

CHRIST LINCOLN A Lutheran Ministry

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**Policy
Manual**

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I. DESIRED OUTCOMES

A. Mission

The mission of Christ Lutheran Church (CLC) is, “To connect people to Christ and together grow in His Word.”

B. Desired Outcome Statements and Critical Targets

(Attachment “A”)

C. The Congregation

The main responsibility of the Lay Leadership Board (LLB) is to represent the Congregation as it endeavors to live its mission. The LLB recognizes that no individual or sub-group is the owner of the Congregation.

- i. Listening to the Congregation: The LLB shall listen to the ideas, concerns, and values of the Congregation and shall use a variety of appropriate methods (e.g. mail and phone surveys, focus groups and LLB dialog) to seek out the desires of the Congregation.
- ii. Reporting to the Congregation: The LLB shall keep the Congregation informed of progress toward the desired outcomes and shall use a variety of methods for this reporting, e.g., annual reports, videos, web page, magazine, newspaper articles, survey reports, etc.

D. The Served

The “Served” are those who utilize or benefit from the ministries offered by the Congregation in fulfilling its mission. The Congregation shall provide the highest quality ministry with honesty, integrity, and sensitivity to the Served.

E. Cost of Outcomes to the Congregation

Ministries to achieve the desired outcomes shall be offered at a fair cost to the Congregation and with the intent to benefit the community of the Served within and outside the Congregation. As good stewards of the gifts that God has provided, the services to achieve the desired outcomes shall be provided in a manner in which the benefits realized exceed the costs incurred.

II. LAY LEADERSHIP BOARD SELF-GOVERNANCE POLICIES

A. Accepting Responsibilities

LLB members have a responsibility to each other, to the Served, and to the Congregation.

- i. LLB members shall:
 1. Faithfully participate in the worship and educational life of the Congregation.
 2. Practice personal spiritual disciplines for the development of their own faith lives and endeavor to lead exemplary spiritual lives, e.g., personal Bible study, devotional/prayer life, and Biblical stewardship.
 3. Work to improve their leadership abilities and increase their understanding of the mission and ministry of the Congregation.
 4. Attend LLB meetings regularly, not missing any part of two consecutive meetings. Any LLB member unable to attend a scheduled meeting must promptly notify the Chair.
 5. Be prepared for the LLB meetings.

6. Become familiar with this Policy Manual.
 7. Actively participate in LLB meetings, special briefings, and policy decision-making.
 8. Make informed decisions by insisting on complete and accurate information.
 9. Support all decisions once they have been fully discussed and resolved by the LLB.
 10. Invest personal energy and skills in the purposes and objectives of the Congregation, seeking opportunities where individual skills and abilities can be applied.
 11. Relate to other individuals with integrity, honesty, and straightforwardness.
 12. Actively discipline themselves and other members of the LLB by identifying LLB actions and conditions that are contrary to these policies.
 13. Bring to the immediate attention of the Chairman of the LLB any condition or action they believe exceeds any Director of Ministries limitations. (Section III)
 14. Keep LLB documents and discussions confidential, unless given permission for disclosure by the LLB acting as a whole. However, the CLC Policy Manual, LLB approved minutes (except those of executive sessions) and audited financial statements do not require permission for disclosure as long as any Board discussion or information related to these documents remains confidential.
 15. Be familiar with and put into practice any specific policies developed to guide the behavior of specific members of the LLB and the LLB as a whole.
 16. Refrain from hindering the work of the LLB due to individual proclivities or disruptive behavior.
- ii. A member of the LLB who violates any policy shall be counseled by the Chairman of the LLB. Should violations continue, the member shall be counseled by the Executive Committee (Section H,) and then by the LLB as a whole. Decisions concerning continued service to the LLB by any member who continues to violate policy after such counseling shall require a two-thirds (2/3) majority vote of the LLB (the member shall not be counted in determining such majority).
1. Should the Chairman of the LLB violate policy, it shall be the responsibility of the Vice Chairman to initiate such counsel.
 2. In the case of a policy violation that is of a spiritual nature, the Chairman or the Vice Chairman, as applicable, shall seek the assistance of the Director of Ministries in providing counsel to the offending member.

B. Enunciating Governing Policies and Values

The LLB shall maintain, and this Policy Manual shall consist of, written policies of the following four types:

- i. Policies which address “Desired Outcomes”, which are affirmative statements setting forth the purposes and effects of the Congregation.
- ii. Policies which address “Board Self-Governance”, which are statements setting forth the style and rules with respect to the LLB’s own tasks and processes.
- iii. Policies which address “Director of Ministries Limitations”, which are limiting statements that restrict activity of the staff.

- iv. Policies which address LLB and Director of Ministries relationships, which are clarifying statements about delegation to and monitoring of staff activity.

C. Governing Process

- i. **Scope of Activities:** All activities of the LLB, its officers, committees, or members shall relate to the specific responsibilities of the LLB as formally adopted at LLB meetings.
- ii. **Group Action:** The LLB shall exercise its governing authority as a whole. No individual LLB member shall exercise such authority except as instructed by the LLB.
- iii. **Policy Development:** LLB policies are to be active and dynamic. Such policies are meant to be changed and refined regularly, based on the intent of each policy, Biblically based values, and the changing context within which the Congregation carries out its mission.
 - 1. Resolutions. The LLB will pass resolutions for specific actions only when those actions are required by these Policies, law, or the By-laws, or will affect only the Board.
 - 2. Director of Ministries Actions. All LLB actions governing actions of the Director of Ministries shall be done through policy. Any actions taken or contemplated by the Director of Ministries, or any actions which may be or have been approved through the Director of Ministries, will only be considered in light of the appropriate governing policies. The LLB will only review the policies for their soundness as a test of ethical and prudent behavior and will not dictate what are appropriate actions, except for compliance with policies. The LLB shall re-write policies when appropriate.
 - 3. Policy Review. Any LLB member, the Director of Ministries, or the Congregation, by the written request of not less than ten (10) members, may ask for a review of a specific policy. However, the responsibility for effective and appropriate policies rests with the LLB.
 - 4. Policy Review Schedule. The LLB shall establish and complete a process to review policy annually.
- iv. Fiscal Responsibility
 - 1. The LLB's fiscal responsibility shall be discharged by:
 - a. Establishing policies delineating the scope and accountability of the Director of Ministries with regard to financial authority, financial plan development, and control of assets of the Congregation.
 - b. Systematically monitoring compliance with these policies through direct dialog with the Bookkeeper, the Director of Ministries, and the called and non-called staff involved in all ministry programs, and the review of the annual budget as initially approved or as amended in light of actual receipts and disbursements in each ministry program. The LLB shall establish annually at its regular meeting in January a separate Financial Oversight Committee (FOC), which shall include the Chairman of the LLB, the Bookkeeper, the Treasurer(s) of the congregation, one other member of the LLB, and at least one member of the Congregation appointed by the LLB. The Director of Ministries shall serve as an ex officio member of the FOC. The appointed member of the Congregation shall serve the same term on the FOC as the Chairman and will be eligible for re-appointment. The Treasurer(s) of the congregation shall be nominated by the DOM and the Chair of the LLB, approved by the LLB and may be eligible for re-appointment. (Section II, I., 4.)

- c. Monitoring the fiscal soundness of the Congregation, by:
 - i. Annual budget: Preparing and approving an annual budget for the overall ministry of CLC, and its underlying ministry areas. With regard to such budget:
 - 1. The initial budget shall be prepared by the Chief Operating Officer with the assistance of the Director of Ministries, the Bookkeeper and with input from key staff. The budget should be in line with the Desired Outcomes for the upcoming year.
 - 2. The initial budget shall be reviewed in detail by the FOC of the LLB, which shall make a recommendation to the LLB.
 - 3. Upon completion of the annual budget, the LLB shall approve same, and the Director of Ministries shall provide the budget document to all persons responsible for each ministry area and require compliance with such budget and these policies.
 - ii. Payment of Claims Presented: The Director of Ministries, through the Bookkeeper, may cause to be paid when presented any claims for:
 - 1. Items designated in the approved annual budget, which shall be paid at the time and in the amount designated in the approved budget, unless the budget is amended by a majority vote of the LLB to delay or modify the amounts to be paid for such budget items.
 - 2. LLB must approve any expenditure above \$2,500 before a check can be written or funds disbursed if it exceeds the budget line item or it is a non-budgeted item. Approval can be accomplished by an email vote.
 - iii. Regularly reviewing financial statements that require an annual independent audit or review. The regular review of financial statements shall be conducted by the FOC.
 - d. Establishing a line of credit for short-term debt, not to exceed 10 percent (10%) of the annual projected contributions. No sub-committee of the LLB, or ad hoc committee established by any ministry of the Congregation, may incur short term debt, including credit card debt, at any time or under any circumstance.
 - e. Considering all special projects as developed according to the “Special Project Guidelines” (Appendix B) and presented by the Director of Ministries to the LLB at a regular monthly meeting. No Special Project shall be implemented unless approved by the LLB. All funds raised for any Special Project shall be received and disbursed by the Bookkeeper, and can only be expended for the purposes stated in the LLB resolution approving such project. The Bookkeeper shall separately account for such funds apart from the general funds of the Congregation. Special Project funds shall not under any circumstances be redirected to any purpose other than that stated in the LLB resolution. Any funds remaining after completion of the Special Project shall be transferred to the general funds of the Congregation.
 - f. Exercising sole authority to determine use of balances in the Building Fund and Contingency Fund reserves held in and reported by the Permanent Fund of CLC.
2. Limitations on LLB Fiscal Authority

- a. The LLB shall not incur long-term debt (more than twelve [12] months duration) without the prior permission of the Congregation, granted in accordance with the By-laws. No sub-committee of the LLB, or ad hoc committee established by any ministry of the Congregation, may incur long-term debt at any time or under any circumstance.
- b. The LLB shall buy, sell, encumber, or transfer real estate only in accordance with the By-laws.
- c. The LLB shall not initiate any capital fund-raising process that has a neutral or negative effect on the Desired Outcomes.

E. Election of Directors

- i. LLB Membership
 1. The LLB shall consist of the officers of the Congregation as specified in the By-laws and six (6) members-at-large.
 2. The Director of Ministries and Chief Operations Officer (COO) shall be ex officio members of the LLB, shall be provided notification of the dates, times, and places of all meetings of the LLB, and shall be allowed to participate in all meetings of the LLB (except properly convened executive sessions of the LLB). The Director of Ministry and COO's input shall be sought and considered on matters coming before the LLB for action.
- ii. Qualifications.
 1. The qualifications of members of the LLB and the officers of the Congregation shall be as specified in the By-laws.
- iii. Election
 1. The members-at-large of the LLB and officers of the Congregation shall be elected as specified in the By-laws.
- iv. Vacancies
 1. Vacancies that occur on the LLB shall be filled in accordance with the applicable provisions of the By-laws.

F. LLB Self-Review

In order to discipline itself and the performance of its duties, the LLB shall conduct an annual self-review. The LLB will evaluate the following issues and identify any necessary areas for improvement.

- i. The LLB's openness and communication with the congregation.
- ii. The LLB's openness and communication among its members.
- iii. The LLB's openness and communication with the Director of Ministries.
- iv. The LLB's ability and skill in developing and monitoring policy.
- v. The LLB's adherence to policy.

G. Officers of the LLB

- i. The Officers of the Congregation, as provided in the By-laws, shall also be the Officers of the LLB.
- ii. The responsibilities of the officers shall be generally stated in the By-laws and more specifically provided in this Policy Manual.
 1. Chairman. The Chairman shall:
 - a. Serve on and oversee the work of the Executive Committee of the LLB.
 - b. Work with the Executive Committee and Director of Ministries to establish the agenda for all meetings of the LLB and Congregational Assemblies.

