



Elder Manual

**St. John's Lutheran Church
Bakersfield, California**

Revised September 2026

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Basic Objectives and Charge of the Elders

The basic objectives of Elders are the spiritual welfare of the pastors, other members of the Strategic Leadership Team, and the members of the congregation individually and corporately, as well as the supervision of corporate worship. The Elders include the ordained pastor(s) of the congregation who are non-voting members.

Elders are charged with the spiritual well-being of the church. They have oversight of the congregation, the Board of Directors, and staff pertaining to biblical and spiritual standards. Elders are not involved with the management and/or the business of the congregation. Elders shall generally meet once a month.

Elders pledge both during and after their time of service to safeguard and protect sensitive or confidential information.

Elder Number and Term

Elders consist of a minimum of eleven¹ male, non-clergy SJLC members in good standing. The total number of Elders is determined annually by the Elder group. Elders function as a committee. Members of the Elders serve an indefinite term but must declare each year if they intend to continue to serve and be ratified via a simple majority “yes or no” vote by the congregation.

¹Number and Term of Elders is not specified in Bylaws and may vary above this minimum depending on the spiritual needs of Elders and the congregation.

Elder Chair Selection and Responsibilities

The Elders shall annually select one active and current Elder to serve the group as Chair. The chair is responsible to confer with the Pastor(s) to plan meetings, training, and service opportunities for the Elders that will fulfill the charged responsibilities of the Elders and Elder Chair as well as raise the abilities and increase the capacities of the Elders to serve the membership of the church and spread the Gospel of Jesus Christ.

The position of Elder Chair is not one of authority, but of service and facilitation and service to the church and to the Elders. The Elder Chair will organize and facilitate meetings, but any decisions are made exclusively by a majority vote of members present at any properly called meeting. The position of Elder Chair is a partnership with the Pastoral Leadership. The Elder Chair and the Pastoral Leadership need to be united in the focus and direction of the work of the Elders.

Annually in the fall of the year the current Elder Chair or Pastor will address the Elders at a regular meeting seeking interested Elders for the position of Chair. Any interested Elder will contact the Senior Pastor directly and privately to discuss their candidacy for the position.

The position of Elder Chair is decided by the Elders by majority voice or hand vote in a properly called meeting. The vote is generally held in the regular January meeting, but may be scheduled as the position is open.

Upon completion of the vote, the Elder Chair immediately assumes responsibility for the position.

The Function of the Elders

The Elders are charged with the following responsibilities:

1. Pray for the spiritual leadership of the ministry.
2. Encourage the called professional workers and their work by word and action.
3. Assist the pastor(s) in finding peaceful and God-pleasing solutions with members of the congregation who need assistance.
4. Serve as caregivers as an extension of the pastoral office to the congregation.
5. Ensure that the congregation functions in accordance with the established doctrine of the church as established in the Constitution Articles III and X.
6. Maintain discipline within the congregation membership (see Constitution Article V, Section B9) according to Scripture, the Lutheran Confessions, and Article IV of the constitution of this congregation and exercise discipline when required.
7. Be concerned about and monitor the instruction of youth and adults for confirmation in church membership.
8. Be present for periodic training as determined by the pastor(s).
9. Exercise leadership in establishing call committees.
10. In the absence of a called pastor, provide spiritual leadership such that Law and Gospel, Word and Sacrament ministry is provided for the congregants as a pastor is sought.
11. Assist the Pastor(s) with communion distribution, reading of the Scripture, preaching, etc., as required.
12. Set the time; and schedule the number of communion services in coordination with the Senior Pastor.
13. See to it that all services are conducted in such a manner as to foster an attitude conducive to worship among those in attendance.

Elder Qualifications

Elders are selected on the basis of seven aspects of living a Christian lifestyle free of patterns of sin. They must lead by example and demonstrate honorable behavior. The seven aspects are:

- **Faithful Husband** - Elders, if married, must be a devoted and faithful spouse.
- **Temperate** - Elders must be sober, sensible, wise, and balanced in judgment.
- **Hospitable** - Elders must be unselfish with their personal resources and must be willing to share these with others.
- **Able to Teach** - Elders must be able to communicate truth and sound doctrine in a non-argumentative way.
- **Uncontentious** - Elders must be gentle, patient, and able to exercise self-control in difficult situations.
- **Able to Manage their own Households** - Elders must demonstrate the desire and ability to serve as the spiritual head of their home.
- **Not a New Convert** - Elders must demonstrate a clear understanding of fundamental biblical truths and Lutheran doctrine.

Once the Elder candidate has been selected by the Elders, the Pastor shall make contact with the candidate and discuss with him the roles, responsibilities and qualifications of an Elder before the position is officially offered, serving as an additional level of confirming eligibility.

Elder Nominating Procedure

The chairman of the Elders shall, two months prior to the convening of a congregational meeting for the purpose of elections, poll the existing slate of serving Elders to determine the number of Elders who will be stepping down effective December 31st of that year.

The current slate of serving Elders shall, with the pastor(s), prayerfully, nominate a slate of eligible candidates. The Elder selection process is a series of votes, each preceded by prayer. A list of potential eligible Elders is prepared from the roster of the male members of the congregation and nominated by a current serving Elder or Pastor(s). Candidates should be in good standing, regular in Sunday morning worship attendance, and active in Bible study and/or other activities of the congregation.

An initial secret ballot is taken in which any names may be removed from the list of eligible candidates. Without discussion and using a secret ballot, Elders and Pastor(s) may exclude a candidate from the list if they are aware of something that would prevent the prospective

candidate from serving as an Elder. After the initial ballot, a single written ballot is taken to identify the final list of ranked Elder candidates. The Pastor will use this list to contact the Elder candidates in order of ranking until the number of Elder-determined open positions is filled.

The Chair of the Elders will, at the subsequent congregational meeting convened for the purpose of elections, present the Elder candidates, by ballot, individually, to the congregation for a ratification vote. In the event that any of the proposed slate of Elders shall be voted down, by a simple majority, then the chairman of the Elders shall:

- a. Reconvene, via special Elders meeting, the process as identified above to develop alternate candidates, and
- b. Reconvene a special congregational meeting for ratification of alternate candidates.

