

*St. John's*  
*Lutheran Church*

*Operating Policy*





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# Altar Guild

- ◆ Paraments for each month are posted in the communion room. Please review your month and weekend for the correct colors.
- ◆ Please fill the Communion Kits any Communion Sunday and place on the altar to be blessed. These kits are for shut-in visits through out the month. One colored plastic bottle needs to have a small bit of grape juice filled and then put in the kitchen fridge.
- ◆ Communion will be offered every service. Unless otherwise stated all services will have Communion done by intinction. Please prepare two trays of wafers and two common cups. Apple juice is placed in the small glass.
- ◆ Leftover wine can not be poured back into the bottles after communion. Please pour wine on any plants in the church or consume. This is a theological procedure. The wine has been blessed and is the blood of Christ.
- ◆ Each Communion Sunday should have a plate of wafers including one large wafer for the blessing. Please limit the amount of wafers that are placed on the plate. The extra wafers can be used for the communion kits.
- ◆ Gluten free wafers are available. One wafer should be placed in the small glass serving dish. The gluten free wafers can not touch the regular wafers.
- ◆ When available, please use fresh flowers that are in season. If there are no donated flowers for the weekend, please leave the altar bare or use the green plants which are provided. The church will not purchase flowers unless they are donated.
- ◆ If you wish to purchase arrangements please choose an

arrangement that can be used for several weekends. Liners are available to take to the flower shop and are used in the brass vases (tall and short vases)

- ◆ There is not a theological need for Altar flowers. If you did not have flowers for a weekend, that is ok. Please remove any empty vases from the altar for that weekend so it is bare.
- ◆ The altars flowers must be real flowers. Artificial flowers can be used anywhere but the altar.
- ◆ Please fill all oil candles weekly by Saturday night service. The custodian will fill candles before and after funerals or weddings.
- ◆ The custodian will store all funeral flowers after a funeral.
- ◆ Funeral flowers can be disassembled to make up altar flowers for the next few weeks.
- ◆ Please call the next month's chairman if you have altar flowers left at the end of your month.
- ◆ Please wash any altar linens if needed.
- ◆ Please check oil, wine, and wafers at the end of each month. Contact the church office if supplies are low.
- ◆ Help keep the communion, flower and banner rooms neat and clean.

## Building Use

A Building Use application is available in the Church Office. The form must be submitted to the church office at least 3 weeks prior to your event.

The following guidelines have been established by the Church Council for fair and equitable treatment of the members of the

congregation and also providing fair treatment for other community use of the church property.

1. No alcohol is to be used other than as a sacramental part of the worship life of the congregation.
2. There will be no smoking inside church facilities
3. The Parish Hall or Club Room may be used for church related functions when scheduled through the church office and will only be permitted if they do not affect church programs as determined by the staff. Any change in current room set up will be made by the group using the facility. The Room must be put back to its original design.
4. Families of the congregation/charitable organizations/Marion School District may use the Parish Hall and/or other church facilities when scheduled through the church office and will only be permitted if they do not affect church programs as determined by the staff. When families or outside groups use the parish Hall, all areas are to be cleaned and left in good condition with the room set up the way it was upon arrival. All garbage is to be bagged and removed.
5. As a general rule charitable organizations will not be charged facility use fees but it is expected that these groups will not exceed room occupancy limits as set by the Marion Fire Department.
6. Any damage or breakage to the church property must be reported and replaced by the responsible party.
7. If anyone is injured while utilizing this building an incident report must be completed.
8. In consideration of being permitted to utilize the facilities and/or property of St. John's Lutheran Church the applicant further agrees to pay the church for any loss or damage to the property possessed by the church.

## Camcorder Usage

1. The Camcorder can be used anywhere in St. John's Lutheran Church building by Staff.
2. The Camcorder can be taken out of building for church related functions by Staff ONLY.
3. Any damage or breakage is to be reported.
4. All Saturday, Sunday and special church services have Top Priority usage.

