

*Finance Policy and Procedure Manual
Of
St. Peter's Evangelical Lutheran Church
Allentown, Pennsylvania*

Revised & Approved

September 12, 2024

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Purpose & Organization - The Finance Committee

The Finance Committee meets for the purpose of conducting the financial business of St. Peter's. The committee meets on the Tuesday preceding each Congregational council meeting or at other times if deemed necessary. It is recommended that the Congregational Council Vice President attend all Finance Committee meetings and serve as the Council liaison for financial matters discussed. A primary duty of the President and the Vice President is to oversee all matters, financial or non-financial for the proper operation and to meet the mission of St. Peter's Evangelical Lutheran Church.

Budget Preparation Process

- The church budget is prepared on a calendar year basis.
- Each September, the Treasurer distributes to each church committee a list of their approved accounts along with information about prior year spending. Committee Chairs submit their requests to the Finance Committee. The Treasurer is responsible for compiling all requests in to a draft of the budget for Finance Committee review and edit. The Personnel Committee is responsible for recommending any subsequent year salary adjustments – subject to review and approval by the Finance Committee. The Finance Committee presents the combined budget draft to Council for approval. Subsequently, at the November congregational meeting, the Chair of Finance discusses the budget and the congregation votes on the subsequent year budget.

Accounting for St. Peter's Financial Activity / Terminology:

- Designated & Undesignated Accounts
 - The church as established the following designated funds:
 - Building Improvements
 - Member Outreach
 - Non-member Outreach
 - Music
 - Tech
 - Office Equipment
 - Kitchen
 - Monies contributed that are specified for a specific purpose are added to the above funds. Council, as recommended by the finance committee, approves specific use of the above listed designated funds as needed throughout the year. Designated funds include the accounts listed above plus other benevolent collections like (NEPA Synod, Lehigh Mission District and Social Ministry Committee collections. Other designated funds are maintained for our "in & out" collections and expenses (sanctuary flowers, decorating, VBS, Bear creek camp support, etc.).
 - The balance of funds in our church investment accounts are St Peter's undesignated funds. This amount goes up and down based on the church revenue and expenses, as well as the investment market conditions. The total undesignated funds can be calculated by adding together the church investment accounts and the church checking and savings balances (asset section on the balance sheet) at the end of each month and subtracting all designated funds amounts.

- Operating versus Designated Funds
 - All revenue is categorized as received by the church Financial Secretary using revenue accounts established by the Finance Committee.
 - All expenses are categorized as incurred by the church Treasurer using accounts in our annual church budget and the above list of designated funds established.

Major Building Maintenance Funding Process

- St. Peter's Treasurer budgets for routine maintenance. On occasion, unplanned major repairs or maintenance is required. Per St. Peter's Constitution, any non-budgeted expenditure exceeding \$12,000 requires a special congregational meeting be convened to discuss and approve the spending. Historically, the Finance Committee has utilized available investment funds to "borrow" from the church available cash (see investment accounts below). Also, a special fund donation campaign is initiated to provide members the opportunity to donate for the specific major repair/maintenance financial cost. These funds are separately monitored by the Treasurer and periodic status is reported to the congregation.

St Peter's Bank / Investment Accounts Cash Flow:

- St Peter's maintains three (3) everyday working accounts at Embassy Bank:
Savings, Checking, and Payroll
Monthly bank statements are delivered to the Treasurer for monthly reconciliation.
 - 1) Weekly member's contributions, rental income, and miscellaneous other income is recorded and deposited by the Financial Secretary and deposited into the Savings Account at Embassy Bank.
 - 2) Weekly the Treasurer will receive invoices and check requests that required checks to be issued to the suppliers and members through the church Checking Account at Embassy Bank. In addition, monthly automatic withdrawals occur from the Checking Account for items such as, utilities.
 - 3) On the 15th and last day of each month, the Treasurer will record and inform our Payroll processor the hours and salaried requirements needed to pay our employees. Checks will be issued against the church Payroll Account at Embassy Bank
 - 4) In order to ensure sufficient funds are maintained in the church Payroll and Checking Accounts at Embassy Bank, the Treasurer will make online transfers between the Savings Account and the other two accounts.

