

MESSIAH LUTHERAN CHURCH OF CAMROSE

SECTION D

GENERAL POLICIES

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FACILITY USE

A. General Considerations

1. All musical instruments, including all pianos and organ, are used only with the permission and supervision of the church Music department and cannot be moved without permission.
2. Any object that is moved for the duration of the usage must be returned to its original position.
3. All children must be supervised at all times and their conduct must be consistent with the church's policies.

B. Facility Use

1. Messiah facilities may be used by organizations whose aims are consistent with Messiah's mission in the community, however, Messiah Lutheran programs always have priority over all other groups.

C. Processing of Requests

1. Decisions about facility use are normally made by the staff in discussion with the representative of the requesting group. If the representative of the group is not satisfied, s/he may bring the request to the appropriate Council Committee. If the Committee decision is in opposition to that of the staff, Church Council will arbitrate a final decision. Authority in our congregation rests with the staff and committees on an equal basis, with Church Council on a final basis and, for large issues, ultimately with the congregation.

D. Fees for Third-Party Users:

NOTE: Messiah reserves the right to bill for any damages or extra cleaning not covered by the fees. All fees are due when the date of use is confirmed.

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| Short Notation | Potential Users of Messiah's Facilities | Fees to Cover Added Maintenance | Insurance | Door Security | Use of Kitchens | Clean-Up | Notes |
|----------------|---|---------------------------------|---|---------------------------|--|------------------------|--|
| A | Committees, who are using the facilities as a regular part of Messiah's programming ¹ | NA | Covered by Messiah's insurance policy | Staff | May be used according to the posted directions. | Custodian | ¹ includes a Group which operates under the auspices of a Committee for a specific purpose. |
| B | An individual who brings a group for a one-time event, social or otherwise, but which is consistent with Messiah's purposes in the community. | See Fees | Covered by Messiah's insurance policy | Person making the booking | MLW approval required | Custodian | Contract required ² |
| C | Non-Messiah Groups, called third-party users. | See Fees | Evidence from the Group or through Messiah's agent: Aon Reed Stenhouse | Staff | MLW approval required. See Fees & Suggested Donations | Custodian ³ | Contract required ² |
| D | The bereaved, for a funeral | See: Funeral Policy | | | | | |
| E | Those wishing to participate in a Wedding Ceremony | See: Wedding Policy | | | | | |

Chart #1

³ Help appreciated, in consultation with the Custodian

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E. Scheduling

1. All arrangements for bookings are done through the Church Office.
2. Meetings and funerals will be scheduled to accommodate previously scheduled events, with the understanding that the basement auditorium is the site of funeral luncheons. Normally, events previously scheduled for that area will be moved if the area is needed for a funeral luncheon or if quiet is needed if the sanctuary is in use. Alternatively, in exceptional circumstances, the funeral will be held on a different day.
3. Sunday afternoon events shall normally be set up after Sunday services, unless there is clearly no conflict with the Sunday morning activities.
4. The building is opened at 8 am and closed at 4 pm, Monday through Friday. The building will be open evenings, Saturdays and Sundays to accommodate programming.

F. Health

1. The use of alcohol, marijuana, illegal drugs or smoking is not permitted in any part of the building at any time.

G. Security/Safety

1. An entrance or entrances will be designated for an event and use should be limited to these. Fire exits are not to be used for entrance or exit except in the event of emergency.
2. For games such as volleyball or basketball in the Fellowship Centre, players are encouraged to use stocking feet or indoor gym shoes.

H. Care of facilities, equipment, and instruments

1. A definite area of the building is reserved for an activity. The group using this space is completely responsible for this area for the full time of the reservation. Use of the building is to be confined to the area assigned. At the end of each group's use of the facilities the group is responsible to clean up and replace all material and furniture to the original condition and location.
2. Round tables shall remain in the basement auditorium.
3. First-time users (both individuals and groups) of Messiah's organ, pianos and other instruments must receive instruction about their care from Messiah's Music department prior to their use.
4. Limited use of Messiah property outside of the building is permitted. Details and criteria are available in the Church Office.

