CHRIST LINCOLN CHURCH
Church Policy Manual
Current as of 10/20/2026

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I. DEFINITIONS

As used throughout these policies:

A. "Director of Ministries" refers to position currently entitled "Senior Executive Director of Ministries" or "SEDOM."

B. "Director of Finances" refers to the position currently entitled "Executive Director of Finances and Generosity."

C. "CLC" means "Christ Lutheran Church" (also commonly referred to as "Christ Lincoln.")

D. "LLB" means "Lay Leadership Board."

E. The "Executive Committee of the LLB" consists of the Chair, Vice Chair, Secretary, and Treasurer and whoever is deemed necessary by the Chair. The Director of Ministries shall be an ex-officio member.

F. The "Served" refer to those who utilize or benefit from the ministries offered by the Congregation in fulfilling its mission.

G. The "Executive Team" consists of the Director of Ministries, Executive Director of Family Ministries, Executive Director of Staff Engagement, Executive Director of Worship Ministries, Executive Director of Schools and Facilities, and the Director of Finances.

[This section was last amended on 03/31/2025]

II. DESIRED OUTCOMES

A. Mission

The mission of Christ Lutheran Church is, "To connect people to Christ and together grow in His Word."

[This section was last amended on 05/14/2024]

B. Desired Outcome Statements

The LLB and Director of Ministries shall develop Desired Outcomes Statements with timelines for each such outcome.

Current Desired Outcome Statements shall be attached as Appendix "A."

[This section was last amended on 06/20/2024]

C. The Congregation

The main responsibility of the Lay Leadership Board 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. Other responsibilities of the LLB include:

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 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.

[This section was last amended on 05/14/2024]

D. The Served

The Congregation shall provide the highest quality ministry with honesty, integrity, and sensitivity to the Served.

[This section was last amended on 05/14/2024]

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.

[Current as of 05/14/2024]

III. LAY LEADERSHIP BOARD SELF-GOVERNANCE

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 Chair of the LLB any condition or action they believe exceeds any Director of Ministries' limitations. (Section IV)

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 Chair of the LLB. Should violations continue, the member shall be counseled by the Executive Committee 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 Chair of the LLB violate policy, it shall be the responsibility of the Vice Chair to initiate such counsel.

2. In the case of a policy violation that is of a spiritual nature, the Chair or the Vice Chair, as applicable, shall seek the assistance of the Director of Ministries in providing counsel to the offending member.

[This section was last amended on 05/14/2024]

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.

[Current as of 05/14/2024]

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 Director of Finances and the Director of Ministries, review of the annual budget as initially approved or as amended and Desired Outcomes.
    c. Monitoring the fiscal soundness of the Congregation, by:
        i. Annual budget: Reviewing 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 staff with oversight and input from the Director of Ministries and the Director of Finances 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 and Director of Finances 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 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 $10,000 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. In emergency situations, the LLB executive committee may approve any such expenditures to be ratified by the LLB at the next LLB meeting.

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. Exercising sole authority to determine use of balances in the Contingency Fund and any other LLB designated funds.

[Last updated on 07/28/2025]

v. **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.

[Current as of 05/14/2024]

D. 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 shall be an ex-officio member 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, including executive sessions of the LLB, as appropriate. The Director of Ministries' 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.

[Current as of 05/14/2024]

E. 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.

[Last updated on 05/14/2024]

F. 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. Chair. The Chair 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 meetings.

c. Preside at all meetings of the LLB and Congregational meetings.

d. Initiate counsel with any member of the LLB who violates these policies or By-laws.

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. 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 may receive information on the Director of Ministries' performance from key ministry staff.

g. Annually evaluate the Director of Ministries in complying with the limitations of this policy and achievement of Desired Outcomes.

h. Address grievances brought forth that were not able to be resolved by staff, in accordance with the Employee Handbook.

