



Administrative Handbook

American Lutheran Church Administrative Handbook

(Revised November 2012)

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American Lutheran Church Mission Statement

Called to be people of God through our Baptism, we, the members of American Lutheran Church, seek to carry out the mission and ministry Christ has placed before us. Our mission is to proclaim the Good News of God's love for all people in Jesus Christ, and to call all people to a life of discipleship. A life of discipleship includes witnessing to God's love in Christ and serving others in the name of Christ. Our ministry is to strengthen and equip the members of American Lutheran to carry out this mission through worship, study, fellowship, love, and care for one another. We pledge to encourage one another and others go grow in faith and love.

The primary location of our mission is Burbank and the East San Fernando Valley. We seek to be witnesses of God's love in word and deed to the families of American Lutheran, couples without children, the elderly, singles, and those who live in apartments in our community. We will invite the unchurched and the formerly churched to become a part of our community at American Lutheran.

We will support the wider mission of the church through benevolence support and participation in the Evangelical Lutheran Church in America (ELCA), and the Southwest California Synod. In partnership with the larger church, we will support new missions in the United States, missionaries in other countries, colleges, universities, seminaries of the Church, social service agencies, and the camping ministry.

We work with other Lutheran and non-Lutheran congregations in the community to meet community needs and seek greater understanding of one another.

We commit this mission to the glory of the Triune God, Father, Son and Holy Spirit.

Council Duties

The responsibility of the Congregation Council is to lead the governance of the church. It intends to govern primarily by:

- 1) Discerning and articulation of the congregation's mission and vision of ministry.
- 2) Setting goals and making strategic choices.
- 3) Creating written policies to guide the congregation's ministry.
- 4) Monitoring and evaluating the congregation's leadership, including itself.

As much as possible, the Council shall delegate management decision-making and devote its own attention to discernment, strategy, and oversight.

Executive Committee

The Executive Committee consists of the officers of the congregation Council: President, Vice-President, Secretary, and Treasurer, and the Pastor.

The Committee meets on an ad-hoc basis in order to recommend proposals to the Council regarding personnel issues such as hiring and firing, staff evaluations and compensation; and other issues as needed.

Duties of the President

- 1) Schedule with Pastor and conduct monthly Congregation Council meetings.
- 2) Prepare, prior to each meeting, and in consultation with the Pastor, an order of business for the use of the presiding officer, showing in exact order, under correct headings, all matters known in advance that are due to come up. This document will be the meeting's agenda.
- 3) Conduct and schedule agenda for annual meeting.
- 4) Maintain parliamentary procedure at the Congregation Council and congregational meetings.
- 5) Meet with prospective new members at the end of pastor's instruction class.
- 6) Sign official documents as required.
- 7) Submit a report covering the congregation's accomplishments and challenges of the past year for inclusion in the Annual Report.
- 8) Appoint, with Council approval, a Financial Secretary and Bookkeeper, with the duties indicated within their job descriptions in the Handbook.
- 9) Oversee and conduct background checks on all new hires.

Duties of the Vice President

- 1) Attend monthly Congregation Council meetings.
- 2) Conduct monthly Council meetings in absence of President.
- 3) Schedule monthly devotions at Council meetings.
- 4) Convene a Nominating Committee and chair this committee.
- 5) Act as parliamentarian at all Congregation Council and Congregation meetings.
- 6) Perform other duties as requested by the President.
- 7) Assume the presidency in case of the President's resignation, removal from office or inability to carry out the duties of office.

Duties of the Secretary

- 1) Keep a record of all the proceedings of the organization, usually called the minutes.
- 2) Keep on file all committee reports.
- 3) Keep the congregation's official membership roll (under the supervision of the Pastor) and call roll where it is required.
- 4) Make the minutes and records available to members upon request.
- 5) Notify officers, committee members, and delegates of their election or appointment. Furnish committees with whatever documents are required for the performance of their duties, and have on hand at each meeting a list of all existing committees and their members.
- 6) Sign all certified copies of acts of the congregation, unless otherwise specified in the bylaws.
- 7) Maintain records in which the bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and have the current records on hand at every meeting.
- 8) Send out to the membership a notice of congregational meetings, known as the Call of the Meeting, and to conduct the general correspondence of the congregation, that is, correspondence which is not a function proper to other offices, or to committees.
- 9) In the absence of both the President and Vice President, call the meeting to order and preside until the immediate election of a President Pro Tem.

