

**CONTINUING RESOLUTIONS
OF
HOLY TRINITY LUTHERAN CHURCH OF DUBUQUE, IOWA
(per C18.01)**

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¹ Per Constitution C12.01, the Congregation Council shall consist of the called pastor(s), the officers of the congregation, the seven members at large and the youth member at large.

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Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Name: List of Reports for Inclusion in Annual Meeting Report

The congregation council, all standing teams, rostered clergy on staff, and appointed teams or committees that are active within the year preceding the annual meeting in January will provide a summary report to be included in the Annual Report to the congregation.

In addition, the following will provide a report:

1. President
2. Treasurer
3. Financial Secretary
4. Luther Manor
5. Noah's Ark Preschool
6. Women of the ELCA
7. Holy Trinity Lutheran Church Foundation, Dubuque, Iowa
8. Office Manager
9. Minister(s) of Music
10. Contemporary Worship Music Leader(s)
11. Family Minister
12. Audit Committee
13. Mutual Ministry
14. Stephen Ministry

Questions about report inclusion in the annual report will be answered by the Congregation Council prior to the annual meeting and noted in Council minutes.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Name: Continuing Resolution for Operating Line of Credit

1. Up to \$10,000 may be borrowed per month to meet congregation expenses with the approval of the Executive Committee. Amounts exceeding \$10,000 must be approved by meeting of the Congregation Council in person, via telephone or via e-mail. Minutes will be kept and become part of the monthly Congregation Council meeting.
2. The maximum loan amount will be \$50,000. If funds are needed over this amount, congregational approval will be required.
3. Principal payment will occur when the Finance Committee deems timely.

If at the end of the year a deficit balance remains, the Congregation Council will determine how the funds will be repaid.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Name: Holy Trinity Lutheran Church Foundation, Dubuque, Iowa
Formed in 1996

The purpose of the corporation is to distribute funds from the Holy Trinity Endowment Fund that are deposited into the Community Foundation of Greater Dubuque. The funds are directed to uses apart from the day to day operation of Holy Trinity Lutheran Church ("HTLC"). The foundation funds are intended to enrich the programs and mission of HTLC by supporting projects which would not otherwise be possible through funding. The foundation is governed by a board of directors and has independent bylaws.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Name: Detailed Duties of each Paid Staff Member (per C12.03) as attached for:

Music Director (part-time) pp. 7-8
Maintenance Person pp. 9-10
Accounts Payable Clerk/Secretary (part-time) p. 11
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Contemporary Worship Music Leader pp. 13-14
Youth & Family Minister pp. 15-16

**Job Title: Music Director (part-time, exempt)
Holy Trinity Lutheran Church**

Date Adopted: April 16, 2019

Primary Role

Plan, direct, and participate in musical aspects of worship services in a manner consistent with the mission of Holy Trinity Lutheran Church. The music director will have be responsible for heading a team in planning and leading the music for the Sunday morning traditional music services as well as seasonal and special services. Act as the primary organist for the congregation and the director of the Trinity Chorale.

Responsibilities

1. Maintain a commitment to growing and serving God in this position.
2. Be responsible for the overall leadership of music for the Saturday evening and the Sunday morning traditional music service.
 - Meet with the pastor on a regular schedule to plan and coordinate details of worship services.
 - Guide the existing music selection team and the pastor(s) at least quarterly to select 3 months of hymns and liturgical settings for the Saturday evening and Sunday morning traditional music services.
 - The Music Director will act as the primary keyboard and organist for Sunday traditional services, as well as special seasonal services (with 12 regular services as paid time off per year and 18 services per year at which he or she directs the Trinity Chorale.)
 - The Music Director will schedule keyboard and organ accompanists for those services at which he or she directs the Trinity Chorale or for the 12 paid time off services during the year.
 - Provide musical training to worship leaders willing to sing (cantor) parts of the liturgy (i.e. chanting psalms)
 - For the traditional music services, develop and maintain a catalog of congregational music that is familiar, introducing new music over time to build up a growing body of congregational song.
 - Provide copyrighted music to the clerical staff formatted for inclusion in the Sunday bulletin.
 - Report copyrights usage to license holders as required under our copyrights licenses
3. Direct the Trinity Chorale (adult choir) and act as accompanist for weekly rehearsals of the Trinity Chorale unless a paid accompanist is desired.
4. Work to support the long-range plans of the congregation by encouraging the development of additional choirs (e.g. Youth Choir) with the goal of expanding the musical life of the congregation and in so doing grow the position of Music director.
5. Provide an atmosphere that facilitates musical learning, growth in faith, and mutual care to maintain current volunteer members and empower new volunteer members.
 - Actively seek volunteers for the music program

- Encourage practice and training to develop musical talents and to enhance/augment the musical aspects of worship within congregation.
 - Encourage team-based selection of music.
6. Be an active participant in the Worship committee.
 - Attend Worship Committee meetings on the first Tuesday of the month.
 - Work with the worship committee to locate and schedule special music at services during the year.
 - Assist the chairperson of the Worship Committee in drafting annual music program budget requirements and administer the budgeted funds for special services.
 - Select and purchase new music and musical equipment as needed, when authorized by the Worship Committee, and as funds are available.
 7. Report to the Building and Grounds committee any maintenance issues and possible preventative maintenance expenses with the church's pipe organ or any of the other instruments.
 8. Serve in other leadership roles in musical life of the congregation as requested by pastor.
 9. Continue to grow musically and spiritually through regular participation in worship, and participation in professional continuing education opportunities, as budgeted.
 10. Write a summary of the years activities and plans for added activities to be included in the Church's annual report.

Accountability

The Music Director is accountable to and will be evaluated by the Pastor.

Supervises

The Music Director supervises directors and other leaders of choirs, soloists, instrumentalists, and all who participate in the ministry of music during traditional worship services at Holy Trinity Lutheran Church.

Estimated Hours

Average of 16-20 hours per week but varies from week to week.

Qualifications

- A bachelor's degree or higher in music is preferred, not required, with specialty or experience in church music.
- Knowledge and ability for directing vocal and instrumental music ensembles.
- Past experience with or willingness to learn Hand Bell Choir direction is a plus.
- Organizational, scheduling, planning and teaching skills.
- A personable manner, ability to work together with others, and to delegate duties.
- Knowledge of sound amplification systems and/or willingness to be trained to operate Holy Trinity's sound equipment.

Evaluation

Persons holding this position shall be evaluated after 90 days and after six months, then annually according to the employment review policies of the Holy Trinity Lutheran Church.

**Job Title: Maintenance Person
Holy Trinity Lutheran Church**

Date Adopted: April 16, 2019

Job Responsibilities:

The Maintenance person is responsible for cleaning, repairs and maintenance of the physical structure of the church, surrounding properties and other properties owned or operated by Holy Trinity.

