

First Lutheran Church

Church Council Meeting Agenda

June 8, 2021 -7:00 PM

<https://us02web.zoom.us/j/86582928358>

- A. Opening Prayer and Bible Study – Fred Ohles
- B. Approve Agenda
- C. Approve Church Council Minutes – May 11, 2021
- D. Approve Church Council Special Meeting Minutes - May 15, 2021
- E. New Business
 - a. Congregational Special Meeting – Voting
 - b. Columbarium Committee – Appoint Kay Rockwell and Jan Mares to 3-year term
 - c. Motion for coaching for pastor
 - d. Personnel Policy updates
 - e. New Beginnings Team (refer to Call Process Manual)
- F. Old Business
 - a. Candidate Visit Weekend
- G. Financial Report
- H. Staff Reports
- I. Open Comments
- J. Closing Prayer – Fred Ohles
- K. Executive Session

Information Items

	Baptized	Confirmed
1. MEMBERSHIP as of May 1, 2021	1144	943

Members received:

- A. by baptism (15 years and under)
- B. by baptism (adult)
- C. transfer from ELCA congregation
- D. other Lutheran
- E. affirmation of faith
- F. transfer from non-Lutheran congregation
- G. other and statistical adjustment

Members removed:

- A. death
- B. transfer to ELCA congregation
- C. transfer to non-Lutheran congregation
- D. other and statistical adjustment

MEMBERSHIP as of May 30, 2021	1144	943
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Average Attendance 2021 (See Notes)

April	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
	737	659	408	717	596	364	567	456	585	Online	393
May	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
	431	405	401	386	379	376	367	376	319	Online	294

Added:

- Baptism:
- Affirmation:
- Transfer:
- Other:

Removed:

- Death:
- Transfer:
- Dropped Due to Inactivity:
- Other:

Notes: Adjusted April's average attendance from last month, combining in person and online/Live Stream Worship considering NE ELCA Synod recommended guidelines. .

First Lutheran Church

Reach and Impact

April 1-30, 2021

FACEBOOK

Page Followers	758 (+6*)
Page Likes	637 (0*)
Post With Highest Reach this Month	Easter Worship Recap Video - April 5 792 people reached

INSTAGRAM

Followers	177 (-1*)
Posts this Month	9

EMAIL CAMPAIGNS

Active Subscribers	585 (-3*)
First Things First	55% Average Open Rate (+2%*) 35% Average Click Rate (+3%*)
Sunday Worship	47% Average Open Rate (+5%*) 222 total clicks on worship links

WEBSITE

Homepage	1,394 Total Page Views (-252*) 462 Total New Visitors (-31*)
Entire Website	4,405 Total Page Views (-819*) 1,256 Total New Visitors (+285*)

WORSHIP

Sunday Facebook Livestream	397 Average People Reached (+39*) 147 Average People Engaged (+3*)
Maundy Thursday and Good Friday Livestream	230 Average People Reached and 89 Engaged
Countries & States Where Individuals Were Engaged With Our Worship Services	Bahia, WI, SD, IL, MO, MT, TX, MN, PA, IA, KS, CO, MA, ND, AZ, NE, FL, CA, NY, WA, IN
Livestream Web Page	391 Total Page Views (-177*) 200 Actively Engaged (-74*) 67 New Visitors (-6*)



*Compared to previous month

First Lutheran Church

Reach and Impact

May 1-31, 2021

FACEBOOK

Page Followers	752 (+2*)
Page Likes	637 (0*)
Post With Highest Reach this Month	Journal Star Article about Caden Peppmuller's High School Golf Career - May 25 584 people reached

INSTAGRAM

Followers	177 (0*)
Posts this Month	13

EMAIL CAMPAIGNS

Active Subscribers	585 (0*)
First Things First	55% Average Open Rate (0%*) 24% Average Click Rate (-11%*)
Sunday Worship	43% Average Open Rate (-4%*) 248 total clicks on worship links

WEBSITE

Homepage	1,212 Total Page Views (-182*) 444 Total New Visitors (-18*)
Entire Website	4,057 Total Page Views (-348*) 1,169 Total New Visitors (-87*)

WORSHIP

Sunday Facebook Livestream	283 Average People Reached (-113*) 76 Average People Engaged (-71*)
Countries & States Where Individuals Were Engaged With Our Worship Services	Bahia, WI, SD, IL, MO, MT, TX, MN, PA, IA, KS, CO, MA, ND, AZ, NE, FL, CA, NY, WA, IN
Livestream Web Page	391 Total Page Views (-46*) 186 Actively Engaged (-14*) 69 New Visitors (+2*)



*Compared to previous month

COMMUNICATIONS REPORT

April and May 2021

by Kathleen Simley, Communications Director

This report recaps the months of April and May. I did not submit a report last month for April due to the passing of my husband and preparing for his memorial service on May 3. I want to thank the Council members who reached out to me with their condolences, sent memorial gifts, and/or attended the visitation and memorial service. I and my family are very grateful for our church family during this time of loss and grief.

Because of my personal circumstances, the month of April feels really foggy to me as to what was accomplished even though I know I was busy. I do recall being very, very busy leading up to Easter Sunday – promoting and livestreaming all the Holy Week worship services (Palm Sunday, Maundy Thursday, Good Friday and Easter). Shortly after was when my husband got ill so maintaining the “must dos” every week (including social media, website updates and News posts, Wednesday and Sunday emails, *The Voice* newsletter, livestream worship, etc) through the end of the month took the remainder of my time.

We had excellent media coverage on two separate stories in April. The first story featured our Gifts of Hope virtual market, held last December, in the *Living Lutheran* magazine. [Click here](#) to read the article online. Another story featured Shadrack Matuku Musyoka, a Kenyan and friend of First Lutheran members, Lee and Kay Rockwell, who participated in a number of our Adult Forum Zoom sessions during the pandemic. It’s an excellent example of how our learning ministries have reached many beyond the walls of our church, even 8,000+ miles away! Take time to [read the story online](#).

With the help and expertise of Brian Niebuhr, a TV was placed in the Gathering Area that will feature a welcoming message, information about upcoming events and a daily schedule of activities in the building. We also purchased a mobile video camera and tripod that will allow us to livestream in areas of the church - other than just the Sanctuary,

I continued to maintain my weekly “must dos” during the month of May. In addition, I also began forming a new communications ministry team. As of now, we have two additional members who are willing to assist with livestream worship on Sundays building our capacity to a 4-person team. Two members have volunteered to do writing projects, including a weekly blog. Another person has expressed interest in assisting with the production of a podcast. I am really excited about all the innovative ways we can enhance our communication at First Lutheran. I plan to continue building

the team to include more skills and talents – including photography, videography and social media expertise.

I also collaborated with the Endowment Fund Board by setting up and promoting the online college scholarship application and the Memorial Day remembrance gift-giving.

Thank you to Brian Niebuhr for also livestreaming the Baccalaureate Worship service on May 23.

I created reports for both April and May that offers a snapshot of our impact and reach for each of the months. A few thoughts I might share with you about the data are:

- As more people return to in-person worship and as restrictions have been lifted, our livestream following and viewing has dropped. This was expected. It will be interesting to see what it eventually levels off to.
- As of June 1, we have discontinued our weekly Sunday worship email that provided direct links to the livestream Facebook and web pages. These two links will now be provided every week in the *First Things First* Wednesday email.

As I look towards June, my “to do” list includes the following special projects, along with my regular duties:

- Continue working with Molly Goninan on the décor and furnishings throughout the church building.
- Create a Communications “tutorial” video for Council members as part of your ongoing learning and development.
- Publish a combined June/July edition of *The Voice* newsletter.
- Set up a virtual voting option for the new Lead Pastor candidate (scheduled for June 20).
- Create a web page to feature our new weekly blog.

Congregational Council Meeting

First Lutheran Church

May 11, 2021

MEMBERS PRESENT: Dave Pfister, Rebecca Pfabe, Brian Niebuhr, Lisa Rauner, Denise Mainquist, Judy Batterman, Scott Seebom, Pastor Steve Griffith, Tony Anderson, Kim Cordonier, Pastor Bill Peterson, Amy Tipton, Lyle Petersen, Fred Ohles, Byron Fischer

MEMBERS ABSENT: Zach Schafer, Bill Watts

STAFF PRESENT: Sharon Hardel

MEETING RECORDER: Ann Carlson

A. OPENING PRAYER AND BIBLE STUDY: The meeting was called to order by President, Denise Mainquist at 7:04.

Scott led the opening prayer and a discussion where those in attendance told brief stories about their favorite grandparent or childhood hero.

2 Timothy 1 verses 3-5 - I am grateful to God – whom I worship with a clear conscience, as my ancestors did – when I remember you constantly in my prayers night and day. Recalling your tears, I long to see you so that I may be filled with joy. I am reminded of your sincere faith, a faith that lived first in your grandmother Lois and your mother Eunice and now, I am sure, lives in you.

B. APPROVE AGENDA: It was moved and seconded to approve the current agenda. The motion passed.

C. APPROVE CHURCH COUNCIL MINUTES APRIL 13, 2021: It was moved and seconded to approve the Church Council Minutes from the meeting on April 13, 2021. Discussion followed. Under the comments on the Follow-up Capital Campaign Pledge Drive Motion, Item D. a., clarification is needed under the bullet point as to the amount of the goal. \$900,000 (1/3 of the original) would be a good goal. The minutes were approved as corrected.

D. NEW BUSINESS:

1. The Zoom link for all Council meetings will be:
<https://us02web.zoom.us/j/86582928358>.

E. OLD BUSINESS:

1. Capital Campaign Timeline – the timeline was included in the Council packets. There were two updates after the availability of the packets. There will be an information meeting held via Zoom on Wednesday, June 16. On Sunday, June 27, the “Temple Talk” will be held at 9:30 rather than being held at both services.

F. FINANCIAL REPORT:

YTD receipts through April 30 were \$22,182 under budget; YTD expenditures through April 30 were \$26,793 under budget; YTD surplus through April 30 was \$4,611. The four-month contribution

statements will be mailed later this week which may trigger some catch up contributions. In addition, May is a five-Sunday month.

At the meeting last month, the Stewardship Committee requested information as to the demographics of those who did not pledge for 2021. Judy Bailey, Lee Rockwell, and Bryan Hanson have been analyzing the data as a part of the soft capital campaign. Bryan will send Denise an update. The Stewardship Committee meets tomorrow night. Pastor Steve will remind Bryan to send the information tomorrow such that the Stewardship Committee has it for their meeting.

During the Audit of the church books, the Audit Committee made two suggestions: 1) the process of rounding was discussed (not a formal issue) and 2) updated W-4 forms are needed.

G. STAFF REPORTS:

Minutes from the Stewardship Committee are needed for the Council packets.

H. OPEN COMMENTS:

The contract with Pastor Bill is up at the end of June. It has been extended through the end of August.

I. CLOSING PRAYER: Scott led the closing prayer.

Following the closing prayer, the Council went into Executive session.

MEETING DATE: June 8, 2021

SUBJECT: Authorization of Lead Pastor transition expense out of funds from Carol Reed Bequest

PROPOSED ACTION: Authorize the Council President to work with the new Lead Pastor on a plan for transition coaching/mentoring/advising; and commit \$3,000 from Undesignated fund 2 (Carol Reed Bequest) for this purpose

BACKGROUND:

- (a) For a period of several years, First Lutheran Church's prospective Lead Pastor had a call in which the expectation was to do everything ministerial. A devoted person in such a situation could become overcommitted.
- (b) First Lutheran Church is unexpectedly without any permanent rostered leaders since the middle of 2020. In that circumstance, the incoming Lead Pastor faces multiple concurrent expectations: notably, to embrace the usual work while also partnering with parishioners to rebuild the rostered staff.
- (c) Wishing a long and successful lead pastorate, we offer support for coaching/mentoring/ advising of the lead pastor's choosing (an option, not a requirement) to assist with meeting these challenges during the transition period of approximately one year from the pastor's appointment.
- (d) A Level 2 coach may cost up to \$250 per session. Monthly sessions for one year would total \$3,000.
- (e) The ELCA offers an annual Head-of-Staff conference annually, which could be an alternative to individual coaching.
- (f) The Nebraska Synod is currently developing a network of coaches; however, Bishop Maas does not believe the level of coaching that will be available would be adequate for a lead pastor at our church.
- (g) From the Carol Reed Bequest, approximately \$50,000 was set aside undesignated, to use for future projects. We consider spending a modest portion of that fund in this way as true to the spirit in which Carol Reed made her generous estate gift.
- (h) The decision whether to have a coach is at the discretion of the lead pastor. The funds are considered a gift to allow this to happen and may only be used for this type of service.

COST: \$3,000

SPONSOR: Submitted by Fred Ohles to Executive Committee
Approved by Executive Committee
Amended by Fred Ohles to Council



PERSONNEL POLICY MANUAL

First Lutheran Church – Lincoln, NE

Issue Date September 1, 2012.

Revised December 9, 2014

Revised February 10, 2017

Revised xxxxx

Introduction

Welcome to First Lutheran Church!

In order to provide a work environment that is conducive to your spiritual, personal and professional growth, First Lutheran Church of Lincoln, Nebr., has compiled the following Personnel Policy Manual. This manual is intended to establish a uniform system of personnel administration and to provide information about working conditions, employee benefits, conflicts of interest, and other policies affecting your employment. It is important that you read, understand, and become familiar with this policy manual and comply with its provisions.

The language used in this manual does not create nor is it to be construed to constitute any employment agreement or a guarantee of benefits from First Lutheran Church. This Personnel Policy Manual is not a contract, nor does it create any legally enforceable obligations on the part of the church or its employees. It does not create any duty or cause of action against this church not otherwise provided by law.

The First Lutheran Congregation Council is responsible for establishing the personnel policies, which apply to all employees. The Council retains the right to change, revise, or stop any of the policies or benefits described in this manual at any time without prior notice. Every employee shall be governed by any new policy, benefit or provision, and shall not be entitled to the continuation of any policy, benefit or provision that previously applied during the employee's period of employment. If there is a conflict between the provisions, benefits, and policies in this manual and those set forth in the terms of a staff member's Call papers or Contract, the terms of the Call Papers or Contract shall prevail.