- St Peter's maintains two (2) Investment Accounts:
ELCA Endowment Account and the Mission Investment Fund (MIF)
Monthly or Quarterly statements are sent to the Chair of the Finance Committee and the information is forwarded to the Treasurer.
 - 1) The ELCA Endowment Account is managed by the ELCA in funds determined to be suitable for member churches. The St Peter's account has been funded primarily over the years through gifts from estates of deceased members, but also includes multiple monies designated to be used for specified needs.
 - 2) The Mission Investment Account is basically a money market account.

- 3) Members and others may designate where their donation should be spent. When a major estate gift is received, council has traditionally designated 10% of the gift to be used for outreach and/or charity, with the remainder being deposited to the ELCA Endowment Account by the investment manager with a check issued by the Treasurer.
- 4) As financial needs arise, funds from the ELCA Endowment Account may be transferred to the MIF account. From the MIF account these funds are transferred to the Embassy Bank checking account to satisfy church spending requirements.
- 5) To transfer funds (approved by both the Finance committee and church council) from the ELCA Endowment Account, the investment manager completes the required withdrawal form online to the ELCA representative to have the amount needed transferred to the St Peter's Mission Investment Account. Dual authorization (6 digit code) is required to effect the transfer of funds.
- 6) To transfer designated funds from the MIF account (as approved by Finance committee and council). The investment manager completes the required withdrawal form online from the MIF and the monies are transferred to the Embassy Bank Checking Account for use by the Treasurer. Dual authorization (6 digit code) is required to effect the transfer of funds.

- Budget Monitoring
 - On a monthly basis, the Finance Committee meets to review the revenue/expenses for the prior month and to summarize financial activity year-to-date. The Financial Secretary submits a monthly “Financial Secretary Report” that lists by week, budgeted income items by account number. The Treasurer submits a balance sheet and a Profit & Loss statement each month that incorporates the income items and also show expenses during the prior month. The Treasurer also prepares a “Monthly Financial Summary” that compares income received for operations versus operating expenses for the month (and for the year-to-date). Designated revenue and designated expenses are listed separately.

Finance Committee Monthly Agenda Items

- Balance Sheet
- Profit & Loss Statement
- Financial Secretary Report
- Monthly Financial Summary Report
- Any other active financial matters (agenda varies)

Approval of Committee Expenditures Process / Form below available in church office

Refer to forms section below “Church Office check request form” or use the online form “Request for Expenditure”

All requests must be included in the approved current year budget.
The form should be completed/approved by the appropriate Committee Chair.
Every effort should be made to obtain approval before any purchase.

Please complete all fields and email to the finance committee Chair, the Parish Coordinator and the Treasurer (Currently, psufan70@aol.com , churchoffice@stpetersallentown.com and a84halpin@yahoo.com).

St. Peter's is PA sales tax exempt. If deemed necessary by the vendor of goods or services, complete a copy of the PA tax exemption form PA-1220 – search for the form on the internet or copy and paste the link below in your browser. You only need to enter the name of the seller, vendor or lessor, the seller's address, complete #2 on the front of the form – enter purchaser is a “religious organization” PA sales tax exemption number 75136757. At the bottom of the form enter St. Peter Hanover Lutheran Church (followed by your name in brackets), sign the form enter the church EIN number 23-6001689 and the church address, 1933 Hanover Ave. Allentown, PA 18109.

The form can be found at:

https://r.search.yahoo.com/_ylt=Awrirw5RShtmvGADEYVXNy0A;_ylu=Y29sbwNiZjEEcG9zAzEEdnRpZAMEc2VjA3Ny/RV=2/RE=1720565073/RO=10/RU=https%3a%2f%2fwww.revenue.pa.gov%2fFormsandPublications%2fFormsforBusinesses%2fSUT%2fDocuments%2frev-1220.pdf/RK=2/RS=io1jEx0sB0Zla1c9XnLVD6T65u4-

-On receipt of purchase, please forward the packing list and invoice to the Treasurer's mailbox in the church office.

-Only the Parish Coordinator has use/responsibility for a church credit card. Credit card use is subject to the same approval process as all other purchases of goods and services. Refer to the credit card policy in the Forms Section. Documentation of Committee Chair and Chair of Finance approvals (emails or forms) should be maintained electronically and are subject to periodic audit.

