

SECTION 6

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ACCEPTANCE OF GIFTS POLICY

Throughout our history, Mount Calvary has enjoyed many gifts through the generous donations of our members. These gifts have provided many wonderful and useful items which we could not have afforded through our regular budget. In some cases, we could not have survived without these gifts, which have been given because of someone's personal interest in some aspect of our ministry.

However, gifts are sometimes inappropriate or unusable, and we do not have storage space or facilities to keep these items. Therefore, it is important that we inform our congregation of our gift acceptance policy, which is as follows:

- Donation of gifts are welcomed at Mount Calvary.
- The Church Council will publish a "wish list" of needed items to make people aware of gift items which will be useful.
- Anyone wishing to make a donation should contact the Church Council or Church Administrator with a description of the items to be donated.
- The Church Council and/or Church Administrator will have final authority on the acceptance, usage and ultimate disposal of gifts.
- An appropriate receipt, stating the exact nature of the gift, will be given to each donor.

ADVERTISING POLICY

General

Church bulletin boards and publications (Messenger, bulletin, etc.) are to be used for church related announcements only. Advertising of personal businesses is not permitted.

Exception

From time to time businesses may be asked to sponsor certain church related events. When such sponsorship occurs, business names will be listed on publications for the specific event only.

ALCOHOL POLICY

General

The use of alcohol is not permitted in Mount Calvary's facility or on the premises. This is in effect for all events – church related and non-church related.

Exception

Wine is used for Holy Communion.

EMAIL USE AND PRIVACY POLICY

Email Communication Philosophy

We at Mount Calvary recognize that email is an effective and useful tool for communicating with our Congregation. We understand that email can be impersonal and, as such, we are strongly committed to the value and importance of human contact as our way of relating to each other. This email policy has been created in order to demonstrate our firm commitment to maintain your privacy and protect your information. Your email address will be used for the purpose of contacting you and/or sharing information about Mount Calvary Lutheran Church concerns or programs only.

We also recognize that some members do not use email for communications or in some instances, will choose not to share their email addresses with the church. As such, we have created other means of communicating important church information to members such as the church voicemail system, the narthex video monitor, and monthly newsletters.

Sharing and Use

We would like you to share your email address with us. We will treat it with strict confidentiality, as we do all the information in our membership database. We will never share, sell, or rent your personal information with anyone. Information submitted to the church is only available to Mount Calvary ministers, leadership, and staff.

Opt-in and Opt-out

By providing your email address to Mount Calvary you are specifically “opting in” for these Central Communications:

- Church closings
- Emergencies impacting church operations (e.g., fire)
- Semi-annual meeting notices
- Annual spring cleanup
- Other church announcements at the discretion of the senior pastor

You can ask us at any time to discontinue sending you email messages. In the event you wish to stop receiving Central Communications from Mount Calvary, please forward a copy of that email with your comments to worship@mtcalvary.com. You can also call the church office at any time: 651-454-2344

All other email communications, “lists,” and newsgroups will be created and used based on an opt-in basis. Only when a member has provided his/her email address to a committee or other group will they be sent email communications from that group. Email addresses retained

Email Use and Privacy Policy continued

centrally by the church office will not be used for such purposes. If you wish to stop receiving email from committees or other groups at Mount Calvary, you should contact the coordinator of the committee or group directly, as each “group list” will be maintained separately.

Pastoral Care

Often email can be used to ask a minister or staff member to call or contact a person regarding pastoral care issues. We realize that many pastoral care issues are personal and confidential and possibly should not be communicated by email. We prefer to talk with you about pastoral care issues in person or on the phone. Feel free to contact the church directly at: 651-454-2344

Respecting Each Other’s Time

The Mount Calvary staff will respect your time and attention by controlling the frequency of our email messages. We will also comply with privacy laws and other applicable communication regulations. On your part, please refrain from replying “to all” when only a message to a single member is required. Also, sending jokes, photos, petitions, chain letters, promotions, etc. will not be tolerated and will result in the member’s email address being removed from the applicable list(s).

GUN POLICY

General

Guns are not permitted in Mount Calvary's facility. Signs are posted at the entrance doors to the facility notifying everyone that enters of our policy. A pastor should be contacted immediately if an individual has carried a gun into the facility.

Background

The Minnesota legislature passed the "Minnesota Citizens' Personal Protection Act of 2003", popularly known as the "conceal and carry" law. The law widens the right for qualified individuals to obtain a permit and carry a pistol in the state. The law also allows private establishments to post signs and notify people that guns are not allowed on the premises.