Duties of the Deacon of Discipleship

- 1) Attend monthly Congregation Council meeting.
- 2) Share coordination and support with the Pastor for the functions and activities of the Worship and Music, Stewardship, and Education Committees, meeting with chairpersons and/or committees and reporting on each Committee of the Council as needed.

Duties of the Treasurer

- 1) Attend monthly Congregation Council meetings.
- 2) The Treasurer shall be responsible for the procedures used to account for the monies received and for reports to the congregation concerning any trends or conditions which will affect the financial stability of the church. The Treasurer is to work closely with the Council in the planning and overseeing of the finances, property, and personnel of the congregation.
- 3) The Treasurer shall analyze the monthly financial statements to determine if income is sufficient to cover expenses and to determine if all expenses are equal to or less than the budgeted amounts forecast for the fiscal periods. The Treasurer will also monitor income from the church to determine if the amounts are projected in the annual budgets.
- 4) The Treasurer shall receive reports from the Financial Secretary and Bookkeeper providing information about the income from all the church sources. The formats of these reports will be negotiated between the Treasurer and Bookkeeper and approved by the Council.
- 5) The Treasurer shall sign bank documents as required.
- 6) The Treasurer shall oversee all bank accounts.
- 7) The Treasurer shall appoint an Audit Committee at the second Council meeting following the Annual Meeting to perform an internal audit.
- 8) The Treasurer shall also be responsible for overseeing and recommending action to the Congregation Council regarding insurance policies, trust funds, trust deeds, legacies, wills, endowments, and property (real and personal). The Treasurer shall also be responsible to see that proper tax exemptions are filed and that all taxes are paid.
- 9) The Treasurer shall oversee employee tax documents.

Duties of the Financial Secretary

- 1) Receive all monies for the congregation, keep an accurate record of the sums as to purpose, and date, and be responsible for the deposit of said monies in the account of the congregation in a bank selected by the Congregation Council.
- 2) All monies for regular and special services shall be counted with the congregation before depositing it in the bank.
- 3) Periodically inform any member of any amount which the inquiring member has contributed, but no less than within 30 days after the close of the year.
- 4) The Financial Secretary shall at no time or under any condition give to any person or persons, information concerning any member's contribution except by specific authorization of the congregation Council.
- 5) Shall provide weekly Offering Reconciliation reports to Pastor and Treasurer.
- 6) All of the Financial Secretary's books shall be available to the Pastor and to the Congregation Council in official session by virtue of their office.

Duties of the Trustee of Administration

- 1) The Trustee of Administration (hereafter referred to as Trustee) shall be Chairperson of the Buildings and Grounds Committee. The Trustee shall be responsible for overseeing and recommending action to the Congregation Council as related to maintenance of buildings, grounds, and property, both real and personal.
- 2) Have the authority to issue a **Stop Work** order on any project or repair that the Trustee feels is not done in a workmanship like manner or does not meet local codes, ordinances, or standard safety procedures.
- 3) The Trustee shall be Council liaison with all persons hired by the church, both personnel and contractors, as relates to work on all buildings, grounds, and furnishings, including bids, expenses, and contractual revisions.
- 4) The Trustee shall keep a log of keys indicating who has which keys. The Trustee shall issue keys and be responsible for creating duplicate keys when needed.
- 5) Receive, review, and submit invoices related to building and grounds to the Treasurer for payment.
- 6) The Trustee shall attend the monthly Congregation Council meetings and shall report on anticipated or unexpected expenses for buildings and grounds.
- 7) Attend Budget Committee meetings.

