

Hope Lutheran Church Nanaimo Policies

Our Mission; To live Christ's teachings and share them with others;
to nurture and strengthen spiritual growth to embody Christ in the world

Hope Lutheran Church Policy Manual

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INDEX

Draft J. Nilsson Date March 8, 2007

Revised by: Congregational Council November 9, 2018

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| | Pages |
|--|--------------|
| Summary Introduction Document | 3 - 6 |
| A - 001 Guidelines on Communications | 7 - 8 |
| A - 003 Annual Ministry Plans form | 9 |
| A - 004 Records Policy | 10 - 11 |
| A - 005 Sexual Harassment Policy | 12 |
| A - 006 Children and Vulnerable Adult Safety Policy | 13 - 14 |
| A - 007 Violence in the Workplace Policy | 15 - 16 |
| B - 001 Responsibilities of Council | 17 - 19 |
| B - 002 Council Meeting Guidelines | 20 - 23 |
| B - 005 Guidelines for Committees | 24 |
| C - 001 Ministry through Continual Learning | 25 |
| D - 001 Ministry through Finance and Stewardship | 26 |
| D - 002 Ministry through Finance Policies and Procedure | 27 - 28 |
| D - 003 Memorial Gift Fund Policy, and Appendix I and II | 29 - 30 |
| D - 004 Fundraising Policy | 31 |
| D - 005 Sunday Offering Counting Policy | 32 - 33 |
| D - 006 Guidelines for Annual Church Audit | 34 - 38 |
| E - 001 Ministry through Fellowship and Membership | 39 |
| F - 001 Ministry through Building and Property | 40 |
| F - 002 Church Building Usage Philosophy | 41 |
| F - 003 Church Building Usage Policy | 42 - 43 |
| F - 004 Application and Agreement for Use of Building | 44 - 45 |
| F - 005 Property liability | 46 |
| H - 001 Ministry through Worship | 47 |
| I - 001 Ministry through Witness and Mission | 48 |
| I - 002 Sign Usage | 49 |

Congregational Bylaws

Our common sense prefix indexing system:

| | |
|---------|--|
| A -xxx | Any general policy that is not specific to or applies to all ministries |
| B - xxx | Any policy that applies to council operation and responsibilities |
| C - xxx | Any policy dealing with church fellowship |
| D - xxx | Any policy dealing with financial matter ex. fundraising, trust funds etc. |
| E - xxx | Any policy dealing with church membership |
| F - xxx | Any policy dealing with church property, building usage and maintenance |
| G - xxx | Any policy dealing with stewardship |
| H - xxx | Any policy dealing with worship |
| I - xxx | Any Policy dealing with Witness & Mission |
| J - xxx | Any Policy dealing with Youth. |

Hope Lutheran Church Nanaimo Policies

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Summary Introduction

Support of Ministry

The Council is responsible for creating and supervising such pastoral offices and Program Committees as are necessary to carry on the Christian ministry described in our defining documents

1. Receiving and reviewing monthly reports from the pastor
2. Providing a Mutual Ministry Committee to compliment the pastor's discernment and partnership with other ministry offices
3. Assessing the spiritual health and membership needs of the congregation
4. Engaging in such future planning as may be suggested out of the interchange between Governance and Management

Fiduciary Responsibility

The Council is responsible for annual fiduciary supervision of those congregational matters that relate to an incorporated entity in the province of BC.

1. Calling and conducting an Annual General Meeting (AGM) and additional meetings on specific questions
2. Setting an annual budget and supervising adherence
3. Insuring filing of all accountability documents to the ELCIC, BC Societies Office and Canada Revenue Agency
4. Providing for adequate insurance and adherence to legal requirements pertaining to protection of the vulnerable and privacy of information
5. Providing for an annual audit of all financial transactions
6. Providing for the legal election of Council members and officers on an annual basis
7. Providing for the legal election of official delegates to ELCIC and BC Synod conventions
8. Adherence to legal employment practices for the pastor and support staff
9. Regular review of the Constitution and Bylaws, including the filing of any amendments with the BC Synod and the BC Societies

Executive Committees

The Chairperson, Vice chairperson and the Secretary are elected from within the Council at its first meeting following the AGM.

1. The chairperson conducts all business meetings of the Council and congregation
2. The Vice chairperson, in addition to acting when the chairperson is unavailable, has also been assigned primary responsibility for governance review, record keeping and oversight of the Committee structure
3. The Secretary maintains the minutes of all meetings and conducts correspondence on behalf of the Council

As a sub-group of Council, the present Executive performs the following administrative functions by meeting monthly with the pastor prior to each Council meeting:

1. To review and approve the agenda for the upcoming Council meetings

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2. To address or raise such additional issues as arise from outside the normal operations of the Council
3. To track matters that have been referred, deferred or are otherwise ongoing

Ex officio members

1. The Pastor
2. The Treasurer

Program Committees

Program Committees are an adjunct to Council responsible for the planning and management of the following:

- Continual Learning
- Fellowship and Membership
- Finance and Stewardship
- Mutual Ministry
- Property
- Witness and Mission
- Worship

Each program committee has its own terms of reference and reports to Council after each meeting. Reports include a review of activities, new agenda items and requests for direction or resources.

Ad hoc committees may be created from time to time to address specific topics as defined in the Terms of Reference for such committees.

Rules of Procedure

The role of the chair

The Chair of the meeting is responsible for insuring that respectful order prevails and that the Constitution and Bylaws of the congregation are legally observed in the proceedings.

The Chair will facilitate all speaking. Debate between members in attendance will not be permitted.

Motions

The Executive Committee and program Committees may bring motions to the table. Any member may make a motion from the floor. Such motions must be pertinent to the matter under discussion. Before a motion can be considered, another member must second it. Once such a motion is seconded, the mover may explain the reason for the motion. Further speaking will be acknowledged until it appears that it is time to vote on the motion. The original mover will be permitted to have the last word.

The chair recommends that all motions be written out to assist the Secretary in preparing accurate minutes.

A motion may be amended. The mover must state the intended change to the motion and such a motion must be seconded. Discussion will then move to the amendment *only* until the assembly votes on it. The same rules apply to an amendment as to an original motion.

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A *friendly amendment* can by-pass such rules if the mover of the original motion is receptive to the change. If the amendment carries, the new wording of the motion will be under consideration. If the amendment fails, the original motion stands.

A member may give notice of a motion, which will be noted and dealt with under New Business or referred to one of the reports.

Rules regarding motions

When the chair declares an end to discussion on a motion, the following options may be exercised:

1. A vote by which the motion is adopted or declined by a simple majority
2. A motion to table the motion until the next meeting
3. A motion to defer action until a specified time

Communications

The following are the usual steps regarding communication with Council and the congregation:

1. All Council communications should be directed to the Chair
2. The Secretary is responsible for reporting Council information and correspondence
3. The Secretary is responsible for notifying the congregation of upcoming meetings
4. Postings to the congregational web site require the permission of Council or the Pastor, depending on the nature of the information
5. Congregation-wide communications require the permission of Council

Council Culture

The following points are intended to establish a culture of respect and co-operation in which business can be conducted in an effective manner.