KITCHEN EQUIPMENT POLICY

General

Inventory in the church kitchens can not be removed from the church for personal use. These items must be available for church use at all times.

KITCHEN FACILITIES POLICY - OUTSIDE GROUPS

General

Some kitchen items are not available for use by outside groups. Groups must make arrangements to bring their own equipment and supplies.

Items Not Provided - Bring Your Own

- Paper products: Paper Cups/Plates/Napkins
- Tablecloths
- Foodstuffs including: Coffee/Tea/Sugar/Cream/Items in Refrigerator

Items Permitted to Use

- Plates/Cups/Bowls/Silverware/Glasses
- Serving Dishes/Trays
- Cooking Utensils/Kettles
- Coffee Servers
- Electric Roasters/Coffee Pots

Cleanup

- Food and supplies cannot be brought to the church days in advance of the event. Check the church calendar to see when the kitchen is in use.
- Dishes must be washed and returned to the proper cupboards and countertops and stoves must be cleaned.
- Leftover food and supplies must be removed from the church premises after each use.
- Garbage must be removed and taken to janitor's room at the bottom of the stairs. Garbage bags will be provided.
- Recyclable items (cardboard boxes, glass, plastic, cans, etc.) should be placed in proper recycle containers in Janitor's room at bottom of the stairs.
- Be sure all food is out of the disposal and dishwasher is cleaned and racks put away. Water at the disposal must be turned off.
- Be sure stoves are turned off.

Kitchen Facilities Policy continued

- Close doors and windows and turn off all lights when leaving the facility.
- Pilot lights and water temperature control will be regulated by the church janitor.

Caterers

- Only those providing services for church members or church functions may use church equipment and supplies in the facility.
- Those providing services for outside groups and non-members must provide their own equipment and supplies.

MILEAGE REIMBURSEMENT POLICY

Reimbursement for the usage of a personal car for church business will be at the current IRS reimbursement rate per mile. This amount is intended to cover normal operating costs such as gas, oil, tires, insurance, license, repairs, and depreciation. Tolls and parking fees (excluding fines) will also be reimbursed.

Mount Calvary does not carry auto insurance that protects employees in their own cars. If employees use their own cars for travel qualifying for mileage reimbursement and are involved in an accident, their personal auto insurance will be the only coverage.

Consistent with the policy of reimbursing only expenses actually incurred, the mileage reimbursement will be paid only to the owner of the vehicle. No reimbursement will be paid to other passengers.

Mileage to attend local professional, technical, or educational meetings or conferences and other local travel done in the performance of assigned responsibilities will be reimbursed only for the incremental mileage from the church to the offsite location. The calculation will be the total actual miles driven to and from the offsite location. The calculation will be the total actual miles driven to and from the offsite location, less the individual's usual mileage to and from the church.

Documentation of mileage should be submitted to the bookkeeper for reimbursement each month. Documentation should include the employee's name, total number of miles driven, date, and purpose of the travel. Follow the procedures for all reimbursement check requests.

The bookkeeper will include mileage reimbursement with the next regularly scheduled paycheck following receipt of reimbursement request documentation.

The above policy covers all Mount Calvary Lutheran Church employees (except the Senior Pastor and Associate Pastor since a car allowance has been included in their contract).

MINISTRY PUBLICITY POLICY

Purpose

To allow committees and small groups to publicize upcoming/current events, and to keep our church facility both safe and attractive at all times, the gathering area will have a designated space for signups, fund raising and small displays on Sunday mornings with the following parameters:

Space Signup

- Signups for space will be handled through the Ministry Coordinator.
- Prior to signing up for publicity space, **all fund raising events must be approved by council.**
- **Only one table per Sunday can be used for fundraising/ticket selling.** The other table can be for signups or displays.
- Signup requests need to be submitted to the Ministry Coordinator two weeks prior to the Sunday being requested.
- Advanced signups are encouraged; however, **advertising for a committee/group is limited to two Sundays in a row.**
- Information for advertising should also be given to the church secretary for publication in Sunday's bulletin.
- A limited number of Sundays will be unavailable for advertising due to high traffic volumes such as, but not limited to, Easter, Rally Sunday, Reformation Sunday, Christmas Eve and Christmas Day.

Facilities

- Two designated tables and chairs will be stationed in the gathering area in front of the west window. No additional tables are to be used. If both tables are already assigned for a given Sunday, additional space is available in the lower level narthex for advertising. (Lower level advertising can display posters on the bulletin board strip on the wall by the kitchen.)
- A sign holder will be provided for each table. Any signage larger than the sign holder can lay flat on the table. No tripods will be used in the gathering area for safety reasons. No fasteners or tape can be used. No signs will be attached to the tables, chairs or walls.