Job Duties:

1. Cleans and keeps in orderly condition all areas of the church by: Sweeping, mopping, scrubbing, stripping and waxing floors
 - Vacuuming carpets
 - Emptying waste baskets
 - Taking out trash
 - Dusting pews, tables, woodwork, ceiling beams, desks, chairs, woodwork and light fixtures
 - Cleans toilets, mirrors and sinks
 - Washes windows
 - Orders custodial supplies
 - Sets up and tears down for groups
2. Other duties as assigned.
3. Maintain and Repair facility by:
 - Scheduling routine inspection and maintenance of the heating/cooling systems, elevators, smoke detectors and fire extinguishers
 - Performing general maintenance and repairs on equipment and fixtures
 - Painting
 - Schedules and deals with contractors when work needs to be done by an outside contractor
4. Maintain grounds by:
 - Cutting grass
 - Weeding
 - Trimming shrubs
 - Sweeping walks
 - Removing snow from walks including weekends prior to services
5. Meetings
 - Meet with Office Manager daily to go over needs
 - Property Meeting (as needed)
 - Convey needs, problems and concerns to committee and/or Office Manager
 - Acts on request from Property Committee
 - Makes budget needs known to committee
 - Meets with other custodial staff daily to go over work schedules
 - Weekly staff meetings

Job Qualifications:

- Practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry and electrical work required.
- Must be able to read and follow written instructions
- Must be able to lift 75 lbs.

Hours

- 40 hours per week. Hours may vary from week to week, some overtime, evening and weekend work may be required as specified by the Property Committee.

**Job Title: Part time Accounts Payable Clerk/Secretary
Holy Trinity Lutheran Church**

Date Adopted: April 16, 2019

Position Summary:

Assists in the day to day operation of the Church by providing accurately maintained financial records and paying all expenses in a timely manner. Preparing finance reports for the Church Council and committees as requested. Responsible for compiling newsletter and bulletins.

Job Description and Responsibilities:

- Verify and allocate expenses to the General Ledger and enter in to the computer
- Make disbursements in a timely manner
- Prepare financial reports and provide a copy to council and committees
- Reconcile bank statements
- Calculate Health and Pension benefits for employees
- After Stewardship Drive, revise proposed budget and enter on computer
- Bulletin and newsletter preparation
- Back up office support—answering phones, mailings, filing, etc.

Supervisory and Reporting Relationships:

- Reports to Office Manager

Basic Qualifications for the Job:

Excellent computer, accounts payable, and communication skills. At least one-year experience in accounts payable. Accuracy, honesty, and attention to detail.

Average Hours Worked Per Month: 100 hours (25 hours per week—flexible hours)

**Job Title: Office Manager
Holy Trinity Lutheran Church**

Date Adopted: April 16, 2019

Job Summary: The Office Manager serves as a source of communication between pastors, committees, staff, and the congregation through bulletins, newsletters, correspondence and telephone calls.

Job Duties and Responsibilities:

1. Coordinate the overall ministries and calendar of the church
2. General office work—typing, filing, mailings
3. Provide administrative support for the pastoral staff.
4. Tracking membership-recording transfers, baptisms, deaths, weddings, etc. and maintaining a current list of the members at HTLC.
5. Serve as a receptionist—greet visitors and provide Christian hospitality.
6. Ensure that all office staff performs courteous and informed telephone and visitor receptionist functions.
7. Schedule events—track all the events and groups that use the church facility on the master calendar and have access to and manage Pastor’s calendar when supplied.
8. Order supplies for the office, communion, and church functions.
9. Meet with sales people.
10. Supervise office staff and custodial staff.
11. Prepare written reports to the Property Committee and Church Council on a monthly basis.
12. Prepare funeral bulletins and assist Pastor with funeral planning.
13. Back up support for the church secretary.
14. Assist with rental property management. (REMOVE)
15. Prepare bulletins—weekly and seasonal
16. Create Powerpoint slides for weekly announcements
17. Create and coordinate schedules for 8:30 worship assistants and altar guild
18. Schedule inspections for elevator, smoke detectors, fire extinguishers, etc.
19. Other duties as assigned.

Supervisory and Reporting Relationships:

- Pastors, Council, and the congregation

Basic Qualifications for the Job: High school diploma, office experience, computer knowledge, Microsoft office suite, and knowledge of ELCA practices.

Average Hours Worked Per Month: 160 hours (full time)

**Job Title: Contemporary Worship Music Leader (Part-time, exempt)
Holy Trinity Lutheran Church**

Date Adopted: April 16, 2019

Primary Role:

Plan, direct, and participate in musical aspects of worship services in a manner consistent with the mission of Holy Trinity Lutheran Church. The Contemporary Worship Music Leader will be responsible in helping to lead the Contemporary Worship Services and two to three special music services during the year, plus any contemporary music services for church holidays.

Responsibilities:

1. Pray and grow spiritually through regular participation in worship.
2. In consultation with the pastor, select the hymns and liturgies for the contemporary worship service, utilizing the Music Director as a resource.
 - Maintain a minimum 2-month advance selection of music including a suggested, contemporary Song of the Day.
 - Maintain a reference catalog of music familiar to the congregation as a resource for selection of service music.
 - Provide copyrighted music to the clerical staff for the Sunday bulletin. Include Title, composer and resource by 10 p.m. prior Sunday. Attend the bulletin proof meeting, provide additions or corrections after the meeting to clerical staff. Review the final draft on Thursday during rehearsal time and forward any updates to the clerical staff by 9 a.m. on Friday.
3. Serve as music leader at contemporary worship services, giving attention to musical transitions from one part of the service to others.
 - Coordinate musicians involved with the service.
 - Provide music resources and leadership to musicians and vocalists.
 - When unavailable to personally lead the music during the service, arrange substitute approved by the music director.
4. Provide an atmosphere that facilitates musical learning, growth in faith, and mutual care to maintain current volunteers and to direct the recruitment process for new volunteers.
 - Actively seek volunteers for the music program by getting to know worshippers after the service.
 - Plan and conduct mid-week weekly rehearsals, for the Contemporary music ensemble. Be at rehearsal 1/2 hour prior to start time fully prepared for rehearsal. Be at worship 1 hour prior to start time.
 - Encourage practice and training to develop musical talents in the congregation.
5. Be an active participant in the Worship committee.
 - Attend Worship Committee meetings to share a report on how the worship service is going. Seek feedback and share areas of concern for support.
 - Work in cooperation with the pastor in the coordination of the whole worship and music program.
 - Give music director input for budget planning.

- Select and purchase new music and musical equipment within budget guidelines with music director's approval.
 - Maintain organization of current music filing system.
6. Serve in other leadership roles in the Service as requested by pastor.
 7. Provide input to the Music Director for the monthly Tidings newsletter, and the year-end report for the annual meeting.

