

# St. Peter Lutheran Church

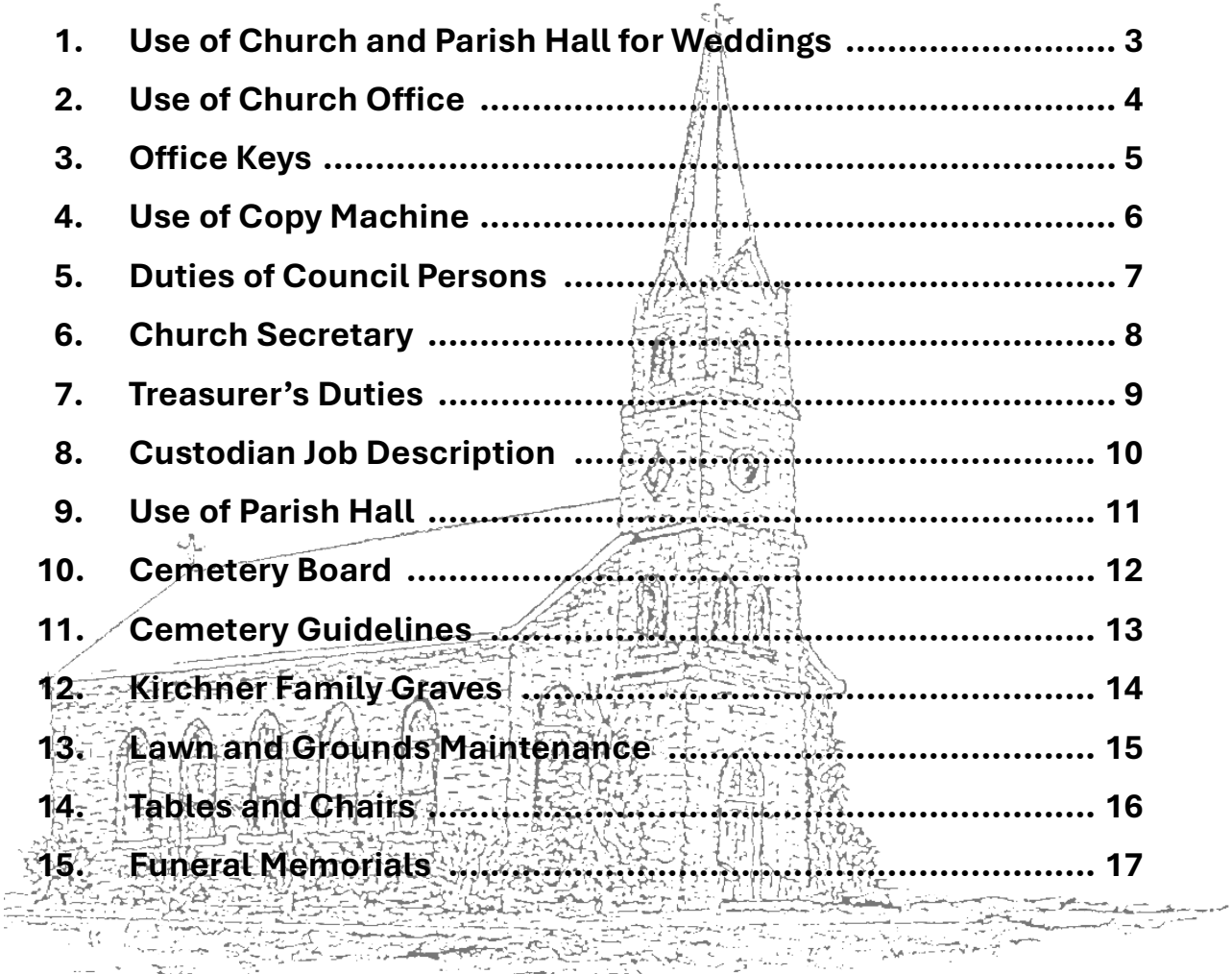
## Doss, Texas

### Policy & Rule Book

#### 2026

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LEE WENDEL

THESE POLICIES WERE UPDATED AND ESTABLISHED  
BY THE ST. PETER LUTHERAN CHURCH COUNCIL  
ON NOVEMBER 14, 2025.



