

## **Zion Lutheran Church's Membership Classifications**

**Active members** shall meet the same requirements of Voting members in the Constitution (\*C8.02.c.) with the additional condition of having attended four worship services within a calendar year not including Christmas Eve, and Easter. Active members are Members in Good Standing.

Active members are entitled to all this congregation's mailings.

**Inactive members** are members who do not meet the requirements of Active members above and shall be subject to this congregation's Membership Ministry for the purpose of re-activating them. Inactive members may only be inactive for a period of twenty-four months. After twenty-four months of inactivity, provided the inactive member has been communicated with by this congregation's Membership Ministry, the Inactive member will be removed from membership with the approval of the Congregation Council.

Inactive members are entitled to all this congregation's mailings.

**Homebound members** are members who live in their own homes and are incapable of attending worship services and activities of the ~~Church~~ **this congregation**. They shall not be considered inactive members but are disqualified from being considered voting members due to the requirements of voting members.

Homebound members are entitled to all this congregation's mailings at the discretion of the pastoral staff and Eucharistic Ministry.

**Institutionalized members** are members who do not live in their own homes and are incapable of attending worship services and activities of this congregation. They shall not be considered inactive members but are disqualified from being considered voting members due to the requirements of voting members

Institutionalized members are entitled to all this congregation's mailings at the discretion of the pastoral staff and Eucharistic Ministry.

**College ~~student's~~ **student** members** are members for whom it may be impractical to worship and participate in the life of this congregation due to their distance from home. They shall not be considered inactive members but may be disqualified from being considered voting members due to the requirements of voting members

**Military personnel on assignment** are members for whom it may be impractical to worship and participate in the life of this congregation due to their distance from home. They shall not be considered inactive members but may be disqualified from being considered voting members due to the requirements of voting members.

CR8.02.d.01 **Associate Members** are not included in the roster of baptized and confirmed members and are therefore entitled to nothing automatically, but may receive anything upon request.

## **Zion Lutheran Church's Good Samaritan Fund Policy**

The Good Samaritan Fund exists to minister to those who are a part of this congregation and, if funds are available, to members of the larger community, and transients who are going through serious financial crisis. It is intended to be temporary in nature and used only as a last resort after using personal resources and obtaining help from family, and friends.

### **Source of Funds**

The main source of funds is from Thrivent Choice Dollars given to this congregation by Thrivent product holders. Additional offerings may be received or taken as necessary to meet needs.

### **Administration**

The Pastor(s) is/are responsible for the administration of the fund. Individual recipients will not be identified.

### **Purpose**

The fund exists to help meet individual and/or family basic needs. Disbursements that would generally be considered include but are not limited to:

- a) Housing/lodging
- b) Transportation costs including gas
- c) Food
- d) Clothing
- e) Medical treatment including medicine

Disbursements that would generally not be considered include but are not limited to:

- a) Credit card expenses
- b) Legal costs
- c) Late fees for irresponsible actions
- d) Business debts
- e) Car payments

### **Priority of the Fund**

As funds are limited, priority for disbursement will be as follows;

- a) Members in good standing
- b) Employees
- c) Other members
- d) Individuals and families from the larger community that have connection to the ~~Church~~ **this congregation.**
- e) Transients and others

### **Guidelines for Disbursements**

- a) Disbursements will typically be made at the discretion of the Pastor(s).
- b) Before any disbursements will be considered, an application must be submitted. Answering of personal questions are considered due diligence on the part of this congregation.
- c) Cash disbursements are to be avoided.

- d) Disbursements are intended to be a one-time gift to an individual or family going through a difficult financial crisis.
- e) Disbursements will only be given after the individual or family has used their personal resources and requested help from family and friends.
- f) Disbursements are not loans and repayment in either money or labor is not necessary.
- g) Check or credit card payments will only be made out to third part agencies such a utility companies, landlords, etc.
- h) While requests are often emergency in nature, it may take up to 5 business days to process the request.

### **Members and Employees**

- a) Disbursements to members and employees will be limited to \$500 based on the merit of the request per the guidelines above.
- b) If a member or employee request is for more than \$500, the Pastor will consult the Executive Committee and may disclose the name and nature of the request.

### **Non-Members**

- a) Restrict movement of the non-members to the air-lock of the rear entrance unless escorted.
- b) Disbursements to non-members will be limited to \$100 based on the merit of the request per the guidelines above.
- c) Disbursements will typically be made to non-members no more than twice a year.
- d) The individual or family is to be invited to this congregation's food distribution ministry on the third Saturday of every month.

### **Transients**

- a) Restrict movement of the non-members to the air-lock of the rear entrance unless escorted.
- b) Disbursements to non-members will be limited to \$100 based on the merit of the request per the guidelines above.
- c) Provide directions to the local mission for other appropriate needs such as lodging.
- d) Positive ID of everyone traveling together including children is required.

## **Zion Lutheran Church's Faith Practice Ministry Table Guidelines**

Each ministry table's general purpose statement and responsibilities are included in the bylaws (see B12.04.b1 through B12.04.b7 and more specifically in the corresponding continuing resolutions). These responsibilities are complementary to the responsibilities of the pastor(s) and council. The ministry tables are groups that assist the pastor(s) and council in the development and implementation of this congregation's mission. As facilitators, the ministry tables attempt to involve more people in more aspects of this congregation's mission. Further, they help the mission happen through contributions of time and talent that enrich the mission.

To facilitate the supporting and creative concept it is important each ministry allow free expression of its members. Therefore, it is recommended that:

- a) the table leader's role is to keep the ministry focused and moving along so that the agenda concerns receive the proper amount of care;
- b) ministry table members should be free to speak up at any point, without being recognized by the table leader, and without interrupting another member;
- c) tables do not need quorum, motions or seconds on any action.
- d) generally, the table leader will only seek consensus on any item. No "vote" , as such is necessary, although the table leader may ask for a show of hands to clarify a consensus; and
- e) any new action resulting in a major change of this congregation's mission needs council approval. However, council reviews all action and reserves the right to make any changes they feel necessary.

