



Apostles Lutheran Church

Policy Manual

(Under Review)

Apostles Lutheran Church Policy Manual

Index i

Statement of Mission and Purpose..... 1

1.0 Organization and Administration..... 2

 1.1 The Apostles Lutheran Church Council..... 2

 1.1.1 Selection..... 2

 1.1.2 Qualifications..... 3

 1.1.3 Duties..... 3

 1.1.4 Officers..... 3

 1.1.5 Meetings..... 3

 1.1.6 Termination..... 4

 1.1.7 Decisions..... 4

 1.2 The Administrative Committee..... 4

 1.2.1 Composition..... 4

 1.2.2 Function..... 4

2.0 Church Staff 4

 2.1 Pastoral Staff..... 4

 2.1.1 Classification..... 4

 2.1.2 Categories..... 4

 2.1.3 Hiring Procedure..... 5

 2.1.4 Job Description..... 6

 2.1.5 Work Schedule..... 6

 2.1.6 Review, Evaluation and Salary Adjustments..... 6

 2.1.7 Vacation and Holidays..... 6

 2.1.8 Sick Leave..... 7

 2.1.9 Other Leave..... 8

 2.1.10 Civic Duty..... 9

 2.1.11 Seminars, Conferences and Speaking Engagements..... 9

 2.1.12 Insurance..... 9

 2.1.13 Termination..... 9

 2.1.14 Moving Allowance..... 10

 2.1.15 Retirement Plan..... 10

 2.1.16 Housing Assistance..... 10

 2.1.17 Miscellaneous Gifts..... 11

 2.2 Ministry Support Staff/Church Administration Office Staff..... 11

 2.2.1 Hiring Procedure..... 11

 2.2.2 Work Schedule..... 12

 2.2.3 Review, Evaluation and Salary Adjustments..... 12

 2.2.4 Vacations and Holidays..... 12

 2.2.5 Holidays..... 13

 2.2.6 Sick Leave..... 13

 2.2.7 Other Leave..... 13

 2.2.8 Civic Duty..... 13

 2.2.9 Seminars, Conferences, and Continuing Education..... 13

 2.2.10 Insurance..... 13

 2.2.11 Termination and Discharge..... 13

 2.2.12 Retirement Plan..... 14

Apostles Lutheran Church Policy Manual

3.0 General Policy..... 14

 3.1 Doctrinal Statements..... 14

 3.2 Membership..... 16

 3.2.1 Admission..... 16

 3.2.2 Responsibilities..... 16

 3.2.3 Removal..... 16

 3.2.4 Reinstatement..... 16

 3.3 Church Discipline..... 16

 3.4 Divorce and Church Discipline..... 18

 3.5 Child Abuse Policy and Procedure..... 19

 3.5.1 Policy..... 19

 3.5.2 Reporting Procedure..... 20

 3.6 Ministry Volunteers..... 24

 3.7 Marriage/Weddings..... 24

 3.7.1 Policy Statement..... 24

 3.7.2 Scheduling..... 26

 3.7.3 Policies Governing the Wedding Ceremony..... 26

 3.7.4 Receptions..... 27

 3.7.5 Financial Arrangements for Weddings..... 27

 3.8 Aid and Assistance..... 27

 3.8.1 Mission..... 27

 3.8.2 General Requirements..... 27

 3.8.3 Fiscal Requirements..... 28

 3.9 Music Groups/Outside Speakers..... 28

 3.10 Equipment Use..... 28

 3.10.1 Musical Equipment..... 28

 3.10.2 Regular Office Equipment..... 29

 3.10.3 Specialized Equipment..... 29

 3.10.4 Tables, Chairs, Projectors, VCRs, Kitchen Equipment, Etc..... 29

 3.10.5 Vehicles: Bus and Van..... 29

 3.10.6 Building Use..... 30

 3.11 Fund raising..... 30

 3.12 Purchases..... 31

Appendix

 FORM 1 – Discipline Intake Form..... 33

 FORM 2 – Discipline Procedure Checklist..... 35

 FORM 3 – Application for Employment..... 39

 FORM 4 – Apostles Membership Covenant..... 43

Apostles Lutheran Church Policy Manual

STATEMENT OF MISSION AND PURPOSE

APOSTLES LUTHERAN CHURCH...

is a family in Christ called to share His gift of community with all people by equipping them through worship, fellowship, and deeds of love.

VISION STATEMENT

The Apostles Lutheran Church family in Christ is committed to meeting spiritual, physical, and emotional needs, as they relate to family issues of individuals in the Greater Hampton Roads community and beyond.

OUR VALUES

- A According to the Spirit
- P People of the Word
- O Outreach Centered
- S Stewards of God's Gifts
- T Truth Speaking
- L Love Giving
- E Evangelistically Focused

VALUES STATEMENT

These Values are the essential and enduring tenants of our Apostles Lutheran Church Family. They are what we strive to be characterized by as a church. As we grow in the Lord, we look to Him to strengthen these Values in us individually and collectively. They will be reflected in us and in every ministry associated with Apostles.

Apostles Lutheran Church Policy Manual

1.0 Organization and Administration

1.1 The Apostles Lutheran Church Council

1.1.1 Selection

The following is a step by step procedure for the selection of Council members for Apostles Lutheran Church.

1.1.1.1 Any member of the congregation may submit a name for consideration for the Council; the name may be presented to any Council member, which would be passed on to the current Council President.

1.1.1.2 That name will be placed on the agenda for consideration. If any Council or staff person has a legitimate objection to the name, he should, make that objection in writing and submit it to the President prior to the Council meeting. If such an objection were filed, any Council or staff person requesting it will be permitted to read the objection, and/or discuss it with the person making the objection. Assuming the objection is a scriptural one, the name will not be considered in the Council meeting.

1.1.1.3 There being no scriptural objections, the candidate will meet with the Council President (or his designee), be told only that his name was submitted and asked if he would be interested in entering into a period of examination. The candidate will be informed that this is a consideration stage only.

1.1.1.4 If the candidate agrees to continue in the process, he will complete a Council Desirability and Qualification Questionnaire, based in the Standards of Leadership document. The candidate will be told that every Council and staff person will be reading his response, which includes the candidate's personal testimony.

1.1.1.5 If the candidate is qualified, desires the office of Council, and sympathetic with the philosophy and direction of Apostles Lutheran Church, he will then be asked to appear before the Council for an interview.

1.1.1.6 Following the interview, a vote will be taken. If unanimous, the candidate will be introduced to the congregation as soon as possible and affirmed at the next congregational meeting. The Council President will introduce the candidate by saying: "This is (name of individual). The Council having carefully examined and prayed, we are now calling him/her to be a Council member. If there are any objections, please put them in writing, sign them and get them to the Council President no later than _____. If there are no are no objections, _____ will become a Council member on _____."

Apostles Lutheran Church Policy Manual

1.1.1.7 During a probationary period, the new Council member will be given a briefing on policy and will participate, without voting for the first two (2) meetings.

1.1.2 Qualifications

Any person who has been a member of Apostles Lutheran Church for at least one year and meets the following qualifications is eligible to serve as a Council member.

1.1.2.1 To uphold and maintain the scriptural qualifications of personal character. (See 1 Tim. 3:1-7, 1 Tim. 5: 17-27, and Titus 1: 5-9).

1.1.2.2 To exercise the spiritual leadership principles of the family.

1.1.2.3 To set the highest example of moral integrity in their business and citizenship responsibilities.

1.1.2.4 To be able and willing to teach the Word of God, both publicly and privately, when called upon or when the need arises.

1.1.2.5 To demonstrate Christian hospitality to both acquaintances and strangers.

1.1.3 Duties

1.1.3.1 Must be faithful in participation in regular and special Council meetings.

1.1.3.2 Must be willing to be present at the regular services of the church and congregational activities of the church unless providentially hindered.

1.1.3.3 Must be available to pray for the sick when called upon to do so.

1.1.3.4 Must be faithful in stewardship.

1.1.3.5 Must be supportive of the leadership ministry, and philosophy of Apostles Lutheran Church.

1.1.4 Officers

The officers of the Council shall be President, Vice-President, Treasurer, and Secretary.

1.1.5 Meetings

The Council shall meet monthly. Special meetings may be called by the President, in accordance with the Constitution and bylaws.