[Last updated on 06/01/2026]

2. Vice Chair. The Vice Chair shall:

a. Serve on the Executive Committee of the LLB.

b. Preside at all meetings of the LLB and the Congregation when the Chair is absent or when requested to do so by the Chair of the LLB.

c. Serve as the Chair of the Nominating Committee.

d. Initiate counsel with the Chair of the LLB, should the Chair violate these policies or the By-laws.

e. Consistently advise the Director of Ministries of his performance, assist the Chair to conduct the Director of Ministries' annual performance appraisal, and report to the LLB when it has been completed.

g. Assist the Chair to evaluate the Director of Ministries in complying with the limitations of this policy and achievement of Desired Outcomes.

h. Assist with planning the program and agenda for LLB meetings and Congregational meetings when the Chair is unavailable.

[Last updated on 06/20/2024]

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.

e. Maintain and publish current policies.

f. Serve on the Policy Committee.

[Last updated on 06/20/2024]

4. Treasurer. The Treasurer shall:

a. Serve as the leader of the Financial Oversight Committee.

b. Assist as needed with generation of monthly financial reports and bank statement reconciliation.

c. Provide updates to the LLB concerning financial matters of the church.

d. Assist with the development and approval of the annual budget.

e. Provide guidance and recommendations regarding budgeting and financial best practices.

[Last updated on 05/14/2024]

G. Committees of the LLB

i. Executive Committee of the LLB.

1. The Executive Committee shall include the Chair, Vice Chair, Secretary, and Treasurer and whoever is deemed necessary by the Chair. The Director of Ministries shall be an ex-officio member.

2. Members of the Executive Committee shall regularly attend its meetings.

3. 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.

4. 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:

   i. Establish or modify governing policies.

   ii. Change the membership of any committee at any time, create a committee, or fill vacancies in any committee.

   iii. Discharge any committee whether with or without cause at any time.

   iv. Discharge any LLB fiscal responsibilities or exceed any limitations set forth in the CLC Policy Manual, Constitution or By-laws.

[Last updated on 03/31/2025]

ii. Other Committees. The LLB shall not fail to establish a Policy Committee, Personnel Committee, Financial Oversight Committee (FOC), Lay Eldership Committee and Nominating Committee each calendar year. The LLB may, from time-to-time, form committees consistent with the following principles:

1. 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.

2. 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.

3. 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.

[Last updated on 03/31/2025]

H. Committee Responsibilities

i. Policy Committee. The Policy Committee shall:

a. Review the Church Policy Manual, By-laws and Constitution on an annual basis and advise the LLB concerning suggested policy revisions.

b. Draft resolutions for proposed amendments to the Church Constitution, By-Laws and Church Policy Manual revisions.

c. Work with the District LCMS to secure all necessary approval of Constitutional and By-law amendments.

d. Advise the LLB concerning current policy requirements.

[Last updated on 06/20/2024]

ii. Personnel Committee. The Personnel Committee:

a. Shall be a resource for the LLB on personnel matters before the board, providing guidance and direction as needed.

b. Shall ensure that the LLB and congregation are receiving the personnel notifications set forth in congregational policies.

[Last updated on 06/20/2024]

iii. Nominating Committee. The Nominating Committee:

a. Shall nominate individuals to fill LLB positions to be filled.

b. Shall prepare a single slate of candidates drawn from communicant members, eighteen (18) years of age or older.

c. Shall confirm the willingness of each nominee to serve prior to placing his or her name in nomination.

d. Shall provide the Congregation with notification of the nominees by written announcement at Sunday worship services for at least two (2) consecutive Sundays prior to the date of election meeting.

e. Shall be chaired by the Vice-Chair of the Congregation.

f. See also By-Laws Section VI, Section 1 concerning responsibilities of the Nominating Committee.

