St. Paul's Evangelical Lutheran Church of Steinbach

Personnel Policies, Procedures & Guidelines

Revised November 2026

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Mission Statement

St. Paul's Evangelical Lutheran Church of Steinbach Inc.
Mission Statement

Accepting all people through God's grace
sharing our faith in Christ,
and making disciples.

CALL COMMITTEE TERMS OF REFERENCE

1) Appointments:
The Call Committee shall be a blend of Council members and members of the general congregation. The chairperson will be appointed by the Committee with approval of the Council. Ideally the chairperson will not be the President of Council who may be required to manage interim pastoral responsibilities.

2) Term of Office
The term of office will be short-term as required to fill a pastoral position.

3) Continuity:
The committee is appointed as needed, with no limit as to the number of times a person can exceed him or herself.

4) Mandate:
The Call Committee, seeking God's will through prayer, interviews, and discernment, will recommend a primary candidate to the congregation for call. The committee will be responsible for completing the congregational profile, communicating with and to the Bishop, congregational council, and the congregation at large with regular updates regarding the call process. Members of the committee for the newly called rostered minister's early ministry.

5) Review of Terms of Reference
The committee will review the terms of reference annually and recommend changes to Council.

6) Reporting:
The committee will report to Council after every meeting.

7) Frequency of Meeting:
Meetings will be called by the chairperson. Meetings will be called based on need.

8) Quorum:
A majority of the committee members in attendance at a meeting will constitute a quorum.

9) Term of Committee:
The term is on the amount of time required to hire Pastors.

10) Selection of Chairperson:
The chairperson will be chosen by the Committee and appointed by the Council.

11) Ex Officious Members:
Church Council president will be ex officious members of the committee.

CANCELLATION OF WORSHIP AND SUNDAY SCHOOL

1) In the event of inclement weather or other disasters, the President and the Pastor will make the decision to cancel worship services and Parish Education Programs.
2) The President shall contact the local radio by 8 a.m. to announce cancellations. The Pastor will be responsible for social media and website announcements.
3) The Parish Education Committee Chair and Deacon responsible for scheduling ushers shall be notified.

CEMETERIES COMMITTEE

1) Appointments:

In accordance with the Congregational bylaws Part 6, Section B1, the Church Council 'shall also have authority to appoint such other committees as may from time to time be necessary or advisable'. Therefore, the Church Council appoints the Cemeteries Committee.

2) Term of "Office"

The term of office will be for two years.

3) Continuity:

The committee is appointed as needed, with no limit as to the number of times a person can exceed him or herself.

4) Mandate:

The Cemetery Committee shall oversee the three cemeteries owned by St. Paul's Evangelical Lutheran Church if Steinbach Inc. The responsibilities include internment arrangements, site upkeep and maintenance etc. Maintaining a current record of site plans and burial records is required.

5) Review of Terms of Reference

The committee will review the terms of reference annually and recommend changes to Council.

6) Reporting:

The committee will report to Council after every meeting.

7) Frequency of Meeting:

Meetings will be called by the chairperson. Meetings will be called based on need and held at least semi annually.

8) Quorum:

A majority of the committee members in attendance at a meeting will constitute a quorum.

9) Term of Committee:

The term is ongoing.

10) Selection of Chairperson:
The chairperson will be chosen by the Committee and appointed by the Council.

11) Ex Officious Members:
Church Council president will be ex officious members of the committee.

Rules and Regulations Concerning St. Paul's Lutheran Cemeteries

1) The cost of a Burial Plot will be the same as the City of Steinbach cemeteries. All visitors that enter the cemeteries do so at their own risk and waive any claims for injuries sustained on the premises.
2) A cemetery is a sacred place. Quiet and reverence must be observed by everyone at all times. Visitors shall not disturb any services being held, by noise or otherwise.
3) Artificial flowers and artificial wreaths are allowed, but the caretaker will assume responsibility to remove these when they are no longer attractive. No silk flowers are to be left at the cemeteries. (August 2022)
4) Fences of any kind (wood, iron, plastic or brick) are not allowed on any plots.
5) Plot covers are not allowed.
6) The church has the right to access any lot or plot, as necessary, to carry out required duties.
7) Plots are generally levelled and seeded one to two years after burial. All grave sites are to be ground level: raised or mounded grave will be levelled once a year.
8) Before placing memorial stones contact St. Paul's Evangelical Lutheran Church. All graves must have markers/stones identifying the deceased within 24 months of burial. Markers/stones and maintenance of Markers/stones are the responsibility of the family/estate.
9) No flowers, trees or shrubs on grave sites. Flowers are only allowed on concrete foundations.
10) Members of St. Paul's Lutheran Church may be buried at any of the church cemeteries they choose.
11) Burials will start in the last row in an orderly fashion and proceed forward to fill the cemeteries. A pre-paid plot to be left open only if requested.
12) The cost will be the same for members and non-members that are buried or cremated.
13) St. Paul's Evangelical Lutheran Church buries people in the last row, in an orderly fashion, as we proceed forward to fill the cemeteries. Plots will only be kept open only if requested and prepaid by a spouse.
14) Grave digging shall be done by approved operators of St. Paul's Evangelical Lutheran Church.
15) If the conditions at the grave site are unsafe at the time of burials, due to weather conditions, St Paul's Lutheran Church has the right to keep people away from the grave site.
16) Internments and Dis-internments:
    i) All burials in cemeteries owned by St Paul's Evangelical Lutheran Church require the presence of a Christian Officiant to offer prayers according to the Order Of Burial for the dead.
    ii) No double depth casket internments allowed. Graves for full size casket internments are approximately six (6) feet deep.

iii) All full casket internments shall allow for at least a three feet (36 inches) depth of soil above the casket to level with the surrounding ground. All urn internments shall allow for at least one and a half feet (18 inches) depth of soil above the urn to level with the surrounding ground.
iv) The maximum number of internments in all plots is one (1) casket and two (2) urns or, where no casket internment has taken place, four (4) urns containing cremated remains.
v) Only one body shall be contained in each casket or urn, unless duly authorized by the St. Paul's Lutheran Church. Graves for urn internments are typically two (2) feet square and two (2) feet deep.
vi) It is the recommendation of the St. Paul's Lutheran Church that casket internments be with a concrete or fiberglass liner and that internments be received in a wooden metal casket.
vii) Fees for weekends and burials occurring later than the time arranged will follow the City of Steinbach fee schedule.

17) Columbariums:
i) Cost of Niches follow the City of Steinbach fees with condition that door be engraved within 12 months of purchase from time of use. Cost of the name plate and engraving is the responsibility of St. Paul's Evangelical Lutheran Church beginning January 1st, 2026 as per signed Burial Agreement. Burial Agreements prior to 2026 shall be honoured as stated in the agreement.
ii) Niches may be purchased in advance with engraving on the door to be completed within 12 months.
iii) Maximum number of urns per niche is 2.
iv) Niches may not be opened without authorization of the Cemetery Committee.
v) Pre-purchased niches may be returned to the ownership of St. Paul's Evangelical Lutheran Church, with a refund of the original cost minus the cost of re-facing the door.
vi) Any transfer of ownership of niches must be returned to St. Paul's Evangelical Lutheran Church.

COMMUNION

1) St. Paul's Evangelical Lutheran Church adopts the MNO Policy on Holy Communion
2) Non-consumed consecrated (blessed) elements shall be consumed or returned to the earth.
3) Individual and common cup is offered at communion.

Altar Guild Personnel

(1) The Altar Guild shall normally be composed of ten active members and a list of (up to 10) spares trained to act as a replacement if/when a regular member is unable to fulfil their weekly responsibilities (see Procedures, below).
(2) The Guild shall elect a member to serve as Chair annually. The Chair shall report to the Senior Elder; the term is renewable. At the written request of

the Guild or the discretion of the Senior Elder, the Chair may be removed by the Senior Elder in consultation with the Pastor.

