

Policies and Procedures of

Our Savior Lutheran Church Cheyenne, WY

Adopted by Council on May 15th, 2007
Ratified by Voters on November 18, 2007

God is not a God of confusion but of peace.

All things should be done decently and in order.

*Obey your leaders and submit to them,
for they are keeping watch over your souls,
as those who will have to give an account.
Let them do this with joy and not with groaning,
for that would be of no advantage to you. (Heb 13:17).*

*Complete my joy by being of the same mind,
having the same love,
being in full accord and of one mind. (Php 2:2).*

*But the fruit of the Spirit is love, joy, peace,
patience, kindness, goodness, faithfulness,
gentleness, self-control;
Against such things there is no law. (Ga 5:22-23).*

*So if there is any encouragement in Christ, any comfort from love,
any participation in the Spirit, any affection and sympathy,
complete my joy by being of the same mind, having the same love,
being in full accord and of one mind. Do nothing from rivalry or conceit,
but in humility count others more significant than yourselves.
Let each of you look not only to his own interests, but also to the interests of others.
Have this mind among yourselves, which is yours in Christ Jesus.
(Php 2:1-5)*

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Board of Elders Policies and Procedures

Purpose of Our Savior Lutheran Church

As is stated in our Constitution: “The purpose of this congregation shall be to serve its members and to spread the kingdom of God by preaching the Word of God, by the administration of the Sacraments, and by the religious instruction of the youth and adults, according to the confessional standard of the Lutheran Church (Article III), and to foster Christian fellowship and charity.”

Confessional Standard

As is stated in our Constitution as unalterable and irrevocable: “This congregation acknowledges and accepts all the canonical books of the Old and New Testaments as the revealed Word of God, verbally inspired, and acknowledges and accepts all the Confessional writings of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, to be the true and genuine exposition of the doctrines of the Bible. These Confessional Writings are as follows: the three Ecumenical Creeds (Apostles', Nicene, and Athanasian); the Unaltered Augsburg Confession; the Apology of the Augsburg Confession; the Smalcald Articles; Luther's Large Catechism; Luther's Small Catechism; Treatise on the Power and Primacy of the Pope, and the Formula of Concord.”

Called Pastors and Parochial School Teachers

As is stated in our Constitution as unalterable and irrevocable: “The pastoral office of this congregation as well as that of a called teacher in a parochial school shall be conferred upon only such ministers, teachers, and candidates who profess and adhere to the confessional standards set forth in Article III of this constitution and are qualified for their work. Pastors and teachers shall, in the call extended to and accepted by them, be pledged to this confessional standard.”

Duties and Responsibilities of Called Pastors

The Call Documents describe the “pastor and people agreement” to work together for the mission of Christ. Below is a list of duties that every pastor who has been called to serve at Our Savior Lutheran Church has been given, signed, and is obligated to carry out:

To (name of pastor) of (place of residence). Having called on the Lord, our God for guidance and in the exercise of the authority with which He has vested His church on earth, we, the members of Our Savior's Lutheran Church of Cheyenne, Wyoming, have elected you to the office of (Sole/Assistant/Associate/Senior Pastor) and herewith extend to you this formal notification of your solemn call.

In the name of the Triune God and by His authority we ask you to assume the responsibilities of the office to which we have called you and faithfully to perform all the duties of your office according to the Word of God and the confessional standards of the Evangelical Lutheran Church as drawn from the Sacred Scriptures and found in the Book of Concord. We ask you to do this according to the needs as specified in the accompanying document or as may be resolved and mutually agreed upon from time to time. To the end that you may be enabled to do this, we pledge you our wholehearted and continuing cooperation and support in word and deed and in our prayers to God in your behalf.

We pray God, the Father of our Lord Jesus Christ, who has moved us to extend our call to you, to convince you by His Holy Spirit that it comes from Him; to induce you to accept it; to conduct you safely to your field of labor; and to bless your ministrations to the glory of His holy name, the building of His church, the temporal and eternal welfare of many people, and your own great joy and blessing.

Signed this ____ day of _____, A.D. _____, on behalf of Our Savior's by (six signatures by elected elders and chairman).

To (name) who is herewith called to the position of (Sole/Assistant/Associate/Senior Pastor) of Our Savior's Lutheran Church at Cheyenne, WY.

In the name of the Triune God and by His authority, in order that we might carry out His mission to the world, we hereby authorize and obligate you:

- To administer to us the Word of God in its full truth and purity as contained in the Sacred Scriptures of the Old and New Testaments and as set forth in the confessional writings of the Evangelical Lutheran Church as found in the Book of Concord;
- To administer the holy sacraments in accordance with their divine institution;
- To demonstrate the mind and spirit of Christ as you serve the members of the congregation and equip them for Christ's mission to seek and save the lost;
- To equip and enable the members of the congregation to serve one another and those outside the fellowship of the congregation;
- To perform the functions of a pastor in an evangelical manner; to aid, counsel, and guide members of all ages and social conditions; to visit the sick and the dying; to admonish the indifferent and the erring; to support the members of the congregation as they extend that evangelical ministry to others;
- To guard and promote faithfully the spiritual welfare of the members of this congregation, in particular to see to the instruction of the catechumens, both children and adults, in the Word and thus prepare them for communicant membership in the church;
- To guide the congregation in applying the divinely ordained discipline of the church according to the Word of God and to assist and lead members of the congregation in practicing the forgiven life with one another;
- To promote and guide the mission activity of the congregation as it is related to the local community and to endeavors of the Synod and its Districts, in particular to train workers and guide them in evangelism and to enlist the support of the congregation for mission work;
- To serve as a resource and guide for members of the congregation as they participate in the ministry of Christian education, and to train parents to teach the Christian faith to their children.

