

ZION EVANGELICAL CHURCH POLICY BOOK

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UPDATED FEBRUARY 2024

ZION EVANGELICAL CHURCH

Fund Types

All assets will be divided into fund types as described below.

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, maintenance, etc.

Money Market Fund

Purpose: This fund is made up of several smaller funds, some earmarked for a specific need of the church and others not earmarked.

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

Expenditures: Council has the authority to spend up to \$5,000 (Note: BY-LAWS; Section 8, paragraph F) out of any account for the intended purpose. Council may withdraw from any account (except as noted below) 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.

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."

December 11, 2000; A motion was made at Church Council meeting that any non-designated estate gift of \$10,000 or more be recognized by adding the name of the deceased to the In Loving Trust Window.

Freivogel Cemetery Fund

Purpose: A fund shall be maintained for the Freivogel Cemetery. This fund shall be conservatively invested to earn interest.

Contributions: Contributions may be made by earmarking the donation "Cemetery Fund" or "Freivogel Cemetery".

Expenditures: This fund shall be used for the sole purpose of the perpetual maintenance, repairs, upkeep, and improvements of the Freivogel Cemetery. These Funds, and the interest derived thereof, shall not be used for any other purpose unless approved by a two-thirds (2/3) vote of the Zion Evangelical Church Congregation at a congregational meeting.

Beginning Balance: In December 2023, the Freivogel Cemetery Fund balance was approximately \$254,000.

Baltz Cemetery Fund

Purpose: A fund shall be maintained for the Baltz Cemetery. This fund shall be conservatively invested to earn interest.

Contributions: Contributions may be made by earmarking the donation "Baltz Cemetery".

Expenditures: This fund shall be used for the sole purpose of the perpetual maintenance, repairs, upkeep, and improvements of the Baltz Cemetery. These Funds, and the interest derived thereof, shall not be used for any other purpose unless approved by a two-thirds (2/3) vote of the Zion Evangelical Church Congregation at a congregational meeting.

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.
12. ***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/Ring bearer: _____ Single/Double Ring: _____

Flowers to Parents: _____ Unity Candle: _____

Bulletins: _____ Candelabras (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; _____ Fourth; _____

Marriage License Number: _____

PASTOR'S NOTES:

FINANCES

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

*New constitution/by-laws approval 11/2000

SAFE DEPOSIT BOX

The Church Treasurer and Pastor are authorized to represent Zion Evangelical Church for access to the safe deposit box at First National Bank in Millstadt. They are also authorized to 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 and is 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 Evangelical Church 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 and the pastor or pastors (2) 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.
2. 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.
3. 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.

4. 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.
5. Unused Funds
 - 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.
6. 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.
7. This policy is to become effective as of February 9, 1993.
8. 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.
9. Funds may also be used for Bethel Bible Studies.

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 buying and giving 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.

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 Sundays 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 confirmand's 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 verse on it.

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 its 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.

FUNERALS

Members: No charge

Non-members: \$100 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. There will be a \$100 set-up fee for the Fellowship Hall.

FREIVOGEL CEMETERY

Policy updated June, 2015

The cost is \$1,000 for two gravesites; \$600 for an individual gravesite; and \$300 for a child's gravesite (5 years and younger). Sales are open to 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.
 - Weekdays: \$800
 - Saturday, Sunday and holidays: \$1,000
 - Age 5 and younger: \$300
 - Age 5 and younger Saturday, Sunday and holidays: \$500
 - Ashes: \$300
 - Ashes Saturday, Sunday and holidays: \$500
- The church guarantees perpetual care of the cemetery.

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

CEMETERY CONTRACT (See next page)

GIFTS

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

* In January of 2015, the Council decided to make all expenses related to burial in Freivogel Cemetery the same as what the Village charges. Listed below are the prices the Village charges for burial expenses (as of June 2015).

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

COUNTING PROCEDURES

1. Open all offering envelopes. Separate checks, cash offerings and loose offering. 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 1st National Bank of St. Louis deposit bag and secure with padlock.
Take the deposit bag and key and deposit in the after-hours depository 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.

