

**The following administrative policies and procedures were adopted by Church Council on Tuesday, July 21, and will become effective on October 1, 2009. Please read over this information and contact Cheryl Daugherty, Office Manager, if you have questions and/or need clarification about these guidelines.**

## **FINANCIAL POLICIES & PROCEDURES**

### Reimbursement of expenses:

- *Who approves?* The staff member or lay leader who has taken on the leadership role for a committee or designated activity will have authority to approve; final decision making rests with the Senior Pastor.
- *What can be approved?* Items planned for in the current year's budget can be approved provided the money spent does not exceed the amount budgeted.
- *What will not be approved nor reimbursed?* Purchases that push that line item above the set budget limit will only be approved for the amount that takes that 'line item' to the amount budgeted; the Senior Pastor's approval may supersede this guideline.
- *What is the time line for submitting receipts for reimbursement?* Receipts for purchases must be submitted within 30 days of purchase.
- *Will a member be reimbursed when a purchase involves sales tax?* Whenever sales tax charges exceed \$1, members are encouraged to use the church's State of Colorado sales tax certificate to avoid paying the sales tax. Sales tax will not be reimbursed when the tax itself exceeds \$1. If necessary, members may contact the Office Manager to make the purchase for them.

### Church offerings:

- Two people will count all loose offerings. A form has been created that both members will sign after completing the 'loose' offering count after weekend services, for youth events, etc., before the money is deposited into the safe.
- Bonded staff members will take money/receipts to bank.
- All money collected by staff and lay leaders is to be deposited in the church safe within 24 hours.
- An Altar flower procedure has been set in place. The office will have a spreadsheet in place so the staff can document when a check comes in and note any special instructions to the 'flower' coordinator. See 'Flowers for Joy Lutheran's Altar' attachment.
- Dedicated money is managed by the Office Manager and spending is monitored so it occurs within the calendar year when possible or within 12 months of receipt; otherwise the money in those Dedicated accounts will revert to Dedicated Fund reserves (Exception – memorials).

## **Flowers for Joy Lutheran's Altar**

We invite you to donate to Joy Lutheran's Altar Fund, which provides beautiful fresh flowers for Sunday services. Perhaps you want to make a flower donation:

- in memory of someone special,
- for a particular holiday (Christmas or Easter), or

- in thanksgiving of a particular life event (birthday, anniversary, confirmation, etc.)

You can sign up for the date of your choice in the Fellowship Hall on the Women of Joy bulletin board. *All orders must be prepaid to the office the Sunday before your chosen delivery date.*

If you would like a dedication to be included in the Sunday bulletin, make sure that you list the special occasion and a brief message that you would like printed.

Please make your \$25 donation by check, with "Altar Fund" on the memo line. You can mail your check, drop it off in the church office, or place it in the offering during any worship service.

After our last Sunday morning service, you may pick-up your arrangement; or the flowers may be delivered to members of our community by the Pastoral Care Ministry as symbols of our care and concern.

We do not have altar flower sign-up during Advent or Lent.

### **Joy Lutheran Church Nursery Policies & Procedures**

The nursery's goal is to provide a safe and loving environment for our children while their parents are actively engaged in worship, Bible study, Sunday School, social activities, or volunteer projects.

#### **ROOM POLICIES**

1. Parents are allowed to drop off their children only if a Nursery Attendant is present in the room.
2. Parents must sign in and sign out their children and note if someone other than a parent will be picking up the child.
3. Children who are placed in the nursery should have clearly marked bottles, diaper bags, etc, insuring no other child is given something that is not theirs.
4. Attendants will NOT administer medications. If your child requires medicine, parents are responsible to administer the medication BEFORE bringing their child to the church's nursery.
5. Nursery Attendants and Helpers will arrive 15 minutes prior to a shift and will stay 20 minutes into the shift, waiting for a child to arrive.

#### **HEALTH POLICIES**

1. For the protection of the other children in the nursery, parents are requested not to bring a child who appears to be ill. The Attendant has the discretion to determine if a child is sick and cannot enter the nursery. If any questions arise about determining if a child is well

- enough to be in the nursery, the Nursery Coordinator or one of the Pastors will make the final decision.
2. A child should not be placed in the nursery when any of the following exists:
    - Fever – currently or within the previous 24 hours,
    - Vomiting or diarrhea,
    - Persisting nasal drainage (no matter the color, 2 wipes or more)
    - Persisting cough,
    - Any symptoms of childhood disease such as scarlet fever, measles, mumps, chicken pox, etc.,
    - Common cold,
    - Sore throat,
    - Any unexplained rash,
    - Any skin infection, and/or
    - Pink eye or other eye infection.
  3. All toys that have been played with or have been placed in the mouth will be washed and dried by the Attendant before leaving the room. Used cups will be washed and tables will be disinfected.
  4. Attendants are encouraged to find a replacement if they have cold symptoms or other illness.

#### **REGISTRATION POLICIES**

1. Child's registration - Attendants will check for:
  - any special instructions from the parent,
  - any food allergies, and
  - potty training practices the child is learning.
2. Attendants will page the parent using our pager system during any service or program. If the parent does not respond in a timely fashion, an usher will be sought to locate the parent.

#### **CLASSROOM MANAGEMENT POLICIES**

1. The behavior of children in the nursery will be managed in a manner that encourages children's independence, creativity, and ability to be nurtured in the growing knowledge of God's love. A time-out procedure may be used: A child will be placed in a chair by (him or herself) one minute for every year of age; for example, a three-year old would be in 'time-out' for 3 minutes.
2. Children are to be respectful to others and the teachers. If issues arise while in our care, Attendants will discuss them with the parent/guardian. If the issue repeats itself, the Nursery Coordinator will take appropriate steps to resolve the problem. Parents are expected to encourage their children to follow the directions of those caring for them.
3. Children are not to climb on or stand on furniture.

4. Diapers must be changed during every session.
5. When a worker is assisting a potty training a toddler, the bathroom door must be left open.
6. Staff will make every attempt to soothe a crying infant or child. In the event an infant or child cries inconsolably, the parent will be contacted.

**NURSERY ATTENDANTS (18 years old minimum)** – A Nursery Attendant must:

1. Submit to a background test, fill out an application, and be interviewed by the Nursery Coordinator before being cleared to serve with children.
2. Be certified in Infant and Toddler CPR.

**NURSERY HELPERS (Adolescents 13-17 years old)** – A Nursery Helper must:

1. Be at least 13 years old.
2. Have parent's permission.
3. Be certified through the Red Cross Babysitting program and in Infant and Toddler CPR.
4. May be recommended by the youth director or by a pastor.
5. Be interviewed by the Nursery Coordinator and/or Office Manager before being cleared to work.
6. Serve in conjunction with a second person.