

# **Ascension Lutheran Church and School**

## **MMG Policies**

## Ascension Lutheran Church and School - MMG Policies Index

### Approved

#### **1. Ends Policies**

1.01 External Ends - Visibility and Accessibility	08/30/10
1.02 External Ends - Relational Groups & Activities	08/30/10
1.03 External Ends - Community Visitation	08/30/10
1.04 External Ends - Outreach	08/30/10
1.05 Internal Ends - Worship	08/30/10
1.06 Internal Ends - Christian Education	08/30/10
1.07 Internal Ends - Spiritual Care & Visitation	08/30/10
1.08 Internal Ends - Programs & Activities	08/30/10
1.09 Internal Ends - Missional Objectives	08/30/10
1.10 Internal Ends - Relational Groups	08/30/10
1.11 Resource Ends - Governance, Decisions, & Communications	08/30/10

#### **2. High Level Executive Officer Policies**

2.01 - Organization - Organizational Structure Policy	10/21/13
2.02 - Finance - Designated Funds Policy	10/21/13
2.03 - Finance - Financial Condition Policy	10/21/13
2.04 - Finance - Financial Planning and Budgeting Policy	09/15/14
2.05 - Finance - Financial Practices Policy	10/21/13
2.06 - Leadership - Leadership Identification & Training	10/21/13
2.07 - Personnel - Staff Selection and Training	10/21/13
2.08 - Real Assets - Property & Liability Protection Policy	10/21/13
2.09 - Real Assets - Facilities	10/21/13
2.10 - Real Assets - Parking and Land	10/21/13
2.11 - Sexual Molestation and Abuse Policy	10/21/13
2.12 - ALCS High Level Executive Officer Policies	08/30/10

#### **3. MMG Operating (OPR) and Relationships Policies**

3.01 - MMG OPR - MMG Meeting Guest Participation Policies	08/18/08
3.02 - MMG OPR - MMG Operating Policy	06/17/13
3.03 - MMG OPR - Policy Organization	07/19/10
3.04 - MMG OPR - Call Committee Operating Policy	12/21/09
3.05 - Other OPR - Interim Executive Policy	11/16/09
3.06 - Other OPR - Long Range Planning Committee Operating Policy	02/15/10
3.07 - Other OPR - Ministry Action Team (MAT) Operating Policy	07/19/10
3.08 - Other OPR - Transition Coordinator Policy	12/21/09
3.09 - Relationships - MMG Voters Assembly Operating Policy	12/20/10

## Ascension Lutheran Church and School - MMG Policies Index

### Approved

#### **4. Other Policies**

4.01 - Grievance Policy	06/18/07
4.02 - Housing Allowance Policy	12/20/10
4.03 - Protection of Personal Information	12/20/10
4.04 - Sexual Education of Minor Children	05/11/09
4.05 - Written Material Policy (Non Electronic)	02/23/09
4.06 – Marriage Policy	04/21/14
4.14 - Ends Records Retention and Security	02/17/14
4.99 - Policy on Policies - Policy Tone and Formatting Guidelines	03/18/13

#### **5. Policies Document Appendix**

Appendix 1 - Tone and Formatting Guidelines for Policies	03/18/13
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## **1a. Ascension Lutheran Church & School - Ends Policies**

It is the will of our Lord Jesus Christ that His disciples shall preach the Gospel to the whole world (Mark 16:16, Matthew 28:18-20, Acts 1:8). That Christ's mission for His church might be carried out according to His will He has commanded that Christians:

- A. Unite in worship (Hebrews 10:24-25),
- B. Practice fellowship with one another (Acts 2:42),
- C. Witness to all people (Acts 1:8),
- D. Help each other grow in the word (Ephesians 4:7-16, Mark 10:42-44, John 13:35, Galatians 6:10),
- E. Administer the Office of the Keys as His church (John 20:21-23, Matthew 18:15-20), and
- F. Maintain decency and order in the church (1 Corinthians 14:10).

Source: Preamble section of the Constitution of Ascension Lutheran Church and School

The mission of Ascension Lutheran Church and School is to share the Word of God and the love of Christ as we display His grace by connecting people to Jesus. "Therefore go and make disciples of all nations, baptizing them in the name of the Father and the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." (Matthew 28:19-20).

## **1b MMG Purpose and Ends Policies**

### **Mission and Ministry Group**

- The Mission and Ministry Group (MMG) shall be the governing body of the congregation and is responsible to administer all the congregation's affairs except as limited by Article VI-B of the Constitution of Ascension Lutheran Church and School (ALCS).

### **"Ends Policies"**

- Describe the mission, and outcomes or results to be achieved by the ministry of ALCS through the Chief Executive Officer / Senior Pastor (CEO/SP) under the direction of the Mission and Ministry Group (MMG).
- Allow the MMG to balance & prioritize plans and resource in accordance with considerations of "what benefits, for what people, at what cost."
- These policies will be adjusted over time.

## **1c Organization of Ends Policies**

**The Ends Policies have been divided into three groups:**

- External Ends: External Ends Policies describe the ministries and relationship that ALCS has with the community, the un-churched, and other constituents of the congregation.
- Internal Ends: Internal Ends Policies describe the expected end state for ministries that are focused internally for the benefit of the congregational members and staff.
- Resource Ends: Resource Ends enable the success of the External and Internal ministry ends.

## **1.01 External Ends - Visibility & Accessibility**

### *Policy Summary*

Ascension Lutheran Church and School (ALCS) uses its location within the community, a variety of media resources and relationships with other people and organizations in sharing, serving and connecting people with Jesus.

### *Sub Policies:*

1.01.01 - ALCS informs, promotes and conducts activities and services, utilizing its facilities and a variety of media, in sharing, serving and connecting people with Jesus

1.01.02 - ALCS professional staff and lay volunteers demonstrate open, honest, and timely communication with each other, congregational members and the community in general in order to effectively inform, promote and respond to these constituencies.

*MMG approval date - 08/30/2010*

## **1.02 External Ends - Relational Groups & Activities**

### *Policy Summary*

Ascension Lutheran Church and School (ALCS) continually invites and connects with the community through relational groups which enrich meaning and purpose in life, and in hope for the future, to win people to Christ.

### *Sub Policies:*

1.02.01 - ALCS actively engages the community to determine the sense of community needs and interests and linking them to internal activities, groups and people.

1.02.02 - ALCS maintains an assessment process for group effectiveness and actively modifies the groups accordingly.

*MMG approval date - 08/30/2010*

### **1.03 External Ends - Community Visitation**

#### *Policy Summary*

Ascension Lutheran Church and School (ALCS) fosters an active and intentional visitation ministry that provides opportunities for both professional staff and lay volunteers to locally serve and witness.

#### *Sub Policies:*

1.03.01 - ALCS embraces newcomers who express an interest in becoming part of congregational life.

*MMG approval date - 08/30/2010*



## **1.04 External Ends - Outreach**

### *Policy Summary*

Ascension Lutheran Church and School (ALCS) is intentional about reaching out to help and nurture spiritually and physically needy people in the community and abroad. ALCS is known as a place to find a meaningful connection with Jesus.

### *Sub Policies:*

1.04.01 - ALCS maintains a program to strengthen member's ability to share their faith and invite others to worship and other activities.

1.04.02 - ALCS maintains an environment for enthusiastic participation of the congregation in service to the community.

1.04.03 - ALCS is active in evangelism that reaches out to the community emphasizing the saving nature of Jesus for the world while offering a church home.

1.04.04 - ALCS maintains an active support for missions, missionaries and those students preparing for professional church careers.

