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ALTAR GUILD POLICY STATEMENT

The church building is both the house of God and the house of the people of God.

The Altar Guild prepares and maintains the nave and the chancel of the building as the place for corporate worship.

The Guild makes proper arrangements for Baptism and the celebration of Lord's Supper.

The Guild procures and provides appropriate candles, paraments, vestments, banners, flowers and decorations for the enhancement of worship.

The Guild maintains an Altar Guild Handbook which spells out in some detail the procedures for carrying out the above.

Individual members of the Altar Guild are reverent, knowledgeable, and dependable.

BAPTISM POLICY STATEMENT

“Baptism is not simply plain water. Instead it is water enclosed in God’s command and connected with God’s Word. . . . It brings about forgiveness of sins, redeems from death and the devil, and gives eternal salvation to all who believe.” So says Martin Luther in the Small Catechism.

Because the Pastor has been called by the congregation to preach God’s Word and administer the Sacraments, it is the Pastor who makes the ultimate decision concerning who is baptized at Lord of Life.

In the case of infants and young children, the Pastor may wish to meet one or more times with the parents of the child prior to baptism.

In the case of an adult wishing to be baptized the Pastor will make sure the candidate is properly instructed prior to baptism.

BOARD OF LAY MINISTRY POLICY STATEMENT

The Board of Lay Ministry shows special concern for the spiritual welfare of the members at Lord of Life. Members are selected by the Senior Pastor and ratified by the Congregational Assembly.

Individual Board Members:

Exhibit the attitude of servants;

Set a positive example for others in leading godly lives;

Actively participate in the worship services of the congregation;

Attend Bible classes (especially a Sunday morning class);

Seek to grow spiritually through the use of devotions, prayer and personal Bible study;

Strive to set an example for the congregation in the area of Christian stewardship;

Relate to one another with openness, honesty, integrity, and Christian love;

Pray regularly for the Pastor(s), staff, and congregation;

Strive to make themselves known to new members;

Seek training, instruction, or materials to further develop expertise in their service;

Attend and participate in all scheduled meetings of the Board, reporting valid excuses to the chair when unable to attend;

Accept fraternal admonition from the Board as a whole if guilty of violating these policies.

Responsibilities of the Board of Lay Ministry are outlined in the congregation's bylaws.

From the Bylaws:

Section V. Board of Lay Ministry

A. Membership

The Board of Lay Ministry shall consist of at least five communicant members of the Congregation selected by the Senior Pastor and ratified by the Congregational Assembly. The Board shall elect a Chair from its membership.

B. Functions and Responsibilities

The ministry of Word and Sacrament and the spiritual welfare of the members of the congregation is the special concerns of the Board of Lay Ministry. The Board of Lay Ministry, together with the Pastor(s) shall give special attention to the adequate instruction of both adults and youth for confirmation and communicant membership in the congregation.

This Board shall also have responsibilities in the following areas:

- 1. Faith Formation and Care and Concern of the Congregation. The Board shall assist the Pastor(s) and Called Commissioned Minister(s) in enhancing and developing the faith formation of the congregation and in attending to their needs. In particular, the Board shall give attention to the spiritual welfare of members by:*
 - a. Communicating with members, especially the sick, the elderly, and the home-bound*
 - b. Welcoming and orienting new members into the congregation*
 - c. Encouraging parents to bring their child/children to be baptized*
 - d. Reviewing worship and Communion attendance, commending the faithful, and counseling with those who appear to be neglecting these means of grace*
 - e. Carefully exercising church discipline when necessary for the spiritual welfare of members*
 - f. Respecting and maintaining the confidentiality of matters of a personal nature which are not appropriate for disclosure*
- 2. Worship Life. The Board of Lay Ministry shall assist the Pastor(s) in the planning and enrichment of the worship life of the congregation. They shall assist Pastor(s) in arranging for pulpit assistance and assistance in distributing Holy Communion.*

LORD OF LIFE FOUNDATION POLICY STATEMENT

Lord of Life Foundation has been established as a tool of the congregation to reach beyond the local community with the Good News of Jesus and is guided by the words of Jesus in Matthew 25:34-40 and Matthew 28:18-20 as it distributes funds.

The Foundation is managed by a standing committee of the Mission and Ministry Council and functions according to the policies set forth in this policy statement.

The Foundation Committee is responsible for the promotion of the Foundation, for the solicitation of donations to the Foundation, for the investment of the Foundation's assets, and for the distribution of its assets to organizations or activities deemed worthy of support.