Ministry tables are learning oriented, they will engage in studying new thoughts, ideas, materials, social issues, worship forms, etc. all with the purpose of being better informed so that the ministry can function as informed, creative supporters.

### Meetings

The ministry tables will normally meet on the second Tuesday of each month, at the discretion of the table leader.

Each ministry table shall have a recorder. This can be the same or a different person for each meeting. Minutes shall be submitted to the Office Administrator in a timely manner.

The table leader should post the meeting agenda and following devotions ask if anyone wishes to add anything to the agenda.

## Zion Lutheran Church's Personnel Board

### Purpose

To provide for an orderly, focused, and considerate means for the council to build a healthy work environment.

### Membership

~~Three to five~~ Four persons ~~appointed by the council~~ nominated by the Nominating Committee and elected by the congregation, one of who shall be appointed leader. The Senior Pastor serves as an ex officio member. ~~All members appointed by the Council. The Board will be divided into classes, which will provide an orderly rotation process whereby no one may serve more than two consecutive two year terms.~~

### Meetings

The Board shall meet on an as needed basis at the ~~Call~~ call of the leader ~~Chairperson~~ or Senior Pastor. The agenda for each meeting is jointly set by the ~~Chairperson~~ leader or Senior Pastor. No meeting will take place without the Senior Pastor present, unless the Pastor is notified of all agenda considerations.

### Responsibilities

- Receive performance review summaries from Senior Pastor in consideration of recommending to the Council compensation packages for all staff.
- Recommend personnel policies to Council.
- Encourage professional growth and development for all staff.
- Assist in the development and review of ~~position~~ job descriptions for all staff.
- Confer with the Senior Pastor on any important issues or concerns regarding staff personnel.
- ~~Create/update~~ Maintain and review the Employee Handbook.

### Relationships and Accountability

The Board is accountable to the Council. It will present all recommendations for Council action, in a written report, to the Council following each Board meeting where actions are required.

## **Zion Lutheran Church's Purchasing Policy**

### **Budget**

Each ministry ~~team~~ table is supplied with a budget for each month. The total of all purchases for the entire ministry ~~team~~ table must remain within the budget. Each ministry ~~team~~ table should track all expenses incurred by the ~~team~~ table. If an overage is expected within the month, the ~~team~~ table should advise the President and Treasurer regarding the overage.

### **Purchase Threshold**

Any purchase greater than \$500 must be remitted to ~~Finance-Committee~~ Give Table for approval, regardless of whether that purchase fits within the ministry ~~team~~ table budget. The process for creating a purchase request (attached) is as follows:

Each ministry ~~team~~ table should provide the following documentation to the ~~Finance-Committee~~ Give Table:

- Purchase description
- Desired purchase date
- Purchase amount
- Supplier
- Method used to choose supplier (i.e. historical purchase, multiple bids obtained, etc.)
- Description of the reason for the need for the expenditure

This information should be presented to the ~~Finance-Committee~~ Give Table prior to presentation at a council meeting. The ~~finance-committee~~ Give Table will review the purchase request and, if needed, present the document at the next council meeting. Due to the potential delay in this process it is imperative that ~~teams~~ tables plan ahead for large expenditures.

Also, please be sure to note any recurring expenses. For purposes of determining when to submit an expense, the total annual expenditure should be considered. Once approved, a recurring expense should not be submitted for consideration again unless the amount of the expenditure has changed from the original plan. For example, if we spend \$100 per month with a given supplier, the total annual cost will be \$1,200, which is greater than the \$500 threshold and should be submitted to the council.

Each ministry ~~team~~ table is encouraged to obtain at least 3 bids for projects to ensure that we are making a financially sound decision.

### **Communication**

All supplier changes, whether or not the project exceeds the \$500 threshold, must be reported to the President and Treasurer before the Treasurer receives the invoice for payment.

### **Purchase Order**

If the ~~office~~ Parish Administrator is to purchase items (i.e., supplies, books, etc.), please fill out a purchase request and submit it to the ~~office~~ Parish Administrator. These forms are located in the office next to the mailboxes.

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| PURCHASE REQUEST   |          |                        |                        |    |
|--|----------|------------------------|------------------------|----|
| Zion Lutheran Church, 330-792-4046                             |          | Request Date:          |                        |    |
| 3300 Canfield Rd. Youngstown, OH 44511                         |          | treasurer@zionohio.org |                        |    |
| <b>Requested By:</b>   |          |                        |                        |    |
| <b>Purchase From:</b>  |          |                        |                        |    |
| <b>Table/Fund Purchased</b><br>For: <i>(See back of sheet)</i> |          |                        |                        |    |
| <b>Distribution Account(s):</b><br><i>(See back of sheet)</i>  |          |                        |                        | \$ |
|  |          |                        |                        | \$ |
|  |          |                        |                        | \$ |
|  |          |                        |                        | \$ |
| <b>Purchased/Ordered By:</b>                                   |          |                        |                        |    |
| Item Description   | Quantity | Unit Price             | \$ Amount              |    |
|  |          |                        |                        |    |
|  |          |                        |                        |    |
|  |          |                        |                        |    |
|  |          |                        |                        |    |
|  |          |                        |                        |    |
|  |          |                        |                        |    |
|  |          |                        |                        |    |
|  |          |                        |                        |    |
|  |          |                        |                        |    |
|  |          |                        |                        |    |
| <b>Approved By Table/Fund Leader:</b>                          |          |                        | Subtotal:              | \$ |
| <i>Date:</i>   |          |                        |                        |    |
| <i>Signature:</i>  |          |                        |                        |    |
| <i>Printed Name:</i>   |          |                        | Freight-S/H:           |    |
| <b>Approved By Pastor:</b>                                     |          |                        |                        |    |
| <i>Date:</i>   |          |                        |                        |    |
| <i>Signature:</i>  |          |                        | Sales Tax:             |    |
| <i>Printed Name:</i>   |          |                        |                        |    |
| <b>Approved By Council (as needed):</b>                        |          |                        |                        |    |
| <i>Date:</i>   |          |                        |                        |    |
| <i>Signature:</i>  |          |                        |                        |    |
| <i>Printed Name:</i>   |          |                        |                        |    |
|  |          |                        | <i>Office Use Only</i> |    |





## **Zion Lutheran Church's Fundraising Policy**

It is the policy of Zion Lutheran Church to prohibit all fundraising, marketing, or selling of goods or services without the advanced approval of the Council of Zion Lutheran Church.

