

Friendship Celebration Lutheran Church

Procedures Manual

Updated October 2022

Procedures Manual: Purpose and Overview

The purpose for this procedures manual is described in Bylaw 20.0 which states, “The Lay Leadership Council shall maintain a procedures manual which will contain (1) detailed job descriptions for all paid staff positions, (2) detailed job descriptions for all non-paid positions, and (3) normal operating procedures adopted by the Lay Leadership Council, officers, directors, and ministry teams to provide continuity, efficiency and consistency in operations of their respective programs.”

This procedures manual has four sections: LLC officer job descriptions, staff job descriptions, ministry group guidelines and finally, church policies.

The procedures manual is intended to be a flexible and changing document that supports ministry efforts. It will always be a work in progress and need updating as needs and ministries change. Any revision, deletions or additions should first be identified by church staff, respective ministry leader(s) or appropriate board and then be presented to the LLC for consideration. Such proposed changes may be incorporated or further amended as the LLC determines. Annual review by an appointed committee of the LLC is encouraged.

There are also ministries that we support (such as LWML, LHM, LLL) but a local chapter is not currently established at FCLC.

For brevity, the following acronyms are used in this manual.

CCLI Christian Copyright Licensing International
CPH Concordia Publishing House
CFO Chief Financial Officer
DCE Director of Christian Education
FCLC Friendship Celebration Lutheran Church
LCMS Lutheran Church—Missouri Synod
LHM Lutheran Hour Ministries
LWML Lutheran Women’s Missionary League
LLC Lay Leadership Council
LLL Lutheran Laymen’s League
NYG National Youth Gathering

Procedures Manual

Friendship Celebration Lutheran Church, Meridian, ID

“But all things should be done decently and in order.” (1 Corinthians 14:40)

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**Lay Leadership Council
Officer
Job Descriptions**

FRIENDSHIP CELEBRATION LUTHERAN CHURCH (LCMS)

LLC POSITION DESCRIPTION

Position Title:

PRESIDENT

Reports To:

Voters Assembly

Job Overview:

The President is the leader of the Voters Assembly and Lay Leadership Council (LLC). The President shall assure that the affairs of the church are in accordance with the Constitution and Bylaws and serve as a member and leader of the Executive Committee of the Lay Leadership Council.

Responsibilities and Duties:

1. Preside over all Voters Assemblies and LLC meetings.
2. Appoint with the assistance of the senior pastor individuals to committees and special task forces as necessary to carry out the work of the church as approved by the Voters Assembly.
3. Ensure the Constitution and Bylaws are followed.
4. Ensure the general duties of the LLC are fulfilled.
5. Hold all officers accountable for their responsibilities.
6. Sign legal documents as outlined in Section 14.2 of the Bylaws.
7. Appoint members to the Audit Committee as outlined in Section 16.9.5 of the Bylaws.
8. Appoint members to the Call Committee as outlined in Section 16.9.8 of the Bylaws.
9. Direct the duties of the Vice President as needed.

FRIENDSHIP CELEBRATION LUTHERAN CHURCH (LCMS)

LLC POSITION DESCRIPTION

Position Title:

VICE PRESIDENT

Reports To:

President

Job Overview:

The Vice President performs the duties of the President in his/her absence and performs additional duties as directed by the President. The Vice President shall serve as a member of the Executive Committee of the Lay Leadership Council.

Responsibilities and Duties:

1. Lead and appoint members to the Nominating Committee as outlined in Section 16.9.6 of the Bylaws.
2. Form and lead the Long Range Planning Committee as outlined in Section 16.9.7 of the Bylaws.
3. Oversee the FCLC's Procedures Manual development and maintenance as directed by the LLC.
4. Be prepared to assist the President.
5. Convene a committee to review the Constitution and Bylaws, once every three years as outlined in Section 24.0 of the Bylaws.
6. Sign legal documents as outlined in Section 14.2 of the Bylaws.

FRIENDSHIP CELEBRATION LUTHERAN CHURCH (LCMS)

LLC POSITION DESCRIPTION

Position Title:

CHIEF FINANCIAL OFFICER

Reports To:

President

Job Overview:

The Chief Financial Officer (CFO) shall be responsible for overseeing disbursements of congregation's funds in accordance with its resolutions and under the direction of ministries, individuals, and staff responsible for specific line items in the church budget. The CFO shall apprise the LLC on a monthly basis of the congregation's financial health. The CFO shall be highly qualified and experienced in accounting and/or finance. The CFO shall serve as a member of the Executive Committee of the Lay Leadership Council.

Responsibilities and Duties:

1. Maintain a Chart of Accounts of the approved budget of the congregation.
2. Recommend investment options for congregational funds and invest all funds as directed by the LLC or congregation.
3. Monitor the cash flow of the operational budget.
4. Review of financial reports and presentation to the LLC and congregation (voters assembly) at each respective meetings.
5. Keeping informed as changes occur in requirements for reporting of tax and financial information.
6. Provide oversight of annual budgeting process and final presentation of budget to LLC and congregation.
7. Provide oversight and regular review of internal controls.
8. Oversee the Budget and Finance Committee as outlined in Section 16.9.9 of the Bylaws.
9. Sign legal documents as outlined in Section 14.2 of the Bylaws.
10. Oversees the Office Manager in regard to financial matters.

FRIENDSHIP CELEBRATION LUTHERAN CHURCH (LCMS)

LLC POSITION DESCRIPTION

Position Title:

SECRETARY

Reports To:

President

Job Overview:

The Secretary shall be responsible for the recording of all the proceedings of the Voter Assembly and LLC meetings. The Secretary shall serve as a member of the Executive Committee of the Lay Leadership Council.

Responsibilities and Duties:

1. Record the proceedings of all Voters Assemblies and posting of minutes.
2. Record the minutes of the LLC meetings and submit to the LLC for approval in a timely manner. Approved minutes shall then be posted.
3. Post approved minutes on the Information Kiosk.
4. Care of all records pertaining to the office.
5. At the end of his/her term, deliver all records to the next elected Secretary.
6. Perform other duties as delegated or assigned by the Voters Assembly or LLC.
7. Prepare and submit a budget request to the LLC for the needs of the office.
8. Sign legal documents as outlined in Section 14.2 of the Bylaws.

FRIENDSHIP CELEBRATION LUTHERAN CHURCH (LCMS)

LLC POSITION DESCRIPTION

Position Title:

DIRECTOR OF DISCIPLESHIP

Reports To:

President

Job Overview:

The Director of Discipleship shall have the responsibility for providing pastoral support and ensure the spiritual welfare of the congregation. He shall be the Head Elder, preside over the Board of Elders and provide training for Elders.

Responsibilities and Duties:

1. With the assistance of the Senior Pastor, appoint members to the Board of Elders and submit to the LLC for approval, as outlined in section 16.9.10 of the Bylaws.
2. Assist in the planning and oversight of the following ministry areas:
 - A) Stewardship, as outlined in section 16.9.1 of the Bylaws
 - B) Worship and music
 - C) Discipleship
3. Hold monthly meeting of the Board of Elders and submit a written report to the LLC.
4. Lead the Call Committee as outlined in Section 16.9.8 of the Bylaws.
5. Ensure support programs are in place for the pastoral staff.
6. Prepare and submit an annual budget request to the LLC for the needs of the Elders.
7. Train and schedule Elders for weekly worship service duties as outlined in the Elder guidelines.
8. Conduct annual performance evaluations of the Pastor(s).

FRIENDSHIP CELEBRATION LUTHERAN CHURCH (LCMS)

LLC POSITION DESCRIPTION

Position Title:

DIRECTOR OF EDUCATION

Reports To:

President

Job Overview:

The Director of Education shall be responsible for the oversight of the planning and administration of the educational programs of the congregation and preschool.

Responsibilities and Duties:

1. Appoint at least five members to the Board of Education and submit to the LLC for approval, as outlined in section 9.4.2 of the Bylaws.
2. Conduct monthly meetings of the Board of Education and submit a written report to the LLC.
3. Assist in the planning and oversight of the following ministries:
 - A. Youth programs, including DCE programs
 - B. Sunday School programs
 - C. Christian Education activities
 - D. Preschool program
4. Prepare and submit an annual budget request to the LLC for Education ministries.
5. Ensure annual performance evaluations are performed for all paid staff assigned to Education ministries, including the DCE and Preschool Director.
6. Oversee the activities of the Preschool Director.

FRIENDSHIP CELEBRATION LUTHERAN CHURCH (LCMS)

LLC POSITION DESCRIPTION

Position Title:

DIRECTOR OF EVANGELISM

Reports To:

President

Job Overview:

The Director of Evangelism shall be responsible for the development of programs for the training and equipping of the congregation for outreach to the community.

Responsibilities and Duties:

1. Appoint at least three members to the Board of Evangelism with the responsibility for leading members of the congregation in outreach into the community, as outlined in section 9.4.3 of the Bylaws.
2. Conduct monthly meetings of the Board of Evangelism and submit a written report to the LLC on their activities.
3. Assist in the planning and oversight of the following ministry areas:
 - A) Social and community programs (16.9.2)
 - B) Parish fellowship (16.9.3)
 - C) Outreach and mission programs
 - D) Discipleship process and activities (in conjunction with Director of Discipleship)
 - E) Camp Perkins (16.9.4)
4. Prepare and submit an annual budget request to the LLC for Evangelism needs.

FRIENDSHIP CELEBRATION LUTHERAN CHURCH (LCMS)

LLC POSITION DESCRIPTION

Position Title:

DIRECTOR OF PROPERTY MANAGEMENT

Reports To:

President

Job Overview:

The Director of Property Management shall be responsible for oversight of the maintenance and upkeep of the church facilities and grounds.

Responsibilities and Duties:

1. Appoint at least four members to the Board of Property (9.4.4) and submit to the LLC for approval.
2. Conduct monthly meetings of the Board of Property and submit a written report to the LLC on facilities maintenance activities and concerns.
3. Oversee the planning, organizing, and supervising of maintenance and repairs for the upkeep of the church's buildings and grounds.
4. Prepare needed maintenance contracts and submit for approval to the LLC.
5. Prepare and submit a budget request to the LLC for annual cost of maintenance and repair of the church's property.
6. Assist in long-range planning activities for facility improvements.

**FCLC Staff
Job
Descriptions**

Senior Pastor - Friendship Celebration Lutheran Church

The Senior Pastor is accountable to the Board of Elders on spiritual matters and to the LLC on administrative matters. The Senior Pastor is evaluated annually by the Director of Discipleship (LLC) and is ultimately accountable to the congregation.

Job Overview

This full-time called staff position carries out the ongoing duties of pastoral ministry with a focus on leadership and administration. The Senior Pastor is a non-voting, *ex officio*, member of the LLC and an *ex officio* member of all other boards at FCLC.

Qualifications

- Faithful ability to shepherd people and articulate the Gospel
- Rostered status with suitable education and certification in the LCMS
- Exhibition of a godly life as a disciple of Jesus and a positive example for others to follow
- Administrative ability to supervise staff and work together as a team
- Spiritual maturity and desire to disciple others

Responsibilities & Duties

- Preach and lead worship on a regular basis using the means of grace
- Assist music director in planning worship
- Handle administrative matters and supervise all ministry and office staff
- Train Elders and provide spiritual care especially in situations of hospitalization or crisis
- Promote the overall peace, unity and welfare of the congregation
- Provide direction for ministry and effectively cast vision
- Equip members and implement a reproducible process for making disciples
- Oversee discipleship process
- Perform weddings and funerals as coordinated with Founding Pastor
- Teach adult and youth confirmation with Director of Christian Education
- Facilitate new member orientations
- Manage benevolence fund requests and provide reports to Elders
- Provide appropriate spiritual discipline as needed
- Serve in rotation for preschool chapel
- Attend staff, Elders and LLC meetings
- Represent the congregation to the community and assist in community outreach

Founding Pastor - Friendship Celebration Lutheran Church

The Founding Pastor supports, works together with and is accountable to the Senior Pastor. The Founding Pastor is evaluated annually by the Director of Discipleship (LLC) and is ultimately accountable to the congregation.