Apostles Lutheran Church Policy Manual

1.1.6 Termination

Any circumstance that renders a Council member unable to do his duties, as specified in this manual or the constitution, will be cause for termination. If spiritual disharmony occurs, action will be taken in accordance with the biblical discipline, as seen in 1 Timothy 5 and Matthew 18. Section 3.

1.1.7 Decisions

Proposals requiring Council action will be submitted in writing to the Council at least one (1) week prior to their meeting. These proposals will normally come through one of the identified ministries of Apostles. All decisions will be made on the basis of unanimity by the Council.

1.2 The Administrative Committee

1.2.1 Composition

President of the Council, Vice-President of the Council, Senior Pastor, Church Administrator, and one Council member appointed by the President.

1.2.2 Function

Review and recommend staff salaries. Review all applications for pastoral positions and make recommendations to the Council. Determine the need for new staff positions.

2.0 Church Staff

2.1 Pastoral Staff

2.1.1 Classification

2.1.1.1 Senior Pastor – This level includes only the Senior Pastor.

2.1.1.2 Church Administrator – This level of staff is responsible for the management of the staff and reports to the Senior Pastor. The Senior Pastor will perform the duties of the Church Administrator when the Church Administrator position is vacant.

2.1.1.3 Pastors – This level of staff is responsible for an area of ministry and reports to the Senior Pastor in regards to pastoral issues and the Church Administrator for administrative issues.

2.1.1.4 Senior Staff/Team Leaders – This level of staff oversees one or more areas of ministry and/or staff and reports to the Church Administrator.

2.1.2 Categories

2.1.2.1 **Full-time Staff** – Those who work a minimum of 30 hours each week on a permanent basis.

2.1.2.2 **Part-time Staff** – Those who are on a permanent basis but work less than 30 hours each week.

Apostles Lutheran Church Policy Manual

2.1.2.3 **Temporary Staff** – Those hired for a short time.

2.1.3 Hiring Procedure

2.1.3.1 **Senior Pastor** – Upon the resignation or termination of the Senior Pastor, the Council will direct the Call Committee to initiate the search for a new Senior Pastor to fill this position. Résumés will be received, interviews conducted and a recommendation made to the Council.

Upon recommendation of the Call Committee, the Council will meet with the candidate for a final decision. Selection requires a unanimous vote of approval by the Council.

The approved candidate would then be introduced to the Congregation for their affirmation.

2.1.3.2 **Church Administrator** – Upon the request of the Senior Pastor, and/or the Administrative Committee, Council may direct the Senior Pastor and the Administrative Committee to initiate the search for a candidate to fill this position. Résumés will be received, interviews conducted and a recommendation made to the Council.

Upon recommendation of the Administrative Committee, the Council will meet with the candidate for a final decision. Selection requires a unanimous vote of approval by the Council.

The approved candidate would then be introduced to the congregation.

2.1.3.3 **Pastors** – The need for a pastoral position is determined by the Senior Pastor and the Council. The need is presented to the Administrative Committee to establish the details of the position. The Administrative Committee will return to the Council for official approval.

The Pastoral Staff will begin the search for the person to fill the position, taking résumé's and conducting interviews. Their recommendation regarding a person will be discussed with the Senior Pastor and then given, as a recommendation, to the Administrative Committee. Following their review and interview with the Candidate, a formal recommendation will be made to the Council, where a unanimous vote of the Council is required.

The approved candidate would then be introduced to the congregation.

2.1.3.4 **Senior Staff/Team Leaders** – In the case of Senior Staff/Team Leaders, the Church Administrator will replace pastoral staff and they will not be presented to the congregation.

2.1.3.5 The Church Council establishes the pay range for each position upon the recommendation of the Administrative Committee.

Apostles Lutheran Church Policy Manual

2.1.4 Job Description

All new Pastoral Staff will receive a written job description and a copy of this manual from the Church Administrator. The Church Administrator is also responsible for an employee file on all pastoral employees.

2.1.5 Work Schedule

The work schedule for the pastoral staff will be set by the Senior Pastor and the Church Administrator.

2.1.5.1 Each person will take one and one half day off per week. The days will be established by the Church Administrator in conjunction with the Senior Staff/Team Leader. Any changes or adjustments in the days off will be cleared through the Church Administrator. In the event that a person misses his/her days off because of work responsibilities, he/she must make arrangements to take another day off that same week or the following week if at all possible. A person may not accumulate these days to be taken at one time or at a later date unless prior approval is given by the Church Administrator.

2.1.5.2 Outside speaking engagements must be approved through the Church Administrator.

2.1.5.3 One day of prayer and fasting will be taken per quarter.

2.1.6 Review, Evaluation and Salary Adjustments

2.1.6.1 **Review and Evaluation** – New staff members are hired for an initial 90 day probationary period. Employment may be terminated during this time without giving the reason.

2.1.6.2 Each person will receive an initial six (6) month evaluation by his or her supervisor to assess progress and help in establishing personal and ministry goals for the following months, and yearly evaluations thereafter.

2.1.6.3 **Salary Adjustments** – The Administrative Committee will determine the salary increases for the staff each year. The total proposed employee budget is submitted to the Council for approval in the annual budget cycle.

2.1.7 Vacation and Holidays – Pastors and Church Administrator

2.1.7.1 Full time persons will earn vacation time on a calendar year basis. Length of vacation will depend on years of service. Vacation earned in one year will be posted to the employee's record on the employee's anniversary date of the following year. Vacation time for part-time personnel will accrue as established by the Church Administrator at the time of employment of the part-time person.

Apostles Lutheran Church Policy Manual

2.1.8.4 Sick leave may be used only for the employee's illness, doctor's or dentist's appointments or injury and dependents.

2.1.8.5 Sick leave may be taken as accrued. An employee will be eligible to claim only the sick leave hours which have been earned and posted to the payroll records at the end of the pay period in which the sick leave was actually taken.

2.1.8.6 Unused sick leave will not be paid at the time of separation.

2.1.8.7 Sick leave can be accumulated to a maximum of 18 days.

2.1.9 Other Leave

2.1.9.1 **Bereavement** In the event of the death of a member of the immediate family (defined as spouse, children, sibling, parents or step-parents), three days bereavement leave time off with pay will be arranged through the Senior Pastor or Administrator. This would be paid time off in addition to sick leave.

2.1.9.2 Personal Leave may be granted by the Senior Pastor or Administrator, but without pay unless taken as authorized compensatory.

2.1.9.3 **Adverse weather days** In order to provide staffing in emergency situations and to allow time to equip personal vehicles for safe travel in these situations, the following guidelines have been established:

2.1.9.3.1 Adverse weather day Emergency Staffing

- One Receptionist
- One Custodian/Maintenance
- One Pastor/Counselor

In the event of a severe weather, the church will be open to limited scheduling on the first day. In order to handle emergencies, the positions listed above will be staffed. Compensation for emergency staffing will be reviewed by the Church Administrator.

2.1.9.3.2 **Adverse Weather Non-emergency Staffing** In the event of a severe weather, the first day will be considered as authorized, paid leave for non-emergency staff. Additional days off beyond day one will be considered as vacation time and subtracted from the employees current vacation day balance. Arrangements for transportation to and from the church can be made through the church office as weather/road conditions warrant.

2.1.9.3.3 **Adverse Weather Exceptions:** Special exceptions not covered by these guidelines will be reviewed on an individual basis by the Church Administrator.

Apostles Lutheran Church Policy Manual

2.1.10 Civic Duty

2.1.10.1 An employee may be granted a leave of absence for jury duty, to serve as a witness at trials, or to exercise other civic duties as may be reasonably required. They shall receive their regular compensation less any compensation which might be paid for such civic duty.

2.1.10.2 Part-time employees will receive their normal pay, less any compensation paid for the civic duty.

2.1.10.3 Temporary personnel will not receive compensation for civic duty.

2.1.11 Seminars, Conferences and Speaking Engagements.

2.1.11.1 Employees are encouraged to take advantage of one seminar per year as the budget allows, as a means of equipping for a more effective ministry. The cost and the date of the seminar must be cleared by the staff member's supervisor and the Church Administrator.

2.1.11.2 A line item will be included in the annual budget to cover the expense of these seminars. The church will advance necessary travel expenses. Reimbursement of travel expenses should be made by the host organization and returned to the Church Administration Office.

2.1.11.3 Any person desiring to extend his/her education by taking more than two courses at a time must receive the approval of the Church Administrator.

