

**ALL SAINTS LUTHERAN CHURCH
POLICIES AND PROCEDURES
Master List**

Congregation Officers and Other Lay Leaders

President

Vice President

Secretary

Financial Secretary

Treasurer

Expectations for Council Members [see also C12 of ASLC constitution/bylaws]

Guidelines for Ministry Team Leadership (Council Liaison and Team Leader)

Ministry Teams

Definition of Ministry Team, Committee, Task-Group

Budget and Finance

 Sunday Counter Instructions

E-Team

Fellowship

Learn Team

 Guidelines for Learn Team Council Liaison and Team Leader

*Property Management

Serve Team

Stewardship

Worship and Music

 Guidelines for Worship and Music Council Liaison and Team Leader

 Acolyte Handbook

 Altar Instructions

 Assisting Minister Instructions

 Cantor Instructions

 *Choir Handbook

 Crucifer Instructions

 Lector Instructions

 *Second Chalice Instructions

 *Sound System Operation

 Use and Care of Kawai Piano

 Use and Care of Rodgers Organ

 Usher Instructions

 Wedding Assistant Instructions

Youth

 Permission Slip for Youth Events

Committees

Arts Program Bylaws

*Audit Committee

*Capital Improvement

Executive Committee of the Congregation Council
Governance
Memorials
Mission Endowment Fund [see C5.05.01 of ASLC constitution/ bylaws]
Mutual Ministry
Nominating Committee
Scholarship
 Scholarship Application Forms

Task Group

*Columbarium/Sacred Garden

Paid Staff

Accompanist
Administrative Assistant
Communications Assistant
 *Use of Electronic Communications and Social Media
*Custodian
Director of Music Ministry
*Nursery Attendant
Parish Administrator
 Building Usage Policy/Procedures
 Building Usage Guidelines & Expectations
 Facilities Use Application
 Guidelines for Kitchen & Fellowship Hall Use
 Building Usage Departure Checklist

Safe Practices

Guidelines for a Youth-Safe Environment

Forms

Youth Worker Application/References Form

*Indicates a document that as of December 2014 update is not available

All policies/procedures are to be reviewed and updated a minimum of every five years.
Each document in this manual is dated to indicate when it was last reviewed.

POLICY/PROCEDURES
Congregation Council Officers

Office of the President

Constitution/bylaws specifications relating to officers/executive committee

C11.01: The president, vice-president, and secretary shall be elected from the elected membership of the congregation council. The treasurer and the financial secretary shall be elected by the Congregation for a one-year term and shall not be members of the Congregation Council; they shall have voice but not vote at the meetings of the council.

C11.02: The Congregation Council shall elect its president, vice president and secretary by written ballot and they shall serve for one year or until their successors are elected. Their terms shall begin at the close of the meeting at which they are elected in accordance with the bylaws.

C.11.02.01: A special Congregation Council meeting to elect officers shall be called immediately following the annual congregation meeting....

C11.03: No officer shall hold more than one office at a time. The president and vice-president of the Congregation Council shall not serve more than two consecutive terms in the same office.

C13.06.01: The Executive Committee shall be chaired by the president of the Congregation Council and shall be composed of the officers of the congregation. All officers shall have voice and vote. The pastor shall be an ex officio member of the Committee with voice and vote. The president may appoint one voting member of the congregation to the Committee with voice and no vote. The function of the Executive Committee is to support the Congregation Council and its activities by ensuring that the business of the Congregation Council flows in an even and scheduled fashion; to provide a forum for consultation relative to special topics and Congregation Council meeting agendas; to ensure that performance evaluations are conducted annually for all paid staff; and to make salary recommendations for all paid staff. The Executive Committee shall ensure that the appropriate ministry team leaders are consulted when completing the evaluation of paid staff whose duties relate directly to the responsibilities and functions of the ministry team.

Constitution/bylaws specifications related to the Office of the President

C11.01.01a: The president shall preside at meetings of the congregation and Congregation Council, chair the Executive Committee, and be an ex-officio member of all ministry teams and congregation committees (with the exception of the Nominating Committee).

C13.02: Together with pastor, the president shall appoint members of the Mutual Ministry Committee, Memorials Committee and Scholarship Committee (see 13:02.01 for details on terms of these offices)

Expectations for all leaders

Worship routinely and frequently

Continue to grow in discipleship by participating in adult learning

Read the Bible daily

Pray daily for the world, individual needs and yourself

Be the human “flesh and blood” of hospitality and Christian love to everyone at All Saints Church and to all who encounter you in your daily life

Encourage the Saints as we journey together in mission

Support God’s mission financially with regular offering to the unified budget and our capital campaign

Communicate frequently and informally with each other

Engage with each other in open, honest conversation, respecting each other as a child of God

Maintain trust among each other by keeping specific comments confidential

Continue to develop your own special gifts and ministry-specific skills

Responsibilities and functions of all officers

Serve as a member of the executive committee to assure the smooth functioning of the Congregation Council

In the role of executive committee, appoint ministry team leaders in collaboration with team liaisons (Ministry team leader terms are for one year and they begin on the first of May. There are no term limits for ministry team leaders.)

In the role of executive committee, assure that Audit Committee members are elected by council every two years (C13.02) and that the annual Audit is completed as prescribed in C13.02.01 by June 30th of each calendar year

Participate in the whole life of the congregation and support the work/programs of all committees, teams, and task forces

Work to ensure that roles/tasks necessary for the congregation to fulfill its mission are filled/accomplished with attention to people’s gifts

Work to ensure that development and training opportunities are available for leaders of the congregation

Regularly attend all council, executive committee, ministry night and congregational meetings as well as leadership retreats

Serve as signatory for checks and legal documents

Be familiar with the constitution and bylaws

Communicate information regularly to the congregation via bulletin announcements, contributions to pastor’s epistle and monthly *Grapevine* president’s reports

Relay reports to council by the Sunday prior to council meetings

Have a working knowledge of All Saints policies and procedures

Additional responsibilities of the Office of President

Chair the executive committee

Schedule, develop agenda and preside at meetings of the church council, executive committee, and congregation

Oversee assignment of monthly council devotions

Provide oversight and assistance to ministry teams and congregation committees

Assist the pastor, as representative of the congregation, as needed

Serve as a contact for church emergencies

Be knowledgeable of dates of absence and emergency contact information on those occasions when Pastor is on vacation or unavailable

Be available to pastor, executive committee, council, and all members of the congregation

Together with the pastor, appoint members of the memorials, mutual ministry and scholarship committees:

Prepare a written end-of-year report for the annual congregational meeting

Oversee compilation of end-of-year reports in preparation for annual meeting

Sample (2012) Planning Calendar for the President and Executive Committee

Executive Events to Worry About (and When to Worry About It)

February 13 Ministry Team Night

February 17 Executive Committee

February 20 Council Meeting

February 23 Leadership Retreat

March 1 Audit Committee Recruitment

March 12 Ministry Team Night (moved from March 13)

March 17 Executive Committee

March 19 Council Meeting (moved from March 20)

April 1 Audit Committee begins work

April 1 Mutual Ministry Committee recruitment

April 10 Ministry Team Night

April 14 Executive Committee

April 17 Council Meeting

May 1	Ministry Team Leaders begin their term
May 8	Ministry Team Night
May 12	Executive Committee
May 15	Council Meeting
May 19	Teacher Recognition (estimated)
June 2	Ministry Faire (estimated)
June 12	Ministry Team Night
June 16	Executive Committee
June 19	Council Meeting
June 30	Audit Committee completes work
July 10	Ministry Team Night
July 14	Executive Committee
July 17	Council Meeting
August 1	Nominating Committee begins work
August 14	Ministry Team Night
August 18	Executive Committee
August 21	Council Meeting
September 1	Ministry Teams and Committees begin working on 2014 Spending plans
September 11	Ministry Team Night
September 15	Rally Day (estimated)
September 15	Executive Committee
September 18	Council Meeting
October 1	Staff Evaluations begin
October 9	Ministry Team Night
October 13	Executive Committee
October 13	Consecration Sunday Leaders Dinner (estimated)
October 16	Council Meeting

October 20	Ministry Teams & Committees submit 2014 Spending plans to Budget & Finance
October 20	Consecration Sunday (estimated)
November 1	Annual Report Solicitation begins
November 8-9	Leadership Retreat (estimated)
November 13	Ministry Team Night
November 17	Executive Committee
November 10	Staff Evaluations due
November 20	Council Meeting
December 11	Ministry Team Night
December 15	Executive Committee
December 13	Annual Reports due
December 18	Council Meeting
January 8	Ministry Team Night
January 12	Executive Committee
January 15	Council Meeting
January 26	Annual Meeting

Last reviewed in 2012

POLICY/PROCEDURES
Congregation Council Officers

Office of the Vice President

Constitution/bylaws specifications relating to officers/executive committee

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Constitution/bylaws specifications related to the office of Vice President

C11.01.01b: The vice president shall assume the duties of the president in the event of the president's inability to serve.

Expectations for all leaders

Model the purpose of the church as described in C4 of the ASLC Constitution

Worship routinely and frequently

Continue to grow in discipleship by participating in adult learning

Read the Bible daily

Pray daily for the world, individual needs and yourself

Be the human "flesh and blood" of hospitality and Christian love to everyone at All

Saints Church and to all who encounter you in your daily life

Encourage the Saints as we journey together in mission

Support God's mission financially with regular offering to the unified budget and our capital campaign
Communicate frequently and informally with each other
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Responsibilities and functions of all officers

Serve as a member of the executive committee to assure the smooth functioning of the Congregation Council (cf. C13.06.01)
In the role of executive committee, select ministry team leaders in collaboration with team liaisons (Ministry team leader terms are for one year and they begin on the first of May. There are no term limits for ministry team leaders.) (cf. C13.06.02)
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Serve as signatory for checks and legal documents
Be familiar with the constitution and bylaws
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Relay reports to council by the Sunday prior to council meetings
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Additional functions of the Office of Vice President

Assist the President with administrative tasks and implementation of the mission of the congregation. The President and Vice President will determine through dialogue and with the Pastor the responsibilities each will assume during the year of their term. This will occur during the organizing meeting of the council each January.

The Vice President may serve in a staff position other than Ministry Team Council Liaison or Ministry Team Leader.

POLICY/PROCEDURES
Congregation Council Officers

Office of the Secretary

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Constitution/bylaws specifications related to the office of Secretary

C11.01.01c: The secretary shall keep accurate minutes of all meetings of the congregation and of the Congregation Council in a volume provided by the congregation, which shall be preserved permanently in its archives. The secretary shall be responsible for archives and records management and make written summary report of council activities to the congregation at its annual meeting.

C16.04: Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

C17.03: Any amendment to [the ASLC] constitution shall be sent by the secretary of this congregation to the synod...

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Additional responsibilities/functions of the office of Secretary

In coordination with Pastor and/or the council president, prepare and distribute agendas for council and executive meetings

Draft and distribute to council comprehensive, accurate, and timely minutes of discussions and decisions at council meetings, leadership retreats, and Executive Committee meetings

Post approved council meeting minutes on the narthex bulletin board

Prepare a summary of each month's council meeting minutes for publication in the *Grapevine* newsletter

Include in each annual report of the congregation the minutes of any congregational meetings that took place during the previous year

In coordination with the Governance Committee, maintain and update ASLC Policies and Procedures Handbook as needed

Assist the Council President with the drafting and/or typing of miscellaneous written materials

May chair one of the standing committees

POLICY/PROCEDURES
Congregation Council Officers

Office of the Financial Secretary

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Constitution/bylaws specifications related to the office of the Financial Secretary

C11.01.01e: The financial secretary shall receive and keep records of all income from contributing members and other sources, provide annual statements to contributing members, and make written report of all financial receipts to the Congregation Council monthly and to the congregation at its annual meeting. The Financial Secretary shall provide all records to the Audit Committee for the annual audit. The Financial Secretary shall serve as *ex officio* member of the Budget and Finance and Stewardship Ministry Teams. A year-to-date statement of the individual member's record of giving shall be provided to any member who makes such a request.

Expectations for all leaders

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Be familiar with the constitution and bylaws

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Relay reports to council by the Sunday prior to council meetings

Have a working knowledge of All Saints policies and procedures

Additional responsibilities/functions of the Financial Secretary

Weekly

- Learn to use the database program
- Retrieve the counter's report available after 1 pm (or so) on Sunday
- Ensure that deposits are made on the first business day of the week
- Enter all contributions into the database including those received electronically through Simply Giving (web-based electronic giving)
- Reconcile any discrepancies between counters and your entries (may require reconciling with bank); may need to contact donors on occasion
- Program the database to provide reports and create reports not in the database
- E-mail reports to treasurer
- File each week's records in the church office

Monthly

- Compile monthly reports both in the database and spread sheet
- E-mail monthly reports to treasurer, council, and to any committee chairs as needed (such as Memorials, Scholarship, etc.) At least quarterly, send report to chair of Budget and Finance Team
- Attend council meeting if desired
- Attend Executive Committee meetings and participate in online discussions of the committee
- Attend Team meetings as held/needed/desired

Sporadically through the year

- Order, prepare, and distribute giving envelopes
- Prepare giving reports when members request
- Prepare and distribute year end giving statements
- Correspond with donors as needed
- Provide names of those who contributed in the previous year for use in determining the quorum for the Annual Meeting
- Participate with Stewardship Team in the appeal for giving estimates and tally these estimates through the fall
- Prepare giving estimates for Budget and Finance Team and actively participate in the preparation of the spending plan
- Cooperate with Audit Committee in making records available to them
- Serve as the liaison with Vanco Services for electronic giving
- Provide publicity pieces encouraging electronic giving
- Manage the storage of Financial Secretary records
- Serve as a resource on financial matters

POLICY/PROCEDURES
Congregation Council Officers

Office of the Treasurer

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Constitution/bylaws specifications related to the office of the Treasurer

C11.01.01d: The treasurer shall keep the books of account of the congregation and shall receive from the financial secretary all funds and disburse them on proper order, making at least quarterly remittance of benevolence receipts to the treasurer of the synod. The treasurer shall make written report of all financial transactions to the Congregation Council monthly and to the congregation at its annual meeting and shall provide all records to the Audit Committee for the annual audit. The treasurer shall serve as an *ex officio* member of the Budget and Finance and Stewardship Ministry Teams and the Mission Endowment Fund Committee.

Expectations for all leaders

Model the purpose of the church as described in C4 of the ASLC Constitution

Worship routinely and frequently

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Additional responsibilities/functions of the office of Treasurer

Weekly

- Prepare checks for co-signature per requests and monthly invoices. Mail checks, invoices, etc.
- Coordinate expenditures and income with Council President, Financial Secretary, Pastor and committee/ministry leaders

Monthly

- Update Operations Budget Monthly Transaction Summary
- Reconcile bank account and Operations Account checkbook
- Record deposits from Financial Secretary's reports, matching report with deposit tickets
- Prepare Treasurer's Report and Expenses to Date spreadsheet for monthly Council meeting
- Prepare Ministry Team expense reports
- Organize and file invoices, checks and reports

Quarterly

- Update Money Market Accounts with quarterly earnings
- Prepare and file federal and state withholding taxes
Federal due 4/30, 7/30, 10/30 and 1/30;
State due 4/15, 7/15, 10/15, 1/15
- At third quarter-end, prepare estimated yearly expenditures for B&F Committee preparation of next year's budget. Update monthly until budget is approved by B&F Committee and Council
- At third quarter-end, review new salary terms for employees and staff
Determine/confirm employee's withholding status. Receive and verify Pastor's distribution of salary package - housing and salary split, retirement contribution and SS offset

Year-End

- Prepare Treasurer's Report for Annual Report. Present annual report to the congregation
- Disperse designated funds per request of B&F Committee and Council
- Prepare all accounts for audit
- Prepare W-2, W-3, 1099 and 1096 for employees and other staff. File and distribute prior to deadline dates
- Prepare State of Maryland Annual Employer Withholding Reconciliation Return due 2/28
- Personal Property Tax Return due annually by 4/15
- Gather and submit information to the church secretary for the Congregational Report to the ELCA

Other

- Change signature cards at BB&T and Thrivent for all accounts
- Advise new council members and team leaders of check request policies and procedures

Minimum EXPECTATIONS
for those who Serve on the
CONGREGATION COUNCIL

Congratulations! The Lord God has created you and given you skills, abilities, strength and Faith that make you a special and gifted Christian. God *knows* you and has invited you to serve in an important and significant role in the church and for the people of the Body of Christ. Faithfully, you have responded to that invitation. Thank You.

You have been elected by God's people to serve on the Congregation Council of All Saints Lutheran Church. The people have demonstrated confidence and trust in you and in those gifts God has give you. You are a role model for these people. We are blessed with the responsibility of leading God's people. We will do that together, guided by God's powerful and present Holy Spirit.

Our work together will be strengthened, our time together will be personally fulfilling, and you will be seen as faithful to our Lord, Jesus Christ, by the ways we live together and how we interact with each other. These "expectations" are a *minimum* for disciples and apostles of Jesus. They include:

- *Worshipping* routinely
- Continuing to grow in the faith by participating in *Adult Learning*
- *Reading* God's Holy Word, the Bible, daily
- *Praying* daily for the world, individual needs, yourself, and being quiet to listen
- Being the human "flesh & blood" of hospitality to *everyone* at All Saints Lutheran Church, the people you know well and those you don't know at all
- *Encouraging* the Saints in the activities God is waiting to share with us
- *Inviting* the Saints to personal involvement and leadership in the congregation
- *Committing* to visibly and vocally supporting God's mission through this congregation
- *Serving* as a Council Liaison to Ministry Teams and Committees
- *Offering* financially through an Estimate of Giving and routine financial contributions.

Some specific ways in which we can enhance the functioning of this Congregation Council include:

- Attend all scheduled and special meetings of the Congregation Council
- Arrive early enough that the meetings are able to begin at the appointed time
- Contact the President if you will not be able to attend a meeting of the Council
- Submit monthly written Ministry Team Reports prior to each Council meeting
You are encouraged to email your report to each Council member before the meeting.

- Submit any team recommendations to the President by the Sunday prior to the Council meeting. This will allow the Executive Committee to include them in the Council Agenda.
- Communicate frequently and informally with each other
- Engage with each other in open and honest conversation during meetings of the Council
- Respect each other as a Child of God – we are all gifted and loved by God
- Maintain trust among each other by keeping specific comments confidential to the Council
- Interact routinely with your Council Prayer Partner
- Attend Ministry Planning Nights monthly. Contact the President if you will not be attending
- Invite people to share their Faith and gifts by serving on a ministry Team or Committee
- Attend two Leadership Retreats during each year of your service on the Council

God has blessed All Saints Lutheran Church by identifying you as a leader. God has blessed you with the opportunity to serve. We will excel in this service together.

POLICY/PROCEDURES
Guidelines for Ministry Team Leadership
(Council Liaison and Team Leader)

The responsibilities delegated to the ministry team liaison and those ascribed to the team leader are intended to be collaborative working guidelines rather than rigid job distinctions. The liaison and the team leader may choose to share or shift the primary responsibility for given tasks in accordance with their individual talents and interests.

Constitution/bylaws specifications relating to the Ministry Team Council Liaison

C12.04.01: Five of the six members of council who are not officers shall serve as liaisons to the Ministry Teams in each of the five ministry areas of Gather, Worship, Learn, Serve and Support. The sixth member shall serve as a liaison to the congregation Committees. As Council liaisons, these individuals shall facilitate communication and collaboration between and among ministry teams, the congregation Committees, and the Congregation. Council. Procedures regarding the liaison responsibilities of council members shall be included in the Policies and Procedures Handbook.

C12.04.02: Council liaisons shall be selected by the Executive Committee of the Congregation Council following collaboration with the council members.

[The council liaison position is a one-year team assignment, renewable during one's Congregation Council term]

Council Liaison Responsibilities/Tasks

- provides regular communication between the congregation Council/pastor and the ministry team leader
- serves as an advocate and liaison for the ministry team to the Congregation Council
- assures that team/committee reports are submitted to the Council prior to each monthly meeting
- regularly attends Ministry Night
- facilitates coordination of the team's short/long-term goals, program development, and activity planning with the work of the Congregation Council and other ministry teams or committees
- co-signs expenditure authorizations
- lifts up the work of the team and its participants in prayer
- develops one's own gifts and ministry-specific skills and encourages growth and expression of spiritual gifts among team members
- assists with identifying and recruiting participants in ministry
- gathers and disseminates resources that support ministry activities

Constitution/bylaws specifications relating to the Ministry Team Leader

C13.06.02: ...Ministry Team leaders shall be members of the congregation and shall not be members of the Congregation Council except in those instances where a Ministry Team leader position is vacant...Ministry Team leaders shall be asked to serve for a one-year term, and may be asked to continue their service in subsequent years. Ministry Team leaders shall begin their term on the first day of May, and continue for one year.

Responsibilities/Tasks of the Ministry Team leader

- communicates regularly with the Council liaison, pastor, the team members and other team leaders
- updates the liaison on a regular basis regarding the work of the team so information can be shared with the Council in a timely manner (see point three of liaison responsibilities)
- regularly attends Ministry Night
- oversees the team's short/long-term goal-setting, program development, and activity planning
- oversees the team's development of an annual budget plan
- signs authorization forms for all team expenditures and monitors expenditures in accordance with budget appropriations
- invites additional people to join the work of the ministry team
- assures that information about the team's programs and activities is included in the weekly bulletins, when appropriate, as well as in *The Grapevine*
- works in tandem with other team leaders on activities and programs that involve other ministries
- lifts up the work of the team and its members in prayer
- develops one's own gifts and ministry-specific skills and encourages the growth and expression of spiritual gifts among other team participants

Additional Joint Responsibilities of the Liaison and Team Leader

- ensure that ministry activities reflect mission and vision statements and values
- assure that the ASLC website is regularly updated to reflect the team's current programs and activities
- provide opportunities for training and for spiritual growth for team members
- submit an annual report to the congregation which includes, in addition to a year-end ministry summary, a budget report and a projection of future goals

Expectations for all leaders

- Model the purpose of the church as described in C4 of the ASLC Constitution
- Worship routinely and frequently
- Continue to grow in discipleship by participating in adult learning
- Read the Bible daily
- Pray daily for the world, individual needs and yourself
- Be the human "flesh and blood" of hospitality and Christian love to everyone at All Saints Church and to all who encounter you in your daily life
- Encourage the Saints as we journey together in mission
- Support God's mission financially with regular offering to the unified budget and our capital campaign
- Communicate frequently and informally with each other
- Engage with each other in open, honest conversation, respecting each other as a child of God
- Maintain trust among each other by keeping specific comments confidential
- Continue to develop your own special gifts and ministry-specific skills

POLICY/PROCEDURES

Definition of Ministry Team, Committee and Task Group

MINISTRY TEAM

A ministry team is an integral, ongoing mission or program unit of the congregation. Each ministry team reports to the council via a designated council liaison and is led by an appointed team leader. The purpose of each of All Saints Lutheran Church's nine ministry teams is defined in our constitution/bylaws, and the specific functions and responsibilities of each are described in the policy/procedures manual. Ministry teams manage their own budgets and initiate and oversee all activities which will fulfill their defined mission.

