

MANUAL OF OPERATIONS, POLICIES AND PROCEDURES

ABIDING LOVE LUTHERAN CHURCH

AUSTIN, TEXAS

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MANUAL OF OPERATIONS, POLICIES AND PROCEDURES

ABIDING LOVE LUTHERAN CHURCH

AUSTIN, TEXAS

PREAMBLE

Recognizing our unity in Christ; desiring to be blessed together with the Word and Sacrament; to minister with concern and Christian love to all people; to unite as congregation to glorify God, share the Good News, grow in God's love through witness, worship, education, service, forgiveness and fellowship – with our faith in Jesus Christ our Savior and with his blessings,

(Abiding Love Constitution Preamble)

we hereby adopt this “MANUAL OF OPERATIONS, POLICIES AND PROCEDURES”, in accordance with SECTION 6.4 (b) of the “CONSTITUTION AND BY-LAWS” adopted by this congregation.

CONSTITUTIONAL AND BY-LAWS RESPONSIBILITIES

All planning and coordination of the congregation's life and ministry shall be the responsibility of the Congregation Council through its “Administrative Boards” with the help and guidance of the Pastor and the Council Officers.

Societies, Special Groups or Auxiliaries may be organized within the congregation only with the written approval of the Congregation Council, and all such societies shall be under the supervision of the Pastor(s) and the appropriate Administrative Board under whose jurisdiction they function.

GENERAL DUTIES AND RESPONSIBILITIES OF ALL BOARD MEMBERS

- A. Each Board Director shall submit an annual written report on its activities as required by the Constitution and By-Laws of the Congregation.
(Constitution ref. – Page 19, 5, c)
- B. Each Board Director shall submit an annual budget request in compliance with the requirement of the Congregational Council as provided in the constitution.
(Constitution ref. – Page 22, 6, d)
- C. Each Board Director shall be responsible for recording and controlling Board expenses.
- D. All Boards shall be responsible for that portion of the annual approved church budget, assigned to that Board, to see that the funds allowed for the works of the Board are used in a prudent manner to the best possible good of the congregation as a whole. Any unneeded funds budgeted should be released as soon as the determination can be made that these budgeted funds will not be needed, so that the Council can utilize these funds for other activities, as funds may be needed.
- E. The Pastor, the Council President, the Board Director or any three members of the board may call a special meeting of the Board. Notice of such meeting shall be given prior to the meeting to each member.
- F. Each Board shall determine its regular meeting schedule.
- G. At all Board meetings, a recording secretary shall be appointed to keep the minutes of the meeting which shall be turned in, as soon as possible, to the Director of each Board. It will be the responsibility of each Director to see that these minutes are recorded in the current prescribed form and format and routed to the Congregation Council before the next possible Council meeting.
- H. Each member of the Board shall be responsible to the group and congregation in keeping up with the times and location of the scheduled meetings and attend these and any other called meetings without putting undue pressure upon the Director or Chair-person to continuously have to remind all members of the upcoming meeting that has previously been announced or falls on the regular date for that Board.
- I. Each member of a Board shall be responsible to take an active part in all discussions and activities of the Board in which they are a member and to contribute their ideas, energies, resources and talents in a manner harmonious to achieve the goals of the Board.

GENERAL DUTIES AND RESPONSIBILITIES, continued

- J. Each Board will annually review the portion of this “MANUAL OF OPERATIONS, POLICIES AND PROCEDURES” which pertains to their board, Committee or other approved group, and make recommendations to the Congregation Council on changes needed in the upcoming year. These recommended changes would be presented at the Council Meeting no later than the regular Council meeting two months prior to the annual Congregational meeting. Since Congregational approval is NOT required on these changes, the Congregation Council will have this and one other meeting prior to the annual meeting to vote on these changes and report to the church membership at the annual meeting what changes they plan to implement in the coming year.

BOARD OF EVANGELISM & OUTREACH

“Go therefore and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I have commanded you; lo I am with you always, to the close of the age.” (Matthew 28: 19-20)

It is our belief that the Evangelism and Outreach is the primary task of our church! To evangelize is to spread the Gospel by reaching out with the Good News of Jesus’ love for all people. This happens in many ways both within and outside the congregation. Our concern is for the un-churched as well as the non-active members. All other aspects of the Church’s life must be supportive of this, our primary task.

Framework for Our Mission

Hospitality & Response Evangelism: Welcome them in!

This area of evangelism ministry is concerned with issues of invitation, welcome and response. The focus is on those who on their own initiative or through the invitation of a friend participate in the worship or program ministries of the congregation. Hospitality and response is centered on the power of an invitation to “come and see”. Primary areas of concern include:

- Preparing the congregation to receive & welcome
- Providing hospitality in worship & congregational life
- Providing intentional follow-up & response

“I was a stranger and you welcomed me.” Matthew 25:35

Discipleship & Incorporation Evangelism: Build them up!

This area of evangelism ministry is concerned with all that the congregation does to incorporate, involve and strengthen the faith of members. It focuses on nurturing new members in their faith development and incorporates them into the life of the congregation. It also focuses on deepening the faith-life and discipleship of every member of our congregation. Primary areas of concern include:

- Integrating & disciplining new members with classes, sponsors & orientations
- Deepening faith & commitment with present & new members

“As you therefore have received Christ Jesus the Lord, continue to live your lives in Him, rooted and built up in Him.” Colossians 2: 6-7

Intentional Community Outreach: Send them out!

This area of evangelism focuses on all that our congregation does to reach out, support and serve our neighbors in the name of Jesus Christ. Intentional community outreach focuses on helping members to “go and tell” others about the power of the gospel to change their lives. It concerns all the ministries of the congregation that help members reach out in word and deed to share their faith and model Christ’s love for others through ministries of kindness, support and justice.

BOARD OF EVANGELISM & OUTREACH, continued

Primary areas of concern include:

- Embracing the Great Commission
- Providing special outreach ministries
- Providing family & social ministries

“For the love of Christ urges us on, because we are convinced that One has died for all.”

II Corinthians 5: 14

Youth Outreach: Youth reaching out to youth!

This area of evangelism focuses on the youth of our congregation reaching out to the youth of the community with the Good News of Christ’s love for us. Primary areas of concern include:

- Developing a Youth Discipleship Program
- Equipping our youth to reach out to their peers
- Planning special youth events

“So, then, just as you received Christ Jesus as Lord, continue to live in Him, rooted and built up in Him, strengthened in the faith as you were taught, and overflowing with thankfulness.”

Colossians 2: 6-7

Global Outreach: To the ends of the earth!

This area of evangelism focuses on reaching beyond our immediate community. Primary areas of concern include:

- Promote Global Mission opportunities
- Sponsor disaster relief efforts
- Encourage ordained & lay ministry possibilities

“For this is what the Lord has commanded us” ‘I have made you a light for the Gentiles, that you may bring salvation to the ends of the earth’.” Acts 13: 47

Communication and Evangelism: Reflect the light!

This area of evangelism focuses on everything our congregation does to share the Good News of the Gospel publicly in our community with neighbors and congregational members.