In the event that the ratification process for alternates cannot be performed by the end of the current serving year due to conflicts with the either existing constitutional or bylaw provisions or other constraints unknown or unforeseen, then the pastoral staff shall be given the authority to appoint, in accordance with the pastoral interview process, the required number of Elders necessary to meet constitutional and/or bylaw requirements for the upcoming term. The Elder candidate selection list will be retained until the next selection cycle begins, in order to fill any subsequent openings that may occur in the event that an Elder resigns during the calendar year or the individual congregation ratification does not occur for a specific Elder.

The newly ratified members of the Elders of the congregation, shall be installed in December of the year in which they were elected and shall assume their duties of office as of January 1st of the following year. (Constitution, Article V, Sections B.3 and C)

Board of Directors Nominating Procedure

The SJLC Board of Directors Nominating Committee is created by the Elders. This committee consists of at least three (3) and at most seven (7) voting church members. There is no requirement that Elders serve on the board of directors nominating committee. Should Elders serve on the Board of Directors Nominating Committee, the number of Elders shall comprise no more than a simple minority-one less than even.

The Elders shall announce the selection of the Board of Directors Nominating Committee to the Board of Directors at least seven weeks prior to the election.

In addition to the qualifications of a member as defined by the constitution, the Senior Pastor, Elder Chairman, and Board of Directors shall define the qualities and attributes desired in candidates to be nominated. Current and anticipated church ministry needs will be considered in discerning attributes desired in potential nominees. Who the members of the nominating

committee are and the defined attributes guiding their candidate selection process shall be made known to the congregation at least seven weeks before the election. The nominating committee traditionally includes the Elder Chairman who may or may not be a voting member. Voting congregation members may submit to the nominating committee names of possible candidates to be considered. The defined criteria will provide guidelines for contacting nominees together with the pastors' discernment about nominee's spiritual eligibility.

Summary of Nominating Committee Duties

The duties and timetable of the Nominating Committee are:

1. The Nominating Committee is announced to the Congregation in writing seven (7) weeks in advance of the congregational election meeting vote.
2. Potential candidates are identified by the Nominating Committee as well as submitted to the Nominating Committee by the Congregation.
3. The Nominating Committee determines eligibility (must be voting members, should be active in weekly attendance) based on current and anticipated church ministry needs as well as a set of qualities and attributes defined by the Senior Pastor, Elder Chairman, and Board of Directors. The nominating committee will use the defined qualities and attributes in determining the names to be placed before the congregation and in considering names submitted by the congregation.
4. The SJLC Bylaws describe the functions of the Board of Directors.
5. The Committee submits a preliminary list of candidates (prior to contacting the candidates) to the Senior Pastor and Elder Chair no later than five (5) weeks prior to the congregational election meeting.
6. With the concurrence of the Senior Pastor and Elder Chair, the Committee makes contact with the proposed candidates to determine if they are willing to serve and are spiritually eligible for office.
7. The slate of candidates (including a short bio on each candidate) must be posted at least three (3) weeks prior to the congregational election meeting.

From the list of candidates submitted by the Nominating Committee, the Voters shall elect those to serve by ballot and simple majority at the congregational meeting convened for the purpose of elections. Election procedures and term of office is detailed in Bylaws Article V, Section B.1.

Voting Procedures for Board of Directors and for New Elders

- Members sign-in before voting so simple majority counts are known.

- Post notice on the screens reminding members to sign-in with the Elders
- Primarily electronic voting, but paper ballots must be available.
- Post the electronic link early, but do not open the voting until announced in the meeting.
- Information Tracking is Turned Off.
- Congregants may share phones. Honor system on one ballot per eligible voter.
- Limit BoD votes to the number of available positions
 - o Typically, three at-large positions, so three votes permitted.
 - o When the Treasurer position is up for election, one vote for Treasurer, and then Two votes for the two open at-large positions.
 - o An open position simply means a candidate that is up for re-election, or a vacant position due to a termed-out BoD member or a BoD member choosing not to seek a second term.
- Use rules within digital voting system to limit the number of votes per position type.
- Elders are a Yes/No/Abstain vote for Each individual New Elder candidate.
 - o Elder votes are optional. If you do not know the candidate, feel free to abstain.
 - o Voters selecting "No" are encouraged to contact the Elder Chairman or a Pastor.
- Announce that Electronic Voting will close in Two Minutes. The Congregation may ask for more time, and it should be granted.
- Announce closing of Voting.
- Elders will oversee the counting of electronic and paper ballots.

Other Policies/Procedures

Calling a Senior Pastor

After consultation by the Elders with the president of the California - Nevada - Hawaii District or his representative, the Elders shall determine if the vacated position shall be filled by an interim pastor or a vacancy pastor. After appropriate evaluation of the congregation's mission, vision, status, and identified ministry needs, the search committee shall be created by the Elders and a specific charge provided to the search committee by the Elders. The search committee shall consist of at least five (5) and at most nine (9) voting church members with the non-Elders comprising a simple majority (50% +1). The search committee will operate in accordance with the Bylaws.

Removal from Office

Pastors - Any pastor may be removed by a three-fourths majority vote of the voting members present at a properly scheduled congregational meeting. Removal from office must be in Christian and lawful order, for one of the following causes: persistent adherence to false doctrine, incompetence, scandalous life, inability to perform his official duties or willful neglect of them.

Church Officers - Any church officer (i.e., Elder or member of the Board of Directors) of the congregation who willfully neglects or is grossly ineffective in performing the duties of their office may be deposed as outlined in the bylaws, according to the individual's role. When an office is made vacant by deposition, resignation, death or excommunication of the incumbent, a successor to such position shall be appointed by the Board of Directors or Elders, according to the vacancy, for the remainder of the unexpired term.

Process for Modifying the Elder Manual

This Manual shall be reviewed by a committee of Elders annually or as changes are needed. All changes to this Manual must be reviewed, discussed, and agreed upon by consensus of the Elders after which the changes will become part of the Manual. If the Elders cannot reach consensus on a proposed change after review, discussion, and possible amendment, it will not be included in the Manual update.