1. Attend every meeting. A limited number of requests to be excused are allowed in the Bylaws. Requests to be excused are to be made to the Chair.
2. Be on time
3. Stay on topic
4. Address all remarks to the Chair
5. Speak respectfully to and about each other. Help create a climate in which people feel free to speak their mind
6. Speak for yourself from your own experience
7. Support "members" initiatives and seek to arrive at workable outcomes
8. Oppose ideas rather than fellow members
9. Respect each other's privacy outside meetings. *What is said at Council stays at Council*
10. Remember that the main thing is to provide leadership and support to committees and the congregation

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Legal Requirements

1. Each member must file a Police Background Report with the Secretary
2. Each member must sign a form consenting to the Children and Vulnerable Adult Safety Policy within 30 days of being elected to Council.

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A - 001 Guidelines on Communications

Draft J. Nilsson May 12 2003

Revised by: Congregational Council November 9, 2018

Accepted date: January 16, 2021

1. INTRODUCTION

This document provides general guidelines on communications flow and procedure to be followed at Hope Lutheran Church in Nanaimo.

2. PRINCIPLES

The Hope Lutheran Council is a corporate body. Individual Council members have no individual authority. The Council acts as a group and in the open. Council proceedings and decisions are open to all Church members, except for matters relating to personnel issues.

3. APPLICATIONS AND PRACTICES

3.1. Internal Communication

- a. Any letter to the Congregational Council is to be replied to by Council **within 30 days**
- b. If the letter is referred to a committee, council will acknowledge receiving the letter before the end of the following week.
- c. The committee shall report back to Council with its findings and the Council will then reply.
- d. Council will retain the original of all letters in its files.
- e. Council will at all time make every effort to deal in a sensitive way with personal information in a way that minimizes damage to member's reputations and interests.
- f. While item "e" above is an important principle it must be understood that all letters to (or copied to) Council will be considered as public information. Note: Personal information is not public.

3.2. Committees

In accordance with Bylaw 9 Council will:

- a. Approve standing committees.
- b. A member of Council will be a liaison of each Committee (but not necessarily the chairperson).
- c. Each committee will report to council (usually through its Council member) stating:
 - The objectives of the committee (short and long term goals),
 - What has been achieved to date,
 - What Council can do to assist them
 - Encourage each committee to use a consistent reporting system and forward a copy to Council and post a copy of the report on the bulletin board.

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- d. Where any committee makes a request of Council, Council will respond to that request at the Council's next meeting and communicate that response directly to the committee.

3.3. Council Meetings

- a. Council meetings should use a "Meeting Action Plan" form (**not created yet**) and post it on the bulletin board with the minutes of the meeting. These action plans should include the following minimum criteria:
 - who
 - how much (\$)
 - when.
- b. Council should acknowledge by card, letter, telephone and at congregational gatherings (worship) the contributions and achievements of members of the congregation.
- c. Verbal requests of congregation members to members of council should, in appropriate circumstances, be treated as requested additions to the next Council agenda
- d. Council agendas should be posted **one week before scheduled meeting** (remove: ahead of time) on the congregation bulletin board.

4. REFERENCES

Old copy of council policy on communication

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A - 003 Annual Ministry Plans Form

Appendix I

Please use this guide and format to record your Ministry plans.

Date: _____

1. Name of Ministry:

2. Function (or mission, or area of responsibility)

3. Membership, yearly updated:

4. Yearly goals, submitted two months after the AGM to council for their information:

5. Responsibilities noted on a yearly basis:

These reports are to be turned into the Council chair. When a council member retires, it isto be passed on to the next person responsible for liaising with that Ministry.

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A - 004 Records Policy

Draft J. Nilsson Aug 15, 2003

Revised date: Nov 9, 2018

Accepted: January 16, 2021

1. INTRODUCTION

This document explains Hope Lutheran Church policy on document retention.

2. PRINCIPLES

Our principle is to comply with Revenue Canada's policy IC78-10R5 and IC05 – 1R1 (Electronic Record Keeping) to meet our own need for prudent church record keeping.

3. APPLICATIONS AND PRACTICES

As a registered charity we must keep adequate books and records so Revenue Canada can verify official donation receipts issued as well as income and expenditures.

3.1. Records to be kept for Revenue Canada.

We must keep duplicates of receipts for a minimum of two years from the end of the calendar year in which the donations were made. Books and records, together with the accounts and vouchers, containing the summaries of the year-to-year transactions must be held for a minimum of six years from the end of the fiscal period to which they relate.

We must keep the following documents and records as long as we are a registered charity:

- All records of any donations received that the donor wants us to hold for a period of not less than 10 years.
- Council meeting minutes
- Annual meeting minutes
- All current governing documents and by-laws

Note: Books and records may be destroyed at an earlier time than outlined by written permission from Revenue Canada.

3.2. Filing of annual returns with Revenue Canada.

Our treasurer must file a completed annual return (Revenue Canada Form T3010, Registered Charity Information Return) and financial statements within six months from the end of each fiscal period.

3.3. Council files.

The church secretary will maintain separate files for council related correspondence. Meeting Minutes to be kept in separate binders for easy access by council members and others.

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- Correspondence addressed to council of a general nature to be kept on file for 2 years and then destroyed.
- Correspondence addressed to council that requires council action will be dealt with and kept on file with a record of council action for 5 years and then destroyed.
- **Council decides whether to keep important correspondence indefinitely.**

3.4. Confidential files

Any correspondence that identify individuals and deals with sensitive issues will be kept in confidential files in pastor's office and kept on file for 5 years after the issue has been dealt with and then destroyed.

3.5. General files

Any correspondence dealing with the day-to-day operation of the building, ministries, etc will be considered as General files and will usually be retained for 2 years unless they have on going information value.

3.6. Church files

Church records of membership, worship, baptism, and such like documents are to be kept permanently, preferably in a fire safe location and/or alternatively in a digital format.

3.7. Computer files

Electronic church files to be kept on backup discs and stored separate. Church secretary will keep files up to date.

3.8. Equipment manuals

All church equipment manuals to have designated files in church filing system.

3.9. Document Destruction

Document destruction will be done in two ways either by burning or shredding. Shredding preferred.

Note: Files under any category listed above may be retained for longer periods should it be desired. This will be noted on the file.

4. REFERENCES

Revenue Canada publication "Books and Records Retention/Destruction IC78-10R3" and "IC05 – 1R1 Electronic Record Keeping" and synodical references on church records.

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A – 005 Sexual Harassment Policy

Draft J. Nilsson Aug 18, 2003

Revised date: Nov 9, 2018

Accepted: January 16, 2021

1. INTRODUCTION

Hope Lutheran has a spiritual, moral and legal obligation to provide a secure environment for children, youth, leaders as well as adult participants in church programs that are under the sponsorship and authority of the church.

2. PRINCIPLES

This document provides guidance and information for Hope Lutheran staff and lay people in matters of sexual abuse and harassment.

3. APPLICATIONS AND PRACTICES

We, the Hope Lutheran Church an ELCIC congregation, adopts as our own policy the official BC Synod, ELCIC, document called "Policy and procedures dealing with sexual abuse or sexual harassment by clergy, professional lay workers and congregational leaders in British Columbia Synod, ELCIC."

4. REFERENCES

"Policy and procedures dealing with sexual abuse or sexual harassment by clergy, professional lay workers and congregational leaders in British Columbia Synod, ELCIC."

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A – 006 Children and Vulnerable Adult Safety Policy

Draft: C. Iles Feb., 2014

Revised: November 23, 2018

Accepted: January 16, 2021

1. INTRODUCTION

This document explains Hope Lutheran Church Policy on Sexual/Senior Abuse prevention. Our congregation subscribes to the abuse policies of the National ELCIC and the BC Synod of the ELCIC.