- To assist the congregation in adopting administrative policies and procedures that will help it carry out the mission of a Christian congregation;
- To serve the congregation as an example of Christian conduct; to endeavor earnestly to live in Christian unity with the members of the congregation, fellow workers, and sister congregations in the Synod; and by the grace of God do everything possible for the edification of the congregation and the upbuilding of the church in Christ.

As the baptized people of God we partner with you to accomplish His mission to the world, and we hereby obligate ourselves:

- To receive you as a servant of Jesus Christ, to give you honor and love and obedience that the Word prescribes, to aid you by word and deed, and to support you with our diligent, faithful assistance and prayers;
- To make faithful and regular use of the means of grace;
- To work with you to equip God's people to glorify Him and extend His kingdom by living out our baptism;
- To make appropriate arrangements for your continuing education as a professional person in the ministry of the Gospel;
- To provide for your proper maintenance according to our ability and to review your salary, housing arrangements, and all allowances periodically, beginning with the following arrangements... *(listing of congregational care details, and signatures)*

Team Ministry Expectations

Since both the city of Cheyenne and the congregation of Our Savior Lutheran Church has experienced growth in residents and members, Our Savior has determined to have two called pastors that the work of Christ may be furthered and more people may be ministered to in Word and Sacrament. It is necessary for good order and for peaceful and joyful labor to identify expectations and spell out the duties of each pastor.

Our Savior Lutheran Church- Cheyenne, WY expects:

a spirit of unity in philosophy of ministry and practice among our pastors like that described by Paul in Phil. 2:1-5

team effort and mutual support among pastors (Acts 13)

an attitude of humble service not only to the Lord Jesus but also to each other and to the congregation (Mt. 20:28, II Cor. 4:5)

the Word to be proclaimed purely, that faith may rest upon God's power, not on man's wisdom (I Cor. 2:1-5)

the Senior or Administrative Pastor to give overall direction, guidance, focus to our congregation's ministry

the Associate Pastor to focus on specific areas of ministry for the congregation

that any disputes among members and/or workers be settled according to God's Word to effect reconciliation, and when differences of judgment do exist legitimately, they be handled after the manner of Paul and Barnabas (Acts 16:36-41) for the sake of the Gospel ministry.

Pastors and people to seek the Lord's will, to walk together in Spirit and purpose, that the Lord's work might be done, that His name be honored, glorified and proclaimed.

SENIOR OR ADMINISTRATIVE PASTOR serves together with an associate or assistant pastor with general oversight, coordination, development of the congregation, and specifically assigned areas of responsibility.

ASSOCIATE PASTOR serves equally with the Senior Pastor with limited administrative responsibilities of a congregation. (Can vote at District conventions, if so designated).

ASSISTANT PASTOR serves as assistant to the Senior Pastor in limited specified areas assigned to him. (Cannot vote at District conventions).

In team ministry the congregation determines the boundaries of the functions of each one's office. Thus, each pastor called ought to be called on the basis of personal qualifications and congregational needs for a specific position. Thus, an Assistant or Associate Pastor should not be regarded as the automatic successor to the Senior Pastor position.

Pastoral Lines of Responsibility

Revised 3/15/2011 (to be re-evaluated yearly)

Equally Shared Responsibilities

Preaching the Gospel and Administration of the Sacraments (as scheduled)
Confirmation Instruction (Shared; Associate Pastor does 7th grade, Senior Pastor does 8th grade)
Overseeing Midweek School, Leading Midweek Openings (Rotate Monthly)
Shut-in and Nursing Home Communion visits (Rotate monthly)
Hospital Visits (Rotate monthly)
Attend and participate in all Elders', Council & Voters' meetings
Attend all Staff Meetings
Attend and participate in Circuit and District meetings and activities
Plan and officiate at weddings and funerals
Preschool chapel services (rotate monthly)
Handling Emergencies (Shared except for day off)
Vacation Bible School
Photo Directory
Holding regular office hours at the church

Senior/Administrative Pastor Specific Responsibilities

Assist congregation in setting policies and procedures
General guidance, organizing, coordinating, and development
Board of Education (Relinquished After Transitional Period)
Board of Stewardship
Board of Trustees
Board of Assimilation and Fellowship
Worship Planning and Music Committee
Lead Staff Meetings
WINGS (Ladies' Groups); LWML
Men's Breakfast
1:11 Bible Study
Adult Bible Study on Sunday Mornings (Rotate as determined)
Bulletin, Newsletter, Website Editing

Associate Pastor Specific Responsibilities

Board of Evangelism
Board of Education
Board of Youth (not an official constitutional board)
Working with the Youth Group
Oversee, Review, and Approve Sunday School and Youth Group activities
Oversee Evangelism and "pre-Evangelism" events for youth and adults
Enrolling and Leading Adult Instruction Classes (Sunday Mornings; 9:30 a.m., rotate with Sunday Bible Study as determined)
Calling and establishing a relationship with prospective new members
Continue to facilitate development of Children's Choir
Other duties as directed by the Senior Pastor and the congregation

Expectation of Pastors

From the Small Catechism, Table of Duties:

Therefore an overseer must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, not a drunkard, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own household well, with all dignity keeping his children submissive, for if someone does not know how to manage his own household, how will he care for God's church? He must not be a recent convert, or he may become puffed up with conceit and fall into the condemnation of the devil. Moreover, he must be well thought of by outsiders, so that he may not fall into disgrace, into a snare of the devil. (1 Ti 3:2-7).

