

**** SUBJECT TO APPROVAL BY THE CHURCH COUNCIL AT ITS NEXT MEETING ****

Trinity Lutheran Church Council
January 10, 2018

The Trinity Lutheran Church Council meeting was called to order by Mary Deters at 7:45 pm on January 10, 2018 in the Gathering Room at Trinity Lutheran.

Members Present: Pastor Jim, Mary Deters, Debra Spence, Steve Nelson, Barb Arnold, Jean Ellingson, Steve Kemp, Jacque Wennes, and Mary Zaffke.

Also Present: Lorilyn Dehning (Finance)

Pastor Jim opened the meeting with prayer.

Secretary's Report for December 13, 2017 was approved.

Treasurer's Report – placed on file.

- Envelope/online giving is down 7.1%; expenses are up 13%.
- Outreach gifts of approximately \$16k were given by Trinity members in 2017.
- \$27,925 was given towards debt retirement (separate from envelope giving).
- All debt was covered except for the \$14k we owe ourselves.

STAFF REPORTS:

Pastor Jim

- Reminder that annual Team reports are needed.

Pastor Lane

- December Report to the Council included 42 hours of ministry:
 - 1 Sat and Sun Worship service/prep with Holy communion (7 hours)
 - 3 Staff meetings (3 hours)
 - Manor communion, Tweeten Apt, Assisted Living and Nursing home services/prep (6 hours)
 - 3 hospital visits (11 hours)
 - 8 home communion visits (7 hours)
 - 2 home visits, no communion (2 hours)
 - 1 funeral (6 hours)

Bekah (see attachment for full report)

- In her report, Bekah shared faith activities, fundraisers, and gatherings that the youth and families of our congregation are engaged in.
- She will attend a gathering of youth leaders from around the nation, in Houston on January 25th, in preparation for the ELCA Youth Gathering in June.

TEAM REPORTS:

Care Ministry (Debra)

- Deb shared a response she received when delivering a Christmas Cheer box in December. With thanks the recipient said, "I don't know when last I celebrated Christmas."

Education (Jacque)

- The First Reading of the Safe Church Policy is ready to be presented to the Council.
- Mark Schroeder will have additional sessions on Islam for Adult Ed.
- Sunday School teachers are needed for the Spring rotation.
- Confirmation students are being reminded that classes start at 6pm with dinner and group-building exercises.
- On January 7th, a Bible Study was held for ELCA Gathering about creating community and creating a covenant for the trip.
- VBS/Day Camp will be June 18-21. Counselors from Sugar Creek Bible Camp will lead.
- Confirmation Bible Camp will be June 10-15 for 7th Graders at Good Earth Village.
- Bekah will be attending an extravaganza in Houston for youth leaders from around the nation the end of January.
- **Mission in the World (Steve N)**
Met on December 19th to review and celebrate the positive response to the Alternative Giving Fair.
- Discussed the proposed 2018 budget and their letter of response to the Finance Team for (see New Business).

Outreach (Mary Z)

- Participation and gifts to the Reverse Advent Calendar ministry was celebrated as part of the Epiphany worship.
- Empty Bowls meal will be served on January 14th from 10:30am to 12:30pm in the Fellowship Hall.
- New Members to Trinity – 2
- Outreach will be following up with those who received Christmas Cheer packages in December.

Support (Steve K)

Property

- Taking a break, by working on small projects.

Stewardship

- Thankful for those who responded to their stewardship letter.

Communications

- Continue to work with office staff on special projects.

Staffing

- First Reading of the Family & Medical Leave Policy (see attachment).
- Presented recommendations for hourly salaries for 2018, effective the first payroll of the year.

