fluid levels
- Start engine and check fuel gauge
- Turn on lights and check all including 4-way flashers and turn signals
- Check interior for damage to seats and/or trash on floor
- Sit in driver seat and check all mirrors as well as rear camera screen

\*Make sure you have completed departure info (copy of operating instructions included)

## 2. Passenger Loading

### ⊞ Use stool if not at a curb

### ⊞ Stand at door to assist with entry

### ⊞ Group leader should have passenger list

- Driver should complete odometer reading section on passenger list

### ⊞ All passengers must be seated and belted, including the driver before moving vehicle

### ⊞ If transporting handicapped, review posted steps for lift operation

## 3. Driving Checklist

### ⊞ Aim high in steering – check your eye leadtime

### ⊞ Get the big picture – track your following distances

### ⊞ Keep your eyes moving – watch your surroundings

### ⊞ Leave yourself an out – all a space cushion; pick the lane of least resistance

### ⊞ Make sure they see you – use lights and horn; conduct constant visibility checks

### ⊞ Use caution when making tight turns – there is 5 feet of bus behind rear wheels

### ⊞ Make sure a minimum of 9 feet 6 inch height clearance on all bridges, proticos, and overhangs

## 4. Backing – Avoid if possible

### ⊞ If necessary

#### ♣ Check the backing area first

#### ♣ Back slowly and carefully

#### ♣ Remain aware of blind areas

#### ♣ Look front and rear as you back

## 5. Passenger Unloading

- ⌘ Everyone should remain seated and buckled in until bus comes to a complete stop, emergency brake is set, and flashers are on.
- ⌘ Open passenger door, put stool in place, and assist as they exit
- ⌘ Once bus is empty, put stool back on board and turn off flashers
- ⌘ If possible, leave bus where unloading took place
- ⌘ Make sure all lights are off and doors are locked

#### 6. Return Trip

- ⌘ Follow same steps as 2 – 5 above

#### 7. Post Trip

- ⌘ Make sure bus has been refueled
- ⌘ Pick up trash and sweep out bus
- ⌘ Complete log book and envelope noting any problems and/or incidents
- ⌘ Turn off all lights and lock doors
- ⌘ Do a quick visual walk around
- ⌘ Put keys and any paperwork in envelope and put in drop box



**Drive safely and carefully!!!**



In case of problems, complete incident report form and take pictures with disposable camera that can be found in the glove compartment. Contact Church Administrator, Shashana Reinking at 706-202-3493 or Church Property, Dale Willard at 678-234-6571

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## Make It A Habit Checklist

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### Aim High In Steering®

□ **Drill 1:** Check your Eye Lead Time. Pick out a series of distant objects and count the seconds it takes your vehicle to arrive at or near those objects. Strive for a **minimum** of 15 seconds **ELT** and don't allow yourself to stare as you count off the time. Stopping invalidates the experiment.

□ **Drill 2:** When you detect an unexpected vehicle or object some distance up the road, try to remember to count the seconds it takes to arrive at that point. If you do this when you *are not planning* to measure your Eye Lead Time, you will be measuring how far your eyes *naturally* lead the vehicle. Challenge yourself not to be caught with short **ELT**. Again, remember not to stare at any person or object for more than 2 seconds.

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### Get The Big Picture®

□ **Drill 1:** Track your following distance. We suggest a **minimum** of 4 seconds for smaller vehicles and more for trucks and buses (carry additional space when the weather or vehicle traction are not ideal). Attempt to minimize the amount of time vehicles ahead of you are allowed to restrict your visibility. When high profile vehicles block vision to the front, your eye lead time can be the same as your following distance - a potentially dangerous situation.

□ **Drill 2:** When practical, use your advanced viewing skills to help you avoid stopping at traffic signals. See if you can anticipate the lights, maintain a smoother ride and keep your stops to a minimum. Each time you stop, ask yourself if you could have avoided doing so.

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### Keep Your Eyes Moving®

□ **Drill 1:** Track the vehicles around you by type or color. See if you can remain aware of each of them relative to your position. Try to develop a habit of knowing when vehicles enter and leave the area surrounding your vehicle.

As a reminder of how quickly your knowledge of your surroundings can change, when you check your mirrors, compare what you see with what you recall seeing when you last visited your mirrors. If the image is similar, you have probably been checking your mirrors frequently. If what you see has changed significantly, you may have let your eyes become inactive.

□ **Drill 2:** We encourage you to glance in your mirrors as you decrease your speed or begin to stop. Try to avoid letting any vehicle come to a stop behind you without your awareness of its approach. Monitor your consistency. If the vehicle behind you stopped without your awareness, you may have been unnecessarily vulnerable to a collision.

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### Leave Yourself An' Out®

□ **Drill 1:** Learn to watch for space. Consciously at first, and subconsciously when it becomes a habit, attempt to align yourself with a space cushion (even when you are stopped). Ask yourself many times during your journey: "where are my outs?" and "what would I do if that car pulled out?"

□ **Drill 2:** Quiz yourself about the "Lane of Least Resistance". All things considered, are you positioned in traffic to minimize risk and obtain maximum visibility? When was the last time you thought about it?

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### Make Sure They See You®

□ **Drill 1:** When a developing traffic situation holds some potential for danger, try to establish eye contact with other relevant people. Use the appropriate lights or your horn to minimize danger.

When you detect even minor hazards, instantly check for your "outs". If your warnings aren't heeded, you may still need to take evasive action.

□ **Drill 2:** Conduct constant "visibility checks". Ask yourself if you are riding in any other driver's blind zones. Use small throttle adjustments to place yourself in their areas of visibility.

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*If you use the following tips whenever you enter a backing or parking environment, you will substantially reduce your chances of having an accident.*

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### Aim High In Steering®

□ Whenever you enter a parking area, **evaluate the need to back the vehicle. Find ways to avoid backing when you can.**

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### Get The Big Picture®

□ If you must back, **thoroughly evaluate the backing area. Don't forget to monitor the sides as well as the rear of the vehicle while you are moving.**

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### Keep Your Eyes Moving®

□ When backing, **move the vehicle slowly and move your head and eyes constantly.** Don't let any portion of the picture change without your awareness.

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### Leave Yourself An' Out®

□ Provide yourself with a maximum margin for error as you back. **Don't maneuver any closer to fixed objects than is necessary, and back only as far as you must.**

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### Make Sure They See You®

□ Don't be shy. If it could head off conflict, **obtain eye contact with a friendly tap of your horn or the use of your lights.**

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# BOARD OF CHRISTIAN EDUCATION

## The Board of Christian Education (BCE):

- Ω The BCE plans and administers the **Christian educational program** of the congregation including **children's Sunday School and Adult Bible Study**.
- Ω The BCE administers the **youth program** of Trinity by promoting community service and genuine Christian fellowship in the young people of the congregation
- Ω The BCE appoints a Director of the yearly **Vacation Bible School** program at Trinity and assists the director with the organization of VBS.

