



# POLICIES AND PROCEDURES

Dated: 5/2/2021

Supersedes version dated 4/25/2021

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 1 of 36

**What Is A Policy?**

A Policy is a statement that defines the authority required, boundaries set, responsibilities delegated, and guidelines, established to carry out a function of the church. In other words, policies tell who does the task, why it is done, and, under what conditions it is done. Policies answer questions that arise during unique circumstances. Policies provide uniform treatment of a situation, thus achieving continuity of operation. Policies take personalities out of the picture. Decisions are based on the church policy not on the individual, and each situation is treated the same.

**What Is A Procedure?**

Procedures tell how a task is done. A detailed listing is made of each step taken to complete the process. A step by step description of the process is used to complete the job.

**This document is maintained and controlled by the Congregational Council.  
Changes to the document must be submitted to the council for review.**

**Version History**

- 4/13/2021: Final copy approved by Interim Team submitted to council
- 4/25/2021: Additions suggested by Internal Audit added. Procedure on cash handling and Treasury Team oversight responsibility
- 5/2/2021: At congregational council request, added language that clarified ownership and change process.

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 2 of 36

**TABLE OF CONTENTS**

**Organizational Policies and Procedures – Page 4**

- Church Calendar Scheduling (p.4)
- Regular Meeting Schedule (p.5)
- Educational Literature Ordering (p.5)
- Database membership management (p.6)
- Recall of an elected officer (p. 6)

**Financial Policies and Procedures – Page 7**

- Expenditures (p.7)
- Reimbursement (p.8)
- In-kind donations (p.8)
- Cash Handling (p.9)

**Use of Church Property Policies and Procedures – Page 11**

- Building Use (p.11)
- Room and Meeting Procedures (p.11)
- Weddings (p.11)
- Funerals (p.12)

**Administration of Church Equipment Policy – Page 13**

**Team Policies and Procedures – Page 13**

- Types of Teams (p.13)
- Team Membership Guidelines (p.14)
- **Individual Team Responsibilities Service Teams (p.15)**
  - Church Welcome/Security/Usher (p.15)
  - Church Audio/Video Services (p.15)
  - Church Worship Setup (p.16)
  - Music and Worship (p.16)

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 3 of 36

- Nursery Management (p.17)
- Fellowship (p.17)
- Stewardship (p.17)
- Outreach (p.18)
- Monthly Service Projects (p.18)
- Go Ministry Team (p.18)
- Prayer Ministry (p.19)
- Church History (p.19)
- Church Property and Space (p.20)
- Faith development (p.20)
  - Sunday School (p.21)
  - Youth Ministry (p.21)
  - Baptism (p.22)
- Conflict Resolution Team (p.22)
- **Constitutional Teams (p.22)**
  - Council executive team (p.22)
  - Call Committee (p.23)
  - Nominating (p. 23)
  - Audit (p.24)
  - Treasury (p.25)
  - Personnel (p. 25)
  - Trust and Endowment (p.26)

**Church Leadership Purpose and Duties (p.26)**

- Council Chairman (p.26)
- Council Members (p.26)
- Council Secretary (p.27)
- Church Treasurer (p.28)

**Forms (p.28)**

Calendar Scheduling (p.29)  
Purchase Requisition (p.30)  
Expense Report (p.31)  
In Kind Expense Report (p.32)  
Room and Meeting Scheduling (p.33)  
Wedding Information (p.34)  
Funeral Information (p.35)  
RLCA Offering Summary Sheet (p.36)

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 4 of 36

**ORGANIZATIONAL POLICIES AND PROCEDURES**

**CHURCH CALENDAR SCHEDULING**

**Policy**

- The official church calendar is maintained by the Church Secretary. All requests and changes must be channeled through the church secretary. No one else may enter, delete, or change information on the official calendar.
- Church program activities (meetings, fellowships, recreation, musical programs) may be scheduled by staff, organization and department directors, and team chairpersons as coordinated by the Church Council.
- Program activities and team meetings will not conflict with the regularly scheduled services of the church (morning and evening worship, Sunday school, Discipleship Training, midweek prayer service).
- Use of the building for other than church-sponsored activities is subject to the church policy on use and space available. When a conflict arises, church activities take priority over sponsored activities on a first come, first serve basis.

**Procedure**

Scheduling:

1. Everyone wishing to schedule an activity must complete a Calendar Scheduling Form and submit to the church secretary. Forms can be found in the church office or online. Requests will be taken in order of receipt.
2. The church Secretary shall check calendar for the availability of facilities and will make notation on form.
3. The request is submitted by the secretary to Church Council meeting for approval.
4. The church Secretary enters the event on the church calendar after approval by the church council.

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 5 of 36

5. The church Secretary notifies requesting person of approval.
6. The church Secretary distributes weekly activities in the bulletin and online

**REGULAR MEETING SCHEDULE**

<b>Organization</b>	<b>Day</b>	<b>Frequency</b>	<b>Time</b>	<b>AM/PM</b>
Sunday School	Sunday	Weekly	10:15-11:15	AM
Morning Worship	Sunday	Weekly	9:00	AM
Church Council	2 <sup>nd</sup> Tuesday	Monthly	5:30	PM
Staff Meeting	Monday	Weekly	9:00	AM
Treasury Team	Monday	Weekly	10:00	AM
Music/Worship Team	Last Monday	Monthly	1:00	PM

**EDUCATIONAL LITERATURE ORDERING**

**Policy**

- Ministry leaders are responsible for determining how much literature to order.
- The church Secretary will compile all requests.
- The faith development team will approve the church literature order before it is submitted.
- The church Secretary will inventory the literature, checking it against the order as soon as it is received.
- The church Secretary and volunteers will sort and label the literature and place in designated area according to each organization's or department's order.
- Quarterly literature will be distributed two weeks prior to the new quarter.  
Monthly literature will be distributed on the Friday before the last Sunday of the month.