MSC (Steve K, Steve N) to accept the recommendation for hourly salaries for 2018, effective the first payroll of the year for: Marlene Deschler (\$14.79/hr), Stewart Storlie (\$13.50/hr), and David Myrah ((\$11.46/hr)

Worship (Jean)

- Holden Evening Prayer will be used for Lenten services.
- New Worship Team members: Kim Kapplinger, Rachel Storlie.
- Cost of Lenten Devotionals is approx. \$300.
- Prayer Pebbles will be given to all at February 4th worship.
- Asking for volunteer(s) to care for watering Trinity's flower pots.
- A Memorial Wish List is being worked on – for families who want to give something to Trinity.

CONTINUING BUSINESS:

Call Committee Update (Mary Z)

- Work continues and interviews will begin when new names are given to the Committee.

Nominating Committee Update

- Close to filling all positions.

Transition Team Survey

- Tabled for now.

NEW BUSINESS:

2018 Budget

- Steve Nelson shared a letter from the Mission of the World Team, thanking the Finance Team for their work “balancing the budget without increasing offering income”, but encouraging that we restore the 10% for ELA Synod Benevolence in the 2018 budget. The letter shared a story of a family who gives the first 10% to do God's work and asked the family of Trinity Lutheran to consider what we want our tradition of tithing to reflect.

MS (Steve K, Jean E) to accept the 2018 Budget as presented.

Discussion followed:

- At 5% the budget is balanced.
- Increasing benevolence could result in changes to staff hours; monies from the pending sale of the 2nd parsonage have been proposed but not designated.
- Our gifts to outreach ministries should not be considered a percentage of our benevolence.
- Use the opportunity this year to educate and challenge our members on tithing, benevolence and being intentional about what the church means to us.

MSC (Steve K, Jean E) to accept the 2018 Budget as presented.

Accounting Software Changes

- To make duties easier and to give a clearer picture of the church books, the Finance Team is recommending changing the accounting software for the church. During the transition, they are requesting that the church council authorize Lorilyn Dehning to do the day to day accounting and payroll until the transition is completed and operational. Stewart will continue to keep track of the giving records each week.

MSC (Steve K, Debra S) to authorize Finance to change the accounting software for the church, with consultation from CPA Mike Betz, monies provided by Fred & Barb Arnold, and expertise provided by Lorilyn Dehning, who has volunteered to do the daily bookkeeping functions and payroll until the new software is operational. At that time she will teach Stewart Storlie how to operate the new software.

Safe Church Policy (Jacque)

- First Reading of the Safe Church Policy
- A Ministry Site Profile requirement
- Once approved, education will follow so that all are aware of the policies, procedures, and guidelines.

Anonymous Gift- Ministry Support Fund (Mary D)

In December, the church was given an anonymous gift of \$50k, not intended for the general budget, but designated for our new pastor. A Ministry Support Fund Proposal presented (see attachment).

- Anonymous donor is willing to give more in the future and desires a long term relationship with Trinity.
- The Ministry Support Fund Proposal will be sent to the donor to make sure it honors the ministry support intended for the gift.

Thank You For Your Service

Thankfulness was expressed to Jean Ellingson and Debra Spence for their service as Team Leaders.

Pastor Jim closed the meeting with prayer.

Meeting adjourned at 9:45 pm.

Next Meeting: Wednesday, February 14th at 7:45 pm.

In HIS Service,

Karen Bingham

Recommendation to the Church Council
From the Staffing Team
January 10, 2018

Family & Medical Leave Policy

Trinity Lutheran Church provides a family & medical leave policy similar to that of the Family and Medical Leave Act (which is only applicable to employees of 50+). Twelve weeks of un-paid job-protected leave during a 12-month period will be granted for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the pastor/employee (full-time or part-time) of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the pastor/employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the pastor/employee's spouse, son, daughter, or parent is a covered military member on "covered active duty";
- caring for a covered service-member with a serious injury or illness if the eligible pastor/employee is the service-member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Trinity Lutheran Church requests that the pastor/employee taking advantage of the Family & Medical Leave policy notify their supervisor and/or Staffing Team as soon as possible, and do everything in their power to help the church/congregation prepare for their time away from work. The pastor/employee may be required to use Paid Time Off (PTO) during their Family & Medical Leave.