Appendices

Appendix 1: Annual Calendar of Elder Responsibilities

The responsibilities of the Elders during the course of the church year are summarized in the following calendar as drawn from common practices.

Annual Calendar of Elder Responsibilities		
Month	Responsibility	Process
Monthly	Review new members and transfers	Ratify and/or approve new members and member transfers by voice vote
Monthly	Worship Service Support	Assign formal leadership roles at all worship services throughout the year
January	Select Elder Chair for Calendar Year	Simple majority vote of Elders present
	Elder Committee Assignments	Select Elders to serve on any standing committees
May	Assign Summer Work	Recruit Elder volunteers to summer committee work as defined by the Elder Chair
	Form Board of Directors (BoD) Nominating Committee	Select members of BoD Nominating Committee following process in Art. 5 Sec A.2 of SJLC Bylaws.
August	Review Summer Work	Elders review and adopt the work of the summer committees
September	Spiritual Gifts Inventory	Elders complete inventory prior to September meeting for discussion and planning
October	BoD Nominating Committee Meetings	Announce Nominating Committee members to Congregation at least nine (9) weeks before elections in December.
	Fall Elder Poll	The Chairman of the Elders shall poll the existing slate of serving Elders to determine each Elders interest in continuing as an Elder. The poll will also include and elders interested in serving as chair and various committee work
November	Publish Slate of Candidates prepared by BoD Nominating Committee	Post final list of candidates for the open BoD positions at least three weeks prior to the congregational election meeting
	Coordinate Thanksgiving Food Offerings	Select charity or charities to receive food offerings collected at Thanksgiving Services and arrange for charity pickup

	Select New Elders	Elders nominate and vote on new Elders
December	Supervise Elections	Support the December Congregational Meeting and election process for BoD and ratification of Elders

Appendix 2: Elder of the Day (EoD)

The Elders are responsible for the worship life of the congregation. To oversee the St. John's worship experience, Elders are assigned to support all scheduled worship services as the Elder of the Day (EoD). On communion Sundays an additional Elder will assist the EoD as Communion Scheduler for the Worship Center.

Worship services are currently scheduled at 9:00 AM in the Sanctuary and 10:30 AM in the Worship Center.

The general responsibilities of the EoD are listed for each of the respective Sunday services. Other responsibilities may be assigned for Special Services (i.e. ashes for Ash Wednesday, etc.).

EoD Responsibilities

9:00 AM Sanctuary Service



- ***Upon Arrival***

- ☐ Upon arrival, drive the property and look for anyone loitering on campus. If any, contact additional support to address the loitering.
- ☐ Arrive by 8:00 AM with your nametag having already reviewed the worship order on Planning in Center
- ☐ Get hex keys and master key from the storage closet near Sanctuary.

- ***Before Service:***

- ☐ Unlock Doors
 - ☐ Sanctuary lobby main doors to the courtyard
 - ☐ Sanctuary doors (leave closed if ensembles are rehearsing)
 - ☐ Outside doors facing the Children's Center
 - ☐ All Worship Center Lobby doors to the courtyard
 - ☐ Doors to the backstage area of the Worship Center
 - ☐ Unlock the Bride's Room
 - ☐ Check outdoor mats are square to the doors
- ☐ Unlock Gates
 - ☐ Main gates to the courtyard
 - ☐ Gate from the courtyard to the Pavillion
 - ☐ Gate in front of the Children's Center to the parking lot
- ☐ Gates that Remain Locked
 - ☐ Gate between the kitchen and the Large Conference Room
 - ☐ Gate between the Office and the School
 - ☐ Gates in front of the gym
- ☐ Turn on Lights
 - ☐ In the sanctuary
 - ☐ In the lobby of the sanctuary
 - ☐ In the hall between the Sanctuary and the Restrooms
 - ☐ In the lobby of the Worship Center and Bride's Room
 - ☐ In the halls to the Music Room
- ☐ Safe Room
 - ☐ Retrieve canvas bags and distribute to welcome desks in the Sanctuary Lobby, Worship Center Lobby, and HeBrews

- ☐ Unlock the safe when you bring the offering at the end of the 9:00 service
- ☐ Service Prep
 - ☐ Assist staff with any table set up in the courtyard
 - ☐ Roll "New Here" cart outside by Sanctuary entrance doors
 - ☐ Check outdoor mats are square to the doors
 - ☐ Verify Ushers and Acolytes are both present
 - ☐ If applicable, check communion elements for proper amounts
 - ☐ Assign and communicate communion jobs to volunteers. Assign as people arrive and allow them to identify areas of service they are comfortable filling.
 - ☐ Meet with Pastors in robing room at 8:55 and lead prayer for worship
- **During Service**
 - ☐ As EoD, remain in the lobby area during service to address any potential issues should they arise
 - ☐ Secure offering in the usher drawer anytime you leave the info desk
 - ☐ Close main Sanctuary doors from the lobby
 - ☐ Walk outside with the dismissed kids and ensure there are no unauthorized people in the Sunday School area
 - ☐ Take a head count after children are released and text to staff member on duty
 - ☐ Shut inner glass doors 30 minutes into service. Leave outside glass doors open the entire service.
 - ☐ Check on any courtyard setup to ensure weather has not effected anything
- **After Service**
 - ☐ Assist in opening doors during last hymn
 - ☐ Staff the Welcome Desk when not otherwise occupied as people leave
 - ☐ Ensure communion is cleared
 - ☐ Turn off lights in Sanctuary and Lobby if there are no other events
 - ☐ With an adult male partner collect offering and secure in the safe
 - ☐ Return keys to lockbox in the closet
 - ☐ Check in with 10:30 EoD prior to leaving

EoD Responsibilities

10:30 AM Worship Center (WC) Service



- **Upon Arrival**

- ☐ Arrive by 9:45 AM with your nametag having already reviewed the worship order on Planning Center
- ☐ Check in with 9:00 EoD when you arrive
- ☐ Get hex keys and master key from the WC Info desk in the cabinet under the sound equipment.