2.1.12 Insurance – NOT CURRENTLY OFFERED

2.1.12.1 Health/Life/Dental – Group medical, group life and group dental insurance is provided, without charge, for full-time employees. Application must be made in the first thirty days of employment to qualify for the group coverage without individual insurance underwriting. Dependents are also covered. The policy will set forth the conditions and coverages. Employees and dependents covered by insurance elsewhere are not eligible for medical and dental benefits through Apostles Lutheran Church which would result in double coverage.

2.1.12.2 Disability Insurance – Disability insurance is provided without cost to medically eligible full-time employees. The policy will set forth the conditions and coverages.

2.1.13 Termination

2.1.13.1 Resignation – All Pastoral staff are requested to give fourteen (14) days notice. If any Senior Staff/Team Leader resigns, resignation of departmental Council members will be expected. If the Senior Pastor resigns, resignations of all Senior Staff/Team Leaders will be expected.

2.1.13.2 Discharge – STEP 1 (Warning) – Prior to the discharge of a pastoral staff member, the employee will be given a verbal and written warning in a

Apostles Lutheran Church Policy Manual

meeting with the Church Administrator. In this meeting, the specific areas of deficiency are explained and a course of correction is given. The staff person will be given a reasonable amount of time to make adjustments and correct deficiencies. This time will be set by the Church Administrator and will not exceed 45 days. A written, dated set of minutes of that meeting will be given to the staff member.

STEP 2 (Probation) – If needed adjustments are not evident during the “STEP 1” time frame, the staff member will be placed on probation. Deficiencies and corrective measures will again be discussed with the staff member and termination will occur in 30 days unless significant improvement is noted.

The Administrative Committee will be apprised of all situations that necessitate “STEP 2.” This will take place prior to the Church Administrator meeting with the staff member for the purpose of implementing probation.

2.1.13.3 Immorality – In cases where a staff member is involved in immorality, termination of employment will occur immediately.

2.1.13.4 In case of unacceptable conduct, the employee will be immediately suspended without pay. Further action as deemed appropriate will follow a review by the Council.

2.1.14 Moving Allowance

The church will pay for interview travel expense for the minister and his wife, whether a call is extended or not.

2.1.14.1 When a call is extended, the church will pay for one trip for the minister and his wife for the purpose of house hunting.

2.1.14.2 Moving expenses for household goods are paid up to 15% of annual salary. Automobile expenses are paid at the prevailing mileage costs. Actual and reasonable food and lodging costs will be paid by the church. Expenses incurred for the storage of household goods will be considered on an individual basis; reimbursement is not guaranteed.

2.1.15 Retirement Plan – NOT CURRENTLY OFFERED

Offered to full-time employees with church contributions based upon length of employment as follows (Applies only to those pastor/directors with approved housing allowances; otherwise the rate schedule in section 2.2.12 applies.):

2.1.16 Housing Assistance

The church will provide funds for housing down payment and closing costs for pastors. These funds are to be used only for the purpose of securing a loan to purchase a home. The church will not subsidize buy downs or any other costs/fees beyond normal minimum down payment

Apostles Lutheran Church Policy Manual

and closing costs. This benefit is subject to Council approval on a case-by-case basis, and as the budget allows. This is not a guaranteed benefit.

2.1.16.1 This benefit is available to pastors in the levels listed above after their initial 6-month evaluation.

2.1.16.2 The amount of down payment and closing costs will be determined by need, solely at the discretion of the Council. Applicants are required to file a completed financial disclosure statement. No interest will be charged against these funds. In certain cases, the lender may require a portion of the total moneys given to be in the form of a “gift letter.” In these instances, the amount included in the gift letter must be claimed as income. While formal repayment of this money cannot be required, voluntary repayment at the time of resignation, termination, sale or refinancing of the home will help to insure that funds are readily available for those seeking to use this benefit in the future.

2.1.17 Miscellaneous Gifts

All miscellaneous gifts (including Christmas gifts) or payment to, or on behalf of an Apostles staff member, regardless of the intent, are taxable income to the staff member, unless classified as qualified aid and assistance.

2.2 Ministry Support Staff/Church Administration Office Staff

2.2.1 Hiring Procedure

2.2.1.1 Determination of need (new position) – The Church Administrator and leaders of Apostles will determine new positions for review by the Administrative Committee and approval by the Senior Pastor and Council.

2.2.1.2 Individuals desiring employment must complete an application form provided by the church.

2.2.1.3 Applicants will be recommended by the Church Administrator or his designee, reviewed by the Administrative Committee and approved by the Senior Pastor.

2.2.1.4 The Church Administrator will review the details of this manual with new staff members explaining the specific responsibilities of the position to the new hire. A copy of the job description will be given to the new hire.

2.2.1.5 New staff members are hired for an initial 90 day trial period. Employment may be terminated during this period without giving the reason.

2.2.1.6 A personnel file will be maintained and periodically updated by the supervisor of every employee.

Apostles Lutheran Church Policy Manual

2.2.2 Work Schedule

- 2.2.2.1 Normal working hours will be 8:30 A.M. to 5:30 P.M., with one (1) hour for lunch, which is not “paid” time. Staff meetings will be held on a periodic basis to be established by the Church Administrator.
- 2.2.2.2 Time sheets of hourly employees must be submitted and approved by the Church Administrator or his designee.
- 2.2.2.3 The normal work day will be eight (8) hours. Hours for part-time personnel will be as assigned.
- 2.2.2.4 Rest periods will be one fifteen (15) minute break in each four hour period.
- 2.2.2.5 Overtime and flex time must be authorized in advance by the Church Administrator or his designee. Any flex time must be taken the same week or the following week.

2.2.3 Review, Evaluation and Salary Adjustments

All employees will receive at least one annual evaluation by their immediate supervisor. Salary ranges will be set annually by the Church Council. The Church Administrator will determine the annual salary adjustments for the staff and submit his recommendations to the Church Council for review and approval.

2.2.4 Vacations and Holidays

Vacations – Full-time employees at **Senior Staff/Team Leaders/Office Staff** Full-time employees will earn vacation time on a calendar year basis depending on length of service. Vacation earned in one year will be posted to the employee’s record on their anniversary date of the following year. During years one and two, vacation is earned at the rate of one day per completed month of service. During year three through eleven, vacation is earned at the rate of one and one-half days per completed month of service. During year twelve and thereafter, the rate is two days per completed month of service.

Vacations will be scheduled through the Church Administrator or his designee.

2.2.4.1.1 Temporary employees will not accrue vacation.

2.2.4.1.2 Vacation leave time can be accumulated, not to exceed 40 hours.

2.2.4.1.3 In case of conflict in scheduling vacations, preference will be based on seniority.

2.2.4.1.4 Unused/Unearned Vacation see 2.1.7.1.5

Apostles Lutheran Church Policy Manual

2.2.4.1.5 Regular part-time personnel will accrue vacation as established by the Church Administrator at the time of employment.

2.2.5 Holidays (see 2.1.7.2)

2.2.6 Sick Leave (see 2.1.8)

2.2.7 Other Leave (see 2.1.9)

2.2.8 Civic Duty (see 2.1.10)

2.2.9 Seminars, Conferences, and Continuing Education (see 2.1.11)

2.2.10 Insurance (see 2.1.12)

2.2.11 Termination and Discharge

2.2.11.1 Resignations are requested to be provided two weeks prior from the employee.

2.2.11.2 Discharge – Step 1 (Warning) – Prior to the discharge of an employee, the employee will be given a verbal and written warning in a meeting with the Church Administrator. In this meeting, the specific areas of deficiency are explained and a course of correction is given. The staff person will be given a reasonable amount of time to make adjustments and correct deficiencies. This time will be set by the Church Administrator and will not exceed 14 days. A written, dated set of minutes of that meeting will be given to the staff member. The Senior Pastor will be apprised of the issue prior to the warning.

2.2.11.3 Step 2: (Probation) – If needed adjustments are not evident during the “Step 1” time frame, the staff member will be placed on probation. Deficiencies and corrective measures will again be discussed with the staff member by the Church Administrator. Written, dated minutes will again be given to the staff member and termination will occur in 14 days unless significant improvement is noted.

The Council will be apprised of all situations that necessitate “Step 2.” This will take place prior to the Church Administrator meeting with the staff member for the purpose of implementing probation.