Accountability:

The Contemporary Worship Music Leader is accountable to and will be evaluated by Music Director under the supervision of the Pastor

Estimated Hours:

12-14 hours per week. Salaried position.

6 paid time off Sundays per calendar year for planned and unplanned absences. Two-week advance notice requested for time off when possible. No roll over for unused days. Required attendance to lead on Easter Sunday and Christmas Eve.

Qualifications

- A commitment to serving God in this position.
- A bachelor's degree or higher in music is preferred, with specialty or experience in church music.
- Knowledge and ability for directing vocal and instrumental music ensembles.
- Organizational, scheduling, planning and teaching skills.
- Knowledge of sound amplification systems and/or willingness to be trained to operate Holy Trinity's sound equipment,
- Ability to be accompanist on keyboard and lead the group preferred.

Evaluation

Persons holding this position shall be evaluated after 90 days and after six months, then annually according to the employment review policies of the Holy Trinity Lutheran Church.

**Job Title: Youth and Family Minister
Holy Trinity Lutheran Church**

Date Adopted: April 16, 2019

Job Responsibilities:

The Youth & Family Minister will serve children, youth, and their families by sharing a vision of the Christian faith in the Lutheran tradition and fostering a Christian community at Holy Trinity Lutheran Church according to proven paradigms for effective youth and family ministry. His/her mission is to partner home and congregation in order to establish personal, trusted relationships while sharing and participating in the Gospel story. He/she will utilize the "Four Key Approach": caring conversations, rituals and traditions, personal devotional life, and service to others.

Reports To: Pastor, as head of staff

Job Duties: The Youth and Family Minister will provide opportunities in the following areas of ministry:

1. EDUCATION

In cooperation with the Pastoral Staff and the Parish Education Committee, the Youth and Family Minister will plan and coordinate educational opportunities for children, youth, and families. This will include:

- Sunday School for three-year-old children through high school youth,
- Confirmation Classes,
- First Communion Classes,
- Congregational Bible Study,
- Vacation Bible School,
- Summer youth trips for middle school and high school youth,
- and other events as necessary.
- Family Sunday School events
- Intergenerational events
- Children's Christmas Program
- Advent & Lenten take home devotions

2. FELLOWSHIP

In cooperation with the Pastoral Staff, the Youth Board, and the Fellowship Committees, the Youth and Family Minister will plan fellowship events for children, youth, and families. This will include monthly events for all ages. Assist fellowship Committee as needed.

3. WORSHIP

Working with the Pastor, the Youth and Family Minister will foster attendance of and leadership by youth and families in the worship services. This will include the following tasks:

- Coordinate the Saturday night confirmation worship teams,
- Deliver the Youth Message when asked by the Pastor,
- Attend weekend and festival worship services,
- Help with other worship duties when asked by the Pastor.

4. OUTREACH AND SOCIAL CONCERNS

In Cooperation with the Pastor and church staff, the Youth and Family Minister will encourage children, youth, and families to recognize the presence of Christ in the midst of social concerns and issues and will recommend and/or develop activities for children, youth, and families to minister to others. This will include:

- Summer mission trips for youth,
- Mission events for adults or intergenerational groups,
- Participation of the congregation in the CROP Walk,
- Service opportunities at local agencies,
- Special offerings and appeals,
- Education about the mission of the ELCA

4. OTHER DUTIES

The Youth and Family Minister will perform these other duties described below:

- Attend weekly staff meetings.
- Attend weekly meeting with Supervising Pastor, which includes Bible study and reflection.
- Establish appropriate boundaries with others.
- Attend the monthly meetings of Parish Education Committee and Youth Board and provide a monthly update of youth and family ministry and budget information to them.
- Participate in continuing education/professional growth opportunities on an annual basis.
- Utilize various methods of communication to share important information with youth, parents and larger congregation.
- Provide a monthly report to council and attend council meetings as needed.
- Perform other tasks in cooperation with Pastoral Staff.
- Plan and implement fundraising events as needed

Hours of Work:

- Full-time salaried; hours may vary from week to week.

Job Qualifications:

- Person of Deep Faith with knowledge of Scripture.
- Bachelor's Degree (preferred).
- 1-3 years preferred experience in leading youth and family activities.
- Competent understanding of and commitment to Lutheran theology.
- Ability to relate to people of all ages.
- Must have a valid driver's license, auto insurance, and personal vehicle.
- Strong oral and written communication skills.
- Experience or ability to maintain financial records including budgeting and fundraising data.
- CPR or First Aid training preferred.
- Must pass a background check.

Evaluation: Will be evaluated in 90 days, 6 months, and 1 year by the Pastoral Staff or other appropriate personnel.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Position: Fellowship Team Liaison (Member at Large)

Purpose: To act as a spokesperson and representative from this team to the Congregation Council and from the Congregation Council to this team.

Term: As set out in the Holy Trinity Lutheran Church Constitution C11.02

Specific functions:

1. Attend worship and church functions regularly.
2. Represent all congregational members at church meetings.
3. Participate as a member of Congregation Council.
4. Participate as an active member of the team.
5. Provide a monthly report to Congregation Council on team activities.
6. Communicate directives from the Congregation Council to the team for action.
7. Provide team budget request to Financial Secretary for annual budgeting process no later than September 1st.
8. Help to encourage the congregation to take seriously its commitment to hospitality.
9. Work with other teams to promote intergenerational and international fellowship opportunities.
10. Assist in planning and coordinating church-wide fellowship activities.
11. Become familiar with the Continuing Resolution(s) that relate to the liaison assignment.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Position: Outreach Team Liaison (Member At Large)

Purpose: To act as a spokesperson and representative from this team to the Congregation Council and from the Congregation Council to this team.

Term: As set out in the Holy Trinity Lutheran Church Constitution C11.02

Specific functions:

1. Attend worship and church functions regularly.
2. Represent all congregational members at church meetings.
3. Participate as a member of Congregation Council.
4. Participate as an active member of the team.
5. Provide a monthly report to Congregation Council on team activities.
6. Communicate directives from the Congregation Council to the team for action.
7. Provide team budget request to Financial Secretary for annual budgeting process no later than September 1st.
8. Assist in planning ways to inform congregation and community of our worship services (telephone directory, brochure, poster, etc.).
9. Plan and conduct activities that promotes outreach.
10. Welcome visitors and new members.
11. Seek to find ways to encourage groups and organizations to use our facilities to better serve the people of this community.
12. Ongoing approval of all groups wishing to use church facilities and maintain a current list of such groups.
13. Become familiar with the Continuing Resolution(s) that relate to the liaison assignment.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Position: Parish Education & Family Ministry Team Liaison (Member At Large)

Purpose: To act as a spokesperson and representative from this team to the Congregation Council and from the Congregation Council to this team.

