

PERSONNEL
POLICIES & PROCEDURES
MANUAL

Trinity Lutheran Church

23 Church Street
New Hamburg, Ontario. N3A 1J1

Telephone: (519) 662-1810

Approved by the Congregational
Council of Trinity Lutheran Church on

May 17, 2009

To be reviewed, and revised where
necessary, by the Mutual Ministry
Committee and brought to Council for
approval in the spring of 2011.

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STATEMENT OF PHILOSOPHY

These policies and procedures for pastors are written with a spirit of understanding that a pastor's work day is immeasurable due to the nature of ministry and that a pastor is "on call" 24 hours a day.

GUIDELINES FOR POLICIES AND PROCEDURES

- These policies and procedures are written for both pastors and lay staff using ELCIC and Eastern Synod guidelines as well as the Ontario Employer's Guide to the Employment Standards Act. The Mutual Ministry Committee develops the policies and procedures which are then submitted to the Congregational Council for ratification.
- The Mutual Ministry Committee develops policies and procedures as the need arises.
- A need arises when there is an actual or potential issue related to staff.
- This manual will be reviewed every two years and whenever staffing changes occur.
- Each time a policy or procedure is changed it is to be ratified by the Congregational Council.

POSITION DESCRIPTION FOR PASTOR ANNE ANDERSON

Accountable to Partner-in-Ministry, Congregation, Congregational Council and Eastern Synod Bishop.

Percentages indicate an estimate for that fraction of my professional time which is devoted to a particular area of ministry. "<5%" indicates a small amount, "less than 5%". Single digits (on a scale of 1 through 5) indicate the relative priority I ascribe to each area of ministry. 1 indicates the highest priority. 5 indicates the lowest priority. In general, I do not perceive myself to be involved in ministries having a priority lower than 3.

I - Council Ministries and Portfolios

5% **Congregational Life - pastor-relator: Anne**

Gentle Friends Readers; Shepherds; Trinity Quilters; Prayer Circle; Trinity Secret Sisters

- 1 I am the pastor-relator for the work of the 2009-2011 Anniversary Task Group.
- 3 Prayer Circle - I work with the group to maintain a spiritual support for Trinity's and New Hamburg's community.

0% **Finance - pastor-relator: André**

Envelope Offering Counters; Endowment Fund Committee

I do not work in this area

15% **Nurturing Faith (Children & Youth) - pastor-relator: Anne**

Faith Adventures; Affirmation Ministry; Cradle Roll; Production of Faith Chests

- 1 Affirmation Ministry - I select, organize and plan curriculum for the grade 3 - 6 learning half-days, the grade 7 and 8 retreats and the grade 7 and 8 Affirmation classes. I also prepare and take the lead in planning for Affirmation Camp in the last week in August.
- 2 Faith Adventures (Sunday Church School) - I support the Nurturing Faith Committee members in their roles around the provision of Sunday Church School. We have adopted a "Faith Adventures" rotation model which I help to support through curriculum development and training. I also provide program support on special days (i.e. Rally Day, Carnival, etc.) and assist in planning special projects during Lent and Advent.
- 2 I am assisting the Nurturing Faith Committee to develop particular roles and responsibilities within the membership and to assist lay people to reclaim their ministries.
- 2 I assist the Nurturing Faith Committee to provide family ministry opportunities on a quarterly basis.

<5% **Nurturing Faith (Adults & Young Adults) - pastor-relator: Anne**

Adult Learning, Pastors' Classes, Third Thursdays, Faith in Film, Inquirers' Classes

2 I participate in Adult Learning meetings to contribute ideas for the Sunday morning sessions. I am suggesting directions to integrate adult learning with our “Emerging Church” model. I co-lead occasional evening and Sunday morning sessions. I assist in recruiting speakers as opportunity permits. I support Sherry Coman in the design and delivery of Faith in Film.

2 Inquirers’ Classes - I keep abreast, with Pr. André, of new members wishing to transfer to Trinity or be baptized into our community. I offer inquirers’ classes when there is a need.

0% **Mutual Ministry - pastor-relator: André**

I only deal with mutual ministry when approached by the committee.

0% **Property and Maintenance - pastor-relator: André**

I do not deal with this committee generally, and if so it is only on a very informal basis.

