

## POLICY BOOK

1. ASSETS  
Seminary Student Grant Fund
2. BAPTISM
3. BOARD OF CHRISTIAN EDUCATION/SUNDAY SCHOOL  
SUPERINTENDENT
4. CEMETERY
5. COMMITTEES
6. CONFIRMATION
7. COUNCIL
8. FELLOWSHIP HALL
9. FINANCES
10. FUNERALS
11. MEMBERSHIP
12. ORGANIZATIONS
13. PARK
14. PERSONNEL
15. RULES AND REGULATIONS
- 1B. USHERS
- 2B. WEDDINGS
- 3B. CONSENT FORMS

Revised - 1997

## ZION EVANGELICAL CHURCH Fund Types

All assets will be divided into 3 fund types.

### General Fund

This fund is used for all day-to-day operating income and expenses.

Contributions—This fund is financed by weekly offering and non-specific gifts.

Expenditures—This fund is to be used to pay all day-to-day operating expenses including, but not limited to payroll, office expenses, utilities, etc.

### Money Market Fund

Purpose—This fund is made up of several smaller funds, each earmarked for a specific need of the church.

Contributions—Contributions may be made through special gifts, fundraisers or campaigns.

Expenditures—Council has the authority to spend up to \$3,000 out of any account for the intended purpose. Council may withdraw from any account to meet the church's daily operational expenses when necessary.

### In Loving Trust Fund

Purpose: This fund is intended to be long term interest bearing investments.

Contributions: May be made by any member earmarked "In Loving Trust".

Any contributions made of 1,000 or more will be included in the In Loving Trust Window

Expenditures: Any withdrawals from this account must be approved by a 2/3 vote in a congregational meeting. The Council recommends how the money is to be used from the interest of this Trust Fund. The congregation must approve this at the annual meeting. A 2/3 majority vote of members at a congregational meeting will be needed to break this trust.

### In Loving Trust Window Fund History

From April 14, 1975 consistory minutes. "Lengthy discussion was held concerning Trust Fund Window. The material has been ordered. The theme on the banner shall read — In Loving Trust. Hecke so moved the following: The money received from this window will be held in trust, with a minimum of \$1,000 or more per window pane. Inscribed on this pane shall be an identifying name and family or one or two individual names."

In Loving Trust—Continuation

December 11, 2000

A motion was made at Church Council meeting that nay non-designated estate gift of \$10,000 or more be recognized by adding the name of the deceased to the In Loving Trust Window Fund.

Safe Deposit Box at First National Bank in Millstadt, the Church Treasurer and Minister be authorized to represent Zion Church for Access to Safe Deposit Box and sign checks.

A list of equipment warranties, instructions and computer software should be maintained in the church office.

The micro film reader is in the possession of the Church Historian, to be returned when duties are relinquished.

## ZION EVANGELICAL CHURCH SEMINARY STUDENT GRANT FUND

Whereas it is the desire of the members of Zion Evangelical Church to assist young men and women to prepare themselves for the Christian Ministry, there is established a fund known as the Zion United Church of Christ Seminary Student Grant Fund.

The fund shall consist of such monies as may be given for this purpose, through contributions:

1. Administration
  - A. The Student Grant Fund shall be administered by the Zion Evangelical Church Council, the pastor, or pastors (3) of Zion Evangelical Church, Millstadt, Illinois.
  - B. The president of Zion Evangelical Church shall be Chairperson of this committee. It shall be the duty of the Chairperson to call and preside at meetings of this committee.
  - C. The Secretary of Zion Evangelical Church Council shall be the secretary of this committee, who shall keep all records and carry on all correspondence for the committee.
  - D. All disbursements shall be made upon the signatures of the President, Pastor and Treasurer.
1. Making Grants
  - A. Grants shall be made only with the approval of a majority of the committee.
  - B. A pastor and at least two members of the committee shall interview all applicants, for the grants.
  - C. All applications shall be made in writing.
2. Eligibility for a Grant
  - A. The applicant shall be enrolled in a seminary approved by Zion Evangelical Church for training in the Christian Ministry, as a pastor, missionary or other Christian work.
  - B. An applicant must be a member of Zion Evangelical Church, Millstadt, Illinois.
  - C. The applicant shall establish worthiness. He or she shall establish evidence of character, responsibility, scholarship and definite commitment to serve in building God's Kingdom.
  - D. The maximum grant to any individual shall be \$1,000.00 per year, with a total maximum of \$3,000.00.
  - E. If the student withdraws from school, the amount of grants shall be made into a loan payable in five equal installments over a five (5) year period, without interest.
  - F. In case of ill health or unusual circumstances causing withdrawal from school, such circumstances shall be carefully studied by the committee, and action as taken after complete study shall be final.
  - G. Inexcusable negligence on the part of the student shall be cause for cancellation and collection of all grants.
  - H. The Student Grant Committee shall submit an annual report to the members of Zion Evangelical Church on the status of the fund.

3. Additional Funds
  - A. In the event sufficient funds are not received from the contributions, it shall be the duty of the Millstadt Zion Evangelical Church Council to mail out an envelope to members of the congregation seeking funds.
4. Unused Fund
  - A. Unused funds shall be deposited in a savings account in an insured savings and loan association or bank, with the earned interest accumulating to the benefit of the fund.
5. Once the Student Grant Fund has accumulated to \$6,000.00 and we do not have a student or students enrolled in seminary, no additional funds shall be sought until a student or students are enrolled in a seminary.
6. This policy is to become effective as of February 9, 1993.
7. Upon entry into a seminary a full-time student will be given an Interpreter's Bible Set or a Strong's Concordance, financed by the Student Grant Fund.
8. Funds may also be used for Bethel Bible Studies.

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Revised - 1997

## **BAPTISM**

1. The Evangelical faith encourages infant baptism.
2. Anyone wishing to become a member must show proof of baptism or be baptized before becoming an active member.
3. All baptisms must be scheduled through the pastor.
4. All baptismal parents and sponsors are to meet with the pastor to discuss the baptismal covenant.
5. In June, 1982, Women's Fellowship committed to buy and give a vase with a red rose at each baptism.
6. The Church gives a baptismal candle.
7. Scheduling:  
No more than one baptism will be scheduled on a given Sunday unless:
  - A. The family who has first scheduled the date agrees and
  - B. The second family is informed that there was another baptism that day.

## BOARD OF CHRISTIAN EDUCATION

August 1987. The Board of Christian Education adopted a resolution recommending that children older than kindergarten age shall not be eligible to stay in nursery. If any children are left who are beyond this age, parents will be asked to take them into church with them. We trust that all parents will cooperate with this idea and consider those volunteers who work in the nursery.

## THE SUNDAY SCHOOL SUPERINTENDENT

### I. GENERAL DUTIES AND RESPONSIBILITIES OF THE SUNDAY SCHOOL SUPERINTENDENT

The SUNDAY SCHOOL SUPERINTENDENT is in charge of and has oversight of the Sunday School program of Zion United Church of Christ. She or he is in charge of the program, the curriculum, the resources and the personnel.

The SUNDAY SCHOOL SUPERINTENDENT may be a visionary, a teacher trainer, an office manager, an errand boy, an audio visual or resource librarian, a last minute substitute teacher, and probably a combination of all the above.

The SUNDAY SCHOOL SUPERINTENDENT is selected by and reportable to the Board of Christian Education. She or he shall help the Board of Christian Education set, interpret and implement Christian Education policy where it affects the SUNDAY SCHOOL. She or he shall bring the needs of the students, teachers and other staff to the attention of the Board of Christian Education. The SUNDAY SCHOOL SUPERINTENDENT shall coordinate and work with the pastor and shall have the assistance of a SUNDAY SCHOOL SECRETARY/ TREASURER.

### II. SPECIFIC RESPONSIBILITIES OF THE SUNDAY SCHOOL SUPERINTENDENT

The responsibilities of the SUNDAY SCHOOL SUPERINTENDENT shall include, but not be limited by, the following:

- recruiting and supporting Sunday School teachers.
- maintaining a group of informed and prepared substitute teachers.
- developing the Sunday School staff into an effective teaching team with clearly defined duties and relationships.
- seeing the teacher education and training is provided and that conference educational opportunities are made available to the teachers.
- planning and presiding at regular teachers' meetings.
- meeting with new students and getting them into the right classes.
- seeing to it that the Sunday School Secretary/Treasurer keeps adequate and accurate records of attendance, offerings, expenses and supplies.
- ordering and distributing in a timely fashion, evaluating and encouraging effective use of curriculum materials, equipment and general supplies.



- arriving early for every session to be sure that the building and all facilities are in order and that teachers, supplies and equipment are ready.
- planning, coordinating and leading special Sunday School programs (i.e. Rally Day, Christmas program, Lenten Project, Mothers' Day, Sunday School Picnic--see section IV. for some detail.).
- planning and coordinating the summer program if it is different than the rest of the school year.
- keeping parents informed concerning programs, activities, special events, time changes and the like.
- obtaining, from parents, signed permission and release forms for special events that require such.
- keeping informed about the general running of the Sunday School.
- involving the Sunday School in the total life of Zion Church.
- being an advocate for Christian Education in general.
- meeting regularly with the Board of Christian Education.

## III.

BENEFICIAL SKILLS AND ATTRIBUTES  
FOR A SUNDAY SCHOOL SUPERINTENDENT.