The Lead Pastor is responsible for the implementation and maintenance of these policies. The Lead Pastor has the authority to interpret established personnel policies, or request clarification from the Council to the intent of the policy. If you have any concerns related to this manual, you are encouraged to discuss them with the Lead Pastor.

The information in this manual supersedes and replaces all previously approved personnel policies, benefits, and rules of conduct.

Originally adopted by the Congregation Council of First Lutheran Church on this 14th day of August, 2012. Updated policies adopted on <new date>.

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I. CODE OF ETHICS/CONDUCT

A. EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment opportunities will be provided to all employees and applicants for employment. Equal treatment will be provided without regard to race, color, gender, age, national origin, citizenship status, disability, or marital status.

Treating all people fairly, with dignity and respect, is a way to demonstrate our commitment to each other and to the mission of the church. This applies to all aspects, terms and conditions of employment, including, but not limited to, initial consideration for employment, hiring, job placement, assignment of responsibility, performance evaluation, promotion and advancement, compensation and fringe benefits, training and professional development opportunities, transfer, leave of absence, facility and service accessibility, discipline of any kind, termination and formulation and application of policies and rules.

All employees are responsible for creating and maintaining a discrimination free environment. Improper interference with the capability or ability of any employee to perform his/her expected job duties will not be tolerated. Appropriate disciplinary action will be taken should any employee willfully violate this policy.

B. EMPLOYMENT AT WILL FOR NON-CALLED STAFF

First Lutheran Church (hereinafter referred to as FLC) of Lincoln, Nebr., hopes your employment with us will be personally and professionally rewarding. We recognize, however, that your personal circumstances may change and that you reserve the right to voluntarily terminate your employment with us.

Section VIII of this Personnel Policy Manual describes the notice provisions regarding Resignation/Termination. FLC reserves the same privilege to voluntarily terminate non-called staff with proper notice.

Authority for hiring and dismissing non-called staff shall reside with the Lead Pastor, who is responsible for overall staff supervision. Non-called staff might have a more direct supervisor than the Lead Pastor. If there is any uncertainty, ask the Lead Pastor.

By definition, "called staff" have received a letter of call prior to beginning their service at FLC. In some cases, called staff may have co-terminus appointments with the Lead Pastor. Called staff is subject to all workplace policies in this manual, except where they differ from the conditions of the Letter of Call. In those instances, the Letter of Call shall supersede these policies. A sample letter of call is attached. (See Appendix A.)

C. AVOIDING CONFLICTS OF INTEREST

Staff and independent contractors as requested by FLC are expected to perform their duties in a way that avoids actual or potential conflicts of interest as well as the appearance of conflicts of interest. A "conflict of interest" means any situation influenced or apparently influenced in decision-making or business dealings by any motive or desire for personal advantage other than the success and well-being of the church and congregation. "Personal advantage" means a financial interest or some other personal interest, whether present or potential, direct or indirect. This standard applies to both actual and contemplated transactions. FLC may identify independent contractors that have a relationship of

confidence or access to Personal Information (PI) or other special relationships where appropriate for avoiding Conflicts of Interest.

All present and potential conflict-of-interest issues must be disclosed (Appendix D).

Staff is required to disclose, in writing, matters and relationships that might appear to conflict with business dealings of the church. Examples include, but are not limited to, financial interests or leadership roles on the church council. The Lead Pastor will evaluate disclosures and determine the appropriate action to be taken which may include consultation with FLC officers, committees or council as appropriate.

Business dealings with friends and family are particularly sensitive and are to be disclosed and carefully evaluated because they can create the appearance of impropriety or of tangible or intangible personal advantage. The mere existence of a family relationship or friendship that may be considered an actual or potential conflict of interest does not violate this policy if it is promptly disclosed.

If the conflict is not known in advance, it must be disclosed as soon as it becomes apparent.

When conflict-of-interest issues relate to a particular meeting disclosure should be made to the Lead Pastor. The conflicted person may be asked to leave the meeting to avoid all discussion, voting, and deliberation on the issue. All actions relating to the disclosure and action taken must be properly documented.

Additional Employment

Employees may not accept additional employment that will conflict with their present job responsibilities. Inappropriate additional employment includes employment that interferes with the efficient performance of the employee's duties or creates a conflict of interest. Failing to disclose additional employment or continuing to work at an additional job that interferes with employment with the church may be considered grounds for termination.

D. HARASSMENT AND ABUSE

FLC is committed to maintaining a work environment and ministry area for its employees and members that is free of discrimination, abuse, intimidation and harassment, or other offensive behavior that contributes to a hostile work environment. Harassment, intimidation, discrimination, and abusive behavior are strictly forbidden. FLC does not tolerate harassment of any employee by another employee for any reason. Harassment for any discriminatory reason such as race, sex, national origin, age, or disability is prohibited by state and federal laws and can subject the employee and/or the individual harasser to personal liability for any such unlawful behavior.

Harassment, includes, but is not limited to, verbal or physical conduct that shows hostility or aversion towards an individual because of his or her race, sex, national origin, age, or disability for the purpose of:

- creating an intimidating, hostile, or offensive work environment;
- unreasonably interfering with an individual's work performance;
- adversely affecting an individual's employment opportunities.

Examples of harassing conduct include but are not limited to:

1. slurs, epithets, or jokes;
2. threatening, intimidating, or hostile acts;

3. sexual harassment.

Individuals who experience harassment from supervisors, co-workers, or other individuals should immediately report such activities to the appropriate individual(s) as outlined in the section on Complaints Procedures.

E. SEXUAL HARASSMENT

Sexual harassment includes sexual advances, requests for sexual favors, or any other visual, verbal, or physical conduct of a sexual nature when:

- Submission to the conduct is either implicitly or explicitly made a condition of the individual's employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee;
- The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Employees must exercise good judgment to avoid engaging in conduct that can be perceived by others as harassment. Conduct deemed to be sexual harassment includes, but is not limited to:

- verbal harassment—unwelcome sexual advances, sexual innuendos, sexual epithets, sexual jokes.
- physical harassment—unwanted physical conduct including touching, or assault.
- leering or obscene gestures.

Any employee who engages in harassment, intimidation, discrimination, abuse of another person, or such similar action, is subject to immediate disciplinary action up to and including termination.

Employees of FLC are expected to comply with the Safe Sanctuary Policy regarding behavior relating to the protection of children, youth and vulnerable adults. (See Appendix C for the current FLC Safe Sanctuary Policy.)

F. COMPLAINT PROCEDURES

Any employee who believes that he or she has been subjected to harassment must report it immediately to at least one of the individuals responsible for investigating alleged harassment. These individuals are the Lead Pastor and the Congregation Council's designee. The designee assists the Lead Pastor in employee-related matters.

The Congregation Council's designee is appointed/reappointed annually by the Congregation Council. Staff is notified who the designee is at the time of hire and if there is a change regarding the designee.

Harassment can be reported in writing or orally. The appropriate person will promptly and thoroughly investigate such complaints. The investigator will maintain confidentiality to the extent appropriate and necessary to conduct an adequate investigation. An employee bringing a complaint in good faith to the attention of the appropriate personnel will not be adversely affected as a result.

Any employee or supervisor retaliating against another employee as a result of the employee making a report of harassment is subject to immediate disciplinary action up to and including termination. Conversely, any employee fabricating a charge of harassment is subject to immediate disciplinary action up to and including termination.

G. DRUG AND ALCOHOL-FREE WORKPLACE

Manufacturing, distributing, dispensing, possessing, or using any illegal drug while on church property, in a church vehicle, or on church business is strictly prohibited, unless that controlled substance is a prescription drug and is being used in accordance with a doctor's order. Violation of this policy will result in disciplinary action up to and including termination. Alleged violations of this mandate will result in referral to the Lincoln Police Department.

Inappropriately consuming alcohol while on church business or in/on church property is prohibited.

H. AMERICANS WITH DISABILITIES POLICY STATEMENT

FLC is committed to complying with and incorporating all the appropriate provisions of the Americans with Disabilities Act (ADA) and the Nebraska Fair Employment Practice Act (NFEPA) in all recruiting, employment and training activities. These Acts prohibit discrimination against qualified individuals with disabilities and require that reasonable accommodation be afforded for known physical and/or mental conditions unless such accommodations would constitute an undue hardship to the church.

A qualified individual with a disability is someone, who, with reasonable accommodation, can perform the essential functions of the job the individual is seeking or now holds.

An employee can request an accommodation at any time by making a written or oral request to his/her supervisor or the Lead Pastor. FLC can request medical documentation from the individual's physician or another appropriate source relating to the disability requiring accommodation and the functional limitations incurred by the individual.

II. EMPLOYEE SAFETY

A. WORKPLACE SAFETY

All employees are expected to conduct themselves in a manner that contributes to their own safety as well as that of fellow employees and church members. It is everyone's personal responsibility to immediately report to his/her supervisor perceived unsafe working conditions in any area of the church's property.

B. REPORTING INJURIES

FLC works very hard to ensure a safe and secure work environment. Employees can assist in this effort by watching for and reporting any observed safety hazards or potential security concerns. Even then, accidents can and do happen. Injuries that are life-threatening or require immediate attention should be treated at the nearest hospital or emergency clinic. In emergency situations, notification of emergency personnel by calling "911" is the first action to be taken.

Whether or not an injury is apparent, all accidents that occur during regular business hours or while on church business must immediately be reported to your supervisor or the Lead Pastor. Within 48 hours an accident report will be generated to assure that any inappropriate situations or existing hazards are addressed.

Workers' Compensation claims need to be reported to the State of Nebraska within ten (10) days of their occurrence. Employees who are injured on the job are required to return a completed doctor's release form before returning to work. (See section on Workers' Compensation.)

C. FIRE SAFETY/TORNADO EMERGENCY PROCEDURES

1. FIRE SAFETY:

Smoke detectors are located throughout the church building to alert employees and occupants to any fire. Emergency exits are located throughout the building. Keep emergency exits unobstructed to allow for easy access. Fire extinguishers are marked and located throughout the building. Much of the building is equipped with a sprinkler system that sprays water in the event of a fire in the area. The smoke detectors and sprinkler system are integrated with the fire alarm. A certified inspector inspects the system routinely.

2. FIRE EMERGENCY PROCEDURES:

When the fire alarm sounds, all occupants are to evacuate the building through the closest exterior exit. Evacuate to the pre-determined reassembly areas. Do not hinder emergency personnel. Once the fire is out, the fire department will determine the extent of the damage and advise if the occupants can re-enter the building.

3. TORNADO EMERGENCY PROCEDURES:

When threatening weather is recognized or the emergency sirens sound, employees and occupants should immediately take shelter in the designated areas. Please assist any employees or visitors in your area who are unable to safely evacuate on their own. In conjunction with the appropriate emergency authority, an "All Clear Message" will be communicated when it is safe to return to the work area. Until then, employees and occupants must remain in the designated shelters.

D. INCLEMENT WEATHER

Occasionally FLC must be closed, and activities must be cancelled. Weather, fire, building failure, or public safety could be a cause for cancellation. The Lead Pastor or her/his designee will make and announce any cancellations.

When making decisions about cancellation, FLC considers not only the needs of the church, but also the welfare of employees and members of the church. There may be days when inclement weather makes it difficult for staff to report to work. FLC encourages staff to use good judgment and common sense when determining the safety of local weather and road conditions. Late starts or office closings will be announced by or before 7:00 A.M.

Inclement weather situations are handled in the following manner for non-exempt and hourly employees:

- When FLC business hours are shortened on a given day due to inclement weather, you are paid for a full day's work only if you are present at work at your scheduled start time and when the office closes, whatever those hours may be. If you arrive at work after your scheduled start time, or if you leave before the end of the business day, you will be paid only for the hours you actually work.
- You receive an excused absence without pay if you notify your supervisor that you are unable to report to work. If you choose, you can request to use vacation pay or a floating holiday or personal day for that time period.
- You and your supervisor or the Lead Pastor may make arrangements for you to make up time missed due to inclement weather.
- On occasion, employees may receive permission from their supervisor or the Lead Pastor to work from home if circumstances warrant.

III. EMPLOYMENT POLICIES

A. HIRING PROCEDURES

All new Staff positions shall be reviewed by the Executive Committee of the Council and approved by the Council. Record of the creation of new Staff positions shall be recorded in Council minutes.

The Lead Pastor, in consultation with the Executive Committee, has the authority to hire individuals into approved Staff positions.

B. REFERENCE/BACKGROUND CHECKS

References are checked on all prospective staff members including candidates for called positions. Reference checking occurs under the direction of the Lead Pastor, the head of the call committee, or the Congregation Council's designee. All reference work is to be documented, treated as confidential and contained in the church's files as outlined in the section on Personnel Records.

Where required, all reference checking complies with the Fair Credit Reporting Act. Written reference authorization must be obtained from candidates before any reference work occurs. If a candidate refuses or is unable to sign a reference authorization, that person will no longer be considered for a job offer or a call. Satisfactory personal and professional reference findings (this includes criminal and sexual abuse behavior findings) are required before a job offer is made or a call extended. The scope of reference checking includes people in a position to factually know the candidate's personal and professional qualifications over a five-year period with a preference for recent relationships.

Generally, the people to be contacted include past employment supervisors and/or peers. However, the church reserves the right to review all relevant sources when reviewing an applicant's background.

In the case of call candidates, the people to be contacted generally include two or more of the following: Bishop of the relevant synod, the supervising pastor, president of current or former congregation(s), church councils of current or former congregation(s).

Reference information is obtained to discern skill level, past job performance and behavior, and spiritual compatibility for the position being filled.

C. EMPLOYEE PERFORMANCE

An employee's performance on the job is extremely important to his/her continued employment and progression within their current job and consideration for future opportunities. FLC wants to ensure that all employees:

- Are aware of the duties they are expected to perform.
- Understand the level of performance expected.
- Receive timely feedback regarding their performance.
- Have opportunities for education, training, development, and promotion.
- Are rated and rewarded in a fair and consistent manner.

Employee performance reviews are conducted annually (usually in October/November). The supervisor and/or Lead Pastor and the employee will meet and discuss accomplishments for the period under review along with goals and objectives for the coming year. A copy of the written review will be provided to the employee.

The employee can make a written response to the written review. Both the review document and employee response become part of the employee's FLC personnel record.