2. PRINCIPLES

Everyone, member and guest, is entitled to a church environment free from abuse or abusive situations.

1. APPLICATIONS AND PRACTICES

The congregation will provide a safe and caring environment for everyone taking part in church activities.

- 3.1 Church Council members, staff and all people who work with young and/or vulnerable adults/seniors are required to have a current criminal record check on file. The criminal check is valid for no more than 5 years. All criminal record checks shall be kept in a secure file in the church office. Appendix 1
- 3.2 All employees, any church volunteers that work directly with children or vulnerable seniors, and members of the Church Council are required to attend a biennial training program dealing with Child and/or Elder Abuse. The program will include definitions, signs, protocol, action, recent changes in legislation, church responsibility or role, employee and volunteer's rights and expectations, harassment, sexual and otherwise including children, youth, vulnerable adults and seniors. The church council executive shall ensure such training is made available.
- 3.3 Two individuals appointed by the Church Council Executive will conduct "Abuse Prevention Yearly Internal Audit". This audit will include the following subject areas A. Operational Procedures, B. Premise Checklist and C. Responding Protocol items. Following the Audit a report will be made to the Church Council and a copy of the audit will be kept in the church files.
- 3.4 Responding Protocol for our church will include:
 - Reporting suspected incidents of abuse to the appropriate officials.
 - Following such a report, informing the pastor of the church. Should the pastor not be available the report would be made to the chairperson of the council.
 - Preparing a written account of their decisions and actions. This written account, prepared by the person who reports the abuse, will be kept in a secure church file.

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- 3.5** Should the potential abuser be an employee, the employee will immediately be placed on leave with pay until the situation is satisfactorily resolved.
- 3.6** All parties shall be supported by the church and are entitled to as much confidentiality as possible.

4. REFERENCES

Child, Family and Community Service Act: Part 3, Div. 1, Section 14: Duty to Report Need for Protection. Insurance company resources.

Appendix 1

Records of persons requiring Criminal Background checks and dates of completion:

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Appendix I Records Of completed Criminal Background Checks

Pastor

When done

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Council members

When done

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Other persons Sunday School teachers, home visitors and such

When done

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The dates when audit done and by whom. Audit to be done annually.

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|---------|--|--|--|--|--|--|--|--|--|
| Dates | | | | | | | | | |
| Auditor | | | | | | | | | |

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A – 007 Violence in the Workplace

Draft J. Nilsson March 8, 2007

Revised date: Nov 23, 2018

Accepted: January 16, 2021

1. INTRODUCTION

This document explains Hope Lutheran Church policy on Violence in the Workplace.

2. PRINCIPLES

Hope Lutheran Church believes all staff are entitled to a Violence free workspace. "*Violence*" means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.

3. APPLICATIONS AND PRACTICES

3.1 Risk assessment

- The Church is located off Departure Bay Road in a single-family home neighbourhood, next to an elementary school and across from a shopping center. Our closest neighbour is a dental clinic with upstairs living quarters. Traffic on the street above the church is moderate with some traffic cutting through our driveway and parking lot as a short cut to the subdivision below.
- Church office is open from 9 am to 12 noon 5 days a week and staffed by volunteer staff. From time to time staff is working by themselves and have felt threatened. On occasion persons will visit the church office asking for money, food or some other items. On occasion persons, not members of our congregation, have unknowingly to the office staff entered through the unlooked upper level entrance door. No violent encounters have taken place.

3.2 Result of Risk assessment

Risk for violence is low.

3.3 Prevention procedure

- Keep upper and lower entrance doors looked at all times when alone in church.
- Keep blinds in the office open so you can see who might want to enter the lower entrance door.
- If threatened report through 911
- If not threatened report to the RCMP at 754-2343.
- Document incident.

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4. REFERENCES

Sections 4.28 to 4.31 from BC Worksafe Violence in the Workplace
www.worksafebc.com

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B – 001 Responsibilities of Council

Draft J. Nilsson March 4, 2004

Revised: Nov 9, 2018

Accepted: January 16, 2021

1. INTRODUCTION

We get our direction from our church bylaws. **Bylaw 9.**

2. PRINCIPLES

The Congregational Council shall exercise such authority as is delegated to it by the constitution, the bylaws and the resolutions of the congregation.

3. APPLICATIONS AND PRACTICES

3.1 Leadership responsibilities

Ensure that we stay true to our mission as a Lutheran congregation by:

- Providing vision and setting direction.
- Setting goals to be able to carry the vision forward.
- Ensuring action toward achieving those goals.
- Setting the tone to create a healthy climate.
- Being agents of harmony and unity within the congregation.
- Individual Councilors leading by example through behaviors, active participation in affairs of the congregation, regular attendance, generosity in stewardship [time, talents and treasures], being an ambassador for our congregation.
- Succession - solemn duty of Council to pass on to your successors a congregation that is intact and well positioned for the future.

3.2 Support responsibilities

Ensure that we provide support for Pastor, Staff, the Synod, and fellow council members, and:

- That we are a Source of inspiration and encouragement for all members.
- That we Recognize and Appreciate members of our congregation.
- That we ensure lots of communication in all directions.

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3.3 Management Responsibilities

- Governance of the congregation - serve as the congregation's "Board of Directors" - legal responsibilities under the Constitution and Bylaws and Societies Act, conducting AGM's and other congregational meetings where decisions need to be made, financial management, management of assets [property, equipment, etc], pastoral calls when necessary, etc.
- Wise stewardship of resources and money.
- Committee / portfolio structure of Council - to ensure all aspects of church operations are being looked after.
- Support staff - clarity of responsibilities.

3.4 Responsibility As Council Member

- You must make sure you meet the needs of the congregation. Council exists to serve the congregation and every decision you make should be "How will this decision help our congregation?"
- As council, you set policies and implement many of the goals we set. It's also important to understand that you do not take action as individuals. We must as council act as a team. Council members who take council actions without the approval of the full council seriously damage our organization.
- As Council we must ensure that the congregation has adequate finances and prepare an annual budget so that money can be responsibly spent. (The budget is approved at our Annual General Meeting in February of each year.) No council can set policy and make plans for the future without assessing the need for financing. You may be called on to personally contribute your influence and resources to ensure that we have enough money to carry out our policy directives. As a "trustee" of your congregation's money, you are responsible for seeing that it's well spent. This, however, does not mean you must approve every expenditure but it does mean that you know the money was spent effectively to deliver the kind of programs and services you have authorized. This can be done by financial and performance "audits"-not by personally examining how every penny was spent.
- You must play an active role in supporting your church and congregation. One of the primary responsibilities of council is to support our pastor, staff and the various ministries but not to micromanage. Your role is to provide the direction in which you want our congregation to go and you must also provide the necessary resources to get you there. Expect feedback on performance of the congregation and evaluate successes on this performance.
- As Council, you evaluate any hired staff, including pastor. Council must nurture their pastor and provide guidance to any hired staff. You will provide each staff with their own written job description and be explicit about what you expect. Let them know what you want and then stand back and let them do their job!

