

# **CONTINUING RESOLUTIONS of the EVANGELICAL LUTHERAN CHURCH OF GENEVA**

As adopted by the General Assembly on May 19, 2019

[Note on numbering and definitions: Chapter numbers reflect the corresponding chapters of the Constitution of the Church; terms printed in capitals are as defined in the Constitution]

## **Chapter 1. FORM, PURPOSE, BASIS, LOCATION AND DURATION OF THE ASSOCIATION**

### **CR 1.04 Membership in Organizations**

The Church shall be a member of the following organizations:

- a. Plateforme interreligieuse de Genève;
- b. Témoigner Ensemble à Genève;
- c. Rassemblement des Eglises et Communautés Chrétiennes de Genève.

The respective representatives shall be appointed by the Church Council, which may delegate such appointments to the Congregation Councils.

## **Chapter 2. MEMBERS**

### **CR 2.01 Child Protection Policy**

For the purposes of this document, children are defined as younger than 16, while youth are defined as those aged 16 and up until their 18th birthday.

#### **1. Policy on Protection of Children and Youth**

The Church is committed to being a safe church for all. The love of Christ compels us to care for and protect those who are vulnerable in the church and society. Any kind of abuse or harm is unacceptable. The Church and the Congregations will:

- a. Call Child Protection coordinators who are responsible for implementing this policy and serve as contact persons in case of concerns expressed by children, youth, parents and other adults;
- b. Follow appointment procedures for anyone working with children and young people. Paid staff and volunteers are trained in the principles of child protection and sign a Code of Conduct so that they are clear about expected behavior and to ensure appropriate boundaries between themselves and children. In addition police records of good conduct are required for paid staff;

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- c. Follow appropriate measures should any disclosure of harm be made. If necessary, will report instances to relevant authorities;
- d. Minimize situations where harm or abuse of children may occur by carrying out risk assessments for activities.

## **2. Code of Conduct**

Healthy and safe relationships among people of all generations are central to the ministry of the Church. In the interest of safeguarding youth and children in these relationships, the following code of conduct is to be followed by all persons working or volunteering directly with youth and children:

- 1. I am going to protect children and youth under my care from harm, danger, abuse and violence and neglect;
- 2. I commit to doing everything in my power to ensure that there is no breach of boundaries, sexual abuse, or any form of violence in the Church;
- 3. I recognize the individual sense of boundaries of girls and boys;
- 4. I will actively resist any verbal or nonverbal behavior that is sexist, discriminatory, racist or violent;
- 5. I will not engage in any inappropriate behavior, as outlined in the child protection guidelines of the Congregation in which I am serving;
- 6. I respect the private sphere and the personal boundaries of participants and co-workers;
- 7. As youth worker, I will not use my role to enter into sexual relationships with youth in my care;
- 8. If I witness any indications of neglect or violence, as well as any behavior that runs counter to this code, I will report to the appropriate Child Protection Coordinator of my Congregation.

## **3. Implementation**

The Church and the Congregations<sup>[SEP]</sup> will:

- 1. call a Child Protection Coordinator and ensure training;
- 2. clarify who is in charge of providing training to volunteers and staff and who is responsible for collecting the signed codes of conduct;<sup>[SEP]</sup>
- 3. develop separate guidelines for implementation based on the needs of the individual Congregations.

## **Chapter 3. CONGREGATIONS**

### **CR 3.01 Sunday Worship Times**

Normally, the Sunday worship times shall be:

- a. The German-Speaking Congregation: 09:30 hours.  
The second Sunday of the month: 17:30 hours instead of 09:30 hours.
- b. The English-Speaking Congregation: 11:00 hours.

## Chapter 4. ORGANIZATION

### CR 4.01 Church Council Meetings

The Church Council shall normally meet 4 times per year, in March/April, June, September/October and December/January. In the annual cycle of meetings, the following regular agenda items shall be dealt with:

- a. All meetings

Agenda Items	Mandate per Constitution	Action
Fulfillment of quorum (one half of its members)	C4.09.	Chair
Adoption of agenda		Chair
Adoption of the minutes of the previous meeting		Secretary
Specific follow-up activities from the minutes		Chair
Reports from the Congregations	C4.09.	Pastors or representatives
Information from Associate Congregations	C4.09.	Pastors or representatives
Report by the Chair on common activities and concerns.	C4.09.b,c,	EXCOM
Report on financial status of the Church.		Treasurer
Report on administrative matters.	C4.12	EXCOM
Report of the standing Committees.	C4.09.e	EXCOM
Report of other Committees.	C4.09.e	EXCOM
Other matters (miscellaneous).		EXCOM
Dates for next (at least) two meetings.		Chair

