

HOLY REDEEMER LUTHERAN CHURCH of DRYDEN

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PURPOSE OF THE HANDBOOK

The purpose of this handbook is to assist the members of Holy Redeemer Lutheran Church of Dryden in more effective service to their Lord and Savior, Jesus Christ.

So that the practice of Holy Redeemer congregation will conform to St. Paul's admonition in 1 Corinthians 14:40, "*Let all things be done decently and in order,*" the members of Holy Redeemer congregation have adopted a Constitution and By-laws. This Constitution and Bylaws are an agreement which the people have made among themselves in which they in effect say, "These are the things that we as a congregation agree that we want to do in service to our Lord and these are the ways that we have agreed to do them."

The members of Holy Redeemer agreed to revise their Constitution and Bylaws in November of 1976. A major thrust of this revision was to limit statements of detailed procedure to only major items within the life of the congregation. As much as possible, the individual officers, board members and other workers are to be allowed and encouraged to use their own talents, abilities and judgment in accomplishing the purpose of Holy Redeemer congregation.

This Handbook, created by a resolution of the Church Council on March 15, 1977, allows that flexibility because changes to the procedures and policies not covered in the Constitution and Bylaws can be changed easily and quickly by the Church Council to suit changing conditions and the talents and abilities of those currently serving. The cumbersome process for making a Constitutional amendment is not required for the Handbook. A simple resolution by the Church Council or the Voters' Assembly is all that is required.

At the same time, the Handbook provides sufficient information to new officers and other servers to help them to quickly become effective in their new positions.

The ways in which this Handbook assists the members of Holy Redeemer congregation in more effective service to their Lord are many. A few appear here.

1. It encourages more participation in the activities of the congregation by informing people of the opportunities for service and showing them what is expected of each participant. It consequently simplifies the job of the Nominations Committee and other recruiting workers for the Lord.
2. It assigns responsibility. Every activity in the congregation is listed in the Handbook, and the persons currently responsible and involved are listed on the Information Board, which is an extension of the Handbook. This assists the President and Church Council in seeing that the wishes of the members are carried out.
3. It prevents "re-inventing the wheel." When the method for conducting some facet of the congregation's activities has been decided upon, it is placed in the Handbook. When questions of procedure or responsibility subsequently arise, frustrating, time-consuming searches of the minutes and long discussions of what was thought had previously been decided are avoided. The procedure is simply looked up in the Handbook. Of course, as conditions change, so can the Handbook, without the cumbersome, drawn-out procedure of revising the Constitution and Bylaws.

PURPOSE OF THE HANDBOOK continued

4. It helps prospective members and Pastors to decide if this is the congregation for them.
5. It helps new Pastors, officers and other workers get started in their new positions more quickly and effectively.
6. It serves as an excellent basis of review for the Planning Committee in comparing what is “actually happening” compared to what “should be happening.”

HANDBOOK PAGE NUMBERING SYSTEM

Pages in Sections A, B, & C have been specially prepared for this Handbook and uses a numbering system with the following general form:

B-38-1

The letter indicates a major section of the Handbook as shown on page A-1-1.

The first number ("38" in the example above) indicates a subdivision within a major section.

Subdivisions of Section B have been reserved for each organization, officer appointee, and major activity and are shown on page B-1-2 and following. Additional subdivisions may be added as necessary.

A new subdivision is added to Section C each time a new procedure is added.

The final number ("1" in this example) indicates the page number within the subdivision. Additional pages in this example would be numbered as follows: B-38-2, B-38-3, etc.

If it is necessary to add a page between existing pages, decimals may be used as follows: B-38-2, B-38-2.5, B-38-3.

GUIDELINES FOR HANDBOOK PROCEDURE SHEETS

Handbook procedure sheets may be written by anyone in the congregation who determines a need. Proposed sheets must be presented to the Church Council for approval by the Church Council or the Voters' Assembly. The Church Council will decide which body should approve each procedure sheet.

When writing a procedure sheet for the Handbook, remember to ask yourself the six basic questions that a good newspaper reporter answers when writing an article:

WHO? WHY? WHAT? WHERE? WHEN? HOW?

Start with a brief paragraph answering the "Why?" question. You may want to clearly identify it with a "Purpose."

Also keep in mind the readers of the procedure sheet: prospective, new and established congregation members, officers, others serving, and pastors.

The intent of the procedure sheet is to clearly inform those carrying it out what is to be accomplished. And, as much as possible, let them use their own imagination and talents in determining the best way to do it. Therefore, the procedures will usually cover only main points and omit minute details. Some detailed instructions may be in order, especially (1) where one activity or function interfaces with another, and (2) concerning reporting of actions taken and results achieved.

Use titles rather than names in the procedures since names are subject to frequent changes. Names will be kept current on the "Parish Participation Board."

DATING, APPROVAL, AND DISTRIBUTION OF HANDBOOK SHEETS

The purpose of this procedure is to assure smooth and effective dating, approval and distribution of Handbook sheets, while requiring a minimum of time and effort by the Office Secretary to revise and prepare new Handbook sheets.

Distribution of Handbook sheets is:

1. Master copy located on the Information Board (Individuals should be able to check their own copies against this master to make sure they have all up-to-date sheets.
2. Pastor
3. Each Church Council member, including the Head Elder.

All Handbook sheets and Handbook sheet revisions (except A-1-1.5 & ff) must be approved by the Church Council or Voters' Assembly. Usually, Church Council approval is sufficient. The Church Council may elect to obtain Voters' Assembly approval of significant importance.

Handbook sheets A-1-1.5 & ff, "Handbook Contents" is a checklist of all approved Handbook sheets listed by number, title, and date. It requires no approval and only three copies are made.

1. An original for the Master Handbook.
2. A copy for the individual in charge of the Handbook to mark up and return to the Office Secretary for updating.
3. A copy for the individual in charge of the Handbook to mark up and return to the Office Secretary for updating.

The suggested method of revising and issuing new Handbook sheets is:

1. Have sheets (LESS DATE) photocopied and placed in the Church Council members' mail boxes ahead of time so that they may read them over prior to the Church Council meeting.
 - a. Short, simple sheets may be read to the Church Council from the handwritten copy and approved. They may then be typed complete with date and distributed.
 - b. To reduce the possibility of re-photocopying sheets on more complicated and/or controversial matters, obtain Church Council approval on general intent prior to producing a finished copy.
2. Discuss and approve sheets at the Church Council meeting, making any changes deemed necessary:

DATING, APPROVAL, AND DISTRIBUTION OF HANDBOOK SHEETS continued

- Minor revisions or changes made prior to final approval may be made neatly by hand (and initialed by the individual in charge of the Handbook) to reduce typing and photocopying time and expense. Make sure that each Church Council member and the pastor has an adequate opportunity to make the changes in his/her copy.
- 3. Have the date on which the sheet was approved typed on the Master Handbook copy and on the extra copies kept in the church office. The pastor and Church Council members are responsible for dating their own copies of the sheets.

