

# IMMANUEL EV. LUTHERAN CHURCH

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## POLICY & PROCEDURE

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Effective Date: August 23, 2009

Policy Number: IL09-001

Subject: Multimedia System Operation

Revision Date: N/A

Application: Any member involved with the operation of the Multi Media System

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### I. PURPOSE

The purpose of this policy is to establish guidelines for the operation of the multimedia system during regular worship services and other times of operation.

### II. POLICY

The Board of Elders oversees the policy for usage of the multimedia system. The only intended use of this system is for Christian Worship that adheres to traditional conservative worship as practiced by Immanuel Evangelical Lutheran Church in accordance with Bible teachings and the Lutheran Confessions. The intended use of the multimedia system is to enhance or support traditional conservative worship, not to change or supplant our traditional Lutheran Liturgy. This intent must always be considered in any proposed use of the system.

### III. DEFINITIONS - none

### IV. PROCEDURE

For scheduled worship services, the multimedia system may only display the following items as selected by the Pastor for use in the Worship Service.

- Bible passages as printed in the Bible used for Scripture readings and the basis for the Sermon message as listed in the Church Bulletin.
- Hymnal liturgical service as printed in the hymnal or the bulletin liturgical service as printed/listed in the Church Bulletin.
- Hymn lyrics as printed in the Hymnal or as printed in the Church Bulletin when listed in the Church Bulletin when the congregation or choir/soloist is singing. (As an aid to hearing impaired to distinguish the words when choir/soloist is singing.)
- When an instrumental by a musician, (member of congregation), is performed as part of the worship service the multimedia system will display blank screen. This will prevent unnecessary recognition that could lead members into temptation of performing for recognition.
- When outside musicians are performing, in person, as part of worship service, the performer(s) may request a picture or media be shown as part of an introduction,

then blank screen during the rest of the performance(s), providing said picture or media is previewed and approved by Pastor and 2 Elders. If performers have multimedia that is part of their performance, it must be previewed in advance and be approved by Pastor and the Board of Elders. Otherwise a blank screen will be displayed.

- WELS Connection when listed in the Church Bulletin.
- At start of service, the theme and/or the Sunday name of the church year. i.e. “5<sup>th</sup> Sunday after the Epiphany” may be shown.
- Short (not more than 3 minutes) film clip at the start of the service that sets the mood and/or depicts the theme for the service when listed in the Church Bulletin. *see footnote 1*
- A short (not more than 3 minutes) film clip as introduction to Sermon if listed in Church Bulletin. *see footnote 1*
- Pictures of objects or media that Pastor selects as part of object lessons.
- Prior to the start of the sermon, display the Sermon theme and theme parts as printed in the Church Bulletin, when the Pastor starts to speak go to blank screen, except when Pastor inserts an object lesson as part of the sermon, then display object lesson material only while the object lesson is in progress.
- At close of Service, may display announcements of importance and/or items submitted too late to make it in the Church Bulletin.
- During times of confirmations, board members being installed, etc. names of Confirmands and new board members may be displayed
- When Baptisms are performed, the multimedia system may show the Baptism so the entire congregation may witness the Baptism. (Only when the Pastor is in the Baptistry performing the Baptism.) Otherwise a blank screen will be shown.

At times other than scheduled worship service the Board of Elders may permit movies, webcast or other media of Christian nature or content be shown as part of a fellowship gathering or event. This material must be approved by the Board of Elders during a normally scheduled meeting of the Board prior to any presentation or displays.

During Weddings or Funerals, the appropriate family members or parties may request that pictures and/or other media (provided by the member(s)) be displayed before the ceremony. The material must be reviewed and approved by the Pastor.

The Board of Elders reserves the right to change or amend this policy at any time.

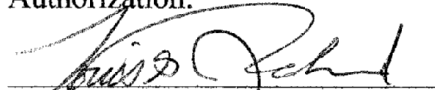
#### Footnotes

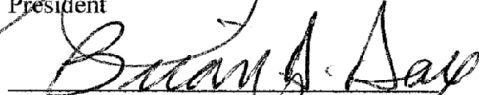
1. Normally only one film clip per service, multiple short clips are permitted if combined total time is 5 minutes or less. (WELS Connection time does not count.)


V. APPENDICES - none

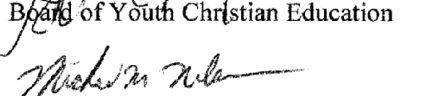
This policy takes effect on the above stated date and will remain in effect until amended, superseded, or cancelled by the issuing authority.

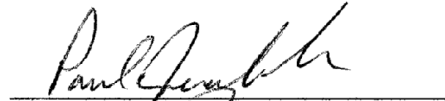
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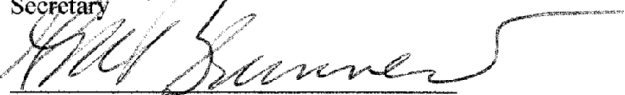
  
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President

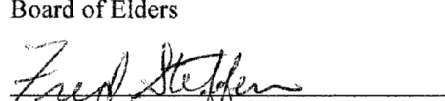
  
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Treasurer

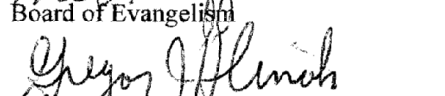
  
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Board of Youth Christian Education

  
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Board of Adult Discipleship

  
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Secretary

  
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Board of Elders

  
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Board of Evangelism

  
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Board of Property