2.2.11.4 In case of immorality or unacceptable conduct, the employee will be immediately suspended without pay. Further action as deemed appropriate will follow a review by the Council which could result in termination.

Apostles Lutheran Church Policy Manual

2.2.12 Retirement Plan – NOT CURRENTLY OFFERED

Offered to full-time employees with church contributions based upon length of employment.

3.0 General Policy

3.1 Doctrinal Statement

What We Believe:

1. In essential beliefs, we have unity.

“There is one body and one Spirit ... there is one Lord, one faith, one baptism, and one God and Father of us all...” Eph. 4: 4-6

2. In non-essential beliefs, we have liberty.

“Accept him whose faith is weak, without passing judgment on disputable matters ... Who are you to judge someone else’s servant? To his own master he stands or falls... So then each of us will give an account of himself to God ... So whatever you believe about these things keep between yourself and God.” Rom. 14: 1, 4, 12, 22

3. In all our beliefs, we show charity.

“...If I hold in my mind not only all human knowledge but also the very secrets of God, and if I have the faith that can move mountains, but have no love, I amount to nothing at all.” 1Cor. 13:2 (Ph)

The Essentials We Believe

About God:

God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.

Genesis 1:1, 26, 27; 3: 22

Psalms 90: 2

Matthew 28: 19

1 Peter 1: 2

2 Corinthians 13: 14

About Jesus Christ:

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven’s glory and will return again someday to earth to reign as King of Kings, and Lord of Lords.

Matt. 1: 22, 23

Isaiah 9: 6

Hebrews 4: 14, 15: 1

John 1: 1-5, 14: 10-30

1 Corinthians 15: 3, 4

Romans 1: 3, 4

Acts 1: 9-11

1 Timothy 6: 14, 15

Titus 2: 13

Apostles Lutheran Church Policy Manual

About the Holy Spirit:

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians, we seek to live under his control daily.

2 Cor. 3: 17

John 16: 7-13, 14: 16, 17

Acts 1: 8

1 Cor. 2: 12, 3: 16

Ephesians 1: 13

Galatians 5: 25

Ephesians 5: 18

About the Bible:

The Bible is God's Word to us. It was written by human authors under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture or error.

2 Timothy 3: 16

2 Peter 1: 20, 21

2 Timothy 1: 13

Psalm 119: 105, 160; 12: 6

Proverbs 30: 5

About Human Beings:

People are made in the spiritual image of God, to be like him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude that separates people from God and causes many problems in life.

Genesis 1: 27

Psalm 8: 3-6

Isaiah 53: 6a

Romans 3: 23

Isaiah 59: 1, 2

About Salvation:

Salvation is God's free gift to us but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith.

Romans 6: 23

Ephesians 2: 8, 9

John 14: 6; 1:12

Titus 3: 5

Galatians 3: 26

Romans 5:1

About Eternal Security:

Because God gives eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved, you cannot "lose" it. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.

John 10: 29

2 Timothy 1: 12

1 Peter 1: 3-5

Hebrews 7: 25; 10: 10; 14

Apostles Lutheran Church Policy Manual

About Eternity:

People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternal in union with Him is eternal life. Heaven and Hell are real places of eternal existence.

John 3: 16

John 2: 25

John 5: 11-13

Romans 6: 23

Revelation 20: 15

Matthew 1: 8

Matthew 2: 44, 46

3.2 Membership

3.2.1 Admission

3.2.1.1 Note by-laws

3.2.2 Responsibilities

3.2.2.1 Note by-laws

3.2.3 Removal – NOTE BY LAWS

3.2.4 Reinstatement

If a person has been removed from the rolls of Apostles and they desire to have their membership reinstated they must follow the same procedure that would apply to all new members.

3.3 Church Discipline

The discipline of a fellow believer in Jesus Christ is one of the most difficult calls to walk out. Most people would rather ignore the actions of those with whom they have a relationship, rather than risk damage to that relationship. But the call of Scripture is very different and indeed we are admonished to help one another in our Christian walk. (**1Thessalonians 5:14-15 ESV**) Thus to ignore our accountability to one another is to leave one another in grave peril of our relationship with the Lord. (**Hebrews 12:8 ESV**) Before discipline is entered into however, its purpose and nature must be understood.

Church discipline is taught clearly in Scripture for two reasons: to restore a sinning brother or sister, and to preserve the integrity of the body of Christ. Thus, if one desires to take someone to discipline for the purpose of punishment, they themselves are in violation of the Scriptures that warn us about judging each other. (**Luke 6:37ESV**) This is why church discipline is an action that involves the community of faith. No one believer can have the mind of Christ. This is why the discipline process is outlined by Jesus in Matthew 18:15-20 the way it is. NOTE: this authority is granted to the Church and not to individuals. **It is essential therefore, that with each disciplinary step, those who are applying church discipline take considerable time for prayer and self-examination.**

Apostles Lutheran Church Policy Manual

3.3.1 The first step of discipline is a private one. If one believer becomes aware of sin in the life of another believer, instead of gossiping about it, they are to go directly to that individual and address the issue. **This is where 99% of all discipline cases should start and end.** This initial confrontation is to be private and personal. (Matthew 18:15) [NOTE: in cases where the individual may legitimately fear harmful repercussions, they should go the pastor and discuss how best to carry out this initial step.]

3.3.2 If there is no repentance, and/or change in behavior, two other believers are to be involved so that it may be established by multiple witnesses. [If so desired, the pastor may be one of these believers.] (Matthew 18:16)

3.3.3 If the person still refuses to listen, arrangements must be made to tell it to the church (Matthew 18:17). This congregation will address this in the following manner. The matter must be submitted in writing to the Council President, listing the dates visited and the witnesses. This must be signed by the person(s) making the visits. The Discipline Intake Form and the Discipline Procedure Checklist (see forms 1 and 2 in Appendix) should be used for this purpose. Each discipline issue in which a staff member is involved in disciplining a member of the congregation will be reviewed by the Senior Pastor before the matter is brought to the Council.

A Discipline File will be maintained in the Senior Pastor's office for each discipline case throughout the duration of the discipline proceedings until the person is fully restored through a restoration service. (See page 199 LBW)

3.3.4 After adjudication by the Council leadership, the Council President will notify the membership of Apostles only using statement #1. A copy of this statement will also be sent to the offender stating that this statement has been given to the membership of Apostles. After statement #1 has been given to the membership of Apostles, a letter of dismissal will be sent to the offender indicating termination of membership from Apostles Lutheran Church.

3.3.5 In cases where, in the process of discipline, the offender voluntarily withdraws their membership rather than repent, a special statement will be read to the congregation. (cf. Discipline Statement #2)

3.3.6 In cases where the offender is a professing Christian and attending Apostles regularly but is not a member, the discipline process will be carried out through the steps listed in sections 3.4 and 3.4.2. A Council member or pastor may also confront the offender in an attempt to bring forth repentance. A public announcement will not be made to the church unless the situation warrants an announcement for the safety or welfare of the congregation.

Apostles Lutheran Church Policy Manual

DISCIPLINE STATEMENT #1

(Date)

Sometime ago it came to the attention of the Council that a member of Apostles Lutheran Church was living in such a way that church discipline may be necessary. After careful investigation, the leadership determined that church discipline was necessary and the scriptural guidelines were followed. All appeals by the leadership and others have been rejected by this person. Scripture instructs us now to “tell it to the church” and we now inform you that _____ (name) is no longer a member of Apostles Lutheran Church. We want to ask our members to follow the biblical instructions in Romans 16:17 or I Corinthians 5:11. Please pray _____ (name) will come to repentance even yet and be restored to this body of believers.

DISCIPLINE STATEMENT #2

(Date)

Sometime ago it came to the attention of the Council that a member of Apostles Lutheran Church was living in such a way that church discipline may be necessary. After careful investigation, the Council determined that church discipline was necessary and scriptural guidelines were followed. In the process of the following through with church discipline, this person decided to withdraw his/her membership from Apostles Lutheran Church. We are therefore notifying you that _____ (name) is no longer a member of Apostles Lutheran Church. We also want to ask that our members follow the Biblical instruction in Romans 16:17 and I Corinthians 5:11. Please continue to pray that God will restore _____ (name) to a life that pleases that Lord.