*MMG approval date - 08/30/2010*

## **1.05 Internal Ends - Worship**

### *Policy Summary*

Ascension Lutheran Church and School (ALCS) remains faithful to Scripture and LCMS Confessions. ALCS provides a variety of dynamic worship opportunities, in accordance with LCMS precepts, in order to support and strengthen the spiritual life of members and constituents so that they may be helped and loved through knowing the Risen Savior.

### *Sub Policies:*

1.05.01 - ALCS provides uplifting worship services grounded in the Word and balanced between law and gospel while making the sacraments central to congregational life.

1.05.02 - ALCS offers a variety of appropriate worship styles and opportunities in keeping with the spiritual needs of the congregation and community.

1.05.03 - ALCS provides a comfortable, welcoming and worshipful environment for corporate services.

*MMG Approval Date - 08/30/2010*

## **1.06 Internal Ends - Christian Education**

### *Policy Summary*

Ascension Lutheran Church and School (ALCS) fosters an active Christian education ministry consistent with Scripture and LCMS Confessions and policies that connects people with Jesus.

### *Sub Policies:*

1.06.01 ALCS provides opportunities for an academically excellent Christian Education and the opportunity to know and love Jesus through its school.

1.06.02 ALCS provides opportunities for adults to strengthen their faith through Christ centered Biblically accurate teaching and fellowship.

1.06.03 ALCS provides opportunities for Christian Education through its Sunday School. All learn Scriptural truths and life lessons, understand Lutheran teachings, and make Christian friends.

1.06.04 ALCS provides opportunities for youth to build a lasting relationship with Jesus Christ, learn to live their faith in the world, and make loving Christian friends.

*MMG Approval Date - 08/30/2010*

## **1.07 Internal Ends - Spiritual Care and Visitation**

### *Policy Summary*

Ascension Lutheran Church and School (ALCS) shows love and care for all members and staff regardless of their circumstances. Members are empowered by the Holy Spirit to uplift and support each other in times of joy and of need.

### *Sub Policies:*

1.07.01 ALCS embraces each member with love, support, and friendship that extends beyond the worship service and into their homes and their lives.

1.07.02 ALCS makes the sacraments and the Word available to homebound and hospitalized members.

*MMG Approval Date - 08/30/2010*

## **1.08 Internal Ends - Programs & Activities**

### *Policy Summary*

The programs and activities of Ascension Lutheran Church and School (ALCS) are fully integrated and focused on supporting the congregational missional objectives in multiple demographic dimensions.

#### Sub Policies:

1.08.01 All programs and activities of ALCS are integrated in an overall strategy for advancing the mission of the congregation.

1.08.02 All programs and activities represent a best value to the congregational mission and for good stewardship of the resources of time, talent and treasure expended in support of that mission.

1.08.03 Trained leaders of all programs and activities understand their roles and relationship of the activity to the mission.

1.08.04 ALCS programs and activities are recognized by the congregation and the community as providing value benefits for their personal and spiritual growth.

*MMG Approval Date - 08/30/2010*

## **1.09 Internal Ends - Missional Objectives**

### *Policy Summary*

Ascension Lutheran Church and School (ALCS) has a strong missional focus that permeates the congregation at all levels. All Programs and activities are planned in accordance with that theme. The mission is recognized both internally and externally as the motivation for the ministry of ALCS.

#### Sub Policies:

1.09.01 The resources of ALCS are structured to focus on support of the mission.

1.09.02 The missional objectives of ALCS are recognized by all as being the sharing of the Word of God and the love of Christ as we display his grace by Connecting People with Jesus.

*MMG Approval Date - 08/30/2010*

## **1.10 Internal Ends - Relational Groups**

### *Policy Summary*

A wide variety of relational groups provide Ascension Lutheran and School (ALCS) members and others with opportunities for sharing, caring, spiritual growth, friendship and service.

### *Sub Policies:*

1.10.01 Bible studies and small groups provide individuals with trusting friends, enriched life, spiritual growth, and opportunities for service.

1.10.02 ALCS provides for many and varied service groups that support the mission of connecting people with Jesus and witness to their faith.

1.10.03 ALCS encourages friendliness and care among the worshipping community.

*MMG Approval Date - 08/30/2010*

## **1.11 Resource Ends - Governance, Decisions, and Communication**

### *Policy Summary*

The Constitution of Ascension Lutheran Church and School (ALCS) is the foundational governing document. All policies for governance and decisions are based on this. Communication among the leaders, the congregation, and the community is intentionally friendly, open, honest, and timely.

### *Sub Policies:*

1.11.01 ALCS establishes a policy book and concept of operations traceable to the Constitution for the guidance of all leadership decisions and activities.

1.11.02 ALCS maintains an environment for enthusiastic participation of the congregation in the governance of the organization.

1.11.03 ALCS provides easy accessibility for the congregation to information on the issues and decisions related to the activities of the organization.

1.11.04 ALCS provides clear vehicles for interaction with the Mission and Ministry Group (MMG).

*MMG Approval Date - 08/30/2010*



## **2. Ascension Lutheran Church & School - High Level Executive Officer Policies**

The Senior Pastor will ensure that all policies, procedures, and methods including, but not limited to personnel, budget, financial, asset control, and the overall management function reflect our nature as Christians, redeemed by the same Savior, Jesus Christ.

## **2.01 Organization - Organizational Structure Policy**

### *Policy Summary*

The Senior Pastor will establish an organization structure to effectively manage and carry out the ministry of Ascension Lutheran Church and School (ALCS). All employees, staff, and volunteers of ALCS shall be responsible to the Mission and Ministry Group through the Senior Pastor. Further, without limiting the scope of the foregoing, the Senior Pastor will:

### *Sub Policies:*

2.01.01 - on a periodic basis update and distribute to the MMG a diagram of the organization that explains functions and responsibilities.

*MMG approval date - 10/21/13*

## **2.02 Finance - Designated Funds Policy**

### *Policy Summary*

The Senior Pastor will establish designated funds supported by the congregation and or other giving to be used for Ascension Lutheran Church and School (ALCS) or other Christian causes. Said designated funds shall be instituted in support of the Ends Policies of ALCS. Further, without limiting the scope of the foregoing, the Senior Pastor will:

### *Sub Policies:*

2.02.01 - establish a category of funds titled "Open" for accumulating monies for specific uses. If monies in 'Open' funds are needed for purposes other than originally intended, approval of the MMG must be sought and given.

2.02.02 - establish a category of funds titled "Restricted" for accumulating monies for specific uses that may not be used for any other purpose.

2.02.03 - establish a category of funds titled "Sequestered" for accumulating monies the Voters Assembly has set aside for future uses. Said monies may only be released by a simple majority vote of the voters.

2.02.04 - not establish any other categories of designated funds without consent of the MMG and modification of High Level Executive Officer Policy 2.02.

*MMG approval date - 10/21/13*

## **2.03 Finance - Financial Condition Policy**

### *Policy Summary*

With respect to the actual and ongoing financial condition of Ascension Lutheran Church and School (ALCS) the Senior Pastor will act prudently and avoid any situation that may cause fiscal jeopardy or a material deviation between actual expenditures and approved budgets. Further, without limiting the scope of the foregoing the Senior Pastor will:

### *Sub Policies:*

2.03.01 - maintain operating cash (see definitions below) in the General Fund Account (see definitions below) at or above the operating cash minimum value (see definitions below).

2.03.02 - during the first month of the fiscal year review the balance in the General Fund account. Any monies in the General Fund account, in excess of what is needed to maintain the General Fund at a level greater than the operating cash minimum value, (see definitions below) for each month of the fiscal year, shall be transferred to the Capital and Maintenance Designated Fund.