[Last updated on 06/20/2024]

iv. Financial Oversight Committee. The Financial Oversight Committee:

a. Shall consist of the Chair of the LLB, the Treasurer, two members of the LLB, and at least one member of the Congregation appointed by the LLB. The Director of Ministries and Director of Finances shall serve as ex-officio members of the FOC. The appointed member of the Congregation shall be eligible for re-appointment.

b. Shall review the monthly financials comparing actuals to budget.

c. Shall record the minutes of each Financial Oversight Committee meeting and make them available to the LLB.

d. Shall provide updates to the Lay Leadership Board concerning financial matters of the church.

e. Shall assist with the development and approval of the budget and provide guidance and recommendations regarding budgeting best practices.

f. Shall, as necessary, 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.

g. Shall perform such investigations or audits as deemed necessary by the committee and report its findings to the LLB.

h. Shall review the annual budget in detail and make a recommendation to the LLB.

i. Shall assist with the preparation of the annual budget.

[Last updated on 07/08/2024]

v. Lay Eldership Committee. The Lay Eldership Committee:

a. Shall be a standing Committee established and formed from the male members of the Congregation who have proven themselves to be faithful to the Lord and His church.

b. This Committee shall be made up of the Chairman and the Vice-

Chairman and at least two (2) other male members of the Congregation, other than the Chairman and Vice-Chairman.

c. The purpose of this Committee is to assist the Director of Ministries in carrying out the pastoral ministry (i.e., discharging the pastoral functions, dealing with matters of spiritual authority and discipline, and serving as a source of advice for the Director of Ministries). This Committee will meet as needed.

d. The Committee on Lay Eldership of the LLB, in conjunction with the Director of Ministries, shall administer church discipline on behalf of the Congregation, and if necessary, recommend to the Congregation the excommunication of a member.

[Approved and added on 03/30/2026]

I. Responsibilities to the Congregation

The LLB's responsibilities to the Congregation are to:

i. Conduct Congregational Meetings.

ii. Inform the members of the Congregation annually 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 LLB shall consider the following three central questions:

1. Whom is the congregation attempting to serve?

2. What are the outcomes for those being served?

3. What should be the cost for these outcomes?

[Last updated on 05/14/2024]

J. 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 establish an agenda structure and keep a template in the Appendix.

[Last updated on 03/31/2025]

IV. 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.

[Last updated on 06/20/2024]

B. Executive Team Assistance

The Director of Ministries shall be assisted by, and may delegate responsibilities in designated areas to, the Executive Team. The Director of Ministries shall be responsible for the overall supervision and evaluation of the Executive Team.

[Last updated on 06/20/2024]

C. Communications and Support to the LLB

The Director of Ministries shall have general oversight of ministry areas and shall keep the LLB informed of the condition of the Congregation and

ministry programs, the condition of church property, and the progress of the ministry in achieving the Desired Outcomes.

[Last updated on 06/20/2024]

D. Notification to the LLB

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. 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.

[Last updated on 06/20/2024]

E. Financial

i. The Director of Ministries, with the assistance of the Director of Finance and the FOC, shall develop an annual budget and present a preliminary draft to LLB no later than the May meeting and distribute a final budget in advance of the June meeting for approval. For purposes of these policies, the fiscal year shall be deemed to be from July 1 to June 30. 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 expense budget, less the mortgage payment.

[Last updated on 07/08/2024]

F. 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 maintain a contingency plan for the performance of his duties in the event of his unavailability to serve the Congregation.

iii. The Director of Ministries shall not fail to provide guidelines for conducting the process for calling of a candidate to fill the position of Director of Ministries.

[Last updated on 06/20/2024]

G. Personnel

i. The Director of Ministries shall not allow the Congregation to operate without appropriate personnel policies. **Personnel policies** shall not fail to:

a. Comply with local, state, and federal law.

b. Be supportive of the effective operation of the day-to-day ministry of the congregation.

c. Uphold a 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 appropriate staff. Material changes shall be reported to the LLB's Personnel Committee. The LLB does not approve or manage the details of personnel policies but

reserves the right to raise concerns or request further review if a policy change presents significant strategic, legal, or reputational implications.

f. Implement the Suspected Child Abuse policy.

[Last updated on 07/28/2025]

ii. The Director of Ministries 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, and the Director of Ministries.

e. 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.