**SERVICE WORKERS WITH MINORS OR VULNERABLE ADULTS
POLICY
AND
PROCEDURE FOR BACKGROUND CHECKS**

Statement of Policy

- It is the policy of Mount Calvary Lutheran Church (MCLC) to take the following steps to minimize the possibility of child abuse in connection with church-directed programs and events.

Adult Supervision

- A minimum of two adults, at least one of whom shall have been a member and/or regular worship attendee of MCLC for at least six months (unless a shorter period is otherwise authorized in individual cases by a MCLC Pastor), shall attend and supervise all program events conducted at or under the direction of MCLC, which involve children under the age of 18 or vulnerable adults.

Those Who Work with Minors or Vulnerable Adults

- **Application and Request for Background Check.** Any person who is employed by, volunteers with or seeks to be employed by MCLC, and who has, may have or seeks to have access to a child under the age of 18 or a vulnerable adult to whom MCLC provides care, treatment, education, training, instruction or recreation shall truthfully complete, date and sign a Confidential Application for Work with Minors or Vulnerable Adults as set forth in the attached Appendix A and a Request for Background Check form, as set forth in the attached Appendix B. The failure to sign this request or any other document necessary to process the request will be considered as a withdrawal of the application for the position under consideration.
- **Procedure for Background Checks.** MCLC will request a background check for any person who is employed by, volunteers with or seeks to be employed by MCLC, and who has, may have or seeks to have access to a child under the age of 18 or a vulnerable adult to whom MCLC provides care, treatment, education, training, instruction or recreation to determine whether the applicant is the subject to any reported convictions for background check crimes, under and pursuant to the provisions of the Child Protection Background Check Act, Minn. Stat. Sect. 299C.60 to 299.64 and amendments thereof.

Policy with Respect to Service Workers with Minors or Vulnerable Adults and Procedure for Background Checks continued

The applicant who is the subject of a background check shall be informed that:

MCLC will request a background check of the applicant for purposes of the application to be employed by or volunteer with MCLC or for purposes of continuing as an employee or volunteer, and to determine whether the applicant has been convicted of any child abuse crimes, murder, manslaughter, felony-level assault or any assault/crime committed against a minor, kidnapping, arson, criminal sexual conduct, prostitution-related crimes or any other crimes specified in Minn. Stat. Sect. 299C.61.

MOUNT CALVARY LUTHERAN CHURCH

3930 Rahn Road
Eagan, Minnesota 55122
(651) 454-2344

APPLICATION FOR WORK WITH MINORS OR VULNERABLE ADULTS

CONFIDENTIAL

This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors or vulnerable adults. This is not an employment application form. Persons seeking a position in the church, as a paid employee, will be required to complete an employment application in addition to this screening form. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Personal Information

Please Print:

Date _____

Name _____
Last First Middle

Identity must be confirmed with a state driver's license or other photographic identification.

Present Address _____
Number Street City State Zip

Home Phone _____

In which ministry do you wish to serve? _____

Have you ever been convicted of or pleaded guilty to a crime? ___Yes ___No

If yes, please explain (attach a separate page if necessary): _____

Do you have a current driver's license? ___Yes ___No

If yes, please list your driver's license number and state _____

Have you ever been convicted of a traffic offense? ___Yes ___No

If yes, please describe all convictions for the past five years (attach a separate page, if necessary): _____

References: Two references are required. The references should be of an institutional nature (i.e. former employers or other organizations at which you have volunteered) as opposed to personal friends or relatives.

Name _____ Phone Number _____

Address _____

Name _____ Phone Number _____

Address _____

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**REQUEST FOR BACKGROUND CHECK PURSUANT TO THE MINNESOTA CHILD PROTECTION BACKGROUND CHECK ACT
MINNESOTA STATUTE 299C.61, et seq.**

Mount Calvary Lutheran Church requests that ChoicePoint conduct an inquiry on the following Applicant:

Please Print:

Date: _____

Last Name: _____

First Name: _____

Middle Name (full): _____

Maiden, Alias or Former Name: _____

Date and Place of Birth: _____

Sex (M or F): _____ Social Security #: _____

I have been informed that a national criminal background check will be conducted under the Minnesota Child Protection Background Check Act. I understand that I will be the subject of this background check for purposes of my employment/volunteering to determine whether I have been convicted of any crime defined under the Act.