2.03.03 - maintain a minimum \$2,000 per month line item in the church operating budget to fund the Designated Fund's Capital and Maintenance Fund account (see definition below). The minimum amount to be maintained in this fund is the Capital and Maintenance Fund Minimum Value (see definitions below). Planned capital spending may not breach the Capital and Maintenance Fund Minimum Value. The Capital and Maintenance Fund Minimum Value may only be breached in emergencies (example - air conditioner breakdown). Should emergency spending breach the Capital and Maintenance Fund Minimum Value, the Senior Pastor will immediately cease planned capital expenditures until the balance in the Capital and Maintenance Fund has reached a level that will allow planned capital expenditures to continue.

2.03.04 - during the first month of the fiscal year review the balance in the Designated Fund's Capital and Maintenance Fund. Any monies in excess of the Capital and Maintenance Fund Minimum Value plus \$12,000 may be transferred to the General Fund Account.

2.03.05 - develop a packet of financial information covering the period of time since the last MMG meeting. Further, the packet of financial information will include:

- a. a balance sheet.
- b. monthly and year-to-date income statements for church operations
- c. monthly and year-to-date income statements for school operations
- d. a 12 month projection of operating cash
- e. a combined cash flow statement for church and school operations.
- f. a report on capital and maintenance expenditures
- g. and other reports staff feels necessary to clarify accounting and financial issues.

The Senior Pastor will make this packet of financial information, or any portion of it requested by the MMG, available to the MMG at MMG meetings.

2.03.06 - establish a separation of duties between the various functional areas with the accounting function.

2.03.07 - provide an annual review of financial activities. Further, the Senior Pastor will submit a work-plan to the MMG before the review of financial activities commences.

Definitions:

1. Capital and Maintenance Fund - the designated fund established as a reserve for maintaining capital equipment, i.e. air conditioners, roofs, parking lot, etc.
2. Capital and Maintenance Fund Minimum Value - \$10,000 for each of the buildings on campus.
3. General Fund - all balance sheet cash items except designated funds cash.
4. Operating Cash - the sum of the values in the various General Fund accounts less balance sheet short term liabilities (example: pre-paid tuition, unearned safe funds, etc).
5. Operating Cash Minimum Value - 70% of the cash required for an average month's expenditures for both church and school.

*MMG approval date - 10/21/13*

## **2.04 Finance - Financial Planning and Budgeting Policy**

### *Policy Summary*

The Senior Pastor will develop a financial plan for each fiscal year, or if necessary the remaining portion of a fiscal year. Said plan will be in the spirit of and support the Mission and Ministry Group's (MMG's) Ends Policies, as well as be prudent in its forecast of income and planned expenditures. The financial plan will be presented to the MMG for review, and the congregation for approval. Further, without limiting the scope of the foregoing, the Senior Pastor will:

### *Sub Policies:*

2.04.01 - develop a 12 month work-plan for church operations and a 12 month work-plan for school operations prior to the beginning of each fiscal year.

2.04.02 - include in the church and school work-plans a budget for income, planned expenses, a church and school combined twelve month budget for operating cash, and a twelve month capital and maintenance budget.

2.04.03 - budget church income no greater than a 2% increase over actual income for the months of November through October (example - assuming the budget is presented to the voters at the December 2013 Voters Meeting, the income budget for 2014 will be no greater than actual income for the period November 2012 through October 2013, plus 2%).

2.04.04 - develop the school's income budget such that budgeted income is a function of expected enrollment and equal to or greater than the school's expense budget. School income is defined as tuition (whether paid by parents or received as scholarships), fees (registration, technology, etc.), and any other money received by the school as income.

2.04.05 - take into consideration month to month variations in income and expenses when developing the various budgets.

*MMG approval date – 09/15/14, modified 09/15/14*

## **2.05 Finance - Financial Practices Policy**

### *Policy Summary*

The Senior Pastor will develop and implement policies and procedures that establish best practices for operating the finance and accounting areas. Notwithstanding the forgoing, the Senior Pastor will:

### *Sub-Policies:*

- 2.05.01 - provide a safe and secure environment for that person or persons responsible for counting and depositing weekly contributions.
- 2.05.02 - in a timely manner, record the receipt of contributions or other monies.
- 2.05.03 - in a timely manner, pay all bills due.
- 2.05.04 - in a timely manner, file monthly, quarterly or annual reports or other required filings with the local, state and federal governments.
- 2.05.05 - in a timely manner, liquidate all equity gifts (stocks, bonds, etc), and deposit them in the appropriate bank account.
- 2.05.06 - in a timely manner, invest all monies, in excess of current needs, in fixed income, highly liquid, and secure investment types.
- 2.05.07 - obtain approval from the Voters Assembly for any new mortgage.
- 2.05.08 - obtain approval from the Mission and Ministry Group (MMG) for any lease or contract exceeding one (1) year.
- 2.05.09 - in a timely manner, prepare and present the MMG required financial statements packet.
- 2.05.10 - in a timely manner, review recently published financial statements and should that review suggest any situation of undue risk or jeopardy develop a corrective action strategy and inform the MMG at the next regularly scheduled meeting, or sooner if the situation merits immediate MMG involvement.

*MMG approval date - 10/21/13*

## **2.06 Leadership - Leadership Identification & Training**

### *Policy Summary*

Ascension Lutheran Church and School (ALCS) develops people who are active and responsive in their leadership of the congregation in achieving substantive objective using a balanced approach toward external and internal ministries. Leadership development, in keeping with the Constitution and Policies of ALCS and LCMS doctrine, includes professional staff and lay volunteers encompassing selection criteria, recruitment, training, evaluation and sustainment in the process.

The Senior Pastor will:

Sub-Policies:

2.06.01 - encourage leadership recruitment that clearly outlines responsibilities and expectations and incorporates and provides for an honest assessment of individual characteristics matched against each position in order to best utilize the competencies of the right people for the right role.

2.06.02 - encourage leadership training that provides opportunities to gain and increase competencies and skills that support the success of each specific leadership role.

2.06.03 - sustain its leadership by mentoring, encouraging and guiding each leader providing an understanding of success benchmarks while encouraging feedback that allow for corrections that contribute to the success of each leadership role.

2.06.04 - sustain the leadership through the use of appropriate motivational and positive acknowledgements.

*MMG approval date - 10/21/13*



## **2.07 Personnel - Staff Selection and Training**

### *Policy Summary*

The Senior Pastor will select exceptional staff members that are embodied by the Holy Spirit. Further, without limiting the foregoing, the Senior Pastor will:

#### *Sub-Policies:*

2.07.01 - select staff via a reasoned and ordered plan.

2.07.02 - select individuals that will display a cohesiveness with all congregational ministries as well as within the community.

2.07.03 - provide staff the opportunity to participate in ongoing training opportunities.

2.07.04 - embrace flexible development and assessment plans that provide the staff with a clear understanding of their duties, responsibilities, and expectations that meet the changing needs of Ascension Lutheran Church and School (ALCS).

2.07.05 - select staff members that are professional and caring in their demeanor, well educated and/or trained in their field of expertise, demonstrating excellence, independence and competency in their daily activities.

2.07.06 - develop a staff committed to ALCS and hold an understanding of the mission of ALCS in the world.

2.07.07 - develop a staff that contributes to a healthy morale, continually demonstrates a supportive attitude, and works together as a team.

2.07.08 - assist, support and encourage the staff to engage in continuing educational activities and/or opportunities.

*MMG approval date - 10/21/13*

## **2.08 Real Assets - Property & Liability Protection Policy**

### *Policy Summary*

The Senior Pastor will facilitate the purchase of insurance to protect against property damage and liability concerns. Further, without limiting the scope of the foregoing, the Senior Pastor will:

### *Sub Policies:*

2.08.01 - purchase property insurance to protect Ascension Lutheran Church and School (ALCS) against damage to buildings and equipment.