The Congregation Council's Executive Committee or its designees will meet with the Lead Pastor on an annual basis (usually in October/November) to review the performance of the Lead Pastor. The Executive Committee will meet and discuss accomplishments for the period under review along with the Lead Pastor's goals and objectives for the coming year.

A copy of the written review will be provided to the Lead Pastor. The Lead Pastor may make a written statement regarding his or her performance review. Both the review document and Lead Pastor's response become part of the Lead Pastor's FLC personnel record.

A written self-assessment of performance may be requested by the employee's supervisor and/or the Lead Pastor, or by the Executive Committee in the case of the Lead Pastor.

D. DRESS AND APPEARANCE STANDARD

Called and non-called staff should project an image that reflects a professional standard of the church to a wide audience. Called and non-called staff are encouraged to dress in attire that conveys confidence and credibility and creates high levels of respect from the majority of members and outside visitors to the church. In most instances, this means business attire or business casual attire except where the function of the employee's job would require otherwise, e.g., maintenance.

E. PERSONNEL RECORDS

The Lead Pastor serves as the church's Human Resource Officer and is the custodian of all personnel files. Each employee is responsible for keeping the Lead Pastor informed of necessary personal information including name changes, current address and telephone number, marital status, number of dependents, emergency contact information, and beneficiary information for a personnel file that will be established for each staff member.

The personnel file is the official Human Resource Record for the employee. These files shall be kept in a confidential manner in a locked environment. The Lead Pastor shall establish a procedure to maintain control of files removed from the locked environment for review.

Those individuals permitted to access all the files shall be:

- Lead Pastor
- Congregation Council's designee

Those individuals permitted to access selected Files shall be:

- Supervisors shall have access to the files of employees who report directly to them.
- Supervisors may request personnel files for review of an employee applying for an open position which reports to that supervisor.

Records shall primarily consist of the following essential documents, which are to be kept for a minimum of three (3) years after the employee separates/terminates or as required by law:

- Job Description
- Employee Application and resume
- Personnel Information and Approval form
- Education credentials

- Job-related licenses and professional certifications
- Education and training records
- Contracts and other employment agreements
- Disciplinary actions and responses
- Annual performance evaluations
- Letters of recommendation and commendation
- Documents pertaining to termination
- Other reasonable document requests by the employee
- Signed statement that the employee has read the policies of this manual. (See Appendix D.)

A supervisor or the Lead Pastor may keep a working file of a current employee for his/her own internal use. These files must be in a secure, locked environment to ensure confidentiality. This working file should only contain current information relating to the job performance of the individual. Once the employee leaves the position, this file should be sent to the Lead Pastor for disposition. These records should be kept for three years after the employee terminates or as required by law.

A separate employee file shall be maintained for employee's medical and health information. This record contains information relating to:

- Medical information
- Worker's Compensation Information
- Accident and injury reports
- Physician's notes
- Any information related to ADA, Family and Medical Leave Act (FMLA), and the Health Insurance Portability and Accountability Act (HIPAA).

All requests for information and the dissemination of information on current and former employees is the responsibility of the Lead Pastor. A written authorization, signed by the employee, is required prior to the release of information to external sources other than confirmation of an individual's dates of employment and the position he or she held.

F. RECORDS RETENTION REQUIREMENTS

The following will provide general federal guidelines for the retention of employee records relating to human resources activity.

- Unless specified, most federal laws require the retention of personnel records for a period of three (3) years beyond the termination of employment.
- Employee tax and social security information requires four (4) years.
- Occupation Safety and Health Administration logs and related information requires five (5) years.
- Benefits information as governed by Employee Retirement Income Security Act (ERISA) must be maintained for six (6) years.
- Consolidated Omnibus Budget Reconciliation Act ("COBRA") record information must be maintained as long as the employee and/or dependent are covered.
- Personnel file information that is currently involved in litigation must be maintained until final disposition of any charges or action is completed.

G. NEBRASKA STATUTES ON PERSONAL INFORMATION AND BREACH REPORTING

Nebraska Statute 87-801, Financial Data Protection and Consumer Notification of Data Security Breach Act of 2006, defines Personal Information as:

- A Nebraska resident's first name or first initial and last name in combination with any one or more of the following data elements that relate to the resident if either the name or the data elements are not encrypted, redacted, or otherwise altered by any method or technology in such a manner that the name or data elements are unreadable:
 - (i) Social security number;
 - (ii) Motor vehicle operator's license number or state identification card number;
 - (iii) Account number or credit or debit card number, in combination with any required security code, access code, or password that would permit access to a resident's financial account;
 - (iv) Unique electronic identification number or routing code, in combination with any required security code, access code, or password; or
 - (v) Unique biometric data, such as a fingerprint, voice print, or retina or iris image, or other unique physical representation; or
- (b) A username or email address, in combination with a password or security question and answer, that would permit access to an online account.

87-802 Breach of the security of the system means the unauthorized acquisition of unencrypted computerized data that compromises the security, confidentiality, or integrity of personal information maintained by an individual or a commercial entity.

87-803 An individual or a commercial entity that conducts business in Nebraska and that owns or licenses computerized data that includes personal information about a resident of Nebraska shall, when it becomes aware of a breach of the security of the system, conduct in good faith a reasonable and prompt investigation to determine the likelihood that personal information has been or will be used for an unauthorized purpose. If the investigation determines that the use of information about a Nebraska resident for an unauthorized purpose has occurred or is reasonably likely to occur, the individual or commercial entity shall give notice to the affected Nebraska resident. Notice shall be made as soon as possible and without unreasonable delay, consistent with the legitimate needs of law enforcement and consistent with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system.

H. USE OF CHURCH EQUIPMENT AND COMPUTER SYSTEMS

All church property is subject to inspection at any time without prior notice. If there is a reasonable suspicion that an employee is engaging in unlawful or unauthorized activities on the church's premises, an employee can be asked to undergo a reasonable search of his or her possessions. A search could include, but is not limited to, purses, briefcases, vehicles, desks, file cabinets, computers, and voice mail.

FLC will cooperate with law enforcement and other public officials in prosecuting offenders. Employees must report to the Lead Pastor or the Congregation Council's designee any suspected accidental or intentional breach by the employee or other employees of this policy or of federal or state law.

Employees may not conduct other business or employment while providing paid work for the church, on church premises, or utilizing churchwide offices or equipment.

Any activities engaged in by an employee while on the job or while acting as a representative of FLC are subject to disclosure to the church. FLC reserves the right to monitor employees' use of church equipment and the computer system. There is no presumed right of privacy regarding the use of FLC property.

This includes but is not limited to:

- Telephones
- Voicemail
- E-mail
- Internet
- Computer software
- Office equipment

1. TELEPHONES

The telephone system is to be used for church business purposes. FLC realizes there are times when an employee might need to use the telephone for personal reasons. It is expected that the employee will use good judgment in limiting the length and frequency of such calls. Any long distance call costs for personal calls must be reimbursed to the church.

Both incoming and outgoing calls can be monitored for length, content, and point of destination or origination. This information is subject to inspection with or without notice.

Be aware that the identity of callers and the content of conversations may be considered private, so be aware of surroundings and others in the area where the conversation is occurring. Keep your voice low, especially when repeating information that may be considered private. Also, never provide confidential information to any caller over the phone without first positively identifying the individual. Caller ID is not an acceptable way to verify identity. If in doubt, call the individual back at a published number you are able to look up in records.

2. VOICE MAIL

FLC provides its regular full-time and part-time employees with voice mail to help perform their jobs more effectively. The voice mail system is the property of FLC and is to be used for church business purposes only. All communication and information transmitted by, received from, or stored in this system are church records and property of FLC.

These church records are confidential. FLC retains the right to enter an employee's voice mailbox at any time, without prior notice or permission, to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the voice mail system, to ensure that the church's voice mail system is being used appropriately.

3. E-MAIL

The e-mail system is the property of FLC. FLC provides Internet e-mail as a business tool to its regular full-time and part-time employees. Employees must limit their use of the church's e-mail system to church-related purposes and reasonable personal usage. All e-mail sent through the church's e-mail system is the property of FLC and should not be considered private. For any reason and without the permission of any employee, FLC reserves the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the e-mail system.

PI should never be shared in emails. There are many stops an email makes along its way to the recipient, and sensitive information can be stolen by unscrupulous individuals over the internet. Plus, emails can

be forwarded and stored and accessed inappropriately. Telephone follow-up or sharing links to sensitive information stored in Drop Box or other storage areas may be ways to keep information more secure if encrypted email is not an option. Information should only be available in cloud storage for as long as is necessary to complete the task intended, so delete information from Drop Box or other cloud storage in a timely manner. Emailing sensitive and confidential information should always be carefully considered as all control over the content of an email and where information may be stored or forwarded is out of your control once the email is sent.

If someone sends PI to you in an email, that email should be deleted as soon as possible. You may call the individual or start a new email to the individual. Do not reply to emails with sensitive information because sensitive information can be sent out over the internet again as part of the email thread. Also, if the email is fraudulent, you may be communicating with the wrong person. It's always better to delete and email and follow with the individual through alternate channels.

Also be aware of any unsolicited emails that request sensitive information, contain an attachment or have a link in them. These may be phishing emails designed to implant malware in the network or steal sensitive information. Never open an attachment or click on a link in an email you were not expecting. And no one should ever need or request or your username and password for any of your accounts. Call or send a new email to the person you believe sent the email to ensure they sent you the email.

4. INTERNET

No software should be downloaded from the Internet by anyone other than the FLC network administrator or network support employees. Any other files that are downloaded from the Internet should be immediately and regularly scanned for virus or other damaging programs. Do not incorporate any downloaded material or information into your work without checking it for accuracy and for attribution of authorship and permission to use it. Downloads shall not be performed unless for business use only. Items such as pictures, audio, graphics, or software shall not be downloaded unless for church business purposes or unless permission is granted from your supervisor.

The Internet shall not be used for any illegal or non-church purposes. This includes, but is not limited to:

- Distributing or obtaining illegal copies of software, sound, graphics, etc.;
- Participating in activities that monopolize computer resources e.g., playing on-line games, sending mass mailings other than church business related, chain letters, or engaging in on-line chat groups;
- Utilizing the Internet for personal conversations, particularly conversations of an obscene nature;
- Viewing illicit or illegal web sites.

Material that is harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive, or that violates the church's equal employment opportunity policy and harassment policies shall not be downloaded from the Internet or displayed or stored in the church's computers or on Church premises. FLC has the right to monitor any and all aspects of its computer system, including but not limited to, monitoring sites visited by employees on the Internet, reviewing material downloaded or uploaded by Internet users, and reviewing e-mail sent and received by users. An employee who abuses the church's Internet and e-mail systems is subject to immediate disciplinary action up to and including termination. If appropriate the Lincoln Police Department may be contacted.

5. COMPUTER HARDWARE AND SOFTWARE

Only church-owned hardware and software shall be utilized on computers owned by FLC. All employees shall use church-owned computer software in accordance with its license agreement.

Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of the law and is contrary to FLC standards of conduct.

The following points are to be followed to comply with the church's licensing agreement(s):

- Software will be used in accordance with its license agreement(s).
- Legitimate software will promptly be provided to all employees who need it. No employee will make any unauthorized copies of any software under any circumstances. Anyone found copying software other than for backup purposes is subject to disciplinary action up to and including termination.
- Employees shall not install any software on their computers without the prior approval of the Network Administrator.
- No employee shall give software to any outsiders.
- Any employee who determines there might be a misuse of software within FLC shall notify the Lead Pastor or Designee of the Congregation Council.
- No disk or software obtained from any third party shall be used until it has been checked for viruses by the appropriate staff.

6. REMOTE ACCESS

From time to time, FLC may allow some employees to work remotely (telecommute or "work from home"). Employees requesting to work remotely as a reasonable accommodation are not covered under this section. Employees permitted to work remotely must continue to abide by this Policy Manual and all other applicable employee policies. The Lead Pastor shall advise the Employee of their reasonable expectations for the Employee's work schedule and availability for meetings and communications (for example, daily phone calls, weekly status reports, in-office visits, etc.). The Employee shall make themselves available and communicate as advised. The Employee must establish an appropriate work environment within their home and have the resources to do their job effectively. Employees are responsible for maintaining suitable internet/electronic connections that allows them to work virtually. The Employee agrees that access and connection to FLC's network(s), even if through a personal device, may be monitored. The Employee shall provide all furniture and equipment necessary for their remote work arrangement. FLC is not responsible for any damage to Employee's furniture or equipment suffered in connection with Employee's remote work arrangement. In the discretion of the Lead Pastor, the FLC may loan or provide equipment for the arrangement, properly documenting the FLC equipment on loan. Equipment that FLC provides is FLC property. FLC retains ownership of the property and reserves the right to monitor the property even when used at a remote location. Any equipment supplied by FLC shall be used solely by the Employee for business purposes only. The Employee must keep FLC property safe and avoid any misuse, damage, or theft. Use of all equipment supplied by FLC must comply with all applicable employee policies.

FLC will be responsible for repairing any equipment supplied by FLC. However, the Employee is responsible for any intentional damage. All FLC equipment must be returned when the remote work arrangement ends or upon request by FLC.

It will be the Employee's responsibility to determine any personal income tax implications of maintaining a home office. FLC will not provide tax guidance; nor will FLC assume any tax liabilities. The Employee is encouraged to consult with a tax professional to discuss income tax implications.

7. OFFICE EQUIPMENT

The equipment on which FLC depends is expensive to acquire and maintain. Accordingly, all employees must exercise proper care when using the equipment, including following applicable instructions. Office equipment shall be used for authorized purposes and must not be used for personal business.

Negligence in the care and use of church property can be considered grounds for disciplinary action up to and including termination of employment.

I. UNEMPLOYMENT COMPENSATION ACT

FLC is exempt from the Unemployment Compensation Act. Any employee who terminates or is terminated and is unable to find new employment is not eligible to collect government unemployment insurance benefits based upon his/her employment with the church.

J. EMPLOYMENT OF RELATIVES

FLC seeks to have all employment decisions based upon merit and free of any real or perceived advantage or favoritism because of family or other relationships involving an employee or church member. A person shall not become a regular full-time or part-time staff member for any position that would require that person to directly supervise, or be directly supervised by, a member of that person's family (spouse, parent, children, in-laws, etc.) who is already employed by FLC. Any exceptions to this policy must be authorized by the Congregation Council prior to employment. Any exception existing on the effective date of this policy is granted "grandfather" privilege and does not require Congregation Council approval.