COMMITTEE

A committee is a functioning unit of the congregation or the congregation council; it reports to the council and/or the executive committee and/or the congregation as designated in the constitution/bylaws. A committee may not necessarily function continuously (e.g. the Call Committee and the Nominating Committee) but it has an ongoing purpose which is clearly outlined in the constitution/bylaws and in this policy/procedures manual.

TASK GROUP

A task group is a small group established for a clearly defined, specific purpose with a definitive beginning and ending date. The task group reports to the group which commissioned it and specified its assignment. Because of their temporary and idiosyncratic nature, the function and operation of task groups is not defined in the constitution/bylaws and is typically not included in the policy/procedures manual.

POLICY/PROCEDURES

Budget and Finance Ministry Team

Constitution/bylaws specifications relating to the Budget and Finance Team

C13.06.02.h The Budget and Finance Ministry Team shall have oversight responsibility for the financial affairs of the congregation.

Purpose: The Budget and Finance Ministry Team is responsible for drafting a spending plan for the upcoming year and submitting it to the Congregation Council for action and presentation at the annual meeting of the congregation. The Ministry Team shall have oversight responsibility for all the financial affairs of this church to ensure that the financial systems of the congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence money to the synodical treasurer. The Ministry Team shall be responsible for the congregation's investments. The Ministry Team shall provide financial guidance, support, policy and operating procedures to the Treasurer and Financial Secretary.

Members:

- Any member of the congregation is welcome to serve on the Budget and Finance Ministry Team.
- The Budget and Finance Ministry Team Leader will be selected annually by the Executive Committee after consultation with and approval by the Congregation Council.
- The Treasurer, Financial Secretary, Pastor, Council President and Council Liaison are all automatically members of the Ministry Team with both voice and vote.

Assigned Functions:

- Solicit annual budget requests from all ministry teams and then use the budget requests, along with the estimates of giving, to develop the congregational spending plan for the upcoming year, and submit the spending plan to the Congregation Council.
- Present the spending plan at the annual meeting of the congregation for approval.
- Conduct quarterly reviews of cash flow and spending against current spending plan and report significant deviations to Congregation Council.
- Oversee financial risks of the church, such as securing adequate insurance for financial loss, refinancing of outstanding debt where appropriate and offering recommendations to Congregation Council on banking services.

Responsibilities of the Budget and Finance Team Leader:

- Ensure that minutes of each meeting are recorded and that copies of the minutes are distributed to the entire team before the next meeting.
- Ensure that a report is written to be included in the annual report of the congregation.
- Maintain the Policy and Procedures for the Ministry Team, in consultation with the Congregation Council and the Governance Committee.
- Contact the members of the previous year's Ministry Team about their willingness to continue serving. Coordinate with the previous Team Leader to ensure continuity in the case of a change in the Team Leader.

POLICY/PROCEDURES
Budget and Finance Ministry Team

SUNDAY COUNTER INSTRUCTIONS

Every Sunday there is a different team that counts the money for that day. No one counts the money after the 8:30 worship but puts it in the drop box to be picked up after the 11:00 service by the Counting Advisor. Someone else picks up the offering from the 11:00 service and takes it to the southwest classroom for counting. There are eight teams and the Counting Advisor.

The Advisor fills out the summary tally reporting sheet which compiles the information from four worksheets. The first worksheet is for undesignated monies from the loose plate checks and cash, and the advisor also usually fills this out. The second sheet is for designated cash such as Sunday school offerings; the third sheet is for designated checks collected in the offering. The fourth sheet accounts for the cash and checks from the member numbered envelopes. Usually the assigned Sunday's counting team fills out sheet number 4 and prepares a tape which totals the amount of money recorded on the envelopes and then the cash. Then they create two tapes tallying the total of the amounts designated on the envelopes and the check totals; these must be equal to assure the money was properly accounted for on the envelope and on the checks that came out of those envelopes. The same procedure is followed for the cash envelopes. Then the Advisor puts those figures on the balance sheet for the Financial Secretary so that he/she may keep track of members' giving for the year.

At the end of each day's counting, the checks are then taken to the office to be copied for the Financial Secretary to make sure that the amounts coincide with what was deposited for that day. Then the Advisor takes an envelope and puts the five sheets and the empty offering envelopes in it with a copy of the daily deposit for that Sunday. Then the Advisor takes the money bag and deposits it into the bank to be counted at the bank the next work day.

POLICY/PROCEDURES

Evangelizing (E) Ministry Team

Constitution/bylaws specifications relating to the Evangelizing (E) Ministry Team

C13.06.02a: The Evangelizing (E) Ministry Team shall stimulate and lead all members and ministries of the congregation in continuous and concerted endeavors to reach out and welcome those in the community who are not yet members of Christ's Church, as well as to reach out to church members in need of encouragement and support, and those who no longer are active within the church community. The team shall lead all members and ministries to encourage people of all ages and cultures to be committed disciples in the community, respecting the dignity and worth of all people. The team shall encourage the formation of supportive relationships and foster intergenerational interaction. This ministry shall nurture leadership among the congregation so that all can be faithful to God's call.

Responsibilities and functions of the Evangelizing (E) Ministry Team

- Meet and greet visitors to make them feel welcome and comfortable; encourage them to sign the guest register
- Follow up with visitors to determine their church needs and to encourage them to make a return visit
- Coordinate a home visit with Pastor or other lay leaders
- Review the guest register weekly and follow up with visitors who may not have been properly greeted
- Create an awareness of those members who have slipped in attendance and reach out to see if they have special needs that are not being met
- Promote Evangelism opportunities such as "Bring a Friend to Church" Sundays or other opportunities to encourage attendance
- Create and maintain wall hangings and other information within the church building to display the warmth and friendship of our church community
- Support the committee leader in developing programs and opportunities to grow the Evangelism spirit
- Conduct annual training sessions for greeters and ushers to ensure they recognize and provide special attention to visitors
- Present temple talks or seminars for the congregation at large to better equip them to be Evangelists for Christ
- Meet regularly to develop programs to enhance Evangelism within the church body
- Develop materials for inclusion in the annual Ministry Sunday
- Coordinate with the youth group to promote Evangelism amongst their friends and school mates

POLICY/PROCEDURES

Fellowship Ministry Team

Constitution/bylaws specifications relating to the Fellowship Ministry Team

C13.06.02b: The Fellowship Ministry Team shall develop and implement programs to meet the Christian social needs of the congregation. This ministry shall be the point of coordination for fellowship activities that fall under the purview of other ministries.

Responsibilities and functions of the Fellowship Ministry Team:

- To provide fellowship opportunities for the Congregation in the form of events/ meals related to church services (both seasonal and need or event-based), attendance-for-fee based events, and Congregational gatherings (both formal and informal in nature). (See the sample appended 2013 Fellowship Calendar.)
- Coordinate and administer weekly post-service coffee fellowship. The coordinator shall expect to maintain the annual Coffee Fellowship Sign-Up list, maintain the list of snack items (and coordinate their purchase as required), and maintain the coffee and supplies.
- Coordinate and administer any annual or regular congregational gatherings intended for the mutual benefit or the attendance of the full membership. The cost for these gathering is intended to be provided exclusively by the Church.
- Assist other teams as required in planning various church events/ meals supported or organized by other teams. (See the sample appended 2013 Fellowship Calendar, and note the organizing/sponsoring team.)
- Act as an umbrella organization for congregational special interest or activity groups. Current groups include but are not limited to: Men's and Women's Book Groups, Senior Saints, Men's Fellowship Group (Ale Saints), Youth Ministry, Bowie Interfaith Recreation Council, Bible Study Groups, and Choir.

Who we are:

- Team Lead:
Currently, the position is unfilled. In the absence of leadership, the Gather Liaison may expect to work with the members of Ale Saints to plan and staff attendance-for-fee events and with various congregants who have experience planning and staffing other events. Currently, leadership responsibilities are being shared by members of Ale Saints, whose primary responsibility is for the planning, organization, and implementation of quarterly events. In the absence of a Team Lead, it is requested that individuals step forward to coordinate single events as their interest, talents, and time permits.

- **Planners/ Coordinators:**
Currently, the positions are filled by volunteers on an as-needed basis. Without a Team Lead, there is no formal methodology for the formation of new events. Planners and coordinators are typically church members who initiate and organize single events, or members who have experience in organizing past events. Those who have served in coordinator roles in the past are encouraged to form their own group for the planning and facilitation of recurring events, either yearly or otherwise. Where required for larger scale events, groups or committees may be formed with the express intent to plan, budget, and provide the staff for the event.
- **Event Chef and Sous Chef:**
When required, these duties are currently performed by Chris Greenawalt and Wayne Bossler, respectively. As with other Fellowship positions, these positions are filled by volunteers on an as-needed basis. Since these two volunteers are over-utilized, it is suggested that event coordinators seek others to perform these duties whenever possible. The menu for each event is provided either by the Chef or the planning individual(s). The food is purchased and prepared by the Chef and the Sous Chef, utilizing the Church kitchen and its equipment, in addition to whatever outside equipment and preparations are required. At Ale Saints sponsored events, the beverages are provided by the coordinator and Ale Saints.
- **Ale Saints:**
Ale Saints is a homebrewers group loosely affiliated with ASLC, and is made of typically of church members, families and non-member friends. Aside from the Chef and Sous-Chef positions, the above-listed duties are typically performed by members of Ale Saints, since the majority of current seasonal events are planned by and facilitated by the group.
- **Bowie Interfaith Recreation Council:**
Ale Saints is a member of the BIRC, and is required to provide a representative to its meetings and functions. The BIRC is an association of various houses of worship in the city of Bowie, and holds its meetings monthly from September through June of each year. It provides opportunities for fellowship in the form of an annual bowling tournament (sponsoring the Bowie Food Pantry) and an annual golf tournament (sponsoring its annual scholarship award), as well as opportunities for league competition in the following sports: Softball (spring and fall), Volleyball (fall/ winter), Flag Football (Fall), Golf (Summer), Bowling (planned). The BIRC also participates as staff volunteers in events sponsored by other groups. Current and past volunteer opportunities include the Bowie Olympics (summer), and the Bowie 5K (spring), which are sponsored by the Bowie Recreation Council (not affiliated with the BIRC).

What we do:

The Fellowship Team is responsible for the planning, budgeting, staffing, and carrying out of Fellowship Events. Refer to the attached 2013 Fellowship Calendar. This calendar is an incomplete listing of the typical events sponsored by ASLC over the last several years, and is not intended to be a template for future events. The coordinating groups or individuals are encouraged to use their inspiration and resources to modify this list as they are able, and as congregational interest permits. Meetings are informal in nature and held on an as-needed basis. Typically, these meetings are held monthly during Ministry Team Night (usually the second Wednesday of the Month), or at gatherings or functions of Ale Saints.

Resources:

The Fellowship Team is responsible for managing the accounts and resources related to Fellowship activities. These include, but are not limited to:

- Spending line 440 in the Spending Plan – used for expenses related to Fellowship Events and various Congregational events with a Gather component.
- Fellowship Event Accounts – used to account for proceeds from for-fee events, which typically provide a small overage after the costs and reimbursables are subtracted from proceeds. These accounts are used for expenses related to those events on an on-going basis. Each for-fee event is listed as its own sub-account. There are accounts for the following events: Oktoberfest, Mardi-Gras, Crab Feast, and Cinco de Mayo. It is assumed that proceeds from these events will support an annual Open House/ Church Picnic that will be open to all church members, guests, and members of the community.
- Folding Canopies – the property of the church, they are used for outdoor shelter for Fellowship events, typically over the bar area at Ale Saints sponsored events. They are stored in the North Classroom when not in use.
- Buckets/ Kegs/ Regulator/ Taps – the kegs are personal property of the members of Ale Saints, and those members take full responsibility for their cleaning and maintenance. The CO2 bottles, party taps, and regulators used to dispense beer are the property of the Ale Saints club, who take responsibility for their cleaning and maintenance. The plastic ice tubs are the property of ASLC, and are stored in the attic above the Narthex. They are used for the chilling of canned and bottled beverages, in addition to the kegged beer provided for Ale Saints sponsored events. The responsibility for maintenance of these tubs is provided by the event staff.
- Refrigerator – the exterior storage closet at the rear, right side of the Sanctuary contains an operational refrigerator for the use of chilling and storing beverages for Fellowship events. It may be used for the temporary storage of food intended

for Fellowship events, but it is usually filled with canned soda and boxed wine, in addition to kegged and canned beer served at Ale Saints sponsored events. The refrigerator's purpose is for the aging of kegged beer for Ale Saints sponsored events. This location is for convenience of storage and aging only, and is typically set up by members of Ale Saints with a system of manifold, hoses, and pressurized gas; the means for serving are maintained and stored at the homes of the membership of Ale Saints. The means for serving is brought to the Church on the day of the event only, and is not stored on the premises. All groups or individuals with a need to use this refrigerator for Fellowship events are encouraged to do so if available, but they should understand that it is typically full. It is requested that items be removed from this refrigerator only by members of Ale Saints, or after consultation with them.

- Event Decorations – event decorations and paraphernalia are used as required for the various events at ASLC. Event decorations are stored in the attic above the Narthex, and the responsibility for maintenance of these decorations is provided by the event staff. The event decorations include, but are not limited to: Oktoberfest: German Flags, 100 foot hanging pennant banner, rolled checkered vinyl tablecloth, streamers, assorted hanging decorations, soft pretzel racks; Cinco de Mayo: streamers, flags, pennant banner, rolled tablecloths; Mardi Gras: beads, coins, masks, and other items reminiscent of the yearly event; Crab Feast: paper towels, towel and mallet holders, plastic floor covering, paper table covering. Napkins, plates, cups. etc. are provided out of the Fellowship budget as required. Items of this nature for use at Ale Saints sponsored events are provided by Ale Saints or the event coordinator.

Sample 2013 Fellowship Calendar (Not all dates confirmed; modify as required):

Scheduled Events:

January 27, 2013 - Annual Congregational Meeting & Luncheon (sponsor: Council)

February 12, 2013 - Shrove Tuesday Pancake Dinner (Sponsor: Youth Group)

February 2013 – Spring Leadership Retreat & Luncheon (Sponsor: Executive Committee)

February 2013- March 2013 - Lent Wednesday Soup Services. *Needs coordinator*

March 31, 2013 - Easter Sunday brunch. *Needs coordinator*

April, 2013 (tentative) - Christmas in April (Sponsor: Serve Team)

April, 2013 (tentative) - Spring Ale Saints Event (Sponsor: Ale Saints/ Fellowship)

May 19, 2013 - Pentecost "birthday-party-for-the-church" (Sponsor: Learn Team)

August, 2013-September, 2013 (tentative) - Crab Feast (Sponsor: Ale Saints/ Fellowship)

September 8, 2013 (tentative) – Rally Day. *Needs coordinator*

September, 2013 (tentative) - Fall Leadership Retreat & Luncheon (Sponsor: Executive Committee)

October, 2013 (tentative) - Consecration Sunday Leaders Dinner (Sponsor: Stewardship)

October, 2013 (tentative) - Consecration Sunday Luncheon (Sponsor: Stewardship)

October, 2013 (tentative) – Oktoberfest (Sponsor: Ale Saints/ Fellowship)

December, 2013 - St Lucia breakfast. *Needs coordinator*

Recurring and Planned events:

Monthly - Monthly potluck. *(Planned) Needs coordinator*

Monthly – Movie and a Prayer. *(Planned) Needs coordinator*

Weekly - Coffee Fellowship Hour. *Needs coordinator*

Annually - Open House/ Church Picnic. *(Planned) Needs coordinator*

As required:

Baby showers (coordinator/ sponsor as required)

Funerals (coordinator/ sponsor as required)

Welcoming New Members (coordinator/ sponsor as required)

Farewell and Godspeed (coordinator/ sponsor as required)

Congregational/ Pastoral Anniversaries (coordinator/ sponsor as required)

Ordinations/ Celebrations of Ordinations (coordinator/ sponsor as required)

Last updated January 2013

POLICY/PROCEDURES

Learn Ministry Team

Constitution/bylaws specifications relating to the Learn Ministry Team

C13.06.02e: The Learn Team Ministry Team shall develop and implement an education program whose purpose is to teach the Word of God. The team is encouraged to use materials and resources that are offered by the Evangelical Lutheran Church in America.

Responsibilities and functions of the Learn Ministry Team

Provide Christian learning opportunities for adults, youth, and children that:

- Are consistent with Lutheran theology.
- Include extensive offerings that lead to growth in faith.
- Use the talents of the members and friends of the congregation in planning and leading.
- Are shared with the community.

Responsibilities attached to specific Learn Team Roles

Learn Ministry team education assistant

Commitment: 1 year (renewable)

Relates to: Learn Team leader, Sunday School Superintendent, Teachers

Responsibilities/Tasks:

- Research sites for Sunday School activities material and forward to respective teacher (i.e., games, snacks, crafts).
- Publicize life-long learning activities, training events, and other relevant events through the Grapevine, electronic mail and fliers.
- Compose monthly Grapevine articles related to Children's Sunday school.
- May provide the Church Administrative Assistant and Pastor with a schedule of Children's Sunday school topics for inclusion in the Sunday worship bulletin and E-pistle
- Develop your gifts and ministry-specific skills.

Sunday School Superintendent

Commitment: 1 year (renewable)

Relates to: Learn Team leader, Pastor, Education Assistant, Teachers

Responsibilities/Tasks:

- Review and choose curriculum for Sunday school program.
- Ensure required materials/supplies are available.
- Make sure teachers have tools and skills for teaching the curriculum.
- Assist with scheduling substitutes when necessary and/or to allow teachers to participate in Adult Education when requested.
- Ensure teachers are properly trained and familiar with Youth Worker Guidelines and in compliance.
- Keep record of attendance and class roster.
- Develop your gifts and ministry-specific skills.

Sunday School Teacher

Commitment: 1 year (renewable)

Relates to: Sunday School Superintendent, Pastor and Learn team

Responsibilities/Tasks:

- Spend time in preparation for your lesson.
- Attend worship regularly.
- Attend training events when possible.
- Pray for your learners.
- Cultivate your personal spiritual growth.
- Use your talents and abilities to share God's word with your learners.
- Develop relationships with your learners and their families.
- Share any concerns with the superintendent, Learn Ministry team, or Pastor.
- When unable to teach, arrange for a substitute in advance and/or notify the Superintendent to arrange a substitute.

Adult Education Coordinator

Commitment: 2 years (renewable)

Relates to: Learn Team leader, Pastor

Responsibilities/Tasks:

- Recruit leaders for Adult Faith Formation classes.
- Together with Learn Team, develop long-term framework for adult learning opportunities.
- Compose monthly Grapevine articles relating to Adult Faith formation.
- Provide the Church Administrative Assistant and Pastor with a schedule of Adult Sunday school for inclusion in the Sunday worship bulletin and E-pistle.
- Develop your gifts and ministry-specific skills.

POLICY/PROCEDURES
Guidelines for Learn Ministry Team Leadership
(Council Liaison and Team Leader)

The responsibilities delegated to the ministry team liaison and those ascribed to the team leader are intended to be collaborative working guidelines rather than rigid job distinctions. The liaison and the team leader may choose to share or shift the primary responsibility for given tasks in accordance with their individual talents and interests.

Constitution/bylaws specifications relating to the Ministry Team Council Liaison

C12.04.01: Five of the six members of council who are not officers shall serve as liaisons to the Ministry Teams in each of the five ministry areas of Gather, Worship, Learn, Serve and Support. The sixth member shall serve as a liaison to the congregation Committees. As Council liaisons, these individuals shall facilitate communication and collaboration between and among ministry teams, the congregation Committees, and the Congregation Council. Procedures regarding the liaison responsibilities of council members shall be included in the Policies and Procedures Handbook.

C12.04.02: Council liaisons shall be selected by the Executive Committee of the Congregation Council following collaboration with the council members.

[The council liaison position is a one-year team assignment, renewable during one's Congregation Council term]

Council Liaison Responsibilities/Tasks

- Provides regular communication between the congregation Council/pastor and the ministry team leader.
- Serves as an advocate and liaison for the ministry team to the Congregation Council.
- Ensures that team/committee reports are submitted to the Council prior to each monthly meeting.
- Regularly attends Ministry Night.
- Facilitates coordination of the team's short/long-term goals, program development, and activity planning with the work of the Congregation Council and other ministry teams or committees.
- Co-signs expenditure authorizations.
- Lifts up the work of the team and its participants in prayer.
- Develops one's own gifts and ministry-specific skills and encourages growth and expression of spiritual gifts among team members.
- Assists with identifying and recruiting participants in ministry.
- Gathers and disseminates resources that support ministry activities.

Additional Responsibilities of the Learn Team Council Liaison

Relates to: Council, Pastor, Learn Team leaders

Responsibilities/Tasks:

- Communicate with Learn Ministry Team Leader via electronic mail, telephone, and in person.
- Work in tandem with Gather, Worship, and Serve Liaisons on activities and programs that involve other ministry teams.

- Together with Learn Ministry Team leader prepare the Learn Team budget for the congregation.
- Assist the Learn Ministry leader in keeping the Learn Team section of the ASLC website updated with online material.