## Ministries that report to the Board of Christian Education:

- Ω Youth Group
- Ω Vacation Bible School
- Ω Adult Bible Study
- Ω Children's Sunday School
- Ω Children's Sunday School Music
- Ω Cradle Roll Ministry

# Board of Christian Education (BCE) Handbook

Updated May 2008 by the BCE

## Overview

The Board of Christian Education plans and administers the Christian education program of Trinity congregation. The board typically consists of nine voting members of which at least 50 percent must be present at a meeting to constitute a quorum. The board officers consist of a chairperson and a secretary; the pastor serves as an ex-officio member. It is operationally useful, if not explicitly required, that the board membership include the standing Sunday School Coordinator, the Adult Education Coordinator, and the Youth Group Coordinator. As necessary, the Board will record attendance, conduct evaluations, and calculate trends for all programs to ensure the activities it oversees meet Lutheran and Christian doctrinal standards as well as the educational needs of the Congregation.

The Board of Christian Education meets on the second Monday of every month at 6:00 pm at Trinity Lutheran Church. Meeting minutes will be distributed by the board secretary by the fourth day after a monthly meeting. Meeting minutes will be available for approval at the next board meeting. A report of quarterly highlights will be prepared for each of the four scheduled Congregational Voter's meetings. This report should be submitted to the church office no later than the Monday before the scheduled Voter's meeting.

The minimum set of responsibilities, commitment, and evaluation of defined positions associated with the Board of Christian Education are described below. Additional details on some positions such as the Sunday School Superintendent and Vacation Bible School Coordinator are listed under Special Programs. The qualifications for all positions are as follows:

- Be a member in good standing of Trinity Lutheran Church
- Be regular in attending worship, partaking of communion, and contributing to the life of the Church
- Be at least 21 years of age

<b>Chairperson</b>	<b>Responsibilities:</b> Set date, time and location for Board meetings Develop an agenda and chair Board meetings In collaboration with Board members set goals for the Board, develop an annual calendar of activities, and oversee their execution Serve as Board liaison to the Parrish Planning Council by providing requested information and attending their monthly meetings Promote Christian Education by all appropriate and available means
	<b>Commitment:</b> Serve a two-year term Attend monthly meeting Perform noted responsibilities
	<b>Evaluation:</b>

	Ongoing self-evaluation and feedback to be shared with the Board
<i>Secretary</i>	<p><b>Responsibilities:</b>  Take minutes at each Board meeting  Circulate minutes to all Board members and forward to Church office  Promote Christian Education by all appropriate and available means</p> <p><b>Commitment:</b>  Serve a two-year term  Attend monthly meeting  Perform noted responsibilities</p> <p><b>Evaluation:</b>  Ongoing self-evaluation and feedback to be shared with the Board</p>
<i>Voting Member</i>	<p><b>Responsibilities:</b>  Actively collaborate in setting goals for the Board and developing an annual calendar of activities  Participate as necessary and required in the execution of Board activities  Promote Christian Education by all appropriate and available means</p> <p><b>Commitment:</b>  Serve a two-year term  Attend monthly meeting  Perform noted responsibilities</p> <p><b>Evaluation:</b>  Ongoing self-evaluation and feedback to be shared with the Board</p>
<i>Sunday School Superintendent</i>	<p><b>Responsibilities:</b>  Establish K-12 Sunday School dates, special events and breaks  Recruit and coordinate Sunday School teachers  Choose in consultation with teachers and the Board the Sunday School curriculum for the year  Recruit the Director of the Christmas Program and ensure their access to Sunday School teachers and the Congregational Musical Director  Promote attendance of youth at Sunday School by all appropriate and available means</p> <p><b>Commitment:</b>  Ex-officio member Reports monthly to the board. No term limit.  Serve a two-year term  Perform noted responsibilities</p> <p><b>Evaluation:</b>  Ongoing self-evaluation with feedback to the Board as requested</p>

<b>Adult Education Coordinator</b>	<b>Responsibilities:</b> Establish Adult Education dates, special events and breaks Recruit and coordinate Adult Education teachers Solicit and/or select in consultation with teachers and the Board Sunday morning course offerings Promote attendance at Adult Education classes by all appropriate and available means
	<b>Commitment:</b> Ex-officio member. Reports monthly to the board. No term limit. Serve a two-year term Perform noted responsibilities
	<b>Evaluation:</b> Ongoing self-evaluation with feedback to the Board as requested
<b>Youth Group Coordinator</b>	<b>Responsibilities:</b> Coordinate with the Board and Pastor youth group (grades 6-12) meetings, events, activities and curriculum choices Lead all youth group meetings, events, and activities Recruit volunteers to assist as necessary Promote the Youth Ministry by all appropriate and available means
	<b>Commitment:</b> Ex-officio member. Reports monthly to the board. No term limit. Serve a two-year term Perform noted responsibilities
	<b>Evaluation:</b> Ongoing self-evaluation with feedback to the Board as requested
<b>Vacation Bible School Coordinator</b>	<b>Responsibilities:</b> Establish VBS dates and in consultation with the Board select a program Recruit volunteers, develop program details, and coordinate use of space and other needs Promote attendance by all appropriate and available means
	<b>Commitment:</b> From planning through completion (approx. 6 months) Perform noted responsibilities
	<b>Evaluation:</b> Ongoing self-evaluation with feedback to the Board as requested
<b>Christmas Program Director</b>	<b>Responsibilities: Chooses program which must be approved by the board. Meets each Sunday in December during the Sunday school hour and on the Saturday before the program from 10am until 12:00pm for practice.</b>
	<b>Commitment:</b> From planning through completion (approx. 1 month) Perform noted responsibilities
	<b>Evaluation:</b> Ongoing self-evaluation with feedback to the Board as requested



## Budgeting

At the May PPC meeting, the treasurer/financial administrator is to provide budget worksheets, planning form, and other relevant financial reports to the board chairman. The June board meeting should be the initial planning meeting for the next year's programs with development of the budget continuing as necessary to the July board meeting. The budget proposal is then reviewed at the July PPC meeting, makes comments that are addressed in the August board meeting in order to submit the final budget in time for the September PPC meeting. The proposed budget will be presented for action by the congregation at the October Voter's meeting.

The annual BCE budget as of 2008 was \$7,900 divided into the following categories:

- Contingency \$100
- Youth Ministries \$3,000
- National Youth Gathering \$1,000
- Sunday School \$2,000
- Adult Bible Study \$500
- Vacation Bible School \$1,300

The apportionment for the National Youth Gathering is a restricted amount. A special request must be made to the Trinity Finance Committee every three years to have them allocate \$1,000 per year for three years to cover some of the expenses of having the youth attend the National Youth Gathering (last held Summer of 2007, to be held next in Summer 2010). Other funds are used over the course of a calendar year (January 1 to December 31) for the purpose specified by the category.