Membership at FLC is not a condition of employment, unless membership is part of the employee's letter of call. Exceptions to this policy are permitted with the approval of the Congregation Council.

K. CONFIDENTIALITY

It is important that all employees, church members and church visitors interact with each other in a caring and trustful manner. We share some of the most personal information and events a person can experience during his/her lifetime. Much of the information we learn while at work is confidential. At the same time, much of the information we learn needs to be shared with our FLC community and others.

If you are not confident whether the information you learn is public or private, ask the Lead Pastor for clarification. It is the employee's responsibility to know what may be appropriately communicated to others.

Safeguarding confidential information is important to FLC. Inappropriate dissemination of information is grounds for disciplinary action.

L. WORKSPACE

The area in which we work is a reflection of who we are. Your work area should be organized and clean. All information that is confidential (pledge cards, time and talent sheets, prayer requests, etc.) should be handled appropriately when you are at or away from your workspace.

M. SMOKING

FLC is a non-smoking area. No smoking is allowed within the building.

N. WEAPONS

Dangerous weapons of any sort (firearms, knives, clubs, etc.) are not allowed on church property at any time. This policy is to be interpreted in its broadest sense, with violators to be severely disciplined. Violators can be reported to local law enforcement agencies.

O. DISCIPLINE

The following information is established to provide direction and consistency when confronting and correcting employee performance and/or behavior problems.

Should the supervisor or Lead Pastor find that an employee's performance has fallen below the standards of the job, he/she should meet with the employee to review the standards of the job and the employee's goals to determine the level of understanding the employee has regarding his/her performance. This is the time to re-establish performance levels and determine if additional training is necessary. The supervisor or Lead Pastor should document the information discussed at this meeting.

If the performance of the employee does not improve or this issue is of a serious nature, the supervisor or Lead Pastor should meet with the employee to discuss the problem. Based upon the discussion of this meeting, the supervisor or Lead Pastor will draft a Performance Improvement Plan and meet with the employee to review and obtain the employee's commitment to improving his/her performance and have the employee sign the document. The document will be retained with other such personnel records of the employee. Should there be inadequate improvement in performance, additional disciplinary action can be taken, up to and including termination from employment.

P. DISCIPLINARY RULES

FLC believes that progressive discipline regarding employee matters is the preferred response to employee issues. However, some employee acts are sufficient enough that they may require immediate termination. The following list serves as a reference for acts that may require immediate termination. The list is not intended to be all-inclusive; employees may be disciplined for other offenses not listed if circumstances merit.

- Failure or refusal to comply with a reasonable order or accept a reasonable or proper assignment from an authorized supervisor.
- Gross inefficiency, incompetence, or negligence in the performance of duties.
- Possession or use of illegal drugs, reporting for work under the influence or in any way impaired due to the use of drugs, prescribed or otherwise, or testing positive for illegal drugs or non-prescribed controlled substances.
- Careless, negligent, or improper use of FLC equipment or funds or conversion of the same to one's own use.
- Falsification, fraud, or omission of pertinent information in applying for a position.
- Disclosure of confidential information or failure to maintain adequate controls to safeguard confidential information.
- Habitual tardiness or absence without authorization.
- Falsification of official records.
- Any acts which may discredit oneself or FLC including but not limited to unlawful, indecent, or immoral conduct.
- Insubordination: including failure to acknowledge receipt of corrective action.
- Threatening, fighting or endangering the physical well-being of others.
- Any act of sexual harassment, harassment based on any other improper factors such as race, ethnicity, religion, age, disability, and/or abusive behavior of any kind.
- Fabricating a harassment charge against another person.

- Any action which breaches the confidentiality, integrity, or security or otherwise jeopardizes the accuracy or completeness of any church information (physically or electronically stored) or unauthorized release of passwords which permit access to electronically stored information.
- Failure to maintain satisfactory and harmonious working relationships with church members and/or fellow employees.
- Any other conduct deemed detrimental to the church, its employees, or operations.

IV. COMPENSATION PROCEDURES

A. POSITION CLASSIFICATION

Each position is classified and has a written job description. Classification criteria include ministry focuses, required skill level job complexity, called vs. non-called position, education requirements, and work experience. Positions are reviewed periodically, and reclassification might occur.

B. SALARY ADMINISTRATION

It is the policy of FLC to pay staff members a fair and equitable salary for the work they perform and the degree to which they accomplish results based on predetermined and agreed upon goals.

The Congregation Council retains authority to make changes to the salary structure and pay ranges.

C. SALARY

Salary decisions are made annually. A support-related budget (including line items for salaries, benefits, employment taxes, allowances, etc.) shall be included in the annual budget presented to the congregation for approval. The Lead Pastor's initial salary shall be approved by the congregation. Performance raises for the Lead Pastor shall be determined annually by the Council's Executive Committee. The Lead Pastor shall establish all other employee salaries in consultation with the Council's Executive Committee. Factors considered when determining a salary include the church's budget, Synod guidelines, salary survey data, letter of call, work related matters, performance review, and years of service. All salary adjustments are effective March 1, unless otherwise specified by the Congregation Council.

D. TIMEKEEPING

The work week consists of five, eight-hour days. All staff members are expected to be at work throughout their assigned work period. Hourly staff members and independent contractors as requested by FLC are responsible for recording their time which may be reviewed and approved by their immediate supervisor.

Forty hour assigned work periods can vary widely among staff members. For example, pastors frequently work Saturdays and usually work Sundays. Maintenance staff works a combination of days, nights, and weekends. Assigning 40-hour work periods and maintaining integrity for hours worked is the responsibility of the Lead Pastor.

Staff shall take one 15-minute work break per four-hour work period. These breaks are to be used for resting, non-work-related conversation, personal phone calls, or similar personal activity.

Meal breaks for hourly paid employees are 30 to 60 minutes and non-paid. Whether 30 or 60 minutes are used for meals, the time is to be non-interrupted time. Staff is strongly encouraged to take a meal break. Exceptions to this policy may be approved by the supervisor and the Lead Pastor.

Staff members are responsible for scheduling their work hours with their supervisor.

E. OVERTIME

Non-exempt staff might be required to work overtime. The employee's supervisor, in consultation with the Lead Pastor or a person designated by the Lead Pastor, must approve all overtime before the overtime occurs. If there is a question regarding overtime, consult with the supervisor or the Lead Pastor.

Overtime pay for hourly employees is paid at the rate of time and one-half for all hours worked in excess of 40 hours in a seven (7) day week (Sunday through Saturday). In determining overtime pay, the following is not included in a forty (40) hour seven (7) day period: pay for holidays not worked, time not worked due to inclement weather, personal leave, or vacation. Exempt salaried employees are not eligible for overtime pay.

Overtime can be paid compensatory time off. Compensation time shall be calculated on a time and one-half basis, i.e., 1.5 hours of compensation time for every one-hour of overtime.

F. PAYCHECKS - PAY DAY

Employees are paid twice monthly. Payment is by direct deposit. A paper or electronic pay stub is provided to the employee itemizing gross wages and deductions authorized by the employee or required by law.

G. CHANGES IN EMPLOYEE INFORMATION

All staff members should keep FLC informed of any changes in their personal status since many documents including the annual W-2 tax form are mailed to the staff member's home.

Use the Personnel Information and Approval Form to notify the Lead Pastor of changes to name, address, phone number, insurance beneficiary, marital status, dependents, emergency contacts, etc. The Lead Pastor should be notified as soon as possible following any such change.

V. ATTENDANCE AND LEAVE POLICIES

A. ATTENDANCE AND PUNCTUALITY

Non-exempt employees are paid only for hours worked. If an employee is late or absent, he/she is not paid for time lost. If an illness prevents an employee from working, he/she must notify his/her supervisor as soon as possible. It is preferable that the supervisor is notified no later than the scheduled time for reporting to work.

In case of severe weather conditions, consult the section on Inclement Weather.

B. VACATION

Employees working 20 or more hours per week for at least five consecutive months per year are eligible for paid vacation. Part-time employees working less than 20 hours per week do not earn vacation. Paid vacation is granted to all eligible employees according to length of service. Length of service is computed as follows:

- Called staff: from the date of an employee’s first call
- Other staff: from their employment date with FLC

Vacation time is calculated and earned each pay period. It is based on the number of hours worked per week and length of service. Employees begin earning vacation time immediately upon employment.

Employees can carry up to 120 hours of vacation to the following calendar year. Any vacation balance in excess of 120 hours will be forfeited as of each December 31st. Upon separation (resignation, termination, etc.) of services, an employee will be paid for any unused accrued vacation earned during the current calendar year plus any eligible vacation carried over from the prior year. If an employee has more than 120 hours of FLC accrued vacation time at the time this Personnel Policy Manual is adopted, he/she will have two full calendar years to reach the 120 hours of carryover listed in this policy before excess hours are forfeited.

Eligible employees (EE) earn vacation time at the rates shown in the following chart. These rates are per pay period, assuming 24 pay periods per year. (Called staff may earn vacation in other increments than listed in the chart below.) Full time called staff shall be granted an additional two weekends off per year. The weekends off shall be designated by the staff member and cleared with the Lead Pastor (who shall clear his/hers with the Executive Committee). The weekends cannot be accrued and the additional time off shall be taken within the calendar year or forfeited at the end of it.

Length of Service	# of Weeks (Full Year of Service)	EE Works At Least 20 Hrs./Week	EE Works At Least 25 Hrs./Week	EE Works At Least 30 Hrs./Week	EE Works At Least 35 Hrs./Week	EE Works 40 Hrs./Week
0 - 5 Years	2 Weeks	1.67	2.08	2.50	2.92	3.33
6 - 10 Years	3 Weeks	2.50	3.13	3.75	4.38	5.00
11 - 20 Years	4 Weeks	3.33	4.17	5.00	5.83	6.67
21+ Years	5 Weeks	4.17	5.21	6.25	7.29	8.33

(Note: During an employee’s first year of service, assuming he/she begins employment after January 1, the employee will not earn a full two weeks of paid vacation.)

Vacations will be scheduled in advance at the mutual convenience of the church and the employee, when the workload permits. Based upon the church needs, FLC will attempt to grant you the vacation dates you request. The use of vacation days requires prior written approval from your supervisor or the Lead Pastor. The Lead Pastor’s vacation leave will be coordinated with the Executive Committee. Every effort should be made to ensure that the full-time pastors are not on vacation leave at the same time. The church reserves the rights to deny, limit, or modify a vacation request based on church demands. The employee may not take more vacation time for the calendar year than will be earned during that calendar year or was previously accrued and not used. Vacation time should be used in half-day increments.

If your employment is terminated, you will be paid for the amount of vacation you have earned and not used. If you have used more vacation time than you have actually earned, you will be required to reimburse the church for the excess of used over earned time.

C. SICK LEAVE

Employees working 20 or more hours per week for at least five consecutive months per year are eligible for paid sick leave. Part-time employees working less than 20 hours per week do not earn sick leave.

Paid sick leave is granted to all eligible employees according to length of service. Length of service is computed from the date of the employee's first call for called staff and from the employment date with FLC for other staff members. Sick leave begins accumulating on the first pay period after the employee has reached six months of service.

Paid sick leave is calculated and earned each pay period, based on number of hours worked per week. Unused sick leave accumulates and can be carried over from year to year to a maximum of 1,040 hours. Any accrued but unused sick leave will not be paid on termination of employment.

Eligible employees (EE) earn paid sick leave at the rates shown in the following chart. These rates are per pay period, assuming 24 pay periods per year. (Called staff may earn sick leave in different increments than listed in the chart below.)

Length of Service	# of Weeks (Full Year of Service)	EE Works At Least 20 Hrs./Week	EE Works At Least 25 Hrs./Week	EE Works At Least 30 Hrs./Week	EE Works At Least 35 Hrs./Week	EE Works 40 Hrs./Week
0 – 5 Months	0 Weeks	0	0	0	0	0
6+ Months	2 Weeks	1.67	2.08	2.50	2.92	3.33

(Note: During an employee's first year of service, assuming he/she begins employment after January 1, the employee will not earn a full two weeks of paid sick leave.)

Sick leave can be used for bonafide illness, injury, doctor/dentist appointments, or care of sick family members (spouse or children). You must contact your supervisor as soon as you know that illness or injury will prevent you from reporting to work. Failure to promptly notify your supervisor may result in forfeiture of your pay.

All employees are held to high standards concerning attendance. Any inappropriate use of sick leave or excessive absenteeism will be treated as a performance issue, whether the employee is exempt or non-exempt. For this reason, supervisors are expected to monitor their employees' attendance and to address early-on patterns or problems that might develop.

For any illness or personal injury absence of three or more consecutive days, a physician's written explanation might be requested to award sick leave benefits. This certification might also be needed if absences are due to care of a sick family member.

If an employee is limited in the duties he/she can perform due to illness or injury, the church can request information from their physician describing the limitations. FLC can furnish a copy of the employee's job description to the physician to make that determination.

In the event an employee's illness or injury renders the employee unable to perform his/her regular duties, after having used his/her earned sick leave and, if eligible, having applied for disability benefits,

the FLC Congregation Council can, in its sole discretion, grant continuance of partial or full salary for a defined period of time. In this event, the employee is required to promptly provide the church written medical diagnosis information that minimally describes the condition, date illness or disability began, prescribed treatment, and estimated date of return to work.

D. PERSONAL DAYS

Two personal days will be granted each year to all full-time employees. Part-time employees working 30 hours per week earn personal days at the rates shown in the following chart. Part-time employees working less than 30 hours per week do not earn personal days.

Personal days are pro-rated during the first year of employment based on your hire date and are available as of the date of your hire.

Hire Date	Number of Personal Days	
	Full Time	Part Time (30 hrs.)
January 1 - March 31	2	1.5
April 1 - June 30	1.5	1
July 1 - September 30	1	.5
October 1 - December 31	.5	0

Personal days should be used during the calendar year earned. They do not accumulate. You are not paid for any unused personal days, whether at termination or separation. Similar to vacation days, employees are requested to schedule personal days in advance with their supervisor when using them for reasons other than family illness. Scheduling personal days should be done in conjunction with your supervisor or the Lead Pastor.