The Foundation receives assets from individuals and organizations. The Foundation also receives assets from bequests and memorials. If a bequest received by the congregation is designated for the Foundation, the entire amount shall be distributed by the Foundation. If a bequest received by the congregation is designated for another specific purpose, the funds shall be used for that specific purpose, subject to the approval of the Mission and Ministry Council. If a bequest is received by the congregation that is not designated for any specific purpose, twenty-five percent (25%) of the amount shall be distributed to the Foundation and the remaining seventy-five percent (75%) shall be placed in the congregation's General Fund. If a memorial is received by the congregation, 100% of those funds will be distributed to the Foundation unless otherwise specified by either the donor or the next of kin of the deceased.

No more than ten percent (10%) of the Foundation's corpus as of December 31 of any year shall be distributed in the subsequent calendar year. No more than five percent (5%) of the Foundation's corpus as of December 31 of any year shall be distributed to any single mission project in the subsequent calendar year.

No assets of the Foundation shall be used for the general expenses of the congregation without the express direction of a seventy-five percent (75%) majority vote at a special congregational meeting. In no case shall more than twenty-five percent (25%) of the Foundation's corpus be disbursed in any single year.

From the Bylaws:

2. Standing Committees

The Trustees Committee, the Foundation Committee and the Nominating Committee shall be standing committees. All standing committees shall submit a written report to the Council as requested

b. Foundation

The Lord of Life Foundation committee shall manage the LORD OF LIFE FOUNDATION. This committee shall function according to policies approved by the Mission and Ministry Council.

MISSION & MINISTRY COUNCIL POLICY STATEMENT

The Mission and Ministry Council develops, monitors, and directs the overall policies of the congregation. It addresses only broad areas, delegating the responsibility for day to day operations to the Senior Pastor.

It maintains a Policy Manual for all boards, committees, and ministry groups, reviewing, refining, and modifying policies as necessary.

It continuously monitors itself in order to ensure faithfulness to the theology, mission and ministry of the congregation.

It strives to keep the congregation informed of its activities and actively seeks feedback from the membership of the church.

Individual members of the Council

Actively participate in the worship and educational activities of Lord of Life Lutheran Church;

Seek to grow spiritually through the use of devotions, prayer and personal Bible study;

Strive to set an example for the congregation in the area of Christian stewardship;

Relate to one another with openness, honesty, integrity, and Christian love;

Attend and participate in all scheduled meetings of the Council, reporting valid excuses to the chair when unable to attend;

Accept fraternal admonition from the Council as a whole if guilty of violating these policies.

Meetings of the Council

Meetings are conducted under Robert's Rules of Order. The chair is responsible for preparing an agenda which normally includes

- a. Opening devotion
- b. Review and approval of minutes of previous meetings
- c. Senior Pastor's report
- d. Officer Reports
- e. Old business
- f. New business
- g. Closing prayer

Detailed Functions and Responsibilities of the MMC are outlined in the congregation's bylaws.

From the Bylaws:

Section IV. Mission and Ministry Council

A. Membership

The Mission and Ministry Council shall consist of the President, the Vice President, the Secretary, the Treasurer, the Chair of the Lay Ministers and seven (7) at-large members of the congregation. The Senior Pastor shall be an ex-officio member.

At-large members of the Mission and Ministry Council shall be elected for terms of two (2) years, subject to one re-election term, and shall not be eligible for re-election to the same position for at least one succeeding term. If such member is elected or appointed to a partial term, the new member would be eligible to serve, if elected, for two full terms in addition to the partial term.

B. Function and Responsibilities

The Mission and Ministry Council shall:

- 1. Be responsible for establishing policies necessary to direct the overall program of the congregation for the furtherance of Christ's Kingdom*
- 2. Maintain the financial integrity of the congregation and prepare and submit an annual budget to the Congregational Assembly. In case of necessity, the Mission and Ministry Council shall have the authority to expend an amount, not to exceed 5% of the annual budget, for non-budgeted requirements*
- 3. Encourage the Ministry Staff in their work through prayer, word and action and provide for the spiritual and physical health and welfare of the Ministry Staff and their families*
- 4. Authorize the Ministry Staff to administer the day-to-day operations of the congregation in accordance with its own policies and directives and those established by the congregation through its Congregational Assembly*
- 5. Be responsible for acting upon, if necessary, constructive criticism received by the congregation*
- 6. Establish standing or special committees as is appropriate and consistent with these By-Laws*
- 7. Appoint persons to fill unexpired terms of members of the Mission and Ministry Council*
- 8. Perform any additional duties the Congregational Assembly may confer on it.*

The Mission and Ministry Council shall be responsible for the maintenance of a manual or manuals of congregational policies to assist in the uniform and consistent administration of affairs of the congregation. The manual shall not include any provision contrary to the Constitution and these By-Laws concerning membership in the congregation; the rights and duties of persons holding officer positions, membership on the Mission and Ministry Council and pastors or other called servants. It shall not create any contract rights not otherwise

authorized in a manner set forth in the Constitution and these Bylaws. Only the Congregational Assembly shall have the power to modify the manual with respect to sections dealing with functions of Pastor, Officers, and Mission and Ministry Council.