-If this process needs to be expedited or you need assistance, contact the Finance Committee Chair.

St. Peter's Contracts

- St. Peter's contract management is the responsibility of the Finance Committee except for employment contracts which are under the Personnel/Mutual Ministry Committee. Personnel contract drafts are reviewed and approved by the Finance Committee before presentation to the Congregational Council. The Council has final approval for all budgetary items, contracts and spending. The Parish Coordinator keeps an electronic file (and paper file) of all contracts. Ninety days before expiration the Parish Coordinator will notify the Chair of the Finance Committee to begin negotiation for a new agreement.

St. Peter's Church Real Estate Taxes

- St. Peter's is exempt from city, county and school district real estate taxes. One exception is the city “fee” for impervious areas – areas covered by buildings and asphalt/concrete are subject to a City of Allentown fee based on the square footage of the area covered by church property, sidewalks and parking areas.

Nursery School Real Estate Taxes

- The daycare room rental space is considered subject to real estate taxes. Real estate taxes are paid by the daycare to St. Peter's as a contractual requirement. St. Peter's provides a copy of the city, county and school district real estate tax bills as received and the daycare pays St. Peter's. St. Peter's is legally responsible for the payment of the real estate taxes. St. Peter's must make the payment to the respective taxing authority. Finance Committee monitors the timely

payment of real estate taxes. The respective 2% (60 day) discount periods are: (City – January/February), County (April/May) and School (July/August).

Financial Secretary Duties/ Weekly & Monthly Reporting

Refer to the Job Description of the Financial Secretary for details. The Financial Secretary is responsible for maintaining all receipts and required recordkeeping and documentation for audit purposes.

- Revenue Accounts
 - Congregational Giving
 - Rentals & Facility Use
 - Organizational Gifts
- Counters – member volunteers count the worship service collections
- Bank Deposits are made the day of or the day after the worship service.

Financial Secretary Procedures for Member Donations

- The Financial Secretary handles all member donations (and all other cash receipts for the church). Church members are assigned a member number (by individual or by family unit as appropriate). Member donations are collected by the Financial Secretary at each church service. Donations are counted by the Financial Secretary (most times with other members assisting the counting) and recorded by member name and giving unit number throughout the year. The Financial Secretary makes weekly timely bank deposits. After the close of the calendar year, a final annual summary donation statement is mailed to each giving unit.
- There are generous members who wish to donate the cost of a particular purchase. In the past, this was done outside the church financial recordkeeping system for recording the member donation (and sometimes sales tax was unnecessarily paid). In no way will our church deny a member from making DIRECT purchases on behalf of an immediate need. Also, from a practical standpoint, purchases for items of a nominal amount (e.g. \$10 or less) may best be procured directly due to exigent or other circumstances.
- St. Peter's recommended method for members who wish to donate the cost of a particular purchase are as follows:

All donations, including a donation specified for particular purpose should be made in cash to the Financial Secretary. The donor should specify in writing the intended purpose at the time of the donation. If the donor wishes to remain anonymous, the member can use a (pink) designated gift envelope or plain white envelope and deliver the gift to the collection plate during church service. Requesting all donors to contribute through the Financial Secretary assure members get formal credit for their donation and more accurately records and reports church revenue.

Payments for all church needs should be paid by St. Peter's check to properly include all church expenses in our reporting. Also, this process allows for the avoidance of any applicable PA state sales tax.
- The Financial Secretary routinely handles donor contribution names and amounts in a confidential manner. Any issues relative to donations or other revenue are to be reported to the chair of the church Finance Committee.

Qualified Charitable Distributions (QCD) /IRS rules/Financial Secretary Reporting Requirement

QCD counts toward any required minimum distribution

- These transfers, known as qualified charitable distributions or QCDs, offer eligible older Americans a great way to easily give to charity before the end of the year. And, for those who are at least 73 years old, QCDs count toward the IRA owner's required minimum distribution (RMD) for the year.