A candidate for SUNDAY SCHOOL SUPERINTENDENT will possess some or all of the following skills and attributes:

- a genuine interest in, understanding of, and commitment to the educational mission of the Church.
- an ability to work cooperatively with a large number of people.
- experience as a Sunday School or public school teacher.
- care and concern for other people.
- an ability to organize and administer.
- an ability to listen.
- a sense of humor.
- adaptability and flexibility.
- a willingness to learn and grow.
- an ability to delegate responsibility and encourage creativity and independent thought.
- an ability to set goals and measure progress toward the goals.
- an ability to provide a sense of achievement, recognition and appreciation for others.
- an ability to communicate and persuade.

## IV.

## SPECIAL PROGRAMS

There are traditionally five special events in the life of Zion United Church of Christ for which the Sunday school and the SUNDAY SCHOOL SUPERINTENDENT have responsibility. They are:

- RALLY DAY -- Usually the second Sunday of September, it is traditional to give Bibles to the incoming third graders and make presentation of Perfect Attendance Awards. This is done at the morning worship service. It requires ascertaining the number of incoming third graders during the months of July and August, ordering the Bibles (Eden Book Store), and notifying and inviting parents.

Also on RALLY DAY, the teachers for the coming year should be recognized and installed.

- CHRISTMAS -- Usually the Sunday before Christmas, a Christmas Program is presented in which all Sunday School students can participate.

The Christmas Program is the closure of the Christmas Mission Project which runs through the whole month of December.

- EASTER -- A Lenten giving project runs through the Lenten season. A special Easter Program is presented to the Sunday School students (Many excellent video presentations are available through the Illinois South Audio/Video Library in Highland.).

- MOTHER'S DAY -- There is a tradition of giving a flower or a plant to each mother attending worship on this morning. On occasion a special program will be planned and an invitation will go to all mothers to attend during the Sunday School hour.

- SUNDAY SCHOOL (ALL-CHURCH) PICNIC -- The first Sunday of June has been designated for the Sunday School Picnic. The SUNDAY SCHOOL SUPERINTENDENT, Board of Christian Education and Sunday School staff plan, organize and coordinate this all-church event held at Zion Fellowship Park.

## CEMETERY

The cost is \$500 for two gravesites – sales are open to the Millstadt Zion Evangelical Members and the public.

- The casket must be in a vault.
- Gravesites must be sold in sequence.
- The purchaser pays for opening and closing the grave. (The fee set for this is \$400.00 per grave.)
- The church guarantees perpetual care of the cemetery.

It was decided in January, 1997, all sales of lots are final.

CEMETERY CONTRACT (needs to be prepared) - *copy next page - also on computer file*

## GIFTS

- Donations designated for cemetery should be credited to Cemetery Maintenance Fund.

# Freivogel Cemetery

Zion Evangelical Church  
Millstadt, Illinois

This Indenture made this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_

WITNESSED: The Zion Evangelical Church conveys and warrants to:

For the sum of \_\_\_\_\_ Dollars

Lot Numbered: \_\_\_\_\_ Section: \_\_\_\_\_

Freivogel Cemetery, Saxtown Road, Millstadt, Illinois -

To be used for burial purposes only.  
In witness whereof the Financial Secretary has hereunto  
set his hand and attached the Seal of Zion Evangelical Church  
the day and year first above written.

ZION EVANGELICAL CHURCH

\_\_\_\_\_ President

\_\_\_\_\_ Financial Secretary

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In witness whereof the Financial Secretary has hereunto  
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ZION EVANGELICAL CHURCH

\_\_\_\_\_  
President

\_\_\_\_\_  
Financial Secretary

PERSONNEL

ORGANIST

The organist pay is \$75 per Sunday for a guest organist. Do not deduct pay from full time organist.

An organist pay for a funeral ins church is \$75.00.

## JOB DESCRIPTION

Title: Pastor

Purpose: To provide a balance ministry of spiritual leadership and teaching, administrative guidance, pastoral care, and organizational leadership to the congregation to enable the church to grow to its full potential in membership and spiritual vitality.

Accountability: Accountable to the congregation through the Council who act as representatives of the congregation.

### Responsibilities:

1. To preach, lead in worship and provide a teaching ministry which will lead to the spiritual growth of the membership.
2. To act as staff administrator in coordinating the staff activities.
3. To provide active leadership to the Council, congregation, and its organizations, and in developing programs that will enable the church to grow.
4. To provide pastoral care including: pastoral calling (home/hospital visits), marital counseling, and handling of crisis situations.
5. To develop an active youth program which will bring young people into the church.
6. Encourage sound stewardship growth and assist actively as a leader.
7. Guide and support educational programs including confirmation.
8. To participate in conference activities, community service, and activities outside of our church.

Relationships: Relate to the Council and various committees as ex officio-member, to staff, to congregation as pastor, and to the conference.

Evaluation: Performance review will be conducted annually by the Personnel Committee.

\_\_\_\_\_  
Chairman, Personnel Committee

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

DUTIES OF THE  
PERSONNEL COMMITTEE

1. Interview all candidates for vacancies.
  - a. Pastor
  - b. Custodian(s)
  - c. Secretary
  - d. Treasurer
  - e. Choir Director/Organist
  - f. Junior Choir Director
  - g. Bell Choir Director
  - h. Choir Accompanist(s)
  - i. Student (Associate) Minister
2. Interview staff once a year prior to annual meeting or as needed by Personnel Committee as a whole.
  - a. Conduct annual performance review and provide report to council.
3. Job descriptions of all staff.
  - a. Determine, if possible, job description upon hiring.
  - b. Establish and develop up to date job descriptions.
  - c. Annually review job descriptions.
4. Recommend length of term of this committee.
  - a. Three members from congregation rotating length of term.
  - b. One council member for their term on the council. Council member to serve as chair.
  - c. Nominating Committee will provide list of nominees for this committee.
5. Determine who has authority for day to day operation of church and for direction of staff.
6. Review employment agreements annually.
7. Act as "sounding board" for comments from congregation pro and con.
8. Name of committee - "Personnel Committee".
9. The chair of the Personnel Committee will report to the council the committee activities.



## JOB DESCRIPTION

Title: Church Custodian

Purpose: To provide the essential maintenance services for the church building and grounds, and serve as security/watch person of premises.

Accountability: Accountable to the Council, through the pastor, as head of staff.

### Responsibilities:

1. To keep building clean and well maintained on the inside and outside, in order to avoid the need of a general house cleaning.
2. To have the rooms (including furniture) arranged in an agreed upon manner for all authorized functions of the church, including funerals and weddings.
3. To toll the church bells in accord with accepted custom and play chimes on such time as the Council shall direct.
4. To regulate the heating and cooling in the sanctuary.
5. To be in attendance at all services of worship or major functions of the church or provide a substitute, in order that physical comforts of the people are met, or necessary custodial service rendered.
6. To maintain all grounds, except for church park and cemetery, performing such functions as cutting grass, shoveling snow, care of flower beds, shrubbery and etc.
7. To maintain security of premises, to be sure building is in safe condition and locked when premises are vacant.
8. To perform minor repairs to equipment, to masonry, electrical system, plumbing, and immediate temporary repairs in an emergency.
9. To purchase only janitorial and church supplies. Other items need to be presented to Council for approval.
10. To keep Council informed of major repairs needed.
11. To supervise and instruct the assistant custodian to his fullest capabilities.

Evaluation: Performance reviews will be conducted annually by the Personnel Committee.

\_\_\_\_\_  
Chairman, Personnel Committee

\_\_\_\_\_  
Church Custodian

Date: \_\_\_\_\_

JOB DESCRIPTION

Title: Park and Cemetery Custodian

Purpose: To provide the essential maintenance service for the Church park and cemetery.

Accountability: Accountable to the council through the Pastor, as head of staff.

Responsibilities:

1. To keep buildings clean and well maintained on the inside and outside.
2. To maintain all grounds, such functions as cutting grass, trimming trees, etc.
3. To perform minor repairs on machinery and equipment and immediate temporary repairs in an emergence.
4. To keep Council informed of major repairs needed.
5. Turn on/off water, lights before/after renting out park, secure premises after activities are over, and remove trash.
6. Confirm use of park by authorized group, and spot check proper adherence to park rules.
7. Winterize facilities when season is over.

Relationships: The park and cemetery Custodian relates to the Pastor, as head of staff, in the performance of his/her responsibilities.

Evaluation: Performance review will be conducted annually by the Personnel Committee.

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Chairman, Personnel Committee

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Park and Cemetery Custodian

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Date

JOB DESCRIPTION

Title: Assistant Custodian

Purpose: To Assist the Custodian

Accountability: Accountable to the Church Custodian and the absence of Church Custodian is under the supervision of Pastor and/or secretary.

Responsibilities:

1. Will assist in the cleaning and dusting of the Church and Educational Buildings, the washing of windows, and waxing and mopping of floors.
2. Will assist, as needed, in the exterior appearance of all church property.
3. Will assume the responsibility of the custodian, during his absence to carry out the following: locking all doors and turning off all lights.

Evaluation: Performance review will be conducted annually by the Personnel Committee.

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Chairman, Personnel Committee

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Assistant Custodian

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Date

## JOB DESCRIPTION

Title: Secretary

Purpose: To provide secretarial and administrative services to the Pastor and organizations of the congregation. To provide financial records of Zion Church.

Accountability: Accountable to the Council, under the direction of the Pastor.

### Responsibilities:

1. Perform the function of secretary to the Pastor and other staff including all typing, filing, maintenance of calendar, routine correspondence, etc.
2. Be responsible for office equipment and oversee use by others.
3. Maintain church calendars, schedules, reservations and church permanent records, such as keeping an accurate membership list and mailing list.
4. Perform secretarial work for church organizations.
5. Be responsible for the ordering of office supplies.
6. Prepare church bulletins, announcements, reports to congregation, visitors, etc.
7. Supervise other staff, as delegated by Pastor.
8. Supervise volunteers, as required.
9. Available for special meetings as directed.