<5% **Witness and Outreach / Service - pastor-relator: Anne**

K-W Lutheran Refugee Committee; Wilmot Family Resource Centre (including Christmas Hampers, Food Bank, Mitten Tree); Lutheran Campus Ministry; Canadian Blood Services; Mission; Habitat for Humanity; Community Care Concepts; Amnesty International; Trinity/Optimist Christmas Breakfast; Trinity Garden Club; “We Care” ministry; CLWR.

3 I work on an ad hoc basis with these groups. I support and advertise these groups within the church as, for example, with the CLWR emphasis in our Faith Adventures program.

0% **Stewardship - pastor-relator: André**

I do not generally work on these projects, but offer my support.

20% **Worship - pastor-relator: André**

worship design (GUIDE TO WORSHIP, OCCASIONAL LITURGIES); special/occasional services; worship planning; preaching/presiding; (WORSHIP ROTA - ushers, tape ministers, acolytes, hosts/greeters, choirs & musicians, assisting ministers, preachers, presiders)

1 Preaching/Presiding: Pr. André and I share responsibilities for preaching and presiding at regular liturgies as indicated in the WORSHIP ROTA.

1 Together with Pr. André I developed an “Emerging Church” model for Sunday evening SANCTUARY worship which was implemented in the fall of 2007. I am the primary worship leader for this community and I work in conjunction with our worship coordinator and musicians in planning and leading worship. Together with Pr. André, I expect to continue to nurture and refine our SANCTUARY direction over a period of five years.

2 Worship Design - I help Pr. André with GUIDES TO WORSHIP, by proofreading and adding prayers when required. I also talk through some of the occasional services (e.g. Good Friday, Vigil of Easter, etc.). We work on the design and direction of SANCTUARY together.

2 I preside about once a year at Nithview Services and every other year at the community Lenten luncheons.

3 Occasional/Special services - I support Pr. André in these endeavours.

II - Auxiliaries - pastor-relator: Anne

25% TYGers; ELW; Priscillas

- 1 TYGers - I do the primary planning for the Junior & Senior TYGers' program and I recruit youth to lead, participate and attend these events.
- 1 I provide significant leadership for the design and implementation of summer large-scale youth programs. We regularly participate in Pitch 'N Praise; Eastern Synod and National Youth Gatherings; servant events, special trips (Halifax in 2008; Dominican Republic in 2010 or 2011) and programs (Beautiful Unique Girls, Youth Encounter).
- 1 I do a lot of visiting and one-on-one work with youth and am on Facebook for a couple of hours per week. I attend games, plays and other youth social activities to provide visibility and support.
- 3 ELW and Priscilla's - I work with these groups on occasion. I participate in the "Secret Sister" program, attend ELW meetings occasionally and assist the Priscillas in decorating, etc.

III - User Groups

<5% Interfaith; Day Care; A/A; CLEAN; TOPS

- 3 I leave the policies and procedures to Pr. André, but I do occasionally deal with information transmission and the occasional problem.

IV - Pastoral Care

15% general visiting; special care visiting; counselling; social events; Stephen Ministry (fallow); other

- 1 Special Care Visiting: In general, I share hospital visitation equally with Pr. André. Pr. André and I share at-home/nursing-home "special care visiting." Together with Pastor André, I offer communion three times per year in special visits around Christmas, Easter and Summer.
- 2 Counselling: I do some non-specialized pastoral counselling but refer-out whenever specialized work is required.
- 2 General Visiting: I do "general visiting" on a time-available basis. I receive a great many people in the office on a drop-in basis, including some few "regulars."
- 2 Social events: I take in anniversaries, significant birthdays and the like on a time-available basis.

V - Sacramental Ministry

5% baptisms; confirmations; weddings; funerals

- 1 Baptisms: On average I probably do about half of the baptisms and related preparation.
- 1 Confirmations: I preside at the Rite of Confirmation as one aspect of our Affirmation Ministry program.
- 1 Weddings: On average, I probably do about half of our weddings. Numbers vary greatly from

year to year.

- 1 Funerals: On average, I probably take about slightly less than half of the funerals. Numbers vary greatly from year to year.

VI - Administration

<5% **Congregational Council; parochial records; program support; TRINITY DOVE; other**

- 1 Congregational Council - I attend council regularly.
- 1 Plan for Well-being: I maintain the various materials associated with Trinity's PLAN FOR WELL-BEING. I also insure that people are informed of Plan requirements and that new volunteers are properly screened and approved.
- 3 TRINITY DOVE - I provide articles and proofread TRINITY DOVE.