2.08.02 - purchase liability insurance to protect ALCS against claims due to property issues.

2.08.03 - purchase collision and liability insurance on church vehicles.

2.08.04 - purchase liability insurance to protect ALCS against claims stemming from the actions of church and school staff, church members, or volunteers.

*MMG approval date - 10/21/13*

## **2.09 Real Assets - Facilities**

### *Policy Summary*

The Senior Pastor will provide appropriate facilities to support congregational programs and activities, as well as the community at large. Further, without limiting the scope of the foregoing, the Senior Pastor will:

### *Sub-Policies:*

2.09.01 - provide attractive and well maintained facilities that are a beacon within the community and easy to navigate and negotiate.

2.09.02 - operate under a Long Range Facility Management Plan which is evaluated on an ongoing basis, to ensure proper space balance.

*MMG approval date - 10/21/13*

## **2.10 Real Assets - Parking and Land**

### *Policy Summary*

The Senior Pastor will invest in parking, land and landscape to maximize and encourage participation in Ascension Lutheran Church and School (ALCS) activities. Further, without limiting the scope of the foregoing, the Senior Pastor will:

### *Sub-Policies:*

2.10.01 - provide adequate parking and land to support its church, school, and other activities.

2.10.02 maintain the parking, land, and landscape so as to invite and welcome participation in its church, school, and other activities.

2.10.03 - provide signage and directions that assist in locating the church, school, and other activities.

2.10.04 - address future parking and land requirements through its long range planning.

*MMG approval date - 10/21/13*

## **2.11 Sexual Molestation and Abuse Policy**

### *Policy Summary*

The church has a spiritual, moral and legal responsibility to provide a structure for the safety of children and youth attending its programs. A safe and secure environment includes a formal, written policy that seeks to prevent the occurrence of child abuse. The policies set forth herein are meant to direct the Senior Pastor to develop and maintain a "Sexual Abuse and Molestation Policy" that protects preschoolers, school age children, youth, employees, volunteers and the entire church family at *Ascension Lutheran Church & School*. This policy directs the Senior Pastor to:

- a) develop policies that provide for the safety of children and youth attending church and school programs;
- b) develop policies that provide practical guidelines for church and school staff and volunteers;
- c) develop policies that provide for training of church and school staff and volunteers; and
- d) develop policies that provide a policy of reasonable care to limit church legal liability.

Further, without limiting the scope of the foregoing, the Senior Pastor will develop policies and procedures that:

### *Sub-Policies:*

2.11.01 - screen potential employees and volunteers. Screening actions shall be instituted to ensure that safeguards are in place for reasonable care for minors.

2.11.02 - develop a guideline for the supervision of employees and volunteers. Principles of appropriate supervision shall be practiced to increase the expectation of reasonable care for minors.

2.11.03 - develop a reporting system for instances of sexual molestation or abuse. Procedures shall be employed to ensure that reporting obligations are met, and that responses to complaints are timely and handled in a caring way.

2.11.04 - train employees and volunteers. Training shall be provided to both employees and volunteers to understand the definition of sexual abuse, and the requirements for reporting.

*MMG approval date 10/21/13*

## **2.12 Ascension Lutheran Church and School High Level Executive Officer Policies**

### *Policy Summary*

#### *Sub Policies:*

2.12.01 - The Executive Officer of Ascension Lutheran Church and School (ALCS) shall not fail to direct all efforts of the organization. The Executive Officer shall not fail to direct all organizational effort towards fulfilling the Mission stated in Article II of the Constitution: "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." (Matthew 28: 19-20).

2.12.02 - The Executive Officer of ALCS shall not fail to manage, organize and be responsible for organizational efforts to provide for the spiritual needs of our congregation and the community.

2.12.03 - The Executive Officer of ALCS shall not fail to manage, organize, and be responsible for organization effort to provide for the Christian education needs of our congregation and the community. The Executive Officer shall not fail to include, at a minimum, a Christian Day School for children, regular Bible study opportunities for the congregation, and confirmation classes.

2.12.04 - The Executive Officer of ALCS shall not fail to ensure that all policies of ALCS including, but not limited to personnel, budget, fiscal, asset and overall management shall reflect our nature as Christians, redeemed by the same savior, Jesus Christ.

2.12.05 - The Executive Officer of ALCS shall not fail to develop and execute both a long-term ministry plan and an annual ministry plan. The long-term ministry plan shall not fail to ascertain and meet the future spiritual needs of the organization and the community and meet those needs within the broad organizational goals established by the congregation. The annual ministry plan shall not fail to effectively execute the Organizational Goals established by the congregation. The Executive Officer shall not fail to present both plans to the Mission and Ministry Group. The Executive Officer shall not fail to make regular reports on plan progress of the long-term ministry plan to the congregation at their annual meeting.

2.12.06 - The Executive Officer of ALCS shall not fail to regularly report to the Mission and Ministry Group on the status, activities of , and the financial condition of the various ministries of ALCS.

2.12.07 - The Executive Officer of ALCS shall not fail to be bound by the Constitution and Bylaws established by the Congregation. The Mission and Ministry Group, ALCS

Staff and all subsidiary Boards, Ministry Action Teams and member of ALCS shall be bound by the Constitution and Bylaws established by the congregation.

2.12.08 - The Executive Officer shall not fail to establish an organizational structure to effectively manage and carry out the ministry of ALCS. All employees, staff and volunteers of ALCS shall be responsible to the Mission and Ministry Group through the Executive Officer of ALCS.

2.12.09 - The Executive Officer shall not fail to establish an annual recommended budget that is consistent with the long-term and annual ministry plans, and present that budget to the congregation through the Mission and Ministry Group.

2.12.10 - The Executive Officer shall not fail to manage the operations of ALCS within the budget established by the congregation.

2.12.11 - The Executive Officer shall not fail to ensure that ALCS, to the best of its ability meets its financial obligations, and shall not fail to approve all legitimate expenditures for ALCS funds except those reserved in the Constitution to the congregation. The Executive Officer shall not contractually commit ALCS for periods exceeding one (1) year without prior consent of the Mission & Ministry Group or Congregation.

2.12.12 - The executive Officer of ALCS shall not fail to establish personnel policies for ALCS. Those policies shall not fail to recognize that, because we are a church body, employment with ALCS requires understanding of and commitment to Christianity. To the extent allowed by State Law for all positions, the congregation may give preference in hiring on the basis of religion, including person who are members in good standing of ALCS or another Lutheran or Christian congregation.

*MMG Approval Date - 08/30/10*

### **3. MMG Operating & Relationships Policies**

The Mission and Ministry Group (MMG) being the main governing body for Ascension Lutheran Church and School (ALCS) establishes and maintains policies that define and direct its own operations as well as relationships between the MMG and other entities of ALCS.



### **3.01 MMG OPR - MMG Meeting Guest Participation Policies**

#### *Policy Summary*

The Mission and Ministry Group (MMG) of Ascension Lutheran Church and School (ALCS), as the chief governing council of the congregation is open to comments and recommendation from members of the congregation regarding the governance and operations of ALCS. It is important that the congregation have direct access to the MMG for this purpose. Such access may take the form of written or electronic communication, as well as personal discussions and attendance at MMG meetings. In order to properly manage the flow of information at MMG meetings, give each item due consideration, and respect the privacy of all concerned, the following policies are set forth.