Primary areas of concern include:

- Publicity & Advertising (Newsletters, radio, TV, Signs, etc.)
- Congregational Website
- Internal Communications (Newsletters, Information Centers)
- Internal Tools (Brochures, New neighbor Packets, Guest Response Letters)
- Visitation Tools (Brochures, New neighbor Packets, Guest Response Letters)

“Let your light shine before others, so that they may see your good works and give glory to your Father in heaven.” Matthew 5:16

“If God is for us who can be against us?” Romans 8:

* Revision approved by Congregation Council on April 22, 2008

BOARD OF WORSHIP-LIFE AND RELATED MINISTRIES

“For where two or three are gathered in my name, there I am in the midst of them.” (Matthew 18: 20)

Mindful that we have been called to come before our Lord in prayer, praise and thanksgiving; we believe this board will provide guidance for congregational worship and music. In cooperation with the Pastor(s), we will encourage and coordinate the ministry of all members, supporting them as they work to build up the church to a position of strength and maturity.

RESPONSIBILITIES:

- A. Encourage the Pastor(s) in his work by word and action;
- B. Annually review the salary and performance of the music staff and nursery attendant(s) and make appropriate recommendations to the Congregation Council; or in case of vacancy, interview and hire a replacement in conjunction with the Pastor(s). Make recommendation to the Congregation Council of any proposed change of present employment status of music staff or nursery attendant;*
- D. Promote and provide financial support for leadership training events for music staff, nursery attendant(s) and other members of the congregation, at the discretion of the Board;
- E. Recruit and oversee training of members to serve in the following areas:
 - 1. ushers;
 - 2. acolytes (youth worship assistants);
 - 3. other worship assistants (readers, communion helpers, etc.);
 - 4. music (choir, instrumentalists, solos, chanting, etc.);
 - 5. nursery care for small children; and
 - 6. altar care
- F. In consultation with the Pastor(s), provide for the worship of the congregation as follows:
 - 1. pianist and/or organist;
 - 2. staff, train and supervise ushers;
 - 3. assist the Pastor(s) with communion distribution, reading of scripture, preaching, etc., as required;
 - 4. set the time, schedule, manner of distribution and number of communion services in consultation with the Pastor(s) and the Congregation Council;
 - 5. supervise, with the Pastor(s), forms of worship liturgies and hymns for use in public worship;
 - 6. supervise the Altar Guild in the care, use and maintenance of the sacred vessels, altar, the altar furniture and vestments;

BOARD OF WORSHIP-LIFE AND RELATED MINISTRIES, continued

7. maintain an adequate supply of expendable items for worship, such as communion cards, pencils, communion wine and wafers (or bread), baptismal napkins, candles, etc., in conjunction with the Altar Guild; coordinate with the Altar Guild, all church and chancel decorations;
8. plan and publicize the services for the year;
9. supervise the budgeted allotment for the selections and procurement of the appropriate music, supervision of the choirs and other related matters in conjunction with the Director of Music;
10. arrange and publicize special services as required; and
11. maintain and supervise adequate nursery facilities and personnel.

*Revision approved by Congregation Council on October 23, 2001

*Revision approved by Congregation Council on September 25, 2012

BOARD OF CHRISTIAN EDUCATION

“And his gifts were that some should be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of the ministry, for building up the body of Christ.” (Ephesians 4: 11-12)

We believe that Christian growth and nurture is necessary for all God’s people, regardless of age or intellectual ability. In order to provide a ministry of education, we need to train and equip those called to do this work. We also believe that a program of ongoing education should be provided for the Pastor and teachers for the growth and nurture of their teaching offices.

RESPONSIBILITIES:

- A. Be responsible for the Christian nurture of children, youth and adults in the congregation and, through them in the community beyond;
- B. Establish objectives, set policies for and supervise the total education program for each education agency in the congregation, including the personnel: i.e., for Sunday School, weekday school, Vacation Bible School, confirmation classes, Bible classes and all other educational groups (excluding programs under the direction of other boards);
- C. Provide for the active expression of Christian love and concern as an integral part of the total education program;
- D. Approve curriculum, analyze performance and seek constant improvement;
- E. Continually review existing programs to determine whether all age groups are being served and recommend revisions and additions as deemed advisable;
- F. Make annual analyses, by age groups, to determine the degree of participation of the total membership of the congregation in its total educational program;
- G. Maintain a “PEOPLE ACCOUNTING SYSTEM” to record members’ participation in the education program and to follow up with the uninvolved in cooperation with the “Board of Evangelism and Outreach”;
- H. Be concerned, together with the “Board of Youth and Children’s Ministries” for the assimilation of newly confirmed youth into appropriate groups for study and activity;
- I. Work with organizations and other Boards and committees to continue education activities within the congregation;
- J. Encourage increasing participation of every congregation member in Bible study, privately and in formal and informal groups;
- K. Delegate administration of education programs to qualified persons;
- L. Enlist, train, place and continue training lay teachers and leaders as the congregations’ needs require and fill any vacancies in the teaching staff as needed;

BOARD OF CHRISTIAN EDUCATION, continued

- M. Establish a system of commendation for the recognition of faithful service by all persons involved in the educational task of the congregation;
- N. Encourage Christian educational programs in societies of the congregation;
- O. Consider special classes, courses, conferences, retreats and the like for the special purposes and for special groups;
- P. Provide for the growth of teachers and congregational members through conferences, conventions, continuing education and the like, requesting the necessary funds in the annual budget;
- Q. Establish, maintain, improve and cultivate the use of a church book and film library; to include providing and promoting the use of audio-visual aids and maintaining all related equipment;
- R. Provide and promote subscriptions to the church periodicals;
- S. Annually examine the education facilities and equipment as to upkeep, repairs and replacement needed as well as new equipment needed. Check the safety of education facilities: i.e., steps, lights, exits, housekeeping practices, fire drills, etc., on a regular basis and make recommendations to the “Board of Church Properties”;
- T. To accomplish these goals, the congregation will provide the following for its members and friends:
 - 1. A Sunday School Program for ages 2 through adult;
 - 2. A Vacation Church School Program;
 - 3. Weekday education for Kindergarten through 6th grade children;
 - 4. A Confirmation Ministry for 7th and 8th grade youth;
 - 5. Adult educational opportunities on Sundays and during the week in the area of Bible Study and matters of living out the Christian life-style;
 - 6. Provide instruction in Christian Doctrine for new, prospective and present members in conjunction with the “Board of Evangelism and Outreach”;
 - 7. Supplying our homes with adequate devotional material (i.e., CHRIST IN OUR HOME, etc.)
 - 8. Supplying and maintaining adequate audio-visual tapes;
 - 9. Keeping and maintaining a current “Cradle Roll”;
 - 10. Recognizing children’s attendance and teachers’ service;
 - 11. Provide assistance to our men, women and youth groups in their education ministries.

BOARD OF YOUTH AND CHILDREN'S MINISTRIES

“Then children were brought to him that he might lay his hands on them and pray. The disciples rebuked the people; but Jesus said ‘Let the children come to me, and do not hinder them; for to such belongs the kingdom of heaven’. And he laid his hands on them and went away.” (Matthew 19: 13-15)

It is of greatest importance to us as a congregation to see to it that the youth and children of our congregation are involved in a meaningful way in the work of Christ's Church; that their spiritual growth and nurture is provided for; and that genuine Christian fellowship is offered to them. We believe this will be accomplished through this board.