Relationships: The Church Secretary relates through the Pastor and to other staff.

Evaluation: Performance review will be conducted annually by the Personnel Committee.

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Chairman, Personnel Committee

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Secretary

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Date

JOB DESCRIPTION

Title: Treasurer

Purpose: To provide financial records of Zion Church.

Accountability: Accountable to the Council, under the direction of the Pastor.

Responsibilities:

1. Keep financial records of the receipts of Zion church in its various treasuries and pay bills, perform financial services as approved by consistory.
2. Available for special meetings as directed.

Relationships: The Treasurer relates through the Pastor and to the staff.

Evaluation: Performance review will be conducted annually by the Personnel Committee.

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Chairman, Personnel Committee

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Treasurer

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Date

## JOB DESCRIPTION

Title: Church Custodian

Purpose: To provide the essential maintenance services for the church building and grounds, and serve as security/watch person of premises.

Accountability: Accountable to the Council, through the pastor, as head of staff.

### Responsibilities:

1. To keep building clean and well maintained on the inside and outside, in order to avoid the need of a general house cleaning.
2. To have the rooms (including furniture) arranged in an agreed upon manner for all authorized functions of the church, including funerals and weddings.
3. To toll the church bells in accord with accepted custom and play chimes on such time as the Council shall direct.
4. To regulate the heating and cooling in the sanctuary.
5. To be in attendance at all services of worship or major functions of the church or provide a substitute, in order that physical comforts of the people are met, or necessary custodial service rendered.
6. To maintain all grounds, except for church park and cemetery, performing such functions as cutting grass, shoveling snow, care of flower beds, shrubbery and etc.
7. To maintain security of premises, to be sure building is in safe condition and locked when premises are vacant.
8. To perform minor repairs to equipment, to masonry, electrical system, plumbing, and immediate temporary repairs in an emergency.
9. To purchase only janitorial and church supplies. Other items need to be presented to Council for approval.
10. To keep Council informed of major repairs needed.
11. To supervise and instruct the assistant custodian to his fullest capabilities.

Evaluation: Performance reviews will be conducted annually by the Personnel Committee.

\_\_\_\_\_  
Chairman, Personnel Committee

\_\_\_\_\_  
Church Custodian

Date: \_\_\_\_\_

## JOB DESCRIPTION

Title: Junior Choir Director

Purpose: To lead the Junior Choir in providing appropriate music during services of workshop, special church events and to assist in the coordination of the total music program throughout the year.

Accountability: Accountable to the Council under the direction of the Pastor, as head of staff.

### Responsibilities:

1. To work with Pastor and Music Committee regarding the selection of appropriate music for junior choir in special services of worship.
2. To act as resource person for the Music Committee, assisting in the development of Christian worship and music needs of the congregation.
3. To direct the junior choir in rehearsal and presentation of selected music.
4. To train junior choir in choral techniques, appreciation of sacred music, and leadership and participation in worship.
5. To select soloist, instrumentalist for special music.
6. To organize and maintain music library for the junior choir.
7. To supervise maintenance and inventory of apparel and equipment as related to junior choir.
8. To provide for substitute when not able to be present.

Relationships: The Junior Choir Director relates to the Pastor, as head of staff, the Music Committee, choir members, and accompanist, in the performance of his/her responsibilities.

Evaluation: Performance review will be conducted annually by the Personnel Committee.

\_\_\_\_\_  
Chairman, Personnel Committee

\_\_\_\_\_  
Junior Choir Director

\_\_\_\_\_  
Date

## JOB DESCRIPTION

Title: Junior Choir Accompanist

Purpose: To Accompany Junior Choir

Accountability: Accountable to the Council, under the direction of Junior Choir Director.

Responsibilities:

1. To attend choir rehearsals for purpose of an accompaniment.
2. To rehearse sufficiently for optimum performance at the instrument.
3. To accompany choir's singing of scheduled music.
4. To arrange for substitute when not able to be present.

Relationships: Relates to the Junior Choir Director in the performance of his/her responsibilities.

Evaluation: Performance review will be conducted annually by the Personnel Committee.

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Chairman, Personnel Committee

---

Junior Choir Accompanist

---

Date



## JOB DESCRIPTION

Title: Choir Director/Organist

Purpose: To lead the Chancel Choir in providing appropriate music during services of workshop, special church events and to assist in the coordination of the total music program throughout the year.

Accountability: Accountable to the Council under the direction of the Pastor, as head of staff.

Responsibilities:

1. To work with Pastor and Music Committee regarding theme of each service of worship, special program, selection of hymn and choral music.
2. To act as resource person for the Music Committee, assisting in the development of Christian Worship and music needs of the congregation.
3. To direct choir and accompanist in rehearsal and presentation of selected music.
4. To train choir in choral techniques, appreciation of sacred music, and leadership and participation in worship.
5. To select soloist, instrumentalist for special music.
6. To organize and maintain music library for chancel choir.
7. To supervise maintenance and inventory of church's musical instruments, apparel and equipment as related to chancel choir.
8. To provide for substitute when unable to be present.
9. To rehearse sufficiently for optimum performance at the instrument.
10. To accompany congregation's singing of hymns.

Relationships: The Choir Director/Organist relates to the Pastor, as head of staff, the Music Committee, choir members, and accompanist, in the performance of his/her responsibilities.

Evaluation: Performance review will be conducted annually by the Personnel Committee.

---

Chairman, Personnel Committee

---

Choir Director/Organist

---

Date

## ORGANIZATIONS AND COMMITTEES

### MEN'S FELLOWSHIP

1. Men's Fellowship has been asked to contribute one-fourth of camper's fees for all youth attending Church Camp.
2. Will co-sponsor the annual family banquet.
3. They will sponsor a Wurstmarkt the second Saturday of November each year.

### WOMEN'S FELLOWSHIP

1. Will pay one-fourth of camper's fees for those going to Church Camp, with a limit to \$500.
2. Will serve a funeral luncheon for a deceased member.

(On file is a complete Constitution and By-laws).

### YOUTH FELLOWSHIP

(They will update their policy that was approved in January 1993).

### POSITION DESCRIPTION: Finance and Budget Committees

*(A budget is a series of wise investments on behalf of the mission to which God calls us; helping people with their lives and destinies in the name of Christ. The Budget and Finance Committee(s) are responsible for developing a budget from a grassroots development of the congregation's long-range plan, and overseeing its implementation.)*

#### Responsibilities:

1. Understanding and upholding the mission of the church.
2. Developing a broad understanding of the stewardship of life.
3. Serving as a board of finance to oversee the church's monetary resources, including developing a budget and overseeing its operation.
4. Keeping the congregation informed of our investments in missions, and showing appreciation for support received.
5. Working closely with Council and Stewardship/Missions Committees updating and reviewing, ongoing basis.

#### Attributes Needed:

1. Commitment to the church and its mission.
2. Personal record of good stewardship and concern for the investments of the church's financial resources.
3. Confidentiality

## **STEWARDSHIP/MISSION COMMITTEE**

POSITION DESCRIPTION: Stewardship/Mission Committee

*(Stewards are caretakers responsible for God's gifts including the gospel, the church and its mission, the family, the whole human race and the earth).*

### Responsibilities:

1. Understanding the mission priorities of our church.
2. Developing a broad understanding of the stewardship of life.
3. Educating the church about the broad meaning of stewardship as well as the importance of supporting the church's ministry.
4. Training people for financial enlistment.
5. Setting goals for basic support of missions, taking into consideration the recommendation of the Illinois South Conference.
6. Recommending our church's participation in special all-church appeals, setting goals for such appeals, and promoting participation in these appeals by the congregation.

### Attributes Needed:

1. Sensitivity to needs and opportunities for mission.
2. Deep commitment to the work of the church, grounded in a faith in Christ.
3. Respect of church members.
4. Willingness to grow one's theology of stewardship.

## DUTIES OF THE PERSONNEL COMMITTEE

1. Interview all candidates for vacancies.
  - a. Pastor
  - b. Custodian(s)
  - c. Secretary
  - d. Treasurer
  - e. Choir Director/Organist
  - f. Junior Choir Director
  - g. Bell Choir Director
  - h. Choir Accompanist(s)
  - i. Student (Associate) Minister
2. Interview staff once a year prior to annual meeting or as needed by Personnel Committee as a whole.
  - a. Conduct annual performance review and provide report to council.
3. Job descriptions of all staff.
  - a. Determine, if possible, job description upon hiring.
  - b. Establish and develop up to date job descriptions.
  - c. Annually review job descriptions.
4. Recommend length of term of this committee.
  - a. Three members from congregation rotating length of term.
  - b. One council member for their term on the council. Council member to serve as chair.
  - c. Nominating Committee will provide list of nominees for this committee.
5. Determine who has authority for day to day operation of church and for direction of staff.
6. Review employment agreements annually.
7. Act as "sounding board" for comments from congregation pro and con.
8. Name of committee—"Personnel Committee".
9. The chair of the Personnel Committee will report to the council the committee activities.
10. Those serving on the Personnel Committee may not be related to any paid staff.

**POSITION DESCRIPTION: Finance & Budget Committees**

Appointed on an annual basis by council.

*(A budget is a series of wise investments on behalf of the mission to which God calls us; helping people with their lives and destinies in the name of Christ. The Budget and Finance Committee (s) are responsible for developing a budget from a grassroots development of the congregation's long range plan, and overseeing its implementation.)*

**Responsibilities:**

1. Understanding and upholding the mission of the church.
2. Developing a broad understanding of the stewardship of life.
3. Serving as a board of finance to oversee the church's monetary resources, including developing a budget and overseeing its operation.
4. Keeping the congregation informed of our investments in mission, and showing appreciation for support received.
5. Working closely with Council and Stewardship/Missions Committees updating and reviewing, ongoing basis with a council liason.