#### *Sub Policies:*

3.01.01 - A request to address the MMG at a regular meeting should be submitted to the Congregational Secretary at least one week in advance of the meeting. The request must include the guest topic to be addressed, the name of the guest, and a copy of any supporting documentation that will be discussed. The Secretary will notify the requestor of an allocated agenda time after approval of the overall agenda by the Congregational President.

3.01.02 - Each guest topic will be separately heard and discussed. In the interest of time stewardship, the President will limit group discussion to a fixed duration.

3.01.03 - The MMG reserves the right to privately discuss the guest topic prior to a vote, if necessary.

3.01.04 - The results of all discussion, both open and closed, will be documented in the official minutes of the meeting and made publicly available.

#### *MMG Meeting Proxy Participation Sub Policies:*

3.01.05 - Written concerns may be brought before the MMG through a MMG member acting as proxy for the requestor.

3.01.06 - These topics should be submitted by that MMG member to the Secretary one week in advance of the MMG meeting to be properly integrated in the meeting agenda.

3.01.07 - It is the obligation of the MMG member who is acting as proxy to be fully versed in the issue for discussion.

3.01.08 - The results of discussion will be documented in the official minutes of the meeting and made publicly available.

*MMG Approval Date - 08/18/2008*

### **3.02 MMG OPR - MMG Operating Policy**

#### *Policy Summary*

The Mission and Ministry Group (MMG) of Ascension Lutheran Church and School (ALCS), as the chief governing body of the congregation, is responsible to administer the congregation's affairs in accordance with Constitution Article VI.B. MMG powers and responsibilities are described in the ByLaws of the ALCS Constitution and may be found in the following areas.

- A. ByLaw 5 - Voters' Assembly responsibilities.
- B. ByLaw 6 - Call Committee responsibilities.
- C. ByLaws 7 & 8 - Composition of the MMG and descriptions of member responsibilities.
- D. ByLaw 9 - Powers of the MMG.
- E. ByLaw 10 - Duties of the MMG.
- F. ByLaw 12 - Election, removal from office, and vacancies of the MMG.

This policy establishes the operating policies for the MMG to perform the role as described therein.

#### *Sub Policies:*

3.02.01 - Mission: The primary mission of the MMG is to govern church activities through the development of topmost policies. The policies are primarily Ends Policies, High Level Executive Officer Policies, as well as other policies established as needed. These policies ensure that the resources of ALCS are effectively and appropriately allocated, and that the means used to achieve the mission are ethical, prudent, and in accordance with the Christian faith as enumerated in ALCS Constitution Article III.

3.02.02 - Attendance: The members of the MMG are expected to attend and participate in all meetings called by the President. Notice should be provided to the President if absence is foreknown and unavoidable. It is the obligation of the absent member to become familiar with the discussions and decisions covered in the missed meeting. The MMG Secretary shall assure that meeting minutes are available in a timely manner; however the details of all discussions may not be recorded.

3.02.03 - Decorum: The MMG is expected to be guided by frequent prayer, and to work collaboratively in a Christian manner. All members are encouraged to voice their opinions in an open and trusting environment. Roberts Rules of Order shall be followed in determining official MMG output. The MMG is expected to abide by this result, and to speak as a single voice outside MMG meetings, and to respect the privacy of all concerned.

3.02.04 - Reporting and Relationships:

- A. The MMG reports to the Voters' Assembly to execute the duties described in ByLaw 10.
- B. The Senior Pastor reports to the MMG on administrative matters through regular status reports describing action towards achievement of Ends Policies and adherence to High Level Executive Officer Policies (ByLaw9).
- C. The Senior Pastor will develop and implement Subsidiary Policy and direct staff.
- D. The MMG establishes policies as required to guide its operation and the operation of entities established by the MMG (ByLaw 10D)

*MMG approval date 06/17/2013 Revision 3*

### **3.03 MMG OPR - Policy Organization**

#### Policy Summary

As the governing body of the Ascension Lutheran Church and School (ALCS), responsible to administer the congregation's affairs according to the Constitution and Bylaws (re: Constitution Article VI B, ByLaws 9 & 10), the Mission and Ministry Group (MMG) establishes the following four types of topmost policies:

#### Sub Policies:

3.03.01 - Ends Policies describe the mission, and outcome or results to be achieved by the ministry of ALCS.

3.03.02 - High Level Executive Officer Policies describe both limitations and required actions imposed on the Senior Pastor (or Interim Executive). These policies are established to ensure ethical and prudent behavior while managing church activities.

3.03.03 - MMG Operating & Relationships Policies describe expected MMG behavior and how the group exercises its authority to administer congregational affairs. Further, they describe the authority relationship between the MMG and Senior Pastor (or Interim Executive) and staff. Finally, they describe the reporting requirements of the Senior Pastor or Interim Executive.

3.03.04 – Other Policies are policies that are beyond the scope of the other types of policies.

*MMG approval date - 7/19/10, modified 2/17/14*

### **3.04 MMG OPR - Call Committee Operating Policy**

#### Policy Summary

The Mission and Ministry Group (MMG ) of Ascension Lutheran Church and School (ALCS), in accordance with Constitution Bylaw 6.A, establish the Senior Pastor Call Committee to perform the activities necessary to Call and Install a Senior Pastor for ALCS.

#### Sub Policies:

3.04.01 - Appointment of the Committee Chair and Membership: The MMG, in accordance with Bylaw 10D, shall appoint the Call Committee Chair shall present a roster of committee members for MMG approval. The committee members shall be selected so as to span the demographics and ministries of ALCS. The Chair is responsible for managing the Call Committee and following with Lutheran Church-Missouri Synod English District policies. The Chair may appoint a Co-Chair from the committee membership to serve in the absence of the Chair.

3.04.02 - Term of Office: The Call Committee shall serve for one year, or until the Senior Pastor vacancy is filled, whichever is less. Renewal of membership shall be at the discretion of the MMG. Although membership continuity is strongly encouraged, any resignations should be preceded by suitable notice to allow time to secure a proper replacement to be approved by the MMG.

3.04.03 - Documentation Practices: The Committee Chair shall appoint one member to serve as Committee Secretary. The Secretary shall be responsible for transcribing, distributing, and maintaining the minutes of the meetings and any correspondence of the committee.

3.04.04 - Committee Attendance: The members of the Call Committee are expected to attend and participate in all meetings called by the Chair. Advance notice should be provided to the Chair if absence is unavoidable. It is the obligation of the absent member to become familiar with the discussions and decisions covered in the missed meeting.

3.04.05 - Decorum: The Call Committee is expected to be guided by frequent prayer, and to work collaboratively in a Christian manner. All members are encouraged to voice their opinions in an open and trusting environment. The Chair shall assure that Roberts Rules of Order shall be followed in determining official committee output. The committee is expected to abide by this result, and to speak as a single voice outside committee meetings, and respect the privacy of all concerned.

3.04.06 - The Call Process: The Call Committee shall follow the Lutheran Church-Missouri Synod English District process for issuing a Divine Call. To that end, the Call Committee must develop a job description and work with the District and the congregation to solicit and carefully vet the names of candidates. The committee shall

then solicit interest and perform telephone interviews, likely followed by face-to-face meetings with one or two prime candidates. Once the Call Committee has agreed on a candidate, the MMG shall schedule a Call Meeting and his name shall be presented to the Voters for approval and subsequent issuance of the Divine Call. If the Call is declined, then the process shall be repeated.

3.04.07 - Reporting and Relationships:

- A. The Call Committee reports to the MMG on all matters.
- B. The Call Committee shall develop a detailed plan and schedule to be reviewed and approved by the MMG.
- C. The Chair shall regularly report status against the plan to the MMG. This may be written or in person at the monthly MMG meetings.
- D. Information for public release shall be provided by the Call Secretary to the Transition Coordinator for communications with the congregation in accordance with the Transition Coordinator Policy.
- E. The voters shall issue the Divine Call in accordance with Constitution Article VI.B.1.