How to set up a QCD

- Any IRA owner who wishes to make a QCD for 2023 should contact their IRA trustee soon so the trustee will have time to complete the transaction before the end of the year.
- Normally, distributions from a traditional IRA are taxable when received. With a QCD, however, these distributions become tax-free as long as they're paid directly from the IRA to an eligible charitable organization.
- QCDs must be made directly by the trustee of the IRA to the charity. An IRA distribution, such as an electronic payment made directly to the IRA owner, does not count as a QCD. Likewise, a check made payable to the IRA owner is not a QCD.
- Each year, an IRA owner **age 70½ or over when the distribution is made** can exclude from gross income up to \$100,000 of these QCDs. For a married couple, if both spouses are **age 70½ or over when the distributions are made and both have IRAs**, each spouse can exclude up to \$100,000 for a total of up to \$200,000 per year.
- The QCD option is available regardless of whether an eligible IRA owner itemizes deductions on [Schedule A](#). Transferred amounts are not taxable, and no deduction is available for the transfer.

Report correctly

- A 2023 QCD must be reported on the 2023 federal income tax return, normally filed during the 2024 tax filing season.
- Annually, the IRA owner will receive [Form 1099-R](#) from their IRA trustee that shows any IRA distributions made during calendar year 2023, including both regular distributions and QCDs. The total distribution is shown in Box 1 on that form. There is no special code for a QCD.
- Like other IRA distributions, QCDs are reported on Line 4 of [Form 1040](#) or [Form 1040-SR](#). If part or all of an IRA distribution is a QCD, enter the total amount of the IRA distribution on Line 4a. This is the amount shown in Box 1 on Form 1099-R.
- Then, if the full amount of the distribution is a QCD, enter 0 on Line 4b. If only part of it is a QCD, the remaining taxable portion is normally entered on Line 4b.
- Either way, be sure to enter "QCD" next to Line 4b. Further details will be in the instructions to the 2023 Form 1040.

Get a receipt

- QCDs are not deductible as charitable contributions on Schedule A. But, as with deductible contributions, the donor must get a **written acknowledgement of their contribution from the charitable organization before filing their return. The Financial Secretary does not include QCDs on the donor's annual statement of giving. Instead, an acknowledgement letter must be given to the donor.**
- In general, the acknowledgement must state the date and amount of the contribution and indicate whether the donor received anything of value in return. For details, see the Acknowledgement section in [Publication 526, Charitable Contributions](#).
- For more information about IRA distributions and QCDs, see [Publication 590-B, Distributions from Individual Retirement Arrangements \(IRAs\)](#).

Treasurer Duties / Weekly & Monthly Reporting

Refer to the Job Description of the Treasurer for details. The Treasurer is responsible for maintaining all disbursement documentation and required recordkeeping for audit purposes.

- Cash Management
- Chart of Accounts / Quickbooks data entry and reporting
 - Monthly Reporting / Responsible for leading the Congregational Council meeting financial activity discussion each month:
 - Profit & Loss
 - Balance Sheet
 - Financial Secretary Revenue Report
 - Summary Reporting of Operating Profit/Loss
 - Annual Financial Reporting – The church normally holds two planned, annual congregational meetings – one in November to approve the subsequent year budget (among other things – nominations for the Cemetery Board and the Nominating Committee), and one in February to review prior year financial results (year-end reports: Balance Sheet, Income vs. Expense Report, Investment Report, Profit & Loss, and the Funds Activity Report). The Treasurer is responsible for the preparation of all financial reports for both meetings.
- ELCA Worship Service Payment Guidelines for Supply Pastors and Preparation of Annual W-2s for Supply Pastors (if paid \$600 or more per calendar year)
 - As of 3/1/2023, the ELCA requires the Supply Pastor be paid by check at the worship service at the rate of \$175 (or \$225 if there are two services in the same day) and an additional \$75 for Saturday evening, Ash Wednesday, Maundy Thursday, Good Friday. Mileage reimbursement at the current IRS rate is to be provided in addition to the honorarium.
- Assist the Pastor/Parish Coordinator with the NE Synod annual Census report by providing previous year-end financial information required for the report.

Periodic Audits of St. Peter's Financial Activity

Each month, St. Peter's Congregational Council reviews the financial reports as part of the normal monthly meeting agenda. The Council passes a motion each meeting to approve the financial reports "subject to audit".