E. HOLIDAYS

The following nine (9) days are recognized and set aside as paid holidays:

- New Year's Day
- Day After Easter
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- Day after Christmas

If a holiday falls on Saturday, the church will observe the preceding Friday. If a holiday falls on a Sunday, the church will observe the following Monday. Notwithstanding the day on which a holiday falls, the Lead Pastor can determine when the church will observe the holiday. Part-time employees working less than 30 hours per week for the preceding 12 weeks are not eligible for holiday pay.

Employees working at least 30 but less than 40 hours per week for the preceding 12 weeks are paid for six (6) hours of holiday pay for each recognized holiday. Employees working 40 hours per week for the preceding 12 weeks are paid for eight (8) hours of holiday pay for each recognized holiday. These rates of holiday pay apply regardless of the employee's weekly work schedule. Authorized paid leave is considered time worked for purposes of holiday pay.

F. MATERNITY/PATERNITY/ADOPTION LEAVE

Leave under this section is for the purpose of issues related to parenting and may only be taken after six (6) months of part-time or full-time employment. Leave benefits for part-time employees will reflect their percentage of full-time employment. Employees who will be absent due to maternity/paternity or adoptive leave are requested to provide their supervisors with as much advance notice as possible.

Four (4) consecutive weeks of paid maternity leave is available to a new mother and four (4) consecutive weeks of paid paternity leave is available to a new father following the birth of her or his child. If the expectant mother's physician feels it is medically necessary for her to stop working prior to the anticipated delivery date, she will be permitted to use accrued sick leave and vacation time for this purpose. Sick time may be used by a new mother during the recovery period after the birth of her child (usually 4-6 weeks) before using the four consecutive weeks of maternity leave. A new father may use sick time after the birth of his child only if the mother or child has a health issue that requires his presence.

Four (4) consecutive weeks of paid adoptive leave is available to a new mother and four (4) consecutive weeks of paid adoptive leave is available to a new father, beginning the day the child is placed with him or her through adoption.

G. BEREAVEMENT LEAVE

Paid bereavement leave will be granted according to the following schedule: Staff members are allowed up to three consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter. To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative. Staff members are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent. To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative. Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow employee or retiree of the church, provided such absence from duty will not interfere with the normal operations of the church.

H. CIVIC DUTY

If you are required to serve on a jury or an election board during working hours, you should notify your supervisor immediately. You will receive your regular pay for a normal workday, less your jury or election board pay. This benefit is available to regular full-time and regular part-time employees. If you volunteer to serve on an election board, you must use vacation or other discretionary paid leave to cover the day.

I. RESERVE MILITARY LEAVE

Leave will be granted to members of the reserves for involuntary or required training periods and calls to active duty as needed and in accordance with government regulations. FLC follows the rules

established under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees participating in an annual tour of duty will need to provide a copy of their orders. Please contact the Lead Pastor for more information.

J. PERSONAL/CRIMINAL LITIGATION

If an employee is involved as a plaintiff or defendant, in personal, civil and/or criminal litigation not involving the church, the employee is expected to use vacation and personal days earned for the work time missed. If the employee does not have unused earned vacation or personal days, he/she must take time off without pay.

The church does not allow using sick time for litigation purposes. If the employee is subpoenaed to be a witness in a court case personal leave time can be used.

K. EMERGENCY LEAVE

Conditions might exist that necessitate an emergency leave. If such an emergency leave occurs, the employee and his/her supervisor can determine whether vacation time should be used, the time made up, or if the situation was not a true emergency and the employee was in a non-approved leave status.

L. SABBATICAL LEAVE

Sabbatical time will be included in a letter of call. At the time of the initial adoption of this manual (August 2012), the recent practice has been to award three months of sabbatical leave upon the completion of five years of service to FLC.

M. TELEWORK POLICY

Teleworking, the practice of temporarily working at home full-time or part-time instead of working in FLC's office, is a work alternative that FLC offers to some employees when it would benefit both FLC and the employee. Prior to beginning teleworking you must obtain written approval from your immediate supervisor and the Lead Pastor.

Teleworking is not a formal employee benefit, but a temporary work scheduling practice that helps employees balance the demands of their work and personal lives. Teleworking is a privilege, not a universal benefit or employee right.

An employee's compensation, benefits, work status, and work responsibilities will not change due to participation in the teleworking program. Teleworking employees must comply with all organizational rules, policies, and procedures.

N. TRAVEL AND LOCAL MILEAGE REIMBURSEMENT POLICY

When traveling on church business, stewardship and business prudence will be observed to minimize expenditures. Travel discounts should be obtained when they are available. The employee's supervisor or the Lead Pastor must approve all out-of-town travel before being undertaken. Car-pooling will be used to the extent practical.

Reimbursement for authorized travel expenses requires a completed purchase order supported by receipts for all claimed expenses and completion of claim forms furnished by the church. Personal expenses are not reimbursable. Reimbursement for using a personally owned automobile for business related travel will be at the rate allowed by the Internal Revenue Service.

Local mileage expenses directly related to the conduct of FLC business shall be reimbursed to the employee at the rate allowed by the Internal Revenue Service. Commuting expenses from the employee's place of residence to the church are not reimbursable. A mileage allowance may be provided to the pastors in lieu of direct reimbursement.

VI. BENEFITS

The Evangelical Lutheran Church in America coordinates FLC Group benefits.

A. BENEFIT PLAN ELIGIBILITY

FLC provides benefits to full-time and certain part-time employees that offer some level of protection against financial losses due to medical care expenses, disability, retirement and death.

With the exception of government-mandated benefits, all benefit plan determinations are at the discretion of FLC which reserves the right to add, delete, modify or amend any benefit plans at any time. Group Welfare Plans including health care benefits, disability, retirement, and a savings plans are included. Benefits and benefit contributions are adjusted on a pro-rata basis to account for employees working less than fulltime hours.

The following group welfare benefits are available to full-time employees and employees working 30 hours or more per week:

- Health Plan_(including hospital and medical)
- Prescription Drug
- Dental
- Vision
- Retirement Plan
- Flexible Benefit Plan

The following time-off benefits are available to full-time employee and employees working 30 hours or more per week:

- Sick Leave
- Vacation
- Holidays
- Personal Days

The following time-off benefits are available to employees working 20 hours or more per week but less than 30 hours:

- Sick Leave
- Vacation

Employees working less than 20 hours per week are not eligible for any benefits except as mandated by the government.

B. HEALTH CARE BENEFITS

All full-time employees and regular part time employees working 30 hours or more per week and five consecutive months per calendar year are eligible for health care benefits under the provider selected by the Congregation Council. Enrollment is voluntary and is effective the first day of the month

following employment. FLC pays a portion of the premiums. Information about these benefits will be distributed to new employees at the time of hire and to current employees as changes occur.

Currently, full time employees are enrolled in the ELCA Health Insurance plan at the Gold level. The congregation pays 100% of the cost of this plan for the employee. The congregation also provides coverage for eligible family members of the employee, as defined by the ELCA Health Care Plan, at the Gold level. The congregation shall cover the cost of up to 75% of the Gold level family coverage. These monies are for health insurance only. If an employee elects to opt out of the plan provided by the congregation, they may do so, but the monies may only be used for health insurance purposes. Billing statements from these other plans must be provided to ensure that the funds are being used for health insurance premiums.

This option will be considered on a per-case basis, and the allowance may not exceed the cost of directly providing individual health insurance coverage to the employee or the cost of insurance provided by the spousal coverage.

C. RETIREMENT PLAN

All full-time employees and regular part time employees working 20 hours or more per week and five consecutive months per calendar year are eligible for retirement benefits under the Retirement Plan (RP) affiliated with the Evangelical Lutheran Church in America. FLC pays contributions to the RP in accordance to Board of Pension rules in place at the time of hire; employees may not contribute directly to the plan (except that they may designate a portion of their salary to be contributed to the plan within the rules and restrictions of the plan).

Your enrollment with the Evangelical Lutheran Church in America plan is at the option of the church, as FLC may seek alternatives to providing retirement benefits or any other benefit.

Information about these benefits will be distributed to new employees at the time of hire and to current employees as changes occur.

D. WORKERS' COMPENSATION

FLC insures all staff for injuries/illnesses that occur as a result of their work, as required by law. FLC will follow all workers' compensation guidelines set forth by the State of Nebraska. All work-related injuries/illnesses must be reported to your supervisor or the Lead Pastor immediately, regardless of the nature or severity.

Workers' Compensation pays for all medical expenses related to on-the-job illnesses or injuries. Worker's Compensation also pays the employee a percentage of their wage for time off after a certain waiting period. Employees may use sick leave during this time. However, FLC will coordinate with the carrier to ensure that employees receive no more than 100% of their pay during this time off.

In case of an emergency, you should go to the nearest emergency medical facility for treatment. If you receive medical treatment, you must have a doctor's authorization to return to work. A case manager will review all workers' compensation claims and may work with you directly to assist your case and your return to work.

E. FLEXIBLE BENEFIT PLAN

A Flexible Benefit Plan is maintained to provide employees an opportunity to set aside pre-taxed dollars from their paychecks for reimbursement of qualified expenses they have incurred. This is a calendar

year plan beginning January 1 and requires re-enrollment each year. All pre-taxed dollars withheld from paychecks must be utilized within the calendar year it was withheld and cannot be refunded. Read the qualifications of the Flexible Benefit Plan carefully each year should you decide to participate in it, as the plan's terms may change.

The plan allows for reimbursement of certain expenses incurred, including the employees' portion of group insurance premiums, as well as eligible medical, dental, vision, hearing, childcare expenses, and related expenses. The payment of insurance premiums is not included.

Employees must enroll in the plan each year. New employees can enroll for the portion of the year in which they were hired.

F. JOB-RELATED TRAINING

Employees are encouraged to attend job-related workshops and conferences. Time off and reimbursement for such training require prior approval by the employee's supervisor and the Lead Pastor. If an employee is enrolled in a formal education program, attendance at conferences/workshops should be minimal.

G. TUITION REIMBURSEMENT

Any full-time employee with two or more years of service as a full-time employee (40 hours per week) may make written application for assistance in continuing education. Approval of any application depends on the type of education, its value to the employee and the church, and availability of congregational resources. If approved by the Lead Pastor or the employees' immediate supervisor, reimbursement will be 50 percent of tuition, only upon receipt of written evidence of satisfactory completion with a grade of at least a C or its equivalent. Reimbursement for education related travel expenses can be considered and authorized in the approval process. Education related reimbursement requires the approval of the Congregation Council on a prior approval and individual basis.

H. CONTINUING EDUCATION

Full-time program and/or called staff members will be granted 13 working days for continuing education at the time of employment and each following anniversary date, and a related stipend of an annual amount set within the Congregation budget. The use of educational benefits is strongly encouraged and should be arranged with the Lead Pastor and the Congregation Council. Staff members may carry forward from year to year ten unused continuing education days up to a maximum of 25 days as well as a maximum of \$4,000 in unspent funds. For called staff transferring to another institution within the ECLA, the church will transfer any unused continuing education funds to the employee's new institution. Staff members will not have a claim for pay in lieu of unused education days.

Qualifying continuing education shall be understood to include course of study, research, private studies and attendance at seminars, conferences and assemblies. It will not include attendance at conferences or assemblies that the staff person is requested to attend in an official capacity representing the church or the synod.

Other staff members are also encouraged to explore continuing education opportunities and/or training. The Lead Pastor will consider requests on a case-by-case basis.

VII. NEWS MEDIA CONTACTS

When a member of the news media contacts FLC, that person will be referred to the Lead Pastor or his/her designee. Aside from the Lead Pastor or his/her designee, no one is to make statements to the news media regarding FLC policy, events, or similar matters.

VIII. LEAVING FLC

A. RESIGNATION/TERMINATION

Employees who resign are expected to provide at least two (2) weeks' notice in advance of the date of separation. Those employees who do give a two-week notice will be considered to have resigned in good standing and will be paid any earned vacation time, as defined above, which has not been received.

In like manner, any employee may be terminated by the church for any reason by giving the employee two (2) weeks' notice in advance of the separation date or pay for two (2) weeks in lieu thereof. Any employee who is absent for two (2) consecutive working days without notice to the church can be terminated automatically.

Employees who are terminated for cause, such as a violation of church rules, impropriety, or behavior not being above reproach is not entitled to two (2) weeks' notice or pay in lieu thereof. No severance pay is awarded.

All exiting persons are paid for any earned, unused accumulated vacation. FLC does not pay for accumulated sick leave or personal days.

The church can, in its sole discretion, consult with the Nebraska Synod concerning termination of a called staff person. If termination is for violation of the vows of his/her office, no severance pay is awarded. The person is paid for salary due on the date of separation. The person is not paid for earned vacation for a breach of the employment contract.

B. POST RESIGNATION/TERMINATION PROCEDURES

Any person who leaves the employment of FLC (regardless of the reason: resignation, termination, retirement, acceptance of a call to another church, etc.) is required to turn in all church keys, church property in his/her possession, credit cards, phone calling cards, etc., before final compensation is paid. Likewise, any unpaid debt owed to the church must be resolved before final compensation is paid or it is deducted from final compensation. The cost of church property not returned can be deducted from final compensation or proper restitution will be sought.

C. REFERENCES

Should FLC ever be called upon for reference purposes concerning a former staff person, only the employment dates and position title for that person shall be released. If an employee desires FLC to release any other information about him/her, he/she must provide written authorization. This form is available from the Lead Pastor. (See Appendix E.)

D. EMPLOYMENT POLICIES

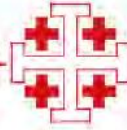
These policies will be reviewed periodically by the Congregation Council or a committee it. Each employee will be asked to sign a statement indicating he/she has received a copy of the Personnel

Policy Manual and that he/she has and understands the policies. (See Appendix D.) Any policies that existed prior to the Issue Date of these policies are revoked.

