

# 2009 Council Handbook Halfway Creek Lutheran Church

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## ***Annual Council Actions***

### January

- Final Preparations for Annual meeting
- Distribution of Annual Reports

### February

- Issue contracts to sub contracted service providers
- Review and Set Lent and Easter Schedules
- Determine VBS Dates
- Determine Summer Worship Schedule

### March

- Install Church Council
- Secure Lawn care employees for Church and Cemetery
- Schedule spring clean-up

### April

### May

### June

### July

### August

- Appoint Nominating Committee

### September

- Secure Snow Removal contractor
- Review and Determine Christmas Schedules

### October

### December

- Submit Annual Reports
- Approve Proposed Budget for submission to Annual Meeting
- Finalize Nominations (Nominating Committee)
- Appoint Audit Committee (Trustees)



## ***Church Council Positions and Descriptions***

### **Officers**

**President-** The president presides at all meetings of the church council and of the congregation. He or she will also attend the executive council meetings prior to a general council meeting. The president serves for two years or until their successors are elected. The president can serve two full terms.

**Vice- President-** The vice president presided at all meetings of the church council and of the congregation in the absence of the president. He or she will also attend the executive council meetings prior to a general council meeting.

**Secretary** – The secretary keeps the minutes of the church council and of congregational meetings. He or she also has custody of the archives of the congregation.

**Treasurer-** The treasurer handles all the funds of the congregation, including payroll.

### **General Council**

**Financial Secretary** – The financial secretary tracks financial contributions made by members of the congregation and sends out financial statements. The term is one year but he/she can serve consecutive terms with no limit as to how many.

**Stewardship Trustee-** The stewardship trustee encourages the congregation in its growth as stewards of time, money and talents. He or she leads stewardship programs and annual stewardship events. The term is for three consecutive years.

**Property Trustee** – The property trustee leads the congregation in making sure the property is cared for. He or she handles any needs in the parsonage or church building. The term is for three consecutive years.

**Finance Trustee** – The finance trustee helps the congregation to be financially responsible. He or she will work with the treasurer, financial secretary and pastor to provide the church council with a proposed annual budget for review. He or she will also oversee issues concerning insurance and bonding of employees and volunteers. He or she will also ensure that the financial records of the congregation are audited annually.

**Worship Deacon** – The worship deacon supports the congregation's worship ministry by recruiting and training volunteers to serve as ushers, lectors, communion assistants, acolytes, altar guild members and others as needed. He or she also schedules volunteers for worship services.

**Evangelism Deacon** – The evangelism deacon leads the congregation in its hospitality and outreach ministries.

**Social Ministry Deacon-** The social ministry deacon leads the congregation in its ministries of social justice. He or she provide opportunities for service in the community and leads the congregation's efforts in caring for the hungry, poor, victimized and oppressed.

**Christian Education Director-** The Christian Education director leads the congregation in its efforts to provide Christian education for all ages. He or she leads Sunday School and Vacation Bible School and works with the pastor to provide and support the congregation's confirmation and adult education opportunities. Also, he or she is in charge of recruiting teachers for Sunday School and Vacation Bible School.

**Youth Director:** The youth director coordinates all youth activities in the church.

## ***Reading the Budget and Financial Reports***

### About the Funds

Halfway Creek has numerous funds in which monies are gathered and from which monies are spent. The congregation's ministries are supported by the General Fund.

### About the Budget

The budget is our plan for spending for the year. It is a budget that reflects our expectations for the general fund, and does not include other funds. Other funds may transfer funds into the general fund to help support its work, provided that such transfers are used in accordance with the purposes of the funds from which the monies came. When a congregation approves a budget, it is approving the total amount expected to be spent. We may not spend more than we were approved to spend. Please note: The congregation does not normally approve each line item. Line items are given on a budget to justify the bottom line. The congregation approves the bottom line figure.

### Monthly Reports

The treasurer will provide the council with monthly financial reports which list the activity of all the funds held by the church, as well as the balances of all bank and investment accounts we hold. A general fund summary for the fiscal year will also be included in the treasurer's reports. You will also be given a line-by-line analysis of budgetary spending. This report will tell you what has been spent for each line item of the budget, from the beginning of the year to the date of the report. A second column of numbers will tell you what we expected to spend from the beginning of the year to the date of the report. A third column will tell you the difference between what we actually spent and what we expected (budgeted) to spend in the period being reported upon. As a council member, you should become familiar with these reports. If you have trouble reading them, you should ask questions.

## ***An Overview of HCLC's Funds***

In order to use gifts according to the purposes that they have been giving, the following established funds are open and ready to receive offerings. Donors are encouraged to use these names when designating gifts. Gifts can be designated to any of these funds in memory of loved ones.

- General Fund: This is the operating fund that ensures the strength of our ministry. All gifts given through our regular offering envelopes, unless otherwise designated, are applied to this fund. A budget for this fund is developed the council and approved by the congregation each year to guide our spending.
- Improvement Fund: This fund provides resources for doing property improvements. It provides paint, lighting, repairs, and so forth.
- Building Fund: This fund will someday be used to build additional facilities. It is made up of four sub-funds: the General Building Fund, the Roof Fund, the Sunday School Furnishings Fixtures and Equipment Fund, and the Windows Fund.
- Altar Guild Fund: This is an endowed fund of \$10,000. Only the interest from the fund can be used. It is in place to ensure that our congregation has funds available for support of its worship ministry.
- Choir Robe Fund: This fund was for new Choir Robes.
- Local Assistance Fund: Through these moneys we reach into the community when there is a need.
- Parking Lot Fund: This newly established fund will help us pave our gravel parking lot and the road that goes around the church.
- Senior Choir Music Fund: This is used to purchase new music for the choir.
- Youth Group General Fund: This is money set aside for youth group activities at HCLC.
- Youth Group Trips Fund: This fund is the receiving fund for fund raising activities aimed at supporting summer trips by the youth.
- Sanctuary Fund: This fund is to help support future renovation needs in the sanctuary
- Undesignated Memorial Fund: This fund receives memorials given to the church that have not been designated to other funds.