Job Overview

This part-time called staff position carries out the ongoing duties of pastoral ministry with a focus on church planting.

Qualifications

- Faithful ability to shepherd people and articulate the Gospel
- Rostered status with suitable education and certification in the LCMS
- Exhibition of a godly life as a disciple of Jesus and a positive example for others to follow
- Spiritual maturity and desire to disciple others

Responsibilities & Duties

- Investigate and pursue church planting opportunities in Kuna
- Equip people and promote a culture of discipleship
- Preach and lead worship on an occasional basis using the means of grace
- Visit people who are homebound as coordinated with Senior Pastor
- Make some hospital visits as coordinated with Senior Pastor
- Perform some weddings and funerals as coordinated with Senior Pastor
- Serve in rotation for preschool chapel
- Continue to work with and coordinate the GRUNTS
- Attend staff meetings
- Work closely with and support the Senior Pastor as he leads the congregation

Director of Christian Education - Friendship Celebration Lutheran Church

The Director of Christian Education reports to the Senior Pastor and is evaluated annually by the Education Director (LLC) and the Senior Pastor.

Job Overview

This full-time called staff position is responsible for overseeing all aspects of youth and family ministry.

Qualifications

- Ability to administer and lead a broad program of youth ministry and education for all ages
- Rostered status with suitable education and certification in the LCMS
- Exhibition of a godly life as a disciple of Jesus and a positive example for others to follow
- Spiritual maturity and desire to disciple others

Responsibilities and Duties

- Help other ministry staff create and deepen a culture of discipleship among the congregation and within the home
- Encourage family interaction and foster relationships within the congregation
- Establish, communicate, and recommend the overall goals and objectives for Children's Ministry, Youth Ministry and Family Ministry
- Oversee Bible studies, devotions, fellowship events, retreats, outreach efforts for a variety of age and educational levels
- Coordinate children's messages
- Provide oversight and manage the Education Hour for all ages
- Help the Senior Pastor plan and teach Confirmation
- Serve in rotation for preschool chapel
- Oversee summer camp program
- Make arrangements for LCMS National Youth Gathering
- Use innovation and creativity in ministry
- Help identify, recruit, and train lay volunteers (youth and adult) to assist in Children's Ministry, Youth Ministry, and all Christian Education.
- Attend monthly LLC meetings
- Coordinate fundraising events for youth activities
- Support broader efforts of District and Synod as able

Office Manager - Friendship Celebration Lutheran Church

The Office Manager reports directly to the Senior Pastor on a day to day basis. This position is also accountable to the President and Chief Financial Officer of the Lay Leadership Council.

Job Overview

This professional full-time staff position is responsible for all bookkeeping duties and provides administrative support to the Pastors, Director of Christian Education, Lay Leadership Council and Preschool. The Office Manager is also a point person for communication with church members and the public.

Qualifications

- Computer proficiency in Microsoft Office and QuickBooks. Willingness to learn new software including, but not limited to the following: Church 360, ProPresenter and Lutheran Service Builder.
- General knowledge of office equipment (i.e. printers, copiers, etc.)
- Strong organizational skills and the ability to multi-task
- Efficient time management skills
- Excellent people and communication skills
- Bookkeeping experience

Responsibilities & Duties

- Answer phones for church and preschool
- Receive, sort, and appropriately channel all mail
- Process weekly offering
- Manage and reconcile bank statements
- Prepare checks and make deposits
- Manage accounts receivable/payable
- Administer payroll on a regular basis
- Provide materials for human resources
- Provide monthly and annual financial reports
- Assist other ministry leaders in budget planning
- Maintain contribution records
- Manage church facility usage and contracts for events
- Purchase and maintain office equipment and supplies
- Prepare preschool employment contracts
- Process preschool tuition billing and payments
- Process summer camp registrations and payments
- Coordinate with Church Secretary to create slides from weekly bulletin and announcements for Sunday service projection on assigned Sundays
- Coordinate with Church Secretary to maintain database: update membership data, record attendance, etc.
- Provide backup for Church Secretary to create and print weekly bulletins and Friendly 411 Weekly e-newsletters when needed
- Handle miscellaneous correspondence and other duties as requested by Pastor or Lay Leadership Council

Preschool Director - Friendship Celebration Lutheran Preschool

The Preschool Director is accountable to and shall be evaluated annually by the Director of Education (LLC).

Job Overview

The Preschool Director shall be responsible for developing, planning and operating the Preschool according to the procedures manual approved by the LLC. The Preschool Director will prepare an annual operating budget for the Preschool and recommend facility needs and/or improvements to the Director of Education (LLC). All Preschool staff shall report directly to the Preschool Director.

Qualifications

The Preschool Director shall have a minimum of a Bachelor's degree in Education or similar fields, with at least two (2) years of experience in child development. The Preschool Director will faithfully support the values and teaching of the LCMS.

Responsibilities and Duties:

Staff

- Interview, hire, supervise and evaluate teachers and teacher assistants
- Model positive relationships for staff members
- Conduct regularly scheduled staff meetings
- Plan and implement an in-service training program for the staff
- Assist the staff in preparing daily, weekly, and yearly plans
- Prepare and maintain job descriptions for teachers and teacher assistants
- Provide disciplinary action when necessary, including dismissal of staff members

Administration

- Interact with prospective families by providing tours and current information
- Coordinate advertising and promotion of the Preschool, including website
- Coordinate the registration process
- Work with the Office Manager in preparing the annual budget
- Operate the Preschool within the approved budget
- Communicate in a timely manner with the Office Manager regarding tuition payment status and monthly financial reports
- Appoint a team for fundraising events
- Serve as primary contact to state agencies governing childcare activities
- Fulfill licensing procedures and requirements
- Report maintenance and repairs needs to the Director of Property Management

Preschool Director - Friendship Celebration Lutheran Preschool (Cont'd.)

Responsibilities and Duties (Cont'd)

Program & Curriculum

- Prepare monthly and annual school calendars
- Coordinate and approve all curriculum
- Coordinate Preschool field trips and guest presentations
- Determine and supply Preschool material needs
- Schedule performances of Preschool students

Church Relations

- Model Christian faith in word and deed and nurture the spiritual growth of self, staff and students
- Attend church staff meetings and be actively involved in the life of the congregation
- Provide communication about the Preschool to the congregation via newsletter or announcements
- Report any family in need of assistance to the Senior Pastor
- Provide a written report to the Director of Education and the Senior Pastor on a monthly basis

Church Secretary - Friendship Celebration Lutheran Church

The Church Secretary reports directly to the Senior Pastor and Office Manager.

Job Overview

This professional part-time support staff position provides clerical and administrative support to the church office, ministry teams and preschool. The church secretary is also a point person for communication with church members and the public.

Qualifications

- Computer Proficiency including Microsoft Office, willingness to learn new software including but not limited to Church 360, ProPresenter and Lutheran Service Builder
- General knowledge of office equipment (i.e. printers, copiers, etc.)
- Strong organizational skills with the ability to multi-task
- Efficient time management skills
- Excellent people and communication skills
- Basic bookkeeping knowledge

Responsibilities & Duties

- Answer phone for church and preschool
- Receive, sort and appropriately channel all church emails received at church office email address
- Maintain church calendar
- Create and print weekly bulletins and Friendly 411 Weekly e-newsletter
- Maintain music copyright licensing and provide reports as needed for CCLI License and Lutheran Service Builder
- Coordinate with Office Manager to create worship service slides and foyer slides from weekly bulletin and announcements for Sunday service projection on assigned Sundays
- Create and print monthly newsletters
- Coordinate all announcements and other information with web-servant
- Coordinate with Office Manager to maintain database, update membership data, record attendance and send visitor letters, etc.
- Maintain Information Kiosk which includes updating information posted such as FCLC brochures, calendars etc.
- Handle miscellaneous correspondence and other duties as requested by Pastor or Office Manager

Maintenance Coordinator – Friendship Celebration Lutheran Church

The Maintenance Coordinator reports to the Director of Properties and Senior Pastor.

Job Overview

This part-time position (10 hours/week) is responsible for general maintenance and repairs of the facility and campus. The Maintenance Coordinator supports the Director of Properties (LLC) in ongoing tasks that relate to upkeep of the church property.

Qualifications

- Experience with handyman skills and equipment for a variety of tasks (carpentry, electrician, plumber, painter, mechanic, HVAC, irrigation)
- Ability to work with people and encourage volunteer labor
- Understanding of Christian stewardship and service
- Good communication skills

Responsibilities & Duties

- Perform general maintenance on facility and campus
- Repair or replace broken items
- Place calls for professional services as needed
- Receive repair requests and keep a running list of to-do projects
- Schedule inspection of alarm/fire systems and extinguishers
- Ensure outside sprinkler system operations
- Encourage and coordinate use of volunteers
- Report inventory supply levels to Office Manager
- Check in with church office on a periodic basis (staff meeting or drop-in)
- Submit receipts or purchase invoices
- Offer support for various projects as put forward by the Director of Properties

Ministry Guidelines

Advent by Candlelight Guidelines
Friendship Celebration Lutheran Church, Meridian, ID

*“The true light that gives light to everyone was coming into the world.”
(John 1:9)*

Purpose

Advent by Candlelight is an evening of fellowship where ladies are welcomed to come and experience a beautiful and moving celebration of the coming of our Savior Jesus Christ. Advent is the period for approximately four weeks before Christmas as marked on the church calendar. This evening is one of outreach where the meaning and significance of Christ’s coming is shared through Scripture, music, stories and artistic expression.

Overview

The Advent by Candlelight program is usually held on the Friday before Advent begins or no later than the first Friday after it begins. The program is designed to quiet minds and hearts by emphasizing the spiritual rather than the secular purpose of the season. Advent by Candlelight features the “Christmas Shoppe” where handmade crafts and food items are sold. Proceeds from this sale are designated for a local charity or cause. Designation of funds varies from year to year. It is advertised in advance so guests know what cause they are supporting.

Roles

Coordination of the event and the program is decided through a committee. All women of the congregation (high school age and older) are encouraged to participate in Advent by Candlelight. Volunteers are needed to serve as table hostesses and are invited to decorate their table with place settings for 6-8 guests. Decorative style for each table hostess is a personal choice but the use of Santa-themed decor is discouraged. Publicity of the event is done through church publications and personal invitation.

Oversight

Advent by Candlelight is under the Board of Evangelism.

Altar Team Guidelines
Friendship Celebration Lutheran Church, Meridian, ID

“Let us offer to God acceptable worship, with reverence and awe...”
(Hebrews 12:28)

Purpose

The Altar Team provides supplies for Holy Baptism and Holy Communion and is responsible for the presentation of the altar area, including candles, banners and arranging of flowers. The team leader reports to the Director of Discipleship and supports the Pastor as worship leader.

Qualifications

Any confirmed member (as a member of the priesthood of all believers) may serve on the Altar Team. The servant should be a frequent and faithful participant in the worship life of the congregation, demonstrate the proper decorum toward the Sacraments and have appreciation for worship elements such as the church year, seasons and themes.

Procedure for Holy Baptism

- 1) Move baptismal font to the fore. Place on the altar a baptismal candle. Place on the font the baptismal shell and cloth napkin.
- 2) After the worship service has concluded, empty the water and thoroughly dry out the basin, taking care to dry any spilled water on the baptismal font. Return to previous location to the left of the altar.