**Procedure**

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 6 of 36

**Ordering:**

1. Prepare a purchase requisition order. Forms are located in the church office or online.
2. Submit the purchase order form to the faith development team for approval.
3. When approved the faith development team forwards to the church secretary
4. The church Secretary makes three copies of the purchase requisition and distribute as follows: Treasurer, church Secretary, file.
5. Submit the purchase order to the appropriate source.

**Distribution:**

1. Faith development team open each package of literature, count and verify against the enclosed packing list and file copy of the purchase requisition. If the count is correct, report to the church secretary.
2. Sort the literature by title.
3. Distribute to appropriate location

**Database Membership Management**

**Policy.** To ensure that membership database is kept current, that all member activity/contact is appropriately noted and that records are secured.

**Procedure**

- Periodic (at least annually) review of membership database for accuracy and completeness of information by individual surveys of congregational members. Print out database information and verify with members.
- Maintenance and access controls over the database will be directed by the congregational council. A designated finance member will have access to individual giving profiles including annual giving statements
- Finance member/church secretary/pastor has access to recording notes within the member file about visitation. Note files have different levels of access for each note. Access can be granted to: administrator, blocked, general users, Joanne, Pastors, people, church Secretary, volunteers
- Entry of key dates in database currently performed by church secretary or finance.
- Membership hard copy files are maintained in a locked cabinet in the church office. Access limited to pastor, church secretary, finance.

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 7 of 36

**Recall of an elected officer**

Policy: Under some circumstances, the recall of an elected officer may be warranted. In such case, the process specified in Matthew 18:15-17 shall be followed.

Procedure:

- The council shall determine if any of the following exists:
  - The member ceases to be a voting member of the congregation.
  - The member is absent from four regular meetings without good cause
  - The officer exhibits conduct grossly unbecoming of an elected official
  - The member does not promote a climate of peace and goodwill and does not endeavor to foster mutual understanding in conflict
- Should any of the above exist, the elected official will be counseled by the pastor
- Should no improvement result from that counseling, the official, pastor and two objective witnesses in addition to two witnesses for the official shall meet and attempt to resolve the matter
- Should no improvement result from that encounter, the official shall have access to the conflict resolution process from RLCA or LCMC.
- If no conflict resolution can be reached, the council may either suspend the officer for a definite period of time or remove the officer from the position. The decision shall be confirmed in writing to the disciplined officer and made a part of the official council minutes.

**FINANCIAL POLICIES AND PROCEDURES**

- All organizations, teams, staff, or individuals shall abide by these Policies and Procedures.
- The Treasury Team shall administer the financial program of the church.
- All budgeted expenditures under \$500 shall be approved by the team leader, expenditures over \$500 need council approval.
- All budgeted expenditures over \$500.00 must have Council approval before expenditures are made. Exceptions to this policy are as follows:
  - Utilities
  - Literature
  - Debt Retirement
  - Breakdown in mechanical equipment
  - Payroll Checks
  - Auditing



**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 8 of 36

- The Council will decide concerning all non-budget expenditures or will make recommendations about these expenditures to the congregation.
- The congregation will have authority concerning non-budget expenditures in excess of 5% of the budget
- The church will be responsible only for authorized expenditures.
- Authorized expenditures are those approved by Pastor, Council and/or Treasury Team.

### **Expenditures**

1. The organization, team, or individual wishing to make an expenditure shall obtain a Purchase Requisition from the church office or online
2. The organization, team, or individual will submit the request to the Pastor or Treasury Team.
3. The Pastor or Treasury Team may approve the request for the expenditure provided:
  - It is budgeted
  - It is \$500.00 or less
  - Money is available to make the purchase.
4. If the request is a non-budgeted expenditure or over \$500.00, the Treasurer must obtain approval from the Council before expenditure is authorized.
5. Only after approval by the Council will expenditure be made.
6. Checks for general fund accounts and designated fund accounts must be signed by two authorized signers.

### **Reimbursement**

**Policy:** This congregation understands from time to time that individuals may incur expenses related to the church mission. Such expenditures should have advance approval whenever possible.

### **Procedure:**

- Reimbursements for costs incurred related to the church mission should be pre-approved by the related team chair, council or treasury team.
- Reimbursements should have applicable budgeted expense.
- An expense report will be submitted with related proof of expenditure in the form of receipts or other related documentation. In the case of reimbursement for mileage, the mileage information must be completed.
- Expense reports must be submitted within 30 days of the occurrence.

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 9 of 36

- The signed and approved form will be submitted to the treasurer for payment.

### **In Kind Donations**

**Policy:** This congregation supports and welcomes gifts in kind which support the ministry of the church.

#### **Procedure:**

- Gifts in kind will be submitted for approval to the congregational council prior to the gift being submitted. An annual gift in kind may be approved for multiple years if council desires.
- After council approval, gifts in kind will be submitted to the church secretary on a "gift in kind" form along with documentation supporting the amount claimed. One copy of the form will be sent to the treasurer for proper acknowledgement and filing.
- The gift in kind will be entered under the members giving profile on the church software by the church secretary
- Such form will be submitted within 3 months of the gift, or by 12/31 of the calendar year.
- Acknowledgement of the gift will be sent by the treasurer within 30 days of receipt.
- Gifts in kind will show up with approved values on the annual giving statement of the member donating.

### **Cash Handling**

**Policy:** Ensure that all offering contributions and other collections related to the church are handled with financial integrity to protect the church, its staff and its volunteers.

#### **Procedure:**

RLCA procedures

1. Gather the offerings from the church, a blank copy of the RLCA offering Summary Sheet (see forms) and adding machine from the locked cabinet located near the fellowship hall. Find an unused room to count and tally all money.
2. Separate General Fund offering from FKM – move FKM off to the side.