The calendar/fiscal year for the Board of Christian Education is January 1 to December 31 although Sunday School coordination and activities follow the normal school year, September through May. In terms of activities, the BCE is responsible for weekly, monthly and occasional activities. Weekly activities include: Sunday School and Adult Education. Monthly activities include: BCE board meeting and Youth Group meeting. The calendar of Occasional activities is as follows:

<b>Month</b>	<b>Occasional Activities</b>
January	Leadership retreat (ca. 3 <sup>rd</sup> Saturday)
February	
March	
April	Youth yard sale (ca. 3 <sup>rd</sup> Saturday) Easter Egg Hunt (Palm Sunday)
May	
June	Vacation Bible School
July	
August	
September	Rally Day and SS Teacher installation & recognition (ca. 2 <sup>nd</sup> Sunday)
October	Reformation Festival
November	
December	Children's Christmas Program (ca. 2 <sup>nd</sup> Sunday)

## **Sunday School**

Trinity Lutheran offers Children, Youth, and Adult Sunday School programs beginning at 8:45 a.m. each Sunday. While the maximum duration is approximately 60 minutes, in real terms classes typically have 40-50 minutes available to them. At 8:45 am there is a 15 minute Sunday School Opening consisting of a brief devotional, recognition of birthdays and achievements, and announcements. Sunday School for all ages officially begins at 9:00 am. The small number of class participants and volunteer teachers available between June-August has meant there is no Summer School program the last several years.

The Superintendent is responsible for coordinating the volunteers for leading the Sunday School Opening, typically consisting of three individuals who provide the service in rotation. While the Sunday School Opening is intended for all members of the congregation, it most directly serves the children and youth participating in Sunday School along with their parents. The Children and Youth Sunday School program, depending on the availability of volunteer teachers and the number of students, is usually divided into classes for preschool (3&4 year olds), K-1<sup>st</sup>, 2<sup>nd</sup>-6<sup>th</sup>, 7<sup>th</sup>-8<sup>th</sup> Confirmation, and 9<sup>th</sup>-12<sup>th</sup> grade students. A grade-specific curriculum from a publisher is generally used for grades preschool through 12<sup>th</sup>, which the Superintendent is responsible for selecting. This is usually done in consultation with the volunteer teachers and materials from Cokesbury have proven popular in the past (Concordia Publishing also has materials).

Curriculum materials should be ordered at least one month before they are needed in the classroom. Commercial curriculums are generally organized into weekly modules designed for programs that begin after Labor Day and run through Memorial Day. There is usually no K-5<sup>th</sup> grade Sunday School in December since practice for the Children's Christmas Program occurs during the Sunday School hour. While commercial curriculums also include grades 9<sup>th</sup>-12<sup>th</sup>, the High School program has often been run independently as a discussion or topics class.

## **Superintendent Duties**

1. **Weekly:** Unlock classrooms and place attendance sheets in each room; pick up attendance sheets and record in the attendance book.
2. **Weekly:** Coordinate Sunday School opening.
3. Select the curriculum to be used in preschool through high school classes. Order the materials about one month before they are needed.
4. Recruit volunteers to teach preschool through high school Sunday School classes.
5. Recruit a volunteer to coordinate the Christmas program.
6. Coordinate and/or recruit volunteers for Rally Day and: order and present upcoming 3<sup>rd</sup> graders with bibles; order and present attendance awards to children in each class with the best attendance for the year; order and present teachers and substitutes with thank you gift.
7. Coordinate and/or recruit volunteers for the following activities and order prizes as appropriate: Easter Egg Hunt, Christmas Program goody bags and contents, Christmas Program practices and costume fitting.
8. Coordinate as necessary Sunday School mission projects, e.g., Operation Christmas Child, Heifer International, etc.
9. Arrange and choose teacher recognition gifts.

The Adult Sunday School program is intended to meet the needs of all congregational members after they graduate from high school. This can be a real challenge given the range of ages and personal interests in a congregation of this size. Based on congregation feedback it is clear that having a choice of offerings is good, which means two or even three simultaneous classes per Sunday between September and May. Fellowship between services is highly valued and often competes for the attention of participants so creativity is required to keep members engaged with class offerings. The fact that many members have work travel schedules that mean they often cannot attend church can result in guilt about not attending some classes and therefore failure to attend any. Some class types that have been successfully offered or that have been suggested as desirable include:

- A Walk through the Bible in which a period of several weeks is dedicated to a single book of the Bible.
- Issues Class in which a given topic is explored such as “how to say no” or “terror in the world today,” etc.
- Church History in which the life of an apostle, father of the church, an epoch in faith or other subject is discussed, e.g., Luther’s Table Talk or the Missionary Travel of the Apostle Paul.
- Training Course in which an issue such as “how to pray,” or “how to evangelize” is covered.
- Video Discussion in which a 20-30 min video is shown followed by discussion (rather than the showing of full length videos that individuals could watch at home)
- Lectionary Study in which the Gospel reading for the week is explored as to its significance, meaning, application, relation to Church Liturgy, etc.

### **Vacation Bible School**

Trinity Lutheran Church has historically operated a one-week Vacation Bible School (VBS) during the month the June. This is an outreach activity supported by Trinity that falls under the responsibility of the Board of Christian Education. The BCE recruits the coordinator for the program, approves the details of the program, provides program oversight, and collaborates and assists the coordinator as necessary in the execution of VBS. VBS has always been run as an all-volunteer program so there are numerous ways that members of the congregation can directly and indirectly support it. They can teach or assist in teaching a class, they can bring their own or others children, they can supply snacks, they can assist in preparing class supplies, they can be on call as need be, etc. Following are details on the major steps involved along with documents prepared for the 2008 VBS that may serve as a useful starting point for subsequent years.

The VBS budget needs to be developed and submitted to the Parish Planning Council (PPC) in the fall prior to the summer when the program will be offered. In early January, BCE members need to recruit a member of Trinity Congregation to serve as the VBS coordinator for that year's program. This person will work with members of the board to select the materials and organize the program, set the dates for the program, and recruit and train volunteers to assist with the execution of the program. Also in January, publishing houses (e.g., Cokesbury or Concordia Publishing) offering packaged VBS programs for that year will begin mailing announcements to the Church that will be placed in the BCE Chair mailbox. Most publishers offer an “examination” packet to help with program selection – these typically cost about \$75, which will either be refunded if the packet is returned or go towards the total cost of the program if selected.

The BCE in collaboration with the VBS coordinator should review available VBS programs and make a final selection by early to mid February. Together, they should then determine the best dates to hold VBS based on church activities and other considerations. Once these details are determined, the coordinator with the assistance of the board should begin recruiting volunteers (as a rule of thumb: one adult and one teenage youth assistant for every 10 children) and developing the activities for the week. By the first quarterly congregational meeting (sometime between mid-March and mid-April), the BCE chair should be able to report on the team of volunteers as well as the VBS program outline and dates.

*Dates for Planning:*

End of March – announce dates to the congregation and place add in the local newspaper. (The local newspaper sets the date when it runs adds for all VBS programs in the county.) Begin pre-registration of children from Trinity members and TLC parents.