Procedure for Early Service (Communion)

- 1) Prepare six communion trays unless special services (Christmas, Easter, Confirmation) are occurring. Fill innermost circle (6) with white grape juice and outer two circles with red wine. One hour is needed to complete everything which may be done on Saturday. Fill two wafer goblets (ciborium) two-thirds full. Place gluten-free wafers in small container (pyx) making sure to keep separate from other wafers. Place opened bottles (wine and juice) in refrigerator (top right shelf in back corner).
- 2) Set out four baskets, lined with a paper towel each, for empty communion cups. Place two baskets on front row, outer-section chairs and two additional baskets that are located in main aisle at the front row.
- 3) During the worship service, be attentive to the Elders/Pastors for indication if supplies are running low. Fill extra tray in sacristy and hand to assistant worship elder.
- 4) After the worship service, count empty spaces in each tray and record the total number of communicants on the sheet on cabinet door in sacristy. (For ease of counting, there are 36 cups on each tray.)
- 5) Empty baskets of used cups into the trash can, wipe out baskets and re-line baskets with a paper towel.

Procedure for Late Service (Communion)

- 1) The Altar Team should arrive at the conclusion of early service for set-up in order to be able to attend a Bible class. Prepare five communion trays unless special services (Christmas, Easter, Confirmation) are occurring. Fill innermost circle (6) with white grape juice and outer two circles with red wine. Fill two wafer goblets (ciborium) two-thirds full. Place gluten-free wafers in small container (pyx) making sure to keep separate from other wafers.
- 2) Set out four baskets, lined with a paper towel each, for empty communion cups. Place two baskets on front row, outer-section chairs and two additional baskets that are located in main aisle at the front row.
- 3) During the worship service, be attentive to the Elders/Pastors for indication (again what's the signal and do they know who we are?) if supplies are running low. Fill extra tray in sacristy and hand to assistant worship elder.
- 4) After the worship service, count empty spaces in tray and record the total number of communicants on sheet on cabinet door in sacristy. (For ease of counting, there are 36 cups on each tray.)
- 5) Respectfully pour the unused wine and grape juice outside the back door to return to the earth. Place wine bottle in the back of the top shelf of the refrigerator. Wipe out baskets with a wet paper towel. Wipe communion trays with a damp cloth and place in sacristy cupboard along with the wafer goblets (ciborium).
- 6) Clean kitchen counter as needed. Place trash into kitchen trash.
- 7) Refill the altar candles with oil in preparation for the following week's services.

General Procedure

- 1) The team leader is responsible for scheduling. Any changes or schedule conflicts should be reported to the team leader in advance to ensure coverage.
- 2) The team leader is to inform the church office manager when either the last box of wafers or individual cups remains.
- 3) Banners are at the discretion of the team leader but in general, banners should be seasonally appropriate according to the church year.
- 4) Flowers are provided by individual church members for various occasions. If the members do not take the flowers home after second service, then place the flowers in the kitchen.
- 5) The altar, lectern, baptismal font, and flower shelves should be dusted and cleaned weekly or at least monthly.

Audit Committee Guidelines
Friendship Celebration Lutheran Church, Meridian, ID

“Moreover it is required of stewards that they be found trustworthy.”
(1 Corinthians 4:2)

Purpose

The Audit Committee is to ensure proper financial operations and management of FCLC and its ministries including the preschool. The Audit Committee is responsible for performing annual audits of financial records of the Chief Financial Officer, his/her assistants, and all other matters relating to the financial affairs of the congregation (16.9.5).

The purpose of a financial review of the congregation’s books of original entry is:

- A. To support FCLC Chief Financial Officer and Office Manager in their duties;
- B. To help the CFO and Office Manager perform their duties effectively and efficiently through suggestions generated while in the financial review process;
- C. To verify that the financial records are being maintained in an acceptable and consistent manner;
- D. To verify that cash receipts and disbursements are posted consistently, correctly, and reconciled with the bank;
- E. To verify that the financial reports that have been issued to the congregation are in agreement with the official records (general ledger) of the congregation.

The Audit Committee provides financial review of certain areas as designated by the LLC on an annual basis. Ideally the Audit Committee will examine in greater detail certain areas once every three years.

Structure

Members of the Audit Committee are appointed by the congregational president and approved by the LLC. Members should have strong financial and organizational skills and not possess any conflicts of interest. The Audit Committee shall consist of three members who do not serve in any position assisting the Chief Financial Officer of the congregation. At least one member of the previous Audit Committee should be included in the next Audit Committee for the purpose of continuity.

Reporting

The Audit Committee reports to the President. The Audit Committee is encouraged to provide its report at the earliest possible date after the close of the fiscal year to the LLC. In its written report will be a summary conclusion with findings and any recommendations for implementation by the staff and ministry leaders. The LLC shall be responsible for annually presenting the prior year’s Audit Report to the Voters Assembly for final approval.

Caring Ministry Guidelines

Friendship Celebration Lutheran Church, Meridian, ID

*“Bear one another’s burdens and so fulfill the law of Christ.”
(Galatians 6:2)*

Purpose

The Caring Ministry team reaches out in Christian love to offer support, caring, comfort and fellowship to those experiencing loneliness, illness, loss or other significant life changes.

Responsibilities

- Fellowship—Provide opportunities for fellowship to those who live alone. Events include social gatherings such as birthday celebrations, spring and fall luncheons and other activities. Team members also keep in touch with those they serve with personal notes, cards, phone calls or occasional visits.
- Cards—Get well, sympathy, thinking of you, and praying for you cards are sent to members to provide comfort, support and encouragement. Individuals or families who receive cards are identified by other Caring Ministry members, Sunday morning prayer requests and other church members who are aware of a need and tell a team member.
- Grief Ministry—Reaches out to those who have experienced the loss of a loved one. A series of four “Journeying Through Grief” booklets (from Stephen Ministry) are sent over the course of a year.
- Funerals—A team member is contacted by the Pastor when there has been a death. A meeting either in person or by phone with the family takes place and menu options are presented. After the family has made their choices, the team provides the food. The team sets tables, serves food and cleans up after the service. Caring Ministry team members are assisted by others in the setting up and taking down of tables and chairs.
- Elder Assistance—The Caring Ministry team helps Elders care for people by bringing appropriate information to their attention. If requested, a member of Caring Ministry may accompany an Elder if he is visiting female members who are sick or homebound.

Procedures

While the goal is to care for people in need, it is important to note that the Caring Ministry does not and cannot coordinate with the Prayer Chain since those requests are received in confidence for prayer only.

Monthly meetings of the Caring Ministry team are held on second Mondays at 10 am. The Treasurer of the Caring Ministry team keeps track of finances and provides current reports in the minutes. The Secretary keeps meeting minutes and shares them with the Director of Discipleship. It is also helpful to have an Elder attend the monthly meetings. The President of the Caring Ministry team reports to the Director of Discipleship.

Education Hour Guidelines

Friendship Celebration Lutheran Church, Meridian, ID

***“But grow in the grace and knowledge of our Lord and Savior Jesus Christ.”
(2 Peter 3:18)***

Purpose

The purpose of the Education Hour is to provide for all ages the opportunity for Bible study and other topics suitable for Christian enrichment and learning.

Timeframe

The Education Hour is on Sundays, 9:45-10:45 am. Classes are scheduled and offered quarterly, thereby aligning classes and allowing for greater coordination, participation and promotion. In general, the quarterly division accounts for seasonal breaks and holidays for better transitions. This schedule (weeks are approximate) may be adjusted as deemed necessary:

Fall Quarter (Sunday after Rally Day-Christmas Break) [14 wks]

Winter Quarter (New Year's-Spring Break) [13 wks]

Spring Quarter (Spring Break-Memorial Day) [8 wks]

Summer Quarter (June-Labor Day) [14 wks]

There are no classes on Christmas break or Easter. Classes that are longer than one quarter may continue to another quarter as needed. In general, however, the purpose is to offer a variety of classes and give opportunity to people who are willing and qualified to teach.

Procedure

The DCE will determine the calendar and is responsible for scheduling classes and teachers. The goal is to offer five classes for adults in addition to Sunday School classes for youth. The adult classes should serve a variety of interests, topics and levels of spiritual maturity.

Two months before a new quarter begins, the DCE is to contact current teachers and determine if the class or teacher is to continue. When asking other teachers, he will frame the need for the upcoming quarter seeking a balance between topical and scriptural studies. Teachers will provide the DCE with a description of the class and resources used.

Beginning three weeks before a new quarter begins, the DCE will advertise the upcoming classes to the congregation. The teacher is responsible for informing the DCE of any significant needs, challenges or issues that may arise. If a teacher is unable to teach or needs to cancel class on a particular day, he or she shall inform the DCE and also seek to find a substitute so as to ensure continuity of the class.

Qualifications

Adults who seek to teach should have the spiritual maturity, knowledge, gifting and demonstrable skill necessary for instruction. Teachers provide a valuable ministry on behalf of the congregation, not themselves. Therefore, teachers serve under the supervision of the DCE and Senior Pastor and agree to teach with full respect to the Bible as the Word of God and in accordance with the doctrine, values and teachings of the LCMS.

Elder Guidelines

Friendship Celebration Lutheran Church, Meridian, ID

*“Oh come let us worship and bow down; let us kneel before the Lord our Maker!”
(Psalm 95:6)*

Purpose

Elders at FCLC have three main purposes: to provide spiritual care of the congregation, support the Pastor(s) in ministry, and oversee worship (including music and stewardship, per Section 16.5 of the Bylaws). More information on the appointment and role of Elders is given in Section 16.9.10 of the Bylaws. This guideline explains the practical matters and duties that Elders perform as they facilitate congregational worship.

Opening Procedures

- 1) Unlock doors, turn on lights and set air temperature.
- 2) Wear lanyard nametag.
- 3) Examine the bulletin and determine if there are any special circumstances for the day (baptism, new members, recognition).

Before Service

- 1) Check with Pastor for any additional needs. Pray with him before service begins.
- 2) Light altar candles five minutes prior to start of service (lighter in sacristy drawers).
- 3) Confirm there is a lector. If there is not, be prepared to read or find a lector.
- 4) Assist ushers in greeting and handing out bulletins if needed.

During Service

- 1) Be especially watchful for first-time guests or anyone that may particularly benefit a personal greeting.
- 2) Be mindful of any safety concerns such as a person who seems agitated or potentially disruptive. Any concern should be communicated to a member of the Safety Team.
- 3) Assist with offering collection as needed and give any remaining prayer cards to Pastor as offering is brought forward.
- 4) Count people in attendance and record it. Do not count twice the people (such as Worship Team) who attended both services.

Baptism Duties

- 1) Fill baptismal font with very warm water just prior to the start of service.
- 2) Stand and be present alongside the Pastor during the baptism. The role of the Elder is to act as a witness and also to speak on behalf of the congregation.
- 3) The Elder may also assist by lighting the baptismal candle and presenting it to the newly baptized/family.
- 4) After the worship service has concluded, empty the water and thoroughly dry out the basin, taking care to dry any spilled water on the baptismal font. Return to previous location to the left of the altar.

Communion Duties (typically 1st and 3rd Sundays)

- 1) Check with Altar Team to see if any help is needed. Check for four used cup baskets in the front row—two on outer rows and two on inner rows.
- 2) Elders and Pastor(s) will commune each other at the altar and then commune the first group that comes up (worship team, tech team, etc.).
- 3) Elders assist Pastor(s) in the distribution. It is expedient to commune each side simultaneously.
- 4) Check to see that the Altar Team recorded the number of communicants on the offering/counters sheet on the cabinet door in the sacristy.

After Service

- 1) With a counter (for the purpose of accountability), secure the offering in the Sacristy (early service) or in the safe (late service). Ensure Sacristy door is locked.
- 2) Be available to pray with people who seek prayer or need spiritual care, even if it is a simple conversation.
- 3) Collect attendance cards and place in the church office.
- 4) Extinguish the candles.