*MMG Approval Date - 12/21/09*

### **3.05 Other OPR - Interim Executive Policy**

#### *Policy Summary*

The Mission and Ministry Group (MMG) of Ascension Lutheran Church and School (ALCS), in accordance with Constitution Bylaw 10.D, establish the position of Interim Executive to perform the administrative leadership functions of the Senior Pastor described in Bylaw 9 when the Senior Pastor position is vacant.

#### *Sub Policies:*

3.05.01 - Appointment of the Interim Executive. The MMG, in accordance with Bylaw 10.D, will appoint the Interim Executive.

3.05.02 - Term of Office. The Interim Executive will serve for the period of vacancy of the Senior Pastor position, subject to periodic performance reviews by the MMG. Failure to properly perform the duties of the Interim Executive will result in removal from office.

3.05.03 - High Level Executive Officer Policies. The Interim Executive is subject to the High Level Executive Officer Policies of the Senior Pastor.

3.05.04 - Compensation. The Interim Executive is an employee of ALCS and will receive monetary compensation as determined by the MMG.

*MMG approval date - 11/16/09*



### **3.06 Other OPR - Long Range Planning Committee Operating Policy**

#### *Policy Summary*

#### *Sub Policy:*

3.06.01 - The Long Range Planning Committee (LRPC) will serve at the discretion of the Mission and Ministry Group (MMG) of Ascension Lutheran Church and School (ALCS).

3.06.02 - The LRPC shall be familiar with the Constitution and Bylaws of the ALCS and have a basic understanding of the ALCS governance model.

3.06.03 - The LRPC shall consist of a Chairman and a minimum of four (4) at-large members who are all appointed by the MMG. Members to span the demographics and ministries of ALCS. The Chairman may appoint a Co-Chairman/Vice-Chairman from the at-large membership if deemed necessary by the Chairman.

3.06.04 - The purpose of the LRPC is to provide the MMG with recommendations and advice for top level policies for the future growth of the ALCS.

3.06.05 - The LRPC shall be accountable to the MMG to provide recommendations to determine what kind of church we want to become including, but not limited to the following:

- A. Church Membership
- B. School Student Body
- C. Staff
  - i. -Church
  - ii. -School
- D. Property Development
- E. Missions
- F. Community Presence

3.06.06 - Term of Office for LRPC: TBD

3.06.07 - Deliverables of LRCP: TBD

3.06.08 - The MMG will use the recommendations of the LRPC in ALCS Ends Policy Development.

*MMG approval date - 2/15/10*

### **3.07 Other OPR - Ministry Action Team (MAT) Operating Policy**

#### *Policy Summary*

The Mission and Ministry Group (MMG) of Ascension Lutheran Church and School (ALCS), in accordance with ByLaw 10.D, establish Ministry Action Teams (MATs) to enable the staff to carry on the ministry of the congregation.

#### *Sub Policies:*

3.07.01 - Mission & Reporting. Two types of Ministry Action Teams are defined, standing and designated:

- A. Standing Mat (SMAT) - SMAT's are concerned with ministry activities that are continuous in nature (e.g. property maintenance, assimilation, evangelism, etc.) requiring continuous direction and oversight. Leaders for standing MATs are selected by the Senior Pastor/Interim Executive (SP/IE). The leaders are responsible for overseeing the needs of their designated ministry. They are responsible for developing plans for approval and review by the SP/IE and/or designated staff person. Leaders are to establish and recruit leaders for designated MATs to perform specific tasks (e.g. campus clean-up).
- B. Designated MAT - MATs are concerned with ministry activities that are occasional or periodic over the course of the church year (e.g. VBS, Lutherfest, campus clean-up, etc.). Leaders are selected by the SP/IE, designated staff person, or SMAT leader and report to that person for the designated purpose. Leaders are responsible for recruiting members for designated activity and for conducting related training and meetings.

3.07.02 - Authority: SMATs and MATs are extension of the SP/IE, and associated ALCS staff, and derive their authority from their staff leader. Ministry planning is developed in concert with the staff. Budget is held by the staff and managed accordingly. All related policies are established by the MMG.

*MMG Approval Date - 07/19/2010*

### **3.08 Other OPR - Transition Coordinator Policy**

#### Policy Summary

The Mission and Ministry Group (MMG) of Ascension Lutheran Church and School (ALCS), in accordance with Constitution Bylaw 10.D, establish the position of Transition Coordinator to maintain an active communication process among the congregation and leadership entities during the vacancy of the Senior Pastor.

#### Sub Policies:

3.08.01 - Appointment of the Transition Coordinator: The MMG, in accordance with Bylaw 10.D, shall appoint the Transition Coordinator. The Transition Coordinator shall report to the MMG on all matters.

3.08.02 - Term of Office: The transition Coordinator will serve at the pleasure of the MMG for the period of vacancy of the Senior Pastor position.

#### 3.08.03 - Roles and Responsibilities:

- The Transition Coordinator shall establish and maintain an MMG-approved communication plan and engagement process with the congregation.
- The Transition Coordinator shall work with the Interim Executive, Call Committee, and Board of Elders to ensure that Senior Pastor Transition plans are on progressing properly.
- The Transition Coordinator shall identify any related barriers and concerns to the MMG for resolution.

*MMG approval date - 12/21/09*

### **3.09 Relationships - MMG Voters Assembly Operating Policy**

#### *Policy Summary*

The Ascension Lutheran Church and School (ALCS) Constitution defines only two cases for the use of secret ballots by the Voters Assembly, ByLaws 6B and 12C. Both address removing people from office. Since there are other matters of business where a public ballot may be intimidating to expressions of voter concern, this policy establishes the method for determining how a vote is taken.

#### *Sub Policies:*

3.09.01 - The Mission and Ministry Group (MMG) shall establish the voting method for each agenda item on the Voters Assembly agenda in advance of the Voters Assembly. The voting method shall be included in the written material provided to the Voters for advanced review. Constitutional majority definitions are with respect to the total number of voters present at that Voters Assembly. The presiding officer at the Voters Assembly shall announce the voting method recommended by the MMG, and shall ask if there any objections at the time the agenda item is introduced. Any objections shall be addressed under the standard rules of order with the final method determined by majority voice vote.

*MMG approval date - 12/20/10*

#### **4. Ascension Lutheran Church and School - Other Policies**

Other Policies are those not covered in the first four categories, yet significant enough for inclusion in the policies document.

## 4.01 Grievance Policy

### *Policy Summary*

We acknowledge that God desires us to live and work together in Christian love to build His church and fulfill His great commission (*Matt 28:18-20*). However, due to our fallen nature, we recognize that differences can and do arise in the church.

### *Sub Policies:*

4.01.01 - It is the policy of Ascension Lutheran Church and School (ALCS) to have a grievance process based on the teachings of Jesus in Matthew 18:15-17. This policy shall be implemented through a facilitated process as follows:

1. The parties to the grievance shall first meet together as directed in Matthew 18:15 in a genuine attempt to reconcile their differences. Should that not succeed, the MMG and the Board of Elders shall be informed of the grievance.
2. The affected parties shall meet together with the Chairman of the Elders and two other Elders selected as facilitators to genuinely attempt to solve the grievance and bring about reconciliation. These facilitators shall be vested by the MMG and the Elders with full authority to take reasonable steps to resolve the grievance. Both the Pastor(s) and the President of the congregation may participate in this effort
3. Should that not succeed, the grievance shall be brought to the whole Board of Elders with all parties present, as well as the Pastor(s) and President of the congregation. The parties to the grievance shall acknowledge to the Elders the clear desire God has for reconciliation as expressed in Matthew 18 and shall profess a clear desire for true reconciliation with their brother or sister in Christ, and a true desire to resolve the differences between them. The Elders will then hear the grievance. The decision of the Elders shall be final, except as noted in paragraph 4.
4. Should the grievance involve the Pastor and the attempt to resolve the grievance through the Board of Elders not succeed, the Pastor has the right to appeal directly to the congregation in the form of a special meeting of the congregation called by the President of the congregation. The congregation's decision in the grievance shall be final.

