

## GSLC Leader's Handbook 2018-2019

### Congregation Council – By Position

President	Suzanne Westberg	732-463-9092 908-420-7471 cell	suzawest@optonline.net
President Elect & Worship Ministry Chair	Nancy Waltermire	732-672-1969 cell 908-823-4761	worshipchair@gslutheranchurch.org nervoh@comcast.net (preferred)
Secretary	Skip Schaeffer	732-568-0196	GBS23@comcast.net
Recorder	Cindy Dilks	908-231-0141 908-581-5601 cell	recordingsecretary@gslutheranchurch.org

Adult Ministry	Lynn Francesconi	908-872-1284 cell	Lfrances@hunter.cuny.edu
Children/Youth/Family	Phoebe Chen	908-829-0283	phoebenoelle2000@gmail.com
Daycare	Johanna Scholl	908-313-9894 cell	Schollfamily12345@gmail.com
Evangelism	Nadine Pitti	732-336-1178 cell	naymess1313@gmail.com
Finance	Jim Bonastia	908-625-3721 cell	james@bonastia.com
Social Ministry	Donna Walsh	908-722-6607 908-295-5689 cell	deardonna@verizon.net
Stewardship	Karen Smith	908-371-2393 908-672-9549 cell	kjsmith288@comcast.net
Worship	Skip Fuller	732-828-9483 732-476-7123 cell	bench585@aol.com
Youth Representative	Bridget Eilers	908-281-5828	youthrep@gslutheranchurch.org

### Non-Council Ministry Team Chairs

Adult Ministry	Lee Wollenberg	908-829-0246 908-380-1066 cell	adultfamilychair@gslutheranchurch.org
Children/Youth/Family	Louise Eilers	908-281-5828	childrenyouthchair@gslutheranchurch.org
Daycare	Gale Murphy	908-393-5317 201-519-4780 cell	daycarechair@gslutheranchurch.org
Evangelism	Janine Shugan	908-704-0504 908-875-7357 cell	evangelismchair@gslutheranchurch.org
Finance	Jill Weidner	732-469-1060 908-334-8237 cell	jillweidner@verizon.net (preferred) financechair@gslutheranchurch.org
Property	Bob Wollenberg	908-829-0246 908-380-1067 cell	propertychair@gslutheranchurch.org
Social Ministry	Stephanie Meister	732-246-0560 908-285-3624 cell	socialministrychair@gslutheranchurch.org
Stewardship	Joyce Jonat	908-725-5189 973-267-5533 x225	stewardshipchair@gslutheranchurch.org
Technology	Jeff Davis	732-873-8709 908-963-5883 cell	techchair@gslutheranchurch.org
Treasurer	Ed Gould	908-647-2791 908-285-0256 cell	epgould@verizon.net

# GSLC Leaders Handbook

## 2018-19

### Ministries

**Adult Ministry :** Chair - Lee Wollenberg  
Staff Liaison – Jamie Dungey  
Council Liaison - Lynn Francesconi  
Diakonia - Joan Grace

**Children, Youth, & Family:** Chair – Louise Eilers  
Council Liaison – Phoebe Chen  
Sunday Nursery Professional - Alba Buitrago

**Daycare:** Chair - Gale Murphy  
Johanna Scholl - Council Liaison  
Iolene Hadley - Director

**Evangelism:** Chair - Janine Shugan  
Council Liaison - Nadine Pitti

**Finance:** Chair - Jill Weidner  
Council Liaison - Jim Bonastia  
Treasurer - Ed Gould  
Finance Secretary - Eric Westberg  
Bill Pay - Dean Levin  
Counter Coordinator – Lowell Reinhardt  
Special Envelope Counter - Sandy Alexander

**Memorial Committee** Chair - Karen Smith

**Property:** Chair - Bob Wollenberg (temporary)  
HVAC Coordinator - Robert Day  
Electrical Systems Coordinator - Erwin Kuhblank  
Plumbing & Appliance Coordinator - Open  
General Interior Building Coordinator - Open  
Exterior Items Coordinator - Martin Linton  
Gardens and Grounds Coordinator - Dean Levin  
Building Systems Coordinator - David Rochow  
Records Coordinator - Peg Bernhardt  
Youth Concerns Coordinator - Open

**Stewardship:** Chair - Joyce Jonat  
Council Liaison - Karen Smith

**Social Ministry :** Chair - Stephanie Meister  
Staff Liaison – Jamie Dungey  
Red Envelope Coordinator - Bonnie Gould  
Holiday Food Basket Coordinators - Richard Alagona,  
Carol Westlund, Sharon Schwarz  
Food Bank Coordinator - Richard Alagona  
Interfaith Hospitality Network Coordinator - Bill Jonat

**Technology:** Chair - Jeff Davis  
Webmaster – David Scholl  
Constant Contact - Laura Meerovich

### **Worship Ministry:**

Chair/Council Liaison - Nancy Waltermire  
Music Ministry - Charles German, Debbie Gelormine  
Praise Ministry - Denise Kozloski, Gail Jorgensen

### Worship Steward Leaders

Scheduler & MSP Coordinator - Carrie Rieble  
Scheduler - Charlene Walker  
Acolytes – Pr. Chelsea  
Altar Guild – Ellen Parker  
Communion Assistants – Brenda Linton  
Counters – Lowell Reinhardt  
Readers – Florindo Gallicchio  
Refreshment Hosts – Nancy Davis  
Sound System – Dan Groth  
Ushers – Rob Shugan  
Worship Assistant Coordinator – Brenda Linton

### Caring Ministries

Coordinator – Janice Reinhardt  
Staff Liaison – Jamie Dungey  
Home Communion Ministers - Gail Jorgensen , Coordinator  
Prayer Ministers - Alicia Bloch-Chen, Jeff Davis,  
Dan Groth, Naeem Harry, Joyce Jonat, Jim Newton,  
Ron Thronson  
Grief Support – Brenda Linton

### Office Volunteers

Newsletter Editor - Joan Grace  
Regular Bulletin Assembly - Mary Ann & Cindy Schwarz  
General Office Assistance - Bea Allen  
Kitchenette (Supplies & Cleaning) - Linda Rolando  
Communion records; reminder calls - Connie Zylman  
Data entry/phone calls/website calendar –  
Stephanie Meister  
Forwards readings to Sunday readers - Melissa Syage

### Affinity Group Leaders/Coordinators

**Comfort Creators (Prayer Shawl)** – Roxanne Powers

**Crafteers** – Roxanne Powers

**Daughters of Eve** - Stephanie Meister

**Lutheran Men in Mission (LMM)** - Dean Levin

**Shepherd Stitchers** - Janice Brunsbach

**Sixty Plussers** – Sandy Alexander

**Women’s Thursday Bible Study** – Janice Reinhardt

**Tuesday Lunchtime Bible Study** – Joan Grace

## **DUTIES and RESPONSIBILITIES OF CONGREGATION COUNCIL** **(from our Constitution – Section C12.04)**

The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

The following additional Council responsibilities are summarized from our constitution.

The Congregation Council shall:

- ◆ be responsible for the financial and property matters of this congregation.
- ◆ see that the provisions of this constitution, its bylaws, and the continuing resolutions are carried out.
- ◆ provide for an annual review of the membership roster.
- ◆ be responsible for the appointment and supervision of the salaried lay workers of this congregation.
- ◆ submit a comprehensive report to this congregation at the annual meeting.
- ◆ normally meet once a month.
  - A quorum shall consist of a majority of the members, including the pastor(s) or interim pastor.
  - Special meetings may be called by a pastor or the president, and shall be called at the request of at least one-half of its members.
  - Council currently meets on the 2<sup>nd</sup> Tuesday of each month, except in January, when it meets on the 2<sup>nd</sup> Saturday.

# EXPECTATIONS OF CONGREGATION COUNCIL MEMBERS

Members of the Council also serve as either an officer of the congregation or as chairperson of (or liaison to) a standing committee. The responsibilities of *chairperson* and *liaison* are elsewhere in this handbook. On this page are the expectations of Council members as *individuals*. The responsibilities of the Council as a *whole* are in the constitution and are summarized elsewhere in this section.