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.
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.

DUTIES OF FINANCE AND BUDGET COMMITTEES

Position Description: Finance and 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. Understand and uphold the mission of the church.
2. Develop a broad understanding of the stewardship of life.
3. Serve as a board of finance to oversee the church's monetary resources, including developing a budget and overseeing its operation.
4. Keep the congregation informed of our investments in mission and show appreciation for support received.
5. Work closely with Council and Stewardship/Missions Committees updating and reviewing on an ongoing basis with a Council liaison.

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.

DUTIES OF BOARD OF CHRISTIAN EDUCATION

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 Pastor 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 Pastor 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. Insure that what is taught in the educational program is consistent with the beliefs valued by the church.
4. Survey the educational needs of all age groups in the church.
5. Develop goals and objectives for the Christian Education program.
6. Provide opportunities for training and support for teachers and leaders in the educational program.
7. Provide curriculum and supplementary materials and equipment for the educational program.
8. Provide 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.

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.

DUTIES OF EVANGELISM COMMITTEE

Position Description: **Evangelism Committee**

Responsibilities:

1. Help the congregation understand and value the evangelism task of the church.
2. Develop and oversee a plan of lay visitation for non-members and new residents in the community.
3. Plan publications about the church.
4. Plan the use of newspapers, radio and television.
5. Be 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.

DUTIES OF 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 welcomeers 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 Lilies, Christmas poinsettias, roses for newborns, gifts for confirmands, etc.).
7. Provide the proper altar cloths for each Sunday of the liturgical year, provide for and place banners in the sanctuary, replace candles and wicks when needed.
8. Prepare baptismal font and arrange for clean-up.

Attributes Needed:

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

DUTIES OF 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 Pastor (and other staff) and members of the congregation. It helps the Pastor 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 (when there is one).
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.

DUTIES OF 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 7:00 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 Minutes 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

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

Communion

- Served the 1st 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.

DUTIES OF 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. Understand the mission priorities of our church.
2. Develop a broad understanding of the stewardship of life.
3. Educate the church about the broad meaning of stewardship as well as the importance of supporting the church's ministry.
4. Train people for financial enlistment.
5. Set goals for basic support of missions, taking into consideration the recommendation of the **Illinois South conference**.
6. Recommend our church's participation in special all-church appeals, set goals for such appeals, and promote 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.

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.

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

- A. Chairs and tables in the Fellowship Hall may not be removed.
- B. Boy Scouts/Girl Scouts of America may use the Fellowship Hall at no charge.
- C. No smoking, drugs or alcohol is permitted on the premises.

USE OF CHURCH PROPERTY

- A. Roasters, coffee pots or kitchenware can be used by church members at no charge, with office approval.
- B. Anything that is used in the church sanctuary should not be removed for personal use. (This includes gold altar vases and wedding candelabra.)
- C. Chairs and tables stored in the garage may be used by current members at no charge (with office approval).
- D. The use of Zion Evangelical Church property for any politically oriented activity is prohibited.
- E. No membership list will be provided to other outside organizations for soliciting of funds**

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 _____.

I, _____ agree to see that the policies
(printed name of person responsible - must be 21 years of age)

set by Zion Evangelical Church as regards to use of meeting spaces are followed by the requesting party.

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 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.
- Absolutely no glitter is allowed in the Fellowship Hall
- 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 is needed, arrangements must be made 24 hours in advance with either the Church office employees 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.

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 _____.

I, _____ agree to see that the policies
(printed name of person responsible - must be 21 years of age)

set by Zion Evangelical Church as regards to use of meeting spaces are followed by the requesting party.

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 REFUNDABLE \$50.00 DEPOSIT. 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 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.
- Absolutely no glitter is allowed in the Fellowship Hall
- 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 is needed, arrangements must be made 24 hours in advance with either the Church office employees 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 4/2019

**Request for use of space at
Zion Evangelical Church**

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
(printed name of person responsible - must be 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 deposit will be required. Failure to abide by the stated rules may result in not receiving your deposit back.