VII - Special/Occasional Projects

5% **Computerization; Day Care; PAR; Access Project; Plan for Well-being; Trinity Website; New Hamburg Refugee Group; Millennium Project; Fire Code Upgrade; Affirmation of Welcome; Rotation Model; Emerging Church; Second Century Project; Anniversary celebrations**

- 1 At present, I am giving leadership to three ongoing congregational projects: support for the Faith Adventures Sunday School rotation model; "Emerging Church" Sanctuary Community worship; 2009-2011 Anniversary projects & celebrations.

VIII - Other

<5% **ELCIC Program Committee for Worship; National Website; Lift Up Your Hearts Website; Staff Person for Worship; Gathered for Worship; Evangelical Lutheran Worship; Camp Edgewood Board; Taking It Home Task Group; Waterloo Seminary; Luther Hostel; National Church; Synodical Church; K-W Conference**

- 1 Wider Church - I make myself available for wider church ventures. Currently I am serving on the Board of Directors for Camp Edgewood and have served as the worship leader for Luther Hostel.
- 1 Wider Church - I am available to the wider church to speak about "Emerging Church" concerns.
- 2 Ministerial - I attend the New Hamburg and K-W Conference ministerial when time permits.
- 2 Conventions - I attend K-W Conference meetings and Eastern Synod Assemblies. I attend ELCIC national conventions when elected and as appropriate.

IX - Schedule

In general, I am in the office most mornings shortly after 8 am for scheduled and unscheduled work including program planning, conversation and pastoral appointments. In the late morning and afternoon, I tend to be out and about in the community. I try to restrict my evenings-out to three per week. In general, I try to take Mondays off and a half-day on each of Friday & Saturday, when possible.

POSITION DESCRIPTION FOR PASTOR ANDRÉ LAVERGNE

Accountable to Partner-in-Ministry, Congregation, Congregational Council and Eastern Synod Bishop.

Percentages indicate an estimate for that fraction of my professional time which is devoted to a particular area of ministry. "<5%" indicates a small amount, "less than 5%". Single digits (on a scale of 1 through 5) indicate the relative priority I ascribe to each area of ministry. 1 indicates the highest priority. 5 indicates the lowest priority. In general, I do not perceive myself to be involved in ministries having a priority lower than 3.

I - Council Ministries and Portfolios

<5% **Congregational Life - pastor-relator: Anne**

Gentle Friends Readers; Shepherds; Trinity Quilters; Prayer Circle; Trinity Secret Sisters

- 2 Shepherds: I coordinate the assignment and installation of Shepherds in the fall.
- 1 All groups: I solicit/receive information for the preparation of the parish program calendar, the semi-annual Wilmot Township calendar and related materials, and for the publication of TRINITY DOVE.

<5% **Finance - pastor-relator: André**

Envelope Offering Counters; Endowment Fund Committee

- 3 I work with our finance people to inform the budget process and I check-in regularly with the Treasurer to make sure our receipts and expenditures are on track. I initial invoices upon receipt, indicate an account number, and forward them to the treasurer for payment. In the fall, I work with people/groups to prepare a list of potential expenditures for the Trinity Endowment Fund.

<5% **Nurturing Faith (Children & Youth) - pastor-relator: Anne**

Faith Adventures; Affirmation Ministry; Cradle Roll; Production of Faith Chests

- 2 I assist Pr. Anne with some aspects of the administrative side of the various Nurturing Faith ministries. I coordinate the production of faith chests.

<5% **Nurturing Faith (Adults & Young Adults) - pastor-relator: Anne**

Adult Learning, Pastors' Classes, Third Thursdays, Faith in Film, Inquirers' Classes

- 2 Adult Learning: I make suggestions as to topics and program ideas and participate on a regular basis in the planning or preparation of Adult Learning sessions. For example, in the past, I designed the various Caring Conversation programs which have served as models in the ELCIC. I also assist in recruiting speakers as opportunity permits. I co-lead occasional evening and Sunday morning sessions. I support Sherry Coman in the design of Faith in Film.
- 2 Inquirers: I maintain a database of "prospective members" and of "friends" of the congregation.

