

Continuing Resolutions
Trinity Evangelical Lutheran Church - Moline, IL

2018

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Constitution, Bylaws, and Resolutions *Maintenance*

2017 November

→ **Trinity Office:** Keep on main computer memory AND on Secure Shared Drive One Folder labeled “Trinity Constitution Plus”, which contains sub-folders “Constitution,” “Bylaws,” “Continuing Resolutions.”

Limit Secured Drive Folder access to Pastor, TLC Director of Operations, and Council Vice President.

Also have on file *paper* copies of current editions, with PDF copies on Trinity website.

→ Inside of each sub-folder, have a *sub-sub* folder with title and Year updated. Examples:

“Constitution 2014,” “Bylaws 2018,” “Continuing Resolutions 2019,”

1. Within each year-folder, annually maintain up-to-date Word files *and* PDF files, with background colors: White = Constitution, light purple = Bylaws, light blue = Continuing Resolutions, Light yellow = copy of forms, booklets, etc.

When **printing** copies, print black on colored paper, as above.

2. Within each year-folder, have file for any Constitution-Bylaw- Continuing Resolution changes made at Council or congregational meetings. Use this file in updating Final Editions.

3. Each February, collect from ALL Council members “old” copies of Constitution, Bylaws, and Continuing Resolutions, and issue NEW “Final Edition” copies to all.

4. When ELCA Convention makes changes, currently every three years, use ELCA constitution site for updated Congregational Model constitution and for the guide to new changes. Download in to new *sub-sub* folders, as above. Usually, one can easily see what changes need to happen in ELCA model editions.

5. Check with pastors, committee and team chairs, and the Executive Committee for any suggested changes to Bylaws and Resolutions. Also check on changes made since last updates.

6. Using items in (2), (4), (5), write drafts for updated Constitution, then Bylaws, then Continuing Resolutions.

7. By November or December, have Council approve proposed updates of Constitution, Bylaws, and Continuing Resolutions, if necessary.
8. At Annual Meeting, explain changes, have Congregation vote. **IF** major changes are suggested, hold Town Halls 1-2 Sundays before the Annual Meeting.

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CR 4.04.01 Committee and Team Structure (2004, 2013, 2018)

Constitutional* and Bylaw+ Committees (defined in By-Laws and Continuing Resolutions):

Executive Committee*	(C13.08.01)	Endowment Committee*+	(C13.08.07)
Nominating Committee*	(C13.08.02)	Funds Investment Committee+	(C13.08.08)
Audit Committee*	(C13.08.03)	Memorial Committee+	(C13.08.09)
Mutual Ministry Committee*	(C13.08.04)	Harvest Committee+	(C13.08.10)
Call Committee*	(C13.08.05)	Property Committee +	(C13.08.11)
Human Resources Committee*	(C13.08.06)		

The Communications Team shall coordinate, and the Church Secretary shall maintain, brief descriptions for each team /committee. (Council approved grid September 2004, June 2013, 2018)

Ministry Focus	General description of Responsibilities
WORSHIP	
Worship Team	-Coordinates traditional and contemporary worship services on Sundays. -Provides a caring and safe nursery for young children during worship.
• Usher	-Provides Ushers to assist those attending worship and special services.
• Altar Care	-Prepares Sanctuary for worship, arranging banners, linen, candles, flowers, communion wine, and service.
• Music Ministries	-Coordinates music for worship & special services. -Music organizations: Alleluia Ringers, Celebration Ringers, Hand chime Choir (youth), Praise Ensemble, Trinity Choir...
• Worship Assistants	-Provides necessary readers, assisting ministers, and communion assistants for worship and special services.
• Banner	-Mounts banners seasonally, sews new ones, and maintains old banners.
LEARNING	
Adult Learning	-Coordinates programs and speakers for adult education Sunday mornings -Encourages individual members to read the Bible and to grow in faith through insightful study of God’s Word.
• Prayer Team	Prays for individual members and encourages all to do so.
• Library Ministry	Promotes the use of and maintains Trinity’s library of books, DVDs, CDs, and other media.

CEMT Children's Ed. Ministry Team	Provides guidance and assistance for children and youth education programs on Sunday mornings and at Vacation Church School.
Middle School Min.	Provides guidance and assistance for first communion and confirmation.
Sr. High Ministry	Supports our youth in their fellowship, learning, and service to others.
WITNESS	
Team 1330	Works to welcome all, to integrate people into the Trinity community, and to retain members.
Member Care Ministry	Supports the Health / Wellness ministry of our congregation, providing activities that address individual and group health issues holistically.
Global Mission	Encourages and coordinates support of ELCA and other global missions.
SERVICE	
Blessed Beginnings Preschool Board	Provides leadership and guidance in the operation of the pre-school.
Hunger Team	Sponsors meals at the Salvation Army sites, at Hope UCC, and makes Congregation aware of hunger issues.
Social Ministry	Provides guidance and assistance on social issues within the church and in our community.
SUPPORT	
Communications	Receives, prepares and publishes information about the church, its members and organizations.
Technology Team	Facilitates and manages the IT, video, and sound technology at Trinity. Evaluates and recommends new technology and electronic services and/or support for requested projects. (Tech Team formed 9 January 2017)
Harvest ⁺	Encourages members to share their time, talent and financial gifts, prepares the annual financial ministry proposal for the Treasurer, and advises the Council on Congregation financial matters,
Memorial ⁺	Determines, from family members, a preferred designated use for memorial gifts, and disburses available funds for projects to enhance Trinity programs and/or improve the physical plant.
Property ⁺	Manages and maintains the church facilities.
AUXILIARIES	
Trinity Churchmen	Provide worship and fellowship opportunities for its members and guests.
Lunch Bunch	Provides monthly programs and fellowship dinners for its members.
Women of the ELCA [<i>WELCA</i>]	Five Circles of Trinity WELCA serve our congregation through Sunday morning fellowship, funeral luncheons, and other Trinity events.

Facilities Policy – next page

CR 12.05.01 - FACILITY POLICIES **Passed by Council April 2014**

The mission of Trinity Lutheran Church (TLC) is “*Praise God, Serve Christ, Love One Another.*” The Church’s facilities are resources to serve the congregation’s mission - for religious, educational, and social service activities. The following policies govern the use of Trinity’s buildings, grounds, and equipment.

Section 1 - Eligible Usage

The facilities of the Church are available for...

- a) Church activities
- b) Funerals
- c) Rentals by outside groups and organizations; members and non-members...
 - i) Provided their purposes are consistent with Trinity’s mission, and ...
 - ii) Their programs do not conflict with congregational activities, and...
 - iii) Their fee covers operating and custodial costs.
- d) Weddings of members of the congregation, as well as non-members

Section 2 - Permits

- a) Reservations are required to use TLC facilities. All groups wishing to use any area of the building and grounds must reserve the space in advance.
- b) Application for use of Church facilities must be made through the Church Office.
 - i) The *Coordinator of Church Operations (CCO)* shall serve as primary contact for facility usage.
 - ii) Applications must be approved by the Senior Pastor or a designated appointee.
 - iii) Permits (specifying date, time, location, permissions, and restrictions) shall be granted, and copies of these facility policies distributed by the Church Office.
 - iv) Meetings and events not on the Church Office’s official calendar are considered unscheduled.
- c) All permits shall be revocable and shall not be considered a lease.
- d) The Church may reject or renegotiate any application or cancel any permit.