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 10 of 36

3. Sort General fund envelopes into numerical order
4. All loose money is considered General Fund money, count the loose offering twice and enter it on the summary sheet under General fund – plate. Make out an envelope stating plate cash with amount.
5. Open the General Fund envelopes, write the amount on the provided line if not already there, and enter ck (check) or cs (cash) under the amount. Put cash & check into separate stacks. Count cash twice and enter on the summary sheet where indicated. If a check indicates a different fund set it aside to be entered on the summary sheet later, separate from the General Fund. If an envelope is not numbered, find the member's name on the member name/envelope list in the provided documentation and enter the appropriate number on the envelope used. This allows for appropriate accounting for each member and record keeping for the church secretary.
6. Stamp all checks with RLCA bank stamp then add all General Fund checks twice and enter the number onto the summary sheet where indicated.
7. Total all General Fund money and enter it on the summary sheet.
8. Follow this same procedure for each type of account (re: building fund, memorial, other) indicate the total amount in the appropriate line on the summary sheet.
9. Run a printed tally of all cash and check envelopes. One person adds while the other reads the amount from the envelopes. Attach the printed tally to the summary sheet along with all envelopes. The tally of envelopes should equal the total listed at the bottom of the summary sheet for General Fund.
10. Complete a deposit ticket. Photocopy the slip and attach to the summary sheet.
11. Both tellers must sign the summary sheet

**FKM Procedure**

1. Open all envelopes, keep envelopes so the secretary can write thank you notes for the offerings/donation.
2. Separate cash and check. If the offering is from a member, please enter the appropriate envelope number on the check memo line for bookkeeping purposes. All checks should be photocopied and attached to the summary sheet along with the deposit ticket. FKM has its own deposit book and stamp.
3. Enter total cash on the FKM summary sheet where indicated then total all check and add on the summary sheet where listed. Calculate a

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 11 of 36

grand total and print the tally sheet and attach to the paperwork along with the envelopes. Complete the deposit ticket. Carry totals over to the Weekly Offering Sheet on the lines provided.

Other

1. The copy machine is in the secretary's office. Please place all documents on the desk for the secretary to reconcile and record appropriately.
2. All money is to be placed in a bank bag and put in the night deposit at MBank on Ripley Blvd immediately.
3. If a check is combined for RLCA & FKM enter the check into the RLCA deposit and use cash from the General Fund for the amount designated for FKM.

### **USE OF CHURCH PROPERTY POLICIES AND PROCEDURES**

*Policies for the operation and use of the church facilities are under the following guidelines to avoid problems and to define responsibilities. Any use of the building property while renting from TriPoint shall first consider TriPoint's policies and procedures and must comply with their requests.*

#### **Building Use:**

- The philosophy underlying policies for building use is that all church facilities shall be used to carry out the basic purpose and mission of the church. Policies should be kept in the spirit of bringing people to Christ.
- Use of the church facilities shall be done in conformity with the church policies and procedures.
- The party using the facilities is responsible for the cleanup of personal items and to rearrange the room(s) back in the order to which it was found.
- Regularly scheduled church meetings shall have first priority in building use.
- Other church related meetings shall have second priority. Outside organizations shall be eligible for building use when facilities are not being used by church groups and when their purpose is approved by the Pastor and the Council
- Profit making enterprises shall not use the church facilities for any purpose.

#### **Room and Meeting Procedure**

- If a room is required for a meeting within the church building, a Room and Meeting request form will be submitted to the church secretary.
- The church secretary will determine availability for the use of the room and will respond.

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 12 of 36

- Once a meeting has been approved it will be entered on the church calendar including date/time/location. A church calendar scheduling form is not required in addition.

### **Wedding Policies**

- The philosophy underlying the policies for weddings is that a Christian emphasis be encouraged and that members relate the ceremony to Christian family commitment.
- All weddings shall be scheduled on the master church calendar with first priority being given to church members.
- The Pastor, Staff, and Pianist are available upon appointment to assist in all weddings.
- Guest ministers shall be approved by the Pastor and Church Council. Guest pianist shall be approved by the Music Team.
- A fee of \$75.00 for the services of the Janitor shall be paid since the work will be extra. Additional charges may apply if there is damage to property.
- In keeping with safety regulations, protective materials shall be used with the candles, and rice or bird seeds shall not be used inside nor outside the buildings.
- Do not under any circumstances move the piano, nor shall you sit flowers, refreshments, or any items on the piano.
- There shall be no alcoholic beverages or smoking on any of the church premises.
- Your party is responsible for the cleanup of personal decoration items, cake, cups, and for removing your trash to the church dumpster.
- The Church Secretary or Pastor shall work with the couple in the development of wedding plans and implementation of policies, and in completing the wedding information form.

### **Wedding Fees**

To cover the cost of utilities and maintenance the following charges will be made. Charges must be paid when your date is confirmed on the church calendar.

- Use of the Sanctuary: \$75.00
- Cleaning/Maintenance Service: \$75.00
- AV/Operator: \$25.00/hour

### **Funeral Policies**

- The philosophy underlying the policies for funerals is that a Christian emphasis be encouraged.
- All funerals shall be scheduled on the master church calendar with first priority being given to church members.