Building and Grounds Committee

- 1) The Building and Grounds Committee may expend for needed maintenance of the property a sum not to exceed five hundred dollars (\$500.00) in any calendar month. For an amount more than five hundred dollars (\$500.00) but less than twenty-five hundred dollars (\$2,500.00), approval of the Congregation Council shall be necessary. For amounts in excess of twenty-five hundred dollars (\$2,500.00), approval of the congregation shall be necessary.
- 2) **Responsibilities of the Buildings and Grounds Committee:**
 - a. Schedule work parties for the maintenance of the grounds and minor interior or exterior building repairs.
 - b. Interview and recommend contractors. Oversee their work and work done by volunteer workers and congregation members as needed.
 - c. Report to the Council any major repair, preventive maintenance, or upkeep which is needed on the grounds or the exterior and interior of the buildings.
 - d. Be responsible for the maintenance of appliances and furniture.
 - e. Make an inventory of all equipment such as chairs, tables, desks, ladders, and maintenance equipment, etc.

Duties of the Deacon of Congregational Care

- 1) Attend monthly Congregation Council meetings.
- 2) Oversee efforts within the Congregation that provide support and care for members. Such efforts may include:
 - a. Celebration of birthdays and anniversaries.
 - b. Visitation to sick and homebound or inactive members.
 - c. Health and wellness enrichment activities.
 - d. Fellowship events.
 - e. Utilization of phone tree for Congregational announcements.

Duties of the Deacon of Outreach

- 1) Enlist the assistance of others by forming committees to carry out the intent of the church Mission Statement through worship, study, fellowship, love, and care for one another.
- 2) Encourage all members of the congregation to share their faith with the unchurched.
- 3) Communicate the needs and programs of Lutheran Social Services to the congregation through newsletter articles, bulletin announcements, and oral announcements.
- 4) Become acquainted with local emergency assistance programs, such as Burbank Temporary Aid and Salvation Army, etc., and communicate to members the type of service offered.
- 5) Encourage congregation participation in activities such as food drives, clothing drives, blood drives, etc., to help in need.
- 6) Communicate to the congregation study documents of the ELCA regarding issues of justice and public policy, and organize discussion groups and seminars on selected topics with Education Committee (see Duties of Deacon of Discipleship).
- 7) Attend Congregation Council meetings.
- 8) Encourage support for the wider mission of the Church through benevolence support and participation in the ELCA and the Southwest California Synod. In partnership with the larger church, support new missions in the United States, missionaries in other countries, colleges, and universities, seminaries of the Church, social service agencies, and the camping ministry.
- 9) Obtain information on local ecumenical events and encourage participation where deemed appropriate by the Congregation Council.
- 10) Coordinate congregational involvement in any ELCA ecumenical activity.

Duties of the Deacon of Vision Planning

- 1) Develop future priorities and goals and create the strategies for achieving those priorities and goals. Coordinate planning activities with all areas of the church leadership, since future plans and goals for the congregation will encompass the whole church.
- 2) The Deacon of Vision Planning will select a committee consisting of approximately five members of the congregation that will bring to the committee a depth of experience and an equitable viewpoint in its planning process.
- 3) The Deacon of Vision Planning shall attend monthly Congregation Council meetings and will be responsible for presenting all Vision Planning Committee plans to the Council for approval before their execution. The Deacon of Vision Planning will strive to ensure that any program for the congregation is rooted in the congregation's Mission Statement.
- 4) **Responsibilities of the Vision Planning Committee:**
 - a. Evaluate current ministry program.
 - b. Analyze the strengths and weaknesses of the congregation.
 - c. Gather the necessary input data from the congregation and summarize feedback data.
 - d. Envision new possibilities.
 - e. Set priorities.
 - f. Prepare program proposal.
 - g. Present proposal to the Congregation Council for approval.
 - h. Monitor and evaluate programs in progress and modify if necessary.
- 5) **Planning methods of the Vision Planning Committee:**
 - a. General membership survey (or questionnaire).
Provides the advantage that every congregation member has a chance to participate, giving a high degree of ministry ownership.
 - b. Committee and leadership feedback,
Provides for a more informed response. Ownership develops among those who will carry out the ministries.
 - c. Random sample.
A random survey can be sent out to a desired percentage of congregation members (10%, 20%, etc.). There is less data to tabulate than with the general membership survey, marginal members may be involved, visioning event provides for group sharing and relationship building.
 - d. Leadership retreat.
Provides an atmosphere for congregational leaders to better reflect and give more time for feedback and visioning. Planning Committee should determine what people outside of the Congregation Council and committee might be included on retreat. Adequate planning must precede any retreat meeting.