## COUNCIL MEETINGS

- ◆ **Attend** Council meetings
  - *Regular meetings are on the second Tuesday of each month at 7:30 PM*
  - *Summer meeting dates are determined by Council*
  - *Dates can be changed by Council because of vacations, holidays, etc.*
  - *“Special meetings may be called by the pastor(s) or the president, and shall be called by the president at the request of at least one-half of its members.” (GSLC Constitution C12.11)*
- ◆ Notify the president as soon as **you know you will miss** a Council meeting.
  - *Otherwise you will be “absent” rather than “excused.”*
- ◆ Check and **empty your mail slot** every time you are in the building
- ◆ **Prepare** for the Council meeting by reading Council agenda and all reports prior to the meeting
  - *Deadline to suggest/submit items/committee recommendations (to Office Administrator) for the agenda is the Tuesday before the meeting.*
  - *Executive Committee sets the agenda during that week.*
  - *Agenda will be emailed by the Sunday morning prior to the meeting.*
  - *Please check your email regularly.*
- ◆ **Bring** that meeting’s Council agenda, reports, and the Leaders’ Handbook to every Council meeting.

## HANDBOOK AND REPORTS

- ◆ Please don’t add or subtract any pages of the **Leaders’ Handbook** unless you are asked to do so
  - *You will be asked to return this handbook intact when your term is up.*
- ◆ Use another binder (or whatever you choose) for **Council and committee reports** that you receive via email. Feel free, after the next Council meeting, to recycle all reports *except* Council minutes. Treasurer’s Reports and those of your own committee.
- ◆ Keep **your own committee reports** (and other papers pertinent to committee) however you like.
- ◆ Keep **Council minutes and Treasurer’s Reports** for your future reference (and your successor’s) in the brown folders given to you.
  - *You will be asked to return these two filled folders when your term is up.*

## ACCOUNTABILITY

- ◆ Adhere to deadlines for requests for information (e.g. Spending Plan input, Annual reports, Time and Talent Review, Committee membership lists) from other volunteers or staff.

# GOOD SHEPHERD LUTHERAN CHURCH ~ SOMERVILLE, NJ

## VOLUNTEER MINISTRY POSITION DESCRIPTION

**POSITION:** COMMITTEE CHAIRPERSON

- RESPONSIBILITIES:**
1. Plan and lead periodic (monthly, quarterly) committee meetings. As soon as meeting date is set, complete green *Meeting Request* form so that a room may be reserved and meeting may be publicized on church master calendar.
  2. Get input from Staff (and Council if applicable) liaison for Agenda.
  3. Ensure that someone from the committee gives dates of meetings and events to be included on master church calendar and publicized in newsletter and on kiosk if appropriate (see *Publicity* section).
  4. Ensure that someone (a committee secretary or members taking turns) prepares and submits committee reports to other committee members and the Church Office within 2 weeks of committee meeting. Church Office will distribute report to Council, Staff and non-Council Chairpersons – to aid in open communication amongst committees.
  5. Every time you are in church, check mail slot.
  6. According to approved Spending Plan, and on a timely basis, process/approve ministry expenses/bills and submit to Treasurer for payment (see *Spending Plan and Bill Approval Process* section).
  7. With committee, annually review Committee Responsibility list to ensure that all appropriate ministry areas are being addressed.
  8. Lead committee in developing yearly goals.
  9. Lead committee in reviewing annually the Time and Talent lists/descriptions.
  10. Affirm, support and nurture volunteers in your ministry.
  11. Contact team members that are absent without calling you before the meeting.
  12. Develop and submit committee spending plan to Council.
  13. Write a written report of committee activities for annual report of ministry at June Congregational Ministry Meeting.
  14. Recruit new committee members (see *Recruiting Volunteers* section).
  15. If there is a Council liaison for the committee, meet in June to determine division of ministry responsibilities – submit breakdown to Church Office.

**SUPPORT:** Executive Committee, Pastor, Staff

- QUALIFICATIONS:**
- Must be committed to the basic issues with which the committee is involved
  - Willing to be the ministry's advocate within the congregation
  - Must want to be in a leadership position
  - Must be able to get along with people
  - Must have some organizational abilities

**ADD'L RESOURCES:** Leaders Handbook

**TERM:** As appointed

**EFFECTIVE DATE:** JUNE 2005

Section 2-F

# GOOD SHEPHERD LUTHERAN CHURCH ~ SOMERVILLE, NJ

## VOLUNTEER MINISTRY POSITION DESCRIPTION

**POSITION:** COMMITTEE LIAISON TO COUNCIL

**PURPOSE:**

- To represent ministry of committee to Council
- To serve as channel from Council to committee
- To free committee chair from Council service

**RESPONSIBILITIES:**

1. Attend all meetings of the Congregation Council.
2. Bring to committee's attention anything relevant from Council actions and bring to Council information regarding committee recommendations, requests and progress.
3. Answer questions raised by Council members regarding reports of committee meetings.
4. Every time you are in church, check mail slot.
5. Unless otherwise directed (and to avoid duplicate efforts), Committee chair is responsible to fulfill all requests for action – liaison will be copied for information only.
6. Attend all committee meetings and stay for entire meeting.
7. Work with committee chair to ensure that meetings and events are publicized and included on master church calendar.
8. Work with chair to recruit new committee members as needed.
9. Give input to committee chair (who prepares written report of committee activities) for June Congregational Ministry Meeting Report.
10. Meet in June with committee chairperson to determine division of ministry responsibilities – submit breakdown to Church Office.

**SUPPORT:** Committee Chair, Executive Committee

**QUALIFICATIONS:**

- Interest in planning and making decisions for the good of the congregation
- Interest in ministry of committee and willingness to be Committee advocate to Council.

**ADDITIONAL RESOURCES:** Leaders' Handbook

**TERM:** Whatever council term elected to – 1,2 or 3 years

**EFFECTIVE DATE: JUNE 2005**

Section 2-G

# GOOD SHEPHERD LUTHERAN CHURCH ~ SOMERVILLE, NJ

## VOLUNTEER MINISTRY POSITION DESCRIPTION

- POSITION:** YOUTH LIAISON TO COUNCIL
- PURPOSE:**
- To represent the youth of the church to Council
  - To serve as a channel from Council to the youth
- RESPONSIBILITIES:**
- 1) Attend all meetings of the Congregation Council
  - 2) Every time you are in church, check your mailbox
  - 3) Bring to the youth's attention anything relevant from. Council actions and bring to Council information regarding youth's recommendations, request, and concerns
  - 4) At a Chairperson's request, will attend ministry's meetings. (limited to one ministry a month)
  - 5) Work to identify and recruit youth interested in being the future representative
  - 6) Work to involve youth in all aspects of the church
  - 7) Prepare a youth Liaison report of his or her activities for Congregational Ministry meeting
- SUPPORT:** Executive Committee, Pastor, and Staff
- QUALIFICATIONS:** High School confirmed member
- ADDITIONAL RESOURCES:**
- TERM:** 1 year
- EFFECTIVE DATE:** AUGUST 2005

**From *Time and Talent* Booklet**

# ***Report from the Task Force on Relationships***

## **BACKGROUND**

***Purpose:*** To provide a written statement defining the working relationships between the different entities at GSLC and the roles they play in furthering the ministry of Christ in this Congregation.

The Task Force noted that, in view of the coming pastoral change, it is more important than ever to have a clear understanding of the relationships among the Pastor, the Staff, Council, the Committees and Ministries, and the other constituents of the Congregational community.

***Team:*** Christine Duque, Dan Jones, Joyce Jonat, Evelyn Kruck, Dan Matyola, and Dave Wirth

***Meetings:*** Met on 3/15, 3/29, 4/19, 5/11, 5/24, 6/2 and 8/24. In addition, members frequently exchanged ideas and reviewed proposals via email.

### ***Methodology:***

The task force adopted and followed the following rules for the completion of its assigned duties:

- Meetings will last no longer than an hour and a half.
- Discussions shall be free and open, but not accusatory.
- All discussions will be confidential, and nothing shall be released until a formal report is issued.
- Members shall respect each other, listen to each other, and avoid interrupting or responding to a speaker until that person has concluded.
- Members shall not reiterate their positions.
- Reports and actions of the Task Force shall be by general consensus.
- Votes shall be weighted on a scale of 1 to 4: 1) totally agree; 2) some concerns but can live with it; 3) substantial concerns that need to be addressed before adoption; and 4) total disagreement.