I. Overnight Event

1. When an overnight event is held, a clean-up time must be scheduled into the event near its end. Specific security arrangements are made with the staff.

J. Special Fees

1. If a group uses the facilities, is under a committee, and fees are charged for a service performed in the group, then that money must go through the church financial records.

Adopted by Church Council on March 19, 2008
Last review by Church Council on October 28, 2010
Amended by Church Council on March 28, 2012
Amended by Church Council on May 15, 2013
Amended by Church Council on January 15, 2015
Amended by Church Council on October 21, 2020
Amended by Church Council on November 18, 2020

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FACILITY USE CONTRACT

(To be completed by all users)

1. User Group _____
2. Contact Person _____ Phone _____
3. Messiah Group or Individual Sponsoring the event _____
4. Third-Party User Insurance
Proof of Liability Insurance (witnessed by) _____
OR
Purchase of Liability Insurance
(witnessed by) _____
5. Date and Time Requested _____
6. The following conditions will apply:
Size of group _____ Length of stay: _____
Publicity of choice ☐ Worship Announcement ☐ Sunday Bulletin ☐ Messenger
☐ Calendar ☐ Posters ☐ Word of Mouth
Emergency contact name and phone number _____
Keys to the church and lock up _____
Space allocation _____
Entrance _____
7. Approval by Messiah Staff Member:
Signature _____ Date _____
8. Approval by Messiah MLW Executive (if required)
Signature _____ Date _____
9. Cheque(s) should be made out to **Messiah Lutheran Church**.

User Fees: _____
Donation for Facility Use: _____ (Charitable receipt to be issued for any amount over the facility fee.)

Total Amount Received: _____
10. I / we have reviewed a copy of the Facility Use Policy (and the Special Events Policy where appropriate) and agree to the conditions outlined.
Signature _____ Date _____

| | |
|----------------------------|------------|
| Request processed by _____ | Date _____ |
| Confirmed by _____ | Date _____ |

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FEES

To be reviewed annually.

| <u>ITEM</u> | <u>FEES</u> | <u>SEE ALSO</u> |
|----------------------------|--|--|
| SANCTUARY | \$300 > 50 people | |
| WEDDINGS | \$200 21-50 people | Special Events (Section D General Policy page 10) |
| OTHER EVENTS | \$100 1-20 people | Fees for Third-Party Users: Chart #1 page 3 |
| FUNERALS | \$200 Sanctuary \$100 Basement Auditorium | Funeral Policy (Section D General Policy page 7) |
| RECEPTION LUNCHEON | No longer available from MLW – must use an approved caterer. | |
| CUSTODIAN | \$100 Sanctuary \$100 Basement Auditorium | Funeral Policy (Section D General Policy page 7) Wedding Policy (Section D General Policy page 11) |
| AUDIO/VIDEO TECHNICIAN | \$200 / technician | Funeral Policy (Section D General Policy page 7) Wedding Policy (Section D General Policy page 11) Sound & Video Technicians for Special Occasions (Section J Support page 13) |
| DVDs | \$5.00 / copy \$2.00 shipping & handling | Providing DVDs (Section J Support page 12) |
| ORGANIST | \$200 | Funeral Policy (Section D General Policy page 7) Wedding Policy (Section D General Policy page 11) |
| ORGAN | \$35/hr | Organ Use (Section F Worship page 18) |
| FELLOWSHIP HALLS | up to four hours - \$50.00 up to eight hours - \$80.00 | Special Events (Section D General Policy page 10) Facility Use (Section D General Policy page 2) Fees for Third-Party Users: Chart #1 page 3 |
| KITCHENS | \$60.00 | Special Events (Section D General Policy page 10) Facility Use (Section D General Policy page 2) Fees for Third-Party Users: Chart #1 page 3 |
| MEETING ROOMS | Up to four hours \$20.00 Up to eight hours \$40.00 | Special Events (Section D General Policy page 10) Facility Use (Section D General Policy page 2) Fees for Third-Party Users: Chart #1 page 3 |
| CHOIR ROOM | Up to four hours \$35.00 Up to eight hours \$60.00 | With approval from the Church Musician Fees for Third-Party Users: Chart #1 page 3 |
| ORGANIST (STUDENT) | \$25/service for first four services full fee after that | Organ Study Scholarships (Section F Worship page 17) |
| ORGANIST TRAINING SESSION | \$35/hr | Wedding Policy #6 (Section D General Policy page 11) |
| ORGAN STUDIES SCHOLARSHIPS | monthly not to exceed \$250/year | Organ Study Scholarships (Section F Worship page 17) |
| STUDENT BURSARY | \$50.00/month | Student Bursary Program (Section F Worship page 19) |
| STUDENT BURSARY FUNDING | \$400 or 50.00/month Sept-April | Student Bursary Program (Section F Worship page 19) |