THOSE WHO SERVE IN HOLY REDEEMER CONGREGATION

POSITION	CONTACT PERSON	COUNCIL DIRECTOR APPOINTED (A) or REPORTING (R)	PHONE
Choir Director	Judy Judd	Vice President	810-796-3610
Office Secretary	Patti Remer	Vice President	810-724-0432
Newsletter Editor	Patti Remer	Vice President	810-724-0432
Cradle Roll Sec'y	Nancy Priehs	Education	810-796-3081
Librarian	Charlene Karppinen	Education	810-724-7840
Sunday School Super.	Carol Drayer Tim Robinson	Education	810-796-3718 810-724-0141
Sunday School Sec'y.	Colleen Schiefer	Education	810-796-3898
Tract Racks	Charlene Karppinen	Education	810-724-7840
Women's Guild	Ida Lloyd, Pres.	Education	810-798-8660
Church Extension Fund Representative	Barbara Wright	Finance	810-796-3088
Offering Envelopes	Barbara Wright	Finance	810-796-3088
Confirmation Class Teachers	Larry Monahan Pastor Helms	Pastor (A)	810-798-3278 810-667-2872
Altar Guild Director	Adele Lazarus	Elders	810-796-3786
Choir Accompanist	David Wigton	Elders	810-796-3900
Usher Captains and Ushers	Frank Fisher Larry Brandl	Elders	810-796-2149 810-796-2063
Organist	David Wigton	Elders	810-796-3900
Photographer		Elders	
Prayer Chain	Marilyn VandenBerghe Tammy Taylor	Elders	810-796-2113 810-796-2092

THOSE WHO SERVE IN HOLY REDEEMER CONGREGATION

POSITION	CONTACT PERSON	COUNCIL DIRECTOR APPOINTED (A) or REPORTING (R)	PHONE
Coffee Hour Coordinator	Peggy Monahan	Social Ministry (R)	810-798-3278
Love Cupboard	Christine Voss Pastor Helms	Social Ministry	810-796-3744 810-796-2871 810-667-2872
Love Fund	Christine Voss Pastor Helms	Social Ministry	810-796-3744 810-796-2871 810-667-2872
Fund Raisers	Jim Coomer	Stewardship	810-724-4615
Time, Talent & Treasures Survey	Jim Coomer	Stewardship	810-724-4615
Pew Envelopes	Jim Coomer	Stewardship	810-724-4615
Historian		Stewardship (R)	
Preschool Teachers	Judy Paga Carol English	Preschool (R)	810-796-2161 810-796-2026
Board Officers	Joanne Barnier, Chair Charle Sweet, V-Chair Bonni Hazen, Sec'y Lori Sweet, Treas.	Preschool (R)	810-796-3212 810-796-9531 810-796-3863 810-796-9531
Youth Council	Pam Bittner Laura Calabro Mark Farnsworth Brian Hazen Liz Schnute Lisa VandenBerghe	Youth Ministry (R)	810-798-2296 810-796-3841 810-796-9547 810-796-3863 810-796-3253 810-796-2113

PRESIDENT'S CHECKLIST

This checklist contains those things done by the President when he is acting in that capacity. *It assumes such things as daily prayer and Bible study, family devotions, weekly attendance at Worship service and Holy Communion, and group Bible Class participation.*

- WEEKLY:**
1. Check to see that the activities of the congregation are being carried out in accordance with the Constitution, the Bylaws, resolutions of the Voting Assembly and resolutions of the Church Council.
 2. Check with Pastor for items of concern.
 3. Update the information board and bulletin boards, as required.
 4. Check mail slot outside church offices.
- MONTHLY:**
1. Update Bulletin boards and Information Board – inside church.
- JANUARY:**
1. Secure person(s) for opening and closing devotion at January Voters' meeting.
 2. Prepare Voters' Assembly meeting agenda and distribute to each family at least one week prior to the meeting. Agenda to include:
 - a. Election of officers
 - b. Appointment of Elders
 - c. Approval of Financial Audit.
 - d. Dismissal of nominations committee with thanks.
 - e. Vote of thanks and appreciation to outgoing officers.
 - f. Appoint a Planning Committee (the January Voters' meeting is a logical spot to appoint the planning committee. In any case, it should not be appointed later than February and may be appointed much earlier depending upon the degree of planning to be done.)
 - g. Nomination of Synodical President and Vice-President (odd-numbered years).
 - h. Elect congregation delegate and alternate to Michigan District Convention (even numbered years). [May be done as late as March. District sends out forms requesting delegates names.]
 3. Make sure all new directors appoint board members as soon as possible.
- FEBRUARY:**
1. Make sure new officers get Handbooks and all other material from previous officers.
 2. Ratify appointment of new board members at Council meeting.
 3. Review "Church Council Member and Pastor Responsibilities" and revise as necessary (see Handbook, C-2-2).
- APRIL/MAY:**
1. Church Council agenda – Recommendation to Voters' Assembly to approve Parish Plan for the coming year.
 2. Secure person(s) for opening and closing devotions at May Voters' Assembly.
- MAY:**
- Prepare Voters' Assembly meeting agenda and distribute to each family at

PRESIDENT'S CHECKLIST continued

least one week prior to the meeting. Agenda to include:

- a. Approval of the Parish Plan for the upcoming year (September through August).
- b. Dismiss planning committee with thanks.

MAY/JUNE: Encourage congregation members to attend opening services of Michigan District Convention (even numbered years).

JUNE/JULY: Remind Church Council members to make appointments by September 1 in accordance with Handbook, sheet C-1-2.

AUGUST:

1. Have Church Council approve and/or ratify appointments.
2. Appoint Budget Committee at Church Council Meeting.

OCTOBER: At the Church Council meeting (include on agenda):

- a. Appoint Nominations Committee.

NOVEMBER: Approval of Budget – Dismissal of Budget Committee with thanks at the November Voters' Assembly.

MISCELLANEOUS:

1. Make sure that Pastor takes his allotted vacation.
2. Make sure Pastor gets his weekly day off.
3. Before a special Voters' Assembly meeting is called after a Worship Service, notify organist not to play a postlude.
4. Conduct special Sunday Voters' Assembly meetings in the Lower Level after services. Arrange for someone to take care of the children during this meeting.
5. Encourage all Church Council members to attend a Leadership Training Seminar, such as those given by Parish Leadership Seminars, Inc. (see Handbook, C-5-1).
6. The President is ex-officio of all council appointed meetings, which necessitates his presence at these meetings.

VICE-PRESIDENT'S CHECKLIST

This checklist contains those things done by the Vice-President when he is acting in that capacity. *It assumes such things as daily prayer and Bible study, family devotions, weekly attendance at Worship service and Holy Communion, and group Bible Class participation.*

- WEEKLY:
1. Check to see that all areas of responsibilities are functioning properly.
 - A. Organist #
 - B. Choir Director #
 - C. Office Secretary #
 - D. Newsletter Editor #
 2. Help President in any way possible and attend meetings of different Boards.
- MONTHLY:
1. Prepare Church Council Meeting Agenda. In preparing Agenda, each council member will be contacted for items they may want to put on Agenda.
 2. Secure person(s) for opening and closing prayer for Council meetings.
 3. Secure person to have Bible Study or Devotions at Church Council meetings whenever Pastor is absent.**
- APRIL:
- Church Council Agenda – include recommendation to Voters' Assembly to approve Parish Plan for coming year.
- NOVEMBER:
- Church Council Agenda – includes:
- A. appoint Nominations Committee
 - B. appoint Budget Committee

KEY:

Communication plus appointment

* Communication

(Above from Church Council Member and Pastor Responsibilities)

** The Pastor has been asked to have the Bible Study or Devotions at the Council Meetings because of his knowledge of the Scriptures and his ability to bring everyone into the discussion of the lesson.

