

Standing Rules of Grace Lutheran Church

Scappoose, Oregon

(Hereinafter referred to as Congregation)

The Standing Rules are governed by the Voters Assembly and Church Council and are reviewed on an annual basis to keep them in line with the mission of our Congregation. The following are officer and committee tasks for positions within our Congregation as well as policies of the congregation.

President

The responsibilities of the President are:

- To appoint and supervise the functioning of all committees.
- To support all boards as necessary that are part of the church council.
- Prepare agenda and run all meetings following 'Robert's Rules of Order'.
- In the event of an equally divided vote, he/she shall cast the deciding vote.
- To appoint a Financial Review Committee for a yearly audit of the books. The committee shall review the books of the Treasurer and those of the treasurers of the various organizations within the Congregation. The committee shall report its findings to the Church Council.
- To appoint at least three (3) members to serve on the Budget Committee which shall include an Elder and the Treasurer.
- To appoint at least three (3) members to serve on a Nominating Committee each April which shall include an Elder and Vice-President.
- Oversight responsibility of Church Office Administrator and review position job description annually.

Vice President

The responsibilities of the Vice-President are:

- Annually lead committee to review the Standing Rules.
- Submit monthly newsletter article from the Council and Voters meetings to inform congregation.
- Assume duties of the President in his/her absence.
- Other duties as assigned by the President of the congregation.
- To serve on the Nominating Committee.

Secretary

The responsibilities of the Secretary are:

- Maintain all agendas and minutes of the Church Council and Voter's Meetings.
- Procure board and committee reports and distribute along with minutes prior to the monthly Council Meeting.
- Maintain an archive of all previous meeting agenda's, reports and minutes.

Treasurer

The responsibilities of the Treasurer are:

- Any special disbursements shall be regulated by the Church Council and the Voters' Assembly.
- To keep accurate records of the receipts and disbursements for the congregation in books which shall be and remain the property of the Congregation.
- Provide a written report, presented at each regular Voter's Assembly meeting, of the present financial status with a review of disbursements and accounts.
- To provide a report at each monthly council meeting of current financial status.
- To be a member of the appointed Budget Committee to assist in preparing and presenting the annual budget.
- If needed, an Assistant Treasurer can be appointed by the Church Council to assume or assist in the duties of the Treasurer, but will not have voting rights. The Church Council may approve voting privileges at a specific meeting where the Assistant Treasurer is attending in place of the Treasurer.

Financial Secretary

- The Financial Secretary shall assist in recording the plate collections procedures as outlined below:
- Open the offering envelopes and verbally relay envelope number, offering designation (General Fund, GCCC, or special), the amount, and the offering type (cash or check) to the duty Elder who enters into the financial software program.
- Verify physical count of cash and checks with what is entered into financial software program.
- Sign report of contributions entered into financial software program along with the duty Elder.
- Bundle posted report with offering envelopes and file with previous reports.
- Only the Financial Secretary knows the names associated with each envelope and prints a report (each calendar quarter) to be distributed to each member with their contributions.
- If needed, an Assistant Financial Secretary can be appointed by the Church Council to assume or assist in the duties of the Financial Secretary.

Note: The financial software program is password protected and restricted to certain activities by allowed individuals.

Board of Elders

The responsibilities of the Board of Elders are:

- Appoint the Head Elder who is a voting member of the church council.
- Assist the Pastor in designing and implementing regular membership visitation.
- Oversee the services of worship and those who contribute to the worship services (e.g. readers, musicians, ushers, and the like).
- Appoint the Head Usher.
- Assist the Financial Secretary by recording weekly plate collections in financial software program.
- Promote good stewardship of God's gifts among Congregational members.
- Act as primary overseer of any rostered workers including Pastor, DCE, etc.
- Provide spiritual support and guidance to the Pastor.
- Oversee the Altar Guild Committee

Board of Trustees

The Board of Trustees shall be concerned with the maintenance and preservation of all physical properties of the Congregation and shall expend monies under the jurisdiction of the Church Council.