Adopted by Church Council on November 18, 2010
 Amended by Church Council on November 23, 2011
 Amended by Church Council January 15, 2015
 Amended by Church Council May 17, 2016
 Amended by Church Council October 16, 2018
 Amended by Church Council March 21, 2019
 Amended by Church Council October 21, 2020
 Amended by Church Council February 16, 2022
 Amended by Church Council March 22, 2022

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FUNERAL POLICY

Preamble: A funeral is the solemn rite through which the Church remembers and honours those who die, and commends them into the arms of God's mercy. In the celebration of this service both the comfort of God's promises and the sure and certain hope of the resurrection are brought to those who mourn. The policies of the congregation, regarding the conduct of funerals, reflect its understanding that while, for the Christian, death is a time of sorrow; it also marks the point of entrance in the new life God has promised. The directions which follow are intended to provide assistance to families as they honour their loved ones and lay them to their final rest.

1. The Pastor: All funerals conducted from Messiah Lutheran Church are to be approved by a member of the Pastoral Staff. All funerals are to be led by a Christian Minister.

In those circumstances when the funeral is being conducted by a person who is other than a Messiah Pastor, a representative of Messiah, normally one of the Pastors, will extend a welcome to the worshippers on behalf of the members of Messiah and will read an appropriate scripture passage.

Bereavement counselling is provided, as appropriate, by a Pastor.

2. The Arrangements: Arrangements for the content and order of the service are made through consultation among the bereaved, the Pastor and the Funeral Home.

Normally, the Pastor is responsible for contacting the organist, the Messiah Lutheran Women (MLW) Funeral Coordinator (if there is to be a normal Reception, see #5 below), and the Custodian. The Pastor is to post funeral information on Messiah's web site or provide it to the Secretary for posting. This responsibility may be delegated to the Administrative Assistant who, in any event, will always confirm the arrangements.

3. The Organist: Arrangements for an organist are made through Messiah's Music department who is initially contacted by the Pastor. Subsequently the funeral party may be in direct contact with the organist for the funeral.

4. Rites: In keeping with the Constitution of the Evangelical Lutheran Church in Canada, Messiah does not enter into corporate worship with any organization which practices the forms of religion without confessing faith in the Triune God and in Jesus Christ, the eternal and incarnated Son of God, as our only Saviour. Therefore, organizations, which wish to conduct a ritual in connection with the funeral service, may do so outside of the funeral liturgy and outside the church building. In general, the appropriate places and times for such rites would be at the funeral home before the funeral.

At all times, our ministry is with the grieving family to present the Gospel in word and deed, and to focus on God's saving act in Christ.

5. The Reception

The funeral reception is intended for families and friends to gather around food together to help in their remembering and grieving. We desire to offer such an opportunity for families as part of their process of honouring their loved ones.

The Basement Auditorium will normally be used in order that programming in other parts of the building may proceed without interruption. Because the fire code permits a maximum of 240 people for receptions, receptions beyond that number cannot be accommodated at Messiah.

The reception commences immediately following the funeral service. The family may choose to come to the reception either before or after the interment.

a. MLW provided funeral reception.

A reception may be provided by the MLW at Messiah for a funeral held at Messiah:

1. when the deceased was a member, or
2. by special request of a member when a Messiah pastor conducts the service.

