

## **SECTION 7**

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This section contains general information for committee chairpersons as well as specific procedures to do various tasks at the church.

### General Information

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### General Procedures

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**BITS 'N PIECES****Responsibility**

- Your responsibility as a Leadership Team Member

**Excerpts from the service of Installation of elected Parish Officers - LBW**

You are to see that the words and deeds of this household of faith reflect him in whose name we gather. You are to work together with other members to see that the worship and work of Christ are done in this congregation, and that God's will is done in this community and in the whole world.

You are to be diligent in your specific area of serving, that the one Lord who empowers you is glorified.

You are to be examples of faith, active in love, to help maintain the life and harmony of this congregation.

**Handbook**

- The Mount Calvary Handbook is a comprehensive working document used by staff, council and committee chairpersons. An extra copy is available in the office for use by the congregation. This handbook contains policies, procedures, job descriptions, constitution and by-laws, organization chart, etc. - everything you need to know. If it is not in the handbook it does not exist - yet! Please inform the church administrator if there are items that should be added to the handbook or if changes need to be made.

**Bulletin**

- Deadline for bulletin announcements: End of work day on Wednesday
  - Half page inserts to be added to the bulletin may only be put in for one week.
  - Other announcements may be inserted more than once, but should be varied in content for readability.

**Messenger**

- Deadline for Messenger articles:
  - By the 10<sup>th</sup> of the month.

**Bits ‘N Pieces continued****Committee Minutes**

- Distribution to council and staff: Sunday after all committee night
  - Church secretary will type minutes if you do not have access to a computer.
  - Church secretary will copy and distribute minutes if you provide her with master copy and a note to do so.
  - If you run your own copies you will need 23 for distribution. (9 committees, 6 staff, 7 council, 1 master file in church office)
- Sample format attached to this document.
  - This format makes it easier for council to see if committees have any action items for council to act on.

**Annual Reports**

- Reports are written by each committee chairperson and should include accomplishments for the year, possible goals for next year as well as thanks to your committee members.

**Office Help**

- Information left in the church office:
  - Please indicate who it is for.
  - Please indicate what you want done with it (i.e., Bulletin, Messenger, etc.)
  - Please indicate who it is from and phone number in case there is a question.
- Special projects/mailings
  - Please notify the church office well in advance of any special projects that will need a lot of supplies. This will enable the church office to order the necessary paper, envelopes, labels, name tags, etc. that are needed so they will be available when needed.

**Budget Process**

- Your committee must not exceed, without council approval, the expense total that was approved in the current budget for your committee.

**Bits ‘N Pieces continued**

- Your committee will be consulted when preparations are being made for the next year’s budget. What are your dreams? What are your needs and how much will they cost? What is their priority?

<b>Mission Statement</b>
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- Use it for planning, repeat it often, live by it.

<p><b>WE ARE A CHRISTIAN COMMUNITY OF BELIEVERS WHO GATHER TOGETHER TO WORSHIP GOD AND TO SERVE OTHERS</b></p>
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Bits ‘N Pieces continued

**Minutes (Sample Format)**

**HAVING A GOOD TIME AT MOUNT CALVARY COMMITTEE  
MINUTES  
May 30, 2003**

**Members Present:** Dandy Andy, Goodtimin’ Godfrey and Party Paula

**Members Absent:** Smartie Artie

**Items for Council Action:**

1. Request approval for purchase and installation of a Wurlitzer Jukebox and 18 speakers for the fellowship hall.
2. Appoint task force to determine feasibility of constructing sand volleyball courts on the west side of the church building.

**Items for Council Information:**

1. Received florescent orange robes for use by sanctuary choir from an anonymous donor. Choir director ecstatic.
2. Board members will attending a workshop titled “How to Tie Dye Altar Cloths While Walking with God.”
3. Heard concerns from congregational members regarding the length of services. Most were in favor of not having services last more than 20 minutes. Will be conducting survey in fall regarding this and other concerns.

**Items for Committee Information:**

Next meeting will be off-shore at Dandy Andy’s. Bring your favorite girl/boy friend and swimming attire.