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- Council members should be prepared to support in areas with their consulting skills-when asked. Your personal skills are valuable to your congregation. For example you may be a computer whiz and your congregation may desperately need a better computer. But remember when you volunteer for non-council work you do so as an individual-not as a council member.
- As council, you should make a written plan that outlines the long-term future for the congregation (two to five years).
- Individual council members should attend council meetings and actively participate, including service on Ministries and as officers. How can your council conduct business when members don't show up for meetings? Why don't some council members contribute anything? When you volunteer to serve on council be active! If you can't, you might want to consider your council membership. If you truly want to help the congregation through council you will know your proper role as a council member and be active in carrying out your responsibilities. (New council members will be apprised of these procedures/practices at their first Council meeting after election/appointment.)

4. REFERENCES

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B – 002 Council Meeting Guidelines

Draft J. Nilsson April 19, 2003

Revised date: Nov 9, 2018

Accepted: January 16, 2021

1. INTRODUCTION

This policy provides general guidelines on the council meetings of Hope Lutheran Church in Nanaimo.

2. PRINCIPLES

Hope Lutheran Church Council meetings shall be structured so as to make them as effective and useful as possible.

3. APPLICATIONS AND PRACTICES

3.1. Meeting Framework

There must be a set framework for council meeting agendas. Meetings have bookends. Council has prior knowledge of the content. Meetings, start on time. They end on time. Council should be scrupulous about following its own Constitution and Bylaws.

3.1.1. Framework

A framework should be chosen and used routinely for every council meeting.

Example:

- Old Business
- Minutes
- Correspondence
- Committee reports
- New Business et cetera

3.1.2. Agenda

The agenda should be available to those attending the meeting one week prior to the meeting so they can be prepared to address the items. Agendas are to be posted publicly **one week prior** on the congregation bulletin board (See A 2, 3.3 d)

When there is no business in one particular section of the agenda format, it should still be included so that this can be noted.

Correspondence, for example, should be placed on the agenda, even if it is known that there is no correspondence to cover. Correspondence will be routinely checked at the meeting and its lack recorded in the minutes.

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Note; There is no right agenda framework formula. Hope Lutheran Church Council needs to adopt and use one that meets our needs.

3.1.3. Inclusion of items on the agenda

The chair should be contacted two weeks before the planned meeting to include items on upcoming agendas. This routine is to be followed. No individual's or group's pet project can be allowed to usurp the progression of the agenda. Items must fit into the categories established for inclusion.

Extraordinary items, at the discretion of council, require a special meeting for discussion.

3.1.4. Record keeping

There should be a routine established for keeping records and for publishing and distributing information and reports.

3.1.5. Standard Orders

The established routine for dealing with and processing council business is called Standard Orders. These are vital for establishing and keeping order in council affairs. This prevents the co-opting of council by special interests and special interest groups. It keeps meetings on track. It is clear what is in order and what is not. Meetings start and stop and go as planned. Members need to help one another to follow the order that is established. This is critical to having an effective council.

Council needs to publish the Standard Orders. It should be common knowledge that there is an agreed upon process. It should be clear what it is.

3.1.6. Motions

Council must deal with that which is. Motions should not be entertained without clarification of who will be affected first. How a job is going to be done must be specified before an action is started. How something is going to be paid for must be clear. Minimum criteria for action plans are: who, how, when, how much. Things that cannot be done should not be taking up council time.

3.1.7. Executive meetings

Executive meetings and in camera meetings are not open to the larger congregation and minutes of those meetings will not be published.

3.2. What Are The Ethical Requirements Of A Council Member?

Avoid communication problems, especially triangulating.

Note; Triangulation is a method of handling disagreement. Two parties that have a disagreement get a third party involved. The disagreement is not resolved to the satisfaction of both the parties in dispute. The third party is blamed for the on-going problem.

Hope Lutheran Church Nanaimo Policies

Our Mission; To live Christ's teachings and share them with others;
to nurture and strengthen spiritual growth to embody Christ in the world

3.2.1. Unethical behaviour

Our guideline is from Matthew 18. Offensive ethical behavior is confronted first one to one, then several to one, then council to one, then congregation to one. Finally the unrepentant offender is excommunicated.

Disagreements on the ethics of a given situation should be solved on a one to one basis as much as possible.

3.2.2. Confidentiality

Discussion of items of business and information that deal with people should be limited as much as possible outside the council setting. Council work should be conducted in a way that minimizes damage to members' reputations and interests.

3.3. Confidentiality

Meeting minutes should not identify Council members with the comments made or positions taken.

Information identified as confidential by the chair is to be treated as such.

Discussions that are held "in camera" are considered confidential. No minutes will be taken except for motions passed and decisions made.

In communications outside of Council meetings, members may convey content, of discussions and decisions made but not identify the comments and positions of individual members.

Personal information gained in the course of conducting Council business is to be held strictly confidential.

All documentation, in the form of minutes, reports and parties to whom reference is made may access correspondence.

3.4. Conflict of Interest Guidelines

If a Council member may be specifically affected by a decision made by Council, or expects to receive financial or other tangible benefits from the decision, or is the immediate relative of such a person, he/she shall abstain from discussion and from voting on that decision,

If a Council member is the member of staff of a congregation or organization that may be specifically affected or expects to receive tangible benefits by a decision made by Council, or is the immediate relative of such a person, he/she shall abstain from discussion and from voting on that decision.

Any Council member engaging in political or lobbying/advocacy activity should make every effort to ensure that he/she is not perceived as representing the Council.

In communications within and outside the congregation, Council members should not present themselves as representing the Council unless authorized to do so by the Council.

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4. REFERENCES

From February 11, 1995 Council meeting with Bishop Marlin Aadland. Sections 3.3 and 3.4 from BC-Synod confidentiality and Conflict of interest guidelines Appendix I.

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B – 005 Guidelines for Committees

Draft: G. Schenk May 28, 2013

Revised: Nov 23, 2018

Accepted: January 16, 2021

1. INTRODUCTION

In an attempt to better take care of members and to involve more members in meaningful participation in the life of the congregation, besides worship, here are Suggested Guidelines for Committees.

2. APPLICATION AND PRACTICES

Suggested Guidelines for Committees, also called Ministries:

2.1 Membership

Each Committee (Ministry) to consist of 4 – 10 members, at least one shall be a member of Council.

2.2 Executive

Each Committee (Ministry) shall elect its own Chairperson and Secretary for a 1-year term.

2.3 Reporting

Each Committee (Ministry) shall report to each Council meeting through its Council Liaison and/or Chairperson.

2.4 Appointment Terms

Each Committee (Ministry) member shall be appointed by Council for a 2 year term, with half of the members appointed or re-appointed each year so that there can be continuity on the Committee.

There shall be no limit as to the number of 2-year terms anyone can serve.

Council and Committee (Ministry) members will not be expected to serve on more than one Committee (Ministry) at a time.

2.5 Recruitment

The Vice-Chairperson of Council shall oversee/co-ordinate the recruitment of Committee (Ministry) members in conjunction with each Committee (Ministry).

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C - 001 Ministry through Continual Learning

Accepted: January 16, 2021

Mission

Facilitate the various educational activities of the congregation and specifically Sunday School, Vacation Bible School, Confirmation and First Communion, and Adult Reading and Study Groups.

Responsibilities

1. Recruit, motivate, equip, train and support people to fulfil the mission of the committee.
2. Prepare and present annual plan and budget each November and an annual report each January/February.
3. Ensure appropriate materials for Sunday School, VBS and other events are ordered.
4. Co-ordinate special events, e.g. Sunday School Rally Day, children's Christmas program, cradle roll.
5. Assist pastor as requested with confirmation studies.
6. Assist pastor as requested with organization of Adult classes, Bible Study, First Communion discussions.
7. Plan to incorporate Partners in Faith principals in church education programs

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D – 001

Ministry through Finance and Stewardship

Accepted: January 16, 2021

Mission

Account accurately and fully all financial transactions to the Council and the congregation and provide financial leadership and advise to Council. To build and maintain a genuine sense of stewardship amongst the congregation that extends to a faithful commitment to service and support of the local and wider church.