RESPONSIBILITIES:

- A. To help the youth and children identify with the life and the mission of the Church through the local congregation;
- B. Promote attendance and involvement of the congregation's youth and children in all youth and children's activities;
- C. Provide for the continuing spiritual growth of the youth and children of the congregation;
- D. Plan a year-round program for the youth and children of the congregation and to coordinate this program with the other concerned Boards, to include, but not limited to, social, recreational and spiritual growth activities;
- E. Actively engage in the selection and training of sponsors for the youth and children's programs and organizations;
- F. Actively engage in the training of leaders from within the membership of the youth and children's organizations;
- G. Coordinate with the “Board of Christian Education” to provide continual education for the youth and children on topics of current interest to them;
- H. Coordinate the activities of our youth and children with the youth and children of other congregations;
- I. Coordinate with the “Board of Evangelism and Outreach” to teach and involve our youth and children in bringing others to the faith of Christ;
- J. With the help of the Pastor, provide counseling for the spiritual, moral and vocational development of our youth and children;
- K. For administrative purposes and program development, guide the work of all youth and children's groups within the congregation;

BOARD OF YOUTH AND CHILDREN' MINISTRIES, continued

- L. Sponsor youth and children related civic and community organizations, i.e., Boy Scouts, Girl Scouts, Church League Athletics, etc.;
- M. Encourage the youth and children of the congregation to actively participate in all boards and ministries within the congregation, as well as development of their own ministries such as puppet and clown ministries, as their talents allow;
- N. To provide at least one adult sponsor for each youth and/or children's group and adequate additional adult supervision depending on the activity;
- O. Provide a "Link" with the Cross Trails Ministry (Southwestern Texas Synod Outdoor and Retreat Ministries), and to promote Cross Trails Ministry's camping and retreat activities,*
- P. Recommend the use of Halloween Carnival Funds to the Congregation Council for approval. **

*Revision approved by Congregation Council on March 28, 1995

**Revision approved by Congregation Council on May 23, 1995

BOARD OF STEWARDSHIP AND FINANCE

“Each one must do as he has made up his mind, not reluctantly or under compulsion, for God loves a cheerful giver. And God is able to provide you with every blessing in abundance, so that you may always have enough of everything and may provide in abundance for every good work.” (II Corinthians 9: 7-8)

We believe that stewardship education should be promoted in our congregation and its organizations.

RESPONSIBILITIES:

- A. To promote the year-round total program of stewardship education in the congregation and its organizations by helping initiate programs that foster “Biblical Stewardship” in the membership;
- B. Stimulate a “Time, Talent and Treasure” response in our membership so that the work of Christ’s church might develop and grow with strength and stability;
- C. Establish and maintain a sound system of financial management in order to provide for accurate and timely accumulation and reporting of the receipts and expenditures of the congregation in order to facilitate both the control of current operations and the planning of future programs.
- D. To accomplish these goals, the following shall be the responsibility of this Board in cooperation with the Treasurer:
 - 1. The collection and accounting of all church funds;
 - 2. The coordination of purchasing;
 - 3. The disposition of funds;
 - 4. The development and initiation of a yearly program of stewardship awareness education;
 - 5. The preparation of the annual church budget, in cooperation with each board, for approval to the Congregation Council, before being presented to the congregation at its annual meeting;
 - 6. The maintenance of each “Special Fund” (memorials, etc.) as the need arises;
 - 7. To promote knowledge and education among the membership of the mission of the E.L.C.A., the Southwestern Texas Synod and the Austin Conference;
 - 8. To monitor and make periodic evaluations of the stewardship growth in the congregation;
 - 9. To coordinate the “Time and Talent” data from the congregational membership and review annually;
 - 10. To assist in communicating to the members regarding the stewardship and finance of our congregation;
 - 11. To review literature, audiovisuals, etc. and use as applicable;
 - 12. To recommend to the Congregational Council guidelines as to congregational participation in various fund raising projects or special financial needs as they arise;

BOARD OF STEWARDSHIP AND FINANCE, continued

13. Review and evaluate all offers of non-solicited gifts to the congregation as well as all programs for endowments, bequests, remembrances in wills, etc., and make recommendations to the Congregation Council;
14. Provide for the bonding of the Treasurer (NOTE: The National Church provides for us.);
15. Set-up and coordinate an efficient “Teller” crew and system;
16. Regularly evaluate and report to the congregation the congregational offerings;
17. Provide the congregation any material needed in the collection of offerings (i.e.) envelopes, time and talent cards, etc.)

BOARD OF CHURCH PROPERTIES

“So then you are no longer strangers and sojourner, but you are fellow citizens with the saints and members of the household of God, built upon the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone, in whom the whole structure is joined together and grows into a holy temple in the Lord; in whom you also are built into it for a dwelling place of God in the Spirit.” (Ephesians 2: 19-22)

The Hub of our congregational activities is the building and facilities upon which we attach the name of our organization. Maintenance and upkeep on the congregation’s common property is one of the most important responsibilities delegated to one board.

RESPONSIBILITIES:

- A. To make an annual inspection of all church properties and equipment, recommending to the Congregation Council and congregation the need of repairs, improvements or replacements;
- B. Conduct an annual inventory (review and updating) of all church properties, equipment and supplies, including acquisition date and approximate value of each item;
- C. Carry out all resolutions on purchases, repairs of church property and equipment in conjunction with the congregation’s Treasurer and Board of Stewardship and Finance;
- D. Determine and engage adequate custodial help as authorized by the congregation;
- E. Prepare a detailed list of required daily, weekly, monthly, and annual maintenance of facilities and equipment of the congregation for custodial help;
- F. Annually review and recommend salaries for all custodial help and to that end, study and recommend policies regarding union labor, fair employment practices and the like to be applied to the suppliers and to the congregation;
- G. Determine and establish, with the approval of the Congregation Council, regulations governing the use of church property and equipment (See Policy Statement);
- H. Coordinate the schedule of activities within the facilities in conjunction with the other Church Boards and Church Organizations;
- I. Make and issue keys for the church property and, keep and review annually a list of the keys issued;
- J. Supervise, control, maintain and recommend adequate storage facilities for all church property, equipment and supplies;
- K. Annually check, with the audit committee, the adequacy of all types of insurance for the church property and equipment and negotiate necessary insurance contracts (See Constitution Page 22; (6.2f);

BOARD OF CHURCH PROPERTIES, continued

- L. Check all property for fire hazards at least once annually and correct any situation necessary to eliminate such hazards;
- M. Enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping and other projects;
- N. Arrange for immediate repairs of an urgent nature and all normal repairs and alterations for which budget funds have allocated;
- O. Obtain legal information necessary for the wise consideration of contracts, deeds and other like matters of the congregation as needed;
- P. Negotiate service contracts for organ, piano, office machines and other equipment as necessary;
- Q. Make annual inventory of official documents in safekeeping and enter its completion in the official meeting minutes of the Congregational Council (Place copy in safe deposit box);
- R. Monitor changes in the laws governing nonprofit organizations and obtain legal information to be reported to the congregation through the Congregation Council;
- S. Annually review and make recommendation to the Congregation Council on policies and rental fees for the use and lending of church properties;
- T. Study and plan for future expansion of buildings and facilities to meet the needs of increased congregational growth and program development, working with other specially appointed committees as appropriate;
- U. Oversee a "Building Use Committee" which reviews and coordinates all requests by groups or individuals to use our facilities.

