

MESSIAH LUTHERAN CHURCH OF CAMROSE

SECTION J

SUPPORT

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COLOUR ADVISOR

Because aesthetics is such a personal matter, past experience has indicated that it is very difficult to make colour selection a matter of congregational decision. Therefore, whenever colours are being selected, it was deemed wise to ask someone with demonstrated knowledge of colour selection to give careful study to the matter and to provide considered advice and to take that advice.

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 as colour advisors and are appointed by the Support Committee.

1.2 DURATION OF SERVICE

1.2.A A colour advisor serves as long as is mutually agreeable to both the individual and the Support Committee

1.3 SCOPE OF AUTHORITY

1.3.A 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 Support Standing Committee

1.4 RESPONSIBILITIES

1.4.A provides the Support Committee with advice whenever changes in colour or flooring are being considered for the exterior of the building, entrances and hallways, and major meeting places such as the Sanctuary, the Church Office and Work Room, the Basement Auditorium, the Fellowship Center, the Youth Room, the Kitchens, the Chapel and the Lounge.

1.4.B may provide advice, if requested, whenever changes in colour or flooring is being consider for areas not listed in 1.4.A

Adopted by Church Council, January 28, 2010
Last Reviewed by Support Committee November 11, 2010
Amended by Church Council ...

MESSIAH LUTHERAN CHURCH OF CAMROSE

CONGREGATIONAL MAILBOXES

The congregational mailboxes are to be used only for the dissemination of news and information pertaining to committees and ministries of Messiah, the ELCIC, CLBI, Bethany and Hastings Lake Bible Camp.

No material of commercial or a partisan political nature is to be placed in them.

Any material not clearly described by that statement should be brought to the Church Office and, if necessary, to the Support Committee for a decision regarding its suitability.

Whenever possible, no material longer than 11.5" should be inserted in the mail-boxes as the protruding material obscures the names, making access difficult.

Adopted by Church Council on November 18, 2010
Last Reviewed by Support Committee November 11, 2010
Amended by Church Council on --

MESSIAH LUTHERAN CHURCH OF CAMROSE

COUNTERS

GETTING ORGANIZED

1. Retrieve the **offering bag** from the drop box.
2. Things for ***Eternity for Today* / MLW / CLBI / Augustana** go to Church Office.
3. Use extra envelopes from the cupboard to record **loose cheques**, ensuring correct envelope number & name is recorded. If there is no number, record name and address.
4. Watch out for **old envelopes** from a previous year. The number may have been reassigned to someone else.
5. When you receive **money from services outside the Sunday morning services** (such as communion at the seniors lodges), do not treat this as specials. Simply include it with the regular offerings and handle it in the normal way.
6. When you receive **money collected at a special event** for a special cause such as a concert, treat this money separately, including any loose offering, and record it in the Special columns only. Do not record any loose offering from this event under Plate.
7. **Group envelopes** (1-30, 31-70, 151 - , etc. and Special Offerings. Then put in numerical order within each group.
8. **Recheck envelopes for Special Offerings.**

In some cases, there will be a regular offering and a Special Offering **on the same cheque**. Make a separate envelope for the Special Offering and put a slip of paper in your cheque pile for the amounts of each offering. The paper is counted as a cheque. Hold the cheque back until you compile the full cheque total. Then replace the slips of paper with the cheque.

(US currency is treated as a “special.”)

9. As you take the contents out of the envelopes, write amounts on top right hand corner – **CQ for cheque, C for cash**. (It helps if you need to cross check for differences. Check for postdated cheques.)
10. Please tuck in flaps of envelopes and **write name of contributor**. This helps those who post to double check names.

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RECORDING

11. Record **Special Offerings** on Special Offering Summary Sheet and transfer total to Special column on Balance Sheet. Memorial contributions that are not designated go to Debt Retirement.

When there is **US currency**, do not total the offering. List Canadian cash and cheques but leave the line for US currency blank and the total blank so that the bank can convert this money to Canadian funds.