Respectfully submitted,

Party Paula  
Committee Secretary

**DATES AND DEADLINES TO REMEMBER****Weekly**

- Thursday mornings - Sunday bulletin information to church secretary

**Monthly**

- Second Tuesday, 7:00 p.m. - All Committee Night
  - Wear your name tag.
  - Meet in the fireside room for general meeting prior to your committee meeting.
- Sunday after All Committee Night
  - Copies of your committee minutes need to be distributed in council member's folders.
- Third Tuesday, 7:00 p.m. - Council meeting
  - Any member of the congregation may attend at any time.
- **MESSENGER** Deadline - Articles to church secretary for newsletter
  - By the 10th of the month

**Semi Annually**

- Budget Meeting - January
  - President and Treasurer reports due early January. Submit to church administrator. The congregation must receive the final Budget Report one week before the annual budget meeting.
- Annual Meeting - May
  - Annual reports from committees and staff due mid April. Submit to church administrator. The congregation must receive the final Annual Report one week before the annual meeting.

**Budget Process**

- September All Committee Meeting - Committees discuss/dream/prioritize their ministry expense. Give to Treasurer by 8:00 p.m.
- October All Committee Meeting - Get any changes to Treasurer.
- November Council Meeting - Council reviews budget.
- December Council Meeting - Final approval by council.

## FACILITY INFORMATION

The following are some bits of information we would like you to know about Mount Calvary:

<b>Facts</b>
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- This is a **NO SMOKING** facility.
- If you unlock the church when you arrive, please **lock** it when you leave.
- If you turn on any lights when you arrive, please turn them **off** when you leave.
- If you turn up the heat when you arrive, please turn it **down** when you leave.
- Please do not let children run unsupervised. We have lots of dark stairways and other spots where they may be injured. We care about their safety!
- Please encourage your group's members to park in the parking lot and not the driveway areas.
- Mount Calvary recycles! Please do not put pop cans in the wastebaskets. There are recycling boxes in the janitor's room downstairs, also in the Fireside Room and the area outside the kitchen (downstairs). There is also a glass container in the janitor's room.
- Special permission is required if your group wishes to use the kitchen. Contact the church office at 454-2344 if you wish to use the kitchen. Check the Kitchen Facilities Policy for Outside Groups so you know what you can or cannot use in the kitchen.
- Many other people and groups use our church. Please try to leave your space as you found it. That is, if you move tables, please put them back, etc.
- We love having you here and are glad you chose Mount Calvary as your meeting place. All we ask is that you respect our church property. Thank you.

**WEB HOME PAGE**

## CHECK ISSUANCE PROCEDURES

### Check Signing Authority

All checks are to be signed by the Treasurer, except in those instances when the Treasurer is unavailable or urgency is required. In those instances the Administrator is authorized to sign.

### Payment Approvals

It is recognized that in a small office such as Mount Calvary, complete segregation of duties is difficult to achieve. Nevertheless, in order to maintain a proper system of checks and balances, every effort should be made to have check requests signed by an originator/requester (who in actuality becomes the first authorization) and authorized by a staff member, committee chairperson, administrator, president, vice-president, or treasurer prior to issuance of the check. Exceptions would be items such as utilities, salaries, pensions and the like, which only need approval of the Administrator as long as they adhere to approved budget guidelines.

- The congregation budget is divided into sections which coincide with areas of responsibility governed by committees/staff. A member of each committee/staff should originate the Request for Check form as required, completing the entire top section of the form. Whenever applicable, copies of receipts, invoices, statements, etc. are to be attached to the request form.
- Time permitting, invoices or statements received in the church office are to be placed in the respective committee mailbox. Each committee is responsible to verify the correctness of the charge both as to receipt of the merchandise/service as well as the amount charged, and then complete the form as indicated above.
- The signed form with all supporting documentation and approval is to be given to the Bookkeeper to issue the check. If additional approval is needed, the form should be given to the Administrator who will approve and pass on to the bookkeeper for payment.
- The check will either be mailed to the payee or returned to the requester as indicated on the request form.
- Documentation must be handled promptly by the committee. The Administrator may opt to process the invoice for payment if urgency is required or a committee member is not available. In the case of COD shipments, the Administrator will authorize and make payment immediately.