- b. The meeting in March/April shall also deal with:

<b>March/April</b>	Submit annual financial report, including a balance sheet and a statement of income and expenditure, not later than 30 April.	C4.14	Executive Committee, Treasurer
	Take note of report of the Auditor(s) on accounts and annual financial reports of the Church.	C4.15	Church Council
	Approve annual financial report, not later than 30 April. (EXCOM members abstain from voting).	C4.09.d C4.14	Church Council
	Transmit the audited financial report to the Congregational Councils and make it available for inspection by the members of the Church.	C4.16	Executive Committee, Treasurer
	Receive the annual audited financial statements of the Congregations	C3.01	Church Council
	Present the final proposed budget for the year, after the adoption of the Congregations' budgets by their respective Congregational Assemblies.	C4.09.d B5.01.c	Treasurer/ EXCOM
	Give final approval for the budget of the Church.	C4.09.d	Church Council
	Transmit the budget for the year to the Congregations.	C4.09.d B5.01.c	Treasurer, EXCOM
	Request the Congregational Councils to (re-)elect the Auditor(s) to examine accounts and the annual financial report of the Church for the coming year.	C4.14. B4.15	EXCOM

- c. The meeting in June (following the Assemblies of the Congregations) shall also deal with:

<b>June</b>	Review activities and contract of Church accountant(s).		Treasurer Church Council
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	Following appointment of Church Council members from the Congregations, election of the Officers	C4.09.a	Church Council
	As appropriate, election of a property liaison person and (possibly) a building insurance person. (These two functions may be exercised by the same person).	C7.03.	Church Council
	Receive an annual activity report and a list of the members of the Church Council.		Chairperson
	Presentation by the alternatively responsible Congregation of the name of the proposed auditor(s)	C4.15 B4.15	Church Council members from the responsible Congregation
	Receive and transmit the proposed auditor(s) for election by the Congregational Councils.	C4.15 B4.15	Church Council

d. The meeting in September/October shall also deal with:

<b>September/ October</b>	Presentation of the provisional budget of the Church for the coming year, including budgets for the Facilities and Property Committees.	C4.09.d C7.02	EXCOM, Treasurer
	Adoption of the provisional budget for the coming year, for submission to the Congregational Councils.	C4.09	Church Council
	Transmit the provisional budget to the Congregational Councils for their review.	C4.09 B5.01.c	Church Council Chairperson
	Take note of the results of the Congregational Councils' election of the auditor(s).	C4.14 B4.15.	

e. The meeting in December/January shall also deal with:

<b>November/ December</b>			
	Review of possible comments from the Congregational Councils about the budget of the Church for the coming year.	C4.09.d B5.01.c	Church Council
	Adopt and send the proposed budget to the Congregational Councils.	C4.09.d B5.01.c	Church Council
	Take note of and approve reports on maintenance contracts and building insurance.	CR 7.02	Property liaison person Building insurance person

f. Issues for consideration at other intervals (as mandated)

<b>Session</b>	<b>Issues (activities)</b>	<b>Mandate per Constitution</b>	<b>Timing</b>	<b>Action</b>
	Decide on number of representatives on the Church Council of each Congregation.	C4.07.	Every five years	Church Council
	Determine and review proportions of contributions from the Congregations.	C5.03.	Every three years	EXCOM
	Determine and review suggested contributions from Associate Congregations.	C5.04.	At least every three years	EXCOM
	Take note of roll of voting members of the Congregations.	C2.03.	Periodically (in particular before a General Assembly)	EXCOM
	Review and approval of the constitutions of the	C3.01.	Following initial	Church