(3) The Chair should (a) be a person of established and active Christian faith; (b) have a deep passion for the beauty of liturgical worship; (c) have an eye for detail; (d) shall work well with and lead a team; and (e) be willing to work "behind the scenes."

(4) In addition to regular duties, the Chair shall (a) make up and maintain the annual roster including arranging for coverage for absences and recruiting new members as needed; (b) liaise regularly with the Senior Elder and/or Pastor on liturgical matters; (c) serve on the Worship and Music Committee; (d) ensure regular training especially for new members; and (e) meet regularly with the Guild to discuss concerns.

Altar Guild Procedures

1) General Care and preparation of the altar and area for worship services.
   a) Furnishings - dust the altar, lectern, pulpit, baptismal font, Christ candle stand etc. the Bible should be placed, closed, ON THE ALTAR, to the left of the Bible stand.
   b) Paraments - check the calendar in the sacristy for the appropriate colour. The paraments should hang straight on the altar, centred over the front outside squares. Ensure the plastic sheets are ON TOP of the paraments for their protection. Have the paraments dry cleaned if they are soiled.
   c) Altar Cloth - should be the only thing on top of the plastic. Launder when needed.
   d) Candles - should be a minimum of 8 inches long. When replacing them, burn the new wicks, then trim to 1/8 inch before putting in candle holders and make sure the wick is standing up. Clean the candleholders and followers. Remove hardened wax by rinsing or soaking in hot water and wipe with paper towels. The candles are to be placed on either sides of the Bible stand, with flowers to be outside the candles…all approximately a spread-hand width apart. Seasonal decorative candles (piano/organ/sound booth) should have wicks and sides trimmed since they tend to burn down the centre and the flame cannot be seen. DO NOT TRIM THE PASCHAL CANDLE.
   e) Flowers - check that enough moisture is available to last until Monday, remove dried/dead foliage, make them presentable. They must ALWAYS be placed on glass plates to protect surfaces.
   f) Offering Plates - clean fingerprints and smudges and place on the table in the Narthex.
   g) Hymn boards - stagger new song numbers when posting
   h) Plastic Pitcher - should be filled 3/4 full of water and left on counter in sacristy … used to fill baptismal fonts each Sunday.
   i) Check Bulletin for: flowers, baptisms and weddings. For baptisms, place the baptismal font in centre between the lectern and pulpit. Fill silver pitcher with water and leave it AND purificator on counter in sacristy; move the Christ candle to right of pulpit. For weddings, ALL communion ware, flowers, offering plates, baptismal supplies etc. must remain in sacristy until AFTER the wedding and then put back in place.

j) Restocking - when altar supplies are running low, make a note with the supply needed, sign and put in pocket of the 'office door' for the church secretary or email to office@stpaulsteinbach.org. Restocking should be done when:
   Altar candles - 2 left in box
   Communion hosts - opening last box
   Individual cups - 5 sleeves remaining
   Grape juice - 1/4 container left, or floaters appear in juice

2) Setting up for Holy Communion. IT IS IMPORTANT THAT SET-UP LOOKS EXACTLY LIKE THE PICTURE DISPLAYED in Sacristy.
   a) Traditional Communion:
      i) Place corporal centred on the altar with a front overhang. Place items as per picture:
         (a) Flagon
         (b) 1 Chalice
         (c) 2 purifiers
         (d) 1 paten with wafers
         (e) 1 round paten with priest host covered with lid with cross
         (f) 1 small dish with gluten free crackers (6-8 pieces)
         (g) Individual cups tray
         (h) Cover with slit cloths
   b) Continuous Communion:
      i) Place corporal centred on the CLOTH COVERS cart. Place the items as per picture:
         (a) Flagon
         (b) 2 chalices
         (c) 4 purifiers
         (d) 1 paten with small people's hosts (bread)
         (e) 1 round paten with 1 priest host covered with lid with cross
         (f) individual cup trays
         (g) Cover with a slit cloth
      ii) The following are put on the cart shelves:
         (a) 1 unopened sleeve of wafers
         (b) scissors
         (c) 1 unsealed bottle of wine
         (d) 2 sealed bottles of wine
         (e) a bottle of hand sanitizer

FACILITIES

Tables and Chairs

1) Tables and chairs may be used by church members under the following agreements:
   i) Tables and chairs must be signed out by a church council member or by the Office Administrator.
   ii) Only painted tables are to be taken out.
   iii) Only plastic chairs are to be taken out.

iv) If possible, tables and chairs should not be used outdoors - if so, make sure both table and chair legs are cleaned of all dirt. (Check hollow leg.)
v) Table and chairs should be wiped and clean before returning.
vi) When removing tables and chairs care should be taken not to damage them or the church building (wall, doors etc.) and also tables and chairs.

Facility Rentals

i) The church basement may be used by overnight guests in case of emergency.
ii) Other organizations are allowed to use building excluding the sanctuary unless special arrangements are made.
iii) Council gives building committee authority to develop a plan of action to deal with deficiencies, with no monies being released until the building committee is satisfied with results.
iv) Scouts will be allocated suitable space for their supplies.
v) Non-Members are not allowed to move furnishings in church.
vi) Hockey rink is available for use by members with bookings made through the church office. An adult must be in attendance and participating in activities. A waiver form shall be signed by the user with responsibility for clean up and damages.
vii) Trustees will manage rental bookings, with special circumstances to be brought to council. An updated rental fee schedule will be kept in the church office.
viii) No pets are allowed in the church with the exception of service animals.

FINANCES AND FEES

1) Funds will be received, managed, disbursed, and audited as directed by the Treasurer of the congregation and/or Church Council and within the means of the budget allotted by the Church Council.
2) Members and non-members will remit the same fees for church usage for weddings.
3) Fee Structure:
    i) A flat fee of $500.00 is required for the wedding ceremony cost recovery. If the wedding ceremony is held off of the church grounds a fee of $200 is required one month prior to the wedding ceremony.
    ii) A damage deposit of $200 is required one month prior to a wedding ceremony. This money will promptly be returned after the wedding ceremony provided no damage has occurred. Additional fees may be charged if damage exceeds the damage deposit.
    iii) Sound Booth fees are $75, and the organist is $75.
4) Non-member and inactive member funerals is $500, the same fees and breakdown as non-member wedding.
    i) Rentals: no fees set but donations are welcomed.
    ii) Renting the basement hall is $350 plus $50 designated for use of the kitchen if approved by the Serving Group.
    iii) Rental fees for equipment in the hockey arena is $10.

iv) No charge for member funerals if basement used for lunch.

5) Sponsored Bulletins: $50 per Sunday.
6) All fees are to be paid to the congregational treasurer.
7) All expenses resulting from committee/individual for church activities must be submitted with receipts.
8) The Church excludes from any of its organizations, the games of chance for the purpose of raising money. Raffles will be allowed with council's approval.
9) At Council's discretion fundraising promotions in cases of dire need for its members may be announced eg. Go Fund Me, Meal Train and others.
10) Council is approved to spend up to $5000 (single item) without congregational approval.
11) Department leaders have the right to spend up to $150 at their discretion with information supplied to Council provided they stay within budget.
12) Designated gifts and items may be accepted after reviewing by council.
13) The General Fund picks up the costs of the church picnic.
14) Pastoral expense and compensation follow the MNO recommendations.
15) Mileage reimbursement follows current CRA rates.
16) VBS expenses over what VBS raises will be paid by the church, church will cover.
17) St. Paul's, upon request, will provide a $150 bursary for children of the congregation between the ages of 8 and 15 that would attend Luther Village. This practice does not apply to any other camp. It applies only to Luther Village exclusively.
18) Any congregant training in the Theological Seminary is eligible to apply for tuition fees retroactive for one year to a maximum of $5000.

FUNERAL POLICIES

1) Bells will be rung prior to funerals to match the age of the deceased person.
2) St. Paul's Evangelical Lutheran Church will welcome non-members to hold funerals in our facility with involvement of our Pastors in officiating or planning funerals.