C. Meetings

Regular meetings of the Mission and Ministry Council shall be held at a day and time designated by the President. While the Council may meet monthly, it shall meet no less than eight times annually. Special meetings may be called by the Senior Pastor, by the President, or by any three members of the Mission and Ministry Council. A reasonable attempt shall be made to notify each member of the Mission and Ministry Council of the time, place, and purpose of such meeting. The Vice-President, and in his absence the President, shall preside at meetings. A majority of the voting members of the Mission and Ministry Council shall constitute a quorum, and a simple majority of those present shall be sufficient authority for any action.

D. Committees of the Mission and Ministry Council

1. Special committees may be established consistent with the following principles:

a. Responsibilities shall flow directly from the Mission and Ministry Council's functions and responsibilities and shall be set forth in a formal written charge, shall exist for an appropriately limited period of time and shall not impinge upon responsibilities delegated to the Senior Pastor

b. Shall not manage any part of the congregation nor perform the work of the staff, except when working in an area that is fully within the province of the Mission and Ministry Council and has not been delegated to the Senior Pastor.

c. Shall have no executive or decision-making authority except when so authorized by the Mission and Ministry Council.

2. Standing Committees

The Trustees Committee, the Foundation Committee and the Nominating Committee shall be standing committees. All standing committees shall submit a written report to the Council as requested.

SERVING TEAMS POLICY STATEMENT

Serving Teams at Lord of Life are groups of six to eight people who enhance the worship experience for members and guests.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

Welcoming worshipers at the door(s)

Asking guests to sign the Guest Register

Introducing guests to other people

Presenting gift bags to first time guests

Distributing worship bulletins

Gathering the offerings during worship

Ushering for Holy Communion

Counting and recording the number of worshipers

Standing ready to distribute appropriate materials to worshipers following worship

Straightening up the sanctuary following worship

INDIVIDUAL SERVING TEAM MEMBERS

Realize that first impressions are usually lasting impressions;

Serve joyfully, demonstrating it with a smile;

Are dependable;

Are willing to help out even when their particular team is not on duty.

TRUSTEES COMMITTEE POLICY STATEMENT

The facilities of Lord of Life Lutheran Church were built and are maintained to the glory of God. They are therefore to be used for activities which will glorify Him and are never to be used for activities which would be offensive to Him. All activities conducted on church property shall be consistent with the principles and practices of Lord of Life Lutheran Church.

The Trustees, acting as a standing committee of the Mission and Ministry Council, supervises the physical property of the congregation and is responsible for its maintenance, protection, and improvement.

Individual Trustees

Exhibit the attitude of servants;

Set a positive example for others in leading godly lives;

Actively participate in the worship services of the congregation;

Relate to one another with openness, honesty, integrity, and Christian love;

Attend and participate in all scheduled meetings of the committee, reporting valid excuses to the chair when unable to attend;

Accept fraternal admonition from the committee as a whole if guilty of violating these policies.

Responsibilities of the Trustees Committee are outlined in the congregation's bylaws.

From the Bylaws:

Trustees shall supervise the physical property of the congregation and be responsible for its maintenance, protection and improvement, consistent with the authority granted by the Mission and Ministry Council. In general, their duties shall include:

- 1. Overseeing the updating of the congregational inventory of all church property and contents with approximate value*
- 2. Providing custodial care for the church premises*
- 3. Providing adequate and comprehensive casualty and property insurance*
- 4. Providing for the bonding of the Treasurer and others involved in financial matters*
- 5. Establishing policies and regulations governing the use of church property and maintaining a calendar for its use*
- 6. Procuring and reviewing all service contracts as authorized by the Mission and Ministry Council.*
- 7. Perform any additional duties as determined by the Mission and Ministry Council.*

WEDDING POLICY STATEMENT

The Marriage Rite includes the words, “God has both established and sanctified marriage and has promised to bless therein all who love and trust in him and who seek to give him their faithful worship and service.”

A wedding is not only the joining together of a man and a woman in holy marriage; it is also a worship service.

Because that is true, the Pastor of the congregation makes the ultimate decisions concerning who may have their wedding at Lord of Life, who may officiate, and what elements the wedding may include.

The Pastor may work with a wedding coordinator in making arrangements for and conducting the wedding.

Ordinarily the Pastor leads one, two, or more premarital sessions with the bride and the groom.

There is ordinarily a fee to cover costs for the wedding coordinator, any Lord of Life musicians, janitorial requirements, an honorarium for the Pastor, premarital session materials, and the like.