Section 3 - Rules and Regulations

- a) All activities must be under competent supervision. Each group must designate a responsible adult as the permit holder. This person must...
 - i) be present when the facilities are being used;
 - ii) secure doors and windows, and see that lights are off - before leaving the building;
 - iii) assume full responsibility for the group;
 - iv) inspect facilities before and after each permitted use to insure the facility is in “like” or better condition.
- b) No illegal substances allowed on Church property. No alcoholic beverages except when previously approved by Congregation Council.

- c) Smoking is not permitted in the Church building.
- d) Organizations / groups using the Church facilities shall agree to indemnify the Church for all damages to any persons or property.
 - i) If requested by the Church, outside groups will be required to provide a liability waiver form and proof of liability insurance.
 - ii) Damage fees and/or custodial fees will be assessed against groups that do not comply with rules.
- e) Groups wanting to bring any apparatus or ~~other~~ equipment into the Church building must specify such in their application and must have prior approval, before the items enter the facility.
- f) Nothing is to be removed from Church facilities without prior permission from either the Church Office or Pastors, or their designate.
- g) Equipment shall not be moved from its regular place without prior authorization. When permitted, equipment must be returned to its regular place immediately after the event.
- h) Church property (walls, doors, windows, chairs, counter-tops, etc.) must not be defaced. Materials (tacks, tape, gum, etc.) must not be used if it would deface Church property.
- i) Heating, air conditioning and lighting controls must not be changed without the approval of the Church Office, or a designated appointee.
- j) All local and state ordinances and laws must be observed.
- k) The Congregation Council reserves the right to restrict the privileges of anyone, or any group, who violates these regulations.
- l) Fees for facility usage appear in Section 11 and fees for weddings in Section 12.

Section 4 - Scheduling Priorities

- a) Regularly scheduled Church activities, and organizations connected to Church sponsored programs, shall have first priority in reserving any facilities.
- b) Emergency events approved by the Senior Pastor, such as funerals, shall have priority over other scheduled activities. Groups will be requested to be flexible (i.e., alter the date, time or location) when emergencies arise.

Section 5 - Pastoral Acts

- a) All pastoral acts conducted at Trinity - including baptisms, weddings, and funerals – must be personally administered by the Pastor(s) of Trinity or their designate.

Section 6 - Worship Instruments

- a) Church worship instruments (organ, keyboard, piano, bells, chimes, drums, etc.) are not available for use by outside groups unless approved by the Senior Pastor, or a designate. These instruments are reserved for use by TLC worship music directors and worship team members. Instruments shall not be moved from their locations.
- b) Only technicians approved by the Church Office may operate Sanctuary media equipment.

Section 7 - Equipment

- a) Loaning of Church equipment, such as chairs, tables, dishes, music ministry items, computers, projectors, screens, and tools for use away from the Church site is greatly discouraged. These items may be used for Church-related functions, if approved by the Church Office.
- i) Written checklists of items removed must be prepared. The lists must then be used to verify all items are returned to the Church in excellent condition.
- ii) Use of Church equipment for private functions away from the Church site is greatly discouraged. The Senior Pastor, or a designate, must approve all exceptions.

Section 8 - Equipment Donations – from Gifts and Memorials

- a) Equipment donations from gifts and/or memorials must be coordinated through the Trinity Office and approved by the Senior Pastor, or a designated appointee.
- i) The equipment must harmonize with the design and purpose of the Church facilities.
- ii) Used items will not be accepted unless approvals have been granted.
- iii) All equipment donated from memorials and gifts becomes, without qualification, the property of the congregation.

Section 9 - Funerals

- a) The Church building, grounds, and necessary equipment shall be available without charge. Trinity gratefully accepts approved donations.

Section 10 – Weddings [See page 8- Wedding Fees- & Appendix F – Wedding Guidelines]

- a) The facilities of the Church shall be made available for weddings of members of the congregation, as well as of non-members. The setting of the sanctuary must not be changed in any manner without prior permission from the Church Office.
- b) As a general guideline, the Church will be open three hours before the wedding, and the sanctuary will be available two hours before the wedding.
- c) All kitchen equipment including dishes and silverware will be washed, cleaned, and returned to storage areas immediately after use.
- d) Rice, spray string, birdseed, or any material requiring extra cleaning must not be used on Church property. Any extra cleaning will result in forfeiture of the deposit.
- e) Flowers, candles, cords, etc., must have bases or stands to support them. Decorations such as streamers shall not be attached to walls, pews, chancel rails, or ceilings in a way which leaves permanent marks.
- f) Use of candles and open flames must be approved by Church Office prior to the wedding.
- g) As soon as a florist and/or a decorator has been selected, the Church Office must be notified and an understanding reached regarding the time and policy for decorating. This rule applies to member and non-member weddings alike.

- h) Flowers and decorations, including candelabra, must be removed immediately after the wedding, so Church facilities are ready for the next scheduled activities. Limited space prevents overnight storage.

CR 12.05.11 Facility Fee Schedule: *(excludes weddings)*

The facility fee schedule is structured by types of groups and facilities and support needed. Fees are per event. *(Wedding fees listed in Section 12 below.)* Trinity Congregation Council **2014**.

- Type 1 TLC sponsored programs, meetings and activities; funerals
- Type 2 Rentals by outside “not for profit” organizations, or TLC members*
- Type 3 Rentals by non-members
- Type 4 Special rentals (e.g. for multiple events, complex requests, etc.)

Type	Services	Sanctuary	Founders Hall	Faith Hall	Chapel	Classroom/ Conf. room
1						
	Total	No charge				
2	Facility	\$35	\$30	\$30	\$15	\$5
	Custodian 2.5 hrs+	\$40-60	\$20-40	\$20-40	\$20-40	\$10-20
	Total	\$75-95	\$50-70	\$50-70	\$35-55	\$15-25
3	Facility	\$90	\$50	\$50	\$50	\$20
	Custodian 2.5 hrs+	\$60-80	\$20-40	\$20-40	\$20-40	\$10-20
	Total	\$150-170	\$70-90	\$70-90	\$70-90	\$30-40
4	Total	<i>Each case based on scope, frequency, duration, support needed.</i>				

- a) Payment of required fees must be made in two weeks in advance.
- b) *Member fees apply to active members (i.e. having a record of receiving communion and contributing an offering gift of record in the previous 12-month period).
- c) Occasionally, Trinity will accept a yearly free will donation to cover costs, negotiated in lieu of a fee.

Wedding Fee Schedule - next page

CR 12.05. 12 - Wedding Fee Schedule, Trinity–Moline
 See page 22 Appendix G for *Wedding Guidelines*

December 2017

Services and facilities		Member	Non – Member
Pastor’s Honorarium <i>[check]</i>		\$250	\$350
Trinity Musician <i>[check]</i>		\$200	\$250
Rehearsal Fee - AGO ¹ guidelines		\$25	\$25
Trinity Usage Fee	Reservation – refundable	\$75	\$300
	Wedding Coordinator	\$100	\$125
	Custodian, 3 hrs.’	\$100	\$125
	Building	Thank Offering ²	\$300
Basic Total		\$750+	\$1475

Possible additional Fees:

¹ American Guild of Organists

² Voluntary, to offset added costs

Reception Space - Type 4 Fee	Varies	Varies
Vocalists or Instrumentalists	Varies	Varies
Counseling Materials	\$40	\$40
Early Opening of Church, past 3 hrs.	\$100/hr	\$100/hr
Assisting Pastor Honorarium <i>[check]</i>	\$100	\$200
Assistant Coordinator	\$40	\$60
Assistant Custodian	\$45	Varies

- a) Member fees apply to active members (i.e. having a record of receiving communion and contributing an offering gift of record in the previous 12-month period).
- b) For weddings held at TLC, the wedding party must make a reservation deposit at the time a date is set with the Pastor or Coordinator of Church Operations. At their discretion, the reservation deposit is wholly or partially refundable 30 days after the wedding, unless extra cleaning or repair is required (examples: use of rice, birdseed, spray string...).
- c) The non-refundable Trinity Usage fee is due two weeks prior to the wedding.
- d) Fees listed above do not include extra musicians, video operators, non-listed personnel, or miscellaneous expenses.
- e) Total fees must be paid in full and the wedding license delivered to the Church Office two weeks before wedding. Pay Musicians and other contract personnel no later than the wedding rehearsal.