GIVING POLICY

1) Spending of funds is confined to programs and projects approved by the church council. When a contribution is given for use in a particular program or project, church council will honour that designated contribution, with the understanding that, when the need for such a program or project has been met or cannot be completed for any reason as determined by church council, the remaining designated contributions will be used where most needed.
2) Any designated contribution of $1,000 or more, except for the general fund, church expansion/mortgage, salaries and utilities must not be deposited until approved by church council.

MARRIAGE POLICIES

1) We at St. Paul's Lutheran Church, Steinbach, Manitoba believe that Marriage is a gift of God, intended for the joy and mutual strength of those who enter in it and for the well-being of the whole human family. God created us male and female and blessed humankind with the gift of companionship, the capacity to love, and the care and nurture of children.
   We believe that marriage between a man and a woman is a biblical practice, affirmed by the following passages:

Genesis 2:23-24 "…. For this reason a man will leave his father and mother and be united to his wife, and they become one flesh."

Ephesians 5:31: "For this reason a man will leave his father and mother and be united to his wife, and they become one flesh."

Matthew 19:4-6: "Haven't you read," he replied, "that at the beginning the Creator 'made them male and female,' and said, 'For this reason a man will leave his father and mother and be united to his wife, and they become one flesh'? So, they are no longer two, but one. Therefore, what God has joined together, let man not separate."

2) We at St. Paul's Lutheran Church celebrate with couples who choose to get married in Holy Matrimony. The wedding ceremony at St. Paul's Lutheran Church is a journey of faith and a Christian Wedding, giving God's presence in the couple's life. The wedding service is an important act of worship to our God.
3) The purpose of this policy is to assist couples to not only have a most celebrated wedding ceremony, but to also assist the couple with important decisions that come with wedding preparations and also supporting the marriage.

4) Marriage ceremonies performed off-site by Pastors of St. Paul's Evangelical Lutheran Church shall adhere to the same policies set out for in-church weddings.

5) St. Paul's Evangelical Lutheran Church will welcome non-members to be married in our facility with involvement of our Pastors in officiating or planning weddings.

Pre-Marriage Arrangements:
The following should be discussed a minimum of three to four months prior to the wedding.
1) Pre-marital counselling is a Prerequisite for marriage at St. Paul's Lutheran Church.
2) A minimum of six hours of premarital sessions are recommended for engaged couples. Through premarital counselling, the couple can build a relationship with the minister, who will ensure that the ceremony proceeds without any major difficulties, as well as to prepare the couple for the marriage.
3) It is expected that the couple will follow the Marriage Worship Service as outlined in the Lutheran Hymnal. The Minister and Couple may agree to alternate ceremonies but must be approved by the Minister prior to the service.

4) A wedding rehearsal date must be set a minimum of one month prior to the wedding, involving the couple, the wedding party, the sound operator, musician, and any others involved in the ceremony.

The Marriage Ceremony:

1) The couple is responsible for arranging the following:
    i) Music
    ii) Decorations
    iii) Candles
    iv) Florist Arrangements
    v) Wedding Bulletin
    vi) Pictures
2) Music - The couple must provide and arrange with the Pastor the music to be used for the wedding. If the couple wishes to use the church organ, it is recommended that the church organist/pianist is to be used. If an alternate musician/pianist is used, the individual must be approved by the church Music and Worship Committee. If the couple wishes to use alternate music or a video presentation, arrangements must be made with a Member of the St. Paul's Lutheran sound booth operator team in advance.
3) Decorations - the couple must make arrangements with the Pastor to decorate the church for the wedding. Safety of all guests must be a priority. Decorations that hinder one person's ability to evacuate the church quickly will not be permitted. One table with a tablecloth is available to be used by the couple. All other decorations must be provided by the couple. All decorations are to be removed by the couple or their representatives immediately following the service. Furniture i.e. pulpits, lectern, should not be moved without prior approval. If any furniture is moved, it must be placed back in its original position immediately following the service.
4) Candles - The use of candles is permitted, provided that all safety measures are taken. Candles must have some protective blankets to prevent wax from dripping on the floor or being a fire hazard being close to flammable materials. The couple is to provide their own candles.
5) Florists Arrangements - Flowers may be placed on the altar prior to the service. Alternate flower arrangements may be made but must be removed following the wedding ceremony. All flower arrangements need to be placed on top of a protective barrier.
6) Bulletins - It is the responsibility of the couple to prepare the Wedding Bulletins for the ceremony. A draft copy should be given to the Pastor for Final Approval.
7) Pictures - The couple should inform individuals who are taking pictures and/or videos to restrict their movements during the ceremony. This is to ensure that all guests are able to witness the ceremony.

Post Wedding

The couple is responsible for appointing individuals to remove all decorations, candles, bulletins, and any damage exceeding the damage deposit that is caused by the ceremony, (example: wax drippings on the carpet) and will be billed accordingly.

PARISH EDUCATION COMMITTEE

1) Appointments:
"Bylaws: Part 6, Sec. B, Items 1 and 2" Council will elect from its own members. Parish Education Committee will include all program leaders and has the authority to appoint at least two additional congregational members who are not members of Council.

2) Term of "Office"
The term of office will be for two years.

3) Continuity:
The committee is appointed annually, with no limit as to the number of times a person can exceed him or herself.

4) Mandate:
The committee on Parish Education will have responsibility to operate the youth programs of the congregation under the spiritual guidance of the Council and the spiritual guidance of the Pastor to promote and encourage motivation in learning and living in Christian faith.

5) Review of Terms of Reference
The committee will review the terms of reference annually and recommend changes to Council.

6) Reporting:
The committee will report to Council after every meeting.

7) Frequency of Meeting:
Meetings will be called by the chairperson or Pastor. Meetings will be called not less than every two months.

8) Quorum:
A majority of the committee members in attendance at a meeting will constitute a quorum.

9) Term of Committee:
The term is on going.

10) Selection of Chairperson:
The chairperson will be appointed by the Council.

11) Ex Officious Members:
Church Council president and the Pastor will be ex officious members of the committee.

Education Procedures

1) Study Bibles will be purchased for grade 5 students.
~~2)~~ The confirmation program will be provided to students.
3) Gowns are rented and returned, paid by the church.

4) VBS expenses over what VBS raises are covered by the church.
5) Adult Bible Studies held in church and homes are approved and guided by pastors.

RELATIONAL MINISTRIES AND MISSIONS COMMITTEE

1) Appointments:
In accordance with the Congregational bylaws Part 6, Section B1, the Church Council 'shall also have authority to appoint such other committees as May from time to time be necessary or advisable'. Therefore, the Church Council appoints the Relational Ministries & Missions Committee.

2) Terms of Reference:
The normal term of office shall be one year with the intent that there is an orderly rotation of the members on the committee and the option to be re-appointed.

3) Review of the Terms of Office:
The committee shall review the terms of reference annually and recommend any changes to the Church Council.

4) Mandate:
The mandate of the committee is as follows:

a) To oversee and support relationship-building programs in the church including: small group ministries such as intergenerational ministries and special congregational events.
a) To periodically evaluate the programs that fall under the mandate of the Relational Ministries committee.
b) To support organizations that provide mission work in the community.

5) Reporting:
The committee shall report to the Church Council at each council meeting unless there is nothing of significance.

6) Minutes:
The committee will ensure that accurate minutes are kept at every meeting. The minutes will include as a minimum: members present, summary of business discussed, listing of passed motions.

7) Frequency of Meetings:
Meetings will be held at least nine times a year. Special meetings can be called by the chairperson of the team, the president of Church Council, or the Pastor.

8) Membership:
In addition to the ex-officio members of the Pastor and the president of Church Council, the team should consist of six members, including one chairperson, one member of Church Council, and a secretary.

9) Quorum:
A majority of the committee members in attendance at a meeting will constitute a quorum.

10) Appointment of Chairperson:
The Church Council shall appoint the chairperson, having considered the recommendations of the committee.

