

St. Paul's Evangelical Lutheran
Church

Lohman, MO

Handbook

Revised 2023

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EVENTS

Sunday Fellowship

Fellowship is held in the Fellowship Hall, usually on the 1st Sunday of the month. A sign-up sheet is posted on the bulletin board in the church narthex for anyone interested in being fellowship host(s). Participation as fellowship host(s) is/are voluntary and host(s) provide refreshments such as donuts, rolls, coffee cakes, cookies, or other treats along with beverages such as juice, water, milk and/or coffee.

Mid-Week Lenten Soup Suppers

Music & Worship Committee coordinates the Lenten Soup Suppers which are held each Wednesday evening prior to the Wednesday evening worship service during the Lenten season. However, there is no Soup Supper provided on Ash Wednesday. A sign-up sheet is posted on the bulletin board in the church Narthex so that volunteers may sign up to serve as host(s). Families or church groups often work together as host(s) of these suppers. Host(s) are responsible for providing food and clean-up for each supper.

Good Friday Fellowship

Fellowship is held on Good Friday following the Good Friday evening service with the Music & Worship Committee hosting this event, which features traditional Hot Crossed Buns and beverage(s).

Pancake Breakfast

The spring fundraiser is the Pancake and Sausage Breakfast. The scheduled date for this event is the 3rd Sunday in March unless it conflicts with Easter Sunday. The Evangelism Committee organizes the event by securing necessary food, setting up the basement/Fellowship Hall, and serving the breakfast with volunteers from the congregation and Jr. Lutherans. The profit from this event is used to fund the evangelism and outreach program, which includes the annual Family Day.

Fireworks on the Hill

In celebration of Independence Day, the Lohman Lions Club puts on a public fireworks display utilizing St. Paul's grounds. The date for this event varies, depending on the actual day of July 4th. The LYO or WELCA hosts a food stand with picnic foods and drinks.

Family Day

Family Day is held the Sunday after Labor Day as kick-off to the upcoming Sunday School year. A congregational potluck dinner is held at 11:30am, followed by an afternoon of activities for children and adults. The event is coordinated by the Evangelism and Outreach Committee.

Chili Supper

The Chili Supper, which is held the first Sunday in October, is organized by WELCA and profits from the event go to fund WELCA projects and activities. Food is served from 3:30pm until 7:00 pm. The chairpersons of the event and their committee enlist the assistance of volunteers and helpers from the congregation. This may include donation of food (pies, cakes, chicken soup, chili, drinks, etc.) and non-perishable items (paper towels, paper cups, napkins, etc.), as well as work in some capacity at the supper. A country store is open that provides a place to purchase donated items such as baked goods, craft items, quilts, and other miscellaneous items.

Cookie Sale

The Christmas cookie and bake sale is a fundraiser of WELCA and is usually held the first Sunday in December in conjunction with the Lohman Community Club's Ham and Bean Supper at the Community Building. A chairperson and committee are appointed by WELCA to plan the event. The public is invited and donations of Christmas cookies and baked goods are requested of congregational members.

Advent Dinner

The Advent Dinner is organized by the Music & Worship committee and held on a Sunday evening in December. The congregation is invited to attend the event through a sign-up sheet in the Narthex. The menu consists of ham and rolls along with attendees providing salads, vegetables or desserts. A short program and/or entertainment are provided to complete the evening.

CHURCH COUNCIL

Purpose & Responsibilities

The purpose and responsibilities St. Paul's Church Council include but are not limited to:

- Decisions of the general operations of the church
- Long term operational decisions
- Work with special committees established by the church
- Reporting decisions and activities
- Setting up for worship services

Council Meetings

Meetings of the Church Council are generally held on the second Monday of each month beginning at 6:00pm, with the exception of January, when the Council meeting corresponds with the Annual Congregational Meeting. Occasionally special council meetings may be called on an as needed basis.

Council Selection Process

The Nominating Committee is responsible for the selection of a slate of council members. The nominees are then approved at the Annual Congregational Meeting. The term of service for Church Council members is three years. Officers of the Church Council are elected by members of the Council following the Annual Congregational Meeting.

Council Committee Work

Individual council members meet with the committees they serve on. Council members do not need to be the chair of the committees on which they serve. They serve as a communications liaison between the committee and the Council.

CONGREGATIONAL COMMITTEES

Audit Committee

The Audit Committee meets once a year to perform a review of the church's financial records. Members of the Audit Committee are appointed by the Church Council. The Audit Committee uses the Auditing Guidelines approved by the Church Council in 2010 as the guideline for the review.

Church Improvement Committee

The Church Improvement Committee meets on an as-needed basis and is comprised of volunteer members of the congregation. The purpose of the committee is overseeing the upkeep of the church building and equipment which includes:

- Ensuring grass is mowed
- Inspecting and upkeep of air conditioning and furnace
- Repairs as needed

Evangelism and Outreach Committee

The Evangelism and Outreach Committee meets on an as-needed basis and is comprised of the Pastor and volunteer members of the congregation. The purpose of the committee includes:

- Organizing the Pancake Breakfast
- Organizing Family Day Activities
- Organizing New Member Reception fellowship events
- Determining ways of church outreach into the community.