RECORDING SECRETARY'S CHECKLIST

- MONTHLY:
1. Be present at all Church Council or Voters' Assembly Meetings (if possible) including special called meetings.
 2. Bring past minutes to all meetings.
 3. Keep an accurate record of all meetings in Minutes Book.
 4. Keep voter's list up to date.
 5. Conduct all necessary duties following meeting.
 6. Conduct all necessary correspondence following meetings.
 7. Have minutes from last meeting available for publication as soon as possible; to be given to each council member.
 8. Notify all persons needful of Council or Voters' Assembly decisions.
 9. Keep Handbook up to date.
 10. Write up high points of meetings for newsletter.

TREASURER'S CHECKLIST

- DAILY: A. Reading of Scripture and prayer.
- WEEKLY: A. Check mail slot at church for incoming billings, messages, and general mail.
 B. Make sure all invoices received are signed and correct.
 C. The payment of bills due and any payroll that is due and payable.
 D. Posting to journal and checkbook balance made current.
- MONTHLY: A. Make sure all income tabulation sheets are clearly understood before entering in cash journal.
 B. Post all income and disbursements, line and balance, transfer to ledger and balance.
 C. Balance bank statements, make out financial sheet and check for errors – if okay, have 12 copies made up for committee review.
 D. File all paid bills for audit.
- JANUARY/
 FEBRUARY: Pay all bills relating to past year before closure. Close all past year's books and set up current year.
- JULY: Run a six-month ledger review for accuracy.
- OCTOBER: Set up proposed budget.
- NOVEMBER: Review proposed budget and adjust, if needed.
- DECEMBER: Get check book, journal, ledger ready for audit.

BOARD OF SPIRITUAL LIFE (ELDERS)

The basic objectives of this board are the spiritual welfare of the pastor and congregation, individually and corporately, and the supervision of everything pertaining to congregational worship.

That the objectives of this board may be carried out, the board, either corporately or through specifically designated individuals, shall:

1. By word and action, encourage their pastor in his work.
2. Pray for their pastor and other spiritual leaders.
3. Assist the pastor in difficult problems of the ministry.
4. Be concerned about the spiritual, emotional, and physical health and welfare of their pastor and his family (adequate compensation, housing, free-time, vacation, assistance in time of illness), and to that end specifically review these items once a year. Make salary recommendations to the budget committee.
5. Be responsible, together with the pastor, for arranging for visiting pastors in the pastor's absence, or for special occasions and services.
6. Be responsible for creating a call committee in times of Pastoral vacancy or when additional Pastoral staff is required. Elders will provide representation on that committee.
7. Be responsible for the spiritual welfare of the geographical, or family groupings, assigned to them in liaison with the pastor.
8. Concern themselves with the aged and home-bound members of the congregation and establish a visitation program which is supportive of the pastor's own visits.
9. Engage in member conservation and discipleship.
10. Engage in continual review of communion and church attendance of all members, make calls on all members, follow-up on all newborn children in the congregation until they are baptized.
11. Extend a personal welcome to all new members, explaining the responsibilities of communicant membership and by orientation and integration of new members.
12. Be concerned, together with the pastor, about adequate and thorough instruction of adults and youth for confirmation and membership.
13. Consider complaints and grievances of members of the congregation to assure that Matthew 18:15-17 is observed.
14. Study and fully understand the purpose and importance of church discipline in the congregation.
15. Carry out church discipline diligently, carefully and prayerfully, in accordance with the Word of God.
16. Maintain a continuing review of the nature, purpose and conduct of God-pleasing worship, both public and private, within the parish, and do such things as will encourage and enhance individual and communal worship.
17. Be concerned with the administration of Baptism, Holy Communion and other rites of the church (marriage, confirmation, etc.) and public celebration of the festival services and other special services of the congregation.

BOARD OF SPIRITUAL LIFE (ELDERS) continued

18. Be responsible for staffing and training the ushers and setting usher guidelines.
19. Be responsible for training and overseeing the acolytes and setting acolyte guidelines.
20. Oversee the Altar Guild in the care, use and maintenance of the sacred vessels, the altar, the altar furnishings and vestments. They shall invite the chairperson of the Altar Guild to discuss altar care and needs.
21. Assure there is an adequate supply of expendable items for worship, such as communion wine and wafers, baptismal napkins, candles, etc., in conjunction with the Altar Guild and make appropriate recommendations to the budget committee.
22. Assist the pastor with communion distribution, reading of Scripture, preaching, etc., as required.
23. Approve/disapprove new forms of worship, liturgies, and hymns for public worship.
24. Set the time, schedule and number of Worship Services in conjunction with the pastor.
25. Inform the congregation of sudden events of which the members should be informed, such as, the death of a member, etc.
26. Be responsible for God-pleasing and glorifying observance of the various historic anniversaries of the congregation.

MONTHLY:

1. Attend Elder meetings.
2. Make at least one Elder visit a month; more if at all possible.
3. Be in contact with people under your Eldership.
4. Work at being informed at what is going on at church.
5. Attend at least one Bible class regularly.
6. Attend worship services on a regular basis.
7. If a family that is under a given Eldership is involved in a funeral or wedding, that Elder will serve at that service or find a replacement.
- 8.

HEAD ELDER'S EXTRA DUTIES

1. Prepare agendas for Elder meetings and get them to the office secretary no later than the Sunday before the meeting.
2. Serve on Church Council meetings and inform Elders of any pertinent information.
3. Be available to make church discipline or reconciliation visits with Pastor when requested.
4. Be a good listener to Pastor or another Elder when necessary.
5. Keep notes from meetings so you will be able to make reports.
6. Write an article for The Annual Report.
7. Write articles for Newsletter.
- 8.

BOARD OF SPIRITUAL LIFE (ELDERS) continued

- 9.
- 10.

ELDER DUTIES – FOR ALL WORSHIP SERVICES:

1. Arrive 30 minutes early (45 minutes if guest pastor).
2. Unlock front door. Turn up heat and/or turn fans on, if necessary.
3. Check serving schedule, then watch for ushers and acolyte. Find substitute, if necessary. Check for communion set-up.
4. Check with Pastor for anything special in service: Baptism, different readings, different time of service, etc.
5. Prepare for Baptism, if scheduled for that day.
 - A. Place Baptismal Font in front of pews at center aisle.
 - B. Put warm water in font.
 - C. Light sacramental candles.
 - D. Place napkin and Baptismal shell on font.
 - E. Place baptismal candle on altar.
 - F. Place “Reserved” sign on front pew, or ask usher to do so.
 - G. Watch for parents and sponsors of child(ren) being baptized. Make sure they are seated in proper place and aware of when baptism will take place.
 - H. Usher parents and sponsors to font at proper time in service for baptism.
 - I. Assist Pastor during baptism.
6. Seek out visitors, welcome them and ask if they wish to commune with us.
7. Check wick on altar area candles, light Advent or Pascal candles, if necessary. Also make sure paper towels are in individual cup receptacles.
8. Ring bell five minutes before the start of service.
9. Turn off fans prior to acolyte entering sanctuary.
10. Greet worshipers with joy and warmth.
11. Make sure Pastor and acolyte are ready to begin service.
12. Encourage worshipers to leave narthex and be seated in nave.
13. Ring bell for the start of service.
14. Participate in worship service.
15. Assist Pastor with communion.
16. Do whatever is necessary to keep service running smoothly.
17. Greet people as they leave.
18. After the service, make sure lights are out, thermostat is turned down to 600, and all doors are locked before leaving.
- 19.