11) Ex Officio Members:
The Pastor and president of Church Council.

SPECIAL SERVICES

Special services in addition to religious celebrations shall be held throughout the year including:
1) Confirmation - last Sunday in May
2) Grade 5 Bible Distribution - mid October
3) Grade 5 First Communion – fall
4) Church Picnic - mid June
5) Welcome Back to Sunday School - Sunday following Labour Day
6) Scouts Sunday - Second Sunday in February
7) Service for Christian Unity - mid January

WORSHIP AND MUSIC COMMITTEE

1) Appointments:
In accordance with the Congregational bylaws Part 6, Section B, item 1, 'Church Council 'shall elect from its own members a committee on Worship and Music. Council shall have authority to appoint additional committee members who are not members of Council. The number on the committee shall not exceed 7.

2) Terms of Reference:
The normal term of office shall be one year.

3) Continuity:
The committee shall be appointed annually. No person shall succeed him/herself for more than 3 terms, with the exception of the organist, choir director, a member of Altar Guild, a member of the Decorating Committee, and music leaders for the contemporary service.

4) Review of the Terms of Office:
The committee shall review the terms of reference annually and recommend changes to the church Council.

5) Mandate:
The committee shall have special responsibilities under the supervision of the Pastor for matters pertaining to worship services in the Church, and the music used therein; the general spiritual care and growth of the congregation and shall make recommendations

to the Church Council. It will explore and develop a music program which will increase meaningful worship in accordance with article 4 of the constitution.

6) Reporting:
The committee shall report to the Church Council at each council meeting unless there is nothing of significance.

7) Frequency of Meetings:
Meetings shall be called by the chairperson, at the request of any committee member, or the Pastor, but not less than quarterly.

8) Quorum:
A majority of the committee members in attendance at a meeting will constitute a quorum.

9) Term of Committee:
The committee is a standing committee.

10) Appointment of Chairperson:
The Church Council shall appoint the chairperson.

11) Ex Officio Members:
The Pastor and president of Church Council.

Payments to **Musicians**

1) The maximum amount to be paid to a musician or group of musicians/singers is $75 per service.
2) All billings for performances shall be submitted and paid in the fiscal year they occurred. No late billings will be honoured.
3) Requests for purchase of sheet music and instruments must be approved prior to purchase.
4) No individual or band will have an account where funds are held for them to "buy" things for band.

GUIDELINES FOR USHERS

Before Church

1) Arrive at least 30 minutes prior to worship.
2) Make sure the three main entrance doors are unlocked.
3) Make sure there are bulletins at the sanctuary main and side entrances.
4) Remove any bulletins 3 weeks old or older from bulletin/memorial card unit
5) Welcome worshippers.
    a. Greet
    b. Give Bulletin
    c. Guide to seat (esp. visitors).
    d. Make sure visitors know where the washrooms, nursery, elevator and exists are.

6) Give special assistance to those with mobility challenges (wheelchairs, walkers, etc.)

During Church

1) Provide an accurate headcount.
2) Provide security.
    a. Keep an eye on coat racks, etc., especially during winter-and special services.
    b. Keep an eye on disruptive worshippers or for medical emergencies. Call emergency services if necessary.
3) Receive the offering.
    a. Come to the portable altar when you see the service leader take the plates from the altar. Don't wait for the peace to end on it's own.
    b. After returning the plates to the service leader wait at the altar until the offering-prayer has concluded. Then step to one side or the other for prayer of consecration.
4) Guide people to Holy Communion
    a. Continuous Communion
        i. Keep the line moving.
        ii. Keep track of people who cannot come to the altar.
        iii. Receive communion last.
        iv. Guide altar party to communicants who remained in their pews.
    b. Communion at the Rail (last Sunday of the Month)
        i. Close the altar rail after the party is assembled.
        ii. Have the next group waiting at the front pew *before* the first group is blessed and sent. Release them to come forward as soon as the blessing concludes.
        iii. Keep track of people who cannot come to the altar.
        iv. Assist communicants with mobility issues at the stairs as needed.
        v. Receive communion last.
        vi. Open the altar.
        vii. Guide altar party to communicants who remained in their pews.

After Church

1) Recycle any returned bulletins that are "well-used.'
2) Place unused bulletins in the slot unit where the bulletins and memorial cards are kept.
3) Guide worshippers-especially visitors-to the lower or upper hall as needed (e.g., for a lunch or special event or coffee hour).
4) Ensure the three main entrance doors are locked and all lights are off. If you are the last person in the building, set the alarm and leave. If the Ukrainians have started to arrive, or the counters, pastor(s), etc. are still in the building, do **not** set the alarm.

HUMAN RESOURCES POLICIES

Employment
Contained in this section are policies and procedures that guide hiring practices, probation of new employees, employment requirements, performance reviews and termination of employees.

Definition of Terms
St. Paul's means St. Paul's Evangelical Lutheran Church of Steinbach Inc.

The Humans Resource Committee as established by the Church Council.

Permanent Employee means a non-rostered person who is hired by St. Paul's to perform work or service, but does not include an independent contractor, a person working on a voluntary basis, or a person working for a specific term of time

Volunteer means a person who has been contracted y St. Paul's in a non-stipend Arty capacity to further the mission of the congregation

Rostered Person means a member of the Roster of Clergy in good standing who has been called by St. Paul's to provide pastoral leadership

Retired Clergy means a minister of the roster in good standing who remains a member of St. Paul's

1. Recruitment and Appointment
Policy Statement:
Successful applicants will be chosen based upon their ability and competency to fulfill the position in a manner that meets the Vision and Mission of St. Paul's.

Pastors: Rostered Pastors follow MNO guidelines

Paid Staff:
1.1 The preference for filling vacancies will be open competition. Prior to the recruitment process, position descriptions for vacant positions will be reviewed and job descriptions for new positions prepared.
1.2 Each new employee will receive a detailed job description including remuneration for his or her position once they have been appointed to their position.
1.3 Each new employee will sign a Confidentiality Agreement and agree to provide the Pastor an Ministry Committee with any computer passwords, desk keys etc.
1.4 All new employees must be cleared by both a Criminal Background Check and Child Abuse Registry Check before starting their new position.

Volunteers:
1.1 Prior to the recruitment process, position descriptions for vacant will be reviewed and job descriptions for new positions prepared.

1.2 The selection of volunteers for vacant or new positions will be on the basis of ability, personal attributes, prior to work performance, training and education. The selection criteria for each position should be included in the position description.
1.3 Each new volunteer will receive a detailed job description for his or her position once they have been appointed to their position.
1.4 Each new volunteer will sign a Confidentiality Agreement including Church Council, Sunday School Staff and Contracted workers.
1.5 All new volunteers working with children/vulnerable people individuals must be cleared by both a Criminal Background Check and Child Abuse Registry Check before starting their new position.
1.6 All new volunteers will be encouraged to participate in a program that suits the mutual interests of St. Paul's and the individual.

2. **Orientation and Training**
Policy Statement:
Every employee will receive orientation during the first week of his and her employment.

2.1 Training of new staff will be conducted by the Senior Pastor or designate the Pastor appoints with the HR Committee/Appointee in attendance.
2.2 All new staff and volunteers must read the personnel policy manual and the operations manual and sign an agreement that she or has read, understood and abide by these policies.
2.3 All new staff and volunteers must read and sign the confidentiality waiver.
2.4 All new staff and volunteers must become familiar with security systems including relevant codes, keys and panic buttons as appropriate.
2.5 All new staff and volunteers will be evaluated after their ~~three~~ **six** month probation period. For more information, please consult section 3 and 4 (Probation and Performance Standards; Performance Appraisals for Permanent Staff).
2.6 All staff will receive a review after 3 months of employment to ensure they are meeting the contractual obligations.

3. **Probation and Performance Standards**
Policy Statement:
This policy relates to all newly appointed staff whose terms and conditions of employment state that their appointment is subject to a probationary period.