- Activities shall be confined to room(s) which have been prearranged.
- Absolutely no glitter is allowed in the Fellowship Hall
- Upon completion of each activity or event, please:
 - Return all tables and chairs to their original location.
 - Be sure the room is clean and ready for the next activity.
 - Put all trash in the trash cans.
- 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.
- Church events will take precedence over scouting events.
- If there are any questions, please call 618/476-1778.

**Zion Evangelical Church
117 West White Street
Millstadt, IL 62260**

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. 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. Through the years, the Women's Fellowship has evolved, changing and updating missions and activities to address needs as they too have changed.

Women's Fellowship meets on the first Thursday of the months of September, October, and November. This is then followed with a three month winter break. Meetings reconvene on the first Thursday of the months of March, April and May. A three-month summer break completes the annual session. All meetings are held at noon with lunch. In December we have a Holiday appreciation luncheon and in mid-May we have our Ladies Spring Luncheon.

Funding for our missions and activities are raised through membership, quilting, donations, and our annual Spring Ladies Luncheon held in mid-May. This Spring Luncheon is followed by a program and each year we invite all women from area churches. These proceeds are donated to various projects within the Zion Church community including Z-Team projects, Sunday School and Vacation Bible School. We also assist with the fees for summer church campers. Donations are also made to New Athens Home, Millstadt Food Pantry, and other church and community needs as agreed upon by members.

Our service to the Lord includes the following:

1. **Quilters:** A group of ladies who quilt with proceeds going to the Women's Fellowship.
2. **Altar Guild:** Volunteers who change the flowers and the parapets in the church on a monthly or as-needed basis.
3. **Cre8ive Souls:** Members who meet monthly to create handmade cards, sending them to all church members 65 years of age and older. Cards are also sent to those hospitalized or undergoing catastrophic illness, for sympathy and for special anniversaries of members.
4. **Bereavement Committee:** Volunteers who set up, provide and serve a luncheon following funeral services, per the family of the deceased wishes. Family provides payment for meat dishes if they are desired, with Women's Fellowship donating several side dishes.
5. **Zionettes Kitchen Band:** Individuals who provide entertainment at various nursing and assisted living homes throughout the area.
6. **Memorial Hospital Auxiliary:** Volunteers who serve at Memorial Hospital, undertaking several functions.

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

Every two years, an election of officers is conducted.

ZION YOUTH FELLOWSHIP POLICY
January, 1993

AGE LIMIT: Until age of 19 years.

OFFICERS: Must be a member of Zion Evangelical Church

ZION MEN'S FELLOWSHIP

Brotherhood of Evangelical Zion's Congregation was formed on June 30, 1920 with 71 charter members. The Constitution and Bylaws were adopted accordingly. Later on in the history the name was changed to Zion Men's Fellowship.

Membership is open to all men above the age of 16 in the church. The format is inspirational, informative and entertaining. Through the years the Men's Fellowship has focused on the needs of the church by contributing to church projects, etc.

Men's Fellowship meets on the 4th Monday of the months of September through May. This is followed by a 3-month summer vacation. All meetings are held at 7:30 p.m. in the fellowship hall.

Our major focus has been the following:

1. Wurstmarkt: this is held on the second Saturday of November. All congregation members are invited to participate and support this event. Funds raised are used to support projects within the church.
2. Dart Ball League: All men are invited to participate in this league, which is held from September through April. Our church participates with several other churches in a travelling league playing on the first and third Thursday of the month. Trophies are provided to the team with the best record and to individuals having the highest standing (home run and best batting average).
3. Co-sponsor the annual family banquet.

We operate on a no-dues system encouraging participation from the congregation.

CONSENT AND AUTHORIZATION FOR TRANSPORTATION

Zion Evangelical Church
117 W White Street
Millstadt, IL 62260
618/476-1778

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Driver's License: _____

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 FORMS

For church activities for children under age 18, a notarized medical consent form for medical treatment and a signed permission slip from parent or guardian are 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 the 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.