## **POLICY NO. 1**

### **SUBJECT: USE OF CHURCH AND PARISH HALL FOR WEDDINGS**

1. Members of St. Peter Lutheran Church are exempt from payment for use of the church for weddings and funerals. For use of the Parish Hall, there will be a \$25 fee for rehearsal dinners, and a \$25 fee for a reception.

Additionally, there will be a charge for cleaning as listed in Policy No. 9.

2. The use of the church and Parish Hall by non-affiliated individuals for weddings and funerals will be determined and approved by the Church Council. The cost will include the cleaning fee as listed in Policy No. 9.
3. The pastor of St. Peter Lutheran Church shall be present for all weddings conducted at St. Peter Lutheran Church.
4. All weddings held at St. Peter Lutheran shall be conducted in a manner that brings glory to our Lord.
5. All questions regarding weddings and funerals will be resolved by the St. Peter Lutheran Church Council.

## **POLICY NO. 2**

### **SUBJECT: USE OF CHURCH OFFICE**

The church office shall be for the following use only:

1. Pastor's office;
2. Council meetings;
3. Secretarial use;
4. Treasurer's use;
5. Filing by the various church organizations.

Organization secretaries shall make arrangements with the Church Council secretary for access to the filing facilities.

The secretary, treasurer and bookkeeper are required to keep all information confidential unless otherwise instructed.

The council secretary will be responsible for always keeping the office clean and neat.

### **POLICY NO. 3**

#### **SUBJECT: OFFICE KEYS**

No more than eight (8) keys shall be made available at any time and each of the following shall be responsible for presenting the keys to the person succeeding them in that position.

Keys shall be distributed as follows:

Council members, five (5), one (1) each.

Pastor, one (1).

Secretary, one (1).

Sunday School superintendent, one (1).

**POLICY NO. 4**

**SUBJECT: USE OF OFFICE COPY MACHINE**

The copy machine shall be for church use by authorized personnel only. Authorization is to be given by the Church Council.

## **POLICY NO. 5**

### **SUBJECT: DUTIES OF COUNCIL PERSONS**

1. To set the thermostats in church and Parish Hall to suitable and comfortable temperatures for all church services, weddings and funerals. It will be the duty council person's responsibility for maintaining the thermostats in the Parish Hall during wintertime to prevent freezing of the plumbing.
2. To be responsible for the opening and closing down of the church and Parish Hall before and after services, funerals and weddings, including:
  - a. Doors locked, lights off, and thermostats set according to the season.
3. To assist the pastor in the distribution of Holy Communion for that month.
4. To correct informational sign in the front of the church when need arises.
5. The council member shall greet members and visitors when they enter the sanctuary for services.
6. Be responsible for the lighting and extinguishing of altar candles, and to seek assistance from the youth members present with this duty.
7. The council person on duty shall see that the offering on Sunday mornings is counted and bagged and placed in the office safe.
8. The duty council person will be the on-call person for any emergencies that might arise with regard to the church and Parish Hall, cemetery or grounds, and be responsible for contacting the council and council president should the need arise.
9. The duty council person shall insure that the church bell is tolled upon the death of a member, tolling once for each year of the life of that member.
10. The duty council person shall check the front entrance to the church when arriving Sunday mornings and sweep off blooms or leaves, to keep these from being tracked into the church.
11. Should the duty council person be unable to attend church it will be their responsibility to find a substitute.
12. The duty council person will be responsible for checking the water filter in the church office and replacing it when necessary. If the council person is unable to accomplish this task, they can call for assistance from another council person.
13. The duty council person shall be responsible for flushing the sand screen on the water catchment tank. If assistance is needed, another council person can be called on for assistance.
14. The duty council person will be responsible for monitoring the air filters in the HVAC units in the parish hall and church, and changing them if necessary.

## **POLICY NO. 6**

### **SUBJECT: CHURCH SECRETARY**

The church secretary will be paid monthly as approved by the congregation annually for the following responsibilities and duties:

1. Prepare bulletins and newsletters.
2. Prepare annual yearbooks.
3. Prepare annual meeting reports and agenda.
4. Be responsible for assisting all organizational secretaries in filing and keeping all church records in the church office.
5. Be responsible for keeping all records, including cemetery records, and a digital copy of these records in the church office.