Paid Employees:
3.1 Every individual appointed to a position will be on probation for a period of six (6) months or for such an extended period as may be established by the Pastor.
3.2 Prior to the end of the first three (3) months of the probationary period, an appraisal for the employee shall occur and the Pastor and the HR committee chairperson will provide the employee with a written evaluation and will meet with the employee to discuss the evaluation. St. Paul's reserves the right to terminate any employee without cause while on probation.

3.3 Sections 4.2 to 4.5 will apply in conducting the performance appraisal of an employee on probation.
3.4 If the employee's performance is satisfactory, the employee will be advised in writing that the probation period has ended. This information will be documented in the employee's human resource file.
3.5 If the performance is unsatisfactory, the employee will be notified in writing that either their probation period is extended or his or her employment is terminated. The notice will identify the reasons the employment is being terminated or the specific actions that the employee and the employer has to undertake to improve the employee's work performance during the extended probationary period.
3.6 Prior to the conclusion of the extended probationary period, the Pastor/HR Chairperson shall provide the employee with a written performance evaluation. At the time, the Pastor/HR Chairperson, May confirm the employee's permanent status or terminate the employee's services.

4. **Performance Appraisals for Permanent Employees**
Policy Statement:
Each year, on the anniversary date of successful completion of the employee's probationary period, an appraisal of a permanent employee's performance shall be conducted. This provides the opportunity for the employee and management to review the strengths of the employee and support the employee in areas that require development.

4.1 The Pastor/HR Chairperson and/or the employee's immediate supervisor will provide a written assessment to the employee on an annual basis. Prior to this assessment the Employee will complete a Personal Performance Document to discuss at the annual meeting. In the case of the Pastor, the ~~Personnel~~ Human Resources Committee shall act as his or her supervisor and shall conduct his or her performance appraisal and sections 4.2 and 4.4 shall apply.
4.2 Prior to the performance review the employee and the Pastor/HR Chairperson and/or his or her immediate supervisor will review or revise, if necessary, his or her job description and agree upon a process for the evaluation. The process will identify the persons who will participate in the evaluation, how these persons will participate, how evaluator's comments will be incorporated and the performance standards in which the employee shall be evaluated.
4.3 In conducting the performance review, the Pastor/HR Chairperson and/or the employee's immediate supervisor and the employee will set work objectives and performance standards on which the employee will be evaluated in the subsequent year and will identify the type of training and professional development that St. Paul's will provide to improve the employee's performance.
4.4 The employee must sign the final assessment upon its receipt, to indicate that it's content have been read. The employee has the right to discuss the content of the appraisal with the Pastor**HR Chairperson** and/or to append his or her comments on the appraisal.
4.5 Disagreement with the Appraisal shall follow procedures of Grievance. (20)

5. **Discipline and Termination of Volunteers & Employment**
Policy Statement:
This policy relates to addressing issues that require disciplinary action. All matters will be managed on an individual basis, taking into account all aspects of the issue and reaching a decision which ultimately protects St. Paul's interests. ***Confidentiality shall be of paramount importance at all times.***

5.1 All disciplinary matters shall normally be managed in the step-by-step procedure outlined below:

a) The HR Chairperson shall issue a verbal warning to the volunteer/employee and outline the performance expectation; The warning shall be placed documented and placed in the employee's file.
b) If the problem has not been corrected, has reoccurred, or if additional problems arise, a written warning will be given to the volunteer/employee, copied to their personnel file, detailing the issue(s), the date by which the issue is to be corrected, and a consequence for noncompliance.
c) If the problem has been corrected, a memo shall be given to the volunteer/employee, copied to their personnel file, indicating that the performance has been corrected; however, this memo does not erase the original written warning in the volunteer/employee file. The HR Chairperson will be responsible for following up with the employee.
d) If the problem has not been corrected, has reoccurred, or if additional problems arise, the volunteer/employee may be dismissed for just cause.

5.2 Problems of a more serious nature may ~~be~~ require more immediate corrective action including immediate termination and/or legal action.

5.3 St. Paul's may consider the following as causes for termination of volunteers/employees:

a) Where a volunteer/employee has undertaken activities that are inconsistent with the objective and values of St. Paul's.
b) Where St. Paul's has insufficient resources to pay an employee's salary and benefits;
c) Where a volunteer/employee's position has become redundant;
d) Where a volunteer/employee's performance continues to be inadequate after the procedures of a performance review has been undertaken.
e) Insubordination ~~(define)~~

5.4 The Human Resources Committee in collaboration with the Pastor is responsible for all employment matters. Where a volunteer/employee's immediate supervisor is someone other than the Pastor, the Pastor must consult both with that volunteer/employee's immediate supervisor prior to terminating that volunteer/employee. The Pastor shall then notify in writing the volunteer/employee of his or her termination, stating the reason for his or her dismissal and copy the Human Resources Committee.

5.5 Where the volunteer/employee's immediate supervisor opposes the termination of the volunteer/employee, the Pastor must notify the chairperson of the Human Resources Committee in writing of his or her intentions and reasons for terminating a volunteer/employee. Once the Human Resources Committee has approved the termination, the Pastor/Human Resource chairperson shall notify the volunteer/employee

of his or her termination, stating the reason for his or her dismissal and notify the Human Resource Committee.
5.6 If the volunteer/employee is terminated, the volunteer/employee agrees to remove only those items that personally belong to the volunteer/employee and not remove any items that belong to St. Paul's, including files, papers, books, etc. Any information and/or equipment that staff accrues during the tenure at St. Paul's during the hours of work (that is paid employment) will remain the property of St. Paul's upon exit or termination. This includes both intellectual and physical property.

Employee Records
Contained in this section are policies and procedures that relate to the employee file.

6. **Employee Human Resource Files – Shall be kept in a separate filling cabinet under lock and key with access only permitted by the Pastor/Human Resources Committee.**

Policy Statement:
St. Paul's respects the importance of maintaining an accurate, current file for each employee that is kept confidential at all times.
6.1 For the purposes of the policy the employee's file shall be known as their Human Resource File.
6.2 Each file includes the following information:
a) Personal information including name, birth date, social insurance number, home address, phone numbers and email address;
b) Pertinent health information;
c) Job related information including letters of reference, resume, contractual documents, reference/criminal checks, drivers license abstract, conflict of interest disclosures;
d) Qualifications including educational certificates, professional development training certificates and other pertinent information;
e) Salary details;
f) Evaluation reports, commendations or disciplinary correspondence from supervisors;
g) Records of leaves and absences due to illness resulting in a doctor's note, or other leaves;
h) Other information that the management and the employee agree to be added;
i) Documentation of termination or resignation.
6.3 The Human Resource file remains the property of St. Paul's until the time of their destruction seven (7) years to the date of the employee's cessation of employment with St. Paul's.
6.4 All Human Resources files will be stored and kept confidential.
6.5 All Human Resources files cannot be removed; however, information may be copied upon request in writing.
6.6 An employee May request, and in the presence of the Pastor/HR Chairperson, review their Human Resources file and respond in writing to any report(s) contained therein; a response will be entered into the employee's file.

Employee Benefits

Contained in this section are policies and procedures that explain employee benefits such as vacations, holidays, leaves, and employee reimbursements.

Policy Statement:
Upon successful completion of the Probation period, all permanent employees who are scheduled to work 30 or more hours per week will be eligible for employee benefits.

7. **Dental, Health, Life Insurance, Long Term Disability and Pension**
7.1 Upon successful completion of the Probation period, all employees who are scheduled to work 20 hours or more per week are eligible for employee benefits which include dental, health, life insurance and long term disability, as per GSI polices.
7.2 Pension as per Group Services Inc. policies.

8. **Holidays**
8.1 Statutory and Civic Holiday Pay will be in accordance with Manitoba Department of Labour Code.
8.2 Any other statutory and civic holiday proclaimed by Canada and the Province of Manitoba.
8.3 When a statutory holiday falls on either a Saturday or Sunday, the day observed holiday (note that this does not include Remembrance Day) will be observed the following day.
8.4 Where church activities require attendance on any of the statutory holidays, the employee shall take another day in lieu.

