

ADDITIONAL INFORMATION and GLOSSARY
for
OUR FATHER LUTHERAN CHURCH
GOVERNING DOCUMENTS
2019

For the purpose of having a common understanding, the following definitions will apply for the governing documents of Our Father Lutheran Church (OFLC):

Constitution: The written instrument embodying the basic rules of the organization that determine the powers and duties of the organization and the certain rights to the people in the organization. It is required for legally organizing. (The Constitution of OFLC was adopted June 1974. The current version was approved March 14, 1982)

Bylaws: The written rules adopted by the OFLC congregation chiefly for the governing of its members and the regulation of its affairs. It is a legally required document. (The current Bylaws of OFLC were adopted in September 2001 and certain provisions were subsequently amended in 2002, 2004, 2008, 2013, and 2018 with pending approval of revisions in 2019.)

Governing Policies: The written policies delineating the behavior, duties and responsibilities of the Parish Council, Lead Pastor and staff with regard to the ministry, governance and operations of OFLC. (Policy 1.0 – Strategic Identity was initially approved by voters in December 2002. Revised Policy 1.0 and Policies 2.0 through 4.0 were approved by voters in August 2013. Policy 5.0 was approved by voters in December 2013. In May 2018, a Bylaw change gave Governing Policy approval to the Parish Council, and they approved a significant revision of the Governing Policies on June 26, 2018, resulting in the four (4) policies in existence today.)

Ministry Plan and Budget: The written annual ministry goals and objectives for the congregation and the related monetary income and costs for implementation. These goals and objectives are developed taking into consideration the Congregational Desired Outcomes specified in Policy 1.0 of the Governing Policies. The annual period is defined as July 1 through June 30, OFLC’s fiscal year.

In consultation with the Lead Pastor, Parish Council has the responsibility for the development and approval of the annual Ministry Plan and Budget of the congregation. The Lead Pastor oversees the implementation of the yearly Ministry Plan and Budget that is approved at the annual Voters’ Assembly. (Bylaws – Article 10)

Operational Guidelines and Procedures: The written guidelines and procedures that help facilitate the day-to-day ministry, administration and operations of OFLC. These guidelines and procedures are principally used by staff and/or lay leadership to assure consistent results in the accomplishment of their goals and their work. In certain cases, these guidelines and procedures also address requirements

specified or recommended by current institutions (i.e. Synod, local, state or federal governments, insurance, financial institutions, etc.).

Examples of such Operational Guidelines and Procedures would be:

- Personnel Handbook
- Child Protection Policy and Guidelines
- Learning Center Parent Handbook
- Investment Policy
- Regulations, Rules, Conditions and Restrictions Governing the Columbarium/Memorial Garden

Should there be a conflict between these governing documents with regard to philosophy or implementation, the hierarchy of the documents presented in the order above should prevail in the resolution of the issue.