**Attributes Needed:**

1. Commitment to the church and its mission.
2. Personal record of good stewardship and concern for the investments of the church's financial resources.
3. Confidentiality

## **POSITION DESCRIPTION: Board of Christian Education**

*[The Board of Christian Education guides the total educational ministry of the church by setting policy and implementing it. Members design a Christian Education program in consultation with the minister that meets the needs of church members, being compatible with the church's educational and theological principles.]*

### **Responsibilities:**

- 1] Help the congregation understand the value of Christian Education .
- 2] Work with the director of Christian Education or the pastor and church school superintendent to administer the church's educational programs, including the selection of teachers and leaders
- 3] Insuring that what is taught in the educational program is consistent with the beliefs valued by the church
- 4] Surveying the educational needs of all age groups in the church
- 5] Developing goals and objectives for the Christian Education program
- 6] Providing opportunities for training and support for teachers and leaders in the educational program
- 7] Providing curriculum and supplementary materials and equipment for the educational program
- 8] Providing information about the educational program for the church calendar, bulletin, and newsletter

### **Attributes:**

- 1] Understanding of what you do as ministry
- 2] Appreciation for the needs of various groups in the church
- 3] Ability to look at the whole educational program, even when your interest is in one part of the program
- 4] Interest for increasing your own knowledge

### **Specific Tasks for 1997:**

- 1] Recruit and provide training for church school teachers
- 2] Evaluate the need for a wide range of educational opportunities in the life of the church community
- 3] Evaluate and purchase the church school curriculum

**POSITION DESCRIPTION: Evangelism Committee**

*[The Evangelism Committee leads and equips the congregation in the activity of announcing the Good News of the Gospel of Jesus Christ]*

**Responsibilities:**

- 1] Helping the congregation understand and value the evangelism task of the church
- 2] Developing and overseeing a plan of lay visitation for non-members and new residents in the community
- 3] Planning publications about the church
- 4] Planning the use of newspapers, radio, and television
- 5] Being prepared to grow in an understanding of evangelism through the study of periodicals and participation at workshops

**Attributes Needed:**

- 1] Understanding of, and commitment to, the mission of our church
- 2] Ability to articulate the meaning of the good news for yourself and for the world
- 3] Excitement about our church and its mission
- 4] Ability to share in a caring manner
- 5] Ability to listen to others
- 6] Ease in meeting people

**Specific Tasks For 1997:**

- 1] Be sure that "pew pads" & pencils are available for each worship service  
Pew pads are used to identify visitors for follow-up by Evangelism Team & those who seek a "care" call by pastor or membership care team
- 2] Form visitation teams for cold calling & for follow-up on worship visitors
- 3] Explore public relations possibilities in newspapers etc.
- 4] Develop a new church brochure
- 5] Develop a system for identifying new residents in our community
- 6] Establish the use of name-tags in worship setting
- 7] Plan to attend a seminar on evangelism; share ideas in "Net Results"

**POSITION DESCRIPTION: Worship and Music Committee**

*[The Worship and Music Committee has responsibility for planning and overseeing the worship life of the congregation]*

**Responsibilities:**

- 1] Develop a celebrative understanding of worship
- 2] Develop a yearly schedule of acolytes, lay readers, ushers, greeters and welcomers for each worship service, and provide appropriate training
- 3] Coordinate the availability of choirs, children's and youth choirs, bell choirs, and special music for worship services
- 4] Plan special worship celebrations (church anniversaries, Easter, Christmas, Pentecost, Lenten services, etc)
- 5] Develop and maintain a system for allowing people to supply flowers in honor of family and friends or in their memory, providing information about flower donation for inclusion in the church bulletin or announcements during the service
- 6] Provide flowers for special occasions (Palm Sunday Palms, Easter Lillies, Christmas poinsettias, roses for newborns, gifts for confirmands, etc.)
- 7] Providing the proper altar cloths for each Sunday of the liturgical year, providing for and placing banners in the sanctuary, replacing candles and wicks when needed
- 8] Preparing Communion elements and baptismal font, arranging for clean-up

**Attributes Needed:**

- 1] Respect for the worship center
- 2] Reliability
- 3] Appreciation of tradition, but open to new ideas

**Specific Tasks For 1997:**

- 1] Quarterly meetings to coordinate and plan worship service themes & special events
- 2] Investigate need for a second weekly worship service



## **POSITION DESCRIPTION: Personnel Administration**

*[Personnel Administration assures that those who are employed by the congregation are able to make their most effective contribution while being treated fairly by the church. The committee seeks to maintain an open relationship between the minister (and other staff) and members of the congregation. It helps the minister and members of the church share ideas, hopes, dreams, and interpretations of mission and ministry. The committee provides a framework in which conflict can be dealt with creatively.]*

### **Responsibilities:**

- 1] In consultation with church staff and personnel, create/update a position description for each staff person in the life of the congregation
- 2] Act as a "listening-post" for church staff and for the congregation with the intent of preventing/resolving problems or opening dialogue concerning personnel issues that may arise
- 3] Encourage the continued education, training, and professional/personal nurture of each staff person
- 4] Coordinate and encourage the full use of vacation time for each staff person and arrange for vacation supply when a staff person is away
- 5] Establish a "lay-training committee" for the student pastor
- 6] Evaluate employee compensation and benefits with each staff member, making a yearly recommendation to the Budget/Finance Committee and to the Council for the next year's budget
- 7] Arrange for a process of evaluation with and for each staff person

### **Attributes Needed:**

- 1] Maintain confidentiality
- 2] Good listener
- 3] Share a broad vision of the church's ministry
- 4] Be aware of particular needs of the congregation
- 5] Be a supportive care-giver

### **Considerations for 1997:**

- 1] Based upon long-range plans developed by the congregation, design a position description for an associate minister
- 2] Research the implications for expanding the professional staff to include an associate minister and director of music

## CONFIRMATION

Confirmation is an essential part of Christian Education and all other activities should take secondary position and nothing should interfere with confirmation attendance requirements as stated by the pastor.

Confirmation is about leading our youth to publicly proclaim that Jesus Christ is their own personal Savior. In confirmation our youth confirm receiving for themselves the New Covenant and all its promise, which Jesus Christ has obtained for all His followers by His shed blood on the cross. Confirmation is about leading our youth to be faithful followers (disciples) of Jesus Christ—making Jesus Christ their own personal Lord. In confirmation our youth confirm that they will no longer live for themselves, but will live for Jesus Christ, and they do this not by trusting in their own strength, intellect or abilities, but by trusting in God—the Father, Son and Holy Spirit.

All confirmands must be at least 7th grade level or above. Those in 8th grade level or above will be confirmed as stated by the pastor.

All confirmands will be responsible for acolyte duties as assigned by the Pastor for Sunday's and special services.

Confirmands will be encouraged to participate in the Annual Winter Christian-based retreat in February and a summer retreat in July, as well as 'CHANGED" events to help them continue to grow in their faith.

Robes need to be ordered one full month before Presentation Sunday, by sending in each confirmands measurements.

Communion glasses for each confirmand will be ordered. They will receive the glass for their first communion.

The confirmation certificate, will have their memory verses on them.

Group pictures will be taken on Palm Sunday by a photographer.. Confirmands may purchase photo packages from the photographer. The church buys one of these pictures for it's historical record book.

Altar flowers are to be ordered and the class pays for them.

The class usually presents a gift to the church at \$5 per confirmand.

Church provides silk corsages and boutonnieres made for the class.

## **COUNCIL**

Refer to the Constitution, By-laws 142-149 to see election and basic operation of Church Council.

When members are elected to Council, at the November Annual Meeting, they will be asked to attend the December Council meeting and will assume duties on the first Sunday of January for installation. Immediately following the church service the new council will meet to elect officers.

The Council meets the second Monday of each month at 6:30 p.m.

November 1980 – To clarify an article in the January 1978 minutes: The (Consistory) Council minutes shall be the property of the secretary of the (consistory) council until properly entered in the Minute book.

The Council will be responsible for communion preparation. The Vice President will prepare a rotating schedule, unless someone volunteers to perform the duty.

The center circle of the communion tray will be filled with grape juice.

The Council will turn off the heating or cooling and lock doors after worship services, after checking schedule in the office.

### **Usher Schedule**

1. Vice President will post weekly council usher schedule on an annual basis.
2. First name on schedule is the head usher.
3. Head usher is responsible for:
  - Ringing bells
  - Recording offering
  - Attendance
  - Closing church—lights, doors, and heat/air.
  - Bank Deposit
4. All ushers should arrive 30 minutes prior to church service to hand out bulletins.

### **Offering/Bulletins:**

- 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Sundays are the responsibility of the Council
- 2<sup>nd</sup> Sunday of the month is the responsibility of the Men's Fellowship
- 4<sup>th</sup> Sunday is the responsibility of Women's Fellowship

### **Communion**

- Served the 1<sup>st</sup> Sunday of the month. There should be 4 council members to serve as ushers.
- Last 2 names on the usher list are responsible for washing and storing of the communion vessels.