The responsibilities of the Trustees are:

- Appoint a Head Trustee who is a voting member of the Church Council.
- Ensure all Congregational properties are kept in good repair and appearance and recommend needed repairs and improvements to the Church Council.
- Expend up to five hundred dollars (\$500.00) for emergency maintenance and repairs or upkeep without a special order from the Church Council or the Voters Assembly.
- Make an annual inspection of all Congregational properties and maintain an inventory list of valuable items to be used for insurance recovery to keep in church office. Report to the Church Council.
- Recommend guidelines concerning safe and orderly use of the Congregation's property, submit the guidelines to the Church Council for approval, and oversee implementation of the approved guidelines.
- Enlist the Congregation, on an annual basis, to help with Spring Cleaning.
- Maintain a current vendor list of all vendors used at the church and keep in the church office.

Board of Education

The responsibilities of the Board of Education:

- Appoint Board of Education Chair who will be a voting member of the Church Council
- Support all ongoing youth ministries within GLC, including the following:
 - Sunday School
 - Youth Group
 - Confirmation
 - Other Ministries as developed
- Support all youth related special activities, such as:
 - Christmas and Easter Celebrations
 - VBS
 - Other special activities
- Promote and encourage a one team concept within all BOE ministries. Provide mutual support and encouragement in the execution of said ministries.
- For called or hired youth ministry workers
 - In the case of a youth ministry intern, provide immediate oversight and supervision of the intern in the performance of their duties.
 - In the case of a called DCE or youth minister, provide effective support and assistance to the called minister in the execution of their ministry.
- Be effective stewards of any monetary resources provided to the BOE.
- Vote by email is acceptable

GCCC Board

The responsibilities of Board Members are:

- Appoint chairperson of GCCC board who shall be a voting member of the Church Council.
- Monitor and/or modify policies that will guide the Director in the daily management and operation of the school.
- Oversee and participate in hiring of Director.
- Ensure a quality program with Lutheran distinctiveness and maintain the school's stated mission and purpose.
- Assist the Director and staff in providing a program that meets state requirements and is in line with current trends and research in early childhood education.
- Work with and support the Director who is responsible for the management of the GCCC.
- Review staff job descriptions, as needed.
- Coordinate funding and financial management of GCCC in collaboration with GLC. This includes approval of an annual operating budget and fees.
- Assist in handling questions or difficulties which may arise within the GCCC.
- Annually review employee handbook for any needed updates.

Committees

Mission Servants/LWML Committee:

- Members discuss and implement mission opportunities for the congregation to participate in.
- Committee members will select a person to serve in an advisory capacity on the Church Council.
- Coordinate fellowship activities as needed in the absence of Fellowship Committee.

Nominating Committee:

- Members shall consist of Vice President, Elder and at least one other appointed member.
- Prayerfully consider and contact members to fill slate of expiring term positions within the church.
- Committee is formed in April of each year and report slate of positions at August Council meeting ahead of the August Voter's meeting.

Budget Committee:

- Members shall consist of Elder, Treasurer and at least one other appointed member.
- Members will contact each board including GCCC to present to the committee a budget for the year.
- The committee will present a draft budget at the August Council Meeting for approval to present to the Voters in August for final approval.

Financial Review Committee:

- Members shall consist of Council Secretary, Elder and one other appointed member from the congregation.
- The Treasurer shall supply documents as needed for the review committee
- The committee shall follow the LCMS guidelines outlined in the "LCMS Treasurers Manual".

- The review guidelines are found at:
<https://files.lcms.org/wl/?id=qm21HfPIr6XmpmPP0HtpnhGe2vVBPZpN>

Altar Guild Committee:

- Places banners on the altar approximately every 2 weeks throughout the church year.
- Places other items (nativity, cornucopia, etc) as needed.
- Provides list of Communion Care Directions to post in kitchen cupboard and that supplies are replenished.
- Provides list of Communion Care names for Church Office Administrator for Setup and Clean up on Communion Sundays.

Policies

Marriage Policy

The marriage policy of Grace Lutheran Church, Scappoose, a member congregation of The Lutheran Church—Missouri Synod, is and always has been consistent with the Synod's beliefs on marriage. We believe that marriage is a sacred union of one man and one woman (Gen. 2:24-25), and that God gave marriage as a picture of the relationship between Christ and His bride the Church (Eph. 5:32). The official position of The Lutheran Church—Missouri Synod, as set forth in 1998 Res. 3-21 ("To Affirm the Sanctity of Marriage and to Reject Same-Sex Unions"), is that homosexual unions come under categorical prohibition in the Old and New Testaments (Lev. 18:22, 24; 20:13; 1 Cor. 6:9-10; 1 Tim. 1:9-10) as contrary to the Creator's design (Rom. 1:26-27). These positions and beliefs can be found on the LCMS website, along with other statements, papers and reports on the subject of homosexuality and same-sex civil unions and "marriage." Our pastors will not officiate over any marriages inconsistent with these beliefs, and our church property may not be used for any marriage ceremony, reception or other activity that would be inconsistent with our beliefs and this policy.