<5% **Mutual Ministry - pastor-relator: André**

- 1 Mutual Ministry: I attend meetings of the Mutual Ministry Committee as appropriate and relate to and/or supervise staff (Anne, Gywin, Jill and Brian) as required.

<5% **Property and Maintenance - pastor-relator: André**

- 2 Property and Maintenance: I meet as needed with our property people.

<5% **Witness and Outreach / Service - pastor-relator: Anne**

K-W Lutheran Refugee Committee; Wilmot Family Resource Centre (including Christmas Hampers, Food Bank, Mitten Tree); Lutheran Campus Ministry; Canadian Blood Services; Mission; Habitat for Humanity; Community Care Concepts; Amnesty International; Trinity/Optimist Christmas Breakfast; Trinity Garden Club; “We Care” ministry; CLWR.

- 3 All groups: I work on an ad hoc basis on special needs/projects. I order program materials for CLWR, etc.

- 1 All groups: I solicit/receive information for the preparation of the parish program calendar and publication of TRINITY DOVE.

<5% **Stewardship - pastor-relator: André**

- 1 I work with our stewardship people on stewardship programs (design and implementation) when Council identifies the need or makes stewardship a major programmatic focus as it has in the creation of a Stewardship Task Group for 2009.

30% **Worship - pastor-relator: André**

worship design (GUIDE TO WORSHIP, OCCASIONAL LITURGIES); special/occasional services; worship planning; preaching/presiding; (WORSHIP ROTA - ushers, tape ministers, acolytes, hosts/greeters, choirs & musicians, assisting ministers, preachers, presiders)

- 1 Worship Planning: Twice a year, in conjunction with staff and ministry coordinators, I prepare Trinity's WORSHIP ROTA which is distributed to 125-150 worship ministers. I maintain ministry databases for worship ministers (acolytes, choir members, etc.).

- 1 Worship Design: On a seasonal and weekly basis, and in conjunction with staff, I design worship and prepare such GUIDES TO WORSHIP and OCCASIONAL LITURGIES as are required. Sometimes, for example, we make plans for a Good Friday cantata. Current endeavours include the evolving designs for our Easter Vigil liturgy and SANCTUARY community worship.

- 1 Preaching/Presiding: Pr. Anne and I share responsibilities for preaching and presiding at regular liturgies as indicated in the WORSHIP ROTA. We involve Pastor Syd Hills in worship on an occasional basis. When necessary, I book guest preachers/presiders.

- 1 Special/Occasional Services: In general, in consultation with staff, I take the lead in preparing special or occasional services such as choir concerts, community services, etc.

- 1 Together with Pr. Anne, we developed an “Emerging Church” model for Sunday evening, SANCTUARY COMMUNITY worship which was implemented in the fall of 2007. The name SANCTUARY COMMUNITY distinguishes it from our morning ANCHOR COMMUNITY.

- 2 Other: In the course of ministry, I often initiate or am involved in worship-related special

projects. The creation of new paraments is an example. The grooming of worship ministers is another area of ongoing work. I try to be available to the Affirmation Singers, SANCTUARY worship coordinator and musicians, as needed, to encourage and strengthen participation.

- 3 I preside at an occasional Nithview or other nursing home service and at the Noon-Hour Lenten Service every second year.

II - Auxiliaries - pastor-relator: Anne

<5% TYGers; ELW; Priscillas

- 1 TYGers: I assist Pastor Anne with the administrative side of the TYGers program and make suggestions and offer ideas as appropriate. I host gatherings of the Youth Ministerial.
- 1 All groups: I solicit/receive information for the preparation of the parish program calendar and publication of TRINITY DOVE.
- 3 ELW, Priscillas: I work with these groups on an ad hoc basis for occasional projects as in decorating the nave and precincts for Christmas or Thanksgiving, for example.

III - User Groups

<5% Interfaith; Day Care; A/A; CLEAN; TOPS

- 1 All groups: on an ad hoc basis, I solicit/receive information for the preparation of the parish program calendar and publication of TRINITY DOVE.
- 3 Interfaith and Day Care: I meet fairly regularly with agency staff around issues related to their presence at Trinity (use of facilities or program overlap, for example).
- 3 Other groups: I relate to these groups on an ad hoc basis around issues related to their presence in our facilities.