- c. Preside at all meetings of the LLB and Congregational Assemblies.
 - d. Initiate counsel with any member of the LLB who violates Policy II, A. 2.
 - e. Take appropriate actions that may not be stipulated but are essential for the thorough management of the LLB's work, as long as those actions are not in violation of other LLB Policies.
 - f. Address and inform the LLB of the conflict of interest policy.
2. Vice Chairman. The Vice Chairman shall:
- a. Serve on the Executive Committee of the LLB.
 - b. Preside at all meetings of the LLB and Congregational Assemblies when the Chairman is absent or when requested to do so by the Chairman of the LLB.
 - c. Serve as the Chairman of the Nominating Committee.
 - d. Initiate counsel with the Chairman of the LLB, should the Chairman violate Policy II, A. i.
3. Secretary. The Secretary shall:
- a. Serve on the Executive Committee of the LLB.
 - b. Maintain the minutes of all meetings of the LLB and Congregational Assemblies.
 - c. Conduct all official correspondence of the LLB and Congregation as directed by the LLB.
 - d. Be thoroughly familiar with the Congregation's Constitution and By-laws and serve as the primary resource to the LLB and Congregation for questions concerning the same.

H. Executive Committee of the LLB

- i. Members of the Executive Committee shall be the Chairman, Vice Chairman, Secretary, and one member at-large appointed by the LLB. The Director of Ministries and Chief Operations Officer shall be ex officio members.
- ii. Members of the Executive Committee shall attend its meetings regularly, not missing any significant part of two consecutive meetings.
- iii. The Executive Committee may act on behalf of the LLB in all matters delegated to it by specific action or by policy of the LLB. Actions of the Executive Committee shall be reported at the next meeting of the LLB for ratification.
- iv. Subject to the following limitations, the Executive Committee shall possess and exercise all powers of the LLB during the intervals between meetings. However, the Executive Committee shall not:
 - 1. Establish or modify governing policies.
 - 2. Change the membership of any committee at any time, create a committee, or fill vacancies in any committee.
 - 3. Discharge any committee whether with or without cause at any time.
 - 4. Discharge any LLB fiscal responsibilities or exceed any limitations as detailed in Policies II, D. 1. a., and II, D. 2.
- v. The ongoing responsibilities of the Chairman and Vice Chairman are as follows:
 - 1. Consistently advise the Director of Ministries of his performance, conduct the Director of Ministries' annual performance appraisal, and report to the LLB when it has been completed. In addition to other information they may seek in conducting the performance appraisal, the Executive Committee shall receive information on the Director of Ministries' performance from key ministry staff.
 - 2. Annually evaluate the DOM in complying with the limitations of this policy and achievement of ends (Desired Outcomes).
 - 3. Planning the program and agenda for LLB meetings and Congregational assemblies.

I. Committees of the LLB

The LLB shall not fail to establish a policy committee, personnel committee, Financial Oversight Committee (FOC), and School Oversight Committee (SOC) each calendar year. The LLB may, from time-to-time, form committees consistent with the following principles.

- i. Committee responsibilities shall flow directly from the LLB's description of its purpose, shall be set forth in a formal written charge with an appropriate period for existence, and shall not impinge upon responsibilities delegated to the Director of Ministries.
- ii. Committees shall not manage any part of the Congregation or do staff work, except when working on a topic that is fully within the province of the LLB and has not been delegated in any way to the Director of Ministries.
- iii. Except when empowered by the LLB, committees shall have no executive or decision-making authority. At all other times, committees will strive to make recommendations for consideration and develop policies for review.
- iv. As established by paragraph D.1.b., the LLB shall establish annually at its regular meeting in January a separate FOC which shall include the Chairman of the LLB, the Bookkeeper, the Treasurer(s) of the congregation, one other member of the LLB, and at least one member of the Congregation appointed by the LLB. The Director of Ministries shall serve as an ex officio member of the FOC. The appointed member of the Congregation shall serve the same term on the FOC as the Chairman and will be eligible for re-appointment. The FOC shall review on not less than a monthly basis the receipts and disbursements of all ministry areas, and compare such receipts and disbursements to the annual budget as approved or amended by the LLB, to ensure compliance with such budget and that items designated in such budget document have been paid according thereto. The FOC is authorized to:
 1. Examine all underlying documents including, but not limited to, bank statements, checks, deposit slips, certificates of deposit, accounting ledgers, audit reports and working papers for such audit and receive copies of same in any form or format.
 2. Require an explanation of all transactions by the Bookkeeper, the Director of Ministries, and/or any other member of the called or non-called staff.
 3. Perform such investigations or audits as deemed necessary by the committee and report its findings to the LLB.
 4. Approve, subject to a subsequent report to and ratification by the LLB, discretionary expenditures in all ministry areas.

J. Responsibilities to the Congregation

The LLB's responsibilities to the Congregation are to:

- i. Conduct Congregational Assemblies.
- ii. Inform the members of the Congregation no less than twice a year including at the annual meeting as to the degree of success in achieving the Desired Outcomes of the Congregation.
- iii. Solicit input each calendar year on the appropriateness of the Desired Outcomes. In so doing, the following three central questions for the Desired Outcomes shall be considered:
 1. Whom is the congregation attempting to serve? Is there a primary audience? Secondary?
 2. What are the outcomes for those being served?
 3. What should be the cost for these outcomes?
 4. Desired Outcomes for the following budget year are developed in October by the LLB. Strategies to support those Desired Outcomes are submitted to the LLB for approval in January, no later than seven (7) days prior to the scheduled LLB meeting.

K. LLB Agenda Structure

- i. The LLB shall establish a basic structure for its meetings to assist the LLB and Director of Ministries in maintaining a policy-based orientation.
- ii. This LLB agenda structure shall work in tandem with the policy review and continuing calendar. Additional items may be added as needed.
- iii. The LLB agenda shall consist of the following sections:
 1. Preliminaries
 - a. Convene
 - b. Spiritual nurture
 - c. LLB comments
 - d. Approval of Minutes
 2. LLB Business
 - a. Monitoring
 - i. Committee reports
 - ii. Management reports
 - b. Policy review and revision
 - c. Other LLB actions
 - d. Self-evaluation
 3. Adjournment

III. DIRECTOR OF MINISTRIES DUTIES

The Director of Ministries shall perform the following duties and be responsible to the LLB and the Congregation as a whole for the performance of such duties. The duties set forth below are not intended to be all-inclusive, and the Director of Ministries is charged with the prudent and God-pleasing administration of the overall ministry of the Congregation to achieve the Desired Outcomes within the constraints of good stewardship of the gifts the Lord has bestowed on our Congregation.

A. Ethics

When representing the Congregation, the Director of Ministries shall require that all other pastors, called staff, and non-called staff at all times act in a manner that is ethical, prudent, lawful, and moral, and is consistent with the Constitution, By-laws, and Policies of the Congregation.

B. Communications and Support to the LLB

- i. The Director of Ministries shall have general oversight of all ministry areas and shall keep the LLB informed monthly of the financial condition of the Congregation and all ministry programs, the performance of all personnel, the condition of all church property, and the progress of the ministry in achieving the Desired Outcomes. The Director of Ministries will be assisted by, and may delegate responsibilities in designated areas to, the Chief Operations Officer (COO) and the Bookkeeper. The Director of Ministries shall be responsible for the overall supervision and evaluation of the Executive Director and the Bookkeeper. The scope of the responsibilities that may be delegated to these positions is as follows:
 - a. Chief Operations Officer: The Chief Operations Officer (COO) shall have day to day direct supervision and oversight of the following areas, per job description and organizational structure. (1) Welcome Ministries & Connections, (2) Human Resources, (3) Finance, (4) Communications, (5) Biblical Generosity, (6) Facilities Management, (7) Information Technology, (8) Outsourcing, and (9) Community outreach. Staff involved

- in these areas will be under the direct supervision of the COO. The COO shall not fail to keep the Director of Ministries informed of all operational issues and decisions made as they relate to overall church operation.
- b. Bookkeeper: The Bookkeeper, under the direct supervision of the COO, shall supervise the day-to-day finances of the Congregation. The Bookkeeper, with the assistance of the FOC shall establish accounting and budget protocols to ensure compliance with the financial duties of the Director of Ministries set forth in Section C below.
- ii. The Director of Ministries shall promptly advise the LLB with regard to:
 - a. Relevant trends and developments within and outside of the Congregation including, but not limited to, spiritual, social, and political matters.
 - b. Anticipated adverse media coverage and/or negative occurrences within the Congregation.
 - c. Claims or lawsuits against the Congregation.
 - d. Major ministry programs or programs with high public visibility.
 - e. Changes in the assumptions on which any LLB policy has been established.
 - f. Evaluations, promotion, reassignment, demotion, or termination of called and non-called staff.
 - g. Death, disability, or serious illness of staff.
 - h. Crises affecting the work, health, or safety of staff.
 - i. Any other facts or developments that reasonably should be brought to the attention of the LLB.

C. Financial

- i. The Director of Ministries, through the Chief Operations Officer, shall develop an annual budget proposed for the next ensuing fiscal year, and present preliminary draft to LLB no later than December meeting and distribute a final budget in advance of June meeting for approval. For purposes of these policies, the fiscal year shall be deemed to be from January 1 through December 31 of each year. Such annual budget shall not fail to:
 - a. Be built on sound assumptions about financial conditions, including projected contributions/earnings, operating costs, other income/ expense, and transfers from investment income.
 - b. Be continuously reviewed by the Director of Ministries through the FOC, with appropriate adjustments made as necessary and with the approval of the LLB.
 - c. Strive to maintain a contingency fund of not less than one-twelfth of the budget, less the mortgage payment.
- ii. The Director of Ministries, with the assistance of the Chief Operations Officer, shall not allow a special project to be considered by the LLB which is not prepared according to the Special Project Guidelines (Appendix B).
- iii. The Director of Ministries, with the assistance of the Chief Operations Officer shall not allow the use of any planned giving receipts that deviates from the written Financial Education Policy (Appendix C.)
- iv. The Director of Ministries, with the assistance of the Chief Operations Officer, shall ensure the investment of any financial assets complies with the Just Investment Policy (Appendix D.)
- v. The Director of Ministries, with the assistance of the Chief Operations Officer, shall monitor all ministry programs and ensure that no such programs incur indebtedness of any nature.

D. Congregational Ministry Model

- i. The Director of Ministries shall not fail to establish and maintain a ministry model that actively promotes and supports through leadership of God's flock the Desired Outcomes of the Congregation.
- ii. The Director of Ministries shall not fail to present to the LLB for approval a written plan for the performance of his duties in the event of his temporary unavailability to serve the Congregation or during the call process for filling the Director of Ministries vacancy.
- iii. The Director of Ministries shall not fail to assist the LLB with the development and completion of guidelines for conducting the process for calling of a candidate to fill the position of Director of Ministries.