BOARD OF CHRISTIAN SERVICE

“But I say to you that hear, Love your enemies, do good to those that hate you, bless those who curse you, pray for those who abuse you. To him who strikes you on the cheek, offer the other also; and from him who takes away your coat do not withhold even your shirt. Give to everyone who begs from you; and of him who takes away your goods do not ask them again. And as you wish that men would do to you, do so to them.” (Luke 6: 27-31)

In many ways, Christian Service and Evangelism and Outreach is the main work of the church. We have an opportunity to put our beliefs into action to feel the reward of doing and giving of ourselves to others in need. To accomplish our goals, this Board will work in the following areas;

RESPONSIBILITIES:

- A. Integrating the congregation’s service work into the life of the surrounding community;
- B. Working to create congregational awareness of people’s spiritual, physical, mental and social needs in the community and within the congregation;
- C. Working to create and maintain programs and a ministry to address these needs as resources are available;
- D. Communicating and cooperating with other religious and secular agencies and organizations which might be beneficial to an effective ministry to people such as:
 - 1. Angel Tree Ministry of Prison Fellowship
 - 2. Austin Area Interreligious Ministries
 - 3. Samaritan Center
 - 4. Crop Walk for Hunger
 - 5. Texas Lutheran University
 - 6. Caritas
 - 7. Pastoral Counseling Centers
 - 8. Lutheran Social Services of the South
 - 9. Lutheran World Relief (World Hunger. Etc.)
 - 10. The Lutheran Seminary Program of Austin
 - 11. Interfaith Hospitality Network
 - 12. Abiding Love Food Pantry (a ministry of the Capital Area Food Bank)
 - 13. Free Trade Sales Coordination
 - 14. Housing Projects such as Habitat for Humanity or Hands on Housing
 - 15. Religious Coalition to Assist the Homeless
 - 16. South Austin Assistance Ministries
- E. Maintaining a balance between the study, service and action aspects of “Social Ministry”;
- F. Seeing that “Community” and “Neighbor” are world-wide concerns as well as local ones, and “Issues” are also, international as well as local in scope;

BOARD OF CHRISTIAN SERVICE, continued

- G. Stimulating congregational interest in these programs and providing leadership and encouragement to those working in them;
- H. Extend our outreach further through the Church's support of the Evangelical Lutheran Church in America, The Southwestern Texas Synod and our Austin Conference through donations of a percentage of our Church's local offerings and any other support that may be required.

Revision approved by the Congregation Council on April 22, 2008

BOARD OF PARISH FELLOWSHIP

“Behold, how good and pleasant it is when brothers dwell in unity!” (Psalms 133:10)

It is our intent to maintain an atmosphere of Christian fellowship based on the love and concern demonstrated by Jesus Christ our Lord. It is our hope that we can be of assistance to our membership in becoming better acquainted with each other, and more inclined to celebrate life together.

RESPONSIBILITIES:

- A. Plan, supervise and implement larger gatherings of the congregation from time to time throughout the year which will further the goals of the congregation;
- B. Maintain contact with other Administrative Boards, encourage ways of furthering the work of their Boards through fellowship, and drawing from them requests and suggestions for fellowship activities;
- C. Provide a general atmosphere of friendliness among the members on a smaller scale by suggesting to groups, Koinonia groups, Bible Studies ways of bringing their members into meaningful personal relationships;
- D. We supervise and coordinate through WELCA “coffee fellowship” for Sunday mornings;
- E. Coordinate/support the church with supplies for fellowship activities of the church, as related to food and drink;
- F. Maintain cleanliness and order of the kitchen facility and hall closet in the Activity Center.

Revision approved by Congregational Council on October 23, 2001
Revision approved by Congregation Council on April 22, 2008

BOARD OF MEMBERSHIP CARE

The Membership Care Board expresses the loving care of the entire Congregation. Our Board's Mission is to open our hearts and hands in caring ministry to our church family, and to seek to make our church God's home for everyone, where no one is a stranger.

RESPONSIBILITIES:

- A. Update the membership roll every 6 months, which will be coordinated by our Pastors;
- B. Coordinate the preparation and publishing of an annual church directory and a periodic pictorial directory;
- C. Coordinate with the Pastors the membership records to contact and encourage the people who have become inactive (4 weeks absence from worship) with a phone call and or a visit to return to worship;
- D. On your behalf, the prayer chain connects persons to offer up prayers as a quick response to the need;
- E. Coordinate visitation of the sick and shut-ins with the Pastors;
- F. To provide a meal for new births in a family, family illness, or any other need to help a family;
- G. Provide a monthly week-day social activity program;
- H. To provide medical equipment (on hand) to members and keep an inventory;
- I. Coordinate the distribution of cassette/video/CD/DVD recordings of church services;
- J. To coordinate the Parish Health Ministry to promote health and wholeness to all members and the community;
- K. To reach out to those suffering, grieving, or rejoicing with a Christian message through the mailing of greeting cards;
- L. To provide a variety of printed materials that address the various needs of the people through placement of tracts in the church entryway and youth area;
- M. To provide a meal and a service to members requesting a funeral/memorial dinner/ reception;
- N. To develop a "Lay Caregiving Program" and provide adequate training as needed;
- O. Along with the Pastors, develop/coordinate and train people to provide workshops related to family needs;
- P. Coordinate Additions & Concerns information (12-step Programs) for members;

BOARD OF MEMBERSHIP CARE, continued

- Q. Knit or crochet prayer shawls for those ill or grieving;
- R. Coordinate congregational members' individual wishes and plans for the time of their death and keep a record of those wishes in the church office.

Revision approved by Congregation Council October 23, 2001
Revision by Congregational Council on April 27, 2004 & June 22, 2004
Revision approved by Congregational Council on 4/22/08

BOARD OF CHILDREN’S OUTREACH MINISTRIES

“Some people brought children to Jesus for Him to place His hands on them and to pray for them, but the disciples scolded the people. Jesus said, ‘Let the children come to me and do not stop them, because the Kingdom of Heaven belongs to such as these.’ He placed his hands on them and then went away.” (Matthew 19: 13—15)

The Abiding Love Lutheran Children’s Center was established to care for young children in a way that tells them and their family the story of God’s love through Jesus Christ.

In addition to achieving the above stated purpose, responsibilities of the Children’s Outreach Ministries Board to the Child Care Ministries and the Congregation of Abiding Love Lutheran Church are as follows:

RESPONSIBILITIES:

- A. Prepare and maintain a purpose statement and communicate that statement to the Congregation;
- B. Prepare and maintain a valid Director’s job description;
- C. Search for, interview, and hire a qualified Director;
- D. Create and maintain an educational philosophy;
- E. Develop, revise, and maintain Parent and Staff Policies;
- F. Maintain compliance with all applicable laws and ordinances in the operation of this program;
- G. Review monthly financial operations;
- H. Oversee and assist the Director in annual budget preparations;
- I. Assist, support, and advise the Director in job fulfillment;
- J. Review and evaluate performance of Director annually;
- K. Prepare annual agenda and reports as necessary;
- L. Work with the Director, Staff, and Parents to resolve conflict in a peaceful and just manner;
- M. Promote children’s center programs to the Congregation and to the community;
- N. Communicate the importance and value of this ministry to the Congregation and to the community;

BOARD OF CHILDREN'S OUTREACH MINISTRIES, continued

- O. Report the financial status of his ministry to the Congregation Council;
- P. Prepare and present annual reports and budgets for Congregational meetings;
- Q. Develop Congregational support of this ministry with money, materials, in-kind contributions, and service;
- R. Maintain accurate financial records for annual Congregational audit;
- S. Become aware of issues and pending legislation which affect children and child care. Develop congregational and community support for children's rights by providing information and education;
- T. Support ongoing continuing education for the Director and staff.

Revision approved by Child Care Board on July 12, 1993
Revision approved by Congregation Council on July 27, 1993
Revision approved by Congregation Council on April 22, 2008

BUDGET POLICY

Whereas, the Child Development Center and the Children's Day Out programs are ongoing businesses whose cash flows are derived independently from the offerings made in support of Abiding Love Lutheran Church, and

Whereas, the operating environments of these entities are subject to external influences that cannot be accurately forecast many months in advance, and

Whereas, the congregation desires that these programs be operated in such a manner as to maintain their economic viability and continued service to the community,

Therefore, be it resolved that the Congregation Council is delegated the responsibility to review recommendations for changes in the operating budgets of the program as may be brought to them by the Director of the Board and approve such changes by a majority vote.