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 EVANGELICAL youth groups.

Date of Birth: _____

Known health problems: _____

Known allergies: _____

Physician's name: _____ Phone: _____

Medical Insurance Company: _____

Policy Number: _____

Parent's address and phone: _____

In case of accident or emergency I give consent and authorization to a representative of Zion Evangelical Church, 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 _____.

Notary Public

NEW MEMBER REQUEST FORM

Zion Evangelical Church
Millstadt, Illinois

Full Name: _____
 First Middle Last (Maiden)

Address: _____
 Street City State Zip

Phone: Home: _____ **Cell (Optional):** _____

e-mail Address: _____

Birthday: _____ **Baptized:** ___ Yes ___ No

Please indicate by which means you are becoming a member of Zion Evangelical Church.

___ **Baptism** ___ **Confirmation** ___ **Transfer** ___ **Profession of Faith**

Previous Church/Faith Experiences: _____

Your Occupation: _____

Place of Employment: _____

Work Telephone (Optional): _____

Talents, Hobbies, Interests: _____

Spouse's Name: _____
 First Middle Last (Maiden)

Birthday: _____ **Marriage Date:** _____

Children: _____
 First Middle Last Birthday

Children: _____
 First Middle Last Birthday

Children: _____
 First Middle Last Birthday

OFFICE USE:

Counseling Date: _____ **Member Class:** _____

Membership Date: _____ **Sponsor:** _____

MEMBERSHIP

Each new member is given the following:

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

Inactive 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.

Inactive 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

REQUEST FOR USE OF ZION FELLOWSHIP PARK

I/We _____

request the use of **Zion Fellowship Park** at 840 S. Jefferson, Millstadt, Illinois 62260

Date _____ From _____ (after 8:00 AM) to _____ (before 10:00 PM).

I, _____, agree to see that the policies set by Zion Evangelical Church in
(Please print the name of person responsible who must be a minimum of 21 years of age)

regard to Zion Fellowship Park are followed by the requesting party.

Signature of person responsible

Approximate number attending

Address

Telephone number

PLEASE SIGN AND RETURN ONE COPY TO THE CHURCH OFFICE NO LATER THAN 10 DAYS PRIOR TO THE EVENT. AN ENVELOPE IS ENCLOSED FOR YOUR CONVENIENCE.

PLEASE TAKE THE OTHER COPY WITH YOU TO ZION FELLOWSHIP PARK.

Zion Fellowship Park is maintained by members of this congregation as a gift of God entrusted to us for the use and enjoyment of all people. Members' resources primarily provide for its maintenance.

We also ask you to observe the following policies for use:

1. Leave the park neat and clean; all trash placed in containers.
2. Keep vehicles on paved roadways only.
3. Park opens at 8:00 AM and closes 10:00 PM.
4. Use moderation in providing alcoholic beverages (beer wagons are prohibited). Alcoholic beverages served or consumed by minors prohibited.

Failure to abide by the above rules may result in immediate cancellation of park usage.

ZION EVANGELICAL CHURCH IS NOT RESPONSIBLE FOR ACCIDENTS THAT MIGHT OCCUR WITH INJURY RESULTING, BUT NOT LIMITED TO, RENTED EQUIPMENT, ANIMALS, AND/OR GAMES BROUGHT ONTO THE PARK PREMISES BY EITHER A CHURCH EVENT OR INDIVIDUAL(S) RESPONSIBLE FOR REQUESTING THE USE OF THE PARK. UPON REQUEST, ZION EVANGELICAL CHURCH MAY REQUIRE A COPY OF THE INDIVIDUAL/ORGANIZATION'S LIABILITY POLICY.

WILL YOUR GROUP NEED THE USE OF THE VOLLEYBALL NET?

_____ YES _____ NO

If you have any questions, feel free to contact the Church Office at 618-476-1778.