- 6) **Operating Rules and Conduct of the Vision Planning Committee:**
 - a. The Committee will hold regularly scheduled planning meetings, at least four times a year.
 - b. The Deacon of Vision Planning will keep the Congregation Council apprised at all times concerning its activities, by providing the Council with periodic reports, at least on a quarterly basis.
 - c. The Committee and its members will strive to diligently monitor and update the plans in progress.
 - d. The Committee members will indicate their loyalty to all church programs by showing their enthusiastic support for all church endeavors.
 - e. The Committee will seek the advice and counsel of the Pastor on all planning matters.

- 7) Ideally, all congregation plans should be presented to the congregation for final affirmation. In any plan it will be important that the Vision Planning Committee seek the broadest base of support from the church membership. This approach will better assure the success of any program.

Bookkeeper

- 1) Post all transactions of the American Lutheran Church on the computer provided for this purpose.
- 2) Pay all bills authorized by the Treasurer. Pay all bills authorized by the Pastor from his/her discretionary fund.
- 3) Prepare and submit monthly financial reports to the Treasurer at least 5 days prior to monthly Congregation Council meeting.
- 4) Perform miscellaneous duties assigned by the Executive Committee.
- 5) Track hours worked with the use of a time card. Hours not to exceed 12.5 hours per month.
- 6) Back up all data at the end of each session.
- 7) Write up and email transaction summary to Executive Committee at least 5 days prior to Congregation Council.

Experience: This person must have experience in basic computer and accounting skills. This person must be proficient in Quick Books software program.

Attributes: This person must have the ability to maintain complete confidentiality; have the ability to work without supervision.

Work Day, Hours, Base Rate:

Work hours not to exceed 12.5 hours a month. Base rate of pay is \$300.00 per month.

Secretary/Administrative Assistant

Responsibilities:

1) Office Administrative duties:

- a. Welcome visitors and members at the front desk of the Church offices.
- b. Answer, coordinate, and record incoming telephone and email communications, messages, etc. from visitors and members and see that they get to the proper recipient.
- c. Assist in the production of the Sunday order of worship.
- d. Scheduling worship assistants – Assistant Minister, Readers, Acolytes, Ushers, and Refreshments.
- e. Process bi-weekly payroll for church employees (ADP).
- f. Monitor, maintain and organize office supplies.
- g. Purchase office supplies as needed.
- h. Process and file receipts and invoices.
- i. Process incoming and outgoing mail.
- j. Monitor the condition and utilization of office equipment and recommend changes necessary to maintain smooth operations.
- k. Maintain a professional work environment.
- l. Update display cases and bulletin boards weekly.
- m. Attend weekly meetings with Pastor.

2) Records management with Pastor:

- a. Systematically maintain confidential member information on church database.
- b. File church documents and records in appropriate filing cabinets and binders.
- c. Prepare statistical reports, year-end reports, and other meeting reports.
- d. Maintain weekly attendance and prayer list requests records.
- e. Maintain Church Calendar.
- f. Coordinate the use of occasional or long term use of facilities by outside groups with approval of the Church Council.
- g. Receive, record and process payments from outside groups using church facilities.
- h. Mail monthly newsletter and other correspondences to homebound members.
- i. Provide additional record management as necessary for church operations.

Other Duties:

- a. This position shall from time to time assume other duties or tasks normally associated with the administrative support functions of the church.

Experience: This position requires experience in an office or facility administrator environment. Basic knowledge of Microsoft Office including, but not limited to, Word, Excel and familiar with basic bookkeeping and filing systems. Ability to work without supervision and to be a self starter. Also knowledgeable about general computer and typing skills. Demonstrate ability to provide supervision and coordination to small support staff. Church or non-profit experience very helpful.

Attributes: Ability to maintain complete confidentiality. . Express a welcoming spirit in dealing with church members, visitors, and suppliers; this position can create the first and sometimes, the only impression that people will have of our church. Show flexibility when managing both routine and unscheduled activities. Ability to work with volunteer support for various activities.