BOARD OF SPIRITUAL LIFE (ELDERS) continued**ELDER DUTIES FOR FUNERALS/WEDDINGS:**

1. Review Guidelines before arriving at church.
2. Arrive at least one hour before service.
3. Speak with Pastor when you arrive to see if any special duties are necessary.
4. Clear Narthex of unneeded tables, chairs, displays and other clutter before Funeral Director arrives.
5. Let Funeral Director know you are there and available to help him/her when needed.
6. Remind Funeral Director that the casket does not go to the front of the church until the Funeral Pall is placed over the casket and the Pastor is ready to proceed it to the front of the church.
7. Let Funeral Director know you will light and extinguish candles. (Light only the seven candles on each side of the altar.)
8. Remind Funeral Director that Pastor will proceed the casket out of the church, followed by the pall bearers, and the family in that order. The Funeral Pall is folded and removed at the back of the church before exiting the building.
9. Ring bell **before** service (check with Pastor for proper time).
10. Ring bell **after** service in a tolling pattern until funeral party has left the church parking lot.
11. The Altar Guild will remove Funeral Pall from the Sacristy for placement on casket.
12. Greet people coming in and be present to answer any questions.
13. Make sure lights are on, and windows, fans or heat are set for the service.
14. See to it that lights and fans are turned off, heat is turned down, and windows are closed following the service.
15. Make sure ALL doors and windows are locked before you leave.
16. Provide usher guidance.
17. Clean church, making sure all additional decorations for the occasion are removed before leaving.
18. The member's Elder is in charge, unless another Elder is requested.
19. If at all possible, the member's Elder (or the designated alternate) is requested to attend the Wedding Rehearsal so as to be informed as to how the wedding service is to proceed.
- 20.

BOARD OF EDUCATION DIRECTOR CHECKLIST

- WEEKLY:
1. Check with Sunday School Superintendent and make sure there are no problems.
 2. Check mail slot outside church offices.
 3. Approve "education" bills, sign and pass them on to the Treasurer for payment.
- MONTHLY:
1. Run Board of Education meetings, with agenda.
 2. Attend Church Council meetings with written report.
 3. Try to attend all Sunday school staff meetings, even if different than Board of Education meetings.
 4. Check with all areas of responsibility: Women's Guild, Library, Bible Classes, Cradle Roll, Sunday School Teachers, Puppet Ministry, Youth Group, and Nursery.
- JANUARY: Attend Voters' Assembly meeting.
- FEBRUARY: Start planning Vacation Bible School — appoint coordinator.
- MAY: Attend Voters' Assembly meeting.
- JUNE: Start preparing for Rally Day.
- JULY/AUG.: Hold Vacation Bible School.
- SEP.: EDUCATION MONTH
Rally Day – Installation of Sunday school staff and all Board of Education members.
Prepare Education Budget.
Start planning Children's Christmas Program.
- OCT.: Start practicing Children's Christmas Program.
- NOV.: Attend Voters' Assembly meeting.
- DEC.: Present Children's Christmas Program.

The Director of Education may appoint as many members to the Education Board and he/she feels necessary. There should be at least one person representing each area of responsibility.

DIRECTOR OF EVANGELISM & PUBLIC RELATIONS CHECKLIST

The purpose of the Director of Evangelism & Public Relations shall be:

1. To promote the Spirit of Evangelism among the members of Holy Redeemer congregation by making them aware of Christ's command in the words of Matthew 28:19 – *“Go, then, to all peoples everywhere and make them my disciples: baptize them in the name of the Father, the Son, and the Holy Spirit.”*
2. In specific, to seek out and recruit members to become actively involved in command by:
 - A. helping them to see how their God-given talents, though diverse, can be used, and to encourage them to get on with the job.
 - B. to organize these same people into a close knit relationship with the same goal.
 - C. to help provide the training and experience for each member of the team to become disciple-makers.
 - D. to continue a two-fold effort through this team by witnessing to:
 1. Non-members who show an interest and intent in becoming a part of God's Kingdom.
 2. Members so that they become active in using their talents in this commission both inside and outside the church membership.
3. To discourage any effort that tends, or seeks,
4. to turn Evangelism into a program status.
5. To discourage any effort that seeks to convince that Evangelism is only for a select few.
6. To provide for a system of mutual aid between the Pastor, Elders and the Evangelism Team.
7. To recruit Assistants for the purpose of those area of Public Relations, and to help the assistants develop and expand these and other areas of special ministry and concern.

THE BOARD OF STEWARDSHIP CHECKLIST

Christian stewardship and congregation finances have often been mistakenly equated. The general purpose and concern of the Board of Stewardship is to raise the Christian living and giving level of the entire membership of the congregation. The Board of Finance is the board concerned with receiving, counting and accounting the offerings. The latter's concern is "money." The Board of Stewardship's concern is the entire area of Christian living and giving—the consecrated and dedicated life of every member.

Since the Board of Stewardship is concerned about growth in Christian living and giving, it must be clear on how Christian growth takes place. This means of grace, the Word and the Sacraments, are the tools through which the Spirit of God accomplishes growth in Christian living and giving in individuals.

It shall be the duty of the Stewardship Director to:

1. Discover the talents of the membership and enlist them in the congregational program and maintain a congregational file.
2. Assist in training lay workers.
3. Sponsor stewardship and mission talks, discussions, conferences, plays, movies, pageants, etc., in the congregation and its organizations.
4. Work in close cooperation with the Circuit and District Stewardship committees, and encourage larger attendance at Circuit meetings.
5. Fully inform the members of their local congregation's program and opportunities to lengthen their outreach into all the world through District and Synod.
6. Give the congregation a clear vision of the world's need of Christ and how they can supply that need.
7. Instruct the people in the grace of proportionate giving to God's work in their own parish and in the world.
8. Together with the Financial Secretary, prepare the annual proposed budget for submission at the November Voters' Assembly meeting.
9. Supervise the raising of all funds on the congregational level.

FUNDRAISER GUIDELINES

1. All fund raisers must be brought before the Board of Stewardship.
2. Fund raisers must be submitted in writing and include the following:
 - A. The reason for the fund raiser.
 - B. The type of fund raiser needed.
 - C. Date(s) requested and time.
 - D. To what "fund" will the fund raiser go into.

THE BOARD OF STEWARDSHIP CHECKLIST

3. All fund raisers must be written and submitted no later than the second Tuesday of the month to the Stewardship Director for review.
 - A. **All fund raisers will be approved one month after the Stewardship Board reviews the request.**
 - B. No verbal requests will be granted.
4. Annual fund raisers:
 - A. Fund raisers must be reviewed by Church Council.
 - B. Date requested must be approved for yearly calendar.
 - C. Must be renewed every year.

THE DIRECTOR OF BOARD OF FINANCE CHECKLIST

DAILY: Family and/or private devotions or Bible study and prayer.

WEEKLY: Participate in worship and Holy Communion.

Participate in at least one Bible class.

The Director of the Board of Finance is responsible for the following items. He/she may do them personally or delegate them to a responsible member of the Board of Finance as appropriate.