Responsibilities

Recruit, motivate, equip, train and support people to fulfill the mission of the committee.

The Financial Secretary

- Records all income and disbursements
- Maintains and reports all personal giving records
- Prepares and issues income tax receipts
- Provides the treasurer promptly each month a monthly financial statement
- Prepares and presents the annual financial statement to the AGM

The Treasurer

- pays all employees and related expenses
 - receives and pays all invoices
 - provides the Financial Secretary with data needed for the monthly statement
 - requests committee chairs to provide budget and prepares and presents annual budget to Council/AGM
1. Prepare and present an annual plan and budget each November and an annual report each January/February.
 2. Implement the annual stewardship appeal.
 3. Report results to Council and congregation. Provide names of volunteers to other committees.
 4. Monitor how well commitments are being met during April/May. Recommend any concerns/remedial action to Council and in June newsletter.
 5. Monitor situation at end of August and report to Council in September.
 6. In co-operation with Membership, encourage new members to complete covenant/volunteer forms.

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D – 002 Ministry through Finance Policies and Procedures

Draft: Arnold Gill April 25, 2006

Revised date: Nov. 9, 2018

Accepted: January 16, 2021

1. INTRODUCTION

This document describes Hope Lutheran Church finance policies.

2. PRINCIPLES

Finance is not what Hope Lutheran Church is about. Yet we are part of this world, and finance is required to run the operation. Nevertheless, it must always be remembered that all monies received are gifts bestowed by and to this congregation, and are to be treated with the utmost respect, honesty, ethics, and privacy.

3. APPLICATIONS AND PRACTICES

3.1. Purpose of Ministry through Finance.

Ministry through Finance serves the congregation as a caretaker of all offered gifts. To do any less is to abuse this position.

- to individually track all donations given to the congregation.
- to respect the wishes of the donors with respect to the designated purpose of the donations.
- to see to the financial responsibilities of the physical congregation, paying all bills in a timely manner, and keeping Church Council and the members apprised of the current financial status of the congregation.
- to provide accurate year-end reports to the AGM, and annual individual tax receipts to all donors.

3.2. Responsibilities of Ministry through Finance:

Ministry through Finance consists of the Treasurer, the Financial Secretary, and any other persons Church Council may designate as liaison between itself and Ministry through Finance. The Treasurer and/or Financial Secretary may sit on Church Council, but are not required to do so.

- The responsibilities of the Treasurer include paying of all financial liabilities that the Church may incur, preparing annual financial reports for the congregation's AGM, and being the contact person from the Church for the Canada Customs and Revenue Agency.
- The responsibilities of the Financial Secretary include the tracking of offerings by donors, directing these donations to their designated goal, and producing the annual tax receipts to be forwarded to the donors.

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3.3. Financial Policies:

All donations are to be treated as confidential – donation records are not public.

- a. Hope Lutheran accepts undesignated and designated donations.
- b. Undesignated donations are immediately available for church use at the discretion of Council.
- c. Designated Donations may be accepted by Hope Lutheran for:
 1. External purposes and ministries that have been approved by Council.
 2. Internal purposes that have been approved by Council.
- d. Where a donation is designated for an external purpose or ministry, the Treasurer will record those funds accordingly and transmit those funds to the external agency or entity for the purpose designated.
- e. Where a donation is designated for an internal purpose that has been approved by Council the Church shall make every effort to use the funds for the purpose designated, provided always that if it becomes impractical to use the funds for the designated purpose the Church will make reasonable efforts to use the funds for a current purpose that, in the discretion of Council, is found to be reasonably consistent with the intention of the donor.
- f. The Church will make every reasonable effort to use internally designated donations in a manner that is consistent with the wishes of the donor and such funds will not be used for general church purposes without the specific approval of Council.

3.5. NSF Cheques procedure

Because of the sensitive nature of this topic the treasurer is to inform financial secretary by letter –so that the records can then be adjusted accordingly. The treasurer will then send a letter informing the person who “bounced” the cheque of the action taken.

Hope Lutheran Church Nanaimo Policies

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D – 003 Memorial Gift Fund Policy

Draft: J. Nilsson May 12, 2003

Revised date: Nov 23, 2018

Accepted: January 16, 2021

1. INTRODUCTION

This document explains Hope Lutheran Church policy on memorials.

2. PRINCIPLES

Memorials are given to the glory of God in the memory of a loved one.

3. APPLICATIONS AND PRACTICES

The choice and gift of memorials is a sensitive subject. Donors often wish to make a specific gift, which they perceive as a fitting tribute. Church councils, on the other hand, have a responsibility to rule on the suitability of the gift as an addition to the congregational fabric. The following attempts to guide both donor and recipient to a mutually satisfactory result.

3.1. Memorial items

- The Church Council shall establish, publicize and periodically review a list of items from which donors can choose.
- If a proposed gift is not listed, prospective donors are asked to review their wish with council chair and pastor.

3.2. Memorial gifts

- All Memorials given to Hope Lutheran become the property of Hope Lutheran Church.
- Any gifts of money not given for an approved item or fund shall go into a General Memorial Account from which the Church Council can draw to purchase special items for the congregation.

3.3. Memorial fund control

- Money designated for a Memorial shall not be used for any part of the general operating needs of the congregation.
- The accounting for the Memorial Funds is the responsibility of the Congregational Treasurer.

3.4. Memorial gift recognition

- Names of those memorialized and the donors, at the request of the pastor, are records in a memorial book by the congregational secretary.

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- All financial gifts are acknowledged by the Financial Secretary, see appendix I for procedure.

3.5. Other gifts

- This Policy does not cover bequests, trusts or endowments. A separate policy will be developed to cover those funds.

4. REFERENCES

NW Synod of Wisconsin Resource Center (715) 833-1153 and Contributions By Hope Lutheran Church, Everly, Iowa

Appendix I Financial gift acknowledgment Procedure

- a. the counter identifies that there is a memorial gift and marks it on the counter sheet.
- b. The Financial Secretary identifies the giver and the person the gift is given in memory of.
- c. The Financial secretary will assure that an acknowledgment and thank you note is mailed to the survivors (family). The responsibility of the mailing may be a congregational volunteer but the information needs to be provided to that person in reasonable time by the Financial Secretary.
- d. if appropriate the congregational secretary will record the gift in the memorial book.

Appendix II Memorial Board Control

- a. The size of the approved nameplate that can be affixed to the Memorial Board is 3 1/2" by 1 1/4" with a standard size font, and will be provided by the congregation.
- b. Information about the Memorial Board plaques will be provided to individuals through the pastor and/or a designated congregational representative. Notices in the newsletter may be made from time to time to remind the congregation about the Memorial Board.
- c. The name, dates and memorial words (quotations) to be on the nameplate will be provided by the requesting person(s).
- d. Once the information to be on the plaque is returned to the congregation through the pastor or a designated congregational representative, the representative will then arrange the engraving and the installation of the nameplate.
- e. There is no cost to individuals for the plaque. However, a voluntary donation toward any of the approved memorial gifts may be made.
- e. The congregational representative will be designated by the Congregational Council Executive and will be asked annually if s/he wishes to continue in the Position.