### ***Scope:***

The following is a list of the various individuals and groups examined:

- Pastor
- Church Staff
- Council
- Executive Committee
- Officers
- Ministry Chairs, and Council Liaisons
- Committees and Ministries
- Parishioners (members and others)
- GSLC Christian Day Care
- Other Groups that use the Church's facilities

The Task Force will define processes and procedures to avoid conflicts and misunderstandings, and identify and define the following as to each individual and group:

- Authority.
- Duties and responsibilities.
- Accountability.



## **RECOMMENDATIONS:**

We are all brothers and sisters in Christ. We come together as a family of God to support, sustain, and encourage each other. To enable us to work in harmony each one of us has a role to play within the Congregation. The body of Christ has many parts – all are important and have a role to play, but only when there is a relationship of respect and teamwork can we achieve our mission as a church of God. At GSLC this is how the many parts act in harmony to further the ministry of our Congregation.

### ***Pastor and Council***

Pastor and Council provide overall vision and guidance for the ministries of the Congregation.

Pastor is the spiritual leader, worship leader and theological resource to the Congregation. If the Pastor disagrees with decisions that were made at a Council meeting, and that disagreement is based on theology or job responsibilities in relation to the decision, the issue must be discussed at the next Council meeting. If agreement cannot be made, matters involving theology may be referred to the Bishop of the NJ Synod and matters of job description may be referred to a meeting of the Congregation.

### ***Council and Executive Committee***

The Executive Committee prepares the agenda for Council meetings, and makes recommendations to the Council for actions to be taken. The Executive Committee also exercises the powers of the Council, subject to such guidelines as Council may adopt, between meetings of the Council.

### ***Council and Congregation***

Council has been given the authority by the Congregation to make decisions affecting the Congregation (see GSLC constitution).

The Congregation Council shall have oversight of the life and activities of this Congregation; in particular, worship life, property, administration and other ministries.

### ***Pastor and Staff***

Pastor is the head of Staff and provides day to day direction.

### ***Committees***

Committees are responsible to facilitate and implement the vision set by Council through their ministries.

### ***Committee Chairs***

It is the responsibility of the Chair, or a designated person, to run all meetings of the Committee. [A designated person is someone the Chair chooses, other than the Staff person associated with the Committee, to preside if the Chair is unable to attend the meeting.]

In concert with responsibilities in their job description, Chairs are especially reminded of the following charges:

- Ensure that reports of meetings are recorded and submitted in a timely fashion.
- Establish a time line for fulfilling Committee responsibilities.
- Clarify the role of the Committee members and professional Staff.
- Identify another volunteer (Designee) on the Committee (not the Staff person) who could take his/her place if absent.

- Advise the Designee if the Chair is unable to attend a Council meeting.
- Coordinate with other leaders, activities that impact multiple ministries.
- Ensure that all dates are promptly recorded on the church calendar.
- Pass on the records and reports of the Committee to the next leader.
- Administer Staff Performance Reviews annually, as directed by Council.
- Ensure that the Committee responds in a timely manner to requests/deadlines such as budget input, Time & Talent follow-up, annual reports, expense reporting and other items as required.
- If unable to meet a deadline, have the responsibility to communicate with the requester so that they may work together as a team to resolve the issue.

### *Council Liaisons*

Normally, the Chair of each Committee also acts as the Council Liaison for that Committee. If the Chair of a Committee is not a member of Council, then a member of Council is designated by Council to fill the function of Liaison between that Committee and Council. When a separate Council Liaison has been designated, the Chair and Council Liaison shall work together in harmony to further the mission of the Committee and to carry out all requests and assignments from Council to the Committee. When the Chair/Council Liaison is not able to attend a particular Council meeting, the Designee/Chair is encouraged to attend, in a non-voting capacity, to represent the Committee, to answer any questions Council may have concerning the work of the Committee, and to gather information to be carried back to the Committee.

The Chair/Council Liaison acts as the representative of the Committee at Council meetings and as the representative of the Council at Committee meetings. It is the role of the Chair/Council Liaison to bring the views of the Committee to Council and to transmit information and concerns between Council and the Committee.

When a Committee makes a formal recommendation to the Council, they should make reasonable efforts to reach a consensus. If a consensus can not be achieved, the issue should be reflected in their report and presented to council in a manner that fully and fairly reflects the views of the majority while still including any other major concerns that were raised. If Council does not approve the recommendation as presented, the Chair/Council Liaison shall promptly advise the Committee of the action taken and why, so that Committee members have an opportunity to express any concerns.

### *Staff and Committees*

The relationship that Staff has with their assigned Committees is similar to the relationship that Pastor has with Council.

The Staff person is a resource to and assists the Committee in carrying out its goals and functions.

The Committee Chairs, along with their Staff Liaison, provide leadership and guidance to the Committee in carrying out the overall vision of the ministries of the Committee, as defined by the Council.

Staff liaisons will:

- Contact their Chair(s) each month prior to the committee meeting to
  - Listen to joys and frustrations
  - Offer resource/support in specific ways
  - Offer assistance to the Chair in the development of the committee meeting agenda
- Communicate with the Executive Committee when appropriate

Staff is expected to attend their respective Committee meetings when appropriate. If they are unable to attend, the Chair or designated person running the meeting is to inform the Staff person of decisions made at the meeting in a timely fashion.

If a Staff person disagrees with decisions that were made at the meeting and feels there is a conflict involving job responsibilities in relation to the decision, the issue shall first be discussed with the Chair, and if agreement cannot be made the decision shall be put on hold and taken to the Executive Committee. If there is a problem involving theology, the Staff member shall take the question to the Pastor, and if Pastor deems it appropriate, the decision shall be put on hold and referred to the Executive Committee.

### ***Staff and Congregation***

Day-to-day duties of Administrative Staff (e. g., Office Manager, Secretary, Custodian) shall be clearly defined in cooperation with their supervisor. General tasks performed, sources of requests, and expected turn-around times need to be clarified as much as possible. Conflicts in priorities that cannot be resolved by the Staff person shall be referred to the Pastor or the respective Committee Chair.

### ***Office Manager and Congregation/Staff***

The Office Manager's role is unique in that as the center of communication s/he has the responsibility to coordinate the activities of the Congregation and identify concerns/issues that need attention. S/he should offer input, feedback and creative suggestions/alternatives, raising questions to leaders and Staff especially, yet acknowledging that the final decisions are made by the appropriate ministry committee/team.

In order to support the Congregation's ministries, the Office Manager shall set appropriate deadlines for receiving important information from leaders and Staff such as receipts, reports to Council, annual reports, and reports on recruiting volunteers. If a leader or staff is unable to meet a deadline, they have the responsibility to communicate with the Office Manager so that they may work together as a team to resolve the issue. If a deadline is not met, the Office Manager shall inform the Council President. From this point on it is the responsibility of the President or the President's designee

### ***Committee Chairs and President***

The President, or the President's designee, shall ensure that all Committee Chairs fulfill their responsibilities in a timely fashion. This is not a task for Staff.

### ***General Responsibilities***

Proper leadership training shall be provided to all Council members, Committee Chairs, Staff members and other church leaders as appropriate, and at least annually.

The Council shall make the Congregation and Staff aware of the duties and responsibilities of each member of the Staff. This should include making available the list of duties and the persons authorized to make requests of each Staff member, as well as pointing out specific things that each Staff member should not be requested to do by members of the Congregation other than Council and the supervisors of each Staff person.

***approved by Council – September 13, 2005 – issued July 2006***

# TOWARD BECOMING A HEALTHIER CONGREGATION

## GUIDELINES FOR HANDLING CONFLICT IN THE CONGREGATION

**We at Good Shepherd Church are a family of God**, joined together by our Baptism. We are 800 members served by a large staff. Each of us has our own personalities, feelings, ideas and attitudes. In any group, disagreements and conflicts are inevitable. Conflicts may be even *more expected* in the church because people are often quite passionate about their faith.

