



Calvary Lutheran Church
4400 Central Street
Sioux City, Iowa 51108
July 2022

“Grace Alone, Faith Alone, Scripture Alone, Christ Alone”

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Preface

We pray for our family, each other, our church, our healing, our world, and ourselves.

We pray to God and give thanks for everything.

We believe that God answers our prayers.

We know that God loves us.

We must be vigilant and do what God has given us to do.

We can help protect our church and our people.

We can make sure that our worship services continue regardless of any circumstance.

We can resume our classes and work.

We can do our best to help all people's physical, mental, emotional, and spiritual health.

We chose to create an Emergency Preparedness Plan for our church.

We know that God will bless us.

Why have an Emergency Preparedness Plan

Today's world is changing faster than ever before. Most of these changes are not for the better. Over the past few years, environmental, social, political, medical, and family issues have erupted creating unrest throughout the entire world.

These are a few examples of the many that seem to be in the news continually.

- Environmental - hurricanes, tsunamis, tornadoes, droughts, and floods
- Social – no common ground, agree with me or else, attacks/murders, media misinformation
- Political – clear division of our nations, whatever it takes to win, politicians are working for their personal agendas; seemingly not for the masses who voted for them
- Medical – pandemic/epidemics, split among people whether to vaccinate or not, this causes confrontations and physical altercations, pharmaceutical companies rising costs, health care options
- Family issues – families seem to be breaking apart following whatever the flavor of the day is. Fewer families attend church together if they attend at all. Being a Christian was a proud honor a few years ago. It seems that professing one's belief in God is suppressed as not to cause confrontation.

These are just a few of the issues (risks) that we face daily. To be proactive in our churches we need to determine the major risks to our church. Waiting until an event happens will be too late. When we define and address our risks, some risks are eliminated, others are greatly reduced, and others exist but an alternate option exists.

God is still in control. The nearer the coming of Jesus, the more chaos the world will experience. The age of 'tribulation' says it all. Believe, pray, and give thanks. We must take action over things that we can control. Then give everything else to God.

History of Calvary Lutheran Church

In 1935 Lutherans in the Leeds area saw need of organizing a congregation in the Leeds community. Under the direction of Pastor H. Kettler and with the encouragement of the Mission Board of the Iowa District, the Leeds community was canvassed.

The church building belonging formerly to Mount Olivet Presbyterian was rented and then purchased for \$14000 (4400 Central St.). The first service was held March 10, 1935 after renovations to the old wood building. Then on May 1, 1935 the mission was officially established and then August 6, 1935 the constitution was adopted and Calvary Lutheran Church came into being. Pastor Waldemar Hinck was the first Pastor from 1935-1942.

Since this time the church grew necessitating the purchase of the Presbyterian parsonage next door (4410 Central St.) which also served as a Sunday School for 7 grades. Then the present Parish Hall was built starting June 1950 and completed and dedicated September 9, 1951 (4412 Central St.). Pastor Zschoche (1942-1953) led the congregation through these projects including the present cement block structure which was necessary considering the old wood building was falling apart. The foundation was laid August 1952 and completed with a dedication worship service December 13, 1953. Of course, later a modern kitchen (Summer of 1980) and office and meeting rooms were also constructed (Summer of 1982).

Calvary was and is not merely about a building, but about the people of God. Church is wherever two or three are gathered in the name of Jesus (Matthew 18:18-19). Calvary as such gathered to worship Jesus in homes, in an old wooden church, in the parish hall, and now in a concrete block building. Yet, in the future history, Calvary has gathered to worship outside for church picnics at various parks from the Broderson's farm, Hillview Park, the Hinton City Park, and even in the courtyard of the present church grounds. Calvary's people have worshiped with the other LCMS churches in the old auditorium (50 years for Easter Sunrise Services 2070-2020) and even in our parking lot and on-line during Covid-19 pandemic.

Calvary is still a mission seeking multiple ways to reach out to others. Vacation Bible Schools, after school classes for Hawthorn Elementary School students, Bag-a-Lunch, neighborhood canvassing, and even Day Camps are just a few ways Calvary members have sought to share Jesus with our neighbors. God only knows how God's people will respond next to His mission.

To date (July 2022), Calvary has had 16 pastors, 19 vicars, 2 Directors of Christian Education, 3 Outreach Interns, 4 Visitation Pastors and 1 Deaconess in its 86 year history.