## Candelabra Policy

1. St. John's has their own set of pew candelabra which is available for rental to private parties (e.g. weddings)
2. The entire set consists of 20 pew candelabras.
3. The rental fee is \$40.00. This fee includes the use of the chimneys and liquid oil. The set-up and take down donation is \$15 payable directly to the custodian.
4. The oil and candles will be furnished by the church and filled by the custodians. You MAY NOT supply your own candles.
5. You will be allowed to decorate the candelabra under the direction of church office.
6. The candelabras can not be taken out of the church. They are custom made to fit the pews at St. John's.
7. All funds received from the rental will go to the Altar Guild of St. John's.

## Care of Trinity-St. John's Cemetery

1. Contract needs to be completed annually with the person or persons taking care of the cemetery.
2. Cut grass as needed—at least once a week.
3. Keep brush and fence line trimmed.

4. Special decorations such as flowers, wreaths, etc. for each gravesite should be maintained by the family.
5. No planting of live plants/trees/shrubs.
6. Grounds should be in good order for weekends and holidays. This usually means that the lawn should be done on Thursday or Friday.
7. Spring clean-up needs to be done as needed including leaves, limbs, brush, etc. Fertilizing or seeding may also need to be completed.
8. Hours are to be turned into church office for payment.
9. If there are any questions, contact one of the members of the Cemetery Action Team.

## Church Property—Loaning

1. Metal folding chairs and banquet wood tables are available to loan when scheduled through the church office. Chairs and tables must be signed out in the church office prior to their removal. Upon return, tables and chairs must be signed back in the church office. Any damages will be assessed at that time.
2. As a general rule no electrical appliances are to be loaned out. Exceptions granted only by Pastoral/Administrative staff to specific organizations.
3. Any damage or breakage to the church property is to be reported and repaired or replaced by the responsible party.

## Holy Communion Policy

1. Holy Communion is the “Lord’s” Supper, not ours. Anyone and everyone who believes Jesus is truly present there, who desire to receive God’s forgiveness, life and salvation and who believe the words: “given and shed for you”, are welcome.
2. Adults who join St John’s with no Christian education or from other denominations will receive an explanation of Holy Communion as part

of their new members class. Children are encouraged to receive instructions in second grade. Youth older than second grade who have not received these instructions are also encouraged to attend this last mentioned class. However, if a parent feels their child is ready sooner to take the class they may consult with the Pastor.

3. Thus ANYONE who shows proper understanding of Holy Communion as the Lord's Supper ought to be permitted to receive, irregardless of denominational background.

4. However, in order to be responsible in the proper administration of Holy Communion such that is viewed as the Lord's supper, it is necessary of St. John's that it encourages specific areas of understanding concerning Holy Communion. Thus, those who wish to receive Holy Communion are to attend a class or retreat which explains some of the meaning and background of Communion prior to their receiving Holy Communion.

5. Again, it is necessary that St. John's never encourages or suggests that anyone earns or gains privilege to receive Holy Communion either by attaining a certain age or by ones performance or attendance in any class or event. Rather we encourage participation based on the following understandings:

- ◆ people come cognizant of their sin and need
- ◆ people come in faith and trust in what God freely offers here.
- ◆ people come because it is Jesus who commands and invites them to come.
- ◆ people come in openness and desire to love and forgive others as Christ does us.

## Flower Policy

Flowers are given to the glory of God, and are to adorn the sanctuary for His worship. Their beauty and fragrance are part of our offering to the Lord. They are offering-gifts-and we should encourage donors to permit their floral offering to be used and given to sick and shut-ins in the congregation. This can be done

after Sunday service, or on Monday. People should be informed that this is recommended but not mandatory.

**Freshness:** Altar flowers should be fresh flowers or living plants. Please do not use if they have begun to wither or fade. Flowers may be used from one Sunday to the next if groupings are sorted and rearranged.

**Garden flowers:** Garden flowers are perfectly proper and should be encouraged during the growing season. We have many beautiful gardens and talented gardeners in our congregation. Many people may hesitate to spend money for altar bouquets but will gladly share their flowers from their gardens. It is perfectly acceptable for more than one family to provide altar lowers for one Sunday.