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 13 of 36

- The Pastor, Staff, and Pianist are available upon appointment to assist in all funerals. Staff will work with the funeral director in determining additional needs and professional fees.
- Guest ministers shall be approved by the Pastor and Church Council. Guest pianist shall be approved by the Music Team.
- In keeping with the funeral philosophy, church members shall use the facilities without charge. Nonmembers shall pay a fee for facility use in addition to a cleaning charge.
- A minimum fee of \$75.00 for the services of the Janitor shall be paid.
- In keeping with safety regulations, protective materials shall be used with the candles.
- Do not under any circumstances move the piano, nor shall you sit flowers, refreshments, or any items on the piano.
- There shall be no alcoholic beverages or smoking on any of the church premises.
- Catering options are available for families following the service.
- The Church Secretary and Pastor will work with the family and the funeral director in the development of funeral plans and implementation of policies.

**Non Member Funeral Fees**

To cover the cost of utilities and maintenance the following charges will be made. Charges must be paid when your date is confirmed on the church calendar.

- Use of the Sanctuary: \$75.00
- Cleaning/Maintenance Service: \$75.00
- AV/Operator: \$25.00/hour

**ADMINISTRATION OF CHURCH EQUIPMENT POLICY**

**POLICY STATEMENT**

The philosophy underlying policies for equipment use is that all the church equipment shall be used to carry out the basic purpose and mission of the church and shall not be lent out for any purpose outside of the building.

**TEAM POLICIES AND PROCEDURES**

The teams of the church exist to plan, coordinate, implement, and evaluate the work assigned to them by the church. Teams also exist to implement the Mission and Vision of the church.

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 14 of 36

**TYPES OF TEAMS:** Teams are classified as service or constitutional. A service team works throughout the year and have a particular list of duties that require regular performance including a spiritual component. Constitutional teams are elected or appointed by the congregational council and may meet periodically as need arises, and duties are described in the Congregational Constitution.

**Service Teams**

- Church Welcome/Usher/Security
- Church Audio Visual
- Church Worship Setup
- Music and Worship
- Nursery Management
- Fellowship
- Stewardship
- Outreach
- Monthly Service Projects
- Go Ministry
- Prayer Ministry
- Church History
- Church Property and Space
- Faith Development
  - Sunday school
  - Youth Ministry
  - Baptism
- Conflict Resolution

**Constitutional Teams**

- Call Committee
- Nominating Team
- Audit Team
- Treasury Team
- Trust & Endowment Team
- Personnel

**Team Membership Guidelines**

**Personnel:**

- Personnel for regular teams are recruited by invitation and expression of interest.
- All team members shall be church members.

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 15 of 36

**Officers:** Each team shall have a chairman and team secretary. Each team will select its chairman and team secretary.

**Meetings:** All regular teams shall meet at on a frequency determined by the tasks and team members

**Reports:** All regular teams shall make a report to the Church Council for the annual meeting.

**Vacancies:** The team shall recruit new members to fill vacancies that occur during the year.

**Budgeting:** All regular teams shall submit requests for budget monies to the Treasury team for approval by the Congregational Council.

**Requests for Purchasing:** All teams shall abide by the policies and procedures for requisitioning purchase of supplies, equipment, and other expenditures as adopted by the church.

**Staff Advisors:** The Pastor will serve as ex officio member of each team. The Pastor will be responsible for assisting teams in fulfilling their responsibilities.

## **Individual Team Responsibilities**

### ***Service Teams***

## **Church Welcome/Security/Usher**

### **Duties:**

- Greet people before and after worship services.
- Escort and assist worshipers to their seats in the sanctuary if necessary
- Give the church bulletin or other materials to the worshipper before they are seated.
- Provide information to persons concerning church services, programs, and facilities.
- Receive Offerings
- Be alert to needs of persons during the service.
- Help maintain order.
- Ensure doors are locked during worship
- Maintain visual on the entry doors to allow people in after worship starts if necessary
- Understand and be able to implement an evacuation plan in the event of an emergency
- See that the church facilities are open, unlocked, and securely locked after all church functions.
- Maintain a detailed list of holders of church keys and use.
- Collect offerings, place at the foot of the cross during service.



**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 16 of 36

- Assist with communion distribution with the host distribution and/or cup collection
- Straighten the worship area after service including cleaning pews of bulletins and other left-behind articles.

**Church Audio/Video Services Team**

**Purpose:** To maintain and operate a sophisticated sound and video system. This position requires specialized training provided by the church.

**Duties:**

- Participate in the study and recommendations of the appropriate sound and video system upgrades
- Operate the sound and video system.
- Provide a maintenance program for upkeep of the equipment.

Make recommendations to the finance team regarding the need for equipment and/or training.

**Church Worship Set Up Team**

**Purpose:** To assist the congregation in the observance of the Lord's Supper through maintaining an accurate inventory of materials and supplies, preparation of the elements. Also to outfit the worship space with appropriate banners and coverings as befit the church year calendar.

**Duties:**

- Maintain an adequate inventory of materials and supplies.
- Determine equipment needs and make recommendations to the church concerning those needs.
- See that all equipment and materials are available and in place prior to each observance of the Lord's Supper.
- See that all equipment is gathered, cleaned, and stored after each observance of the Lord's Supper.
- Ensure church flowers are received each week, placed in front of the altar, and that empty floral vases are made available for return to the florist.
- Flowers may be acquired by any person wishing to contribute to the church to celebrate a special event or person. The person should contact the church secretary to secure the date, and arrange to have the flowers ordered, delivered and paid for. Such donation will be noted in the bulletin.
- Distribute church flowers after worship to a person either celebrating an event or someone the team feels is in need.

**Music and Worship Team**

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 17 of 36

**Purpose:** The purpose of this group is to plan, coordinate, and evaluate all aspects of the music and worship format of the church. The members of the Music Team include the pastor, pianist and volunteers.

**Duties:**

- Choose the music for worship, special church events and holidays
- Rehearse music.
- Schedule those involved in worship (reader, assisting minister, etc.)
- Determine format of worship

**Nursery Management Team**

**Purpose:** To ensure the nursery is kept in an organized, clean condition and stocked with items provided by congregation

**Duties:**

- Keep space clean, organized and stocked
- Determine needs for new or replacement equipment
- Ensure audio and visual system is in working order at the beginning of every service
- Make themselves available to parents needing assistance.
- Ensure any parent absent from service in the nursery is afforded the opportunity to receive communion.