**Our intention is to resolve conflict – often disagreements and misunderstandings – and reconcile the persons as early as possible. Conflict is not necessarily bad.** Indeed it can lead to both individual growth and the building of relationships. How we handle, or manage conflict, is therefore crucial. **The purpose of these guidelines is to help keep conflict from being destructive and to help conflict to be healthy.**

**These guidelines are based on Matthew 18:15-17:**

Jesus said “If another member of the church sins against you, go and point out the fault when the two of you are alone. If the member listens to you, you have regained that one. <sup>16</sup>But if you are not listened to, take one or two others along with you, so that every word may be confirmed by the evidence of two or three witnesses. <sup>17</sup>If the member refuses to listen to them, tell it to the church; and if the offender refuses to listen even to the church, let such a one be to you as a Gentile and a tax collector.”

**If you choose NOT to follow these steps**, your only appropriate action is to reconcile the conflict with God and then keep it to yourself and say no more about it, since the matter is closed because you have decided not to do the only other appropriate thing.

**Step 1.** If you have a conflict with a member/staff member/pastor, tell the person and try to work it out.

**Step 2.** If you do step one and are not satisfied, go to that person a second time with another person from among the following: Pastor, Council member, staff member, member of Staff Support or Pastoral Support Committees.

**Step 3.** If you do steps 1-2 and are not satisfied, “tell it to the Church” (Congregation Council).

**Step 4.** If you do steps 1-3 and remain unsatisfied, your only option is to keep the matter to yourself and God, since the matter is now closed (except when your conflict is with a person under call by the Church – a Pastor or an Associate in Ministry [AiM] – when you may appeal to the Office of the Bishop, which shall have the final say).

This is the proper procedure to follow when you have a conflict. It is *not appropriate* to involve a third party other than as mentioned above in step 2. To involve an inappropriate third person is called *triangulation* which is unhealthy, potentially destructive, and not what the Church of Christ is about. “Therefore, encourage one another and build up each other.” [1st Thessalonians 5:11]

***Staff, leaders and members: you are expected to follow these guidelines and also to let others know if you believe that they are not following the guidelines. If someone comes to you with a complaint about someone else, you are expected to point them to these guidelines. You may offer to go with them (but not side with them) when they go to talk with the other person.***

## APPENDIX

Guidance for Council, Staff, and Pastoral and Staff Support Committees in 3<sup>rd</sup> party selections [not part of the Guidelines]

<i>If the person is...</i>	<i>And has a conflict with...</i>	<i>Go a 2<sup>nd</sup> time with...</i>
<i>Member</i>	Member	Council Member & Pastor
<i>Member</i>	Staff Member	Staff Support Member/s & Pastor
<i>Member</i>	Pastor	Pastoral Support Committee Member/s
<i>Staff member</i>	Member	Pastor & Council Member [Staff Support]
<i>Staff member</i>	Staff member	Pastor & Staff Support Committee
<i>Staff member</i>	Pastor	Staff Support & Pastoral Support Committees
<i>Pastor</i>	Member	Council President & President-elect
<i>Pastor</i>	Staff member	Pastoral Support & Staff Support Committees

# FORMING CONGREGATIONAL GROUPS AND COMMUNITY GROUPS

There are many groups that exist to support many worthy causes.

## **Congregational Groups at Good Shepherd:**

- Are established to meet a demonstrated need within the congregation.
- Have a clear written purpose related to the gospel of grace and/or the Biblical call to justice and to serve the poor and welcome the outcast. (Example: a group for stamp collectors is certainly a worthy cause. But if such a group were to meet at GSLC, it would be a *community* group, not a *congregational* group, regardless of its membership, because its purpose is not related to grace, justice or service to the poor.)
- Benefit from regular GSLC publicity (e.g. newsletter, calendar, kiosk).
- Receive the attention of appropriate GSLC staff.
- Are accountable to an existing committee/ministry of GSLC.
- May be organized only after authorization has been given by the Congregation Council (see constitution section C14.02)

## **Establishing a small group at GSLC**

Member(s) who wish to establish a group within the congregation need to follow this process:

1. Submit to the Director of Adult and Family Ministry a written statement of need (why?) for the group within the congregation and a preliminary statement of purpose (what?) – 95% of all small groups will fall under Adult and Family Ministry.
2. Director of Adult and Family Ministry brings statements of need and purpose to Staff meeting to determine appropriate responsible committee/ministry team.
3. Director of Adult and Family Ministry will let the member(s) know which team their request is referred to and who their contact will be.
4. The committee/ministry team to which the group is referred reviews request using the following criteria:
  - a. demonstrated need within the congregation
  - b. purpose consistent with the gospel of grace and/or the Biblical call to justice and to serve the poor and welcome the outcast. (Example: a group for stamp collectors is certainly a worthy cause. But if such a group were to meet at GSLC, it would be a *community* group, not a *congregational* group, regardless of its membership.)
  - c. actual and potential use of staff time/energy, building space, and other GSLC resources
  - d. priority of this need vs. other needs at this time
  - e. the way this group will be accountable to the existing committee/ministry of GSLC
5. Committee/Ministry Team Chair (or designee) may recommend the establishment of the group to the Congregation Council (per the constitution section 14.02).
6. Council considers recommendation.
7. Committee/Ministry Team Chair (or designee) lets Staff know final decision and also replies to the member(s) making the request with Council's decision (or the request for more information).

## **Community Groups that desire to meet at GSLC:**

1. Are not-for-profit
2. Have a purpose not inconsistent with the gospel of grace and Biblical call to justice
3. Receive preference if they are groups that serve the physically handicapped (because our facilities are handicapped accessible)
4. Do not raise funds on the church property, or using the name of the church
5. Do not pay rent but may make a donation
6. Are accountable to the Office Manager
7. May request permission from Office Manager to have a notice posted (this is the only publicity given to events of community groups)

# Report of the Partnership in Ministry Team ~ December 2014

**Members:** Representing Daycare Board – Gale Murphy, Nancy Davis, Frank Henrikson  
Representing GSLC – Pastor Chris Stiger  
Representing Daycare staff: Pat Whitehead

**Purpose:** To update the written statement of the ministry between GSLC congregation and GSLC Day Care to reflect current operational procedures. The statement will be thorough and cover mission, sharing of facilities, personnel matters, and other matters deemed relevant.

**Met on:** August 6, October 23 and November 19, 2014

## I. History:

Congregation voted on January 26, 1992 “That the congregation endorse the GSLC Day Care Task Force plan to institute a Christian Daycare ministry at GSLC beginning in Sept. 1992.

The congregation did all the preparatory work to open a daycare – hired a director/head teacher, wrote a Board of Directors document and by-laws, contacted DYFS\*, interviewed for assistant teachers, and worked on required school documents. GS Daycare did not pursue a separate tax ID because of the cost of insurance and its mission as a ministry of GSLC. The intent of the financial planning of the Daycare was that Good Shepherd would not incur any additional costs because of the daycare operation.

Daycare used shared classroom space that was part of the existing GSLC building. GSLC renovated the bathrooms, emptied and revitalized classrooms for the start of the program in fall 1992. In 1999 an expansion of the existing classroom space was begun as part of GSLC building renovation. This expansion was done to accommodate the growing SCS at GSLC.

The playground was originally built with equipment provided by Somerville if GSLC would allow community use. Somerville also provided staff for a summer program and maintenance. GSLC eventually assumed total control over the playground. When Daycare became the primary user, they took over the maintenance of the play equipment and the mulch. LMM built the train. In 2010-11 GSLC completed a drainage and paving project which included the establishment of a drain in the playground to eliminate flooding. A new fence was also installed. In 2013-14, Daycare replaced all playground equipment to meet DYFS standards and paved a walkway for children to bike around.

The daycare began as a ministry to families with limited income seeking quality daycare – as an extension of the church family. The boundaries of the ministry are that it is non-profit and affordable. The Christian environment is made evident through the teaching of Bible stories, daily prayer, weekly Chapel Time with the pastor and emphasis on Christian values.