Term: As set out in the Holy Trinity Lutheran Church Constitution C11.02

Specific functions:

1. Attend worship and church functions regularly.
2. Represent all congregational members at church meetings.
3. Participate as a member of Congregation Council.
4. Participate as an active member of the team.
5. Provide a monthly report to Congregation Council on team activities.
6. Communicate directives from the Congregation Council to the team for action.
7. Provide team budget request to Financial Secretary for annual budgeting process no later than September 1st.
8. Develop Christian education ministries that are age appropriate and cross-generational.
9. Shape congregational faith formation practices and assist the members in vocational discernment.
10. Help homes be faith-formative places of Christian education.
11. Be a spokesperson and advocate for Christian education.
12. Communicate the unique views, perspectives, and concerns of the family unit.
13. Become familiar with the Continuing Resolution(s) that relate to the liaison assignment.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Position: Building & Grounds Team Liaison (Member At Large)

Purpose: To act as a spokesperson and representative from this team to the Congregation Council and from the Congregation Council to this team.

Term: As set out in the Holy Trinity Lutheran Church Constitution C11.02

Specific functions:

1. Attend worship and church functions regularly.
2. Represent all congregational members at church meetings.
3. Participate as a member of Congregation Council.
4. Participate as an active member of the team.
5. Provide a monthly report to Congregation Council on team activities.
6. Communicate directives from the Congregation Council to the team for action.
7. Provide team budget request to Financial Secretary for annual budgeting process no later than September 1st.
8. Explain to the Congregation Council and, if appropriate, give rationale for actions undertaken by the Property Team in special or emergency situations. When needed, seek funding from the Congregation Council for property expenditures not previously authorized by the congregation.
9. Become familiar with the Continuing Resolution(s) that relate to the liaison assignment.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Position: Stewardship Team Liaison (Member At Large)

Purpose: To act as a spokesperson and representative from this team to the Congregation Council and from the Congregation Council to this team.

Term: As set out in the Holy Trinity Lutheran Church Constitution C11.02

Specific functions:

1. Attend worship and church functions regularly.
2. Represent all congregational members at church meetings.
3. Participate as a member of Congregation Council.
4. Participate as an active member of the team.
5. Provide a monthly report to Congregation Council on team activities.
6. Communicate directives from the Congregation Council to the team for action.
7. Provide team budget request to Financial Secretary for annual budgeting process no later than September 1st.
8. Encourage ongoing stewardship education.
9. Raise awareness of giving shortfalls throughout the year.
10. Report stewardship team requests for special fund drives.
11. Become familiar with the Continuing Resolution(s) that relate to the liaison assignment.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Position: Worship Team Liaison (Member At Large)

Purpose: To act as a spokesperson and representative from this team to the Congregation Council and from the Congregation Council to this team.

Term: As set out in the Holy Trinity Lutheran Church Constitution C11.02

Specific functions:

1. Attend worship and church functions regularly.
2. Participate as a member of Congregation Council.
3. Participate as an active member of the Worship Team
4. Provide a monthly report to Congregation Council on Worship Team activities.
5. Communicate directives from the Congregation Council to the Worship Team for action.
6. Provide Worship Team budget request to Financial Secretary for annual budgeting process no later than September 1st.
7. Listen to ideas and wishes to enhance worship expressed by members of the congregation and the Congregation Council and bring those to the Worship Team for consideration.
8. Become familiar with the Continuing Resolution(s) that relate to the liaison assignment.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Position: Youth Liaison (Member At Large)

Purpose: To assist the Congregation Council in the leadership of the church by bringing the unique views and perspectives of the congregation's youth.

Term: As set out in the Holy Trinity Lutheran Church Constitution C11.02

Specific Functions:

1. Attend worship and church functions regularly.
2. Represent all congregational members at church meetings.
3. Participate as a member of Congregation Council.
4. Participate as an active member of the team.
5. Provide a monthly report to Congregation Council on team activities.
6. Communicate directives from the Congregation Council to the team for action.
7. Communicate the unique views, perspectives, and concerns of the youth.
8. Provide a voice in church governance and administration for the youth members of the congregation.
9. Become familiar with the Continuing Resolution(s) that relate to the liaison assignment.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Position: Noah's Ark Board Liaison (Member At Large)

Purpose: To act as a spokesperson and representative from the Noah's Ark Board to the Church Council and from the Church Council to the Noah's Ark Board.

Term: As set out in the Holy Trinity Lutheran Church Constitution C11.02

Specific functions:

1. Attend worship and church functions regularly.
2. Represent all congregational members at church meetings.
3. Participate as a member of Congregation Council.
4. Participate as an active member of the board.
5. Provide a monthly report to Congregation Council on board activities.
6. Communicate directives from the Congregation Council to the board for action.
7. Provide Noah's Ark budget request to Financial Secretary for annual budgeting process no later than September 1st.
8. Communicate the views, perspectives and concerns of the Noah's Ark Board.
9. Become familiar with the Continuing Resolution(s) that relate to the liaison assignment.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Team: Fellowship Team

Purpose: To promote friendship & fellowship

Term: Team members should rotate in two-year terms.
The Congregation Council will approve the chairperson(s) annually. Ordinarily, the chairperson will not be the team liaison.

Specific Functions:

1. All members of this team should regularly attend worship and church functions.
2. Coordinate fellowship coffee / tea and baked goods before and after services.
3. Coordinate meals with fellowship as the primary reason for gathering.
4. Plan, promote, assist and organize farewells, receptions, and dinners.
5. Organize special events for Christian fellowship and fun: e.g. talent show, concert, family game night, bowling, diners club, theatre, etc.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Team: Outreach Team

Purpose: To reach outside of the congregation to invite non-members and former / inactive members to become connected or re-connected with the mission and ministries of the ELCA.
To assist in educating new members and visitors about HTLC, the ELCA, and historical Lutheran theology.

Term: Team members should rotate in two-year terms.
The Congregation Council will approve the chairperson(s) annually. Ordinarily, the chairperson will not be the team liaison.

Specific Functions:

1. All members of this should regularly attend worship and church functions.
2. Promote Holy Trinity Lutheran Church to others in Dubuque and surrounding communities.
3. Personally invite and encourage others to come and visit our Church and join in worship, education, and fellowship.
4. Facilitate delivery of a welcome gift to prospective members.
5. Encourage the Congregation to be intentional about encouraging others to visit and join in activities our Church and join in activities of worship, small groups, education, and fellowship.
6. Promote special outreach programs open to the public, e.g. parking lot activity, activities for new college & Wartburg students (welcoming meal and activities), as well as volunteering for special activities in the community such as St. Mark Community Center and Dubuque Rescue Mission.
7. Check the church rolls annually to determine which members are still active.
8. Evaluate list of inactive members annually to determine how to reach out to them. Reaching out should be an ongoing process to keep members involved.
9. Delivering Sunday service digital media to homebound members on a weekly basis.
10. Transportation to church, hospital, or nursing home will be provided upon request and coordinated by chair of Outreach Team.
11. Mentor new members for a six to twelve month time span using guidelines developed by Pastor. Outreach chairperson will recruit mentors from Outreach Team and/or congregation.
12. Assist members with minor household repairs or other. Outreach chairperson will recruit helpers from time and Talent sheet signups.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Team: Parish Education & Family Ministry Team

Purpose: To nurture the passing on of the faith to all generations and to support, guide and foster ministry of the family unit.