	Congregations.		review, as and when amended	Council
	Submit an activity report and a list of the members of the Church Council during past ten years to the Geneva tax authorities.	Geneva tax legislation	Every 10 years	EXCOM
	Convocation and organization of General Assembly of the Church.	C4.03., C4.05.	As and when required	EXCOM
	Recommend admission of a new Congregation.	C3.03.	As and when required	EXCOM
	Receive an Associate Congregation.	C3.05.	As and when required	EXCOM
	Liquidation of the Church by the EXCOM under supervision of the Church Council.	C6.04.	As and when required	EXCOM
	Appointment of ad hoc and standing committees.	C4.09.e	As and when required	Church Council
	Room usage rate in the Church building	C5.01b	Periodically	Church Council

g. Issues for consideration, as appropriate

Sessions	Issues (activities)	Mandate per Constitution	Timing	Action
	Review and approval of Bylaws and Continuing Resolutions.	C9.01., C9.02.	As and when required	Church Council
	Review of contracts of the employees of the Church.	B4.09.e	As and when required	EXCOM
	Consideration of the condition of the Church	C7.02., C7.03.	As and when required	Church Council

	building and the status of the equipment funds.			
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The Chairperson shall transmit without undue delay all approved minutes of the meetings, in particular the minutes that set out the approval of the provisional budget for the coming year, together with supporting documentation (September/October meeting), to the chairpersons of the Congregational Councils.

## **Chapter 5. FINANCIAL RESOURCES AND ACCOUNTS**

### **CR 5.01 Income of the Church**

#### **a. Contributions by the Congregations**

Annual contributions to the building fund, set up to cover the expenses of major maintenance and renovation projects (excluding the apartment of the pastor of the German-Speaking Congregation), have been set by the Church Council at CHF 7.500.- for each Congregation. However, taking into account the 2017 replacement value of the Church building in the order of CHF 7,019,000 (Source: Assurance de Bâtiment – Generali), annual contributions to the building fund by each Congregation of at least CHF 12.000.- are considered desirable. This level should be reached at the latest by 2025.

Annual contributions to the equipment fund, set up to cover the expenses of such items as the maintenance and replacement of the organ, the fire alarm, audio, telecommunication and light systems, have been set by the Church Council at CHF 2.500.- for each Congregation. This rate shall be reviewed regularly and adjusted accordingly.

#### **b. Earnings of the Church assets**

Subject to availability, the Church sanctuary and rooms may be made available for regular or ad-hoc use by members of the Congregations or Associate Congregations, as well as by other parties, always provided such use is consistent with the purpose of the Church set out in the Constitution.

Use is free of charge if it is related to the worship services of the Congregations.

Use by members of the Congregations or Associate Congregations for weddings, funerals and baptisms is free of charge, except that a fee may be charged for cleaning and heating of CHF 100.- per event. Use for other purposes or by other parties is subject to usage fees that are set by the Church Council on a full cost basis, following a proposal by the Facilities Committee. Discounts may be granted in case of financial difficulties or similar circumstances and require approval by the chairperson of the Church Council. Usage fees shall be published.

Regular use of the Church building shall be approved by the Church Council; approval for ad hoc use may be granted by the Chairperson of the Church Council or jointly by the pastors of the Congregations.

Use of the organ and pianos require approval by the Church organist.

## **Chapter 7. PROPERTY**

### **CR 7.01 Building Management**

The Church building, located at the lower end of the Bourg de Four in the Old City of Geneva, dates from 1766. It was one of the first buildings in Geneva to be registered as a historical monument. The building continues to actively serve the ministries of the Church. As with any building, and especially one that is 250 years old, the Church building requires regular and orderly maintenance, upkeep, and management.

The Church Council is responsible for organizing the maintenance, upkeep, and management of the Church building. To that end, the Church Council establishes the following committees, each of which shall have at least four members, representing each Congregation equally:

- 1) **A Facilities Committee**, consisting of a minimum of two members each from the English- and German-speaking Congregations. This committee is responsible for continuously checking that the building is clean, well maintained and equipped to enable the ministries of the Church. (The Church retains the services of a cleaner, who is supervised jointly by the pastors of the English- and German-speaking Congregations. The Committee shall advise the pastors in case of concerns about the work of the cleaner.) The Committee shall be advised by suggestions from the concierge, the Congregations' administrative assistants, pastors, other Church staff, and Church members, and supported by a roster of volunteers.

Members from other congregations that use the Church building are also welcome to participate in this committee, with voice but not vote.