## **POLICY NO. 7**

### **SUBJECT: TREASURER'S DUTIES**

1. Retrieve the offering packet from the office safe. Add all monies collected to make sure all tallies are correct and make out bank deposit slip.
2. Record offerings for each week on the individuals' Record of Contributions Finance Forms. Any memorials, benevolence or other special contributions are also recorded on these forms. The Contribution Records are to be placed in the parishioners' boxes each quarter.
3. Take the offering deposit to First United Bank as soon as possible. Get two deposit receipts. Then take, or email, one of the deposit receipts to Jan Hahne, the bookkeeper. The other deposit receipt should be stapled to the carbon copy inside the bank deposit book. When memorials come in for the Cemetery Fund, deposit it into the church general fund and then call Joseph Financial and have them transfer that amount into the Cemetery Fund Money Market account.
4. Collect the mail from the church post office box and distribute it. Pay all bills received either in the mail or email that the church general fund is responsible for. Record all bills paid, either by check or debit card, in the checkbook, and file all invoices in the monthly file copies of the monthly financial statement from the bookkeeper and make copies for all council members and the pastor.
5. Get copies of the monthly financial statement from the bookkeeper and make copies for all the council members and the pastor. Email the first page of the report to the church secretary.
6. Record the Communion Registration Cards after each communion and file them.
7. Order or purchase any supplies needed for the Church.

## **POLICY NO. 8**

### **SUBJECT: CUSTODIAN JOB DESCRIPTION**

1. Church
  - a. Pick up old bulletins and debris each week and vacuum red carpet.
  - b. Vacuum other carpet, including carpet around the organ area and the pulpit carpet.
  - c. Dust at least once per month.
  - d. Clean the lower bell tower once per month.
  - e. The custodian will not be responsible for cleaning the altar, pulpit, baptismal font, lectern or their paraments, nor placement of communion cards or offering envelopes in the pews.
2. Parish Hall
  - a. Clean upstairs and downstairs, as well as vacuuming the carpet in the entry way as well as the steps leading upstairs and downstairs.
  - b. Remove trash, clean and mop restrooms each week.
  - c. The kitchen will be cleaned by those who use it. The custodian should wet mop the kitchen floor as well as all spills in the parish hall area and dust the windows and appliances.
  - d. Other cleanups will be performed as they become necessary.
3. Other responsibilities
  - a. The custodian will be responsible for the general maintenance of the cleaning equipment. Examples – condition of vacuum, brooms, mops, etc.
  - b. The custodian will contact the treasurer for the purchase of all cleaning supplies needed.
  - c. Extra cleanups for special congregational or other functions will be performed by the custodian if the cleanup is necessary and will be reimbursed at the rate of \$50 per hour, with a minimum of two hours.
  - d. Any order of supplies in excess of \$150 must be approved by the Church Council before placing an order.
4. Payment to the custodian will be made by the 10th day of the following month in which the service is rendered.

## **POLICY NO. 9**

### **SUBJECT: USE OF PARISH HALL**

1. Members will be required to pay \$25 for the use of the Parish Hall for non-church related functions such as bridal showers, wedding anniversaries, etc.
2. Non-members will be required to pay \$300 for the use of the Parish Hall for the above-named uses. Payment to be made at the time of the reservation.
3. Contact for use of the parish hall should be made 30 days in advance of the event.
4. Payment to the custodian for special cleanup, if needed, will be reimbursed at a rate of \$50 per hour, with a minimum of two hours' payment.
5. Any questions regarding use of the Parish Hall for non-church related activities shall be addressed to the council for approval.

## **POLICY NO. 10**

### **SUBJECT: CEMETERY BOARD**

It is the purpose of this policy to establish the Cemetery Board, which shall be composed of 5 members: the chairperson of which shall be the at-large member of the Church Council, appointed by the council annually. The remaining members of the board shall be composed as follows: First, the board shall include two (2) continuing members appointed by the Church Council annually, to serve at the will of the Church Council, one of who may be a Doss community, Christian non-member of St. Peter Lutheran Church. The purpose being to reflect the original wishes of the Sauer family that St. Peter Lutheran Cemetery be for public and not just private use. And second, two (2) members shall be elected by the congregation annually to staggered two-year terms.