## ***Where Offerings and other Money Go***

Each source of income is applied directly to different funds. Below is a list of income sources and the corresponding funds to which the money is normally applied.

Offering received in Envelopes	General Fund
Designated Memorials	Fund Designated by donors
Undesignated Memorials	Memorial Fund
Special Gifts (Bequests, etc.)	Special Gifts Fund
Youth registration costs	Youth Fund
Coffee Money	To fund fellowship food
Sunday School Offering	General Fund
Loose offerings on Sunday morning	General Fund
"Building/Improvement" Offerings	Fund Designated
Seasonal Offerings	General Fund
Lutefisk income	Lutefisk Dinner Fund – traditionally given away for missions
Pancake Breakfast	Pancake Breakfast Fund
Miscellaneous Income	General Fund

## ***Tips for Successful Meetings***

It is easy for meetings to get bogged down. Here are some hints to help keep meetings moving:

- Know the mission of the church
- Articulate the mission
- Let the mission guide all that is said and done
- Be open, honest, respectful, and predictable with one another
- Voice concerns in person at the table in an open, honest, respectful and predictable manner
- Let committees of the congregation do their work
- Know the difference between committee work and council work
- Have an agenda
- Work through the agenda
- Be positive, respectful, and polite with each other
- Stay focused on the task at hand
- Do not have private conversations at the table

## ***Parliamentary Procedure***

Decisions at council are made by vote. A person makes a motion when he/she wants a decision made. He/she may do this by saying "I move that..." and finishing the sentence by stating what you want to see happen. For the motion to be valid it must be recognized by the chair of the meeting and must then receive a second. The chair then asks for discussion on the motion. When the chair believes discussion is done, then he/she calls for the vote. If a member of the board is ready for the vote before the vote is called for, he/she may "Call the question" and if there is consensus, the vote is taken.

## ***Halfway Creek's Mission***

# Reaching out to share Christ with all

### ***5 Keys to Strengthening Congregations***

1. Encourage and support activities/ministries that foster lively and active faith in members
2. Clearly articulate the mission of the church
3. Build partnership in the leadership of the congregation
4. Enable and encourage leaders to lead boldly and not be hindered by fear and/or timidity
5. Invite God's people to give of themselves and their resources as a way to grow in faith

### ***Some thoughts about Stewardship***

1. No program is a magical pill to cure giving woes.
2. High stewardship is the result of healthy congregations emphasizing stewardship.
3. Stewardship is not about learning the right methods of asking, but about who/what we are and want to become.
4. Stewardship is a continuation of ministry. It is a ministry program that seeks to strengthen people in their faith.

## ***The La Crosse Area Synod***

### **Our Synod**

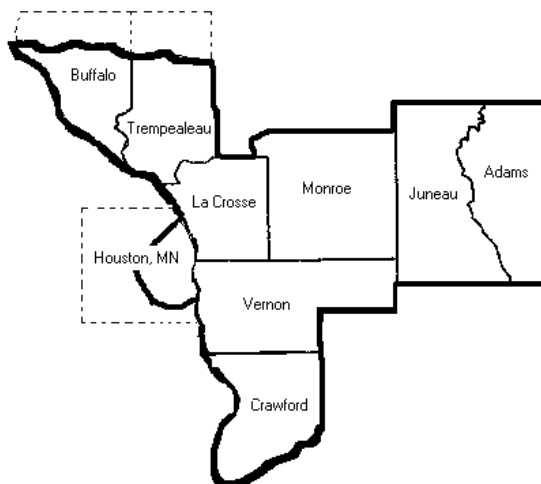
- 80 Congregations and one outreach ministry
- 42,395 Baptized members
- 32,008 Confirmed members
- 11,369 worshippers/average Sunday
- 862 Sunday School Leaders
- 5,415 Sunday School Students
- 80 active and 25 retired pastors

### **Some Ministries of the Synod**

- Agape Asian Ministry (formerly, Hmong Mission)
- ELCA Outdoor Ministry
- Lutheran Youth Organization
- Wartburg Seminary, Dubuque, IA
- Lutheran School of Theology, Chicago, IL
- Lutheran Campus Ministry
- Lutheran Colleges
- Wisconsin Council of Churches
- First Call Theological Education for Pastors

### **Synod Staff**

- Rev. Jim Arends, Bishop
- Rev. Libby Howe, Assistant to the Bishop
- Ms. Melanie Timmerman, Executive Secretary
- Ms. Deb Wold, (part-time) Receptionist
- Ms. Carol Bernett, (part-time) Bookkeeper
- Ms. Fran Dieter, (part-time) Publications Editor



## ***The Evangelical Lutheran Church in America***

### **What is the ELCA?**

The Evangelical Lutheran Church in America is:

- 10,851 congregations with 5.1 million Baptized Members
- Organized into 65 Synods (geographical groupings)
- 17,581 Clergy (2,297 of whom are women)
- 1,204 Associates in Ministry (AIMs), Diaconal Ministers, and Deaconesses

### **The ELCA's Ministries include:**

- 324 Missionaries and 100 volunteers in over 50 countries
- 185 new and developing mission congregations
- 144 campus ministries
- 900 chaplains in military and prisons
- Eight seminaries
- 28 colleges and universities
- 145 camps and retreat centers
- National Youth Gathering every three years
- 280 social ministry organizations serving more than 1.7 million people
- World Hunger relief programs in our country and around the globe
- Disaster Relief for victims of violence and natural disasters

### **How Mission Support Makes this Happen**

When you give to your congregation, a portion of your gift is used to support these ministries. Working together we are stronger in mission and make a bigger impact than when we work alone. Thanks you for your support of Christ's mission!

## ***Newsletter Deadlines***

<b>Issue</b>	<b>Submissions Due</b>	<b>Print</b>	<b>Collate/Mail</b>
February 2009	January 19	January 28	January 29
March 2009	February 16	February 25	February 26
April 2009	March 16	March 25	March 26
May 2009	April 20	April 29	April 30
June 2009	May 18	May 27	May 28
July 2009	June 15	June 24	June 25
August 2009	July 20	July 29	July 30
September 2009	August 17	August 26	August 27
October 2009	September 21	September 29	September 30
November 2009	October 19	October 28	October 29
December 2009	November 16	November 24	November 25
January 2010	December 21	December 29	December 30

## ***Employees of the Church***

There are required documents that any business (the church included) must maintain and keep on file in one central location. These files are confidential and must be retained for varying lengths of time after an employee leaves the position.

- Form I-9: Under the Immigration Reform and Control Act of 1986, all employers are required to verify the identity and the eligibility to work in the United States of all employees hired after November 6, 1986, using the Immigration and Naturalization Service Form I-9, "Employment Eligibility Verification Form." Once completed, the form is not sent to the government, but we must keep it in our files in case an INS inspector ever wants to see it.
- Application for employment: The type of application is irrelevant, however, we are required to maintain the following records: Legal Name, Social Security Number, Address, Date of birth, Gender, conversations with references listed, and a few other miscellaneous pieces of information.
- Information about date of hire and wage being paid.
- Payroll history.
- Work history information.
- W-4: this is required and determines the how much is withheld for taxes from an employee's paycheck.
- Job description(s) and any evaluative documents and/or correspondence regarding Job performance.
- And others, as they occur: disciplinary records, medical records, reports of injury, workmen's compensation records, etc...

When hiring youth, under the age of 18, there is the additional requirement of a work permit. To obtain a work permit, the youth must appear before a work-permit officer. The High School office usually has an authorized official on staff. The youth must present a letter from the business/church stating its intent to hire the minor. This letter must also include details about the duties of the position, hours to be worked, and equipment to be used. If the law allows the youth to work in the conditions stipulated in that letter, the officer will issue a work permit. Youth can only be hired once this permit has been completed.

All employees of the church are covered by workmen's compensation insurance, as long as they are legally-hired employees. This means they must have completed an I-9, received a work permit, (if under 18), completed an application, and received confirmation of their hiring. An employee must not start work until all requirements have been met.

The church currently has three employee positions: Administrative Assistant, Music Director, and Custodian.

## ***Sub-contractors***

We currently have the following people providing service to the congregation under contract: Organist, Lawn Care, and Snow Removal.

They are not considered to be employees, therefore we do not withhold taxes from their pay, nor do we pay social security taxes on their behalf. At the end of the year a 1099 is issued to report their earnings.

## ***Policies of HCLC***

### **Memorial Policy - Adopted 9-1999**

When a memorial is given to the church by an individual, the following procedure will be enacted:

1. An acknowledgement letter will be sent to the donor.
2. A notification letter will be sent to the family of the one being memorialized.
3. Notice of the memorial will be printed in the newsletter. Such notice will include: who has been memorialized, the donor's name (unless directed otherwise), and the fund to which the memorial is being contributed. This notice will not include a monetary amount.

When a memorial is received through the offering plate, the money is to be included in the Sunday's deposit with immediate notice going to the church office. This notice must include all pertinent information: donor's name, who is memorialized, date, and amount of gift. If a memorial is received any other way, it is to be forwarded to the church office immediately so proper acknowledgements and notifications can be sent, and the money can be forwarded to those making the deposit.

When a memorial is received by the family and later given to the church, the following procedure will be enacted:

1. An acknowledgement letter will be sent to the family.
2. The money shall be credited toward the fund(s) designated by the family. If no such designation is made, the memorial shall be placed in the undesignated memorial fund. If the family wishes to direct the money to preferred funds, they may do so, based upon funds established by the council. If the family wishes to create a new fund, it may do so only in consultation with the church council, and only after the council approves such purposes.
3. To aid families in giving memorial gifts, a need and wish list will be made available.

### **Money Counting Policy - Adopted 3-13-2000**

The ELCA outlines the following general principles in handling moneys given to a congregation:

- No individual should be required or allowed to handle the congregation's income alone at any time.
- Cash should not be stored in the church.
- Several people should be involved on a rotating basis in handling income processing.
- All cash transactions (receipts and disbursements) should be properly recorded and verifiable.
- The pastor should not serve in the position of treasurer; nor should the pastor have check signing authority over any church account.
- The treasurer and financial secretary do not serve as counters.