The ability to maintain a DYFS (NJ State Division of Youth and Family Services) license is a reflection of the quality of the ministry.

## II. Current Practices and Operations:

### Staff

GSLC provides staff support through

Pastoral presence at daycare events (i.e. Back to School Night, Christmas program, end of year program, Halloween parade) and chapel leadership.

GSLC Custodial support provides emergency cleaning, furniture arrangements for shared use of space, and building maintenance

A member of the Daycare Ministry Team serves as Council Member to GSLC and attends board meetings and communicates with congregation.

#### Daycare Staff

Head teacher/Director

Appropriate number of teachers & aides for current enrollment

Assistant Director/Office Manager.

Because the Daycare was started as an outreach ministry of GSLC in 1992 with the intent of becoming a separate 501c corporation, its board, financial planning and constitution were created as separate entities from GSLC. But today it remains under the Tax ID number of GSLC and as such all fiscal, legal and policy responsibilities ultimately revert back to the GSLC congregation council. Therefore, as per Council vote on November 11, 2014, a member of the Daycare Ministry Team serves as a voting member of Council. Further communication is provided through monthly financial reports to GSLC Financial Secretary, and the attendance of Pastor or Associate Pastor at Daycare Ministry Team meetings.

### III. Financial

#### A. Spending Plan

The spending plan for the Daycare is a separate budget from GSLC because it has a separate revenue stream with associated liabilities of providing safe, routine and dependable child care for the monthly tuition paid, and associated payroll aligned with the care responsibilities. The annual spending plan is prepared by the Daycare director along with the Daycare Ministry Team. As per Council approval on February 8, 2005, the Daycare spending plan is reviewed by the GSLC Financial Committee, submitted to Council, and included in the GSLC spending plan for approval at the annual congregational financial meeting. The Daycare operates on a Jan - Dec fiscal year, but a Sept. – Aug. school year for program.

#### B. Division of expenses:

Daycare is a ministry of GSLC so the maintenance of the building must meet DYFS safety standards.

Monthly Payment to GSLC includes utilities, bathroom supplies, copier usage, copier supplies, workman's comp., liability insurance and cable.

Transfer to GSLC for payroll for Daycare staff and payment of 2/3 of payroll administration costs. Daycare maintains a contract with a cleaning company for the daily cleaning of rooms 1, 5, 7/8, 9, Daycare Office, pink and blue bathrooms and surrounding hallways. The company is the same as the one used by GSLC

\*DYFS is currently known as DC&F (Department of Children and Families)

#### Shared expenses

Playground – Daycare pays for mulch and new toys. Major changes to meet current standards could require special funding initiatives. GSLC does yard maintenance and lawn mowing.

Classrooms – Daycare pays for furniture and equipment. GSLC does annual waxing of floors and maintenance. Daycare pays for waxing of classrooms & hallways in the daycare wing.

#### GSLC Responsibilities

Building maintenance, extermination and snow removal.



If there is a surplus at the end of the fiscal year, 10% goes back to GSLC; remainder may be put in an emergency fund, saved for capital improvements or distributed to the teachers in lieu of pay increases. All expenditures are approved by the Daycare Ministry Team, but to maintain fiscally sound financial policies the Partnership Team recommends

- As per Council vote on November 11, 2014, all non-budgeted expenditures over \$1000 will be approved by the Congregation Council.

Because the Daycare's revenue stream is limited to tuition payments and occasional grants, and the Daycare does not conduct fund-raising to support capital improvements or operating expenses, on March 8, 2005, Council approved that an annual appeal for the Daycare ministry may be held for a designated project like scholarships for low income families or a capital improvement fund for the playground. This annual appeal for a designated fund would give the congregation an opportunity to contribute to this ministry and for the Daycare to receive matching funds from Thrivent.

#### **IV. Facilities**

Sharing classroom space with two different users is always a challenge. Most problems are resolved with good communication between the GSLC Office Manager and the Daycare Director. Currently GSLC has a contract with an outside cleaning company for daily cleaning of classrooms, halls and bathrooms used by the Daycare. Church custodial support is available for emergency cleaning. GSLC is responsible for the cleaning and maintenance of space that is also shared with community groups, like Luther Hall and the kitchen.

The shared use and maintenance of the playground is a current challenge. The Daycare is required by the State of NJ to maintain a certain safety standard for its license from DYFS that restricts certain types of equipment and surfaces according to the ages of the children using the playground. In 2013 GSLC completed drainage improvements and Daycare subsequently replaced play equipment so that all DYFS requirements are satisfied.

#### **V. Policies**

Priority of Enrollment

- 1 – Current student – for the benefit of the child
- 2 – alumni families/siblings
- 3 – church family
- 4 – general public

Being an outreach ministry of GSLC provides some benefits to members of the congregation. They receive a higher priority for enrollment than the general public and GSLC families receive a 10% discount on tuition rate.

A. Personnel policies & benefits: All Daycare personnel will follow the policies and receive the same benefits as outlined in the Human Resources Handbook of GSLC.

B. Reviews:

Church has annual evaluations. Daycare has observations and annual evaluations.

Church salaries are governed by faith based funds. Daycare salaries are confined by balanced budget.

All Daycare workers must be fingerprinted and have CARI checks to meet DYFS regulations. As per Council vote on February, 8, 2005, all GSLC and Daycare staff are required to have CARI (Child Abuse Record Inquiries) checks. GSLC staff members are also required to have fingerprint and CARI checks (pastor, office manager) as well as other individuals who meet regularly with the daycare children.

## Super-Simplified Parliamentary Procedure

1. Constitutionally, the Congregation Council must abide by Robert's Rules of Order. Practically, without circumventing or violating the spirit of democratic participation, the Council seeks to conduct its business with a necessary minimum of parliamentary procedure.
2. At the risk of prolonging discussions that are ultimately not fruitful, Council does not operate by having a motion on the floor before a topic can be discussed. It is the president's prerogative, though, to cut such discussion short by suggesting that the matter might be more appropriately discussed in a certain committee, or after the meeting, etc. Most such items come up during review of committee reports.
3. Most items for Council action come in the form of recommendations from committees. They do not need to be seconded since they already reflect the thinking of more than one person, even if only one is on Council. Motion by individual Council members ("I move that...") may be made:
  - a. at anytime during meeting if germane to the discussion.
  - b. under "new business", regardless of topic. It is helpful, but not necessary, to have such motions in advance, and on the agenda, to provide time for thought prior to voting. Motions by individuals must be seconded prior to this discussion. If not seconded, they are lost. Once a motion is made and seconded, it should be read back by the secretary so that the entire Council knows the exact wording. That motion then belongs to the Council, not to the maker and seconder, and cannot be changed without the approval of the Council.
4. Motions and recommendations may be amended
  - a. by "consensus of Council". The President asks if we may amend the motion in the suggested way by consensus. If no one objects, it is amended. If anyone objects, the amendment needs to be made, seconded and voted on.
  - b. by a member saying "I move that the motion be amended by striking/adding/changing...". This requires a second and then the amendment (and not the original motion) is on the floor. The amendment is voted on separately from the main motion, so that in effect a person could favor the amendment while still later voting against the main motion. If the amendment vote is affirmative, then the main motion, as amended, is up for discussion and vote.
5. Motions and recommendations may also be substituted in their entirety. A member may say "I move that the following motion be substituted for the motion on the floor:..." Discussion then is on the substitution. If the vote to substitute is affirmative, then the substitute motion is on the floor. It, too, must be voted on.
6. Motions and recommendations may also be:
  - a. postponed definitely - to a later time of the meeting or to the next regular meeting. Debatable and "amendable". "I move that (further) discussion be postponed until..." Note: This, rather than a motion "to table," is proper when the desire is to postpone action. The purpose of a motion to table is to clear the floor for more urgent business.
  - b. postponed indefinitely - to prevent a vote on the main question, disposing of it without voting it down. "I move that the motion be postponed indefinitely." Debatable but not amendable.
  - c. referred - to an appropriate person or committee for further study "I move that the motion be referred to ..." Debatable and amendable. Referrals may also be made by consensus.
7. To stop debate requires a 2/3's vote. It is done by a member stating "I move the previous question". Such a motion requires a second, is not debatable or amendable.
8. To suspend the standing rules requires a 2/3's vote. It is not debatable or amendable, but may only be done temporarily. "I move to suspend the rules so that..." (Examples: "the meeting may be extended 15 minutes", "The agenda may be approved as amended") Under no circumstances may the constitution or by-laws be suspended.
9. Voting. A member must vote "yes," "no," or "abstain" on each motion or recommendation. Upon request, a member's vote on a particular motion will be recorded in the minutes. The president does not vote, except to make or break a tie vote. (A tie vote causes a motion to be lost).