**We encourage people who use the park to make a minimum donation
of \$50 to Zion Evangelical Church**

PERSONNEL POLICIES AND PROCEDURES

Zion Evangelical Church

Millstadt, Illinois

General Policies

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

Definitions

“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.

All employees listed above shall be designated as the following:

Means of Compensation

“Salaried Employees” are compensated with a fixed wage and work as needed to accomplish the assigned job description.

“Hourly Employees” are compensated with hourly wage based on hours worked.

Hours of Work

“Full-Time Employees” work a minimum of 40 hours per week.

“Part-Time Employees” work less than an average of 40 hours per week.

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

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.

Salary and Supplementary Compensation

Policy

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

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.

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.

Health Insurance

Policy

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

Procedure

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

Retirement/Annuity Plan

Policy

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

Procedure

Retirement/annuity compensation will be paid quarterly.

Personal Leave

Policy

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

Procedure

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.

Any additional personal days must be approved in advance by the Church Council and will be without pay.

Holidays

Policy

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

Procedure

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

New Year's Day	Labor Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day

Notes:

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.

Only employees scheduled to work on a holiday qualify for holiday pay.

Vacations

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.

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.

Consultation and Appraisal

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.

Procedure

An annual performance review will be completed by the pastor for all staff members in September.

The Church Council will conduct an annual appraisal of the pastor in September.

The Staff/Parish Relations committee will review all employee appraisals by September 30.

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

Probationary Period

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.

Procedure

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

Complaint and Grievance Procedure

Policy

Complaints and grievances shall be handled promptly with full resolution.

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.

Exit Interviews

Policy

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

Procedure

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

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:

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

Chairman, Personnel Committee

Pastor

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:
Through the Board of Christian Education to the Pastor and Council

Responsibilities:

- Help the congregation understand the value of Christian Education.
- Work with the pastor to administer the church's educational program including the selection of teachers and leaders.
- Insure that what is taught in the educational program is consistent with the beliefs valued by the church.
- Survey the educational needs of all age groups in the church.
- Develop goals and objectives for the Christian Education program.
- Recruit workers and provide opportunities for training and support for teachers and leaders in the educational program.
- Recruit and support workers and maintain a group of informed and prepared substitute teachers.
- Plan and preside at regular teachers' meeting.
- See that conference educational opportunities are made available to the teachers.
- Provide curriculum and supplementary materials and equipment for the educational program.
- Provide information about the educational program for the church calendar, bulletin and newsletter.
- Meet with students and get them into the right classes.
- Order and distribute, in a timely fashion, equipment and general supplies, and evaluate and encourage effective use of curriculum materials.
- Arrive early to be sure that the building and all facilities are in order and that teachers, supplies and equipment are ready.
- Plan, coordinate and lead special Sunday School programs (i.e. Rally Day, Christmas Program, Lenten Project, Mothers' Day, Sunday School Picnic, VBS).
- Plan and coordinate the summer program if it is different than the rest of the school year.
- Keep parents informed concerning programs, activities, special events, time changes and the like.
- Obtain from parents signed permission and release forms for special events that require such.
- Keep informed about the general running of the Sunday School.
- Involve the Sunday School in the total life of Zion Evangelical Church
- Be an advocate for Christian Education in general.
- Meet regularly with the Board of Christian Education.

Relationships:

- A passion to help others know and love the Lord.
- Understanding of what you do as ministry.

Appreciation for the needs of various groups in the church.
Ability to look at the whole educational program, even when your interest is in one part of the program.
Interest for increasing your own knowledge.
Experience as a Sunday School or public school teacher.
Ability to organize and administer, listen, be flexible, be adaptable and willing to grow and learn.
Ability to delegate responsibility, encourage creativity and independent thought.
Ability to set goals and ensure progress toward those goals.
Ability to provide a sense of achievement, recognition and appreciation for others.
Ability to communicate and persuade.

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 Sundays and special services.
Robes need to be ordered one full month before Presentation Sunday by sending in each confirmand's measurements.
Each confirmand will receive confirmation certificate, along with memory verse as a keepsake.
Always act 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 Board of Christian Education.