Constitution/bylaws specifications relating to the Ministry Team Leader

C13.06.02: ...Ministry Team leaders shall be members of the congregation and shall not be members of the Congregation Council except in those instances where a Ministry Team leader position is vacant...Ministry Team leaders shall be asked to serve for a one-year term, and may be asked to continue their service in subsequent years. Ministry Team leaders shall begin their term on the first day of May, and continue for one year.

Responsibilities/Tasks of the Ministry Team leader

- Communicates regularly with the Council liaison, pastor, the team members and other team leaders.
- Updates the liaison on a regular basis regarding the work of the team so information can be shared with the Council in a timely manner (see point three of liaison responsibilities)
- Regularly attends Ministry Night.
- Oversees the team's short/long-term goal-setting, program development, and activity planning.
- Oversees the team's development of an annual budget plan.
- Signs authorization forms for all team expenditures and monitors expenditures in accordance with budget appropriations.
- Invites additional people to join the work of the ministry team.
- Ensures that information about the team's programs and activities is included in the weekly bulletins, when appropriate, as well as in *The Grapevine*.
- Works in tandem with other team leaders on activities and programs that involve other ministries.
- Lifts up the work of the team and its members in prayer.
- Develops one's own gifts and ministry-specific skills and encourages the growth and expression of spiritual gifts among other team participants.

Additional Joint Responsibilities of the Liaison and Team Leader

- Ensure that ministry activities reflect mission and vision statements and values.
- Ensure that the ASLC website is regularly updated to reflect the team's current programs and activities.
- Provide opportunities for training and for spiritual growth for team members.
- Submit an annual report to the congregation which includes, in addition to a year-end ministry summary, a budget report and a projection of future goals.

Additional Responsibilities of the Learn Team Leader

Relates to: Council Liaison, Pastor, Learn team, and other team leaders

Responsibilities/Tasks:

- Work in tandem with Gather, Worship, and Serve Team leaders on activities and programs that involve other ministry teams.
- Communicate with Learn Ministry team members via electronic mail, telephone, or in person.
- Provide assistance as needed to Sunday School Superintendent with recruitment of teachers and selection of curriculum for Children's Sunday School.
- Assist with planning and implementation of mission, service, and fellowship activities for Sunday school children.
- Provide advice, referrals, etc. to Sunday school Superintendents/staff when concerns arise.
- Keep track of expenditures.
- Ensure opportunities for training and spiritual growth for all Learn Team members, including Adult Faith Formation and Children's Sunday school leaders.

Expectations for all leaders

- Model the purpose of the church as described in C4 of the ASLC Constitution.
- Worship routinely and frequently.
- Continue to grow in discipleship by participating in adult learning.
- Read the Bible daily.
- Pray daily for the world, individual needs and yourself.
- Be the human "flesh and blood" of hospitality and Christian love to everyone at All Saints Church and to all who encounter you in your daily life.
- Encourage the Saints as we journey together in mission.
- Support God's mission financially with regular offering to the unified budget and our capital campaign.
- Communicate frequently and informally with each other.
- Engage with each other in open, honest conversation, respecting each other as a child of God.
- Maintain trust among each other by keeping specific comments confidential.
- Continue to develop your own special gifts and ministry-specific skills.

POLICY/PROCEDURES
Property Management Ministry Team

Constitution/bylaws relating to the Property Management Ministry Team

C13.06.02i: The Property Management Ministry Team shall ensure that the physical assets of the congregation are properly maintained and protected, and that the appropriate equipment and/or contracts are available to perform this function.

Responsibilities and functions of the Property Management Ministry Team

POLICY/PROCEDURES

Serve Ministry Team

Constitution/bylaws specifications relating to the Serve Ministry Team

C13.06.02f: The Serve Ministry Team shall promote faith in action by responding to the essential needs of the congregation, local, national, and international communities. This ministry shall provide direct and indirect assistance to congregation members, and encourage, enable, and expand service to the immediate and broader community.

Responsibilities and functions of the Serve Ministry Team

The goal of the Serve Ministry team is to support a wide range of annual service projects as well as expand our congregational service opportunities each year as we respond to emerging needs locally, regionally, nationally and internationally. Our ability to sustain a wide range of social ministry initiatives depends on many volunteer leaders, each assuming responsibility to plan and oversee a distinct service project.

Among our annual or ongoing service projects are the following:

- **Bowie Interfaith Food Pantry:** collecting non-perishable food items each week, supporting the pantry with monetary contributions and requested in-kind donations such as school supplies and Christmas gifts for children of pantry clients, volunteering to work at the pantry and to assist with food pantry drives, encouraging garden-fresh produce donations during the growing season
- **Camp Youth Haven:** donating supplies to Lutheran Social Services-sponsored summer camps for children affected by HIV-AIDS
- **Christmas in April:** participating in this Prince George's County one-day volunteer effort to repair homes of senior and disabled citizens. The All Saints coordinator will communicate with the county to ascertain our house assignment and will secure needed supplies in preparation for the service day. Ideally, our coordinator will also serve as the house captain and will visit the site in advance to assess and prep for the work that needs to be done.
- **Bowie CROP Walk:** recruiting walkers to raise monies by gathering sponsors to support their participation in this local walk to end world hunger. The ASLC coordinator will communicate with the sponsoring Bowie congregation, usually St. Matthew's United Methodist Church, and will attend the local organizational meetings in advance of the Walk.
- **Disaster Response:** assembling and mailing relief kits (e.g. health kits, "One+Plus" Disaster Relief Kits) and encouraging monetary contributions to disaster response appeals from ELCA Disaster Relief, ELCA Malaria Campaign, Lutheran World Relief, Church World Service, Lutheran Social Services, etc.
- **Environmental Protection & Restoration:** supporting Chesapeake Bay Foundation, Green Team, and other regional protection and restoration projects
- **Gifts of Hope:** contributing to the Metro DC Synod's annual campaign supporting camps, social ministry organizations, and companion synods. Our team coordinator will acquire the Gifts of Hope materials from the synod, will organize

our Gifts of Hope campaign, will keep track of all purchases and prepare a final report for the congregation and the synod.

- **Prison Ministry:** participating in worship services at MCIJ with the Community of St. Dymas (the Delaware-Maryland Synod's outreach prison ministry congregation) and supporting Kairos (an ecumenical prison ministry) weekend Christian course offerings at MCIJ
- **Rebuild Teams:** assembling a skilled All Saints team to join in regional, national or international on-site rebuilding projects in conjunction with our commitment to disaster response
- **Share-a-Meal:** providing meals to members and friends in need (e.g. illness, surgery, death in family)
- **Shepherd's Cove:** making and delivering Easter Baskets to this Prince George's County shelter for women and children
- **Warm Nights:** hosting homeless guests for one week as part of the Prince George's County Hypothermia Program. In addition to providing shelter and meals, we also collect money and clothing to respond to our guests' ancillary needs and to support the county's efforts to expand its available homeless shelters and services. All Saints Lutheran Church also often hosts the county's fall organizational meeting for Warm Nights and assists other Bowie hosting churches by providing an evening meal. Because of the long hours involved in overseeing the hosting week, it is advisable to have three or more volunteers sharing the leadership role.

In addition to the above, the team is encouraged to invite new volunteers to share their passions for service by introducing additional service opportunities to All Saints each year. Recent examples are our **Blankets of Hope Marathons**, **Operation Kid Comfort**, an annual **Coat Drive** for the homeless, and **Children's Books and Supplies Collections** for area schools and La Sagrada Familia. An urgent community need in search of an All Saints coordinator is the sponsoring of an annual **Blood Drive**.

Role of the Serve Team Leader

The responsibilities of the Serve Team Leader are the following:

- maintain a master calendar and synchronize all Serve ministry initiatives
- provide support and assistance to all project leaders
- invite and encourage congregational leadership for new Serve initiatives
- communicate with other team/committee leaders to encourage joint coordination and planning of ministry activities
- communicate regularly with the council Serve Team liaison
- prepare monthly *Grapevine* articles as well as announcements for the weekly worship bulletin and e-pistle
- assure that the Serve component of the website is updated
- oversee the Serve Team budget and keep track of all expenditures
- compose an annual report in coordination with the council liaison

Last updated 2012

POLICY/PROCEDURES

Stewardship Ministry Team

Constitution/bylaws specifications relating to the Stewardship Ministry Team

C13.06.02 g: The Stewardship Ministry Team shall strengthen and support members of the congregation in their knowledge and understanding of their role as God's stewards. This ministry shall provide leadership in developing programs that give all members of the congregation an opportunity to offer their time, talent, and monetary resources in thanksgiving to God and to carry out the ministries of the church.

Responsibilities and functions of the Stewardship Ministry Team

1. Policies

The Stewardship Ministry Team program is divided into three areas: (1) Consecration Sunday; (2) Ministry Fair; and (3) Time and Talent. The following are the policies associated with each of these areas.

A. Consecration Sunday

1. The Stewardship Team is responsible for developing a Biblically-based financial giving program that provides congregation members with an opportunity to support the mission and ministries of the congregation.
2. The purpose of Consecration Sunday is to focus attention on financial giving and to encourage members of the congregation to tithe. The giving commitments are used by the Budget and Finance Committee to develop the church's spending plan.
3. The Team develops a theme, organizes temple talks, publishes a devotional booklet, and holds a leaders' dinner in preparation for Consecration Sunday. On Consecration Sunday, during both worship services, members are given an opportunity to make estimates of giving and have them consecrated. A celebratory luncheon is held after the late service, and the commitments are announced.

B. Ministry Fair

1. The Ministry Fair is offered to the congregation and community of All Saints Lutheran Church by the Stewardship Team.
2. The purpose of the Ministry Fair is to provide a setting for the congregation and its neighbors to learn of opportunities to take active part in the diverse ministries of the various teams, committees, and groups as well as multi-congregation service groups in which All Saints plays an active role.

3. The Fair is an organized event where the teams, committees and groups may inform and educate by personal interaction and use of multi-media. It is not an occasion for any selling or fund-raising.
4. Refreshments and handouts are provided to contribute to the convivial atmosphere.

C. Time and Talent

1. The Stewardship Ministry Team has the responsibility to develop a program that: (1) identifies the talents of the members of the Congregation; (2) provides a mechanism for the members of the Congregation to volunteer and commit their time in supporting the mission of All Saints through the ASLC ministries, committees, and special voluntary groups; and (3) links the talents of the members of the Congregation with their commitment of providing their time to the activities and programs being conducted by the ministries, committees, and special voluntary groups.
2. The purpose of this endeavor is to establish a process that continually provides the ASLC ministries, committees, and special voluntary groups with person resources to efficiently and effectively carry out their respective missions.

3. Procedures. The following are the procedures for the three areas:

A. Consecration Sunday

1) Date, Time, and Location

- Consecration Sunday is held on the Sunday before Reformation Sunday, so it is usually the third Sunday in October.
- As soon as the Stewardship Team sets the date, it should go on the church calendar.
- Consecration Sunday occurs during the regular worship services when the Estimates of Giving are offered; the celebratory luncheon is held in Fellowship Hall following the 11:00 service.
- The Leaders' Dinner is held on the Sunday evening prior to Consecration Sunday.
- Temple talks (personal witness) are given the three weeks prior to Consecration Sunday.
- A devotional booklet is mailed to All Saints members on the Wednesday prior to the first temple talk.

2) Coordination and Participation

- A member of the Stewardship Team coordinates Consecration Sunday.

- By the end of summer, the Team should have a theme for Consecration Sunday.
- The Pastor is responsible for contacting and arranging a Guest Preacher for Consecration Sunday. If possible, that pastor will also speak at the Leaders' Dinner.
- The Coordinator invites people to share their faith stories during the Temple Talks.
- The Devotional Book Coordinator invites people to write daily devotions in preparation for Consecration Sunday. Twenty-one people are needed to write devotions.
- The Devotional Book Coordinator assigns each author a Bible verse, provides an example and guidelines, and ensures that each author meets the publishing deadline. The Devotional Book Coordinator works with the administrative assistant to make sure that the booklet is published and mailed so that members receive it three weeks prior to Consecration Sunday.
- The Coordinator arranges for the Leaders' Dinner and celebratory luncheon to be catered.
- Setup and cleanup for the Leaders' Dinner and celebratory luncheon are arranged by the Coordinator.

3) Publicity

- The Coordinator publicizes Consecration Sunday through the *Grapevine*, the E-Pistle, the Sunday worship booklet announcements, and the ASLC web site.

4) Meals

- The Stewardship Team hires a caterer to provide a meal for the Leaders' Dinner and a luncheon on Consecration Sunday.
- Team members assist with the set up and clean up.

5) Expression of Gratitude

- The Coordinator uses email, the *Grapevine*, and any means of communication to express thanks to all who participated and contributed to Consecration Sunday's success in any way.

B. Ministry Fair

1) Date, Time, and Location

- Late summer has been a favorable time for this event. Because of current space limitations, it is necessary that there are no Sunday School classes in session.

- As soon as the Stewardship Team sets the date, it should go on the church calendar.
- The Fellowship area has been the primary location, with occasional use of the patio.
- The time of the Fair has been between the two services and after the latter service.

2) Coordination and Participation

- A member of the Stewardship Team coordinates the Ministry Fair
- At least two months prior to the date of the Fair, the Coordinator contacts the Group Leaders with the pertinent facts regarding an explanation of purpose, date, time, location, logo and/or theme, setup and clean-up times, and any additional pertinent information.
- Group Leaders arrange for staffing of their area for the hours of the Fair. Group leaders also arrange for the development of signs, displays, handouts, and use of multi-media for their area.
- The Coordinator arranges for the refreshments that are provided by the Stewardship Team and small gifts provided by the Stewardship Team.
- The Coordinator notes any special needs of individual groups, such as placement near electrical outlets, extension cords, etc.
- The Stewardship Team provides trifold display board to the groups.
- Setup and cleanup are arranged by the Coordinator.
- The Coordinator communicates frequently to the group leaders with both encouragement and any updates in preparing for the Fair.

3) Publicity

- The Fair Coordinator arranges for publicity.
- Publicity venues include, but are not limited to, the *Grapevine* for the month of the event and for the two preceding months, the *E-Pistle*, the Sunday worship booklet announcements, bulletin board signs, the ASLC web site, Facebook, and the *Bowie Blade* local newspaper.
- A logo or theme is frequently developed to use with publicity.

4) Refreshments

- The Stewardship Team provides festive refreshment treats at the Fair.
- Following the early service, refreshments such as doughnuts, coffee, juices and fruits are served.

- Following the latter service, additional refreshments include pizzas, chips, and iced tea.
- Individual groups may offer additional refreshments at their tables. The Stewardship Team provides napkins and paper plates and cups

5) **Setting up and Cleaning Up**

- The Fair Coordinator arranges for set up time on the Saturday before the Fair and also prior to the early service on Sunday.
- The Coordinator provides a small table sign for each group. Each group is welcome to design a larger and/or more artistic sign if they would like to do so.
- Each Group Leader is responsible for removing their materials and displays at the conclusion of the Fair.
- Tables and chairs are to be stacked, and the rug vacuumed.

6) **Expression of Gratitude**

- The Fair Coordinator uses email, the *Grapevine*, and any means of communication to express thanks to all who participated and contributed to the Ministry Fair's success in any way.

C. **Time and Talent** (The Stewardship Ministry Team is in process of working out the procedures)

POLICY/PROCEDURES
Worship and Music Ministry Team

Constitution/bylaws specifications relating to the Worship and Music Team

C13.06.02d: The Worship and Music Ministry Team shall coordinate with the pastor and director of music to ensure that the worship services of the congregation are conducted regularly and in accordance with the Evangelical Lutheran Church in America worship practices.

Responsibilities and functions of the Worship and Music Team

Consulting with the Pastor and Director of Music in leading the congregation in accomplishing its worship function

Partnering with the Pastor and Director of Music in the development of regular and special seasonal worship services

Recruitment, training and scheduling of Worship Assistants, Lectors, Ushers, Crucifiers, Acolytes, and Altar Guild

Arranging for care of hymnals, devotional materials, music library, etc.

Maintaining vestments, paraments, banners and articles used for worship, communion, baptism and special liturgical services

Purchasing candles, flowers, music, bread, wine, etc.

Supporting the musical groups and the music life of the congregation

Recruiting members for the choirs

Caring for the church's musical instruments

Evaluating liturgies and special events

Developing and using liturgical arts in worship

Receiving feedback from the congregation

Providing worship education for the congregation

Reassessing worship times

Staying aware of liturgical trends within the ELCA

Overseeing the Worship & Music Team budget

Last reviewed 2012

POLICY/PROCEDURES

Guidelines for Worship and Music Ministry Team Leadership (Worship and Music Council Liaison and Team Leader)

The responsibilities delegated to the ministry team liaison and those ascribed to the team leader are intended to be collaborative working guidelines rather than rigid job distinctions. The liaison and the team leader may choose to share or shift the primary responsibility for given tasks in accordance with their individual talents and interests.

Constitution/bylaws specifications relating to the Ministry Team Council Liaison

C12.04.01: Five of the six members of council who are not officers shall serve as liaisons to the Ministry Teams in each of the five ministry areas of Gather, Worship, Learn, Serve and Support. The sixth member shall serve as a liaison to the congregation Committees. As Council liaisons, these individuals shall facilitate communication and collaboration between and among ministry teams, the congregation Committees, and the Congregation Council. Procedures regarding the liaison responsibilities of council members shall be included in the Policies and Procedures Handbook.

C12.04.02: Council liaisons shall be selected by the Executive Committee of the Congregation Council following collaboration with the council members.

[The council liaison position is a one-year team assignment, renewable during one's Congregation Council term]

Council Liaison Responsibilities/Tasks

- provides regular communication between the congregation Council/pastor and the ministry team leader
- serves as an advocate and liaison for the ministry team to the Congregation Council
- assures that team/committee reports are submitted to the Council prior to each monthly meeting
- regularly attends Ministry Night
- facilitates coordination of the team's short/long-term goals, program development, and activity planning with the work of the Congregation Council and other ministry teams or committees
- co-signs expenditure authorizations
- lifts up the work of the team and its participants in prayer
- develops one's own gifts and ministry-specific skills and encourages growth and expression of spiritual gifts among team members
- assists with identifying and recruiting participants in ministry
- gathers and disseminates resources that support ministry activities

Constitution/bylaws specifications relating to the Ministry Team Leader

C13.06.02: ...Ministry Team leaders shall be members of the congregation and shall not be members of the Congregation Council except in those instances where a Ministry Team leader position is vacant...Ministry Team leaders shall be asked to serve for a one-year term, and may be asked to continue their service in subsequent years. Ministry Team leaders shall begin their term on the first day of May, and continue for one year.

Responsibilities/Tasks of the Ministry Team leader

- communicates regularly with the Council liaison, pastor, the team members and other team leaders
- updates the liaison on a regular basis regarding the work of the team so information can be shared with the Council in a timely manner (see point three of liaison responsibilities)
- regularly attends Ministry Night
- oversees the team's short/long-term goal-setting, program development, and activity planning
- oversees the team's development of an annual budget plan
- signs authorization forms for all team expenditures and monitors expenditures in accordance with budget appropriations
- invites additional people to join the work of the ministry team
- assures that information about the team's programs and activities is included in the weekly bulletins, when appropriate, as well as in *The Grapevine*
- works in tandem with other team leaders on activities involving other ministries
- lifts up the work of the team and its members in prayer
- develops one's own gifts and ministry-specific skills and encourages the growth and expression of spiritual gifts among other team participants

Additional Joint Responsibilities of the Liaison and Team Leader

- ensure that ministry activities reflect mission and vision statements and values
- assure that the ASLC website is regularly updated to reflect the team's current programs and activities
- provide opportunities for training and for spiritual growth for team members
- submit an annual report to the congregation which includes, in addition to a year-end ministry summary, a budget report and a projection of future goals

Additional Responsibilities of the Worship and Music Team Leader

- Scheduling regular and special meetings of the team
- Preparing agenda for each meeting of the team
- Presiding at each meeting of the team
- Coordinating the work of individual members to ensure implementation
- Clarifying decisions of the team

Expectations for all leaders

- Model the purpose of the church as described in C4 of the ASLC Constitution
- Worship routinely and frequently
- Continue to grow in discipleship by participating in adult learning
- Read the Bible daily
- Pray daily for the world, individual needs and yourself
- Be the human "flesh and blood" of hospitality and Christian love to everyone at All Saints Church and to all who encounter you in your daily life
- Encourage the Saints as we journey together in mission

- Support God's mission financially with regular offering to the unified budget and our capital campaign
- Communicate frequently and informally with each other
- Engage with each other in open, honest conversation, respecting each other as a child of God
- Maintain trust among each other by keeping specific comments confidential
- Continue to develop your own special gifts and ministry-specific skills

POLICY/PROCEDURES
Worship and Music Team

ACOLYTE HANDBOOK

CONGRATULATIONS !

Something exciting is happening. You are serving God and everyone who worships at All Saints Lutheran Church. You are serving as an ACOlyTE. This means that you are responding faithfully to God's invitation. It means that you are helping with God's Mission. It means that you are a Christian minister. You are involved in the Worship Ministry of the church. That makes you a SPECIAL kind of minister. It is an honor and a privilege to serve God in this way.

You are providing an important service. You will be serving at the Altar of God. You will be handling Holy things. Your service is important because you will be helping everyone who is in church to worship the Lord.

Great responsibility is being entrusted to you. Being an ACOlyTE – a *good* acolyte – is a sure and divine sign that you have the ability, and that you have God's blessing, to serve as an Acolyte. I hope that you will remember this. I pray that you will be aware of the respect that you already have from the members of our congregation. I know that you will act accordingly and that you will set an example for others.

God bless you in your service as an ACOlyTE.

Pastor Gary

WHAT IS AN “ACOLYTE”?

You are joining with many other faithful Christians who have helped with the worship service. Ever since the year 250 AD there have been “acolytes”. Back then acolytes served as letter carriers for church leaders. They were responsible for carrying the bread and wine of Holy Communion to those who could not be at church to worship each week. Acolytes first helped with worship by carrying candles and assisting with Holy Communion. You will be doing those same things.