3.4 Divorce and Church Discipline

3.4.1 **QUESTION:** Should we begin church discipline proceedings against church members who initiate an UNBIBLICAL divorce?

ANSWER: Because UNBIBLICAL divorce is sin, and causes immorality (Matthew 5:32), and because it brings shame on the church, all Apostles members who initiate UNBIBLICAL divorces should receive pastoral counseling and be referred to church discipline if warranted.

3.4.2 **QUESTION:** What is a BIBLICALLY allowed divorce?

The answer is twofold:

1. It is a divorce for the sole reason of marital unfaithfulness (adultery). (Matthew 5:32, 19:8-9, Luke 16:18.) No one should counsel a believer to divorce their spouse for adultery, but biblically, a spouse is free to proceed with such a divorce. The ideal is to believe God for the healing of that marriage, however.

2. It is divorce initiated by the unbelieving partner. (I Corinthians 7:15) Again, godly counsel is to wait, pray and believe God for the return and salvation of that spouse, but any believer proceeding with a divorce for this cause is within biblical boundary lines.

Apostles Lutheran Church Policy Manual

3.4.3 QUESTION: Should the church member not desiring the divorce be disciplined since in our state it is impossible to stop a divorce through contestation?

ANSWER: No, rather counsel and comfort needs to be extended.

3.4.4 **Summary of Counsel To Be Given Concerning Divorce**

The covenant of marriage is a permanent relationship instituted by God and not to be taken lightly. Although a believer may have biblical grounds to enter into divorce proceedings for the reasons stated above, divorce is never the best alternative. God, who honors even one person standing for the marriage covenant, will mobilize mighty spiritual forces aimed at healing the marriage. But the standing spouse must be focused primarily on continuing to develop a personal relationship with the Lord. The question is often asked, "If my former spouse remarries someone else, am I free to remarry?" Our answer must be an affirmative, "Yes." But, if a believing spouse chooses to stay single and honor the vows made in the original marriage covenant, we should give comfort and encouragement. We can direct this person to God in Whom all physical, emotional and spiritual needs will be met. This believer should be encouraged to exercise sacrificial love and to pray for the new marriage of the former spouse. We heartily commend those courageous "standers" who choose to stand with God alone as they proclaim the permanence of God's marriage covenant to all future generations.

3.5 Child Abuse Policy and Procedure

For parents, guardians and staff of Apostles Lutheran Church.

I Thessalonians 5:22 "Avoid even the appearance of evil."

Ephesians 5:3 "But among you there must not be even a hint of sexual immorality..., because these are improper for God's holy people."

Matthew 18:6 "But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and be drowned in the depths of the sea."

Matthew 18:15-17 "If your brother wrongs you, go and show him his fault, between you and him privately. If he listens to you, you have won back your brother. But if he does not listen, take along with you one or two others, so that every word may be confirmed and upheld by the testimony of two or three witnesses. If he pays no attention to them, refusing to listen and obey, tell it to the church; and if he refuses to listen to the Church, let him be to you as a pagan and a tax collector."

3.5.1 Policy

Church Policies: Church personnel are required to report to designated church authorities any suspected case of child abuse. It is not a breach of confidence

Apostles Lutheran Church Policy Manual

between church personnel and the child involved. As church leaders, we have a double accountability before God to be aware of the great responsibility we have in offending or protecting one of God's little ones. We protect all Apostles Lutheran Church children, regardless of age. It is also our desire to protect the parents as much as legally possible from undue interference by outside authorities into their family life. We want to follow the principles of submitting to governing authorities (Rom. 13:1ff) while at the same time helping parents to exercise child discipline that is consistent with the scriptures.

3.5.2 Reporting Procedure

3.5.2.1 State of Virginia Definitions: 63.2-100.

As used in this title, unless the context requires a different meaning:

"Abused or neglected child" means any child less than 18 years of age:

1. Whose parents or other person responsible for his care creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement, or impairment of bodily or mental functions, including but not limited to, a child who is with his parent or other person responsible for his care either (i) during the manufacture or attempted manufacture of a Schedule I or II controlled substance, or (ii) during the unlawful sale of such substance by that child's parents or other person responsible for his care, where such manufacture, or attempted manufacture or unlawful sale would constitute a felony violation of § [18.2-248](#);
2. Whose parents or other person responsible for his care neglects or refuses to provide care necessary for his health. However, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected child. Further, a decision by parents who have legal authority for the child or, in the absence of parents with legal authority for the child, any person with legal authority for the child, who refuses a particular medical treatment for a child with a life-threatening condition shall not be deemed a refusal to provide necessary care if (i) such decision is made jointly by the parents or other person with legal authority and the child; (ii) the child has reached 14 years of age and is sufficiently mature to have an informed opinion on the subject of his medical treatment; (iii) the parents or other person with legal authority and the child have considered alternative treatment options; and (iv) the parents or other person with legal authority and the child believe in good faith that such

Apostles Lutheran Church Policy Manual

decision is in the child's best interest. Nothing in this subdivision shall be construed to limit the provisions of § [16.1-278.4](#);

3. Whose parents or other person responsible for his care abandons such child;
4. Whose parents or other person responsible for his care commits or allows to be committed any act of sexual exploitation or any sexual act upon a child in violation of the law;
5. Who is without parental care or guardianship caused by the unreasonable absence or the mental or physical incapacity of the child's parent, guardian, legal custodian or other person standing in loco parentis.

3.5.2.2 Symptoms To Watch For: (note: One or more of these symptoms does not necessarily mean that child abuse is occurring.)

3.5.2.2.1 Physical abuse: Bruises or welts, especially those that are unexplained and at unusual places on the body, burns, unexplained fractures, abrasions, lacerations, human bite marks.

3.5.2.2.2 Neglect: Severe malnourishment, grossly inadequate hygiene care or lack of supervision.

3.5.2.2.3 Emotional abuse: Behavior which indicates apathy or depression is antisocial or hostile.

3.5.2.2.4 Sexual abuse: Child expresses or implies involvement in sexual activity with parent or other adult. Reports itching, pain, bruises, bleeding in genital or anal areas, severe emotional conflict at home. Child's clothing appears stained, torn or bloody. An unwanted pregnancy. Child appears to spend extended periods of time in a fantasy world. A young child demonstrates an exaggerated knowledge of or interest in adult sexual behavior evidence by either seductive actions or conversations, or fear of intimate contact with others. Child is known to be the victim of other forms of abuse by parent(s).

3.5.2.3 Who Must Report:

3.5.2.3.1 The State of Virginia enforces these procedures: 63.2-1509 : The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline:

1. Any person licensed to practice medicine or any of the healing arts;

Apostles Lutheran Church Policy Manual

2. Any hospital resident or intern, and any person employed in the nursing profession;
3. Any person employed as a social worker;
4. Any probation officer;
5. Any teacher or other person employed in a public or private school, kindergarten or nursery school;
6. Any person providing full-time or part-time child care for pay on a regularly planned basis;
7. Any mental health professional;
8. Any law-enforcement officer or animal control officer;
9. Any mediator eligible to receive court referrals pursuant to § [8.01-576.8](#);
10. Any professional staff person, not previously enumerated, employed by a private or state-operated hospital, institution or facility to which children have been committed or where children have been placed for care and treatment;
11. Any person associated with or employed by any private organization responsible for the care, custody or control of children;
12. Any person who is designated a court-appointed special advocate pursuant to Article 5 (§ [9.1-151](#) et seq.) of Chapter 1 of Title 9.1;
13. Any person, over the age of 18 years, who has received training approved by the Department of Social Services for the purposes of recognizing and reporting child abuse and neglect;

If neither the locality in which the child resides nor where the abuse or neglect is believed to have occurred is known, then such report shall be made to the local department of the county or city where the abuse or neglect was discovered or to the Department's toll-free child abuse and neglect hotline.

If an employee of the local department is suspected of abusing or neglecting a child, the report shall be made to the court of the county or city where the abuse or neglect was discovered. Upon receipt of such a report by the court, the judge shall assign the report to a local department that is not the employer of the suspected employee for investigation or family assessment. The judge may consult with the Department in selecting a local department to respond to the report or the complaint.

Apostles Lutheran Church Policy Manual

If the information is received by a teacher, staff member, resident, intern or nurse in the course of professional services in a hospital, school or similar institution, such person may, in place of said report, immediately notify the person in charge of the institution or department, or his designee, who shall make such report forthwith.