For an overseer, as God's steward, must be above reproach. He must not be arrogant or quick-tempered or a drunkard or violent or greedy for gain, but hospitable, a lover of good, self-controlled, upright, holy, and disciplined. He must hold firm to the trustworthy word as taught, so that he may be able to give instruction in sound doctrine and also to rebuke those who contradict it. (Tit 1:7-9).

Expectations of Congregational Members to Pastors

From the Small Catechism, Table of Duties:

In the same way, the Lord commanded that those who proclaim the gospel should get their living by the gospel. (1 Co 9:14).

One who is taught the word must share all good things with the one who teaches. Do not be deceived: God is not mocked, for whatever one sows, that will he also reap (Ga 6:6-7).

Let the elders who rule well be considered worthy of double honor, especially those who labor in preaching and teaching. For the Scripture says, "You shall not muzzle an ox when it treads out the grain," and, "The laborer deserves his wages." Do not admit a charge against an elder except on the evidence of two or three witnesses. As for those who persist in sin, rebuke them in the presence of all, so that the rest may stand in fear. (1 Ti 5:17-20).

We ask you, brothers, to respect those who labor among you and are over you in the Lord and admonish you, and to esteem them very highly in love because of their work. Be at peace among yourselves. (1 Th 5:12-13).

Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you. (Heb 13:17).

Relationship between Pastor and People

In God's eyes, pastors and people are equal- equally sinners and equally saved, equally precious and equally important. The difference is only one of vocation and responsibility. As a butcher has different responsibilities than a doctor, or a judge has different duties than a lawyer, so also Pastors are given responsibilities and laypeople are given responsibilities. Paul speaks of the body of Christ as having different members with different functions. All members are connected and related to one another. So are pastors and people. Both are expected to work harmoniously and in concert so that God's will be done and the mission of the church be furthered.

Jesus Christ has given the office of the Holy Ministry to the church so that the Gospel is proclaimed purely and his gifts of forgiveness found in Baptism, Confession and Absolution, and the Lord's Supper be administered rightly. In Ephesians, the pastors are called "gifts" to equip the saints. As such, the men who have been rightly and publicly trained, tested, called and ordained into this office are given the responsibility to preach, teach, and administer the sacraments. He gives out Christ's gifts to Christ's people at Christ's place. He is expected to do so faithfully, overseeing and shepherding the flock of Christ, as one who will have to give an account to Christ. He is not to "lord it over them", abusing this position for selfish gain.

There are many temporal matters required to operate a church organization (such as the purchase and maintenance of building and property, organizing of fellowship and servant events, ushering, shoveling snow, visiting the lonely, providing cookies and refreshments, paying the bills, counting the offerings, and the list goes on and on). The church needs servants to willingly and gladly serve in these areas. Boards and groups have been formed and are explained in our Constitution to help carry out these duties in an efficient manner.

Since the pastor can not be everywhere at one time, there are situations where public teaching can be delegated to others. They are not to act independently as though they were in charge, but are to act as servants, carrying out the tasks delegated to them faithfully at the direction of the pastor. It is expected that these helpers will listen to the pastor's guidance and will carry it out to the best of their ability. They are to offer ideas but are not to "insist on their own way." They are to respect and uphold the decisions of the pastor and not work against him. They are to carry out what has been entrusted to them to do faithfully with a servant's heart, not causing division or controversy but maintaining peace and unity.

Retired Pastors within the Congregation

Retired pastors are expected to heed the caution and advice in a letter to them by former District President Garwood dated March 30, 2006.

To summarize, retired pastors are not to "involve themselves in the congregation in inappropriate ways" so as to play the role of pastor. They are to direct all pastoral questions and solicitation for advice from congregational members to the called pastor. They are not to counsel, advise, insist on their own ways, "meddle in the affairs of others", interfere with the called pastor and his ministry in a parish, or carry out formal ministerial duties without the called pastor's consent so as not to cause conflict between members and called pastors.

Retired pastors are welcomed and encouraged to come to worship services regularly, participate in fellowship and servant events, and enjoy all the benefits that a well deserved retirement affords.

Membership

Membership is to follow the church's Constitution, article IV:

The membership of this congregation includes the following:

A. BAPTIZED MEMBERSHIP

Baptized members are all persons who have been baptized, including the children of the membership rolls who have not yet confirmed their baptismal vow.

B. COMMUNICANT MEMBERSHIP

Communicant members are those:

1. Who are baptized in the Name of God the Father, Son, and Holy Spirit;
2. Who accept all canonical books of the Old and New Testaments as the only divine rule and standard of faith and life;
3. Who are familiar at least with Luther's Small Catechism and declare their acceptance of it;
4. Who attend divine services faithfully;
5. Who lead Christian lives and do not live in manifest works of the flesh (Gal. 5:19-20);
6. Who partake of the Lord's Supper frequently after their confirmation;
7. Who contribute regularly and faithfully, as God has prospered them, toward the building of Christ's kingdom in the congregation and throughout the world;
8. Who devote their time and talents to the extension of the kingdom of God;
9. Who permit themselves to be fraternally admonished and corrected when they have erred;
10. Who are not members, affiliates, or supporters of secret societies or other organizations conflicting with the Word of God.

C VOTING MEMBERSHIP

All confirmed members who have reached their 18th year, who have read and understood the Constitution and By-Laws of the congregation and who have agreed to abide by them shall be entitled to vote. Upon reaching their 21st year, they shall be entitled to hold office.

Those who desire membership and have previously been confirmed in a member congregation of the Lutheran Church Missouri Synod are to be transferred.