12. **Tally cash** on Balance Sheet in appropriate columns and your cheques with the calculator and add these figures. Total the amounts shown on the corner of your envelopes. If the two totals are balanced, you are balanced. Make sure that you write on the tape what it was used to calculate. (e.g. "Envelopes 1-30")
13. Two people must **sign the Balance Sheet**. They must not be related (i.e. husband and wife).

MAKING UP THE DEPOSIT

14. Please **roll coins** for the bank. We could be charged for unrolled coins.
15. **Two copies of deposit slip** go to the bank. (However, **if there is US currency**, all three copies of the deposit slip go to the bank for them to do the totals.) Make a separate **calculator tape** for all cheques and include it with the deposit. Place Bag # Tape with Balance Sheet.

FINISHING UP

1. **Leave all envelopes, calculator tapes, a copy of the deposit slip, Balance Sheet and Special Offerings Summary, Canadian Tire money and the Coffee Fellowship envelope in the counting room.**
2. Return **offering bag** to Sacristy.
3. Two people take **deposit** to the Royal Bank Night deposit.

PRIVACY POLICY

1. Counters must adhere to the Privacy Policy.

Thank you for serving with your time and ability in this very important way.

Adopted by Church Council on November 18, 2010
Last Reviewed by Support Committee November 11, 2010
Amended by Church Council on --

MESSIAH LUTHERAN CHURCH OF CAMROSE

DESIGNATED DONATIONS

a) For general fundraising:

To avoid being legally precluded from using designated funds at all if a project is oversubscribed or is terminated, the following policy is in place and is published:

Spending of funds is confined to council approved programs and purchases. Each gift designated toward an approved program will be used as designated with the understanding that when any given need has been met, or where projects cannot be carried out for any reason, designated gifts will be used where needed most.

b) For special purpose funds:

For a donor to modify the restrictions of a gift in order to give the congregation ultimate control over the use of the funds:

“The donor hereby authorizes the church to use the designated funds for other church programs if the program or project for which the enclosed gift is designated has been fully funded or if the church council, in its sole discretion, decides that the program or project for which the funds are designated will not be carried out.”

c) Special Funds Received for TV Ministry

1. Special funds received for TV Ministry through TV appeals and sources other than the annual budget shall be used to improve the quality of the TV program at Messiah Lutheran Church.
2. The funds shall be used as soon as possible after they are received.
3. The Church Council is to approve the potential use of the funds.
4. The congregation is to be made aware of the use of special funds to improve the service and equipment used for the TV program.
5. The Support Committee will seek to maintain a positive liaison with the local cable TV station.

Adopted by Church Council on May 14, 2009
Last Reviewed by Support Committee November 11, 2010
Amended by Church Council on November 18, 2010

MESSIAH LUTHERAN CHURCH OF CAMROSE

GUIDELINES FOR MESSIAH MESSENGER

Purpose:

To provide a vehicle for support, stimulation, growth and information for the members of Messiah Lutheran Church.

Objectives:

1. To publish *Messiah Messenger* 11 times a year, monthly except for a combined July/August issue.
2. To promote and disseminate news and announcements from all Messiah's ministries.

Editorial Guidelines:

1. All copy intended for *Messiah Messenger* should be 500 words or less in length and in the Church Office by two Tuesdays before the last Friday of each month.
2. The Editor may condense, revise or use excerpts from such copy to produce articles appropriate for the topic and the issue in question.
3. Any copy not pertaining to Messiah's ministries should be routed to the Senior Pastor or one of the Standing Committees for a recommendation about whether or not it is appropriate to be in *Messiah Messenger*. Including the material will still be at the discretion of the Editor.
4. A web version of *Messiah Messenger* will be distributed by email to as many members as possible. Printed copies are to be delivered, as far as is practical, to the home address of members who are Camrose residents and to the church mailboxes of those members who are not Camrose residents. This delivery is to begin on the last Friday of the month of publication and to be completed as soon as possible.
5. Copy unsigned by the person or Standing Committee submitting it will not be printed.

Fiscal Organization:

1. The Editor shall be a volunteer position without financial remuneration.
2. A budget shall be submitted by the Support Committee to cover paper, printing, mailing and secretarial costs.