# Children & Youth Ministry Guidelines

*Approved Unanimously by Council on February 10, 2015*

## Introduction

### Purpose

Good Shepherd Lutheran Church seeks to provide a safe and secure environment for the children and youth who participate in our programs and activities. As the children and youth ministry team of Good Shepherd Lutheran Church, we are committed to providing safe and meaningful experiences for the youth of Good Shepherd Lutheran Church. Because we are accountable to God, it is important to do the following:

- Foster mutual respect, understanding and acceptance between older and younger members
- Integrate youth into all aspects of church life
- Provide intergenerational opportunities throughout church
- Provide a balance of service, social, and spiritual opportunities
- Encourage service in the church in full-time Christian occupations, including ordained ministry

### Scope

These guidelines apply to all Good Shepherd Lutheran Church employees and volunteers.

### Terms and Definitions

Child abuse	An act committed by a parent, caregiver, or person in a position of trust (even though he or she may not care for the child on a daily basis) which is not accidental and which harms or threatens harm to a child's physical or mental health or welfare. Types of abuse may include physical abuse, including physical injury or threat of injury; physical neglect, such as failure to provide necessary care to a child; sexual abuse; mental abuse or neglect; emotional abuse; and spiritual abuse. Child abuse includes, but is not limited to neglect of basic needs, physical abuse, sexual abuse, emotional abuse, and spiritual abuse.
Employee	Any person who works for salary or wages at GSLC.
Volunteer	Any person not employed by GSLC who, at any time during the year, teaches, supervises, or helps with children and youth activities, or is in the presence of children or youth. These activities include, but not limited to, Sunday Church School, Nursery, any Ministry team, church Council, and any other GSLC program.
Leader	An adult designated by GSLC or by a sponsoring organization to have responsibility for children and/or youth. The adult must be a minimum of 18 years of age. Leaders of overnight trips must be at least 21 years of age. It is suggested that leaders be a minimum of four years older than the children or youth they are supervising.
Church-sponsored activity	Includes any and all gatherings that arise from any worship, educational, childcare, fellowship, administrative, pastoral, mission or recreational event generated or organized by GSLC, whether on-premises or off-premises.
Volunteer ministry	Includes any church sponsored activity engaged in by a volunteer.
Child or youth	Persons under 18 years old and considered a minor under the law. This term shall also include legally incompetent persons.

## Code of Conduct

1. Staff and volunteers are required to adhere to these guidelines in all their interactions with children and youth.
2. Staff and volunteers will respect children's rights not to be touched in ways that make them feel uncomfortable or that disregard their right to say no.
3. Staff and volunteers may not discipline children by use of physical punishment or by failing to provide the necessities of care.
4. Physical restraint is used only in situations necessary to protect the child, other children, or staff from harm.
5. While supervising children and youth participating in GSLC programs, staff and volunteers should know where participants are at all times.
6. Restroom supervision: Whenever possible, volunteers will make sure any restroom used is not occupied by any suspicious or unknown individual before allowing children and youth to use the facilities. Always send children in pairs with a volunteer. The staff or volunteer will stand in the doorway while children are using the restroom. These Guidelines allows privacy for the children and protection for the staff or volunteer (not being alone with a child). Staff and volunteers shall strongly encourage parents to take children to the restroom whenever possible.
7. Diapering and potty training should be done primarily by staff members/paid caregivers. Volunteers may be asked to help in certain situations and should follow posted nursery guidelines when performing diapering.
8. Staff and volunteers should be alert to the physical and emotional state of children. Any signs of injury or possible child abuse must be reported according to the GSLC Children & Youth Ministry Guidelines.
9. Staff and volunteers are discouraged from being alone with children or youth without parental permission.
10. Consuming, using, possessing, or being under the influence of alcohol or illegal drugs while working or volunteering with children or youth is prohibited.
11. Being impaired by legally prescribed drugs while working or volunteering with children or youth is prohibited.
12. Possessing or using concealed weapons or firearms while working or volunteering with children or youth is prohibited.
13. Smoking or use of tobacco in the presence of children, youth, or parents while working or volunteering is prohibited.
14. Staff and volunteers must not release children to any adult or family member, including older siblings, other than the child's parent/guardian unless prior verbal permission has been obtained from the parent.
15. Profanity, inappropriate jokes and media, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, youth, or parents are prohibited.
16. Staff and volunteers will be mindful of the content on any of their own personal portable electronic devices, social networking pages, or other electronic media that might be accessible to any children and youth.
17. Staff and volunteer adult and youth leaders shall wear appropriate dress when volunteering with children and/or youth.
18. Movies used in all church settings shall meet the voluntary movie rating system guidelines established by the Motion Picture Association of America for age-appropriate content.
19. Staff and volunteers may not date or be romantically involved with program participants or church members who are younger than 18 years of age.
20. Staff and volunteers are required to read, sign, and adhere to all policies related to identifying, documenting, and reporting child abuse and will attend training sessions on the subject.

21. Staff and volunteers are required to report any concerns or suspicions regarding their observations of any individual's interaction with a child. Except for concerns related to alleged or potential abuse, which require specific immediate reports, these concerns may be reported to the individual. If the concerns are not alleviated by a change in the individual's behavior, a second report must be made to the Children & Youth Ministry chairperson(s), who will immediately forward such reports to the Executive Committee.
22. If it is necessary for an adult to take a child or youth home after an event, all staff and volunteers shall abide by safe driving laws when transporting children or youth. Driving record history shall be obtained on all youth leaders and volunteers. An effort should be made to contact the family and inform them of the situation before transporting the child or youth. It is always advisable for leaders to give parents advance notice and full information regarding the event in which their child or youth will be participating.
23. In the event that a one-on-one child/youth to adult scenario arises, i.e., unexpected transportation needs, confirmation mentoring, or otherwise, parent permission should be granted in writing or by phone when possible. It is preferred to have mentors and confirmands meet in pairs or to meet in public places.

## **Procedures**

### **Volunteers: Background Requirements**

Volunteers working with youth or children of the church in any volunteer ministry will be required to provide, complete or undergo the following:

- Prior to becoming a volunteer, GSLC will obtain a background check for that individual through First Advantage via information given by the volunteer through GSLC's Background Check Release Form. Annually, GSLC will perform a national criminal database search, a national sex offender registry search, and driver license check on existing volunteers and each volunteer shall be required to execute any documents that GSLC might request for such purpose. Any individual who has lived outside New Jersey in the last five years may be subject to additional county or state court search.
- Each new volunteer, prior to beginning any volunteer role, will be required to sign an acknowledgement that he or she has received a copy of these Guidelines, understands them, and will comply with their terms.
- Each new volunteer will be provided orientation and training on child abuse, including its recognition and prevention, as well as on the terms and conditions of these Guidelines.
- The results of all background checks are confidential and will be accessible and maintained only by called pastoral staff who are bound by confidentiality by nature of his or her position. All information will be secured using commercially available security means.

Any candidate for volunteer service who has a past conviction of or pending proceeding related to an allegation of child abuse or neglect may not work with children and youth at GSLC. Refusal to complete the volunteer application process or a conviction for any of the following will automatically disqualify an individual from volunteer service with children and youth: drug-related activity, pedophilic behavior, incest, rape, assaults, indecent exposure, pornography, sodomy, or abuse of a minor.

Leaders of other groups of children or youth (e.g., Girl Scout and Boy Scout leaders) who use GSLC's facilities will also be required to read these Guidelines and sign the Volunteer Acknowledgement Statement.