E. Personnel

- i. The Director of Ministries, through the Chief Operations Officer, shall not allow the congregation to operate without appropriate personnel policies. Personnel policies shall not fail to.
 - a. Comply with local, state, or federal law.
 - b. Be supportive of the effective operation of the day-to-day ministry of the congregation.
 - c. Uphold Conflict of Interest Policy for the staff.
 - d. Protect the dignity, safety, and right to ethical job-related dissent of employees. Grievances by employees shall receive fair, internal hearing through procedural safeguards.
 - e. Be reviewed annually by the Director of Ministries, in conjunction with the Chief Operations Officer and appropriate staff, and any changes reported to the LLB.
 - f. Implement the suspected child abuse policy. (Appendix F)
- ii. The Director of Ministries, through the Chief Operations Officer, shall not fail to:
 - a. Assign the lines of supervision for all staff.
 - b. Develop and keep current job descriptions and evaluation instruments for all ministry positions.
 - c. Eliminate reasonable obstacles and provide adequate resources for a qualified person to succeed in his or her job.
 - d. Ensure that annual staff evaluations are conducted and the results shared with the staff member being evaluated, the staff member's immediate supervisor, the Director of Ministries.
 - e. Keep the Executive Ministry Team informed of the process used in making personnel or program decisions and allow, as appropriate, participation in the formulation of program determinations prior to implementation.
 - f. Uphold confidentiality in personnel matters as is necessary to protect needless harm to the reputation of an individual, protect the privacy of an individual where such protection will not be harmful to the Congregation, and protect the Congregation and its best interests.
- iii. The Director of Ministries, through the Chief Operations Officer, shall not fail to be responsible for approval of all hiring and termination. The Director of Ministries shall not fail to notify LLB of significant personnel actions. Non-administrative childcare staff is exempt from this requirement.

F. Staff Compensation

- i. The Director of Ministries, with the assistance of the Chief Operations Officer shall not fail to develop and keep current compensation ranges as identified in the Staff Policy / Operations Manual.



- ii. The Director of Ministries, with the assistance of the Chief Operations Officer shall not fail to annually notify the LLB about compensation package that considers compensation programs at pier institutions and budget constraints.

G. Planning

- i. The Director of Ministries shall not fail to develop and implement an operational plan that supports and promotes the accomplishment of Desired Outcomes.
- ii. The Director of Ministries shall not fail to meet in the first quarter of the year with the entire called and non-called staff supporting the ministry and review, discuss, and update as needed the operational plan for the Congregation and how it will support and promote the accomplishment of the Desired Outcomes.

H. Ministry Program

- i. The Director of Ministries shall not fail to supervise and monitor all ministry programs and other services and redirect or eliminate those programs that do not contribute to the achievement of the Desired Outcomes.
- ii. The Director of Ministries shall not fail to inform the LLB about the establishment of committees, boards, or groups
- iii. A committee, board, or group may not incur indebtedness on behalf of itself or the Congregation, in the form of long term, short term, or credit card debt.
- iv. Upon completion of the stated purpose of the committee, board, or group, the same will be dissolved.
- v. When ministry programs are or proposed to be members of or be affiliated with any synodical program or organization of churches or outside ministries, the Director of Ministries shall not fail to:
 - a. supervise the ministry area to ensure that CLC is conducting its ministry in such area and its participation in the synodical program, organization of churches, or outside ministry in a manner consistent with the decisions and determinations made by such organization.
 - b. present to the LLB a written statement of the purpose of the membership or affiliation and the ministry goals to be achieved by the membership or affiliation as they relate to the Desired Outcomes.
 - c. report to the LLB on a quarterly basis the activities and progress of such organization and the CLC ministry area in achieving the Desired Outcomes.

I. Long-Range Outlook

The Director of Ministries shall not fail to conduct and present to the LLB during the first quarter a long-range ministry vision that considers the current Desired Outcomes and identifies the changes in the climate and conditions that affect the Congregation.

J. Crisis Management/Security Plan

The Director of Ministries, with the assistance of the Chief Operations Officer, shall not fail to develop and implement a detailed written Crisis Management (Appendix D), and Security Plan.

K. Gifts and Bequests

- i. Department of Biblical Generosity shall not fail to develop and implement a plan to promote and receive gifts and bequests in coordination with the Christ Lutheran Foundation.
- ii. The Director of Ministries shall not permit the Congregation to accept gifts and bequests with a specified use that is contrary to the Congregation's values and policies, or that have a neutral or negative effect on the Desired Outcomes.

IV. LAY LEADERSHIP BOARD AND DIRECTOR OF MINISTRIES RELATIONSHIPS

A. Manner of Delegating

- i. The function of the LLB is to develop, monitor, and enforce policy and delegate to the Director of Ministries the overall supervision of the ministry of the Congregation. The LLB reserves the authority to assist the Director of Ministries in the implementation of such policies by providing guidance and counsel, appropriate personnel to assist in the carrying out his/her duties, and active participation in operations as the LLB deems necessary and appropriate.
- ii. Except for assignments of its own work to committees, consultants, or officers, the LLB shall delegate authority only to the Director of Ministries and, in consultation with the Director of Ministries, to the Chief Operations Officer (COO) and Bookkeeper. Any other person or group performing operational functions shall receive authority from the Director of Ministries or a person assigned such authority by the Director of Ministries, such as the COO or the Bookkeeper.
 - a. The LLB shall relate to all ministry staff officially only through the Director of Ministries, provided that the LLB may, in consultation with the Director of Ministries, communicate with and provide direction to the Chief Operations Officer and the Bookkeeper through the Executive Committee, the FOC, or as a committee of the whole, as it deems appropriate.
 - b. Members of the LLB shall be prudent in their contact with ministry staff and shall keep the Director of Ministries informed of significant contacts with any staff member.
- iii. The LLB shall address only broad levels of issues in policies of purpose or governance policies, leaving lesser levels (i.e., operational policies) to the discretion of the Director of Ministries. The Director of Ministries may develop operational guidelines, rules, or procedures and may make decisions as he deems appropriate as long as governing policies adopted by the LLB are observed.
- iv. The authority of the Director of Ministries shall begin where the explicit pronouncements of the LLB end. Except as required by the Constitution, By-laws, governing policies or law, decisions of the Director of Ministries do not need approval by the LLB.

B. Actions Requiring Lay Leadership Board Approval

The following is a list of actions that require LLB approval as delineated in other governing documents in these Policies.

- i. The selection of the auditor.
- ii. Receipt and review of financial reports.
- iii. The appointment of legal counsel.
- iv. The sale of securities.
- v. The purchase, sale, transfer or mortgage of real estate in accordance with the By-laws.
- vi. The approval of an annual financial plan.
- vii. The hiring of all personnel as stated in III, E, Personnel 3.
- viii. The approval of all operational guidelines and rules and procedures.

C. Director of Ministries Function

The Director of Ministries shall:

- i. Be empowered to take all actions and make all administrative decisions that are deemed necessary to attain the Desired Outcomes, except those which (a) violate laws, applicable regulations, orders of courts, or commonly accepted business and professional ethics, or (b) violate the Constitution or By-laws, or specific further Director of Ministries limitations stated by the LLB in its policies.
- ii. Develop and submit operational guidelines, rules, and procedures to the LLB for approval during its annual review of the Policy Manual. (Section II. C. 3. d.)
- iii. Provide support and guidance to and receive input from the Chief Operations Officer (COO) in assisting and monitoring the day to day operations of the church as outlined in the duties prescribed to the COO through the job description.

D. Director of Ministries Accountability

The Director of Ministries shall be accountable to the LLB for the conduct of himself and all called pastors to the Congregation, including but not limited to the following:

- i. Achievement of the Desired Outcomes through personal and ministry staff action, as reported monthly to the LLB.
- ii. Compliance of personal and ministry staff actions with limits established in the Director of Ministries Duties and the duties of the Chief Operations Officer set forth herein, and applicable personnel policies.
- iii. Provision of adequate counsel to the LLB through personal and ministry staff action, including counsel on social, legal, and other changes relevant to the LLB's decision areas.
- iv. Defining and refining the Director of Ministries' position description (Sections I, III, and IV this Policy Manual) and the position description of each of the other called pastors and Chief Operations Officer as applicable.
- v. Relating with integrity, honesty, and straightforwardness to the LLB.
- vi. Compliance with all Policies.

E. Called Pastor or Worker - Failure of Duty

- i. The Director of Ministries shall not fail to give an immediate notice to the Chairman of the LLB if any called pastor or worker has breached his or her duty by an act of omission or commission.
- ii. The Director of Ministries shall not fail to take the necessary action to remedy or remediate the breach within policies and shall report the results to the LLB.
 - A. If the breach is not immediately correctable, the Director of Ministries shall establish and implement corrective actions, reporting them and gaining approval of a deadline from the LLB for complete correction.
 - i. The Director of Ministries shall continue to report in a timely fashion on the actions taken and their results until the breach is corrected, if such breach is correctable.
 - ii. The Director of Ministries shall give immediate notice when it is recognized that a deadline will be missed, and a new plan for action shall be formulated if the delay is excessive.
 - iii. The Director of Ministries may use internal or external resources to correct the exceeded Director of Ministries Limitation without violating the Director of Ministries Limitations Policy.
 - B. The LLB shall review all actions of the Director of Ministries to remediate his conduct or that of any other called pastor or worker for its soundness as a test of ethical and prudent behavior.
- iii. The LLB shall not allow one-time exceptions to Policies. If an action is acceptable under certain conditions, then those conditions shall be stated in the policy.



- iv. The Director of Ministries shall develop or improve processes to avoid recurrence of any breach of duty by the Director of Ministries or other called pastor or worker.
- v. In the event of repeated occurrences of a breach of duty by the Director of Ministries or other called pastor, the Chairman will conduct a performance evaluation or investigation of the pastor, as is appropriate, and a discussion with the full LLB concerning the pastor's performance and the Chairman's evaluation thereof.
- vi. In the event the breach of duty is of such a nature that would support removal of the pastor or other called worker under the Constitution and By-Law of CLC, the LLB shall use the following process:
 - A. Jurisdiction: The Christ Lutheran Church Constitution provides that the "Congregation . . . delegates its power to (manage and administer its internal and external affairs) to the Lay Leadership Board" with only limited exceptions. When there is conduct by a called worker of the congregation that involves "persistent adherence to false doctrine, scandalous life, willful neglect of official duties, or evident and protracted incapacity to perform the functions of the office to which the individual has been called", the LLB is required to investigate whether there are sufficient grounds for such removal, in consultation with the Nebraska District of the LCMS.
 - B. Investigative Process: The LLB shall initiate an investigation and prepare written findings and determinations. Such findings and determinations shall be prepared with the advice and counsel of the President of the Nebraska District of the LCMS.
 - C. Administrative Leave: During the investigation the LLB may place the pastor or called worker on administrative leave for such period as the LLB determines appropriate and in the best interests of the Congregation.
 - D. Upon finalization of the findings and determinations in written form, the LLB shall meet with the pastor or called worker and provide a copy of the written findings and determinations, allowing the pastor or called worker seven (7) calendar days to respond to same in writing. The pastor or called worker may also request a meeting to discuss with the LLB the findings and determinations and his or her response thereto.
 - E. The LLB informs the pastor or called worker of the discipline or action regarding the call.
 - F. The LLB may initiate discussion regarding a voluntary resolution of the issues relating to the pastor's or called worker's call.
 - G. If a voluntary resolution cannot be attained and the LLB determines that the matter calls for the removal of the pastor or called worker, the LLB may elect to call a congregational meeting at which time the LLB will present its findings and determinations and recommendations to the Congregation.
 - i. The LLB President opens congregational meeting with prayer, reviews the notice of meeting, and the agenda.
 - ii. Introduction – Read formal hearing process, e.g.:
 - 1. A hearing held by the congregation pursuant to the Constitution of CLC; it is not a public meeting and only congregational members may be present.
 - 2. The press is excluded.
 - 3. The congregation sits as the jury and is not a direct participant in the process other than to hear the evidence and make a determination.
 - 4. Comments by the congregation will only be permitted during the process as a part of the presentation by either the LLB or the pastor or called worker.
 - 5. If a congregational member wishes to comment, he or she must sign in, confirm his or her membership with CLC, then must speak from the lectern.
 - 6. No speaking from the seats of the meeting space will be permitted.

