

GSLC LEADERS' HANDBOOK TABLE OF CONTENTS ~ July 2019

INTRODUCTION

This binder gathers together the official policies and current practices of GSLC. Having this all in one place will be helpful as we continue to grow in our ministries. It will also help keep us from re-inventing the wheel and from unintentionally acting in ignorance of our past.

Items contained here are as permanent as the congregation's constitution and as temporary as the current year's Refreshments schedule. Included are responsibility lists for Council members and committees as well as job descriptions for staff. The table of contents notes divisions of sections for easy accessibility.

This handbook is a work in progress. Pages will be changed as practices change. Additional pages will be added when appropriate. Please give suggestions for changes or additions to a pastor, the president or office administrator. Criteria for including an item in this handbook:

- something of lasting importance
- something we don't want to lose

The handbook is "owned" by the Council and Staff. Council members are expected to bring it, or access to it, with them to Council meetings. Staff members are expected to use it for reference.

Since you will be asked to transfer this handbook to your successor, please don't add or subtract any pages unless specifically asked to do so.

SECTION

Front page: Ministry Team Focus Schedule (includes Refreshments) – *updated yearly*

1. DIRECTORY
 - A. Staff - *current*
 - B. Congregation – *as of July 2019*

2. CONGREGATION COUNCIL
 - A. Council and Ministry Chair Directory - *current*
 - B. Committee and Small Group Leaders or Coordinators – *as of July 2019*
 - C. Organization Chart – *missing, update needed*
 - D. Duties and Responsibilities of Congregation Council - *2005*
 - E. Expectations of Congregation Council Members - *2010*
 - F. Committee Chairperson Job Description - *2005*
 - G. Committee Liaison to Council Job Description - *2005*
 - H. Congregation Council Youth Member Job Description - *2005*
 - I. Report from the Task Force on Relationships - *2006*
 - J. Toward becoming a healthier Congregation – Guidelines for handling conflict in the Congregation - *2005*
 - K. Forming Congregational Groups and Community Groups - *2005*
 - L. Partnership in Ministry Agreement – **Day Care** - *2014*
 - M. Super-Simplified Parliamentary Procedure – *2005*
 - N. Children & Youth Ministry Guidelines – *2015*
 - O. Confirmation Policy - *2016*
 - P. Youth Incident Response Framework – *partial update 2016 needs further review*
 - Q. Youth Incident Report Form – *2014*

3. CONSTITUTIONS

- A. Congregation - 2014
- B. GSLC Bylaws - 2007
- C. Day Care Board - 2003
- D. Sixty Plussers - 2005

4. COMMITTEE RESPONSIBILITY LISTS and MISSION STATEMENTS

- A. Committee/Ministry Team Responsibility Lists Process - 2005
- B. Adult Ministry Team – 2012 –*update needed to reflect transfer of Family to Children & Youth*
- C. Audit Committee – 2009
- D. Caring Ministry – *missing, needs to be created*
- E. Children, Youth, & Family Ministry Team – 2016
- F. Daycare – 2008
- G. Endowment Fund - *missing, update needed*
- H. Evangelism Ministry – 2016
- I. Executive Committee - 2008
- J. Finance Committee - 2008
- K. Memorial Committee – Fund and Garden - *missing, update needed*
- L. Property Committee - 2008
- M. Social Ministry - 2012
- N. Stewardship Committee - 2008
- O. Technology Planning Team - *missing, update needed*
- P. Worship Planning Team - 2008

5. COMMITTEE MEETINGS

- A. Meeting Request Form and Work Order Request Form - *current*
- B. Scheduling Committee Meetings – Church Calendar - 2014
- C. Leading a Committee Meeting - 2010
- D. Ministry Team Report Form - 2014
- E. Ministry Team Motion to Council Form - 2014
- F. Faith Tools – Toolkit for Leading Devotions - 2012
- G. Publicity/Communication – *missing, update needed*

6. VOLUNTEER MINISTRY

- A. Thanking our Volunteers - 2005
- B. Recruiting Volunteers - 2014
- C. *Request for Volunteers* form - 2014
- D. Sample Recruitment letter – for those who volunteered on the Time and Talent - 2014
- E. Committee/Ministry Team Descriptions - 2014
- F. Faith in Action Sheet for Adults & Children – 2018
- G. Faith in Action Volunteers for your Ministry – *emailed July 5, 2019, always available upon request*
- H. Faith in Action Descriptions – 2019

7. BUILDING

- A. Fire Alarm Disarming Procedure for Candlelight Services - 2016
- B. Guidelines for Member Use of Luther Hall & Kitchen - 2010
- C. Policy and Guidelines for Organizations/Visitors Using GSLC (Policy for Building Use) - 2009
- D. Property Use Agreement and Release Form - 2011
- E. Community groups meeting here – 2019
- F. Communication Procedures regarding Building Concerns - 2018
- G. Emergency Contacts - 2019

8. FINANCIAL and STEWARDSHIP POLICIES

- A. Request for Check and Travel Reimbursement Forms - *current*
- B. Differences between a Business and a Church AND Council and Finance Committee - 2005
- C. The Offering as a Liturgical Act - 2005
- D. God gives and we respond – A Theology of stewardship - 2009
- E. Accounting 101 – *Basic Accounting Terms and How to Read the Treasurer’s Report* - 2005
- F. Spending Plan and Bill approval Process – including *Committee Expense Record Form* - 2010
- G. Spending Plan Development Schedule - 2005
- H. Guidelines to committees to prepare initial spending plan – 2005 & Spending Plan Request Form - 2014
- I. Offering Income – *Annual Projection and Reporting to Congregation* - 2005
- J. Capital Contingency Fund - 2005
- K. Weidner Family Trust - Future Jean E. Weidner Endowment Fund (2021) - 2005
- L. Endowment Fund - 2005
- M. Memorial Fund Guidelines – 2018
- N. Office Equipment Reserve Fund - 2005
- O. Extra Mile Giving Guidelines (formerly Special Appeals) - 2016
- P. Schedule of Special Appeals – *available upon request*
- Q. NJ State Sales Tax Exempt Form - *current*

9. STAFF JOB DESCRIPTIONS

- A. Pastor – *missing, update needed*
- B. Associate Pastor – *missing, update needed*
- C. Property Manager - 2018
- D. Music Coordinator/Organist - 2001
- E. Nursery Professional - 2016
- F. Office Administrator - 2012
- G. Senior Choir Director – 1999
- H. Sunday Church School Coordinator – 2016

10. STAFF POLICY and PROCEDURES

- A. Personnel Handbook – *approved November 2017*

CONGREGATION REPORTS

- 11. Annual Financial Meeting – *held in January 2018*
- 12. Annual Ministry Meeting including Addendum – *held in June 2018*