### **Supervision (Two-leader/Open-door)**

- Whenever possible, any adult who is present in a church sponsored activity for children or youth should be accompanied by another adult. GSLC employees and volunteers should not, during a GSLC program, be alone with a single child where they cannot be observed by others.

- In order to avoid situations where an individual is alone in a room with children, all children and youth activities should be supervised by at least two adult leaders. Whenever possible, these adults should be unrelated. The presence of two leaders is to protect children and youth against situations in which abuse might occur, and to protect leaders against false allegations of abuse or neglect.
- Classrooms, childcare rooms, and any area in which programs for children or youth are taking place may be visited without prior notice by church staff, parents, or other volunteer church workers. No windows may ever be totally blocked so as to prevent visual observation into the classroom.
- In the event that two leaders cannot be present in the room, such that one leader is alone in a room with one or more children or youth, a door or half-door from the room must be left open. The leader should not position himself or herself in the room such that other adults passing in the hallway cannot see him or her.
- Furthermore, at any counseling session with children or youth, the door or half-door of the room used must remain open for the entire session. The session should be conducted at a time when others are nearby, even if they are not within listening distance.
- Each classroom for children and youth should ideally have a door with an observation window or a half-door, such that the upper half may be kept open. If it does not, and two leaders are not present in the room, then the door must remain open at all times.
- In a situation where there is only one adult leader in any room or area, all efforts should be made to have two children or youth present.

### **Ratios**

The recommended adult/volunteer-to-child/youth ratio, based on best practices, is 1:10, gender balance is recommended. For overnight trips, the ratio is 1:6, although 1:10 is permissible. Teacher/caregiver-to-child ratios in our schools are mandated by state childcare laws. The Children & Youth Ministry chair, at his or her discretion, may adjust the ratio for any event based on age of participant, activity, or location.

### **Parental/Guardian Consent**

Children and youth must obtain parental or guardian permission for involvement in church-sponsored activities or programs that involve travel away from the church's physical facilities.

### **“Six Month” Rule for Volunteers**

A volunteer must be a member of GSLC, or have regularly attended GSLC, for six months before working with youth or children. This requirement does not apply to paid staff or volunteers involved in activities in which their own children are present, provided that all staff and volunteers, including those who participate in GSLC youth activities with their youth, have completed and filed all necessary paperwork. The Children & Youth Ministry chair shall have the authority to waive this six-month rule upon request, where appropriate.

### **Guidelines Review**

The provisions of these Guidelines shall be reviewed annually by the Children & Youth Ministry team. Any proposed changes to these Guidelines will be brought to the attention of the Church Council for its input, if any, prior to any such changes by the Children and Youth Ministry Team becoming final. The Children & Youth Ministry team shall report periodically to the Council and recommend any changes deemed appropriate.

## **Reporting**

### **Reporting Incidents of Alleged Child Abuse**

Any individual who observes or becomes aware of any alleged or potential incident of child abuse must, as soon as possible, report the matter to 1-800-NJABUSE as well as the staff member in charge of the program, and the leading Pastor. Additionally, the parents or legal guardians of any youth involved in any suspected or actual abuse must be notified immediately.

### **Reporting Other Incidents**

All other incidents not covered under the reporting requirements for alleged child abuse, including accidents, injuries, illnesses, violence, aggression (physical or emotional), damage to church or personal property, or other incident that may be deemed to warrant escalation must be reported within a reasonable time frame after the incident to the Children & Youth Ministry team and the parents or legal guardians of the youth involved using the Youth Incident Report.

### **Parental Notification**

If an incident has occurred on church property or during a church-sponsored event, the parents or legal guardians of any minor involved in any allegation of abuse shall be immediately notified.

### **Potential Responses**

Upon any report of potential or alleged child abuse by an employee or volunteer of GSLC, any individual accused of such conduct may be temporarily relieved of any duties involving youth or children pending an appropriate investigation.

### **Off-Site Trips & Events**

#### **Permission Forms**

Parent/Guardian Permission Forms and Medical Consent Forms must be completed prior to all trips. The two-adult rule must be followed throughout the trip with any foreseeable exceptions clearly stated and approved in advance by the parent or guardian. The total number of adults on each trip will be adjusted according to the requirements of the planned activities. Under no circumstances may one adult alone take or accompany minors on an overnight outing.

#### **Ratios**

The required adult to child/youth ratio for chaperones for any ministry activity with children or youth shall be 1:10. Gender balance is preferred. For overnight trips, an adult to child/youth ratio for chaperones of 1:6 is preferred, although 1:10 is permissible. Gender balance is required.

#### **Rooming Arrangements**

Rooming arrangements should provide for children and youth of the same sex to room together and adults of the same sex to room together.

When possible, adults' rooms shall be next to youth rooms and youth may be checked on during the night.

Ordinarily, adults should not share rooms with children. An individual minor may share a room with an individual adult if the two are related (parent/child), or if written permission has been granted prior to the event by a parent or guardian (in such cases as Intergenerational Mission Trips).

## **Medical**

Each child, youth, adult volunteer, and staff must submit a completed medical/insurance form. Each minor's forms must have a parent or guardian's signature.

Whenever possible, all activities with children and youth shall have a staff or volunteer adult leader with current-certification first aid/CPR training.

Group leaders should have a copy of all medical forms for overnight or off-site events. These forms will be kept on the event site for the duration of the event.

First Aid supplies will be available on the event site. All workers will be informed of the location of First Aid supplies/equipment and shall have access to information concerning specific medical conditions and concerns of participants.

A written report will be completed in the case of any accident, medical emergency or injury.

## **Driving Rules/Travel**

As recommended by our church insurance company, it is suggested that all drivers of children and youth be over 21 and under 65. In situations where this is not possible, parent permission shall be obtained before the trip and vehicles shall travel together.

When one vehicle is used for an event, the two-leader rule still applies unless parental permission is obtained prior to the trip. When several vehicles are taken for an event and two leaders are not available for every vehicle, keeping the other vehicle in sight at regular intervals is an acceptable substitution for the two-leader rule.

Travel arrangements for off-premise events will be coordinated through the church.

All adult drivers of children and youth will be screened through a driving history search. A valid driver's license and proof of insurance will be required.

All vehicles should remain parked throughout the duration of the activity except for transporting children and obtaining supplies.

Seat belts will be provided for all passengers.

## **Outside Groups**

All leaders of non-GSLC sponsored groups and events that use GSLC facilities and supervise children and youth are expected to adhere to these Guidelines. Upon receipt of the Guidelines from GSLC, the leaders must review the Guidelines and sign the Outside Group Leaders Release Form to acknowledge their review of it and to confirm their agreement to follow the Guidelines. This includes, but not limited to, groups such as: Boy/Girl Scouts, outreach groups, groups renting church space, and visiting youth groups. Given the nature of the outside groups that use GSLC facilities, GSLC will not perform background checks, seek personal and professional references, review employment records, or obtain civil and criminal records for such groups. Leaders of outside groups will be invited to attend GSLC's frequently scheduled training classes and are expected to conduct their own due diligence in this regard.



