

# MESSIAH LUTHERAN CHURCH OF CAMROSE

## SECTION I

### SERVICE

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# MESSIAH LUTHERAN CHURCH OF CAMROSE

## GOOD SAMARITAN FUND

*The Good Samaritan Fund is a discretionary fund maintained by special donations. Sometimes those who have received assistance repay the fund when they are able.*

- 1.** The Good Samaritan Fund is to be used to provide assistance to people with special needs when regular assistance programs are not able to meet because of such things as lack of funding, lack of jurisdiction, emergencies or special case situations.
- 2.** Neighbor Aid or other appropriate agencies are to be consulted whenever possible to make certain that this assistance cannot be provided in another way.

Some examples of the situations that have been dealt with in the past:

- gas or a bus ticket to help out a stranded traveler
  - special transportation needs on a temporary basis
  - funding to send children to a church camp program
  - marriage counselling expenses
  - rent and power bill payments
  - special requests from Neighbor Aid such as funds to buy building supplies to renovate a trailer for a family in need
- 3.** The Senior Pastor is to oversee how funds are used with some discretionary authority delegated to other members of the Ministry Team whenever this is a more practical arrangement.
  - 4.** No cash is to be given out. If food is required, a food voucher is to be given. Any cash transactions such as purchasing gas, a bus ticket, paying rent or a power bill will be done by a staff member.
  - 5.** All funds are to be distributed through the Bookkeeper and receipts are required.

Approved by Church Council on. January 28, 2010  
Last reviewed by Service Committee, January 21, 2010  
Amended by Church Council on ...

# MESSIAH LUTHERAN CHURCH OF CAMROSE

## MINISTRY WITH SENIORS GROUP

The members of the Ministry with Seniors Group are an ad hoc group of the Service Committee. They provide support to members of Messiah who are 81 years of age or older. Some examples of the ministry provided are:

1. Luncheon after the Special Christmas Communion Service. This service is for those who have difficulty attending regular worship services. It is held on a weekday prior to the regular Christmas services on a date convenient to both those attending and the Group. The Group assists with transportation arrangements and serves soup, bread and cookies on tables decorated for Christmas in the Fellowship Centre.
2. Visiting and bringing a Birthday Card on Birthdays. The list of seniors is divided among Group members. Three times a year, each member is responsible for visiting five or six people. New cards are printed each year; usually with a picture taken at the church.
3. May and June Teas. Each year the Group invites members of the congregation to host a Tea/Coffee Party in May or June. There are usually 12 hosts/hostesses. The list of seniors (and their spouses) is divided into groups. The host/hostess is responsible for inviting their group, arranging rides and entertaining their guests.

Adopted by Church Council on October 28, 2010  
Last reviewed by Service Committee on October 5, 2010  
Amended by Church Council on --

## STEWARDSHIP OF CREATION

1. All groups in the congregation are encouraged to buy only Fair Trade coffee and tea for church related activities at which refreshments are served.
2. All groups in the congregation are encouraged to use cups other than those made with Styrofoam.

Adopted by Church Council on May, 1989  
Last review by Service Committee on Mach 10, 2010  
Amended by Church Council on October 28, 2010

# MESSIAH LUTHERAN CHURCH OF CAMROSE

## VOLUNTEER MINISTRIES

The mission of Messiah Lutheran Church has been greatly enhanced by the ministry of countless volunteers. Volunteers are an integral part of much of what we do.

Recently there has been a growing awareness of the need to establish guidelines or “policies and procedures” which will assist both the organization and the volunteer in enhancing the volunteer experience and reducing the risks inherent in the field of volunteering.

Organizations have a legal responsibility and a moral responsibility, “a duty of care” to those they seek to serve. Duty of care is defined as the moral, ethical and legal obligation one person owes another, in particular the duty to protect from harm. To achieve this the following policies are proposed for adoption by Messiah Lutheran Church for all volunteer positions where there is identified a “position of trust” or other high risk activity.

**Position of trust** is one where there is:

1. authority over another
2. unsupervised access
3. creation of a close personal bond
4. service which renders client vulnerable

High risk activities could include travelling (transporting youth), access to person (home visits), access to property (counting money), one-on-one relational contact.

Policies are proposed for three main areas, as follows:

### 1. **Job/position descriptions**

A job description will be created for any volunteer position identified as being a position of trust or other high risk activity. The level of trust and degree of vulnerability will be considered when determining the necessity of a job description. Included will be specific lines of authority, responsibility and accountability. The development of these job descriptions will be the responsibility of the committee with oversight of that area of service. A sample job description is attached.

### 2. **Screening**

Appropriate screening procedures will be identified for those volunteer positions deemed to require them. These can include application forms, job interviews, reference checks, valid drivers licence checks, etc. Police or criminal records checks need also be considered if the level of risk inherent in the position indicates it. Participation in the screening process will include appropriate staff and committee representatives.

### 3. **Supervision**

The process of ongoing evaluation and supervision of volunteer activity will be defined and understood by all; staff, committees, and volunteers. Orientation to the specifics of the job will be provided. Time periods for review will be established. Avenues of communication will be clearly stated. Responsibility for contact with those receiving the service will be determined and a system for feedback developed.

## **MESSIAH LUTHERAN CHURCH OF CAMROSE**

Negligence is when a person or organization fails to exercise the reasonable care that a prudent, reasonable, person would have given under the circumstances. Policies provide a structure for sound volunteer management including enhancement of programs and minimization of risk. Policies also establish values, beliefs, and directions for volunteer involvement. They articulate the importance of volunteers and contribute to increased satisfaction and recognition.

Adopted by Church Council on October 28, 2010  
Last review by Service Committee on April 1, 2010  
Amended by Church Council on --

# MESSIAH LUTHERAN CHURCH OF CAMROSE

## PROTECTION & SCREENING GROUP

### 1.1 ELIGIBILITY FOR MEMBERSHIP

- 1.1.A Members or friends of Messiah who are actively involved in the life and mission of the Congregation are eligible to serve on the Group.

### 1.2 DURATION OF SERVICE

- 1.2.A Membership in the Group is voluntary for as long as a member of the Group has interest and is able to fulfill the responsibilities of the Group.

### 1.3 SCOPE OF AUTHORITY

- 1.3.A The Protection & Screen Group is authorized by the Support Committee to pursue its specific task, ministry.
- 1.3.B may authorize and take on expenses with approval by the Support Committee
- 1.3.C may take any action within its specifically mandated function
- 1.3.D shall act according to the Constitution, Bylaws and decisions of the Congregation, as well as the policies and procedures established by the Church Council and the Standing Committee

### 1.4 RESPONSIBILITIES

- 1.4.A to ensure that the provisions within *Policy for Protection of Children, Youth and Other Vulnerable People* are being implemented
- 1.4.B to screen all volunteers who work with children, youth and vulnerable adults, in accord with the *Policy for Protection of Children, Youth and Other Vulnerable People*
- 1.4.C to ensure that the appropriate coordinator offers an introductory session to review the *Policy for Protection of Children, Youth and Other Vulnerable People* for all prospective volunteers
- 1.4.D to coordinate training sessions in early September
- 1.4.E to recommend to the Support Committee any changes in policy that need to be considered
- 1.4.F to ensure that proper documentation is maintained
- 1.4.G to act in accord with the Privacy Policy
- 1.4.H to provide reports of its activities to the Support Committee

Adopted by Church Council on September 26, 2012  
Last Reviewed by Support Committee ---

Amended by Church Council on February 19, 2015 (added to Service from Support)