It is the policy of the Cheyenne-area LCMS churches to have Communicant Members who wish to leave their current church and join another Cheyenne-area LCMS church to personally seek out a transfer letter from their former church, so that neither church is “sheep stealing” and that Christians work out their differences and make peace before they leave.

Those who have moved into town and have previously been active members of an LCMS congregation are to make known their intention to transfer. The church office will then send a letter requesting a transfer on their behalf.

If anyone desires to transfer their membership but has been removed from the rolls of their previous church, they may be received by Reaffirmation of Faith, having satisfactorily visited with the pastor and an elder, re-read the Small Catechism and once again profess their adherence to it and are determined to attend services faithfully with the help of God. Should they have questions or be unsure of any teaching, they should continue to meet with the pastor until questions have been satisfactorily answered.

Those who desire Communicant membership who have not been previously confirmed in a

member congregation of the Lutheran Church Missouri Synod are to go through Adult Instruction classes with a minimum of 6 sessions. More sessions may be required so that foundational instruction and answers to questions be as thorough as possible.

Doctrinal Literature

As is stated in our constitution as unalterable and irrevocable: “Only such hymns, prayers and liturgies shall be used in the public services of the congregation and in all ministerial acts as conform to the confessional standard of Article III. Likewise, in all classes for instruction in Christian Doctrine, only such books shall be used as conform to this standard.”

Practically and generally speaking, this is fulfilled in using materials from our Synod's publishing arm (CPH), which goes through doctrinal review.

Worship Services

In conformity to the Doctrinal Literature policy (above), all worship services are to follow the order of services found in official LCMS hymnals and agendas. The pastor is responsible for planning, setting, and approving all elements in the worship services. The services may be adapted within the flexibility offered by the hymnals and agendas. He is not to deviate from these by adding ceremonies or other elements that cause controversy (i.e. incense, rock band, chancel dramas, etc.). The pastor is bound to be sensitive to the history, culture, and abilities of the congregation.

Special services (such as Christmas children's services, Lent, Easter, etc.) also apply to the above.

Music

In conformity to the Doctrinal Literature policy (above) and to maintain unity and consistency, among ourselves and our sister congregations, congregational singing should be from our pew hymnal, currently Lutheran Service Book. As new hymns become available through the electronic edition of the hymnal or through supplements published by CPH, they may be introduced carefully into the worship services of the congregation.

When selecting hymns for congregational singing, the pastor is to be sensitive to the history, culture, and abilities of the congregation. He is therefore not free to choose only those hymns he likes, but the hymns with which the congregation is familiar or are able to learn by careful introduction.

“Special music” is any “non-congregational” musical piece that is played or sung in worship and other church functions, including but not limited to regular worship services, special services, weddings, funerals, gatherings, and fellowship events. “Special music” is played by

such groups as Choir, Bell Choir, Sunday School, Youth, Soloists, and Instrumentalists.

Special music is available through CPH and should be the favored resource utilized by musicians and singers. New music is purchased by the church yearly and is kept in a filing cabinet for later use. Musicians are encouraged to look through our music library for pieces they would like to play or sing. As a general rule, instrumentals should make use of a familiar tune, “dressing it up” in a creative and beautiful way, allowing the hearer to readily recall the words to the hymn. As such, the hymn associated with the tune is to be in accord with our doctrinal standards.

All special music is to be approved by the pastor to ensure it fits with the themes of a given worship service and is doctrinally sound and won't cause controversy. If a piece is found to be lacking, the pastor will help to find suitable pieces. If a piece is suitable, but more fitting for another church day the pastor will suggest what days would be best.

Weddings

Those desiring to be married in the church are to first go through pre-marital counseling and planning with the pastor. Generally, an engaged couple can expect 4-6 sessions.

Those who are cohabiting before marriage are committing a public sin inconsistent with the Christian faith and are to be called to repent. Upon repentance and absolution they have a few options:

- Separate for a short period of time, get married quickly. A blessing of marriage ceremony can be performed at a later time if desired.
- Separate for the remainder of the engagement and have the wedding as planned.
- Seek a wedding from a State official.

Only LCMS pastors may officiate at the wedding ceremony.

The worship service is to follow the Worship policy (above). Musical selections are to be chosen following the Music policy (above). This applies to services held at another location.

The wedding vows are included in the worship service and are not alterable. Special vows, poems, “our song”, speeches, etc. are appropriate at the reception.

Funerals

Funerals are a privilege for members of Our Savior Lutheran Church. If the pastor ministered to a non-member and the pastor agreed to it, then funeral and memorial services may be performed for non-members.

Funerals and memorial services should be held in the sanctuary of Our Savior. If the service is held elsewhere, the same policies are to be followed.

The worship service is to follow the Worship policy (above). Musical selections are also to be chosen following the Music policy (above). This applies to services held at any location.

Those wishing to give a eulogy, poem, story, or speech should do so at a time other than the worship service (i.e. at the viewing, a home gathering, the reception, etc.).

Members are encouraged to “pre-plan” the funeral service with the pastor.

Public Speaking

In matters concerning the word of God, the pastor, should be asked to prepare something and lead the discussion, etc. In some situations, the pastor may desire that a congregational member write and present something. Examples of this include but are not limited to: sermons done by a seminarian to aid his education, presentation of a mission project, Ladies Luncheon, etc.

In every situation where a congregational member is to give a sermon (i.e. a seminarian), speech, address, program (i.e. Ladies' Luncheon), presentation, or talk that is of a spiritual nature the materials and/or manuscripts are to be submitted to the pastor in advance (two weeks or as agreed upon) for review, guidance and correction if necessary.