The ELCA recommends an audit be performed every two to three years. St. Peter's has developed a relationship with the DeSales University, Waterbury/Reilly School of Business, accounting professor - Dr. Michael Gallagher (Michael.Gallagher@desales.edu), to periodically utilize DeSales students to perform audits (at no cost) at St. Peter's. (A donation to the school is normally provided at the completion of the audit.) Prior audits focused on financial activity but can include a review of other St. Peter's matters or concerns. DeSales performs an "agreed-on- procedure" audit that lists the major audit functions to be reviewed. Full financial CPA audits are not performed, however, the services rendered by DeSales adequately address the need for periodic independent review of the financial records. It is acceptable for church members, who are not involved in handling St. Peter's finances, to perform these periodic, required audits. Guidelines are available from the ELCA for a full financial audit. Refer to the Forms Section for a copy of these guidelines.

Personnel Committee Interaction with Finance Committee

- (Effective September 8, 2022) “The Personnel Committee consists of the Congregational Council President, Vice-President & Secretary. The Chair, the fourth member of the committee, shall be a member of the Congregational Council. The Personnel Committee shall oversee the annual performance evaluation process of St. Peters employees. After a review of the annual performance evaluations, the Personnel Committee shall meet with the Finance Committee to jointly recommend any salary changes to the Congregational Council. Congregational Council, who will have final authority to set salary levels for St. Peters employees. The Personnel Committee will also be responsible for maintaining / updating the St. Peters Personnel Manual.
- Evaluations – Per the St. Peter’s Personnel Manual, The Personnel Committee shall be responsible for conducting annual evaluations of each exempt and non-exempt/hourly employee with their accountable supervisor. Evaluations are to occur in the fall of each year and be completed no later than October 15 of each year. Annual employee evaluations are prepared for and supervised by:
 - Parish Coordinator – Council President*
 - Director of Music – Chair of Worship & Music Committee*
 - * Consultation with the Pastor is recommended.
 - Financial Secretary – Chair of Finance Committee
 - Treasurer – Chair of Finance Committee
 - Sexton – Chair of Property Committee
- A standard employee evaluation form is available for supervisors to use (except for the Pastor – see below). Please refer to Forms Section for the employee evaluation form.

Permanent Part-time Pastor Evaluation Process

- Here are the contractual pastoral duties as listed in his employment contract:
The Pastor will:
 1. Preach and teach the word of God.
 2. Preside at worship and administer the sacraments according to the practices of the E.L.C.A.
 3. Provide pastoral care to all members of the parish according to their needs, visit and"/or direct congregational leaders to visit as necessary, and uphold the members in prayer.
 4. Give pastoral leadership for the meetings, activities, and organizations of the congregation including, but not limited to, Council, Worship/Music, and Christian Education or as needed.
 5. The part-time Pastor will preside over funerals and funeral consultations, weddings and wedding consultations, St. Peter's committee meetings as needed, will visit shut-ins as required, will attend vacation bible school (one week a year), and lead Sunday services, Christmas Eve, Lent mid-week, Holy Week, etc. services.
 6. Work together with the Director of Music to provide appropriate songs, music, and hymns for worship.
 7. Work together with the Parish Coordinator to assist in the administrative office functions as necessary

- Each September, each member of the Congregational Council will be asked to voluntarily provide written, confidential comments concerning the Pastor to the Chair of Personnel/Mutual Ministry Committee. Comments will totally voluntary and will remain confidential. Any written comments will be separately compiled by the Chair of Personnel/Mutual Ministry with original written comments shredded to assure anonymity. Compiled comments will be discussed in a meeting with the Congregational Council President and the Pastor.

Employee Time Reporting

- The Parish Coordinator and the Sexton complete semi-monthly time reports. Please refer to Forms Section for the semi-monthly (first half of the month and second half of the month) form. Employee supervisors should sign each time report prior to submission to the Treasurer for payroll input.