- **Before Service**

- ☐ Verify any table set up in the courtyard
- ☐ Roll “New Here” cart outside by WC entrance doors
- ☐ Check outdoor mats are square to the doors
- ☐ Verify Ushers are present
- ☐ Check communion elements for proper amounts
- ☐ Verify that Communion Scheduler is present
 - ☐ Assign communion jobs to volunteers. Assign as people arrive and allow them to identify areas of service they are comfortable filling.
- ☐ Turn on the Baptismal Fountain (see directions in the service door) and remove the safety net over the Baptismal Pool
- ☐ Be present and available in the Lobby as people arrive

- **During Service**

- ☐ As EoD, remain in the lobby area during service to address any potential issues should they arise
- ☐ Secure offering in the usher drawer anytime you leave the info desk
- ☐ Ensure main doors to the WC and closed and marked with signs to “use other doors”
- ☐ Walk outside with the dismissed kids and ensure there are no unauthorized people in the Sunday School area
- ☐ Take a head count after children are released and text to staff member on duty

- ☐ Check on any courtyard setup to ensure weather has not effected anything
- ***After Service when most people have left or no earlier than 15 minutes after service***
 - ☐ Lock Doors
 - ☐ Sanctuary lobby main doors to the courtyard
 - ☐ Sanctuary doors
 - ☐ Outside doors facing the Children's Center
 - ☐ All Worship Center Lobby doors to the courtyard
 - ☐ Doors to the backstage area of the Worship Center
 - ☐ Brides Room
 - ☐ Lock Gates
 - ☐ ~~Main gates to the courtyard~~
 - ☐ Gate from the courtyard to the Pavillion
 - ☐ Gate in front of the Children's Center to the parking lot
 - ☐ Gate between the kitchen and the Large Conference Room
 - ☐ Turn off Lights
 - ☐ In the WC (verify)
 - ☐ In the lobby of the WC
 - ☐ In the hall between the Sanctuary, Sanctuary Lobby, and the Restrooms
 - ☐ In the halls to the Music Room
 - ☐ Safe Room
 - ☐ With an adult male partner, collect offerings and money from HeBrews and make one deposit in the safe. Lock the safe and return the keys.

Appendix 3: Holy Communion

Consecrating elements for Holy Communion is practiced in one of two ways:

1. By the SJLC Pastor(s), or
2. When the Pastor is not present, the Elders or Called Lay Ministry may consecrate communion bread and wine.

The power of the Sacrament is in the Word so that Elders and Lay Ministry are given authority to act under the permission of St. John's congregation.

EoD Coordination of Communion Servers

EoD Decisions to be made before going up:

a. Notes specific to Sanctuary

- i. Verify 3 sets of elements are on the altar and bowls/stands are in correct places. Coordinator to verify dealcoholized wine and gluten free wafers are available throughout distribution.
- iii. Verify there are 3 teams of 3 servers and 1 coordinator (no common cup in Roving team). See Sanctuary Planning Chart

b. Notes specific to Worship Center

- i. Verify 4 sets of elements (including gluten free wafers and dealcoholized wine – enough for entire service), and bowls/stands are in place
- ii. Elder assisting EoD (Scheduler) verifies there are 2 teams of 2 servers and 2 teams of 3 servers (3rd server common cup) and at least 1 (preferably 2) coordinator(s). Verify who is on the four teams, who will coordinate, what section each team will serve, who will serve which elements within the team, and which two of the four teams will reverence altar and immediately go up. Two coordinators are used when available.

Some general notes applicable to both Sanctuary and Worship Center:

- c. The Host (bread) is always served first followed by individual cup.
- d. Avoid touching of gluten free wafers to prevent even the slightest contamination.
- c. Important when wiping the common cup: wrap cloth over both sides of lip - wipe in and out - rotate both cup and "wipe" cloth.
- d. If you run short on bread or wine, signal the coordinator to bring the refills to you.

In general, rehearse your distribution language (see "Communion Wording") so that you can be personable and not "robotic". Look people in the face as you serve and communicate a sincere and joyful attitude.

Communion Wording

For distributing the **bread**:

- *Take, eat, the body of Christ Jesus given into death for your sins*
- *Receive with joy the body of Christ Jesus*

- *The body of Christ given for you (may add for the forgiveness of sins)*
- *The body of Christ Jesus for you (may add for the forgiveness of sins)*
- *Take, eat, the body of Jesus for you (may add for the forgiveness of sins)*
- *Take, eat– the body of Christ for you (may add for the forgiveness of sins)*
- *Receive with joy, Jesus gave His life that you might live*

For distributing the **wine**:

- *Receive with joy the blood of Christ Jesus (may add for the forgiveness of sins)*
- *The blood of Christ --- -by faith --- washing away your sins*
- *The blood of Christ Jesus for you (may add for the forgiveness of sins)*
- *Take and drink – the blood of Christ for you (may add for the forgiveness of sins)*
- *Take, drink – the blood of Christ for you (may add for the forgiveness of sins)*
- *Take, drink, the blood of Christ Jesus shed for you for the forgiveness of your sins*
- *The blood of Christ shed for you (may add for the forgiveness of sins)*

Blessing Non-Communing Children and Adults

For sanitary reasons, if right handed and distributing the bread with those fingers, use either your left hand or the heel of your right hand to gently lay your hand on person's head, or vicinity (use discretion), as you bless them. Some children may hide or pull back – physical contact is not necessary – don't let it become an issue. Bless them saying something along these lines (you may make the sign of the cross over their faces or hearts as you do so):

- *The Lord bless you and keep you (Numbers 6:24)*
- *May you be blessed by the Lord, who made heaven and earth! (Psalm 115:15)*
- *The power (or blessing) of God's Holy Spirit be upon you, to keep you in faith in Jesus and protect you in life.*
- *The Holy Spirit bless and keep you in this true faith.*
- *May the Holy Spirit give you faith and keep you in His care*
- *The Lord (or Jesus) bless you and keep you in His care*

Dismissal blessing:

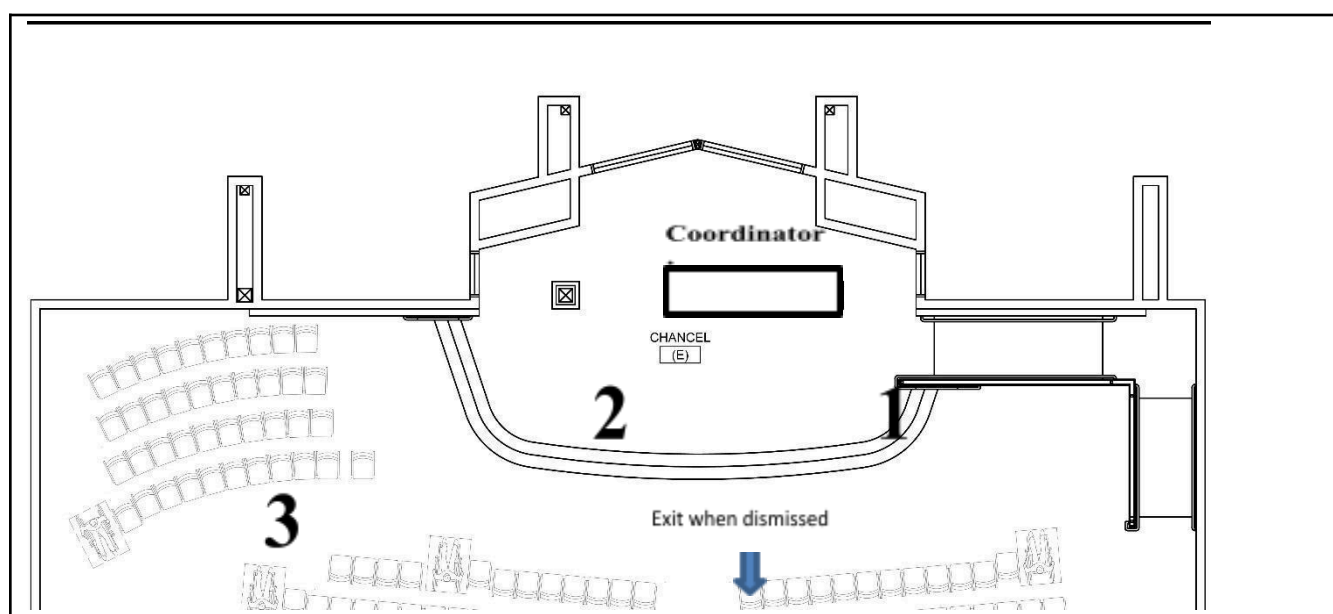
- *The body and blood of our Lord Jesus Christ strengthen and preserve you in body and soul to life everlasting. Depart in Peace. Amen.*
- *The body and blood of Jesus for you, for the forgiveness of sins, the strengthening of your faith and the assurance of His presence in your life. Go with joy in His peace. Amen.*
- *The body and blood of our Lord Jesus Christ strengthen and preserve you steadfast in the true faith to life everlasting. Depart in Peace. Amen.*

Communing Members Who Cannot Make It to Church (Shut-ins)

- Call ahead and schedule a time to commune the member(s) at home (or hospital, etc.)
- Pick up the communion kit from the Pastor's administrative secretary. The elements have already been blessed by a pastor during a regular communion service. You might want to let those communing know this ahead of time.
- Suggested format: Use booklet kept with the communion kits entitled **Holy Communion**

for the Homebound - reprinted here for quick access.

Sanctuary Communion Planning Document



	Team 3	Team 2	Team 1
Team/ Table	"Rovers." This team stops before steps of chancel, receives communion first. then "roves" the congregation serving non-ambulatory, sound booth personnel, and Pastors' teams at final table.	Second Pastor/Elder. This team reverences the altar, proceeds up to communion table at beginning, gets assigned communion ware, waits for, then follows second Pastor. This team communes last with Officiant's team.	Pastor who consecrates the elements (the Officiant). This team reverences the altar, proceeds up to the communion table at and immediately follows the Officiant. This team communes last with Second Pastor/Elder team.
B			
IC			
CC	No Common Cup		