**Fellowship Team**

**Purpose:** To engage the congregation in creating and participating in social activities to foster growth of Christian love by strengthening relations with each other and with the local community.

**Duties:**

- Plan and coordinate church social activities, whether held on-site or off-site. Such events will include for example: socials after worship services, family nights, game nights, recreational events.
- Recommend a budget for fellowship purposes to the treasury team.
- Purchase supplies necessary to meet the fellowship team's mission, within the approved budget.
- Work collaboratively with other committees in support of their projects which include opportunities for fellowship.
- Prepare information packets for new members.
- Create fellowship events to promote the Mission and Vision of this congregation.
- Recruit volunteers to support the after-service fellowship time with food.

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 18 of 36

### **Stewardship Team**

**Purpose:** To emphasize the member's responsibilities as stewards of all God's creation on a regular basis throughout the year and to make all members aware that stewardship includes gifts of time, talent and treasures.

**Duties:**

- Review the Team's purpose, areas of concern, and basic responsibility in the matters of stewardship regularly.
- Study what the Bible teaches about stewardship including giving.
- Know the mission and vision of RLCA and seek to make disciples who carry out the mission and vision of the church.
- Seek to understand the church's stewardship needs.
- Work with Treasury Team on a proposed annual budget.

### **Outreach Team**

**Purpose:** To assist the pastor in ensuring that members are receiving the care and support they need as members of the congregation.

**Duties:**

- With the pastor, monitor the status of all members to determine needs for assistance
- Provide congregation support where needed
  - Pastoral visits
  - Flowers
  - Living supplies (groceries)
- Maintain regular phone contact with homebound or absent members
- Ensure birthdays and special events cards are sent in a timely manner

### **Monthly Service Projects Team**

**Purpose:** Determine community and world needs for products, and arrange donation of the products on a monthly basis.

**Duties:**

- Meet at least annually to establish a list of charitable needs.
- Share that monthly project with the church secretary at least 10 days prior to the end of the month for insertion in the bulletin and opening announcements
- Place a sign and receptable and any other necessary tools for the congregation in the foyer of the church.
- Put the items at the foot of the altar on the first Sunday of each month for the prior month.
- Collect and distribute the items to the intended charity.

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 19 of 36

**Go Ministry Team**

**Purpose:** The people of RLCA and the pastor are going out into the community, being the face of Jesus through service, fellowship, and worship. We wish to expand Christ's Kingdom by meeting the needs in our community through members of RLCA, members of RLCA deepen their relationship with Jesus by service and draw people to the church through awareness and curiosity. We believe that giving a portion of the funds received for offerings back into approved ministries outside of our congregation is essential.

**Duties:**

- This team will be responsible for understanding the importance of going and how we each have a role in that mission through our daily interactions and relationship with people in our community.
- They are encouraged to engage the people of RLCA to be the face of Jesus in the community through regular weekly activities, through service, worship and fellowship.
- The Go Ministry team will recommend ministries for tithing each month to the congregational council. An advance schedule may be submitted.
- Council approval is needed for all recommended tithing ministries.
- Tithing will be allocated as follows:
  - Local – Go Ministry with the balance to an approved ministry.
  - State
  - World
- Approved tithing will be fulfilled by the Treasurer of the council.
- Membership on the committee will include leaders in service, worship, fellowship, visitor/member follow up and finance. The pastor will be a member of this team.
- Any disbursement of tithing funds allocated through council to Go Ministry must be approved by this team.

**Prayer Ministry Team**

**Purpose:** The purpose is to mobilize every church member to become active in a prayer ministry, through planning, conducting and evaluating the work of the ministry.

**Duties:**

- The prayer Coordinator should have a great interest in prayer, be able to work with the pastor, and other church leaders to organize an effective prayer ministry.
- Educate the church body concerning different prayer ministries.
- Maintain a confidential list of prayer requests (published to a confidential prayer team) as well as the non-confidential prayer request list (published in bulletin)

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 20 of 36

### **Church History Team**

**Purpose:**

To assist the church in making and keeping accurate, comprehensive records of its current life and work.

To gather and safeguard all historic records of the church.

To help the church understand and learn from its own history.

**Duties:**

- Gather and preserve all historic records of the past.
- Assist in recording present-day activities.
- Share historic facts and documents to shape the church mission.
- Develop and recommend to the church policies and procedures regarding the preservation of historical materials.

### **Church Property and Space Team**

**Purpose:** The purpose of the church property and space team is to act as a liaison for real property between RLCA and ministry partners.

**Duties:**

- Inspect all church properties periodically.
- Consult with ministry leaders concerning space allocations.
- Recommend changes in the use of facilities and property.
- Make recommendations concerning employment, training, and supervision of maintenance personnel.
- Develop and recommend policies and procedures related to church property and space.
- Develop and recommend parking.
- Prepare budget recommendations.
- Consult with church organization leaders and other groups concerning furnishings.

### **Faith Development Team**

**Purpose:** We support the continuing education of our congregation through several methods. We believe that faith grows as knowledge grows and want to support education of all ages. Educational items included in faith development should be in concert with the tenets of our Lutheran faith. Faith development in our congregation includes Bible studies, small groups, Sunday school, Devotional readings, Bible accessibility and Confirmation.

**Duties:**

- Each ministry will form a group of individuals who volunteer their time to support and grow the specific ministries. The Pastor will be an ad hoc member

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 21 of 36

of each group, and the team will include the Sunday school director and youth ministry leader.