END

IX. APPENDICES

A. SAMPLE LETTER OF CALL



LETTER OF CALL

TO AN ORDAINED MINISTER OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA

*In the Name of the Father,
and of the Son, and of the Holy Spirit. Amen.*

With prayers for the guidance of the Holy Spirit to do God's will,

a congregation of the

of the Evangelical Lutheran Church in America
meeting on

extends to you this call to serve as

We call you to exercise among us the ministry of Word and Sacrament which God has established and which the Holy Spirit empowers: To preach and teach the Word of God in accordance with the Holy Scriptures and the Lutheran Confessions; to administer Holy Baptism and Holy Communion; to lead us in worship; to proclaim the forgiveness of sins; to provide pastoral care; to speak for justice in behalf of the poor and oppressed; to encourage persons to prepare for the ministry of the Gospel; to impart knowledge of the Evangelical Lutheran Church in America and its wider ministry; to endeavor to increase support given by our congregation to the work of our whole church; to equip us for witness and service; and guide us in proclaiming God's love through word and deed.

In accepting this call, you hereby promise to fulfill this pastoral ministry in accord with the standards and policies for ordained ministers of the Evangelical Lutheran Church in America. Therefore, be diligent in the study of Holy Scripture, in use of the means of grace, in prayer, in faithful service, and in holy living.

With this call, we pledge our prayers, love, esteem, and personal support for the sake of the ministry entrusted to you by God and for our ministry together in Christ's name. Specific responsibilities, compensation, benefits, and conditions of this call are contained in a document related to this call.

In testimony of this call, we have subscribed our names on behalf of the congregation on this
day of _____, A.D. _____

President

Secretary

Attested by _____

Bishop of the _____

Date of synodical bishop's signing _____

B. SAFE SANCTUARY POLICY

The following policy was adopted by the Congregation Council on August 14, 2012.

C. STATEMENT REGARDING REVIEW OF PERSONNEL POLICIES

Acknowledgment of Receipt of Personnel Policy Manual

I, _____, affirm that I have received a copy of the Personnel Policy Manual of First Lutheran Church. I have examined the contents and understand the meaning of the statements, policies, and procedures included in this Personnel Policy Manual and have had the opportunity to ask questions for clarification of any policies that I was unsure of. I further agree to abide by the policies found in this Personnel Policy Manual.

I understand that neither this Personnel Policy Manual, this receipt, nor any verbal statement made in the course of my employment constitutes a contract. Rather, I understand that this personnel Policy Manual includes general guidelines and policies that are intended to be followed, but which may be changed at any time by First Lutheran Church.

Dated this _____ day of _____, 20__.

(Print Name)

(Signature)

D. CONFLICT OF INTEREST STATEMENT

Disclosure of Conflicts of Interest

I have the following conflicts of interest to report:

Signature

Date

E. REFERENCE RELEASE FORM

Authorization to Release Information

I hereby authorize First Lutheran Church or its authorized representatives to obtain and release any information pertaining to my background, including but not limited to, any information (including opinions) concerning my employment history, education, character, general reputation, work habits, salary or other areas of importance to a prospective employer, for employment purposes. I fully release and discharge all sources providing information from all claims and damages arising out of or relating to any investigation of my background for said purposes.

I understand that I may revoke this Release at any time, and, if so, I must do it in writing and will hold the reference source at First Lutheran harmless for any actions already taken in reliance upon this Release.

Name: _____

Date of Birth: _____ Social Sec. No.: _____

Driver's License No.: _____ State _____

Current Address _____

Signature

Date

First Lutheran Church
Council Report for May 2021
June 8, 2021
Rev. Stephen Griffith

Call Process

At the end of April, the Call Committee met with the Council to report on their work and to recommend a candidate for Lead Pastor. During May the Council interviewed the candidate and voted to recommend the congregation extend a call. A visit by the candidate to meet the congregation, lead worship and preach is scheduled for June 12-13. A congregational meeting to vote on a resolution of call and compensation package is scheduled for June 20.

COVID-19 Pandemic and Reopening

The number of cases in Lancaster County has declined to a very low level and seems to be holding steady. In May, the Lincoln/Lancaster County Health Department allowed all Directed Health Measures to expire, ending the requirement to wear masks and removing the limit on the size of gatherings. The COVID Task Force recommended ending our own limits on worship capacity and allowing singing in worship services. Adults who have been fully vaccinated may gather without masks, with one exception. Adults who have not been vaccinated should continue to wear masks. Although many adults have been vaccinated, the vaccines had just been approved for children ages 12-15, and still are not available for children under 12. The task force recommended asking people to continue to wear masks for a while longer in worship and in gatherings with children present.

On June 1, the task force further recommended ending the mask requirement entirely, and to allow serving food and beverage in gatherings at the church. They noted that in planning Vacation Bible School, our childrens' and youth ministries have already planned to ask adult helpers to wear masks while working with the children.

Worship and Prayer

We have resumed congregational singing in worship, and have returned to serving Holy Communion during the service rather than waiting to the end with the people exiting following. We have returned to involving acolyte, crucifer, Bible bearer, communion assistants, and assisting minister in the procession. The Saturday evening service has returned to the Chapel. Steve Lenzen has provided coffee and cookies under the Portico between services, and we anticipate resuming coffee fellowship indoors.

Building and Property

Special thanks to Barb Monson and Steve Eicher on the Dimensions Liaison team, and Steve Lenzen and others on the Property Committee, for holding a work day. A good number of congregation members were joined by parents and staff of Dimensions Education Program to add mulch and sand to the Outdoor Learning area. A climbing structure was added, along with edging along the sidewalks to retain the mulch more effectively. In addition, the bicycle rack, which had been removed during construction,

was installed under the Portico. Sod removed from the area of the bicycle rack was placed in several areas.

Staffing

Travis Ferris has resigned as Building Superintendent, effective July 1, 2021, citing personal and family reasons. We initially defined this position as one-half time, but hired Travis for fewer hours on a temporary basis. This let us fill the position immediately while we evaluated a more permanent hire. Travis proved to be an asset to the congregation. He remains a friend of the congregation, and will be available to help train and answer questions. We are seeking someone to work 20 hours per week, and will reassess the weekend custodian position.

Columbarium

The Columbarium Committee planned and hosted a Memorial Service on May 31. The Memorial Garden was open for family members and friends to visit and pay their respects. Special thanks to Jeff and Lisa Culbertson for extra cleanup to make the Memorial Garden especially welcoming and beautiful. All but 20 of the 112 niches in the columbarium have been sold. The committee has ordered 40 additional niches, which will be installed on either side of the present structure.

Other

The past 11 months I have spent with you at First Lutheran have been a great joy. I count it a highlight of my ministry. As this phase of the transition moves toward completion, I am privileged to have been able to walk with you during this time.

With much love,
Pastor Steve

May Council Report

June 1, 2021

It has been a busy month as we continue to move forward in our opening up. I am so happy to be able to meet more people as they have returned to worship. It is evident to me that we have all missed our in-person worship and the fellowship that is and always has been so important in this faith community.

I continue to be humbled to serve our folks with their pastoral care needs. We celebrated the life of Neil Simley on May 8, 2021, here at the church. I have also made several hospital visits. Judy Bailey and I will be co-facilitating a Death and Grief Group beginning on June 17 here at the church and it will continue for six weeks.

We had our Dimensions Advisory Board meeting on May 12, 2021. We also had a workday here at the church on May 15, 2021. This workday was planned to clean up the outdoor classroom. This was well attended by members of first Lutheran Church property committee, members of the Advisory Board, staff members and parents of Dimension Pre-School. It was a great day, and all of the planned tasks were completed. A special thanks to Barb Monson who took the lead from First Lutheran on this project. Our next scheduled meeting is on June 9, 2021.

I was able to participate with staff in the Intergenerate & Children's Spirit Conference by Zoom here at the church on May 24-26. There were some very good speakers and workshop presenters addressing both challenges and possibilities we have within the church. We are also looking forward to having Vacation Bible School in July.

Serving by God's Amazing Grace,

Pastor Bill

Director of Worship and Music

Masako Bacon

May, 2021

Sunday Musicians

May 2 Both- Matt Reckmeyer, Cherub Choir (pre-recorded)

8:15- David Pitts, 10:45 - Tracy Knezvic

May 9 Both - Chorister Choir (pre-recorded)

8:15 - Gordon Youngquist, 10:45 - Zachary Bushard

May 16 8:15 - Ann Nitzel, The Niebuhr Family, Kara & Sebastian Baxter

10:45 - Navy Mathes, Bennett Bacon

May 23 (Pentecost)

Both - Adult Choir (pre-recorded)

8:15 - Erin Pfister, Spencer Janssen, RJ Metteer, Jay Sears, Spirit Ringer I

(Christine Carman, Sandy Latshaw, Brian & Erin Niebuhr, Shirley Rogge,
Karen Statham, Denise Tiedgen)

8:15- Kristi Fisher, Alex Hinton, Matt Reckmeyer , Spirit Ringer II (Kristi Fisher,
Martha Tanner, Richard & Ann Bouma),

May 30 8:15 - Grace Niebuhr, Gordon Youngquist

Overview

Kudos to the people who kept their and their children's praise going throughout this COVID year. The music making through Zoom was challenging, not experiencing the joy of communal music making at all. But they did so faithfully to keep their praises from the love of God. Praise be to God for the wonderful people who served as musicians, worship assistants, and other roles with many adjustments and complications. Sincere appreciation goes to the ministry leaders.

Children's Choirs celebrated their ministry with games and rewards at Robert's Park. Due to COVID, we were not able to have a picnic like other years. We plan to have a picnic in August to kick-off and to rebuild the program.

New Phase for Worship Service

As COVID cases have been decreasing, we gradually moved worship to "back to normal." As of June 2, the COVID Task Force approved to have a regular worship service (without Common cups for Communion). Each step to follow and adopt the COVID protocol required leadership of Usher teams and Altar Guild. We are so grateful for their ministries. "Normal" worship services require more worship assistants. We pray that more people come back to church and enjoy serving together to be a part of worship services.

Summer Program

During the summer, varieties of small ensembles are planned. Each group is a one-time commitment and rehearses a few times prior to their Sunday.

Respectfully submitted,

Soli Deo Gloria

Masako Bacon

Sharon Hardel's Report to Council May 12, 2021 – June 8, 2021

Activities This Month:

I continue to start zoom sessions and meet with the following groups: Faith to Go (2nd and 4th Wednesday), and Gather and Gab (every Thursday). The Coffee Talk group has moved back to in person meeting and are going to try some different coffee shops / restaurants around town to gather for the summer.

The Book study group with the Synod that I joined last month finished reading "The Innovative Church" and now we are reading it as staff. I am continuing with the Synod book group and we will bring our next book, "Transformative Lutheran Theologies", on June 10.

The Learning year finished on May 16. We held a small celebration with donut holes and juice boxes. All participants enjoyed a scavenger hunt which concluded with a small treat. Lindsey and I have begun discussion for fall programming.

We held a Youth Group gathering on May 16 and did a "Popsicle Stick" prayer practice and played games. Some get togethers will be held over the summer as schedules permit.

Our Accompaniment trip is set for July 3 – 9 in Savannah Georgia. We held a prayer partner and information meeting on May 22. We hope to begin an Envelope fundraiser on June 12/13 if council gives the ok. The fundraiser simply asks for members to donate money in any amount from \$1 - \$250. Members take the envelope labeled with the dollar amount they want to donate and turn it in to the church office via the offering plate or dropping it in person. If all envelopes are returned the youth could make over \$31,000 with this one fundraiser, which would cover more than 2 years of trips. As envelopes are taken a picture of the youth going on the trip will be revealed as well as information about Savannah and what we will be doing while we are there.

Dinner + Learning ended on May 12 with an in person meeting with parents, youth, and upcoming 6th graders and parents. We had conversation on the Cost of Discipleship and then did a Q&A time about what may be in store for fall. I am proud of the students who continued to go on Zoom 2x a month to continue conversations on various topics while we were in pandemic mode and am hopeful that we can get back to our intergenerational program this fall.

We held a Baccalaureate service on May 23 for our 10 High School Graduates. It was a lovely service and we were able to have some light refreshments outside afterwards. The service was live streamed, so you can find it on the church website if you would like to watch it.

I continue to participate in Staff meetings, Covid Task Force meetings, and Adult Forum meetings. I also participated in two virtual conferences in May: The Courageous Church Conference suggested by Barb Johnson Frank...the speakers were so good and inspiring that we purchased the videos and Barb and I started brainstorming how we may share the information. As a staff we participated in the Intergenerate and Children's Ministry Summit Conference and we also have access to all the workshop

and keynote speaker sessions. There was also a lot of ideas and information shared at this conference and I am most excited about pursuing a Sankofa Experience which is an intergenerational learning journey about social justice issues. I also attended an ELCA Youth Gathering webinar about volunteering. I am hoping some of our college students and young adults will serve as volunteers for the week since the Gathering will be held in Minneapolis next summer.

Projects Working On:

1. Summer accompaniment trip – 11 youth and 4 adults are registered. We will also have one youth from Faith Lutheran in Seward joining us on the trip. She is from Pastor Myles Ruch's church and he is going as one of our advisors.
2. VBS – Compassion Camp: Registration is up so please register if you are able to participate July 5 – 9.
3. Planning for the Fall - Wondering with Lindsey what Sunday Morning Learning might look like as we have not seen a lot of families returning to worship.
4. Dinner + Learning looking at Fall and planning intro and exit retreats.

Keeping you all in prayer,

Sharon Hardel

Council Report

May 2021

FaithTrek met on May 2 to learn about loving our neighbor. We also met on May 16 for an end of the year celebration, along with some middle and high school youth. Sharon and I also began planning our Vacation Bible School for July 5-9. Towards the end of the month I, along with First Lutheran staff, attended a virtual Intergenerational conference. I came away with ideas for our 2021-2022 learning year and am excited to start planning for the upcoming school year.