First week of May – have final versions available of all planning documents (e.g., schedule of activities, medical release forms, registration materials, etc.)

Mid-May – begin open pre-registration of VBS students.

First week of June – craft and activity supplies, music CDs, texts, etc. that will be used during VBS should be ready.

Some issues to be considered in planning the VBS program beyond simply the dates of operation include: will the program run during the day, the afternoon or the evening; how many children relative to available facilities and number of volunteers can be accommodated; will the program be open to the community at large, or restricted to members of Trinity and perhaps TLC; what age of children will be served; will the advertising strategy be broad or limited; will pre-registration be used and if so how will last-minute-arrivals be accommodated.

*Additional considerations.* It may be necessary to coordinate use of space such as the fellowship hall with TLC. A closing program – commonly a noontime barbecue – has often been held on the last day of the program for children and their families with great success. It can be very helpful in planning VBS for the following year to obtain written feedback from parents and volunteers. As appropriate, a small token of the church's appreciation may be offered to VBS volunteers on the Sunday following the closing of the program. In years past, all children who attended VBS were invited to come worship at Trinity the next Sunday so that they might share songs they learned, act out a skit, or provide some other way to show the congregation. (If this is done, it will be important to coordinate with the family hosting to coffee fellowship to make sure there are adequate refreshments.)

# TRINITY LUTHERAN YOUTH MANUAL

**WHO I AM IN CHRIST**

redeemed and forgiven      i shine like the stars in the universe  
**God's child**      a citizen of heaven      **BELOVED**  
CHRIST'S AMBASSADOR      CO-HEIR WITH CHRIST      salt of the earth      God's workmanship  
**RECONCILED TO GOD**      light in the world  
sealed by God with the Holy Spirit      branch of the true vine      Christ's friend  
**MORE THAN A CONQUEROR**      and channel of His life      [ashestobeauty.net](http://ashestobeauty.net)



*Trinity's youth group is open to grades 6 - 12. We hope all will join us. For more info please contact Kristin Schmidt at (951) 775-6134 or [keschmidt87@gmail.com](mailto:keschmidt87@gmail.com)*

***DON'T LET ANYONE LOOK DOWN ON YOU BECAUSE YOU ARE YOUNG, BUT SET AN EXAMPLE FOR THE BELIEVERS IN SPEECH, IN CONDUCT, IN LOVE, IN FAITH AND IN PURITY. -1 TIMOTHY 4:12***

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YOUTH  
BIBLE  
STUDY



It is a pleasure to welcome you into the youth ministry at Trinity Lutheran! I know that adolescence can be difficult, and I hope that participating in things here helps you along your way as a growing and changing teen. You should find most of what you need to know about our program in this manual. As a student, I remember enjoying involvement in my church youth group, and growing a lot in faith and in fellowship with others. It is a blessing and honor to now have opportunity to nurture others and watch them develop. It is my prayer that being a part of Trinity's youth group will not only be fun for you but that it will help you to grow more mature in your faith walk with Christ. Our group is a family within the church and I hope all feel welcomed and loved as part of it. I have had the privilege of meeting and building relationships with so many families here at Trinity, along with working with the youth as they mature. There are many, varied opportunities for youth to build community, grow in faith, get connected to church life, participate in service, and learn more about our Lutheran Identity. The youth group provides a safe, welcoming place for you to have fun and have faith! I strongly encourage you to be an active part of our group. Always know I am here for you. I am a believer in trust, in openness, in questioning at times, and in human authenticity. The teenage years are full of ups and downs that can seem overwhelming at times. Do not hesitate to contact me any time. Please let me know if you need anything. I can be reached by phone or email, and will try to respond as soon as possible to whatever may come up. I can't wait to see how God works in and through you as you grow on this journey in Christ!

God's Blessing Always,

Kristin Schmidt

[Keschmidt87@gmail.com](mailto:Keschmidt87@gmail.com)

(951) 775-6134



## **A Little More About Me...**

I was born and raised on the “Left Coast” of California, where I grew up in a Christian home and participated heavily in church youth group and (later) Sunday school teaching. Although raised in various denominations, I saw the light of Martin in my junior year of High School and have been involved with Lutheran churches ever since. I graduated from Biola University (a private Christian school in California) with my undergraduate degree in Elementary Education. I followed up with a Master’s of Arts in Teaching and my elementary and secondary credentials. In 2009, I took a leap of faith and moved from California to Athens. I have now made it home and love living in Georgia.

Upon moving here, I substitute taught in Clarke and Oconee counties, and taught third grade full time for a year. In 2012 I began teaching preschool for Trinity’s half-day program, working primarily with three and four-year-olds. I have also been serving as a server at Rafferty’s Restaurant, and assistant coaching with the Clarke Middle School cross-country and track team.

I began to notice a few years ago that Trinity was in need of youth leadership, and decided to re-vamp the group somewhat. I accidentally found myself in charge, and under the leadership of the Veeders and Reinkings, I have worked to establish a small but mighty team of teens. The years since have included dozens of Bible studies and outings, several retreats and hikes, service trips, a National Gathering, a brightly re-painted youth room (and bit of parking lot, too...I can explain...), and plenty of laughter and prayer. It has been a joy to watch the group develop, mature, and grow, and I am eager to continue doing so.

In 2016 I felt prepared to answer the Lord’s call to pursue a position in full-time ministry as a Director of Christian Education, and I began courses in the colloquy program of Concordia University in Irvine. I am currently working on that certificate as well as a Master’s degree in theology. In another leap of faith, I decided to step back from teaching in order to more fully pursue my schooling and efforts with Trinity families. I am continuing to substitute and assist with the Academy, as well as work on studies, write and teach the Sunday School curriculum, lead the youth, and serve on the Board of Christian Education. I will also still be serving at the restaurant and as coach (never a dull moment!).

In addition to daily activities, I am an avid runner, long-time flute-player, and eager book-lover. I also enjoy baking, writing, being outdoors, drinking coffee, and hanging out with my sweet kitty, Fiona. I have two older brothers, one of whom lives in Athens with his wife and the most adorable toddler in the world. It is a privilege to be auntie and godmother to little Charlie, and I am so blessed to live close enough to see him often.

Please know that I am here for you. I am happy to help you if needed, pray for requests, listen if you want to chat, and go grab ice cream (or books! Or coffee! Or a goldfish!) any time. My office is always open and full of candy, toys, and a beanbag. Keep in touch!