Throughout this process, both the aggrieved parties and the facilitators shall be mindful of the need for confidentiality and discretion, remembering God's law in the commandment "*Thou Shall Not Kill*". Using our words to harm our brother's name is a violation of this commandment. Instead, we should actively do everything we can to help our brother protect and defend his good name; and should we hear gossip about our brother, our ear should be its grave. All parties shall also be mindful of the grave effect a grievance taken to the congregation can have on the unity of the church. As such every effort shall be made to resolve grievances prior to Step 4 and only the most grievous and serious of complaints should progress to Step 4 of this policy.

*MMG approval date - 6/18/07*

## **4.02 Housing Allowance Policy**

### *Policy Summary*

The Mission and Ministry Group (MMG) of Ascension Lutheran Church and School (ALCS), in accordance with Constitution ByLaw 10.A, establishes this policy for determining the housing allowances for the Called Staff in accordance with the requirements established by the Internal Revenue Service.

- Background - The Internal Revenue Service (IRS) allows Called Workers to identify a portion of their annual salary as a housing allowance. ALCS has the responsibility to determine the legitimacy of this maximum amount. The Worker has the responsibility to support the claim with actual records of expenses. The housing allowance does not represent an amount over and above the actual salary, but it is a portion of that salary.

### *Sub Policies:*

4.02.01 – The MMG hereby establishes a housing allowance for Called Workers up to 60% of their annual wages. This percentage may be changed upon recommendation of the Senior Pastor and approval by the MMG.

*MMG approval date - 12/20/10, modified 3/17/14*



## **4.03 Protection of Personal Information**

### *Policy Summary*

The Mission and Ministry Group (MMG) of Ascension Lutheran Church and School (ALCS), in accordance with Constitution ByLaws 10.A & 10.C, establishes this policy for the protection of personal information. Personal information regarding the members and staff of ALCS is maintained on the church computer system, and in written records, and must be protected from unwarranted access.

### *Sub Policies:*

4.03.01 - Definitions. For the purpose of this policy, personal information is defined as specific salaries, social security numbers, age, performance review reports, school records, requests for assistance, and giving levels. Street addresses, email addresses, and telephone numbers are considered in the public domain, but the option shall be offered to protect them from publication on an individual basis.

4.03.02 - Policy Statement. The Senior Pastor shall be responsible for instantiating a system for the protection of personal information for ALCS. This system shall prevent the access to personal information except on a need to know basis. This protection may take the form of password protection for electronic files, or locked files with controlled access for paper records. The Senior Pastor shall determine the need to know for any individual controlling or requesting access to personal information.

*MMG approval date - 12/20/10*

#### **4.04 Sexual Education of Minor Children**

##### *Policy Summary*

Ascension Lutheran Church and School recognizes that parents and legal guardians have ultimate authority and responsibility for education of their minor children. At Ascension Lutheran Church and School, education of children is a partnership between those in authority and church.

##### *Sub Policies:*

4.04.01 - At Ascension Lutheran Church and School, sexual education shall be taught primarily with respect to the sixth commandment according to Luther's Catechisms.

4.04.02 - All sexual education curriculum/materials shall be approved by the Senior Pastor, ALCS School Administrator or their appointee.

4.04.03 - Sexual education of minor children shall take place on Ascension Lutheran Church and School campus only.

4.04.04 - To insure good communication of approved sexual education events that include minor children, the person/s or staff responsible for such an event shall:

- Announce the education opportunity a minimum of one month in advance.
- Make all curriculum/materials available for review by concerned adults a minimum of one month in advance.
- Provide that teachers of such material are available to answer questions of concerned adults during the one month period prior to the educational event.
- Require written parental permission for attendance of minor children if the intended educational environment allows the scope of discussion to include explicit descriptions of sexual intercourse and or other sex acts.

4.04.05 - Conversations concerning subjects of sexuality initiated by the youth in private discussion settings are not subject to the above policy. Such conversations are to be guided by Scripture and the minor child should be referred to their parent for further discussion. Conversations initiated by the youth in public or group settings are to be answered according to Scripture and moved into a private or parental discussion environment as appropriate.

*MMG approval date 05/11/09 Rev 1*

#### **4.05 Written Material Policy (NONELECTRONIC)**

##### *Policy Summary*

##### Definitions:

Internal Written Material: Includes internal policies and procedures, employee and H.R. documentation and other internally used manuals or instructions. It also includes student records retained for Ascension School.

External Written Communication: Included mailings such as the monthly newsletter, weekly church bulletins, special mailings such as Voter meeting notifications, letters to parents from the school, etc. It can also be defined to include Purchase orders, contracts and other documents required to perform the business of running Ascension Lutheran Church and School.

Written Instructional Material (not Ascension School related): Includes material used for Bible studies, Jr. Confirmation, Sunday School, retreats or any other ALCS sponsored functions not related to Ascension School.

Written Instructional Material only related to Ascension School: Includes all texts, handouts, tests, etc that are related to the teaching and instruction of the students as Ascension School.

##### *Sub Policies:*

4.05.01 - Ownership of Messages: The written communications systems, which include, but are not limited to, Ascension Lutheran Church and School copy machines, U.S. postal mail, bulletin boards, flyers, etc are the property of Ascension Lutheran Church and School and are provided at Ascension Lutheran Church and School's expense. All written information and messages that are created, sent, received, accessed, or stored by Ascension Lutheran Church and School staff or its members on behalf of Ascension Lutheran Church and School, constitute records that belong to Ascension Lutheran Church and School.

4.05.02 - Business Use: The written communications systems are to be used primarily to conduct the business of Ascension Lutheran Church and School. REASONABLE PERSONAL USE OF SUCH SYSTEMS IS PERMITTED, BUT MUST NOT INTERFERE WITH AN EMPLOYEE'S PRODUCTIVITY. PERSONAL USE SHOULD BE LIMITED TO LUNCH BREAKS AND OTHER NON-WORKING HOURS. Employees may not use the written communications systems for political causes; football pools or other sorts of gambling; illegal activities; seeking/inquiring about job opportunities outside of Ascension Lutheran Church and School; solicitations or advertisements for unrelated work purposes; or creating, possessing, accessing, transmitting, or distributing materials of a sexual nature. Employees may not use Ascension Lutheran Church and School's written communications systems to post non-

work related information, opinions, or comments to groups and other such forums. Employees are prohibited from passing off their views as representing those of Ascension Lutheran Church and School.

4.05.03 - Message Restrictions: Written communications may not contain content that a reasonable person would consider to be defamatory, offensive, harassing, disruptive, or derogatory, including but not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, gender, national origin, political beliefs, or disability.

4.05.04 - Prohibited Activities: Employees may not transmit copyrighted, trademarked, or patented material, trade secrets; or other confidential, private, or proprietary information or materials in violation of any legal constraints. Employees may not transmit any illegal information or materials. Employees may not enable unauthorized third parties to have access to or use the written communications systems, nor may employees otherwise jeopardize the security of Ascension Lutheran Church and School's written communications systems.