I have the right to be informed of the response to the request for a background check and to obtain a copy of the report, or any record that forms the basis of the report, from the requesting party. I understand that I have the right to challenge the accuracy and completeness of any information contained in the report or record under the relevant information provisions of the Data Practices Act. I understand that I have the right to be informed by Mount Calvary Lutheran Church if my application has been denied because of the report received from ChoicePoint, Mount Calvary's provider for screening services. I understand that I have the right not to be required either directly or indirectly to pay the cost of the background check.

I UNDERSTAND MY RIGHTS AS STATED ABOVE AND AGREE TO A BACKGROUND CHECK.

I authorize ChoicePoint to disclose all criminal history record information to MCLC for the purpose of screening volunteers in high-risk ministries with this organization.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

Signature of Applicant
(Must be signed in presence of a Notary)

Date

Subscribed and sworn to before me this
_____ day of _____, 20_____

Notary Public

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**RECORD OF CONTACT WITH A REFERENCE OR CHURCH IDENTIFIED
BY AN APPLICANT FOR YOUTH OR CHILDREN'S WORK**

CONFIDENTIAL

1. Name of applicant _____
2. Reference or church contacted (if a church, identify both the church and person or minister contacted) _____

3. Date and time of contact _____
4. Person contacting the reference or church _____
5. Method of contact (e..g, telephone, letter, personal conversation) _____
6. Summary of conversation (summarize the reference's or minister's remarks concerning the applicant's fitness and suitability for youth or children's work) _____

Signature

Date

Print Name

Position

SEXUAL HARASSMENT AND SEXUAL ASSAULT POLICY

Statement of Policy

- It is the policy of Mount Calvary Lutheran Church (MCLC) to maintain an environment free of sexual harassment and sexual assault by educating all employees and members of the church community about what constitutes such conduct and by establishing procedures for addressing allegations of such conduct.
- MCLC prohibits and will not tolerate sexual harassment or sexual assault on any church-owned property or in connection with any church-sanctioned event.

Sexual Harassment

- Sexual harassment is any unwelcome sexual attention, including repeated sexual advances, repeated requests for sexual favors, sexually-motivated physical contact or other repeated verbal or physical conduct or communication of a sexual nature, and which, in the case of church employees, affects the employee's employment status or is used as a basis for employment decisions, or which creates an offensive, intimidating or hostile work environment.
- Examples of sexual harassment include, but are not limited to:
 - Preferential treatment or promises of special treatment (e.g., compensation or promotions) for submitting to sexual conduct or adverse treatment of an employee for refusing to accept an invitation to enter into a personal or sexual relationship.
 - Subjecting an employee to unwelcome sexual attention or conduct, or intentionally making the employee's job performance more difficult because of the employee's sex.
 - Intentional physical contact, which is sexual in nature; such as touching, pinching, patting, grabbing or brushing against another employee's body, or physical assaults of a sexual nature.
 - Sexually-oriented gestures, jokes or comments directed at or made in the presence of an individual who does not welcome such conduct.

Sexual Assault

- Sexual assault is sexual intercourse or any physical act of aggression, inappropriate touching that includes a sexual act or which is done for a sexual purpose to or upon the

Sexual Harassment and Sexual Assault Policy continued

person of another which does not consent or who, because of age or physical, emotional, mental or other incapacity, is incapable of informed and knowing consent to the act.

- Examples of sexual assault include, but are not limited to:
 - Child sexual abuse
 - Same-sex assault
 - Sexual touching by a counselor or a counselee

Reporting Procedures

- Employees or members of the MCLC community who feel that they have been the victim of sexual harassment or sexual assault should:
 - Clearly inform the perpetrator that the behavior is offensive and unwelcome, and request that the behavior stop; and
 - Report the behavior to a MCLC Pastor.
- The report to the Pastor, shall, if in writing, be substantially in the same form as the “Report of Offensive Behavior,” attached as Appendix A, and if reported orally, shall contain substantially the same information as requested in the attached Report of Offensive Behavior form.
- The right to confidentiality, both of the complainant and of the respondent, will be respected to the extent consistent with the legal obligations of the church and with the need to investigate the allegations and to take appropriate actions. No sanctions or other adverse action will be taken against a person submitting a complaint or report of possible sexual harassment or sexual assault, except in cases in which the information supplied is determined to have been falsely or maliciously supplied.