Youth and Family Coordinator Report – January 10, 2018

Bekah Leafblad

Rotational Sunday School

- We are about to start our 4th rotation discussing Abraham and Isaac.
- The Sunday School Christmas program went very well in my opinion! We had approximately 50 students participate and the sanctuary was full with families watching the program.
- I am in need of more Sunday School teachers for the Spring; keep your eyes and ears open for anyone who seems interested in helping teach! I will make calls later in January to find more teachers if no one volunteers.

Release Time

- Release Time is still going really well! Children seem to enjoy their time at the Trinity Center.

Confirmation

- Caroling and gift-giving at Tweenen last December 13 was a lot of fun! The confirmation students sang proudly and had good conversations with residents. It was a great way to end the year of confirmation.
- We started up confirmation again for the year of 2018 last Wednesday, January 3. We are now discussing how these students should live their lives within the church.
- We are having some issues with the new starting time of confirmation. Because dinner has not been required in the past, youth believe they do not need to come right at 6:00. We have informed them now that at 6:00 we not only serve dinner but have great group-building exercises that they need to be involved in.

ELCA Youth Gathering in Houston, TX

- The Gathering is held June 27 – July 1, 2018. We will be gone from June 24 to July 2.
- As a reminder, we have 43 total going on our bus from Spring Grove: 27 youth and 6 adults from Trinity and 7 youth and 3 adults from Blackhammer.
- We will have a meeting on January 7 at which we will do a Bible study about creating a community, create a covenant for our trip, and discuss upcoming fundraisers.

Fundraisers

- We are doing a phenomenal job at fundraising for our trip to Houston! Of the approximate \$30,000 that needs to be raised, we have fundraised \$16,701.51!
- A huge thank you to WELCA for their donation of \$4,500 to the Houston trip.
- Our next fundraiser will be stock sales. Youth will make phone calls to Trinity members on the evenings of January 18, 22, and 23. They will ask members to buy “shares of stock” in the youth program. These are not real shares of stock, rather a way to support our youth ministry at Trinity and asking our “stockholders” to pray for us while we travel and work in Houston. We will hold a Stockholders Luncheon (or something like that?) after we return from Houston to share memories and photos with those that supported us.
- The youth will be serving all Lenten suppers this Spring as a fundraiser for the ELCA Youth Gathering trip to Houston and to further youth ministry at Trinity.

Day Camp and VBS 2018

- Day Camp and VBS 2018 will be from June 18-21. I have officially hired 3-4 staff from Sugar Creek Bible Camp to help lead our Day Camp program.

Confirmation Camp

- 7th graders will be attending confirmation camp at Good Earth Village Bible Camp on June 10-15. We will have an informational meeting for these 7th graders and their families very soon!

Youth Group

- I had 18 youth ranging from 7th to 10th grade at my house for a Christmas party on December 17. We had a great time celebrating Christmas together.
- I am hosting a Harry Potter Bible Study at my house on January 21. We will discuss how aspects of the gospels can be found in the Harry Potter books and movies.
- I am attempting to get a crew together to go skiing at Mt. La Crosse on January 14. Church groups get a discounted rate on Sundays, so it will be fun and inexpensive way to spend time together!

Extravaganza in Houston

- I am heading to Houston on January 25 for an extravaganza for youth leaders in churches around the nation! There are many workshops being offered, including an in-depth course about the upcoming ELCA Youth Gathering in June. I am so excited to further my education in youth ministry at this event!

Trinity Lutheran Church Spring Grove, MN



Safety and Security Policies, Procedures, and Guidelines

(show date when approved by council)

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Code of Conduct for Protection of Children and Youth

Relationships among people are the foundation of Christian ministry and as such are central to the life of the church. Defining healthy and safe relationships through policies and codes of conduct is not meant, in any way, to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in more clearly defining behaviors and practices that allow the church to more fully demonstrate its love and compassion for children and youth in sincere and genuine relationships.