With these principles in mind, the following shall be the policy, which shall guide the receipt of congregational money:

- A group of six to eight confirmed members, age 21 or older, shall serve as HCLC counters.
- Counters shall be trained by the trustees, the financial secretary and the treasurer to handle receipts in a consistent manner.
- Counters will always serve in pairs.
- The trustees will develop a schedule that rotates counting pairs so that each team counts every three to four weeks.
- Family members shall not be paired together.
- The Treasurer, Pastor, and/or Financial Secretary or their families shall not count or deposit money.
- The offering and other moneys shall be counted immediately following the worship service and/or event.
- All moneys will be counted on church property and will not be taken to anyone's home or business.
- All money received for deposit shall be recorded on a form designed by the treasurer and trustees.
- Money taken out of envelopes with assigned numbers shall be separated from loose offerings, recorded separately and totaled with an adding machine tape.
- Moneys to be handled by the counters include all offerings, coffee money, fundraising money, money received in the church office, Sunday School offerings, and other moneys that may be received.
- The money shall be deposited into one account. The treasurer will make transfers as appropriate, with the guidance of the trustees. Such transfers shall be done according to the donor's wishes and according to council policy.

- After completing the recording sheet copies shall be made and given to the financial secretary and the parish secretary (for the files). The treasurer shall receive the original of the completed form.
- All moneys received and counted shall be deposited, in a locked bank bag, into the bank's night depository immediately after it has been counted, prior to the depositor returning home.
- The following business day, the parish secretary will stop at the bank and retrieve the bank bag and bank slip. He or she shall put the bag in its place for the next service and forward the deposit slip to the treasurer and a copy of the deposit slip to the financial secretary.
- When a memorial is received through the offering plate, the money shall be deposited, but notice of the gift shall be given to the parish secretary so he/she may make proper notifications and notations in the log and church newsletter.
- A procedure will be written to implement this policy consistently among all the counters.

### **Special Gifts Policy - Adopted 9-1999**

#### **Definition of a special gift**

A special gift is money received by the congregation that may have been given as a bequest or given as a large donation that exceeds a normal and customary contribution. A special gift is not a gift given as a memorial, as a regular and customary contribution to an established fund of the congregation, or a regular offering to the church using the collection plate or a general fund envelope.

#### **When a special gift is received:**

- An acknowledgement letter will be sent to thank the family or individual for the gift
- An announcement of the gift will be placed in the church newsletter without the amount listed.
- The gift will be invested, as appropriate.

Upon notification of a pending gift, or as a gift is received, the donor (or family in the case of a bequest) shall be consulted to discern his/her wishes. If the donor(s) (or the family) does not designate the fund(s) to which the gift is to be credited, the gift shall be credited to the Special Gifts fund, to be used at the discretion of the council/congregation.

### **Youth Fund Policy - Adopted 9-11-2000**

- 1) That chaperon and Pastoral expenses for youth events be covered by youth funds.
- 2) That youth funds help provide scholarship for youth/families that cannot afford certain activities.
  - a) That families needing scholarship deal privately with Pastor Jordan on a one-to-one basis
  - b) That youth receiving scholarship money be members of Halfway Creek
  - c) That when the event, for which scholarship money is requested, is an event for which the youth group is raising funds, recipients of fund raising money be required to do the following:
    - i) Be active in any and all (as feasible) events leading up to the event/trip
    - ii) be active in all youth fundraising events (as feasible)
    - iii) participate in the worship life of Halfway Creek
- 3) That youth funds be used to purchase supplies to support the youth program Including:
  - a) additional curriculum needed outside of confirmation and Sunday School
  - b) incentive gifts
  - c) youth ministry resources for leaders
  - d) games and gaming resources
  - e) other supplies
- 4) That all youth receipts and expenditures be tracked and categorized according to standard accounting procedures
  - a) That the treasurer, youth volunteers, and pastor work out a system to ensure accountability
- 5) That youth funds be reported in the Annual Report
- 6) That written guidelines be established and approved by the council before raising funds for any reason

## **HCLC Youth Fund Raising Policy - Adopted 12-11-2000**

1. The pastor is not responsible for planning and implementing fundraising activities. These are to be parent and youth led, through the HCLC Youth Committee. The pastor is, however, a resource person who will guide the process to ensure that these policies are used.
2. Any youth receiving fundraising aid must be involved in its raising.
3. At the end of the fundraising year, the total amount of money raised is divided by the total number of hours worked by all participants, resulting in a credit per hour figure. This "credit" is then distributed back to those who worked for it, based on the number of hours worked by all involved.
4. Credit is tracked by family, and not by individual youth. For summer trips, one billing statement will be issued for each family. This means that if a family has three youth involved in summer trips, even if they are different trips, only one statement will be issued.
5. Hours worked by youth, their parents and/or siblings are tracked and used for figuring credit, provided that the workers are ten years and older.
6. Fund raising moneys are designated for registration costs of summer trips only. They may not, however, be used to cover registration deposits. These are to be covered by the participants.
7. Unused credit is forfeited at the end of the fund raising fiscal year. Such forfeited credit will be used to build the general youth ministry program at HCLC.
8. Credit can be used only for registration costs that exceed the initial deposit. Extra credit, which exceeds registration costs, is forfeited. It will be used for the good of the general youth ministry program at HCLC.
9. At the end of the year, unused credit will not be carried over to the next year.
10. The fiscal year of fund raising credit runs September 1 - August 31. After September 1, unused credit will be forfeited.
11. Hours worked, and/or credit, cannot be transferred from one family to another.
12. Sign-up sheets will be posted for youth and families to use to sign up to work at events. To receive credit for an event, one must be signed up prior to the event, unless more workers are needed at the time of the event.
13. Accurate records must be kept detailing income and expenses, hours worked by each person, and other, as needed for future reference.
14. No contracts may be signed which obligate the church without proper approval.
15. All Fund raising activities must be approved in advance by the youth committee.
16. An informational meeting is to be held for parents and youth prior to a new fund raising year beginning. All youth and their parents are to be invited to and/or informed of this meeting. The purpose of this meeting shall be to review these policies and to plan the fund raising year.