Approved by Congregation Council on November 21, 1993

EXECUTIVE COMMITTEE

(Consisting of the Elected Officers of the Congregation and Pastor)

- A. Be concerned about the spiritual, emotional and physical health and welfare of the Pastor(s) and his family (adequate compensation, housing, free time, vacation, assistance in times of illness or personal crisis, etc.), and to that end, specifically review these items once a year with the Congregation Council.
- B. Annually review the salary and performance of the church employees and make appropriate recommendations to the Congregation Council; or in case of vacancy, interview and hire a replacement in conjunction with the Pastor(s).
- C. Exercise leadership in gathering call lists and, if no special call committee has been formed to fill a vacancy, calling a new pastor as may become necessary.
- D. In consultation with the Pastor(s) and Director of Worship Life, provide for interns, assistants, substitute pastors and guest speakers as needed.
- E. Maintain control over expenditures for general office supplies for the church office.

BUILDING USE POLICY

Who can use the facilities?

1. Preference will be given in the following order: first, to use for church functions and organizations; second, to use by members or member-sponsored charitable or non-profit organizations; and third, to non-member sponsored charitable or non-profit organizations. In each case, there must be no conflict with church activities or policies. For-profit organizations will not be permitted to use the facilities (aside from exceptional circumstances approved by the Congregation Council).
2. Applications for use, for any purpose other than church functions and organizations must be made one (1) month in advance. The Board of Church Properties will review applications for use of facilities, and set fees, when not covered by present policies.

How can people and organizations use the facilities?

3. The following general principles shall apply to all individuals and groups using the facilities:
 - a. WHAT IS SET UP IS TAKEN DOWN
 - b. WHAT IS MESSED UP IS CLEANED UP
 - c. WHAT IS TAKEN OUT IS PUT AWAY IN THE SAME PLACE
 - d. EACH GROUP OR INDIVIDUAL IS RESPONSIBLE FOR PREPARING FOR AND SETTING UP FOR THEIR PARTICULAR ACTIVITY
4. Use of alcohol and smoking:
 - a. No smoking is permitted in the building;
 - b. No alcoholic beverages are permitted on church property except for:
 - Communion wine used in the Worship Center sanctuary or
 - Champagne, beer and wine in the Activities Center and adjacent grounds in connection with members' weddings or other appropriate church activities, only in moderation between 12:00 PM and 10:00 PM.
5. The Worship Center Sanctuary may not be used for any purpose other than church functions, wedding rehearsals and ceremonies. Churches of other denominations may use facilities only with the approval of the Congregation Council.
6. No drink, which contains red dye, shall be used in any carpeted area of the facilities.
7. Equipment use (borrowing for personal use):
 - a. Only folding chairs and folding tables can be taken off the premises and used by members for personal use;
 - b. Equipment must be returned clean and undamaged (or, if it is damaged, the user must repair or replace it);
 - c. Requests for use must come through the church office in person, via e-mail (abiding love@austin.rr.com), phone (512-892-4040) or fax (512-892-4456). The name and phone number of the user with date taken out and date to be returned should be placed in the box of the Director of the Board of Church Properties, together with the type and amount of equipment borrowed;

BUILDING USE POLICY, continued

- d. Other equipment can be used away from the premises for church sponsored activities only with b. and c. above applying. Only the Pastor or Council Members may approve this type of equipment use.

What fees will be charged for using the facilities?

8. Except for weddings, non-church sponsored activities will be charged for building use as follows (subject to waiver or reduction in exceptional circumstances by the Church Properties Board or the Congregation Council):
- Fees for use of the Activities Center {\$30.00} per hour up to 4 hours, and {\$20.00} for each hour thereafter (use of, and fees for, other buildings will be subject to approval by the Church Properties Board or the Congregation Council);
 - A {\$200.00} refundable deposit is required;
 - With the approval of the Church Properties Board or the Congregational Council, non-profit organizations such as scouts or 12-step groups may make a donation instead of the set fees and/or deposit above if those fees and/or deposit would present a burden to the group.

9. Weddings:

- a. Fees as follows:

	<i>Non-Members</i>	<i>Members*</i>
Sanctuary	\$300	No charge
Activity Center	\$150	No charge
Wedding coordinator (wedding only)	\$200	\$150
Wedding coordinator (reception)	\$100	\$100
Pianist (wedding only)	\$150	\$100
Pianist (reception)	\$50/hour	\$50/hour
Cleanup (wedding only)	\$75	\$50
Cleanup (reception)	\$100	\$75
Sound technician	\$50	\$50
Pastor	\$200	No charge+
Security deposit (non-refundable, applicable to balance of fees)	\$100	\$100

* Weddings will be subject to member rate *only* if the bride, the groom, or the bride's or groom's parents or guardians are members of Abiding Love Lutheran Church at the time the wedding reservation is confirmed. For members, special financial considerations may be discussed with the Pastor.

+ An honorarium of appreciation or love offering is encouraged.

- All** fees are to be paid no later than two weeks prior to rehearsal.
- It is suggested that the pastor's fee be paid directly to him/her at rehearsal.
- Other services may require additional fees as determined by the wedding coordinator.
- For members, special consideration may be discussed with the Pastor.

Revised and approved by the Congregation Council on February 24, 2004

POLICY FOR DISTRIBUTION OF DIRECTORIES AND NEWSLETTER

Church directories shall not be given to anyone for business purposes, but anyone may be added to the newsletter mailing list upon request.

Reviewed/Approved November 11, 1987

POLICY REGARDING FUND RAISING

Any group associated with Abiding Love Lutheran Church may sponsor fund raising events. Fund raising events should be tied to a community outreach or benefit, or may be tied to a long-rang goal, event, or happening that will benefit the group itself or Abiding Love Lutheran Church.

Fund raising events sponsored by the Youth Group(s), WELCA, Children's Day Out, Abiding Love Lutheran Church Child Development Center, or any Scout group, for which Abiding Love Lutheran Church provides the sponsorship may be undertaken without specific approval by the Congregation Council provided that:

1. The fund raising event is reported to the Board that oversees the activities of the Group, at a meeting of the Board, and is recorded in the minutes of that Board meeting, and
2. The event is coordinated with the Board of Church Properties or its designated representative concerning scheduling and/or use of church properties.

(Note: This is a revision to the existing "Policy Regarding Fund Raising", page 26 of the Policy Manual, last approved on April 17, 1984.)

Revision approved by Congregation Council on November 24, 1998

GIFTS AND MEMORIAL COMMITTEE

1. The Committee will consist of five members, selected to represent the broad base of the congregation. Members will not be current Board Directors. There will be no more than one member from any administrative board at any time, though board membership is not required to be a member of this committee.
2. The Committee will report to the Executive Committee, and then to the Congregation Council.
3. The Committee will establish and maintain a Gifts and Memorial List of equipment, furnishings, building appurtenances, etc. that may be needed to further the work of the Congregation. The Gifts and Memorials List will replace the Equipment List that has been in place prior to this date. The Committee will review and publish this list not less than four times annually.
4. The Gifts and Memorials List will be used by members to determine items that may be given as special gifts and by the Pastor in advising potential donors.
5. Offers of gifts not on the current list will be directed to the appropriate Church Board. The Board may elect to accept the gift or refer the offer to the Gifts and Memorials Committee. The Committee will receive and review all offers of unsolicited gifts of items that are not on the Gifts and Memorials List. The committee will investigate the details of the gift, appropriateness of the gift, congregational need of the gift and make recommendations of whether the congregation would benefit from the gift and whether the gift should be accepted in its original form or be modified before acceptance. The committee will be sensitive to the wishes and needs of the congregation and its boards, as may be relevant for each gift offer.

