

SERVANT LEADERSHIP COUNCIL (SLC)

Policy and Procedures Manual

Bethany-Trinity Evangelical Lutheran Church & Early Childhood

Education Center (ECEC)

I. OUR MISSION AND MINISTRY VISION

As led by the Holy Spirit, it is the shared vision of the Servant Leadership Council (SLC) of Bethany-Trinity Evangelical Lutheran Church and Early Childhood Education Center (ECEC), that the Gospel of Jesus Christ is taught and lived in an environment of a Gathering, Growing and Going community in Christ. In pursuit of this shared vision, we will affirm and uphold the mission of Bethany-Trinity Evangelical Lutheran Church and Early Childhood Education Center (hereinafter referred to as Bethany Lutheran Church & ECEC) by:

Sharing the Love and Life of Jesus Christ with All

We strive to accomplish this mission through the fulfillment of the Gospel-based ministries of a vibrant and faithful Christian congregation through:

- Gathering:** in worship and fellowship
- Growing:** in faith and discipleship
- Going:** into the world with Jesus

In pursuit of our mission the following vision describes our life together: *reach out to our community as a beacon of hope – accept guests by showing them the love of Christ – equip, energize and empower our members to share the Gospel.*

Our life together as a congregation, living in a dynamic relationship with Jesus Christ, will be reflected in the standing principles of Biblical truth for every Christian congregation:

- Celebration/worship
- Fellowship/Christian care
- Nurturing in Word and Sacrament
- Serving
- Discipleship/Stewardship
- Witnessing

We Are One – Servant Leadership Council Covenant

November 2015

In Christ we are “One People” who are called His body, the church! As servant leaders within His body and His congregation we seek to be one people in our work! As Paul writes in Philippians 1:27:

“Whatever happens, conduct yourselves in a manner worthy of the Gospel of Christ. Then, whether I come to see you or only hear about you in my absence, I will know that you stand firm in one spirit, striving side-by-side for the faith of the Gospel.”

Because of the Gospel of Jesus Christ we are a people *“Gathering, Growing and Going by Sharing the Life and Love of Jesus Christ with All!”*

In our “oneness” we can look to seven characteristics that ought to mark our working together:

+ We are United in Confession of Faith and Mission

In the first articles of our constitution, we acknowledge and state our adherence to the Bible and foundational documents of the Lutheran Church. As servant leaders, co-workers, and partners in the Gospel we work together to involve everyone within Bethany’s Fellowship in the “Ministry Plan” which finds its roots in our mission statement – “Sharing the Love and Life of Jesus Christ With All.”

+ We Share in a Common Vision

In John 4, Jesus says, *“Do you not say, ‘Four months more and then the harvest?’ I tell you, open your eyes and look at the fields! They are ripe for harvest.”* With the fields being ripe, we look to our vision statement for guidance on how to harvest: to reach out to our community as a beacon of hope – accept guests by showing them the love of Christ – equip, energize and empower our members to share the Gospel.

+ We are Loyal to One Another

In 1 Samuel 19, we are told how Jonathan demonstrated loyalty to David by putting his life on the line when he faced his angry and jealous father, King Saul. Jonathan said, “Let not the king do wrong to his servant David; he has not wronged you...” Since we are one we are loyal to one another and to His body, the Church, and our congregation. We defend and speak well of the church and of one another with the loyalty that Christ has toward us.

+ We Encourage One Another

The Spirit encourages us to “encourage one another and build each other up” (1 Thess. 5:11). Too often we are prone to criticize instead of encourage when we don’t like a plan or idea to fulfill our Mission. “Our battle is not against flesh and blood, but against the principalities of darkness.” Since we are one, we stand beside each other and encourage one another in our LORD and for the fulfillment of His Kingdom’s Mission!

+ We Trust One Another

Scripture calls upon us to trust in God. In so doing, we also learn to trust one another. “Paul and Barnabas appointed elders for them in each church and, with prayer and fasting, committed them to the Lord, in whom they had put their trust” (Acts 14:23). Trust among us, especially since we are one, flows from our trust in God as we work together as His servant-leaders!

+ We are Truthful with One Another

Lies and deceit will destroy like a cancer. Since we are one, if there is a cancer, it will spread to all. Paul says in Ephesians 4:5, “Instead, speaking the truth in love, we will in all things grow up into Him who is the head, that is, Christ.” Since we are one, we will grow strong when the truth is spoken in love among us.

+ We Love One Another

Jesus said, *“A new command I give you; Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another”* (John 13:34-35). The love that Christ has shown us motivates us also to love one another. And to love one another is nothing less than the heartbeat of the body – the church – and of us, since we are one!

As one, we set our sights on the ONE MISSION of “Sharing the Life and Love of Jesus Christ With All”. This Mission – His Mission among us – is carried out through our Gathering, Growing & Going Ministries to seek the lost and sustain the found by proclaiming the ONE MESSAGE that Jesus Christ alone is the Savior of the world. It is a privilege to serve the Lord and His people in the roles we have been given in service to our LORD and this congregation. By Him working in us these seven characteristics will define us as we serve together. I bind myself to uphold this covenant and these characteristics with my fellow servant leader council members and in my relationships with fellow believers at Bethany. To God be the glory – in Jesus’ name, amen!