WEEKLY:

1. Count all offerings as soon as practical after each service. Assure correct balance between envelopes and contributions.
2. Deposit all checks and cash in the bank.
3. Make appropriate written report.
 - a. retain original (white copy)
 - b. provide Treasurer with one copy (yellow copy).
 - c. provide another copy to the church office for the Pastor's review and filing (pink copy).
4. Provide the Office Secretary with an appropriate, short financial statement for the following Sunday's bulletin.
5. Give the deposit slip(s) to the Treasurer.
6. Check the bank deposit slip(s) from the previous week's deposit(s) against his/her records.
7. Post all offerings to the individual offering records for each issued offering envelope.
8. Give Sunday school offerings to Sunday school secretary.

MONTHLY:

1. Prepare a balanced written report of all offerings and reimbursements received during the previous month and include a year-to-date total.
2. Place above report in the mail boxes of the Pastor and Church Council members prior to the monthly Church Council meeting.
3. Participate in the Church Council meeting as both:
 - a. director of the Board of Finances
 - b. as a member of the Church Council.
4. Briefly review written monthly report of offerings with the Church Council and advise of any trends or results of statistical studies.
5. Prepare list of counters for all services to be published in the congregational newsletter (The Light).

QUARTERLY:

THE DIRECTOR OF BOARD OF FINANCE CHECKLIST continued

1. Provide each envelope holder with a record of contributions for the previous quarter and cumulative totals for the year. (Sign only at the end of the year.)
2. It is suggested that a quarterly balance be achieved and recorded.

AS REQUIRED:

1. Issue offering envelopes to communicant members joining the congregation through Confirmation, transfers, etc. and to non-members (in regular attendance) requesting them.
2. Add names and new members to list of issued offering envelopes (kept in counting room for use of the counters).
3. Order all report forms and materials required.
 - a. report forms
 - b. bank deposit forms
 - c. coin and currency wrappers
4. Items 1 through 5 January/February (below) necessitated by resignation of the serving individual.

JANUARY/ AT BEGINNING OF NEW TERM OF OFFICE

FEBRUARY:

1. Approach individuals in the congregation to serve on the Board of Finance (as counters).
2. Present these names for approval at the February Council meeting.
3. Present these names to the Pastor for installation at an appropriate Sunday morning service.
4. Arrange for individual(s) from the congregation to pick up the deposit bags from the bank regularly.
5. Obtain and execute a form from the bank to show:
 - a. Names of individuals authorized to pick up the deposit bags from the bank.
 - b. Other information required by the bank.

JANUARY:

1. Submit to the Michigan District, LCMS, (on form they provide) amount of Synod and District offerings included in the proposed budget.
2. Prepare an appropriate financial report for inclusion in the congregation's Annual Report. Include thanks for all board members and others helping the board during the year.
3. Prepare a copy of the proposed budget for inclusion in the congregation's Annual Report.
4. Present a brief version of the Annual Report at the January Voters' Assembly.
5. Have records of the Treasurer and Financial Secretary audited by the Budget Committee as soon as the books have been closed.

THE DIRECTOR OF BOARD OF FINANCE CHECKLIST continued

6. Present the report of the Audit Committee at the January Voters' Assembly (if audit has been completed).
7. Have the following items placed on the January Voters' Assembly agenda: Dismissal of the Audit Committee with thanks (if the audit has been approved).
8. Provide each envelope holder with a SIGNED report of contributions for the previous year.
9. Store all previous year's records including individual offering reports in fire-proof filing cabinet in church office.
10. Store previous year's offering envelopes in church attic (for a maximum of three [3] years).
11. Order offering envelopes for the following year (substantial discounts are available when the envelopes are ordered well in advance).

MAY:

1. Prepare an appropriate financial report to be duplicated and distributed at the May Voters' Assembly.
2. Present a brief version of this report to the May Voters' Assembly.
3. Present the report of the Audit Committee at the May Voters' Assembly (if not done at the January meeting).
4. Place on the May Voters' Assembly agenda dismissal of the Audit Committee with thanks (if not done at the January meeting).

MAY/JUNE:

1. Provide youth confirmands with offering envelopes.
2. Add youths names to list of issued offering envelopes.

AUGUST:

1. Appoint a Budget Committee per Bylaws.
2. Have Budget Committee approved by the Church Council.
3. Meet with the Treasurer, the Director of Stewardship and the Budget Committee and formulate a proposed budget.

OCTOBER:

1. Present proposed budget at the Church Council meeting, for recommendation to the November Voters' Assembly.

NOVEMBER:

1. Present the proposed budget at the November Voters' Assembly.
2. Have place on the agenda of the Voters' Assembly – dismissal of the Budget Committee

THE DIRECTOR OF BOARD OF FINANCE CHECKLIST continued

with thanks.

DECEMBER:

1. Appoint an Audit Committee to audit records of the Treasurer and Financial Secretary (as soon as these records are available).
2. Obtain Church Council approval of the Audit Committee members.
3. Prepare, in cooperation with the Pastor, a list of individuals to receive offering envelopes the following year.
4. Place a copy of this list in the counting room for use by the counters.
5. Place names of individuals receiving them on the boxes of offering envelopes and distribute.
6. Maintain a record of names and the appropriate envelope number. A copy of this would be available for counters to review. A second copy should be maintained with financial records.
7. Prepare an individual offering form for each envelope issued.

DIRECTOR of FINANCE

The Financial Secretary shall not be liable for the recording of any monies to individual records that are not given in their assigned envelopes.

Motion passed by the Church Council, July 23, 1978

THE BOARD of PROPERTIES CHECKLIST

As part of the body of the Lord's church, it is the purpose of the Director of Properties to maintain in good order OUR church, OUR parsonage, OUR barn, and OUR grounds.

"Love one another warmly as Christian brothers and be eager to show respect for one another. Work hard and do not be lazy. Serve the Lord with a heart full of devotion. Let your heart keep you joyful, be patient in your troubles, and pray at all times" Romans 12:10-12.

CHURCH RESPONSIBILITIES

WEEKLY

1. Check on adequate supply of paper and cleaning products to be stored in storeroom closet.
2. Replace burned out lights.
3. Schedule church cleaner(s).
4. Make sure trash is put in dumpster.
5. Arrange for people to mow the lawn in the summer.
6. Arrange for snow plowing in the winter.
7. Check mail slot outside church office.
8. All purchase orders and invoices incurred through the Board of Properties shall be promptly submitted to the church Treasurer.
9. Make yourself available to handle any maintenance and repair suggestions by church members.
10. Update front sign to coincide with current service times, special services, etc.
11. Clear dates for activities in building.
12. Lend tables and metal folding chairs, as requested.

BI-WEEKLY

1. Grease lawn mower.
2. Get gasoline for mower and trimmer.

JANUARY

1. Prepare for Voters' Assembly and submit agenda information sheets to church council.

FEBRUARY

1. Submit list of board trustees to church council.

MARCH

1. Check that church, parsonage, barn, and contents are adequately insured. Renew insurance policy every three years.
2. Check that workers compensation policy is up to date.

THE BOARD of PROPERTIES CHECKLIST continued

MAY

1. Prepare for Voters' Assembly and submit agenda information sheets to church council.
2. Plan for membership spring clean-up day.
 - a. Purchase all necessary materials to be used.
 - b. Compile work and project lists.
3. Flowers planted and weeded.