9. **Vacation**
9.1 All non-rostered employees earn and are entitled to paid vacation time in accordance to the following schedule.

a) During each of the first five (5) years of employment, employees shall earn vacation leave credits at the rate of .833 working days per complete month of service (equates to a total of two (2) weeks of vacation per year) for full-time employees, prorated for part-time employees.
b) During the fifth year of service, the employee shall earn holiday credits at the rate of one and one-quarter (1.25) days per month, which is three (3) weeks of holidays. One-week holidays is defined as five (5) working days.
c) An employee shall earn vacation leave credits at their usual rate while on paid leave of compassionate, sick, or short-term disability.
d) A maximum of fifteen (15) days of vacation time can be earned during the above-mentioned types of leaves. For part-time employees, the vacation credits will be pro-rated to the percentage of full-time employment worked.

9.2 Each employee shall take earned vacation leave at a time approved by the Pastor. Where, vacations shall be scheduled to suit the mutual convenience of the employee and St. Paul's; however the Pastor has the authority to decide when an employee may take vacation time.
9.3 Employees are entitled to vacation time after waiting twelve (12) consecutive months.

9.4 An employee may advance or carry over his or her vacation leave credits earned in the fiscal year to another year only with the permission of the Pastor. The Human Resources Committee will decide the carry-over of the Pastor's vacation leave credits.
9.5 Vacation time will only be paid out if an employee has been terminated, has resigned with vacation owing or when the Pastor has been unable to schedule part or all of an employee's vacation.
9.6 The Pastor/Human Resources Committee will review all requests for time off but cannot guarantee approval of request as it is based on scheduling, seniority, etc.

10. **Overtime and Compensatory Leave**
10.1 Should an employee work beyond approved hours, they will not be compensated.
11. **Sick Leave –** Shall follow MNO Policies and the Manitoba Labour Code.
11.1 Earned sick leave shall be granted where an employee is unable to be at work and perform the employee's regular duties as a result of a) illness or b) injury or c) a visit to a health professional of the employee or, at the Pastor's/HR Chairperson's discretion, of a member of the employee's immediate family.
11.2 The sick leave of which the employee is entitled shall accumulate at the rate of one and one-quarter (1 1/4) working days per each month worked, prorated for part-time employees.
11.3 Unused sick days may be carried over for a maximum accumulation of 28 days.
11.4 Any unused sick days or personal days will not be paid out at a fiscal year end or on termination, including retirement or acceptance of a new call.
11.5 The Pastor or Human Resources Committee may request a medical note if absent more than 3 consecutive days.

12. **Parental Leave (maternity)**
12.1 Every employee who has worked for more than nine consecutive months at St. Paul's shall be granted parental leave in accordance with applicable Manitoban and Canadian legislation and regulations.
12.2 Employees are require to submit a request for parental leave in writing to the Pastor at least four (4) weeks before the day specified by the employee in the employee's request.
12.3 An employee must give six (6) weeks notice of their intent to return.

13. **Compassionate Leave**
13.1 Upon approval by the Pastor/Human Resources Chairperson, an employee may be granted a maximum of: (paid leave)

a) Five (5) consecutive working days which includes two (2) travel days where warranted, in the event of the death of immediate family. Immediate family includes spouses, children, parents, grandparents, grandchildren and siblings.
b) Three (3) consecutive working days which includes two (2) travel days where warranted, in the event of a death of other family members; including uncles/aunts, nephew, and nieces,
c) One (1) working day in the event of a friend with any additional travel time to be determined at the discretion of the Pastor/HR Chairperson.

13.2 Additional compassionate time off may be taken from vacation time and must be approved by the Pastor/HR Chairperson.
13.3 Any requests for additional compassionate leave may, with the approval of the Church Council, be taken as either paid or unpaid leave at Council's discretion.

14. **Jury Duty Leave**
14.1 An employee called to serve on a jury shall suffer no loss of regular income and no loss of vacation time. The jury stipend shall be returned to St. Paul's.

15. **Other Leaves of Absence**
15.1 The church Council may grant leave of absences upon recommendation of the Pastor/HR Committee.

Payroll
Contained in this section are policies relating to salaries, wage administration including deductions and pay advances.

16. **Remuneration**
Policy Statement:
Each employee shall be paid in accordance with his or her salary.
16.1 Each employee shall be paid twice monthly by written cheque, dated the 15th and the last day of the month. When the day is the day the cheque is to be dated falls on a weekend or holiday, the cheque shall be issued by and dated for the first day of business prior to that date.
16.2 The salary range, hourly rate of pay, shall be determined by Congregational Council. In consultation with the Council, the Pastor will be authorized to offer a wage within the limits outlined by Council.
16.3 Where St. Paul's has financial resources, the pay range for an employee's position permits and the employee has been given a satisfactory performance appraisal, a permanent employee may be eligible for a merit increase after working twelve (12) months from the day on which the employee began his or her employment with St. Paul's and each twelve (12) months worked thereafter until maximum of the pay range has been reached. Annual raises are never guaranteed.

17. **Expense Reimbursements**
Policy Statement:
Upon provision of receipts and according to St. Paul's financial guidelines and practices, an employee will be reimbursed for work related expenses authorized by the Pastor.
17.1 Expenses claims must be documented with the original receipt, attached to the proper expense form and submitted within two (2) business days of month end.
17.2 Whenever possible, St. Paul's expenses that are approved by the Pastor should be paid by petty cash which is governed by the Pastor or by St. Paul's credit card which is governed by the Pastor and the Office Manager.
17.3 When neither of these payment options is available, the following will be considered for reimbursement by the Pastor.
a) Gas for St. Paul's vehicles.

b) Parking for St. Paul's related business
c) Office expenses
d) Gifts/Awards
e) Training/Professional Development
f) Program expenses

17.4 Mileage shall be paid at the rate set by the CRA. Only mileage pre-approved by the Pastor/HR Chairperson will be reimbursed.

17.5 Gratuities for food and services purchased shall not exceed 10 percent of the bill before taxes.

Employee Responsibilities

Contained in this section are policies defining work hours and expectations, reporting absences, work breaks and regulations.

18. **Employee Responsibilities**

Policy Statement:

Every employee is expected to act in a professional, responsible and courteous manner that is consistent with the version, mission and code of ethic of St. Paul's.

18.1 The work week for a full-time employee is forty (40) hours. The Pastor/HR Chairperson may flex staff hours in order to accommodate before-or after- hours programs.

18.2 An employee may be required to work beyond normal hours and on weekends with adequate notice. In case of urgent need, the Pastor/HR Chairperson or immediate supervisor will attempt to negotiate an acceptable way of having the work completed. Accumulated expected or unexpected hours, beyond normal working hours, will be compensated via time off in lieu of monetary payment. Time off must be scheduled with the Supervisor and approved, in advance, by the Pastor/HR Chairperson.

18.3 The Pastor/HR Chairperson may allow an employee to work at home or to vary the days of work or time an employee begins and ends a workday.

18.4 An employee is to complete on a semi-annual basis a time sheet that records, calculated on an hours worked basis, vacation time, sick time, overtime and compensatory leave accumulated and taken and is to submit the time sheet on Wednesday prior to each pay period to the Pastor. Discrepancies between hours claimed and actual hours worked may result in an employee checking in with the Pastor/HR Chairperson or their actual hours worked may result in an employee checking in with the Pastor/HR Chairperson or their immediate supervisor each time they arrive at work and leave to ensure accuracy.

18.5 Where an employee is to be absent, the employee will notify the employee's immediate supervisor of the absence before 9:00 a.m. or as soon as possible, giving the reason and probably length of time for the absence.

18.6 An employee who has been absent because of sickness for a period of more than three (3) consecutive working days will furnish, when requested by the Pastor/HR Chairperson, a medical certificate certifying that the employee was unable to be present at work because of illness.