Bible Studies

If possible, Bible studies are to be taught by a pastor who has been trained and called to do so. Pastors are to spend time in preparation, utilizing the original languages and Lutheran commentaries as much as possible. Pastors are to allow participation through discussion and comments and are to foster the learning of the Scriptures among the group.

Other qualified individuals may lead Bible Studies with materials to be approved by the pastor. Generally, CPH published studies and commentaries should be used. Questions and difficulties that arise during the studies should be brought to the pastor for guidance and help. The pastor is expected to research questions and find resources to help the study group.

Meetings

All voters', council, and board meetings are to be called in accordance with our Constitution. Meetings should be scheduled in advance and announced through the monthly newsletter calendar and the weekly Bulletin Announcements.

Other meetings should first be approved by the pastor or as the Constitution allows and then announced as early as possible in the newsletter and bulletins. Good time stewardship, organization, and respect is expected.

Meetings to discuss church business should be held on church grounds or agreed upon private settings and not in public places. Bible studies and fellowship events may be held at member's homes, restaurants, retreat centers, etc.

Sister Congregations in Circuit

A “sister congregation” is another member congregation of the Lutheran Church Missouri Synod. Though each congregation is independent of one another, we have agreed to “walk together” with them as brothers and sisters who hold to a common confession and mission.

Currently, there are three sister congregations in Cheyenne: Trinity, Our Savior, and King of Glory. There are also Circuit wide congregations in Laramie, Wheatland, Pine Bluffs/Grover, Burns/ Kimball.

Special occasions, such as Epiphany, Ascension, Reformation, etc. allow an opportunity to worship and fellowship with fellow LCMS congregations. Members of Our Savior are encouraged to attend these special worship services.

Guest lecturers, presentations, fellowship events, etc. are also offered by the sister congregations. Members of Our Savior are encouraged to learn and grow through these activities.

Pastors of Our Savior are expected to diligently attend monthly Circuit Pastors' meetings.

Board of Parish Education Policies and Procedures

Expectations of Called Teachers and Congregation

From the “Supplement to the Diploma of Vocation” that called Teachers receive:

In the name of the Triune God and by His authority we hereby authorize and obligate you:

To teach faithfully the Word of God, the Sacred Scriptures, in its truth and purity and as set forth in all the symbolical books of the Evangelical Lutheran Church; To exemplify the Christian faith and life, to function in an atmosphere of love and order characteristic of the Body of Christ at work, and to lead others toward Christian maturity; To show due concern for all the phases of mission and ministry; To exemplify Christian discipleship and witness, to live in Christian unity with the members of the congregation and coworkers, and to seek earnestly the advancement of the kingdom of God at home and abroad.

To enable you to do this, we hereby obligate ourselves:

To receive you as a called servant of Jesus Christ, loving and honoring, aiding and supporting you with our diligent, faithful assistance and prayers; To review your skills of ministry and the skills of others in light of our needs in order mutually to redefine and re articulate your ministerial responsibilities from time to time; To make appropriate arrangements for your continuing education as a professional person in the ministry of the Gospel; To provide for your proper support according to our ability and to review your salary, housing arrangements, and all allowances periodically, beginning with the following arrangements

Duties of the Preschool Director/Teacher at Our Savior Lutheran Church and Preschool:

Revised 6/19/2011 (to be re-evaluated yearly)

- Oversee daily operations of the Preschool, including teaching.
- Post and maintain a working calendar of program activities.
- Keep accurate student records.
- Maintain a clean, safe environment at the Preschool.
- Model Christian conduct and piety for the instruction of the children.
- Ensure licensing requirements are being met, addressing any shortfalls.
- Oversee public relations/advertising.
- Arrange for continuing education for staff to meet licensing requirements.
- Recruit families for the Preschool.
- Supervise registration and enrollment.
- Maintain an inventory of supplies and order as necessary.
- Regular communication with church staff and preschool parents.
- Attend staff meetings.
- Report to Boards, Council, Congregation and Pastors.
- Attend meetings of the Board of Education, Church Council, and Congregation.
- Advise Board of Education and Pastors in curriculum selection.
- Ensure curriculum meets legal standards.
- Advise Board of Education in their work of management.

Submit spending plan suggestions to the Board of Education for each year.
Assist in developing policies and handbooks.
Assist in the hiring and training of Teacher Aides.
Supervise Teacher Aides.
Assist in acquiring Substitute Teachers and Aides, arranging for their assistance.
Assist in handling complaints and problems, addressing concerns.
Make arrangements for Parent Home Visits (along with Pastor).
Assist Pastor as needed in weekly chapel services.
Plan alongside of Pastor the Preschool Christmas and Closing services.
Arrange for children to sing during Divine Services at Our Savior.
Promote and make opportunity for Trinity Lutheran School to recruit from Our Savior Preschool.
Submit to an annual review of the Preschool and its staff by the Board of Education.
Make appropriate changes in relation to the annual Board of Education review.
Actively study the Scriptures and the Lutheran Confessions.
Additional duties as required by the Board of Education, Church Council, or Congregation.

Other related duties not given to the Director/Teacher

Chapel Planning (Pastors)
Tuition Collection (Church)
Tuition Assessment (Board of Education)
Reduced Tuition Grants (Board of Education)
Oversee Repairs (Board of Trustees)
Curriculum selection (religious – Pastors; non-religious – Board of Education)

Early Childhood Education

Parochial school education is a tremendous blessing and part of the ministry of our churches. Christ centered education is a special gift we give to our children and community. The educational and spiritual benefits of a Christian education are many: daily Bible stories, regular chapel services, learning all subjects from a creationist perspective, and called Christian educators as teachers who are well trained all help to form a young Christian. Students gain a deepening love for and dedication to Christ, an understanding of the world around them, a Christian perspective of their unique place in this world, and a habit of serving God through their neighbors.