Closing Procedures

- 1) Turn out all lights and lock all exterior doors. Use the hex key to make sure all of the door push bars are released. It is necessary to push on the doors to make sure they are latched shut. Side doors must also be checked and locked with key.
- 2) Walk the perimeter making sure the building is secure.

First Impressions Guidelines
Friendship Celebration Lutheran Church, Meridian, ID

“Greet the friends, every one of them.”
(3 John 1:15)

Purpose

The First Impressions ministry team is responsible for ensuring that every guest that enters the building is greeted in such a way that they feel important and welcome.

Procedure

Each greeter is provided a lanyard nametag. These lanyards are typically kept in alphabetical groups in the usher’s closet for ease of access.

Three greeters are needed for each service. Two greeters are posted outside the front main doors and one greeter is posted by the side door by the church office. The ministry team leader is responsible for scheduling greeters. If a greeter is unable to serve when scheduled, the greeter is responsible for finding a substitute. Even if a person is not scheduled to greet, it is always good practice to be hospitable and help create a warm, friendly environment.

Self-Preparation

- Ask God in prayer for the greeting to be a way to prepare guests to encounter Him.
- Be dressed appropriately and be sure to wear nametag and lanyard.
- Arrive twenty minutes before the scheduled service or program.

Before the Service

- Be familiar with answers to common questions such as location of bathrooms, childcare, Sunday School, relaying contact information (green Friendship Cards).
- Make wheelchair(s) accessible.

As People Enter

- Make eye contact and display a sincere warmth as you welcome people.
- Greet adults and children in an appropriate fashion (warm welcome, shake hands, high fives, or whatever seems appropriate). Handshakes are typical but be sensitive to closed posture of those who do not like handshakes or hugs.
- If possible, greet people by name and include the children.
- Utilize resources on the Welcome Desk or Info Kiosk in the fellowship hall.
- Prioritize conversations with guests and newcomers over members.
- Assist with wheelchair if necessary.
- Assist with umbrella if necessary and walk people in with its cover.

Guest Interaction

- Look for people you don't recognize. This will be the first contact some visitors have with the church so do your best to ensure a good first impression.
- Offer your name and see if they offer theirs.
- Instead of asking, "Are you new?" or "Is this your first time?" say, "I don't think I've met you yet, I'm _____." If they mention that they are new, offer to show them where certain things are (bathrooms, childcare, Info Kiosk, etc.)
- Depending on the pace of people entering, you might inquire, "How's the family?" or "How are you doing?"
- Take your cue from the visitor. Be welcoming but do not lavish too much attention on first time visitors.
- Offer to answer any questions they may have, but the main point is to always be welcoming.
- Follow up on requests

Oversight

The First Impressions ministry team leader reports to the Director of Evangelism.

GRUNTS Guidelines

Friendship Celebration Lutheran Church, Meridian, ID

*“Let the favor of the Lord our God be upon us and establish the work of our hands upon us;
yes, establish the work of our hands!”
(Psalm 90:17)*

Purpose

The purpose of the GRUNTS men’s group is to use acquired talents and skills for the maintaining, repairing and improving of FCLC facilities and campus. The acronym GRUNTS stands for General Repairs Undertaken (by) Nominally Trained Servants.

Procedure

All work requests from the staff or LLC for the GRUNTS labor and time should be communicated to the coordinator. The GRUNTS group meets most Saturday mornings, although they may assemble throughout the week for various projects. On Saturday mornings, they first gather for fellowship and an overview of the day’s tasks. A work list is provided by the coordinator and the tasks are prioritized and assigned. It is the responsibility of the coordinator to schedule a person (or group of people) to provide lunch and also ensure necessary work supplies and equipment are available for the day’s work. Lunch serves as a closing fellowship time or the work may continue afterward.

The GRUNTS seek to motivate others to care for the facilities and property as God’s gift. The benefit of this ministry goes beyond having an inviting and attractive church campus. The GRUNTS view their work as an opportunity for fellowship, building relationships and teaching skills. By modeling servanthood, the GRUNTS care for not only the property, but for one another. They learn from one another, encourage and enjoy each other.

Oversight

The GRUNTS group serves under the Board of Properties and works closely with the Director of Properties.

Helping Hands Ministry Guidelines
Friendship Celebration Lutheran Church, Meridian, ID

“There are varieties of service, but the same Lord...”
(1 Corinthians 12:5)

Purpose

The Helping Hands ministry team exists to provide compassion, help and assistance to people in times of need. Typical services include providing meals, spur-of-the-moment care, running errands, light housekeeping, help after surgery, shuttle service, and praying with or for someone. In general, the goal is to help people through a difficult time by providing for their physical needs.

Process

The ministry team is composed of volunteers who are available for service as needs arise. The ministry team leader is the point of contact for requests. The leader contacts members as necessary to find the appropriate person(s) to fulfill the various needs. The volunteers work as a team to respond to hardships and to help carry the needs of FCLC members and other people known to the congregation, and at times, the community at large.

Requests for help may come from within the congregation at large or through its leadership. When monetary decisions are involved, the expenses may be covered through a life group, a specific budget or by making a request to the Director of Discipleship or Senior Pastor.

Participation

Varied talents are sought because needs vary. Help may be required at unusual hours. Team members may meet as appropriate at any given time to accommodate workload needs. Periodic meetings are at the discretion of the team leader who reports to the Director of Discipleship.

Hospitality Ministry Guidelines
Friendship Celebration Lutheran Church, Meridian, ID

*“Contribute to the needs of the saints and seek to show hospitality.”
(Romans 12:13)*

Purpose

The Hospitality ministry team provides meals for congregational events, (except funerals which are handled by Caring Ministry).

Responsibilities

The Hospitality ministry team is responsible for organizing meals. This includes planning, purchasing food, and recruiting additional helpers for set up and clean up. They are also responsible for the care, storage and cleaning of linens and tablecloths.

Procedures

In planning for events, the church office and facility use calendars are to be consulted. Receipts are to be submitted in a timely manner for purpose of reimbursement through the Office Manager. The Hospitality ministry team leader reports to the Senior Pastor.

Lector Guidelines

Friendship Celebration Lutheran Church, Meridian, ID

*“So faith comes from hearing, and hearing through the word of Christ.”
(Romans 10:17)*

Purpose

The purpose of a lector is to proclaim the written Word of God in the midst of people who are gathered for worship.

Qualifications

Any confirmed member (as a member of the priesthood of all believers) may read the appointed Scriptures, including the Old Testament, Epistle or Holy Gospel. The lector must have the skill and proficiency to read clearly, accurately and with appropriate expressiveness.

Preparation

Thoroughly review the text and read it aloud several times. This practice may seem unnecessary but it is essential. Make note of—perhaps even underline—important transition words. (This is especially helpful for an epistle reading as its reasoning often turns on a single critical word!). It may also be useful to note the phrasing, even marking places to pause (or not pause) so that the text flows in a logical manner.

It is not uncommon for words to be difficult to pronounce or unfamiliar. If needed, a good Bible dictionary should be consulted or an audio Bible may be listened to at www.biblegateway.org or www.faithcomesbyhearing.com.

Unless determined otherwise, all Scriptures are given in the English Standard Version (ESV). FCLC typically follows the three-year lectionary, but may on occasion use alternate texts, especially for a sermon series. Consult resources of www.yaag.org or www.biblegateway.org for accurate source of the biblical text (helpful for copy and paste). Do not retype the biblical text as it invites mistakes and is unnecessary.

You are encouraged to read from a text that is clearly visible with sufficiently large print. It is also wise to put separate texts on separate sheets thereby avoiding awkward page turns in the middle of a reading.

Delivery

Approach the podium in a timely manner so there is not a long period of silence after the preceding element of worship.

Use the handheld microphone and beforehand familiarize yourself with the switch on it. It should already be on. Hold the microphone directly in front of your mouth and speak into it.

Please do not greet the people or say, “Good morning” as it is redundant. They have already been greeted in the welcome at the beginning of the service.

Introduce the text by following this model. Note that mentioning of verses is not necessary.

“The Old Testament (or first) lesson is from _____, chapter _____.”

“The Epistle lesson (or second) is from _____, chapter _____.”

It is beneficial to allow a short pause between readings as it denotes separation and gives the hearer an opportunity to reflect upon what has been heard.

It is customary to stand for the reading of the Holy Gospel. Simply invite the people to stand by saying something like, “Please stand in honor of the Gospel.”

“The Holy Gospel is from _____, chapter _____.”

Unlike most public speaking, eye contact is not necessary because the message is not coming from you; it is coming from God. The idea is to focus all ears on what is being said. To that end, it is important to respect the text. Do not add your interpretation. Do not add your comments. Do not add or subtract anything. **Just read the text.** Do not rush or drag, but make the effort to announce the words.

Pay attention to inflection and tone.

Is it interesting or boring to listen to?

Does your voice match the moves the text makes?

At the conclusion of reading, provide a transition for the next element of the worship service. Eye contact is good to have here. Depending on the worship order, the affirmation of faith may follow which will be led by you. Often it is time to ask the people to be seated, turn in the Friendship cards and have the children come forward for the children’s message.

Evaluation

After the worship service has completed, reflect on how you read. It may be helpful to ask a friend for an honest opinion. Such feedback and constructive criticism will only improve your service as a lector. It also shows you value the Word and your role in proclaiming it.

Scheduling

Lectors are currently scheduled by a designated Elder. Volunteers who meet the above criteria are welcome to serve in rotation. If you are unable to serve as lector, please arrange a substitute from the list of lectors and inform the church office. The church office typically sends on Friday of each week a copy of the service for lectors to preview.

Oversight

Lectors serve under the authority of the Elders who oversee worship and report to the Director of Discipleship or a designated Elder.

Life Group Coordinator Guidelines
Friendship Celebration Lutheran Church, Meridian, ID

*“Make disciples, baptizing them in the name of the Father and of the Son and of the Holy Spirit and teaching them to observe all that I have commanded you.”
(Matthew 28:19-20a)*

Purpose

Life Group Coordinators exist to support, encourage and guide life group leaders who are discipling others. Life Group Coordinators provide a forum for leaders to express joys and challenges they are encountering in discipleship. They are also a conduit between the Senior Pastor and the life group leaders providing feedback, accountability and encouragement of the discipling process.

Qualifications

Life Group Coordinators must have a clear understanding of discipleship. They are to be mature in their faith, possess strong ministry and interpersonal skills. Coordinators are equippers so others may discover and use their spiritual gifts for ministry. Coordinators are chosen by and report to the Senior Pastor.

Procedures

Life Group Coordinators meet with the Pastor(s) on a periodic basis as needed. They connect with life group leaders as needed, but at least quarterly, hold a Huddle for all life group leaders to attend. Life Group Coordinators provide accountability of the Life Group Leaders who welcome their input and advice. Coordinators also help Pastor(s) identify and recruit potential life group leaders and co-leaders.

Coordinators help train leaders and co-leaders and affirm their work. Coordinators are also responsible for commissioning of leaders and co-leaders who have completed training and model life group sessions.

Men's Breakfast Guidelines
Friendship Celebration Lutheran Church, Meridian, ID

*“Jesus said to them, ‘Come and have breakfast.’”
(John 21:12a)*

Purpose

The purpose of Men's Breakfast is to provide the men of the congregation a regular opportunity for Christian fellowship.

Scheduling

The Men's Breakfast is held on the first Saturday of each month, 8-9 am, with the exception of December and January. It is helpful to let the office know the details of each month's meeting at least two weeks ahead for purposes of publicity.

The main responsibility of the leader is to secure cooks and speakers which is best done by working well ahead of the meeting date. Ideally all cooks and speakers are set by March for the entire year. Requests for help are best done in person. Having members speak, especially if they are new members, strengthens relationships and the congregation is stronger for it.