CR 12.11.01 Support for Congregation Council Members November 2017

1. Each member of the Congregational Council shall receive a packet of reports, sent through email, prior to each regularly scheduled Congregational Council meeting. This packet will include the agenda, staff reports, ministry team/committee reports, financial information, and property information.
2. All Congregational Council members, except the youth members, shall receive a set of keys and combinations to both safes.
3. Each February, old and new Congregational Council members will receive new reference notebooks, which will include current Constitution, Bylaws, and Continuing Resolutions.

CR 13.08.07 Endowment Committee Procedures [6/2/2013, 2/9/2014]

1. Officers: Chairperson, recording secretary, and financial secretary.
2. The church accountant will maintain the accounting records of this committee.
3. This committee follows its *Endowment Committee Plan of Operation*, in Appendix A.
4. Annually, the Committee will report its activities to the Congregation.
5. The Committee will solicit grant requests and meet to distribute funds from Endowment income three to four times a year.
6. In making grants of Endowment Fund income, emphasis shall be given to programs or causes which are new or different each year. Generally, the same cause or recipient should not receive grants in consecutive years.
7. Endowment Income Grant percentages:
 - 25 % special causes of Trinity Lutheran Church,
 - 25 % scholarships and grants
 - 25 % community outreach, and
 - 25% missions of the ELCA at home and overseas.
8. Annually, all unallocated funds shall be added to the Property Reserve Fund.

CR 13.08.08 Funds Investment Committee [6/2/2013]

1. Officers: Chairperson, recording secretary, financial secretary.
2. Investment: All investments shall be held in the name of Trinity Lutheran Church Endowment Fund and/or Property Reserve Fund, and held completely separate from other funds of the Church. The Committee shall have authority to invest funds and to employ investment counsel in making investments. A “Total Return” concept may be considered in an attempt to keep annual distributions level. All investments shall be made only after approval by vote of a majority of the Investment Committee at any meeting for which appropriate notice was given. The committee will have discretion in determining what is income and what is principle, according to generally accepted accounting practices.

3. This committee follows three documents in Appendices B, C, and D: *The TLC Endowment Fund Investment Policy, The TLC Property Reserve Fund Investment Policy Statement, and The TLC Funds Investment Committee Plan of Operation.*
4. The church accountant(s) will maintain accounts of the Endowment and Property Reserve funds, in coordination with the Endowment Committee financial secretary and the Funds Investment Committee.
5. Activities in the Endowment and Property Reserve Funds will be included in the annual church audit and annual Church reports. *See Appendix C.*
6. Requests for Property Reserve funds originate with the Property Committee Chair or the Congregation Council Executive Committee. *See Appendix D.*

CR 13.08.09 Memorial Fund Committee guidelines [8/14/2018]

1. The Memorial Fund Committee shall meet 2-4 times per year and more frequently if conditions require to maintain liquidity and timeliness of fund usage.
2. The church accountant will maintain records of activity in the Memorial Fund.
3. Funds received in the Memorial Fund will go to an undesignated account called “Greatest Needs” unless specifically requested to be used for a designated purpose by the family.
4. Annually the Memorial Committee will check all designated funds. Any funds that are over five years old or have fallen below \$200 will be transferred to the Greatest Needs account. Every effort will be made to contact family members regarding the use and/or transfer of designated accounts.
5. Thank You notes will be sent to Memorial Fund donors and family recipients by the assigned church staff member upon receipt of contributions. In addition, thank you notes will be sent to families of designated accounts as funds are disbursed.
6. The officers will be a chairperson and a recording secretary. The chairperson will report to the Congregation Council as soon as possible any disbursements made by the committee. The chairperson will also report annually to the congregation a full report of monies received and dispersed. The recording secretary will keep minutes of all meetings and supply a copy to the Coordinator of Church Operations for proper filing. The Chairperson will receive a monthly report of incoming memorial gifts from the Church Financial Secretary.
7. The memorial Committee shall oversee the Memorial Garden and maintain a policy regarding the Garden. This policy shall be approved by the Congregation Council.

8. Suggestions for the use of Memorial Fund disbursements may be brought to the committee from the Pastor, Trinity staff, or other organizations of Trinity.

9. Distribution of Memorial Funds will be made final by the agreement of the Memorial Committee.

10. The Memorial Fund shall be used to enhance the program of Trinity or to improve the physical plant. The funds will not generally be distributed for projects that are part of the operating budget of the church unless otherwise specified by the families or person making the gift. The use of the gift should not encumber the congregation with any ongoing expense not covered in the memorial gift unless approved by the Congregation Council.

11. The Memorial Committee shall keep a book, to be displayed in the Church Narthex of all memorials received.

CR 13.08.10 The Harvest Committee ... [6/2/2013]

1. ... selects a chairperson and secretary.
2. ... meets 4-6 times a year as needed.
3. ... monitors Trinity income and expenses, working with church staff and accountant(s).
4. ... advises on items affecting the ongoing Trinity Budget, e.g., staffing and compensation issues, major purchases, membership trends, etc....
5. ... arranges for an annual examination of congregational finances and practices.
6. ... develops and runs the Congregation Stewardship campaign.
7. ... develops the congregational Budget involving current budget, team and committee input in September, and the results of the Stewardship campaign.
8. ... presents an initial budget at the December Council meeting and a final budget recommendation to Council in January, and to the Congregation at the Annual Meeting.

CR 13.08.11 Property Committee Guidelines [6/2/2013]

1. The Property Committee will...
 - a. ...elect a Chairperson and a Vice-chairperson.
 - b. ...each March, set up a twelve-month Schedule of anticipated repairs, work days, inspections, and contracted maintenance for the current fiscal year, and including the monthly/yearly cost. This schedule will be posted in Church Office and sent to Council and Pastors, and updated monthly. [see 2f below, about accountant report]
 - c. ... meet regularly to review current property needs, work days, Property budget, and as necessary to deal with unanticipated or emergency situations.
 - d. ... each month submit a written report with Schedule of Repairs[#2 above] to Council.