- Educational items will be chosen by the group with the assistance of the Pastor.
- Educational expenses will be managed under the Faith development portion of the budget. Expenditures exceeding \$500 for any one item or group of related items need council approval.
- Requests for supplies will follow the Educational Literature Policy and procedures.
- Any educational gatherings to be held in the church building require scheduling under the church calendar scheduling policy and procedures.
- Team will report to council monthly.

### **Sunday School Director**

**Purpose:** The Sunday School Director is responsible to the church for planning, conducting, and evaluating the work of the Sunday school.

**Duties:**

- Lead in determining the Sunday school curriculum in cooperation with the pastor needed to reach and teach effectively.
- Give direction to the enlisting of workers for the Sunday school.
- Develop and support the outreach program of the Sunday school.
- Determine training needs of the workers
- Determine financial and physical resources needed for the Sunday School and recommend these needs to the church.
- Maintain records for the Sunday school.
- Report periodically semi-annually to the church council and the church on the progress of the Sunday School.
- Lead in evaluating the work of the Sunday school.
- Will be part of faith development team.
- Reports to faith development team monthly prior to the council meeting.
- Complete an annual report for the congregational annual meeting.

### **The Youth Ministry Team**

**Purpose:** To provide an organizational plan for key adults working with youth in the youth program areas as well as representative youth and parents to meet to plan and evaluate ministry goals and projects.

Because the Youth Ministry Team's adult membership is composed of key leaders from the youth organizations, those organizations will be stronger. Strong program organizations are the heart of an effective youth ministry.

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 22 of 36

### **Youth Leadership**

#### **Qualifications:**

- Christian
- Regular (consistent) church attendee
- Motivated and wants to serve
- Has creative ideas
- Member of this church
- Positive attitude
- Love for others
- Energy (to get things accomplished)
- Able to pass a State of Michigan background check

#### **Duties:**

- Plan and carry out youth, Christ-centered activities and ministries.
- To be present at meetings and activities.

#### **Membership Consists Of:** (minimum)

- Youth representatives
- adult leaders
- Parents of Youth
- Pastor will serve as ex officio member of this team.

### **Baptism Team**

**Purpose:** To insure the provision of appropriate, well-maintained facilities, equipment, and materials necessary for baptism.

#### **Duties:**

- See that all necessary baptismal supplies and equipment are available and in order prior to each baptismal service.

### **Conflict Resolution Team**

**Purpose:** This team maintains the fellowship of the church. The role of the team is to facilitate resolutions and maintain unity in times of conflict. Members are solicited from the congregation after specialized training provided by LCMC. Terms will be the same as the congregational council. The team has the Pastor as an ex-officio member.

#### **Duties:**

- Maintain the fellowship.
- Provide conflict resolution for members and council

### ***Constitutional Teams***

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 23 of 36

*Constitutional Teams are defined in the Church constitution. The constitution is the ruling document for team purpose and duties.*

### **Council Executive Team**

**Principle Function:** The executive team consists of the Chair, Vice-Chair, Council Secretary and Treasurer. They work in cooperation with the council and Pastor.

**Relationships and Responsibilities:**

- Act on behalf of the congregation when matters concerning the church come forward that do not require full council or congregational input.
- Meet monthly to assist the chair in planning for council meetings and congregational meetings
- Have access to technology user names and passwords that are kept in a secured file.
- Meet regularly with the pastor as need arises to seek and provide counsel.

### **Call Committee**

**Principle function:** The primary purpose of the call committee is to find and recommend a tenured pastor. This team should seek God's leadership through the Holy Spirit to direct them in this responsibility.

**Relationships and Responsibilities:**

- Congregation and Council
- Establish guidelines for the work of the team before it begins looking for a pastor.
- Develop a profile of what the church desires in a pastor.
- Gather prospect profiles.
- Choose three to five top prospects.
- Focus on two or more prospects until the last vote.
- Recommend a pastor to the church.
- Plan welcoming activities (like town tour, etc.) and an installation service for the pastor and his family with volunteers from the congregation.

### **Nominating Committee**

**Principle Function:**

- Solicits and recommends voting members for election for vacant council seats at the annual meeting.
- Three voting members of this congregation shall be elected at the annual meeting for a term of one year.
- Members of the Nominating Committee are not eligible for consecutive reelection



**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 24 of 36

- The committee shall meet on an as-needed basis, shall nominate one or more candidates for each office to be filled and secure the consent of each candidate to serve if elected.

**Relationships and Responsibilities:**

- Council
- Report the slate of candidates to the council by April of the calendar year.
- Congregation
- Present the slate of candidates at the annual meeting held in May.

**Audit Committee**

**Principal Function:** perform an internal audit to determine the validity of the financial statements and procedures. The committee should be concerned with the following items, at a minimum:

- The adequacy of internal control
- The accuracy of the records and reports
- The proper authorization of activities and expenditures

The committee shall be appointed by the council at the first council meeting following the annual meeting and shall be three voting members of the congregation. No member of council is eligible to serve.

The term of office will be three years, with one member being elected each year. Members are eligible for election for one additional term for a total of two consecutive terms.

**Relationships and Responsibilities:**

**With Councils:**

- Prepare a report on the results of an internal audit no later than April of each year using the internal audit checklist as an outline

**With Teams:**

- An internal audit should examine all financial records to assure the church that records are accurate
- The audit should evaluate the system for handling funds and record keeping procedures and suggest ways to improve such systems.
- Once policies and procedures for these duties have been developed, the Internal Audit Committee monitors the systems to be sure it is what works best.

**With church officers:**

- The Internal Audit Committee should be appointed by Congregational council and made up of individuals not related to any person who keeps financial records for the church.

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 25 of 36

- Volunteers are selected from the general membership and should possess some familiarity with financial statements and understanding of the auditing process.