Procedure

The leader should arrive by 7 am on the morning of the breakfast. The leader should be familiar with how to make coffee in case other help is not available. The leader will set up the room as far as tables and chairs and be ready to assist the cooks with plates, napkins, etc, and make sure trash cans are available. After breakfast is finished, the leader is responsible for seeing that the room is set, cleaned and any trash is removed.

In order to create an atmosphere of hospitality, the leader should try to greet each man as he arrives, making everyone feel as welcome as possible.

A free will offering is received to cover the cost of the meal. However, on some occasions, the cooks may choose to donate the cost of breakfast. In this instance, the money goes toward childcare. In all instances, two people are needed to count the money and ensure proper counting procedures are followed before the money is placed in the safe.

Oversight

The leader of Men's Breakfast reports to the Director of Evangelism.

Prayer Chain Ministry Guidelines
Friendship Celebration Lutheran Church, Meridian, ID

*“Do not be anxious about anything but in everything by prayer and supplication
with thanksgiving let your requests be made known to God.”
(Philippians 4:6)*

Purpose

The Prayer Chain is a ministry team focuses on bringing petitions and exhortations to God on behalf of Friendship Celebration members requesting support of the ministry. All requests are considered private and are restricted to the individual prayer chain participants.

Process

The Prayer Chain is composed of volunteers available to serve Friendship Celebration members with prayer support as needs arise. The team leader is available for requests by telephone or personal contact. When a request is received, the leader contacts the prayer chain members by email with the details of the request. Multiple chains may be used to reduce time to contact all prayer ministry participants.

Participation

Prayer Chain membership is not limited. Any Friendship Celebration member may serve by first contacting the prayer chain team leader and providing contact information such as an email address. The team leader may also provide specific procedural information and instructions upon joining the ministry.

Practice

Prayer requests from members often involve private, serious and emotional issues. In view of the broad variety of issues the Prayer Chain Ministry protocol requires confidentiality of information. Prayer Chain members will not ask for follow-up information nor discuss the specific request with other team members.

The leader’s name is shown in the Church Participation Directory. The team leader reports to the Director of Discipleship.

Quilting Group Guidelines

Friendship Celebration Lutheran Church, Meridian, ID

*“...a time to tear and a time to sew, a time to keep silence and a time to speak...”
(Ecclesiastes 3:7)*

Purpose

The Quilting Group creates warm, colorful quilts to illustrate God’s love for people in the community and around the world.

Qualifications

All members of the congregation and friends are welcome regardless of sewing ability.

Procedure

Quilters meet most Wednesday mornings from 10 am – 12 noon. Fabric and materials are donated by the congregation. Participants choose what part of the quilting process is most comfortable for them.

Quilts are given to each high school graduate on the first Sunday in June. Each year on Quilting Sunday (usually the second Sunday in October), all other quilts that have been made in that year are displayed by covering the seats in the sanctuary, the railings and near the altar area. Once the quilts blessed with prayer by the congregation, the quilts are then donated to local and international mission projects.

Oversight

The Quilting Group is under the Board of Evangelism.

Safety Team Guidelines

Friendship Celebration Lutheran Church, Meridian, ID

***“Peace be within your walls and security within your towers!”
(Psalm 124:7)***

Purpose

The Safety Team provides safety and security in general and an organized response for emergency situations. The Safety Team also provides ongoing training and awareness so people are best prepared for a variety of situations.

Qualifications

Safety Team members are trained and know the processes for roving and perimeter checks, sweeping rooms, handling medical emergencies, directing traffic, engaging in mediation/de-escalation, managing active shooter situations, conducting active lock down and safely evacuating people to established safe zones.

Safety Team members are trained in basic first aid/CPR and are responsible for the upkeep and organization of emergency medical supplies including first aid kits, stretchers, blankets and defibrillator.

Safety Team members have a cell phone with them and are also trained and permitted for concealed carry of a weapon. They are to be vigilant, watchful and aware of the situation at hand and of what may materialize.

Protocol

The Safety Team leader reports to the Director of Properties. The Safety Team leader is responsible for scheduling people as designated rovers for each service. In addition, there may be other on-duty members of the Safety Team who are seated in the sanctuary at key entrance/exit areas that have a good line of sight. Rovers inform Ushers and Elder of their presence and go about security protocol which includes the parking lot and the exterior of the building to make sure doors are locked, except for the main entrance and the north door by the church office.

Safety team members are identifiable by a red lanyard nametag. Safety team members—and specifically for emergency situations, the Incident Manager—are responsible for documentation and record keeping of any situation where a response is required.

Usher Guidelines

Friendship Celebration Lutheran Church, Meridian, ID

*“I would rather be a doorkeeper in the house of my God
than dwell in the tents of wickedness!”
(Psalm 84:10b)*

Purpose

Ushers are an expression of hospitality and welcome. They serve by greeting people, handing out bulletins, assisting with the offering and also guiding people forward for the Lord’s Supper.

Before Service

- 1) Arrive at least twenty minutes prior to the start of service.
- 2) Wear your lanyard nametag.
- 3) Bring church bulletins (including large print and song sheet folders) from the copy room to the Welcome Desk.
- 4) Examine the bulletin and determine if there any special circumstances for the day (baptism, new members, recognition). On certain occasions, such as a baptism or confirmation, seats may be reserved.
- 5) Check chair alignment, pens for attendance cards (extra pens in sacristy) and pick up any trash in seating area.
- 6) If additional seating is needed, ushers are responsible for setting up extra chairs along back wall for overflow.

During Service

- 1) Be especially watchful for first-time guests or anyone that may particularly benefit a personal greeting.
- 2) Assist people with location of bathrooms, nursery, classrooms or any other general information.
- 3) If people arrive late, it is helpful to escort them to seats that are available and to do so at an optimal time, with minimal disruption to those who are in worship.
- 4) Collect Friendship cards.
- 5) Help children’s church enter and exit the sanctuary (late service).
- 6) Be mindful of any safety concerns such as a person who seems agitated or potentially disruptive. Any concern should be communicated to a member of the Safety Team.
- 7) Assist with offering collection as needed and give any remaining prayer cards to Pastor when as offering is brought forward.

Communion Duties (typically 1st and 3rd Sundays)

- 1) Elders and Pastor(s) will commune each other at the altar and then commune the first table (Worship Team, Tech Team, etc.). It is also good practice to include the nursery attendant (who trades off with another) in the first table if possible.
- 2) Ushers invite people to come forward using the mid-section aisles and then return to their seats by using either the main center aisle (inner two sections) or the far sides (outer two sections).
- 3) Ushers show people forward allowing enough people forward without blocking the aisles.
- 4) When one table is dismissed, the next row should be invited. By alternating sides there is always a table to commune.
- 5) Be mindful of people who cannot come forward. Discreetly inform Pastor/Elder of the need to visit any individuals who remain seated yet seek to commune.

After Service

- 1) Collect Friendship cards and place in the church office.
- 2) Straighten up chairs and pick up any trash.

Oversight

Ushers report to the Director of Discipleship or a designated Elder.

Women's Breakfast Guidelines

Friendship Celebration Lutheran Church, Meridian, ID

“Jesus said to them, ‘Come and have some breakfast.’” (John 21:12)

Purpose

Women's Breakfast provides the opportunity for women to build relationships and strengthen fellowship by sharing each other's life stories and a meal together. It is open to women (high school age and older) of the congregation and their friends.

Participation

Women's Breakfast typically meets on Saturday mornings at 10:00am throughout the year. Volunteers prepare the meal.

The coordinator schedules speakers and activities for each women's breakfast. Speakers are invited to share their life stories and offer encouragement to other women. The speaker may also have the opportunity teach the women to do crafts or activities.

Promotion

Invitations to Women's Breakfast are published regularly in church bulletins, Weekly 411 and newsletters.

Oversight

The coordinator of the Women's Breakfast serves under the Board of Evangelism.

Worship Planning & Music Guidelines
Friendship Celebration Lutheran Church, Meridian, ID

*“Sing praise to our King, sing praises!
For God is King of all the earth; sing praises with a psalm.”
(Psalm 47:6)*

Selecting Music

At least two weeks in advance, the Pastor chooses the sermon text and provides a summary of the sermon theme and direction to the Director of Music. Texts may follow the three-year lectionary, be independent or belong to an ongoing series.

Based on the theme as well as the abilities of the Worship Team, the Director of Music chooses and suggests songs and hymns for the Pastor’s approval. The goal is to select mainly contemporary songs that are rich in meaning and easy to sing, although hymns may also be chosen.

The Director of Music then informs the Worship Team of the selected music, ideally two weeks in advance. While the Pastor and Director of Music are generally consistent factors in the worship planning process, the Worship Team changes weekly. One of five worship teams is scheduled on a rotational basis corresponding to the Sunday of the month.

The Director of Music ensures there are adequate copies for the team (vocalists and instrumentalists). Decisions on arrangement and any key changes are made at this point by the Director of Music.

Purchasing Music

When new music is to be purchased, the Director of Music orders music from various sources, including Song Select (CCLI), Music Notes, Praise Charts, Lifeway Worship, Getty Music Publishing. CCLI provides lyrics, lead vocals, chords, but not piano arrangements. Use of Lutheran Service Builder is encouraged for choice and arrangement of hymns.

Proofing Bulletin and Slides

The draft of the bulletin is proofread at Thursday practice. Once slides are prepared (by church office or volunteer) usually on Friday, it is important for the slides to be proofread once again by the Director of Music (or an appointed person) for correct spelling and proper phrasing. The Church Secretary also makes songsheet folders for people who desire musical notation.

Rehearsals and Performance

Worship Team members pick up their music on the previous Sunday for individual familiarity and practice. Team rehearsal is usually on Thursday evening, 7:00 pm. Final rehearsal is held on Sunday morning at 7:00 am. Doors to the sanctuary open at 8:00 am. A prayer among the Worship Team is encouraged.

Organizing Music

During the following week, the Director of Music refiles the previous week's music. The Church Secretary reports usage to CPH, CCLI and any other licensing agencies in a timely manner.

Oversight

When the senior Pastor and Director of Music meet again, it is beneficial to evaluate the previous week's worship service. Elders may also provide oversight and input into the worship experience. The Director of Music reports to the Senior Pastor.

Worship Team Guidelines
Friendship Celebration Lutheran Church, Meridian, ID

*“Oh come, let us sing to the Lord; let us make a joyful noise to the rock of our salvation!”
(Psalm 95:1)*

Role of Worship Team

Worship is the opportunity for the congregation to be served by the Triune God and then respond to Him in spirit and in truth. Music plays an important role in this divine encounter in which the Word is proclaimed and the Sacraments are administered. The role of the worship team is to lead people in authentic and meaningful worship by providing excellent vocal and instrumental music. Serving on the worship team is not a performance that focuses on the individual or group but an act of worship that glorifies the one true God.

At no other time is the church more centered in Christ than in worship. It is a holy time. It is the hope that each member of the Worship Team is blessed in using his or her spiritual gifts and talents for the good of the church and the glory of God!

Qualifications

- Have a personal relationship with Christ as Lord and Savior.
- Demonstrate a spiritual maturity that fosters unity and cooperation as a team.
- Possess musical and/or technical ability.
- Develop skills for the goal of excellence.
- Exhibit a teachable spirit.

Expectations

- Display a positive, joyful attitude in demeanor and body language.
- Are faithful participants in worship and congregational life.
- Demonstrate spiritual integrity in their lives since they are put forward as an example.
- Attend weekly rehearsal. Musicians and instrumentalists who have not first rehearsed may not be allowed to serve on Worship Team for that day.
- Arrange for substitute and inform the Director of Music with advanced notice if unable to serve when scheduled.
- Be available and respond to communication (phone, text, e-mail) in a timely manner.
- Arrive on Sunday morning for final rehearsal and sound check by 7:00/7:15 am, service dependent.
- Be prepared to lead worship both spiritually and musically.
- Follow the dress code and are mindful of appearance and presentation.