The word “ACOLYTE” is Greek. It means “to follow”, or “to accompany”, or “one who helps”. When you serve as an acolyte, you help the pastor. Also, you help those who come to church to worship. In the beginning of the Christian church, serving as an acolyte was one of the steps toward becoming a pastor. Today not all acolytes become pastors, but almost all pastors have served as acolytes. You should think about serving God as a pastor while you are serving as an Acolyte.

Remember, as an ACOLYTE, you are a minister *right now*. Your pastor and the congregation depend on you.

WHAT IS A “CRUCIFER”?

The Crucifer is the person who carries the CROSS at the front of the procession. Crucifers have not been a part of the church as long as acolytes. People gather in many different places to worship God. As the Christian church was beginning, there were no buildings in which the people could gather. In that time, people went to “church” in each other’s houses. The cross has always been the primary symbol of Jesus’ love for us. So the cross was used to remind people that the house was being used to worship God. In the later times a “crucifix”, the Latin word meaning “cross of pain” reminded people about Jesus’ suffering for us.

At All Saints Lutheran Church we do not have a “crucifix”. The cross hanging in the front of the church (the “sanctuary”) is bare. The cross that is carried at the front of the procession at the beginning of worship is bare. That is one way to remind us that Jesus is Risen, he is not still on the cross.

BEING AN ACOLYTE (It’s more than lighting candles.)

You are a faithful Christian. God gives you Faith to live and to act in The Spirit. Your life every day, not just on Sunday, can show that. As an acolyte you are part of a TEAM of faithful Christians. The people of this team guide and lead the worship of the people at All Saints Lutheran Church. The team includes the Pastor, the worship Assistant, the Music Director, the choir, the crucifer, the ushers, the lector, the Communion assistant, the altar preparers, the nursery attendant and the sound system operator. All of these people work together for worship – the “work of the people” to

happen. You are an important member of the TEAM. Your part is *more* than just lighting candles.

BEFORE THE WORSHIP SERVICE

1. Scheduling: A schedule with the dates that you will serve as the acolyte will be sent to you every three months. There will be a copy of the schedule posted on the bulleting board in the sacristy. (That's the room where your alb is hanging.) It is YOUR responsibility to check the calendar regularly, and to be present when you are scheduled.

It is YOUR responsibility to arrange for a substitute when you cannot serve on the Sunday that you are scheduled. YOU need to call the church (301-249-6300) and leave a message that tells us you will not be here, *and* the name of the person who you have contacted to serve for you. Also, please write any changes on the schedule that is in the sacristy.

2. What to Wear: On those days that you are serving as the Acolyte, plan to wear clothes appropriate for being in front of a group of people. Church is a celebration. It is a party to celebrate what God is doing. Please dress for God's special party.

Guys: Shirts with a collar, trousers (not shorts) and socks & shoes (not athletic shoes) are a minimum.

Girls: Pants of a skirt or a dress, shoes (not athletic shoes or sandals) are a minimum.

3. Preparing before the Worship Service:

- Arrive about 15 minutes before the service begins. This will give you time to prepare for your ministry. Please take time to check your personal appearance: hair combed, hands clean, clothes neat. Throw away your gum.
- Check with Pastor to see if there are any special instructions for the day.
- Scan the bulletin so that you will know what is happening during church.
- Put a bulletin on your chair at the front of the nave. You will not be able to carry it with you when worship begins.
- Go to the sacristy and put on your acolyte alb.

What is an ALB? It is the garment that looks like a long dress that the pastor, Worship Assistant and acolyte wear. The word "Alb" is Greek. It means "white". That is why the pastor's alb is white. Albs were the common garment when the Christians first started to worship God and Jesus.

4. In the Sacristy: Check the candlelighter (called a "Taper") to see that its wick is long enough. You need about 1 and ½ inches of taper to light the candles. If it is shorter, then remove the old one and replace it with a new one. The box is in the cupboard in the sacristy.

Put on your Alb. Look at the label in the Alb that is the correct length for you, and remember the number. The Alb should reach to your ankles, but not touch the floor when you are standing straight and looking ahead.

5. Before the Service begins:

Take the candlelighter, go into the sanctuary, and stand or sit in the back. When the Pastor goes to the front to welcome everyone, move to the left side of the baptismal font and stand facing the font. Wait there until the music for the first hymn begins.

When the music for the first hymn begins, LIGHT the Taper from the Paschal Candle (that's the BIG candle by the Baptismal Font).

DURING THE WORSHIP SERVICE

1. The Procession: (Procession to WORSHIP) The Order of Procession is:

- The CRUCIFER leads. Jesus leads us into worship. The CROSS is the symbol that Jesus guides us in church and in living every day.
- The ACOLYTE will follow the crucifer. The LIGHT from the Paschal Candle is the symbol that reminds us Jesus said, "I am the light of the world. Whoever follows me will never walk in darkness, but will have the light of life." (John 8:12) Everyone follows the Light the is Jesus.
- The CHOIR, when there is one, will follow you.
- The PASTOR and WORSHIP ASSISTANT will complete the procession.

Walk SLOWLY and with poise during the procession. There should be at least chairs' distance between you and the Crucifer during the procession. Hold the Taper in front of you. Watch to make sure that the taper remains lit while you are walking. Walk slower if you think the light is not staying lit.

At the Altar:

- The crucifer will stop at the altar in reverence and then turn and move toward the stand for the processional cross. WAIT at the end of the chairs until the crucifer turns to move. Then walk to the altar.
- Step up onto the chancel platform.
- Stop, BOW slightly in reverence and prayer at the altar. You may want to pray, "Thank you, God, for asking me to serve you."

2. Lighting the Candles:

- After praying, light the LEFT candle, which is the "GOSPEL" candle, FIRST. Then light the RIGHT candle, which is the "EPISTLE" candle.
- PAUSE at the center of the altar, in reverence, as you move from one candle to the other.
- When both candles are lit, pull the Taper back into the candlelighter to extinguish the flame.

- Turn, step off the chancel platform, go to the holder and place the candlelighter in it.
- Move to the chair in the front row beside the Worship Assistant.

3. Receiving the Offering:

- When the Sharing of God's PEACE is finished, go to the Credence Table on the left side of the altar and pick up the offering plates. Move to the front of the center aisle and hand a plate to each of the ushers. Return to the Credence Table and stand beside the table, facing the congregation while the offering is being collected..
- When the music of the OFFERTORY begins, take the receiving plate and move to the front of the center aisle. RECEIVE the offering plates from the ushers.
- Turn and step onto the chancel platform, facing the altar. Hold HIGH the offering plates to honor the God who gives us everything.
- Turn and step off the chancel platform, walk around the platform to the Credence Table and place the offering plates on the table. Return to your chair.

4. Assisting with Holy Baptism:

- The Pastor will announce the Baptism.
- Move to the FONT. Stand on the LEFT side of the font, beside the Pastor.
- Hold the worship book for the Pastor during the Baptism. Follow the Rite of Baptism in the book. Speak the responses with the congregation. Turn the pages of the worship book when needed.
- Return to your seat after the Pastor, parents and person being baptized have moved to the altar.

5. The Recession: (Procession to SERVICE)

- The Order for Recession is the SAME as for the Procession:
- The CRUCIFER leads. Jesus leads us into the world now that we have heard his Word and been fed by the MEAL of His Body and Blood.
 - The ACOLYTE follows the Crucifer.
- When the music for the last hymn begins, go to the stand with the candlelighter. Pick it up and move to the center in front of the Altar. Step onto the chancel platform. Bow in reverence and prayer the Altar of God. You may want to pray, "Thank you God for being with us." Light the Taper from the LEFT (The Gospel) candle. Then extinguish the RIGHT candle FIRST. Extinguish the LEFT candle second. Pause at the Altar, then turn and step off the chancel platform. WAIT until the Crucifer has begun walking down the aisle. As during the procession, keep at least 3 chairs' distance between you and the Crucifer during the recession. The choir will follow you, and the Presiding Minister and Assisting Minister will conclude the Recession.
- Continue to the doors, stop, turn and face the altar. Remain in the sanctuary. Wait until the congregation has said, "Thanks be to God"; then

pull the Taper back into the candlelighter to extinguish the flame. Leave the sanctuary and place the candlelighter in the stand in the sacristy.

AFTER THE WORSHIP SERVICE

- Remove your Alb and hang it NEATLY in the closet.

THANK YOU FOR SERVING GOD AND ALL SAINTS CHURCH
BY BEING AN ACOLYTE

POLICY/PROCEDURES
Worship and Music Ministry Team

ALTAR INSTRUCTIONS

ALL SERVICES:

1. Scan sanctuary for any clean-up that may be required. Check to see if chairs need straightening. Pick up and discard any items that may have been left under the chairs. NOTE: Sanctuary is vacuumed on Saturday afternoons (but only center aisle and altar area).
2. Check to be sure offering plates are out on the right side credence table.
3. Make sure book stand and the Cranberry worship leader book is in the center of the altar.

COMMUNION SET-UP:

1. Communion is served at all Sunday morning worship services.
2. Place empty trays for “used” cups on the tables at the outside ends of the front rows.
3. Place two trays with plastic cups on each table at the center aisle. Pre-fill 8 cups with grape juice in each tray (center ring). Place covers on the trays.
4. Place ivory placemat on the right hand corner of the altar and set four empty plastic communion cups on the mat. (For use by Pastor, Worship Assistant, Acolyte & Organist).
5. Place filled wine decanter on the credence table on the right side of the altar.
6. Place two gold-tone pouring chalices, covered with purificator cloth, on credence table.
7. Place bread tray containing two slices of pita bread and two rice crackers, on credence table. Pita must be wrapped in a zip-lock bag to ensure freshness. Rice crackers must be wrapped in a separate zip-lock bag to ensure they remain crisp. Cover bread tray with communion linen. (NOTE: Rice crackers are provided for those with gluten allergy.) Pastor or Worship Assistant will unwrap the bread/crackers just prior to the start of services.
8. Place crystal pitcher and bowl filled with water and small hand linen hand towel on credence table. (NOTE: This is for symbolic handwashing just prior to communion.)

BETWEEN SERVICES:

1. Refresh communion trays. Dispose of used cups from the side trays. Place new cups in the trays located along the center aisles.
2. Refresh bread and wine as needed.
3. Rinse out chalices and cover with clean purificator cloths.

CLEAN-UP AFTER SERVICES:

1. Remove all communion trays to sacristy. Dispose used plastic cups and any remaining grape juice.
2. Communion trays shall be re-filled with new cups. Cups are located on the shelf below the refrigerator. Trays can be left on the cart in the sacristy, covered with a towel to keep them clean and ready for next use.
3. Dispose left-over wine from the chalices (can be poured over the rose bushes).
4. Wash and dry chalices, store in cloth bags in the cupboard over the sink.
5. Any left-over wine in carafe can remain in the decanter and stored on shelf beneath the refrigerator.
6. Left-over bread may be taken outside and fed to the birds.
7. Wash and dry crystal pitcher and bowl and store on the shelf in the lower cupboard to the right of the sink.
8. Soiled linens shall be placed in plastic bag below the sink for laundering.

BAPTISM SET-UP:

1. Set up Baptismal Banner in the apse. Banner is stored on a rod in the altar guild closet in Fellowship Hall. Base and poles are in the closet in the sacristy.
2. Move tall baptism table from the narthex into the sanctuary, and place next to the font.
3. Place white linen on the baptism table.

4. Place white terry towel on the brass handle on the font.
5. Place white pitcher, filled with warm water, on the linen on the table.
6. Place shell in the dry font.
7. Place small glass bowl, containing a drop or two of oil, on the altar. Use a paper napkin beneath the bowl to prevent stains on the fair linen.
8. Place baptismal candle on the altar next to the oil. (Remove candle from the box, and pick up the wick to allow for easier lighting during the service.)
9. Place cross stitched napkin, baptismal certificate, and shell from Thrivent on the altar.
10. Place baptismal blanket on the altar.
11. Set out gift bag and tissue paper in sacristy and have ready to hand to family to carry home the baptism gifts from the church.

RED ROSE – BIRTH OF A BABY:

1. A red rose is placed on the altar to signify the birth of baby of a member (or grandchild of a member).
2. A live red rose can be purchased from Giant or Safeway, or an artificial one can be used. The artificial roses and bud vases are in the white plastic box on the floor of the Altar Guild closet in Fellowship Hall.

WHITE ROSE – DEATH OF A MEMBER:

1. A white rose is placed on the altar to signify the death of a member of All Saints Church.
2. A live white rose can be used, purchased from Giant or Safeway, or the an artificiaial one can be used. The artificial rose and bud vases can be found in the white plastic box on the floor of the Altar Guild closet in Fellowship Hall.

ALTAR SUPPLIES:

1. **WEEKLY SERVICE FLOWERS:** Are delivered each week from Bowie Florist, phone 301-249-5650. The flowers come in white styrofoam containers, which the florist wants returned. Members need to be reminded to return the containers and leave them in the sacristy or the kitchen. No flowers are used during the seasons of Advent and Lent.
2. **POINSETTIAS AND LILIES:** Come from Homestead Garden and Greenstreet Growers. Need to order early. **PALMS:** Ordered by the office.

3. **SANCTUARY LIGHT:** The 14-day beeswax candle inserts are purchased from the Candle Company, Dan Orr, 443-226-8441. Style is Lux Domini. Order by the case. Replacement red or white glass globes can be obtained from Augsburg Fortress.
4. **ALTAR CANDLES AND PASCHAL CANDLE:** 72-hour oil canisters purchased Abbott. Formerly from Almy. (Abbott is better and can we can order on-line). The church doesn't have an account with Abbott tho, and we need one.
5. **COMMUNION CUPS:** Disposable cups come from Augsburg Fortress, in quantities of 1000. Order item #9786-4000-34-634. All Saints Account # is 112-020-0101. Phone number is 1-800-328-4648.
6. **WINE & GRAPE JUICE:** Wine for regular services is Taylor Tawny Port, furnished by the Watson family or purchased at Rips. Christmas and Easter are a better Port wine (e.g., Sandman) furnished by Rick & Louise Bates. The Grape juice is Welch's, from any supermarket.
7. **LINENS:** St. Patrick Purificator (chalice cloths) come from CM Almy, in stock. The customized cross and crown fair linens come from CM Almy and are special order item. Other altar cloths are available from Church Supply Warehouse. Order easy-care Polyester instead of linen because of laundering issues.
8. **BAPTISMAL FONT:** Needs cleaning on a weekly basis. Using towel, lift the copper font from the wooden base, carry to the sink in the sacristy. Pour out water remaining in the font. Clean with soap and water or copper cleaner. Supplies can be found under the sink in the sacristy). Place clean and dry font back on the base. Fresh water is added to the font just prior to the worship service.
9. **BAPTISM NAPKINS:** Are cross stitched by either Linda Baine or Angela Sichelman. Baptismal candles come from Augsburg Fortress. Baptism shells come from Thrivent. Many are available in the cupboard in the sacristy. Baptismal blankets come from Prayer Shawl Ministry. Gift bags are available in the sacristy for the families to take home their gift items.
10. **CHRISTMAS CANDLES:** There are 150 handheld plastic candle holders available in the paraments closet. Replacement candles come from the Christian Bookshop, Annapolis. Candles for the Advent Wreath are in the sacristy and are the 6-hour oil canister inserts. Slim in size, must be replaced weekly. Inserts ordered from Almy.
11. **WEDDINGS:** There is a brass Wedding Unity Candle in the paraments closet. **Must use gloves when setting up.** Candles need a specialized oil candle insert. Replacement oil is in the lower left side shelf in the sacristy. Can be ordered from Almy when necessary. No open flame wax candles allowed in the sanctuary.

POLICY/PROCEDURES
Worship and Music Ministry Team

ASSISTING MINISTER INSTRUCTIONS

The Assisting Minister is responsible for actively assisting the Pastor in the divine worship of God, leading prayers, and assisting in distribution of Holy Communion. This is an important role that should be approached with dignity, humility and care.

BEFORE THE SERVICE:

- The Assisting Minister is responsible for writing the Prayers of the People. Prayer ideas may be found in the front of LBW and ELW. Include in the prayers (by first name) those listed under Prayer Requests in the bulletin. Weekly prayers may also be found at www.sundaysandseasons.com. (User ID: allsaintsadmin, Password: JMReams).
- Plan to arrive approximately 15-20 minutes prior to the service in order to vest and prepare for worship. Robes (albs) in a variety of sizes are located in the sacristy.
- **Microphone:** Put the ear—mounted microphone on BEFORE putting on the alb. Make sure the “off” switch is easily accessible through the side seam opening. Test the switch so you are familiar with how it works. If the red light remains on, that means the battery needs to be replaced. Wearing and using the microphone is important to help project your voice and ensures those with hearing problems will be able to hear anything you read aloud. It also allows your voice to be heard on the audio recording of the services.
- Scan the bulletin for information about the service, or for any special instructions.
- Go over the service with Pastor. Check to see if there are new prayer requests to be added.
- Make sure the bread and wine are prepared and on the credence table.
- Make sure the book is on the altar and is open to the right pages.
- Five minutes before the service is about to begin, take your place inside the sanctuary. So that you are not in the way, take a seat in a chair reserved for ushers until the Order of Confession and Forgiveness.

(Altar)

Crucifer - X

Acolyte - X (BAPTISMAL FONT) Lector - X

Pastor - X Assisting Minister - X

(Sanctuary Doors)

ONCE THE SERVICE BEGINS:

- The service begins at the Baptismal font with the Order of Confession and Forgiveness of Sins.
- Following the Confession and Forgiveness, process with the Pastor, (or preceding the Pastor if there is a guest), behind the Crucifer, Acolyte, Lector, and Choir (if there is one).
- Walk slowly and with dignity. Bow at the altar.
- During the service, sit with the Pastor.
- Meet the Pastor behind the altar before the Creed.
- **Leading the Prayers:** After the Creed, turn on your microphone and offer your petitions, each followed by “Lord in your mercy” (or whatever the bulletin indicates). After the prayer, turn off your microphone.
- During the collection of the offering, prepare the table for ***The Great Thanksgiving***. Uncover the bread and pour the wine from the carafe into the empty chalices -- or follow the Pastor’s preference. After the Offertory Hymn has been sung, lead the Offertory prayer. Remember to turn on the mic before and off after.
- Assist the Pastor with distribution of bread and wine. Pastor distributes the bread; Worship Assistant distributes the Wine with the words: “*The blood of Christ shed for you.*”
- Serve around the table in a clockwise fashion. The Assisting Minister follows the Pastor approximately half way around the table and the 2nd Chalice Pourer continues pouring for the other half of the table.

- After everyone has communed, ensure that no one is waiting at the rear of the nave. Then remove the communion ware from the altar.
- Return to the altar to lead the Post-Communion Prayer. Remain in place until the end of the Post-Communion hymn.

END OF SERVICE AND DISMISSAL:

- During last hymn, at the start of the last verse, recess with the Pastor.
- The Assisting Minister dismisses the congregation with the words “Go in Peace. Serve the Lord” or similar words printed in the church bulletin. The congregation replies with the appropriate response also printed in the bulletin.
- After the service is over, return robe and microphone to the sacristy.

SPECIAL INSTRUCTIONS:

- Be sure to speak and read slowly so you can be heard.
- Whenever passing the altar, pause and bow gracefully from the waist.
- Refrain from wearing perfume or colognes, as people have allergies to them.
- When there is a **BAPTISM**, the Worship Assistant is responsible for pouring the water into the Baptismal Font. Do it LOUDLY as possible during the “water prayers.” Before the service, make sure there is water in the pitcher.

POLICY/PROCEDURES
Worship and Music Ministry Team

CANTOR INSTRUCTIONS

The Cantor is responsible for two primary functions: leading the Kyrie and intoning the Psalms during the seasons we have them.

- Plan to arrive approximately 15-20 minutes prior to the service in order to vest and prepare for worship. Robe as the Worship Assistant does. Vestments are located in the closet in the sacristy. However, if Cantor is a choir member, he/she can wear their choir robe.
- Refrain from wearing perfume or colognes, as people have allergies to them.
- The red binder containing the Sunday bulletin for use by the Cantor will be found on the counter in the Sacristy, along with the one for the Worship Assistant. Scan the bulletin for information about the service, or for any special instructions.
- Plan to review the text and music PRIOR to Sunday morning. The day of the service, recommend going over the music and rehearsing with the Music Director.
- Five minutes before the service is about to begin, line-up with the Pastor, Acolyte, Crucifer and Lector in the sanctuary.
- During the processional, walk in, following the choir, in front of the Pastor and Assisting Minister. (The Crucifer and Acolyte lead the procession.) Walk slowly and with dignity. Bow at the altar. If Cantor is a choir member, he/she should process with the choir.
- During the worship service, sit in the front row, on the right side. When leading the Kyrie and Psalms, stand and face the congregation. Position off to the side near the organ, not in the center aisle. Choir member serving as Cantor may stay in the choir loft.
- Sing in a speech-like pattern, loud enough to be heard.
- Recess at the start of the last verse of the last hymn, in front of the Pastor and Assisting Minister. If Cantor is a choir member, recess with the choir.
- After the service is over, return robe to the sacristy.

Adopted by the Worship & Music Team, Sept. 2012

POLICY/PROCEDURES
Worship and Music Ministry Team

CRUCIFER INSTRUCTIONS

The Crucifer serves an important role in our corporate worship. The Crucifer is the bearer of the Cross, leading the processional at the start of worship and the recessional at the conclusion of worship. Anyone (young or old, male or female) can be Crucifer. The only requirement is being strong enough to carry the high Cross into and out of worship. Most people ages 15 and older are able to lift and carry the Cross.

PRIOR TO THE SERVICE: Plan to arrive 15-20 minutes early to prepare for worship. Scan the bulletin for information about the service, or for any special instructions. Pick up the Cross from the Sacristy.

START OF THE SERVICE: The service begins at the baptismal font. Five minutes before the service begins, station in the sanctuary in the front of the font, holding the Cross. Crucifer stands on the opposite side of the font facing the Pastor. See illustration:
(Altar)

X - Crucifer

Acolyte - X FONT X - Lector

X – Pastor

(Sanctuary Doors)

PROCESSIONAL: When the organist begins playing the introductory verse of the opening hymn, turn and face the altar. When the congregation begins to sing the opening hymn, start walking down the center aisle, leading the processional, followed by the Acolyte, Lector, Choir, Worship Assistant, and Pastor. After reaching the altar platform area, while facing the altar, pause for a moment in reverence; then proceed to place the Cross in the Crucifer Stand located by the pulpit. Crucifer may then take his/her seat for worship.