### Counting Procedures

1. Open all offering envelopes. Separate checks, cash offerings and loose offerings. Check for mail-in offerings in the top drawer of the file cabinet.
2. Write all check amounts on the check register portion of the weekly worksheet (black binder).
3. Any checks received without an envelope number should be listed on the back of the worksheet with the name and the amount.
4. Record loose offering amount.
5. Record cash given in offering envelopes by denomination.
6. List special offerings in Special Fund portion of the worksheet.
7. Total all checks, cash and loose offerings.
8. Subtract special funds out of grand total to get the General Fund Account Total.
9. List Attendance in upper right hand corner of the worksheet.
10. Place all cash in 1<sup>st</sup> National Bank deposit bag and secure with padlock. Take the deposit bag, key, and deposit in lock box at the bank.
11. Band all offering envelopes and checks and place with the black binder in the file cabinet. Lock the file cabinet.

## **FELLOWSHIP HALL**

**USE OF CHURCH BASEMENT – ONLY NON-COMMERCIAL USE** (for showers, wedding receptions, funeral meals, etc.)

- A. A \$25.00 donation from members for basement and kitchen including janitorial services and utility expense with a refundable \$50.00 deposit.
- B. A \$100.00 donation from non-members and \$15.00 to include use of the kitchen, which includes janitorial services and utility expense with a refundable deposit of \$50.00.

(May 1985) After the funeral of a church member, the Fellowship Hall may be used to serve lunch at no charge.

### **USE OF CHURCH PROPERTY**

Roasters, coffee pots or kitchenware can be used by church members at no charge, with office approval.

(THE REVISED COPY OF CONTRACT is on the next pages.)

- A. Chairs and tables in the Fellowship Hall may not be removed.
- B. Chairs and tables stored in the garage may be used by current members at no charge (with office approval).
- C. Boy Scouts/Girl Scouts of American may use the Fellowship Hall at no charge.

**REQUEST FOR USE OF**  
**ZION EVANGELICAL CHURCH FELLOWSHIP HALL**  
**117 W. White Street**  
**Millstadt, IL 62260**  
**(Active/Communicant Member contract)**

I/ \_\_\_\_\_  
Name of Person or Group

Request the use of Zion Church Fellowship Hall on \_\_\_\_\_

From (time) \_\_\_\_\_ to \_\_\_\_\_.  
Zion Evangelical Church regarding the fellowship hall are followed.

\_\_\_\_\_  
Signature of person responsible

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

**PLEASE SIGN AND RETURN ONE COPY OF THIS REQUEST TO THE CHURCH OFFICE NO LATER THAN 10 DAYS PRIOR TO THE EVENT. INCLUDE 2 CHECKS, THE FIRST IS YOUR MINIMUM DONATION OF \$25.00 AND THE SECOND IS A CLEANING DEPOSIT OF \$50.00. FAILURE TO RESPOND BY THE DEADLINE MAY RESULT IN PERMISSION BEING DENIED. AN ENVELOPE IS ENCLOSED FOR YOUR CONVENIENCE.**

Permission is granted to use the Fellowship Hall and kitchen area with items such as kitchen, coffee pots, utensils, etc.

- You must furnish your own paper products (plates, cups, tablecloths, napkins, etc.)
- Put all trash in the trashcans.
- Clean up all kitchen items used
- Zion Church is not responsible for items left
- Zion Church is not responsible for injuries
- Alcoholic beverages are prohibited
- Smoking is prohibited
- If heat or air conditioning are needed, arrangements must be made 24 hours in advance with either Church Secretary or Custodian.

Table and chair arrangements will be the responsibility of the person or group requesting the Fellowship Hall. All tables and chairs must be returned to their appropriate place.

Your \$50.00 deposit will be returned to you once the Custodian or Church Secretary completes an inspection of the area used to ensure all guidelines have been followed.

If there are any questions, please call 476-1778. Thank you.

Revised 12/06

**REQUEST FOR USE OF**  
**ZION EVANGELICAL CHURCH FELLOWSHIP HALL**  
**117 W. White Street**  
**Millstadt, IL 62260**  
**(non-member contract)**

I/We \_\_\_\_\_  
Name of Person or Group

Request the use of Zion Church Fellowship Hall on \_\_\_\_\_

From (time) \_\_\_\_\_ to \_\_\_\_\_.  
Zion Evangelical Church regarding the fellowship hall are followed.

\_\_\_\_\_  
Signature of person responsible

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

**PLEASE SIGN AND RETURN ONE COPY TO THE CHURCH OFFICE NO LATER THAN 10 DAYS PRIOR TO THE EVENT, WITH YOUR DONATION OF \$100.00 and a refundable \$50.00 deposit. FAILURE TO RESPOND BY THE DEADLINE WILL RESULT IN PERMISSION BEING DENIED. AN ENVELOPE IS ENCLOSED FOR YOUR CONVENIENCE.**

Permission is granted to use the Fellowship Hall and kitchen area with items such as kitchen, coffee pots, etc.

- You must furnish your own paper products (plates, cups, tablecloths, napkins, etc.)
- Put all trash in the trashcans.
- Clean up all kitchen items used
- Zion Church is not responsible for items left
- Zion church is not responsible for injuries
- No alcoholic beverages are allowed
- Smoking is prohibited
- If heat or air conditioning are needed, arrangements must be made 24 hours in advance with either Church Secretary or Custodian.

Table and chair arrangements will be the responsibility of the person or group requesting the Fellowship Hall. All tables and chairs must be returned to their appropriate place.

Failure to abide by the above rules may result in not receiving your \$50.00 deposit back.

If there are any questions, please call 476-1778. Thank you.

**REQUEST FOR USE OF SPACE AT  
ZION EVANGELICAL CHURCH  
FOR SCOUTING EVENTS**

I/We \_\_\_\_\_  
Name of Person or group

Request the use of \_\_\_\_\_  
Name of Room(s)

At Zion Evangelical Church on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Date Starting Time Ending Time

I, \_\_\_\_\_ agree to see that the policies  
please print the name of person responsible who must be a minimum of 21 years of age  
set by Zion Evangelical Church as regards to use of meeting spaces are followed by the re-  
questing party.

\_\_\_\_\_  
Signature of person responsible

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

PLEASE SIGN AND RETURN ONE COPY TO THE CHURCH OFFICE AT THE BEGINNING OF THE PROGRAMMING SEASON AND NO LATER THAN 10 DAYS PRIOR TO ANY SPECIAL EVENT. AN ENVELOPE IS ENCLOSED FOR YOUR CONVENIENCE.

**NOTE: A \$25.00 deposit will be required. Failure to abide by the stated rules may result in not receiving your deposit back.**

1. Activities shall be confined to room(s) which have been prearranged.

Upon completion of each activity or event, please

2. Return all tables and chairs to their original location.
3. Be sure the room is clean and ready for the next activity
4. Put all trash in the trash cans.

**Please respect the fact that Zion Evangelical Church is a smoke free, alcohol free and drug free zone.**

**Zion Church is not responsible for items left.  
Zion Church is not responsible for injuries.**

Thank you. If there are any questions please call 476-1778.

**ZION EVANGELICAL CHURCH  
117 W. WHITE STREET  
MILLSTADT, IL 62260**

**PLEASE NOTE: CHURCH EVENTS WILL TAKE PRECEDENCE OVER SCOUTING EVENTS!!**



## **RULES & REGULATIONS**

No smoking permitted on the premises.  
No drugs are permitted on the premises.  
No alcohol is permitted on the premises.

### **USE OF CHURCH PROPERTY**

Anything that is used in the church sanctuary should not be removed for personal use.  
(This includes gold altar vases and wedding candelabra).

Chairs, tables from storage area, roasters, coffee pots or kitchen ware can be used by church members at no charge with office approval.

The use of Zion Evangelical Church property for any politically oriented activity is prohibited.

No membership list will be provided to other outside organizations for soliciting of funds.

## **FINANCES**

(SEE THE CONSTITUTION, Sections 169-173)

The finances of the Church shall be administered by the budget system and may be composed of two parts, Church support and benevolence.

Council spending limit is up to \$3,000 without a congregational meeting.\*

\*New constitution/by-laws approval 11/2000.

## **FUNERALS**

Members – No Charge

\$100.00 – Non-members for use of the church.

After the funeral of a church member, the Fellowship Hall may be used to serve lunch at no charge. The Women's Fellowship will offer to serve the luncheon following the funeral.

Non-members must be approved by the pastor. \$100.00 set-fee for the Fellowship Hall.

## **MEMBERSHIP**

Each new member is given the following:

1. History of the church
2. Pictorial Directory
3. Organizational Listing
4. Constitution
5. Offering Envelopes

### **IN-ACTIVE MEMBERS**

Members are considered inactive after 2 years of non-participation (\*see constitution). Council recommends that inactive members not be issued offering envelopes and not receive mailings as of approval date of this policy manual.

In-active members still have the privilege of using the church as specified in the constitution.

### **TO BECOME A NEW MEMBER**

Each member must complete a 7-week new member class with the pastor.