IV - Pastoral Care

25% general visiting; special care visiting; counselling; social events; Stephen Ministry (fallow); other

- 1 Special Care Visiting: In general, I share hospital visitation equally with Pr. Anne. Pr. Anne and I share at-home/nursing-home "special care visiting." I maintain a "Special Care Visitation List" which currently numbers about 80 individuals/families. This list serves the pastors for visitation and home communions and is adapted for the ELW preparation of Christmas Cheer parcels. Together with Pastor Anne, I offer communion three times per year in special visits around Christmas, Easter and Summer.
- 1 Counselling: I do most of the non-specialized pastoral counselling and refer-out when necessary.
- 1 Other: I maintain a "Pastoral Care Overview" document which is reviewed monthly—sometimes more often—with Pr. Anne. We monitor people having current or pressing needs. There are about 60 individuals/families on the list at any given time. This document also tracks the assignment and scheduling of weddings, baptisms, contact with new members, etc.
- 2 General Visiting: I do "general visiting" on a time-available basis. I receive a great many people

in the office on a drop-in basis, including some few “regulars.”

- 2 Social events: I take in anniversaries, significant birthdays and the like on a time-available basis.

V - Sacramental Ministry

10% baptisms; confirmations; weddings; funerals

- 1 Baptisms: On average I probably do about half of the baptisms and related preparation.
- 1 Confirmations: Anne has primary responsibility for Affirmation Ministry. I work on the liturgy and related matters.
- 1 Weddings: On average, I probably do about half of our weddings. Numbers vary greatly from year to year.
- 1 Funerals: On average, I probably take slightly more than half of the funerals. Numbers vary greatly from year to year.

VI - Administration

20% Congregational Council; parochial records; program support; TRINITY DOVE; website; other

- 1 Congregational Council: I attend Council regularly and assist the chairperson in preparing the agenda. I maintain a variety of documents to assist Council and Committees in their work.
- 1 Parochial Records: I maintain (per constitution) Trinity's parochial records and, in general, field whatever requests for parochial information come our way. I do the reports for Synod, ELCIC, etc. We maintain a fully-computerized membership database in addition to a paper roll of members.
- 1 Program Support: I provide program support for Trinity's various ministries. This can include conversation and follow-up about program ideas (from the Eastern Synod, the ELCIC, the Web, colleagues, reading, etc.), strategy, planning, publicity, database possibilities, scheduling and the like.
- 1 TRINITY DOVE: I solicit material, write copy and edit TRINITY DOVE with a view to 1) keeping the congregation nurtured and informed and 2) maintaining a detailed two-months-ahead Ministry Program Plan. Together with the twice-yearly preparation of Trinity's WORSHIP ROTA, the deadline for TRINITY DOVE serves as Trinity's major scheduling vehicle for program planning.
- 1 www.telc.ca: I regularly upload documents (TRINITY DOVE, ANNUAL REPORTS, etc.) and other materials to Trinity's website.
- 1 Other: I maintain a TRINITY PROGRAM CALENDAR which takes us from 12 to 16 months into the future. This calendar appears in monthly sections on the back of TRINITY DOVE. I oversee the preparation, from submissions, of a BULLETIN OF ANNUAL REPORTS which includes program review and plans, expressions of thanks, financial and budgetary material, and parochial information.

VII - Special/Occasional Projects

5% Computerization; Day Care; PAR; Access Project; Plan for Well-being; Trinity Website; New Hamburg Refugee Group; Millennium Project; Fire Code Upgrade; Affirmation of Welcome;

Rotation Model; Emerging Church; Second Century Project; Anniversary celebrations

- 1 At present, I am supporting three ongoing congregational projects: the establishment of “Emerging Church” Sanctuary Community worship; the design and implementation of a Second Century Project; the design and implementation of a 2009 stewardship program
- 2 Many years, I have a major —usually summer— project on the go.

VIII - Other

<5% **ELCIC Program Committee for Worship; National Website; Lift Up Your Hearts Website; Staff Person for Worship; Gathered for Worship; Evangelical Lutheran Worship; Camp Edgewood Board; Taking It Home Task Group; Waterloo Seminary; Luther Hostel; National Church; Synodical Church; K-W Conference**

- 1 I continue to work regionally, synodically and nationally for the full-inclusion of all of God's people in the entire ministry of the church.
- 2 I continue to lecture and consult on an occasional basis in the area of worship and liturgy. For example, I worked on the national Rite for the Ordination of a Bishop and designed the Synodical celebration of Susan Johnson's being welcomed as bishop.
- 3 Wider Church: In 2008, I relinquished most of my wider church responsibilities including formal national and synodical responsibilities. I handed off the Lift Up Your Hearts website to my long-time collaborator, Wendell Grahlman,
- 3 Conventions - I attend K-W Conference meetings and Eastern Synod Assemblies as required. I attend ELCIC National conventions when elected and as appropriate.
- 3 Ministerial: I attend the New Hamburg & Area Ministerial when it meets on a time-available basis.