RECESSIONAL: At the conclusion of worship, when the organist begins playing the introductory verse of the closing hymn, proceed to the Crucifer Stand and pick up the Cross. Then move to the center of the aisle platform area approximately 4 feet away from the altar step. Remain there facing the altar until Acolyte has extinguished both candles and steps off the altar platform. Then turn and lead the recessional back down the center aisle. Stand at the back side of the font, facing the altar. Remain there until the service concludes with the final words “Go in Peace....Thanks be to God”. Return Cross to the Sacristy.

Remember to walk slowly, do not rush. Any time the Crucifer approaches the altar area (with or without the Cross) pause for a moment.

Adopted by Worship & Music Ministry Team: Sept. 2012

POLICY/PROCEDURES
Worship and Music Ministry Team

LECTOR INSTRUCTIONS

Before worship begins, pick up the Lectionary Book (the one from which you read) from the Sacristy. Use the ribbons to mark the scripture lessons for the day in the Book so that you can easily turn to the readings. Please remember to read the lessons from the Lectionary Book, and the psalm from the worship booklet. Check the worship booklet to note the page numbers of the psalm and the Gospel Acclamation.

When Pastor opens the service at the baptismal font, the lector stands on the side of the font to the right of the pastor. Hold the Lectionary Book, chest high, with the front cover forward. See the illustration for starting positions:

(Altar)

X - Crucifer

Acolyte - X Font X - Lector

X - Pastor

As the procession begins, the Crucifer is first, Acolyte second, and Lector third. (Choir, Assisting Minister and Pastor will follow.) The Crucifer will pause briefly before the Altar. The Lector will proceed to the Altar, pause and then walk to the Pulpit and place the Lectionary Book on the stand, opening it to the first reading.

At the end of the worship service, the Lector follows the Crucifer and Acolyte. When the Crucifer proceeds to the Altar, the Lector goes to the Pulpit and picks up the Lectionary Book, holding it as described above. When the Crucifer begins to walk to the back, immediately walk to the Altar, pause briefly facing the Altar, and then follow the Crucifer and Acolyte.

Once at the back of the church, stand to the right of the Crucifer facing the Altar. Remain in place until the service is completed with "Go in peace . . . Thanks be to God." Return the Lectionary Book to the Sacristy.

READING

Reading the lessons is as important as the reading of the Word. PLEASE read the lessons carefully, as though the words are being heard for the very first time. Don't rush!

TURN ON THE MICROPHONE

Say "The first lesson is from the ____ Chapter of _____."

After the lesson, say "The Word of the Lord" **or** other phrase in the worship booklet.

Wait for the congregational response.

Announce the Psalm; say "Psalm ____ is found on page ____ of the worship booklet."

Announce that the Psalm will be read responsively.

Say "The second lesson is from the ____ Chapter of _____. After the reading we will sing the Gospel Acclamation found on page ____ of your worship booklet."

After the lesson, say "The Word of the Lord" **or** other phrase in the worship booklet.

TURN OFF THE MICROPHONE

POLICY/PROCEDURES
Worship and Music Ministry Team

USE AND CARE OF KAWAI PIANO

In 2005, the congregation of All Saints Lutheran Church authorized and approved the purchase of the 5'5" ebony satin Kawai baby grand piano for enhancement of worship.

1. Use and care of the Kawai piano is under the supervision of the Director of Music who will determine the schedule for tuning and any maintenance that is required.
2. Use of the Kawai piano is limited to church supported activities. Anyone who wishes to use the piano must obtain approval and authorization in advance from the Director of Music, the Pastor or the Parish Administrator.
3. Use of the Kawai piano is limited to individuals who are trained keyboardists, or they must be under the supervision of a trained keyboardist.
4. The Kawai piano will not be moved unless authorized and under the supervision of the Director of Music, The Pastor, or the Parish Administrator.
5. When the piano is not in use, the lid will set in the closed position and the Macintosh cover placed over the piano for protection.
6. The Kawai piano is under warranty with Jordan Kitts Music, College Park. Any repair work shall be performed by technicians from Jordan Kitts in accordance with the warranty.
7. The church has a contract with Jordan Kitts for seasonal tuning.
8. A humidifier has been installed in the piano which requires a solution of "Damp Chaser" be added on a bi-weekly basis. A light flashing yellow indicates it's time to add solution and a pitcher for adding the mixture to the humidifier can be found in the sacristy. Pour tap water into the pitcher to the indicator line. Mix one capful of Damp Chaser with the water. Pour and blow the solution through the plastic tubing found on the underside of the piano.
9. A trolley has been installed under the piano to enable it to be moved. There is a brake on wheel which must be released in order to move the piano.
10. Service contract information and warranty: Jordan Kitts Music, 9520 Baltimore Avenue, College Park, MD 20740. Phone: 301-345-3310, 1-800-466-9510

Adopted by Worship & Music Team, Sept. 2012

POLICY/PROCEDURES

Worship and Music Ministry Team

USE AND CARE OF RODGERS 957 TRILLIUM ORGAN

In 2001, the congregation of All Saints Lutheran Church authorized and approved the purchase of the Rodgers 957 Trillium Organ for enhancement of worship.

1. Use and care of the Rodgers Organ is under the supervision of the All Saints Director of Music who will determine the schedule and need for maintenance.
2. Use of the Rogers Organ is limited to church supported activities. Anyone wishing to use the organ must obtain approval and authorization in advance from the Director of Music, the Pastor or the Parish Administrator.
3. Use of the Rodgers Organ is limited to individuals who are trained organists, or must be under the supervision of a trained organist.
4. The organ will not be unplugged from the floor socket unless authorized by the Director of Music.
5. The organ will not be moved unless authorized by the Director of Music.
6. Organ stops and settings shall not be changed, unless authorized by the Director of Music.
7. The organ cover shall be kept closed when organ is not in use. The cover may be locked if desired. A key for unlocking the cover is stored in the church office.
8. Maintenance and Service Contract:

R. A. Daffer Organ Company
10545 Guilford Road, Suite 106
Jessup, Maryland 20794
Fax: 301-490-2183
Telephone: 1-800-419-4448 or 410-792-2252 or 301-953-2671
Technician: Ken Brown

Adopted by the Worship & Music Team: Sept. 2012

POLICY/PROCEDURES
Worship and Music Ministry Team

USHER INSTRUCTIONS

Ushers fill an important and vital role in the worship life of All Saints Lutheran Church. Ushers welcome and greet worshipers and visitors and provide guidance and assistance to make them feel welcome and comfortable at our worship services.

Before the Service

Plan to arrive approximately 15-20 minutes prior to service.

1. Wear name tag.
2. Prepare yourself to be helpful and hospitable.
3. Scan the bulletin for information about the service, or for any special instructions.
4. Ten minutes before the service begins, station outside the sanctuary door with an adequate supply of worship booklets and children's bulletins.
5. Refrain from propping the sanctuary doors open to maintain a quiet and meditative atmosphere for those people already in the sanctuary preparing for worship or listening to the prelude.
6. Greet worshipers cordially, but quietly, as they approach the sanctuary. Pass out worship booklets and children's bulletins to them.
7. Ask visitors to sign the guest book.
8. Open the doors for worshipers as they enter the sanctuary to find a seat.
9. Stay alert for those who may need assistance.
10. Inform visiting parents with small children that there is nursery service available, if they choose to use it.

Once the Service Begins and During the Service

1. The service begins at the Baptismal font. Sanctuary doors are to remain closed during the Order of Confession and Forgiveness of Sins.
2. Watch for late-comers, and have them wait in the narthex so that they may enter following the processional, during the opening hymn. No late-comer seating during the Order of Confession & Forgiveness of Sins, or any Prayer.

3. Sit at the rear of the sanctuary during the service in order to provide assistance as needed.
4. Monitor noise in the narthex.
5. Take a count of the attendees and record on a piece of paper along with the date and time of the service. After the service, place the paper on the desk of the Administrative Assistant. Be sure to include the Pastor, organist, choir and service participants in the count.

Offering

1. The offering is normally collected following Passing the Peace.
2. Proceed up the center aisle to receive offering plates from the Acolyte.
3. One pair of ushers remains in the center aisle and the other pair shall move to opposite ends of the side aisles to assist in moving offering plates from row to row.
4. After the offering has been collected and the offertory music is complete, proceed up the center aisle to present the gifts and offerings to the Acolyte. The Share Basket Carrier will accompany the Ushers to present the Bowie Pantry donations.
5. After the Acolyte has accepted the gifts and offerings, turn and return down the center aisle, removing the covers from the communion trays on both sides of the center aisle.

Communion

1. Ushers are responsible for guiding and directing the flow of worshipers during communion.
2. One pair of ushers shall remain in the center aisle inviting worshipers to the table row-by-row, starting at the front of the aisle and working back. Another usher shall station near the altar to help direct worshipers.
3. Worshipers seated on the right side of the sanctuary facing forward should be directed to the mid-point at the back of the altar, filing around to the front. Worshipers seated on the left side of the sanctuary facing forward should be directed to the mid-point at the front of the altar and filing around to the back.
4. If there is a choir, choir members commune last. Bring a filled communion tray to the choir.
5. When communion is served by stations (e.g., Christmas and Easter when floral displays surround the altar) ushers need to provide direction to worshipers. Worshipers come up the center aisle, and receive bread from the Pastor who will be

stationed in the center. They will then move to the left or right respectively, to receive wine from the Worship Assistants.

6. Keep an eye on the on the communion trays; when tray is nearly empty, move the top tray to the bottom.
7. Ushers commune last. As they leave the altar, replace the covers on the communion trays located in the center aisle.

End of Service and After the Service is Over

1. At the start of the recessional hymn, open the doors of the sanctuary and use the door stops to hold the doors in the open position.
2. Open the sliding doors to Fellowship Hall, if they are closed.
3. Return to the sanctuary to collect bulletins and other items left on the chairs. Straighten up the worship space as necessary.
4. Place lost articles in the Lost and Found box in the church office.
5. Place old bulletins in the recycling paper box in the office, next to the copier.

Other

1. Discourage movement in and out of the sanctuary during the Confession and Forgiveness, the Creed, any Prayer or during the Words of Institution.
2. On special occasions such as Easter or Christmas, know where extra chairs are available in the event they are needed.
3. Occasionally ushers will be called upon for extra assistance. For example, helping the congregation in lighting hand-held candles on Christmas Eve.

Emergencies

Remain alert to any emergency that may arise. Worshipers look to the Ushers to provide order and assistance.

- Restrooms are located in the Sunday School wing.
- A First Aid kit is located on the wall in the kitchen near the coffee pots.
- Fire Extinguishers are located as follows:

Sanctuary: On back wall, right side facing forward, behind the beam.

Fellowship Hall: On the wall, far right corner.

Kitchen: On the wall by the coffee pots.

Sunday School Wing: On wall in corridor.

- Telephones are located in the Office, Fellowship Hall, and the Kitchen in case a call to 911 is necessary.
- Sanctuary light switches are located on the wall in the sacristy.

POLICY/PROCEDURES
Worship and Music Ministry Team

WEDDING ASSISTANT SERVICE

INTRODUCTION:

The mutual needs of wedding parties, their families and guests, pastor, director of music, janitor, and congregation are best served by having trained members of the congregation assist with the planning, rehearsal, and wedding service of those being united in marriage at All Saints Lutheran Church. It is strongly recommended that two Wedding Assistants be present at each wedding.

1. As soon as the rehearsal and wedding dates are finalized with the Pastor and/or Parish Administrator and placed upon the office calendar, the pastor will advise the Wedding Assistant Coordinator of those dates. The pastor will give the name and number of the Wedding Assistant Coordinator to the bride. The bride will contact the Wedding Assistant Coordinator well in advance of the wedding in order to clarify specific needs.
2. Wedding Assistants will manage:
 - a. The arrangements for the bride and her attendants to dress at the church if desired and provide needed door hangers, mirror, etc.
 - b. Facilities in which the men may dress at the church if desired.
 - c. Arrangements for a temporary studio if requested by the photographer.
 - d. Provision of “emergency” items such as first aid supplies, ironing equipment, paper products, needle and thread, etc.
 - e. Arrangements for receiving, placing and distributing flowers as well as runners, pew markers, unity candle and other special decorations. Coordination for the guest book, bulletins, and bird seed/rice/bubbles are also under the Wedding Assistant’s supervision.
 - f. Arrangements for kitchen equipment and other articles that may be needed by vendors and caterers for a rehearsal dinner or reception on the wedding day. Wedding Assistants do not participate in any preparations for a rehearsal dinner or reception unless specifically requested by the bride and groom and willingly agreed to by the Wedding Assistants.
 - g. Preparation of the narthex (cleaning off tables, removing boxes and containers, chairs for seating if needed, etc.)
3. Prior to the service, Wedding Assistants will arrive in a timely manner so as to be ready to receive deliveries, greet members of the wedding party and guests, and:
 - a. Prepare the church for the wedding.
 - b. Be sensitive to the needs of all persons, including but not limited to: musicians and soloists, the bride and her sense of appropriate timing, provide encouragement to ushers to seat guests, and keep the bride

- informed of how things are going in the church and the time remaining before the ceremony.
- c. Inform guests where to hang coats and place wedding gifts, the location the restrooms (making sure the handicapped facility remains unlocked when not in use), and render other hospitalities as necessary.
 - d. As the announced time of the service approaches, watch for guests coming in from the parking lot before seating the mothers of the bride and groom.
4. During the service Wedding Assistants remain in the narthex in order to:
 - a. Answer the telephone and host latecomers, delivery personnel or others visiting the church or meeting in other places in the building.
 - b. Assist with special needs of persons attending the wedding. The Wedding Assistant is not responsible for childcare in the church nursery; prior arrangements must be made if childcare is desired.
 - c. Open and close the doors into the sanctuary at the beginning and ending of the service.
 5. After the service, Wedding Assistants will:
 - a. Facilitate and expedite the formation of the receiving line.
 - b. Facilitate the gathering of people needed for photographs.
 - c. See that those who dress here take all their personal belongings with them so that nothing is left behind.
 - d. Help the wedding party pack up all the supplies brought for use during the service (wedding bulletins, flowers, unity candle, per markers, etc.).
 - e. Return the classroom(s) and narthex to a normal configuration. The janitor will clean after the wedding.
 - f. Wedding Assistants are not expected to stay for or attend the reception unless specifically invited by the bride and groom and willingly agree to stay.
 6. The best estimate of the Wedding Assistant's time commitment would be a total of six hours minimum. This time estimate includes:
 - a. Planning, usually by phone: 30 minutes to one hour total.
 - b. Rehearsal: one to two hours.
 - c. Wedding day: four to six hours.
 7. Equipment available:
 - a. The Unity Candle (white gloves are to be worn when handling the brass).
 - b. Steam iron and ironing board (located in the sacristy).
 8. Congregation policies regarding weddings include:
 - a. No smoking anywhere in the building.
 - b. Use of alcoholic beverages on premises is prohibited.
 - c. Only dripless candles may be used in the building.
 - d. Distribution of bird seed/rice/bubbles is to be done outside the building.
 - e. Spills on the carpeting must be cleaned up immediately.

- f. Commercial vehicles of the vendors and limousine service may temporarily be parked at the front door curb to unload equipment or supplies. These vehicles must be moved immediately thereafter to assure arriving guests full curbside access at the front entrance and appropriate use of the marked handicap-accessible parking places.
- g. Flash pictures may be taken in the narthex as the wedding party enters and leaves. During the service neither flash pictures nor moving photographers/videographers are allowed. Available-light photos may be taken from the rear of the sanctuary.
- h. The paraments used will be those appropriate to the church liturgical calendar.

POLICY/PROCEDURES

Youth Ministry Team

Constitution/bylaws specifications relating to the Youth Ministry Team

C13.06.02c: The Youth Ministry Team shall foster and nurture Christian spiritual and social values in our youth through the development and implementation of programs that increase spiritual awareness and understanding, minister to God's people, and encourage outreach and fellowship.

What we do:

Teen Youth Group

The Youth Ministry Team is responsible for the operation of the Teen Youth Group at All Saints. The Teen Youth Group is open to youth from the summer before they begin seventh grade through the summer after they leave twelfth grade. Parents or guardians of Teen Youth Group members will be considered members of the Youth Ministry Team.

The Teen Youth Group has two primary fellowship opportunities, which are facilitated by the Youth Ministry Team:

- Youth Group meeting

The Youth Group should meet twice a month at a time agreed upon by Youth Ministry Team and Teen Youth Group members. Recently this has been after the 11 o'clock worship service on second and fourth Sundays of the month. Food and drinks should be served, paid for out of the Youth Ministry Team line on the Spending Plan. Activities at Youth Group meetings have included short theological or other videos for discussion, managing the allocation of the Teen Youth Group Kiva.org account (see note below) and playing games like The Comfy Chair. Mostly it is a time to touch base and spend time together.

- Lock-In

The Teen Youth Group should have a monthly Lock-In at the church, at a time agreed upon by the Youth Ministry Team. Recently this has been on a Friday evening into Saturday morning. Activities at a Lock-In usually include video games and movies, and sometimes conclude with a Morning Prayer service.

- In addition to the primary fellowship opportunities, the Teen Youth Group sometimes has special events, like going *en masse* to go see a movie in a local theater. Payment for such events is usually covered by or subsidized by Youth Ministry Team funds.

There are also three gatherings in which the Teen Youth Group takes part:

- The triennial National Youth Gathering of the ELCA is an opportunity available to youth from the summer before they begin ninth grade through the summer after they complete twelfth grade.
- Shekinah is a gathering of the D.C. Metro Synod open to youth currently in seventh and eighth grades.
- Chrysalis is a gathering of the D.C. Metro Synod open to youth currently in ninth through twelfth grades.

The Teen Youth Group usually has one primary service opportunity per year, which is facilitated by the Youth Ministry Team:

- Summer Mission Trip

On years that the Teen Youth Group doesn't attend the National Youth Gathering, the Youth Ministry Team will facilitate a youth Mission Trip for members of the Teen Youth Group. Recent trips have been to several parts of West Virginia, and have partnered with Youth Groups from nearby congregations (United Parish of Bowie in 2010 and Joy Reigns Lutheran Church in 2011).

- There has been some discussion of adding a local service opportunity in Washington D.C. as a regular event as well (e.g. an annual weekend at the Steinbruck Center)

Responsibilities:

The Youth Ministry Team will ensure that:

- All members of the Teen Youth Group will have filed a Youth Events Permission Slip [sample form is appended to this document] with the church office before participating in Teen Youth Group events.
- Guests of members of the Teen Youth Group who attend events (e.g. a Youth Group meeting, Lock-In or trip to see a movie) will have received permission to attend the event and will have given parent or guardian contact information to a member of the Youth Ministry Team.
- Events facilitated by the Youth Ministry Team will have a sufficient number of chaperones to supervise the youth who are participating, and that those chaperones will be adults who are more than 20 years of age and who have a completed background check on file with the church office.

- Sufficient notice is given to the church office for Teen Youth Group events on church property to allow for coordination of facility usage.
- Sufficient time is allocated to set up an event on church property in advance and clean up the event afterwards so that the facilities that are used are left in the same state as they were found.
- The southern part of the south-east classroom (which the ASLC Council designated as the Youth Room in 2008) is kept reasonably neat and tidy.
- Proper accounting is made of the use of Youth Ministry Team funds.

Resources:

The Youth Ministry Team is responsible for managing the accounts and resources related to Youth activities. These include:

- Spending line 470 in the Spending plan – used for expenses related to Teen Youth Group activities.
- Youth Money Market Account – used to hold receipts related to Mission Trip contributions and fundraising.
- Kiva.org - the Teen Youth Group has an account with the microlending organization Kiva.org (\$287.66 as of 10/2/2012), which is available for lending out to development projects around the world. The username for the account is all.saints.future@gmail.com. The password is chickenbutt.
- There is also a Gmail account, which is used as the verification address for Teen Youth Group online activities. The account is all.saints.future@gmail.com. The password is L33tJ3sus.
- The Teen Youth Group also has an XBOX360 and a Wii, as well as a 2.1 amplifier and speaker system (separate from the identical 2.1 amplifier and speaker system that is kept by the congregation as a whole)

**This Permission Slip must be Submitted to a Youth Leader
before participation in Youth Events**

Permission Slip for Youth Events at All Saints Lutheran Church

Participant's Full Name: _____ Grade: _____

M / F

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____

Parent/Guardian Names _____

Day Phone : _____ Night Phone: _____ Mobile Phone: _____

I/We the undersigned have legal custody of the participant named above, a minor, and have given our consent for _____ to participate in the activities of the All Saints Lutheran Church Youth Group for _____. I give my permission to engage in all activities except as noted on the back of this form. I understand that I am responsible for arranging this young person's transportation to and from events (even if dismissed prior to the official end of the event because of unruly behavior). I also give permission for photographs or video of my child to be used by the church for promotional or other purposes.

In case of medical emergency, I understand that every effort will be made to contact the parent or guardian. In the event that I cannot be reached, I hereby authorize and consent to any x-ray, examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any licensed medical personnel on the staff of any licensed hospital. This authorization is given in advance of any specific diagnosis, treatment or hospital care required, but is given to provide authority and power to render care which is deemed advisable in the best judgment of the physician. I am responsible for payment of all fees incurred.

I hereby agree to hold harmless, and waive any claim against, the All Saints Lutheran Church, its members, representatives, officers, agents, employees, directors, and each of them, for any and all past, present or future loss to property, and/or bodily injury resulting from any activities engaged.

Please Check any of the following that apply:

_____ ***My child has permission to ride home with another parent.***

_____ ***I will meet my child at the end of youth events.***

Signature _____

Date _____

Relationship to the Participant _____

Signature _____

Date _____

Relationship to the Participant _____

MEDICAL INFORMATION

Full Name of Minor:

Birth Date of Minor: _____ Date of Last Tetanus Shot:

Family Physician: _____ Phone:

Family Dentist: _____ Phone:

Insurance Company: _____ Policy #:

Name of Policy Holder: _____

If necessary, describe in detail the nature and severity of any physical and/or psychological ailment, illness, propensity, weakness, limitation, handicap, disability, or condition to which your child is subject and of which the staff should be aware, and what, if any action of protection is required on account thereof. Submit this notification in writing and attach it to this form. Include names of medications and dosages that must be taken.