OCTOBER

1. Plan for membership fall clean-up day.
 - a. Purchase all necessary materials to be used.
 - b. Compile work and project lists.

YEARLY

1. Check to see that mower is in good, safe running condition.
2. Check fire extinguishers for updated certificate. Contact service person to update certificate, if necessary.
3. Rent 15 acre field (Donation/Barter).
4. Maintain key disbursement record and have new keys made when needed.
5. Maintain accurate files of all blueprints and building specification records.
6. Maintain records of all serial numbers, warranties, and operating information for equipment, appliances, etc.
7. Recommend that Director of Properties and trustees meet every two months.
8. Check all first aid equipment and verify that it is in good condition.
9. Maintain an updated list of suggested memorials.

PARSONAGE RESPONSIBILITIES

1. Keep parsonage in good repair inside and out.
2. Put water softener salt nuggets in basement.
3. Maintain a Christian relationship with the pastor and his family concerning their needs and suggestions for the parsonage.

POLE BARN RESPONSIBILITIES

1. Store tools and equipment in a safe manner.
2. Do not allow any item to be kept or stored in a manner that would present a hazard of any kind.
3. In the interest of good will, attempt to keep various groups property segregated.

DISPOSAL OF PROPERTY GUIDELINES

THE BOARD OF PROPERTIES CHECKLIST

1. Property with a total resale value of less than \$50 shall be disposed of by Director of Properties or his/her appointee without additional approval or notice to Church Council or congregation.
2. Property with a total resale value from \$50 to \$250 shall be offered to the congregation, by means of the announcements, for three weeks. Interested people will respond by sealed bids. Bids will be opened and awarded at Church Council, if so requested; otherwise the Director of Properties will review bids and notify highest bidder. In the event of no bids received, the property shall be disposed of by the Director of Properties.
3. Property with a total resale value from \$250 to \$500 shall not be disposed of without advice from Church Council.
4. Property with a total resale value above \$500 shall not be disposed of without advice from the Voters' Assembly.
5. Church Council can donate items up to \$500 which can override the above guidelines.
6. Each of the above dollar amounts shall be automatically increased by \$10 at the beginning of each even year to allow for inflation adjustments. 1998 is the base year with the year 2000 being the first year of adjustment.
7. Monies received from disposal of property shall be contributed to the General Fund.
8. Any property to be disposed of outside the above guidelines must be approved by Church Council.

PARSONAGE RESPONSIBILITIES

1. Keep parsonage in good repair inside and out.
2. Put water softener salt nuggets in basement.
3. Maintain a Christian relationship with the pastor and his family concerning their needs and suggestions for the parsonage.

SEE ALSO: USE OF PROPERTY, C-6-1->2

THE BOARD OF SOCIAL MINISTRY CHECKLIST

GENERAL CONCERNS

- A. The Board of Social Ministry shall consist of an elected Director and as many members as the Director deems necessary. One of these members shall be appointed as the Assistant Director. The Director of the Board shall sit on the Church Council.
- B. The Board of Social Ministry shall equably assign its various responsibilities listed under Section 2 (specific Responsibilities) to its various members.
- C. The Board shall recruit, train and utilize members of the congregation in carrying out its specific responsibilities in-so-far as possible.
- D. It shall be the duty of the Board of Social Ministry to further the principle of Christian love and mercy in action as one of the fruits of the Christian faith. [Note: It should be a major concern of this Christian congregation to show its faith active in love to its members and to all who are in need. In so doing, the Christian congregation follows in the footsteps of her Lord, "who's loving heart was filled with compassion for all who were in need and who went about doing good" Matthew 8:36)].
- E. The responsibility of this Board shall be to provide information to the members of the congregation and to raise their level of sensitivity to the work of social ministry in the community and in the church.
- F. This Board shall develop and maintain an active program that cultivates a sensitive attitude toward social ministry and increase the response of the congregation in the work of Christian faith active in deeds of Christian love.

SPECIFIC RESPONSIBILITIES

- A. Initiating and promoting an effective program of social ministry, education and information in the congregation.
 1. Monitoring and reporting on the social needs in the community and soliciting the congregation's cooperation with other agencies in the community endeavoring to meet these needs.
 2. Cooperating with the welfare agencies in the community (Family Independent Agency, Child Protective Services, etc.); and interpreting them to the membership of the congregation.
 3. Knowing the Lutheran health and welfare agencies of our church (Lutheran Child and Family Services of Michigan, Lutheran School for the Deaf, Bethesda Home, Lutheran World Relief, etc.), and publicizing and interpreting their services and needs to the membership of the congregation.
 4. Evaluating the financial needs of welfare agencies (Lapeer Hospice, Dryden Ministerial Association, etc.) and making recommendations to the congregation for "gifts of love" by individual members or through the congregation's budget.
 5. Studying the possibilities of offering and permitting the use of our church facilities by community social ministry programs, agencies and projects (Volunteer Tutors, blood collection, support groups, etc.).

THE SOCIAL MINISTRY CHECKLIST, continued

6. Sponsor occasional social ministry forums and training sessions on subjects of concern (refugee ministry, natural disaster ministry, cardio/pulmonary resuscitation, etc.).
- B. Initiating and maintaining an active program to improve the attitude and response of the congregation in the work of social ministry.
1. Establishing a program of volunteer visitors who would make prompt visits when members of the congregation or community suffer a misfortune caused through illness, loss of property, or death. In addition to bringing Christian comfort, the purpose of these visits is to offer physical assistance as needed and as the congregation is able without duplicating the services of other community agencies.
 2. The Board shall have control over the "Love Fund" to aid families or individuals in the congregation or community as the need arises. It shall be responsible for maintaining and collecting additional monies for this fund.
 - a. The Love Fund
 1. The name of this fund will be the "Love Fund.
 2. It is to be a non-budgeted fund.
 3. It was established by the Church Council on July 18, 1977.
 4. It shall be distributed by the Director of Social Ministry and/or the Pastor.
 5. The fund shall be used in cases of extreme financial need to church members or others who undergo physical, mental or environmental hardships, the financial responsibility of which cannot be met with diligent effort on their part.
 6. There will be an anonymity of users of the fund.
 7. The Love Fund is to be funded by donations specifically designated for that purpose and will be handled by the Financial Secretary and the Treasurer in the normal manner. The goal of the fund balance shall be \$500. A balance of no more than \$100 will be kept in the petty cash fund. When the fund balance drops below \$200 an appeal to the congregation by the Board will be made to replenish it.
 8. Memorial gifts will be accepted by the fund.
 9. Those in need of the fund should be referred to the Pastor and/or Director of the Board of Social Ministry for individual evaluation. Money will be distributed in the amounts as dictated in each individual case, without policy or president.
 10. Fund money will be applied against outstanding liabilities by the church rather than a direct cash gift to the recipients.
 11. The users of the fund are not expected to repay amounts received by them. It is intended as a gift of aid from the congregation helping fellow-Christians in their time of need.
 12. Money in the fund may be deposited in the Church Extension Fund with the understanding that short-term withdrawal is possible as the fund is needed.
 3. The Board shall have control over the "Love Cupboard," a pantry of non-perishable

THE BOARD of SOCIAL MINISTRY CHECKLIST, continued

food items kept for distribution to individuals or families in our congregation or community.