Relationships in ministry should, ideally, always be experienced as caring and without intention to do harm or allow harm to occur. This Code of Conduct has been adopted by Trinity Lutheran Church to help the church create safe environments for children and youth and for those who minister to them. All Church Personnel are asked to carefully consider each statement in the Code before agreeing to adhere to the statements and continue in service to the church.

Code of Conduct for the protection of Children and Youth

- Church Personnel and members agree to do their best to prevent abuse and neglect among children and youth involved in church activities and services.
- Church Personnel and members agree to not physically, sexually or emotionally abuse or neglect a child or youth.
- In the event that Church Personnel or members observe any inappropriate behaviors or possible policy violations with children or youth, church personnel and members agree to immediately report their observations to the pastor and/or a church council member.
- All Church Personnel and members acknowledge their obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with these policies.
- Church Personnel and members understand that the church will not tolerate abuse of children and youth and agree to comply in spirit and in action with this position.

TRINITY LUTHERAN CHURCH

Safety and Security regarding children, youth, adults, and vulnerable adults

Policies, Procedures, and Guidelines

Trinity's Mission Statement:

As people created by God, we live in gratitude for God's many gifts, and rejoice that: God forms us into a community in which we worship, pray, hear God's Word, share in the sacraments, confess our sin, receive forgiveness, and live in the unbounded grace of God; God calls us to be disciples of Jesus Christ, to grow in faith over our lifetime, and to share the good news of Jesus with all people; God equips us through the Holy Spirit to be the hands and feet of Christ in the world.

By the grace of God in Christ, we live in peace and joy, connected to God and to one another, to further God's work on earth.

As a Christian community we spread the Good News, grow in faith, discover and use our gifts to serve God, and to care for all people.

Trinity's Commitment:

The following policies and procedures are to help ensure that Trinity Lutheran Church's ministry is a place where all people can feel they are safe, loved, and valued. The congregation is committed to providing a safe environment for all.

Why is a safety and security policy necessary?

To affirm and protect children, youth, adults, and vulnerable adults.

To affirm and protect volunteers and staff.

To raise awareness.

To be a leader and advocate in our community.

To affirm and protect Trinity Lutheran Church (TLC).

Parental Responsibility:

All parents should be encouraged to assume individual responsibility for their children and not assume the church sponsored activity or presence on the church premises is a guarantee of the child's safety. Children should not be left unattended in the church building.

Supervision Procedures

1. Adults responsible for any church activity involving individual contact with children/youth may be interviewed, must consent to complete background checks, and are required to participate in training/preparation meetings. These steps are crucial to creating a safe and hospitable environment for children to grow in their faith. It is expected that all volunteers who work with children at TLC will participate in safety trainings, as required by the church.
2. Two Deep Leadership: Employees and volunteer workers are encouraged not to be alone with children, but to work in groups – at least pairs. This is true in the church building and also at church sponsored events elsewhere. Doors must be left open if there is only one adult in a room with a minor. Speaking to a minor one-on-one should only be done in a public setting with others present. When meeting youth outside of regular group activities, the adult leader should notify the parent as to where the meeting will take place and the meeting should be in a public location, such as a coffee shop.
3. Drop off/Pick up: Supervision of children/youth should be provided before and after the event until all participants are in the custody of parents or legal guardians or have left the premises. Parents, please make sure your children/youth safely reach their leader. After Sunday school, parents/guardians or other authorized person need to pick up their Preschool through Kindergarten children in the classroom and their 1st through 6th grade children in the Fellowship Hall as quickly as possible after the end of class. After Confirmation events, parents need to arrange for their child to be picked up as quickly as possible after the end of the event. If you find it necessary to send another person to pick up your child from Sunday school, Confirmation, or other youth/education events (other than parent(s) listed on registration form), please send a note along for the leader/teacher or call the leader/teacher ASAP.
4. Parental permission including signed medical release and emergency contacts is needed for some church activities.
5. Parental registration form must be completed before student(s) attend any church events, including, but not limited to: Sunday school, Confirmation classes, or youth trips.
6. Respect of privacy: Adult leaders need to respect the privacy of minors in situations such as use of rest rooms, changing into swimming suits or taking showers on overnight outings and intrude only insofar as health and safety require. They also need to protect their own privacy in similar situations. Children needing to use the restroom should be escorted to the door of the appropriate restroom. The volunteer should wait at the door until the child is finished. If the child needs your help with buttoning or zipping, have them come out into the hall for your help.
7. Off-campus Guidelines: A minimum of two adults should be present at an overnight event. If participants are both male and female, the adults should be both male and female. If these conditions cannot be met, the event should be cancelled. On outings that require that an adult share the same room as a minor, the adult must not occupy the same bed as a minor, with the exception of a parent or guardian. Males and females should sleep in separate rooms/areas at events and have separate access to bathroom facilities. When separate facilities are not