This devotion is largely a paraphrase of President Kieschnick’s “From the President” article in the January 2007 “Lutheran Witness.”

III. SERVANT LEADERSHIP COUNCIL (SLC) RELATIONSHIP WITH EACH OTHER

SLC Introduction

Our principal function shall be to develop, monitor, and enforce policy, NOT to implement it. (*Bylaws, article 9 & 10*)

The SLC shall address only broad areas, leaving details and lesser levels to the Pastor whose authority begins where explicit pronouncements of the SLC end. Except where required by policy or law, decisions of the Pastor do not need approval from the SLC.

Except for assignments of work to its own ministry teams, the Council shall delegate authority only to the Pastor. Other staff or entities shall receive their authority from the Pastor or person acting on behalf of the Pastor.

SLC Member Policies

1. Members shall actively participate in the worship, Christian growth, and educational activities of Bethany Lutheran Church & ECEC.
2. Members shall seek to develop their own personal spiritual life through the use of devotions, prayer, Bible study, and the practice of Christian stewardship.
3. Members shall seek to grow as Christian leaders by continually striving to increase their understanding of the theology, mission, and ministry of Bethany Lutheran Church & ECEC.
4. Members shall attend and participate in all scheduled meetings, not missing more than two consecutive meetings without a valid excuse reported to the chair.
5. Members shall relate to each other as members of the Body of Christ with openness, integrity, honesty, and Christian love.
6. Members shall be open to opinions and concerns that may be expressed to them by members of the congregation. All such information shall remain confidential with the member except as they may share this information with the chair and the SLC as a whole when deemed appropriate.

7. Members who violate any of these policies shall be subject to review and action by the SLC as a whole.

SLC Meeting Policies

1. Meetings shall be conducted under the guidelines of Robert's Rules of Order. The chair shall be responsible for the preparation of the agenda and determining the content of the meeting. Members may insert items into the agenda with agreement of a majority of those attending that meeting.
2. The meeting agenda of the SLC shall include:
 - a. Opportunity for growth in the theology and mission of the church
 - b. The Pastor's report
 - c. Policy and governance issues
 - d. Periodic reports from Ministry Action Teams, both Standing and Ad Hoc, task forces, and organizations affiliated with the congregation
 - e. Opening and closing prayer
3. They shall maintain policies in the areas of SLC Self Governance Policies, SLC and Pastor Relations Policies, and Pastor Policies.
4. Policies are to be active and dynamic. They are to be reviewed, changed, and refined. There shall be an annual review of all policies with emphasis on how a policy affects the ministry and mission of Bethany Lutheran Church & ECEC.
5. The SLC members shall keep documents and discussions confidential unless permission to act otherwise is granted by the chair or majority vote by the SLC.
6. The SLC shall annually review itself focusing on communication, faithfulness to the theology of the church, the mission and ministry of Bethany Lutheran Church & ECEC, and adherence to its own policies.
7. The SLC shall keep the congregation informed of its activities and actively seek feedback from the membership of the church.

IV. THE SLC RELATIONSHIP WITH THE PASTOR

1. The function of the SLC shall be to develop, monitor, and enforce policy, NOT to implement it. (*Bylaws, article 9 &10*)
2. Except for assignments of work to its own subcommittees and others, it shall delegate authority only to the Pastor. Other staff or entities shall receive their authority from the Pastor or person acting on his behalf.
3. The SLC shall address only broad areas, leaving lesser levels to the Pastor whose authority begins where explicit pronouncements of the SLC end. Except where required by policy or law, decisions of the Pastor do not need approval from the SLC.
4. The Pastor shall be accountable to the SLC for:
 - a. Faithfully pursuing the accomplishment of the mission and ministry of Bethany Lutheran Church & ECEC.
 - b. Conducting all ministries in keeping with the standards of faith and practice of the LCMS and Bethany Lutheran Church & ECEC.
 - c. Ensuring compliance of all staff with the policies of Bethany Lutheran Church & ECEC.
 - d. Providing the SLC adequate information to carry out its tasks.
 - e. Relating with integrity, honesty, and straightforwardness to the SLC.
 - f. Reporting to the SLC on any incident that may be deemed to impact the congregational or worship life of Bethany Lutheran Church & ECEC.
5. The SLC shall monitor the following:
 - a. Regular reports from the Pastor on primary and secondary ministry outcomes.
 - b. Personnel policies and staff job descriptions.
 - c. Long-term vision and outlook.
 - d. Other significant matters determined by the Leadership SLC or Pastor.
6. Pastor Limitations Policy
 - a. As representatives of Bethany Lutheran Church & ECEC, neither the Pastor nor any staff member shall act in a manner that may be judged unethical, illegal, or inconsistent with the constitution, bylaws, articles of incorporation, or group policies of Bethany.
 - b. The Pastor shall not allow Bethany Lutheran Church & ECEC to operate in a financial manner that may jeopardize the mission of Bethany Lutheran Church & ECEC. The Pastor shall not allow financial management to operate outside the generally accepted principles of accounting procedure, and not allow any expenditure that is not sufficiently funded.