1. The secretary of the Cemetery Board shall serve as the keeper of all cemetery records.
2. The responsibility of the board shall be the keeping of accurate records of burials, the laying off of new plots, and the accurate records of sales of all cemetery plots. All records of cemetery plots and ownership of these plots shall be kept in a secure location in the St. Peter Lutheran Church office.
3. It will be the responsibility of a member of the Cemetery Board to be present in assisting an individual in the selection of available plots.
4. A member of the Cemetery Board shall be present prior to funerals to oversee the digging of graves and will oversee the removal of all excess dirt. A member shall also be present to oversee the installation of headstones in the cemetery.
5. It will be the responsibility of the Cemetery Board to supervise the care of, and maintenance of the cemetery grounds in a presentable condition.
6. The Cemetery Board shall at all times seek approval and guidance from the Church Council which retains authority in all matters that are defined in this policy.
7. The Cemetery Board shall meet each year, in the month following the Church Council establishing the plot prices for the cemetery. The purpose of this meeting will be to update plot sale prices, update all records of sales, and to conduct any business relating to upkeep of the cemetery.

## **POLICY NO. 11**

### **SUBJECT: CEMETERY GUIDELINES**

1. All curbs, walks and graves shall be the same size as Der Stadt Friedhof (formerly City Cemetery) in Fredericksburg, and they shall have a cover of concrete and gravel, or concrete only, which cost shall be the responsibility of the family of the individual interred.
2. Grave headstones shall be consistent in size and material with those presently in the cemetery. The Church Council reserves the right of approval or disapproval of all headstones placed in the cemetery.
3. The availability and sale of cemetery plots will be classified as single plots, double plots, and single plots for two cremains. The pricing of these plots shall be at the discretion of the Church Council.
4. Plot availability can be reserved by church members as well as non-members. Price to be reviewed and adjusted annually at the January meeting of the Church Council. Sale of plots to non-members is subject to Church Council approval. A non-member spouse may be interred by a member spouse for the same price as a member.
5. All matters under dispute shall be decided by the Church Council.

THE ST. PETER LUTHERAN CHURCH CEMETERY IS NOT A PERPETUAL CARE FACILITY AND FAMILIES OF THE DECEASED ARE RESPONSIBLE FOR CARE OF THEIR GRAVES.

THE CHURCH CEMETERY BOARD IS RESPONSIBLE ONLY FOR THE AREA SURROUNDING THE CEMETERY. UNCARED FOR FLOWERS ON GRAVES AND UNSIGHTLY DECORATIONS WILL BE REMOVED.

THE NUMBERING OF GRAVES BEGINS ON THE NORTH SIDE OF THE CEMETERY (CHAIN LINK FENCE), AND PROGRESSES TO THE SOUTH TOWARD THE HIGHWAY.

## **POLICY NO. 12**

### **SUBJECT: KIRCHNER FAMILY GRAVES**

Due to the will of Carl Kirchner, the Kirchner family graves are to be maintained in posterity by St. Peter Lutheran Church. Should the St. Peter Lutheran Church cease to exist, it will become the responsibility of those who receive the moneys and property.

The council will support the women of the church in placing flowers on the Kirchner family graves. They may determine among themselves who will be responsible.

Flowers to be placed on the following graves:

1. Triple plot of Elgin J. Kirchner, Rheingold L. Kirchner, and Carl W. Kirchner (Row 2, graves 25, 26, 27).
2. Johannes Kirchner (Row 1, grave 9).
3. Clara Kirchner (Row 1, grave 13).
4. Frank and Ida Kirchner (Row 2, graves 17, 18).
5. William and Agatha Leutbecher (Row 1, graves 17,18).

**POLICY NO. 13**

**SUBJECT: LAWN AND GROUNDS MAINTENANCE**

1. Lawn and grounds maintenance shall be at the discretion of the Church Council.

**POLICY NO. 14**

**SUBJECT: TABLES AND CHAIRS**

Tables and chairs in the Parish Hall will not be rented to any member or individual but could be loaned to other congregations for church-related purposes with Church Council approval.

**POLICY NO. 15**

**SUBJECT: FUNERAL MEMORIALS**

All memorial money from funerals should go to the Altar Guild unless designated otherwise by the contributor.