2. Property Budgets

- a. Authorization under normal circumstances.
 - (1) Major Maintenance. The Property Committee may authorize payment from the Major Maintenance Account or appropriate designated account for repairs and improvements up to no more than 10% of the Major Maintenance account budget for that year, with notification to the Congregational Council. Authorization for repairs and improvements in excess of that amount will require Congregational Council approval.
 - (2) Utilities. The Property Committee may authorize payment from the Utilities Account for budgeted and scheduled maintenance items, including ongoing maintenance contracts and inspections, and utility bills, up to 110 per cent of budgeted monthly/yearly costs. Payment for budgeted costs exceeding 110 per cent must be approved by the Executive Committee in advance.
- b. Emergencies. In emergencies, such as accident, fire, flooding, mechanical, or electrical breakdowns, the Property Chairperson or the Pastor or the Executive Committee may initiate action. The Council will be notified as soon as possible. Property and Executive Committees will meet immediately to consider needs, the church budget, possible insurance coverage, and then to authorize final work and expense.
- c. In cases of preventive or other property situations which are un-budgeted or exceed yearly budget allocations, the Property Chairperson will present the Committee's plan and its costs in advance to the Congregational Council for authorization to proceed. Once authorized, changes of more than ten per cent in plan costs must be approved by the Congregational Council.
- d. The Property Chairperson and the Committee initiate requests to use funds in the Property Reserve Fund managed by the Investments Committee, as shown in Appendix D, *Property Reserve Fund: Procedures for its use*.
- e. The Property Committee will route all budget and funding requests to the Congregational Council through the Executive Committee.
- f. The church accountant will maintain records of activity in all Property Funds and each month send Council a report of budgeted and non-budgeted Property expenses and accounts activity for the budget year so far.

APPENDIX A: Trinity Lutheran Church Endowment Fund Plan of Operation [9/18/2013]

Note: Original Endowment documents approved 1/20/1986. The Endowment Committee revised, updated, and approved this Plan 7/18/2013 to reflect changes made by the Congregation on 6/2/2013. (Robert E. Blew, Chair, 2013)

1. NAME: The Endowment Fund of Trinity Lutheran Church of Moline, Illinois.
2. PURPOSE: To enhance the mission outreach of Trinity Lutheran Church apart from the general operation of the congregation; no portion of the income generated by the Endowment Fund shall be used for the general operating budget of the congregation, except where otherwise authorized in the terms of the gift. Principal amounts will be retained and income expended in accordance with the current policy of the Funds Investment committee.

3. COMMITTEE: Management will be vested in a committee called the Endowment Committee. It consists of six members appointed by the Congregation Council in addition to the Senior Pastor and the Treasurer of the Congregation Council. Members should be appointed for three-year terms with a plan developed to assure some turnover of membership. No member shall serve more than two consecutive three-year terms. Any vacancies shall be filled by appointment by the Congregation Council. At the end of each year, the current chairperson of the Endowment Committee will give the Congregation Council President a list of people recommended by the Endowment Committee to be considered, invited, and approved to fill any vacancies to the Endowment Committee.
4. MEETINGS: The Endowment Committee will meet at least quarterly and more frequently if conditions require. Four members shall constitute a quorum at all meetings, where appropriate notice has been given to all members.
5. OFFICERS: The officers will be a chairperson, recording secretary and financial secretary. The recording secretary will keep minutes of all meetings and supply a copy for filing with the church secretary. The financial secretary will keep a record of all receipts and disbursements of the Endowment Fund and supply copies of all such reports for filing with the church secretary. The financial secretary will serve on the Funds Investment Committee. The chairperson will report annually to the congregation, including a full financial report prepared by the financial secretary. The chairperson should further report to the Congregation Council as soon as possible as to any gifts received and disbursements made. The chairperson will serve on the Funds Investment Committee.
6. INVESTMENT OF FUND: The investments of the Endowment Fund will be made by the Funds Investment Committee. Prior to each quarterly meeting of the Endowment Committee, the Funds Investment Committee will report to the financial secretary the funds available for distribution.
7. SOURCE OF FUNDS: The Endowment Fund shall accrue from new designated bequests, life insurance, or other estate planned provisions received by the church, and income from the Canterbury Trust Account.
8. ACCOUNTING: The maintenance of the accounting records of the Endowment Fund are the responsibility of the church accountant.
9. FUND DISBURSEMENTS: In making disbursements of the Endowment Fund, emphasis shall be given to programs or causes which are new or different each year, so that generally the same cause or recipient should not be the beneficiary for consecutive years. The available money from the Endowment Fund shall be disbursed quarterly (or more frequently if appropriate) by the committee using the following general guidelines: (updated Fall 2016)
 - a. Twenty-five percent (25%) for special causes (meaning ministries, programs, activities) of Trinity Lutheran church.
 - b. Twenty-five percent (25%) for scholarship or grants to members of Trinity Lutheran Church for attending colleges, seminaries, nursing schools, or technical schools; for church related camping or leadership conferences; or such other training which enables members of this congregation to grow in faith and service to the Church or the community.

- c. Twenty-five percent (25%) for outreach into the community, including, but not limited to grants to church colleges, seminaries, social service agencies, institutions and agencies to which the congregation relates: and to special programs designed for those persons in the area who are in spiritual and/or economic need.
 - d. Twenty-five percent (25%) for missions of the Evangelical Lutheran church in America at home and overseas, including, but not limited to grants to the Evangelical Lutheran Church in America for new mission development in North America, professional leadership, educational ministries, world mission and ecumenism, evangelism and capital financing.
 - e. Annually, all unallocated funds shall be added to the Property Reserve Fund.
10. AMENDMENTS: Any amendments for the plan of operation for the Endowment Fund, which alters its purpose or use of assets of the Endowment Fund, would require approval by the Trinity Lutheran Congregation Council.
11. The Endowment Committee follows these general guidelines(November 2017):
- a. TLC SPECIAL CONCERNS: We prefer to have requests from the appropriate committee or ministry team which impact property or programs of the church. However, there may be instances when requests from individuals may be appropriate and be considered. Individual request may be referred to appropriate ministry teams for review if the Endowment Committee deems appropriate. Requests should be made prior to the project/event, not after completion. Intent is to help fund emergency, major, unbudgeted needs. Avoid relatively minor items—should be in budget.
 - b. SCHOLARSHIPS: All Trinity Lutheran Church members in good standing are eligible for a \$1000 scholarship toward expenses related to any higher, continuing education programs. Application should be submitted after completion of at least twelve (12) credit hours with a GPA of 2.0 on a 4.0 scale, or provide evidence of satisfactorily completing the course work submitted at a passing level. A student may re-apply one time for another \$1000 grant, for a cumulative award of \$2000 per student, during a separate academic year as long as the student still meets the standards listed above.
 - c. COMMUNITY OUTREACH: We look favorably on programs/projects which will make a difference in our community, with measurements such as number of people served, nature of project, etc.

Preferences are given to not-for-profit organizations with a 501c3 status.

Prefer not to fund ongoing operating expenses or endowment programs.

Look favorably on capital projects with special funding needs.

Prefer not to fund the same organizations for multiple years, although quality of the program/project should be the primary criteria.

We look unfavorably on grants to Public Schools.

- d. ELCA MISSIONS AT HOME AND OVERSEAS: Requests for ELCA Worldwide programs usually would come from the Global Ministry Team. Other requests for related agency programs/services are anticipated--such as LOMC, LSSI-In Touch, LSTC and mission churches. Individual requests will be considered but may be referred to appropriate ministry teams for review if the Endowment Committee deems appropriate.