Chairman, Personnel Committee

Christian Education Director

Date

JOB DESCRIPTION

Title: **Church Custodian**

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

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

Responsibilities:

- To keep building clean and well-maintained on the inside and outside, in order to avoid the need of a general house cleaning.
- To have the rooms (including furniture) arranged in an agreed-upon manner for all authorized functions of the church, including funerals and weddings.
- To toll the church bells in accord with accepted custom and play chimes on such time as the Council shall direct.
- To regulate the heating and cooling in the sanctuary.
- 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.
- To maintain security of premises, to be sure building is in safe condition and locked when premises are vacant.
- To perform minor repairs to equipment, masonry, electrical system, plumbing, and immediate temporary repairs in an emergency.
- To purchase only janitorial and church supplies. Other items need to be presented to Council for approval.
- To keep Council informed of major repairs needed.
- To place trash at curb side the evening before weekly pickup.
- To keep park buildings clean and well-maintained on the inside and outside.
- To turn on/off water, lights before/after renting out park, secure premises after activities are over, and remove trash.
- To confirm use of park by authorized group and spot check proper adherence to park rules.
- To 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: Initial performance review will be conducted after 90 days of employment and then annually by the Pastor.

President, Church Council

Church Custodian

Date: _____

JOB DESCRIPTION

Title: **Park and Freivogel 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:

To maintain all grounds, such functions as cutting grass, trimming trees, etc.

To perform minor repairs on machinery and equipment and immediate temporary repairs in an emergency.

To keep Council informed of major repairs needed.

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

Evaluation: Initial performance review will be conducted after 90 days of employment and then annually by the Pastor.

President, Church Council

Park and Cemetery 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:

- Will assist in the cleaning and dusting of the church and educational buildings, the washing of windows, waxing and mopping of floors
- Will assist, as needed, in the exterior appearance of all church property.
- Will assume the responsibility of the custodian, during his absence to carry out the following: locking all doors and turning off all lights.
- 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: Initial performance review will be conducted after 90 days of employment and then annually by the Personnel Committee.

Chairman, Personnel Committee.

Assistant Custodian

Date: _____

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.

Chairman, Personnel Committee.

Secretary

Date: _____

JOB DESCRIPTION

Title: **Treasurer**

Purpose: To maintain 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.

Chairman, Personnel Committee.

Treasurer

Date: _____

JOB DESCRIPTION

Title: **Choir Director**

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.

Chairman, Personnel Committee.

Choir Director/Organist

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.

Chairman, Personnel Committee

Junior Choir Accompanist

Date: _____

JOB DESCRIPTION

Title: **Organist**

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

An organist's pay for a funeral in church is \$75.

Title:

JOB DESCRIPTION

Title: **Junior Choir Director**

Purpose: To lead the Junior 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 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 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 unable 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: _____

USHERS

Ushering Schedule:

Assigned monthly by 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.

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 one-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.

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/food left in the refrigerator or freezer.

No alcoholic beverages.

No smoking.

ZION EVANGELICAL CHURCH POLICY BOOK

1. **Fund Types**
2. **Zion Church Seminary Student Grant Fund**
3. **Baptism**
4. **Confirmation**
5. **Weddings**
6. **Funerals**
7. **Cemetery**
8. **Duties of Zion's Committees**
Board of Christian Education; Council; Evangelism; Finance/Budget; Personnel; Stewardship/Mission; Worship/Music
9. **Fellowship Hall**
10. **Church Fellowships**
Mens; Womens; Youth
11. **Consent Forms**
Transportation; Medical
12. **New Members**
13. **Fellowship Park**
14. **Personnel Policies**
15. **Job Descriptions**
- 1B. **Information & Procedures**
Ushers; Church Camp; Kitchen Use; Safe Deposit Box; Sunday Offering Recording, Board of Christian Education; Finances

REVISED 2013

UPDATED AUGUST 2013

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.