Included in this prohibition is fundraising, marketing, or selling of goods or services at activities on ~~the Church~~ this congregation's campus, and at ~~Church~~ this congregation's functions off campus and includes sales by youth in extra-curricular, non-~~Church~~ congregation related programs.

The policy does not prohibit fundraising, marketing, or selling of goods or services by concerns of Zion Lutheran Church and partner ministries for the purpose of funding a Zion-related non-budgeted item or concern, provided advanced approval of the Council has been given. The policy does not prohibit fundraising, marketing, or selling of goods or services by organizations renting the facilities of Zion Lutheran Church.

## **Zion Lutheran Church's Endowment Fund**

In accordance with Bylaw B12.04.b2.3 "Zion Lutheran Church shall have an endowment fund which shall operate under guidelines found in CR12.04.b2.9. The endowment fund shall be a ministry of this congregation."

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**Part I. ESTABLISHMENT AND PURPOSE**

- A. Zion Lutheran Church shall have an Endowment Fund. It shall be one of the funds of this congregation.
- B. The purpose of the Fund shall be to further proclaim the gospel and ministry of our Lord Jesus Christ by:
  - 1. Receiving donations, gifts, and bequests: and
  - 2. Earning investment income on the principal within the Fund: and
  - 3. Providing financial support or seed money above and beyond the normal scope of this congregation's budget for:
    - a. Local/regional ministry projects,
    - b. National/worldwide ministry projects,
    - c. Leadership development (e.g. seminary scholarships, etc.),
- C. The Fund may receive gifts, donations and bequests undesignated as to their use. Ministry projects shall include, but not limited to, support for under-served local, regional, national, and worldwide ministries, leadership development, and unbudgeted major building and equipment repair/replacement which were not anticipated in the annual operating budget of this congregation.

**Part II. PARAMETERS**

Use of the Fund shall be subject to the following limitations:

- A. Gifts to the Fund may be received in accordance with the provisions of the Gift Acceptance Policy (see CR12.04.b2.7).
- B. The income only from undesignated donations, gifts, and bequests to the Fund shall be used for activities, programs, and projects which are consistent with the purpose of the Fund and which may be recommended by the Endowment Committee.
- C. Income generated by designated donations, gifts, and bequests to the Fund shall be used in accordance with the donor's directive for activities, programs, and projects which are consistent with the purpose of the Fund.
- D. Proposed disbursements from the Fund are presented to the Committee, and if the Committee determines that the proposed disbursement has merit, will forward the proposed disbursement to this congregation's council who may approve the proposal by majority vote.
- E. Assets of the Fund shall not be loaned to this congregation or any organization with which it is associated.

**Part III. COMMITTEE**

The Fund shall be managed by a committee to be comprised of five members of Zion Lutheran Church. This panel shall be called the Endowment Committee.

- A. The members of the Committee shall be voting members of this congregation, nominated by the nominating committee, and elected by this congregation by written ballot and shall serve for two years or until their successors are elected. No member shall be eligible to serve more than two consecutive terms on the Committee. The term shall begin at the close

of the annual meeting at which they are elected and installed. This congregation's council shall appoint one (1) member of this congregation's council to serve as an ex-officio (voting) member of the Committee. This person shall be the Give Table Leader. The pastor and the treasurer shall be an ex-officio (non-voting) members of the Committee.

- A. Members of the Committee shall receive a copy of the Endowment Fund Bylaw (B12.04.b2.3), Continuing Resolution (CR12.04.b2.9), a copy of the Gift Acceptance Policy (CR12.04.b2.7), participate in an orientation session, and become acquainted with the function and purpose of the ministry. Members shall assume the responsibility to educate this congregation concerning the Fund, and to adopt and implement strategies which promote giving to the Fund. Members shall determine and implement procedures and policies for soliciting, processing and disbursing grant requests in accordance with the requirements and guidelines of the Fund.
- B. The Committee shall have general administrative powers over the Fund and handle the promotion and maintenance of the Fund. This shall include the direction of all undesignated gifts, investments, and related activities.
- C. The Committee shall report to this congregation's council at least twice annually. The Committee shall solicit recommendations regarding the funding of projects and programs consistent with the purpose of the Fund.
- D. The Committee shall evaluate proposed disbursements from the Fund, and if the Committee determines that the proposed disbursements have merit, will forward the proposed disbursements to this congregation's council. The Committee shall provide a report of the programs currently being supported and shall designate the number of new proposals to be initiated according to the disbursement policies of the Fund.
- E. The Committee may establish such written rules and policies beyond what is set forth in this Continuing Resolution as may be necessary for the conduct of its business. It may adopt standards and goals to guide in the disbursement of income from the Fund, which it may amend, all within the stated purposes of the Fund.
- F. If this congregation's council decides that the Committee is not fulfilling its responsibilities as provided by this Continuing Resolution, this congregation's council may call for a special meeting of this congregation and offer recommendations to rectify the situation. At any time, the Fund Committee is not functioning, this congregation's council shall manage the Fund for a period not to exceed ninety days.
- G. Any vacancy occurring on the Committee shall be filled by this congregation's council until the unexpired term of his or her office expires.
- H. The nominating committee of this congregation shall provide for the nomination of potential members of the Committee and report same to the Annual Congregation Meeting in the same manner as for other offices and committees.