Approved by Congregation Council on November 27, 2001
Approved by Congregation Council on June 22, 2004

FINANCIAL ACCOUNTABILITY

1. Purpose: To provide a consistent procedure for maintaining accounting records for the receipts and disbursements of cash and annual audits thereof for all organizations affiliated with Abiding Love Lutheran Church.
2. Scope: These procedures apply to any organization affiliated with Abiding Love Lutheran Church which may from time-to-time receive and disburse cash in connection with their activities. Such organizations include, but are not limited to, the Men's Ministries of the Church, WELCA, Child Development Center, Children's Day Out, and Youth Groups.
3. Responsibilities: The Board of Stewardship and Finance shall have the primary responsibility to implement and interpret these procedures.
4. Procedures:
 - a. The custody of cash shall be assigned to a specific individual of the appropriate organization. This individual may be the Chairman, President or Treasurer.
 - b. The individual shall be responsible to maintain a cash receipts and disbursements journal, either manually or with automated software. All cash receipts and disbursements shall be recorded.
 - c. In the event personnel are employed by the organization, budgetary provisions for social security, employer contributions (whatever % required) of the total budgeted salary must be made.
 - d. Where personnel are employed by the organization, the individual charged with the responsibility of custody over cash receipts and disbursements shall on a monthly basis, submit to the church treasurer, a report reflecting the name, social security number, amount of gross salaries paid during the month, amounts withholding (federal income tax and social security) together with a check for the amounts of the withholding plus the employer's share of the social security tax.
 - e. The chairman or president of the organization shall, on an annual basis, have the financial records of the organization audited. The audit shall cover the twelve (12) months ending December 31 and must be performed by someone other than the individual responsible for the custody of cash. The results of the audit must be submitted in writing to the chairman of the Board of Stewardship and Finance no later than June 1 each year.
 - f. If the total, cash on hand exceeds \$500.00, a checking or savings account shall be opened in the name of Abiding Love Lutheran Church plus the name of the organization. Such checking account shall use the employer identification number (EIN) for Abiding Love Lutheran Church.
 - g. All disbursements of cash shall be documented with appropriate supporting documentation consisting of payroll records signed by employees, invoices which describe the merchandise or service purchased, etc. This requirement applies whether not the disbursement was made by check.

Approved by Congregation Council on May 19, 1987

EMPLOYEE REVIEW POLICY

The following policy pertains to all full-time employees of Abiding Love Lutheran Church, excluding the Pastor/Pastors and Childcare Center Staff.

All full-time employees who have been employed at least 90 days will be reviewed annually for a possible merit raise. This review shall be done by the appropriate Board with input from those associated with the employee. Any increase will be recommended by the Board of the Church Council for final approval. All full-time employees will be reviewed in May for possible merit increases to be effective July 1. These increases may vary between employees.

Full-time employees' salaries will be collectively reviewed annually, for possible increase to partially offset the effect of the rise in the cost of living (NOT TIED TO CONSUMER PRICE INDEX). All full-time employees to receive the same percentage increase as suggested and approved by the Congregation Council. This review will be completed by October in time for the following year's budget, to take effect January 1.

All Board's budgets must reflect maximum projected raises for the budget year.

Part-time employees will be reviewed annually by the Board responsible for their services with input from those associated with the employee. This review will occur in late summer or early fall for possible raises in the following year. These raises should be included in the projected budget of the respective Board for that next year.

Review of both full and part-time employees will include some form of evaluation at least annually.

First approved by Congregation Council on March 23, 1982
Amended by Congregation Council on February 16, 1988
Amended by Congregation Council on November 15, 1988

DISABILITY POLICY

In the event of the disability of the Pastor, the congregation will continue to pay full salary and housing allowance for a period of three (3) months. Such payments will also include full pension payments to the Evangelical Lutheran Church in America, as well as car allowance. At the end of three (3) months, when the Evangelical Lutheran Church in America disability payments begin, the congregation will continue to pay amounts needed to supplement the ELCA benefits and any other plan or income to attain the regular monthly salary and housing allowance. Pension payments will also be continued, but no car allowance will be paid. This income shall continue during disability up to a period of one (1) year, at which time the congregational benefits will cease.

Approved by Congregation Council on May 19, 1987

MEMORIAL PROGRAM POLICY

Abiding Love Lutheran Church may accept Memorial Gifts to any currently designated “Fund” of the Congregation. Conditions of acceptance of gifts for specific uses or items not included in current Funds list shall be referred to the Gifts and Memorials Committee.*

In the event that gifts are received as “Memorials” without designation to a specific Fund the gift shall be credited to the “Gifts and Memorials Fund”.*

All items donated as memorials shall be acknowledged by card or letter and shall be listed in a memorial book to be kept on display in the church facility. Nameplates or other indication of donor shall not be permitted.

All memorial items donated shall become the property of Abiding Love Lutheran Church and future disposition shall be to the discretion of the Congregation Council.

Upon the death of a member of Abiding Love Lutheran Church, the family of the deceased member will be given the opportunity to coordinate with the Gifts and Memorials Committee to determine an appropriate use of undesignated memorials given for their family member.**

NOTE: This policy applies to “Special Gifts” and “Gifts in Honor of” and other gifts given as a means of memorializing an individual.

Amended by Congregation Council on August 18, 1987
Revision approved by Congregation Council on March 20, 1990
Revision approved by Congregation Council on November 27, 2001
*Revision approved by Congregation Council on October 23, 2001
**Revision approved by Congregation Council on November 26, 2002

BULLETIN BOARD ADVERTISING POLICIES

The Building Use Committee has approved the use of 3x5 cards for advertising on the bulletin board. They may be submitted by Abiding Love Lutheran Church members only and would remain on the board for 30 days. A specific place on the board would be designated.

Approved by Congregation Council on November 15, 1988

DESIGNATED FUNDS OF THE CONGREGATION

Council Action – December 22, 2009

REMOVE previous:

2. Debt Fund
4. Second Floor Development Fund
6. Outdoor Sign Fund

COMPLETE LIST (updated):

General Fund – This fund is used for the accounting of Undesignated Offerings and regular expenses of the church. As of January 1, 2010, this does not include the payment of the building mortgage principal and interest.

Carnival Fund – Donations and expenses related to the Annual All Saints' Eve Carnival.

Capital Fund – As of January 1, 2010 this fund will cover the payment of the building mortgage principal and interest. This fund also accounts for Designated Capital Offerings and Capital Improvement expenses as communicated by current leadership and approved committees.

Directed Benevolence Fund – Specific donations by members to benevolence organizations outside the regular Synod benevolence payment.

Food Pantry Fund – Specific donations and related expenses to operate the Food Pantry program..

Gift & Memorials Fund – Specified donations and related expenses as designated by the donor.

Good Samaritan Fund - Specific donations and approved expenses by the Pastor to any member or non-member in need.

Men's Association Fund – Donations and expenses related to Men's Association activities.

Middle School Youth Fund – Donations and expenses related to Middle School Youth activities.

Sr. High Youth Fund – Donations and expenses related to Senior High Youth activities.

4th & 5th Grade Youth Fund - Donations and expenses related to 4th & 5th Grade Youth activities.