Kristin Schmidt  
(951) 775-6134  
[Keschmidt87@gmail.com](mailto:Keschmidt87@gmail.com)



## Trinity Lutheran Church Youth Ministry Mission Statement

Our youth group will be a place where:  
God is central to everything done,  
Scripture is central to everything taught,  
And WE CAN PROCLAIM THE GOSPEL OF JESUS BOLDLY,  
Our youth group will be a place where;  
Christian relationships are built,  
Youth to Youth,  
Youth to adults, and  
Youth to community.  
And we can PRAISE GOD FULLY in our relationships,  
Youth will serve and care within the church,  
And the community,  
As we SERVE OTHERS JOYFULLY



## Youth Ministry: Theology and Practice

*“Even the youths shall faint and be weary, and the young men shall utterly fall: But they that wait upon the LORD shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint.”* Isaiah 40: 30-31

What is youth ministry anyway? Why do we need it? What are some distinctive characteristics of how youth ministry runs at Trinity? These are all questions that you may have. In this section of the handbook these questions and others will be addressed. A basic framework of the guiding principles and goals of youth ministry at Trinity Lutheran is expressed in our mission statement, but this will go into a little more depth.

So why do we have youth ministry in the first place? The Bible has a lot to say about youth and young people doing great things for God. David slaying Goliath in 1 Samuel 17 is a good example. Josiah and Timothy are other key young folks in ministry. Mary was almost certainly what we would call a teenager when she gave birth to the Son of God. However, there is really no set model for a church starting a separate youth ministry in the Scriptures. Modern youth ministry began about 40-50 years ago. It arose out of a concern that young people were not as interested in church as they used to be. Youth ministry was seen as a type of bridge between childhood and adult membership and participation in church. The motivation of spiritual growth and retention of young people in our churches was a good one.

So this movement began about 50 years ago. How is it working out overall? Actually, it is not working too well. Today there are more trained and paid youth ministers, more resources, and more ministries geared toward youth than at any point in history. We also have less youth than ever before as people are having fewer children. The birthrate of children per women in the U.S. is the lowest in our history (at only about 2 children per woman). This means that, essentially, there are more resources and less youth than ever before. So the church in general should be doing a great job in discipleship and retention, right? Brace yourself for this statistic, as is it sobering. Depending on the survey you look at, between 75%-88% of youth raised in church are not involved in church by the end of their freshman year of college. Ouch. Now, some of those will return later in life, but the statistics show that many of them won't. In the LCMS many of our congregations are aging. All too often, young people go through the motions of confirmation, finish up, and then leave. We can change that. We are blessed to have a budding group of youth here at Trinity and we can rejoice in that potential!

So what's wrong? It is probably a variety of things. One of the foundational issues has to do with the stereotypes of youth ministry. What do youth groups do, and why do they exist? According to some, they get together to eat pizza and go to amusement parks! Sure, they may do a service project now and then or even study the Bible. However, chances are these service projects don't involve too much sacrifice and the Bible studies are devotional types of things that don't really address anything that is too challenging or theological. After all, that may turn off or bore the youth, right? Most importantly, what is the level of parental involvement? Slim to none, some think... Youth are dropped off at youth activities and the parents are not really involved with what is going on or even asked to help much. After all, that is what the youth leader is for, right? In effect, youth are segregated from the rest of the congregation. This is probably the main problem with how youth ministry is often done. It is thoroughly

un-Biblical to operate a youth ministry that separates the youth completely from the rest of the congregation and minimizes the role of parents.

Ephesians 6:1-4 says this, *“Children, obey your parents in the Lord: for this is right. Honor thy father and mother; which is the first commandment with promise; That it may be well with thee, and thou mayest live long on the earth. And, ye fathers, provoke not your children to wrath: but bring them up in the nurture and admonition of the Lord.”* This and other passages make it clear that the family is the source of spiritual direction and discipleship. The church, including the youth program, exists to support the Christian family in raising and teaching them in the faith-it should not separate family members, but strengthen the unit as a whole.

At Trinity Lutheran we strive not to operate a stereotypical youth ministry like the idea described above. We can't promise statistical results that are better than the national average for retention of youth (that's up to you!). However, we can assure you that we lead a youth ministry that is centered on Jesus Christ. Here are some other principles of the Trinity youth philosophy:

1. Trinity's Youth Ministry is Christ-Centered.

*“Jesus said unto her, I am the resurrection, and the life: he that believeth in me, though he were dead, yet shall he live: And whosoever liveth and believeth in me shall never die.” St. John 11: 22-26*

Christ is our center; without Him there is no defeat of sin and no new life. Having one's sins forgiven by the blood of Jesus Christ is the most important thing in every person's life. Trinity's youth ministry strives to lift up Christ and Him crucified in all that we think, say, and do.

2. Trinity's Youth Ministry is Biblical.

*“All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness:” 2 Timothy 3:16*

The 66 total books of the Bible are God's Holy Word given to us. The Bible is divinely inspired and without error. It is final authority on all matters. Studying the Bible and following its teachings are essential for the Christian. The monthly Bible studies that we have with the youth are in-depth and challenging. We discuss relevant social and cultural matters, Biblical figures, controversial topics, and more. Youth are welcome to make suggestions and provide feedback on what we do. The studies are not “dumbed down” and “fluff”. At the same time they are taught in a way that we hope the youth will grasp what the teaching is. Being Biblical rests on the foundation of the truths: by Scripture Alone, by Faith Alone, and by Grace Alone.

3. Trinity's Youth Ministry is also distinctively Lutheran.

There are true Christians in churches of various denominations, but this is a Lutheran church and we seek to support and teach what the doctrines of the Evangelical Lutheran Church are as expressed by the Lutheran Church-Missouri Synod. We talk about what the Lutheran church teaches as expressed in our Confessions (the Book of Concord 1580) and how it is a correct interpretation of Scriptures. A focus is kept on the Word of God and the Sacraments of Holy Baptism and Holy Communion. Instilling an appreciation for our Lutheran history, liturgy, and theology are important.

4. Trinity Lutheran's Youth Ministry seeks to support and involve parents and incorporate rather than segregate youth from the congregation.

The youth group gathers a couple of times a month, but parents see kids each and every day, and are critical to personal and spiritual growth. Parental involvement in the youth group is welcome. We

encourage parents to come to the youth meetings, go on the trips, and give input in decisions. If you are a parent and can't or don't want to come to every activity that is fine. However, parents are welcome as part of the youth ministry as we recognize they have the first responsibility and privilege of training up children in the way they should go. From our experience parents also have a good time in participating and create and grow in friendships with the other youth parents. Youth activities also seek to involve the youth of Trinity Lutheran in serving and participating in congregational life.

### **So what exactly does the Youth Group at Trinity do?**

We have 5 main categories that our activities fall into, with some overlap.

#### 1. Spiritual Growth.

*"As ye have therefore received Christ Jesus the Lord, so walk ye with him. Rooted and built up in him, and stablished in the faith, as ye have been taught, abounding therein with thanksgiving." Colossians 2:6-7*

We will try to hold Bible Study on the first Sunday of each month during the school year. The Bible Study is after service, and includes lunch and fellowship time. We will also participate in other activities, including mission trips, retreats, and trips to the LCMS national youth gatherings. Spiritual growth is essential, too, so that our young people can be filled with the fruits of the Spirit: "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control" (Galatians 5:22).