**Check Issuance Procedures continued**

<b>Reference</b>
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- Request for Check Form dated August 2002 (See Section 8, Forms)

## MUSIC GROUP ESTABLISHMENT PROCEDURE

Mount Calvary is very fortunate to have a wonderful music program. The following procedure will be followed for establishing new music groups so that Staff, Worship Committee, and Council approve groups, and the meeting or rehearsal times fit into the church calendar.

<b>General</b>
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- Cantor or individual desiring to form a music group will write proposal.
- Proposal should include details such as instrument or voice, target age group, proposed rehearsal and performance schedule, and estimated number of people interested.
- Cantor will discuss proposal with Staff for approval.
- Cantor will present proposal to Worship Committee.
- If approved by Worship Committee, the proposal will be presented to Council, including Worship Committee recommendations on employee or volunteer leader, temporary or permanent position, compensation (salary, honorarium, or no pay), and other budget considerations (e.g., budget for music).

## ALTAR FLOWERS PROCEDURE

### Ordering Flowers

- The altar flower chart is located on the bulletin board in the narthex.
- Sign up for the Sunday you would like to put flowers in church.
- Complete the envelope form which is located in the information rack beside the bulletin board. This form requests basic information needed for the flower order and for the bulletin.
- Enclose your payment/check written out to Mount Calvary.
- Put the completed envelope in the collection plate or in the church office.
- The church secretary places the order with the florist.

## CAMCORDER

### Before using camcorder charge the battery.

- Plug in the AC adapter
- Insert the battery, with the silver metal part touching the body of the recharger. If it is charging, then the charge light in front comes on.
- After the battery is charged (charge light off), put the battery into the camcorder. The battery compartment is on top, toward the other end from where the lens is. The battery's + and - are indicated on the side, so make sure that you put it the right way. On the camcorder body it indicates which is + and -.

### Recording

- Turn the camcorder on. The power switch is on the left side of the grip on top.
- Put the video tape in. The eject/open switch is on the left side of the grip on top, toward the battery end.
- Take the cover off the lens.
- Swing the viewfinder (place where you look through) to your side. If you are left handed, you can swing the arm to the right, and use eyepiece lock, which is located underneath the viewfinder, to flip the eyepiece over.
- Turn the video/camera selector to "camera." This switch is on the left side of the body, opposite from where you put the tape in.
- Point to where the actions you want to record are. The switches on the grip in underneath the lens adjusts the zoom.
- Push the red button, and it starts recording. If you push it again, it stops.

### After using it

- Take the tape out, turn it off. Please eject the battery and put it in its proper place in the case.

## CUB FOODS PROCEDURE

<b>Purchases</b>
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- Mount Calvary to call Cub Foods in Eagan (651-454-4606) and speak with customer service to add or delete names from the authorized charge list.
- Cub Foods has tax exempt information on their records.
- Go through checkout line and tell cashier it is a charge purchase.
- Take the charge ticket to customer service and sign for purchase.
- Cub Foods will bill Mount Calvary.

## CHURCH CLOSING PROCEDURE

<b>Closing</b>
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- |  |           |   |
|--|-----------|---|
| • Nursery                              | Attendant | Turn off lights   |
| • South Entry                          | Jen       | Double check that door is fully closed<br><b>WINTER</b> – Check that thermostat is set no higher than 65 degrees  |
| • Bathrooms                            | Jen       | Turn off lights   |
| • Fireside Room                        | Jen       | Turn off lights – including kitchen and west entry<br>Ensure fire door (SE corner) is closed  |
| • Media Room                           | Jen       | <b>WINTER</b> – Leave media door propped open for heat  |
| • Youth Room                           | Jen       | Turn off heating/air conditioning unit<br>Double check that external door is fully closed<br><b>WINTER</b> – Leave interior doors open for heat   |
| • Downstairs<br>Old Church<br>Basement | Jane      | Turn off lights<br>Turn off lights in both bathrooms<br>Both doors to room should be <u>closed</u><br>Turn off lights in Sunday School storage area<br><b>WINTER</b> – Leave storage area door open |
| • “B” Classrooms<br>& Hallway          | Jane      | Turn off lights   |
| • Large Bathrooms                      | Pam       | Turn off lights   |
| • Lower Level Narthex                  | Pam       | Turn off lights   |
| • Kitchen                              | Pam       | Check to see that nothing is plugged in and gas burners are off<br>Turn off lights<br>Close doors<br><b>SUMMER</b> – Door between kitchen and Fellowship hall should be open for dehumidifier       |