- 7. Comment will be limited to two (2) minutes.
- iii. Pertinent provisions of the constitution are read, e.g., Article 1, Section 1.
- iv. The LLB findings and determinations in printed form are handed out to the congregational members present; copies will be available upon request to those not present.
- v. The LLB Findings and Determinations are read to congregation by the President of the LLB.
- vi. The pastor or called worker is provided opportunity to present his or her response and provide written copies thereof to the congregation.
- vii. The LLB is provided an opportunity to provide rebuttal material, witnesses, or evidence.
- viii. THERE IS NO CONGREGATIONAL PARTICIPATION EXCEPT THROUGH THE FORMAL PRESENTATION PROCESS AS OUTLINED ABOVE.
- ix. The congregation votes by secret ballot.
- x. Ballots counted.
- xi. Results read.
- xii. Meeting adjourned.

F. Means of Monitoring

- i. Management reports, which are periodic statements and overviews that provide information and counsel to the LLB on programs, trends, and developments that may affect the LLB's work and which report on the Director of Ministries' compliance with LLB policies.
- ii. Direct Monitoring. The Director of Ministries, with assistance from Executive Director and appropriate staff, shall:
 - a. Report quarterly to the LLB on the progress towards achieving the Desired Outcomes of the Congregation.
 - b. Provide to the FOC and the LLB, on a monthly basis, financial statements organized and presented in accordance with criteria specified by the LLB.
 - c. Provide to the LLB current financial plans as developed or modified.
 - d. Provide to the LLB, at least quarterly, a summary of investment performance.
 - e. Provide to the LLB the current Personnel Policies and revisions as they occur.
 - f. Provide to the LLB any new congregational Ministry Models as developed with an explanation of the responsibilities assigned.
 - g. Provide to the LLB long-range outlook studies as developed.
 - h. Annually review the Crisis Management (Appendix D) and Security Policy, and provide the LLB with a copy of such policy prior to the LLB's May meeting.
 - i. Provide the LLB with a summary of each new ministry program and service as such are developed.

Attachment "A"

CHRIST LUTHERAN CHURCH DESIRED OUTCOMES 2019

1. Increase and improve connection and engagement of current Christ Lincoln attendees in small group and/or educational participation/attendance.
2. Increase and improve reach into the Lincoln community through online outreach/engagement and personal/community events.
3. Improve access, understanding, and communication of financial state, needs, and options of our ministries to improve congregational fiscal engagement.
4. Improve and monitor staff job satisfaction, unity, and engagement through continued operational management and personal recognition to improve efficient reach of our staff to the Christ Lincoln community and community at large.
5. Identify two potential areas for expansion in Lincoln and initiate involvement with those area at some level.

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Appendix E

**Gift Acceptance Policy
attached to this document)**

Appendix F (needs to be

Appendix A

CONFLICT OF INTEREST POLICY

Preamble

Election to the Lay Leadership Board (LLB) or acceptance of a Call to the ministry of our Lord and Savior at Christ Lutheran Church is an honor with which come certain responsibilities. Each individual has the duty not to advance personal interests in a way that could injure or take advantage of the church. In order to avoid even the appearance of impropriety, the LLB of Christ Lutheran Church has adopted this Conflict of Interest Policy.

Conflicts of interest may fall into two categories; conflicts of interest per se, that is, inappropriate personal gain derived from the pursuit of normal duties; and conflicts of commitment, which refers to the choices Called/Professional staff or LLB members make about their priorities, especially the allocation of their time to other organizations in which they also serve.

This policy is intended to comply with the procedure prescribed in Nebraska Revised Statute sec. 21-1987 (Reissue 1997), governing conflicts of interest for directors of nonprofit corporations and in fulfillment of Part II, paragraph A, section 1, sub-section o, of the Bylaws of Christ Lutheran Church. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in Section 21-1987 of Nebraska Laws, the statute shall control.

Disclosure Requirement

This conflict of interest policy is designed to recognize and deal with the real and perceived conflicts that will arise. The most basic and important procedure for dealing with these conflicts is full and open disclosure of potential conflicts between an individual's ministry-related obligations and responsibilities on the one hand, and outside professional goals and/or interests on the other.

Recognizing and disclosing the existence of conflicts of interest and commitment must be, primarily, the responsibility of individual members of the LLB and individual members of the Called/Professional staff.

We must be guided by a sense of personal responsibility, mindful of the trust that our brothers and sisters in Christ have placed in us. The standard that should be applied in thinking about conflicts of interest is how matters will appear to an outside third party. In this respect, actions by individuals should protect the integrity of Christ Lutheran Church.

Disclosure allows the LLB to identify and address conflicts of interest. The LLB has a responsibility to help individuals resolve, or at least minimize, conflicts of interest. The Director of Ministries has a special responsibility of creating an environment that encourages full disclosure.

Examples of activities which would NOT constitute a violation of this policy and need NOT be disclosed are; service in the National Guard or a reserve formation; circuit, district, or Synod activities; attendance at professional development events.

Examples of an activity which COULD constitute a violation of this policy and DOES need to be disclosed are; a personal or family relationship with a vendor to the church; receipt of money from congregation members of more than \$100.00 (since such amounts must meet the tax-free gift provision of Internal Revenue Code 102(a) or else be considered taxable income).

Procedures for Dealing with Conflicts of Interest

The LLB will be responsible for dealing with all conflicts of interest.

If the individual in question is a member of the LLB, he or she will notify the Chairman of the LLB, or it's Executive Committee, in writing, as soon as he or she realizes that a conflict exists, or could exist. The individual in question will not take part in the LLB's discussion of the conflict except to disclose pertinent facts and to answer questions.

LLB members must excuse themselves from participation in the decision-making process in those instances where they have a direct or indirect ownership or control of a financial interest in an entity with which the church has a relationship.

If the individual in question is a member of the Called/Professional staff, he or she will notify the Director of Ministries in writing as soon as he or she realizes that a conflict exists, or could exist. The Director of Ministries will then report to the LLB or its Executive Committee. The individual in question will make himself or herself available to disclose pertinent facts and to answer questions.

In either case, the minutes of the meeting will contain the written disclosure and its disposition by the LLB, which will in all instances be guided by their consideration of the best interests of Christ Lutheran Church.

Violations of the Conflict of Interest Policy

Christ Lutheran Church, through the LLB, has the authority to take action against individuals who violate the conflict of interest policy. Sanctions, which include removal from office, are to be graduated to reflect the seriousness of the violation. In enforcing this policy it must be recognized that conflicts are not always blatant; they are not always easily defined in terms of obvious or absolute rights and wrongs. Distinctions must be made between neglect, honest oversights, or ignorance of procedures on the one hand and willful violations on the other, especially deliberate failure to disclose relationships that cause conflict of interest.

CARE MINISTRY GUIDELINES

Connecting People to Christ, and Together Grow in His Word

OBJECTIVE: To provide a guideline for the ongoing disbursement of donated funds.

The main focus of this ministry area is to assist members and non-members with financial assistance during a crisis. The Care Ministry fund will be the dedicated account that will be used to provide financial aid. The need for financial assistance could be the result of such things as a fire, flood, accident, illness, loss of job, etc.

Appeals for contributions to this fund will be made as needed (approved by the Director of Caregiving or Executive Team) so there will always be funds available in an emergency. The Director of Ministries will be responsible for the administration of these funds.

Criteria

1. Individuals must meet with one of the pastors or appointed staff member prior to the receipt of assistance.
2. Proof of need must be presented. The pastor or the appointed staff member will complete the evaluation.
3. Members will receive preferred assistance.
4. Non-members are able to receive assistance three times in a calendar year.
5. Proof of other agencies and resources consulted is required before assistance can be given.

Evaluation Procedure

1. Original bills must be presented.
2. Name, address and phone number must accompany original dated bill.
3. Confirmation of unpaid bill must be sought.

Funding Availability

1. Each request requires individual evaluation. The use of other agencies for collaboration is highly encouraged.
2. If the need is greater than the available funding, the request must be deferred to a potential later date. Communication with companies may allow partial payments. This can only take place if it will resolve the crisis situation for a period of 30 days or more.
3. Utility and rent deposits are not a part of the ministry focus.
4. Discouraging repeat assistance is important for the individual and ministry.
5. The pastor(s) may solicit special funding. This should only occur in extreme emergency situations.

Appendix B

FINANCIAL EDUCATION POLICY

Approved 2/24/2020

Purpose

The Financial Education Policy shall serve to guide the on-going financial education process for the members and/or friends of Christ Lincoln and Christ Lincoln Schools.

Oversight Committee

The LLB shall serve as the oversight committee for the Financial Education Policy and the department of Biblical Generosity shall be responsible for implementation. The oversight committee may also work in conjunction with and/or delegate details to the Christ Lincoln Foundation.

Development of Financial Education Course

The department of Biblical Generosity shall assemble a team comprised of Christ Lincoln Staff and Lay Members to develop a Financial Education Course and maintain the course outline. The course outline shall address the items as outlined in the Education Issues below. All instruction shall be non-manipulative and Gospel oriented.

Course material shall be structured to target ~~the~~ all ages with consideration to the following age segmentations:

- Youth
- High School/College
- 20-35
- 35-50
- 50-65
- 65+

Information about the Financial Education Course shall be part of the new member information packet and new members shall be encouraged to participate.

Education Issues

1. Spiritual – the church needs to communicate what the Bible says about money, ownership, and the eternal rewards promised for those who live and give generously. Money is a tool, a test, and a testimony.
2. Financial – Christians do not always know how to handle money wisely. With a mortgage, car payments, and credit card debt, money is tight. Money will continually be tight until they learn to spend less than they earn.
3. Limited Vision – Many Christians have a limited vision for the Church. Because their vision is limited, their giving will be limited as well.

4. Limited Relationships – If Christians believe they have limited relationships (they do not feel they are really part of what is going on) they will limit their giving.
5. Do not know they can give – Christians do not know how much they owe, much less how much they have; therefore, they assume they cannot afford to give.
6. Do not really know how to give – Christians are frequently unaware of tax-wise giving techniques. If they make a will, they forget to provide for a charity along with their heirs. They do not understand the scope of giving tools and giving strategies available. The result is ineffective giving or no giving at all.
7. Do not plan to give – Christians may plan for retirement, starting a business or a college education. However, few Christians have a plan to give.
8. Use Joyful Response, online giving, automatic bank withdrawals, text giving, or any other electronic transfer program shall be actively promoted to Christ Lutheran Church members and members shall be encouraged to use the programs.

Policy Exceptions

Any exception to this policy requires prior approval from the LLB.

Appendix C

INVESTMENT POLICY

Updated 2/24/2020

Purpose

The Investment Stewardship Policy shall serve to guide the temporary investment of financial assets for Christ Lincoln. The stewardship of financial assets shall entail consideration of the safety and soundness of principal, and liquidity (ability to convert to cash without loss of principal) as the primary objective. The rate of return is considered to be a secondary objective.

Oversight Committee

The LLB shall serve as the oversight committee for the Investment Policy. The Account Manager shall be responsible for the implementation of the policy and perform any necessary due diligence to ascertain investment suitability. The Chief Operations Officer and Director of Biblical Generosity shall also be responsible for executing the investment transactions and reporting such transactions.

Acceptable Investments

The following investment mediums shall be considered as acceptable:

- Federally insured financial institutions
- US Government Securities
- Lutheran Church Extension Fund

Investment Suitability Criteria

The following suitability criteria shall be applied to the above noted investment mediums:

Federally insured financial institutions

- No amount greater than \$250,000 shall be invested in any single US Domestic financial institution unless such institution has a bond rating (from S&P or Moody's) of A or better.
- Investments in time deposits shall not have a maturity that exceeds 366 days.
- Investment in a repurchase agreement account is acceptable when backed by a pledge of US Government Securities.

US Government Securities

- Treasury notes or bills issued by the US Government or Agencies thereof and backed by the full faith and credit to the US Government.
- The maturity of such instruments shall not exceed a maturity in excess of 366 days.