Currently, Our Savior has both preschool and pre-K programs. The long term planning committee has a goal of expanding our educational program.

Members are encouraged to look into our programs and see if they are desirable for their children's educational and spiritual upbringing. Members are expected to speak well of our program, encourage their friends and neighbors to look into our program and see if we might be part of their child's educational and spiritual upbringing.

Our Savior sees the parochial school as an important part of our ministry, supporting it with our prayers, time, and annual spending program. Members are encouraged to be active participants in helping our called early childhood teacher.

Schools of Sister Congregations

Our sister congregations also have parochial educational programs. Members are encouraged to explore their programs and decide if these programs will help in their children's educational and spiritual upbringing.

Members and staff of Our Savior are to speak well of our sister congregations' programs. They should encourage parents of the community to visit the schools and make an informed decision when choosing a school for their children.

To be of help and encouragement to our sister congregations, Our Savior Church and Preschool will display and distribute information about sister congregation's educational opportunities.

Youth Education

All those who teach in the church, do so as “auxiliaries” to the pastoral office. They are not pastors, but are helpers (“auxiliaries”) to the pastor in order to carry out Christ's command to make disciples by teaching.

Pastors are expected not to deviate from the doctrinal standards as set forth in the Constitution. So too, neither are teachers free to teach how and what they want, but must conform to the same standards.

All teachers are expected to use and follow the appointed curriculum and follow the guidance of the pastor. The curriculum is designed to make it easy to teach and promotes unity and quality in teaching.

Rarely should something different than the curriculum be desired. Should something different be desired, the complete materials should be submitted to the pastor in advance (two weeks) for review and approval.

When possible, the opening of youth programs (Sunday School, Midweek/Confirmation, VBS) should be led by a pastor. When the pastor delegates someone else to lead, the member is expected to use the materials (i.e. Scripture Readings, Devotions, Object Lessons, etc.) given to him or her.

Youth Volunteers

All volunteers who work with youth on a regular basis are to attend and complete a youth worker training course on sexual abuse awareness.

All volunteers who work with youth on a regular basis are to have a background check at the expense of the church prior to working in youth programs.

The “2 Adults” rule should always be observed.

Off-site Youth Activities

All off-site youth group activities are to be properly chaperoned by at least two responsible adults over the age of 21.

A handout/flier with dates, times, places, schedule of events, and information for parents to reach the youth workers (cell phone, phone numbers, etc.) is to be sent out to parents at least 2 weeks ahead of time.

All youth activities requiring transportation by the church to/from the event are to have permission slips (with names, emergency contact information and hold harmless agreement) signed by a parent or legal guardian for both members and nonmembers.

Board of Evangelism Policies and Procedures

Youth Evangelism and pre-Evangelism Activities

Activities for the purpose of outreach and evangelism to youth are to be on church grounds, non-contact, and inclusive of both boys and girls of various skill and talent ranges.

Board of Fellowship and Assimilation Policies and Procedures

Postings

All postings in the church or preschool are to be submitted to the church office for approval. Only announcements from Our Savior and other LCMS churches and organizations are to be posted. Usually, events and announcements for other church bodies are not to be posted.

Community announcements (such as plays, movies, voting reminders, etc.) may be permissible if approved and of clear benefit to our members.

Communications

All communications on behalf of Our Savior to coordinate, invite, request help, etc. (via telephone, letter, email, etc.) are to be approved prior to sending out the communication. All communications are to utilize good manners and Christian conduct and love.

Communications should strive to be courteous, professional, kind, loving, encouraging, and thankful. Those who do these communications should understand they do so not as an individual but as a servant and as a public voice of Our Savior and should make every effort to make a favorable impression on those they contact.

Scheduling of Events and Activities

The church secretary maintains a master calendar. All church events and activities are to be approved by the pastor and appropriate Board(s) and scheduled with the church office. Events should be scheduled so that sufficient time is given for announcement in the newsletter and weekly bulletins.

Board of Trustees Policies and Procedures

Office Equipment Use

Office equipment is to be used for church business. The copier may be used by the secretary, pastors, called teachers for church related items. Those needing to make “quick, last minute copies” should do so under the direction of the pastor, secretary, or called teachers. Normally, those needing to make copies should get approval by the pastor and submit their request to the secretary two business days in advance, by email or by dropping it off at the church.

Personal copies may be made for a per copy fee.

Key Policy

Keys to the church building are to be given to elected officers and certain volunteers of the congregation. A key check out and check in system is to be used. Keys are to be surrendered at the end of the term/service to the church office. Keys are only to be duplicated by the Trustees.

Keys to the office are only given to the Staff, Trustees, and Financial Secretary.

Alcohol Consumption

Alcoholic beverages (excluding Communion) are not to be consumed on church grounds, inside or outside.

Table and Chair Use

Members are allowed to borrow tables, chairs, etc. for personal events provided they are not needed for church activities. Members are expected to first check with the church office for approval and return the property promptly and in good repair.

General Use of the Sanctuary, Fellowship Hall, Meeting Facilities and Grounds of OSLC

The facilities (church sanctuary, day-school, offices, meeting rooms, fellowship hall, and all accompanying grounds) are primarily for the use of Our Savior Lutheran Church and her members.

The two auxiliary groups of LCMS (LLL and LWML) are welcome to use the facilities. Recognized Service Organizations (RSOs) and Social Ministry Organizations (SMOs) as listed on the LCMS website and in the Annual of the LCMS, along with those local organizations which have been approved by and have the support of the church Council will be allowed to use the facilities in accord with our specific usage policy.