**APPENDIX B: Trinity Lutheran Church Endowment Fund
Investment Policy Statement**

December 5, 2013

- I. Introduction:** The Trinity Lutheran Church Endowment Fund (hereinafter referred to as the “Fund”) was created to enhance the mission outreach of Trinity Lutheran Church apart from the general operation of the congregation. No portion of the income generated by the Fund shall be used for the general operating budget of the congregation. Except where otherwise authorized in the terms of the gift, all principal amounts received will be deposited and invested pursuant to this Investment Policy Statement. The purpose of this Investment Policy Statement is to establish guidelines for the Fund’s investment portfolio (hereinafter referred to as the “Portfolio”). The statement also incorporates accountability standards that will be used for monitoring the progress of the Portfolio’s investment program and for evaluating the Funds Investment Committee working on behalf of the Fund and Trinity Lutheran Church.
- II. Role of the Funds Investment Committee:** The Funds Investment Committee (hereinafter referred to the “Committee”) is acting in a fiduciary capacity with respect to the Portfolio, and is accountable to the Trinity Lutheran Congregation Council (hereinafter referred to as the “Council”) and Trinity Lutheran Church Congregation for overseeing the investment of all assets owned by, or held in trust for, the Portfolio.
- A. This Investment Policy Statement sets forth the investment objectives, distribution policies, and investment guidelines that govern the activities of the Committee and any other parties to whom the Committee has delegated investment management responsibility for Portfolio assets.
- B. The investment policies for the Fund contained herein have been formulated consistent with the Fund’s anticipated financial needs and in consideration of the Committee’s tolerance for assuming investment and financial risk, as reflected in the majority opinion of the Committee.
- C. Policies contained in this statement are intended to provide guidelines, where necessary, for ensuring that the Portfolio’s investments are managed consistent with the short term and long term financial goals of the Fund. At the same time, they are intended to provide for sufficient investment flexibility in the face of changes in capital market conditions and in the financial circumstances of the Fund.
- D. The Committee will review this Investment Policy Statement at least once per year. Changes to this Investment Policy Statement can be made only by affirmation of a majority of the Committee. Written confirmation of all changes will be provided not only to all Committee members, but also to *the Congregation Secretary*, and to any other parties hired on behalf of the Portfolio as soon thereafter as is practical.

- E. Annually, the Committee shall issue a report to the Congregation Council and Church Congregation indicating the Portfolio’s actual performance compared to the Portfolio’s stated investment objectives.

III. Investment Objective: The assets of the Portfolio are to be invested in such a way as to maintain a consistent, if not growing, principal value of the Fund Portfolio.

IV. Spending Policy:

- A. For the purpose of making distributions, the Fund shall make use of a total-return based spending policy, meaning it will fund grant distributions from net investment income, net royalty distributions from the Texas gas wells received from the Canterbury Trust, as well as realized and unrealized capital gains.
- B. The initial spending level of the Fund will be 5% of the average Fair Market Value of the Fund for the last 12 calendar quarters as of December 31st of the previous calendar year. This spending level shall be reviewed annually so as to not spend an excessive amount of principal.

V. Portfolio Investment Policies

- A. Fund assets will be managed as a balanced portfolio composed of two major components, an equity portion and a fixed income portion. The expected role of Fund equity investments will be to maximize the long-term real growth of Portfolio assets, while the role of fixed income investments will be to generate current income, provide for more stable periodic returns, and to provide some protection against a prolonged decline in the market value of Portfolio equity investments.
- B. Cash investments will, under normal circumstances, only be considered as temporary Portfolio holdings, and will be used for Fund liquidity needs or to facilitate a planned program of dollar-cost averaging into investments in either or both of the equity and fixed income asset classes.
- C. To the extent the Portfolio holds investments in nontraditional, illiquid, and/or nonmarketable securities, these assets will be treated collectively as alternative investments for purposes of measuring the Portfolio’s asset allocation. Alternative investments may comprise no more than 15% of total Portfolio assets and, to the extent they are owned, will proportionately reduce allocation percentages of the two primary asset classes as stated above.

D. Portfolio assets will, under normal circumstances, target the following allocations:

Equity	50%-70%	Alternative Investments	0%-15%
Fixed Income	20%-40%	Cash	0%-10%

- E. Diversification across and within asset classes is the primary means by which the Committee expects the Portfolio to avoid undue risk of large losses over long time periods. To protect the Portfolio against unfavorable outcomes within an asset class, with the exception of fixed income investments explicitly guaranteed by the U.S. Government, no single investment security shall represent more than 5% of total Portfolio assets. In addition, no single investment pool (mutual fund) shall comprise more than 20% of total Portfolio assets.
- F. It is expected that the Portfolio’s actual asset allocation will vary from its target asset allocation as a result of the varying periodic returns and other market conditions. The Committee will

monitor the Portfolio's actual asset allocation against the Portfolio's targeted asset allocation at its quarterly meeting and more frequently if needed. The Portfolio will be rebalanced as needed to reflect the target asset allocations.

In addition, at the Committee's quarterly meetings, the Committee will monitor the Portfolio's investment performance against the Portfolio's stated investment objectives as well as against a market based index tailored to the targeted allocations.

APPENDIX C: Trinity Lutheran Church Property Reserve Fund Investment Policy Statement

December 5, 2013

- I. Introduction:** The Trinity Lutheran Church Property Reserve Fund (hereinafter referred to as the "Fund") was created to provide financial assistance to fund major asset purchases and/or renovations for Trinity Lutheran Church, apart from the general operation of the congregation. Except where otherwise authorized in the terms of the gift, all principal amounts received will be deposited and invested pursuant to this Investment Policy Statement. The purpose of this Investment Policy Statement is to establish guidelines for the Fund's investment portfolio (hereinafter referred to as the "Portfolio"). The statement also incorporates accountability standards that will be used for monitoring the progress of the Portfolio's investment program and for evaluating the Funds Investment Committee working on behalf of the Fund and Trinity Lutheran Church.
- II. Role of the Funds Investment Committee:** The Funds Investment Committee (hereinafter referred to the "Committee") is acting in a fiduciary capacity with respect to the Portfolio, and is accountable to the Trinity Lutheran Congregational Council (hereinafter referred to as the "Council") and Trinity Lutheran Church Congregation for overseeing the investment of all assets owned by, or held in trust for, the Portfolio.
- A. This Investment Policy Statement sets forth the investment objectives, distribution policies, and investment guidelines that govern the activities of the Committee and any other parties to whom the Committee has delegated investment management responsibility for Portfolio assets.
 - B. The investment policies for the Fund contained herein have been formulated consistent with the Fund's anticipated financial needs and in consideration of the Committee's tolerance for assuming investment and financial risk, as reflected in the majority opinion of the Committee.
 - C. Policies contained in this statement are intended to provide guidelines, where necessary, for ensuring that the Portfolio's investments are managed consistent with the short term and long term financial goals of the Fund. At the same time, they are intended to provide for sufficient investment flexibility in the face of changes in capital market conditions and in the financial circumstances of the Fund.
 - D. The Committee will review this Investment Policy Statement at least once per year. Changes to this Investment Policy Statement can be made only by affirmation of a majority of the Committee. Written confirmation of all changes will be provided not only to all Committee members, but also to *the Congregation Secretary*, and to any other parties hired on behalf of the Portfolio as soon thereafter as is practical.

- E. Annually the Committee shall issue a report to the Church Council and Church Congregation indicating the Portfolio's actual performance compared to the Portfolio's stated investment objectives.

III. Investment Objective: The assets of the Portfolio are to be invested in such a way as to maintain a consistent, if not growing, principal value of the Fund Portfolio, taking into consideration the potential spending needs of the Fund.