St. Peter's Business Miles Reimbursement

- It is the policy of St. Peter's to follow current IRS guidelines to reimburse employees for miles driven for church-related business. The current, standard mileage rate will be paid. An "Automobile Travel Log and Reimbursement" form must be completed with date, miles driven, other transportation costs (parking tolls, etc.) and Comments/statement of business purpose must be completed. Parking fines or moving vehicle violation costs will not be reimbursed. All forms should be reviewed and signed by the Congregational Council President prior to reimbursement by the Treasurer, Refer to the Forms Section for the reimbursement form.

Affiliated Group Financial Activity and Reports

- St. Peter's has several groups who use their own checking accounts (under St. Peter's EIN number for bank accounts). These groups operate mostly independent as to the monthly financial reporting of group activities. These affiliated group bank balances do not appear on the church financial statements. Each of these groups are requested to submit at least an annual report (Summary & detail of financial activity from January to December) to the congregational council for inclusion in the St. Peter's annual report.
 - Youth Committee Finances - The Youth Committee has a credit card with a \$2,000 dollar limit. The Treasurer reviews the required documentation and pays the credit card invoices as received using funds from the Youth Committee bank checking account.
 - Kitchen Finances
 - WELCA Finances
 - Cemetery Board (not St. Peter's EIN)

In/Out Accounts

- The following member donations are considered in and out funds. That is, members' donations are intended to cover the cash outlays. The church budgets for any shortfall to ensure any donation deficits are covered.
 - Flowers
 - Decorating Funds
 - Food Bank
 - World Hunger

Other Donations

- Donations for Sunday bulletins, Parish Visitor, Coffee hour sponsorship – church members volunteer to cover the cost of:
 - Altar flowers – one vase - \$27
 - Altar flowers – second vase - \$27
 - Sunday Bulletin - \$10
 - Sanctuary Lamp - \$25 for two weeks
 - Rosebud on altar - \$12
 - Parish Visitor - \$100 (every two months)
 - Coffee hour (prior hour before Sunday service) – volunteer provides snacks, church supplies coffee and coffee supplies and ice tea mix, volunteer does set-up and clean-up

- Other Designated Funds monitoring (VBS, Bear Creek scholarships).
 - The Financial Secretary notes any weekly donation specifically designated for a specific purpose – if there not an established account, these monies are held in an “other income” account and tracked separately by the Treasurer.

Wedding Guidelines

Refer to Policies and Procedures and Fee Guidelines in the Forms Section
(Funeral Fees are handled by individual Funeral Directors with direct payment to the church, organist, Sexton, etc.)

St. Peter’s Room Use/Rental Policies and Fees

Refer to Policies and Procedures and Fee Guidelines in the Forms Section

- Room Rental Policies & Fees
- Room Rental Agreement

St. Peter’s Insurance

- The Finance Committee is responsible for maintaining adequate general liability and worker’s compensation insurance policies. These policies are listed and available from the Parish Coordinator.
 - General Liability
 - Worker’s Compensation

List of Forms/Documents (See St. Peter's Website for forms & documents):
<https://www.stpetersallentown.com/welcome/>

- Finance Manual
 - Personnel Manual
 - Finance Forms
 - Church Office check request form
 - Congregational Audit Guide
 - Mileage Log
 - PA Dept. of Rev Certificate of Sales Tax Exemption
 - Request for Expenditure Approval Form
 - St. Peter's Room Rental Policies and Fees
 - St. Peter's Room Rental Agreement Form
 - St. Peters Credit Card Policy
 - St. Peter's Wedding Fees & Guidelines
 - Chart of Accounts (please request from the Treasurer if needed)
 - Personnel Related Forms
 - St Peters Employee Evaluation Form (revised August 2021)
 - Pastor Brian Holben _ Congregational Agreement
 - Director of Music Job Description
 - Parish Coordinator Job Description
 - Sexton Job Description
 - Sexton addendum
 - Treasurer Job Description
 - Financial Secretary Job Description
 - Time Sheet 1-15
 - Time Sheet 16-31
 - Other Forms
 - Hospital Notification form
 - Welcome Card
 - Email Policy
 - Email Request form
 - Communion Card
 - Committee Report form
 - Confirmation Activity Record form
 - St. Peter's Child Abuse Policy / forms links
- Note:** *The above forms should be submitted per the instructions on each form.*
- Contracts (Employment, Insurance, Rentals, Service Agreements)
 - See the Parish Coordinator for current electronic copies