**With church staff**

- Staff will support the audit committee as needed.

**With annual congregational meeting**

- Upon completion of the audit, findings should be documented in a report manner using the Internal Audit Checklist
- The checklist will also need to be presented at the meeting.
- An overview of the findings and next year's goals will be included in the annual congregational report.

**Treasury Committee**

**Principle Function:** To supply the church with budget planning and financial administration.

**Relationships and Responsibilities:**

**With Councils:**

Develop and recommend to the Church Council an overall financial plan.

**With Teams:**

Semi-annually review with team chairpersons the expenditures of teams to ensure correspondence with budget allocations and budget adjustments.

- Consult with the chairperson of each team annually to determine the financial resources needed by each team for its work during the following year.
- Manage the activities of the Cash Management procedure.

**With Church Officers:**

- The church Treasurer serves as a member to the Treasury Team.

**With Church Staff:**

- The Pastor will serve as staff advisor and consultant on the Treasury Team.
- Answer questions about the work of the Treasury Team.
- Recommend financial policies and procedures to be practiced by the church.
- Make recommendations concerning proposed expenditures not included in the current budget.
- Recommend an annual church budget.
- The Treasury Team meets at least monthly and will begin work on an annual budget in January for submission to council in March in anticipation of the May annual meeting.

**Personnel Committee**

**Principle Function:** To assist the church in matters related to employed

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 26 of 36

personnel administration

**Purpose:** The primary purpose of the personnel team is personnel administration. The personnel team should be an advocate for the church staff and volunteers, not including the pastor.

**Duties of the Team:**

- Survey the needs for additional church staff positions.
- Prepare and update as necessary position descriptions for all employed personnel.
- Prepare and maintain the development of Job Descriptions, and personnel policies.
- The entire personnel team performs an interview and recommends prospective employees to the church council.
- Develop and recommend salaries and benefits for employed personnel other than the pastor.
- Develop and recommend to the council policies and procedures for employed personnel administration.

**Trust and Endowment Committee**

**Principle Function:** To assist the church in matters related to trust and endowment funds as outlined in the Trust and Endowment Fund document

**Purpose:** The primary purpose of the Trust and Endowment committee is to ensure that the church is in compliance with controlling document and its regulations.

**Duties of the Committee:**

- As outlined in the Trust and Endowment Fund document

**CHURCH LEADERSHIP PURPOSE AND DUTIES**

**Council Chairman**

**Purpose:** Council Chairman coordinate all ministries in the church while serving as chairman in cooperation with the Pastor. Shared responsibility with other council members is recommended to build an effective ministry team.

**Duties:**

- Lead the Council in planning and conducting work.
- Plan and conduct Council meetings.
- Provide Council members with adequate training and resources for their work.
- Serve as a member of the Church Council
- Report regularly to the church on the work of the Council.

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 27 of 36

- Give guidance to the pastoral ministries of the church when it is without a Pastor.

### **Council Members**

**Purpose:** The Council serves as legal representatives in all transactions related to the church. Councils should act only on the authority of church approval.

#### **Duties:**

- Hold legal title to all church property (as required by state law) and act only as directed by the church in regular business session.
- Sign all legal documents involving church property, upon direction by the church in regular business session.

#### **Responsibilities:**

- Relate to appropriate civil officials in all legal matters involving the church.
- Keep abreast of latest insurance and legal changes and advise the church staff and any team concerning legal matters.
- Counsel with appropriate teams in matters related to church properties.
- Maintain all church legal documents in conjunction with the Council secretary
- Report to the congregation as necessary.
- Discover the planning needs.
- Plan, lead and complete church short and long term goals
- Establish and negotiate salary and benefit packages with tenured or intentional interim pastoral staff.
- Participate in conflict resolution with tenured pastoral staff should the need arise.

### **Council Secretary**

**Purpose:** The council secretary maintains thorough and complete records of its business.

#### **Duties:**

- Record minutes.
- Preserve current records.
- Correspond with other churches and the church secretary for membership changes.
- Provide records for church history.
- Coordinate assembly of and prepare the Annual Church Congregational Report.
- Manage the membership process

### **Treasurer**

**Purpose:** The Church Treasurer is responsible for receiving, accounting, and dispersing monies.

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 28 of 36

**Duties:**

- Be a member of the Treasury Team.
- Maintain records of funds received and dispersed.
- Maintain records of contributions.
- Sign checks in accordance with church constitution.
- Make reports to appropriate teams and to the church.
- Develop budget for review and approval by council and congregation in concert with the treasury team
- Issue and mail annual giving statements
- Make a report to the congregation at the annual meeting

**CHURCH FORMS**

**Purpose:** Forms are used as a control measure to keep and maintain records and calendars.

**Procedures:**

- Forms are available in the church office and online. In addition, forms can be copied from this document.
- Wherever a form is mentioned in this document, it will be properly completed by the requesting party and submitted to the proper contact person.