# **Baptismal Policy Halfway Creek Lutheran Church**

## **Revised in August 2007**

### **What is Holy Baptism?**

In Holy Baptism our gracious heavenly Father liberates us from sin, death, and the devil by joining us to the death and resurrection of our Lord Jesus Christ.

Baptism is something God does to us: In the waters of the sacrament, God puts us to death on the cross with Christ and then raises us to new life. Baptism is God's way of acting to make us a part of his family.

### **Baptism is for children and adults**

While infant Baptism is practiced in the Lutheran church, it is recognized that many have not grown up in the Lutheran Church and may have never been baptized in the name of the Trinity. Adults and children, alike, who have never been baptized in a Christian Church are welcomed into the Christian community through the sacrament of Holy Baptism.

### **Baptism is done once in a person's life**

The Christian life calls the baptized to return to Christ daily. Christians do this by claiming the promises God makes in Holy Baptism. Because God is the actor in Holy Baptism the baptized trust his actions to be true and faithful. For this reason, Lutheran Christians, and other main-line Christian Churches, do not baptize a second time.

### **Baptisms are events of the congregation**

Baptism is always a public event in the Church. When a person is baptized, he/she is baptized into the body of Christ, which is the Church, the gathered community of faith. For this reason, the community has a stake in every baptism.

Private baptisms are appropriate only in emergency situations, when it is not possible to gather the community of faith. In keeping with the protocol of the Lutheran Church, this congregation may act on behalf of another to celebrate baptism, at the discretion of HCLC's pastor. Celebrating a baptism "in proxy" of another congregation shall only happen at the request of the pastor of the church where the baptismal candidate is already involved. In such a circumstance, the membership of the newly baptized shall be transferred immediately to the congregation where s/he is active.

### **The Pastor presides at Baptism**

In the Lutheran Church, it is the responsibility and joy of a pastor who has been called to a particular congregation to preside at all baptisms of that congregation.

### **Preparing for Baptism**

The pastor will meet with families at least one time before a baptism to discuss the service and to teach about the Lutheran understanding of baptism.

### **Baptism and church membership**

When a person is baptized, he/she becomes a member of the church in which he/she is baptized. If the household of the newly baptized does not hold membership in this congregation, the newly baptized will remain a member of HCLC.

### **Selecting sponsors**

Sponsors are people of faith who actively participate in a Christian Church of their choice. Sponsors are charged with the responsibility of helping the newly baptized grow in the faith.

### **Baptisms in emergencies**

When an unbaptized person is near death and baptism is desired, it is appropriate to call the pastor. Such baptisms can happen at home or in the hospital/institutional setting. Baptisms done outside of the congregation will be recognized in a worship service when appropriate.

### **There are no fees for Baptism**

This congregation does not charge a fee to celebrate baptism. It is a ministry of the church and a sacrament freely given by God.

# Weddings at Halfway Creek Lutheran

## What is a Christian Wedding?

A Christian Wedding is a worship service in which we give thanks to God for the love God gives us. It is a time when the community gathers to witness two people promising themselves to one another. In the Christian wedding, scriptures are read, prayers are offered, and at times, the sacrament of Holy Communion is celebrated. The proclamation of the Gospel is central to all Christian weddings.

## Selecting a Date

Weddings are arranged through the pastor. Please check with the pastor immediately to be sure that the date you wish is available. You are encouraged to avoid picking a date during Lent, due to the penitential spirit of the season.

## Pre-Marriage Counseling

Couples to be married at Halfway Creek are required to meet with the pastor two or three times for pre-marriage counseling. The counseling material that we use is called Prepare-Enrich, and it involves a fee of \$35 (check to be made out to Prepare-Enrich and brought to the first counseling session). The first session needs to be about four months prior to the wedding.

## Choosing a Location for Your Wedding

Halfway Creek has two locations for weddings. Weddings may be held in the church or in Whispering Pines outdoor worship center. The pastor is willing to consider requests to officiate at weddings at other suitable locations.

## The Rehearsal

Set the date and time of the rehearsal with the pastor when you arrange the date of your wedding. It is not necessary to have the musicians present. Please note that the rehearsal is not the time for the musicians to practice the musical selections.

## The Pastor

Usually the pastor of the congregation is the presiding minister at all weddings within the congregation. Other pastors may be a part of the service along with the pastor of Halfway Creek.

## Holy Communion

Holy Communion is an appropriate addition to Christian weddings. Couples may choose to include Holy Communion in their wedding worship service, provided that the sacrament is celebrated by the whole community in accordance with the practices of the Lutheran Church.