B = Bread
Cup

IC = Individual Cup

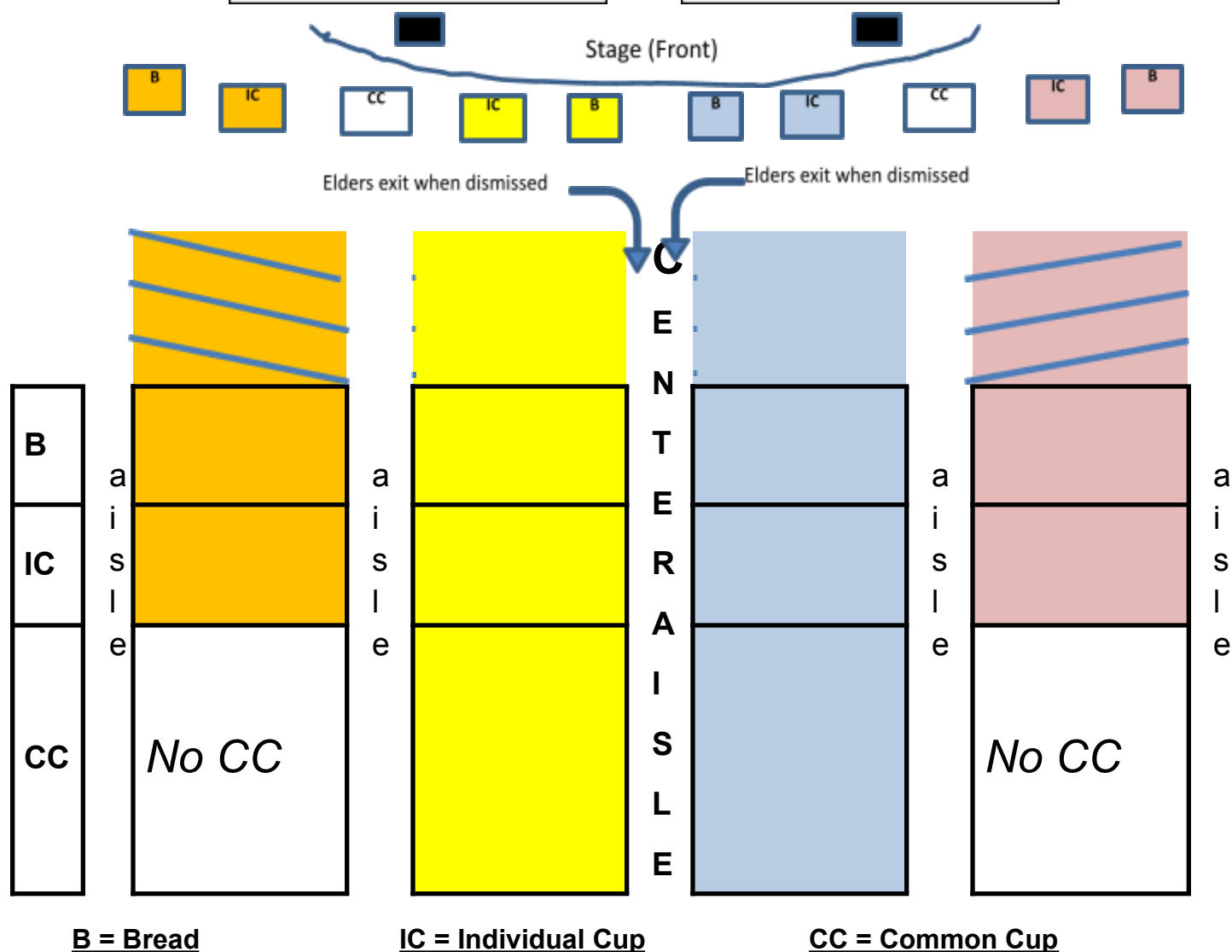
CC = Common

COLORS INDICATE TEAMS, NOT LOCATION OF TEAMS. FOLLOW THE INDIVIDUAL SERVING THE HOST TO THE LOCATION. DON'T USE CHART COLOR FOR LOCATION OF TEAM.

Common Cup Count (EoD List on Whiteboard in Altar Guild Room)			
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Worship Center Communion Planning Document

Coordinators: 1. 2.



COLORS INDICATE TEAMS, NOT LOCATION OF TEAMS. FOLLOW THE INDIVIDUAL SERVING THE HOST TO THE LOCATION. DON'T USE CHART COLOR FOR LOCATION OF TEAM.

Common Cup Count			
(EoD List on Whiteboard in Altar Guild Room)			

Appendix 4: Holy Baptism

An Elder is to be present during baptisms on Sunday morning services to assist the Pastor. Responsibilities include:

Sanctuary Service

Check to make sure that the basin is full of warm water and accessories are present for each person to be baptized; quilt, candle, and certificate.

Worship Center Service

Make sure water is turned on (and running if needed) and accessories are present for each person to be baptized; quilt, candle, and certificate. If the baptism is by immersion, make sure netting is removed, water heat (SPA ON button) is turned on outside, and there are head wipes and two towels per person. At the end of the service, make sure the water is turned off and the netting is secured back into place. The water heater will go off automatically.

Appendix 5: Other Duties

Ash Wednesday - Imposition of ashes and ashes language

The Elders assist the Pastor(s) in the imposition of ashes at the Ash Wednesday services. In Genesis 3, God said to Adam, “From dust you were created; to dust you shall return.” In later times to be covered in this “dust” or “ashes” (sackcloth and ashes) became a sign of either mourning or repentance. Both are appropriate to the season of Lent.

For adults:

- Bear this mark of ash as a sign of repentance and mortality
- Ashes to ashes and dust to dust – bear the sign of the cross in humble repentance
- Ashes to ashes and dust to dust – receive the mark of the cross in repentant hope
- Ashes to ashes, dust to dust – in Jesus we (or is our) hope and trust.

For young children:

- Ashes to Ashes - The mark of the cross for you; Jesus wins the battle over death for the believer
- Ashes in the shape of a cross to remind you that Jesus died on a cross to save you from your sin.

Care Ministry

The SJLC Care Ministry program includes those members who are “shut-in” and as a result unable to attend SJLC services. Elders and Pastoral Staff are assigned to each “shut-in” member for regular visits including administration of Holy Communion. The Care Ministry program is tracked and coordinated by the Senior Pastor’s Administrative Assistant Hailey Smidt.

Appendix 6: Emergency Information

In an emergency, do not hesitate, call 911

- Advise dispatch to have fire/ambulance come onto property from Bolthouse Dr. to enter the circle in front of the worship buildings.
- Send the shuttle driver/staff/other Elders out to Buena Vista Road to direct them.
- Keys to shuttle are to be kept in the drawer above the refrigerator in the robing room during the Sanctuary service and on the cabinet door next to the wall in the worship center information booth during the Worship Center service.

Other Emergency Info

- **FIRST AID Kits** containing minor treatment tools and **BIOHAZARD Kits** (for bodily fluid collection) are located in Information Centers in both the Sanctuary and Worship Center
- **Wheel chairs** are located in the sanctuary lobby storage closet and in the restroom of the Bride's Room.
- **Automatic Electronic Defibrillators (AED)** are located in the Worship Center lobby next to the Missions Kiosk (at the corner where the Sanctuary and Worship Center lobbies meet).

Appendix 7: Conflict Resolution and Church Discipline

Conflict Defined

The simplest definition of conflict is a dispute or disagreement within oneself or between people. Although conflict is a very common term, in psychology it refers to anytime there are opposing or incompatible actions, objectives, or ideas. In his book **Peacemaker**, Ken Sande defines conflict as a difference in opinion or purpose that frustrates someone's goals or desires. Conflicts can be within a person (an internal conflict not involving or indirectly affecting others) or "without" a person - between two people, a person and groups, groups of people. Equally important is to understand that not all conflict is sin (Ephesians 4:26.) So what constitutes sin?