(SEE ALSO SECTION H – WITNESSING: EDITOR MESSIAH MESSENGER)

Adopted by Church Council on November 18, 2010
Last Reviewed by Support Committee November 11, 2010
Amended by Church Council on --

MESSIAH LUTHERAN CHURCH OF CAMROSE

GUIDELINES FOR MESSIAH WEBSITE

Purpose:

To support the mission of Messiah Lutheran Church - Sharing Jesus Christ with all People - by providing a vehicle for information for the members of Messiah and the wider community.

Objectives:

To promote and disseminate information and announcements electronically for all of Messiah=s ministries.

Editorial Guidelines:

- 1) The input of all copy will be done by authorized personnel of Messiah.
- 2) All copy will be submitted to the Senior Pastor for approval.
- 3) Personal information about members will not be posted on the Web, with the exception of information published in *Messiah Messenger* and the Sunday worship folder.
- 4) Photos will only be used with written consent.

(SEE ALSO SECTION H – WITNESSING: MANAGER OF MESSIAH WEBSITE)

Adopted by Church Council on May 25, 2005
Last Reviewed by Support Committee November 11, 2010
Amended by Church Council on November 18, 2010

LOANING MESSIAH PROPERTY

The items which can be loaned out are limited to

- the 32 inch by 8 ft wooden folding tables
- the white chairs

No damage deposit will be charged.

Loan items will be signed out.

Adopted by Church Council on January 17, 2008
Last Reviewed by Support Committee November 11, 2010
Amended by Church Council on November 18, 2010

MESSIAH LUTHERAN CHURCH OF CAMROSE

OFFICE VOLUNTEER

Purpose

This is a ministry of hospitality and service. Volunteers in the office are valuable resources providing necessary assistance to the ministry team.

Responsibilities

1. welcoming visitors in a prompt, warm and friendly manner
2. answering the telephone promptly, courteously and efficiently
3. taking and directing messages accurately
4. referring a member or visitor to a staff person who may assist them further
5. assisting with general office duties including:
 - preparing the daily schedule for the lobby bulletin board
 - receiving and directing mail
 - photocopying
6. ensuring the confidentiality of the ministry:
 - Persons coming to the office are seeking assistance; their privacy and confidentiality must be ensured.
 - It is not appropriate to discuss, outside the office, the activities or persons involved (see Privacy Policy).
 - It is helpful to express care and compassion toward what the visitor presents.

Support

The Support Committee commits itself to support the volunteers in the following ways:

1. Respect
2. Courtesy
3. Clarity
4. Appreciation

Adopted by Church Council on November 18, 2010
Last Reviewed by Support Committee November 11, 2010
Amended by Church Council on --

MESSIAH LUTHERAN CHURCH OF CAMROSE

PAPER PACK

The members of the Paper Pack assist the Administrative Assistant in a variety of tasks such as:

1. Sunday Bulletin – photocopy for each service, insert any special material
2. Mini-Messenger – photocopy for each service and insert in bulletins
3. *Messiah Messenger* – photocopy, insert any special material, package for delivery routes
4. Council Reports – photocopy and put in appropriate mailboxes
5. Pew supplies – photocopy and prepare “For the Office” cards and “For Doodlers” papers
6. Other periodic printing needs as they come up such as Annual Reports and special mailings

Adopted by Church Council on November 18, 2010
Last Reviewed by Support Committee November 11, 2010
Amended by Church Council on --

MESSIAH LUTHERAN CHURCH OF CAMROSE

PLATFORM LIFT

PURPOSE OF THE LIFT:

The purpose of the Wheelchair Platform Lift is to provide ease of transfer between the A Wing and the B Wing, on the basement level:

1. for wheelchair users;
2. for those who have difficulty using the stairway, and are willing to use a wheelchair provided by Messiah, with an accompanying attendant; provided that user and wheelchair do not exceed a weight of 550 lbs.

OPERATION:

The Lift is operated:

1. with a key available from the Church Office
2. after the user/attendant has received appropriate instructions on the operation of the Lift
3. with an annual inspection

INSURANCE:

Messiah carries "Liability Insurance" which covers the use of the Lift.