available, times for male and female use should be scheduled and posted for showers. Youth who turn 18 before/during a youth trip are still considered minors for purposes of this policy.

8. Transportation: Transportation to and from events is the responsibility of the families. If youth drive or ride with another youth to or home from a church sponsored event, it is with parental consent only. Transportation during an event can only be provided by a leader who is at least 21 years old. During events, drivers should avoid dropping off or picking up minors without being accompanied by another adult. The staff shall set standards for who is permitted to drive during events. All drivers must possess and show proof of a current driver's license and carry insurance. Any deviations should have prior consent of the parent and be reported to the next person in line of responsibility (verbal consent is acceptable).
9. Touch: Avoid all inappropriate touch. See guidelines for appropriate and inappropriate affection on page 7.
10. No sexual behavior is permitted with minors or between minors. Other behaviors which are abusive but do not involve physical contact are also prohibited. Examples are sexual comments, showing pornographic sexual material and the exposure of sexual parts of any person's body or electronic communications with sexual connotations.
11. Volunteers should be alert for inappropriate behavior or relationships with children or youth. Questionable behaviors should be reported to the proper supervising staff person or pastor using reporting form on page 13.
12. All non-prescription (illegal) alcohol/drugs are prohibited for adults participating in youth events. Youth and child participants will be sent home immediately if found with alcohol or drugs. Supervising adults should be informed of prescription drugs (including name, dosage, and time given) brought to an event by a minor.
13. Firearms: The possession of firearms/weapons/knives is prohibited during events.
14. Equality of Treatment: Adults should not give preferential treatment to certain minors and not to others. All minors are equals and should be treated as such.
15. Dating: No adult leader can show romantic/dating behavior to any of our youth participants.

*** If any questionable behaviors are observed, please utilize reporting form on page 13. ***

Display of Affection Guidelines

Appropriate

- ❖ Ask permission before touching
- ❖ Quick hugs
- ❖ Pats on shoulder or back
- ❖ Handshakes
- ❖ High fives
- ❖ Verbal praise
- ❖ Touching hands, shoulders, and arms
- ❖ Arms around shoulders
- ❖ Hold hands in prayer or when person is upset
- ❖ Sitting close to small children
- ❖ Kneeling or bending down for hugs with small children
- ❖ Holding or picking up children 3 years old and younger

Inappropriate

- ❖ Any form of unwanted affection
- ❖ Restraining hugs
- ❖ Touching bottoms, chests, or genital areas
- ❖ Lying down or sleeping beside children
- ❖ Massages
- ❖ Patting children on thigh, knee, or leg
- ❖ Tickling or wrestling
- ❖ Touching or hugging from behind
- ❖ Games involving inappropriate touch
- ❖ Kisses on the mouth
- ❖ Showing affection in isolated rooms of building
- ❖ Touching bottoms, chests, or genital areas other than for appropriate diapering or toileting of infants or toddlers
- ❖ Compliments that relate to physique or body development. Examples would be, "You sure are developing," or "You look really hot in those jeans."

