

IMMANUEL EV. LUTHERAN CHURCH

POLICY & PROCEDURE

Effective Date: September 1, 2005

Policy Number: IL05-001

Subject: Central Records

Revision Date: N/A

Pages: 3

Application: All Board & Committee Members, Called Workers and Church Employees

I. PURPOSE

To establish a policy and procedure for maintaining church records.

II. POLICY

All documents pertaining to Immanuel Lutheran Church will be maintained in the Central Records Office. The Secretary of the Congregation will be the "Keeper of the Records". All records will be stored on the church computer and in hard copy. Electronic back-up files will be created to save stored data and protect it from loss.

To allow for a transition period, this policy will not take full effect until January 1, 2006.

III. DEFINITIONS

Hard Copy: Document printed on paper.

Email: Electronic mail used on the internet.

IV. PROCEDURE

A. Keeper of the Records:

Will establish and maintain a uniform system of filing church records, reports, meeting minutes, budgets, letters and other important documents in hard form. These records will also be saved electronically. If the document has not been created electronically, it must be transferred electronically to the church computer.

Secretary(s) employed by the congregation will have access to all records other than confidential files and assist in maintaining these records. The Keeper of the Records alone will maintain the confidential file.

The Church Council, Boards and Committees will submit their reports and meeting minutes to the Keeper of the Records, or designee, electronically by email or other appropriate electronic means before the following Church Council meeting.

B. File Creation:

The church will maintain a data base for membership activities and for creating and maintaining an annual budget. Certain members will be authorized by the church council to keep a copy of the data base on a personal computer, but must update the church database once per week. Passwords will be required to access the database.

The current data base and those assigned to use it can be seen at Appendix B

In order maintain uniformity, all reports, letters and minutes must be created using Microsoft Word or other Microsoft Windows program such as Excel or Access. Written meeting minutes must be turned in and transcribed and saved in the church computer by the church secretary.

Documents will be saved in assigned file and given an appropriate file name. See Appendix A.

Once received, the Keeper of the Records, or designee, will create a hard copy of the document and file it in Central Records. The document will also be stored in the appropriate file on the church computer.

C. File Back Up:

All files saved on the church computer will be backed up by some other electronic means daily. The back up files will be stored in a separate and secure location.

D. Hard Copy Disposal:

When hard copy files are disposed of, they will be shredded, whenever possible, to prevent personal information from being stolen.

Appendices

A. File Names

B. Database and those members authorized to use it.

This policy and procedure takes effect on the above stated date and will remain in effect until amended, superseded, or cancelled by the issuing authority.

Authorization:



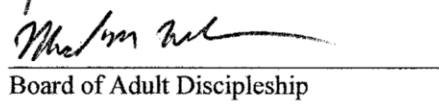
President



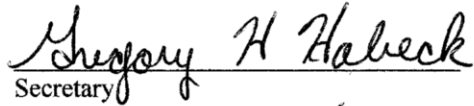
Treasurer



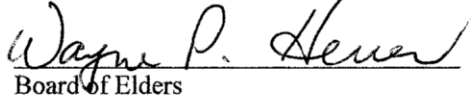
Board of Youth Christian Education



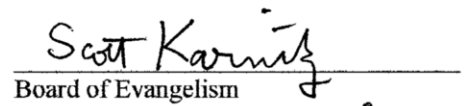
Board of Adult Discipleship



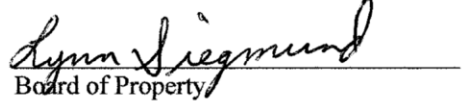
Secretary



Board of Elders



Board of Evangelism



Board of Property

Appendix A

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Revised: N/A

File Names:

STRATEGIC PLAN	Mission & Vision Statements
CONSTITUTION	Church Constitution & Bylaws
POLICY	Church Policy & Procedures
MINISTER	Minister Letters & Reports
PRESIDENT	President of the Congregation
SECRETARY	Secretary of the Congregation
TREASURER	Treasurer of the Congregation
FINANCIAL	Financial Secretary
STATISTICS	Church Statistics
COUNCIL	Church Council Minutes/Documents
VOTERS	Voter's Meeting Minutes
ELDERS	Board of Elders
YOUTH ED	Board of Youth Christian Education
EVANGELISM	Board of Evangelism
DISCIPLESHIP	Board of Adult Discipleship
PROPERTY	Board of Property
WELSREP	WELS Representative Reports
SYNOD DEL	Synod Delegate Reports
NOMINATION	Nominating Committee
AUDITING	Auditing Committee
STUDENT AID	Student Aid Committee
ATHLETIC	Athletic Committee
ILS	Immanuel Lutheran School
ILSSA	Imm. Luth. Sunday School Assoc.
SCRIP	SCRIP Program
MENS CLUB	Men's Club
LADIES AID	Ladies Aid
YPS	Young People's Society
PIONEERS	Lutheran Pioneers
PICTURES	Church Photos and Digital Images
MISC	Miscellaneous Items

Files will be kept by year.

Files will begin with the file name, description and date or year if applicable.

File dates will always be in the YYMMDD format.

Dates will always indicate the date of a meeting or the date a letter was written, and so on.

Example: **ELDERS Minutes 051027** will be filed under **ELDERS 2005**.

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APPENDIX B

IL05-001

REVISED: N/A

Church Database: QuickVerse Membership Plus 2005 Standard

Authorized use of the Church Office computer to include the above database is as follows:

Full-time Called Workers

Secretary

Statistician/Assistant

President of the Congregation

Treasurer of the Congregation

Secretary of the Congregation/Keeper of the Records

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