## Candles and Unity Candles

The church has two liquid oil candelabra for the altar. Unity candles are a welcomed addition to the service. Couples wishing to include unity candles in their service may use the church's unity candle set, or provide their own. Because the three candles used in the church's unity candle set are lit with liquid wax, they remain on the property of Halfway Creek Lutheran after the service. Other candles cannot be used in HCLC's unity candle set. The unity candle stand can be decorated with greenery and/or flowers.

## Bulletin

If you choose to have a wedding bulletin, the fee for preparing the bulletin is \$25 plus the cost of the bulletin stock you choose. The bulletin will be prepared in the office.

## Music/Musicians

When organ music is desired in the wedding, it is customary that the church organist be asked to play the organ at all events in the church, including weddings. It is possible to make other arrangements in some situations.

It is important to have a meeting with the organist early in your planning to help arrange the music for your wedding and to make certain that the organist is free on your wedding date. Arranging an organist and any other musicians is your responsibility. **The organist's fee is to be negotiated with the organist and is to be paid at the rehearsal. When using HCLC's organist, this fee must not be lower than \$100.**

Soloists and special music add beauty to the wedding. Couples may make these arrangements at their own discretion. All music needs to be approved by either the pastor or music director.

## The Marriage License

Wisconsin Law requires a license to marry. Laws differ from county to county so please contact your local county for details. Arranging the license is your responsibility. The marriage license should be given to the pastor at the rehearsal. In Wisconsin there is a six-day waiting period between the time the license is applied for and received, so be sure to plan ahead.

## The Custodian

We expect the church to be left in relatively clean condition. Couples must arrange to have somebody remove decorations from the sanctuary/Whispering Pines prior to leaving our facilities. The custodian fee is \$75 and is to be paid at the rehearsal via check, payable to Rich Pedretti. If couples intend to show hospitality to guests in the fellowship hall, there is an additional \$50 custodial fee.

**The Paraments**

The colored fabrics that drape the fronts of the altar and pulpit are chosen according to the church season. They are not changed for a wedding. If you wish to know the color for your wedding day, please check with the pastor. The color scheme of the dresses and flowers, of course, are entirely up to you.

**The Flowers**

If you plan to leave your altar flowers for Sunday, let us know so that we may make note of that in our Sunday bulletin. It is liturgically inappropriate to have flowers decorating the altar during Lent. Live green plants are an appropriate alternative to flowering plants.

**Photographs**

A wedding is a worship service in the church. We try to make this setting as intimate and worshipful as possible. Thus, we ask that no flash pictures be taken during the ceremony, although the procession and recession may be photographed with a flash. Video taping is possible but only if it is discreet and out of sight so as not to disturb the focus of the worship. You may have the bridal party photographed either before or after the ceremony.

**Rice**

Rice and bird seed can be slippery and dangerous for people and birds. A better alternative is to use bubbles. If you use rice, please have the ushers sweep it up immediately after the wedding.

**The Reception**

You may have your reception downstairs in the church basement, if you wish. Alcoholic beverages are not allowed in the church building. Please pay the custodian an additional \$50 if you have a church reception.

**No Alcohol**

We do not allow alcohol in the church, the church basement, or the grounds. If members of the wedding party appear to have been drinking, they will not be allowed to participate.

**Fees**

The following fees are set for weddings at Halfway Creek. All fees are due no later than the rehearsal. Couples must pay by check and not cash. Checks should be written payable as listed below. Please do not write one check to cover the entire cost. The check for Prepare-Enrich is to be brought with couples to their first counseling session. Couples must negotiate and pay musician fees with the musicians as per arrangements made with them. *Fees are subject to change without notice. Fees in effect on the date of the wedding are the fees which are to be paid. Couples are responsible for paying fees at the wedding rehearsal, according to the fee schedule in place at the time of the wedding.*

	<b>Fees for Members</b>	<b>Fees for Non-Members</b>
<b>Facility/Property<sup>1</sup></b>	\$75 + \$25 Non-refundable deposit fee, to be paid within 2 weeks of booking wedding date.	\$175 + \$50 Non-refundable deposit fee, to be paid within 2 weeks of booking wedding date.
<b>Pastor<sup>2</sup></b>	\$75	\$150
<b>Premarital Sessions<sup>3</sup></b>	Cost of Materials	Cost of Materials
<b>Bulletins<sup>4</sup></b>	Cost of Materials, plus \$25	Cost of Materials, plus \$25
<b>Custodian<sup>5</sup></b>	\$75	\$75
<b>Organist<sup>6</sup></b>	\$100-\$300 (Dependent upon whether the organist sings as well as plays and how much time she spends preparing for the wedding.)	\$100-\$300 (Dependent upon whether the organist sings as well as plays and how much time she spends preparing for the wedding.)

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<sup>1</sup> Payable to Halfway Creek Lutheran, at the wedding rehearsal  
<sup>2</sup> Payable to The Rev. Jean Pagliaro, at the wedding rehearsal  
<sup>3</sup> Currently \$35, payable to Prepare-Enrich  
<sup>4</sup> Payable to Halfway Creek Lutheran, at the wedding rehearsal.  
<sup>5</sup> Payable to Rich Pedretti, at the wedding rehearsal. \$125 if fellowship hall is used to show hospitality to guests.  
<sup>6</sup> The \$100 fee is a minimum fee when couples use HCLC’s organist. It will vary depending on the amount of music and/or other factors. This fee is payable to Lynn Wegner and is due at the wedding rehearsal.