[Last updated on 07/28/2025]

iii. The Director of Ministries shall not fail to be responsible for approval of all hiring and terminations. The Director of Ministries shall not fail to be responsible for the reappointment and non-reappointment of non-tenured called workers. The Director of Ministries shall not fail to notify LLB of significant personnel actions.

[Last updated on 06/29/2026]

H. Staff Compensation

i. The Director of Ministries, with the assistance of the Executive Director of Staff Engagement 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 Executive Director of Staff Engagement shall not fail to annually notify the LLB about compensation packages that considers compensation programs at peer institutions and budget constraints.

[Last updated on 06/20/2024]

I. Planning

The Director of Ministries shall not fail to develop and implement an operational plan that supports and promotes the accomplishment of Desired Outcomes.

[Last updated on 07/08/2024]

J. Ministry Programs

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.

[Last updated on 07/08/2024]

K. Long-Range Outlook

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

[Last updated on 07/08/2024]

L. Crisis Management/Security Plan

The Director of Ministries, with the assistance of the Executive Team, shall not fail to develop and implement a detailed written Crisis Management Policy and Security Policy.

[Last updated on 07/08/2024]

M. Gifts and Bequests

i. The Director of Ministries, with the assistance of the Director of

Finances, 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.

[Last updated on 07/08/2024]

V. 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, providing appropriate personnel to assist the Director of Ministries in carrying out his duties, and providing 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 Director of Finances. 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.

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 Director of Finances 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.

[Last updated on 07/08/2024]

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 budget.

vii. The appointment of Officers of the LLB.

viii. The approval of this Policy Manual.

ix. The extension of a Call to Called Workers *other than Pastors*. The Lutheran Church Missouri-Synod term for this type of call is "Minister of Religion - Commissioned," and it includes commissioned workers who are rostered church members who serve in a non-ordained position, such as teachers, directors of Christian education and other commissioned positions recognized by the Synod.

x. The peaceful release of any called worker (e.g., minister of religion - ordained and minister of religion – commissioned). For purposes of this policy, a "peaceful release" means a voluntary, non-disciplinary release from a Call.

- A peaceful release is not based upon grounds for removal under the Constitution or By-Laws of Christ Lutheran Church, including persistent adherence to false doctrine, scandalous life, willful neglect of official duties, evident and protracted incapacity to perform the functions of the office, or any allegation of misconduct.

- A peaceful release is also not the same as non-reappointment of a call. Calls can be designated as "tenured" (permanent in nature) or "non-tenured" (for a limited period of time"). A non-tenured call assumes that the worker's relationship with the organization will be re-evaluated at the end of a given period.
    - The determination of whether to reappoint a non-tenured call is delegated to the SEDOM.
    - A Reduction in Force (RIF) can also result in the termination of a non-tenured worker before the expiration of the term, but a RIF action requires adherence to synodical guidelines and Christ Lutheran Church employment policies and must be driven by strict financial or programmatic necessity, never individual performance.
- A peaceful release shall not constitute removal for cause and shall not be used as a substitute for the disciplinary procedures set forth in the Constitution, By-Laws, or Policy Manual.

[Last updated on 06/29/2026]

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, By-laws, or this Policy Manual.

ii. Provide support and guidance to, and receive input and assistance from, the Executive Team in assisting and monitoring the day-to-day operations of the church.

[Last updated on 07/08/2024]

D. Director of Ministries' Accountability

The Director of Ministries shall be accountable to the LLB and the Congregation, for the conduct of himself and the following:

i. Achievement of the Desired Outcomes through personal and ministry staff action.

ii. Compliance of personal and ministry staff actions with limits established in the Director of Ministries' duties and applicable 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 and the position description of each of the other called Pastors.

v. Relating with integrity, honesty, and straightforwardness to the LLB.

vi. Compliance with all Policies.

[Last updated on 04/28/2025]

E. Called Pastor or Worker – Failure of Duty

i. The Director of Ministries shall not fail to give immediate notice to the Chair of the LLB if any called pastor or worker has breached their 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 Director of Ministries shall recommend processes to avoid recurrence of any breach of duty by the Director of Ministries or other called Pastor or worker.

iv. In the event of repeated occurrences of a breach of duty by the Director of Ministries or other called Pastor, the Chair 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 Chair's evaluation thereof.

v. 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 Chair opens congregational meetings 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.