- c. The Pastor shall not allow positions to be undefined and not allow position descriptions to exist that may inaccurately describe the duties and responsibilities of a position.
- d. The Pastor shall not leave conflicts unresolved, but shall seek to resolve all conflicts quickly and in a Christian manner, being open to the views of all parties involved, so that the ministry and mission of Bethany Lutheran Church & ECEC are not adversely affected.
- e. The Pastor shall not allow any communications that do not reflect the ministry and mission Bethany Lutheran Church & ECEC.
- f. The Pastor shall not permit any group to use Bethany Lutheran Church & ECEC's facilities whose activities might conflict with the policies and faith of Bethany Lutheran Church & ECEC without securing the approval of the SLC.
- g. The Pastor shall not make any decision that obligates the congregation to financial support without the approval of the congregation and/or SLC, whichever is appropriate.

V. THE SLC RELATIONSHIP WITH THE CONGREGATION

1. The SLC will function to assist the Pastor and serve to lead the congregation in accomplishing God's will in accordance with His commands, as contained in Holy Scripture and in accordance with the doctrine of the Lutheran Church and our Constitution and By Laws.
2. The SLC will have as one of its major priorities to promote frequent, accurate, and open communications with the congregation. The SLC encourages members to submit their ministry recommendations to the SLC and to attend meetings should they desire, upon prior notification. The SLC holds the right to call a meeting or part of a meeting closed. With the Pastor, the SLC shall inform the congregation of its status and activities.
3. The SLC will encourage the congregation to develop goals and objectives related to Bethany's God-given authority, commands, mission, and ministry.
4. The SLC will use multiple means to encourage and receive recommendations from the congregation, including formal meetings/retreats for such purpose on a regular basis. Other informal means may include surveys, interviews, cottage meetings, focus groups, and forums.

VI. THE SLC RELATIONSHIP WITH THE MINISTRY TEAMS

The Pastor has the primary role and responsibility to establish, direct, monitor, evaluate, and coordinate the role of the Ministry Teams. The SLC may, as requested by the Pastor and/or the Ministry Teams, assist in this role.

Ministry Teams may be established or dissolved as needed to accomplish the Mission and Ministry Plan of Bethany Lutheran Church & ECEC. The Ministry Teams will be divided under the following descriptions of our congregational work:

- Gathering:** in worship and fellowship
- Growing:** in faith and discipleship
- Going:** into the world with Jesus

Ministry Teams will be understood to be Standing Ministry Areas (those that are long-term, ongoing ministries) and Short-term Ministry Areas (those that accomplish a certain task and then dissolve).

Standing Ministry Areas:

Gathering Ministries: in worship & fellowship

- Worship & Music
- Spiritual Care
- Site & Staff
- Fellowship

Growing Ministries: in faith & discipleship

- Discipleship
- Early Childhood Education Center
- Stewardship
- Prayer

Going Ministries: into the world with Jesus

- Social Outreach
- Local & Global Missions
- Communication Ministry
- Strategic Ministry Plan

Short-term Ministry Areas

- Since short-term ministries are conditionally or seasonally driven, they are not listed due to their flexibility.

1. The Pastor, in consultation with the SLC, shall identify a member or members of the congregation to chair each ministry team. The ministry team chairperson (s) are responsible for forming their teams. The Pastor and SLC will, if requested, assist in identifying members who are gifted to serve in the ministry team requested.

2. Ministry Teams are responsible for:

- Defining the ministry to which they have been called, and the ministry plans and goals to fulfill its ministry.
- Preparing and submitting an annual or ad hoc spending plan to the SLC as part of Bethany's annual planning and budgeting process.
- Performing their ministry within the spending limits of their approved spending plan.
- Ensuring the Team's purpose, goals, processes, and conduct are faithful to and supportive of the overall Vision, Mission, and Ministry of Bethany Lutheran Church and ECEC, as stated in our Constitution, By-Laws, and this Policy Manual
- Determining when, where, and the meeting frequency for their teams.
- The Ministry Teams shall provide an update on a periodical basis to the SLC which shall include:
 - Ministry/Projects/Activities completed
 - Ministry/Projects/Activities in progress
 - Ministry/Projects/Activities planned
 - Help identified as being needed

Policy Manual

ECEC Ministry & Team

Bethany-Trinity Evangelical Lutheran Church &
Early Childhood Education Center

"But Jesus called the children to him and said, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it." Luke 18:16-17

A. DESIRED OUTCOMES

The Early Childhood Education Center (ECEC) Ministry is part of the overall ministry of Bethany-Trinity Evangelical Lutheran Church.