Secular and non-religious organizations, may be given permission to use our facilities if the following criteria is met:

- The beliefs, practices and policies of any secular group or organization may not be contrary to or in opposition to Christian beliefs and the practices of the LCMS.
- Secular groups using the facilities of OSLC are not permitted to practice any type of fund-raising on the premises.
- A member of OSLC is an active member of the group and will be present at the event. (See Article IV of OSLC Constitution)
- An Event Coordinator, designated by the Trustees of OSLC, will be present during the entire time that the visiting group will be present and will be compensated for his/her time. The minimum fee is \$50.00 for any part of the first two hours. An additional \$25.00 will be assessed for each additional hour or any part of an hour.
- A “request for use” form will be submitted to the Trustees and the church Council at least thirty (30) days prior to the event for consideration. The form must have the name of the church member requesting usage, the name of the organization requesting permission, the purpose of the event which will be held and the agenda/activities to be followed at the time of the meeting.
- The “Church Usage and Hold Harmless” agreement must be signed and notarized.

GENERAL PURPOSE OF SANCTUARY USE

Our Savior Lutheran Church sanctuary is to be used for worship, rites, rituals and instructions as prescribed by the Lutheran Church Missouri Synod (LCMS). The use of the Sanctuary for weddings and funerals for non-members under OSLC pastoral care will be at the discretion of the OSLC’s pastors.

GENERAL PURPOSE OF FELLOWSHIP HALL USE

The fellowship hall of Our Savior Lutheran Church is regularly scheduled and used for Bible study, fellowship dinners and coffees, and meetings of various church organizations. Individual members may request to use the fellowship hall for approved purposes when it is available.

Organizations outside of Our Savior Lutheran Church, may request the use of these facilities in accordance with the specific guidelines stated in the General Use Policy listed above.

SPECIFIC SANCTUARY USE GUIDELINES - FUNERALS AND MEMORIAL SERVICES

MEMBERS

Members of OSLC are encouraged to have funeral and memorial services in the sanctuary. The following practices are to be observed:

1. Members will arrange the service with the Pastor of OSLC.
2. The rite for Christian burial as prescribed in the Lutheran Service Book will be used.
3. Appropriate worship hymns will be used.
 - Special tributes or special non-religious music following the final benediction will be at the discretion of the Pastor of OSLC.
4. The altar area will remain as is. Paraments and symbols cannot be changed.
5. No wax candles may be used.
6. At a memorial service, the urn or remains, along with appropriate and discreet mementos may be displayed on a small table in front of the chancel area.

SANCTUARY USE FOR FUNERALS SISTER CONGREGATIONS OF LCMS

Upon occasion, members of sister LCMS churches may request the use of our sanctuary for a funeral or memorial service. This request may be granted when the following requirements have been met:

1. A written request to use the sanctuary must be made to the Pastor of OSLC. The request must be signed by the “home pastor” of the individual making the request.
2. The request must be approved by the Pastor of OSLC, the Elders and Trustees.
3. The rite of Christian burial, as prescribed in the Lutheran Service Book will be used.
4. Church paraments, candles and symbols cannot be removed from the altar area. No alternate candles may be used.
5. An event coordinator, to be appointed and established by OSLC Trustees, will be present during the time the sanctuary is being used. There will be a \$50.00 minimum fee for this individual for any part of the first 2 hours. An additional \$25.00 an hour or any portion of an hour will be assessed if the event lasts past the original 2 hours time.
6. A \$500.00 security deposit must be made to OSLC prior to the event. A \$100.00 facility usage fee will be deducted from this deposit to cover minimal janitorial service, utilities and oil for candles. Any cleaning which must be done above and beyond normal care will also be deducted from this amount. If no damage has occurred or if the cleaning is a minimal amount, the security deposit, minus the usage fee, will be returned.
7. A “Church Usage and Hold Harmless” agreement must be signed and notarized.

SANCTUARY USE FOR WEDDINGS

MEMBERS

1. One or both individuals of the wedding party must be a member of Our Savior Lutheran Church.
2. The couple has received Christian marriage counseling from the Pastor of Our Savior Lutheran church.
3. The service of Holy Matrimony as written in the Lutheran Service Book will be used.
4. The wedding ceremony is a worship service. All activities and actions displayed during the wedding events at Our Savior Lutheran Church will reflect this.
5. Prelude, postlude and solo selections will be taken from the approved list of music.
6. The altar area may not be changed in any way. No alternative adornment is allowed.
7. Church paraments and symbols cannot be removed from the altar area.
8. Refreshments for the bridal party and groomsmen must be kept in the assigned dressing areas.
9. No alcoholic beverages may be served or consumed on the premises.
10. No form of tobacco is allowed to be used within the church facility.