## ***Conflict in the Church***

It is inevitable that life in the community will result in conflict. Conflict in and of itself is not bad, nor is it something to be feared when used correctly. In fact, conflict can be quite healthy and even invigorating for a community, when it is channeled in beneficial ways. Below are some points to remember about conflict in the church

- 1) Conflict is normal in every community.
- 2) Conflict can be managed in a healthy manner or in a method that is unbalanced and destructive.
- 3) **Healthy conflict** that is positive:
  - a) focuses on problems and not personalities.
  - b) seeks to be creative in its solutions.
  - c) leads to growth and mutual understanding among the participants.
  - d) is not emotional because it
  - e) never threatens.
  - f) is managed and used as a tool.
  - g) does not use power or threats of power to get its way.
  - h) operates at appropriate venues of discussion. Around common tables of recognized leadership it discusses and wrestles with concerns and issues while seeking common ground.
- 4) **Unhealthy conflict** is:
  - a) not the same as a disagreement
  - b) conflict that is used improperly
- 5) Conflict is used improperly when people use it to:
  - a) protect "their" turf by biting anybody who wanders into their water.
  - b) make their opinions known at decibels much louder than those who are trying to use conflict in a life-giving manner.
  - c) bring dialogue to an end.
  - d) enforce their opinion.
  - e) maintain a perceived power.
  - f) appeal to means of power to resolve conflict
  - g) attack individuals who disagree
  - h) slander and misrepresent ideas under discussion
- 6) Other Points to remember about conflict
  - a) Unhealthy conflict is extremely destructive. It:
    - i) destroys morale
    - ii) disables mission-minded progress
    - iii) disrupts creativity
    - iv) denies the work of the Holy Spirit in the community
    - v) polarizes people
    - vi) forces people to take stands for or against people instead of ideas/proposals
    - vii) makes people afraid
    - viii) and so much more.
  - b) Communities can control how conflict is handled
    - i) Those who want conflict to be handled well will work hard to ensure that it is.
      - (1) They will work hard to keep the focus on issues
      - (2) They will work hard to let ideas be heard and thought through in appropriate venues
    - ii) Those who cower to unhealthy voices and attitudes are doomed by their own cowardliness
    - iii) When unhealthy conflict threatens, it must be handled swiftly
      - (1) It must be called what it is: improper and destructive
        - (a) This will offend the one who is using conflict improperly
      - (2) If it is not handled, it will spread and embroil the community in no-win situations
    - iv) We are all responsible for the climate of the congregation.
    - v) We cannot afford to turn a blind eye toward unhealthy conflict

## ***Stepping Stones, Confirmation Ministry, Youth Group***

### **Preschoolers**

They will receive a Bible.

### **Grade 3**

My Bible Class with Parents: in conjunction with their receiving their bible from the congregation. A class focused on teaching the basics of using the bible and giving families practice in family devotions.

### **Grade 5**

First Communion Class with Parents: to learn more about receiving communion.

### **Grades 8-9**

Confirmation Classes twice a week: on Sunday morning. Wednesday Nights will be with Pastor.

### **Youth Group**

Information about these events can be found in the youth newsletter, the church newsletter, the weekly bulletin, mailings, and at each youth event.

## ***Prayer Chain Ministry***

*During difficult and joyous times and for the support of our church, we united in prayer to share our concerns and compassion for all our brothers and sisters in Christ, all to the glory of God.*

1. Members of the Prayer Chain are grouped in branches of approximately four to six people.
2. Members of the Prayer chain are asked to commit themselves to being a part of the chain for a period of one year and then re-commit after that year.
3. Prayer requests will be directed to the branch leader who will call the first name in each branch. That person will call the next name on the list and she/he will call the next name on the list and so forth. In case the next person in your branch does not answer, after a while go on to the next name on your list and try the other person later. Make your phone call brief. After you hang up, go and do your praying.
4. Requests you receive may be very specific or as simple as “so-and-so asks for prayer.” Your ministry is to pray for the person for whom prayer has been requested and their families.
5. Confidentiality is crucial. We do not talk about prayer requests that come through the chain.
6. Continue praying the requests for a period of one week or as long as the name appears on the prayer list in the bulletin.
7. As appropriate, offer prayers of thanksgiving for comfort and grace given those who are in need.
8. No request is too small. One does not have to be at “death’s door” to be included by the prayer chain. Requests need not only be for health reasons but may be concerns of various natures.
9. Take the list of the prayer chain members and in whatever system you chose, pray for one member daily for a week, then pray for the next person the following week as you pray for their needs and for their ministry and prayer. Likewise you will be supported by the prayers of someone else on the chain each week.
10. A list of more general requests (congratulations, needs, global issues, local matters, church wide concerns, etc) will be published in the bulletin or newsletter asking that the rest of the congregation be praying also.
11. Keep a little notebook listing the requests and individuals you remember before God in prayer—for both the requests you receive through the chain and your own personal prayer concerns.
12. Announcements may also be sent to the individuals who have been prayed for.

13. Invite others to be a part of the Prayer Chain. God gives all his people the opportunity and the talent to do this ministry. For this reason men and women of all ages are invited to participate. They can be included as a member of the Prayer Chain at any point in time.
14. The Prayer Chain will be commissioned occasionally.
15. When the prayer leader is out of town, an alternate prayer leader may receive the initial call and get the Prayer Chain started.
16. If a specific request is made, such requests should be passed through the chain so that the members may pray "as of one mind."