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D – 004 Fundraising Policy

Draft: J. Nilsson June 7, 2003

Revised date: November 23, 2018

Accepted: January 16, 2021

1. INTRODUCTION

This document describes Hope Lutheran Church's fundraising policy.

2. PRINCIPLES

All fundraising must conform to Lutheran belief and practice and is done for the benefit of the congregation.

3. APPLICATIONS AND PRACTICES

Any recognized Hope group may raise money for its own use. Hope council may fund raise or approve member requests to fundraise but only for approved projects.

3.1. Permission

Approval from council is needed;

1. if the fundraiser is to be connected to a service or gathering, and/or
2. if the fundraiser requires the use of the church building at a time when outside groups may have use of the building.

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Date _____ Weather _____ Attendance 8:30 _____ 10:00 _____

Numbered Church Envelopes

Insure that amount is on envelope
and matches what is in there.
Note "check or cash" on envelope

CHEQUES

Stamp for deposit

Total on calculator
(keep tape)

CASH

Other Coins = _____

_____ * \$1 = _____

_____ * \$2 = _____

_____ * \$5 = _____

_____ * \$10 = _____

_____ * \$20 = _____

_____ * \$50 = _____

_____ * \$100 = _____

Cash Total = _____

Check Total = _____

Total of envelopes

Cash and Cheques _____

Check against totals on
outside of envelopes

"Loose" Offering
+ Sunday School, Rentals
Envelopes without numbers, etc
(try to keep any data indicating the giver)
and how much was given (if cash)

CASH

Other Coins = _____

_____ * \$1 = _____

_____ * \$2 = _____

_____ * \$5 = _____

_____ * \$10 = _____

_____ * \$20 = _____

_____ * \$50 = _____

_____ * \$100 = _____

Cash Total = _____

Check Total = _____

Total of Loose

Cash and Cheques _____

Grand Totals

Combined Cash _____

Combined Cheques _____

Total _____ Canadian

Deposit by Tues. PM

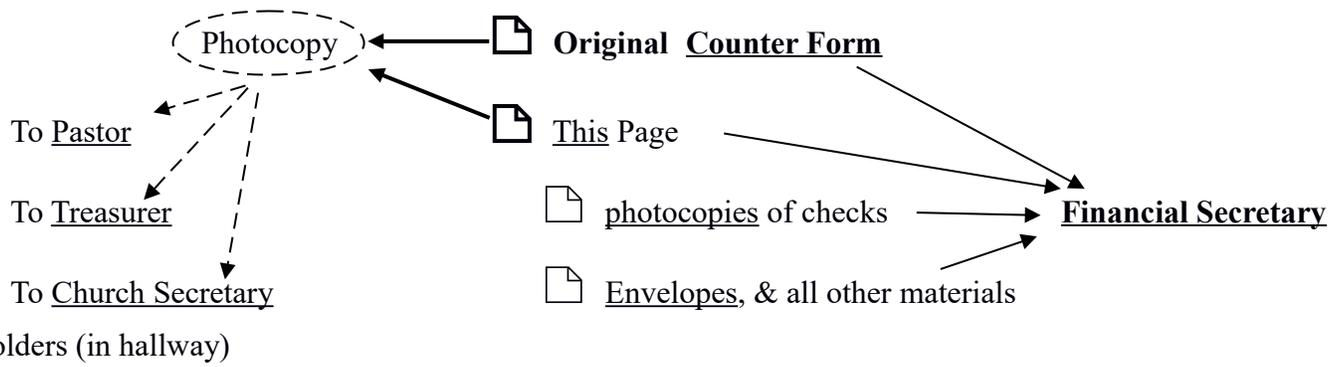
Form by Kim Iles
Jan, 2018

Amount of Designated Gifts (example in counter box)

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| <u>Total</u> | <u>Amount(s)</u> | <u>For</u> (Charity Name, Rental, ect) | <u>(Optional)</u> |
|--------------|------------------|--|-------------------|
| \$ _____ | _____ | _____ | _____ |
| \$ _____ | _____ | _____ | _____ |
| \$ _____ | _____ | _____ | _____ |
| \$ _____ | _____ | _____ | _____ |
| \$ _____ | _____ | _____ | _____ |
| \$ _____ | _____ | _____ | _____ |
| \$ _____ | _____ | _____ | _____ |
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| \$ _____ | _____ | _____ | _____ |
| \$ _____ | _____ | _____ | _____ |
| \$ _____ | _____ | _____ | _____ |
| \$ _____ | _____ | _____ | _____ |
| \$ _____ | _____ | _____ | _____ |



in folders (in hallway)

Counter **Signatures** _____

Trouble with counting working out? Call Joan Nolting @ 250-729-3677

Suggestions about form? Call Kim Iles @ 250-753-8095

Thanks for counting – we appreciate it.

Form by Kim Iles
Jan, 2018

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D – 006 Guidelines for Annual Church Audit

Draft: J. Nilsson Jan. 4, 2004

Revised date: Nov. 23, 2018

Accepted: January 16, 2021

1. INTRODUCTION

Hope church council shall "appoint annually an **auditing committee** which shall make report to the annual meeting." When properly done, an audit will assure members of the congregation that their money was used for its intended purpose. Improper recording or reporting will be detected so it can be corrected. It will point to errors in judgment and poor organization. A non-professional audit may be a sharing of uncertainty, but sometimes it's the only alternative available.

2. PRINCIPLES

To ensure congregational funds are used for their intended purpose.

3. APPLICATIONS AND PRACTICES

Guidelines for auditing procedure:

3.1. Income.

Check for proper accounting and control of offerings, rental income and other income.

3.2. Expenditures

Check for proper accounting and control of expenditures.

3.3. Petty Cash Funds

Check for control of Petty Cash Funds. Examine disbursement vouchers.

3.4. Debt Retirement

Debt balances to all lenders should be verified in writing. Examine loan conditions and repayment schedules.

3.5. Insurance Policies

Check policies' coverage, premium, payment terms and expiration date. Does the coverage appear adequate? Is the treasurer bonded? Presently, the ELCIC has a blanket bond covering the elected treasurers and financial secretary.

3.6. Investments

Check amounts, interest and conditions of all such accounts. Has interest been recorded? Are securities on hand and in a safe place?

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3.7. Government Reports

Check that the Registered Charity Information Return and Public Information Return have been filed with the Charitable and Non-Profit Organizations Section and that the annual report, financial statements and fees have been filed under the Corporations Act of the province, if applicable.

3.8. Minutes

Church Council minutes usually authorize certain expenditures and financial activity. The committee should review minutes

3.9. Test Checking

a. If the auditing committee were to examine every entry in the records and every document supporting those entries, it would involve a tremendous amount of time. Such a thorough examination may not be necessary. The committee is primarily concerned about control and accuracy. When internal control centers on one person, the risk for problems is higher.