Check the following areas of concern for this participant.

If necessary, add another page with details.

1. For your child's safety and our knowledge, is your participant a ?

good swimmer

fair swimmer

non-swimmer

2. Does your child have allergies to any of the following?

pollens

medications

food

insect bites

Please list:

3. Does your child suffer from, or has ever experienced, or is being treated currently for any of the following?

asthma
epilepsy / seizure disorder
heart trouble
diabetes

frequently upset stomach
physical handicap

4. Does your child wear any of the following?

glasses
contact lenses

Please list and explain any major illnesses the child experienced during the last year:

Additional comments:

Should this child's activities be restricted for any reason? Please explain:

Special needs (including dietary):

EMERGENCY CONTACT PERSONS

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Name: _____ Relationship: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

COMMUNITY AGREEMENT FOR ALL PARTICIPANTS

For your information, we expect each participant to conform to these rules of conduct.
(Participants who fail to comply with these expectations may be sent home at their parents' expense)

1. Participation with the group and being on time for all gatherings
2. Respect of property; treat indoor space appropriately
3. Respect of the efforts of others
4. Respect of others participant's opinions and bodies
5. Respect of staff and other adults working with teens
6. Speaking with courtesy and respect to all; no foul language will be tolerated.
7. Disruption that takes away from class time does not respect the rights of others to be in a safe, uninterrupted educational and fellowship space.
8. No possession or use of alcohol, drugs, tobacco or weapons will be tolerated. Anyone breaking this rule will be sent home immediately.
9. No offensive or immodest clothing
10. No boys in girls' sleeping quarters and no girls in boys' sleeping quarters
11. Do not leave the event site without the permission of an adult advisor.

I understand that these agreements are meant to make this event the best, safest and most fun possible for everyone and that if I violate any of them, the leadership team will have the authority to determine appropriate consequences. I have read and agree to live by these standards.

Participant's signature

Date

POLICY/PROCEDURES

Arts Program Bylaws

Article I: Name and Objective

1. The name of this organization is the All Saints Lutheran Church Arts Program (hereafter "arts program"). The arts program may foster exhibits and performances of performing and visual arts, crafts, and other means of cultural expression. It may do so through individual or multiple series of programs, e.g., a music series or a drama series.
2. This program is established to support the mission of this church. Following a long Lutheran tradition of supporting the arts, this program will promote the arts, enhance the quality of life of members of the congregation and its surrounding community, while developing understanding of various vehicles of human culture. The program facilitates congregational fellowship and provides a bridge to the evangelism and social ministries of ASLC.

Article II: Directors

Directors are volunteers drawn from the ASLC congregation. Directors may chair committees of the arts program, serve as officers of the program, or both. Collectively, these persons constitute a board of directors (hereafter "the board"). The ASLC directors may supplement the board with persons who are not members of ASLC but who share the goals of this program and offer expertise specific to aspects of the arts program.

Article III: Officers

Officers of the board include a president, vice president, secretary, financial secretary, and information officer, elected by the board and ratified by the congregation council. Directors elect officers for a one-year term, and officers may be re-elected. The officers constitute the executive committee of the arts program. The board may remove officers who accrue three successive, unexcused absences during their term of office.

Article IV: Duties of Officers

1. The president presides at meetings of the board and reports periodically to the ASLC congregation council. With concurrence of the executive committee, the president appoints directors to chair committees of the program. The president may request committee reports as needed and represents the program to appropriate persons beyond ASLC. The president may delegate specific responsibilities to the vice president.
2. The vice president assumes duties of the president in the event the president is unable to fulfill the enumerated responsibilities. In the event of an interim vacancy in the office of the president, the vice president fulfills presidential responsibilities until the next scheduled election.
3. The secretary keeps minutes of board meetings and may answer correspondence at the discretion of the president.

4. The financial secretary maintains an accounting of program contributions and expenditures.
5. The information officer provides information on the arts program to various ASLC organizations, such as newsletter editor and council, as well as to community media.

Article V: Meetings

The board shall meet monthly until such time as a less-frequent schedule may be in order. The executive committee may call additional meetings. A majority of directors constitute a quorum to conduct board business. Board meetings proceed according to Roberts Rules of Order. Members and staff of the ASLC congregation who are not serving on the board shall have voice but not vote.

Article VI: Committees

The arts program shall establish committees to oversee governance, performance/exhibit program, marketing/publicity, hospitality, and finance. The executive committee shall encourage members of the congregation to serve on the various committees and may supplement committees with non-members of the congregation, as needed.

1. Performance/exhibit committee. This committee serves as a review panel to determine appropriate performers for the performing-arts series. If the original concert series foreseen in the arts program is expanded to a dramatic-arts series, a series of fine-arts exhibits, or the like, separate committees may be established to serve as a review jury for each series.
2. Marketing and publicity. This committee shall seek to publicize the arts program through various media, create and produce programs for each performance or exhibit, and work with appropriate community resources to advance familiarity with the program.
3. Hospitality. This committee shall facilitate receptions for those attending events sponsored by the arts program.
4. Finance. This committee shall establish a budget for each series to be undertaken and seek financial means to support the program.

Article VII: Budget and Finance

The arts program will submit an annual budget to the ASLC congregation council. The program may solicit donations at its events. As an outreach activity of ASLC, the program will determine beneficiaries of its fundraising and may seek donations for a specific cause, which will be consonant with the purposes of the social ministry of ASLC.

When a concert seeks donations for a specific cause, it will indicate publicly the percentage of donations, receipts, or profits that will be dedicated to the charitable purpose. No less than annually, the program will determine an amount to be donated to the overall benefit of the congregation. Such donations may be

unrestricted or they may target specific aspects of the congregation's property that will benefit the various ministries of ASLC, as well as congregational worship and the arts program itself. Such targeted donations must be acceptable to the congregation. The program may carry over from one annual period to the next an appropriate portion of donations for the purpose of meeting the expenses anticipated in its approved budget.

Article VIII: Amendments

The board may amend these by-laws by proposing an amendment at a regular or special meeting, informing directors of the amendment, and voting on the amendment at a subsequent meeting. Amendments will be submitted to the congregation council, which will determine whether the proposed amendment conflicts with congregational governance documents. On receipt of confirmation that amendments do not conflict with ASLC governance documents or if the board receives no statement of conflict from congregation council within 90 days of submitting a proposed amendment, such amendment shall become effective.

POLICY/PROCEDURES
Audit Committee

Constitution/bylaws specifications relating to the Audit Committee

C13.02b: An Audit Committee, consisting of membership as specified in the bylaws, shall be elected by the Congregation Council. Committee members shall not be members of the Congregation Council. Term of office shall be two years. Members shall be eligible for reelection.

C13.02.01b: The Audit Committee shall consist of three voting members of the congregation. The Committee shall perform the annual audit of the records of the treasurer, financial secretary, the Mission Endowment Fund Committee, the Scholarship Committee, and any other accounts of the congregation. The Audit Committee shall see that all financial transactions of this congregation are conducted according to generally accepted accounting and cash management practices. The Committee shall submit a written report of their findings and recommendations to the Congregation Council and to the congregation at the annual congregation meeting. An annual audit of the preceding year's financial records shall be performed no later than June 30 of each calendar year.

Responsibilities, Functions and Procedures of the Audit Committee

POLICY/PROCEDURES
Capital Improvement Committee

Constitution/bylaws specifications relating to the Capital Improvement Committee

C13.02.01g: The Capital Improvement Committee shall be responsible for planning and providing recommendations to the Council to improve the physical facilities of the congregation. The Committee shall prepare and maintain a long-range plan to improve and upgrade the facilities of the congregation. This plan will be updated and reviewed by the Council for potential inclusion into the finance and budget system. This Committee shall work closely with the Property Management Ministry Team. The Committee shall implement approved plans to obtain the capital improvement with the aid of the appropriate Ministry Teams, Committees, and officers of the council.

Functions and Responsibilities of the Capital Improvements Committee

POLICY/PROCEDURES

Executive Committee of the Congregation Council

Constitution/bylaws specifications relating to the Executive Committee

C13.06.01: The Executive Committee shall be chaired by the president of the Congregation Council and shall be composed of the officers of the congregation. All officers shall have voice and vote. The pastor shall be an ex officio member of the Committee with voice and vote. The president may appoint one voting member of the congregation to the Committee with voice and no vote. The function of the Executive Committee is to support the Congregation Council and its activities by ensuring that the business of the Congregation Council flows in an even and scheduled fashion; to provide a forum for consultation relative to special topics and Congregation Council meeting agendas; to ensure that performance evaluations are conducted annually for all paid staff; and to make salary recommendations for all paid staff. The Executive Committee shall ensure that the appropriate ministry team leaders are consulted when completing the evaluation of paid staff whose duties relate directly to the responsibilities and functions of the ministry team.

C12.04.02: Council liaisons shall be selected by the Executive Committee of the Congregation Council following collaboration with the council members.

C13.06.02: If a Ministry Team leader position becomes vacant during the appointed term, the Executive Committee shall collaborate with the Congregation Council liaison on the selection of a new leader. If a team leader is not identified, the Executive Committee may then appoint a council member on a temporary basis as a Ministry Team leader until the team leader position is filled permanently. The Executive Committee shall collaborate with members of the Congregation Council on the selection of Ministry Team leaders. Executive Committee recommendations shall be presented to the Congregation Council for approval.

Expectations for all leaders

Model the purpose of the church as described in C4 of the ASLC Constitution

Worship routinely and frequently

Continue to grow in discipleship by participating in adult learning

Read the Bible daily

Pray daily for the world, individual needs and yourself

Be the human “flesh and blood” of hospitality and Christian love to everyone at All Saints Church and to all who encounter you in your daily life

Encourage the Saints as we journey together in mission

Support God’s mission financially with regular offering to the unified budget and our capital campaign

Communicate frequently and informally with each other

Engage with each other in open, honest conversation, respecting each other as a child of God

Maintain trust among each other by keeping specific comments confidential

Continue to develop your own special gifts and ministry-specific skills

Responsibilities and functions of all officers

Participate in the whole life of the congregation and support the work/programs of all committees, teams, and task forces

Work to ensure that roles/tasks necessary for the congregation to fulfill its mission are filled/accomplished with attention to people's gifts

Regularly attend all council, executive committee, ministry night and congregational meetings as well as leadership retreats

Serve as signatory for checks and legal documents

Be familiar with the constitution and bylaws

Communicate information regularly to the congregation via bulletin inserts, *Grapevine* articles, et al.

Relay reports to council by the Sunday prior to council meetings

Have a working knowledge of All Saints policies and procedures

Additional responsibilities/functions of the Executive Committee

Through monthly council agenda planning, assure the smooth functioning of the Congregation Council (cf. C13.06.01)

Provide regular opportunities for council's long term visioning and planning

Select ministry team leaders in collaboration with team liaisons (Ministry team leader terms are for one year and they begin on the first of May. There are no term limits for ministry team leaders.) (cf. C13.06.02)

Assure that Audit Committee members are elected by council every two years (C13.02) and that the annual audit is completed as prescribed in C13.02.01 by June 30th of each calendar year

Work to ensure that development and training opportunities are available for leaders of the congregation; organize and host leadership retreats, preferably twice a year

POLICY/PROCEDURES

Governance Committee

Constitution/bylaws specifications relating to the Governance Committee

C13.02.01i: The Governance Committee shall be appointed by the Congregation Council. The Committee shall review policy and make recommendations on proposed policy to the council, make recommendations on changes to the constitution and bylaws, consult with other Ministry Teams and Committees relative to procedures and policy proposals, and provide presentations and/or briefings to the congregation relative to the adoption of changes to the constitution and bylaws. The Committee shall review, update, and maintain this congregation's Policies and Procedures Handbook.

Responsibilities and functions of the Governance Committee

- Subsequent to each ELCA churchwide assembly, the committee shall review any approved changes to the ELCA model constitution and advise the church council regarding any amendments that should be voted upon at the next annual meeting of the congregation for incorporation into our ASLC constitution.
- The committee shall consult with the congregation council, ministry teams, and committees regarding any proposed updates, amendments, or reviews of the church's constitution/bylaws and policy/procedures manual. The Governance Committee shall review with them the amendment and notification process that applies to those changes as outlined in C16, C17, or C18 of the constitution/bylaws.
- The committee shall assure that all electronic and printed office and posted copies of the ASLC Constitution/bylaws and Policy/Procedures Handbook are promptly updated subsequent to every approved changes to either.
- The committee shall undertake a thorough review of the Policy/Procedures Handbook every five years and shall prepare an update in both hard copy and electronic (word document and PDF) format.

POLICY/PROCEDURES

Memorials Committee

Constitution/bylaws specifications relating to the Memorials Committee

C13.02.01e: The Memorials Committee shall consist of three voting members of the congregation. Committee members shall be appointed jointly the Congregation Council president and the pastor and may serve for three years. The pastor and Congregation Council president shall be *ex officio* members of the Committee. Members shall be eligible for reappointment. The committee shall be responsible for acknowledging gifts and recommending to the Congregation Council items and/or projects for expenditure from the All Saints Lutheran Church Memorials Fund. The fund shall be comprised of gifts to All Saints Lutheran Church contributed by members and friends to remember or honor someone, excluding those given to support scholarships, the Mission Endowment Fund, or capital improvement campaigns. The Memorials Committee shall honor requests from the families for which memorial gifts to All Saints Lutheran Church were generated, following discussion between the family and the pastor about such gifts. The Memorials Committee shall request and review suggestions from any congregational committee, ministry team, or member regarding expenditures from the fund. The Memorials Committee must coordinate requests for consensus among the members of the relevant congregational committees or ministry teams. The Memorials Committee shall consider suggestions for expenditures that enhance the mission and ministries of this congregation, represent one-time tangible items and/or projects that are enduring testimonials to those honored through the memorial gift, and are not budgeted expenditures, emergency requests, or annual collections.

Responsibilities, Functions and Procedures of the Memorials Committee

Policy

It is the policy of the ASLC Memorials Committee to honor the wishes of the families and friends who establish memorial or honorary funds to the extent possible within the jurisdiction of the ALSC-constitution and bylaws and these procedures. In discharging these responsibilities, the committee will be considerate and respectful to those who have established the funds. Committee members will ensure that all expenditures are made in a manner that enhances the mission and ministries of ASLC.

Definitions

A memorial fund is a fund established in the memory of a deceased person.

Memorial gifts are donations designated for a memorial fund.

An honorary fund is a fund established in honor of someone living.

Honorary gifts are donations designated for an honorary fund.

The ASLC Memorials Fund is the accounting fund, which is the aggregate of all memorial and honorary funds and accrued interest.

The Standing Memorial Gift List is a prioritized list of Congregation Council approved memorial items or projects for which no available money has been identified to date.

Process

Memorial Funds: At the time of the death of an individual member or friend of the congregation, the Pastor of ASLC (or, in the pastor's absence, the pastor's designated substitute) will speak with family members about whether or not they would like to have a family memorial fund established. Also at this time, the family will be given the opportunity to specify how they would like the fund to be used. They may select from the Standing Memorial Gift List or make a different suggestion. If a different suggestion is made, the family will be advised that their request will require approval as discussed in paragraph 5.2.2. If a family does not wish to identify a specific use for their memorial fund, they may elect for the fund to be expended at ASLC's discretion in support of the church's mission and ministries. Or, the family may elect to specify the fund's use at a later time. The Memorials Committee will be advised of the family's decision. Under any of these situations, memorial gifts will be expended in accordance with the procedure herein.

Honorary Funds: Oftentimes, honorary gifts follow conversations with various church leaders about suggestions for honoring someone. The family or friends who establish an honorary fund may specify its purpose or they may elect for the fund to be expended at ASLC's discretion in support of their mission and ministries. Under either situation, honorary gifts will be expended in accordance with the procedures herein.

Memorial and Honorary Gifts: Members and friends of All Saints Lutheran Church (ASLC) may make contributions to ASLC in memory of the deceased or in honor of the living. These contributions are gifts to ASLC, which are expended in a manner that enhances the mission and ministries of ASLC as outlined in this policy and procedures.

Gifts are received and processed by the Financial Secretary and Treasurer who work together to maintain the balances for the various funds that may be active in the ASLC Memorials Fund, including tracking gifts and expenditures. On an annual basis, the Treasurer provides the Memorials Committee with a listing of Memorials Account Expenditures for the fiscal year, and an ending balance of Memorials funds.

Procedures

Acknowledge gifts

During the Financial Secretary's routine accounting, the Memorials Committee chair is notified of the receipt of all memorial and honorary fund donations. Information

includes the donor's name, the date of the gift, and the amount given. If the donor is a non-member, their address also is provided.

- a. The Memorials Committee chair sends a thank you to the donors acknowledging their gift to ASLC. The amount of the gift is acknowledged for income tax purposes.
- b. The family or friends who established the fund will be notified of the total amount contributed along with individual donor names and addresses for non-members.
- c. If donations are specifically identified for scholarships, support of capital improvement campaigns, or other special accounts, the treasurer is requested to transfer the donation to the appropriate account for that leadership team to manage.
- d. The Memorials Committee will collaborate with the leadership team managing a memorial or honorary fund and maintain a record of how the funds have been expended. The Memorials Committee will serve as liaison to the family or friend regarding these expenditures.

Conduct Reviews

Criteria for Appropriateness of Fund Expenditure

The following criteria shall be applied by the Memorials Committee during their review process for recommendation to the Congregation Council for a fund's expenditure.

- a. The request must be for a one-time tangible item(s) and/or project(s).
- b. Items/projects must enhance the mission and ministry of ASLC.
- c. Items/projects must not be included in the annual spending plan.
- d. The ASLC Memorials Fund must not be used as a "slush" fund for operational expenses.
- e. Any item or project for which there is an annual collection must be approved by the Pastor and the Memorials Committee.

Any exceptions to the above must be approved by the Congregation Council.

Review of Memorials and Honorary Funds

When family or friends request that their established fund be expended for a specific item or project that is not on the ASLC Standing Memorials Gift List, that request is reviewed for appropriateness per the above criteria. If Memorials Committee members have any concern about the request, the committee will inform the pastor and Congregation Council president and recommend steps to resolve the concern. Recommendation is then made to the Congregation Council for approval of fund expenditure. The committee then

collaborates with the appropriate ministry team or congregation committee for their expedient expenditure of that fund.

If a fund has been in existence for a period of three or more years with no specification of how the fund is to be used, after discussion with the pastor and council president, the committee chair will contact the party that established the fund and encourage the party to specify a use. If the party has no suggestion for the fund's use, it is appropriate to suggest a selection from the Standing Memorials Gift List. If no specification is made at that time, the Memorials Committee will revisit the situation on an annual basis. The use of this fund will remain open to the establishing party until such a time as they cannot be reached or the Congregation Council approves use of the fund without the party's specification.

Review of the ASLC Standing Memorials Gift List

In October, the Memorials Committee will invite ministry teams, congregation committees, and the congregation membership to make suggestions for memorial items or projects. These suggestions shall be reviewed per 5.2.1, coordinated with the appropriate leadership teams, and provided to the Congregation Council along with recommendations and identification of any available funds for expenditure. Approved expenditures will be coordinated with the appropriate ministry team or committee for expedient expenditure. Approved suggestions for which funds are not available at that time, will be maintained on the ASLC Standing Memorials Gift List.

Publish Articles

Notice may be published periodically in the ASLC newsletter stating which items/projects were purchased/conducted with memorial gifts. The news item will include names of those remembered/honored.

Twice each year, the Standing Memorials Gift List will be published in the ASLC newsletter. This provides the opportunity for members to select a gift with which they may wish to remember or honor someone.

Maintain the Memorials Book in the Narthex

Once memorial or honorary funds are expended, the Memorials Book will be updated. Each update is to list the name(s) for which the fund was established and the items/projects purchased along with the date.

POLICY/PROCEDURES

Mutual Ministry Committee

Constitution/bylaws specifications relating to the Mutual Ministry Committee

C13.02d: A Mutual Ministry Committee shall be appointed jointly by the president and the pastor. The term of office shall be two years, with three members to be appointed each successive year.

C13.02.01d: The Mutual Ministry Committee shall consist of six voting members. The Committee shall act as a personnel interface between/among the congregation and the pastor, employees, council officers, and the Committees and ministry teams of the congregation. This interface will afford members of the congregation a direct avenue to discuss their concerns and suggestions to improve conduct of service, congregation activities, responses to members, and pastoral support. By listening, interpreting, advising, conferring, evaluating, and if necessary, recommending Congregation Council action, the Committee will facilitate collaboration in areas of membership, service, and pastoral support. In the area of conflict resolution, the Committee shall provide a forum where members and employees of the congregation may voice their concerns and reach a mutually acceptable settlement of these concerns. The Committee shall provide the pastor and other paid staff with the opportunity to apprise the Committee of their activities. The Committee chair shall serve as a member of the performance evaluation team for the pastor.

Responsibilities, Functions and Procedures of the Mutual Ministry Committee

- The Mutual Ministry generally meets on the last Tuesday of the month from August to June with exception of November and December. The November and December meeting is typically conducted the second Tuesday of December.
- An agenda is sent to members in advance of each meeting.
- Written minutes are developed and reviewed in the next meeting.
- Responsibilities:
 - Provide an evaluation of the Pastor to the Executive Committee by October of each year.
 - Provide a forum where members of the church staff may voice concerns.
 - Listen to congregational concerns and make recommendations to the Council.
 - Provide support to the Pastor and all paid staff.
 - Discuss annual challenges.

POLICY/PROCEDURES

Nominating Committee

Constitution/bylaws specifications relating to the Nominating Committee

C13.02a: A Nominating Committee, consisting of membership as specified in the bylaws, shall be elected at the annual meeting for a term of one year. Members of the Committee are not eligible for consecutive reelection.