IV. Spending Policy: For the purpose of making distributions, the Committee will consult with the Harvest Committee and Property Committee of Trinity Lutheran Church and upon proper request by the Congregation Council, make sure funds are available for distribution as needed.

V. Portfolio Investment Policies

- A. Fund assets will be managed as a balanced portfolio composed of two major components, an equity portion and a fixed income portion. The expected role of Fund equity investments will be to maximize the long-term real growth of Portfolio assets, while the role of fixed income investments will be to generate current income, provide for more stable periodic returns, and to provide some protection against a prolonged decline in the market value of Portfolio equity investments.
- B. Cash investments will, under normal circumstances, only be considered as temporary Portfolio holdings, and will be used for Fund liquidity needs or to facilitate a planned program of dollar-cost averaging into investments in either or both of the equity and fixed income asset classes.
- C. To the extent the Portfolio holds investments in nontraditional, illiquid, and/or nonmarketable securities, these assets will be treated collectively as alternative investments for purposes of measuring the Portfolio's asset allocation. Alternative investments may comprise no more than 15% of total Portfolio assets and, to the extent they are owned, will proportionately reduce allocation percentages of the two primary asset classes as stated above.
- D. Portfolio assets will, under normal circumstances, target the following allocations:

Equity 40%-60%	Alternative Investments 0%-15%
Fixed Income 40%-60%	Cash 0%-10%

Diversification across and within asset classes is the primary means by which the Committee expects the Portfolio to avoid undue risk of large losses over long time periods. To protect the Portfolio against unfavorable outcomes within an asset class, with the exception of fixed income investments explicitly guaranteed by the U.S. Government, no single investment security shall represent more than 5% of total Portfolio assets. In addition, no single investment pool (mutual fund) shall comprise more than 20% of total Portfolio assets.

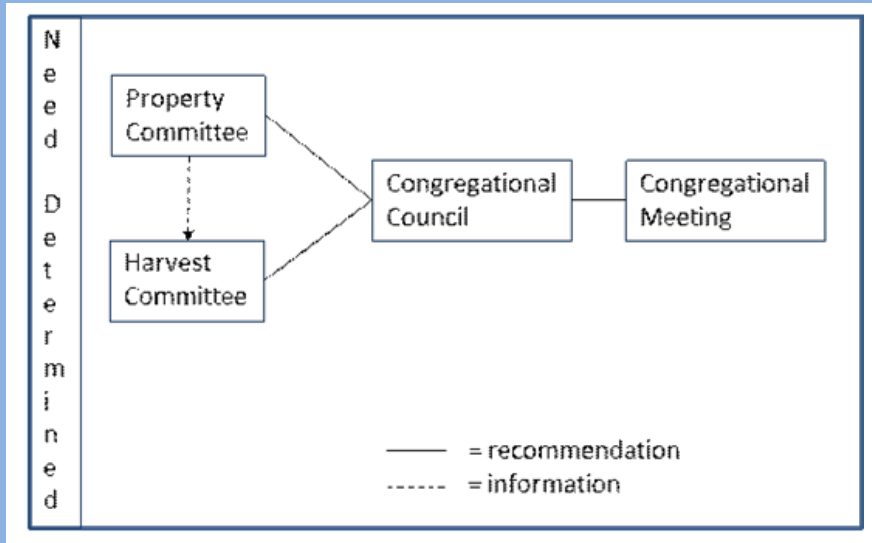
- E. It is expected that the Portfolio's actual asset allocation will vary from its target asset allocation as a result of the varying periodic returns and other market conditions. The Committee will monitor the Portfolio's actual asset allocation against the Portfolio's targeted asset allocation at its quarterly meeting and more frequently if needed. The Portfolio will be rebalanced as needed to reflect the target asset allocations.

In addition, at the Committee's quarterly meetings, they will monitor the Portfolio's investment performance against the Portfolio's stated investment objectives as well as against a market based index tailored to the targeted allocations.

APPENDIX D: Trinity Lutheran Church Property Reserve Fund Plan of Operation
(formerly, "Procedure for accessing Monies in TLC Property Reserve Fund")
(renamed by Congregational Council 14 November 2017)
(Items 1-4 Passed by Congregation Council 3 September 2013)

1. The Property Reserve Fund (Fund) is intended only for major capital needs of Trinity. The intent of this Fund is not to balance the budget or to use the Fund for routine expenses.
2. When a major capital need at Trinity becomes apparent, here is the process for Fund use:
 - a. The Property Committee determines that a need exists and recommends use of the Fund.
 - b. The Harvest committee reviews the finances and recommends use of the Fund, as opposed to other funding sources.
 - c. The Congregational Council meets and votes to recommend the use of a stated amount from the Fund to meet the major capital need to the Congregation. The Council also calls a Congregational meeting to decide on whether or not to use the Fund.
 - d. The Congregation meets and votes on whether or not to use the stated amount or less from the Fund to cover all or part of the cost of the major capital need.
3. Monies may be used from the Fund only after all requirements in Section 2 have been met.

4. Flow chart:



5. In the case of a major building or equipment failure that needs immediate attention (example: major failure in the heating or cooling system), the Property and Harvest Committees can recommend to the Congregational Council that funds from the Building Reserve Fund be used, per Section 2 above. In such an urgent situation, the Congregational Council may approve up to 10% per year of the current Property Reserve Fund for this specific situation, without congregational approval. (Congregational Council 12 September 2017)
6. The Property Reserve Fund shall accrue from new designated bequests, life insurance, or other estate planning provisions received by Trinity Lutheran Church. In addition, any Undesignated Funds from bequests, life insurance, or other estate provisions received by Trinity Lutheran Church shall go into the Property Reserve Fund. (Congregational Council 14 November 2017)

APPENDIX E: Trinity Lutheran Church Funds Investment Committee Plan of Operation
 (Congregational Council 9 January 2017)

1. NAME: Funds Investment Committee of Trinity Lutheran Church (TLC), Moline, IL.
2. PURPOSE: To invest the funds held in the Trinity Lutheran Church Endowment Fund and Trinity Lutheran Church Property Reserve Fund and any other fund so directed by the Trinity Lutheran Church Council.
3. COMMITTEE: The committee will consist of seven members appointed by the Congregation Council in addition to the Senior Pastor, the current TLC accountant, liaison from the Congregation Council to the Property Committee, the Endowment Fund chair and the Endowment Fund financial secretary. The members appointed by the Congregation Council shall serve three-year terms and are eligible for re-appointment upon the end of their term.
4. MEETINGS: The committee shall meet at least quarterly and more frequently if conditions require. Seven members shall constitute a quorum at all meetings where appropriate notice has been given to all members.

5. **OFFICERS:** The officers shall be a chairperson, recording secretary and financial secretary. The chairperson shall report annually to the TLC congregation, including a full financial report prepared by the financial secretary of both the TLC Endowment Fund and TLC Property Reserve Fund. The recording secretary shall keep minutes of all meetings, supplying the members of the committee with a copy of those minutes as soon after the meeting as practical. A copy of these minutes shall be made available to the TLC Congregation Council if requested. The financial secretary shall work with the TLC accountant to keep a record of all receipts and disbursements of the TLC Endowment Fund and TLC Property Reserve Fund. The financial secretary shall provide a copy of the most recent financial statement for both the TLC Endowment Fund and TLC Property Reserve Fund to all committee members prior to each meeting.