Blessings,

Lindsey Boyle

FLC Endowment BD Financials: 3/31/2021

K. Peppmuller

ELCA Fund A Activity & Balance

Updated 5/5/2021

Date	Additions	Withdrawals	Reinvest - MMA	Change in Market Value	Market Value	Distribution	Cumulative Distributions	Annual Distribution Projection	
8/30/2018	397,032.67			(21.32)					
9/30/2018					397,011.35	1,090.82	1,090.82		
12/31/2018			21.32	(39,556.47)	357,476.20	3,413.28	4,504.10		
3/31/2019				33,172.90	390,649.10	3,650.31	8,154.41		
6/30/2019				4,518.14	395,167.24	3,690.87	11,845.28		
9/30/2019				(2,176.74)	392,990.50	3,731.43	15,576.71	14,485.89	
12/31/2019				16,507.23	413,229.16	3,731.43	19,308.14	14,804.04	413,229.16
3/31/2020	3,000.00		0.12	(69,431.09)	346,798.19	3,780.49	23,088.63	14,934.22	346,798.19
6/30/2020	9,000.00		1.54	41,307.36	397,107.09	3,829.97	26,918.60	15,073.32	397,107.09
9/30/2020	-		-	20,235.26	417,342.35	3,931.85	30,850.45	15,273.74	417,342.35
12/31/2020	-			40,515.28	457,857.63	3,931.85	34,782.30	15,474.16	457,857.63
3/31/2021	10,000.00			10,452.76	478,310.39	3,985.16	38,767.46	15,678.83	478,310.16
blank									(0.23)
					409,032.67	Could be transferred in Q2 '21	9,790.79		
							488,101.18		

USBank

Date	Deposits: Contributions	Deposits: General	Deposits: ELCA Fund A	Disbursed	Interest	Balance	Outstanding Checks	Balance Net of O/S Checks	US Bank Statement	Recon Variance
12/31/2019	10,225.00		3,731.43	(250.00)	0.04	28,289.58	-	28,289.58	28,289.58	-
12/31/2020			3,931.85	(1,500.00)		22,885.78	-	22,885.78	22,885.78	-
1/31/2021	1,000.00				0.20	23,885.98	(10,000.00)	13,885.98	23,885.98	-
2/28/2021				(10,000.00)	0.02	13,886.00	-	13,886.00	13,886.00	-
3/31/2021						13,886.00		13,886.00	13,886.00	-
4/30/2021								-	-	-
5/31/2021								-	-	-
6/30/2021								-	-	-
7/31/2021								-	-	-
8/31/2021								-	-	-
9/30/2021								-	-	-
10/31/2021								-	-	-
11/30/2021								-	-	-
12/31/2021								-	-	-
blank										
Activity 2021	1,000.00	-	-	(10,000.00)	0.22	13,886.00	-	13,886.00	13,886.00	-

Deposits from Fund A (approx. next 3 qtrs in 2021)
 Remaining to Distribute in 2021 (at 4% rate)
 Distributed YTD in Current Year

12,285.63
 (16,380.84)

Total Portfolio
492,196.39

Funds Available to send to ELCA Fund A

9,790.79

Principal	380,292.32
In Excess	111,904.07

Disbursements in 2021:

Date	Ck#	Payee	Amount	Cleared	Date Cleared	Outstanding
1/26/2021	1031	ELCA Fund A	10,000.00	(10,000.00)	2/5/2021	-
						-

Quarterly Distribution Proj.	
Balance	\$
12/31/2018	357,476.20
12/31/2019	413,229.16
12/31/2020	457,857.63
Average	409,521.00
% distribute	4.0%
'21 qtrly dist	\$ 4,095.21

10,000.00 (10,000.00)

Distributed in 2021:

2020 Available		Scholarships	ELCA Missions	Community Outreach	Unallocated
Distribute %	Distribute \$'s				
3.0%	11,500.00	-	-		11,500.00
3.5%	13,400.00	-	#REF!	#REF!	#REF!
4.0%	15,300.00	-			15,300.00
		0%	#REF!	#REF!	



ELCA ENDOWMENT FUND POOLED TRUST

01/01/2021 Through 03/31/2021

Account Number: E272658

Account Name: FIRST EVANGELICAL LUTHERAN CHURCH ENDOWMENT FUND LINCOLN,NE

FIRST EVANGELICAL LUTHERAN CHURCH
LINCOLN,NE
1551 S 70TH ST
LINCOLN, NEBRASKA 68506-1504

ELCA Endowment Fund
8765 West Higgins Road
Chicago, IL 60631
Phone 800-638-3522 x2970

PORTFOLIO SUMMARY

Asset Description	Market Value
FUNDA	\$478,310.16
	<u>\$478,310.16</u>

ACCOUNT ACTIVITY SUMMARY

Beginning Balance	\$457,857.40
Additions	10,000.00
Withdrawals	0.00
Change in Market Value	<u>10,452.76</u>
Ending Balance	<u>\$478,310.16</u>

ASSET DETAILS

Asset Description	Shares	Market Price	Market Value
FUNDA	321.402092	1,488.198652	\$478,310.16
		Grand Total	<u>\$478,310.16</u>

INCOME DISTRIBUTIONS

Description	Date	Amount
Endowment Quarterly Distribution	03/31/2021	(3,985.61)
Endowment Quarterly Distribution	03/31/2021	3,985.61
Endowment Quarterly Distribution	03/31/2021	(3,985.61)
	Total Income Distributions	<u>\$(3,985.61)</u>

ADDITIONS AND WITHDRAWALS

Purchase Details	Date	Price	Shares	Amount
FUNDA	02/28/2021	1,445.11	6.919909	10,000.00
			Total Purchases	<u>\$10,000.00</u>



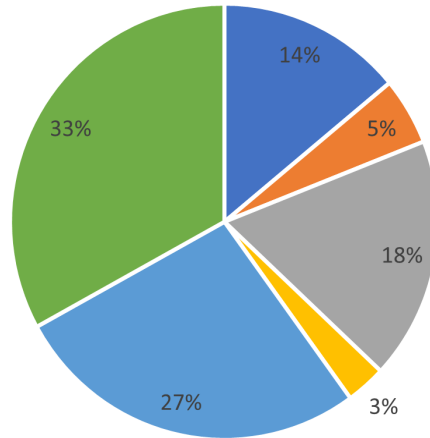
ELCA ENDOWMENT FUND POOLED TRUST

01/01/2021 Through 03/31/2021

Account Number: E272658

Account Name: FIRST EVANGELICAL LUTHERAN CHURCH ENDOWMENT FUND LINCOLN,NE

FUND A Asset Allocation



- ALTERNATIVE INVESTMENTS
- CASH AND EQUIVALENTS
- GLOBAL REAL ESTATE SECURITIES
- U.S. EQUITY
- FIXED INCOME
- NON-U.S. EQUITY

NOTES

IMPORTANT NOTICE REGARDING WITHDRAWALS: On-demand withdrawals from Fund A will be reflected on your statement as the book value of units sold for that withdrawal. The Foundation will send you a withdrawal detail sheet for all transactions providing both book value and fair market value of the withdrawal. Please contact your Regional Gift Planner if you have any questions regarding this issue.

Annual distribution amount (paid quarterly) for 2020 was \$49.602 per unit. The annual distribution amount for 2021 is \$51.963. Both represent 4.0% of the average market value of the five previous year ends.

All purchases, including reinvestments, are made at the previous month end unit value. For example, all March additions and reinvestments were purchased at the February month end unit value.

Accounting for the Endowment Fund Pooled Trust is on a market value basis. The management fee is based on Fund A's net asset value and is paid monthly to the trustee on the last business day of each month. The management fee is an administrative fee of 60 bps and an expense ratio of approximately 44 bps. Please refer to the current Disclosure Statement for a full description of the Fund's fees and expenses.



P.O. Box 1800
Saint Paul, Minnesota 55101-0800

70296 TRN S Y ST01

Wealth Management Business Statement

Account Number:

1 508 7521 7823

Statement Period:

Mar 1, 2021

through

Mar 31, 2021



Page 1 of 1

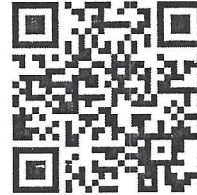


000032273 01 AB 0.428 000638771751010 P Y
FIRST EVANGELICAL LUTHERAN CHURCH OF
LINCOLN, NEBRASKA
ENDOWMENT ACCOUNT
1551 S 70TH ST
LINCOLN NE 68506-1504

Contact a Wealth Management Banking Services Associate at 800.236.7700, 24 hours a day, 7 days a week for questions about your account(s). Visit usbank.com to view your statement online.

NEWS FOR YOU

Scan here with your phone's camera to download the U.S. Bank Mobile App.



INFORMATION YOU SHOULD KNOW

Effective May 10, 2021 the "Your Deposit Account Agreement" booklet will include several updates and may affect your rights. The main updates to note in the revised "Your Deposit Account Agreement" booklet sections and sub sections, include:

- Multiple sub sections updated with U.S. Bank Mobile App service available
- Section "Authorized Access and Power of Attorney", clarification on owner knowledge of death
- Section "Insufficient Funds and Overdrafts"; sub sections "Our Fees", "Overdraft Handling" and "Requested Return", clarification on the curing of the Extended Overdraft Fee
- Section "Return of Cancelled Checks", updates to the options of how you receive copies of your paid checks in your monthly account statement
- Section S.T.A.R.T. Goals and Rewards (Note that new enrollment discontinued as of November 15, 2015), update in the Reward Card language

Starting May 10th, you may pick up copies at your local branch, view on usbank.com, or call 800.USBANKS (872.2657) to request copies. If you have any questions, our bankers are available to help at your local branch. You can also call us at U.S. Bank 24-Hour Banking at 800.USBANKS (872.2657). We accept relay calls.

GOLD BUSINESS CHECKING WITH INTEREST

Member FDIC

U.S. Bank National Association

Account Number 1-508-7521-7823

Account Summary

Beginning Balance on Mar 1	\$	13,886.00	Interest Paid this Year	\$	0.22
Ending Balance on Mar 31, 2021	\$	13,886.00	Number of Days in Statement Period		31

The purpose of the First Lutheran Church Endowment Board is to grow the portfolio such that the annual distributions do not expend any of the principal of the fund and the portfolio meets a socially responsible investment strategy. It shall be the policy of the Board to distribute up to 6% of the preceding three-year average balance, while never expending the donating principal of the fund.

First Lutheran Endowment Board Minutes

May 6, 2021 via Zoom

Opening Devotion – Al Williams

Call to Order – Ann Carlson

Review of Board Members

- Al Williams – 2nd Term, 3rd Year
- Randy Hinton – 1st Term, 3rd Year
- Ann Carlson – 1st Term, 2nd Year
- Tyler Mainquist – 1st Term, 1st Year
- Karen Peppmuller – 1st Term, 1st Year

Approve Minutes of Board Meeting for May 6, 2021 – Randy Hinton

- Meeting minutes from previous board meeting were discussed, moved for approval by Karen Peppmuller and 2nd by Tyler Mainquist. All members approved the minutes as presented.
-

Financial Report – Karen Peppmuller

- Total portfolio balance in both Fund A and US Bank account as of 3/31/2021 was \$482,196. Fund A balance had a market value increase in Q1 2021 of \$10,452. On 3/31/2021 a transfer of \$10,000 was made from the US Bank account to the Fund A account.
- Financial report was moved for approval by Al Williams and 2nd by Randy Hinton. All members approved the financial report as presented.



**Endow Bd
Financials Q1 2021.p**

Old Business

- The board agreed to hold a meeting on 6/24/2021 to discuss scholarships applications
- Based on the latest Covid 19 church meeting guidelines, it was decided to meet in person going forward.

New Business

- Schedule of Quarterly Meetings – June 24, August 2, November 1
- Karen mentioned that she will be setting up online access for ELCA fund A

- Marketing/Promotions
 - AI indicated that the Memorial Day flyer will be included in the church bulletins again this year.
 - AI indicated the All Saints Day insert is in the works.

- Scholarships
 - Scholarship application process will be posted in the Voice.
 - No Senior Dinner this year, but still having Senior Bachelorette Service. AI will give small scholarship promotion speech at the Bachelorette Service.
 - We will continue to use the online scholarship application process.
 - Scholarship submissions will start on May 15th with deadline of June 14th.
 - Church office will send copies of all scholarship applications to each endowment board member for review.
 - The group agreed that the Meet and Greet with the scholarship applicants will be held on July 15th. The format of the Meet and Greet was discussed and it was decided to keep it the same as the last Meet and Greet. Format will be a Round-Table “get to know” each other trying to focus the discussion on faith and building on that during college life.

- Other
 - Tyler presented
 - *I sat in on the Fund A presentation on Friday. The managers are doing well, and I liked the answers to the questions that were asked. Also had a follow-up conversation with the meeting host since he was a pastor at Sheridan while we were there years ago. They said that they would send the presentation to attendees. Haven't seen that yet, but I'll paste info below re: the recording plus next presentation. I have registered for the July call.*
 - *I'm also on the Stewardship Committee, and one of the other members asked about putting out messaging to the congregation about giving appreciated assets, with the stock market being at or near all-time highs. It may be appropriate to include Endowment Fund as another recipient for people to consider. There may also be a follow-up capital campaign.*
 - *I'm helping to update the sheet that Bryan has on hand to tell people how to do direct transfers of assets, a holdover from the recent capital campaign. If any of you have old sheets please be aware it will be modified a bit.*
 - *A week+ ago I was asked to present via Zoom to another local church re: “Smarter Charitable Giving” – mainly focused on how to optimize giving choices based on the type of assets that people hold combined with income tax obligations and opportunities. That is something that could be done at FLC also, both from a Stewardship (including capital campaign, if one is started) and Endowment perspective since the material covers both current and planned giving. Could be Adult Forum or something separate.*
 - *Stewardship Committee meets next week so nothing has been discussed yet.*

- Ann reported that the Endowment Board is anticipating a donation from the estates of Carol Reid and Andrew Morrow. Exact timing and amount of those gifts are unknown at this time.
- Ann reported that she has the Board Committee notebooks and will bring them to the next Board Meeting.
- Going forward Randy will CC Cindy at the Church office when sending out the meeting minutes.