- a. The Love Cupboard will be kept in a plainly identified section of the cupboards of the church kitchen.
- b. Anyone may take food from the Love Cupboard at any time for himself or someone else in need without obligation for replacing it.
- c. The Board will regularly inspect the contents of the Love Cupboard to check on the need to replenish or remove dated items.
- d. Anyone may make donations to the Love Cupboard at any time. However, the Board shall, when it deems it necessary, make appeals to the congregation for donations to it.

THE BOARD SHALL FURTHER

- A. Oversee the make-up and distribution of "Love Baskets" at Thanksgiving and Christmas, and whenever necessary, to needy families, cooperating with the other churches of the Dryden Ministerial Association to avoid duplication or omission.
- B. Encourage, support and promote the Women's Guild in their annual in-gathering of clothing, quilts and other items for Lutheran World Relief.
- C. Be supportive of those members of the congregation who do volunteer work for public social agencies.
- D. Encourage, support and promote congregational ministry to mentally and physically handicapped people and, as it is needed, arrange to provide transportation for such persons to and from our worship services and activities.
- E. Carry out any other facet of social ministry in our congregation and community which they might become aware of and are willing and able to do.

THE JOB DESCRIPTION for the ORGANIST/ACCOMPANIST

I. PURPOSE OF THE POSITION

The organist at Holy Redeemer Lutheran Church is to exercise his/her duties to the glory of God in helping to provide leadership for Christian-sacred music in the church that the people of God may better praise and glorify the Lord Jesus and may also be spiritually uplifted through this gift of God to His church. This music will be provided in accordance with the divine Word and the doctrine and practice of the Lutheran Church – Missouri Synod. The organist will be responsible to the Board of Spiritual Life (Elders) and the Pastor for his/her Music Ministry. He/She will work in harmony with the Music Director and fellow musicians, Pastor, and Elders in establishing a positive relationship for the well-being of the Kingdom of God.

II. JOB SPECIFICATIONS – SKILLS AND ABILITIES

- A. Comprehensive knowledge of church pipe organ operation.
- B. Musical ability to play the church organ and piano to the satisfaction of the Board of Spiritual Life (Elders).
- C. Understanding of, or willingness to learn, the different Lutheran worship services, and ability to follow the formats.
- D. Ability to accompany a choir, small group, or soloist.

III. DUTIES OF THE ORGANIST

- A. Provide music for all services, such as:
 1. Regular Sunday services.
 2. Midweek services (6 Lenten & 3 Advent).
 3. Other special services (Epiphany, Maundy Thursday, Good Friday [2], Easter Sunrise [considered a double service on that day], Ascension, Thanksgiving, Christmas Eve, Christmas Day).
 4. Weddings.
 5. Funerals.
- B. Music for all worship services to include:
 1. Pre-service music played prior to the service and completed before scheduled service time.
 2. Hymn leading.
 3. Liturgy.
 4. Appropriate music during communion.
 5. Appropriate music during the offering.
 6. Post service music.
 7. Music used to create a worshipful attitude.

THE JOB DESCRIPTION for the ORGANIST/ACCOMPANIST, continued

C. Provide accompaniment for the choir:

1. At rehearsal (rehearsals begin the week after Labor Day and end the first week in June).
2. At regular or midweek services.
3. At special programs, cantatas, etc.

D. Specific Requirements:

1. Assist in planning special music for the worship service as the need arises.
2. If unable to play at a specific service or rehearsal, the organist needs to find a qualified organist/accompanist as a replacement. Personal time off should generally be limited to non-festive worship services. In the case of a medical or other emergency or death in the family, the church office will find a replacement.
3. Amount of payment for a substitute or replacement to be agreed upon between the organist and substitute. The organist is to notify the church treasurer in writing of the agreed upon amount. The treasurer will then write a check to the substitute, subtracting the amount from the organist's salary. (The amount will not be subtracted if it is during the agreed upon paid vacation time.)
4. When available, serve as organist for weddings or funerals, to be negotiated with, and paid by, individuals requesting the service, and assist and be a resource person to people planning music for these services.
5. Notify the office when there is a need for an annual organ and semi-annual piano tuning or minor repairs on organ (clean contacts, if required, repair ciphers), coordinate organ/piano tuning and repair with Music Director.
6. Should arrive one-half hour early to rehearse with the choir when they are singing for any occasion, unless otherwise specified by the choir director.
7. Should arrive at least 15 minutes prior to any service unless otherwise notified by the pastor.
8. Needs to arrive at least five (5) minutes before scheduled starting time of choir rehearsals.
9. Should arrive 30 minutes before weddings and begin playing music at least 15 minutes before the start of the service.
10. Check with the pastor when notified of funerals as to the arrival time and amount of music required.
11. Main objective should be that God, and God alone, is to be glorified with all that is done and with all that happens in the area of music in the church.

E. Notification

1. Notification by the organist or congregation of termination of employment must be in the form of a written letter of intent and must be presented at least 30 days prior to the termination date.
2. Notification of 30 days by organist of pending vacations.

THE JOB DESCRIPTION of the ORGANIST/ACCOMPANIST, continued

IV. Benefits

- A. Two week paid vacation (10 weekdays, 2 Saturdays and 2 Sundays).
- B. Church organ and piano available for use by organist for lessons (as it fits into the church calendar and scheduled activities).
- C. Expenses (travel, food, lodging) paid up to fifty dollars for the annual music workshop at Concordia College in Ann Arbor.

Organist's Signature

Date

Head Elder's Signature

Date

THE ORGANIST’S CONTRACT

The contract period is for one year, extending from January 1st to December 31st of the current year. An annual renewal option will exist dependent upon agreement of the two parties. Such renewal would be determined at the end of the third quarter of the contract year.

Termination of the contract by either party would require a written request at least thirty (30) days prior to termination of services provided.

The Salary has been congregationally approved at \$_____.

The Organist shall fulfill the duties and responsibilities of the attached job description.

Two weeks (10 weekdays, 2 Saturdays and 2 Sundays) paid vacation will be provided. Any time off should generally be limited to non-festive worship services.

This contract for Organist is mutually agreeable to Holy Redeemer Lutheran Church of Dryden, Michigan and _____ of _____, Michigan.

(Head Elder) (Date) (Organist) (Date)

Attachment

DUTIES OF THE SUNDAY SCHOOL SUPERINTENDENT

Since the Pastor, by virtue of his office, bears the responsibilities for the whole flock (Acts 20:18), it is essential that he be kept informed about the work that is being carried on by all agencies in the congregation. The Superintendent of the Sunday School should confer with the Pastor frequently, to discuss with him the plans, progress, and problems relating to this agency. He should also keep the Pastor informed concerning new enrollments and should supply the Pastor with names and addresses of persons who desire to be baptized or who wish to receive confirmation instruction.