- Approved by Congregation Council
on December 22, 2009

ABIDING LOVE LUTHERAN CHURCH PAID LEAVE POLICY

Paid leave benefits for all full-time, non-contractual employees (excluding Child Development Center and Children's Day Out employees), hereinafter referred to as full-time employees, shall be as set forth below:

I. OFFICIAL HOLIDAYS

- New Year's Day
- Monday after Easter
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve (1/2 day)
- Christmas Day

If an official holiday falls on Saturday or Sunday, it shall be taken on either the Friday before or the Monday after, at the discretion of the Pastor.

II. PERSONAL HOLIDAY

All full-time employees are eligible to take one personal holiday per year after completing a six-month probationary period. The personal holiday may be taken at any time during the calendar year with the prior approval of the Pastor and will not carry forward to the next calendar year.

III. VACATION LEAVE

All full-time employees shall be eligible for vacation leave according to the schedule below.

Upon completion of:

1 year from date of hire	10 days
10 years from date of hire	15 days

Employee must give advance notice of vacation schedule and obtain the approval of the Pastor. Vacation leave will not carry forward to the following year.

Unused entitled vacation shall be paid upon termination of employment.

PAID LEAVE POLICY, continued

IV. SICK LEAVE

All full-time employees will accrue one day of sick leave per month. Unused sick leave will carry forward from year to year up to 60 days. To receive paid sick leave, an employee is required to notify the Pastor as soon as the church office is opened on the day sick time is to be used. Sick leave may be taken in intervals of one-half hour for all time absent during the regular work day.

Sick leave may be used for doctor's appointments, personal illness, physical incapacity or caring for an ill member of the immediate family.

Unused sick leave will not be paid upon termination of employment.

V. FUNERAL LEAVE

Paid leave will be allowed to attend the funeral of a family member with the approval of the Pastor. The Pastor will determine the amount of time off.

Approved by Congregation Council on March 19, 1991

COPYRIGHT LAW POLICY

Copyright laws regarding audio, video and printed material for use by the congregation will be obeyed.

Approved by Congregation Council on July 28, 1992
Revision approved by Congregation Council on October 23, 2001

GRANTS/MATCHING FUNDS POLICY

Grants of money and matching funds are available from Thrivent Financial for Lutherans through the local branch organization. The availability of funds is dependent on the specific program sponsored by Thrivent, and the program requirements.

The following guidance and procedures shall be followed:

1. Program guidelines and requirements must be followed to maintain eligibility for the Grant or matching funds.
2. Contact the appropriate Branch Leader(s), in advance of the proposed project or event, concerning available funding programs and requirements.
3. Participation requirements of the Thrivent programs shall be met to maintain eligibility. Appropriate records of actual participation shall be kept and reported to the Branch.
4. Advertising requirements shall be met.
5. Matching Funds from Thrivent's "Care in Congregations", "Care Abounds in Communities", or "Care in Regions" can be utilized by any organization of Abiding Love Lutheran Church to match any fund raising event or fund raising appeal for a specific purpose. The Congregational Council will make the final decision as to who can use the funds. A request for use of the funds must be made to the Council in advance of the event. The request should be in writing and distributed to all Council members prior to the Board meeting before the Council meeting at which a request is considered.
6. Youth events or projects that request funds from Thrivent shall be coordinated through the Board of Youth & Children's Ministries. The Board will make the final decision as to which group(s) can use the funds. Grant funds requested by one group may be used by that group without Board approval, provided no other group requests the funds. A request for use of the funds must be made in writing to the Board for consideration at a meeting that occurs prior to the event.
7. Grant funds for specific purposes may be requested by more than one organization of Abiding Love Lutheran Church. The Congregation Council shall have the final decision on multiple requests for grant funds. Grant funds requested by one organization may be used by that organization, without Council approval, if no other organization requests the funds.

(Note: This is a revision to the existing "Matching Funds Policy", page 38 of the Policy Manual, last approved on November 24, 1992.)

Approved revision by Congregation Council on November 24, 1998

**POLICY FOR GIVING PERSONAL CHARACTER REFERENCES
FOR PERSON' SEEKING EMPLOYMENT, ETC. BY MEMBERS
OF OUR CHURCH STAFF**

It is the policy of Abiding Love Lutheran Church, Austin, Texas, that members of our church staff not be expected to give personal character information on members or friends of our church when asked by a prospective employer or any other party. The staff members may, however, verify the person's identity and affiliation with the Congregation.

Approved by Congregation Council on May 23, 1995

**YOUTH BOARD POLICY FOR ABIDING LOVE YOUTH GROUPS
CONCERNING TRIPS THAT REQUIRE TRAVEL AWAY FROM THE CHURCH**

1. No youth may participate in a youth activity away from the church without an Emergency Medical Treatment form signed by a parent or guardian on file or in the possession of the sponsor.
2. Members of the group attending the event will participate in all planned activities of the event and will not leave the group for another activity unless their parent has spoken with and cleared this through the sponsor for that event.
3. A contact person will be arranged for on any trips requiring travel away from the church. The contact person will agree to be available during the scheduled travel times so, if delays or problems arise; the group may contact this person to get this word to the other parents. If this does occur the contact person would then attempt to make contact with all parents of the youth on the trip to communicate the delay.
4. On any trip if an offense occurs (defined as breaking of any laws, or an offense that does harm to self or property, or behavior that is inappropriate with the beliefs and purposes of Abiding Love Lutheran Church and their youth groups) the offense will be reported to the parents of the youth by that youth with the sponsor present. If the youth declines to report the event, or declines to be present, the sponsor then has the right to report to the parent.
5. If there is any behavior deemed inappropriate by the sponsors, the sponsor has the right to ask the parent to make arrangements for the picking up of their youth from the event and returning home.

This policy is meant to cover all organized youth group activities. It is meant to be a guide and basis for youth group sponsored events and trips. It may be supplemented with additional covenants, details, or requirements that are specifically related to individual events or trips. Covenants required by Synod events, National Gatherings, and events sponsored by other churches or groups shall, also, be included with this policy.

Approved by Congregation Council on December 19, 1995

**POLICY STATEMENT FOR USE OF CHURCH BUILDING(S) OR GROUNDS
FOR WEDDING CEREMONIES BY NON-MEMBERS**

1. Use is permitted if one person of the wedding couple is a member, and Abiding Love's Pastor officiates or assists at the ceremony. (Note: Another ordained Christian minister or Jewish Rabbi may assist.)
2. Use is permitted by two non-members if Abiding Love's Pastor is the officiating minister. (Note: Another ordained Christian minister or Jewish Rabbi may assist.)
3. Use is permitted by non-members if another Ordained Pastor of the Evangelical Lutheran Church in America officiates (on active roster), with the approval of Abiding Love's Pastor.
4. Use is not permitted by non-members if any other minister officiates at the ceremony who is not a called Pastor of Abiding Love or an active rostered Pastor of the Evangelical Lutheran Church in America

Approved by Congregation Council on June 27, 1995

PRESIDENT'S COMMITTEE

The President's Committee will consist of members who have served a term as President of Abiding Love Lutheran Church. Membership to the committee commences at the conclusion of a Presidential term, and will continue without end unless and until membership at Abiding Love is terminated. Membership on the committee shall be temporarily suspended during the time a member is subsequently elected to serve as an officer or director of an administrative board.

The President's Committee will report to the President of the Congregation, and then to the Congregation Council.

The immediate past President will serve as the Chairperson of the President's Committee. The President's Committee will meet at the pleasure of the Chairperson or President of the Congregation, meeting at least once a year in September.