#### **Part IV. OFFICERS**

The Committee shall elect its own officers. These shall include but are not limited to:

- A. Chair: This person shall preside at all meetings following Robert's Rules of Order, Revised Edition. The Chair shall co-sign all remittances for expenditures and disbursements as defined in Part X.ID. The Chair or Committee shall appoint an acting Chair in that person's absence or temporary inability to serve. The President of this congregation's council (or in his or her absence, this congregation's Treasurer) shall be the other co-signer of remittances.
- B. Secretary: This person shall maintain complete and accurate minutes of all meetings of the Fund and supply a copy thereof to each committee member within thirty (30) days after the meeting. The Secretary shall maintain a separate current record of all Committee proceedings for this congregation's reference indicating the dates resolutions and motions that were acted upon.
- C. Treasurer: This person shall be responsible for the receipt and disbursement of endowment funds and shall maintain complete, accurate, and up-to-date financial records to reflect the current financial status. The Fund Treasurer shall prepare remittances for the Fund as defined in Part XI.D. The Fund Treasurer shall in no case be this congregation's Treasurer. The Fund Treasurer shall submit a written report annually to this congregation at its Annual Congregation Meeting. This report shall then become part of this congregation's Annual Report. All financial records shall be submitted annually for audit or at the request of the Committee or the Congregation Council.

#### **Part V. FUND MANAGEMENT**

- A. The Fund may, at any time, receive gifts, donations, and bequests from any individual, firm, or organization in money, securities, or any other form of property including (by way of explanation and not limitation) direct gifts for the purpose of the Fund, gifts in memory of a deceased person or in appreciation or in recognition of a living person, gifts in the form of a plan or bequest under a will or trust instrument. Also, gifts or proceeds of an insurance, annuity, trust policies or contracts. Such gifts are subject to the approval of the Committee and this congregation's council, especially where real estate, or other gifts in kind may be offered. See Gift Acceptance Policy (see CR12.04.b2.7).
- B. The Committee shall manage, indirectly, donations which are placed with the investment organization in a prudent manner recognizing the Committee's fiduciary responsibility to the Fund and this congregation. The purpose of such investments shall be to seek both income and capital appreciation while:
  - 1. Requiring the safety of the principal as the primary consideration and,
  - 2. Requiring diversification of investments.
  - 3. The Committee shall separate and maintain the assets of the Fund, distinct and independent from the funds and property otherwise belonging to this congregation.

The Committee shall not be required to make physical segregation of the assets of the ministry funds in order to conform to the directions of any individual donors, though it may establish separate accounts in its accounting records. The asset management organization may provide financial reports which are adequate for reporting to this congregation.

- C. Although safety and security of all Fund assets is being sought at all times, it is recognized that losses may occur due to circumstances beyond the control of the Committee; i.e., market conditions, economic changes, etc.
- D. Individuals who wish to support the Fund should designate that their gift, donation, or bequest to: "Zion Lutheran Church Endowment Fund of 3300 Canfield Rd. Youngstown, OH, 44511" with proper accompanying documentation.
- E. Specific categories to which donors may make gifts or bequests for religious charitable or educational purposes are as follows: See Gift Acceptance Policy (see CR12.04.b2.7).

#### 1. Unrestricted Funds

The Unrestricted Funds category is for undesignated gifts and bequests with no restriction as to its use. There is no minimum or maximum contribution amount.

- a. Unrestricted contributions to the Fund may be received by the Committee at any time by a simple majority vote.
- b. Disbursements from the Fund may occur on no more than an annual basis. The income from unrestricted gifts and bequests to the Fund may be expended or disbursed only within the purpose of Part I and parameters of Part II above. This shall require a majority vote of the Committee and a majority vote of this congregation's council.

#### 2. Donor Restricted Funds

The donor restricted funds category is for gifts approved by the Committee that are designated by the donor with restrictions as to its use.

- a. Gifts and bequests may be given by the donor with specific terms or conditions as to the use of the gift and/or of the income providing that such restricted use is consistent with the purpose of Part I and Part II above. The Committee, after a simple majority vote, shall submit to this congregation's council its recommendation on the acceptability of such a gift or bequest. The acceptance of such a gift shall be by a simple majority of this congregation's council.
- b. Disbursements from the Fund may occur on no more than an annual basis. The income from restricted gifts and bequests to the Fund is to be used only in accord with the purpose of Part I and Part II and as provided for by the donor. This shall require a majority vote of the Committee and a majority vote of this congregation's council.

**Part VI. FINANCIAL INSTITUTIONS:**

In order to properly manage the funds, the Committee shall maintain accounts with such financial institutions authorized by the voting members of this congregation. After due vetting of eligible financial institutions, the Committee shall submit its recommendation to this congregation for their approval. Funds may only be placed with investment institutions who have the success of the Fund as their primary objective, as opposed to personal gain. All investment funds shall be placed with outside investors such as in the ELCA Endowment Pooled Trust and/or the ELCA Mission Investment Fund. An agreement entered for the management of the Fund shall require a two-thirds (2/3) approval of the active members of this congregation. The officers of the Committee shall provide signatures on any required documents.

**Part VII. FISCAL YEAR AND ACCOUNTABILITY**

For tax, accounting, or other purposes, the fiscal year of the Fund shall be the fiscal year of Zion Lutheran Church. The Committee shall submit at this congregation's Annual Congregation Meeting, the itemized written statements accurately reflecting the position of the Fund income and principal accounts, the receipts, expenditures, disbursements, and change from the previous fiscal year.

The Fund shall be subject to the annual internal financial review (Audit) as required for this congregation's funds and accounts. The Committee shall maintain a complete and accurate record of accounts and may employ such professional assistance, as it deems necessary in this task. Every effort shall be made by the parties in authority to avoid conflict of interest or the perception of conflict of interest. No member shall engage in any self-dealing or transactions with the Fund in which the member has direct or indirect interest and at all times refrain from conduct in which his/her interests would conflict with the interest of the Fund.

**Part VIII. MEETINGS**

Quorum: The affirmative vote of a majority of the Committee shall be necessary to carry any motion or resolution of the Committee. A quorum of the Committee shall consist of three (3) voting members. When only three (3) voting members are present, a unanimous vote shall be required to carry any motion for resolution.