Bethany Early Childhood Education Center believes in the importance of teaching the whole child in God's world, rather than just the intellectual part of the child. The spiritual, emotional, social, physical, intellectual, and creative parts of the child are all equally important. If education ignores one or more of these selves, the whole child is not being educated.

Our mission is to **Share the Love and Life of Jesus Christ with all** through developing the spiritual, emotional, social, physical, intellectual, and creative parts of the child.

B. PRIMARY ACTIVITIES OF ECEC MISSION

To provide children in the community a Christ-centered environment that will develop them spiritually, emotionally and academically. This can be done by offering school classes, before school, afterschool and summer programs year round.

C. ECEC MINISTRY TEAM

The ECEC Ministry Team is a crucial part of ensuring a sound, high quality Christian education and members are to be expected to work toward that goal in all respect at all times. Membership on the ECEC Ministry Team is a privilege and a solemn responsibility. Members are expected to exercise confidentiality, discretion and professionalism at all times. Members must fully understand and comply

with their responsibilities of confidentiality, discretion and professionalism and must not speak about any matters concerning information discussed during meetings, including, but not limited to, information about individual students, school or church employees.

Membership of the ECEC Ministry Team will be established using the following guidelines:

1. The ECEC Ministry Team shall consist of at least 5 members recommended by the Pastor in consultation with the School Director and approved by the Servant Leadership Council. The composite membership of these members of the Team should include, in addition to the Pastor and School Director, 3 members with experience in the areas of strategic planning, finance, facilities, marketing, management and/or human resources. In addition to members with educational backgrounds.
2. Members of the ECEC Ministry Team will consist of Bethany-Trinity Evangelical Lutheran Church and Early Childhood Education Center members. Members must meet the criteria established by the *Constitution* of Bethany-Trinity Evangelical Lutheran Church and Early Childhood Education Center. No more than 75% of the Team should consist of parents of currently enrolled students.
3. Spouses, parents, children, siblings or any other family members of paid school staff are not eligible to be part of the ECEC Ministry Team.
4. The ECEC Ministry Team will consist of the Pastor, School Director, Assistant Director, and regular voting members, including Team elected Chairperson.
5. The term of office for the Team members would be rotating two years.
6. A Chairperson will be elected by the voting members of the ECEC Ministry Team.
7. An existing Team member will serve as Recording Secretary at the request of the Chairperson and/or Pastor.

Responsibilities of the ECEC Ministry Team:

1. The Ministry Team will be expected to encourage and pray for the ECEC Ministry and all team members, staff, and children involved.
2. Be responsible for school operation and insure that spiritual learning opportunities are provided.
3. Each ECEC Ministry Team shall establish its own rules of order and shall adopt bylaws, policies and regulations with Robert's Rules of Order being followed.
4. The ECEC Ministry Team is the policy-making agent for the school, oversees the school's programs, and supports the mission of the school and congregation.
5. The ECEC Ministry Team meets regularly to receive reports on the school from the Director, to formulate policies for the conduct of the school with the Pastor and the Director, and to make plans for the school's continued development and improvement as one of the congregations agencies of Christian Education.

6. The ECEC Ministry Team will assure that Lutheran Christian training and instruction are being given, and the programs of Christian education are appropriate for all ages and grades of the school.
7. The ECEC Ministry Team will provide direction and coordination of the school's curricula so that objectives for student's spiritual and educational growth are being met.
8. The ECEC Ministry Team will assure that Virginia Department of Education Standards are being met.
9. The ECEC Ministry Team will assist and oversee the school's Scholarship Program.
10. The ECEC Ministry Team will work alongside the director in creating, adopting, and periodically reviewing the Parent Handbook, Personnel Manual and this ECEC Ministry Team Policy Manual.
11. The ECEC Ministry Team will provide policy level guidance in the operation of the ECEC and activities of the congregation.
12. The ECEC Ministry Team will support, participate, and aid the director at ECEC events.
13. The ECEC Ministry Team will work to build congregational and community bridges/partnerships and encourage enrollment of all member children who are eligible.
14. The ECEC Ministry Team will participate in the preparation and approval of an annual budget and submit to the SLC in May.
15. The ECEC Ministry Team will take steps necessary to obtain and maintain accreditation with the National Lutheran School Accreditation Commission (NLSA).
16. The ECEC Ministry Team will evaluate administrative staff annually based on their respective job descriptions.
17. The ECEC Ministry Team will establish written short-term and long-term goals for the ECEC Ministry.
18. In the event the school Director is teaching, the ECEC Ministry Team will provide adequate release time so that administrative duties can be complete.

Responsibilities of the Chairperson:

1. Preside over ECEC Ministry Team Meetings and call special ECEC Ministry Team meeting as needed.
2. Work with school Director and Pastor and set the agenda for each ECEC Ministry Team Meeting.
3. Work with appointed Recording Secretary to notify ECEC Team members of meetings.
4. Attend Servant Leadership Council meetings as a nonvoting member.
5. Check on and approve purchase orders exceeding \$500. Expenditures under \$500 may be approved by the school Director or through normal operating channels.
6. Review monthly budget report with Assistant Director and provide Church Treasurer/Servant Leadership Council with monthly budget report.
7. Be on call for questions and information as needed by the administrative staff.
8. See the ECEC Ministry Team Policy and Procedure Manual is upheld, maintained, and that all ECEC Team members have access to it.