Disposition of Reported Charge

- MCLC will investigate all reported charges of sexual harassment and sexual assault, and will undertake such action which it deems reasonably necessary and appropriate to stop unwanted and inappropriate behavior which may violate this policy.
- In the case of employees, action which the church may deem reasonably necessary and appropriate to stop unwanted and inappropriate behavior violative of this policy may include, but is not limited to, verbal or written warnings, counseling, paid or unpaid suspensions, demotions, change of duty and employment termination.

Sexual Harassment and Sexual Assault Policy continued

- In all cases, MCLC may refer the reported charge to the civil and criminal authorities for further proceedings and action according to law.

Responsibility

- It is the responsibility of all employees, members, volunteers and other agents of MCLC to conduct themselves in a manner consistent with this policy while on church property and in connection with church-sanctioned events.

MOUNT CALVARY LUTHERAN CHURCH

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**SEXUAL HARASSMENT AND SEXUAL ASSAULT POLICY
REPORT OF OFFENSIVE BEHAVIOR**

Date of Report _____

Name of Victim _____

Witness(es) _____

Date of Incident _____

Location of Incident _____

Description of Incident _____

_____ I choose to remain anonymous regarding this incident.

_____ I have reported or intend to report this incident to criminal authorities.

THE ABOVE INFORMATION IS FREELY PROVIDED AND IS TRUE TO THE BEST OF MY KNOWLEDGE.

Signature

Relationship if different from victim

SIGNAGE POLICY

In order to keep our church facility attractive at all times, and to provide adequate publicity and information for all events and groups, the Mount Calvary Church Council establishes the following policy regarding signs.

General

- Permission for display of posters or signs will be obtained through the church office. Mount Calvary events and organizations will have priority for advertising space.
- Exceptions to this policy can be granted only by the Church Council.

Signs On The Rahn Road Side Of Church

- Church events may be advertised by signs attached to our main sign.
- Duration of time for special event signs to be displayed shall be limited to two weeks.
- Businesses or major groups (such as Beck's Montessori or Dakota Alano) using our facilities may hang a permanent sign, not directly adjacent to our main sign, on a standard provided by Mount Calvary. These signs will be made by the same company which produced our main sign, for the sake of uniformity, and will be paid for by the business or group.

Signs On The Parking Lot Side Of Church

- No home-made signs shall be displayed on the parking lot side of the church.
- The display board mounted to the left of the entrance will be used to advertise special church events.

Signs On The Interior Of Church

- Posters and signs will not be permitted to be displayed on the glass doors or glass panels by the office.
- A portable display board may be used in the Narthex for posters or signs advertising current events. The display of such posters or signs will be permitted for a period of two weeks.

Signage Policy continued

Signs In The Sanctuary

- All posters or signs to be displayed in the Sanctuary must be approved by the Worship Committee. Ideas, posters or signs should be submitted to the Worship Committee on All Committee Night at least two weeks prior to the display date. This will give the Worship Committee time to review/discuss content, size, placement and timing of the signs.

TABLES AND CHAIRS POLICY

Members of Mount Calvary are able to use church tables and chairs for social events by making arrangements with the church office. To assist the church with the on-going replacement of tables and chairs, a fee of \$5 per table and \$1 per chair will help build this dedicated fund. Payment is needed at the time of pick up. Tables and chairs are to be picked up and returned to the church during the church's business hours Monday through Friday. Any questions regarding this process should be directed to the church administrator. Donations to the table and chair replacement fund are welcomed.

TRAILER POLICY

General

The enclosed trailer owned by the church can only be used for church functions. Examples include food collections, handbell transfer, and transfer of items for youth events. Food collections will take precedence over other uses. It can not be used by individuals for personal use. All inquiries should be directed to the Resource Center.

WEDDING COORDINATOR POLICY

The Wedding Coordinator serves as a liaison between the staff of Mount Calvary Lutheran Church and the wedding party. The Coordinator assists the clergy, cantor, and administrator with administrative details and serves as the contract person for physical arrangements, questions pertaining to the arrangements, and policies and procedures.

Duties

- Contact the bride for the purpose of introducing herself and her responsibilities, going over the checklist, and answering questions.
- Serves as a contact person for the bride regarding physical arrangements, policy and procedure.
- Informs the Administrator of wedding and reception details.
- Leads the wedding rehearsal and opens and closes the church for the rehearsal.
- Collects the appropriate fees at the time of the rehearsal and gives them to the appropriate persons.
- Serves as a representative of the staff and church on the day of the wedding, makes arrangements with the couple to have the church open at an agreed upon time, and remaining until the wedding (and reception) ends.

Compensation

- The position of the Wedding Coordinator is a paid position. The wedding party is responsible for the compensation to the Wedding Coordinator.