Work Days, Hours, Base Rate:

Hours as agreed upon by the Pastor and the Executive Committee up to 15 hours per week (may be adjusted between lighter and heavier work weeks).

Custodial/Janitorial

This position reports to the Trustee of Administration and the Pastor.

Requests for service may come from various sources within the congregation, including but not limited to the Pastor, the Church Council, and church secretary.

Responsibilities:

1) Routine Janitorial Services

- a. Responsibilities for maintaining clean, safe, and sanitary conditions in the facilities and grounds.
- b. This position requires personal involvement and active hands on work with volunteers, contractors, and other church personnel.

2) Facilities Maintenance

The Trustee of Administration normally directs all of the following activities:

- a. Attend meetings as requested by the Council and Pastor.
- b. Compliance with an annual maintenance calendar with sufficient detail as to prepare for seasonal needs and follow preventive maintenance schedules.

- c. Identify and act upon facility repair and maintenance issues as they may arise.
- d. Perform routine repairs as necessary to handle immediate needs in an economical manner.
- e. Promptly report any facility or equipment issues that may adversely affect normal operations to the Trustee of Administration.

3) Facility Use

- a. Responsibility for assuring preparations are complete to supports the needs of the Church Calendar and schedule of facilities as well as rental and contractual activities as relates to special events.

4) Administrative Functions

- a. Maintain preventive maintenance records as directed by the Trustee of Administration.
- b. Coordinate janitorial staff schedules as necessary to meet church and event calendars.
- c. Order facility supplies in sufficient quantities to avoid overstocking and supply shortages.
- d. This position shall from time to time perform other duties and tasks normally associated with the repair, maintenance, and upkeep of the church.
- e. Maintain a daily Time Log indicating date, start time, ending time, and projects worked on. Time log will start with Monday and end on Sunday of each week. Time log may be transmitted to Administrative Secretary by either e-mail or work document or in a hard copy that may be hand delivered.

Attributes: Ability to express a welcoming spirit in dealing with church members, volunteers, visitors, and suppliers; this position can create the first and sometimes, the only impression that people have of our church. Strong ability to work without direct supervision and to be self organizing; the nature of much of the work is that it must be done alone and is schedule directed. This position requires the ability to partner with staff in resolving mutual issues. Show flexibility when managing both routine and unscheduled activities; direction must be given to volunteer support in the performance of various activities. Unusual custodial issues shall be reported to the Pastor and/or Church Council.

Choir Director

The Choir Director reports to the Pastor.

1) Responsibilities:

- a. Collaborate with the Pastor, Keyboardist and Worship and Music Committee on planning and leading worship.
- b. Direct or provide for direction of the Choir, the Keyboardist, and instrumental music in regular worship services and special performances.
- c. Plan and direct weekly choir rehearsals, and extra rehearsals as needed.

- d. Select choir music, using appropriate contemporary and traditional music in regular worship services and special performances.
- e. Develop and maintain the choral and instrumental music library, being aware of copyright and royalty issues.
- f. Coordinate remuneration (within budget parameters) of vocal, instrumental, and conducting personnel as needed on special occasions.
- g. Provide oversight for the leading of the congregation in the singing of hymns in worship.
- h. Order music with budget parameters. Make recommendations regarding annual budgetary needs to the Worship and Music Committee.
- i. Plan for a variety of musical experiences such as family groups, quartets, and small ensembles, particularly during summer worship.
- j. Encourage involvement of congregation in the music program of the church.
- k. Arrange for substitutes when absences occur.

Experience: Must have choir and instrumental teaching and leading abilities.

Attributes: Must be able to manage both routine and unscheduled activities and events.

Work Days, Hours, Base Rate:

8 hours per week covering Sunday morning worship and periodic special services; weekly choir rehearsals; Worship and Music Committee meetings every 4-6 weeks; regular communication with Pastor, Keyboardist, and Secretary for Sunday bulletin and special program matters. Rate/hour determined by experience and ability.

Keyboardist

The Keyboardist reports to the Pastor.