IX - Schedule

In general, I am in the office most mornings from 6:30 or 7 am for scheduled and unscheduled work including administration, conversation and pastoral appointments. In the late morning and afternoon, I tend to be out and about in the community. I try to restrict my evenings-out to three per week. In general, I try to take Saturdays off and Fridays & Sundays, from noon on, when possible.

POSITION DESCRIPTION FOR SECRETARY JILL MERNER

- Hours: Monday through Friday - 8:00 am - 11:30 am
- Accountable to: Pastor
- Duties include:
 1. Checking answering machine for messages upon arrival at office.
 2. Answering phone and transferring calls to appropriate persons or, when necessary, tracking people down when they are out of the office when necessary.
 3. Ordering office supplies, photocopy supplies and coffee supplies as needed.
 4. Filing GUIDES TO Worship and TRINITY DOVES.
 5. Phoning shepherds re undelivered DOVES; Phoning assisting ministers & acolytes for Sunday worship; Phoning organist, sexton, ELW and cleaning personnel for wedding, funerals or special events; Phoning reminders to groups as needed (e.g. Shepherds, Affirmation meetings, classes, etc.)
 6. Arranging service to photocopier as needed.
 7. Reporting photocopy meter reading.
 8. Typing the worship guide for each Sunday. Copying and inserting any inserts or hymns for choir.
 9. Preparing pastors' and assisting ministers' binders and hymns for Sunday service; Baptismal certificates and candles; Wedding guides, license/banns info, registers and pastors' binders; Funeral guides, photocopy, collate, staple, fold and prepare pastors' binders.
 10. Updating records in Trinity's parish register for baptism, weddings, funerals, confirmations, council members etc.
 11. Assembling the DOVE for mailboxes and mailing; organizing volunteers as needed; Sacraments and Seasons and other input as required; proofreading
 12. Completing ROTA (data entry, photocopying and distribution)
 13. Updating mailing address list for Eastern Synod Lutheran
 14. Updating cardex info.
 15. Photocopying for SCS, ELW, and any other group request.
 16. Checking envelope offerings for Anchor, Sanctuary and occasional services.
 - making sure offering sheets balance
 - entering envelope amounts in computer along with any non-envelope offerings
 - notifying families and arranging for receipts to be sent with letters to both where memorial offerings.

- entering PAR amounts in computer
 - arranging for any changes or new PAR
 - type weekly reports and month end reports for treasurer.
 - printing and distributing of statements (quarterly) and year end statements and receipts.
 - labeling envelope offering boxes (annually)
17. Depositing rental cheques and other non envelope receipts
 18. Greeting people in office; sometimes people are looking for conversation.
 19. Troubleshooting requests for assistance (A/A, CLEAN, TOPS, Interfaith, Daycare needs, etc.)
 20. Such work, not covered above, as may arise from time to time in the normal course of parish life.

POSITION DESCRIPTION FOR DIRECTORY OF MUSIC GYWIN MURRAY

- This is a part-time position requiring about 12-13 hours per week.
- Accountable to: Trinity Church Council
- Works closely with: Pastors
- Qualifications: The standards are based on Royal Canadian College of Organists (RCCO) guidelines.
- Duties include:
 1. Playing the organ and /or piano for Anchor Community worship.
 2. Planning hymns for services which includes reading lessons for all services to coordinate choral music for choirs and special music.
 3. Researching music for choirs including participation in choral readings, such as at Music Plus, anthems and publishers materials.
 4. Directing up to three choir practices on a weekly basis and also practice with soloists as required.
 5. Planning and practicing organ and piano music for Sunday Service.
 6. Being available on as little as two days notice for funerals.
 7. Being available for planning sessions with pastors for WORSHIP ROTA, occasional or special services, etc.
 8. Being available for weddings.
 9. Notifying and arranging for organ and piano maintenance.