The initial report may be an oral report but such report shall be reduced to writing by the child abuse coordinator of the local department on a form prescribed by the Board. Any person required to make the report pursuant to this subsection shall disclose all information that is the basis for his suspicion of abuse or neglect of the child and, upon request, shall make available to the child-protective services coordinator and the local department, which is the agency of jurisdiction, any information, records, or reports that document the basis for the report. All persons required by this subsection to report suspected abuse or neglect who maintain a record of a child who is the subject of such a report shall cooperate with the investigating agency and shall make related information, records and reports available to the investigating agency unless such disclosure violates the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g). Provision of such information, records, and reports by a health care provider shall not be prohibited by § [8.01-399](#). Criminal investigative reports received from law-enforcement agencies shall not be further disseminated by the investigating agency nor shall they be subject to public disclosure.

The report shall be made at the first opportunity, but in no case longer than 72 hours after there is reasonable cause to believe that the child or adult has suffered abuse or neglect.

Violation – Penalty. Any person required to file a report pursuant to this section who fails to do so within 72 hours of his first suspicion of child abuse or neglect shall be fined not more than \$500 for the first failure and for any subsequent failures not less than \$100 nor more than \$1,000.

3.5.2.4 **When To Report:** Under Virginia State law, social workers, nurses, school workers and other types of counselors are required to report to authorities within 72 hours any instance of child abuse they have reason to suspect to believe occurred. Apostles Lutheran Church will adopt this procedure.

3.5.2.5 **How to Report:**

3.5.2.5.1 Immediately call one of the Pastoral staff. Procedures to maintain strict confidentiality will be followed. This means that only those who are directly involved will be informed.

3.5.2.5.2 In cases where the child is not in immediate danger, the parents will be interviewed by a team of 3 members to include a Council

Apostles Lutheran Church Policy Manual

member, a pastor, and one other person appointed by that Pastor. When the team has evaluated the information and determined that there is a “reasonable cause” to suspect child abuse, then Child Protective Services or the Police Department will be contacted and the parents informed of such action.

3.5.2.5.3 The Pastor of record will make a confidential written report with conclusions, action taken, and recommendations for follow-up action if appropriate. The report will be signed by and kept as a matter of record by the pastoral staff.

3.5.2.6 Apostles Staff and Volunteers: Immediate suspension shall result when a staff member or volunteer is suspected of child abuse and reasonable evidence exists as to his/her alleged involvement until a complete investigation and decision has been made. A report shall also be made to the pastoral staff.

3.5.2.7 Church Discipline: If it is found that child abuse by a member of Apostles Lutheran Church has taken place, the church will practice discipline according to Matthew 18:15-17.

3.6 Ministry Volunteers

Along with employees of the church, volunteers will be used to help carry out the ministry in the various departments.

3.6.1 Volunteers will be recruited and interviewed by the pastor, director, or other volunteers helping to administer a particular program.

3.6.2 All names of potential volunteers will be brought before the Senior Staff/Team Leaders before assignment to any task at the church. If Senior Staff/Team Leaders or other staff know of reasons why a person would not be suitable for a volunteer position, further investigation will take place and a final approval or denial of the volunteer will be made.

3.6.3 In cases where children, youth or developmentally disabled adults are to be supervised by volunteers, a formal application on FORM 3 (see appendix) will be filed by the volunteer before a final approval is considered.

3.7 Marriage/Weddings

3.7.1 **Policy Statement** to those considering marriage.

It is our desire that your marriage be the happiest relationship possible, and that it be all God intended it to be. Marriage is a gift of God, therefore He desires to be part of your marriage and to bless your lives together. This is why we share this information with you.

God created man and woman and designed the marriage relationship. It makes sense that He best knows how to build a happy marriage.

Apostles Lutheran Church Policy Manual

As we read His Word, we are able to discern basic principles which must be understood and applied if we hope to experience joy and fulfillment in marriage. Ignoring these principles will result in frustration and ultimate failure in any marriage relationship.

Because we are committed to building strong marriages, we want to share the following guidelines and Scriptures. We have no desire to condemn or reject anyone – we only want to live within God’s principles for marriage. Marriage is a union between one man and one woman. The following Scriptures concern marriage and are the basis for the decisions we make regarding weddings we perform:

Matthew 5:31

Mark 10:2-12

Romans 7:1-3

Ephesians 5:21-33

Matthew 19:3-12

Luke 16:18

1 Corinthians 7:1-40

Colossians 3:18-19

3.7.1.1 We require at least four (4) counseling sessions prior to your marriage. You will also be asked to read a book and/or listen to tapes in preparation.

3.7.1.2 For those who have experienced divorce, we believe every possible attempt must first be made for reconciliation before remarriage is considered.

3.7.1.3 We will not marry a couple if one person is a Christian and the other is not.

3.7.1.4 We require couples to be in a celibate relationship before marriage.

3.7.1.5 We do not normally marry a couple if either of them has been divorced within the last twelve months.

3.7.1.6 In cases where one or both parties have been divorced twelve months or longer, the pastor asked to perform the ceremony must decide, in the light of the above Scriptures, whether or not to perform the ceremony.

3.7.1.7 We do not marry a couple if either person does not have the blessing of their parents. (The age of the persons involved may alter this situation.)

3.7.1.8 In case of pre-marital pregnancy, the marriage may or may not be performed, depending on the maturity of the persons involved and other considerations. The final decision to perform the ceremony will be determined by the pastor asked to perform the ceremony.

3.7.1.9 No pastor of the Apostles staff will marry a couple if one of the other pastors of the church has refused to perform the ceremony.

3.7.1.10 We do not marry a couple if either person is under the influence of alcohol or drugs (other than those prescribed by a doctor) during the wedding.

Apostles Lutheran Church Policy Manual

NOTE: Any member of the wedding party, who is under the influence of alcohol or drugs, will not be permitted to participate in the wedding.

3.7.2 Scheduling

3.7.2.1 Secure a “Planning Your Wedding” brochure and read contents. These are available at the office.

3.7.2.2 Make an appointment with one of the pastoral staff, whom you wish to perform the ceremony.

3.7.2.3 A date may be selected, with the approval of the pastor performing the ceremony in conjunction with the Altar Guild Chairperson.

3.7.2.4 The date of the wedding and rehearsal may then go on the main office calendar, thus reserving the facilities.

3.7.2.5 Having secured a date and time does not guarantee that there will not be another wedding scheduled that same day. There may be other weddings in the same building the same day.

3.7.2.6 All weddings held at Apostles Lutheran Church will be supervised by Apostles’ Altar Guild Chairperson.

3.7.3 Policies Governing the Wedding Ceremony

3.7.3.1 The minister and Altar Guild Chairperson will be in charge of all rehearsals.

3.7.3.2 All rehearsals will begin promptly at the time scheduled, regardless of whether or not all of the wedding party is present. Persons needed at rehearsals are: Bride, Bridegroom, Best Man, Maid of Honor, Attendants, Flower Girl, Ring Bearer, Ushers and Parents.

3.7.3.3 All music to be played and/or sung must be cleared with the Music Director.

3.7.3.4 No changes are permitted from rehearsal night to ceremony, without notifying the minister and Altar Guild Chairperson.

3.7.3.5 Marriage license must be in the church office the day before the ceremony.

3.7.3.6 Unusual decorations, requiring alterations to building or additional services of the custodians, must be approved by the Altar Guild Chairperson. The altar is not to be used for decorating purposes.

3.7.3.7 No smoking inside the church building.

Apostles Lutheran Church Policy Manual

3.7.3.8 No flash pictures are permitted during the ceremony. Photography will be limited to the use of available light.

3.7.3.9 No rice or confetti will be allowed. Use of birdseed and bubbles is acceptable. This is permitted only in the parking lot. An additional custodial fee will be levied where this is violated.

3.7.3.10 The wedding party assumes TOTAL obligation for damages to the buildings and/or property.

3.7.3.11 There will be NO consumption of alcohol or illicit drugs on church premises.

3.7.3.12 There will be no Sunday weddings.

3.7.4 Receptions

3.7.4.1 No food or beverages are to be taken out of the reception area at any time during the reception.

3.7.4.2 ALL decorations, accessories, food, punch, cake, etc., must be furnished by the wedding party.

3.7.4.3 Weddings will be scheduled no closer than four hours apart in any one part of the building, with only one reception scheduled on one date. There will be no exceptions.