- More than one person should count the offerings.
- The treasurer (or the individual preparing and recording church expenditures) should not be involved in counting offerings and preparing bank deposits.
- Records of individual contributions should not be kept by the same persons who count the offering and make the deposit nor the one who writes the cheques.
- Bank statements and cancelled cheques should be mailed to (and reviewed by) a separate person other than the treasurer (i.e. the Secretary of the Congregational Council).
- Regular monthly reporting of church receipts and disbursements is important. Timeliness of the reporting is critical.

b. Instead of going through every item in detail, the committee can check the accuracy of the financial records through TESTS & SAMPLES. To test the financial records means to examine a part of or a sample of all the financial transactions to determine accuracy. By examining a part of the records, the committee can draw conclusions about the whole set. A BLOCK SAMPLE usually includes all the items in one section or sequence. For example, in checking the cash expenditures, the committee might decide to examine all cheques numbered 500-650, or all cheques issued in December and May. They could verify the pledges and amounts received from all contributors whose last names begin with J-M.

c. Another method is RANDOM SAMPLING. For example, the committee may wish to examine fifty cheques out of the 500, which were written. An easy way would be to examine every 10th cheque.

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- d. In STRATIFIED SAMPLING the material is divided into groups. A guideline for stratified sampling might read: The committee will examine all expenditures over \$3000 and 5 of those under \$3000 in the months of September and July.
- e. Stratified sampling is preferable.
- f. When samples detect numerous errors, or errors which are serious in nature, the committee will want to expand it's testing. The sampling technique will work and save time, but it also requires judgment on the part of the committee.

3.10. Audit Report

THE AUDITOR'S REPORT to the Congregational Council or congregation should be complete and fair. Errors in recording and reporting are not necessarily indicators of fraud. Many church treasurers are untrained, but willing to give of their time. A kind word and a helpful suggestion will go a long way in improving their skill. When properly done, the Annual Audit signals to the congregation that their leadership takes its stewardship responsibility seriously.

4. REFERENCES

Document " Guidelines are offered for annual church audit" by Dan Skaret, Office for Finance & Management ELCIC, Winnipeg, Manitoba

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D – 006 Appendix 1 Instruction for our lay auditors.

General

As auditors you will do a detailed analysis of two months selected at random. Track every general ledger entry, expenditure and income. Should you detect numerous errors, or errors, which are serious in nature, you need to expand the testing to additional months. The sampling technique will work and save time, but it also requires some judgment on your part.

Procedure to audit Income.

- Check how money is received (Sunday offering, mail, office) and what happens to it before it is deposited. Who handles, counts and deposits it? Is it recorded and deposited promptly?
- Compare the entries in the General Ledger with Deposit Slips and deposits recorded on the bank statement.
- Check to see if designated monies were used for their intended purposes.
- Investigate NSF cheques and other items charged back by the bank.
- Investigate any cheques outstanding for more than 30 days.

Procedure to audit Expenditures.

- Examine Payroll records. Has the treasurer complied with government regulations regarding Canada Pension Plan, employment insurance, workers' compensation insurance, income tax withholding? Are church pension plan deductions made? Are all payroll remittances sent by the 15th of the month following deduction? Have T-4 reports been filed?
- Account for all cheques used.
- Check how expenditures are made. Who determines payment? Who schedules benevolence payments? Have these policies been followed?

Audit for Government Reports

Check that the Registered Charity Information Return and Public Information Return have been filed with the Charitable and Non-Profit Organizations Section and that the annual report, financial statements and fees have been filed under the Corporations Act of the province, if applicable.

Prepare Audit Report for Annual Meeting

THE AUDITOR'S REPORT to the Church Council and AGM should be complete and fair.

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Suggested Auditor's report format

To the members of Hope Lutheran Church Nanaimo. BC.

We have examined the financial and other records of Hope for year _____ as per guidelines in Hope Policy Manual. Our examination and tests were made in accordance with the instructions in Appendix 1 of same policy.

We conclude that these financial statements and reports present fairly the financial positions of Hope as at December 31, YYYY with the following _____ comments and recommendations (if applicable) : _____

Signed _____ and _____

Date: _____

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E – 001 Ministry Through Fellowship and Membership

Accepted: January 16, 2021

Mission

Welcome newcomers and encourage or assist them to become fully integrated members, visit and support sick and physically challenged members, and reach out to those who have ceased regular attendance.

Responsibilities

1. Recruit, motivate, equip, train and support people to fulfill the mission of the committee.
2. Prepare and present annual plan and budget each November and an annual report each January/February.
3. Ensure that new member packets are up to date and available in the narthex. (Sample in office).
4. Working with pastor, hosts and greeters, ensure newcomers are recognized and made welcome.
5. Follow-up to ensure those interested receive the new member's package and an invitation to transfer or become a member.
6. Ensure new members are comfortably settled.
7. Working with pastor, ensure the sick and shut-ins are contacted and/or visited regularly.
8. Check mailboxes monthly for uncollected material. Check with pastor and arrange delivery.
9. Working with pastor, contact members who appear to have stopped active participation.
10. Maintain a prayer chain, accepting requests from members, pastor, and informing members of the prayer chain of requests.
11. Co-ordinate Hosting Teams for special events for fellowship and funeral lunches.
12. Plan fellowship events throughout the year.

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F – 001 Ministry through Property

Accepted: January 16, 2021

Mission

Observe and maintain all church furniture, buildings and grounds in a state of good repair.

Responsibilities

1. Recruit, motivate, equip, train and support people to fulfill the mission of the committee.
2. Prepare and present annual plan and budget each November and an annual report each January/February.
3. Carry out a detailed inspection of facility annually in October and report to Council.
4. Ensure regular maintenance of building and grounds continues throughout the year as needed.
5. Organize annual or semi-annual clean up of building and grounds.
6. Supervise janitor and ensure all cleaning and other supplies are available.
7. Maintain and publicize communication method whereby members and/or employees can inform committee of required repairs, both of an urgent and general nature.

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F – 002 Church Building Usage Philosophy

Draft: J. Nilsson April 19, 2003

Revised: Nov. 23 2018

Accepted: January 16, 2021

1. INTRODUCTION

This document explains Hope Lutheran Church Philosophy on church building usage.

BUILDING PURPOSE

The purpose of Hope Lutheran Church's facility is to house and encourage ministry. Our understanding of ministry is articulated in the congregational mission statement.

"Our mission is to live Christ's teachings and share them with others; to nurture and strengthen spiritual growth to embody Christ in the world.

As scheduling permits, our congregation welcomes those activities and functions, which are directed to that end. In particular, we have a special commitment to:

1. Enable people to gather for Christian worship and fellowship;
2. Grow in faith, assisting one another to carry out the Gospel through education and mutual encouragement;
3. Meet fundamental human needs; and
4. Accommodate other community activities compatible with our statement of mission

REFERENCES

Southwestern Minnesota Resource Center (507)-637-3904, Trinity Lutheran

Hope Lutheran Church Nanaimo Policies

Our Mission; To live Christ's teachings and share them with others;
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F – 003 Church Building Usage Policy

Draft: J. Nilsson May 5 2003

Revised date: Nov 23, 2018

Accepted: January 16, 2021

1. INTRODUCTION

This document explains Hope Lutheran Policy on Church Facility usage.

2. PRINCIPLES

The purpose of Hope Lutheran's facilities is to house and encourage ministry. Our understanding of ministry is articulated in the congregational Mission Statement:

3. APPLICATIONS AND PRACTICES

The congregation of Hope Lutheran welcomes the use of its facilities by its members and others, such as nonprofit, charitable organizations and community groups. When making plans to use the facilities please make arrangements through the church office well in advance of the proposed date by completing the enclosed application form. Council or a designated person approves all requests.

Note: The maximum occupant load of the sanctuary and building is posted. Actual numbers seated may be dependent on seating arrangement.