- A. Regular: The Committee shall meet no less than ~~quarterly~~ biannually, and shall be called by the Committee Chair.
- B. Special: The Chair or two (2) members of the Committee may call special meetings. All Committee members shall receive at least forty-eight hours prior written, or oral notice of such meetings.

**Part IX. FISCAL EXIGENCY OF THE CHURCH CONGREGATION:**

Should the Committee decide that this congregation is in dire need of the assets, or a portion of the assets, in the Fund resulting from an emergency of such a nature that the future of this



congregation is at stake, and the only recourse is to use the Fund assets, the Committee may, upon a majority vote, recommend such authorizing action to this congregation's council. This congregation must then approve such use by two-thirds majority vote at a properly called congregation meeting. In the event of the dissolution of this congregation, any remaining balance in the Fund shall be turned over to the ELCA Endowment Fund.

**Part X. AMENDING OF THE FUND BYLAWS AND CONTINUING RESOLUTIONS**

Any amendments to this Bylaw, which will change, alter, or amend the purpose for which the Fund is established, and/or its distributions, shall be adopted by a two-thirds vote of those voting members present and voting at a properly called congregational meeting.

Any amendments to these Continuing Resolutions, which will change, alter, or amend the purpose for which the Fund is established, and/or its distributions, shall be adopted by a two-thirds vote of all voting members of this congregation's council.

**Part XI. DEFINITIONS:**

The term "Congregation" in this document refers to members in good standing of Zion Lutheran Church located 3300 Canfield Rd. Youngstown, OH.

The term "Congregation member" shall have the same meaning as that described in the Constitution of Zion Lutheran Church and in the Bylaws of the Congregation.

- A. The term "Zion Lutheran Church" shall denote the Zion Lutheran Church in Youngstown, OH.
- B. The terms "Congregational Endowment", "Endowment", "Endowment Fund", and "Fund" shall mean the Zion Lutheran Church Endowment Fund. It shall be one of the Funds of the congregation.
- C. The terms "Endowment Committee", "Fund Committee", and "Committee" denote the Zion Lutheran Church Endowment Fund Committee.
- D. The terms "Expenditure", "expenditures", and "expended" shall mean the use of funds to pay administrative costs of the Fund. The terms "disbursement", "distribution", and "transfer" shall mean any funds used in support of ministry programs approved by the Congregational Council.
- E. The terms "Program", "Project", or "Scholarship", shall mean the ministry initiatives which the Fund supports.

## **Zion Lutheran Church's Counter's Procedure**

Safe procedure, the lead counter will have the combination to the safe and will open the safe and remove the contents of the safe. There should be 3 blue bags (one each for the Saturday 5:00 service and one each for the Sunday 8:30 and 11:00 services). During Summer Services there will only be 2 blue bags, 1 for the 5:00 Saturday service and 1 for the 9:30 Sunday service. On some occasions, there may be additional blue bags for special service such as Ash Wednesday, Maundy Thursday and Good Friday. Make sure to check the drop chute in case any bag is hung up in the chute. Once the contents of the safe have been removed, the safe is to be closed and locked. A second member of the count team will verify that the safe is locked and secured.

Separate ALL regular offering envelopes from all other envelopes, loose currency, coin, and special offering receipts.

From all of the regular offering envelopes, separate all envelopes that are not clearly marked or coded with the offering amount or offering breakdown.

There should now be three (3) distinct groups;

- Special offering envelopes and receipts, loose currency and coin.
- Regular offering envelopes that are not clearly mark.
- Regular offering envelopes that are clearly marked with the amount and breakdown.

These three (3) groups can be assigned as follows:

- One person will code, count and record special offering envelopes and receipts, loose currency and coin.
- One person will code, count and record those regular offering envelopes that are NOT clearly marked. The amount of each receipt will be recorded on the outside of the associated envelope, under the "Tithes & Offering" category.
- Two-to-three individuals will divide the last group (all regular offering envelopes), with each taking a portion to code, count and record.
- Each counter will verify the contents of the envelope against the amount recorded on the envelope face, if the amount is different, correct the face amount on the envelope.

Each individual will use a "Counter's Worksheet" to record the results of their coding session.

When processing special envelopes and receipts, loose currency and coin, if a receipt is found to be a member's offering, the envelope will be stamped on the back. The member's envelope number (obtained from the listing of member's envelope number in the counters drawer) will be recorded on the envelope, and the receipt amount will be marked "Tithes & Offerings". In the case where there is simply a check, and no envelope, a slip (copies available) will be prepared, listing the member's envelope number, and the receipt amount (coded "Tithes & Offering"). This slip will be included with all other envelopes, and will be forwarded to the financial secretary for use in compiling the "Records of Giving".

There may also be “pew” envelopes on which the individual has made a request to be put on the mailing list, and to receive envelopes in the mail. In such a case, the envelope should be copied (front & back), and the copies forwarded to the ~~ehureh~~ this congregation’s office. ~~The church-secretary~~ This congregation’s staff will process the individual's request.

An individual may place his or her offering in a pew envelope, and mark their name on the outside. However, if you cannot find an envelope on a listing, include the offering in “Tithes & Offering”, and forward the envelope to the financial secretary along with all other envelopes. They will in turn research the envelope number, or assign a new one.

Forward copies of all checks for Flowers and Eternal Light and request forms to ~~the church-secretary~~ this congregation’s staff.

Copies of the checks are needed in order to have the full name and address of the donor, so that they may be contacted later.

When memorial offerings are received, the memorial will be listed on the memorial worksheet (copy in work drawer). Fill out the worksheet with the name of the giver, name for which the memorial is given and the amount of the donation. Make copies of all checks, copies of the checks are necessary to have the mailing address of the giver. Copies of the check and memorial worksheet are to be placed in the memorial committee mail box so that an acknowledgement can be sent to the giver.