1) Responsibilities:

- a. Provide for music accompaniment for the congregation and choir in regular worship services, special services, and special performances.
- b. Attend weekly choir rehearsals and extra rehearsals as needed.
- c. Assist with development and maintenance of the choral and instrumental music library; being aware of copyright and royalty issues.
- d. Assist with coordination of remuneration (within budgetary parameters) of vocal, instrumental, and conducting personnel as needed on special occasions.
- e. Assist with ordering music within budgetary parameters. Consult with Choir Director in making recommendations regarding annual budgetary needs to the Worship and Music Committee.
- f. Encourage involvement of congregation in the music program of the church.
- g. Substitute for Choir Director on an as-need basis.
- h. Arrange for substitutes for Keyboardist when absences occur.

Experience: Must have proficiency in playing the piano and electric keyboard.

Attributes: Must have the ability to manage both routine and unscheduled activities and events and work as a team player.

Work Days, Hours, Base Rate:

8 hours per week covering Sunday morning worship and periodic special services; weekly choir rehearsals; regular communication with Pastor, Choir Director, and Secretary for Sunday bulletin and special program matters, Rate/hour determined by experience and ability.

Nursery Caregiver

The Nursery Caregiver reports to the Pastor.

1) Childcare Duties:

- a. Arrive at 9:00 a.m. or ½ hour before worship to prepare for children, ensuring a clean and safe environment.
- b. Welcome families who bring children to the nursery during worship.
- c. When preschool children are brought in for Sunday school, assist the teacher as needed.
- d. Stay with children at all times until their parent or guardian picks them up.
- e. When there are no children in the nursery, and as time allows, keep toys neatly sorted and organized; cleaning them if necessary.
- f. Once a month disinfect toys with cleaning wipes.

2) Fellowship Duties:

- a. Make coffee for fellowship time on patio after worship.
- b. Put out coffee, snacks, and supplies as service is ending.
- c. If a volunteer has not brought snacks, put out cookies kept in nursery cupboard.

3) Clean up Duties:

- a. During fellowship time, put toys away and straighten up nursery.
- b. Following fellowship time, put away supplies and clean coffee pot/dishes,
- c. Turn off air conditioning or heat before leaving.

Hours: 9:00 – 11:00 a.m. Sundays unless changed.

Compensation for Site Representative

Any congregation member of American Lutheran Church that works in excess of two hours as a site representative with a movie company/crew shall be entitled to 10% of the gross amount paid to American Lutheran Church as compensation. Any compensation paid directly to the congregation member by the movie company/crew shall be deducted from this compensation.

Church Alcohol Policy

Alcohol policy for outside groups

The council agreed in the May 8, 2012 Council meeting that groups need to provide:

1. A written request to have Alcohol on site.
2. Liquor liability insurance rider with American Lutheran named as the certificate holder in amounts for current industry standards.
3. Letter of Indemnification of American Lutheran.

Personnel Policy

The **ONLY** full time **paid** position at American Lutheran Church is that of the Pastor. All other employees **are considered to be part time** and are not eligible for certain benefits of a full time position. The part time positions are as follows:

- a. Secretary/Administrative Assistant
- b. Bookkeeper
- c. Custodian
- d. Nursery Caregiver
- e. Choir Director
- f. Keyboardist
- g. Youth Minister/Director

These positions are not eligible for the following benefit of a full time position:

- a. Vacation
- b. Sick time
- c. Paid time off

Any hours worked away from the church, or beyond paid time, shall be signed off as **“volunteer hours”**.

- a. In no case shall the hours worked in any day exceed 8 hours. If more than 6 hours are worked in any day, a lunch break must be taken.
- b. The physical requirements, educational requirements, and religious and moral values, and where the work is to be performed for all paid positions will be shown within the individual job descriptions and not within this list.
- c. All paid employees may be required to fill out a daily time sheet indicating date, start time, finish times, hours worked, and any other pertinent information as requested by the Congregation Council.
- d. A licensed professional performing unpaid work for the church may in some cases be able to claim that work as a charitable donation for tax purposes.

All paid employees are required to sign the **“AT WILL ACKNOWLEDGEMENT”** as a condition of employment. See example.