Fire Evacuation Plan for TLC

In the event of a fire emergency, the following action should be taken:

1. Staff or supervising leaders will immediately dial 911 and report that Trinity Lutheran Church, 203 E Main in Spring Grove has a fire.
2. Staff, ushers, and leadership on site will immediately begin to assist any class, group, or volunteers out of the building through the nearest exit.
3. Sunday school teachers will move students directly out the nearest exit. Emergency escape routes will be posted in each classroom. PARENTS SHOULD NOT TRY TO GET THEIR CHILDREN OUT OF CLASSROOMS DURING A FIRE ALARM. THIS WILL CREATE CONFUSION AND DIFFICULTY IN EVACUATION. Teachers will take attendance lists with them. All fire exit doors are unlocked from the inside at all times.
4. All groups evacuating will come together on the CHURCH LAWN ON THE NORTH SIDE OF THE BUILDING, a safe distance away from the structure and emergency vehicles. PARENTS MUST MEET CHILDREN ON THE LAWN. DO NOT TAKE CHILDREN OFF GROUNDS UNTIL THEY ARE ACCOUNTED FOR. Any available adults will help supervise the children. If there is direct knowledge of people still in the structure, inform the fire department immediately upon their arrival.
5. Cars and vehicles should not leave the area until told. They may cause bottleneck at the intersections and make it difficult for emergency vehicles to get to the site of the fire. Let all emergency vehicles have the right of way.
6. Fire extinguishers are located throughout the building (at the North entrance by the elevator, in the kitchen, at the back of the sanctuary, in the furnace room, and in the hallway by the entrance to the Middle Room). First-aid kits are located in the church office and in the kitchen. Diagrams for escape routes will be posted in each Sunday school classroom.

There are several exits that lead directly to the outside: one on the north side of the building, one on the west side of the building, and two on the south side of the building. During a fire, evacuate directly outside through the nearest exit and proceed to the CHURCH LAWN ON THE NORTH SIDE OF THE BUILDING.

Sunday school rooms will be posted with the nearest exit that should be used. If that exit is blocked by fire, teachers should calmly lead the children to the next closest exit.

Storm Plan for TLC

If the area is under a **storm watch**:

- ❖ Keep a close eye on the sky for bad weather
- ❖ Keep a battery-operated device on hand for weather updates
- ❖ Be prepared to move indoors as soon as you are notified
- ❖ Always have two adults in each room that children are in
- ❖ Keep the children calm by remaining calm yourself

If the area is under a **storm warning or tornado watch**:

- ❖ Keep the children in the basement of the church, including the Fellowship Hall and lower level Sunday school classrooms
- ❖ Keep a battery-operated device on hand for weather updates
- ❖ Be prepared to move to safer areas as soon as you are notified of tornado activity in the area
- ❖ Always have two adults in each room that children are in
- ❖ Keep the children calm by remaining calm yourself

If the area is under a **tornado warning**:

- ❖ Quickly and calmly move children to the basement of the church
- ❖ Keep a battery-operated device on hand for weather updates
- ❖ Keep children calm by remaining calm yourself; you can lead them in singing or sharing happy stories
- ❖ Always have two adults in each room that the children are in

Crisis and Emergency Management Policy

If a violent intruder or crisis situation occurs, call 911 and evacuate at once, if possible. If evacuation would endanger anyone, then please do your best to have the students remain quiet, lights turned off, doors locked, and everyone remaining calm until staff or legal authorities give notification that the area is "all clear".