Lutheran Church Extension Fund

- The following LCEF investment products may be utilized—
 - Steward account
 - Fixed Rate Notes with a term not to exceed 1 year
 - Growth Certificate with a term not to exceed 1 year

Prohibited Investments

If any investments are gifted to CLC that are not listed as Acceptable Investments above, such investments shall be liquidated within thirty days upon receipt (unless the gift has specific instructions for disposition).

Policy Exceptions

Any exception to this policy requires prior approval from the LLB.

Conflict of Interest

Any investment activity with a company or institution that employs a member of the LLB or the Ministry Team is prohibited unless the noted conflict of interest is approved by the LLB.

Reporting Requirements

The Chief Operations Officer, in preparation of the periodic balance sheet of any CLC fund accounting shall delineate a description of the nature of the investment and the associated end of period balance. When requested by the LLB, the Executive Director shall provide the following information relative to any existing or proposed investment:

- Name of the investment medium
- Type of investment
- Description of the due diligence performed
- Historical rate of return

Appendix D

CRISIS MANAGEMENT POLICY

The Christ Lutheran Church Crisis Plan is intended for all situations on the campus of Christ Lutheran Church. The plan of action is geared toward a formal worship service with a head usher in charge and other ushers to carry out assignments as directed by the head usher.

In situations other than a formal worship service; the Sunday School teachers, preschool teachers, midweek school teachers, Bible class leaders, and meeting leaders should take charge and implement as many of the directives as are needed and are possible to implement. Situations which involve the church staff, visitors, or trespassers should be handled by someone familiar with the Crisis Management Policy.

A. Medical Emergency

When a medical emergency occurs, assess the medical emergency and, if possible, recruit a doctor, nurse, or emergency medical technician to assess the condition of the person in distress. Be mindful of the family with the person, but act in the best interest of the person in distress. If it is determined that a 911 call for emergency help is needed, the person in distress or his or her family can refuse transportation to the hospital after the person in distress has been examined. **The head usher should request a cell phone to call 911 in order to be near the person in distress and answer any questions asked by the 911 dispatcher.**

- 1. Locate professional medical help.** If professional medical help is present, defer to the direction of the medical personnel. If no professional medical help is available, stay with the person in distress or have someone stay with him or her if at all possible. Do not move the person unless absolutely necessary. Monitor his or her breathing and loosen binding clothing if necessary. Keep the person in distress as comfortable as possible till emergency help arrives.
- 2. Call 911.** Be prepared to give the person who answers the 911 call the approximate nature of the emergency, the sex and approximate age of the person in distress. Tell the 911 operator where the distress victim is located and how to best reach the victim. Assign someone to meet the emergency vehicle at a designated spot, i.e., north on Sumner St., east on 44th St., or in front of the church, and then take the emergency personnel directly to the distress victim.
- 3. Get AED (Automated External Defibrillator).** It is located on the pillar outside the main doors to the South Ministry Center. Alarm will sound when door is opened. This is a deterrent only and WILL NOT notify emergency services. Take the AED to the person/people assisting the person in distress. Turn the AED on and follow the directions it gives.
- 4. Administer CPR.** When professional medical expertise is not available and the person in distress is not breathing, start CPR and continue until personnel from the emergency medical team arrive.
- 5. Determine location of person in distress.** Find out the hospital to which the victim is being transported and help the family of the distressed person as much as possible.

B. Fire

- 1. Pull the fire alarm to alert the fire department.** Fire alarms are located near exits. The fire alarm alerts the occupants of the building of imminent danger. A master alarm box is located on the south wall of the narthex and it indicates from which area of the complex the alarm is coming.
- 2. Find fire extinguishers.** Fire extinguishers are located near most of the exits. Fire extinguishers are marked with red wall signs.
- 3. Call 911.** Be prepared to give the person who answers the 911 call the nature and location of the fire and if there are injured or trapped persons. Assign someone to meet the fire truck at a designated spot, i.e., north on Sumner St., east on 44th St., or in front of the church.
- 4. Evacuate.** Evacuate all persons from the building using emergency exits away from the fire. Use the emergency evacuation diagrams posted in all rooms. If possible and safe, double-check to make sure all persons are out of the building.
- 5. Close doors.** Seal off the fire and smoke by closing doors where possible.
- 6. Notify of main electrical switch and main gas turnoff.** Notify emergency responders of the location of the main electrical switch in the closet in the southeast corner of the North Ministry Center basement. In addition, one gas turnoff is on the exterior of the northeast corner of the church office wing; the second is in the middle of the exterior west wall of the West Ministry Center/school wing; a crescent wrench or large pliers is required for both.
- 7. Move vehicles in critical area.** Clear the entrances and fire lanes in the critical area. Move vehicles away from the campus to clear access for fire trucks and emergency vehicles.

Emergencies and fires when the church is closed. A “Knox Box” is attached to the outside wall of the church building and contains a master key to the door locks in the whole church complex. Only the Battalion Chief for this area of Lincoln has a key to the Knox Box. This arrangement gives the fire department ready access to the Christ Lutheran complex. In addition, a list of names and phone numbers has been given to the Fire Department so they can contact a person who has a master key to all locks.

C. **Tornado**

Move everyone on campus to the lower level and stay there until an all-clear message is passed. Persons who cannot use the steps should be sent to interior rooms or the hallway between the church and the North Ministry Center in areas away from windows and glass doors. Local radio and television stations should be monitored for situation updates.

D. **Bomb Threats, Bombs, Letter Bombs, and Suspicious Packages**

- 1. Receiving a bomb threat call.** The person receiving the bomb threat should get as much information as possible about the location of the bomb and when the bomb is set to go off (if known). Pay attention to background noises from the caller’s location. Note the caller’s accent, sex, and approximate age if possible. After the caller hangs up, dial *57 to attempt to trace the call. Pass this information on to the investigating officers.
- 2. Evacuate.** Pull the fire alarm this will alert the fire department. Fire alarms are located near exits. The fire alarm alerts the occupants of the building of imminent danger. Evacuate all persons from

the building, using emergency exits away from the supposed location of the bomb. If possible and safe, double-check to make sure all persons are out of the building.

3. Call 911. Be prepared to tell the 911 operator:

- a. The nature of the emergency.
- b. If the building has been evacuated.
- c. Approximate location of the bomb and when the bomb is supposed to explode (if known).
- d. Detailed information about the caller.

Assign someone to meet the emergency units at a designated spot, i.e., north on Sumner St., east on 44th St., or in front of the church and then update emergency personnel on the situation.

4. Remove vehicles in critical area. Clear the entrances and fire lanes in the critical area. Move the vehicles away from the campus to clear access for fire trucks and emergency vehicles.

5. Receipt of a bomb threat by E-mail. Do not delete the message. Leave it on the computer as “new mail”. If the threat is immediate, follow the evacuation procedure in items 2, 3, and 4 above and call 911. If the threat is not immediate, call the police at 402-441-6000.

6. Threatening letters. As soon as the intent of the letter becomes apparent, handle the letter only by the edges and place it in a large plastic envelope. Paper is an excellent source of fingerprints and you must refrain from passing the letter around and adding new fingerprints to those already on the letter. Be prepared to give the police a list of names of people who may have handled the letter. Call the police at 402-441-6000.

7. Suspicious packages or items. Suspicious packages or items such as unidentified brief cases, boxes, backpacks, purses, etc. Have two or more persons who are familiar with the area assess the situation (janitors are generally very knowledgeable about unusual items). If these persons deem the item suspicious, clear the immediate area, do not touch, move, or handle the item, call 911.

E. Hostile Intruder

1. Call 911 if there is even a remote possibility that the situation could become unmanageable. The call gives the police a response time advantage. Be prepared to give the person who answers the 911 call the following information.

- a. Nature of the emergency.
- b. Description of the hostile person(s).
- c. If weapons are involved.
- d. If alcohol is involved.
- e. Location of the disturbance.

Assign someone to meet the police at a designated spot, i.e., north on Sumner St., east on 44th St., or in front of the church.

2. A disruptive, apparently unarmed person or persons. The Pastor or group leader could ask the group to rise and lead the group in prayer. Divine intervention is always welcome and this serves to shift the focus away from the disruptive person or persons. One or more ushers should ask the person or persons to come out into the narthex or outside of the church to discuss the problem and thereby remove the person or persons from the rest of the worshippers or group. Encourage them to

leave the campus. If possible, get the name(s), license plate number, and any other descriptive information about the disruptive person or persons. Ascertain the nature of the problem if possible but do not attempt to solve the perceived problems, just calm the person or persons down. If the situation can be defused in this manner, the police may not need to be involved.

3. A disruptive armed person or persons. Assess the situation but do nothing to aggravate the situation. When the police arrive, turn the situation over to them.

SPECIAL SCHOOL PROCEDURES – Threatening/Disruptive Person(s)

Teachers will be notified of the location and type of threat by phone, in person, or by any other available means.

Children will be moved into a classroom and directed to sit on the floor near the closet area.

If on the playground, they will be moved into a portable building classroom.

If in the Fellowship Hall, they will be moved to Meeting Space #1 and #2.

If in the South Ministry Center, they will be moved into the Sacristy and the communion preparation room.

If in the West Ministry Center, they will be moved into the café area.

If in the North Ministry Center, they will be moved into the church library

A head count will be taken. It is necessary to account for missing children.

A system of signals will be in place to provide notification if a teacher is missing a child, needs help, or has an intruder in the room.

Doors are to be locked; the shade by the door is to be closed, where available; outside window shades are to be closed; all sources of light, including computer screens, are to be turned off.

Teachers will read quietly to keep the students calm.

Teachers and students will stay in the locked area until an all-clear is given by a recognizable voice.

SPECIAL SCHOOL PROCEDURES – Lockdown Ordered by Law Enforcement

All exterior doors to the school and church will be locked. They will remain locked until a properly-authorized release of the lockdown is received from law enforcement.

All staff members will be notified of the location and type of threat by phone, in person, or by any other available means.

No one will be allowed to enter or exit the buildings, with the exception of a properly-identified law enforcement officer,

Parents will be notified of the situation as staff is able to do so.

F. Break-ins and Thefts

Call 911 and report the incident if the break-in or theft is in progress. Belated reports call 402-441-6000. Turn the investigation over to the police. Do not disturb the crime scene. Do not start picking up or try to clean up the mess.

G. Media Interviews

The media may cover incidents at Christ Lutheran Church. The media deserves accurate information. Isolated quotes from individuals can be incomplete or misleading and should be avoided.

The Director of Ministries and Chairman of the LLB are the designated spokespersons for the church. Other staff or members present should decline all interviews and refer the media to the Director of Ministries or Chairman of the LLB. The Director of Ministries, however, may designate a spokesperson who is more familiar with the situation.

Appendix E

SUSPECTED CHILD ABUSE POLICY

If an employee of, or volunteer for, Christ Lutheran Church suspects the abuse, neglect, or endangerment of a child he or she is mandated by State law to report the suspected abuse or endangerment.

The situation is to be reported immediately to your supervisor or coordinator, who will help gather the information required for the report (see below). Your supervisor or coordinator should not make the report for you, and cannot decide that a report is not warranted.

Do not react strongly to what the child tells you or make judgmental comments. Be calm.

Do show that you understand and take seriously what the child is saying. Assure the child that he/she did the right thing in telling you.

Do not interview or question the child beyond hearing what the child has to say. It is very important, especially if there might be a crime involved, that the child be interviewed by professionals, and that the child's statements are not tainted by others asking many questions.