POSITION DESCRIPTION FOR SEXTON BRIAN RACHO

- This is a part time position.
- Accountable to: Trinity Church Council
- Works closely with: Pastors
- Duties include
 1. Providing security for the church/Sunday school property in the following manner.

Do a complete walk-through of the entire premises, once in the morning before 9 am and once in the evening sometime after 8:30 pm.

The walk-through is done to check for anything that needs attention such as:

 - Running water
 - Open windows
 - Doors locked (8:30 p.m. check)
 - Stove off
 - Lights all turned out (8:30 p.m. check)
 - Heat is on
 - Electric heaters blocked in Daycare
 - Mouse-trap line clear
 - Any other situations that may require the property committee to be called
 2. To perform light maintenance chores as follows:
 - Change burnt out lights
 - Fill toilet paper/towel dispensers
 - Fill salt/sand pails in winter
 - Purchase light bulbs as required
 - Purchase sand/ salt as required
 - Set up tables in Martin Luther room after services
 3. To open and prepare the church for any functions such as:
 - Sunday services by:
 - Opening all doors
 - Open balcony
 - Ring bells during services as required
 - Change hymns
 - Set up tables in Martin Luther room
 - Funerals by:
 - Ringing/tolling bells to announce a death when notified by a pastor
 - On day of Funeral:
 - Opening doors
 - Turning on lights

- Ringing/tolling bells as required
- Move baptismal font
- Get funeral pall ready
- Set up tables for lunch in Trinity Hall
- Pedestal stand from Katie Luther Room to Narthex
- Move piano
- Clear hymn boards
- Tissues for bereaved

After the funeral to:

- Get church ready for next service
- Straighten books
- Turn out lights
- Turn off tape/sound system
- Put out candles
- Take down tables and straighten up Trinity Hall
- Return pedestal stand
- Return tissue boxes

Weddings by:

- Getting church ready on day of rehearsal
 - Turn on lights
 - Open doors
 - Move baptismal font
 - Put out kneeling pad

- On day of wedding to open doors
 - Turn on lights
 - Ring bells as required

- After wedding prepare church for next service
 - Clear hymn boards

Note: on Saturday the back kitchen door is opened and the lights are turned on in Trinity Hall for the AA. meeting. This is done by 4 pm. The nightly check is done at this time.

STAFF BENEFITS FOR PASTORS AND LAY WORKERS

Both full-time and part-time staff will find their employment benefit options in the ELCIC EMPLOYEE BENEFIT PROGRAM AND ELCIC PENSION PLAN BOOKS in this manual

STATUTORY HOLIDAYS

Eligibility

All staff members

Policy

1. Statutory holidays are:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	

2. When a statutory holiday occurs on an employee's day off or within vacation time she/he will take an alternate day off that week or the week following. The accumulation of statutory holidays is discouraged.

BEREAVEMENT LEAVE

Eligibility

All staff members

Policy

1. In the event of the death of a staff member, the spouse or child or parent of a staff member, Trinity Council sends flowers or makes a donation in memory of the deceased.
2. Per Eastern Synod Compensation Schedule compassionate leave with pay is granted for seven days plus necessary travel days for death or catastrophic illness of an immediate family member (spouse, parent, grandparent, sibling, child or grandchild).
3. Congregational Council may allow additional days with or without pay upon recommendation of the Mutual Ministry Committee.

MATERNITY AND PARENTAL LEAVE

Eligibility

Maternity Leave: biological mothers

Parental Leave: biological & adoptive parents

Policy

1. Maternity leave will be for a period of 17 weeks. To be eligible the individual must have been hired at least 13 weeks prior to delivery. This leave may commence any time during the 17 weeks prior to an infant's arrival.
2. The congregation will provide a supplemental employment benefit of 95% of salary (excluding professional expenses as outlined in Eastern Synod guidelines) for the 2-week waiting period before EI begins.
3. For the following 15 weeks the congregation will provide a supplemental employment benefit to top-up EI to 95% of salary (excluding expenses). Housing arrangements would continue for the duration of maternity leave.
4. Unpaid parental leave is provided for up to an additional 35 weeks in accordance with Provincial regulations and the Eastern Synod Compensation Schedule. Housing arrangements would continue for the duration of parental leave. The individual must provide notice 13 weeks prior to their leave.
5. It is expected that an individual who has been on maternity Leave will return to work for at least 6 months following the end of the leave period. If that person chooses not to return to work the supplemental employment benefits will be repaid over a reasonable period of time.
6. If an individual chooses to return to work before their maternity or parental leave period is concluded, 4 weeks notice must be given.
7. Vacation entitlements will continue to accrue while the individual is on maternity/parental leave. The individual has the option of taking this time in conjunction with the end of their maternity/parental leave or after they return to work. The chosen option should be discussed with Mutual Ministry and approved by Council prior to returning to work.