Bullying Policy

Bullying is an act of aggression, causing embarrassment, pain, or discomfort to someone. It can take a number of forms: physical, verbal, making gestures, extortion and exclusion, putting words/pictures on social/electronic media, and more. TLC will not tolerate bullying. It is entirely contrary to the values and principles we work and live by. All members of the church community have a right to worship and participate in a secure and caring environment. They also have the responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

Background Check Policy for TLC

TLC may conduct a background check on an individual that serves in any position that puts them in contact with children or youth. Background checks will be conducted every three years through a professional screening service.

TLC will accept paper copies of background checks for volunteers from employers within the current three-year period as long as it meets TLC criteria (i.e. sexual offender registry check, court record check, and driving record if applicable).

The findings of all background checks will be considered confidential and maintained in a locked file cabinet at TLC. The process will be administered as follows:

Paid staff:	Background checks will be conducted by the pastor and/or church president
Pastor(s):	Background checks will be conducted by the church president and/or president-elect
Confirmation mentors:	Background checks will be conducted by the pastor and/or church president
Youth volunteers: (as indicated)	Background checks will be conducted by the pastor and/or church president

The Youth and Family Coordinator will maintain individual spreadsheets for their volunteers and notify the pastor and/or church president if the need arises to obtain background checks per the three-year policy.

Individuals identified as needing a background check must complete the following process:

- ❖ Complete a 'background check authorization' form
- ❖ A background check will be completed on-line through a reputable on-line background check company at no cost to the staff member or volunteer
- ❖ When the completed background check is received back, it shall be reviewed by the pastor and/or council president to ensure no issues are identified. Information will then be securely filed.
- ❖ In the event that an issue is identified, the pastor and church council president will respond as necessary.

Volunteer(s) working with children who are in the presence and assisting a person who has had a cleared background check completed is/are exempt from a background check.

The form for authorization of a background check can be found on page 14 of this handbook.

Guidelines for Photography at TLC

- ❖ Images of adults engaged in congregation activities can be used without seeking permission. We will respect the wishes of anyone who does not want to be photographed.
- ❖ Permissions will be sought to display photos of children from a parent or legal guardian for all children ages 17 or younger, using no names.
- ❖ Credit for who took a particular photo will be given, if desired by the photographer. We honor any copyright wishes or restrictions.
- ❖ Photos will be removed immediately upon request.

Social Media Guidelines

These Social Media Guidelines apply to all communication tools for sharing content and discussing information. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy. Members should:

- ❖ Be responsible. Social media are individual interactions, not official congregational communications. Member of the TLC community are personally responsible for their posts.
- ❖ Be selective. Use the right medium for your message – a blog or social network might not be the right place for messages intended for only a small group, and email or other means might be best.
- ❖ Be smart. A blog or community post is visible to the entire world. Remember that what you write will be public, and potentially for a long time.
- ❖ Identify yourself. Use real identities to the greatest extent possible rather than anonymous posts or comments.
- ❖ Take care to safeguard the privacy of others. Do not publish the personal information of others in the community without their written permission, or in the case of minors (17 and under), written permission of their parents or legal guardians. Do not disclose any information that can identify a

particular person, including name, phone number, address, or email address without written consent.

- ❖ Honor differences. TLC is a faith community that encourages free expression and values civil debate. If you disagree with others, do so with care and respect.
- ❖ Obey copyright laws. Users must comply fully with copyright law when posting and uploading copyrighted materials. It is preferable to point to a link so the proper person can take credit for the materials.

Adult staff and volunteers are not encouraged to friend youth on personal social media. If there is a social networking site created for any of the youth programs, it will be accessible by other adult staff and volunteers within the program. The pages should be used primarily to send group messages.