Term: Team members should rotate in two-year terms.
The Congregation Council will approve the chairperson(s) annually. Ordinarily, the chairperson will not be the team liaison.

Specific Functions:

1. All members of this team should regularly attend worship and church functions.
2. Encourage all adults to be involved in weekly Adult Christian Education.
3. Develop and implement Christian Education ministries for youth and adults including Sunday School, confirmation and adult education.
4. Develop and implement Christian education opportunities for the home.
5. Evaluate Christian education ministries based upon effective faith formative practices and research.
6. Provide a liaison, support and guidance to the current Noah's Ark personnel and Board.
7. Support and guide our Family Minister.
8. Develop, coordinate, and direct youth ministry at Holy Trinity.
9. Support Youth Events and Activities.
10. Pray for the Family Minister and the youth ministry at Holy Trinity.
11. Promptly after each annual meeting, review and evaluate the specific functions of your team.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Team: Building and Grounds Team

Purpose: Oversee the maintenance and care of the facilities of Holy Trinity Lutheran Church.

Term: Team members should rotate in two-year terms.
The Congregation Council will approve the chairperson(s) annually. Ordinarily, the chairperson will not be the team liaison.

Specific Functions:

1. All members of this team should regularly attend worship and church functions.
2. Maintain and repair all church facilities, the contents, and surrounding grounds.
3. Submit annual budget request for utility costs and maintenance expenses of church buildings and grounds to Financial Secretary no later than September 1st.
4. Provide final approval for payments of church utilities and maintenance expenses to the church secretary before payment is made.
5. Review and submit written report to council annually on all current insurance maintained on church properties.
6. Develop schedules for building maintenance and replacing fixtures and furniture that wears out or needs updating.
7. Promptly after each annual meeting, review and evaluate the specific functions of your team.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Team: Stewardship Team

Purpose: To strengthen, inspire and support our members in their knowledge and understanding of their role as faithful stewards of God's grace and generosity.

Term: Team members should rotate in two-year terms.
The Congregation Council will approve the chairperson(s) annually. Ordinarily, the chairperson will not be the team liaison.

Specific Functions:

1. All members of this team regularly attend worship and congregational functions.
2. An on-going, year-round program of communication, including stewardship inspiration and education, mission and ministry interpretation, and regular reporting of resource and program status.
3. Specific opportunity(ies) for members to make decisions about their response to God's love and grace through a financial commitment and a sharing of their time and abilities in support of the various ministries of our church.
4. Propose to Congregation Counsel the calendar of monthly special appeals, promote and solicit special appeal offerings throughout the year.
5. Review and coordinate schedule of special drives for awareness and publicity of various projects and report outcome of same in general accounting practice, including gift-in-kind appeals.
6. Offer opportunities for study of biblical and/or theological foundations for faithful stewardship practice such as Financial Peace University (FPU) courses and/or the educational programs of the congregation.
7. Promptly after each annual meeting, review and evaluate the specific functions of your team.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Team: Worship Team

Purpose: Work with the Pastor and Professional Staff to ensure implementation of quality worship within the faith and practices of the ELCA. Make recommendations, related to worship, to the Pastor or the Congregation Council.

Term: Team members should rotate in two-year terms.
The Congregation Council will approve the chairperson(s) annually. Ordinarily, the chairperson will not be the team liaison.

Specific Functions:

1. All members of this team should regularly attend worship and church functions.
2. Listen and consider the ideas and wishes of the congregation to enhance worship.
3. Recruit and engage qualified volunteers for worship assistants e.g. musicians, ushers, altar guild members, greeters, communion assistants, etc.
4. Follow church year seasonal themes and propose sanctuary visuals to enhance the seasons to the Pastor.
5. Submit a proposed budget that will support the monetary needs of Worship, i.e. banners, paraments, music resources, sanctuary/altar needs, copyright fees, etc. on later than September 1st.
6. Worship Team actions and worship service practices should seek to fulfill the mission statement of the church.
7. Promptly after each annual meeting, review and evaluate the specific functions of your team.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Team: Mutual Ministry Team

Purpose: To affirm and strengthen the ministry of the congregation and the pastor. This will be accomplished not through programs but through:

- Listening and clarifying
- Sharing and communicating
- Reviewing and reflecting
- Building trusting relationships

And by so doing, the Mutual Ministry Team will serve as a place where:

We will become a "listening post" for the pastor and the congregation,
We will seek to identify early warning signs of misunderstandings,
We will provide a place where the pastor can test new ideas,
We will provide a place where there is open communication about the expectations, attitudes, and concerns within the congregation and the pastor,
We will provide a place where there is open communication about the expectations, attitudes, and concerns within the congregation and the pastor.

Term: As set out in the Holy Trinity Lutheran Church Constitution C13.04.

Specific Functions:

1. The team will consist of seven members, including the pastor, which will represent a cross-section of the congregation.
2. Meetings will be held approximately every two months, with additional meetings as needed.
3. Meeting minutes will be distributed and approved via e-mail and made available to the council.
4. The team will report regularly to the congregational council and the congregation, including a written annual report.
5. All meetings and discussions pertaining to topics from meetings are to be treated as confidential until determined otherwise by the team.
6. Reviews of the pastor and the congregation will be conducted annually.
7. The team will provide recommendations related to continuing education policy for the pastor.
8. A quorum will consist of four Mutual Ministry Team members and the pastor.
9. MMC members will strive to attend worship and church functions on a regular basis. Promptly after each annual meeting, review and evaluate the specific functions of your team.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Committee: Finance Committee

Purpose: Oversee all financial activities for Holy Trinity Lutheran Church.

Term: This committee is comprised of the Vice-President, Financial Secretary and the Treasurer of the current Congregation Council. At-large committee members should ordinarily rotate in two-year terms.