Once all offering envelopes are processed, each counter will tabulate separate totals for each offering category as follows:

|                           |                              |
|---------------------------|------------------------------|
| • Tithes and Offerings    | • Loose Offering             |
| • Sunday School           | • Flowers and Eternal Light  |
| • Kitchen/Hall Rental     | • Ethel Snyder Trust         |
| • Initial Offering        | • Ash Wednesday              |
| • Maundy Thursday         | • Good Friday                |
| • Buck-A-Chick            | • Youth Week of Service      |
| • Camp Frederick          | • Lutheran Disaster Response |
| • Local Benevolence       | • God's Work Our Hands       |
| • College Care Packages   | • Military Ministry          |
| • Thanksgiving Meal       | • Christmas Eve              |
| • Mortgage Debt Reduction | • Other Building Fund        |
| • Drive thru Dinner       | • Memorials by Name          |
| • Poinsettias             | • Youth Group                |
| • Bereavement Dinner      | • Live Nativity              |
| • Food Distribution       |                              |

The totals will be recorded on the counter's worksheet and the checks currency and coin removed from these envelopes will be totaled and recorded on the counter's worksheet and compared to the total of all offering categories. A zero variance must be attained.

All counters worksheet information will be recorded on the excel counters report located on the computer in the Sunday school office. It will be the responsibility of the lead counter to record the information. After the information is entered on the counters report, the lead counter will verify the accuracy of the input for any errors or omissions. The lead counter must have a working knowledge of excel.

All checks will be endorsed using the existing stamp.

A deposit ticket will be prepared and all funds and checks will be placed in the bank deposit bag and either take directly to Farmers National Bank if open or placed in the night depository. The deposit ticket must equal the total recorded on the master counters report.

All counters must sign the master counters report.

Copies of the counters reports are to be made and place in the mail boxes for senior pastor, ~~church secretary~~ this congregation's staff, treasurer, council president and financial secretary. Also, a copy of the counters report is to be attached to the counter's worksheets and place in the counters cabinet.

The offering envelopes are to be bundled together and placed in the counters cabinet for the financial secretary.

## **Zion Lutheran Church's First Impressions/Encourage Participation Ministry**

Focuses on the appearance and organization of the physical property of ~~the church~~ **this congregation** to make Zion as appealing as possible while making our facility easy to use for visitors, staff and volunteers.

### **Guidelines: [Staff and Volunteers]**

- a. Work with staff, council, tables and teams to coordinate standardized guidelines for the use and upkeep of the facility and belongings and posting information in areas and rooms as needed once approved.
- b. Maintain and update standard 'room sets' for all rooms and areas of ~~the church~~ **this congregation** to simplify all 'set up' and 'tear down' needs and location of assets like tables and chairs.
- c. Maintain organization and label certain areas, cupboards, shelves etc.

## Zion Lutheran Church's New Member Sponsor Guidelines

- New Member Sponsors provide **all** new members with a point of contact in **the church this congregation** that is willing to befriend them, guide them and encourage their participation in **church this congregation's** activities by inviting them and including them as much as possible.
- Attend the Inquirer's Classes if possible or make contact with your new member(s) by phone, email or in person before the weekend they are received into membership.
- Attend the specific **church congregation worship** service when they are being received into membership. Stand up/Come forward with them for the 'Receiving' part of the service (if you are comfortable with that). We will provide you with a gift for you to present to your new member(s) at that time.
- After the service, we ask that you stand in a receiving line with the new member(s) so that the Congregation may greet and welcome them. Please introduce them to as many people as you can, not only on that day but as an ongoing process to include them in **our church this congregation's** family.
- Make it a point of talking to your new member(s) and introducing them around every time you see them, especially in the first few months. Some new members may already feel very at home at Zion, while others may take a while to warm up and to feel comfortable with participating in more activities.
- Do your best; some people have more questions or need more contact than others. All we ask is that you are there for your new member(s) if they need you.

**We truly appreciate your willingness to be a sponsor! Thank you!**

**Contact the Invite Table, New Member Sponsors person with any questions:**



**Invite Table Guiding Scripture:**

But how are they to call on one in whom they have not believed? And how are they to believe in one of whom they have never heard? And how are they to hear without someone to proclaim him? And how are they to proclaim him unless they are sent? As it is written, “How beautiful are the feet of those who bring good news!” (*Romans 10:14-15*)

**Additional scripture:**

Above all, maintain constant love for one another, for love covers a multitude of sins. Be hospitable to one another without complaining. Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received. Whoever speaks must do so as one speaking the very words of God; whoever serves must do so with the strength that God supplies, so that God maybe glorified in all things through Jesus Christ. To him belong the glory and the power forever and ever. Amen. (*1 Peter 4:8-11*)

Do not neglect to show hospitality to strangers, for by doing that some have entertained angels without knowing it. (*Hebrews 13:2*)

## **Zion Lutheran Church's Marketing Ministry**

Handles all marketing, advertising and social media for ~~the church~~ this congregation including, but not limited to, ~~the church~~ website, Facebook, Twitter, print advertising, press releases, emails and ~~the church~~ this congregation's newsletters.

### **Guidelines: [Staff and Volunteers]**

- a) All marketing, advertising and social media expenditures must be approved through the yearly budget ratification or through a Finance Ministry Team review with the Congregational Council's acceptance.
- b) All materials used including logos, photographs, images, and formats must comply with the currently accepted standards being used and approved by the Congregation~~a~~l Council and administrative staff.
- c) All volunteers and staff authorized to post on social media for ~~the Church~~ this congregation should be approved by Congregation~~a~~l Council.



## Zion Lutheran Church's Information Privacy and Sharing Policy

Works in conjunction with ~~the church~~ **this congregation** staff and pastor(s) to keep our membership rolls up to date and accurate. Reach out to members who have not been attending church regularly in an attempt to find out why and offer assistance if needed.

Zion Lutheran Church will protect the private information we have collected from our membership such as but not limited to, names, address, phone numbers, email addresses, birthdates, anniversaries, marital status, health or financial information for the sole purpose of use within ~~the church~~ **this congregation**. We will not share, publish or otherwise make available this information to others outside of ~~the church's~~ **this congregation's** current membership without the expressed consent of the individual. It will be Zion's practice to not include private information such as birthday or anniversary dates, address, emails or phone numbers of individuals on our website or in electronic communications sent out publicly by ~~the church~~ **this congregation**.