18.7 Where an employee is habitually late or is absent during working hours without leave or without notification for a period of 48 hours or more or has not provided, on request, a medical certificate for absences due to illness, the Pastor/HR Chairperson will issue a warning and subsequently may take such disciplinary action as is warranted, including termination.
18.8 The Pastor/HR Chairperson or an employee's immediate supervisor may allow an employee, during work hours, to participate, with pay, on committees, in meetings and other activities that promote the objectives and values of St. Paul's that are not stated in his or her job description. This must be approved by the Pastor/HR Chairperson prior to engaging in these events.
18.9 An employee wishing to resign will provide the Pastor/HR Chairperson with a written notice of resignation, which will specify the last day upon which the employee will perform his or her regular duties. The employee is requested to give notice of one pay period prior to the date on which the resignation is to be effective.
18.10 An employee shall respect that St. Paul's place of work is a non-smoking environment.

Employee Conduct
Contained in this section are guidelines that define employee behaviour and conduct on the job, as well as policies regarding substance abuse, smoking, harassment and working violence.

19. **Discrimination and Harassment**
Policy Statement:
St. Paul's is committed to ensuring that each employee and volunteer has the right to work in an environment that is free from discrimination and harassment as defined in the Human Rights Code of Manitoba (see appendix) and of abusive behaviour.
19.1 An employee who considers that he and she has been subjected to workplace discrimination, harassment or abuse is encouraged to seek the advise of his and her immediate supervisor or the Pastor/HR Chairperson, providing the supervisor or Pastor is not the subject of the complaint. On occasion, harassment can be dealt with directly and informally by confronting the harasser with a clear message that the attention or action at issue is unwanted. However, St. Paul's recognizes that there may be power imbalances and other factors (such as the nature or severity of the harassment) that make a confrontation awkward or impossible. Although resolution is encouraged where possible, confrontation is not a prerequisite to making a workplace harassment complaint under the policy.
19.2 Where any person has reasonable grounds to believe that he or she has been or is being harassed or abused by another person, the employee may forward a written complaint to any members of the Human Resource Committee. The Human Resource Committee will then begin a confidential investigation into the complaint and attempt to resolve the matter within 14 business days.
19.3 The Human Resources Committee will be responsible for ensuring that the complaint is investigated and the appropriate actions are taken. This may include:
a) determine that no action should be taken;

b) take any action that the Committee may feel is necessary

19.4 The individual complained of shall be entitled to notice of the complaint and shall be given the opportunity to respond to that complaint.

19.5 Nothing in this policy precludes an employee from pursuing his or her right to bring a complaint to the Manitoba Human Rights Commission. Such complaints must be made within six (6) months of the last incident that forms the basis of the complaint.

20. **Grievance**

Policy Statement:

An employee has the right to complain about or grieve any unsatisfactory working condition to the Pastor/Human Resources Chairperson. If an employee has a grievance with regard to the Pastor, they can take their grievance in writing to the Human Resource Committee, and conversely, if they have a grievance with the Human Resource Committee, they can take their grievance in writing to the Pastor.

20.1 The Pastor/HR Chairperson must respond in writing within fifteen (15) days from receiving a written complaint or grievance from an employee.

20.2 In the event that the Pastor/HR Chairperson, and/or the immediate supervisor are unable to resolve a complaint or grievance or that the grievance relates directly to the actions of the Pastor, the employee will prepare a written statement stating the nature of the unresolved issue and forward this document directly to the Chair of the Board of St. Paul's.

20.3 An employee has the right to grieve a dismissal, reprimand or performance appraisal by forwarding his or her written complaint directly to the Chair of the Board.

20.4 A copy of the employee's written statement regarding any grievance shall be provided to the Pastor/HR Chairperson and/or immediate supervisor prior to any decision of the Board.

20.5 The Chair shall place on the agenda of the next meeting of the ~~Personnel~~ Human Resources Committee any written grievance received by an employee and shall inform the ~~Board~~ Church Council in a confidential memo addressed to the St Paul's Lutheran Church Church Council.

20.6 If after discussion with the party(ies) concerned the issue is unresolved, then the Board May request that a mediator be brought in to resolve the issue.

20.7 The mediator shall submit his or her report to the Human Resources Committee who shall forward the report and it's recommendation to the Board. All parties shall be advised in writing of the decisions of the Board.

Policy on Former Staff Being Elected to Council

This policy is designed to ensure a smooth transition in staff when there is staff turnover. In many non-profit sectors it is deemed to be 'best practices' to ensure that former staff members are not in a position to pursue personal agendas - in the process allowing for the possibility of a disruption to the governance procedures. It is the intention of the policy to facilitate as much communication and community building capacity as possible while at the same time ensuring that the opportunities for a former staff to interfere are limited.

Policy:

It is the policy of St. Paul's Evangelical Lutheran Church of Steinbach Inc. that former staff members shall wait until three calendar years have passed after the conclusion of their employment before they are eligible to be elected to the Congregational Council.

Protection Policy
St. Paul's Lutheran Church adopts current MNO Policies and Manitoba 's Act on the Protection of Children, Youth and Other Vulnerable Persons.

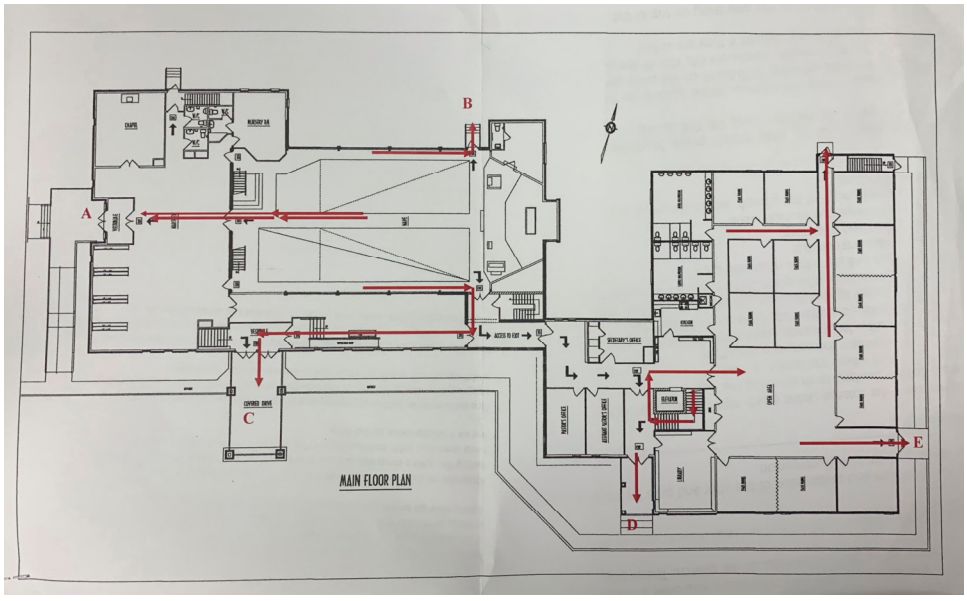
ST. PAUL'S EVACUATION PLAN - October 2017/2024

SANCTUARY EVACUATION
For the purposes of this document, usher is defined as **all** ushers; those on active duty as well as those off duty, but in attendance. Unassigned ushers will position themselves on ramps and, at exits to assist parishioners leaving building. If not sufficient numbers, council members become ushers.