**Church Closing continued**

- Fellowship Hall Pam Turn off lights  
Close double doors to entrance
- Qualley Room Pam Turn off lights  
Leave doors closed
- Furnace Room Pam Turn off lights  
Close doors
- Music Room Pam Turn off lights  
Lock both doors
- Robe Room Pam Leave doors open  
Turn off lights
- Choir Stairway Pam Turn off lights  
**WINTER** – Check that thermostat is no higher  
than 65 degrees  
Close door
- Sacristy Fire Door David Make sure it is closed and locked
- Sacristy David **WINTER** – Leave heater on low  
Turn off lights  
Lock door
- Sanctuary David Put all mikes in sound booth cabinet  
Sound system should be turned off (white switch  
button)  
Turn off lights and fans (Back wall)  
Close doors
- Narthex David Turn off all narthex and entry lights and fans
- Front Door David Lock  
Give doors a pull to make sure they are locked

## FUNERAL LUNCHEON PROCEDURE

Mount Calvary's Funeral Service Group will assist with the luncheon. They will prepare and serve the food and clean up after the luncheon. Because of health reasons, the Funeral Service Group can only serve food they have prepared.

Menu: Ham and turkey sandwiches on both wheat and white buns

Potato salad	Potato Chips
Baked beans	Pickles
Pistachio salad	Bars
Coffee/lemonade/water	

### Church Office

- The office will notify the Funeral Service Group chairpersons of the day and time of the funeral, the number of people to prepare for, and the time of the meal (immediately after the service or after going to the cemetery).
- The cost of food and supplies is based on the number of people anticipated for the luncheon. The check should be made out to Mount Calvary Lutheran Church and given to the funeral home or to the church office. The cost is based as follows:
  - \$4.00 per person if less than 100 people
  - \$3.50 per person if 100 or more people
  - Leftover food is sent home with the family
- The church office notifies the janitor of the number of tables and chairs to set up in the Fellowship Hall for the luncheon.

### Funeral Service Group Chairpersons

- The appropriate amount of food is ordered.
- The appropriate number of workers are obtained to work for the funeral luncheon.
- The Monthly Service Group Chairperson is called and asked to call the monthly people for the number of pans of bars needed for the luncheon.

### Funeral Service Group Workers

- Detailed instructions for food preparation and set up are located on the bulletin board in the kitchen as well as in the MCLCW cupboards in the Fellowship Hall.

## INACTIVE MEMBERSHIP PROCEDURE

### Member Database

- All members of the church are classified as “active” or “inactive” on the database.
- All attendance at worship is recorded in the database from the Welcome Books.
- All member contributions are recorded in the database.

### Bylaws

Section 2, paragraph 5(c), Pastoral Care of Membership, states:

“...a member who does not partake in Holy Communion, and does not appear to participate in the life and worship of the congregation...should be encouraged to become active. If a person has been inactive for six months... and does not become active within one year after attaining the status of inactive, they shall be dropped from the roll of membership and notified in writing.”

### Annual Review

- Early in the calendar year, reports are run on attendance and contributions for the previous year.
- If an “active” person has not attended or contributed to our knowledge, they are sent a letter encouraging them to become more active and informed of the bylaws.
  - Their classification in the database is changed to “inactive.”
- If an “inactive” person has not attended or contributed to our knowledge, they are sent a letter regarding their inactive status during the past year and informing them they will be removed from the membership rolls unless they inform us otherwise.
  - Their classification in the database is changed to “terminated” if we do not hear from them.