Sin Defined

First, some basic reminders. The Bible defines sin as "lawlessness" (1 John 3:4) and as rebellion against God (Deuteronomy 9:7; Joshua 1:18.) Scriptures describe the original rebellion against God in Isaiah 14:12-15 when Satan led a failed rebellion against God. Satan tempted Adam and Eve with the lie, "You shall be like God," and Adam and Eve gave in to the temptation, rebelling against their Creator. From that day on sin has been passed down through all Adam's descendants. This inherited sin is known as **original sin**, having originated in the Garden with the mankind's first parents (Romans 5:12; 6:23.) Without Christ we are hopelessly lost in this sin regardless of our most noble efforts (Ephesians 2:1-3, 12.) James 1:13-15 paints an excellent word picture of how sin manifests itself in our lives: "¹³ Let no one say when he is tempted, 'I am being tempted by God,' for God cannot be tempted with evil, and He Himself tempts no one. ¹⁴ But each person is tempted when he is lured and enticed by his own desire. ¹⁵ Then desire when it has conceived gives birth to sin, and sin when it is fully grown brings forth death." We needed a Redeemer, one who could rescue us and restore us to fellowship and worship of our Creator (Ephesians 2:4-10.) God in His rich grace provided His only Son.

The Holy Spirit brings faith to our hearts through His Word and sacraments. In baptism, our old self with its sinful nature is buried with Him so that we are born again to new life (Romans 6.) It doesn't mean that we no longer sin. We still struggle with **personal (actual) sin**, just as the Apostle Paul describes in Romans 7:13-25. Luther described the believer as simultaneously righteous though still a sinner. The Christian life is one of 1) striving to love as God has commanded yet 2) continuously seeking forgiveness for when we fail to love as He has commanded and rebel against Him by breaking His Law, and, most importantly, 3) trusting God that we are forgiven, that our sin is imputed to Christ and His righteousness is imputed to us (2 Corinthians 5:21.)

How do we deal with **personal sin on an individual level**? In prayer we confess our personal sins to God regularly and ask God for forgiveness (1 John 1:5-10.) We believe (trust) His promise of forgiveness in Christ Jesus. We do this when we pray the Lord's Prayer, receive holy communion, make use of confession and absolution personally and

corporately in worship and/or with Pastor, when we seek the help of a brother or sister in Christ, or else seek the assistance of a trained Christian counselor. Remember that you have been baptized and bear this promise as an adopted child of the most High God. It is essential to understand and believe that we are forgiven and reconciled to God in Christ Jesus (Matthew 6:5-14; Matthew 26:26-29; Romans 6:1-14; Titus 3:4-8.)

A Biblical Framework for Conflict Resolution

All processes, procedures, plans, and practices (hereafter referred to as Protocols) used for any type of conflict resolution in all entities operated under St. John's Lutheran Ministries will follow these Scripturally based guidelines:

1. Be firmly and foundationally rooted in the love of Christ. The Scriptural basis for this is John 13:34 - A new commandment I give to you, that you love one another: just as I have loved you, you also are to love one another. By this all people will know that you are my disciples, if you have love for one another.
2. Strive to maintain the unity we have in the Body of Christ. The Scriptural basis for this is Ephesians 4:1-3 - I therefore, a prisoner for the Lord, urge you to walk in a manner worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, eager to maintain the unity of the Spirit in the bond of peace.
3. Provide clearly understood conflict resolution procedures in which any steps such as reporting/appeals hierarchies, expectations, etc., are well-defined and doable. The Human Resources Director will keep the Employee Handbook current with all state and federal laws regarding the workplace and employees and to which, where applicable, all other established protocols will align. The Scriptural basis for this is 1 Corinthians 14:33, 40 - For God is not a God of confusion but of peace. But all things should be done decently and in order.
4. Enable the resolution to be handled at the earliest (lowest) level that is closest to the origin and timing of the disagreement/conflict as possible using existing protocols for that entity. The Human Resources Director will determine if, and when, the Employee Handbook will supersede any entity protocols. An example of this would be conflicts involving sexual harassment. The Scriptural basis for this is Matthew 5:23-24 - So if you are offering your gift at the altar and there remember that your brother has something against you, leave your gift there before the altar and go. First be reconciled to your brother, and then come and offer your gift. And Ephesians 4:26-27 - Be angry and do not sin; do not let the sun go down on your anger, and give no opportunity to the devil.
5. Provide for parties in conflict to meet face-to-face with one another first, following established protocols, to resolve the conflict. All protocols should include appropriate modifications to this guideline if the conflict is of such a nature as to not allow parties to meet face-to-face. This may include, but is not limited to, any conflict in which state or federal laws have been broken or mandated reporting is required by law. The Scriptural basis for this is Matthew 18:15 - If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother.
6. Provide for one or both parties the option to seek the mediation of a neutral third party if the conflict cannot be resolved at the level of a face-to-face meeting. This should be someone with conflict mediation skills, agreeable to both parties. If the conflict involves sin, as defined in the

Elders Manual. The Scriptural basis for this is Matthew 18:16 - But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses.

7. Have resolution of the conflict as the final goal. The Scriptural basis for this is 2 Corinthians 13:11- Finally, brothers, rejoice. Aim for restoration, comfort one another, agree with one another, live in peace; and the God of love and peace will be with you.

8. In spiritual conflicts within the church involving continued, willful, unrepentant sin, church Elders will follow church discipline protocols that include the options of Matthew 18:17 and exercise of the Office of the Keys detailed in policy.

Church Discipline Protocols

How are brothers and sisters in Christ to handle conflict when it involves others and, to quote James 1:15, the conflicting desires “give birth to sin?”