The duties of the Superintendent should include the following:

1. Attend Teachers Meetings. Preside as chairman during the business session of Teachers Meetings. Lead the Bible Study at these meetings in the absence of the Pastor or Education Director.
2. Attend Board of Education Meetings and render a Sunday School report.
3. Assist the Pastor in the selection of teachers and helpers.
4. Notify substitute in ample time when their services are needed.
5. Check each classroom on Sunday morning to make sure all teachers are in attendance.
6. Welcome new pupils on Sunday morning and direct them to their classrooms.
7. Lead a short Opening before Sunday School classes begin.
8. Supervise the Sunday School and be responsible for discipline.
9. When necessary, conduct opening devotions in consultation with Pastor.
10. Occasionally visit classes to observe teachers and pupils at work.
11. Take the lead in planning and directing special services and projects, such as: Rally Day and Picnic; Christmas Program (Nursery through Grade 8); and Parent Visitation Days.
12. Assist the Board of Education in planning parent-teacher meetings.
13. Keep the parents and other members of the congregation informed about the Sunday School and its activities through the newsletter and bulletin announcements.
14. Working with the Sunday School Secretary, order Sunday School material every quarter, and keep an adequate amount of supplies, equipment and materials in the Sunday School Supply Room.

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WORSHIP COMMITTEE JOB DESCRIPTION & OPERATING RULES

Worship is expressed daily when Christians offer their bodies to God as a living sacrifice (Romans 12:1), and in vibrant corporate worship weekly as God's people gather around the means of grace, the Word of God and the Sacraments, to be forgiven, strengthened, and nurtured in their faith by God's love and presence with His people (Matthew 18:20; Acts 2:42; Hebrews 10:25).

While human worship is always to be given and directed toward God, and involves many human acts of reverence (Psalm 95:1-7; Psalm 96:1-2; Psalm 100), the primary purpose of the divine service is God sharing His grace and mercy with sinners. Like prodigal children, we return to the Father's house each week with a broken and contrite heart to receive our Father's forgiveness and to hear the assurance of His love. The law is preached to rebuke impenitent sinners; the gospel is preached to comfort those who experience godly sorrow over their sins; the words of Absolution are proclaimed by Christ's command and the Lord's Supper is celebrated as a means to forgive our sins, and Baptism is done according to the Lord's command as God put His saving name on people and makes them His own dear children. All these actions are directed from God toward us, and our acts of human reverence are nothing more than a response to His grace and mercy shown to in Christ.

Worship that is pleasing to God is done "in spirit and truth" (John 4:24), and while the form of our worship is important and should always be done in a way that honors and glorifies God, worship must also avoid the pitfalls of ritualistic formalism and traditions that are empty of meaning (Isaiah 29:13). We recognize our freedom in the gospel to utilize a variety of worship forms as long as they remain God-centered and focused around the means of grace (Colossians 2:16-17). Lutheran worship is not defined by the style of worship, but the focus and content of worship, and Lutheran worship can use a variety of styles and formats and still remain faithful to what we believe and teach.

WORSHIP COMMITTEE JOB DESCRIPTION

This worship committee is being formed to:

1. Provide an ongoing forum for Holy Redeemer Lutheran Church to discuss, articulate, and implement a biblically sound, God-pleasing, and Lutheran theology of worship to guide the worship practice of our congregation.
2. Provide a forum for new worship formats to be discussed and reviewed before they are implemented.
3. Provide a forum where differences in matters of worship style and musical taste can be discussed and resolved, so that divisions can be avoided and unity of the Spirit maintained in the body of Christ and among the music and pastoral staff.
4. Provide a forum where a spirit of collegiality and team work can develop between the Board of Spiritual Life (Elders), pastoral staff, musical staff and interested members of the congregation.
5. Provide a forum where those who are interested in worship, music and the arts can encourage others in the body of Christ to use their gifts and talents to enhance the worship life of Holy Redeemer Lutheran Church.

OPERATING RULES of the WORSHIP COMMITTEE

WORSHIP COMMITTEE JOB DESCRIPTION & OPERATING RULES

1. The Worship Committee will consist of the pastor, music/choir director, organist, one or two elders, and from three to five congregational members who are interested in serving in this area of ministry.
2. The Worship Committee shall meet at least once a month (or as often as needed), to conduct its business.
3. Each member of the worship committee shall have the right to vote on all matters that come before the committee.
 - A. The worship committee shall elect a chairperson from among those members of the committee who are not paid staff members.
 - B. The worship committee shall elect a secretary from among any of its members.
4. This committee will act as a subcommittee of the Board of Spiritual Life (Elders), and is required to submit a monthly report to the Board of Spiritual Life (Elders) concerning its discussions and decisions.
5. While the Board of Spiritual Life (Elders) does not intend to micro-manage the worship committee, the Board of Spiritual Life (Elders) is the final authority in all matters of worship at Holy Redeemer Lutheran Church, and they reserve the right to approve or reject any recommendations or actions taken by the Worship Committee.

CHURCH COUNCIL MEMBER & PASTOR RESPONSIBILITIES

A. PURPOSE

1. Assign to the Pastor or Church Council member, responsibility for workers and activities not specifically covered in the Constitution.
2. Provide lines of communication between the Church Council and all organizations and activities within the congregation.
3. Assign responsibility for the recruitment and appointment of workers.

In order to meet these purposes, each activity and church worker (other than board members and members of temporary committees) is assigned to the Pastor or a member of the Church Council by mutual consent of the Pastor and Church Council to best meet the needs of the congregation. These assignments are made in three categories and placed on a CHURCH COUNCIL MEMBER AND PASTOR RESPONSIBILITY list. See page C-2-2 of this Handbook.

B. COMMUNICATIONS PLUS APPOINTMENT:

CHURCH COUNCIL MEMBER AND PASTOR RESPONSIBILITIES		
KEY: *Communication; # Communication + Appointment; @ Direct Responsibility		
<u>PRESIDENT:</u>	<u>VICE-PRESIDENT:</u>	<u>ELDERS:</u>
Indoor Bulletin Boards @ Handbook @ Information Board @ Annual Report @ Church Historian @	Organist # Choir Director # Office Secretary # Newsletter Director #	Ushers @ Guest Pastor @ Delinquent Members @ New Member Packet/Visitation @ Altar Guild * Acolytes *
<u>DIRECTOR of EVANGELISM and PUBLIC RELATIONS:</u>	<u>DIRECTOR of CHRISTIAN EDUCATION:</u>	<u>DIRECTOR of PROPERTIES:</u>
Welcome Visitors @ Guest Registration @ Outside Bulletin Boards @ Coffee Hour @ Revolving Bible Account @ Greeters @ Tract Racks @	S. S. Superintendent @ S. S. Teachers/Staff @ Bible Classes Youth & Adult # Cradle Roll @ Reference Library @ Puppet Ministry @ Women's Guild *	Church Maintenance @ Memorial List @ Lost & Found @ First Aid Equipment @ Grounds Maintenance @
<u>DIRECTOR of FINANCE:</u>	<u>PASTOR:</u>	<u>DIRECTOR of SOCIAL MINISTRY:</u>
Requests for Contributions @	Confirmation Class @ Worship Bulletins @ Bulletin Announcements @ Newsletter @ Directory @ Annual Report * Organist * Choir Director * Office Secretary @	Love Cupboard @ Love Fund @ Love Baskets @ Assist people in church and community @
<u>DIRECTOR of STEWARDSHIP:</u>	<u>DIRECTOR of YOUTH COUNCIL:</u>	<u>DIRECTOR of PRESCHOOL:</u>
Special Missions @ Train Lay Workers @ Maintain Congregational Talent File @ Supervise All Fund Raisers @	Youth (grades 3rd – 6th) Youth (grades 7th – 8th) Youth (grades 9th – 12th) Young Adults	Preschool Teachers/Staff @ <hr/> <hr/> <hr/> <hr/>