
Policies of Zion Lutheran Church

West Jefferson, OH

Updated August 2014

Policy I: Trustees may spend up to \$500 as needed without council approval.

First passed 1/9/01; updated 1/8/02 and 1/13/04

Policy II: The treasurer has the power to sell up to \$15,000 of mutual funds as needed to pay bills. Passed 11/08

Policy III: No one can spend more than \$100 for a non-budgeted activity without council approval or, if in a time crunch, approval from treasurer and pastor or president. Passed 10/12/10

Policy IV: Campership Guidelines. Passed 6/8/11

All Campers, who are members or who attend Zion Lutheran Church, may receive \$25 toward camp tuition fees upon their application to Lutheran Outdoor Ministries of Ohio (LOMO).

Campers can earn additional funding, in \$25 increments, by a combination of any three of the following activities (up to ½ of the tuition/fee for camp).

- Attendance at Sunday School and Church.
- Participating in a Worship Service; acolyte, lector, worship assistant, greeter, or communion assistant.
- Working at the food pantry to fill boxes.
- Any Service Assistance approved by the Pastor.
- Any projects going on in the church (fund raising, work days, etc.)
- Any odd jobs around the church (weeding, cleaning windows, helping with clean-up after functions, etc.).

Hardship Camperships will be determined by the Pastor on an individual basis.

Activities for extra funding must be done after the commitment and application have been made and prior to departure for camp.

Policy V: Guidelines for use of Church Social Hall. Passed 1/11/12

Any unit or group of **ZION LUTHERAN CHURCH** directly related to the administration, promotion of programs, or service to or for the church may schedule use of the facility without charge, except for the custodial fee.

Any unit, group, association, club, or organized society not affiliated with **ZION**, may apply to use the facility. The group must complete the accompanying *APPLICATION REQUEST FOR USE OF FACILITY* form. This Application should be returned to the office for approval by the Board of Trustees. The charges for use of the facility are as follows:

Deposit \$50

Social Hall Rental \$50

Kitchen Use Fee \$50

The Deposit is due at the time the Hall is reserved. The balance is due no less than seven (7) days before the scheduled event. The deposit will be returned after the event provided the Social Hall and/or Kitchen have been left in the condition in which it was found.

All Church use of the Facilities takes precedence over any other use and the Board of Trustees reserves the right to approve, cancel, or deny outside use for any reason.

All groups must have at least one adult (21 years or older) who will supervise and be responsible for the use of the facility. Groups are responsible for clean-up of the area used.

Any group using the facility will be financially responsible for any damage to the Church property and will reimburse **ZION LUTHERAN CHURCH** for such damage. All groups shall assume responsibility for any loss, damage, or injury resulting from the use of the facility and shall hold harmless **ZION LUTHERAN CHURCH** from any claim, suit, judgment, cost, expense or property loss resulting from the use of our facility.

Smoking, chewing tobacco and all alcoholic beverages are prohibited from use in any part of the facility, unless approved by the church council.

There is a telephone in the kitchen which is to be used in case of an emergency only. Any other calls (long distance, etc.) will be the responsibility of the party who reserves the Social Hall.

The Sunday School classroom and Church Office are not available for use and should not be used by any outside group or organization. Proposed use of any displays, decorations, posters, banners or music should be disclosed on the *APPLICATION REQUEST FOR USE OF FACILITIES* form. Exceptions must be approved by the **ZION LUTHERAN CHURCH** Board of Trustees.

APPLICATION REQUEST FOR USE OF FACILITIES

I have read, understand, hereby agree to abide by the guidelines for Usage of the **ZION LUTHERAN CHURCH** facilities and will accept responsibility.

(Group Represented)

(Signature of Responsible Party)

(Date Signed)

The Board of Trustees of **ZION LUTHERAN CHURCH** will review the completed *APPLICATION REQUEST FOR USE OF THE FACILITIES* form and approve or disapprove the request. If a charge for the use of the facility is required, full payment is due no later than seven (7) days prior to the scheduled event. In the event of cancellation, the deposit is refundable with one week prior notice of the cancellation. Checks should be made payable to "ZION LUTHERAN CHURCH."