3.7.5 Financial Arrangements for Weddings

3.7.5.1 The Senior Pastor and Council will determine the wedding fees, if any, that will be charged.

3.7.5.2 Half of all fees must be paid at the time of scheduling. No weddings will be scheduled on the wedding calendar without this deposit.

3.7.5.3 The balance of all fees must be delivered to the wedding coordinator no later than the day of the rehearsal. Make all checks payable to Apostles Lutheran Church.

3.8 Aid and Assistance

3.8.1 Mission – To aid and assist those in need according to spiritual directives and fiscal constraints.

3.8.2 General Requirements

3.8.2.1 Preference will be given to Apostles Lutheran Church members.

3.8.2.2 Applicant must be willing to submit written application (Apostles staff member may assist in filling this out).

Apostles Lutheran Church Policy Manual

3.8.2.3 Applicant must meet with Apostles Lutheran Church staff or designee.

3.8.2.4 Applicant must be willing to work for pay, if requested.

3.8.3 Fiscal Requirements

3.8.3.1 Applicant must be willing to discuss the following information with Apostles Lutheran Church staff member:

- Family data
- Statement of income and net worth
- Monthly budget

3.8.3.2 Applicant must be willing to seek financial counseling sponsored by:

- Apostles Lutheran Church
- Public Service Agencies

3.9 Music Groups/Outside Speakers

3.9.1 Arrangements for musical groups and outside speakers shall be the responsibility of the Senior Pastor or those authorized by him to make such arrangements. The charge for this will be agreed upon in advance and will be paid in the same manner. These costs will be provided through the budget. The financial information will be given to the Administrative Office at least one month prior to the engagement.

The use of “love” offerings is discouraged and will be limited if used at all. The Senior Pastor, or his designee, shall make inquiry to determine the content and type of performance to be given. This can include checking references. The material content must be carefully monitored to see that it is consistent with objectives of the church. Musical content should be reviewed to determine if it will edify the body as a whole. Sales of records, books or other publications of speakers will be permitted in a manner and location approved by the Senior Pastor and/or the Church Administrator.

3.10 Equipment Use

All equipment use must be restricted to Apostles use, unless authorized by the Church Administrator.

3.10.1 Musical Equipment

Sound equipment which is not used for the regular church services may be moved off church premises for church-sponsored activities with the approval of the Church Administrator. This might include choir tours, performances at other churches and similar events. Equipment which is used for the regular church service shall not be taken from the church premises unless the activity is an all-church function, such as an Easter or Christmas service at another location.

Apostles Lutheran Church Policy Manual

Use of any music equipment must be cleared with the Church Administrator. No music equipment will be loaned for non-church activities.

Music and Sound equipment may be used on the premises with the permission of the Church Administrator. This is restricted for rehearsals for individuals or groups for church sponsored activities. The sound level shall be kept at reasonable levels and the music being sung or played shall be of the type to conform with the stated objectives of the church.

3.10.2 Regular Office Equipment

Computers, copiers, etc., may be used in the building with the permission of the staff member responsible for such equipment. This equipment may not be taken from the building, except upon the authorization of the Church Administrator, and this use shall be restricted to church work done off the premises.

3.10.3 Specialized Equipment

The use of the printers, copying machines, folding machine, etc., and peripheral equipment is restricted to assigned trained personnel only.

3.10.4 Tables, Chairs, Projectors, DVDs, Kitchen Equipment, etc.

Tables, chairs, projectors, kitchen equipment and so forth, may be loaned to church members for use in study groups and church related activities. The use must be authorized by the Church Administrator. A property check-out form must be signed before release of the items.

3.10.5 Vehicles: Bus and Van

All church vehicles are under the direction and control of the Church Administrator. Buses, vans, trucks, trailers, etc. may be loaned to other churches with the consent of the Church Administrator. Adequate insurance and valid operator's license is required and Apostles Lutheran Church will provide a driver.

3.10.5.1 Church vehicles are restricted for church-related functions only.

3.10.5.2 Driver must have a CDL license when required by Virginia State Law.

3.10.5.3 Trips should be planned in advance and scheduled on the church calendar.

3.10.5.4 The keys will be kept in the Administrative Office and should be picked up the day before the use.

Apostles Lutheran Church Policy Manual

3.10.5.5 The sponsor will be responsible for obtaining the properly licensed driver and for the condition of the vehicle. Arrangements should be made to remove debris from the vehicle and it should be left clean after use.

3.10.5.6 The log in the vehicle should be maintained.

3.10.5.7 Make sure the passengers remain seated while the vehicle is moving and do not allow any form of distractive conduct.

3.10.5.8 The church van may be used on Sunday to transport people to the church. Any group wishing to use the vehicle during this time must make prior arrangements for a vehicle and driver to fill this need.

3.10.5.9 Conflicts in dates will first be considered on a “need” basis.

3.10.5.10 Defective equipment should be noted and the Administrative Office advised.

3.10.5.11 Personal use of these vehicles is strictly prohibited.

3.10.6 Building Use

All uses must be scheduled in advance in the Administrative Office.

3.10.6.1 In general, the building and properties are not for activities not directly related to the church. Exceptions can be granted on a case basis by the Church Administrator. Regularly scheduled non-church related activities must be approved in advance by the Church Administrator.

3.10.6.2 A church secretary will maintain the calendar. The Church Administrator will review the calendar at regular intervals to assess compliance.

3.10.6.3 Any activity must be approved by the sponsoring pastor and have a responsible adult present, who is a member of Apostles Lutheran Church.

3.10.6.4 The conduct of those attending must be consistent with the values of the church.

3.10.6.5 Because of the need for set-up and cleaning of the facilities for Sunday services, activities must be concluded by 4:00 p.m. on Saturday. Exception on an individual case basis will be permitted with the consent of the Senior Pastor and Church Administrator.

Apostles Lutheran Church Policy Manual

3.11 Fund Raising

The church should be supported by its members through regular tithes and offerings. With this in mind, fund raising activities that are pointed to non-members and visitors are prohibited. This would include raffles, food sales, flea market sales, etc. that would be held on the church premises or held in the church's name. A charge for meals, that approximates the cost, can be made for dinners where guests are invited.

3.11.1 Sales of tickets for church activities are permitted. This includes retreats, sporting events, musicals, and meals. Only church members may do the selling and prior approval of the Church Administrator must be obtained.

3.11.2 Any commercial selling activity on the church premises is expressly prohibited except as mentioned above. The use of any church material such as membership lists to solicit sales of any kind is prohibited.

3.12 Purchases

3.12.1 Purchases in excess of \$250.00 must be approved in advance by the Church Administrator or his designee. A purchase order will be required.

Apostles Lutheran Church Policy Manual

Apostles Lutheran Church Policy Manual

Appendix

FORM 1 – Discipline Intake Form

DISCIPLINE INTAKE FORM

(To be completed by person with first-hand knowledge of sin before submitting the matter to Council.)

SECTION 1:

I, _____
(name)

(address) (telephone)

have first-hand knowledge that _____
(name of accused)

has or is committing the following sin: _____

On, _____, I personally and privately confronted
(date)

(name of accused)

(Matthew 18:15; Luke 17:3). This confrontation was by telephone / face-to-face / letter / email
(circle one).

During the confrontation, I stated to him/her _____

(summarize what you said)

The response of _____

(name of accused)

was _____

Apostles Lutheran Church Policy Manual

SECTION 2:

Because the Accused did not admit the sin, repent and did not discontinue the sin, I took

_____ (name)

and _____ (name)

with me to confront the accused. NOTE: Must have at least two other believers (Matthew 18:16; Deuteronomy 19:15).

We, collectively confronted the Accused on _____ (date)

The confrontation occurred at _____ (location)

We collectively stated to the Accused _____

Because the Accused did not admit the sin, repent and did not discontinue the sin, we are submitting this matter to the Council.

I have truthfully answered all questions.

_____ (Accuser)

_____ (Date)

We, the witnesses, declare that SECTION 2 is correct.

_____ (Witness)

_____ (Witness)

Apostles Lutheran Church Policy Manual

FORM 2 – Discipline Procedure Checklist

DISCIPLINE PROCEDURE CHECKLIST

(To Be Completed By Apostles Council)

Regarding _____ (Name of Accused).