#### 2. Service to Church

*"For as the body is one, and hath many members, and all the members of that one body, being many, are one body; so also is Christ." 1 Corinthians 12:12*

The second category is service to our church, Trinity Lutheran. Youth are encouraged to help with Vacation Bible School, church workdays, members in need, and worship services. Service to the church is important as the youth are members of the congregation and should be involved in what is going on.

#### 3. Outreach and Service to the Community

*"For though I be free from all men, yet have I made myself servant unto all, that I might gain the more."  
1 Corinthians 9:19*

The third category is outreach and service to the community and beyond. The youth have opportunity to serve with homeless ministry, community service, and beyond. Jesus calls us to venture out from the walls of our church to help those who are suffering physically and to speak the Gospel to those who are lost.

#### 4. Fundraising.

*"Every man according as he purposeth in his heart, so let him give; not grudgingly, or of necessity: for God loves a cheerful giver." 2 Corinthians 9:7*

The congregation provides a budget for youth ministry each year. However, we try to raise some additional funds to pay for mission trips and other activities. This money goes into what is called the restricted account, which we can build up year to year. We don't want youth to be excluded because the cost is too high. It is also valuable if the youth are given opportunities to work for some of these funds. We sponsor ongoing efforts to recycle cans and host coffee fellowships before voters' meetings. We usually also host an annual yard sale and bake sale. We try to stay creative with other fundraising themes and ideas.

#### 5. Fun.

*"A merry heart doeth good like a medicine: but a broken spirit drieth the bones." Proverbs 17:22*

Yes, we do have fun in the Trinity Youth Group as well! We have trips to state parks, museums, corn mazes, ziplines, bookstores, restaurants, and more. We also hold seasonal celebrations. And we consume plenty of pizza and ice cream!

As you can see, we have a very busy schedule. I try to plan our calendar a year in advance around January, and try to balance the activities in these 5 categories. My goal is to do the Bible Study plus one more activity each month. It is always subject to change, of course, but I will pester you with updates and emails. I gladly welcome suggestions for new activities and give the youth and parents input prior to setting the calendar.

# YOUTH MINISTRY



## **Policies and Procedures**

### **1. Eligibility**

Youth group participation is open to all Trinity youth that are enrolled in grades 6-12. Eligibility is based on grade level rather than age. When a youth begins their sixth grade year of school they are eligible for youth group and when they finish or are no longer enrolled in high school their eligibility has ended. Occasional fifth grade exceptions may be considered.

In order to participate in youth activities the youth must sign the Trinity Lutheran Youth Group Covenant and have the permission and medical information form on file. Failure to abide by youth policies can result in exclusion from participation in youth group activities.

### **2. Electronics**

Cell phones and other electronic devices are permitted at youth activities. However, there may be certain events and times (such as during meetings and Bible Studies) that the actual use of these devices is not allowed. Repeated problems may result in the individual not having the privilege of using electronic devices.

In addition, the youth leaders and Trinity Lutheran Church are not responsible for lost, damaged, or stolen items.

### **3. Friends/Guests**

Friends are welcome to participate in most youth group activities. There may be some activities that are restricted to members only. Friends participating in off-site events must have a permission and medical form turned in prior to participation. Friends are expected to follow the rules and procedures of the Trinity Lutheran Youth Group. If there is a fee for the activity, the full price must be paid by the guest before participating in the activity. In addition, if space is limited for the activity priority is given to Trinity members.

### **4. Chaperones**

Certain activities require a minimum number of chaperones/drivers for the activity to go forward.

If you are a chaperone for an event, it is at no cost to you. All of your fees will be paid or reimbursed, including gas if you do not ride the bus.

To be an eligible chaperone you must be spiritually mature, a regular church attendee or member, a licensed driver with insurance (must be 21 plus to drive youth), and have a cell phone so that we can contact you on the go. Qualified chaperones are accepted on a first to sign up basis at the rate of 1 chaperone (a married couple counts as 1 chaperone together) per 5 youth.

Additional adults and family members (i.e. younger brothers or sisters) can attend youth activities as well (unless there is an age restriction) if space is available. However, they will have to pay the full price of the activity and their care will be the responsibility of the parent.

### **5. Fundraising Accounts**

Small fundraisers such as hosting the coffee fellowship go into the restricted youth account. However, many of the fundraisers such as the yard sale offer the youth who participate an opportunity to earn funds for individual accounts in which they can store money that can be used to help pay for trips and activities. So essentially, the harder they work at fundraising, the more funds they will have available to use for youth

activities. Money may be drawn out of their individual accounts to pay for outings and mission trips, etc. The purpose of the individual accounts is to be fair and provide an opportunity for youth to learn financial lessons. However, if a youth has been working hard and participating in activities and still comes up short, please speak with one of the youth leaders and we will see if there is any other way additional funds can be provided. If there is any money in their account when a youth is no longer in youth group (finished high school, moves, etc.) then that money is transferred to the restricted youth account.

#### 6. Use of budgeted church Youth Funds

Trinity Lutheran has a line item in the annual church budget for youth ministry. This funding comes from the tithes and offerings of the congregation and should be used in the most responsible manner possible. For some activities the cost is defrayed by using these funds to make the trip more affordable. For example, if the youth are headed to Stone Mountain and the actual cost is \$40 a person, we may use \$20 from the budget line and then the youth would come up with the other \$20 from their account or out of pocket.

In order for money from the annual budgeted account to be used to help a youth pay for a trip, the following conditions must be met: 1. The youth is a Baptized member of Trinity Lutheran Church 2. The youth is active in Bible Study and Servant Events (75% plus participation) 3. The youth is showing evidence of their Christian faith by but not limited to: regular worship attendance and worthy reception of Holy Communion (if confirmed), is confirmed or participating in confirmation classes if of age, and is striving to be Christ-like in all things.

If a youth does not meet these requirements, but still meets the general eligibility requirements to participate in youth group they are welcome and encouraged to participate in the activity but will have to pay the full cost out of pocket or out of their individual fundraising account.

#### 7. Cancellations

We do our best not to cancel any scheduled activities and very few have ever been cancelled. In the event that a planned activity is cancelled the youth leaders will contact youth families at the earliest possible time. We will send an email and if the cancellation is less than 24 hours until the event you will receive a phone call.

If a youth or family member has committed to an event and cannot come they will need to contact the youth leaders as soon as possible. Depending on the circumstances any money that was paid may not be refundable.

#### 8. Adult in place of a youth

As this youth ministry is "family oriented" one adult family member is allowed to work for one youth. This generally happens in the case of the youth having an important event they can't miss and cannot attend the youth activity. For example, the youth are helping at a church workday as a service project and the youth in question has an out of town school trip. A parent may come to the workday in place of the youth and the youth is counted as participating in the service project. This also can be done for fundraisers. This policy is meant to encourage the belief that "we are all one in Christ" and not meant to encourage apathy or laziness on the part of the youth. Ex. "that's just too early for me to get up, go work for me Mom."