Adopted by Church Council on October 22, 2003
Last Reviewed by Support Committee November 11, 2010
Amended by Church Council on November 18, 2010

MESSIAH LUTHERAN CHURCH OF CAMROSE

PROVIDING DVDs

A. Process

1. The possibility of providing DVDs will be offered when bookings are being made for baptisms at a regular service as well as weddings and funerals where use of the audio-video technicians has been requested. These are intended for personal use only.

B. Fees

1. There will be a fee per copy. When a copy is to be mailed, there will be an additional fee for shipping and handling. (see *Fees and Suggested Donations*)
2. If providing a DVD requires an additional technician to operate the television equipment because a person is not doing this as part of arrangements already made for the service, then the policy *Sound & Video Technicians for Special Occasions* will also apply.
3. Should technical problems arise that make it impossible to produce a DVD, a full refund will be given.

Adopted by Church Council on November 18, 2010
Last Reviewed by Support Committee November 11, 2010
Amended by Church Council on --

DVD COPY REQUEST

1. Name _____

2. Event (Name, Date, Time) _____

3. DVD(s) to be picked up a Church Office DVD(s) to be mailed
 Fee per DVD received . (Cheques should be made out to **Messiah Lutheran Church**)
4. Address _____

5. Phone _____

Request processed by _____ Date _____

Order completed by _____ Date _____

MESSIAH LUTHERAN CHURCH OF CAMROSE

SOUND & VIDEO TECHNICIANS FOR SPECIAL OCCASIONS

Normally funerals and weddings do not involve complicated arrangements for sound and video. The custodian or the Messiah pastor officiating will know how to turn on and run the basic system which is always to be left ready. This includes up to two wireless microphones and the lectern microphone. Should additional microphones be required, three additional microphone jacks are available. Arrangements can be made to use them. However, these three jacks are not identical, so may prove complicated to balance.

A video may also be made of the service by family or friends, provided that the person recording the service is not obtrusive to the service.

Should there be a request to play recorded music, and provided that it meets the approval of the pastor involved, this music may be played through a small supplementary sound system (for example, a ghetto-blaster) provided by the family. A microphone may be placed in front of the device to provide additional amplification.

The above mentioned provisions are generally provided at no additional cost and without the provision of a sound or video technician.

Should those involved with the service be requesting the following, a Messiah sound and/or video technician will be required. Such requests might include:

- Playing of CDs and/or tapes through Messiah's sound system.

- The use of additional microphones for singing groups requiring additional set up and/or

- The use of the sound board for mixing, etc.

- Video recording of a service using Messiah equipment and/or video technicians.

Sound and video technicians can be arranged through the church office or by Messiah staff. Because our technicians have other jobs or are in school, we can by no means guarantee the provision of a technician for any event.

Sound and video technicians are to be compensated for their time and services. See *Fees & Suggested Donations*.

If the request is for extensive videotaping and complicated sound support, it will be necessary to have on site both a sound and video technician and to compensate both persons at the above rate.

Adopted by Church Council on April 26, 2006
Last Reviewed by Support Committee November 11, 2010
Amended by Church Council on --

MESSIAH LUTHERAN CHURCH OF CAMROSE

WEDNESDAY WORKERS

The members of the Wednesday Workers assist the Administrative Coordinator and the Support Committee in helping to maintain the building and property.

The work is requested by using a Maintenance Work Order. Each Work Order is reviewed by the Wednesday Workers Coordinator with the Administrative Coordinator before being carried out.

They meet on Wednesday mornings for coffee, fellowship and devotions. The Wednesday Workers Coordinator discusses the Work Orders with them and jobs are selected.

While such projects may sometimes be quite ambitious if they are appropriate to the time and ability of the Wednesday Workers, they will normally be smaller projects that can be completed in one morning or a succession of Wednesday mornings.

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

MESSIAH LUTHERAN CHURCH OF CAMROSE

MAINTENANCE WORK ORDER

LOCATION:
DATE:
REQUESTED BY:
PRIORITY ASAP:___ 1 - 2 weeks:___ 1 - 2 months:
APPROVED BY:

Work Requested:

Completion Date:_____ Completed By:_____