Specific Functions:

1. All members of this committee should regularly attend worship and church functions
2. Maintain a history of all gifts given to HTLC and any pertinent legal documentation.
 - a. Report receipt of gifts and their restrictions to Council when funds are received.
 - b. Create policy for use of these funds as determined by the will or estate. Seek Council approval for such policies.
 - c. Create separate accounts for restricted funds exceeding \$20,000 in investments and report semi-annually to the Congregation Council and annually to the congregation on the standing of these funds.
 - d. Monitor these funds at quarterly Financial meetings.
 - e. Meet as needed with bank representative to monitor invested funds.
3. Account for restricted funds of less than \$20,000 and report to the congregation annually.
4. Serve as a resource to the Financial Secretary regarding Memorial Fund issues.
5. Provide oversight to weekly offering deposit procedures.
6. Assist with annual budget preparation.

The Church Treasurer will serve as liaison to Congregation Council.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Committee: Personnel Committee

Purpose: To assist with the development and implementation of policies and practices related to employed lay personnel, preparing recommendations as needed and providing advice regarding personnel issues.

Membership: Membership of the committee shall consist of the current year Vice-President of the Council, the current year Council President and the immediate previous year's Council president.

Specific Functions:

1. All members of the committee should regularly attend worship and church functions.
2. Provide human resource input to the paid staff as requested.
3. Review personnel policies minimally every two years. Recommend revisions to Congregation Council as needed.
4. Ensure that the system of performance reviews is taking place annually, as stated in the personnel policies.
 - a. Develop a structure for the performance appraisal process as well as the training for managers.
 - b. Participate with the pastor in annual performance appraisal meetings of all staff. These performance appraisals shall be normally conducted in the fall of each year well ahead of the Advent season, preferably in September.
5. Serve as the grievance advisory team if needed, seeking training in the process if additional personnel skills are required.
6. In consultation with the Executive Committee, the Pastor and the Personnel Committee shall make the determination of a need to terminate an employee. Should termination of an employee be required, the Personnel Committee and the Pastor shall conduct the termination meeting.
7. Recommend and maintain up-to-date salary structure and benefit plans.
8. Review, verify, and update all job descriptions annually, with a report to the council of changes.
9. Facilitate exit interviews using forms and process developed.
10. Promptly after each annual meeting, review and evaluate the specific functions of your committee.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Team: Special Interest Group – Luther Manor (per C14.01)

Holy Trinity Lutheran Church shall from time to time, but not both in the same year, select two persons to each serve three-year terms on the Board of Directors of Martin Luther Home (Luther Manor). The persons shall be selected by majority vote of the Congregation and Luther Manor shall be notified of the persons so appointed.

The persons currently serving on the Luther Manor Board of Directors shall complete their respective terms and serve until their successors are appointed in the manner set forth above. Upon receipt of notice from Luther Manor of the date of expiration of the term of each person from the Church service on the Board of Luther Manor, action shall be taken to appoint a successor.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Acoustics Policy
FOR
HOLY TRINITY LUTHERAN CHURCH
Dubuque, Iowa

As a people actively responsive to Gods word, Holy Trinity Lutheran Church values a lively acoustical environment in its worship center. Given our pattern of worship, we wish to do all that we can to maintain and nurture vibrant congregational participation in our worship through hymns, liturgy, other spiritual music, and spoken responses. We also value the contributions given by various choirs, soloists, organ, piano, and other instruments that enhance our worship life together. In order that all of these voices may contribute their best, we need to retain as much surface area in our worship space that reflects sound as possible. Surfaces that reflect sound, promote active participation in worship. The Importance of this facet of our worship cannot be over emphasized or diminished. Advances in electronic amplification do not nullify the need for good acoustics or diminish the need for congregational members to be able hear each other and to hear aspects of worship such as instruments that are not amplified. We need to hear each other and be heard to worship fully.

Therefore, be it resolved that:

NO CARPETING, except for the center aisle,
NO DRAPERIES, AND NO PEW PADS be installed in the sanctuary other than single pads. Paraments and seasonal decorations are exempt but should respect the intent of maintaining a lively soundscape in the sanctuary. Proposed structural and/or material changes will be referred to the Worship Committee, whose responsibility it will be to evaluate such changes on the acoustical environment. A professional evaluation will be sought if necessary, and the worship committee will recommend changes based on these evaluations.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Cancellation Policy
FOR
HOLY TRINITY LUTHERAN CHURCH
Dubuque, Iowa

Monday—Friday

When inclement weather hits during the week, the decision to cancel classes, meetings, and choirs will be made as early as practicable. Cancellations will be announced on the local radio stations. An announcement about the cancellation will also be placed on the church's voice mail system and distributed digitally (via e-mail and social media) when appropriate.

Saturday—Sunday

Decisions to cancel worship services and/or Sunday School will be made as early as practicable. If worship services or Sunday School are cancelled, announcements will be made on the local radio stations. The decision to cancel will be made by the pastor and the Congregation Council president. An announcement about the cancellation will also be placed on the church's voice mail system and distributed digitally (via e-mail and social media) when appropriate.

Sunday School Teachers and those assisting in worship should not feel obligated to attend if weather conditions are severe. If we do meet for worship during inclement weather, adult supervision will be provided for all children who come for Sunday School.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Policy Regarding Child Protection & Sexual Abuse Prevention
FOR
HOLY TRINITY LUTHERAN CHURCH
Dubuque, Iowa

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Personnel Policy
FOR
HOLY TRINITY LUTHERAN CHURCH
Dubuque, Iowa

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Policy Regarding Organized Gambling and the Gaming Industry
FOR
HOLY TRINITY LUTHERAN CHURCH
Dubuque, Iowa

Holy Trinity Lutheran Church recognizes that Christians should abstain from gambling and should strive to minister to those victimized by the practice.

Therefore, Holy Trinity Lutheran Church (HTLC) adopts the following policy with regard to gambling:

- 1) HTLC shall decline gifts known to come from organized gambling or the gaming industry.
- 2) HTLC shall endeavor to prevent any affiliated organization from using Holy Trinity's name, identity, or tax ID number in conjunction with any grant application or other solicitation made to the gaming industry.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

HANDBELL LOAN POLICY
FOR
HOLY TRINITY LUTHERAN CHURCH of Dubuque, Iowa

Holy Trinity’s handbells have been provided by memorial funds and are a precious possession and an important part of the worship life of our congregation. We are very happy to share their beauty with members of the community who agree to the following guidelines. Thank you for your cooperation and understanding. You will hear from us within ten days!

Holy Trinity Worship Team

Guidelines for borrowing handbells

I, the borrowing party, understand that:

1. The handbells will be transported and stored in their locked cases.
2. The handbells will be rung only by experienced ringers.
3. Four-inch foam* must be placed on top of tables used for ringing. (*Holy Trinity has a small section of 4” foam available to borrow which can accommodate up to 10 handbells.)
4. Gloves must be worn during handling and ringing to avoid tarnishing which could cause permanent damage to the handbells.
5. Any damage to the handbells, cases, and/or foam is the financial responsibility of the borrowing party.
6. The borrowing party will pick up the handbells via the church office on _____ am/pm (circle one) and return them on _____ am/pm.