The individual who first heard the information from the child should be the one reporting the situation to the abuse hotline. Prior to calling that hotline, attempt to obtain the following information without re-interviewing the child:

- The child's full name, address and birthdate (if known).
- The parents' names, addresses, and phone numbers.
- Who you are, and why you are calling the hotline.
- How Child Protective Services can contact you (phone numbers, address, etc.)
- What happened that made you suspect that abuse and/or neglect occurred.
- Where it occurred.
- The name, address, and phone number of the person suspected of causing the abuse/neglect, if available.
- If the child is in danger now, or could be in danger if he/she goes home with the parents (e.g., the parents are the cause of the abuse).

Call the Child and Adult Abuse and Neglect Hotline at 800-652-1999.

- This number is a 24 hour hotline.
- Provide as much of the above-listed information as you can. You need only report your suspicion that something happened. It is up to the professionals with experience in the investigation of child abuse to determine if abuse or neglect occurred.
- Hotline staff members are specialized workers who are trained in receiving and processing reports of child abuse and neglect. They will ask many questions about the family; it is OK if the person making the report does not have all of the answers.
- The name of the person making the call is confidential and is not given to the child or family. It is shared with law enforcement and the County Attorney. Reporting persons are protected from liability if the report is made in good faith.

It is imperative that you keep the situation and the reporting confidential. Remember that you are reporting suspected abuse. Information must only be given to the Hotline staff, to the person overseeing the area of ministry in which you serve, and to the Executive Director.

SCREENING OF EMPLOYEES AND VOLUNTEERS

All applications for employment will ask if the applicant “has ever been accused of, participated in, or been convicted of child abuse”.

Each employee of the Church and School, and each volunteer who may have contact with children, or work in areas giving access to children, shall be screened through Protect My Ministry or another service providing background checks of a similar comprehensiveness. Any information from a report will be reviewed by the manager or director of the ministry by which the person is employed, or for which the person is performing volunteer work, as well as the Executive Director. The decision of these reviewers as to the continued employment of a person or use of a volunteer shall be final. Any negative information received on a person shall be confidential, and its use will be restricted to those involved in deciding the continued use of the person as an employee or volunteer, as well as the employee or volunteer himself/herself.

GIFT ACCEPTANCE POLICY & PROCEDURES

Updated 2/25/2020

**Christ Lincoln
Christ Lincoln Foundation
Christ Lincoln Schools
Lincoln, Nebraska**

Biblical Generosity

Biblical Generosity is simply Christians using their God-given ability, time, and money to live all of life for God's purposes. Financial Biblical Generosity focuses on the stewardship process, proper accounting, and ministry implementation on behalf of God's people who provide the financial resources to carry out the Lord's work.

In the spirit of Biblical Generosity, Christ Lincoln, Christ Lincoln Foundation and Christ Lincoln Schools (herein-after referred to as "Christ Lincoln") strongly encourage gifting that will enable Christ Lincoln to fulfill its divine calling to maintain, develop, advance, enhance, and expand the ministry and mission of the congregation.

Donor Bill of Rights

(Adapted from the Council for Advancement and Support of Education, CASE)

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of the organization's mission, the way the organization intends to use donated resources, and its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purpose(s) for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relations with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers or employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Financial Gift Acceptance

This document is designed to provide guidance to facilitate the gift-giving process. The intent is to provide donors with the greatest freedom possible in formulating their gifts.

- Gifts may be accepted only for ministry and programs consistent with the beliefs and mission of Christ Lincoln. No gift may limit or restrict the purpose or mission of Christ Lincoln.
- Gifts must not inhibit gifts from other donors.
- Gifts must be designed and administered in a manner consistent with legal requirements and state and federal tax regulations.
- Christ Lincoln cannot accept gifts that involve unlawful discrimination based upon race, gender, age, national origin, disability or other basis prohibited by law and Internal Revenue regulations.

Regular offerings and gifts are accepted and administered through the church and school offices and their designees (usually the Accounts Manager, Director of Finance, Biblical Generosity Coordinator, Director of Biblical Generosity, School Executive Director, School Development Director), with final authority to accept offerings and gifts being with the Director of Ministries.

Certain categories of donations are not acceptable as charitable gifts to Christ Lincoln and cannot be deducted as a charitable contribution:

- Funds accepted as payment for tuition or fees.
- Gifts made with the condition that Christ Lincoln will spend the proceeds for the personal benefit of a named individual or individuals. Christ Lincoln's various Scholarship programs qualify in that it selects a student on behalf of the donor.

Proposed gifts which may expose Christ Lincoln to adverse publicity; require undue expenditures; or involve Christ Lincoln in unexpected responsibilities because of the source, condition or purposes of the gift, will be referred for review to the Director of Biblical Generosity. The Director of Biblical Generosity will oversee the acceptance and disposition of such questionable offerings and gifts and make a recommendation to the Director of Ministries for final action.

Gift-Giving Possibilities

Outright Gifts

Outright gifts are those placed at the immediate disposal of Christ Lincoln in which the donor retains no interest. The most frequent method used is a personal check payable to "Christ Lincoln," "Christ Lincoln Foundation," or "Christ Lincoln Schools." Christ Lincoln also welcomes cash, gifts made by credit card or direct withdrawal, gifts from corporations, fraternal companies, and foundations, and/or individuals, payroll deductions, gifts of securities, tangible personal property, real estate, collections, and other assets.

Fundraising Activities

Gifts in support of fundraising activities (auctions, dinners, rummage sales, youth events, etc.) are subject to the rules pertinent to the tax deductible portion of the gift if goods or services are provided in exchange to the donor (e.g., the cost of the meal portion of a ticketed event is not a gift nor deductible).

Gifts of Stock

Gifts of closely held securities based on prior independent appraised value, paid for by the donor, and gifts of securities will be accepted. However, Christ Lincoln will not enter into any agreement that legally obligates Christ Lincoln to sell or otherwise dispose of the securities. Normally, the Director of Biblical

Generosity informs the Chief Operations Officer of the gift, with instructions to liquidate the items as soon as possible.

Gifts of Real Property

Christ Lincoln will not enter into any agreement to sell the property as a condition of receiving the gift of property.

Gifts of real property must first undergo a certified land appraisal and survey, title search, and an administrative audit as required by the Environmental Protection Agency or other relevant regulatory bodies. The donor must pay for the appraisal, survey, title search and environmental audit.

Gifts of real estate are made with the understanding that Christ Lincoln will ordinarily make its best effort to sell the property promptly (or else Christ Lincoln may incur non-related business income or may be subjected to property taxes). Christ Lincoln cannot guarantee that it will sell the property at the donor's appraised value. Christ Lincoln will not re-appraise or re-assign a value to real property for the donor's valuation purposes.

Donors may contribute property to Christ Lincoln, reserving the right to use the property for a term of years or life. In such cases, donors are obligated for all expenses related to the property.

Gifts of Other Property

In the case of vehicles, furniture or other personal property, Christ Lincoln will accept property with the intent to either use such property within its ministry or donate such property to a deserving person through its Care Ministry program. While Christ Lincoln will provide a receipt for the gift and, in some cases, provide the required documentation for the Internal Revenue Service, it is the donor's responsibility to obtain an independent expert appraisal, or to determine the value of the gift.

Deferred Gifts

Deferred or Planned gifts involve a current commitment by a donor to provide future funds to Christ Lincoln. If the donor intends to endow such gifts, then the donor will be encouraged to direct such gifts to the Christ Lincoln Foundation, the endowment arm of Christ Lincoln. These types of gifts generally can provide some combination of income, capital gain, gift or estate tax benefit.

The Director of Biblical Generosity, the Christ Lincoln Foundation, and Christ Lincoln's legal advisors can provide detailed information about the minimum dollar amounts, interest rates, and other details associated with the acceptance of a direct or endowed planned or deferred gift.

Acceptable methods of creating deferred direct or endowed gifts to Christ Lincoln include:

- Will bequests
- Remainder interests in personal residences or farms
- Gifts of life insurance
- Retirement Accounts (401k, IRA, Keogh, etc.)
- Pension Fund Distributions
- Charitable Gift Annuities
- Pooled Income Funds
- Charitable Remainder Uni-trusts or Annuity Trusts
- Charitable Lead Trusts

Designated Bequests

A designated bequest provided to Christ Lincoln shall be applied according to the details of the donor's will or trust unless such request conflicts with the beliefs, mission, ministry, or operations of Christ

Lincoln. In the case of conflict, the Director of Ministries shall have the authority to reject or receive the designated bequest with the stated conditions.

Undesignated Bequests

Undesignated bequests to Christ Lincoln up to \$100,000 can be used at the discretion of the Director of Ministries. Bequests from \$100,000.01 to \$250,000 will require that the DOM obtains approval from the Lay Leadership Board. Bequests greater than \$250,000 require that the DOM consults with the Lay Leadership Board, and obtains congregational approval on the use of the funds at a regular or special Congregational Meeting. Appropriate uses of the funds include the following:

- Mission work outside of Christ Lincoln
- Mission work within the Christ Lincoln congregation
- Mission of Christ Lincoln Schools
- Current operations (budgeted areas)
- Capital improvements (building, upgrade, or maintenance)
- Debt reduction
- Endowment (Christ Lincoln Foundation)
- Cash reserves.

Recognition

To respect confidentiality, gifts are only recognized in a private manner unless otherwise arranged with permission of the donor(s). For special programs and campaigns generally, a list of donors or a recognition plaque may be used, again with the donor's permission.

Solicitation of Gifts

(Adapted from Association of Lincoln Development Executives, ALDE, Code of Ethics)

All entities of Christ Lincoln, as well as its volunteers who are involved in seeking donations will:

1. Seek to serve Christ faithfully and hold His name as supreme.
2. Work for the best interest of the donor.
3. Strive to model and promote the concept of Christian Stewardship among donors and involved professionals.
4. Portray an accurate and institutional mission in all communications.
5. Maintain confidentiality in handling donor and prospective donor records.
6. Offer public recognition and appreciation for a gift only after donor permission has been granted.
7. Ensure accurate use of designated gifts, optimal management of all solicited funds, and truthful reporting.
8. Comply with all federal, state, municipal laws.
9. Deal charitably, fairly, and honestly with other professionals and organizations.
10. Maintain and encourage high levels of professional competence and accurately present professional qualifications and experiences to prospective donors.
11. Be compensated by a salary or contractual fee agreement, not by fees based on a percentage of charitable funds secured.
12. Avoid or otherwise disclose all potential conflicts of interest.

Legal Disclaimer

While Christ Lutheran Church, DBA Christ Lincoln, and its personnel will strive to maintain a high level of familiarity with current tax laws and policies, these people are unable to give legal and accounting advice to donors. Donors and prospective donors should always confer with their own legal counsel or tax advisors for opinions about tax or other legal consequences of a specific gift.

Various methods of gifting can provide flexibility, security and tax savings to donors. The Director of Biblical Generosity is available to provide personalized assistance to donors seeking to understand and choose from a wide range of gift-giving possibilities. In the event that additional expertise is required, the LCMS Foundation, local attorneys, certified public accountants, and charitable estate planning officers at local colleges and charities may be available at a reduced or no cost to members and friends of Christ Lincoln.

Christ Lincoln may seek the advice of legal counsel in matters pertaining to deferred or planned giving. Planned giving agreements will generally follow the format of specimen agreements approved by legal counsel. Prospective donors are urged to seek their own counsel in matters relating to their planned gifts, tax circumstances and estate planning.

Appendix G

MEMORIALS POLICY

I. MEMORIALS POLICY

A. Purpose

Christ Lincoln, desiring to encourage generous giving in celebration of a faithful member's life through a Memorial, recognizes the need to have fair and consistent policies for collection and distribution of funds for memorials. This policy shall not supersede the [Christ Lincoln Fundraising Policy and Procedures](#) in any way.