C13.02.01a: The Nominating Committee shall consist of four voting members of the congregation. The pastor shall be an *ex officio* member of the Committee with both voice and vote. One member of the Committee shall be an outgoing member of Congregation Council. In preparation for the annual congregation meeting, the Committee shall develop a slate of candidates for the offices of treasurer and financial secretary, vacancies on the Congregation Council, members of the Nominating and Mission Endowment Fund Committees and the voting members to the Synod Assembly.

Responsibilities, Functions, and Procedures of the Nominating Committee

The team should convene in September of each year to begin the process of preparing a slate of candidates for each of the following positions:

Congregation Council (determine number and length of vacated terms)

Financial Secretary and Treasurer for the upcoming year

Synod Assembly for the upcoming year

Nominating Committee for the upcoming year

Mission Endowment (determine number and length of vacated terms)

Guided by prayer and reflection, the committee shall strive to identify candidates whose interests, sense of calling, and skill sets match the expectations of the position and to offer a slate that provides choice among several candidates for each vacancy.

Upon convening, the committee should proceed with the following steps:

- Elect a committee chair.

-Identify the number and the length of the MEF and council terms to be filled.

-Contact the current members of council and MEF whose terms expire. Discuss with them their willingness to be nominated for another term MEF members can be elected "for two consecutive terms, or a total of six consecutive years."

[C5.05.01a] Council members can serve "no more than six consecutive years." [C112.02]

-Contact appropriate potential ASLC members to fill each vacancy, discussing the expectations of the position, and determine their willingness to be nominated.

-Compile a complete slate of nominees to be recommended to the council at its regularly scheduled November meeting.

-After approval of the slate in November, solicit a (1/2 page max.) biography from each nominee to be included in the annual report. Submit biographies to the Nominating Committee chair and church secretary by December 30.

-Compose a committee report for the annual report, to be submitted to the church secretary by December 30.

-Identify possible team/committee leads from your conversations and invitations.

POLICY/PROCEDURES

Scholarship Committee

Constitution/bylaws specifications relating to the Scholarship Committee

C13.02.01f: The Scholarship Committee shall consist of three voting members of the congregation and be responsible for expenditures from the account(s) to which members and friends of the congregation may make contributions to the Scholarship Fund. The Committee shall raise funds, acknowledge gifts, establish the scholarship application process, set eligibility requirements, publicize the process, determine selection criteria and award scholarships. Members shall be appointed jointly by the Congregation Council president and the pastor and may serve for three years. Members shall be eligible for reappointment. The pastor and the Council president shall be *ex officio* members of the Committee.

Responsibilities, Functions, and Procedures of the Scholarship Committee

The ASLC Scholarship Committee will meet four times a year to plan and implement the All Saints Lutheran Church Scholarship. Meetings may be held virtually, i.e., via electronic means, as well as in a physical location.

The month of May has been designated as ASLC Scholarships month. Members of the congregation will be sent a letter in May requesting funding for the ASLC Scholarship Program. Notices will also be included in the May ASLC Grapevine and the weekly ASLC bulletins. Contributions to the ASLC Scholarship program will also be gladly accepted at any time during the year. Additional solicitations may be undertaken but will be scheduled so as not to conflict with other congregational fundraising events. All contributions made to the ASLC Scholarship Program will be acknowledged by a thank-you letter and recorded on the ASLC Giving Record.

Scholarship applications may be picked up after February 17 at All Saints Lutheran Church or online at www.allsaintsbowie.org.

Applications **MUST** be completed and returned **by May 1** prior to the academic year for which a scholarship is sought. Applications will be accepted one of three ways: electronically sent via email to a committee member or the church email; dropped off at the church and left in the scholarship box; sent to the church by US mail.

Scholarships amounts will vary year to year dependent upon how much money is raised. The scholarship awards ceremony will occur during the worship service at ASLC the first Sunday in August.

All Saints Lutheran Church



Bowie,
Maryland

2013-14

INITIAL SCHOLARSHIP APPLICATION
Three-part application is included

**Applications and Letters of
Reference are due by
Sunday, May 1, 2013**

For Information: 301.249.6300
Contact: All Saints Lutheran Church
Scholarship Committee



All Saints
Lutheran
Scholarship
&
Pastor
Wanda
McNeill
Scholarship
Application

ALL SAINTS LUTHERAN CHURCH – BOWIE, MD
STANDARD INITIAL SCHOLARSHIP APPLICATION
2013-14

How to apply: All three (3) parts of the initial application must be completed.*

Applications may be submitted in one of three ways: electronically via email to the church or committee member; sent via US mail; or dropped off at the church. **All applications must be typed or clearly handwritten.** Copies of the application are available in the Church Office or on the church website.

Eligibility Criteria:

- Open to any member of All Saints Lutheran Church, Bowie, Maryland
- Applicants must be active in the life of the All Saints congregation
- Recipients must be enrolled or planning to enroll in a 2- or 4-year college, or technical/trade school during the 2013-14 School Year.

Note: Please Do Not Include Any GPA or Financial Data in your Application.

Application deadline: All applications, including reference letters, must be received in the Church office no later than Sunday, May 1, 2013.

Selection & Award Process:

- The All Saints Lutheran Church Scholarship Committee will review all applications and make arrangements for awards to student recipients.
- Award amounts will be determined by the number of complete applications received by the deadline, awards approved, and funds available.

The results of the Scholarship Committee's review and awards will be reported to the Congregation by the Committee no later than the first Sunday in August.

**The standard initial application contains three parts. The first part consists of formatted questions intended to identify you, the applicant. The second part is an essay, which gives you an opportunity to describe yourself. The third part is references, one letter from a school official: guidance counselor, teacher, coach, etc., and the other from an All Saints Lutheran Church member. These letters address your qualifications for the scholarship and why others believe you are likely to succeed in your plans for the future.*

~ Thanks to Everyone for Supporting the All Saints Scholarship Program ~

ALL SAINTS LUTHERAN CHURCH – BOWIE, MD
STANDARD INITIAL SCHOLARSHIP APPLICATION
2013-14

PART I

NAME: _____ E-mail: _____

ADDRESS: _____ Telephone: _____

—

ALL SAINTS MEMBER? Yes / No HOW LONG? _____

PERIOD OF SCHOLARSHIP REQUESTED: 1 Term ____ 2 Terms ____

NAME OF COLLEGE/SCHOOL YOU WILL BE ATTENDING:

COMPLETE ADDRESS OF COLLEGE /SCHOOL & KEY CONTACT:

PLANNED MAJOR or COURSE OF STUDY: _____

HIGH SCHOOL(S) ATTENDED: _____

GRADUATION/COMPLETION DATE(S): _____

POST-SECONDARY SCHOOL(S): _____

DEGREES HELD & GRADUATION DATE: _____

MAJOR & MINOR CONCENTRATION: *(DO NOT INCLUDE GRADES or GPA)*:

CHURCH, HIGH SCHOOL & HIGHER EDUCATION ACTIVITIES:

(PLEASE INCLUDE ANY OFFICES HELD & AWARDS RECEIVED):

ALL SAINTS LUTHERAN CHURCH – BOWIE, MD
STANDARD INITIAL SCHOLARSHIP APPLICATION
2013-14

PART II

Initial Applicants shall prepare an essay about themselves to include the following information:

- Please describe your level of participation in worship and other activities (Youth Group, acolyte, lector, etc.) at All Saints Lutheran Church and how your membership and participation in these activities have had an impact on you.
- Relate how your membership in All Saints Lutheran Church has influenced your life and your plans for the future.
- Explain what it will mean to you to be awarded a scholarship by All Saints and how the scholarship will impact your future plans.

Your essay should be no longer than two pages (500-1,000 words) in length.

PART III

Initial Applicants: Submit two (2) Letters of Reference (LOR). One LOR must be from a School Official: Guidance Counselor, Teacher, Coach, etc. One LOR must be from a member of All Saints Lutheran Church. These letters should address your qualifications to receive a scholarship and the likelihood that you will succeed in your future plans.

Note: Letters of Reference should be no longer than one page each.

<u>Completed Applications</u>	<u>Due: Sunday - May 1, 2013</u>
<u>Letters of Reference</u>	<u>Due: Sunday - May 1, 2013</u>

Mail or Deliver to:

All Saints Lutheran Church
Attn: Scholarship Committee
16510 Mt. Oak Road
Bowie, MD 20716

Email :

church@allsaints.org
mermaid51@verizon.net

ALL SAINTS LUTHERAN CHURCH – BOWIE, MD

All Saints Lutheran Church



Bowie,
Maryland

2013-14

**FOR ALL CONTINUING
SCHOLARSHIP RECIPIENTS**

**Applications are due by
Sunday, May 1, 2013**

For Information: 301.249.6300
Contact: All Saints Lutheran Church
Scholarship Committee



All Saints
Lutheran
&
Pastor
Wanda
McNeill
Scholarship
Application

SCHOLARSHIP RENEWAL APPLICATION – CONTINUING STUDENTS

ACADEMIC YEAR 2013-14

NAME: _____ E-mail: _____
ADDRESS: _____ Telephone: _____

LIST PREVIOUS ALL SAINTS SCHOLARSHIPS: _____

PERIOD OF SCHOLARSHIP REQUESTED: 1 Term ___ 2 Terms ___

NAME OF COLLEGE/SCHOOL YOU WILL BE ATTENDING & DATES:

PLANNED MAJOR/MINOR or COURSE(S) OF STUDY: _____

PLANNED GRADUATION/COMPLETION DATE(S): _____

PLANNED DEGREE(S), CERTIFICATES, LICENSES AND DATES:

CHURCH, COMMUNITY & HIGHER EDUCATION ACTIVITIES:
(PLEASE INCLUDE WHAT HAS BEEN MOST MEANINGFUL TO YOU, AS WELL AS AND ANY OFFICES HELD & AWARDS OR RECOGNITION RECEIVED):

Mail or Deliver to:

All Saints Lutheran Church
Attn: Scholarship Committee
16510 Mt. Oak Road
Bowie, MD 20716

DUE: MAY 1, 2013

THANK YOU FOR YOUR COMMITMENT TO ALL SAINTS AND HIGHER EDUCATION

POLICY/PROCEDURES

Paid Staff Position Description

ACCOMPANIST: ORGAN AND PIANO

DUTIES/RESPONSIBILITIES

1. Provide organ/piano music for all regularly scheduled worship services including Thanksgiving Eve, Christmas Eve (3), and midweek Lent and Holy Week (Maundy Thursday, Good Friday, Easter Vigil).
2. Accompany the choirs from September through June (beginning of Pentecost) at weekly rehearsals and Sunday worship Services.
3. Provide other special music at selected services in consultation with the Director of Music Ministry and Pastor.
4. Accompany soloists and ensembles as needed for summer service music.
5. Accompany children at the opening of Sunday School and during selected Sundays when they sing during worship service.
6. Play at members' weddings and rehearsals as well as at funerals (compensated separately). Right of first refusal with responsibility to then arrange with the parties for another organist/pianist to be available.
7. Report the condition of the church's instruments and specify any necessary maintenance to the Director of Music Ministry.

COMPENSATION based on 10-12 hours avg. weekly

Drafted in September 2012

POLICY/PROCEDURES
Paid Staff Position Description

ADMINISTRATIVE ASSISTANT

POSITION SUMMARY

The Administrative Assistant serves to perform secretarial and administrative support functions of the Congregation ensuring that the mission and ministry of All Saints Lutheran Church (ASLC) will be served. Responsibilities involve a full range of administrative support, liaison and special assignments as they pertain to ASLC activities.

The Administrative Assistant will be hired by the Church Council and will work under the supervision and guidance of the Pastor.

The incumbent will assist the Pastor in successfully operating the administrative arena of the office and facilitating communications and strengthening relationships with congregational members. The incumbent will be required to effectively coordinate and manage work with motivation and minimal supervision.

PRINCIPAL ACCOUNTABILITIES

1. Portrays self as a professional not only in manner, but also in performance, personal deportment, attitude, appearance and other areas reflective of personal pride in their job. Meets and greets personally and telephonically on behalf of the Pastor and serves on the front line in "making the impression that stays" about the office and as a show of respect for the mission and ministry of the congregation.
2. Utilizes a variety of software applications to meet the needs of the office of ASLC. Assembles and formats worship bulletins and monthly newsletters and assists in the maintenance of the ASLC website. Incumbent is responsible for the production of the monthly newsletter, *The Grapevine*. Maintains computerized records of the membership and prepares a variety of memoranda, correspondence, letters, and reports that are distributed among office staff, Council and congregation members. Performs duties as directed by the Pastor and/or Council and/or ministry team/s responsible for each task.

Proficiency in the following Microsoft applications is a necessary requirement to successfully perform the technological aspect of the position: Microsoft Word, Microsoft Access, Microsoft Excel, Microsoft Outlook (or comparable e-mail program), Microsoft Publisher, as well as web browsing and on-line form applications. Experience is also necessary in writing simple database queries to create distribution lists and labels. Experience with Contact Management Systems is preferred. Utilizes other office equipment such as networked printers, scanners, copiers, bulletin production machinery and facsimiles.

3. Provides general office support. Receives and distributes mail, maintains records and files of the congregation which includes not only the Parish Register, the Parochial Report, and the Annual Report, but also computerized records of the membership and units of ministry within the membership and maintains current membership contact information. Maintains and updates the calendar of the congregation, ensures calendar events are accurate and communicates the schedule of events and meetings to the Council and all concerned. Attends staff meetings and assists in the planning and coordinating activities of the congregation.
4. Maintains the inventory of supplies, operating equipment and other activities pertaining to the daily operation of the ASLC office and facility. Ensures that a sufficient inventory of office supplies, i.e. paper, bulletins, certificates, toners, stationery, envelopes and other general supplies are readily available. Works in conjunction with the Parish Administrator to furnish necessary supplies for the office. Schedules maintenance of office equipment on a regular basis for efficient operation. Interacts with a variety of subscription vendors about material for congregational programs. In addition, the incumbent maintains and updates information posted on the message and bulletin board and orders flowers and special arrangements as seasons and holidays dictate.
5. Secures a number of financial related documents in the appropriate file cabinet and disposes of documentation in a secure fashion when no longer needed. Additionally, incumbent frequents the appropriate financial institution to process, deliver and/or retrieve a variety of items in relation to the finances of ASLC.
6. Performs special projects and other duties as assigned.

PHYSICAL DEMANDS

Work is sedentary. It does involve some walking, standing, bending, lifting and carrying of light items such as files, small boxes and books. Work is performed in an office environment.

QUALIFICATIONS

1. Skill, ability and experience in the successfully completing general office work which required skilled typing and computer proficiency; or an equivalent combination of training and experience.
2. Considerable knowledge of grammar, punctuation, spelling, and arithmetic.
3. Considerable knowledge of current office practices, procedures and equipment.

4. Demonstrated skill in operating a personal computer and applicable software applications as required in the job description.
5. Ability to work effectively and collegially with a variety of personnel.
6. Ability to manage multiple tasks and work independently.
7. Demonstrated skill in typing accurately from plain copy or rough draft.
8. Ability to communicate effectively verbally and in writing.

The position is part-time (20 hours/week), by mutual arrangement, at an hourly wage determined by qualifications.

SPECIFIC TASKS

Answer phones
 Distribute all mail
 Forward emails to proper persons
 Authorize bills to be paid
 Prepare all worship bulletins - weekly and special services
 Remove four bulletins when new box comes for office, Pastor, Lector, and Director of Music
 Fold children's bulletins (using folding machine)
 Acquire weekly/monthly information for "those who serve"
 Update Parish Registry as needed (weddings, funerals, new members, baptisms, etc)
 Produce parochial and annual reports - can now be send electronically
 Maintain membership information on database, rolodex, and member's directory
 Keep *The Lutheran* magazine notified of subscription address changes/deletions
 Maintain two calendars - website and office calendar (on bulletin board in office)
 Work with Parish Administrator to keep sufficient inventory of office supplies from Staples and post office
 Work with Communications Assistant or tech support person on computer issues
 Maintain flower chart on bulletin board in narthex
 Order poinsettias for Christmas, palms for Palm Sunday and special flowers for Easter
 Call Copier Company if copier is in need of service or order supplies
 Prepare, print out and distribute church directory when needed
 Order supplies needed by Pastor/Director of Music or congregation from Augsburg Fortress, Concordia Publishing, etc
 Prepare and mail out "Splash" program the first of each month
 Prepare and mail out current acolyte schedule
 Prepare newsletter
 Produce all mailings, including Visitors Letter, the *Grapevine*, *The Lutheran* magazine, congregational letters, correspondence from all ministry teams and executive committee, Memorials Committee, Scholarship Committee, in-kind letters, etc)
 Update all bulletin boards in church, remove old information.

File weekly CD of worship service on shelf; keep track of persons borrowing them and discard any after six months that Pastor does not wish to keep

File photo CD's of special events

Attend staff meetings

Pick up deposit bag from BB&T on Rt. 197

Take newsletter to post office on Rt. 197 for mailing

Secure call tag from Secure the Call and send package when cell phone box is full

Call Fed Exp for pickup when Inkjet box is full and order more boxes if needed from

Empties4cash

Bring empty trash cans up from street

Other duties as assigned by Pastor

POLICY/PROCEDURES
Paid Staff Position Description

COMMUNICATIONS ASSISTANT

POSITION SUMMARY

The Communications Assistant (CA) serves to perform tasks ensuring that the congregation of All Saints Lutheran Church (ASLC) and the broader community are kept informed of the ministries of ASLC. Responsibilities involve maintaining the communication of content from ASLC in all relevant digital, broadcast and print media. The CA is hired by the Congregation Council and works under the supervision and guidance of the pastor.

The CA will effectively coordinate and manage work with self-motivation and minimal supervision. The CA will maintain contact with the church office and all sources of ASLC communications content, whether working at the ASLC campus or working remotely.

PRINCIPAL ACCOUNTABILITIES

- The CA will receive, edit and revise material for publication from ASLC staff, Committees, Ministry Teams and congregants, and will distribute ASLC content through appropriate media, including newspapers, television, radio, local advertising space (e.g. billboards, theater advertising), the ASLC website, and the ASLC presence in content distribution media (e.g. Podcasts, Facebook, and Twitter).
- The CA will work with ASLC staff, Committees, and Ministry Teams to develop and maintain a comprehensive communications strategy that guides the flow of content within the congregation and between the congregation and the broader community.
- The CA will keep the pastor and the Gather Council Liaison aware of all available media of communication targeting both the members of ASLC and the broader community.
- When acting as a representative of ASLC the CA will comport themselves with professionalism and politeness, not only in manner, but in performance, personal deportment, attitude, appearance and all other areas that reflect personal pride in their role.
- The CA will communicate to the pastor and the Gather Council Liaison when any need arises for maintenance of or structural changes to the ASLC website, and will work with the E Team and the contracted web developer to facilitate any maintenance or structural changes.
- The CA may be asked to carry out other duties and special projects as agreed by mutual arrangement.

PHYSICAL REQUIREMENTS

- The responsibilities of the CA are primarily sedentary, consisting of work by computer and telephone.
- The CA will work remotely, as there is not office space available at the church building to dedicate to the CA.
- The CA will use their own computer hardware, software and telephone to interface with the ASLC website CMS, content distribution media (e.g. Podcasts, Facebook, and Twitter) and advertising outlets. If necessary, the CA will make requests to the ASLC Council to purchase software, software updates and licenses needed to complete the assigned duties.

QUALIFICATIONS

- Strong writing ability including copy writing and editing.
- Proficiency in operating a personal computer and applicable software including MS Office as well as content management tools used by the ASLC website and skill in participating in social networking sites.
- Confident, professional interpersonal skills.
- Ability to manage multiple tasks and work with minimal supervision.
- Familiarity with faith-based organizations desirable.

REMUNERATION

The position is part-time, with an expectation of 20 hours of work per week, scheduled by mutual arrangement and at an hourly wage determined by qualifications.

POLICY/PROCEDURES
Paid Staff Position Description

DIRECTOR OF MUSIC MINISTRY

- In consultation with the Pastor, plan the liturgy, hymns and other special music for all worship services, and coordinate development of the worship booklet with the Administrative Assistant.
- Direct the two choirs from September through June (Pentecost) with weekly rehearsals.
- Schedule and coordinate music for summer months, i.e. soloists and ensembles, including selecting music for soloists/ensembles to sing and rehearsing them.
- Foster the development of the choirs by recruiting new members and maintaining current membership.
- Plan and provide for special music to enrich worship services as appropriate.
 - Arrange for and work with choir soloists and ensembles.
 - Encourage and support middle and high school youth participation.
 - Schedule professional musicians for special liturgies and music at select services.
- Attend Worship and Music Team meetings (average once a month.)
- Develop the annual budget for the music program in conjunction with the Worship and Music Team.
- Select and coordinate the purchase of music within the annual budget.
- Supervise and schedule routine service and repair of the church's instruments.
- Be familiar with and oversee maintenance of ASLC's music library.
- Supervise the position of Organist/Accompanist relating to the responsibilities of implementing the Music Ministry.
- Arrange substitutes during absences.
- Assume other duties as assigned by the Pastor consistent with the role of the Director of Music Ministry.

Last updated October 2012

POLICY/PROCEDURES

Paid Staff Position Description

PARISH ADMINISTRATOR

- I. It is the privilege and the responsibility of the Parish Administrator of All Saints Lutheran Church to assist the Church Council, Property Management Ministry Team, the Office Administrative Assistant, the Director of Music and other staff and members in the care and management of the church's facilities at 165 10 Mount Oak Rd. We honor this position as one of a labor of faithful service to Christ and loving care with this congregation. We are grateful for those who have served previously. The Parish Administrator is appointed by the Church Council and is accountable to the Pastor and the Council.

- II. The responsibilities of the Parish Administrator include:
 - A. To be a source of knowledge and resources regarding the mechanical systems by which the church building operates, assisting those who request such information and guidance.
 - B. To maintain a record of, and manage the distribution of, the keys to the building, offices and outside storage shed.
 - C. To determine and direct the most efficient use of the facility by all groups that request its use. Provide information regarding cost to use the facility to those who inquire. Receive payment from community groups for use of the facility.
 - D. To help the Administrative Assistant manage the church calendar, including use of the facility by community groups, and special usage of the building.
 - E. To schedule and directly supervise the work, and evaluate the performance of the custodial staff.
 - F. To schedule and manage the Nursery Staff for Sunday mornings and other times that childcare is provided for events at the church building.
 - G. To meet regularly with the Property Management Ministry Team and facilitate its regular work of maintenance, repair and cleaning.
 - H. To be on call for emergencies at the facility.
 - I. To meet and consult with the Pastor and Administrative Assistant at least once each month.