**Miscellaneous notes:** Flowers should never dominate the altar and its furnishings, such as the statue, cross, or candelabras.

Empty vases should never be left on the altar. The brass vases should only be used on the altar in the church. Please arrange flowers only in the flower room

The brass vases are kept in the door next to the communion cupboard in the communion room. The green liners are kept in the flower room on the top of the cupboard.

Wedding and Funeral flowers may be used on the Sunday following such event if they are fresh looking. Please remove any cards, markers, bows and ribbons from baskets of flowers. If the family does not want funeral arrangements, they may be taken apart, rearranged and use the next Sunday for the Altar. The flowers may also be taken apart and delivered to shut-ins or used in other parts of the building.

Flowers, other than altar flowers, may be placed anywhere that does not interfere with pastor, communion or choirs.

Please inform people who sign-up for altar flowers that they are responsible for paying the florist directly and that they need to take the liners to the florist of their choice. Flowers that are ordered by St. John's are billed directly to the church.

There are 2 sets of liners for the tall brass vases and 2 sets of liners for the low vases. The liners are never to be removed from church property. If flowers are taken home by individual parties, they need to be removed from the liners. NO EXCETIONS

Remove the liners from the brass vases and place the cut flowers in the refrigerators in the flower room so they can be used as many times as they stay fresh looking.

Place brass vases on altar as early on Saturday as possible. Most of the delivery people from the florists will put the flowers in the vases on the altar. Be sure to check with the florist what their policy is. Make necessary arrangements with the florist.

## Gifts and Donations — Receiving

St John's is a community of believers in Jesus Christ joining with others for the purpose of witnessing to the faith and serving the needs of all people.

St John's will accept gifts and donations from individuals and the business community based on the following criteria:

1. ...that such gifts and donations support the witness and service mission of the congregation.
2. ...that distribution of items to members of the congregation be done only with approval of the pastors and the Church Council.
3. ... that the names and addresses of members of the congregation will not be distributed.
4. ...that the pastors and the Church Council have the authority to limit use of gifts and donations to conform to the needs of the congregation.
5. ... that the name of the donor may appear on the item(s) in a way that will not distract from fulfilling the witness and service mission of the congregation at the Church Council's discretion.

# Instrument Use

If a church member or individual party wishes to use the organ, he or she must first ask permission from the regular organist. The decision should be based on whether or not the member wishing to use the organ is capable of playing it.

The Grand Piano may be used by musicians other than St. John's musicians as specified by the donor. Contact the church office prior to scheduling concerts, recitals, etc. for Building Use permission.

Instruments used at Come Alive Worship may only be used by permission of Pastoral/Administrative staff.

# Student Fund ELCA College Scholarship Program

**PURPOSE:** The purpose of this fund will be twofold:

1. To give aid to those members of St. John's that attend one of the theological seminaries approved by the Evangelical Lutheran Church in America; and
2. To support and provide financial aid to those members and pastors of this congregation that wish to further their Christian education for the benefit of the congregation and the community.

Applicants for scholarships must meet the following requirements.

*A. Applicant must file a request with the Committee.*

*B. Have an informal meeting (an interview) with the Committee.*

*C. Write a paper. Applicant shall write a short paper on how the course relates to their Christian faith.*

For further information see St. John's Lutheran Church Bylaws.

# Wedding

The office has an additional policy booklet which includes a donation list.

# Youth

1. Standard behavioral covenants will be encouraged at all youth events.
2. It will be the policy of St John's Lutheran Church that only adults (21 years and older) will be permitted to chaperone or drive youth to church sponsored events.
3. All youth, when participating in a St John's sponsored event, will have an event/consent to medical treat permission slip signed by a parent/guardian.





## **Contact information**

*St. John's Lutheran Church, ELCA*

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**Pastor: Rev. Sara Gorman**

**Administrative Secretary: Sheri Fuhrman**

**Custodian: Brenda Krueger**

**Maintenance: Tom Kraeger**

**Financial Secretary: Amanda Malueg**

**Treasurer: Terri Mykisen**

**Accountant: Dayna Conradt**

### *Emails:*

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