(____) 1. The accused was privately confronted in accord with Matthew 18:15 and Luke 17:3.

(____) 2. The accused was confronted by the Accuser and two (2) witnesses. Matthew 18:16 and Deuteronomy 19:15.

(____) 3. Discipline Intake Form is attached.

(____) a. Verified the signature of the Accuser.

(____) b. Verified the signatures of the witnesses.

(____) c. Verified the Apostles membership of the accused.

(____) d. I personally contacted the Accused and reviewed the Intake Form. This contact occurred on

_____ (Date)

_____ (Location)

The response of the Accused to me was _____

(Use other side if needed)

(____) 4. Based upon the response of the Accused:

(____) a. This matter will not receive further consideration because:

(____) b. This matter will be presented to the Council on

_____ (Matthew 18:17 and 1 Timothy 5:20)

(Date)

(____) 5. This matter was considered by the Council on _____

The Council has determined: _____ (Date)

(____) a. This matter will not receive further consideration because:

Apostles Lutheran Church Policy Manual

_____ and I so informed the Accuser and Witness on _____
(Date)

(_____) b. Two (2) Council members, _____
_____ and _____ have been assigned to
personally interview the Accused.

(_____) 6. The Accused was interviewed by two (2) Council members,
_____ and _____
_____ on (Date) _____. A copy of their written report and
recommendation is attached.

(_____) 7. The Council considered the written report of
_____ and _____
and determined that:

(_____) a. This matter will not receive further consideration because:

and I so informed the Accuser and Witness on _____
(Date)

(_____) b. A letter should be sent the Accused warning that the Church will
be informed unless they repent. This letter will state that: unless we
hear from the Accused prior to the next Council Meeting, which
will occur on _____,
(Date)

The issue will be presented to the Church in accord with the Policy
Manual.

(_____) 8. The letter required by 7 (b) was mailed on _____
(Date)

(_____) 9. In response to the letter, the Accused: (Check all that apply)

(_____) a. Failed to contact the church

(_____) b. Contacted by _____
(Name of Council member) (Date)

Apostles Lutheran Church Policy Manual

The Council confirmed that the letter was received. (If further discussion occurred, it is reported in writing and attached).

(_____) c. Failed to repent

(_____) d. Contacted the Church with the following result:

(_____) 10. Because the Accused did not confess the sin, repent and discontinue the sin, the attached statement was read to the congregation by:

(Name of Council member) (Date)

(_____) 11. A letter of dismissal (Attached) was sent to the Accused on _____ (Date)

. (Matthew 18:17; I Corinthians 5:5;

I Timothy 1:20; II Thessalonians 3:14-15). I have personally verified all of the above.

(Council member)

(Date)

Apostles Lutheran Church Policy Manual

Apostles Lutheran Church Policy Manual

FORM 3 – Application For Employment

Apostles Lutheran Church

370 Johnstown Road ♦ Chesapeake, Virginia 23322 ♦ Telephone (757) 547-4692

Application for Employment

Date _____

Name _____ Social Security # _____
Last First Middle

Address _____ Telephone # _____

How long have you been at this address? _____ Do you have a legal right to work in the United States? _____

If your application is considered favorably, on what date will you be available for work?

What prompted you to seek employment at Apostles? _____

Briefly describe why working at our organization appeals to you. _____

What do you consider to be the single most important event in your life? _____

What do you consider the second most important event in your life? _____

EDUCATION

High School: _____ Graduate? _____

<i>College or Technical: Degree Held</i>	<i>School Name and Address</i>	<i>Major(s) and number of Hours</i>	<i>Minor(s) and number of hours</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List any Professional Certificates or Licenses which you hold or any special work toward a degree or other special training:

SECRETARIAL EXPERIENCE

<i>Dates</i>	<i>Place</i>	<i>Responsibilities</i>
--------------	--------------	-------------------------

Apostles Lutheran Church Policy Manual

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

WORK PREFERENCE

What type of work do you prefer? _____

What would be your second choice? _____

Please list any other job skills that you possess:

WORK EXPERIENCE

If presently employed, may we contact your employer? _____

List all employers you have had during the last five years, starting with present or most recent employer:

1. _____

Firm	Supervisor	Address	City	State	Zip
Phone: _____ Position: _____					
Employed from: _____ To: _____ Reason for leaving: _____					

2. _____

Firm	Supervisor	Address	City	State	Zip
Phone: _____ Position: _____					
Employed from: _____ To: _____ Reason for leaving: _____					

3. _____

Firm	Supervisor	Address	City	State	Zip
Phone: _____ Position: _____					
Employed from: _____ To: _____ Reason for leaving: _____					

REFERENCES

Present Pastor's Name Address City State Zip Phone

Name and address of church: _____

If you have attended your present church less than one year, give the name of previous pastor and church:

Previous Pastor's Name Address City State Zip Phone

List below three persons who are well acquainted with you, not including relatives, former teachers, or employers:

1. _____

Name	Address	City	State	Zip	Phone
------	---------	------	-------	-----	-------

2. _____

Name	Address	City	State	Zip	Phone
------	---------	------	-------	-----	-------

3. _____

Name	Address	City	State	Zip	Phone
------	---------	------	-------	-----	-------

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not, and

Apostles Lutheran Church Policy Manual

is not intended to be, a contract of employment, nor does this application obligate Apostles Lutheran Church in any way if Apostles Lutheran Church decides to employ me. I understand that my employment is on an at-will basis.

I authorize you to make such investigations and inquiries of my personal, employment, and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries made concerning my application.

Apostles Lutheran Church does not discriminate based on race, color, or national origin.

Signed: _____ Date _____

Apostles Lutheran Church Policy Manual

FORM 4 –Apostles Membership Covenant

The Apostles Membership Covenant

Having received Christ as my Lord and Savior and been baptized, and being in agreement with Apostles' statements, strategy, and structure, I now feel led by the Holy Spirit to unite with the Apostles' church family. In doing so, I commit myself to God and to the other members to do the following:

1. I WILL PROTECT THE UNITY OF MY CHURCH

- **By acting in love toward other members**
- **By refusing to gossip and resolving conflicts using Matthew 18:15-17**
- **By supporting the leaders as they work together to identify and accomplish God's purpose for the Apostles family**

“So let us concentrate on the things which make for harmony, and on the growth of our fellowship together.”

Romans 15:19 (Ph)

“Live in complete harmony with each other – each with the attitude of Christ toward each other.”

Romans 15:5 (LB)

“Have a sincere love for your fellow believers, love one another earnestly with all your hearts.”

1 Peter 1:22 (GN)

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs...”

Ephesians 4:29

“Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be no advantage to you.”

Hebrews 13:17

2. I WILL SHARE THE RESPONSIBILITY OF MY CHURCH

- **By praying for its growth**
- **By inviting the unchurched to attend**
- **By warmly welcoming those who visit**

“To the church...we always thank God for you and pray for you constantly.”

1 Thessalonians 1:2

“Go out into the country...and urge anyone you find to come in, so that My House will be full.”

Luke 14:23 (LB)

Apostles Lutheran Church Policy Manual

“So, warmly welcome each other into the church, just as Christ has warmly welcomed you; then God will be glorified.”

Romans 15:7 (LB)

3. I WILL SERVE THE MINISTRY OF MY CHURCH

- **By discovering my gifts and talents**
- **By being equipped to serve by my pastors**
- **By developing a servant’s heart**

“Serve one another with the particular gifts God has given each of you...” 1 Peter 4:10

“God gave...some to be pastors and teachers to prepare God’s people for works of ministry, so that the body of Christ may be built up...” Ephesians 4:11-12

“Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Jesus Christ...who took on the very nature of a servant...” Philippians 2:3-4, 7

4. I WILL SUPPORT THE TESTIMONY OF MY CHURCH

- **By attending faithfully**
- **By living a growing and godly life**
- **By giving regularly**

“Let us not give up the habit of meeting together...but let us encourage one another.” Hebrews 10:25

“But whatever happens, make sure that your everyday life is worthy of the gospel of Christ.” Philippians 1:27 (Ph)

“Each one of you, on the first day of each week, should set aside a specific sum of money in proportion to what you have earned and use it for the offering.” 1 Corinthians 16:2

“A tenth of all your produce is the Lord’s, and it is holy.” Leviticus 27:30

Member Signature

Date

Pastor Signature

Date