#### 9. Contacting the Youth Leader

Feel free to get in touch with me any time. My phone is generally nearby and I am a heavy sleeper, so if I do not wish to answer, I won't. 😊 I try to respond to emails as soon and as thoroughly as I can.

Kristin Schmidt  
(951) 775-6134  
[keschmidt87@gmail.com](mailto:keschmidt87@gmail.com)





# TRINITY LUTHERAN CHURCH YOUTH GROUP COVENANT

**Norms:** *In order for us to function successfully as a Christian group, we must agree to certain norms of behavior.*

- We will respect all persons and property. *Exodus 20:17*
- We will refrain from put-downs. *Galatians 5:22-23*
- We will extend politeness to all in our group and to everyone we meet. *Ephesians 4:32*
- We will wear appropriate, modest dress, with no bikinis, bare midriffs, or inappropriate T-shirt slogans. *Romans 12:1-2*
- We will be supportive of all members of the group. *James 5:13-14*
- We will have no excessive public displays of affection. *Philippians 1:27*
- We will serve one another in Christian love. *St. John 19: 34-35*

**Trip Expectations:** *For the well-being and safety of the group, everyone agrees to the following:*

- Lights out and quiet time must be respected. Drivers, especially, are entitled to eight hours of sleep!
- Seat belts must be worn when traveling in a vehicle.
- There will be absolutely no fireworks or playing with fire.
- Observe the laws of the land.
- Do not leave the camp, condo, hotel, church, or group without direct permission from the youth director or person in charge.
- No one is allowed to go anywhere alone, including public restrooms and rest areas.
- Groups of **three or more** will be given as instructions for sight-seeing, athletic activities, and free time.
- Everyone will be expected to participate fully in all group and sub-group activities unless the

person is ill.

- Everyone is expected to follow the daily group schedule and meet promptly at the designated location for each activity.

## **Trip Expenses**

- Individuals who sign up for a trip/activity and do not attend, regardless of circumstances, will be responsible for reimbursing Trinity Lutheran Church the amount equal to any deposits or payments that have been paid and are not refundable.

## **Youth Ministry Non-Negotiables\***

- Chaperone/leader's say is final
- No smoking
- No possession or use of alcohol or illegal drugs
- No abuse of legal or prescription drugs
- No sexual intimacy or sexual harassment
- No possession of weapons

*\*Any violation of a non-negotiable item, meaning behavior that is disruptive to the group, or behavior that threatens the safety of oneself or others, will result in the offending youth(s) being sent home immediately at the parents' expense. In signing this form, the parent agrees to cover all expenses related to sending his or her child home.*

I have read the manual, norms, expectations, expenses, and non-negotiable and agree to abide by them.

Youth Signature:

\_\_\_\_\_

Date \_\_\_\_\_

Parent Signature:

\_\_\_\_\_

Date \_\_\_\_\_



## Emergency Medical Information Form

Child's Full Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_  
Parents Name \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_ Pager: \_\_\_\_\_

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### EMERGENCY INFORMATION:

Health Insurance Co. \_\_\_\_\_  
Policy # \_\_\_\_\_ Name of Insured \_\_\_\_\_  
Alternate Contact person (other than parent or guardian numbers above):  
Phone number: \_\_\_\_\_ Alternate Phone \_\_\_\_\_  
Relationship to child \_\_\_\_\_  
FAMILY DOCTOR: \_\_\_\_\_ Phone: \_\_\_\_\_  
Secondary Insurance (if applicable) \_\_\_\_\_

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### Medical History/Other Medical Information

*General: Does the youth have any "yes" – please explain (please circle)*

Yes No Allergies? \_\_\_\_\_  
Yes No Heart Condition? \_\_\_\_\_  
Yes No Fainting? \_\_\_\_\_  
Yes No Sleep Walking? \_\_\_\_\_  
Yes No Upset Stomach? \_\_\_\_\_  
Yes No Allergic to Bee Sting? \_\_\_\_\_  
Yes No Allergic to Medicines? Please name them: \_\_\_\_\_  
\_\_\_\_\_  
Yes No Poison Ivy, Oak, Sumac? \_\_\_\_\_  
Yes No Other Allergies? \_\_\_\_\_  
Yes No Has the youth had any serious illness or surgery within the past ten years? \_\_\_\_\_  
Yes No Does the youth have any condition that would prevent him/her from participating in any youth group activities? \_\_\_\_\_  
\_\_\_\_\_  
Yes No Is the youth a diabetic? \_\_\_\_\_  
Yes No Does the youth have any sight or hearing impairment? \_\_\_\_\_  
\_\_\_\_\_  
Yes No Does the youth wear contact lenses? \_\_\_\_\_  
Date of last Tetanus \_\_\_\_\_  
Yes No Does the youth take daily medicines? If so please name: \_\_\_\_\_  
\_\_\_\_\_

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# BOARD OF CHRISTIAN SERVICE

## The Board of Christian Service (BCS):

- Ω Community Outreach The BCS facilitates local, international, district and synodical outreach.
- Ω The BCS Fosters fellowship among congregational members. The BCS is responsible for supporting and organizing church-sponsored fellowship through activities such as Easter Pot-luck breakfast, 4<sup>th</sup> of July picnic, progressive dinners, Sunday coffee fellowship, special receptions and gatherings, etc.
- Ω The BCS fosters member care through Christian service. They coordinate the meals ministry, Memorial receptions, transportation, help with a Trinity family's move and any other Christian service member care opportunities.

## Ministries of the Board of Christian Service:

- Ω Elderberries
- Ω Coffee Fellowship
- Ω LWML
  - Sow and Sews
  - Women's Bible Study
  - Mites Ministry
  - Yarn Works Ministry
- Ω Sunshine Friends (Card Ministry)
- Ω Meals Ministry
- Ω Community Outreach Projects
  - Food Bank
  - The Ark
- Ω Reformation Festival
- Ω Email Prayer Chain
- Ω Bereavement Committee

# Coffee Fellowship Guidelines

## Coffee Preparation:

1. Fill coffee urn base with cold water to desired number of cups. (Early service – full pot – 55 cups)
2. Wet coffee basket to keep small particles of coffee from sifting through
3. Place coffee (located in cabinet left of sink in plastic Tupperware dish) in basket, place on stem and insert in urn. Put on lid and plug in urn. (plug located on wall behind coffee cart)

Amount of coffee: Use scant ½ cup coffee per 10 cups.

40 cups – just under 2 cups

55 cups – just under 3 cups

4. Allow 1 hour for coffee to perk for a full pot (about 1 minute per cup).
5. Remove coffee basket when coffee is ready (keeps coffee oils from dripping down into prepared coffee).
6. If any coffee remains after first service fellowship, please leave coffee pot plugged in. If at least 30 cups or more add more water so it will not be too strong for second service. If more is needed use the smaller pot (42 cup) to make up the difference – follow instructions above.  
If just a small amount, fill carafe up and use. (Carafe instructions below)

Carafe: White vacuum carafe if being used should be filled with warm water and let stand for 5 minutes. Pour out and fill with coffee.