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 with 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.

[Last updated on 07/08/2024]

APPENDICES

Appendix A:
CHRIST LINCOLN CHURCH
DESIRED OUTCOMES
Fiscal Year 7/1/2026 to 6/30/2027

1. Strategic Direction.

Christ Lincoln Church will develop a comprehensive strategic plan that clearly defines our ministry priorities, strengthens our mission impact, and positions us for healthy, sustainable growth in the years ahead.

2. Financial Sustainability.

Christ Lincoln Church will design and implement a financial sustainability plan that promotes faithful stewardship, supports the ongoing vitality of our ministries, and ensures the resources necessary to fulfill our long-term mission.

3. Space and Capacity Planning.

Christ Lincoln Church will create a three-year strategy to assess and address overcrowding within worship services and family ministry programs, aligning space, staffing, and scheduling to foster continued growth and meaningful engagement for all.

4. Discipleship Pathway.

Christ Lincoln Church will establish a clear discipleship pathway that equips members to grow in faith, live out the Gospel in daily life, and confidently share Christ with others. This pathway will build on our Discipleship Setting of Rows (Worship) Circles (Small Groups), Arrows (Service in/out of Church) and Dots (Personal Faith Development.)

5. Staff Culture.

Christ Lincoln Church will develop and implement a plan for a healthy, Christ-centered staff culture where team members are equipped, supported, and inspired to serve with excellence and joy.

[*Approved by Congregation 11/16/2025]*

Appendix B:
Conflict-of-Interest Policy

Preamble

Election to the Lay Leadership Board or acceptance of a Call to the ministry of our Lord and Savior at Christ Lincoln 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 Lincoln 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 all applicable Nebraska Revised Statutes and IRS code provisions for conflicts of interest for directors of nonprofit corporations.

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 Lincoln.

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 and receipt of money from congregation members of more than $100.00.

Family Relationships Involving Church Leadership

Because the Congregation is committed to maintaining the integrity of its governance and ministry decision-making processes, special care shall be taken when members of the same family serve in positions of leadership, governance, or employment within Christ Lincoln.

For purposes of this policy, "Immediate Family Member" means a spouse, parent, child, sibling, grandparent, grandchild, parent-in-law, child-in-law, sibling-in-law, or any individual residing in the same household.

Disclosure

Any member of the Lay Leadership Board ("LLB"), Pastor, Called Worker, Executive Team member, officer, employee, or committee member who has an Immediate Family Member serving as a Pastor, Called Worker, Executive Team member, officer, employee, or member of the LLB shall disclose that relationship to the Chair of the LLB.

Such disclosure shall be recorded in the minutes of the next LLB meeting.

Recusal from Personnel Matters

No member of the LLB shall participate in discussions, investigations, evaluations, compensation decisions, disciplinary actions, call matters, contract matters, peaceful release discussions, or employment decisions involving an Immediate Family Member.

The affected individual shall leave the meeting during discussion of the matter, except when requested to provide factual information, and shall not vote on the matter.

The minutes shall reflect the recusal.

Call and Release Matters

No member of the LLB shall participate in any recommendation, deliberation, or vote regarding the calling, evaluation, discipline, peaceful release, removal, compensation, or employment status of an Immediate Family Member serving as a Pastor, commissioned minister, Called Worker, or employee of the Congregation.

Determination of Conflict

If uncertainty exists concerning whether a family relationship creates a conflict requiring recusal, the disinterested members of the LLB shall determine the matter by majority vote.

Appearance of Impropriety

Even when a technical conflict of interest does not exist, members of the LLB and church leadership shall avoid participating in matters where a reasonable member of the Congregation could question the impartiality of the decision-making process due to a family relationship.