Responsibilities of the Recording Secretary:

1. Be appointed by the ECEC Ministry Team annually.
2. Keep comprehensive and accurate notes concerning all ECEC Ministry Team Meetings.
3. Provide meeting minutes to all ECEC Ministry Team members and Servant Leadership Council no later than two weeks after each meeting.
4. Work together with the Chairperson in notifying all ECEC Ministry Team members of upcoming meetings, agendas, and so on.

Responsibilities of the School Director:

1. Implement policy and procedures developed by the ECEC Ministry Team.
2. The director shall be accountable to the Ministry Team for:
 - a. Accomplishing the primary and secondary ministry outcomes by using small committee groups.
 - b. Conducting ECEC Ministry in keeping with the faith standards and practices of Bethany-Trinity Evangelical Lutheran Church and Early Childhood Education Center
 - c. Ensuring compliance of all paid staff with the personnel policies and applicable polices of the congregation.
 - d. Providing the Ministry Team with adequate information to carry out its tasks.
 - e. Relating with integrity, honesty, and straightforwardness to the SLC any incident that may be deemed to impact the congregation or ECEC Ministry.
 - f. Provide regular reports on activities of the ECEC Ministry, participation counts and progress to reaching new polices at each ECEC Ministry Team meeting.
 - g. With the help of the Assistant Director, provide regular financial reports, expenses, receipts, and status of the budget to the ECEC Ministry Team Chairperson.

D. ECEC MINISTRY TEAM MEETINGS AND MINUTES

1. Ministry Team may meet monthly, bi-monthly, or as needed during the school year.
2. Permanent records will be kept and maintained, this will include, but not be limited to, meeting minutes and other required records received by the Ministry Team.
3. Meeting minutes may be viewed in accordance to the Constitution and By-Laws. The Director shall be the custodian of these records. It shall be the responsibility of the Director to respond in a timely manner to any request made to view meeting minutes.
4. ECEC Ministry Team meeting times will be placed on the School and Church calendars.
5. ECEC Ministry Team meetings are open meetings and congregation members, school families and staff are welcome to attend, unless a closed session is called due to sensitive issues at which time the Chairperson/Team may call a closed meeting.

E. DEVELOPMENT OF POLICY

1. The ECEC Ministry Team has the jurisdiction to legislate policy for the school.
2. The ECEC Ministry Team shall provide the general direction as to what the Team wishes to accomplish, yet allow the director the professional prerogative to implement the policy.
3. Written policy statements should provide goals and guidelines that reflect the ECEC ministry's mission statement.
4. Policy statements should be base for the formulation of regulations implemented by administration, and the Team shall determine the effectiveness of the policy statement and how it is implemented through periodic evaluation.
5. Policy statements can be proposed by any ECEC Ministry team member, administrative staff, school staff, student or congregation member.
6. Proposed ideas must be submitted to the Team through the school director in order to be placed on the agenda. It shall be the responsibility of the school director to bring these proposals to the attention of the Chairperson/Team.

F. ADOPTION OF POLICY

1. New policy changes or the adoption of new policy will be proposed by being placed on the agenda of a ECEC Ministry Team meeting.
2. Final adoption of a proposed policy shall be approved by a simple majority rules based off a vote between voting members of the ECEC Ministry team.
3. Policy that is adopted will take effect on the date it was passed.
4. Policy that is adopted and passed will be recorded in the meeting minutes.
5. In the event a policy must be adopted in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The ECEC Ministry team under the direction of the Chairperson has the discretion to determine what constitutes an emergency situation.
6. In the case of an emergency adoption, a formal vote must be taken within the next three Ministry Team meetings in order to reaffirm that this policy holds and is in compliance with the ECEC Ministry Teams mission statement.
7. The New policy is pending SLC approval.

G. DISSEMINATION OF POLICY

1. A current up-to-date ECEC Ministry Team Policy Manual shall be kept in the school office and each Team member shall have a personal copy, and the SLC will have a copy.
2. Any person wishing to look at the ECEC Ministry Team Policy Manual can do so and the school director will make it available for them.

3. The Recording Secretary will revise the ECEC Ministry Team Policy as changes are made and distribute new copies to the ECEC Ministry Team members and SLC.
4. Each ECEC Ministry Team member is responsible for keeping an up-to-date ECEC Ministry Team Policy Manual and return their copy to the Recording Secretary upon the conclusion of their term.
5. Policy and Procedure Manual requires SLC approval.