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 29 of 36

RESURRECTION LUTHERAN CHURCH OF ALPENA								
CALENDAR SCHEDULING FORM								
<b>Use this form to request a date be added to the master calendar. If there is a conflict on date or arrangements, you will be contacted.</b>								
Date Submitted:								
Requested by:					Member?	Yes	No	
Person responsible:								
Phone:								
Event:								
Event Date:								
Date of the week (circle)		Su	M	T	W	Th	F	Sa
Room(s) needed:								
Time of Meeting		From:		AM/PM	To:		AM/PM	
Number expected:								
Facilities needed:								
Office use only:								
Date and space request is available?					Yes	No		
Approved:								
Event place on master calendar by:								
Date:								
Meeting organizer notified?			Yes	No	Date			
Comments:								

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

RESURRECTION LUTHERAN CHURCH OF ALPENA			
PURCHASE REQUISITION			
Date Submitted:			
Requested by:			
Purchase for:			
Name:			
Budget Account Name			
Purpose or use			
Date Needed:			
Amount of Check			
Payable to:			
Remarks:			
Quantity	Description	Each	Total
Requestor Signature:			Date:
Approved by:			Date:
Receipt verification:			Date:
Order Received by:			Date:

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**



## Expense Report

<b>From:</b>			
<b>Dates of Expense :</b>			
Date	Purpose	Source	Amount
<b>MILEAGE REIMBURSEMENT INFORMATION(REQUIRED)</b>			
Starting/Ending odometer	From/To	Total Miles	Total @ .56/mile
<b>Signature of Submittor</b>		<b>Total</b>	\$ -
<b>Approved by</b>		<b>Submission to Treasury Date</b>	
		<b>Paid Date</b>	
		<b>Paid ck #</b>	



**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

	<h2 style="margin: 0;">In Kind Expense Report</h2>		
From:			
Dates of Expense :			
Date	Purpose	Source	Amount
Total			\$ -
Signature of Submitter		Approved by	
<b>FOR OFFICE USE ONLY</b>			
Date submitted to Treasury Team			
Date entered in Accounting software			
Date entered in Church software			
Return to Treasury team for filing when complete.			

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

RESURRECTION LUTHERAN CHURCH OF ALPENA			
ROOM AND MEETING SCHEDULING			
<b>Submit to church office at least one month in advance. Forms will be returned with confirmation</b>			
Date Submitted:			
Requested by:			
Person responsible:			
Phone:			
Date of Meeting:			
Organization:			
Type/Purpose of Meeting:			
Room(s) needed:			
Time of Meeting	From:	AM/PM	To: AM/PM
Number expected:			
STANDING REQUEST:	Every	day/week/month	Until (end date)
Equipment needs:			
Media Needs:			
Nursery Needs:		Age Range	
Food service needs (type of service)			
Requestor Signature:			Date:
Approved and scheduled			Date:
Authorized Signature			Date:
Deposit received by:			
Deposit return approved by: _____ Deposit returned by/date: _____			
<b>Additional notes/comments on reverse?</b>		Yes	No

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

Page 34 of 36

RESURRECTION LUTHERAN CHURCH OF ALPENA					
WEDDING INFORMATION FORM					
Date of Wedding:			Time:		
Bride's Name:			Member?	Yes	No
Address:					
Work Phone		Cell Phone:			
Groom's Name			Member?	Yes	No
Address:					
Work Phone		Cell Phone:			
Minister's Name					
If Guest, Minister Address					
Rehearsal Date:			Time:		
Sanctuary Required for Rehearsal?		Yes	No		
Reception Time if at church	Start Time		Finish Time		
Room(s) Required					
Preparation (pre-wedding)					
Reception (post wedding)					
Pianist Name					
If Guest, Pianist's Address			Phone		
Florist Name			Phone		
Photographer Name			Phone		
Caterer Name			Phone		
<p><small>We agree to comply with church rules and regulations regarding church weddings and church receptions. We understand that the church is not responsible for the loss or damage to personal property used in the wedding or reception. We acknowledge receipt of the fee schedule and agree to the terms.</small></p>					
Bride's Signature				Date:	
Groom's Signature				Date:	
<small>Note: Date of wedding will not be confirmed until this form is returned to the church office with any required deposit.</small>					
Authorized Signature				Date:	
<b>Additional notes/comments on reverse?</b>		Yes	No		

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

RESURRECTION LUTHERAN CHURCH OF ALPENA					
FUNERAL INFORMATION FORM					
Date of Funeral:			Time:		
Full Formal Name of Deceased			Member?	Yes	No
First	Middle	Last			
Preferred Name					
Date of Birth			Date of Death		
Place of Death					
Names of Immediate Family					
Spouse			Member?	Yes	No
Parents (if alive)			Member?	Yes	No
Children					
			Member?	Yes	No
			Member?	Yes	No
			Member?	Yes	No
Place of Funeral (church or funeral home)					
Place of Internment					
Funeral Home					
Visitation Dates/Times					
Pallbearers					
Pianist/Musician			Phone		
Solosit					
Scripture Reader/Eulogy/Other					
Luncheon at Church?	Yes	No	if yes, # anticipated		
We agree to comply with church rules and regulations regarding funerals. We understand that the church is not responsible for the loss or damage to personal property used in the funeral or luncheon. We acknowledge receipt of the fee schedule and agree to the terms.					
Primary Contact					
Name			Relation		
Phone			Email		
Additional notes/comments on reverse?			Yes	No	

**POLICIES AND PROCEDURES FOR  
RESURRECTION LUTHERAN CHURCH OF ALPENA  
Address: PO Box 151, 500 Brooke Street, Alpena, MI 49707**

<b><u>RLCA Offering Summary Sheet</u></b>											
<b>Date:</b> _____											
<b>General Fund - Plate</b>						\$ _____					
<b>General Fund Envelope:</b>						\$ _____					
<b>General Fund Envelope:</b>						\$ _____					
<b>Total General Fund Offering</b>						\$ _____					
<b>Building Fund</b>						\$ _____					
<b>Good Samaritan Fund</b>						\$ _____					
<b>Memorial Fund</b>						\$ _____					
<b>Other (describe)</b>						\$ _____					
<b>Total RLCA funds to be deposited</b>						\$ _____					
<b><u>FKM Summary Sheet</u></b>											
<b>FKM cash</b>						\$ _____					
<b>FKM checks</b>						\$ _____					
<b>Total FKM funds to be deposited</b>						\$ _____					
<b>Grand total</b>						\$ _____					

**Teller #1** \_\_\_\_\_ **Teller #2** \_\_\_\_\_