Procedure

1. At such time as an employee wishes to take a maternity or parental leave, the Mutual Ministry Committee shall be notified at least 13 weeks prior to the anticipated leave. This notice shall include the estimated date of delivery as well as their intentions for an estimated return date.
2. The Mutual Ministry Committee shall notify Council regarding the maternity and/or parental leave and make a recommendation regarding any additional staffing required.

PASTORS' VACATIONS

Elegibility

Pastors under call

Policy

1. Per ELCIC Guidelines:
 - 4 weeks annual vacation, including 4 Sundays.
 - An additional week at the end of each 5 years of service in ordained ministry for that year.
 - If a pastor does not take her/his vacation time, this cannot be accumulated unless it is approved by congregational council prior to year end in the year in which vacation not taken.
 - Vacation period shall be based on fiscal year (January 1 to December 31).
2. 5 weeks of vacation after 15 years service at Trinity.
3. Accumulation of vacation will commence from pastor's start date.
4. Scheduling of vacations must be such that adequate pastoral and program coverage is ensured.
5. Prime vacation months (June, July, August, September) will be taken on an alternate basis in the event of pastors wanting the same time off.
6. Vacation dates will be indicated on calendar in the office.

LAY STAFF VACATIONS

Policy

Part-time lay staff will receive:

3 weeks vacation after 15 years of service
4 weeks vacation after 20 years of service
5 weeks vacation after 30 years of service

PASTORS' DAYS OFF

Elegibility

Pastors under call

Policy

1. Each pastor is entitled to 2 days off per week per Eastern Synod Compensation Schedule.
2. One pastor is always "on call" unless alternative arrangements are made with Council.
3. The "on call" pastor is provided with a pager.
4. A pastor taking Saturday off can expect to be "on call" as many as 30% of his/her Saturdays due to weddings, funerals, vacations and/or programs.
5. When a pastor works on his/her regular days off he/she is expected to take an alternate day off that week or the week following.

PASTORAL COVERAGE

Elegibility

Pastors under call

Policy

1. As much as possible each pastor is to protect his/her own and partner's time off.
2. In the event that one pastor is off and the second pastor encounters a personal crisis the following is done:

Procedure

1. Attending pastor calls a member of the Mutual Ministry Committee
2. Pastor and Committee Member collaborate and make a decision to implement one of the following options:
 - call pastor who is off.
 - call other Mutual Ministry members to participate in leading the service.
 - call synod office for a pastor replacement.
 - call specific pastor as directed.

PASTORS' WEDDINGS AND FUNERALS

Elegibility

Pastors under call

Policy

1. Weddings are shared equally between the pastors.
2. Funerals are shared as much as possible.
3. Pastors agreeing to conduct weddings of non-members do so on their own time.
4. Pastors agreeing to conduct funerals of non-members do so on congregational time.

Procedure for Booking Weddings

1. Pastor receiving request to marry couple consults with his/her partner.
2. Both pastors consider
 - booked parish activities
 - pastors time off
 - number ceremonies performed by each pastor
3. Both pastors decide
 - whether or not one or other pastor can conduct the ceremony
 - which pastor is able to conduct the ceremony
4. Pastor who received the request notifies the couple re whether or not a pastor is available and which pastor is available to perform the ceremony.

PASTORS' SABBATICAL LEAVE

Elegibility

Pastors under call

Policy

1. Pastors may be granted a sabbatical leave per the Eastern Synod Compensation Schedule and Sabbatical Guidelines of the Eastern Synod. Such grant must be approved by Mutual Ministry and Council followed by a congregational meeting.

Procedure

1. At such time as a pastor wishes to take a sabbatical leave, a written request should be made to the Mutual Ministry Committee at least 6 months prior to the anticipated leave.
2. The Mutual Ministry Committee shall notify Council regarding the sabbatical and regarding any additional staffing required during the pastor's absence.