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To arrange a reception, the Pastor (or Administrative Assistant) will contact the MLW Funeral Lunch Coordinator as soon as possible. All detailed arrangements are then made through the Funeral Group assigned for that funeral reception.

If the family wants to supplement the food for the event, that arrangement needs to be made with the Funeral Lunch Convenor assigned to that funeral reception.

b. non-MLW provided funeral reception.

If a funeral is being held at Messiah for a person who is not a member of Messiah, a funeral reception may be provided at Messiah:

1. by a professional caterer, or
2. by members of the deceased's congregation.

In either event, the Pastor or Administrative Assistant will contact the MLW Funeral Lunch Coordinator to arrange for an MLW Liaison. This MLW Liaison will supervise those preparing food for the reception. A fee, payable to MLW Liaison, is levied as a thank you for the service of the volunteer MLW Liaison. See **Fees**.

A helpful document for those using the kitchen is "**Kitchen Care**" in Section N – Miscellaneous of the Governance Manual. This may be posted on the bulletin board of the Kitchen.

Professional caterers must:

1. Provide a current Health and Safety Certificate to the Church Office.
2. When the caterer has become familiar with the kitchen and procedures necessary within the kitchen, the MLW Liaison person will no longer be needed and the fee will be waived. The MLW Liaison will indicate to the Funeral Lunch Coordinator and the Administrative Assistant when the professional caterer has the familiarity necessary to operate the kitchen without supervision.

Church Council will review and approve caterers when made aware that the caterers have satisfied 1 & 2 above by the Administrative Assistant or the Pastor.

A list of caterers will be maintained and stored in the Office by the Administrative Assistant and made available to Funeral Directors for them to advise each family.

6. The Fees: All fees are paid to the Funeral Home.

a. Organist - See *Fees*

b. Reception luncheon

Served by Messiah MLW - See *Fees*

Served under supervision of MLW liaison - See *Fees*

c. Custodian - See *Fees*

d. Audio/Video Technicians - See *Fees*

7. Grand Piano: The grand piano may not be moved without permission.

8. Facility Use Policy: Messiah's *Facility Use Policy* is applicable to those situations not specifically addressed in this *Funeral Policy*.

Approved by Church Council, January 25, 2006
Reviewed by Church Council, October 28, 2010
Amended by Church Council, January 25, 2012
Amended by Church Council, January 15, 2015
Amended by Church Council, January 23, 2018

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MINISTRY ENDOWMENT FUND

1. The purpose of the Ministry Endowment Fund is to enhance the mission of the church by funding new and ongoing ministry projects.
2. The earnings generated by the fund should encourage and enable Messiah to continue to provide for innovative ministry to the community of Camrose and other parts of the world. The intention of the Fund is to find more opportunities to meet needs in our congregation and communities without impacting the current cash flow reflected in the ongoing operational budget.
3. The sources of funds for the Ministry Endowment Fund may include any gift designated for the Fund by the donor, or any bequest designated for the Fund by Church Council. It may include planned gifts such as, but not limited to, cash, bequests, life insurance, trusts, real property, securities, mineral rights and charitable gift annuities.
4. Gifts to the Ministry Endowment Fund which are not in the form of cash shall be liquidated in a prudent, orderly and timely manner.
5. The capital of the fund shall be invested through ELFEC, the Evangelical Lutheran Foundation of Eastern Canada, and only investment returns shall be used. It is acknowledged that this includes an element of risk, and that some years there may be investment losses. The amount to be used shall be determined by Church Council on an annual basis taking into consideration investment returns averaged over the preceding five years.
6. Recommendations for areas of ministry to be funded by the available income of the Ministry Endowment Fund will be presented by Church Council for consideration by the membership of Messiah Lutheran Church at its annual meeting or at a constitutionally called special meeting.
7. Members of Messiah Lutheran Church may suggest to Church Council in writing at least two months in advance of the annual meeting about how the earnings should be spent.
8. The terms of this policy may be amended or revoked by a vote of the congregation at its annual congregational meeting or at a constitutionally called special meeting.
9. This policy does not create a trust.