Criminal Records and Sex Offenders Registry Information

Agency	Minnesota Department of Public Safety Bureau of Criminal Apprehension Criminal Justice Information Systems Section 1246 University Avenue St. Paul, Minnesota 55104 (651) 642-0670
Website	www.dps.state.mn.us
Criminal Background Check	Criminal background records are obtained through name and date of birth checks.
Sex Offender Registry	The Sex Offender Registry number is (651) 603-6748 The online Sex Offender Registry is available at www.doc.state.mn.us .

Questionable Behavior Reporting Form

Individual(s) of Concern: _____

Date of Occurrence: _____

Time of Occurrence: _____

Type of Concern:

- ☐ Inappropriate behavior with a child or youth
- ☐ Policy violation with a child or youth
- ☐ Possible risk of abuse
- ☐ Other concern: _____

Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, who was notified? If reported to the State, what was their recommendation about investigating?

Has the situation ever occurred previously?

What action was taken? How was the situation handled, who was involved, who was questioned, were the police called?

What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring? Would you like someone to call you to discuss this situation?

Submitted by: _____ Telephone number: _____

Authorization for Background Check

I, _____, hereby authorize Trinity Lutheran Church in Spring Grove, MN, to obtain and/or request information about my criminal history from any entity chosen specifically for conducting this search, to release information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by city, county, state and federal law. I do release said entities from all liability that may result from any such disclosure made in response to this request.

Signature of Applicant

Date

PLEASE PRINT:

First Name

Middle Name

Last Name

Current address

City

State

Zip

Previous address if different from above within the last three years

Other names used by applicant (if any)

Date of Birth

Social Security Number

Driver's License Number

Issuing State

FOR OFFICE USE

Date background check submitted: _____

Date report received: _____

**Trinity Lutheran Church
Ministry Support Fund
Proposal ♦ 1/9/18**

Proposal Summary

Trinity Lutheran Church values the intellectual, spiritual and personal development of its pastors. In many cases personal and programmatic financial constraints limit the creative growth of the pastor's ministry. This, in turn, dampens the ministry of the entire congregation. These financial limitations can be seen in the following ways:

- Debts from education can become a substantial burden for a pastor and his or her family.
- Limited retirement funds can cause anxiety and reduce a pastor's options in retirement.
- Expenses related to education or participation in missions can be challenging for a pastor and a congregation.
- Family emergencies often entail substantial costs and reduced income.

The Ministry Support Fund will allow the pastor several options to alleviate financial stress and/or enhance his or her ministry through education and mission opportunities.

Project Description

1. A maximum of \$10,000 per year will be available, until the resources of the fund are exhausted and as long as the pastor continues to serve Trinity Lutheran Church.
2. The pastor who continues to serve, under the guidance of the Congregation President and Staffing Team, will make a proposal to the council for use of the fund.
3. Uses of the fund will include:
 - a. Education debt (undergraduate or seminary)
 - b. Family emergency
 - c. Personal and professional growth (Advanced degree education) – in addition to Trinity's budget commitment to continuing education
 - d. Expenses related to participation in mission trips.
 - e. Health Savings Account
 - f. Retirement Account
 - g. Life insurance
 - h. Other
4. All proposals must receive simple majority approval of the council.
5. The pastor will report to the council on the use the funds and their effect on his or her ministry.

Budget Timeline

1. **January 9, 2018.** The proposal is presented to the Pastoral Call Committee for feedback.
2. **January 10, 2017.** The council establishes the Ministry Support Fund as a Special Account of Trinity Lutheran Church and approves the fund proposal.
3. **January 14-February 4.** The fund is presented to the congregation through the bulletin, newsletter and annual report.
4. **January to May 2018.** The Call Committee and candidates reflect on the use of the fund to support and further ministry of the candidate and the congregation.
5. **Spring 2018.** Expected first disbursement.
6. **Spring 2019.** After serving one year the pastor will make his or her proposal to the council for the use of the second \$10,000 allotment.
7. Time line for subsequent yearly allotments will be subject to the needs of the pastor, with guidance from the Congregation President and Staffing Team.