The President's Committee serves as counsel for and advocate of the ministries of Abiding Love, and will:

- lead by example in the areas of Christian worship, education, evangelism, stewardship, and service;
- and encourage continuous support of the ministries of Abiding Love;
- advance the mission and goals of the church; and
- participate in the evaluation of the church activities in light of its mission and goals.

Presidents of the Congregation

<u>Name</u>	<u>Years Served</u>
Alan Matejowsky	1980 -1981; 2000 – 2001
Gene Zimmerman	1982 - 1983
Fritz Graeber (deceased)	1984 - 1985
Steve Kitka	1986 - 1987
Ray Langenberg (membership trnsf)	1988 - 1989
Barbara Merz	1990 - 1991
Joe Rymal (membership trnsf)	1992 - 1993
Tom Hokanson	1994 - 1995
Craig Hohertz	1996 - 1997
Paul Mettke	1998 - 1999
Dale Sump	2002 - 2003
John Urban	2004 - 2005
John Austin	2006 - 2007

Approved by Congregation Council on July 22, 2003

**FUTURE CAPITAL IMPROVEMENT PRIORITIES
ABIDING LOVE LUTHERAN CHURCH**

PROJECTS (in priority)	EST. COST
1) INSTALL OUTDOOR SIGNAGE FOR WORSHIP CENTER	\$15,000
2) COMPETE SECOND STORY IN WORSHIP CENTER Install elevator, hvac, electric, plumbing, walls, fixtures	\$90,000
3) EXPAND CHILDREN’S CENTER Enlarge kitchen, dining area, classroom space	\$100,000
4) RENOVATE ACTIVITY CENTER Enlarge kitchen, extend walkway cover, new entry	\$55,000
5) COMPLETE BALCONY IN WORSHIP CENTER Finish wall surfaces, install carpet and pews	\$35,000
6) INSTALL CROSS TOWER IN FRONT OF WORSHIP CENTER	<u>\$30,000</u>
ESTIMATED TOTAL	\$325,000

Presented at the Annual Congregation Meetings:

- November 18, 2001
- November 17, 2002
- November 16, 2003

PROCEDURE FOR COMMUNICATING DEATH OF A MEMBER

IN CASE OF DEATH:

PLEASE NOTIFY THE CHURCH OFFICE. The Office Administrator will then contact the following four main persons who, in turn, contact the persons under their responsibility, either by phone or email.

- 1. Membership Care Director**
 - a. Funeral Food Coordinator**
 - b. Prayer Chain Coordinator**

- 2. Parish Fellowship Director**
 - a. Koinonia Group Leaders**

Members of their Koinonia Groups

- 3. WELCA President**
 - a. Circle Leaders**

Members of their Circles

- 4. Council President**
 - a. Council Members**

Board Directors call their Members

Approved by Congregation Council on April 29, 2003

CONTINUING EDUCATION BUDGET FOR THE PASTORAL STAFF

The Pastors of Abiding Love Lutheran Church may expend or use their annual budgeted Continuing Education funds in full each year or carry them over for not more than three consecutive years. The Pastors should continue to participate in Continuing Education each year, even though their funds may carry over. The fourteen days allowed each year may not carry over.

Approved by Congregation Council
April 24, 2007

Rules Regarding Use of Church Credit Cards

1. The Congregation Council will authorize each person who is to be allowed to use a credit card. This will be by approval of a motion for each named individual.
2. Each person who is to be issued a credit card must sign a copy of this statement, acknowledging they have read, understand, and will abide by these rules. The signed copies will be kept by the Office Administrator.
3. Only (1) full time, paid staff of Abiding Love Lutheran Church (2) the Youth Coordinator and (3) Board Directors are allowed to obtain a credit card. Additionally, a credit card will only be used by the person to whom it was issued. When a person leaves their Board or Staff office, the credit card will be returned immediately to the Office Administrator. If a successor is to be issued a card; it will be through the same procedure as the original issuance.
4. Personal use of the cards, for any reason, is prohibited without prior Council approval. This includes usage for which the individual will, or has, reimbursed the Church.
5. No item over \$1,000 may be purchased without prior Council approval. Emergency expenditures over the limit may be approved by the Executive Committee for presentation to the Council at a later date.
6. Lost or stolen cards must be reported immediately to the Treasurer, or in the Treasurer's absence, to the Business Manager or Office Administrator.
7. Board Directors may only use credit cards for purchases related to their Board. Pastors may only use credit cards for the purchases related to ministry. Simply stated, the card is authorized to avoid the use of personal funds when an individual is carrying out their duties. Credit card purchases are to be limited to expenses for which the cardholder has responsibility. A proper use would be for the Properties Board Director to purchase repair items for the church. Another proper use would be for Pastoral Staff to book travel and hotel accommodations for Continuing Education. An improper use would be for the Pastoral Staff to use the card to purchase supplies or repair items for the church. This is intended to ensure that use of credit cards is limited to both in frequency and in purpose.
8. Receipts for any purchases made with the credit card must be turned into the Office Administrator promptly.
9. Failure to adhere to the guidelines may result in termination of the card, termination of employment, or discipline by the Congregation Council, depending upon circumstances.

Approved by the Congregation Council on
June 26, 2007

FINANCIAL RESPONSIBILITIES AND SEPARATION OF DUTIES FOR STAFF, TREASURER AND OTHER VOLUNTEERS

DEPOSITS:

1. Count monies and prepare Teller's Deposit Report - Tellers
2. Prepare Deposit Slip (for Sunday A.M. Offerings) – Tellers
3. Prepare other Misc. Deposits – Admin. Asst (Cindy Kunz)
4. Take all Deposits to the Bank – Admin. Asst. (Cindy Kunz)
5. Enter Deposits into QuickBooks Accounting (from Teller's Deposit Report) – Business Asst. (Joan Hokanson)

EXPENSES:

1. Prepare vouchers and checks – Business Asst. (Joan Hokanson)
2. Prepare payroll vouchers and checks – Business Asst. (Joan Hokanson)
3. Verify appropriate Bd. Dir. approval on vouchers and sign checks – Congregation Treasurer
4. Prepare and send Federal 941 payroll tax deposits as necessary (monthly for church, per payroll for Children's Center) – Business Asst. (Joan Hokanson)

RECONCILIATION/REPORTING:

1. Review and Reconcile Monthly Bank Statement for all accounts (If paper stmt is received in the mail, staff should not open the envelope). Review copies of checks if provided for possible fabricated existence. Balance Account totals to Bank records - Congregation Treasurer
2. Prepare Monthly Closing Journal Entries – Business Asst. (Joan Hokanson)
3. Review and Create Monthly Reports to Council – Congregation Treasurer (reports to include the following):
 - Balance Sheet
 - P&L Budget vs Actual
 - General Fund Activity Stmt by Month (or Quarter)
 - Monthly Detail Transaction Report (one for each board – only for Council)
 - Fund Balances spreadsheet (in Excel)
 - Comparison of Giving spreadsheet (in Excel)
4. Prepare above reports (or others as requested) for board of stewardship and Finance for review at monthly board meeting. – Congregation Treasurer.
5. Prepare and send Quarterly 941 Reports/Annual W2s & W3 – Business Asst. – Joan Hokanson

OTHER BUSINESS:

1. Banking Business – Congregation Treasurer and/or Finance Board
2. Mortgage/Investments Business – Congregation Treasurer and/or Finance Board
3. New Employee Setup – Business Asst (Joan Hokanson)
4. New Budget Setup/Update – Congregation Treasurer

- Approved by Congregation
Council on November 24, 2009