Certain information can be made available in print or electronically for use within the physical church environment for use of its members. Information can be made available to current members either in print, email or by verbal request through ~~the church~~ **this congregation's** office. If at any time an individual wishes to not have their information shared with members of ~~the church~~ **this congregation** they may inform the office and their information will not be shared with other members and the individual's information will only be used for the purpose of ~~church~~ **this congregation** for direct communication to the individual.

Zion will not share their list of members for any purpose that does not serve ~~the church~~ **this congregation**. All of Zion's communication outlets or social media platforms (i.e. Constant Contact, Facebook, Instagram, Twitter, or email, etc.) will only be used for ~~church~~ **congregation** related business or information. It is expected that members that require information from ~~the church~~ **this congregation's** membership database will use it for the sole purpose of ~~church-congregation~~ related business and will uphold the aforementioned information privacy and sharing policy.

### What types of information we collect about you:

**Personal Information.** Personal information means information we directly associate with a specific person, for example your name, address, email address, birthday, anniversary or marital status, giver number, etc.

**Contact information.** We collect information about you for contact purposes, including your name, address, phone number, and email address.

## Zion Lutheran Church's Basic Kitchen & Alber Hall Guidelines

- Label anything in the refrigerators or cupboards that are only for a specific event with the event name.
- This is a high traffic area, clean counters and equipment prior to use.
- Clean up afterwards. Please put everything back in the correct labeled cupboards and drawers. Clean tables, counters, equipment, stove, oven and microwave. Please sweep the floor and vacuum. Reset tables and chairs, clean and cover highchairs.
- If you cannot find where something should go, please leave the item out on the side counter to the left of the double sets of sinks closet to the Choir room and inform the Serve Table or the ~~Church Office~~ this congregation's parish office.
- All donated dishes/containers to be returned, should be washed and placed out in the appropriate spot for them to be picked up by members.
- All dirty towels, wash clothes, cleaning rags, and tablecloths should be laundered and returned within one week by the group using the kitchen or left for the Serve Table as prearranged.
- Take all trash out to the dumpster immediately. Please check inside the trashcans after you remove the bag to make sure the bag did not leak. If the bag did leak, please clean the kitchen the trash can out before replacing the bag.
- If you have a suggestion or something, we need or that we are out of or almost out of, please inform the Kitchen Coordinator, Serve Table or ~~Church Office~~ this congregation's parish office.
- Always use the sink strainers in all sinks when rinsing dishes. Please make sure the strainers are cleaned when you are done.
- Never rinse coffee grounds into the sinks.
- Date everything in the refrigerator and freezer with the date opened/used to we can rotate/refresh supplies as needed.
- The large silver percolator coffee urn holds 90 cups. Place 3 ½ cups of coffee in the top of the pot strainer and fill it to the 90 cup water level. Plug it in, turn it on; it takes around one hour and the indicator light comes on.

## Zion Lutheran Church's Bereavement Ministry Policy for Funerals

1. In the event of the death of a church congregation member, the Bereavement Ministry Team will serve a funeral meal for the family after the service. The pastor will offer this service to church congregation members. In the event the pastor performs a funeral service for non-members, the Bereavement Ministry Team will serve a meal at the request of the family.
2. The coordinator will contact the family after being notified of the death, to discuss the details pertaining to the luncheon. Ask if family is bringing something.
3. Funeral dinner is free of charge, donations are welcomed.
4. Food quantities below are for 50 people – adjust accordingly depending on the actual number:

|                |  |
|----------------|--|
| Meats:         | Hot Chicken<br>Charley's ph: 330-799-5569<br>Kentucky Fried ph: 330-793-8565   |
| Rolls & Bread: | Sparkle: 330-797-9211  |
| Casseroles:    | 5 dishes of any combination of potato, rice, pasta<br>5 vegetables<br>5 salads<br>4 desserts   |
| Drinks:        | Coffee, tea, punch, water & milk.  |
| Condiments:    | Check the cupboard and the refrigerator for salt, pepper, sugar, coffee, tea bags, and paper products. Purchase condiments at Sparkle Market (Cornersburg) and charge to Zion Lutheran Church. |
| Leftover food: | Offer to family first. If the family does not want food, ask the pastor if there are any shut-ins or senior citizens who could use food, or divide amongst the help.                           |
| Workers:       | 1 wash dishes.<br>4-5 for set up & serve (usually people who serve stay to clean up, ask when you call).<br>4-5 to clean up.   |
| Centerpieces   | Arrangement, crosses, etc. in cupboard on stage.   |

5. Separate table for desserts.
6. Separate table for drinks, such as: punch, iced tea, lemonade, hot tea, coffee and water.  
Ask if Styrofoam cups can be used.
7. Tables to be set up with table cloths, napkins, silverware, salt, pepper. Plates on the end of the buffet table. Extra plates may be left on the serving cart.
8. The buffet table may be cleaned when you determine that everyone has finished eating.  
Please take all the food into the kitchen before starting to divide it.
9. Tables are not to be cleared until most everyone has left. You do not want the family to feel rushed.
10. Keep a list of food coming in and cross off each person's name as their casserole arrives.  
Hot food may be kept in the ovens on warm.
11. Check with the pastor about serving time.
12. Newspaper obituary is to be put with the funeral information in the office notebook.
13. Be sure to complete page that is titled Funerals.
14. Copy of receipts for any purchases are to be turned into ~~the church~~ this congregation's parish office.



**Zion Lutheran Church's  
Youth Ministry Universal Permission Form**

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A completed Universal Permission Form is required in order for any youth in 6th-12th grades to participate in a youth ministry event. Once submitted, this form is kept on file until the expiration date above. A separate, one-page event permission form is required prior to each individual event. Please provide ~~the church~~ this congregation's parish office updated information as changes occur.