SANCTUARY USE FOR WEDDINGS SISTER CONGREGATIONS OF LCMS

1. The couple desiring to use the sanctuary for their wedding ceremony must make a written request to the Pastor of OSLC.
2. The date of the wedding ceremony may not be in conflict with a previously scheduled event of a member of Our Savior Lutheran Church.
3. One or both individuals being married must be a member of a sister LCMS congregation.
4. The home church pastor has approved of the marriage being performed in the sanctuary of Our Savior Lutheran Church. The home-church pastor must state his approval in writing.
5. The Pastor, Elders and Trustees of Our Savior Lutheran Church must approve.
6. The couple desiring to be married must have received Christian marriage counseling from their home-church pastor and this must be documented in the letter requesting use of Our Savior Lutheran Church sanctuary.
7. The service of Holy Matrimony as written in the Lutheran Service Book will be used.
8. The wedding ceremony is a worship service and all activities and actions must reflect that.
9. Prelude, postlude and solo selections will be taken from the approved list of music.
10. The altar area may not be changed in any way. No alternative adornment is allowed.
11. Church paraments and symbols cannot be removed from the altar area.
12. No wax candles, other than the unity candle, may be used. The only candles and candelabra allowed are those provided by Our Savior Lutheran Church.
13. No alcoholic beverages may be served or consumed on the premises of Our Savior Lutheran Church.
14. Refreshments for the bridal party and groomsmen must be kept in the assigned dressing areas.
15. No tobacco is allowed within the church facilities.
16. A \$500 security deposit must be made prior to the event.
 - \$100 will be assessed for the use of candle oil and regular janitorial services.
 - If no additional cleaning is necessary, and/or if there are no damages, the remaining amount of the deposit will be returned.

17. An “event coordinator”, to be established by the Trustees of Our Savior Lutheran Church must be present at all times when the facility is being used. There will be a minimum \$50 fee for this individual for up to two (2) hours of his/her time and a \$25 fee for additional hours or any portion of an hour.
18. A “Church Usage and Hold Harmless” agreement must be signed and notarized.

FELLOWSHIP HALL AND KITCHEN USAGE

The fellowship area and kitchen may be used for meetings, social times, or a work area for a variety of projects. Our Savior Lutheran Church organizations should reserve their regular meeting time on the church calendar. All groups using the area are expected to leave the area clean and orderly.

FELLOWSHIP HALL AND KITCHEN USAGE BY NON-MEMBERS

1. Groups desiring to use the fellowship hall for an event must request their desire in writing at least thirty (30) days prior to the event
2. Approval must be given by the Pastor, the Trustees and the church council.
3. Upon obtaining permission to use the facilities, a \$500 security deposit will be made to secure the usage of the facility. A fee of \$100, required to cover minimal cost of janitorial service and the cost of utilities, will be taken from the security deposit. If no excessive janitorial services are needed and/or no damage occurs, the remaining \$400 deposit will be returned.
4. An event coordinator from OSLC, as determined at the discretion of the Trustees, must be present at all times of the event. There will be a \$50 minimum fee for this individual for up to 2 hours of his/her time. An additional \$25 per hour or any portion of an hour will be required.
5. Individuals are to provide their own food, food servers, beverages (including coffee) and cooks. All food and beverages must be removed from the premises when the event is done.
6. Individuals will provide all paper goods, serving utensils, eating utensils, condiments, sugar, salt and pepper.
7. All trash is to be removed from the premises and placed in the dumpster located southwest of the education building.
8. No resources of OSLC should be used or consumed.
9. Tables must be cleaned. Floors must be swept, mopped or vacuumed. Chairs must be replaced neatly around the table.
10. A “Church Usage and Hold Harmless” agreement must be signed and notarized.

Board of Stewardship Policies

Collection of Offerings

Offerings are to be moved immediately after each service and placed in the safe by an Elder and at least one other unrelated person. The “2 person” rule always applies.

Fund Raising

Scriptural stewardship principles (first-fruits, proportionately, cheerfully, generously, regularly, as each decides from what God gives to each one) guide our congregation’s support of the Lord’s work. Therefore, “fund raising” by other means (sales, bazaars, dinners, raffles, garage sales, etc.) is not practiced to this end.

The support of the Lord’s work as defined by OSLC includes: compensating all called, salaried, and contracted workers; payment of church loan; budgeted needs of boards; day-to-day costs of operating the church and school; maintaining and providing the up-keep of the buildings and accompanying grounds; and pledged support to District and Synod.

Benefits for church workers, world missions, and local benevolent projects are at the discretion of the Stewardship board. The activities of special benefits will be supervised by the Stewardship Board and approved by the church council.

Special situations and requests will be addressed to the Trustees and approved by the church council.

Article III and Article IX of Our Savior Lutheran Church Constitution must be upheld.

Gifts and Bequests

The Lord God has richly gifted His people and His church to the point where we say with Jacob, “I am unworthy of all the kindness and faithfulness You have shown your servant” (Gen. 32:10). From these blessings and compelled by the love of Christ (2 Cor. 5:14) flow many special gifts for the Lord's work.

Not only do God's people provide regular, faithful, generous, and proportionate gifts given cheerfully for the day to day support of the Lord's work, but on occasion, special gifts and bequests are given as “thank offerings, endowments, memorials, etc.” from estates, wills and the like for special projects, mission work, and service unto the Lord.

In an effort to exercise good stewardship of these gifts and in order to honor and glorify God by faithful use of these gifts in a timely manner the following shall be the policy of Our Savior Lutheran Church in receiving and spending these gifts:

1. Special offerings, gifts, and bequests given to Our Savior Lutheran Church for already approved projects will be utilized for those projects alone, unless surplus funds are received. In which case, the congregation reserves the right to redirect those gifts for appropriate use.
2. Ordinarily, the congregation will plan to expend larger gifts and bequests in a timely manner (10-15 years) in their entirety so as to utilize these gifts expeditiously and without delay for the Lord's work.
3. Special gifts, offerings, bequests will not be used for the ordinary expenses of the congregation but for special projects, mission endeavors and support of students and students preparing for full-time service to the Lord's church.
4. The Stewardship Board in consultation with the Church Council and the congregation shall develop, maintain, and update a list of approved projects for gifts and memorials that may be "gifted" by members and others (the list is currently posted on the bulletin board).