6. **INVESTMENT OF FUNDS:** The committee shall maintain an Investment Policy Statement for both the TLC Endowment Fund and TLC Property Reserve Fund stating the following:
 - a. Role of the Funds Investment Committee in each fund
 - b. Investment Objective of each fund
 - c. Spending Policy of each fund
 - d. Portfolio Investment Policies for each fund

At each meeting, the Funds Investment Committee shall examine and review these criteria. Periodically, the Funds Investment Committee shall review these Investment Policy Statements to ensure they properly reflect goals and objectives of the TLC Congregation Council.

7. **APPROVAL AND AMENDMENTS:** This Plan of Operation will be submitted to the TLC Congregation Council for approval. Any subsequent amendments to this plan of operation would also require the approval by the TLC Congregation Council.

APPENDIX F: CR 09.02.04 Sabbatical Policy for all Rostered Staff **a**
 (Congregational Council 10 February 2009)

A. Sabbatical Policy Description

1. All rostered staff be encouraged to apply for a sabbatical to be taken no more frequently than once following each 6 consecutive years of service to the congregation.
2. The sabbatical should consist of fully paid 3 consecutive months of leave and is over and above any earned vacation time.
3. Replacement staff costs are assumed by the congregation and should be budgeted in advance.
4. Ideally, the congregation should also budget funds to supplement sabbatical costs such as travel, books, etc. but is not required to do so.

B. Procedural Details

1. Application for a sabbatical should occur in the year proceeding the sabbatical time by at least 9 months to allow the congregation council to prepare adequately.
2. Application must state all details of the proposed leave including...

a. Specific plan	b. Timing	c. Any flexibility in scheduling
d. Budget	e. Benefit to the applicant	f. Benefit to the congregation
3. Applicant is encouraged to apply for appropriate grants to offset costs. Local and synod resources will be determined to assist in these applications.

4. Applicant is required to sign an agreement to return to fulltime service at the congregation for 12 months following sabbatical unless all costs to the congregation are reimbursed.
5. Applicant is to be relieved of all congregational responsibilities during the sabbatical.
6. Applicant is required to present in writing to the council a report on the sabbatical.
 - a. Report to be submitted no later than 3 months following return.
 - b. Applicant is also required to present selected aspects of the results, written or digital, of the sabbatical to the congregation as a whole, or to Adult Education, or to Special Sessions, or to Committees.
7. Applicant is not to be employed by another organization during the time of the sabbatical.
8. The Church Council grants or negotiates any portions of the sabbatical.

Supporting information: Justifications for sabbaticals

b

The Mutual Ministry Team lifts up the following motivations for a congregation to have its pastor experience a renewal leave. A pastoral sabbatical...

- Encourages longer pastorates. Congregations have difficulty realizing long-term goals without having long-term pastorates. Adopting a policy for periodic renewal leave is one way to increase the congregation's chances of keeping its pastor. Whenever there is a change in pastorates, more than five years can be lost before development and growth can happen (including a few years of burnout before the pastor resigns, a transitional or interim pastorate, and a few years for the new pastor to get to know the congregation and to lead them in developing a strategic direction).
- Contributes to spiritual growth. Spiritual growth does not happen by accident. Growth calls for intentionally setting aside time for reading, prayer, solitude, and reflection. For some, growth may involve a study program or participating in a retreat or working with a mentor or traveling to appropriate locations or engaging for a time in a focused, non-parish ministry. Being intentional about spiritual growth is very difficult when working 45-55 hours per week. If a pastor is to provide dynamic leadership and deliver deep and challenging sermons regularly, he or she will need to get away for extended periods of time dedicated to spiritual development.
- Refocuses ministry approaches. A pastor not only is a spiritual leader, but is a corporate leader as well. As such, a pastor needs an astounding array of skills to be effective. In addition, parish ministry today is changing rapidly, and fresh ways must be developed to be on top of these changes and to reach new and younger persons with the message of the Gospel. A sabbatical offers an opportunity for a pastor to learn from others, to sharpen his or her skills, and to return to the congregation with new ideas and a new vitality for leadership.
- Prevents burnout. People in helping professions tend to burn out the fastest, in part because the constant, intimate involvement with the emotional burdens of other people's lives is very draining. Many have come to refer to this as compassion fatigue—a vicarious trauma experienced by helping professionals. A common result is that a pastor, over time, will demonstrate key characteristics of burnout—exhaustion, cynicism, disillusionment, and self-depreciation. Pastors experiencing burnout usually become dull, hollow, and uninspiring and are more likely either to seek another call or to leave parish ministry altogether. A regular schedule of sabbaticals every four years will go a long way toward preventing such results—for the well-being of both the congregation and the pastor.

Wedding Guidelines

Trinity Lutheran Church

Moline, Illinois

309.762.3624

office@tlcmoline.org

April 2014. Revised 2017.

Introduction

Greetings to you in the name of our Lord! We at Trinity rejoice that you have found love for each other and wish to unite in marriage in our Church. We gladly help you in preparing for your wedding and your marriage. Trinity Lutheran Church welcome committed Christian couples in either heterosexual or same sex relationships.

Please take a few moments to read these guidelines for weddings at Trinity. Your reading of these policies and your willingness to follow them will aid us all in making the most of your wedding day.

Wedding Services

Weddings at Trinity are services of word, worship, and witness. In this sacred event, we ask for God's blessing upon both of you as you declare your commitment to each other and begin your married life, together. The wedding policies and guidelines in this booklet are all based on this Lutheran understanding of the Christian faith.

Trinity uses a Lutheran marriage liturgy for all weddings. We will make every effort to personalize your wedding within this Church's understanding of the Christian faith. You also will have the chance to work out service order details with one of the pastors. For example, if you wish the celebration of Holy Communion as a part of the service, all present should commune.

Reserving the Church Building

Please call the Church office to schedule the use of the building for your wedding no less than three months before your planned wedding date. On certain dates, we cannot hold weddings, including the week between Palm Sunday and Easter, and December 23rd through December 26th. Payment of the initial facilities fee will confirm your reservation. See the fees schedule at the end of the booklet for more information.

Trinity has a modern chapel, with a pipe organ, which seats up to 50 people. Trinity's sanctuary, with brilliant stained-glass windows and a larger pipe organ, can seat up to 450 people for your wedding. We have a place for each member of the wedding party to prepare before the service. In addition, Founder's Hall and Faith Hall are available for a reception.

Rehearsals we schedule for about one hour. We ask that all participants show consideration for others by being on time. The Trinity Musician and other musicians also may attend the rehearsal. Their fees include the rehearsal only if

they are present.

We normally schedule three hours for each wedding. We can arrange for additional time, but we must ask for an additional fee for added costs to the Church. If you plan to use Trinity for your reception, you need to contact the Church Office to reserve a hall.

Preparation for the Wedding

Weddings can be very simple or very elaborate at Trinity. This booklet includes information on a number of choices in the ceremony. Please contact us regarding any questions or concerns you may have about your wedding at Trinity.

Preparation for your life together

Pre-marriage preparation at Trinity includes the expectation that you will both meet with one of the pastors two or three times for informal counseling sessions. These sessions are designed to aid in laying the foundation of your life together. The last session will be dedicated to planning the wedding service.

Arranging for a pastor to officiate

Please call the pastor that you wish to officiate at your wedding no later than three months prior to your planned wedding date. We recommend contacting the pastor as early as possible, to ensure that we can conduct your wedding on your desired date. The Trinity Lutheran Church pastor and the Coordinator of Church Operations will work with you regarding many aspects of the wedding service. If you desire, clergy from other congregations may participate in weddings at Trinity with one of our pastors.