## **Confirmation Policy ~ Adopted February 2016**

Good Shepherd Lutheran Church, and the ELCA, honor the Rite of Confirmation as a foundational part of the faith development of young people. Because we find it so valuable and due to increasing difficulty of holding confirmands and their parents accountable to the process of preparation for the Rite of Confirmation, most particularly regarding the fulfillment of specifically laid-out requirements, the Children, Youth and Family Ministry Team moves that the Council adopt the following policy regarding Confirmation:

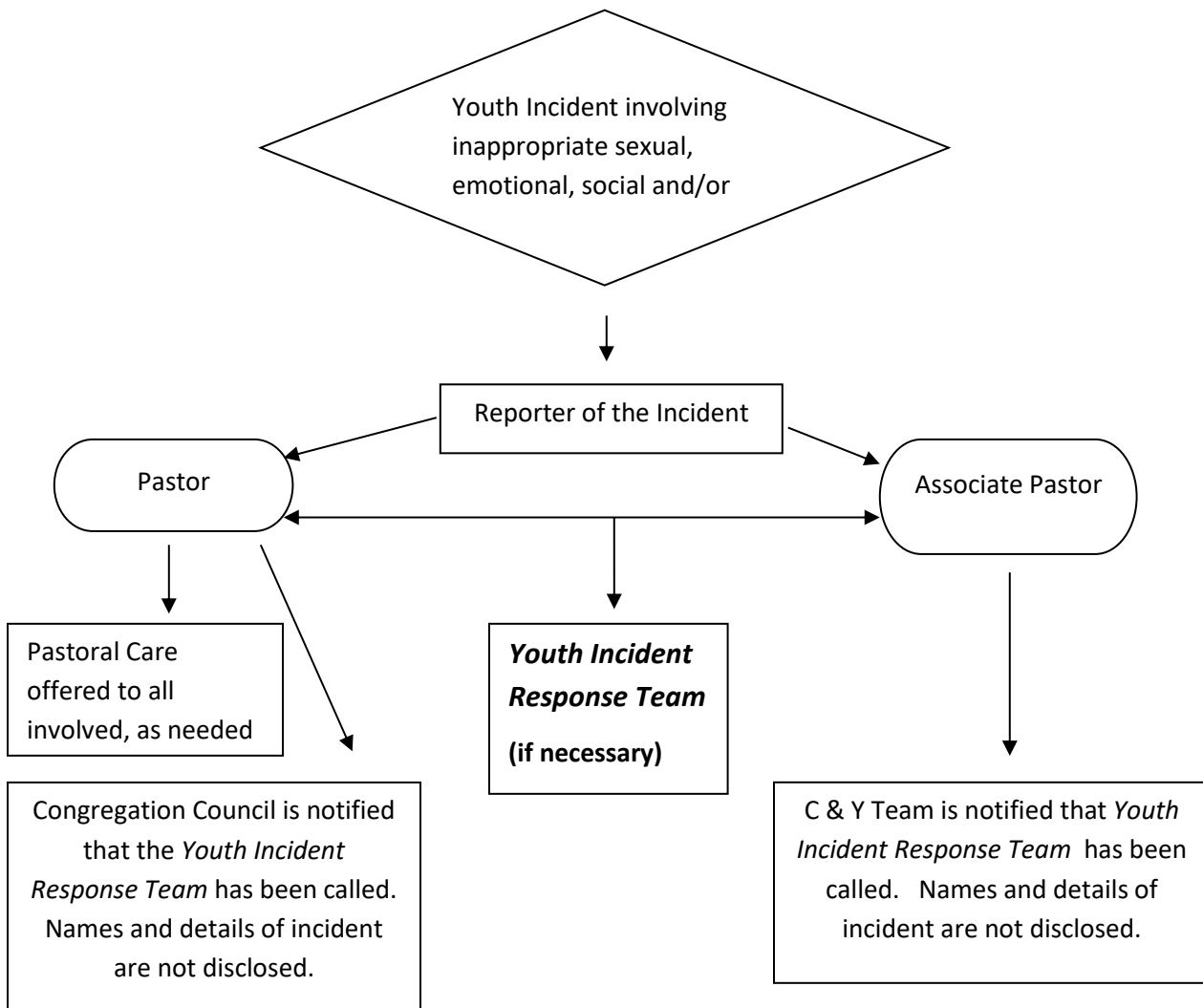
8<sup>th</sup> grade confirmands who have not completed their assigned requirements by the scheduled Confirmation rehearsal (Wednesday evening prior to Rite of Confirmation) will not be confirmed if these requirements have not been accomplished. Those confirmands who have not been confirmed and their parents/guardians will be encouraged to work with the pastor(s) to accomplish a determined set of requirements to fulfill the preparation deemed necessary to be confirmed. The same would apply to 7<sup>th</sup> grade confirmands, whereby, if they have not completed their pre-determined requirements prior to the end of the Confirmation year, they would need to either a) add their unfulfilled requirements to those pre-determined for their 8<sup>th</sup> grade year or b) work with the pastor(s) to accomplish their unfulfilled requirements throughout the summer prior to the beginning of their 8<sup>th</sup> grade year. Progress reports will be given regularly to the confirmands and their parents so they are aware of their progress toward completing the prescribed requirements.

Adopted unanimously by Council February 9, 2016

# YOUTH INCIDENT RESPONSE FRAMEWORK

This document outlines the procedure to be followed in the case of a youth involvement in inappropriate sexual, social and/or physical behavior.

**Report of a Youth Incident:** A Youth Incident will usually be reported by someone involved (youth or adult), or someone who has witnessed an incident involving one or more GSLC youth on church property or at a church sponsored function. The reporter MUST be told that both the Pastor and Associate Pastor will be informed. The facts as reported must be written down on the Incident Report Form and the reporter must verify the accuracy of the written report. Care must be taken to separate FACTS from ASSUMPTIONS and only facts should appear in the written report. If the Pastor(s) consider the incident to be of a severe nature that the safety and well-being of the involved youth and/or other GSLC youth may be in question, then a *Youth Incident Response Team* will be formed.



The **Purposes of the Youth Incident Response Team** are:

1. to assure the safety of all GSLC youth and adults,
2. to assist in conflict resolution and reconciliation, and
3. to promote the well-being of GSLC youth from a Christian understanding and viewpoint.

<b><i>Youth Incident Response Team</i></b>	
<b><i>Youth Incident Response Team –3 members</i></b>	<b>Alternates in case of personal conflict or unavailability</b>
<b>Chair</b>	Alternate Chair
<b>Council President Elect</b>	Council Pres. or Council member
<b>Associate Pastor</b>	Chair of CYF Ministry or member

The **Youth Incident Response Team** is made up of professional and lay members of the congregation who are knowledgeable in youth and family ministry and who serve as an objective, neutral body that will:

1. Regularly pray for all involved.
2. Listen to all involved, in a non-judgmental spirit, with open hearts and minds.
3. Assess situations as appropriate, i.e., talk to all involved, witnesses, family, youth leaders, Sunday school teachers, etc., while maintaining discretion and confidentiality.
4. Assess facts and needs, consider risks involved, determine available options, and follow through on appropriate actions. Possible actions may include but are not limited to: parental involvement, Pastoral care, support through Prayer Ministers, counseling, referral to other professionals, notifying legal or other authorities.
5. Request additional resources as needed.
6. Minutes will be taken, but confidentiality will be observed.
7. Communicate accurate information to appropriate persons.

A **Chair** will be chosen by the Pastor(s) and the Chairs of the CYF Team.

- ◆ At the March 2003 Council meeting, the following pool of individuals were approved as Chair for the Youth Crisis Team: Johanna Scholl, Marie Del Ciello, Bill Jonat and Rob Shugan.
- ◆ Pastor and Associate Pastor will choose Chair from the approved pool of people.

The role of the **Chair of Youth Incident Response Team** is to:

1. Call and convene meetings.
2. Pray for the team, that the Holy Spirit will be at work, and to keep all meetings and discussions focused on the light of Jesus.
3. Regularly update Pastor(s).

**Conflict of Interest or Appearance of Conflict of Interest:** Alternate members of the *Youth Incident Response Team* will be called to serve in cases of unavailability, conflict, or the appearance of conflict of interest. A conflict of interest or an appearance of conflict of interest would arise if a member of the *Youth Incident Response Team* is: involved in the situation, has family members involved in the situation, or other situations as perceived by the rest of the *Youth Incident Response Team* which may result or give the appearance of a lack of objectivity.

*Revised December 2016*

# YOUTH INCIDENT REPORT FORM

When event occurred: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place of Incident: \_\_\_\_\_

Witnesses: \_\_\_\_\_

What occurred:

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Eyewitness Signature: \_\_\_\_\_

Was anyone else notified?			When Notified?	Who Notified?
1) Adult Event Leader(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
2) Parents	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
3) Pastor(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
4) Children & Youth Chair(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
5) SCS Teachers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
6) Police	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
7) Other _____			_____	_____

Person taking Report (if different than Reporter): \_\_\_\_\_

Date of Report: \_\_\_\_\_

Reporter: These facts are accurate to the best of my knowledge.

\_\_\_\_\_  
(signature) (date)

**The original report should be given to one of the Pastors.**

Revised 12/06/14  
Approved by Council 12/9/14

Section 2-Q