AT WILL ACKNOWLEDGEMENT

I acknowledge that my employment at American Lutheran Church is “**at will**” meaning that the terms of employment may be changed with or without notice, with or without cause, including, but not limited to termination, demotion, promotion transfer, compensation, benefits, duties and location of work. There is no agreement express or implied between American Lutheran Church and me for continuing or long term employment. While supervisors and managers have certain hiring authority; no supervisor or manager or representative of American Lutheran Church has any authority to alter the at will relationship.

Date: _____

Signature: _____

Policy on Sexual Harassment and Misconduct

**American Lutheran Church
755 N. Whitnall Highway
Burbank, CA 91505-2951**

Statement of Policy

It is the policy of American Lutheran Church that sexual harassment and misconduct will not be tolerated. Any complaint of sexual harassment and misconducts will be dealt with quickly and confidentially. Our Policy applies to clergy, lay employees and volunteers. The intent of the Policy statement is to make certain that responses to any allegation of sexual harassment and misconduct be just and compassionate for all involved, and that all parties be heard.

Definition of Sexual Harassment and Misconduct

Sexual harassment and misconduct refers to behavior which is not welcome to the recipient and that is personally offensive. There are many forms of offensive behavior including, but is not limited to:

- Unwelcome sexual advances, leering, whistling, or sexual gestures
- Deliberate assaults or molestation
- Questions or comments about sexual behavior
- Gender based harassment
- Undesired physical contact
- Inappropriate comments about clothing or physical appearance
- Persistent sexually-oriented humor or language
- Continued or repeated jokes, language, epithets or remarks of a sexual nature
- Causing another person to engage in a sexual act by threatening that other person, placing that other person in fear or asserting undue influence over that other person
- Providing or displaying pornographic media to a person below the age permitted by law
- Any attempt to engage in or perform any of the above
- Any additional activity that is covered either by Federal or State laws

Reporting

Any person who believes that they have experienced or witnessed sexual harassment or misconduct, or have had a sexual harassment or misconduct report to them should report it immediately to:

- The President of the Congregation's Council or his/her designated representative; or
- The senior pastor of this congregation; or
- Reports involving a rostered member of the ordained clergy or rostered lay person at American Lutheran Church shall also be promptly reported to the Bishop of the local Synod.

If required by law, ordinance or similar regulations, a designated member of the Congregation shall immediately report this incident to the proper authorities.

Investigation

- Each incident that is reported will be promptly investigated with confidentiality, care and concern for all involved by the Congregation Executive Board or designated committee.
- Investigation will include interviews with all concerned.
- Investigation will include review of all relevant documentation.
- The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Should an individual's word or conduct be determined to constitute misconduct or harassment, recommendations for action will be developed and appropriate action will be taken. The action taken will depend on the severity of the situation.
- The Congregation Executive Board will be sensitive to the needs of all involved and shall provide any support necessary including counseling during the investigation and response.

Response

- The Congregation Executive Board or designated committee will review all information obtained during the investigation, and when deemed necessary, will seek legal counsel to assist in the investigation and resolution.
- The Executive Board, or committee, upon reaching a course of action, will meet separately with the person filing the complaint and then with the accused to communicate the results and resolution.
- The Executive Board may recommend a course of action that may include counseling, education, or disciplinary action.
- If a complaint is not substantiated, all parties will be informed.
- American Lutheran Church will not engage in or tolerate retaliation against any clergy person, lay employee, or volunteer for making a good faith claim of misconduct or harassment or providing information relative to such complaints during an investigation.

Communication of Policy

This policy shall be given to and reviewed with the Congregation's clergy, employees, and volunteers, to ensure their understanding and support of this Policy. This review shall take place on a biennial basis. Their signature below indicates that the individual employee has reviewed, understands and supports this policy statement.

In addition, the Congregation shall periodically publicize this Policy to all its members and volunteers through church bulletins and other appropriate forms of communication.

Approval

The Congregation Executive Board of American Lutheran Church has approved this policy as of January 9, 2005.

Clergy and Employee's Acknowledgement

Name of Employee

Signature of Employee

Date Reviewed