***Administrative Assistant***  
***Job Description, Responsibilities, Duties, and Expectations***  
**Halfway Creek Lutheran Church: September 2003**

Description

- I. The Administrative Assistant (AA) of Halfway Creek Lutheran Church is hired by Halfway Creek's Church Council, which has the authority of the congregation to hire and fire employees.
- II. The AA acts on behalf of the congregation to support the pastor and the programmatic activity of the Church.
- III. The AA is a part time employee and will be compensated according to terms approved by the Church Council.
- IV. The pastor of Halfway Creek Lutheran supervises the AA. S/he receives instruction from, answers to, and works with the pastor in fulfilling his/her duties and responsibilities.
- V. The pastor and the Church Council will work together on a regular basis to evaluate the AA's performance based on the responsibilities and duties laid out in this document. This will be done after the first ninety days of employment and at least annually.

Responsibilities

The Administrative Assistant:

- I. Publicizes events of the congregation to those who are members, and to the public through print and other media
- II. Maintains a positive relationship with the public we serve
- III. Handles most parish correspondences
- IV. Completes and cares for membership records
- V. Performs administrative duties as required
- VI. Does other and miscellaneous tasks as needed to support the pastor and other programming of the congregation

Duties

Among other duties, the Administrative Assistant:

- I. Prepares, publishes, and distributes publications of the church
  - A. Halfway Creek Currents
  - B. Weekly worship bulletins
  - C. Bulletins for occasional services
  - D. News releases for the media
  - E. Outreach publications
  - F. Other promotional materials
- II. Supports Halfway Creek's Ministry by
  - A. Serving as the pastor's liaison to hospitals, other care facilities and institutions
  - B. Preparing print materials for congregational events
  - C. Arranging visitation and other appointments for the pastor
  - D. Recording pastoral acts in record books and computer database
  - E. Scheduling facilities
  - F. Purchasing supplies and materials for programs
  - G. Acknowledging memorial contributions

- H. Utilizing and coordinating volunteers to use their skills as often as possible
- I. Serving as the point of first contact for members and general public we serve
- III. Completes other tasks as needed

Expectations

- I. That work be completed in a manner that is both timely and accurate
- II. That professionalism be maintained in the office
  - A. in dealings with members of the church and the general public
  - B. on the phone
  - C. in dress and appearance
- III. That the office be organized and efficient
- IV. That confidentiality be strictly maintained
- V. That any problems or potential problems be discussed with the pastor
- VI. That publications be informative, accurate, and professional
- VII. That all documents/publications be proofread for accuracy
- VIII. That volunteers be used whenever possible.
- IX. That the AA be/become familiar with Lutheran worship, style, and substance
- X. That the AA be prompt
- XI. That time off be requested in advance, and upon approval be published in the newsletter and in the bulletins

***Director of Music Ministry***  
***Job Description, Responsibilities, Duties, and Expectations***  
 Halfway Creek Lutheran Church: February 2007

Description

- I. The Director of Music Ministry (DMM) of Halfway Creek Church (HCLC) is hired by Halfway Creek's Church Council, which has the authority of the congregation to hire and fire employees.
- II. The DMM leads the congregation's musical ministries.
- III. The DMM is a part time employee and will be compensated according to terms approved by the Church Council.
- IV. The pastor of Halfway Creek Lutheran supervised the DMM. S/he receives instruction from, answers to, and works with the pastor in fulfilling his/her duties and responsibilities.
- V. The pastor and the Church Council will work together on a regular basis to evaluate the DMM's performance based on the responsibilities and duties laid out in this document. This will be done after the first ninety days of employment and at least annually.

Duties and Responsibilities

The Director of Music Ministry:

- I. Directs the HCLC Choir
- II. Directs the HCLC Worship Team
- III. Serves as an organist of the congregation
- IV. Assists the congregation in exploring expressing the good news of Jesus Christ, using the rich musical traditions of Christ's Church

Expectations

- I. That all music programs of the church be understood and enacted as ministry
  - A. Incorporating devotions and prayer with each rehearsal
  - B. With the goal of leading the congregation's worship
- II. That all music activities and selections be coordinated with and approved by HCLC's Pastor
  - A. All activities must further the mission of HCLC
  - B. Musical selections must fit thematically with the propers of the day, themes being developed by HCLC's Pastor, and the liturgical day of the Church year
- III. That the DMM conduct regular rehearsals with the Choir and Worship Team
  - A. That all schedules (performance and rehearsal included) be established early and communicated regularly with the Choir, Worship Team, Pastor, and Administrative Assistant
  - B. That changes to schedules be communicated and approved by HCLC's Pastor
- IV. That the DMM lead HCLC's Music ministry in a manner that is professional, relational, educational, faith enhancing and oriented toward building community

- V. That the DMM play the organ for services according to a schedule developed with HCLC's other Organist(s) and HCLC's Pastor
  - A. That music for liturgical services be practiced and polished
  - B. That music selected be appropriate to the day and themes of the season
  - C. That a variety of music be used to support the music ministry
- VI. That the DMM attend regularly scheduled staff meeting to coordinate schedules, music, etc.
- VII. That the DMM participate in worship leadership in other ways, when appropriate and requested
- VIII. That any problems or potential problems be discussed with HCLC's Pastor
- VIII. That the DMM participate in regular on-going study and development of his/her skills and gifts



# **Halfway Creek Lutheran Church**

## **Council Handbook**

**February 2009**