H. ADMINISTRATION IN ABSENCE OF POLICY

1. When there is no policy in existence to provide guidance in a matter before the school administration, the school director is authorized to act appropriately under the circumstances surrounding the situation, keeping in mind good Christian common sense.
2. At that point, the school director shall draft a policy and notify the Chairperson for it to be placed on the agenda at the next meeting for Team approval as deemed necessary and appropriate.

I. REVIEW AND REVISION OF POLICY

1. The ECEC Ministry Team Policy Manual will be reviewed in its entirety every three year.
2. During each in-depth review a notation of the review date will be made on the front of the Policy Manual, and the date and any revisions made will be noted in the meeting minutes.

J. AD HOC COMMITTEES

1. Ad Hoc Committees may be formed at the discretion of the Chairperson and or ECEC Ministry Team for a defined period of time.
2. Ad Hoc Committee members may consist of, but be limited to, non-ECEC Ministry Team member who are congregational members and/or ECEC family members.
3. Ad Hoc Committee members are subject to the same duties, obligations, and expectations as the ECEC Ministry Team Members.
4. The Chairperson must appoint an ECEC Ministry Team member as the Chairperson of the Ad Hoc committee during its duration.
5. Sample Ad Hoc committees would be, but not be limited to, Marketing and Development, Human Resources, and Technology.

SPIRITUAL CARE MINISTRY TEAM

Policy & Procedures

The nature of the duties of this team requires that only people noted for their Christian knowledge, zeal and experience in the spiritual work of the Kingdom of Christ shall be appointed to this team by our Pastor. The team shall consist of at least five members, including the Chair elected by the team. The basis objective of this team is that it shall

1. serve as assistants to the Pastor in matters relative to the spiritual and worship life of the congregational membership;
2. offer fraternal admonition and consolation to those members who give evidence of the need for personal spiritual attention;
3. be involved in the employment and welfare of the congregation's employees
4. assist the Pastor and Servant Leadership Council in stated and assigned administrative tasks involved in the congregations' work; and
5. work toward involving all members of the congregation in the accepted Mission & Ministry Plan.

We Are One – Spiritual Care Ministry Team

In Christ we are “One People”! As leaders we seek to be one people in our work! As Paul writes in Philippians 1:27:

“Whatever happens, conduct yourselves in a manner worthy of the Gospel of Christ. Then, whether I come to see you or only hear about you in my absence, I will know that you stand firm in one spirit, striving side-by-side for the faith of the Gospel.” Because of the Gospel of Jesus Christ we are a people *“Gathering, Growing and Going by Sharing the Life and Love of Jesus Christ with All!”*

In our “oneness” we can look to seven characteristics that mark our working together:

+ We are United in Confession of Faith and Mission

In the first articles of our constitution, we acknowledge and state our adherence to the Bible and foundational documents of the Lutheran Church. As leaders, co-workers and partners in the Gospel, we work together to involve everyone within Bethany's Fellowship in the “truth of

God's Word, the confession of faith that marks our lives as Lutheran Christians, and our own mission statement – *“Sharing the Love and Life of Jesus Christ With All.”*

+ We Share in a Common Vision

In John 4, Jesus says, *“Do you not say, ‘Four months more and then the harvest?’ I tell you, open your eyes and look at the fields! They are ripe for harvest.”* With the fields being ripe, we look to our vision statement for guidance on how to harvest. Briefly, this is: *to reach out to our community as a beacon of hope – accept guests by showing them the love of Christ – equip, energize and empower our members to share the Gospel.*

+ We are Loyal to One Another

In 1 Samuel 19, we are told how Jonathan demonstrated loyalty to David by putting his life on the line when he faced his angry and jealous father, King Saul. Jonathan said, *“Let not the king do wrong to his servant David; he has not wronged you...”* *Since we are one we are loyal to one another and our church. We defend and speak well of the church and of one another with the loyalty that Christ has toward us.*

+ We Encourage One Another

Paul wrote, *“encourage one another and build each other up”* (1 Thess. 5:11). We have the charge as leaders to *“encourage one another and build each other up”*, even when we might not appreciate a decision, plan or idea that others are proposing to fulfill our Mission. *“Our battle is not against flesh and blood, but against the principalities of darkness.”* *Since we are one, we stand beside each other and encourage one another.*

+ We Trust One Another

Scripture calls upon us to trust in God. In so doing, we also learn to trust one another. *“Paul and Barnabas appointed elders for them in each church and, with prayer and fasting, committed them to the Lord, in whom they had put their trust”* (Acts 14:23). *Trust among us, especially since we are one, flows from our trust in God.*

+ We are Truthful with One Another

Lies and deceit will destroy like a cancer. Since we are one, if there is a cancer, it will spread to all. Paul says in Ephesians 4:5, *“Instead, speaking the truth in love, we will in all things grow up into Him who is the head, that is, Christ.”* *Since we are one, we will grow strong when the truth is spoken in love among us.*

+ We Love One Another

Jesus said, *“A new command I give you; Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another”* (John 13:34-35). The love that Christ has shown us motivates us also to love one another. *And to love one another is nothing less than the heartbeat of the body – the church – and of us since we are one in Christ!*

As one, we all set our sights on the ONE MISSION of Gathering, Growing & Going to seek the lost and sustain the found by proclaiming the ONE MESSAGE that Jesus Christ alone is the Savior of the world. As we reflect on our privilege of serving the Lord and His people in our roles of this congregation we focus on these worthy and God-pleasing actions. By Him working in us these seven characteristics will define us as we are one in service to the Lord! As one in Christ, we will accomplish far greater things working together than if we were working alone! To God be the glory!