1) Pastor will request upon start of alarm:
    i) People remain seated until alarm status is confirmed
    ii) Worshippers to take their lead from ushers
    iii) Advise that the basement is being evacuated. Your children are being whisked to safety and will be out of the building before you are. **Do not attempt** to go downstairs as you will only impede their swift flow to safety.
2) PA Operator will call 911 to advise:
    i) Alarm ringing at St. Paul's Lutheran Church, 465 Henry St., Steinbach MB.
    ii) Request assistance.
    iii) Operator will then position him/herself at the Henry St. door (A) to assist should evacuation be ordered.
3) The Deacon on duty assembles all attending ushers at front/centre of church and assigns their positions to prepare for evacuation. The Deacon assigns two council members to verify the cause of the alarm. Deacon then assigns ushers as follows:
    a) One usher goes to the balcony to evacuate the attendees to the narthex. There they will stay unless further steps are required. If required, they will exit out the Henry Street doors (A) and into the parking lot. The usher will also evacuate the nursery, chapel and washrooms.
    b) Two ushers will assume positions in the centre aisle at the rear pews. If further action is required, they will evacuate the Henry Street doors (A), starting with the rear pews and working their way towards the front. They will calmly advise evacuees to **not** pick up their coats, etc. but to evacuate straightaway.
    c) One usher will station self at the left from exit (B). If further action is required, the usher will evacuate the left-hand pews, starting with the front and working towards the back.
    d) One usher will station self at the right front of the sanctuary. Should evacuation be required, the usher will evacuate the right-hand pews, starting with the front and

working toward the back. Another usher will be assigned to a position just outside the sanctuary to guide evacuees down the ramp, and outside the new, covered entrance (C). The usher will calmly advise evacuees to **not** go to the narthex to pick up their coats, etc. but to evacuate straightaway.

4) When everyone is evacuated, the interior doors to the sanctuary and the exterior doors to the building are to be closed. Ushers that were posted at the exit doors should stay in close proximity to the doors to assure that none runs back into the building. Other ushers should go to the sites designated in the master plan for the congregation.
5) Alternate routes may be required if an exit is blocked by fire or smoke. This may require having the entire congregation exit through either the main doors or the side doors. Keep everyone calm and moving quickly. Note: if smoke is heavy, have people crawl as the air is better close to the floor.
6) Fire drills shall be held in the spring and in the fall at the end of the services. The congregation should be told in advance that nobody moves until they are ushered out and they are not to get up until ushers are on duty to help.
7) The evacuation plan is to be posted beside the alarm panel box and main exits. Those investigating the fire have the responsibility to report the status to the ushers and at no time should the ushers leave their posts to seek out the status of the alarm.



(Standard Operating Procedures)

In the event of an emergency, in which residents need to be relocated to safe shelter, this emergency preparedness plan will aid in the housing and organization of the evacuees. This plan is designed to be used with any number of evacuees. This plan is designed to be used by any number of evacuees, and with any type of emergency (tornados, fire damage to local businesses or schools, hazmat issues, or threats requiring evacuation).

Included in this plan is:
1) the Volunteer Guide
2) An emergency floor plan of the church
3) Information on the emergency preparedness kit
4) A fill-in sheet to be used during the emergency, to be filled in with leader names in their roles

This SOP MUST be updated semi-annually, in March (following the February annual council elections) and in November (following the semi-annual meeting).

1) Volunteer Guide

Below is a list of volunteers, to be updated semi-annually. As the number of evacuees grows, more volunteers will be required. The estimated ratio is listed but may not be adequate for all circumstances.

Disaster Response Coordinators

Responsibilities: These volunteers make up the top management team, overseeing the entire operation, facility, and staging needs of the emergency. Disaster response coordinators should have a good feel of everything that is going on in the church and as it is happening.

Estimated Number of Volunteers: 5

One from each of the following: Organizational Team, Ushers Team, Worship Team, Caring Team, and the Leader of Evacuees.

The Organization Team

Responsibilities: Primarily responsible for keeping track of who is in the facility at any given time, and what is going on outside the facility (at the original disaster location). The organizational team MUST keep track of the following information for EVERY person in the facility: first name, last name, home and cell phone numbers, parent's names (if under 18), and home city. If the evacuees are from a school, the list must ALSO include home classroom teacher's name and grade.

Estimated Number of Volunteers: one per every 30 evacuees, minimum 2. Includes the Ambassador.

Ambassador: In charge of welcoming evacuees to the church, giving them a warm, calming welcome, basic instructions for the use and order of the church facilities, and for directing evacuees to the organizational table to record their information.

The Ushers Team
Responsibilities: Primarily responsible for keeping the order of the facility, ensuring necessary paths and exits are maintained.

Parking Lot Usher: keeping a clear path for emergency vehicles to access all entrances to the church. The parking lot usher should also ensure all evacuees are inside the church, not loitering around the building or on the parking lot.

Basement Usher: ensuring evacuees find the kitchen and water fountains, bathrooms, entertainment options (like the rink) and report any health related concerns to the Disaster Response Coordinators.

Education Wing Usher: ensuring evacuees find the bathrooms, water fountains, health and CPR room, and a general sense of the building's layout and organization.

Sanctuary Wing Usher: ensuring evacuees remain orderly in the church sanctuary, are able to worship and report concerns to the **Disaster Response Coordinators**.

Estimated Number of Volunteers: one parking usher, 1 basement, education, and sanctuary usher per every 50 evacuees in the area, and on **Usher Leader**.

The Worship Team
Responsibilities: Primarily responsible for hosting worship services during the evacuees stay, if extended, to build hope and reduce anxiety.

Worship Leader/**Pastor**: oversee service flow, organize music and readings, and start audio system if available, and help with counselling of skills permit.

Estimated Number of Volunteers: 2 to 3 volunteers, including the **Worship Leader**.

The Caring Team
Responsibilities: Primarily responsible for caring for both the physical and emotional injuries of the evacuees. This is a very technical team, with a need for the most highly trained personnel available.

CPR/First Responder: responsible for the physical health concerns of the evacuees, must have prior current medical knowledge.

Counsellor: responsible the emotional and mental well-being of the evacuees, taking special care if disaster has closely affected evacuees. Must have prior counselling training.

Food Service: responsible to purchase food and drinks for the evacuees, and to serve them in the kitchen in the basement when required. This role is ONLY REQUIRED for extended stays. (Insert information on how to obtain food)

Mechanical/Technical: responsible for the safety of the church facility utilities, including a natural Gas, Electricity, Water, and elevator usage.

Caring Team Leader: ensuring the **CPR, Counsellor, and Food Services** volunteers are able to carry out their responsibilities in the space and privacy they require, and that the organizational committee has the information they need regarding these caring teams, so that they can properly direct evacuees.

Estimated Number of Volunteers: one **CPR/First Responder** per 5 minimally injured evacuees, one Counsellor per 5 severally distressed evacuees, 1 food service volunteer per 50 evacuees, and one **Caring Team Leader. Mechanical/Technical** person only required if utilities have been compromised by the disaster (tornado, large fires in the city etc.)

The Evacuees Team

Evacuee Team Leader: responsible to lead the team of evacuees through the registration process and interpret their needs to the **Disaster Emergency Coordinators Team.**

Other Evacuee Team Leaders: assist the main team leader. This position may be fulfilled by teachers etc.

The Emergency Preparedness Kit

The Emergency Preparedness Kit is located in [the location of the Kit]. Included in the kit is:

-A battery-operated radio, to be used for receiving emergency radio transmissions
-LED flashlights, to be used if the power goes out
-First Aid Kits

The CPR/First Responders should use the Library as a staging area, due to its proximity to the kitchen (running water) and the exit doors.

The Counsellors should use either of the 3 staff officers if counselling small numbers of evacuees at a time.

Volunteer Contact List & Emergency Numbers

Emergency Numbers

- ALL EMERGENCIES: 911
- Cal Toews, 204-326-0216, Steinbach & Area Disaster Preparedness Coordinator
- [insert name, contact number, training or certification]

Each role in the Volunteer Guide can be filled by the following contacts:

Disaster Response Coordinators (not including other team leaders)

-

Organizational Team

- Church Office Administrator

-

Ushers Team

-

See page behind this for an up-to-date listing of Ushers and their contact numbers.

Worship Team

-

Worship Leader/Pastor:

-

Caring Team

CPR/First Responder:

-

Counsellor:

-

Food Service:

-

Mechanical/Technical:

-

Appendix