B. Policies

i. General

1. Caregiving and Pastoral staff shall request where the family would like memorials designated during the funeral planning process.
2. Solicitations for memorials to a specific ministry shall not be made. Suggestions can be given at the request of the family. In cases where a relationship is established and prior knowledge exists, Pastors and Caregiving staff may offer unsolicited suggestions based on knowledge of the deceased.
3. When discussing a memorial, no personal agenda or ministry shall be promoted. The discussion must include asking questions about the deceased's passions and where the memorial could best go to honor them.
4. Donor designations for a project, ministry, or purpose that does not currently exist or is in conflict with Christ Lincoln's Mission and Vision shall not be accepted. In the event this occurs, the Biblical Generosity Department shall attempt communication with the donor to ask for a different designation or to refuse the gift.
5. Six months after the funeral, if all efforts to contact the family have failed, any undesignated memorial funds will be put towards the General Fund.
6. Caregiving and Pastoral staff shall work with the Finance Department and families to ensure all memorials are received and deposited in a timely fashion. It is not the Finance Department's role to interact with the family unless absolutely necessary.
7. The Finance Department shall notify the Biblical Generosity Department of all received memorials, so that timely acknowledgments may be made to donors.

C. Reporting of Results

- i. A celebration of the funds given as Memorials and the impact of those funds must be presented to the congregation at least once a year during a Financial Town Hall, Congregation Meeting, or other congregation wide event.
- ii. A record of memorials received by Christ Lincoln Shall be sent to the family by the Finance Department within one month on the funeral. Subsequent memorials after that time frame need only be acknowledged with the donors.

D. Policy Review

- i. This policy shall be reviewed on an annual basis by the Biblical Generosity Department in conjunction with the Director of Ministries, Caregiving staff, Pastoral staff, and Finance Department. Any changes must be approved by the Lay Leadership Board.

Appendix G (SECURITY POLICY-TO BE APPROVED SEPARATELY)

Fundraising Policy & Procedures

Christ Lincoln

Purpose

Christ Lincoln recognizes that occasionally the costs of many activities, events, facility improvements or other purposes are not included in the general fund budget of the church. Organizations, departments, and ministries within the church may have a need or desire to raise funds for such purposes and may wish to use church facilities and resources for fundraising efforts. Such fundraising efforts are subject to the policies and procedures listed below. It should be recognized that fundraising efforts of this type are not a replacement for stewardship and budgeting and should not be used as a primary means of meeting the normal operating needs of the church. Specific exceptions will occur and will be approved on a case by case basis as outlined below.

Policies

A. General

1. For the purposes of this policy, "Fundraising" is any effort to solicit a contribution of goods, funds, and/or services, as well as the sale of any goods or services.
2. For the purposes of the policy, the Christ Lincoln Foundation is considered a Christ Lincoln department.
3. Funds raised must be designated for a specific use. The use must be appropriate and identified as a priority or need of Christ Lincoln as determined by the department of Biblical Generosity and the Executive Team in relation to Christ Lincoln's, Core Values, Vision, and Mission Statements.
4. Funds raised that are not for the General Fund shall not be designated as "general giving"
5. There is no limit placed on the frequency of applications that an organization partner, department, or ministry can submit. However, good judgment should exercise and those with frequent and repeated requests may be denied.
6. Special offerings, provided they meet the other criteria of this policy, shall be approved by the Executive Team, who will consult with the department of Biblical Generosity prior to making their decision.
7. Any approved fundraising efforts must have coordination with the appropriate department/ministry i.e. facilities, Finance, Communication, Biblical Generosity, front desk; to discuss logistics such as: scheduling, space reservation, associated costs, staffing needs, and others.

8. Outside groups requesting fundraising approval must go through the approval process. No outside funding, or funding advertising request will be approved if the funding needs for the General Fund are not being met.
9. Fundraising efforts that could yield individual or personal benefit are prohibited. Those in violation of this may be prohibited from conducting any future fundraising efforts. Further violations may result in disciplinary action.
10. Any solicitations of any kind must be pre-approved by the department of Biblical Generosity. Those in violation of this may be prohibited from conducting any future solicitations. Further violations may result in disciplinary action.
11. The sale or provision of alcohol at fundraising events requires prior approval from the department of Biblical Generosity and the Chief Operations Officer.
12. All gifts to fundraisers must be communicated as “A gift above and beyond your regular offering.”
13. The use of digital/electronic/copied signatures on any fundraising communications is prohibited without the approval of the departments of Communication and Biblical Generosity.
14. Creating endowments with the Christ Lincoln Foundation requires the approval of the Executive Team, Christ Lincoln Foundation Board, and department of Biblical Generosity and is reserved for the most unique circumstances.
15. It is required that a contingency plan in the event of not raising the needed funds be prepared as part of the requesting process. This may include, but it is not limited to: reallocation/redesignation of funds, cancel the event or project, or refund donors. These are all subject to the approval of the original donors.
16. The projected date, duration, and frequency of a fundraiser must be shared up front with the departments of Biblical Generosity and Communication. The department of Biblical Generosity may change the date, duration, or frequency of a fundraising effort based upon: the state of the General Fund, the amount of current fundraising efforts, or the viability/success of such a time frame based on their expertise and experience.
17. Excess funds raised may not be used for any other ministry purposes without approval from the Chief Operations Officer, Director of Biblical Generosity, Director of Finance, and the donor(s).
18. In the event that the approved fundraising efforts do not raise the needed funds, an additional fundraiser may be requested without going through the complete approval process. The department of Biblical Generosity may refuse any additional fundraising requests on the same or repeated project.
19. The department of Biblical Generosity shall furnish a copy of all approved fundraising requests to the Executive Team.

B. Advertising

1. Advertising of fundraising efforts requires the approval of the departments of Biblical Generosity and Communication. The departments of Biblical Generosity and Communications may deny advertising or digital fundraising based upon: the state of the General Fund, the amount of current fundraising efforts, the amount of other current projects/events being communicated, or the viability/success of said communication avenues based on their expertise and experience.
2. Types of advertising and promoting
 - a) Website
 - (1) Page, Banner, Popup

- b) eNews
- c) Slides
- d) Key Announcements
- e) Posters
- f) Videos
- g) Email
- h) Mail

C. Grandfather Clause

1. Christ Lincoln has hosted, participated in, and conducted numerous fundraising efforts prior to the implementation of this policy. All said fundraisers currently still active shall be deemed “grandfathered” and accepted as approved, so long as these efforts are reported to the department of Biblical Generosity no later than December 31, 2019. Otherwise, any such fundraising efforts shall be required to obtain approval in accordance with this policy. All grandfathered fundraising efforts shall still be required to coordinate with the departments of Biblical Generosity, Communication, and others as needed. Any new instances of these grandfathered fundraising efforts will not be grandfathered in and must go through the request process. Any constant fundraising efforts already in effect will need to apply for approval and will not be grandfathered into the policy.
2. List of grandfathered fundraisers
 - a) HSM Silent Auction
 - b) Comfort Dog Ministry
 - c) School Auction
 - d) Festival of Trees
 - e) Advent Meals
 - f) School Chapel Offering
 - g) Bob Ewell’s Wednesday Morning Bible Study Offering
 - h) Sunday School Offering
 - i) VBS Supplies Collection
 - j) Lenten Dinners
 - k) Fireworks Sales
 - l) Trinity Hope Chili Feed

D. Giving Circles

1. Giving Circles may only be utilized for an ongoing ministry of Christ Lincoln that will operate in perpetuity. Giving circles must be approved by the Department of Biblical Generosity and Executive Team and are reserved for the most unique circumstances. The staff or lay person requesting the giving circle must work with the Department of Biblical Generosity to determine the feasibility of a Giving Circle. The requesting staff or lay person is responsible for recruiting, establishing, and maintaining the giving circle pending approval and frequent communication with the Department of Biblical Generosity. The requesting staff or lay person must also work with the departments of Biblical Generosity and Finance to create a fund for the giving circle. The department of Biblical Generosity must be included on all fundraising communications to the giving circle.

E. Grants

1. Grants may be applied for by Christ Lincoln staff or lay people on behalf of a Christ operated and budgeted ministry. All grants must be reviewed and approved by the department of Biblical Generosity before submission. The requesting staff or lay person is responsible for collecting information, preparing the application/proposal, executing the grant, and reporting in a timely manner to meet the grant requirements. Any reporting should also be communicated to the department of Biblical Generosity. Staff or lay people that do not meet reporting requirements may be prohibited from applying for other grants.

F. Memorials

1. Solicitations for memorials to a specific ministry are prohibited.
2. When discussing a memorial, no personal agenda or ministry may be promoted. The discussion must include asking questions about the deceased's passions and where the memorial could best go to honor them.

G. Free Will Donations

1. Free will donations require the approval of the department of Biblical Generosity.
2. Free will donations should be used sparingly and all effort should be made to not detract from the General Fund offering.

H. Alternatives

1. If possible, different organization partners, departments, and ministry areas should try to combine fundraising efforts.
2. Whenever possible it is encouraged that grants or Thrivent Action Teams are pursued in lieu of traditional fundraising efforts.
 - a) The department of Biblical Generosity should be notified when using a Thrivent Action Team.

Fundraising Approval Process

- Fundraising requests can only be made by a Christ Lincoln recognized organization partner, departments, or ministry. Requests shall be made in writing to the department of Biblical Generosity at least four weeks prior to the planned fundraising efforts.
- Fundraising requests will be approved by the department of Biblical Generosity. Special cases (outlined throughout this document) may require additional approval from the Executive Team.
- Approval of requests shall be determined based on the following factors:
 - The logistics pertaining to scheduling, space reservation, associated costs, staffing needs, and other matters associated with the implementation of said fundraising effort allow for it to occur.
 - The fundraising effort helps to serve Christ Lincoln's mission and vision.
 - The fundraising effort is for a clear need or purpose.
 - If the requesting organization partner, department or ministry has requested for special fundraising efforts previously during this budget year.
 - Amount and frequency of previous requests from requestor.
 - The state of giving to the General Fund and Campaigns.
 - Other factors and considerations deemed appropriate.
- Once a fundraising effort has been approved, it does not need to go through the entire approval process again for subsequent occasions. It does, however, need to be brought up to the

department of Biblical Generosity for a shorter review and to discuss any changes from the previous occasion. The fundraising effort is still bound by all other provisions of this policy.

Appealing a Denied Request

- Should a fundraising request be denied, the department of Biblical Generosity may provide suggestions for modifying said request, so that it may be approved. If such changes are unacceptable or the request is denied again, the applicant may file an appeal by email with the Executive Team to be discussed at the soonest available meeting for a potential waiver.
- Any request denied based on account of logistical concerns shall not be appealable to the Executive Team.
- Any appeal of a denial shall require a majority vote by the Executive Team.

Reporting of Results

- A full accounting of money raised or goods and/or services collected and to whom these items are distributed shall be provided to the department of Biblical Generosity after the completion of the fundraising efforts. It is the responsibility of the organization partner, department, or ministry to coordinate this with the Finance department. This accounting is due no more than one month after the fundraising effort ends.

Revocation of Fundraising Approval

- The same criteria used in determining the approval of a fundraising request may be used to determine that a fundraising effort's standing as approved should be revoked. Upon such an occurrence, the department of Biblical Generosity must provide the reason for the revocation, and allow the offending group a reasonable time, not to exceed two weeks, to explain and/or correct its errors. If the department of Biblical Generosity wishes to proceed with revocation following the two week time frame, then the matter will be forwarded on to the Executive Team.
- The department of Biblical Generosity has the authority to put a "freeze" on fundraising efforts when revocation is recommended until the Executive Team makes a decision.

Policy Review

- This policy shall be reviewed on a yearly basis by the department of Biblical Generosity in conjunction with the Executive Team. Any changes must be approved by the Executive Team.