Adjournment

US Bank Contacts – Todd Wonderchek(todd.wondercheck@usbank.com) and Burgundy Hajek (burgundy.hajek@usbank.com)

ELCA Fund A Gregory Kramer(gregory.kramer@elca.org)

FLC Executive Committee Minutes

1 June 2021

Members present: Denise Mainquist, Brian Niebuhr, Rebecca Pfabe, Scott Seebohm, Steve Griffith

1. Opening Prayer
2. Motion for Coaching Funds for Lead Pastor: Denise ran this by the Synod office/Pastor Megan. They are planning something like this but it is not ready. Fred Ohles submitted a motion. There would be funds available for the pastor to meet with a coach (synod may have some recommendations or the pastor may find someone else) for consultation to seek advice, hone skills etc. The intention is to make the pastor successful while the pastor is with us. There was discussion of the duration the funds would be available and it was suggested it be for 2 years. This is in addition to the compensation package that will be offered. A vote was taken by the exec committee, the transitional pastor did not vote. The motion carried.
3. Columbarium Committee: A motion is presented for Kay Rockwell and Jan Mares to be appointed to a 3 year term. The motion is carried.
4. Special Meeting Notice to Congregation: This needs to come out very soon (to be mailed 6/2/2021). There is a letter proposed. Steve will talk to Kathleen about what is needed from her for those who will be attending remotely.

Who needs to be available to help on the day of the vote:

Counting (by the council)

Keeping track of who is attending, ensure a quorum

We can have a list of the eligible voters available that day, if it is needed

Vote for the pastor needs to be a paper vote

Vote for compensation can be a voice vote

5. Candidate weekend: Fred is organizing, there will be a meet and greet Saturday and Sunday. Denise will meet with the candidate regarding the services.
6. Personnel Policy: This was discussed with changes. The Conflict of Interest section was discussed at length. This is for a way for someone to know when they might have a conflict of interest and how to be transparent about it. A situation can be presented as a potential conflict of interest. The "additional employment" section was added by the Synod attorney. A lot of the changes came from the ELCA personnel policy. Denise will adjust the paragraph about PII and sensitive information in emails.

7. Travis Ferris has resigned as building superintendent effective 7/1/2021. Steve has talked to Cyndi about filling this position. Steve would like to find someone we could hire for 20 hours a week. Travis and some vendors are willing to train the new employee.
8. Offer from Synod to assist with preparing for new pastor: Denise will follow up with some of the resources (example: financial best practices)
9. Pastor Steve brought up an issue an usher brought to him about the flags (American and State of Nebraska) that are not currently where they used to be outside the main doors to the sanctuary.

Fellowship Committee Meeting

Tuesday, April 11, 2021

Attending: Ann Allen, Judy Bailey, Judy Batterman (coordinator), Pat Dewald, Carlene Falos, Phyllis Frickel, Cindy Schuster, Carol Tesar, Scott Williamson, Gordon Wolfe, Linda Carlson

We welcomed our new member, Scott Williamson.

Devotions: Carlene Falos

Next month: Linda Carlson

Upcoming Events

1. **Reception/Social Event** for our church neighbors to the south, west, and north (Clock Tower business people) – Pastor Steve has asked our committee to be in charge of the gathering. We struggled as we talked about possible activities, location (inside/outside) who and how to invite people, coronavirus restrictions and loosening of restrictions. If we try to conduct this event soon, we may not be able to serve food or beverages, and we hope that we can do that because that provides a more congenial atmosphere. How will the Dimensions staff be involved, or will they be involved? We know that a tour of the building would be appropriate, but will we require masks, and will that cause friction? The general feeling was that we were not in a position at this time to make plans and that we need much more information. We also felt as a group that invitations should not emanate from our committee and that either the church staff and/or Council should take the reins of this event. We definitely wish to assist by planning the food and perhaps even to structure the reception.

2. **Saltdogs Game** – Judy Batterman talked with our Saltdogs organization contact person, Daniel Thomas. He answered many of our questions: a) we may tailgate in the parking lot and take our own food; b) the ballpark is following current health directives and will revise as the directives change; c) seating capacity is at 75%; 4) our group may sit together in one section (Judy told him we usually sit behind home plate); 5) we may reserve the pavilion with the caveat that all food is catered through Valentino's. The committee definitely wishes to have a FLC Saltdogs event, perhaps in July. We will need to plan for alternate methods of selling tickets, in addition to between and after in-person worship services. We will finalize our plans at the June meeting.

3. **Coffee Hour following Sunday services** – Judy Batterman presented the idea of a one-time or once-a-month post-service coffee (and juice) hour outside. Committee members cautioned that Steve Lenzen might be planning on resuming the between-services Sunday social time when restrictions are lifted. Another thought is for our committee to do this just once or monthly. Judy Batterman said that she would talk with Steve L. and see what he may be planning and if he would like our help.

4. **An event for congregational members to show what they learned or how they occupied themselves during the pandemic** – Judy Batterman presented a new twist on a past activity of holding a hobby fair in the Activity Center. Gordon Wolfe also posed the idea of a ministry/committee fair. It has been some years since we have invited everyone to see what each committee does.

Our next meeting is on **Tuesday, June 8, 5:30 p.m. at the church.** Devotions will be led by Linda Carlson.

Submitted by Linda Carlson, Secretary

Hunger & Clothing Team
06-01-2021 Meeting
(Action items in red)

Present: Karen Lenzen, Cindy Lilleoien, Donice Kaspar, Kathy Dickey, Sandy Latshaw

Diaper & Baby Wipes Drive - The April collection of diapers and baby wipes for The Center for People in Need went very well. A van full of items was delivered to their great delight.

Foster Care Closet Drive – During the month of July we will conduct a donation drive in conjunction with the Compassion Care Bible School. The Foster Care Closet helps children and youth in the foster care system. Many enter the system with only the clothes they are wearing. The closet helps fill the gap. Clothing and monetary donations will be promoted. A display will be set up in the gathering area. We hope this will inform FLC members of a local agency they might not be aware of.

Food Bank - Backpack Program & Financial Classes – Kathy reported Food Bank is hopeful they can restart the backpack program this Fall. But a decision on use of volunteers in the schools has not been made. **Kathy continues to monitor this situation.** If the backpack program is not reinstated, we will need to address how to handle the money we have set aside in Fund II.

FLC also supports their financial literacy classes called “Gettin’ Ahead In A Just Gettin’ By World”. We support this program financially. In the past we have also helped with classes by providing a meal. **Kathy continues to monitor this situation.**

CROP Walk– The city-wide CROP Walk will be hosted by Bethany Christian on 10/10/2021. It will be a combined in-person and virtual walk. **Sandy continues on the city-wide team and will keep us informed.** We discussed an alternative event at FLC to help raise funds for CROP for folks who are not able to walk but would like to participate in some way. Ideas included a free will offering meal of omelets and coffee cakes. This would likely need to be in September due to Stewardship Sunday usually in early October. **Karen will find out when Stewardship Sunday is scheduled, and we will proceed on this possibility later.**

Meals On Wheels – FLC members continue to deliver the Sunday morning routes faithfully as well as others done during the week. **Sandy continues to monitor this ministry.** We plan to have a VOICE article sometime this Fall to remind members of this ministry and see if there is any new interest.

Kicks For Kids - Donice updated that for the 2020-2021 school year, our totals were 216 pairs of shoes and 1,080 pairs of socks. Over the five years of this program, we have provided 970 pairs of shoes and LOTS of socks. In preparation for 2021, Donice is researching information about poverty in Lincoln to use as part of the educational portion of this ministry.

Donice stays in contact with the new non-profit KICKS FOR KIDS NEBRASKA. There is no issue for us in continuing our program and using the Kick for Kids name. **Donice will research getting a new banner printed for FLC as the original one has had hard (but very fruitful) use.** Now that we know we can continue to use this name we can move forward with our plans.

New Idea – Teacher’s Pantry – A new idea was sent to us by Sunni that she came across. It involved helping schools with supplies they need to alleviate teachers spending from their own resources. We could look at partnering with Dimensions, our backpack schools and/or Kicks for Kids schools. Another way to serve our neighbors. Donice suggested we wait on this until COVID19 and all its ramifications settle down. Teachers are still facing uncertainty. **We will continue to discuss this.**

Lutheran Food Pantry – An FLC team continues to pack orders twice monthly, that are distributed to the People’s City Mission. Members continue to generously fill the food cart every week.

Matt Talbot Kitchen - MTK continues to use a takeout meal format due to Covid19. We serve on the 3rd Tuesday each month. They hope to resume in-person dining and lift the restrictions on numbers of volunteers soon.

**Respectfully submitted,
Karen Lenzen**

**Next Meeting: August 3, 2021
6:30 pm (NOTE CHANGE IN MEETING TIME)**

**First Lutheran Church
Property Committee Meeting Minutes April 27, 2021**

Attending: Chair Norman Kempf, Pastor Steve Griffith, Bob Batterman, Rod Johnson, Les Carlson, Steve Dickey, Steve Doolittle, Richard Draper, Scott Seabohm

Meeting Time: 7:00 PM

Opening Prayer: Bob

Minute taker: Les

March Property Committee (PC) minutes were approved.

Item added to the agenda:

Pastor Steve suggested an open house for FLC's neighbors to update and thank them regarding FLC's renovation process/results. The PC discussed responsibility for organizing the open house. Bob B suggested FLC council in conjunction with the Fellowship committee. Pastor Steve will have this considered at an upcoming FLC Executive Council meeting.

Agenda Items:

1. Steve Dickey reported that the gutter/gutter guard project has not been completed.
2. Steve D and Steve Lenzen discussed water leaks in FLC and results of the high roof inspection by Weathercraft. Steve Lenzen will develop a plan to address leaks originating on the South side of FLC. Steve D will use his drone to video potential sources of leaks in the FLC sanctuary. Steve D noted that sanctuary leaks have occurred in the past. These areas include around the stained-glass window and behind the cross. Some of the leaks originating from the stained-glass window may be from how the window is framed.
3. According to Rod Johnson the recommended Lock Box has been purchased and installed. The lock box contract includes an annual maintenance agreement.
4. Steve L reported that tile disposal is progressing and is moving toward completion. The bike rack will be moved from its present location to the front of FLC, perhaps during the scheduled workday (see below).
5. Steve L indicated that parking lot holes could be repaired using cold patch. Norman asked Steve L to plan these repairs and estimate the amount of material and affiliated costs.
6. Norman met with Dave McNeal regarding several issues. Dave agreed that the doors in the sacristy needed repair and this fix has now been completed. Other discussion with Dave included drainage issues and his responsibility about these issues. PC discussion ensued about the parking lot and driveway both of which require repair.
7. Spring FLC cleanup day finalized for May 15th beginning at 8:00 am. Steve L provided a list of tasks that can be the focus of the workday. PC discussion followed which included identifying a budget source regarding the costs of workday tasks and the need to expand the pool of workday volunteers beyond just the members of the PC. Pastor Steve suggested

that lower entrances on the West side of FLC need to be cleaned and other items which need to be removed. Missing door numbers also need to be replaced.

Prayer for May: Steve Lenzen

Note taker: Les

**First Lutheran Church
Property Committee Meeting Minutes May 25, 2021**

Attending: Chair Norman Kempf, Pastor Steve Griffith, Bob Batterman, Les Carlson, Steve Dickey, Richard Draper, Steve Lenzen

Meeting Time: 7:00 PM

Opening Prayer: Steve L.

Minute taker: Les

April Property Committee minutes were approved.

No items were added to the agenda:

Agenda Items:

1. Steve D. reported on the gutter installation. The work is substantially completed. Steve and his drone took new pictures of what has been installed which are available here: <https://drive.google.com/drive/folders/1UblY9Fn52qLVP2bUrb13s7OQuGdNqdf?usp=sharing>
2. According to Steve L. the remaining roof tiles have been removed. In addition, the bike rack installation is complete except for a small amount of remaining brickwork.
3. Steve L. also discussed the feasibility of repairing parking holes with cold patch. He's checking on whether the depth of the holes is sufficient for cold patch use together with the costs of using cold patch for this repair. Steve L. also noted that he converted a water access in the outdoor classroom to an elevated faucet that can be removed when colder weather returns. He also believes the condition of the sod in the outdoor classroom needs to be monitored because of the use it receives. He suggested that aeration treatments could be helpful.
4. Norman asked Les to report on the spring cleanup on May 15th. Les indicated that there was a substantial turnout of workers and he thought most/all of the work had been completed. Steve L. mentioned that Dimensions was also happy with worker numbers. There may be some additional mulch available at the Steve D. residence that could be spread on the east side of FLC. This project was planned for the morning of Wednesday, May 26th.
5. Kathleen Simley has asked for suggestions from the property committee for a project that her family could support with a memorial in Neal's honor. Norman asked for ideas from the PC and these were discussed. Norman will meet with Kathleen to visit with her about idea possibilities.
6. There was additional discussion about water leaks on the east side of the sanctuary.

Prayer for June: Scott Seebohm

Note taker: Les

June 2nd, 2021

Stewardship Zoom Meeting---attending were, Mark Wemhoff, Teresa Brohimer, Tyler Mainquist, and Byron Fischer. Linda Bogenreif and Eunice Fischer were absent.

We are still in the planning phase for Stewardship Committee deciding theme, what a stewardship dinner would look like if it is done this year, and what activities we should have to accompany the stewardship drive to get people to fill out pledge cards. Here are the topics discussed:

- Theme – Multiple themes were brought up by committee members using the notes from the activity with Pastor Steve last month to help inspire us with what First Lutheran means to us. Here is the list that has been started.
 - Because He First Loved Us
 - Serving With Gratitude for God's Grace
 - Forward Together at First
- Pledge count from last year – There were 52 members that pledged in 2020 that did not pledge in 2021. I discussed this group with Bryan Hanson and through the first 3 months on the year they had given 19k less than in the same period in 2020. After adding in April, the deficit was down to 17k and after adding in May, the deficit is down to 8k so you can see that opening the church and starting worship back in person has inspired people to do catch up contributions.
- Making Gifts of Stock – Tyler Mainquist has prepared a document on how this process would work and is also working with the Soft Capital Campaign as potentially doing this as an Adult Fourm.
- Dates for the Stewardship Meal – If a meal is done this year, we typically do that the first week of October which would be the 3rd. Depending on other activities and where we are in the call process that could be pushed a week to the 10th.
- Activities to accompany the Stewardship Weekend – The last 2 years we have done videos leading up to the Stewardship Weekend to show inspiring stories of how the money pledged to First Lutheran helps the community and First's members. I have suggested that this format may be getting a little tired so have challenged the team to come up with some new ideas to be discussed in the next meeting.

The next Stewardship Committee meeting is scheduled for July 7th, 2021 at 7:00 pm.

Mark Wemhoff
Stewardship Committee Chair