Exceptions

Nothing in this policy shall prohibit an Immediate Family Member from serving as a member of the Congregation, employee, Called Worker, committee member, officer, or member of the LLB. The purpose of this policy is not to prohibit service, but to ensure transparency, impartiality, and trust in the governance of the Congregation.

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 Chair of the LLB, or its 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 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 Lincoln.

Violations of the Conflict-of-Interest Policy

Christ Lincoln, through the LLB, has the authority to take action against individuals who violate this policy. Sanctions are to be graduated to reflect the seriousness of the violation.

Sanctions within the LLB's authority. As to a member of the LLB, the LLB may impose any sanction short of removal, including counseling by the Chair, counseling by the Executive Committee, counseling by the LLB as a whole, a written reprimand recorded in the minutes, recusal from a particular matter or category of matters, removal from any committee of the LLB, and a formal request that the member resign. The counseling procedure set forth in this Policy Manual shall govern.

Removal is reserved to the Congregation. Neither the LLB nor its Executive Committee has authority to remove a member of the LLB or an officer of the Congregation. Under Article I of the By-laws, removal may occur only for persistent adherence to false doctrine, scandalous life, willful neglect of official duties, or evident and protracted incapacity to perform his or her duties, and is decided by majority vote of the voting members present at a properly called meeting of the Congregation at which a quorum is present. A member's willful failure to disclose a conflict of interest, or continued participation in a matter after a conflict has been identified, may constitute willful neglect of official duties. Where the LLB determines that a violation rises to a ground for removal, the LLB may adopt a recommendation of removal and refer the matter to the Congregation. The LLB's action is a recommendation only.

Interpretation. 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.

[Last updated on 09/28/2026]

Appendix C:
Care Ministry Fund 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 the 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 resolves 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.

[Current as of July 8, 2024]

Appendix D:
Financial Education Policy

Purpose

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

[Approved 02/24/2020]

Appendix E:
Investment Stewardship Policy

Purpose

The Investment Stewardship Policy shall serve to guide the temporary investment of financial assets for Christ Lutheran. 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

[Last updated 2/24/2020]

Appendix F:

Emergency Operations Policy Statement

Christ Lincoln Church and School is committed to providing a safe and secure environment for all members, students, staff, volunteers, and visitors. To ensure preparedness and effective response in the event of an emergency, the following shall be required:

1. Emergency Operations Plan (EOP):

The church and school will maintain a comprehensive Emergency Operations Plan that addresses prevention, preparedness, response, and recovery procedures for a variety of potential emergencies. This plan will be reviewed annually and updated as needed.

2. Emergency Operations Team (EOT):

A designated Emergency Operations Team will be established and formalized. This team will include representatives from both church and school leadership, as well as other key personnel. The team will be responsible for overseeing plan development, implementation, coordination, and evaluation.

3. Annual Training and Exercises:

All staff members and volunteer leaders will participate in annual emergency response training. In addition, drills and exercises will be conducted on a regular basis to ensure familiarity with procedures and to reinforce readiness in a real emergency situation. By adhering to this policy, Christ Lincoln Church and School will foster a culture of safety, preparedness, and resilience in service to our mission and community.

[Last Amended on 01/26/2026]

Appendix G:
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.

[Current as of 07-29-2024]

Appendix H:
Gift Acceptance Policy & Procedures

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 Lutheran, Christ Lutheran Foundation and Christ Lincoln Schools (herein-after referred to as "Christ Lutheran") strongly encourage gifting that will enable Christ Lutheran 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 Lutheran. No gift may limit or restrict the purpose or mission of Christ Lutheran.

● 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 Lutheran 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 Director of Finances), 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 Lutheran and cannot be deducted as a charitable contribution:

● Funds accepted as payment for tuition or fees.

● Gifts made with the condition that Christ Lutheran will spend the proceeds for the personal benefit of a named individual or individuals. Christ Lutheran's various Scholarship programs qualify in that it selects a student on behalf of the donor.