\*Revised 11/2000

# New Member Request Form

Zion Evangelical Church

Millstadt, Illinois

Full Name: \_\_\_\_\_  
                    First                            Middle                            Last                            (Maiden)

Address: \_\_\_\_\_  
                    Street                            City                            State                            Zip

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Birthday: \_\_\_\_\_ Baptized \_\_\_ Yes \_\_\_ No

*Please indicate by which rite you are becoming a member of Zion Church:*

Baptism \_\_\_\_\_ Confirmation \_\_\_\_\_ Transfer \_\_\_\_\_ Profession of Faith \_\_\_\_\_

Previous Church/Faith Experience: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Marriage Date: \_\_\_\_\_ Spouses's Birthday: \_\_\_\_\_

Children: \_\_\_\_\_  
                    Name  Birthday  Grade in School

\_\_\_\_\_  
                    Name  Birthday  Grade in School

\_\_\_\_\_  
                    Name  Birthday  Grade in School

Your Occupation: \_\_\_\_\_

\_\_\_\_\_  
Place of Employment

\_\_\_\_\_  
Work Phone Number (Optional)

Talents, Hobbies, Interests: \_\_\_\_\_

How can the church meet your needs/address your concerns? \_\_\_\_\_

.....  
OFFICE USE ONLY:

Counseling Date: \_\_\_\_\_

Member Class: \_\_\_\_\_

Membership Date: \_\_\_\_\_

Sponsor: \_\_\_\_\_

## **CHURCH FELLOWSHIPS**

### MEN'S FELLOWSHIP

1. Men's Fellowship has been asked to contribute one-fourth of camper's fees for all youth attending Church Camp.
2. Will co-sponsor the annual family banquet.
3. They will sponsor a Wurstmarkt the second Saturday of November each year.
4. Usher 2nd Sunday

### WOMEN'S FELLOWSHIP

1. Will pay one-fourth of camper's fees for those going to Church Camp, with a limit to \$500.
2. Will serve a funeral luncheon for a deceased member.
3. Usher 4th Sunday

(On file is a complete Constitution and By-laws).

### YOUTH FELLOWSHIP

(They will update their policy that was approved in January 1993).

## ZION WOMEN'S FELLOWSHIP

On February 11, 1943, the Ladies Aid Society, the Martha Sewing Circle and the Benevolent Society combined their organizations to become the Ladies Aid, now known as the Women's Fellowship.

Membership is open to all women in the church. The format is inspirational, informational and entertaining.

Women's Fellowship meets on the first Thursday of the month from September through May. The Women's Fellowship meets at 12:00 pm for a dessert luncheon, meal or potluck. The actual meeting starts at 1:00 pm. An annual group tour is planned in June.

Fundraisers are the Direct Giving Project, quilting and lunch stands. A Spring Festival is hosted each year, inviting women from area churches. These proceeds are donated to various projects here at Zion, the Sunday School and Bible School. The fellowship pays up to \$500 of the fee for summer church campers. Donations are also made to New Athens Home, Hoyleton Children's Home, Emmaus Home, Kinder Cottage, Memorial Hospital Auxiliary, Millstadt Food Pantry and others.

There is a group of ladies who quilt and turn in the money earned to the Women's Fellowship.

There is a Missionary Luncheon and the proceeds go to a project of the speaker's choice.

The Altar Guild changes the flowers and the parapets in the church.

A Sunshine Committee sends get well, sympathy and special anniversary cards to members. Birthday cards are sent to everyone in the church over 85.

The Bereavement Committee serves a lunch after the funeral service, if the family wants one.

Blanket Sunday is sponsored by the group, but becomes a project of the entire congregation.

The Zionettes Kitchen Band provides entertainment at various nursing homes throughout the area.

Several members are active in the Auxiliaries of Memorial Hospital, New Athens Home and DuBois Center.

**ZION YOUTH FELLOWSHIP POLICY**  
**January, 1993**

**AGE LIMIT:** Until age of 19 years.

**OFFICERS:** Must be a member of Zion Evangelical Church



## **CHURCH CAMP POLICY**

A child interested in church camp will receive half of his or her camp fee; as long as he or she attends Sunday School or the parents are church members.

Women's Fellowship will donate \$500 to this project.

Men's Fellowship will donate on-fourth cost of the camp fees.

If additional monies are needed, it is to be taken out of Memorial Fund monies. This was passed at the November 1998 Council meeting.

**REQUEST FOR USE OF ZION CHURCH FELLOWSHIP PARK**

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Signature of person responsible

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Address

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Telephone number

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WILL YOUR GROUP NEED THE USE OF THE VOLLEY BALL NET?

\_\_\_\_\_ YES \_\_\_\_\_ NO

THANK YOU. For answers to any questions, call 476-1778.



ZION CHURCH

117 W. White Street  
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ZION CHURCH

117 W. White Street  
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**Zion Evangelical Church  
Millstadt, Illinois**

**Personnel Policies and Procedures**

**General Policies**

Revised – June 3, 2011  
Adopted/Approved - June 13, 2011

**I. Definitions**

A. "Professional Staff" shall consist of all pastors, associate pastors, and such staff as designated by the Church Council. "Support Staff" shall consist of all other designated employees. Eligible and designated support staff included in this policy are the treasurer, office secretary and custodian. There shall be no other additions or exceptions unless amended by the Church Council or the congregation at an official meeting.

B. All employees listed above shall be designated as the following:

Means of Compensation

1. "Salaried Employees" are compensated with a fixed wage and work as needed to accomplish the assigned job description.
2. "Hourly Employees" are compensated with hourly wage based on hours worked.

Hours of Work

1. "Full-Time Employees" work a minimum of 40 hours per week.
2. "Part-Time Employees" work less than an average of 40 hours per week.

C. "Temporary Employees" are either professional staff or support staff working on an occasional basis for limited tenure.

D. The Staff/Parish Relations committee is accountable to the Church Council and has responsibility for recommending employment or termination to the Council. Staff Parish Relations shall consist of three persons from the congregation and Church Council.

**II. Salary and Supplementary Compensation**

A. Policy

Zion Evangelical Church is committed to pay wages, salaries and supplementary compensation as is necessary to attract, retain, and motivate its staff.

B. Pay Schedule

Employees of Zion Evangelical Church are paid the first and third Tuesday of each month for the previous pay period. Supplementary compensations are paid on the first Tuesday of the month.

C. The Audit and Budget Committee

The Audit and Budget Committee shall make salary recommendations to the Church Council by the October Church Council meeting of each year for its consideration.

### **III. Health Insurance**

#### **A. Policy**

Zion Evangelical Church shall provide a budgeted amount for health insurance for full-time professional staff and full-time employees.

#### **B. Procedure**

Employee will seek his or her insurance provider with approval by Church Council within budgeting guidelines.

### **IV. Retirement/Annuity Plan**

#### **A. Policy**

Zion Evangelical Church provides a percentage-based retirement/annuity compensation for full-time professional staff and full-time employees.

#### **B. Procedure**

Retirement/annuity compensation will be paid quarterly.

### **V. Personal Leave**

#### **A. Policy**

Zion Evangelical Church provides personal leave for professional staff and full-time employees.

#### **B. Procedure**

1. One personal leave day will be awarded at the end of each four months of employment. Such personal leave days can accrue to a maximum of three.
2. Any additional personal days must be approved in advance by the Church Council and will be without pay.

### **VI. Holidays**

#### **A. Policy**

Zion Evangelical Church provides its employees with certain paid holidays as personal time off.

#### **B. Procedure**

The following are the official holidays observed by Zion Evangelical Church:

New Year's Day  
President's Day  
Good Friday  
Memorial Day  
Independence Day

Labor Day  
Thanksgiving Day  
Day after Thanksgiving Day  
Christmas Eve  
Christmas Day

Notes:

1. If the pastor's day off falls on an observed holiday, the pastor is eligible to apply the holiday to another day of the pastor's choosing. The pastor shall inform the Council president.
2. Only employees scheduled to work on a holiday qualify for holiday pay.

## VII. Vacations

### A. Policy

All employees are eligible for annual vacation time after 12 consecutive months of employment. Annual vacations are based upon the date of employment of the employee.

### B. Procedure

One week of vacation will be paid equivalent to the average work week of the employee. Vacation time is as follows:

After 1 year	1 week
After 3 years	2 weeks
After 10 years	3 weeks
After 15 years	4 weeks

Notes:

1. Employees are paid only for the days of the week normally worked per year as vacation. Example: "Employee X" works only on Mondays and Tuesdays of each week and has been an employee for 3 years. The employee is allotted and eligible for up to four (4) paid vacations days per year
2. Upon termination of employment, unused days of vacation will be paid at the current rate of pay.
3. Exceptions to this policy are:
  - a. The rotational organists and the part-time pre-school teacher who are not eligible for vacation.
  - b. Full-time and professional staff can negotiate their vacation time based on experience and qualifications.

## VIII. Consultation and Appraisal

### A. Policy

Zion Evangelical Church understands that the process of consultation and appraisal of its employees is a positive part of helping both the church and staff grow in effectiveness. The process is designed to help focus skills, promote growth, and provide feedback concerning the job being done.

### B. Procedure

1. An annual performance review will be completed by the pastor for all staff members in September.
3. The Church Council will conduct an annual appraisal of the pastor in September.
4. The Staff/Parish Relations committee will review all employee appraisals by September 30.

5. The Staff/Parish Relations committee and the pastor will meet with all staff members regarding their appraisal.

## **IX. Probationary Period**

### **A. Policy**

New employees will be subject to an initial probationary period of ninety (90) calendar days. During this period, the employee will have a performance review by the pastor and the Staff/Parish Relations committee. The employee may be terminated at the discretion of the Church Council at any time prior to completion of the probationary period.

### **B. Procedure**

Church Council will notify the employee in writing of the reason for the termination.

## **X. Complaint and Grievance Procedure**

### **A. Policy**

Complaints and grievances shall be handled promptly with full resolution.

### **B. Procedure**

When differences of opinion or problems arise in the performance of the employee's work or in relationships, the employee will always speak first of these matters in private conversation with the employee's immediate supervisor (the pastor). Should an occasion arise in which the employee feels that these concerns are not being adequately addressed, the employee will request a meeting with the Staff/Parish Relations committee, along with the immediate supervisor. The employee can appeal the issue to meet with the Church Council for final evaluation, resolution, and disposition.

## **XI. Exit Interviews**

### **A. Policy**

Upon completion of employment, an exit interview will be conducted with the employee.

### **B. Procedure**

The pastor, Council president, and the Staff/Parish Relations committee will be responsible for implementation of the exit interview.