This devotion is largely a paraphrase of President Kieschnick’s “From the President” article in the January 2007 “Lutheran Witness.”

ENDOWMENT AND OTHER FUNDS

Policy & Procedures

Section 1-E-4 amended June 29, 2014

Section 1. Standing Funds

The following funds are recognized and established as standing endowment and other funds of Bethany-Trinity Evangelical Lutheran Church:

A. Bethany Lutheran School Endowment Fund

1. *Purpose:* To provide income to supplement the operation of Bethany Lutheran School and provide support for other financial needs of the School.
2. *Source:* The Bethany Lutheran School Endowment Fund is to be deposited with any chartered financial institution approved by a majority vote of the voting members of Bethany-Trinity Evangelical Lutheran Church. Concerned and caring members of Bethany Lutheran Church who wished to aid the school financially originally donated this money.
3. *Management:* The Finance Committee of the Bethany-Trinity Evangelical Lutheran Church shall oversee the Fund and shall work with the financial institution, approved by the Congregation to manage the Fund. The Committee is directly accountable to the Congregation.
4. *Distribution:* Only the annual income of the Fund may be distributed to the Bethany Lutheran School Board for its use in the operation of the School. All unexpected income shall be added annually to the principal of the Fund.
5. *Variance:* At no time shall the principal of the Fund be invaded unless absolutely necessary to assure the continuation of the School and with the approval of a two-thirds majority of the Voters' Assembly.
6. *Dissolution:* In the event the School is no longer in operation, the principal and income remaining in the Fund shall be transferred to the Bethany Lutheran Church Operational Endowment Fund. If the Bethany-Trinity Evangelical Lutheran Church is no longer in existence the remaining balance of the Fund shall be distributed to the Southeastern District, Lutheran Church/Missouri Synod, Alexandria, Virginia.

B. The Karl and Ester Maier Scholarship Fund

1. *Purpose:* To provide monies for scholarships from the annual income of the Fund for Church related vocational studies in institutions of higher learning. The priority, as requested by heirs of Reverend Karl and Ester Maier, October 13, 2005, is as follows:

1. A member of Bethany-Trinity Evangelical Lutheran Church preparing for the pastoral ministry
2. A member of Bethany-Trinity Evangelical Lutheran Church training for LCMS church work, i.e. teacher, deaconess, e.t.c.
3. An individual known to Bethany-Trinity Evangelical Lutheran Church, preparing for entering full-time LCMS church work.
4. The Southeastern District Scholarship fund for church workers

The awarding of the scholarship is to be made by a recommendation to the Finance Committee and approved by a majority vote of the voting members of Bethany-Trinity Evangelical Lutheran Church

2. *Source:* The Karl Maier Scholarship Fund is to be deposited with any chartered financial institution approved by a majority vote of the voting members of Bethany-Trinity Evangelical Lutheran Church. Originally these monies were given as a memorial to Rev. Maier.

3. *Management:* The Finance Committee of the Bethany-Trinity Evangelical Lutheran Church shall oversee the Fund and shall work with the financial institution, approved by the Congregation to manage the Fund. The Committee is directly accountable to the congregation.

4. *Distribution:* Only the annual income of the Fund may be distributed to the Treasurer of the Bethany-Trinity Evangelical Lutheran Church for use in providing monies for the scholarships specified in paragraph 1 above. A simple majority of the Voters' Assembly must approve the list of scholarship recipients each year.

5. *Variance:* At no time shall the principal of the Fund be invaded unless approved by a two-thirds majority of the Voters' Assembly for the purposes stated above.

6. *Dissolution:* If the Voters' Assembly determines, by a two-thirds majority, that the purpose of this Fund, as stated above, has ceased to exist, any Fund principal and income shall be distributed to Concordia Seminary, Ft. Wayne, Indiana or other similar Lutheran Church/Missouri Synod educational institution.

C. Bethany Lutheran Church Operational Endowment Fund

1. *Purpose:* To provide additional income to supplement the operational expenses of Bethany-Trinity Evangelical Lutheran Church.
2. *Source:* The Bethany Lutheran Church Operational Endowment Fund is to be deposited with any chartered financial institution approved by a majority vote of the voting members of Bethany-Trinity Evangelical Lutheran Church
3. *Management:* The Finance Committee of Bethany-Trinity Evangelical Lutheran Church shall oversee the Fund and shall work with the financial institution, approved by the Congregation to manage the Fund. The Committee is directly accountable to the congregation.
4. *Distribution:* Only the annual income of the Fund may be distributed to the Treasurer of the congregation to be used to supplement the annual operational budget of the congregation. All unexpended income shall be added annually to the principal of the Fund.
5. *Variance:* At no time shall the principal of the Fund be invaded unless absolutely necessary to assure the continued operation of the Church, after all other sources of monies have been exhausted and with the approval of a two-thirds majority of the Voters' Assembly.
6. *Dissolution:* If the voters' Assembly determines, by a two-thirds majority, that the purpose of this Fund, as stated above, has ceased to exist or the Church ceases to exist, the remaining balance of the Fund shall be distributed to the Southeastern District, Lutheran Church/Missouri Synod, Alexandria, Virginia.