Personal Conflict

1. **Helpful Scriptural Guidance:** Prov. 19:11; Eph. 4:2, 32; Col. 3:12-15; 1 Peter 4:8;
 - 2 Cor. 12:9-10
2. **Action to Be Taken:**
 - Handle it within yourself (and be honest with yourself!) by overlooking and forgiving the offense; not jumping to conclusions about the meaning of the other person’s words, actions, and intentions; remembering what we know to be good about the other person; and reminding ourselves of how blessed we are to already be forgiven by Jesus Christ. (Psalm 103:8-10; Col. 3:13)
 - Go to that person (Matthew 18:15.) If you cannot (or should not) overlook the offense, go to that person and handle the conflict privately (just you and the other person involved) in a way that brings glory to God (Matthew 5 and Philippians 4); get the “log” out of your eye before confronting the other person’s “speck”; gently help the other person see their part in the conflict; make every effort to quickly reconcile.
 - Matthew 18:16. Should the conflict not be able to be handled privately and **no local, state, federal law has been violated** (such as one that requires mandated reporting), seek the help of others who were first-hand witnesses to the behavior(s) in question, (Deuteronomy 19:15) or, if such witnesses do not exist, by including a trusted leader such as a Pastor or anyone you trust, a trained Christian conciliator, counselor, or a neutral, non-involved third party agreeable to both parties in the conflict, who can witness the meeting between the two parties and offer tangible skills in helping to bring about a resolution.
 - Matthew 18:16. Should the conflict not be able to be handled privately and **local, state, and/or federal law(s) has (have) been broken** (such as one that requires mandated reporting), then legal assistance from law enforcement or attorneys may be necessary in complying with the issue and reporting requirements.
 - Expected outcomes include forgiveness, resolution of the conflict, and reconciliation. In the case of laws being broken, judicial justice and restoration

may also be expected outcomes. If the Senior Pastor is the offending party, seek initial assistance from the associate pastor, HRD Director, and/or Elders chair.

When someone remains willfully unrepentant of a sin

- **Helpful Scriptural Guidance:** Matthew 18:17. Exercise of the Office of the Keys (Matthew 16:19; John 20:22-23; Matthew 18:18-20.)

Action to Be Taken When the Senior Pastor Is Not a Party in the Conflict

If, after all prior actions have been exhausted, and the Senior Pastor and Elders chair agree that willful unrepentance is being demonstrated, then the Elders shall administer church discipline on behalf of the congregation as prescribed in the SJLC Bylaws, Article II Membership – Termination, Section A Communicant Membership, 6. Excommunication, with the goal of Christian reconciliation to God and the other person(s), and restoration as a member of the church. Elders shall administer church discipline and direct the Senior Pastor to exercise the Office of the Keys on behalf of the congregation as specified in the bylaws in the following manner:

- The Senior Pastor and Elders chairman shall meet with the Elders to detail the offense and offending party, brief the Elders on the chronology of actions taken to resolve the offense, discuss and affirm next steps, including specifically what Elders expect of the offending party to resolve the issue, receive forgiveness, and be reconciled to God and the Church. The results of this meeting will be documented in a letter to the offending party to be delivered by the Senior Pastor and Elders chair in a scheduled meeting with the offending party. If the offending party refuses to meet, the letter will be sent by certified mail.
- The Senior Pastor and Elders chairman shall meet with the offending party to clarify the offense, detail the expectations of repentance as well as the consequences if the offending party refuses to repent, and offer another opportunity for repentance based on the conditions specified by Elders in the letter.
- If the offender repents, is forgiven, and is reconciled, then the Church will rejoice and receive the offender in the fellowship as Jesus receives us each time after we repent. Elders will send a letter to the repentant offender expressing this joy.
- If the offender refuses to acknowledge the sin and repent, then Elders shall meet and take action on behalf of the congregation to excommunicate the unrepentant offender according to the bylaws approved by the congregation.
 - Elders will schedule a special meeting of the congregation at which the Elders chair will read the letter of excommunication which includes the body of the initial Elders letter in 1) above and inform the congregation that the Senior Pastor has exercised the Office of the Keys.
 - The Senior Pastor will lead the congregation in a prayer for repentance and restoration.

- The excommunicated offender may be received back into fellowship by contacting the Senior Pastor, repenting, and following the actions listed in the original Elders letter.

Action to Be Taken When Senior Pastor is a Principal in the Conflict

- Senior Staff is defined as any member of the Strategic Leadership Team (SLT)
- Complainant will be directed to the HR director. The HR director will gather information about the alleged incident and put everything in writing. The complainant will be directed to deliver a written statement to the HR director within 3 days. At this point the complainant will be advised of resources available to them. They will be advised of our non-retaliation policy and we will also advise them of limited confidentiality.
- The HR director will notify the president of the congregation, head Elder and SLT immediately. A written copy of the complaint will be delivered to the president, head Elder, complainant and other members of SLT within 24 hours and a copy of the written statement by the complainant upon receipt will be distributed to the president of the congregation, head Elder and other members of SLT.
 - The HR director will communicate the facts of the allegation to the president, head Elder and SLT. At that time a decision will be made on the need to notify local law enforcement as well as the need for a third-party investigator. In matters of sexual harassment, abuse of power or financial misappropriation, involvement of the third-party investigator becomes extremely likely.
 - The HR director, president, head Elder and SLT will inform the accused that an accusation against them has been brought forward.
 - The accused will be informed of how the process will move forward. The accused will also be informed of their expected behavior during this process. This will likely include not impeding the investigation, matters of confidentiality, limitations on contact with the complainant, and the potential for administrative leave.
 - Should the accused be placed on any kind of administrative leave, the third-party investigator will advise the HR director, president of the congregation, head Elder and other members of SLT as to what and how to communicate the situation to the congregation.
- The HR director, president of the congregation, head Elder and other members of SLT will formulate and deliver a written response to the complainant within 3 days of the receipt of the complaint. (a third-party investigator, if used, will be expected to start the investigation immediately and report all findings to the HR director.)
- Within 120 days from the date of the complaint a decision will be issued to the complainant with the outcome of the complaint and the date the investigation was concluded. This will also be communicated to the president of the board, head Elder and SLT.

- With the complaint resolved, subsequent steps of a spiritual nature will be expected on the part of both the senior staff member and the accuser, if the accuser is staff and/or a congregational member. Steps and processes are laid out elsewhere in this document.

Appendix 8: Other Resources

- SJLC [Website](#) - SJLChurch.org
- SJLC Board Website - SJLChurch.org/Board
- SJLC [Constitution](#)
- SJLC [Bylaws](#)
- SJLC Elder's [Website](#) - SJLChurch.org/Elders
- Elder Info Graphic
- Elder [Roster](#)