Adopted by Special Congregational Meeting, October 17, 2021

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SPECIAL EVENTS

Messiah is a worshipping, learning, witnessing and serving community of baptized persons. To enable our members to participate as members of a caring community, we foster and encourage activities that will strengthen our fellowship with one another.

1. One of the ways that Messiah does this is by hosting special events that celebrate significant milestones or achievements in the lives of our members such as birthdays, anniversaries, retirements and special family dinners.

Another way is for a Messiah member to bring a group for a one-time event, social or otherwise, but which is consistent with Messiah's purposes in the community.

2. Such activities are congregational events. As with any congregational event, the number of people involved in the event may be limited by the specific interest of those participating in that event. For each special occasion, the organizers must indicate how they will publicize the event to the congregation: general announcement, bulletin and Messenger announcements, posters and/or word of mouth invitation.
3. While Messiah is the host for such events, those who plan, publicize and run the event may include people who are not members of Messiah but who are family members or friends of the person or people for whom the occasion is being held.
4. It is permissible for a caterer to be brought in to cater to an event hosted by Messiah.
5. If the event involves the use of the piano or organ, such requests need to be referred to Messiah's Music department.

Adopted by Church Council on January 25, 2006
Last review by Church Council on October 28, 2010
Amended by Church Council on October 28, 2010
Amended by Church Council on January 15, 2015
Amended by Church Council November 18, 2020

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WEDDING POLICY

Preamble: Welcome to Messiah for your wedding, and congratulations on your decision to take this important step in your life with God's blessing through the marriage service. A wedding is a brief event, but a marriage is intended to last for the whole of one's life. The church is a place where the wedding takes place, but it is also a home where your life together can be nourished. We invite your active participation in the life of this congregation, so that you may both receive from and contribute to this family of faith.

In order to assist your preparation for your wedding, and also to assist Messiah's staff, we invite you to take note of the following policies which govern the conduct of weddings here.

The intention of the Wedding Policy is

- a) To assist the wedding party as it makes its plans, and
- b) To assist Messiah staff as it seeks to conduct Messiah activities in an efficient and loving manner.

1. The Pastor: Ordinarily only marriages performed by one of the pastors are permitted in Messiah Lutheran Church. Exceptions may be approved by the pastor who oversees wedding bookings. Pastors/priests/ministers from other congregations or Christian denominations may participate in a wedding service that is being conducted by one of Messiah's pastors.

2. Scheduling of Wedding and Counselling: Couples desiring marriage in Messiah Lutheran Church should contact the pastors early to book the date and make arrangements for three or more premarital counselling sessions. A pre-marriage workshop is conducted each spring for all couples planning marriage the following summer. Which pastor performs the ceremony will depend on pastors' schedules and availability.

3. Booking the Wedding time and Rehearsal: Bookings are normally arranged to accommodate the possibility of having two weddings on a Saturday, with 2 hours between the starting times. Couples may choose either a 1 pm time or a 3 / 4 pm time. If a 2 pm time has been requested, it can be booked six months prior to the wedding date, only if a 1 and 3 pm booking has not been made. The rehearsal is usually booked for the evening prior to the wedding.

4. Booking of Additional Space: In addition to the sanctuary, a booking may include the use of another room for preparation purposes.

5. Technical Assistance: Technical assistance for the sound system or for audio or visual recording could be available if required for needs beyond the normal minimum. A fee is charged for the technician.

6. Organists: Arrangements for an organist are to be made through Messiah's Music department. One of Messiah's organists is normally available for weddings. The couple may, however, provide an organist or musician of their own. If that organist has had no experience on Messiah's organ, he or she will be required to spend an hour with designated person from Messiah. At that time they will receive brief instruction on the use and capabilities of the organ and receive suggestions for accompanying the service. For that time of instruction, a fee is charged.

7. Fees: Because performing weddings is a part of the pastor's ministry, there is no fee for the pastor for performing a wedding.

A deposit must be paid at the time that the wedding is booked.

8. Promptness: Because the pastor is likely to have other appointments later on the same evening as the rehearsal, members of the wedding party are expected to be prompt for that rehearsal.