D. Bethany Social Ministry and Outreach Endowment Fund

1. *Purpose:* To provide additional income to supplement the social ministry and outreach activities of Bethany-Trinity Evangelical Lutheran Church.
2. *Source:* The Bethany Social Ministry and Outreach Endowment Fund is to be deposited with any chartered financial institution approved by a majority vote of the voting members of Bethany-Trinity Evangelical Lutheran Church
3. *Management:* The Finance Committee of Bethany-Trinity Evangelical Lutheran Church shall oversee the Fund and shall work with the financial institution, approved by the Congregation to manage the Fund. The Committee is directly accountable to the congregation.

4. *Distribution*: Only the annual income of the Fund may be distributed to the Treasurer of the congregation to be used to supplement the annual operational budget of the congregation's Board of Christian Outreach. All unexpended income shall be added annually to the principal of the Fund.

5. *Variance*: At no time shall the principal of the Fund be invaded unless absolutely necessary to assure the continued operation of the social ministry and Christian outreach of the congregation, after all other sources of monies have been exhausted and with approval of a two-thirds majority of the Voters' Assembly.

6. *Dissolution*: If the Voters' Assembly determines, by a two-thirds majority, that the purpose of this Fund, as stated above, has ceased to exist or the Church ceases to exist, the remaining balance of the Fund shall be distributed to the Southeastern District, Lutheran Church/Missouri Synod, Alexandria, Virginia.

E. Trinity Trust Fund

1. *Purpose*: To provide funds for the perpetual maintenance and upkeep of the cemetery, church building and property known as Trinity Lutheran Church, Crimora, Virginia.

2. *Source*: The Trinity Cemetery Fund is deposited with the Trust Department of NationsBank of Virginia, N.A., Charlottesville, Virginia, under the terms of a trust declaration dated January 10, 1931, which may be amended or revoked only with the consent of both parties.

3. *Management*: The Trust Department of NationsBank of Virginia, N.A., as Trustee, has sole control and management of the Fund.

4. *Distribution*: Principal and income of the Fund may be requested by the Treasurer of the congregation as the Board of Church Properties determines necessary to maintain the Trinity Church building, grounds in addition to the cemetery which are located on one piece of land near Crimora, Virginia, in Augusta County (*approved June 29, 2014*); to make capital improvement to the Trinity property including the acquisition of additional contiguous land (*approved June 29, 2014*); to change the name of the trust from Trinity Cemetery Trust Fund to Trinity Trust Fund (*approved June 29, 2014*).

5. *Variance*: The principal of the Fund may be invaded as permitted by the terms of the trust declaration in order to fulfill the purposes of the Fund.

6. *Dissolution*: This Fund cannot be dissolved as it provides for the perpetual care of the Trinity Church Cemetery. If the Church ceases to exist, NationsBank of Virginia, N.A., or its

successors in interest will continue to maintain the Cemetery as provided in the trust declaration.

F. Bethany Lutheran Church Building Fund

1. *Purpose:* To provide monies from gifts, bequest and donations for the maintenance and improvement of the property of Bethany-Trinity Evangelical Lutheran Church. The monies can be used for additions, renovations and equipping the building and property.
2. *Source:* The Bethany Lutheran Church Building Fund is to be deposited with any chartered financial institution approved by a majority vote of the voting members of Bethany-Trinity Evangelical Lutheran Church
3. *Management:* The Finance Committee of Bethany-Trinity Evangelical Lutheran Church shall oversee the Fund and shall work with the financial institution, approved by the Congregation to manage the Fund. The Committee is directly accountable to the congregation.
4. *Distribution:* The principal and income of the Fund may be distributed to the Treasurer of the congregation as authorized by a simple majority of the Voters' Assembly from time to time for the purposes stated above.
5. *Variance:* The principal of the Fund may be invaded by a simple majority of the Voters' Assembly for the purposes stated above.
6. *Dissolution:* If the Voters' Assembly determines, by a two-thirds majority, that the purpose of this Fund, as stated above, has ceased to exist or the Church ceases to exist, the remaining balance of the Fund shall be distributed to the Southeastern District, Lutheran Church/Missouri Synod, Alexandria, Virginia.

Section 2. Additional Funds

Additional endowment and other funds may be established at any regular or special meeting of the Voters' Assembly by the affirmative vote of two-thirds of the voting members present