Music and Worship Committee

The Music and Worship Committee meets once a month and is comprised of the Pastor, the Organist, the Director of Special Music, and other volunteer members of the congregation. The purpose of the committee includes:

- Coordinating the Advent Dinner
- Planning Special Worship Services throughout the year.
- Enlisting lesson readers and communion assistants
- Choosing the liturgies.
- Obtaining supplies for church services including wine and bread for communion.
- Establishing guidelines for the pre-worship interlude music, as well as other special music situations.

Guidelines for Worship Service Music - Approved May 2021

During the entire church service, music played should be in keeping with the liturgical season of the church year, appropriate for setting the tone for the worship service, and most importantly, within the Christian tradition. Questions about worship music may be addressed to the Pastor or the Worship and Music Committee.

Mutual Ministry Committee

The Mutual Ministry Committee meets on a monthly basis and is comprised of the Pastor and volunteer members of the congregation. Mutual Ministry Committee has the responsibility for congregational personnel. It also provides conflict resolution, as needed. Other responsibilities include:

- Gathering of comments, issues, and information for ongoing Staff review.
- Listening and being aware of potential issues and/or conflicts within the congregation

Nominating Committee

The Nominating Committee is comprised of former Church Council members and other members of the congregation. It meets as needed to secure a slate of nominees for Church Council vacancy(ies).

Parish Education Committee

The Parish Education committee meets on an as-needed basis and is comprised of the Sunday School coordinator along with other volunteer members of the congregation. The purpose of the committee is to supply Christian education for the congregation. Its responsibilities include:

- Coordinating the Sunday School program for pre- and post-confirmation youth

Stewardship and Finance Committee

The Stewardship Committee meets on an as-needed basis and is comprised of Pastor and volunteer members of the congregation. The purpose of the committee is to ensure the financial health of the congregation. Responsibilities of the committee include:

- Establishing a budget for the church
- Approving raises for paid staff
- Encouraging regular giving to the church
- Serving as a resource for inclusion of the church for estate planning purposes

Technology Committee

The Technology Committee meets on an as-needed basis and is comprised of volunteer members of the congregation. The purpose of the committee is to oversee the technological needs of the congregation. Its responsibilities include:

- Oversight of computer needs, including wireless network and software upgrades
- Ensuring the sound system is in working order for worship services

CHURCH USE POLICIES

St. Paul's Evangelical Lutheran Church is available for the use of members and non-members of the church and community.

Scheduling

Church worship services, Sunday School, and church fellowship events have priority over all other requests for use. All requests for use of the church facilities should be made to either Pastor or the Church Council.

Alcohol and Tobacco

St. Paul's is a smoke-free and alcohol-free facility (main levels, balcony, and playground) with the exception of wine that is distributed during communion. Alcohol in the basement will be at the Church Council's or Pastor's discretion. (Prior permission required.)

General Guidelines

The church facilities should be left in clean and in an orderly fashion. Trash should be removed, floors swept or mopped as needed and toilets flushed prior to leaving the building at the end of each function.

Use of the Church for Member and Non-Member Weddings

The church is available for weddings on a first-come, first serve-basis and should follow the church guidelines for the use of the church by members, or non-members. Fees and specific conditions will apply. All fees are due at the time of booking.

Fees for Member Weddings

Pastoral Honorarium: \$100, suggested, not mandatory unless the event is held off-site. Off-site wedding events will require a \$100.00 Pastoral Honorarium plus mileage at the current federal rate.

Musician: \$100

Custodian: \$100

Fees for Non-Member Weddings, Funerals, & Events

Use of Church: \$500, includes musician and custodial fee

Pastoral Honorarium: \$250

Use of Reception Halls: \$500, includes use of kitchen and custodial fee

Security Deposit: \$50 (which may be refunded post-event)

Use of the Reception Hall and/or former Parsonage for Member Events

Members: The Reception Halls and/or former Parsonage may be reserved for events for \$25.

For Profit Events

The church is a non-profit religious organization and does not rent space for profit events such as: (investment opportunity seminars, cosmetic parties, for-profit catering events, etc.)

Sexual Conduct Policy

A complete Sexual Conduct Policy for St. Paul's is available from the church. It details the following:

- Statement of the Church' s Position on Sexual Misconduct
- Definition of Sexual Misconduct, Harassment, or Exploitation
- Standards for Determining Sexual Misconduct, Harassment, or Exploitation
- Discipline in the Case of Violation
- Pastor Dating Congregational Members
- Sexual Misconduct by Members and Non-Members
- Reporting a Complaint
- Prohibition Against Retaliation
- Education and Training

Borrowing church property

The church has made it a practice to allow members to borrow items from the church, as long as they are checked out using the sign-in/out sheet on the bulletin board near the library. To check out an item, list the date, your name, item(s) borrowed, and a contact phone number. Items should be returned within 48 hours and checked back in utilizing the check in/out list.

CHURCH PHYSICAL PLANT



Legend

- | | |
|----------------------------------|---|
| 1. Church Sanctuary | 2. Church Offices & Sunday School Rooms |
| 3. Parsonage | 4. Garage |
| 5. St. Paul's Perpetual Cemetery | 6. Playground |
| 7. Concreted Basketball Court | 8. Parking Lot |