Dress Code

The basic rule is modesty. The idea is to come before the congregation and God in an honorable way that enhances and does not distract from the worship experience. Attire should be clean and presentable. Casual dress is acceptable. Clothes that distract because they are too tight or too revealing are not appropriate.

Examples that are Appropriate:

Blouse with short or long sleeves
Dresses/long skirts (to at least the knee)
Dockers/slacks/jeans in good condition
Button/polo shirts
Clean and presentable

Examples that are NOT Appropriate:

Halter, strapless or low-cut tops
Short dresses/skirts
Torn jeans
Sleeveless shirts
Grungy or wrinkled

Feedback and Oversight

The Worship Team serves under the direction of the Director of Music. Members of the Worship Team are welcome to suggest ideas and provide feedback on issues of musical performance. Differences of opinion will likely be expressed since music is subjective but ultimately the Director of Music is responsible for deciding matters that relate to performance. The Director of Music is also responsible for providing the team with a list of music in advance so there is adequate time for rehearsal and familiarity.

In occasions where correction or redirection of a Worship Team member is necessary, a private conversation should first be had. If the matter continues, Pastor or an Elder may be invited to take part in the conversation. If the issue is still not resolved, the Worship Team member may be asked to not serve for a period of time or be dismissed from the Team. The Senior Pastor has oversight of the Director of Music. He and the Elders are available for support and conflict resolution as needed.

Ministry Policies

Benevolence Fund Policy

Board of Elders

POLICY STATEMENT

The purpose of this policy is to set forth the conditions for which Friendship Celebration Lutheran Church (Church) may authorize and disburse funds that are classified as benevolence. Benevolence disbursements will only be approved to provide for the basic necessities of life to needy persons. Types of disbursements may include food, clothing, shelter, medical care, financial support, and other types of assistance to the poor or destitute. Assistance provided as benevolence is intended to be a one-time gift and carries a hope that the when the individual's circumstance improve, it will be reimbursed to the Church to help others in the future.

Benevolence requests must receive board approval by the Senior Pastor (up to \$500) or by a simple majority of the Board of Elders, before any funds, services, or material assistance is disbursed.

Gifts to the Benevolence Fund are non-taxable charitable contributions. Donors may not direct the Church to allocate their contributions to any specific individual.

CRITERIA

To qualify for benevolence, the individual or family must belong to a recognized hardship class. Factors that may qualify someone for benevolence include, but are not limited to:

- loss of employment
- death in the family of wage earner
- costly medical condition
- severe hardship resulting from a natural disaster
- critical injury or loss resulting from terrorism or an act of war

Though not a comprehensive list of criteria, the Senior Pastor and/or Elder's Board will review each benevolence request to ensure that it meets with both the literal interpretation of the policy as well as the general intent behind the policy.

Benevolence will NOT be approved for:

- business investments, or anything that could be construed to bring financial profit to the individual or family
- paying off credit cards. Exceptions can be made when an individual has had to use credit cards to pay for a crisis or emergency (e.g., hospitalization, death, etc.)
- needs of individuals who are wanted by the law or for paying fines as a result of breaking the law
- legal fees
- penalties relating to late payments or irresponsible actions
- private school fees or tuition

PROCESS

Benevolence requests must be made by the person requesting assistance or by someone who is directly assisting the person in need. Requests should be mailed or emailed to the Senior Pastor, who will forward the request to the Board of Elders within three days of receipt. Requests should include the following:

- Name and address of person for whom benevolence is requested
- Criteria for which benevolence might apply to said individual
- Benevolence Requested (e.g., clothing, food, shelter, finances, etc.)
- Contact information for person making the request (if representing the potential recipient) so that the board can follow up with additional questions if needed.

Requests (for less than \$500) received and decided on by the Senior Pastor will be communicated to the Board of Elders within three days. All requests exceeding \$500 will be reviewed and voted on by the Board of Elders. The board will review each request and ensure that it meets the stipulations of this policy.

The Senior Pastor and/or Board of Elders will determine both the type and/or amount of the benevolence to be disbursed. The Senior Pastor will then notify the Office Manager of their determination with a copy to the Board of Elders.

The Senior Pastor or the Office Manager will inform the requestor of the determination. Disbursements for approved benevolence will be issued within two weeks of the approval.

Building & Facility Use Agreement

As stewards of the gifts God has made available to us, Friendship Celebration Lutheran Church (FCLC), allows other nonprofit entities use of its facilities when those facilities are not needed for church ministry or programs.

This Agreement covers use of the church's facilities by _____
(Requesting Group) on _____ for _____ and
no other authorized purpose.

Terms and Conditions:

1. Respect for Facilities and Church Activities.

FCLC is a Christian Church and a community of faith. We expect you, your employees, and all persons using your services to respect our facilities, and to conduct yourselves in a manner befitting a church. Church activities and other groups may be using other parts of our facilities and we ask that you respect their needs as well. While FCLC will make every reasonable effort to accommodate your shared use of its facilities, your access to and use of the facilities is entirely within the discretion of the FCLC Lay Leadership Council, which reserves the right to limit and/or terminate such access and use as it deems necessary, appropriate and in the best interests of the church.

2. Church Policies to Be Respected.

FCLC conducts all of its activities and ministries in accordance with biblical principles. This agreement to allow the Requesting Group to use these facilities is based upon the express understanding and agreement that Requesting Group will use the facilities in accordance with these same principles.

3. Safety of Children and Youth.

Church has a safe children policy which requires that a minimum of two adults supervise all activities involving children and youth. In order to use our facility, you agree to provide adequate supervision of children and youth. By signing this agreement, you specifically agree that no adult will be alone with any child or children under the age of 18 at any time. In addition, you agree that you will provide adequate adult supervision to maintain proper decorum and keep your group within the areas provided to you. For purposes of this agreement, you agree to furnish a minimum ratio of adults to children appropriate for the particular age group and activity.

4. Facility Set-up.

Except as otherwise provided, you are expected to set up the space for the needs of your event and return the space as you found it following your use.

5. Alcohol and Tobacco.

Under certain circumstances alcoholic beverages may be served or consumed on church property. If the Requesting Group would like to serve or consume alcoholic beverages on church property, prior written approval is required. If approved and a permit is required, the Requesting Group will be responsible for working with FCLC Office Manager to

obtain an Idaho State Police Alcohol Beverage Control (ABC) beer/wine permit and for completing all required post-event ABC reporting. Requesting Group is responsible for all fees associated with obtaining an ABC beer/wine permit.

FCLC is a smoke-free, vape-free facility.

6. Fire & Safety Regulations.

For your safety, all fire regulations must be observed. Specifically, you may not block, or otherwise impede, any hallway, entryway, room door, or emergency exit.

7. Proof of Insurance.

FCLC carries comprehensive liability insurance. However, the Requesting Group is required to carry liability coverage insurance in addition to the insurance presently carried by FCLC. If the Requesting Group is a business, it shall provide FCLC a Certificate of Liability Insurance verifying general liability insurance coverage of at least \$1,000,000 and listing FCLC as an additional insured. For individual uses, the Requesting Group should contact its insurance agent and obtain a Special Events Endorsement, providing a minimum of \$1,000,000 general liability coverage for their requested use of FCLC facilities.

Insurance Certificates and proof of Special Events Endorsements should be sent to:

Friendship Celebration Lutheran Church
Attn: Office Manager
765 East Chinden Blvd.
Meridian, ID 83646-5243

email: office@friendshipcelebration.org

To the extent that such additional coverage is available under the Friendship Celebration policy, the Requesting Group shall be solely responsible for the cost of procuring such additional coverage.

8. Indemnification.

The undersigned Responsible Party—on behalf of the Requesting Group its officers, members, and invitees—recognizes and agrees that FCLC, and the clergy, officers, directors, employees, volunteers, and insurers of any and all of them (collectively referred to as “Releasees”), shall not be liable nor responsible for any damage or loss to person or property arising out of or in any manner related to use of its facilities or equipment by the Requesting Group, on FCLC premises. The undersigned further agrees on behalf of the Requesting Group, its officers, and members, to defend, indemnify, and hold harmless Releasees from any and all demands, claims, causes of action, and suits of any nature for any damage or loss to persons or property, of whatever cause, and even if due to the sole or concurrent negligence or strict liability of any or all of the Releasees, including payment of all costs and attorney fees incurred by Releasees, arising out of or in any manner related to use of FCLC facilities or equipment by the Group, its officers,

members, or invitees; and further agrees promptly to indemnify and reimburse FCLC on a replacement cost basis for any loss or damage to facilities or equipment in any manner caused by the Requesting Group, its officers, members, or invitees, and to indemnify and reimburse Releasees for any and all costs and attorney fees incurred by any of the Releasees related in any manner to enforcement of the terms of this agreement.

9. Termination of Occupancy.

FCLC specifically reserves the right to terminate your use of the facility at any time, with or without cause or notice.

Acknowledgement and Acceptance:

By signing below, you acknowledge that you have read this agreement, accept the Terms and Conditions outlined herein, and agree to be the Responsible Party to assure your members and guests comply with this Agreement.

This agreement constitutes the entire understanding of the parties and may not be modified by any oral representations or understandings, but only by written agreement signed by both parties.

Requesting Group Responsible Party

By: _____
Name (print): _____ Date _____

Friendship Celebration Lutheran Church

By: _____
Kayla Liehe, FCLC Office Manager Date _____

Musician Payment Policy

As a way of enhancing the worship service, vocal and instrumental contributions are encouraged from the congregation at large to serve on the Worship Team on a one-time or ongoing basis. Such performances are scheduled and arranged through the Director of Music.

Musical performances (vocal and instrumental) are understood as voluntary and are a truly appreciated form of worship. Just as the Director of Music is a paid position, it is also appropriate upon request to consider financial compensation for musicians who have attained a higher standard of formal training, skill and expertise. Particular regard is given for those who make a living through music or have a professional musical association, such as a symphony, ensemble or band.

Paid musicians thoroughly practice and prepare for rehearsal. They demonstrate the ability to adjust during rehearsal as necessary (for vocal ranges or other transposing) and have both the musical expertise—both the ear and the heart—for leading worship. Their high standards are apparent in their punctuality, consistency in communication and overall excellent performance. Since they are especially committed and reliable, paid musicians are an important source of support and feedback for the Director of Music.

The determination of which musicians are paid—and at what amount—is at the discretion of the Director of Music who works within the established church budget. Holidays or special concerts may be compensated at a comparable rate. If applicable, any compensation for weddings or funerals is given directly to the musician(s) by involved parties.

If agreed upon standards and expectations of paid musicians are not met after clarification and over time, then compensation may be reduced or eliminated by the Director of Music.

Youth Ministry Policy Manual



Approved _____ by the LLC

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Introduction

The purpose of this policy manual is to provide youth, parents, and other adult participants with information about FCLC's youth ministry, program and expectations. While this policy manual is not intended to be inclusive of every possible event, scenario, or circumstance that may arise, it is intended to give you a general overview of the ministry. All families will be provided with a current copy of this policy manual at the beginning of each school year and are expected to support and follow these guidelines at all FCLC's functions. These are not intended as a set of rules but rather as a set of guidelines for living well with one another in Christian community as we seek to provide a safe, caring learning environment for the discipleship and fellowship of the young people entrusted into our care.

Terms, Abbreviations and Definitions Used:

- Director of Christian Education (DCE): A LCMS rostered position called by FCLC to manage Christian Education
- LLC Director of Education: An elected position of the Lay Leadership Council that oversees FCLC's Christian Education
- Primary Adult Leader: An adult selected to lead and be responsible for a specific event. (This may be, but is not limited to, the DCE.)
- Youth Leader: Anyone who leads, volunteers, drives, and/or chaperones for a FCLC sanctioned Youth/Children Ministry and/or event.
- Chaperone: Any adult leader (18+) for youth ministry events.
- Volunteer: Any individual who donates their time for ministry.
- Ministry Team: Consists of the Director of Christian Education (DCE), Senior Pastor, Founding Pastor, Director of Education, and Preschool Director.
- Participant: A member or guest that is present and/or involved with a event.