Name of borrowing party _____
Date

Experience in handbell ringing _____ years at _____ Church.

Purpose for borrowing _____
Additional comments: _____

For Office Use Only
_____ (signature of handbell or music director—
church secretary or pastor may sign if given verbal consent by handbell or music director)

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

AFTER HOURS ENTRY AND LOCK-UP POLICY
FOR
HOLY TRINITY LUTHERAN CHURCH
Dubuque, Iowa

Date Adopted: April 16, 2019

All doors will be locked after 6:00 p.m.

After hour users need a key to access the building.

Building Entry

Only two doors will be used after hours to help provide building security and an easy lock-up procedure.

Lower Floor—access the building using the northwest door only (alley door).

Upper Floor—access the building using the entry to the Living Faith Center

All other doors remain locked.

A door chime is located on the lower floor access (N.E. door by Klauer Optical) to help gain entry to the fellowship hall if the alley door is locked.

Lock-up

Each user or group is responsible for turning off lights and locking the door on the floor that they are using.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

POLICY STATEMENT REGARDING MEMORIALS
FOR
HOLY TRINITY LUTHERAN CHURCH
Dubuque, Iowa

Date Adopted: April 16, 2019

I. General

- A. Memorials are established in memory of a family member or friend who has died. A memorial may be the contribution of one or more people.
- B. Each memorial gift will be recorded in the Memorial Book located at the rear of the sanctuary. In listing memorials, unless a specific gift is given by one person or one family, it will be listed "From Family and Friends."
- C. Acknowledgement of memorials in the Memorial Book is retroactive to January 1, 1977. The Memorial Book will be used for acknowledgement in lieu of a specific designation on the gift, i.e. brass plaques, etc.
- D. Memorials for the year will be dedicated in connection with All Saints Day Sunday worship each year.

II. Memorial List Procedure

- A. A list of suggested memorials will be approved and published annually. The list will be kept by the Financial Secretary and on file in the church office.
- B. This list will be compiled as follows:
 - 1. Any church member or team/committee may submit memorial ideas to the church office.
 - 2. The ideas will be reviewed by the church committee best able to evaluate the usefulness and/or appropriateness of the item.
 - 3. Ideas will be forwarded to the Memorial Committee for its approval.
 - 4. Council will have the final approval of the complete list.
 - 5. Any item requested as a memorial by a surviving family member which is not on the yearly approved list must have steps 2, 3 and 4 above completed before purchase.

III. Classification of Memorials

- A. Designated - a memorial contribution(s) which is selected by the donor family from the approved list.
- B. Designation Pending - a memorial contribution(s) awaiting designation and not available for indiscriminate use by committee. Funds must become "designated" within 12 months. The donor will be contacted if funds have not been designated within this period of time.
- C. Undesignated - a memorial contribution(s) that has not been designated by the donor for a specific use.

D. Bequest - monies bequeathed to Holy Trinity from a will

IV. Disbursement of Memorial Funds

- A. Designated Memorials - items from the approved list will be selected by the family and purchased by the office administrator.
- B. Designation Pending - funds must be designated within 12 months.
- C. Undesignated Memorial Gifts
 - 1. Individual gifts less than \$2500 will be used to purchase an item from the approved list and selected at the discretion of the Memorial Committee after the donor has been given the courtesy of his/her opinion. Gifts in memory of more than one person may be combined to establish a specific memorial. Each name will be listed in the Memorial Book.
 - 2. Individual gifts greater than \$2500 will be disbursed as follows: 30% will be given to ELCA benevolence within 12 months of receipt of the memorial gift; 70% will be used for capital improvement and/or debt retirement, at the discretion of council. Bequests - It is the council's responsibility to determine a plan for use of bequest funds. This plan must be approved by majority vote of the congregation at an officially-called congregational meeting.

V. Miscellaneous

- A. All memorial gifts become the property of Holy Trinity Lutheran Church.
- B. The Pastor(s) and/or Office Manager/Administrator will alert the family to the possibility of establishing a memorial.
- C. The Financial Secretary will receive the contributions and record the donations, reporting quarterly to the Congregation Council. The contributions are deposited in the memorial savings account by the Financial Secretary.
- D. The Financial Secretary pays invoices via money order to purchase memorial gifts.
- E. The Office Manager/Administrator will write thank you notes to the family when funds have been received and again when the gift has been purchased.
- F. It is understood that in time all things wear out, become outdated, etc. Therefore, in some cases the memory of an individual will outlive the memorial gift.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Payroll Policy
FOR
HOLY TRINITY LUTHERAN CHURCH
Dubuque, Iowa

All Holy Trinity Lutheran Church personnel will be paid twice each month on the 15th and the last day of the month. Payroll sheets are due in the church office on the 10th and 25th of the month. If pay day falls on a Saturday, Sunday or holiday, checks will be issued the previous business day.

Any pay increases approved at Holy Trinity's Annual Meeting in January will be effective beginning the 26th of January of that year.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

Policy Regarding Removal from Membership
FOR
HOLY TRINITY LUTHERAN CHURCH
Dubuque, Iowa

Members who have not communed, participated, or contributed for two years will be placed on the "inactive" rolls. They will be contacted by the Outreach Team. If after five years there is no activity, they will be removed from the rolls.

Holy Trinity Lutheran Church of Dubuque, Iowa
Continuing Resolution

Date Adopted: April 16, 2019

POLICY REGARDING USAGE OF CHURCH PROPERTY
FOR
HOLY TRINITY LUTHERAN CHURCH
Dubuque, Iowa

NOTE: This is for one time or occasional use of church property. If more substantial rental of property is contemplated, a complete rental agreement should be signed by both parties.

"Living Christ's Call to Love and Serve All"

Holy Trinity Lutheran Church's (congregation) primary purpose is to carry on the mission and ministry of the congregation.² It has a desire to serve as an outreach to the community and has several longstanding relationships with community organizations for ongoing use. The congregation is happy to have your organization share our facilities. So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Property Use Agreement and Release Form. A copy of the approved form will be returned to you. These forms are only to be used for occasional use such as a once only use or for a few hours one day each week or month.³

Holy Trinity Lutheran Church may be referred to as HTLC in this document.

Building use activities fall under the jurisdiction of the **HTLC Church Council**. Requests for building use are managed through the church office. No commitment for building use is finalized until the Use Agreement has been approved and executed through the HTLC Office. Local organizations and individuals for one-time or short-term usage also may use church building. When possible we will attempt to make our facility available for such groups. Our first priority is to congregation programs and membership needs. Priority is then given to nonprofit groups that are supported by church and finally to other nonprofit organizations.⁴

Approval for the use of the grounds and/or facilities of congregation does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use congregation facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of this congregation and the ELCA.

