

SECTION 2

INTRODUCTION

Introduction

Welcome to Mount Calvary Lutheran Church. This handbook is Mount Calvary's single resource for both the new and experienced committee, council and staff member. Its purpose is to provide overall information on the church and to provide specific information needed by committee, council and staff members to work effectively in their positions. The handbook contains the following areas:

- Organization chart
- Job descriptions for council and staff
- Committee chairperson and member job descriptions
- Committee profiles and volunteer job descriptions
- Policies
- Procedures and general information
- Forms
- Quarterly schedule of events
- Church floor plan
- Glossary
- Service/Equipment/Storage available
- Appendices such as constitution and bylaws, employee handbook and MCLCW constitution and bylaws

Additional procedures for specific areas of the church have not been included in this manual. Examples of these procedures include: altar guild, counters, funeral, wedding, etc. Check with the church office if you have questions regarding any procedures.

The Mount Calvary Handbook is a living document. Updates and additions will be done annually. Special distributions may be made at the monthly All Committee Night meeting during the general assembly.

If you have any questions or ideas regarding this handbook, please contact the church administrator.