Wedding Policy

The church usage policy for weddings and/or receptions was set by the church council and is included in Appendix I (pg. 7-8) of these Standing Rules.

Use of Church Facilities

The Church Council has established these policies
for using our church facilities.

1. It is not appropriate to decorate or arrange the church in such a manner as to detract from its being a Holy place where God's presence is celebrated.
2. No smoking in any part of the church building.
3. No illicit drugs or alcoholic beverages are to be served or used on the premises, except wine for sacramental purposes. If a member of the wedding party arrives at the wedding or rehearsal in an intoxicated or drug induced state, that person will leave the premises or the activity will be cancelled.
4. No auto flash may be used in taking pictures once the opening prayer has begun.
5. No furniture in the sanctuary is to be moved or decorated in such a manner as to detract from its appointed purpose. After the wedding return the facilities to their original status.
6. Decorations may be put in place the evening before the event if the facilities are not being used. After the event, remove decorations and clean rooms.
7. During any event you may use our facilities for children if you provide adult supervision. Toys may be used, but you will be responsible for replacing broken or damaged items. It is also your responsibility to see that the children's area is straightened and orderly when you are finished. Children are to be kept out of the altar area at all times.
8. Any event is not to exceed two and one half hours, unless previously arranged.
9. Our facilities are available to non-members when a voting member of Grace Lutheran will be at church during any event.

Wedding and Reception Guidelines

When making plans for your wedding:

1. Call the church office to determine if the church and the pastor are available on the date you have selected for your wedding.
2. Arrange an appointment with pastor and wedding coordinator to schedule marriage interview and to review rehearsal, music, flowers, pictures, and other significant wedding details.
3. Apply for marriage license and bring it to pastor at least one day prior to the wedding. Oregon has a 3-day waiting period from the time you file your application and the license is valid.
4. Decide whether the reception will be held at the church. If using fellowship hall reception shall not exceed two and a half hours.

5. Do not throw rice or confetti in or near the building.

6. Decorations may be put in place the evening before the wedding, if the facilities are not being used. After the wedding, remove decorations and clean rooms.

7. During the wedding you may use our facilities for children if you provide adult supervision. Toys may be used, but you will be responsible for replacing broken or damaged items. It is also your responsibility to see that the children's area is straightened and orderly when you are finished. Children are to be kept out of the altar area at all times.

Your wedding is not only a celebrative social occasion but also a service of worship. Plan the details of your wedding within this context.

Our Pastor will meet with couples prior to the wedding to help and to enrich their relationship. He will also review the marriage ceremony, making or allowing for changes desired and appropriate.

Guest pastors must be approved by our pastor. Please allow our pastor to invite the guest to participate.

The music of the wedding should be fitting a worship setting. Music used in the ceremony must be approved by the pastor and the instrumentalist.

The organ may be used only by those who play it regularly.

The participants should be appropriately dressed for an activity dedicated to the worship and glory of God.

Those who serve you at our church desire that their spirit and our facilities will serve to make your wedding a blessed, positive experience.

Remuneration Schedule

(For Non-Member Use)

Facilities

Wedding: \$150.00

Reception: \$200.00

Gratuities

Pastor: \$150.00

Organist: \$150.00

(Members may make a donation at their discretion.)

Generally no charges are made for weddings involving fewer than five people, provided there are no special services needed; such as organists, soloist, janitor, reception, and the like. These are arranged at the discretion of the pastor.

Please make all checks for use of the facilities payable to "Grace Lutheran Church," noting "wedding".

Pay for other services directly to individuals who provide same (that is: organist, soloist, and the like) and have them ready at the rehearsal.

Likewise, if you wish to donate for services provided in connection to your reception, please make check payable to "Grace Lutheran Church."

Cleaning Deposit

A cleaning deposit of \$75.00 may be required prior to the wedding. The cleaning deposit will be refunded if the facilities are left clean and the condition they appeared before the wedding.

Adopted by the Church Council April 15, 2008