4.05.05 - Message Creation: Employees must use the utmost care in creating written communications. Proper care should be taken in creating written communication records, which may someday have to be produced in connection with legal and/or other needs of Ascension Lutheran Church and School.

4.05.06 - Record Retention: It is each employee's responsibility to ensure that those written messages and documents that should be retained are in fact saved. Those messages that need not be retained should be deleted.

4.05.07 - Selling and Purchasing: The standard purchase policies apply to all purchase and related activities conducted via the written communications systems.

4.05.08 - Standards for Written Material (non-electronic):

- A. Internal Written Communication: This group is predominately made up of internal forms. These forms may contain private or personal information that must be retained by Ascension Church and School. All policy and procedure related materials are available to all employees of ALCS at any time. Because of the personal nature of the personnel and school records material, utmost care must be made to ensure the privacy of this material. Access to this material is only allowed for the Sr. Pastor (for church related documents) and the Sr. Pastor and School Administrator (for school related documents). All other access to these documents is done via authorization from either the Sr. Pastor or the School Administrator.
- B. External Written Communication: External mailings or communications to members such as listed under the definition above must abide by the standards outlined in the Business Use, Message Restrictions and Prohibited Activities

paragraphs above. Since these communications are prepared by ALCS staff, they have the responsibility to report any concerns to the Sr. Pastor.

- C. Written Instructional Material: This material should conform to the doctrine of the LC-MS. Any deviation from this must receive prior approval from the Sr. Pastor; ALCS School Administrator or their appointee.

**4.05.09 - Violations: Violations of this policy, including breaches of confidentiality or security, may result in disciplinary action, and even termination. Ascension Lutheran Church and School reserves the right to hold the employee personally liable for any violations of this policy.**

*MMG approval date - 2/23/09*

## 4.06 Marriage Policy

### *Policy Summary*

The Holy Scriptures teach that God, in creating the world, gave marriage to be the life-long union of one man and one woman (Gen 2:24), a gift to be held in honor and kept pure (Heb 13:4; 1Th 4:2-5). As a man and woman freely commit themselves to one another, God himself joins them as one. Marriage is far more than a social contract or a mere interpersonal bond. It is an act of God the Creator. So our Lord Jesus says in Matthew 19 (verses 4-6): “Haven’t you read that at the beginning the *Creator* made them male and female and said, ‘For this reason a man shall leave his father and his mother and be united to his wife and the two shall become one flesh?’”

Marriage cannot be rightly understood apart from another gift: the gift of children. As he creates man and woman, God says, “Be fruitful and multiply” (Gen 1:28). As the two “become one flesh,” the highest possible result of this marriage union, when it is God’s will, is the conception and birth of a child. The child is in every sense the “one flesh” of the mother and father and the living sign of their union. The optimal setting for the care of children is the loving marital unity of a man and woman. In such marriage children are nurtured within the distinctive uniqueness and created differences of male and female serving together in the family.

### *Sub Policies:*

4.06.01 – The marriage policy of Ascension Lutheran Church and School, a member congregation of The Lutheran Church—Missouri Synod, is and always has been consistent with the Synod’s beliefs on marriage. We believe that marriage is a sacred union of one man and one woman (Gen. 2:24-25), and that God gave marriage as a picture of the relationship between Christ and His bride the Church (Eph. 5:32). The official position of The Lutheran Church—Missouri Synod, as set forth in 1998 Res. 3-21 (“To Affirm the Sanctity of Marriage and to Reject Same-Sex Unions”), is that homosexual unions come under categorical prohibition in the Old and New Testaments (Lev. 18:22, 24; 20:13; 1 Cor. 6:9-10; 1 Tim. 1:9-10) as contrary to the Creator’s design (Rom. 1:26-27). These positions and beliefs can be found on the LCMS website, along with other statements, papers and reports on the subject of homosexuality and same-sex civil unions and “marriage.” Our pastors will not officiate over any marriages inconsistent with these beliefs, and our church property may not be used for any marriage ceremony, reception or other activity that would be inconsistent with our beliefs and this policy

*MMG approval date 04/21/14*

#### **4.14 Ends Records Retention and Security**

##### *Policy Summary*

Ascension Lutheran Church and School (ALCS) collects and maintains its records with attention to the physical security and confidentiality of those records. ALCS retains such records, both physical and electronic, only so long as they are needed for church or school business, complying with legal requirements and for chronicling the history of the parish.

##### *Sub Policies:*

4.14.01 – The Senior Pastor provides clearly defined policies and procedures, to church and school staff, providing for the safe handling, storage, security and disposal of records and data.

4.14.02 – The Senior Pastor collects, stores, and maintains physical and electronic information in a manner that focuses on security, survivability and confidentiality.

4.14.03 – The Senior Pastor periodically reviews ALCS records and databases for retention or destruction/deletion.

*MMG approval date – 2/17/14*

#### **4.99 Policy on Policies - Policy Tone and Formatting Guidelines**

##### *Policy Summary*

All policies developed by the Mission and Ministry Group (MMG) will adhere to a formal policy development guideline.

##### *Sub Policies:*

4.99.01 - The policy development guideline is described in Appendix 1.

4.99.02 - The MMG approval date for this policy and the guidelines may differ (revisions to the guidelines may occur without changing this policy).

*MMG approval date - 03/18/2013, Rev 1.0*



## 5. Policies Document Appendix

### Appendix 1 - Policy Tone and Formatting Guidelines

The Mission and Ministry Group (MMG) is charged by the Ascension Lutheran Church and School (ALCS) Constitution with governing church activities. The primary means of accomplishing this, again as indicated in the ALCS Constitution, is by developing and monitoring adherence to church policy. The guidelines listed below are meant as a guide for the creation of a policies document that is consistent in appearance and format, easy to understand, and simple to reference.

- 1) Tone - All policies will reflect the nature of ALCS as Christians and be positive in tone.
- 2) Formatting principles for the policy policies document (contains all approved policies)
  - a) A title page
  - b) An index page to include Category, Sub-Category, and Policies with policy coding. Sub-Category is descriptive only on the index page and each policy page and indicates within a category where a policy falls. *(As an example on the index page, when looking at the Ends Policies, there are four external ends policies. External Ends is the Sub Category.)*
  - c) Grouping by category - required, (Ends, Executive Limitations, Others as necessary)
  - d) Category title - required for all policy categories
  - e) Category Pre-amble - required for Ends and Executive Limitations, others as deemed appropriate
  - f) Each Category Title and Pre-amble will appear together on a single page
  - g) Categories include individual policies, and policies may include sub-policies and sub-policies may include further identified sub-policies, etc (ex - 1.01.01.01.01.)
  - h) Policies
    - i) Each policy will begin on a new page
    - ii) Title - required and is to include a sub category description. *(An example of sub category would be finance within the means category)*
    - iii) Policy Summary area - required
    - iv) Sub-policy area with sub policy narratives- as necessary
    - v) Approval date area - to contain the date that the policy was approved by the MMG and a revision number, ex. 1.0, 1.1, 2.0 etc
  - i) Policies Document Appendix - Should a policy need further explanation the explanation will be developed as an appendix and placed in the Policies Document Appendix. Each appendix will be numbered 1,2,3, ...
- 3) Numbering scheme for all policies.
  - a) Categories
    - i) Ends policies will begin with a '1.'
    - ii) Means policies will begin with a '2.'

- iii) MMG relationships policies will begin with a '3.'
- iv) Other policies will begin with a '4.'
- b) Within a category policies will be number 01., 02., 03., ...
- c) sub-policies will be identified with numeric digits 01, 02, 03, ...
- d) an example of the above is 1.01.01 = Ends policy category 1, Policy 01, Sub Policy 01

*MMG approval date - 03/18/2013 Rev 1.0*