## JOB DESCRIPTION

Title: Church Custodian

**Purpose:**

To provide the essential maintenance services for the church building and grounds, and serve as security/watch person of premises.

**Accountability:**

Accountable to the Council, through the Pastor, as head of staff.

**Responsibilities:**

1. To keep building clean and well maintained on the inside and outside, in order to avoid the need of a general house cleaning.
2. To have the rooms (including furniture) arranged in an agreed upon manner for all authorized functions of the church, including funerals and weddings.
3. To toll the church bells in accord with accepted custom and play chimes on such time as the Council shall direct.
4. To regulate the heating and cooling in the sanctuary.
5. To be in attendance at all services of worship or major functions of the church or provide a substitute, in order that physical comforts of the people are met, or necessary custodial service rendered.
6. To maintain all grounds, except for church park and cemetery, performing such functions as cutting grass, shoveling snow, care of flower beds, shrubbery and etc.
7. To maintain security of premises, to be sure building is in safe condition and locked when premises are vacant.
8. To perform minor repairs to equipment, to masonry, electrical system, plumbing, and immediate temporary repairs in an emergency.
9. To purchase only janitorial and church supplies. Other items need to be presented to Council for approval.
10. To keep Council informed of major repairs needed.
11. To supervise and instruct the assistance custodian to his fullest capabilities.
12. Always acting in a Christ-like manner when dealing with people, especially those in the public (i.e. post office, stores, etc.) as a representative of Jesus Christ and Zion Evangelical Church.

**Evaluation:**

Performance reviews will be conducted annually by the Personnel Committee.

---

Chairman, Personnel Committee

---

Custodian

---

Date

## JOB DESCRIPTION

Title: Assistant Custodian

Purpose:

To Assist the Custodian

Accountability:

Accountable to the church custodian and in the absence of the church custodian, is under the supervision of pastor and/or secretary.

Responsibilities:

1. Will assist in the cleaning and dusting of the church and educational buildings, the washing of windows, waxing and mopping of floors.
2. Will assist, as needed, in the exterior appearance of all church property.
3. Will assume the responsibility of the custodian, during his absence to carry out the following: locking all doors and turning off all lights.
4. Always acting in a Christ-like manner when dealing with people, especially those in the public (i.e. post office, stores, etc.) as a representative of Jesus Christ and Zion Evangelical Church.

Evaluation:

Performance review will be conducted annually by the Personnel Committee.

---

Chairman, Personnel Committee

---

Assistant Custodian

---

Date



## JOB DESCRIPTION

Title: Park and Cemetery Custodian

Purpose:

To provide the essential maintenance service for the church park and cemetery.

Accountability:

Accountable to the Council through the Pastor, as head of staff.

Responsibilities:

1. To keep buildings clean and well maintained on the inside and outside.
2. To maintain all grounds, such functions as cutting grass, trimming trees, etc.
3. To perform minor repairs on machinery and equipment and immediate temporary repairs in an emergency.
4. To keep Council informed of major repairs needed.
5. Turn on/off water, lights before/after renting out park, secure premises after activities are over and remove trash.
6. Confirm use of park by authorized group, and spot check proper adherence to park rules.
7. Winterize facilities when season is over.
8. Always acting in a Christ-like manner when dealing with people, especially those in the public (i.e. post office, stores, etc.) as a representative of Jesus Christ and Zion Evangelical Church.

Relationships:

The Park and Cemetery Custodian relates to the Pastor, as head of staff, in the performance of his/her responsibilities.

Evaluation:

Performance review will be conducted annually by the Personnel Committee.

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Chairman, Personnel Committee

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Park and Cemetery Custodian

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Date

## JOB DESCRIPTION

Title: Pastor

Purpose:

To provide a balanced ministry of spiritual leadership and teaching, administrative guidance, pastoral care, and organizational leadership to the congregation to enable the church to grow to its full potential in membership and spiritual vitality.

Accountability:

Accountable to the congregation through the Council who act as representatives of the congregation.

Responsibilities:

1. To preach, lead in worship and provide a teaching ministry which will lead to the spiritual growth of the membership.
2. To act as staff administrator in coordinating the staff activities.
3. To provide active leadership to the Council, congregation, and its organizations, and in developing programs that will enable the church to grow.
4. To provide pastoral care including: pastoral calling (home/hospital visits), marital counseling, and handling of crisis situations.
5. To develop an active youth program which will bring young people into the church.
6. Encourage sound stewardship growth and assist actively as a leader.
7. Guide and support educational programs including confirmation.
8. To participate in conference activities, community service and activities outside of our church.

Relationships:

Relate to the Council and various committees as ex-officio-member, to staff, and to congregation.

Evaluation:

Performance review will be conducted annually by the Personnel Committee.

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Chairman, Personnel Committee

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Pastor

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Date

## JOB DESCRIPTION

Title: Christian Education Director

Purpose:

All Christian education programs will exist as Christ-centered, based on the inerrant and infallible word of God.

Accountability:

To the Board of Christian Ed through the Pastor and Council

Responsibilities:

1. Help the congregation understand the value of Christian Education.
2. Work with the pastor and church school superintendent to administer the church's educational program, including the selection of teachers and leaders.
3. Insuring that what is taught in the educational program is consistent with the beliefs valued by the church.
4. Surveying the educational needs of all age groups in the church.
5. Developing goals and objectives for the Christian Education program.
6. Recruiting workers and providing opportunities for training and support for teachers and leaders in the educational program.
7. Recruiting and supporting workers and maintaining a group of informed and prepared substitute teachers.
1. Planning and presiding at regular teachers' meeting.
2. Seeing that conference educational opportunities are made available to the teachers.
3. Providing curriculum and supplementary materials and equipment for the educational program.
4. Providing information about the educational program for the church calendar, bulletin and newsletter.
5. Meeting with students and getting them into the right classes.
6. Ordering and distributing, in a timely fashion, equipment and general supplies, and evaluating and encouraging effective use of curriculum materials.
7. Arriving early for early session to be sure that the building and all facilities are in order and that teachers, supplies and equipment are ready.
8. Planning, coordinating and leading special Sunday School programs (i.e. Rally Day, Christmas program, Lenten Project, Mothers' Day, Sunday School Picnic, VBS.
9. Planning and coordinating the summer program if it is different than the rest of the school year.
10. Keeping parents informed concerning program, activities, special events, time changes and the like.
11. Obtaining from parents, signed permission and release forms for special events that require such.
12. Keeping informed about the general running of the Sunday School.
13. Involving the Sunday School in the total life of Zion Evangelical Church.
14. Being an advocate for Christian Education in general
15. Meeting regularly with the Board of Christian Education.

Relationships:

1. A passion to help others know and love the Lord.

2. Understanding of what you do as ministry.
3. Appreciation for the needs of various groups in the church.
4. Ability to look at the whole educational program, even when your interest is in one part of the program.
5. Interest for increasing your own knowledge.
6. Experience as a Sunday School or public school teacher.
7. Ability to organize and administer, listen, be flexible, being adaptable and willing to grow and learn.
8. Ability to delegate responsibility, encourage creativity and independent thought.
9. Ability to set goals and ensure progress toward those goals.
10. Ability to provide a sense of achievement, recognition and appreciation for others.
11. Ability to communicate and persuade.
12. Confirmation
  - Confirmation is an essential part of Christian Education and all other activities should take a secondary position. Nothing should interfere with confirmation attendance requirements as stated by the Pastor.
  - Confirmands will be responsible for acolyte duties as assigned by the Pastor for Sunday's and special services.
  - Robes need to be ordered one full month before Presentation Sunday, by sending in each confirmands measurements.
  - Each confirmand will receive confirmation certificate, along with memory verse as a keepsake.
13. Always acting in a Christ-like manner when dealing with people, especially those in the public (i.e. post office, stores, etc.) as a representative of Jesus Christ and Zion Evangelical Church.

Evaluation:

Performance reviews will be conducted annually by Board of Christian Education.

## JOB DESCRIPTION

Title: Secretary

Purpose:

To provide secretarial and administrative services to the Pastor and organizations of the congregation.

Accountability:

Accountable to the Council, under the direction of the Pastor.

Responsibilities:

1. Perform the function of secretary to the Pastor and other staff including all typing, filing, maintenance of calendar, routine correspondence, etc.
2. Be responsible for office equipment and oversee use by others.
3. Maintain church calendars, schedules, reservations and church permanent records, such as keeping an accurate membership list and mailing list.
4. Perform secretarial work for church organizations.
5. Be responsible for the ordering of office supplies.
6. Prepare church bulletins, announcements, reports to congregation, newsletter, etc.
7. Supervise other staff, as delegated by Pastor.
8. Supervise volunteers for mailings, Visitor, office work as required.
9. Available for special meetings if needed.
10. Always acting in a Christ-like manner when dealing with people, especially those in the public (i.e. post office, stores, etc.) as a representative of Jesus Christ and Zion Evangelical Church.

Relationships:

The Church Secretary relates through the Pastor or other staff.

Evaluation:

Performance review will be conducted annually by the Personnel Committee.

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Chairman Personnel Committee

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Secretary

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Date

## JOB DESCRIPTION

Title: Treasurer

Purpose:

To provide financial records of Zion Church.

Accountability:

Accountable to the Council, under the direction of the Pastor.

Responsibilities:

1. Keep financial records of the receipts of Zion Evangelical Church in its various treasuries and pay bills, perform financial services as approved by Council.
2. Available for special meetings as directed.
3. Always acting in a Christ-like manner when dealing with people, especially those in the public (i.e. post office, stores, etc.) as a representative of Jesus Christ and Zion Evangelical Church.