I. Policy Application

Policies stated herein apply to all individuals involved in youth activities. This includes members and guests or friends attending youth meetings, events, or outings, as well as any adults participating in or chaperoning events.

II. General Behavior

1. Young people are expected to conduct themselves in a way sets an example for believers (and unbelievers) through their words and actions (see 1 Timothy 4:12):
 - a. Use words that build others up. Refrain from using offensive language.
 - b. Respect and encourage one another.
 - c. Controlled substances, even those which are deemed legal by the state of Idaho at the age of 18 or 21, should not be consumed at any FCLC-sanctioned youth event. This includes, but is not limited to, alcohol, tobacco (including cigarettes, e-cigs, and chew), and marijuana.
2. Behavior that is disruptive, unsafe, or intentionally defiant will result in the immediate release of the participant from an event.

III. Dress Code

1. Dress in a modest and appropriate way for all youth activities, as you are a representative of Christ first, and of FCLC. Sometimes, this may mean dressing differently from current societal trends.
2. We expect the parent/guardian to provide guidance to ensure the youth makes good decisions in their dress and appearance while engaged in youth activities and outings.
3. If the primary adult leader of an event feels the dress code is broken, they have permission to ask the adult or youth to change into something more appropriate.
4. FCLC swim suit dress code policy:
 - a. When swimming is involved the Primary Adult Leader should give advance notice of the FCLC policy.
 - b. Any policy given should be fair and applied to all people.
 - c. We ask that shirts or swim shirts be worn by all who are wearing swim suits.

IV. Media Usage

1. At the discretion of primary adult leader, the use of all electronic devices should be limited during youth activities, meetings, etc.
2. At the discretion of the DCE, music, videos, games, etc. used at any youth event should depict messages that are consistent with God's Word and our Christian values.
3. All music used at a youth group event will not contain offensive language, crude language, sexually explicit lyrics, or misuse God's name.
4. All games, music, and movies will be reviewed by Leader(s) prior to use.
5. Clips from PG-13, and R rated movies will be previewed by Leader(s) before group viewing.
6. If there is an R rated movie shown at a FCLC sponsored event, a permission slip will be distributed and signed by an adult before the minor is allowed to view the film.

V. Deadlines

1. Holding youth accountable and giving them deadlines helps encourage responsibility, helping them be better equipped for high school, college and adult life.
 - a. Deadlines for registration materials are in place to ensure that materials are received by the leaders in time to register the group for an event and to increase the likelihood that the group will be able to attend, (limited number of participants), receive early registration discounts etc.
 - b. While the youth has primary responsibility, parents should ensure that all registration deadlines are met.

VI. Emergency Information/Permission Slips

1. For safety reasons, permission slips and medical information forms are required before any youth or adults participates in an FCLC offsite sanctioned activity, and no exceptions will be made.
 - a. *Health Information/Medical Treatment Permission and Release Form* should be filled out once per school year and is effective from September 1 - August 31. (Appendix 1)
 - b. *Assumption of Risk and Release of Liability Form* must be filled out for each off-campus event a youth is attending. (Appendix 2)
 - i. Some events require separate forms. (Beach Retreat, National Gatherings, etc.) These separate forms are required to attend these specific events.
 - c. *Youth Driver/Rider Form* states if your child is allowed to drive to local events, if they are allowed to have passengers and if so who, and states if your child is allowed to ride with student drivers and if so which ones. (Appendix 3)
 - d. *Picture/Video Release Form* gives permission for your child's image to be used in various ways. (Appendix 4)

VII. Transportation

1. This policy sets eligibility requirements for those driving young people to and from events. (Paperwork will be filled out and approved by the primary adult leader before any adult has permission to drive youth.)
 - a. Drivers must be at least 24 years of age and have a clean driving record.
 - b. Vehicles must be in good working condition.
 - c. Drivers must follow traffic laws.
 - d. Vehicle must be insured.
 - e. Everyone must wear a seatbelt.
 - f. Passengers are not to hinder the driver's concentration in any way while the vehicle is in motion.
1. Youth drivers:
 - a. Must have Youth Driver/Rider Form on file.
 - b. Parental permission must state who they may/may not have as a passenger and the number of passengers they are allowed to transport.
 - c. May only drive to and from on campus events.
2. Youth riding with youth drivers:
 - a. Must have written parental permission stating which youth driver their child is allowed/not allowed to ride with.
3. Gas reimbursement
 - a. Typically, those volunteering to drive the youth to events are doing so as a gift to the congregation, and therefore are not typically reimbursed for gas. However, funds may be available for this purpose and those desiring reimbursement are encouraged to

make a request to the DCE or the Primary Adult Leader by submitting a receipt for gas.

VIII. Communication

1. DCEs/Primary Adult Leaders have a tremendous responsibility when working with young people. Parents are encouraged to share any information that may help the leaders better understand and mentor their child. Events such as death, divorce, problems in school, etc. are very stressful to young adults and this information can ensure that the youth leadership is “there” for them during that time. All shared information will be kept strictly confidential, with the exception of those items considered “mandatory reporting” under the laws of the state of Idaho.
2. For all youth events, parents will be provided emergency contact numbers to reach any of the Chaperones and/or Adult Leaders involved.
3. There is a Facebook group: www.facebook.com/FCLCmeridianID/
Youth, Parents/Guardians, and all church members are encouraged to join this group. Events are listed here as well as pictures from various events. Youth who have parental permission are encouraged to create a Facebook profile so they can participate.
 - a. The FCLC Facebook Administrator(s) has the right to delete any material they find inappropriate or outdated
 - b. Any media posted to FCLC’s Facebook page belongs to the church and maybe used at its discretion.
4. Please ensure the FCLC office, the DCE, and/or the Primary Adult Leader have your current cell phone and email contact information to help us more accurately and efficiently communicate with you.

IX. Youth Leader and Volunteer Personal Criteria

1. Chaperone(s), Adult Leaders (18+), and Volunteers (12+) must meet certain personal criteria before they are allowed to work with the young people. This policy is to help protect the young people of our church. (Paperwork will be filled out and approved by the Ministry Team before being put in charge of the youth without the Pastor, DCE, and/or the Primary Adult Leader; Appendix 5)
 - a. Chaperones, Adult Leaders, and Primary Adult Leaders must be members of FCLC.
 - b. Volunteers for Jr. and Sr. High Youth Ministry must be at least 18 years of age.
 - c. Volunteers for Children’s Ministry events must be at least 12 years of age.
 - d. A background check will be conducted.
2. Volunteers, whether for a single event or on a regular basis, are encouraged as we raise up families and followers of Jesus Christ. Volunteers must also meet certain personal criteria before they are allowed to work with the young people. This policy is to help protect the young people of our church.

- a. While not required to be members of FCLC, volunteers must not contradict the teachings and belief of FCLC.
- b. Volunteers must be at least 12 years of age.
- c. A background check will be conducted.

X. Youth-Adult Ratio

1. Appropriate supervision is important to ensure youth safety at events.
 - a. Every effort will be made to have a minimum of 2 adults at every youth event.
 - b. Every effort will be made to have at least one male and one female adult at every activity.
 - c. For larger events, a 12:1 youth to adult ratio will be followed.
2. In some cases, it may be necessary to limit the number of adult chaperones who participate, whether due to cost, event restrictions, etc. In those cases, the following guidelines will be followed:
 - a. Interested adults should:
 - i. i. let the Primary Adult Leader know of their interest as soon as possible
 - ii. ii. complete an informal interview.
 - b. If an appropriate match for the event is made, priority will be given to (not necessarily in order):
 - i. i. active youth leaders and chaperones
 - ii. ii. parents of active youth
 - iii. iii. church members at large
3. If a youth and adult are one on one, the meeting must take place in a public place. If the meeting is done in a location such as an office or the youth room and there are no other youth present, the adult is required to take the following precautions:
 - a. Keep the door open and the blinds open.
 - b. If a youth wants to talk privately, and asks that the door be closed, the adult must let another adult know they will be speaking with the youth privately for a specified amount of time. They will let that adult know when the meeting is concluded.
4. Under no circumstance is an adult allowed to engage in inappropriate behavior with a minor.
 - a. Examples of inappropriate behavior: lengthy embraces, kisses of any kind, holding minors over two year of age on lap, touching bottoms, chests, or genital areas, showing affection in isolated areas, sleeping in a bed with a minor, touching knees or legs of minors, wrestling, piggyback rides, massages, or any form of unwanted affection.
 - b. Examples of appropriate behavior: side hugs, pats on the shoulder or back, high-fives, verbal praise, holding hands while walking with small children, holding hands during prayer.

XI. Youth Trips/Gatherings

1. Youth trips require a commitment of time and money. Youth and adults are expected to take these commitments seriously. Trips serve to creatively expand on the groundwork and team building that happens in Sunday School, service projects, and other regular youth events.
2. Trips or gatherings:
 - a. Typically require an out of pocket event fee that each individual is responsible for.
 - b. Assume regular attendance in either Sunday School or other Youth Group and activities (Require a separate Appendix 1: Health Information/Medical Treatment Permission and Release Form)
3. Room Assignments
 - a. Separate sleeping arrangements will be made for male and female participants.
 - b. Every effort will be made to place youth with desired roommates, but this may not always be possible.
 - c. A Youth Leader or Volunteer will not be assigned a room alone with a youth member. (Possible exceptions may include being housed with an immediate family member of the same gender or there being only one youth participant of a given gender. However, under no circumstances will a Youth Leader or Volunteer share a bed with a youth member, unless the youth is an immediate family member.)

XII. Finances

1. Budget
 - a. The Youth Ministry budget is under the direct supervision of FCLC's Education Director and the DCE with the Ministry Team as an advisory.
 - b. Requests for special funding should be made to the DCE and will be approved by the Education Director, the DCE, and/or the Ministry Team.
2. Fundraising
 - a. Various fundraising opportunities are designed to help offset the family cost of youth participating in events. Parents are encouraged to lead and participate in fundraising activities.
 - b. Some fundraising events will be designated for specific youth ministry purposes (i.e. National Youth Gathering), while others will support general youth ministry activities.
 - c. Funds raised for specific events will be allocated among youth who participated in the fundraiser.
 - i. In the event a youth member is unable to attend, a parent or other designee may attend to earn the youth member's allocation of funds raised.

- d. Those who raise funds through FCLC sanctioned fundraising efforts will have a youth account made for them.

3. Youth Accounts

- a. Youth accounts will be connected to each youth who have participated in a FCLC sanctioned fundraiser
- b. The parent/guardian of youth with a youth account may authorize the use of funds from their account for Youth Group/Church sanctioned events/trips including Camp Perkins retreats and camps.
- c. Each member of the youth group has a youth account. Youth can earn money in this account by participating in various fundraisers. Youth can deposit to this account by paying registration fees.
- d. In advance of an event requiring a participation fee, the youth member, with parent approval, can elect to utilize youth account funds to pay for the event.
- e. After the summer (September 1st of that year) of High School graduation, the youth account will be closed and all funds will be directed to youth & children ministry funds unless the youth requests in writing for his/her funds to be applied to another person's account.
- f. Refunds may not be cashed out upon graduation.
- g. All youth accounts are emptied and new accounts are issued after the summer (September 1st) of a National Youth Gathering year.
- h. When funds start over or an account ends, all left over funds go to a general youth account that may be used for (but not limited to) youth scholarships, improvement of youth/children's ministry, improvement of ministry supplies, and future youth events.