- III. To provide support to the Pastor and staff in their absences for:
 - A. Providing access to the facility for scheduled activities of the congregation.
 - B. Hosting community groups and scheduled events of non-members.
 - C. Assisting with purchase of supplies for:
 - 1. the church office
 - 2 .the custodial work
 - 3. the repair and replacement of consumable items.
- IV. The Parish Administrator shall have direct access, through a standing welcome, to the Congregation Council and the Executive Committee. The Parish Administrator shall have voice without vote among both these bodies.

POLICY/PROCEDURES

Building Usage

We believe that this facility is a gift from God and that we are called to serve our community by making it available both for regular activities of the congregation and for activities of other groups and individuals. The use of this facility is a witness of our faith in Jesus Christ, which gathers us in ministry with the people of the congregation and in mission with the people of the community.

Meetings and events of the teams, committees, and groups in the congregation are considered part of the life and mission of the congregation. Meetings and events of the Metropolitan Washington D.C. Synod of the ELCA, of the Maryland Conference of the Synod, and other official entities of the synod and local ecumenical agencies in which the pastor and/or congregation participate are also considered to be part of the normal life and mission of All Saints Lutheran Church. All policies and procedures apply to these groups except the Fee Schedules.

I. Scheduling

To reserve any portion of the building for an event that is not considered to be part of the normal life and mission of All Saints Lutheran Church, the group or individual making the request will submit a "Facility Use Application" at least ten days prior to the event. A Certificate of Insurance naming ASLC as an additional insured should accompany the application. At the time of application, the applicant will receive a copy of our Building Usage Guidelines. Approval for building use will be by the Pastor or the Parish Administrator or, in their absence, by the President of the Congregation. Upon approval of the application, the event will be entered on the Building Use Calendar by the Administrative Assistant. Assigned fees in accordance with the fee structure below are payable to All Saints Lutheran Church when the reservation is made. Requests for continuing use by all groups will be reviewed annually.

All groups will be assigned a designated area in the facility appropriate for their function. The congregation reserves the right to reassign any group to a different area of the facility. Congregational activities have first priority for facility use and, if necessary, will result in the cancellation or relocation of all other activities. All activities must conclude by 10 pm.

II. Building Areas and Fee Structure

Facility use and fee structures are based upon the following space designations:

Space	Capacity
Classrooms	30 for main bldg., 40 for portable classroom
Nursery	15
Fellowship Hall	128 (tables/chairs) 274 (standing)
Sanctuary	180

Sanctuary use is by permission of the Pastor only. Kitchen use is restricted to Fellowship Hall activities since food is not permitted in other areas of the building.

For a request for use of 3 or more days, the Pastor, in consultation with the Executive Committee, will consider the request for approval and will negotiate the fee.

Member Use for Non-Profit Activity

Members and Friends of All Saints Lutheran Church who support the congregation regularly with financial contributions are not required to pay fees for the use of the facilities for any non-profit purpose. In the case of weddings, funerals or other special occasions where the services of an organist or other musicians are employed, payment for those services will be made directly to the individual(s) performing the service. If applicable, please consult the weddings policy or the funerals policy for additional information.

Nonmember/Group Use for Non-Profit Activity

Groups or nonmembers using the building for any non-profit activity will be charged a custodial fee according to the schedule below:

Building Area	Fee Per Hour
Fellowship Hall/Kitchen	\$40.00
Nursery/Classrooms	\$15.00
Sanctuary	\$60.00

For-Profit Use

Upon approval by the Congregation Council, the building may be used for a for-profit activity by a member, non-member or community group. If the Facility Application is approved, for-profit usage will be charged according to the following fee structure:

Building Area	Fee Per Hour
Fellowship Hall	\$75.00
Fellowship Hall and Kitchen	\$85.00
Nursery/Classrooms	\$50.00
Sanctuary	\$150.00

III. Waiving of Fees

Any waiving of usage fees must be approved by the Council.

IV. Restrictions

Please see *Building Use Guidelines*.

V. Additional Special Usages

Permission may be granted by the Pastor, Parish Administrator, Executive Committee, or Congregation Council for parking on the church lot for scheduled purposes such as carpooling, neighborhood events, etc. The church assumes no liability for the vehicles on the church lot and provides no custodial care for them. Vehicles left on the church lot for more than 48 hours will be reported to police and towed at the owner's expense unless previous arrangements have been made with the congregation.

VI. All Saints Lutheran Church reserves the right to refuse building use for any reason.

All Saints Lutheran Church

Building Usage Guidelines

(for distribution with Facility Use Application)

Application and Reservation Process

A Facilities Use Application must be submitted to the Parish Administrator or to the Administrative Assistant to reserve any portion of the building for an event that is not considered part of the normal life and mission of All Saints Lutheran Church at least 10 days in advance of event. A Certificate of Insurance naming All Saints Lutheran Church as an additional insured should accompany the application. Please read these Building Usage Guidelines before signing and submitting your application. Upon approval of your application, your event reservation will be entered on the Building Use calendar; assigned fees in accordance with the fee structure below are payable to All Saints Lutheran Church at this time. If fees are not paid prior to the event date, permission to use the facility may be revoked. Necessary cancellation by the church will result in a full refund; if the renter cancels with less than 10 days prior notice, 90% of the fee will be refunded. Any request for continuing use of the facility will be reviewed annually.

Based upon your application, you will be assigned a designated area appropriate for your function. The congregation reserves the right to reassign you to a different space if necessary or in the case of a funeral or other exigency to cancel your reservation. Please inform the church office promptly of any changes in your application information.

All Saints Lutheran Church reserves the right to refuse building use for any reason.

Building Areas and Fee Structure

(The fee will be negotiated for a request of 3 or more days.)

Facility use and fee structures are based upon the following space designations:

Space	Capacity
Classrooms	30 for main bldg.; 40 for portable classroom
Nursery	15
Fellowship Hall	128 (tables/chairs) 274 (standing)
Sanctuary	180

Kitchen use is restricted to Fellowship Hall activities since food is not permitted in other areas of the building. Fees will be negotiated for building usage of three or more consecutive days.

Member Use for Non-Profit Activity

Members and Friends of All Saints Lutheran Church who support the congregation regularly with financial contributions are not required to pay fees for the use of the facilities for any non-profit purpose. In the case of weddings, funerals or other special occasions where the services of an organist or other musicians are employed, payment for those services will be made directly to the individual(s) performing the service.

Nonmember/Group Use for Non-Profit Activity

Groups or nonmembers using the building for any non-profit activity will be charged a custodial fee according to the schedule below. If the fee is deemed prohibitive, please attach a waiver of fees request and explanation to your facilities use application.

Building Area	Fee Per Hour
Fellowship Hall/Kitchen	\$40.00
Nursery/Classrooms	\$15.00
Sanctuary	\$60.00

For-Profit Use

Upon approval by the Congregation Council, the building may be used for a for-profit activity by a member, non-member or community group. If the Facility Application is approved, for-profit usage will be charged according to the following fee structure:

Building Area	Fee Per Hour
Fellowship Hall	\$75.00
Fellowship Hall/Kitchen	\$85.00
Nursery/Classrooms	\$50.00
Sanctuary	\$150.00

Building Use Expectations

- A.** Smoking is prohibited in the building at all times.
- B.** The kitchen may be used only for serving foods that are prepared off site. The congregation does not offer catering services.
- C.** Consumption of food and beverages is restricted to the kitchen and Fellowship Hall.
- D.** No alcoholic beverages may be served in the building.
- E.** A person designated by the group using the building will be responsible for security. Groups meeting regularly will identify that person and a key for access to the building will be issued only to that person. No duplication of keys is permitted and a \$50.00 fee will be charged for keys that are lost or are not returned.
- F.** Wax candles will not be used anywhere in the building unless adequate precautions are taken to protect flooring and furnishings from melting candle wax.
- G.** The Sanctuary is available for prayer, meditation, and worship. It will not be used for meetings, socializing or recreation. Sanctuary use is by permission of the Pastor only.
- H.** All lights must be turned off when the last person leaves the building.
- I.** Please observe all parking restrictions indicated by signs and painted curbing.
- J.** The user may bring a portable sound system if desired; the built-in sound system is not available for use during rental of the building.
- K.** Do not affix anything to the walls. There will be a charge of \$50 for any damage to the walls. Items can be attached with push-pins to the portable dividers.
- L.** The individual designated on the application as the responsible person will take responsibility for the clean-up and vacuuming of all spaces used and for the repair of any damages to the property. All damages should be reported promptly to the Parish Administrator.
- M.** The church telephones are not to be used by those renting the space.
- N.** All activities are to be restricted to the assigned area; children must be supervised at all times.
- O.** The renter is responsible for setting up and returning to the storage room all chairs/tables used for the event.
- P.** Please put all trash in plastic bags and place it in the trash cans on the patio before leaving.
- Q.** Contact the parish administrator if there is a need to adjust the thermostat.
- R.** All activities must conclude by 10 pm.

Church Contact Information

Office/Administrative Assistant: 301-249-6300; church@allsaintsbowie.org
 Parish Administrator: 301-464-9309

All Saints Lutheran Church
16510 Mt. Oak Rd. Bowie MD 20716-3823
Office: 301-249-6300; Fax: 301-249-4725; Email: church@allsaintsbowie.org

FACILITIES USE APPLICATION

Name of Requesting Organization/Individual _____

Name of Person Responsible for Event _____

Contact Information for Person Responsible for Event:

Address _____ Email _____

Home Phone _____ Work _____ Cell _____

Today's Date _____ Date(s) of Event _____

(indicate if recurring)

Description of Event _____ Number Attending _____

Event Set-up Time _____ to _____ Time of Actual Event _____ to _____

Clean-up Time _____ to _____ Total number of building usage hours _____

Indicate those building spaces you wish to use for this event:

__ Fellowship Hall __ Fellowship Hall/Kitchen __ Nursery __ Classroom(s) __ Sanctuary
[indicate 1, 2 or 3]

Insurance Information _____

Additional Comments or Special Instructions: (If you are a non-profit group and need to request that the usage fees be waived because they are prohibitive, please attach a separate explanation to this application.) _____

If the event is non-profit, do you want it to be publicized in any of our congregational communications, time and space permitting ? Y N

Secondary Contact _____ Email _____

Address _____ Phone _____

My signature indicates that all the above information is correct and that I have read and agree to abide by the Building Use Expectations for All Saints Lutheran Church.

Requesting Party's Signature _____ Date _____

Date application is received by ASLC Administrative Assistant _____

POLICY/PROCEDURES

Guidelines for Kitchen and Fellowship Hall Use

The following guidelines outline expectations for all individuals and groups using our kitchen. Please be considerate of all those who will use the kitchen after you by adhering to these requests.

Food Preparation, Serving and Storage

- The All Saints kitchen is a warming kitchen; it may be used only for warming and serving foods prepared off site.
- Consumption of food and beverages is limited to the kitchen and Fellowship Hall.
- Take all leftover beverages, food, food storage containers and serving items brought into the building with you when leaving. Do not leave any items in the refrigerator or freezer. Event planners should bring a supply of ziploc bags or containers to send food home with event participants. [Exception: members leaving food or beverages for Sunday morning fellowship or another designated upcoming congregational event should tightly seal, clearly label--indicating content and event--and date the items, and, if possible, put them in the refrigerator instead of on the counter.]
- Do not leave any unsealed food or open food/beverage storage containers on the counter where they will serve as temptation for ants or church mice.

Supplies

- Nonmembers and community groups are asked to supply their own tea, coffee, sugar, creamer, etc.
- Our kitchen has limited dishes and kitchen tools to be used for congregational events. All event planners should bring their own supplies. Any dishes or kitchen implements that are used should be washed and put away in the drawer or cabinet where they were found.
- Community groups and nonmembers are asked to supply their own table linens and kitchen towels. Members who use the church's tablecloths or towels are asked to launder and return them as soon as possible.

Set-up and Clean-up

- Tables and chairs are available to anyone using Fellowship Hall. Members and friends who need the room set up for a congregational activity should contact the Parish Administrator in advance of the event date. Nonmembers will be responsible for setting up tables and chairs and returning them to the storage room at the end of the event.
- Please check to be certain all stove/oven heating units have been turned off.
- Place all trash and recyclable items in the appropriate bins on the patio.
- Clean up all spills/messes including those in microwave/ovens/ or on stovetop and wipe down all countertops.
- Vacuum Fellowship Hall as well as the entryway and all other areas used.

POLICY/PROCEDURES

Building Usage/Departure Checklist

- ___ Clean up all spills or messes and vacuum the entryway as well as all spaces used.
- ___ Place all trash/recyclable items in the appropriate bins on the patio.
- ___ Return all classroom tables, chairs and other rearranged items back to the position in which you found them.
- ___ Return all Fellowship Hall tables and chairs to the storage room.
- ___ Remove ALL items that you brought into the building.
- ___ Check to be certain all faucets have been turned off.
- ___ Check all rooms and bathrooms to be certain all lights have been turned off.
- ___ Lock all windows and outside doors.
- ___ Return key(s) to the Parish Administrator if this was a single use rental.
- ___ In the case of any problem, emergency or damage to the property, call the Parish Administrator (301-464-9309).
- ___ Vacate the building by 10 pm.

Additional Checklist for Kitchen Usage

- ___ Wipe down countertops, stovetop and microwave if used. Clean up any spills in the ovens.
- ___ Be certain all stove/oven heating units are turned off.
- ___ Take all food, kitchen items, serving utensils and linens you brought into the building with you. Do not leave any leftover food on the counter or in the refrigerator. (See kitchen guidelines for more detail.)
- ___ Wash any ASLC dishes or kitchen implements that you used and put them back in the cabinet or drawer where you found them.

POLICY/PROCEDURES

Guidelines for a Youth-Safe Environment

Let the children come to me and do not stop them; for it is such as these that the kingdom of God belongs. (Luke 18:16)

Objective:

These guidelines constitute recommendations to help provide a safe and secure environment for the children and adults of All Saints Lutheran Church and to minimize the risk of false accusation. It is recognized that circumstances will not always permit adherence to all of the recommendations, which are not intended to substitute for good judgment and common sense.

Definitions:

1. A child or youth is any person considered to be a minor under the laws of the state of Maryland.
2. Sexual abuse and physical abuse are defined by the Maryland Code, Family Law Volume §5-701
3. An employee is anyone called by or hired to work for the church for financial compensation.
4. A volunteer is anyone who provides services for the church and who receives no financial compensation.
5. A Youth Worker is anyone who works with children or youth. The term Youth Worker applies to both employees and volunteers.

Activities Affected:

All activities sponsored by All Saints Lutheran Church involving children and youth should be conducted, as far as practicable, in conformity with these guidelines.

Professional Employee Hiring/Calling Guidelines:

All paid church employees, including clergy, who will work with children or youth are required to submit to the Youth Worker Application Process (YWAP):

1. Submission of an application including information regarding the applicant's suitability to work with youth.
2. Authorization for church officials to obtain from law enforcement authorities any information they have regarding the applicant.
3. References, including someone knowledgeable about the applicant's work with youth.
4. An interview with the Pastor and representative of the church.
5. A fingerprint/criminal background check.
6. Completion of annual training.

Applications and related papers will be kept confidential.

Volunteer Staff Screening Process:

All volunteers who will work with children and youth will:

1. Submit an application form containing information regarding applicant's suitability to work with youth;
2. Be approved to work with youth only after being an All Saints Lutheran Church member for at least (3) months or after submitting written references from a previous congregation or from current All Saints members; and
3. Be interviewed and approved by the Pastor and the Council President of All Saints. The Executive Committee shall be asked to resolve any disagreements.
4. Undergo a criminal background check.
5. Complete annual training.

Applications and related papers will be kept confidential.

Standards:

1. **Written Acceptance of Guidelines:** All Youth Workers must sign a form acknowledging that they have received a copy of these Guidelines and agree to follow them.
2. **Abuse Prohibited:** Youth Workers are responsible to protect children and youth from acts of sexual/physical abuse and must never engage in such acts themselves.
3. **Two Adult Rule:** At least (2) Youth Workers should be present at all church activities involving youth.
4. **Child/Youth Ratio:** 8 students to 1 adult
5. **Doors:** Doors for classrooms/office should not be locked during class time.
6. **Transportation of Youth:** Completed information needed in the YWAF.
7. **Permission Slips:** Youths must have written permission, signed by parent or guardian, to participate in any overnight activity that takes place at the church or any activity that is away from the church.

Record Keeping:

1. A file containing all appropriate documentation on each approved Youth Worker will be kept by the church office. A roster of approved Youth Workers will be updated annually.
2. Youth workers should take written attendance at each youth event.
3. Incident or injuries involving youth should be documented and submitted to the Pastor.
4. Youth event attendance lists, permission slips, and other incident and injury reports should be kept by the church office for 7 years.

Reporting Inappropriate Conduct or Relationship and Child Abuse:

1. Any conduct or relationships between an adult and child or youth or between youth that could be considered inappropriate shall be reported to the Pastor or the Council President immediately.
2. All alleged incidents of child physical and/or sexual abuse shall be reported to the Pastor or the President of the Congregation and the person observing the said abuse shall make an oral report to Maryland-Child Protective Services and shall complete the Report of Suspected Child Abuse/Neglect on the form provided by the State of Maryland-Child Protective Services. Said form shall be filed with Child Protective Services within 48 hours of the incident. The Pastor or President of the Congregation shall report the incident to the Executive Committee of the Congregation Council. (See Maryland Code, Family Law Volume §5-704 & 5-705.) Representatives of the church shall cooperate fully with government authorities regarding the allegations.

Responding to Allegations of Child Abuse:

1. All allegations of abuse shall be taken seriously. In every situation, respect for the dignity and right to privacy and confidentiality of all persons involved shall be maintained. Detailed documentation should be maintained beginning with the report of abuse.
2. The person who has been accused should be relieved of his/her duties until all of the authorities have completed their investigation. If the person is an employee, the Executive Committee shall decide whether to place the person on paid or unpaid administrative leave.
3. The Council President and Council should ask the investigating authority for advice on whether or not other parents, other members of the church, or staff should be informed of the allegations.
4. The Executive Committee shall designate one person as a spokesperson should media attention arise. Only this person will be the spokesperson for the church to all media.
5. The child and parents should be referred to counseling within the community.
6. The Pastor may, at his discretion, provide any spiritual counseling requested by the person accused or refer the person to another pastor.
7. The Office of the Metropolitan Washington, D.C. Synod of the ELCA will be notified of all incidents and asked for guidance and assistance.

My signature indicates that I have received the Guidelines for a Youth Safe Environment for All Saints Lutheran Church.

Printed Name

Signature

Date

Approved for Appointment Y _____ N _____
Approved by _____ Date _____

All Saints Lutheran Church
Youth Worker Application Form

Please return completed forms to All Saints Lutheran Church.
Attn: Church Office

Name:

Address:

City: State: Zip Code:

Home Phone: Work Phone: E-mail Address:

I would like to work with Preschool Age Elementary School Age Teens

I am available to volunteer..... Sunday School Vacation Bible School Elementary Youth Group
Senior High Youth

I am interested in the following volunteer opportunities (check all that apply):

Sunday School Teacher		Sunday School Aide		Youth Music Director	
Vacation Bible School Teacher		Vacation Bible School Aide		Nursery Attendant	
Senior High Youth Leader		Outing Chaperone		Other:	

Volunteer Experience:
Use the space below to describe your current or previous volunteer experience including work with other church youth groups. List organization name(s), positions held, and dates of service.

Professional Experience:
Use the space below to describe your professional experience related to your volunteer interests.

ASLC use only
*Please provide the explanation for decision:

Applicant Name: _____

All Volunteers planning to work with Youth at All Saints Lutheran Church are required to complete this form.

Have you ever been convicted of any criminal offense?	Yes	No
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If yes, please provide date(s), offense, court and sentence:

Has your driver's license ever been suspended or revoked?	Yes	No
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If yes, please provide date(s) and circumstances:

Is there any fact or circumstance involving you that would call into question your being entrusted with the supervision, guidance and /or care of young people?	Yes	No
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If yes, please explain:

Please list below the names and addresses of three persons (other than family members) you have sent reference forms to :

Name: Address:	Phone: E-mail Address:
-------------------	---------------------------

Name: Address:	Phone: E-mail Address:
-------------------	---------------------------

Name: Address:	Phone: E-mail Address:
-------------------	---------------------------

I understand that:

- The information that I have provided may be verified by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides information;
- My failure to complete this information may directly affect completion of the application process;
- In signing this application, I affirm that the information I have given is true and correct.

Signature of Applicant:	Date:
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Volunteer Applicant: If you are planning to work with the church youth, complete the items in **bold** and distribute a form to each of the three (3) references listed on your application. Please have the references returned in the self-addressed envelope directly to All Saints Lutheran Church.

**All Saints Lutheran Church
Reference for Youth Worker Position**

The person named below is applying for a volunteer position to work with our church youth and has given your name as a reference. If appointed, this individual could be working with children from preschool age to age 17. Our Christian Youth Education provides the foundation of learning about God's love through classroom activities, creative arts, music, and fellowship. To help assess the individual's ability to serve in an interactive role with our church youth, please complete this form and return it in the envelope provided. Your comments will be confidential and will not be shared with the applicant. Thank you.

Name of Applicant:

How long and in what capacity have you known this applicant?

What would you consider the applicant's strongest asset?

Please rate the following using the number scale below:
1- Excellent 2- Good 3- Average 4- Fair 5- Poor 6- Unknown

Motivation	Teamwork	Sense of Humor	Patience	Speaking Skills	Planning Skills
Leadership	Flexibility	Enthusiasm	Reliability	Interpersonal Skills	Listening Skills

Would you be willing to place your daughter/son, or child for whom you are responsible, under the applicant's supervision, guidance or care?

Yes	No	Why not?
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Reference Name:

Address: E-mail Address:

Signature Date:

Please return completed form to All Saints Lutheran Church, in envelope provided.

All Saints Lutheran Church, April 2006