Included in this guide are the following:

- Steps to Facility Use Scheduling

² It is important for the congregation to check with their insurance carrier or broker when allowing third party use of the premises. Likewise, there may be zoning issues for unusual uses which should be investigated.

³ This form agreement can also be used for weddings or other such events.

⁴ Exceptions to these rules may be made on a case-by-case basis.

- Rules and Regulations
- Property Use Agreement Form including Release

STEPS TO FACILITY USE SCHEDULING

1. Obtain and complete a Property Use Agreement from the church office.
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the Property Use Agreement to the church office and you will be notified whether it is approved or not approved within 30 days.

SEE HTLC FEE SCHEDULE

RULES AND REGULATIONS

1. **CHURCH PROPERTY.** Church property will not be loaned, borrowed, or removed from church premises without prior permission from the church office.⁵ Church property such as chairs, tables, tablecloths, etc may be used when using the facility under the rules herein.

2. **FACILITY CARE.** The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place.

NOTE: If keys are given out, there should be strict standards for use, return, locking up and a set fee for replacing lost keys.

3. **KITCHEN RULES.** The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed in the dumpster behind the church. Church supplies are not to be used except by church sponsored activities.

4. **PIANO, ORGAN AND HAND BELL USE.** Permission to use the piano, organ and/or hand bells must be granted by the Pastor or Director of Music. Piano and/or organ should not be moved except by permission from the Director of Music and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after replacement.

5. **SANCTUARY SOUND SYSTEM.** The Sanctuary sound system is available for use upon request. The system must be operated by PUMC trained members or by individuals pre-approved by the church office. **No other equipment may be attached to the church sound system without prior approval.**

6. **NO SMOKING and NO ALCOHOL USE ALLOWED.** All members of all groups using our facilities shall abide at all times in all parts of the building, including corridors and restrooms.

7. **BUILDING USE.** All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights and

⁵ You may wish to designate a position, such as congregation secretary, business administrator or chair of the property committee.

closing all windows. As applicable, if a key is provided, the group or member will be responsible for locking the room/building.

8. NO GAMES OF CHANCE. Gambling or bingo on the church premises is strictly prohibited.

9. SUPERVISION OF CHILDREN AND YOUTH. The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults should be present at all times during any program or event involving children.
- Adult supervision is required at all times both inside and outside of the church property including playground and parking lot.
- Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.

10. NURSERY USE. The nursery facility is available, and our safety standards require that two (2) nursery care providers must be present to operate the nursery. At least one (1) caregiver must be at minimum, eighteen (18) years of age.

11. FOOD AND DRINK. Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.

12. DECORATIONS. Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event. See policy for the LFC (hanging signs).

13. EMERGENCY SCHEDULING CONFLICTS. The congregation reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

14. STORAGE. Excess storage is limited for organizations other than church groups, as such; all organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.

15. BREAKAGE. All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc any part of the building and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.

16. SECURITY. The congregation works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close

attention to personal property and valuables, not leaving them unattended. The congregation is not responsible for theft or damage to personal property.

17. **FIREARMS/WEAPONS.** Under no circumstances are any type of firearms or weapons allowed on Holy Trinity Lutheran Church property including parking lot.

18. **FINAL DECISIONS.** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Congregation Council or their delegated representative shall decide the matter and all individuals and groups shall abide by the Congregation Council’s directions or forfeit the use of any part of the facility **immediately.**

Holy Trinity Lutheran Church

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

EMAIL

**PROPERTY USE AGREEMENT and RELEASE FORM for
Holy Trinity Lutheran Church**

Name of Organization: _____
Responsible Person: _____
Address: _____
Contact Person's Name: _____ Day Phone: _____
Email: _____ Cell Phone: _____
Organization's Purpose: _____
Date(s) Requested: _____ Start Time: _____ End Time: _____
Frequency: ___ One Time Only ___ Weekly ___ Monthly ___ Other
Which day of the week:
___ Mon ___ Tue ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun

General Information

Describe *IN DETAIL* the type of event you will be bringing to our facility, including number of participants.

Will tickets be sold or admission charged for your event?⁶ If yes, what will be the ticket prices or the admission fee?

Yes _____ No _____

If yes, how will the net proceeds of this event be used?

Is your group a Nonprofit 501(c)(3) organization?

Yes: _____ No: _____

Nonprofit Tax ID Number: _____

⁶ If no charge for tickets is allowed, delete or substitute language about a voluntary, good will offering that may be allowed.

Rooms Requested:

- Sanctuary
- Piano/organ
- Sound system
- Kitchen
- Children’s Classroom
- Adult Classroom
- Narthex
- Fellowship Hall
- Playground
- Other (list: _____)

Anticipated Number of Participants: _____
 Will food or drink be consumed? Yes No
 Special Needs or Requests:

Equipment Needs:

- | | |
|--|---|
| <input type="checkbox"/> Large Screen | <input type="checkbox"/> Round Tables: # _____ |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Chairs: # _____ |
| <input type="checkbox"/> LCD Projector | <input type="checkbox"/> 8 Foot Tables: # _____ |
| <input type="checkbox"/> Flip Chart and Markers | <input type="checkbox"/> Food Serving Tables: # _____ |
| <input type="checkbox"/> Reception Table at Entrance | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Microphone and Lectern | |

Certificate of Insurance Requirements - Non-church groups are required to provide certificates of insurance naming HTLC _____ as additional insured. A certificate should be turned in to the church office at least a week before the first use. For continuing usage, the form should be renewed annually.

OPTIONAL depending on congregation policy

Fee Arrangement

The parties understand that the fee for each use of the building will be \$_____.

Release and Indemnity Agreement⁷

This Release and Indemnity Agreement is between _____
(organization or individual) and _____ (for use of the property
describe above for meetings and other activities.)

NOW, THEREFORE, in consideration of Holy Trinity Lutheran Church permitting the
organization or individual(s) to use the property described herein, the organization or
individual(s) agree(s) as follows:

1. Organization or individual(s) hereby indemnify, hold harmless, releases, and
discharges Holy Trinity Lutheran Church and its administrator, directors, agents,
officers, members, volunteers, and/or employees, from any and all liability,
claims, demands, losses or damages arising out of the use of the property.

ACCEPTANCE OF RESPONSIBILITY

I/We agree to be responsible for the conduct of those coming to or participating in the
activity for which this application is being made, and for any damage beyond normal wear
and tear which may occur as a result of this activity. I/We will remove all signs posted by
my/our group after the meeting has ended. I/We further agree that the church property
will be used in accordance with the Rules and Regulations of the congregation (a copy
Property Use Resources including the Rules has been received) and I/We hereby consent
to the Release and Indemnity Agreement.

Name of Organization: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

Congregation

_____ Request Approved

_____ Request Denied

Signature _____ Date _____

⁷ Legal requirements on releases vary from state to state and you should check with your own attorney.