Addendums

- [Gift Acceptance Policy & Procedures](#)
- [Financial Education Policy](#)
- [Investment Policy](#)

Attachments

- [Special Projects Fundraising Request Form](#)
- Fundraising Request Flowchart - Church Drive
- [Fundraising Request Form](#)

Christ Lincoln Sabbatical Policy

1. **OBJECTIVE:** To provide guidelines for Pastors who desire to take a Sabbatical leave from Christ Lincoln to renew and refresh emotionally, physically and spiritually. Renewal may include both individual renewal and family renewal.
2. **GOALS OF SABBATICAL:**
 - a. Return to the Biblical concept of Sabbath which God modeled in Genesis 2:1-4 and commanded in Exodus 20:8-11 for a period of rest.
 - b. Sabbatical leaves are intended for the mutual benefit and growth of both the Pastor and the congregation.
 - c. Rest period of up to 16 weeks of continuous leave to maximize the possibility for refreshment.
 - d. A deliverable, such as a research paper or devotional series, is not an expected outcome from this period of rest.
3. **ELIGIBILITY CRITERIA:**
 - a. Full-time Pastor with a minimum of 7 years of full-time service to Christ Lincoln
4. **GUIDELINES AND PARAMETERS:**
 - a. Upon reaching 7 years of full-time service to Christ Lincoln, a Pastor will be eligible for up to 8 weeks of sabbatical leave.
 - i. A minimum of 7 years is expected to lapse between Sabbatical leaves.
 - ii. After the initial leave, an alternating pattern of up to 16 weeks and up to 8 weeks will be available for each subsequent leave. (See Appendix A - Sabbatical Leave Example)
 - b. Request for Sabbatical leave
 - i. Plan will be submitted to Director of Ministries and LLB for consideration and approval no later than 12 months prior to the requested leave start date. The Pastor is expected to begin the request process in the year before the intended sabbatical and complete the process at least 12 months before the desired sabbatical start date.
 1. Sabbatical Plan will include:
 - a. A description of the desired sabbatical activities.
 - b. A statement of how these activities will benefit the staff member and the church.
 - c. The dates selected for the leave – if possible, the sabbatical will be scheduled at a time that will minimize the disruptive effect on the normal operation of the church.
 - d. A budget outlining sabbatical costs for things like: travel, classes, retreats, counseling, etc.
 - c. Pastor shall receive 100% of compensation and benefits during the sabbatical leave period.
 - d. Spouses play an important role in church ministry and support of the Pastor. Spouses may participate in travel, counseling and any other sabbatical activities to also renew and refresh emotionally, physically and spiritually.

- e. Following a Sabbatical leave, the Pastor agrees to return to full-time service at Christ Lincoln for a minimum of 1 year.
- f. For every one month of Sabbatical leave, 40 hours of earned vacation time must be used. Earned vacation time would not be ordinarily used to extend the period of absence.
- g. Sabbaticals by different Pastors may not be scheduled within 12 months of each other. Pastors may not schedule Sabbatical leaves concurrently.
- h. A Sabbatical committee will be created for each sabbatical leave. The committee's responsibilities include:
 - i. meeting with the Pastor prior to the sabbatical to develop an understanding of and plans to accomplish those tasks
 - ii. making a determination that sufficient resources and appropriate personnel are available to cover the job duties of the Pastor during the leave period.
 - iii. providing accountability pre-sabbatical, during sabbatical and post-sabbatical for both the Pastor and Spouse
 - iv. managing and coordinating the congregation work left behind by the Pastor
 - v. implementing Congregational improvement programs during the leave
 - vi. updating the Pastor on the congregation's life and programs upon return from the sabbatical
 - vii. planning a departure service as well as a welcome back service
 - viii. Assisting with re-entry transition plan
- i. Congregational Requirements
 - i. The church agrees that it will not in any way seek a replacement for an employee during his sabbatical leave
 - ii. The church agrees that it will honor the leave of the employee and agrees not to contact him with church business except in the case of emergency as determined by church leadership. The church will instruct the church body to not contact the pastor during his leave even in the case of an emergency.

5. FUNDING AVAILABILITY:

- a. Christ Lincoln funding sources:
 - i. Establish an annual deposit to a separate Sabbatical fund/account per Pastor so there is a balance available at the time a Pastor intends a sabbatical leave.
 - 1. An amount to be determined on an annual basis by the LLB during the budget approval process to assist in covering sabbatical expenses especially when 3rd-party funding is not available. (i.e. \$2000 per pastor/per year)
 - ii. Christ Lincoln members who designate gifts to a Sabbatical account
- b. Other funding sources:
 - i. Lilly Foundation
 - ii. If a Pastor has a specific desire or need, the Pastor will research current available 3rd-party funding sources

6. REPORTING REQUIREMENTS:

- a. Upon returning, the pastor will submit
 - i. A written report to the LLB recapping how the time was spent, the experience and insights.
 - ii. Report to the congregation via special program or verbal presentation

APPENDIX A – SABBATICAL LEAVE EXAMPLE

Example:

	Full Time Years of Service >= 7	Sabbatical Leave taken in Year	Max # of Weeks	Eligible for Next Sabbatical in Year	Sabbatical #2 taken in Year	Max # of Weeks	Eligible for Next Sabbatical in Year	Sabbatical #3 taken in Year	Max # of Weeks
Pastor A	Y	8	8	15	15	16	22	22	8
Pastor B	Y	10	8	17	19	16	26	26	8

Pastor A:

- has met eligibility requirements of 7 years of full time service
- takes first sabbatical leave in Year 8 and subsequent sabbaticals in Years 15 & 22
- On schedule for every 7 years

Pastor B:

- has met eligibility requirements of 7 years of full time service
- takes first sabbatical leave in Year 10 and subsequent sabbaticals in Years 19 & 26
- more flexible in scheduling while keeping the 7-year span



Appendix K

NAMING RIGHTS POLICY

I. NAMING RIGHTS POLICY

A. Purpose

Christ Lincoln wants to extend the opportunity for naming rights as a part of capital campaigns and building projects. This policy will outline the rules around this process and when it is acceptable.

B. Policies

- i. No room, space, building, or other location that is part of a capital campaign/building project may have naming rights given to a donor unless the donor contributes at least 51% of the cost of the room, space, building, or other location. 100% of the cost of a space shall be asked for with the potential of a limited negotiation period.
- ii. The Sanctuary Worship Space, Yankee Hill Worship Space, and 211 Worship Space do not have naming rights.
- iii. Endowments can be created by a donor to maintain the space they named. So long as the endowment exists and is funded by the original donor or their proxy the naming rights will persist.
 1. Should the space need to change due to a new capital campaign, building project, or ministry need a conversation will take place with the donor or their proxy on the status and future of their naming rights, with final approval coming from the Director of Ministries in conjunction with the Lay Leadership Board.
- iv. Naming rights may only be given through a written agreement between Christ Lincoln and the donor. The written agreement will address: length of naming rights, amount of donation, the timeframe the donation must be made within, the form the naming rights will be displayed in (donor wall, plaque, reports, etc.), updates to the named space, and naming rights exclusivity. The written agreement will also address any stipulations regarding when construction can begin and the need for total cost covered as needed. The Lay Leadership Board must give a majority vote approval on all naming rights agreements prior to their execution.
- v. Donors shall not commit any act or do anything which might reasonably be considered: (i) to be immoral, deceptive, scandalous or obscene; or (ii) to injure, tarnish, damage or otherwise negatively affect the reputation and goodwill associated with Christ Lincoln. Violation of this may result in revocation of existing naming rights.

Appendix L

MISSION OF THE MONTH POLICY

I. MISSION OF THE MONTH POLICY

A. Purpose

Christ Lincoln, desiring to operate a Mission of the Month program, recognizes the need to have fair and consistent policies for fundraising expectations and benefits of participation in the program. This policy shall not supersede the [Christ Lincoln Fundraising Policy and Procedures](#) in any way.

B. Policies

i. General

1. For the purposes of this policy, Christ Lincoln Ministries and outside organizations that participate in the Mission of the Month program will be treated synonymously.
2. Participants in the Mission of the Month program may use Christ Lincoln facilities for events and fundraisers, provided they meet the criteria for facilities usage.
3. In certain cases such as, but not limited to: natural disaster, pandemic, budgetary shortfalls, or other; Mission of the Month participants can request approval for a Christ Lincoln fundraiser in conjunction with the Fundraising Policy and Procedures.
4. Once a Christ Lincoln congregant makes contact with a Mission of the Month participant, that participant can make any request or have any conversation that includes but is not limited to: solicitation of money, supplies and/or volunteer opportunities.
5. Participants in the Mission of the Month program currently under the jurisdiction of the Grandfather Clause in the Christ Lincoln Fundraising Policy and Procedures forfeit their grandfathered status on June 30th, 2021.
6. Christ Lincoln shall not act as a “middleman” for donations to participants in the Mission of the Month program. Congregants are encouraged to give to the General Fund to support Christ Lincoln’s program efforts to support the program participants, but gifts intended directly for a participant should be made directly to said organization.
7. The Director of Ministries shall meet quarterly with the Director of Biblical Generosity and Director of Finance to review General Fund revenue from the preceding quarter and make determinations on the success and viability of the Mission of the Month Program.

C. Reporting of Results

- i. A celebration of the funds given to participants in the Mission of the Month program and the impact of those funds must be presented to the congregation in all worship services before the end of each month.

D. Policy Review

- i. This policy shall be reviewed on an annual basis by the department of Biblical Generosity in conjunction with the Director of Ministries. Any changes must be approved by the Lay Leadership Board.

Adopted on: 3/29/2021

Appendix M

SABBATICAL FUND DESCRIPTION & GUIDELINES

Sabbatical Fund Description & Guidelines

Purpose

The Sabbatical Fund is a permanent fund at Christ Lincoln with the sole purpose of providing funding for Christ Lincoln pastors to take a sabbatical in compliance with LLB policy. To the end that the sabbatical will provide a break for pastors to step back from their role and spend time focusing on personal health, enrichment, spiritual and professional development.

Collecting Funds

1. The year of a sabbatical an appeal will be made to the congregation upon approval through the Fundraising Policy
2. Christ Lincoln will budget an annual amount based on the LLB policy to contribute towards the sabbatical fund
3. All funds given to the Sabbatical Fund are pooled into one account held by Christ Lincoln (for Charitable Gift / Tax Purposes).
4. Donors are welcome to offer suggestions on how their funds may be used and Christ Lincoln is committed to honoring such wishes. Thus, Christ Lincoln shall make every reasonable effort to respect the wishes of its donors. However, to comply with federal tax laws and Internal Revenue Service regulations, Christ Lincoln must retain the exclusive authority, discretion, and legal control over all donated funds.
5. Upon reaching a balance of \$50,000 the Sabbatical Fund may be endowed by the Christ Lincoln Foundation.

Distributing Funds

1. Prior to the congregational appeal, the last pastor to take a sabbatical will give a report on their own sabbatical and share the benefits it provided. This report will be shared at a congregational meeting and through other approved mediums. The Director of Ministries will help plan and approve all sabbaticals.
2. Each pastor wishing to receive financial assistance from Christ Lincoln is to draft a budget of projected expenses for submission to the Director of Biblical Generosity and Director of Ministries. After conferring with the pastor, the Director of Biblical Generosity will present recommendations concerning the financial needs to the Director of Ministries. This information will serve as the basis for creating the "case for support" in the funding efforts.

3. The Director of Biblical Generosity shall monitor the donations to the fund and the timing of distributions from the fund; providing at least semi-annual reports to the Director of Ministries. The Director of Biblical Generosity will provide opportunities for the pastors to share their appreciation to the Sabbatical Fund donors.