Relationships:

The Treasurer relates through the Pastor and to the staff.

Evaluation:

Performance review will be conducted annually by the Personnel Committee.

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Chairman, Personnel Committee

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Treasurer

---

Date

## JOB DESCRIPTION

Due to currently unpaid Choir Directors this needs to be reworked. The organist is the only paid position.

Title: Choir Director/Organist

**Purpose:**

To lead the Chancel Choir in providing appropriate music during services of worship, special church events and to assist in the coordination of the total music program throughout the year.

**Accountability:**

Accountable to the Council under the direction of the Pastor, as head of staff.

**Responsibilities:**

1. To work with Pastor and the Music Committee regarding theme of each service of worship, special program, selection of hymn and choral music.
2. To act as resource person for the Music Committee, assisting in the development of Christian worship and music needs of the congregation.
3. To direct choir and accompanist in rehearsal and presentation of selected music.
4. To train choir in choral techniques, appreciation of sacred music, and leadership and participation in worship.
5. To select soloist, instrumentalist for special music.
6. To organize and maintain music library for chancel choir.
7. To supervise maintenance and inventory of church's musical instruments, apparel and equipment as related to Chancel Choir.
8. To provide for substitute when unable to be present.
9. To rehearse sufficiently for optimum performance at the instrument.
10. To accompany congregation's singing of hymn.
11. Always acting in a Christ-like manner when dealing with people, especially those in the public (i.e. post office, stores, etc.) as a representative of Jesus Christ and Zion Evangelical Church.

**Relationships:**

The Choir Director/Organist relates to the Pastor, as head of staff, the Music Committee, choir members and accompanist, in the performance of his/her responsibilities.

**Evaluation:**

Performance review will be conducted annually by the Personnel Committee.

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Chairman, Personnel Committee

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Choir Director/Organist

## RULES & REGULATIONS

No smoking is permitted on the premises

No drugs are permitted on the premises.

No alcohol is permitted on the premises.

~~No raffles are permitted on the premises.~~ M. 2005

## USE OF CHURCH PROPERTY

Anything that is used in the church sanctuary should not be removed for personal use. (This includes gold altar vases and wedding candelabra)

Chairs, tables, roasters, coffee pots or kitchenware can be used by church members at no charge, with office approval.

The use of Zion United Church of Christ property for any politically oriented activity is prohibited.

No membership list to other outside organizations for soliciting of funds.



# **KITCHEN USE REGULATIONS**

Put all trash in the trash can.

Clean up all kitchen items used. (If you make a mess, clean it up - stove, refrigerator, etc.)

Not responsible for items left or for food left in the refrigerator or deep freeze.

No alcoholic beverages.

No smoking.

## USHERS

### Ushering Schedule

Assigned monthly from the Evangelism Committee

Ushers can escort mourners to pews, on the Sunday of a Memorial Service.

Usher to light altar candles in the event that confirmand acolyte is not present.

## **WEDDINGS**

Wedding guidelines/procedures are outlined on the wedding contract.

\*Pastor must approve all non-member wedding ceremonies.

**MARRIAGE REQUEST FORM**  
**Zion Evangelical Church**  
**Millstadt, Illinois**

Woman's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone at work: \_\_\_\_\_ Telephone at Home: \_\_\_\_\_

Man's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone at Work: \_\_\_\_\_ Telephone at Home: \_\_\_\_\_

Religious Affiliation: Bride \_\_\_\_\_ Groom: \_\_\_\_\_

\*\*\*\*\*

Wedding Date: \_\_\_\_\_ Rehearsal Date: \_\_\_\_\_

Hour: \_\_\_\_\_ Hour: \_\_\_\_\_

Place: \_\_\_\_\_ Place: \_\_\_\_\_

Number of Groomsmen: \_\_\_\_\_ Number of Bridesmaids: \_\_\_\_\_ Jr. Bridesmaid/Ringbearer: \_\_\_\_\_

Single/Double Ring: \_\_\_\_\_ Flowers to Parents: \_\_\_\_\_ Unity Candle: \_\_\_\_\_ Bulletins: \_\_\_\_\_

Ancelabras (4x7): \_\_\_\_\_ Aisle Candle Holders (12): \_\_\_\_\_ Kneeling Bench: \_\_\_\_\_ Aisle Runner: \_\_\_\_\_

How Many Expected: \_\_\_\_\_ Number of Ushers: \_\_\_\_\_ Who Presents Bride: \_\_\_\_\_

MUSIC: Organist/Pianist: \_\_\_\_\_

Special Music: \_\_\_\_\_

\*\*\*\*\*

**OFFICE USE:**

Conference Dates: \_\_\_\_\_ First: \_\_\_\_\_ Second: \_\_\_\_\_ Third \_\_\_\_\_

Marriage License Number: \_\_\_\_\_

PASTOR'S NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Wedding Contract**  
 Zion Evangelical Church  
 Millstadt, Illinois

Date of Wedding \_\_\_\_\_ Name of Wedding Party \_\_\_\_\_

**IN CHURCH WEDDINGS:**

Pastor	Members (active/communicant) free-will gift	Others \$125	_____
(made payable to the pastor - includes 4-6 pre-marriage conferences, rehearsal & wedding)			
Church Organist	\$75 (made payable to the organist and/or musician(s))		_____
(other musicians & music may be arranged)			
Custodian	\$75 (made payable to the custodian)		_____
Wedding Coordinator(s)	\$50 (made payable to the coordinator(s))		_____
Use of Sanctuary	Members (active/communicant) \$200	Others \$500	_____
Deposit	Members (active/communicant) \$100	Others \$100	_____
Use of Fellowship Hall	Members (active/communicant) \$50	Others \$100	_____
Use of Church Park	Members (active/communicant) \$25	Others \$100	_____
Wedding Bulletins	(Supplied by the Couple)	Printing: \$0.10 per copy	_____
Candelabra Candles	(4 candelabras x 7 candles, we supply candles \$50.00)		_____
	(2 candelabras x 7 \$25.00)		_____
Aisle Candles	(12, we supply \$15.00)		_____
Kneeling Bench		No Charge	_____
Use of Unity Candle Holder		No Charge	_____

**NOTES:**

1. The Wedding Service at Zion is a Christian Service of Worship.
2. Wedding Services at Zion are between a man (husband) and a woman (wife) according to the Bible (Matthew 19:4-6). Therefore, no homosexual union or Wedding Service will be conducted at Zion, nor by the pastor of Zion.
3. All Wedding Services at Zion will be conducted by the pastor of Zion. Other pastors may be included, at the request of the couple, and by approval of the pastor of Zion. Therefore, Zion will not function as a Wedding Chapel that can be rented by non-members.
4. Sanctuary fee plus deposit is due at the time the wedding is scheduled. All other fees are due on the Monday before the wedding.
5. The deposit will be returned one week after the wedding, based on the custodian's approval.
6. The church does not have an aisle runner (Aisle is 69 feet long).
7. Throwing of bird seed, rice, candy hearts, etc. is not allowed.
8. Video taping and photography without lights is permitted when the service begins.
9. Consumption of alcoholic beverages on Zion's church property is not allowed.
10. Smoking is not allowed in any of Zion's church buildings.
11. No eating or drinking is allowed in the church sanctuary.

## CONSENT FORMS

For church activities for children under age 18, a notarized medical consent form for medical treatment, with a signed permission slip from parent or guardian, to be with the driver or the adult leader in charge and a copy on file in the church office. **Anyone transporting children in a church related activity must have a notarized Transportation Authorization Form on file in church office.** These forms need to be updated annually. It is the responsibility of the leaders of the organization or groups to comply with this policy.

**TRANSPORTATION AUTHORIZATION FORM  
ZION EVANGELICAL CHURCH  
MILLSTADT, ILLINOIS**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Insurance Company for vehicle used to transport children/youth: \_\_\_\_\_

Have you ever had a Driver's License revoked or suspended? \_\_\_\_\_

If yes, give details: \_\_\_\_\_

Have you ever been arrested for DUI? \_\_\_\_\_

If yes, give details as to where and when each such charge was made and describe the outcome: \_\_\_\_\_

If transporting children and youth, I agree to:

- Obey all traffic regulations including speed limits and safety restraint requirements.
- Transport only the number of persons my vehicle is equipped to carry.
- Drive only when I am not under the influence of alcohol or other intoxicating drugs.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**CONSENT AND AUTHORIZATION FOR MEDICAL TREATMENT**  
**Zion Evangelical Church**  
**117 W White Street**  
**Millstadt, IL 62260**  
**618/476-1778**

Name \_\_\_\_\_ has permission to participate in activities of ZION UCC youth groups.

Date of Birth: \_\_\_\_\_

Known health problems: \_\_\_\_\_

Known allergies: \_\_\_\_\_

Physician's name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Policy Number: \_\_\_\_\_

Parents address and phone: \_\_\_\_\_

In case of accident or emergency I give consent and authorization to a representative of Zion United Church of Christ, Millstadt, Illinois to obtain and authorize any and all medical, dental and/or surgical care and treatment for my child. If above physician is not available, I authorize such care and treatment to be performed by any licensed physician or surgeon. This authorization will remain in effect until revoked by the undersigned.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

(By completing this authorization form for the purpose of attending \_\_\_\_\_ in \_\_\_\_\_ on \_\_\_\_\_ you grant your authorization to attend and for transportation. Transportation is provided by Zion Church.)

*I understand that there will be chaperones; however, I release the chaperones, Zion UCC in Millstadt, Illinois from the liability that may be sustained due to circumstances over which the chaperones cannot reasonably be expected to control.*

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.