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9. No confetti or rice or birdseed shall be thrown anywhere in the building or on the grounds. Silk petals may be thrown down the aisle provided they are picked up after the ceremony. Real petals may be used but only in conjunction with a 55 foot (16.8 meter) runner for the aisle to be purchased for that purpose. Both the runner and petals must be cleaned up after the ceremony. In each of these cases the wedding party is responsible for costs and cleanup.

10. Photos, Video and Audio Recording: There shall be no flash photography during the wedding service proper from the opening prayer to the benediction. Flash photography during the processional and after the benediction is permitted.

Non-flash photography, video taping and other non-intrusive means of recording the ceremony are acceptable and should be discussed with the pastor.

11. Exceptional Circumstances: In the event that the wedding of a Messiah member is to take place at a location other than at Messiah Lutheran Church, the wedding party will be expected to cover the pastor's accommodation, if required, and mileage expenses.

12. Grand Piano: The grand piano may not be moved without the permission of the Music Ministry department.

13. Facility Use Policy: Messiah's *Facility Use Policy* is applicable to those situations not specifically addressed in this *Wedding Policy*.

Adopted by Church Council on November 20, 2009
Amended by Church Council on October 28, 2010
Amended by Church Council on January 15, 2015
Amended by Church Council on June 21, 2016
Amended by Church Council on June 19, 2018

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SOCIAL MEDIA POLICY

1. Definition

Social media are defined as multimedia tools designed to communicate through social interaction that creates and contributes to personal web sites, blogs, social networks, Twitter, Facebook, YouTube and other kinds of social media.

2. Purpose and Reason for Policy

The appeal of social media is that conversation occurs in real time. Messiah Lutheran believes it is in the best interest of our church family to participate in the world of social media to exchange ideas and share Jesus Christ with all people.

As an employee of MLC, you are perceived by others as a representative of the church and therefore need to follow the same behavior standards online as would be in the real world. The same laws, employee expectations and guidelines for interacting with the real world, employees, church members and community apply online. Therefore, as in daily life, a church staff member's personal website or blog is a reflection of MLC whether or not the church is specifically discussed or not. (Mark 12:28-31)

3. Benefits of Social Media Policy

Social media enables MLC to be more active in relationships with personal, congregational members, volunteers, community and partner agencies. Keeping in mind MLC core values, this form of communication increases the speed and frequency of engaging with the public. (Proverbs 15:23)

4. Audience

Social media can be made available to the public at large. This includes current employer, colleagues, church members, students, volunteers, other churches, leaders and family members. Thus when you write or speak as an individual, people may perceive you speaking on behalf of MLC. Be transparent by using a disclaimer on your blog or post such as: The views and opinions expressed on this site are my own and do not necessarily represent the views of MLC. (Philippians 2:3)

5. Rights and Privileges

Since conversations and postings are not private be aware that what you post may be around for a long time. Avoid discussing others including church members, colleagues, visitors and pastoral details such as hospitalization, health concerns, deaths or counselling appointments. Obtain written permission from individuals, parents/guardians of minors or those with disabilities before posting their pictures. Obtain written permission before posting copyrighted material. Do not purposely or inadvertently disclose or distribute information deemed intellectual property or confidential to MLC. If you make a mistake, correct the mistake. There are some topics best discussed in a personal conversation rather than in a public forum. (Acts 20:28)

Uphold MLC mission and goals. Should your post generate press coverage, contact the Senior Pastor or designate for direction on how to respond. Finally, keep in mind that guidelines and policies continue to evolve as new social networking technologies surface.

All Messiah associated email on Messiah's computer/information systems are subject to review and examination by the employee's supervisor.

6. Messiah Websites, "Facebook" Pages and other Messiah Specific Sites

These sites require permission of the Pastor and/or Church Council. When submitting proposals there must be plans and people noted who will be responsible to maintain and check on the site regularly. Security plans from a knowledgeable computer programmer to reduce the risk of posts or links that bring Messiah disrepute should be included in the maintenance plan.

Adopted by Church Council on April 16, 2015