3.1. Recommended donations:

Members of the congregation may use the church facilities without cost however donations are appreciated. Non-members and other community organizations, please make the suggested donations to Hope Lutheran Church, at the time arrangements are made. Recognized charities, offering service free of charge are encouraged to make a donation according to their means. Recommended donations can be negotiated for long-term users. These will be reviewed every three years to reflect costs of building services

1. \$100.00 for sanctuary for whole day, \$50.00 for 4 hrs or less. \$25.00 extra if kitchen, sound-system or church instruments required (qualified users only).
2. \$25.00 for boardroom.
3. \$100.00 for weddings, \$150 if janitorial services required.
4. \$100.00 damage deposit due at time of booking for one-time users.

3.2. Invoicing system

In order to track the use of our building an invoicing and receipt system is in place. Our one-time users will be given an invoice after we receive the completed building use application while our regular users will be given an invoice at the end of each month. A receipt for the previous donations will be given at that time too.

3.3. Church Equipment

Hope Lutheran Church Nanaimo Policies

Our Mission; To live Christ's teachings and share them with others;
to nurture and strengthen spiritual growth to embody Christ in the world

- a. Kitchen equipment - not to be used outside church without the consent of the pastor or council chair
- b. Use of sound system requires demonstration of competence.

3.4. User Groups Liability Insurance

User groups must purchase their own Liability Insurance and must include the following:

1. Listing Hope Lutheran Church as the certificate holder
2. Adding Hope Lutheran Church as the additional Insured
3. Showing a minimum of \$2,000,000 Commercial General Liability

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F – 004 APPLICATION & AGREEMENT FOR USE OF BUILDING

Accepted: January 16, 2021

This agreement is for charitable groups that wish to use the facilities and property of Hope Lutheran Church, Nanaimo, BC here after referred to as Hope.

Date _____

I, _____ of _____
(Name and position) (Organization's name & tax exempt #)

hereby seek permission to use Sanctuary ____, Sanctuary & Kitchen ____, boardroom ____ on
(date(s)) _____,

between the hours of _____ and _____

PHONE NUMBER to contact user ___ *Home* _____ *Office* _____.

Church functions have priority over outside groups but only on two weeks notice. (It may be possible for your group to use another specified room at such times in times of scheduling conflicts, if requested one week in advance.)

We agree to the following conditions:

1. Our use of Hope's building is limited to the area requested plus restrooms.
2. We accept responsibility for any damages done to Hope property and equipment due to our use of the building. The replacement and/or repair will be determined jointly with a representative from Hope Administration.
3. We indemnify Hope from any and all liability for injury to any person or persons howsoever caused or claimed to be caused for any reason while the Hope's premises are used by us.
4. When children are present we will provide adult supervision while at Hope.
5. We will not use and/or distribute alcoholic beverages and/or illegal drugs while on Hope property.
6. No smoking is permitted in the building. Smoking is permitted outside but butts must be removed.
7. We agree to leave the area we use (including restrooms) in the condition we found the facilities.

Thermostat at 18 ___ Lights Out ___ Doors locked ___ Windows closed ___

We will accomplish these tasks and leave Hope's premises by midnight.

8. We will use this area for our regular meetings. Social gatherings need to be cleared with Hope's Administration at least one week prior to the event.
9. Donations in the amount of _____ (according to the policy schedule), in advance for one time use, monthly in advance/arrears for continuing use.
10. A refundable deposit of \$100 is required when agreement is signed to cover key rental and damage deposit.
11. User Groups must purchase their own Liability Insurance and must include the following:
 - a. Listing Hope Lutheran Church as the certificate holder
 - b. Adding Hope Lutheran Church as the additional insured
 - c. Showing a minimum of \$2,000,000 Commercial General Liability

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Check either box: One time use ___ or On-going use ___ , day of week _____

SIGNATURE_of user_____ for Hope_____

Date of agreement _____

Note: USE OF ALCOHOLIC BEVERAGES, and CANNABIS are not to be used on church property, TOBACCO use in THE BUILDING IS PROHIBITED.

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F – 005 Property Liability Issue

Draft: Oct. 20, 2018

Accepted: January 16, 2021

1. APPLICATIONS AND PRACTICES

Procedure for hiring contractors.

1. Contractor is covered by WCB and is paid up.
2. Contractor signs a paper entitled "Prime Contractor Designation Agreement" so that it releases Hope Lutheran Church from liability in case of accident while working on site.
3. The signed agreement to be kept in an office file.

The policy manual to be updated to reflect this change. s/c on October 20, 2018

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H – 001 Ministry through Worship

Accepted: January 16, 2021

Mission

Heeding the guidance of the Holy Spirit, oversee the worship opportunities so as to offer a full range of services drawn from the many opportunities offered by Lutheran liturgies.

Responsibilities

1. Recruit, motivate, equip, train and support people to fulfill the mission of the committee.
2. Prepare and present an annual plan and budget each November and an annual report each January/February.
3. In conjunction with the pastor, plan regular Sunday services and music in keeping with the church year.
4. In conjunction with the pastor, organize special services to mark special Holy days, seasons or special occasions.
5. Encourage the choral tradition of the church.
6. Encourage/maintain an altar guild dedicated to the care of altar furnishings and the regular preparation and decoration of altar and sanctuary.
7. The Procurement and maintenance of worship books and other materials needed in worship.

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I – 001 Ministry through Witness and Mission

Accepted: January 16, 2021

Mission

Promote the total ministry of Christ and this church to the world around us and in Nanaimo and surrounding communities.

Responsibilities

1. Recruit, motivate, equip, train and support people to fulfill the mission of the committee.
2. Prepare and present an annual plan and budget each November and an annual report each January/February.
3. Promote congregational involvement and of Synod mission groups such as LUMS, SUMS.
4. Promote congregational involvement and support of service groups such as Canadian Lutheran World Relief, Global Hunger, Restorative Justice, ELCIC Missionaries around the world, MESH, KAIROS and other groups working towards peace, justice, reconciliation and the relief of suffering.
5. Build up/maintain a supply of pamphlets for the information and inspiration of members in their Christian ministry.
6. Promote and assist the work and ministry of the ELCIC, the BC Synod and the Central Island Ministry Area.
7. Encourage support of local groups serving the poor and hungry, such as Loaves and Fishes, 7-10 Club, CUPS Coat Drive, etc.
8. Be open to opportunities locally, Synodically, Nationally and Internationally to involve members in mission events and programs.
9. Maintain the signboard
10. Motivate people to witness their faith in daily life,
11. Live by faith, active in love.

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I – 002 Sign Board Usage

Draft: C.Iles June 14, 2013

Revised date: Nov. 23, 2018

Accepted: January 16, 2021

1. INTRODUCTION

This document explains Hope Lutheran Church Policy on the Sign Board.

2. PRINCIPLES

The signboard is for the exclusive use of Hope Lutheran and approved Hope Lutheran Church activities.

3. APPLICATIONS AND PRACTICES

The Sign Board is a communication system, the purpose of which is to make our congregation sound interesting and inviting. Sayings that cause people to think and reflect about their lives is the goal.

1. Based on experience, phrases that contain the words God or Jesus have resulted in malicious mischief, and are generally to be avoided.
2. Volunteers ideally change signboard at least every 3 weeks.
3. Determination of phrase is the responsibility of the sign volunteers who may always check with the pastor if unsure.

Sign volunteer(s) appointed annually by Church Council and/or Witness & Mission Committee, should they wish to make the appointment.