**YOUTH INFORMATION** *(please print)*

Name \_\_\_\_\_ Grade \_\_\_\_\_ DOB \_\_\_\_\_ Male/Female

Nickname \_\_\_\_\_ School \_\_\_\_\_

Primary Address \_\_\_\_\_

Secondary Address \_\_\_\_\_

Youth Email \_\_\_\_\_

Youth Home Phone \_\_\_\_\_ Youth Cell Phone \_\_\_\_\_

**PARENT/ GUARDIAN INFORMATION**

Name(s)  
\_\_\_\_\_

Email(s)  
\_\_\_\_\_  
\_\_\_\_\_

List all phone numbers where the parent/guardian can be reached (type: i.e. home, cell)

Name \_\_\_\_\_ # \_\_\_\_\_ Type? \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ Type? \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ Type? \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ Type? \_\_\_\_\_

**EMERGENCY CONTACT**

Name \_\_\_\_\_ # \_\_\_\_\_ Relation? \_\_\_\_\_

Name \_\_\_\_\_ # \_\_\_\_\_ Relation? \_\_\_\_\_

**PARENTAL CONSENT**

The undersigned does hereby give permission for my child \_\_\_\_\_ (child’s name) (“Participant”), to attend and participate in any Zion Lutheran Church youth ministry activities, events, and retreats during the period of September 1, 2016 – August 31, 2017.

LIABILITY RELEASE: In consideration of Zion Lutheran Church allowing the Participant to participate in youth ministry (Meetings, Activities, Events, Retreats, Lock-Ins, Trips), I, the undersigned, do hereby release, forever discharge and agree to hold harmless Zion Lutheran Church, its pastors, directors, employees, volunteers and teachers (collectively herein the “~~Church~~ this congregation”) from any and all liability, claims or demands for accidental personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the Participant while involved in youth activities. I, the parent or legal guardian of this Participant, hereby grant my permission for the Participant to participate fully in youth ministry activities, including trips away from ~~the church~~ premises. Furthermore, I, on behalf of my minor Participant, hereby assume all risk of accidental personal injury, sickness, death, damage and expense as a result of participation in recreation and work activities involved therein. The undersigned further hereby agrees to hold harmless and indemnify ~~said Church~~ this congregation for any liability sustained by ~~said Church~~ this congregation as the result of the negligent, willful or intentional acts of said Participant, including expenses incurred attendant thereto.

MEDICAL TREATMENT PERMISSION: I authorize an adult, in whose care the minor has been entrusted, to consent to any emergency x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care, to be rendered to the minor under the general or special supervision and on the advice of any physician or dentist licensed under the provisions of the Medical Practice Act on the medical staff of a



**MEDICAL INFORMATION**

**YOUTH INFORMATION** *(Please Print)*

Youth Full Name \_\_\_\_\_ Nickname \_\_\_\_\_  
\_\_\_\_\_ Home Phone \_\_\_\_\_ DOB \_\_\_\_\_  
\_\_\_\_\_

**PARENT/GUARDIAN CONTACT INFORMATION**

Parent/Guardian Name(s):

\_\_\_\_\_

List ALL parent/guardian contact phone numbers in best order to be reached:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PRIMARY CARE PHYSICIAN**

Physician's

Name: \_\_\_\_\_

\_\_\_\_\_

Phone(s) \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_

Name of practice:

\_\_\_\_\_

Date of last Tetanus shot



(required) \_\_\_\_\_

**INSURANCE INFORMATION**

Medical Insurance Company: \_\_\_\_\_ Phone:

\_\_\_\_\_ Policy/Group ID#:

\_\_\_\_\_

Policy Holder's Name (please print):

\_\_\_\_\_

**MEDICAL CONDITIONS:**

Please answer in detail if applicable or write N/A. Attach additional pages if necessary.

1. List any medical conditions of youth (asthma, diabetes, epilepsy, etc.):
  
2. List any allergies (drug/medicine, food, and/or environmental) and the severity and type of reaction:
  
3. Please explain any other pertinent information about the participant (i.e. physical, behavioral, or emotional) that would be important for the adult leaders to know.

**Zion Lutheran Church  
Nominating Committee Agenda  
Odd Years**

*All terms are two years with the exception of Youth and NEOS Voting Members*

**Council**

1. **Vice-President -**

2. **Secretary -**

3. **Study Table Leader -**

4. **Pray Table Leader -**

5. **Worship Table Leader –**

6. **Youth** - two nominations required to a one-year term; no more than two terms consecutively.

- A.
- B.

7. **ZCELC Board**

- A.
- B.
- C.

8. **Nominating Committee** - Six nominations are required, two of whom if possible shall be off-going Council members (to be determined)

- A.
- B.
- C.
- D.
- E.
- F.

9. **Personnel Board**

- A.
- B.

10. **Endowment Board**

- A.
- B.

11. **Audit Committee**

- A.
- B.

12. **Voting Members to the NEOS Assembly** - two nominations required to a one-year term; no more than two terms consecutively.

- A.
- B.

13. **Mahoning County Lutheran Cluster**

- A.

**Zion Lutheran Church  
Nominating Committee Agenda  
Even Years**

*All terms are two years with the exception of Youth and NEOS Voting Members*

**Council**

1. **President -**

2. **Encourage Table Leader -**

3. **Give Table Leader -**

4. **Invite Table Leader -**

5. **Serve Table Leader –**

6. **Youth** - two nominations required to a one-year term; no more than two terms consecutively.

A.

B.

7. **ZCELC Board**

C.

D.

E.

8. **Nominating Committee** - Six nominations are required, two of whom if possible shall be off-going Council members (to be determined)

A.

B.

C.

D.

E.

F.

9. **Personnel Board**

C.

D.

10. **Endowment Board**

C.

D.

11. **Audit Committee**

C.

D.

12. **Voting Members to the NEOS Assembly** - two nominations required to a one-year term; no more than two terms consecutively.

A.

B.

13. **Mahoning County Lutheran Cluster**

B.