The Facilities Committee shall:

- a. Organize the space in the rooms and cupboards (e.g., where to put what, what to throw away, which shelf is for which group, etc.);
- b. Prepare and update as needed room rental policies and rates, to be approved by the Church Council, to encourage use of the building and to generate income for the Church;
- c. Organize major cleaning actions (e.g., furniture, windows, attic, etc.);
- d. Make sure that broken furniture, fixtures and appliances get repaired, and inform the Property Committee of larger repairs needed;
- e. Identify new or replacement items that are needed (e.g., a new cupboard, new kitchenware, more cups & saucers, etc.), and acquire and install

them, if the cost is within the Committee's budget line. More expensive items shall be submitted to the Church Council for approval;

- f. Make sure that the Church garden and exterior of the building is well-maintained.

The Facilities Committee shall be allocated a budget line in the annual Church budget. The Committee may act and spend within that budget line amount. A brief annual narrative report on the activities of the Committee shall be provided to the Church Council each November/December.

2) **A Maintenance Committee.** This committee shall:

- a. Make sure that the structure, utilities and major equipment of the building are properly maintained. This includes keeping track of building-related contracts to ensure that stipulated inspections and other obligations are met and recommending new or renewed maintenance contracts (e.g., for the heating system, boiler, roof, etc.) for approval by the Church Council;
- b. Organize repairs and minor painting that do not require the intervention of the Geneva patrimonial authorities, either by looking for members or other volunteers or by calling on craftsmen;
- c. Organize the purchase and installation of new equipment (e.g., the outside door code, smoke detectors, lighting in the cave voutée) within the Committee's annual budget line. More expensive items shall be submitted to the Church Council for approval;
- d. Ensure that insurance claims are submitted and resolved in a timely fashion. Advise the Church Council to ensure that the Church maintains sufficient mandatory and non-mandatory coverage to insure the building, church members, staff and visitors against damage, theft, accidents, third-party liability, etc.

The Maintenance Committee shall be allocated a budget line in the annual Church budget. The Committee may act and spend within that budget line amount. A brief annual narrative report on the activities of the Committee shall be provided to the Church Council each December/January.

- 3) **A Renovation Committee.** This committee shall be convened when there is the wish or the obligation to do major renovation or repair work that requires the intervention of the Geneva patrimonial authorities. The committee shall make a proper analysis of the situation, prepare a plan for the project to be reviewed and approved by the Church Council, contact the patrimonial authorities, engage an architect where necessary, and monitor and control the accomplishment of the desired work.

The Renovation Committee shall propose work project budgets to the Church Council. It may then act and spend within approved budgets, with regular reports to the Church Council.

- 4) Each committee shall be accountable to the Church Council. Their main point of contact shall be the Church Council's designated property liaison person. The members of the committee are not expected to do all the work but rather to organise it

and to find people to help. These activities should be coordinated with the concierge to avoid duplication of tasks and include her/his participation when appropriate. A roster of volunteers, with information on their skills and interests, shall be maintained by the Facilities Committee, with the support of the Congregations' administrative assistants.

### **CR 7.02 Building Insurance**

Sustainable management and preservation of the Church building includes appropriate insurance coverage in line with Swiss rules and regulations as well as established insurance practices. The Church Council is responsible for the conclusion and maintenance, at competitive rates, of adequate insurance policies against, as a minimum, the following risks:

- damage to and loss of the Church building at the replacement value due to fire, water and weather damage, including cover, to the extent economically possible, of the stained glass windows in the sanctuary;
- damage to and loss of equipment in the Church building, including theft out of locked rooms and closets;
- third party liability insurance, including against risks resulting from Church activities.

The Property Liaison person shall ensure efficient conclusion, maintenance and upkeep of the Church building insurance policies and report annually in December/January to the Church Council on the status of these insurance policies, on expenses incurred and on insurance claims submitted and insurance pay-outs received.

### **CR 7.03 Maintenance contract**

Sustainable management and preservation of the Church building includes permanent safeguard of all premises, facilities and equipment of the Church.

The property liaison person shall ensure efficient oversight of, and keep up to date, any Church maintenance contracts, and report annually in December/January to the Church Council on their status and on expenses incurred.

### **CR 7.04 Utility costs for the Church building / apartment of the pastor of the German-speaking Congregation**

Utility and related costs for the operation of the Church building shall be covered by the Church. However, those related to the apartment of the pastor of the German-speaking Congregation shall be covered by the German-speaking Congregation and, as appropriate, reimbursed to the Church.