CHARGES

Deposit \$50.00 Facility Charge 50.00 Kitchen Fee 50.00 **TOTAL DUE \$**

(For Office Use Only)

Date Paid _____ Check No. _____

Received by _____

BOARD OF TRUSTEES

Approved

Disapproved

Policy VI: Zion Lutheran Church Key Use Policy. Approved July 17, 2013

1. One key will be placed in the key box by the back entry. The combination for the lock box will be changed at least monthly during the Congregation Council's monthly meeting.
2. The trustees will control the key accounting and distribution according to council policy. Record of all main door keys will be kept in a log book. It is the trustees' responsibility to keep this updated. All keys shall be individually marked with a number.
3. With each change of locks, keys will be given to council members first. People needing keys shall be the pastor, president, trustees, church secretary, WELCA representative, organist, custodian, and Weight Watchers representatives.
4. Members of the congregation can apply for a key if they feel they need one. This must be authorized and distributed by council.
5. Persons to whom keys are issued are responsible for replacing lost or broken keys.
6. It is understood that keys will not be duplicated, loaned or made available to others.
7. After each election old officers must turn in their keys to the trustees. Keys will be reissued to the incoming new officers.

Policy VII: Sabbatical Policy. Approved Nov. 2008

PURPOSE: This policy specifies the manner in which sabbatical leaves for clergy and associates in ministry* will be provided. Sabbatical should be considered by both pastor/associate in ministry and congregation as an integral feature of a parish pastor's/associate in ministry's life and ministry. The pastor/associate in ministry and congregation should plan together a definite study program schedule which provides benefits in ministry for both. The distinct benefits of a sabbatical leave are twofold:

- A) The mission of the congregation benefits from the presence of a pastor/associate in ministry whose skills and creativity have been renewed or enhanced through a planned program of enrichment and renewal.
- B) The ministry of the pastor/associate in ministry benefits from the personal renewal that comes from participation in a planned program of enrichment and renewal.

*This policy can also be utilized for persons on the other lay rosters who are under call by Zion Lutheran Church.

GUIDELINES

A. Eligibility

- 1) The pastor/associate in ministry shall have been under call by Zion Lutheran Church for five years. A pastor/associate in ministry shall be eligible for a sabbatical leave every five years.
- 2) The pastor/associate in ministry is expected to stay in the current call for one year following the sabbatical.
- 3) The sabbatical leave normally is not to be less than two weeks and not more than three months. Longer or shorter leave can be considered when appropriate.
- 4) The sabbatical plan is to be developed in cooperation with and/or reviewed by an ad hoc sabbatical committee comprised of the congregational church council president, vice president, secretary and treasurer and the pastor and presented to the Congregation Council for approval six months to one year before the leave is to begin. Special circumstances shall be considered. The pastor/associate in ministry and the congregational church council will seek the counsel of the Bishop before finalizing the agreement.

B. Arrangements for Coverage and Compensation

- 1) The congregation shall assume the responsibility of the arrangements for pastoral coverage, including pulpit supply, during the pastor's/associate in ministry's absence. The congregation may consider beginning a savings plan which would allow for funds to be set aside prior to the time of eligibility for a sabbatical leave. The compensation guidelines of the Southern Ohio Synod of the Evangelical Lutheran Church in America should be consulted for direction.
- 2) Compensation for the pastor/associate in ministry while on sabbatical leave will be equal to that as defined by the ELCA Pensions and Benefits program and will include base salary, housing, and Social Security allowance.
- 3) Vacation time accrued by the pastor/associate in ministry will not be used to compensate the pastor/associate in ministry while on sabbatical as vacation time should be used by the pastor/associate in ministry for respite and connection to his/her family.