Arranging for music

Trinity's musicians are responsible for all music ministries and will play or arrange for music for your wedding. A Trinity musician can also arrange for additional musicians and vocalists. We recommend that you coordinate with the chosen Trinity musician shortly after you make your reservation. This person will assist you in selecting music for the prelude, the wedding ceremony, and the postlude.

You may arrange for another organist or musician, but please note that this Church adheres to national standards in such matters. This means that a fee is paid to Trinity's organist even if another organist or pianist will play for the service.

If outside groups wish to use our media system, a media technician from Trinity is necessary for setting up the equipment. Please discuss your media needs with the Trinity musician.

Music Policies

A marriage service is a worship service. All music selected should have a high quality which enhances the ceremony. All music should reflect the praise of God, as befits a worship service. Your pastor and Trinity musician are happy to help you choose appropriate wedding music, with the Pastor having final approval. Any approved music that is not part of Trinity's music library should be given to the Trinity Musician at least two weeks before the wedding

Arranging for a Wedding Coordinator

Our wedding coordinator serves in this capacity for all weddings at Trinity. This person will coordinate many details for you, and will attend to many details during the rehearsal and wedding. The coordinator will receive information regarding the wedding and share that information with other staff, to ensure no conflicts in the use of the building. Weddings with six+ attendants and/or 200+ guests may require an assistant coordinator on the wedding day.

Flowers

We welcome flowers as a part of the wedding service. If you retain a florist to supply flowers, we expect that no tape or pins are used on any of the Church furniture or walls. Decorations on the ends of the pews may be attached with ribbons, rubber bands, or similar devices. We also do not place flowers directly on the altar, with the exception of a small arrangement as part of a unity candle.

Your flowers are yours to take with you after the service. Flower boxes should not be left behind in the Church, and you may want to ask a friend to attend to this item.

The Wedding License

You will need a wedding license in accordance with Illinois State and Rock Island County laws for your wedding. Licenses from other jurisdictions are not valid.

To obtain the license, contact the County Clerk in the Rock Island County courthouse. You will need to get the license no later than two weeks before the wedding. We suggest that you obtain the license well in advance of your wedding.

We require that the wedding license be brought to the Church Office no later than two weeks before the wedding. In special situations, the Pastor may choose to receive the license at the rehearsal. We cannot conduct any wedding without receiving a copy of the marriage license by the time of the wedding rehearsal.

Receptions

Trinity's has two halls which you may reserve for receptions, Faith Hall and Founders Hall. Make these arrangements with the Coordinator of Church Operations when you reserve the date of your wedding. Please note the additional fee for your reception, which varies based on the time used and the number of rooms used. Alcoholic beverages may not be used on Church property. Please contact our Church office for more information.

Photography

Photographs and videos are important records of your wedding day. We want you to have these memories, while at the same time not detracting from the worship service. These guidelines have both goals in mind.

Acceptable: Photography during the rehearsal, before the service, during the processional, during the recessional, and after the service

Inappropriate: Photography by guests and family during the service. The pastor will announce this rule at the beginning of the ceremony. A note about

photography also will appear in the wedding bulletin.

A professional photographer may stand in the back ten pews of the Church and no closer to the altar, to take flash pictures only during the processional and the recessional. The photographer also may use the balcony for photographs then. During the service, all photography must be silent, without flash, and only from the balcony. Please make sure that your photographer is aware of these policies. If these guidelines are ignored, the ceremony will pause until the photographer leaves the building.

Videography from the balcony is acceptable during the ceremony. Please clear any other locations with the Coordinator in advance of the ceremony. The camera must remain stationary during the entire ceremony.

Candles

The six candles normally by the altar are for your use at the wedding service, at no cost to you. We will light them in advance of the service. If you wish them lit later, you will need to provide acolytes, who will need to be trained beforehand, at the rehearsal.

Additional candles, if they do not block movement during the service, may be used but are not available from the Church. Such additional candles must be under some kind of glass, such as hurricane lamp style glass, for safety purposes. You may, in consultation with the pastor, use a unity or wedding candle.

Bulletins

You have the option of using printed bulletins given to guests as they arrive for the wedding. These bulletins outline the order of worship and are a memento of your special day. We can provide you, upon request, with a template of the service for your use in making up your own wedding bulletin.

Custodial care

Our sexton will clean the Church before and after the wedding. The sexton will open the Church two hours before the service and lock it afterwards. Earlier opening requires an additional fee.

Other Church Use Policies

We expect that the couple will make sure that all members of the wedding party understand the following policies and honor them. Failure to do so could result in the loss of your deposit.

Note: No rice, bird seed, confetti, bottled string, please, due to safety and ecological concerns. Cleanup of such items generally requires picking it up by hand, bit by bit.

No Smoking in or near building, for health, sanitary, and legal reasons.

No alcoholic beverages may be brought into the building, except wine for Holy Communion. We adhere strictly to this rule.

We expect the wedding party to clean up personal belongings before leaving the Church. We will hold forgotten personal items such as coats and eyeglasses for up to two weeks after the ceremony before disposal.

Costs

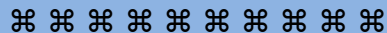
We seek to make the costs for marriage at Trinity reasonable, given the costs to the Church. Our current fee schedule was set up in comparison with the fees of similarly-sized local churches.

When you schedule your wedding, we ask for an initial reservation fee to reserve your date and time. Wedding reservations made by e-mail or by phone hold for 10 days, allowing time for the deposit to reach the Church Office. This fee cannot be applied toward other wedding fees.

We will refund the reservation fee 30 days after the wedding, after all wedding fees have been fully processed. All or part of this deposit will not be returned if we find damage to the property, use of alcohol or drugs, or a disregard of our policies. If you cancel your wedding less than one week before the wedding, we may not be able to refund part or all your deposit, depending on our costs.

Conclusion

Thank you for considering Trinity Lutheran Church, Moline, for this special day. If you have any questions or concerns, please ask us about them. May God bless you as you plan your wedding!



Next Pages: Endowment Scholarship Form
 Continuing Resolutions Added in 2018, 2019, 2020

APPLICATION FORM
(Revised 12/18/2014, 2018)

Trinity Endowment Fund Educational Grant

The Trinity Endowment Fund provides an opportunity for Trinity members to obtain assistance in furthering their educational needs. A grant of \$1,000 may be awarded for full and part-time students who are involved in an accredited college program and have completed at least twelve (12) credit hours. The student must have a grade point average of at least 2.0 on a 4.0 point scale or equivalent, or provide evidence of satisfactorily completing the course work submitted at this passing level.

Option: to re-apply one time for another \$1,000 grant during a separate academic year as long as students still meet the standards listed above. (Total award per student of \$2,000)

Grants to members of Trinity Lutheran Church (TLC) to attend colleges, universities, seminaries, nursing schools and technical schools will be considered.

Student's Name _____ Home Phone _____

Home address _____

E-mail Address _____

Background Information: e.g., Schools attended, TLC involvement, major, educational objectives...

Attach transcript(s) showing college credits completed and grades received at time of application.

Submit completed form to the Endowment Committee, Trinity Lutheran Church, 1330 13th Street, Moline, IL 61265.

Continuing Resolutions 2019 [list date of adoption] [Print for Council each February]

Continuing Resolutions 2020 [list date of adoption] [Print for Council each February]