## Supplies:

Coffee, cream, sugar, substitute sugar packets – upper cabinet left of sink – extra cabinet above sink

Cups for juice (use small 5 oz. on coffee cart or extra on shelves in GR Kitchen);

Coffee cups located on coffee cart – extra on shelves in GR kitchen.

Small dessert plates – coffee cart or shelves in GR Kitchen;

Plastic forks or spoons – coffee cart or shelves in GR Kitchen.

Serving trays are located in the lower pull out shelves right of sink GR Kitchen.

Napkins (beverage napkins only) shelves GR Kitchen

Punch bowl – located on lower pull out shelves right of sink – please put ladle back in punch bowl after using.

Punch cups – located right cabinet above counter.

Baskets located right cabinet above counter.

Please use the set with plate, creamer, sugar dish, sugar packet holder for coffee fellowship.

Napkins use small basket that matches the set.

Special occasions: - use brown runner located behind kitchen door.

Juice and Punch: - Keep cold in a cooler, bring a bag of ice and keep in a cooler during service or use ice bucket (shelves in GR Kitchen) and obtain ice from the ice maker in the church's frig (right of open window) in the Fellowship Hall Kitchen. Small cooler located under the sink that you can fill with ice and keep juice in during service to keep cold.

# Trinity Lutheran Church Bereavement Committee Responsibilities

UPDATED JANUARY 2018

Receptions hosted by the Bereavement Committee are held inside the Fellowship Hall. There is never a charge for receptions hosted by the Bereavement Committee at the church, as this is a service to our church families. Donations to the Bereavement Committee ministry are always appreciated to help with the purchase of any family needs.

If a family chooses to have the reception at another location other than church, the Bereavement Committee will bear no responsibility for setting up or hosting the reception.

The Bereavement Committee works under the direction of the Board of Christian Service. The coordinator of the Bereavement Committee is not required to attend monthly board meetings.

## The Bereavement Committee Coordinator will:

- Correspond with the church administrator as to the wishes of the family: if a reception is desired, how many people to expect, etc.
- Notify the Bereavement Committee (bc@trinity-athens.org) and the Board of Christian Service (bcs@trinity-athens.org) of the following:
  - } Family's wishes for reception
  - } Time and date of service, and setup of reception
  - } Find volunteers to help set up, serve, and cleanup for reception (members of the Board of Christian Service are expected to help)
- The church administrator will send a congregation wide email requesting members to bring a finger food for the reception and will communicate any responses to the bereavement committee coordinator.
- The coordinator of the Bereavement Committee will create a list of individuals from the church that have expressed an interest in helping to provide the services listed below and will communicate with the church administrator in updating the list so that the email address group for the committee is kept up to date.

## Prior to Service

- Arrange tables for food, and set up tables and chairs for people to sit and eat
  - Place three tables, end to end, down the left side (from the entrance doors) of the room for the food.
  - Place a table at an angle between the playground doors and the storage cabinet for beverages.
  - Place 4 or 5 tables on the right side of the room for family and guest to sit at.
  - Place chairs against open wall spaces around the perimeter of the room for overflow once tables are full.
- Use white table clothes to cover all tables.

- Make coffee in the coffee pot to accommodate the number of expected guest.
  - Coffee pots are stored under the small sink in Fellowship Hall Kitchen
  - Coffee ingredients are stored in the cabinet above the large sink in the Fellowship Hall;
  - 1/2 Cup coffee grounds makes 10 cups of coffee
- Put paper and plastic serving ware on the serving tables
- Set out any food items that have been dropped off
- Make punch ( 1 part cranberry juice & 2 parts ginger ale mixture)
- Put out pitcher of ice water
- Make sure trash cans are lined and empty

**Typical menu:**

- ⊞ Fruit and vegetable tray
- ⊞ Cheese tray and crackers
- ⊞ Sandwiches
- ⊞ Meat tray (normally purchased by church)
- ⊞ Variety of breads
- ⊞ Finger foods
- ⊞ Dips
- ⊞ Desserts
- ⊞ Punch, coffee, ice, and water (provided by church)

Just prior to the conclusion of the service and before the family leaves the sanctuary, the members of the Bereavement Committee and Board of Christian Service in attendance should go to the Fellowship Hall to complete set up and be prepared to serve punch and put out additional food as needed. Open the doors and show the family where to stand to receive guests when they arrive. (The Family should stand to the right of the entrance doors to receive acknowledgements from guests as they come in.) Welcome people to the reception and serve as Hostesses.

**After the Service**

- Bag left over food to send home with family
  - Disposable containers and ziploc bags are stored in the cabinet to the left of the kitchen window. Clear punch cups are also stored in this cabinet.
- Clear tables of trash
- Check white table clothes to see if any are soiled and in need of laundering (please return to church after laundering)
- Replace all tables and chairs to original placement
- Wash all dishes, dry, and return to proper storage area
- Take out all trash and recycling and put new liners in trash cans
- Clean floor of any spills or debris



- Let church administrator know if any paper product items are low in inventory

**Entity: Submitting P&P: Board of Christian Service:**

**This is a (check one):**                     **Policy**                     **Procedure**

**Title: Easter Breakfast**

**Text of Procedure:**

The Board of Christian Service organizes a congregational Easter Breakfast by providing 10 hot egg dishes, coffee and decaf. The congregation is notified via publicity in the newsletter, posters, bulleting and a sign-up sheet in the Gathering Room. The sign up sheet helps to give an estimate of the number of people to expect, encourage commitment to come, and assure a variety of side dishes and juices for breakfast. The board provides the ingredients for casseroles and they will meet in the Fellowship Hall on the Saturday preceding Easter for preparation and set up. On Easter morning the casseroles will be baked and ready to be served following first service. Cleanup is also covered by the board members.

**Approved By:** \_\_\_\_\_

**Submitted by:** Becky McCaskey

**Submitted on:** 3/20/06



# BOARD OF GOVERNORS

**THE BOARD OF GOVERNORS, TRINITY LUTHERAN ACADEMY HALF DAY AND FULL DAY PROGRAMS:** The Board of Governors for Trinity Lutheran Academy (TLA) plans and administers the child development community outreach programs on behalf of the congregation.

- Ω The BOG is responsible for recruiting the director(s) for each program.
- Ω The BOG is responsible for overseeing a Christian based curriculum.
- Ω The BOG is the main communication liaison between the TLA and the church.
- Ω The BOG approves all TLA policies and procedures as created by the Directors and presents them to the Parish Planning Council.
- Ω The BOG aides the Director of the TLA in all management issues as needed such as, staff terminations, termination of students due to delinquent tuition or behavior.
- Ω Any major equipment purchase made by the TLA Directors that exceeds \$500.00 should receive BOG approval.
  - Ω The BOG organizes an annual Staff Appreciation luncheon for the Trinity Lutheran Academy. (see staff appreciation policy under PPC)

NOTE: TLA Handbooks Attached