- 4) Continuing education assistance will not be included as part of a sabbatical for a pastor/associate in ministry as this many times includes course work prescribed by the local Synod or ELCA and may not coincide with the focus of the pastor's/associate in ministry's sabbatical purpose.
- 5) The congregation church council will cooperate with the pastor/associate in ministry to facilitate investigating all forms of options for funding that would help the congregation meet its financial obligation to the pastor/associate in ministry while on sabbatical and to meet the financial obligation to the pastor/associate in ministry serving at Zion during that time.

C. Available Assistance

- 1) A pastors/associates in ministry of Zion Lutheran Church who want assistance in developing sabbatical plans should contact the staff of the Southern Ohio Synod of the ELCA. Assistance may also be requested in helping to establish the compensation agreement.
- 2) Any pastor or associate in ministry seeking to engage in a sabbatical is encouraged to explore any means available (such as the Lily Foundation and/or Wheat Ridge Ministries) to assist with the cost of such a sabbatical. Zion's church council will work hand-in-hand with the pastor/associate in ministry to try to obtain such funding.

D. Documentation

- 1) Any pastor/associate in ministry who is engaged in a sabbatical leave for more than one month shall make periodic updates to the congregation through the congregational council either through written or e-mail communication to describe events and status of planned activities.
- 2) Within six weeks of the completion of the sabbatical leave, the pastor/associate in ministry shall present to the congregation a written reflection on the experience and the implications for the ministry of the congregation and ministry in the parish.

Policy VIII: Extended Health Care Leave Policy. Approved Nov. 2008

PURPOSE This policy specifies the manner in which an extended health leave for clergy and associates in ministry* will be provided. An extended health leave should be considered by both pastor/associate in ministry and congregation as an effort to assist the pastor/associate in ministry to recover/recuperate from an extended physical, emotional or spiritual health event. For the purposes of this policy, an “extended physical, emotional or spiritual health event” shall be defined as a “serious health condition” as specified in the federal Family Medical Leave Act, which was effective Aug. 13, 1993. The distinct benefits of an extended health leave are twofold:

A) The mission of the congregation benefits from the presence of a pastor/associate in ministry who has been allowed to recuperate fully when his/her health has been threatened.

B) The ministry of the pastor/associate in ministry benefits from the personal renewal that comes from being able to accept the ministering of others when the need arises.

*This policy can also be used for persons on the other lay rosters who are under call by Zion Lutheran Church.

GUIDELINES

A. Eligibility

- 1) The pastor/associate in ministry shall have been under call by Zion Lutheran Church for at least one year before an extended health leave would be available.
- 2) The pastor/associate in ministry shall receive the recommendation by a medical professional (physician, psychologist, counselor) that such an extended health leave would be beneficial and necessary for the pastor/associate in ministry to recuperate from a specific health event.
- 3) The pastor/associate in ministry will receive a health clearance from the recommending health professional before returning to duties within Zion Lutheran Church.
- 4) The pastor/associate in ministry and the congregational church council will seek the counsel of the Bishop before finalizing the agreement for an extended health leave.

B. Arrangements for Coverage and Compensation

- 1) The congregation shall assume the responsibility of the arrangements for pastoral coverage, including pulpit supply, during the pastor's/associate in ministry's absence. The compensation guidelines of the Southern Ohio Synod of the Evangelical Lutheran Church in America should be consulted for direction.
- 2) Vacation time, sick leave and personal time accrued by the pastor/associate in ministry will be used to compensate the pastor/associate in ministry while on extended health leave. Once that paid vacation, sick and personal time is exhausted, the pastor/associate in ministry position will be held on an unpaid basis until the pastor/associate in ministry is able to return to his/her position.

C. Other Considerations: When there is a question about eligibility, compensation and/or purpose of an extended health leave, the federal Family Medical Leave Act, effective Aug. 13, 1993, will be used as a guideline.