4. Scholarships

- a. Every effort will be made to help young people attend the events they choose to be a part of regardless of their personal financial situation.
- b. There may be budgeted funds available to serve as "scholarships" in the event a youth is unable to attend any event due to their financial situation.
- c. Youth Leaders should be made aware of this need as early in the registration process as possible.
- d. All use of "scholarship" funds is anonymous and confidential. Youth may not know the source of the funding, nor should they share whether they received a scholarship or what amount.

XIII. Mandatory Reporting

Idaho State Law reads:

Any physician, resident on a hospital staff, intern, nurse, coroner, school teacher, day care personnel, social worker, or other person having reason to believe that a child under the age of eighteen (18) years has been abused, abandoned or neglected or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse, abandonment or neglect **shall report or cause to be reported within twenty-four (24) hours** such conditions or circumstances to the proper law enforcement agency or the department. The department shall be informed by law enforcement of any report made directly to it. If the department knows or has reason to know that an adult in the home has been convicted of lewd and lascivious conduct or felony injury to a child in the past or that the child has been removed from the home for circumstances that resulted in a conviction for lewd and lascivious conduct or felony injury to a child, then the department shall investigate. When the attendance of a physician, resident, intern, nurse, day care worker, or social worker is pursuant to the performance of services as a member of the staff of a hospital or similar institution, he shall notify the person in charge of the institution or his designated delegate who shall make the necessary reports.

1. Anyone (Youth Leader, Adult Leader, Primary Adult Leader, Participant) that has been told by a youth/child that they are in danger, expect to be in danger, or have been abused in any way must report this to the DCE.
2. Any report of abuse or threat of danger to the DCE by an individual or on behalf of someone must be reported for record and submitted to the Pastor.
3. Any report of abuse to the DCE by an individual or on behalf of someone must be reported to the appropriate State authority for the safety of the minor/individual.

XIV. Discipline

1. All guidelines and procedures should be clearly communicated to all leaders, parents/guardians, and participant of FCLC Youth Ministry.
2. Some events (trips, camps, combined youth events) might have special or unique guidelines, these should be communicated to all leaders, parent/guardian and the participant.
3. If a guideline is broken or a sin committed all efforts should be made to deal with it in a Matthew 18:15-20 way. “If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. ¹⁶ But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. ¹⁷ If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. ¹⁸ Truly, I say to you, whatever you bind on earth shall be bound in heaven, and whatever you loose on earth shall be loosed in heaven. ¹⁹ Again I say to you, if two of you agree on earth about anything they ask, it will be done for them by my Father in heaven. ²⁰ For where two or three are gathered in my name, there am I among them.”
4. If discipline is required a reminder of the guidelines and procedures should be restated.
5. Any discipline taken by a leader, primary adult leader, youth leader, and/or chaperone should be reported to the DCE.
6. The DCE will determine if parents need to be contacted immediately or not.
7. If a serious guideline is broken (example: controlled substance), or if a minor guideline is broken repeatedly, a parent/guardian may be called to transport the offender home and the parent/guardian will be responsible for all travel costs. If there is a fee(s) for that event, no refund will be given.

Appropriate Behavior: (Not limited to)

- Forgiving others and self when you are hurt and sinned against
- Building up others' confidence through words and actions.
- Working with other participants
- Including visitors or new Youth Group members in discussion, games, and with your friends.
- Using cell phone before or after the event unless asking the permission of the Primary Adult Leader.
- Following directions from the Primary Adult Leader and/or Chaperones
- Respect for people

Inappropriate Behavior: (Not limited to)

- Unwanted Touch (unless the participant is in immediate danger, endangering another, or out of control) including but not limited to private areas, extended hugs, and kissing
- Speaking or yelling over others for your benefit, during—including but not limited to—Bible study/devotions, prayer time, directions, or an emergency
- Profanity – First and foremost, do not take the Lord's name in vain; secondly, no profane words are to be used.
- Embarrassment – If what you say or do purposely causes embarrassment of another person, do not do it.
- Personal Property – If it is not yours, do not touch it. Including but not limited to wallets, cell phones, back-packs, purses, luggage, vehicle, and clothing.
- Leaving without Informing – Participants should not leave an event without informing the Primary Adult Leader and/or Chaperone.

FCLC YOUTH POLICY FAMILY AGREEMENT

*As the guardian of a youth participant, by signing this **Family Agreement** we are agreeing to the policies and guidelines set for the youth program at Friendship Celebration Lutheran Church. If I disagree with any of these statements and it will conflict with the rules I set for my child, I will address them with the Director of Christian Education.*

Youth who participate in our events are expected to follow these guidelines and respect them as they are placed, approved by the LLC Education Director, Director of Christian Education, Ministry Team, and by the approved adult leader(s).

-Director of Christian Education

Brett Lindemood

Guardian signature: _____

Guardian name printed: _____

Youth signature: _____

Youth name printed: _____

Date: _____



Appendix 1:
Health Information/Medical Treatment Permission and Release Form

FCLC Youth Group Event Permission Slip
- General On Campus Event Form -
- September 1, 2019 through August 31, 2020 -

I give permission for my youth, _____, to attend the function listed above. I also authorize the adult responsible for this youth from Friendship Celebration Lutheran Church – Meridian, ID to seek or provide medical care, or surgical care, including care rendered through the facilities of a physician or hospital for my youth, _____, in the event that an emergency arises and it becomes necessary for a physician to attend to my youth and I cannot be reached for consultation.

(PLEASE PRINT CLEARLY)

Full Name of Youth: _____ **Date of Birth** _____

Signature of Guardian _____ **Date** _____

Relationship to Child _____ **Emergency #** _____

(____) (____) _____
Home # **Work #** **Home Address**

Another family member or friend who could be called if parent cannot be reached:

Name _____ **Relationship** (____) _____ **Phone #**

INSURANCE INFORMATION

Physician's Name: _____ **Phone #** _____

Health Plan _____ **Group #** _____

SPECIAL MEDICAL, HEALTH, OR ALLERGY INFORMATION WE SHOULD KNOW:

**Appendix 2:
Assumptions of Risk and Release of Liability Form**



Friendship Celebration Lutheran Church Youth Ministry

Participant's Name: _____

Event: General On Campus Events **Date:** September 1, 2019 - August 31, 2020

The undersigned has been made aware that during participation in any Friendship Celebration Ministry sponsored event that certain dangers and exposure to physical injuries will be present. I understand that participation may require physical exertion and I am willing to assume the risks involved in this activity. In consideration of and as a conditions of the right to participate in such an activity, arranged by Friendship Celebration Ministry, the undersigned does hereby assume all risks incident to such activity and does hereby release and discharge Friendship Celebration Lutheran Church, as well as the youth leader(s), any pastor, DCE, teacher, adult leader, volunteers, and any other person or organization whose acts or to whom Friendship Celebration Ministry might be liable, from any and all liabilities, actions, causes of action, debts, claims demands of whatsoever kind and nature which may arise out of or in conjunction with such an activity or participant in any activities incident thereto. I have carefully read this Assumption of Risk and Release of Liability Form and fully understand its contents. I voluntarily sign it and realize that it will bind my heirs, personal representatives and me.

Participant's Signature:

Date:

Parent/Guardian's Signature:

Date:

(____) _____
Parent Phone Number:

(____) _____
Alternate Phone Number & Name:

**Appendix 3:
Youth Driver/Rider Form**



Friendship Celebration Youth Group Driving Permission Slip

Youth's Name: _____

In order to have a clear understanding of parents' wishes, please complete the following form regarding transportation to and from church and church based Senior High Fellowship activities.

My child has his/her license and is allowed to drive him/herself to youth fellowship events based at the church. My child has my permission to carry the following passengers (please list names, or "None" if you prefer that your child not transport passengers).

My child has my permission to be a passenger in a car driven by the following youth (please list names, or "None" if you prefer that your child not be a passenger in a youth-driven car).

_____ Please list any other special instructions or limitations below:

_____ As per policy, no youth will be allowed to provide transportation or transport themselves from the FCLC church facility to events off church property. Many youth drive themselves to church for meetings and events. This document is intended to help leaders make sure that parents' wishes are honored regarding their youth driving with others. Changes can be made to this form at any time by contacting the DCE or Primary Adult Leader.

Parent Signature: _____ **Date:** (____) _____ **Cell Phone:** _____

Youth Signature: _____ **Date:** (____) _____ **Cell Phone:** _____

Appendix 4:
Picture/Video Release Form



Date: _____

School Year: 2019-2020

I hereby give Friendship Celebration Lutheran Church permission to take photographs of the minor named above or photographs in which the minor may be involved with others for the purpose of promoting Friendship Celebration Lutheran Church and its Children/Youth Ministry, (i.e. news publications, pre-school or church publications, brochures, social media, and pre-school and church website).

- Yes, I do give permission.**
- No, I do not give permission.**

I hereby release and discharge Friendship Celebration Lutheran Church, from any and all claims arising out of publication of this information or use of any photos.

(Please Print:)

Child's First Name:

Child's Last Name:

Parent/Guardian's Signature:

Date:

Appendix 5:
Chaperone Application 2019-2020
Adult Leader Agreement

Friendship Celebration Lutheran Church (FCLC) will do everything in their power to keep kids and youth safe during events. The Primary Adult Leader will work directly under the Director of Christian Education (DCE), Pastor and/or the LLC Director of Education who will approve or deny the chaperones who apply. If you choose to attend youth events at any time as an adult chaperone and/or driver, please fill out the paperwork provided.

Chaperone

As an adult chaperone I agree to:

- Respect the leadership of the DCE, and/or primary adult leader of the events I attend.
- Do everything in my power to keep kids safe during a FCLC Youth Event.
- Actively participate in events, discussions, games, and activities.
- I am willing to serve and help in any way that the DCE, and/or primary adult leader asks me to. The events are for the kids, not for the leaders.
- I will not partake in foul language, gossip, or be disrespectful in anyway.
- I will dress appropriately.
- I will not smoke or consume marijuana, alcohol, or illegal substances during a youth event.
- I will lead by example through my thoughts, words, and actions.
- I will fill out and complete the Idaho State Police Bureau of Criminal Identification Fingerprint Based Background Check provided and paid for by FCLC.
- I will submit a completed fingerprint card with the completed background check form to the FCLC office (there will be a reimbursement of \$10 for the fingerprint card unless waived).

Driving

By signing this form, I am agreeing to the following statements:

- My license is current and up to date.
- The vehicle I am driving is running properly.
- While driving I will ensure all kids are safe.
- I will follow all traffic laws and regulations.
- I will only go to the locations that the primary adult leader gives me permission to go to (no stopping for coffee, taking the scenic route, etc.).
- I will be on time. If I'm running behind, I will communicate it to the DCE, and/or primary adult leader.

Boundaries

- I will not be one-on-one with a minor with a closed door or in a vehicle.
- I will not make inappropriate contact with a youth at any time.
 - See section XI. of the youth policy manual
- I have read and agree to all areas of the current youth policy manual.

KID CHECK – Still to come – within a week

By signing this form, I am giving Friendship Celebration Lutheran Church permission to do a background check to ensure the safety of the kids. If the Pastor and/or primary adult leader finds that I am not a good fit for the youth program, they have permission to ask me to step away from youth events.

Signature:

Date:

Printed Name:

Fingerprint Services – Will Change with Kid Check

Please get your fingerprint card at the following address and return it with your background check to the FCLC Office (You will be reimbursed the \$10 fingerprinting fee unless waived)

Fingerprinting services are offered at 700 S. Stratford Dr., Suite 120, in Meridian. We are open from 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays, no appointments necessary. Our fee is \$10.00 for the first card and \$5.00 for each additional card. We accept cash, check or credit card payments. This does not include the background-processing fee.

If you are needing fingerprint services outside the Treasure Valley, please contact your local police department or sheriff's office.