Proposed gifts which may expose Christ Lutheran to adverse publicity; require undue expenditures; or involve Christ Lutheran in unexpected responsibilities because of the source, condition or purposes of the gift, will be referred for review to the Director of Finances. The Director Finances 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 Lutheran in which the donor retains no interest. The most frequent method used is a personal check payable to "Christ Lutheran," "Christ Lutheran Foundation," or "Christ Lincoln Schools." Christ Lutheran 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 Lutheran will not enter into any agreement that legally obligates Christ Lutheran to sell or otherwise dispose of the securities. Normally, the Director of Finances informs the Chief Operations Officer of the gift, with instructions to liquidate the items as soon as possible.

Gifts of Real Property

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

Donors may contribute property to Christ Lutheran, 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 Lutheran 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 Lutheran 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 Lutheran Foundation, the endowment arm of Christ Lutheran. These types of gifts generally can provide some combination of income, capital gain, gift or estate tax benefit.

The Director of Finances, the Christ Lutheran Foundation, and Christ Lutheran'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 Lutheran 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 Lutheran 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 Lutheran 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 obtain 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 Lutheran
- Mission work within the Christ Lutheran congregation
- Mission of Christ Lutheran Schools
- Current operations (budgeted areas)
- Capital improvements (building, upgrade, or maintenance)
- Debt reduction
- Endowment (Christ Lutheran 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 Lutheran, 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 Lutheran 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.

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.

[Last updated 3/29/2021]

Appendix I:
Financial Gift Policy

Purpose

Christ Lutheran 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 Lutheran Foundation is considered a Christ Lutheran 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 Lutheran as determined by the department of Biblical Generosity and the Executive Team in relation to Christ Lutheran'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 be exercised 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 Director of Finances 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 Lutheran Foundation requires the approval of the Executive Team, Christ Lutheran 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, cancelling the event or project, or refunding 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 Lutheran 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

Giving Circles may only be utilized for an ongoing ministry of Christ Lutheran 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

Grants may be applied for by Christ Lutheran 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 efforts should be made not to 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.

3. 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 Lutheran 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 Lutheran's mission and vision.
    - the fundraising effort is for a clear need or purpose.
    - If the requesting organization partner, department or ministry has requested 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 it 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.

[Last updated 3/29/2021]

Appendix J:
Fundraising Policy & Procedures

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, Pop-Up
    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

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

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. The department of Biblical Generosity should be notified when using a Thrivent Action Team.

I. 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 it 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

[Last updated on 2/25/2020]

Appendix K:
Memorials Policy

ii. 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.

iii. 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 of the funeral. Subsequent memorials after that time frame need only be acknowledged with the donors.

D. Policy Review

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.

[Approved on 02/22/2021]

Appendix L:
Dedicated Fund Policy

Purpose

The Dedicated Fund Policy shall serve to guide the creation, management, and dissolution of dedicated funds at Christ Lincoln.

Oversight Committee

The Lay Leadership Board shall serve as the oversight committee for the Dedicated Fund Policy. The Director of Finance and Director of Biblical Generosity shall be responsible for the implementation of the policy.

Policies

- The creation of any new dedicated fund requires approval from the Lay Leadership Board.
- The descriptions and guidelines governing a dedicated fund requires final approval and enactment from the Lay Leadership Board.
- The dissolution of a dedicated fund requires approval from the Lay Leadership Board.
- The Director of Ministries must provide semi-annual reports on all Christ Lincoln dedicated accounts to the Lay Leadership Board.
- The Director of Finance must provide monthly reports on all Christ Lincoln dedicated accounts to the Financial Oversight Committee.

Policy Exceptions

Any changes to this policy requires prior approval from the Lay Leadership Board.

[Approved by LLB on 02/22/2021]

Appendix M:
Naming Rights Policy

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.

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.

iv. 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.

v. 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.

vi. 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.

vii. 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 reasoanble effort to respect the wishes of its donors. However, to comply with federal tax laws and Internal Revenue Service regulations, Christ Lincoln must maintain the exclusive authority, discretion, and legal control over all donated funds.

[Approved by LLB on 3/29/2021]

Appendix N:
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.

[Approved by the LLB on 03/29/2021]