May God continue to bless Calvary with people who are God's family. People who are saved by grace through faith, people who love to reach more people as fishers of men.

The Greatest Risk

There is an evil spirit, the enemy of God, and of all righteousness, who is continually seeking to distress, to lead astray, and, if possible, to destroy those who love God. How far his influence may extend, we cannot say; but probably much unsteadiness and unhappiness in Christians may be ascribed to him. While we are on this earth we are within his reach.

God's people are taken under his special protection; they, and all that belong to them. The blessing of the Lord makes rich. God suffered Job to be tried. It is our comfort that God has the devil in a chain (Revelation 20:1). He has no power to lead men to sin, but what they give him themselves; nor any power to afflict men, but what is given him from above. All this is here described to us after the manner of men. The Scripture speaks thus to teach us that God directs the affairs of the world.

Satan brought Job's troubles upon him on the day that his children began their course of feasting. The troubles all came upon Job at once; while one messenger of evil tidings was speaking, another followed. His dearest and most valuable possessions were his ten children; news is brought him that they are killed. They were taken away when he had most need of them to comfort him under other losses. In God only have we a help present at all times.

Afflictions must not divert us from, but quicken us to religion. If in all our troubles we look to the Lord, he will support us. The Lord is righteous. All we have is from His gift; we have forfeited it by sin, and ought not to complain if He takes any part from us.

Discontent and impatience charge God with folly. Against these Job carefully watched; and so must we, acknowledging that as God has done right, but we have done wickedly, so God has done wisely, but we have done very foolishly. And may the malice and power of Satan render that Savior more precious to our souls, who came to destroy the works of the devil; who, for our salvation, suffered from that enemy far more than Job suffered, or we can think.

The Temptation of Jesus

And Jesus, full of the Holy Spirit, returned from the Jordan and was led by the Spirit in the wilderness for forty days, being tempted by the devil. And he ate nothing during those days. And when they were ended, he was hungry. The devil said to him, "If you are the Son of God, command this stone to become bread." And Jesus answered him, "It is written, 'Man shall not live by bread alone.'" And the devil took him up and showed him all the kingdoms of the world in a moment of time, and said to him, "To you I will give all this authority and their glory, for it has been delivered to me, and I give it to whom I will. If you, then, will worship me, it will all be yours." And Jesus answered him, "It is written, 'You shall worship the Lord your God, and him

only shall you serve.” And he took him to Jerusalem and set him on the pinnacle of the temple and said to him, “If you are the Son of God, throw yourself down from here, for it is written, “He will command his angels concerning you, to guard you,’ and “On their hands they will bear you up, lest you strike your foot against a stone.” And Jesus answered him, “It is said, ‘You shall not put the Lord your God to the test.’” And when the devil had ended every temptation, he departed from him until an opportune time.

We are tempted constantly and each temptation presents a risk. Consider the following. If Job had cursed the Lord, he would not have had his life restored to the its prior status. That was a risk that Job did not accept and he was rewarded.

Jesus was tempted with the world. If He had accepted the temptations from Satan, what would have happened to Him and to the world?

The first risk was given to Adam and Eve. God told them they would surely die if they ate the forbidden fruit. Satan told them they would be God-like when they ate the fruit. They accepted the risk. They were cursed, suffered, and put a curse on every generation. And they did not become God-like. Had they refused Satan’s temptation, maybe others would have eaten the fruit because Satan departed from Jesus until an opportune time which tells us that we need to be continually on guard. This tells us that when we chose the path of God, risks will follow risks. Therefore, stay the course.

God’s word is the best risk defense. When tempted quote a scripture associated with that risk. Jesus showed us how to defeat Satan.

Psalms 46 teaches one last truth about risk. Some risks are beyond preparation but that God alone is our, “Fortress and Strength ever present help in time of trouble.” Jesus alone did the impossible paying the price of sin and death to the Devil on the cross so that we remain in God’s fortress, safe and secure. The greatest risk is mitigated by Jesus Himself!

Part 1 - Calvary Emergency Preparedness Plan Contact List

Time is a crucial factor in any emergency situation. Placement first in our manual is an important time saving option. Keeping this list updated is vital to our plan.

Senior Pastor James Travis 712-202-8516

Pastor Alex Smith

Council President Rick Book 712-899-3474

Council Vice-President Craig Merry 712-251-1431

Elder List

- Jim Torgerson 712-253-5394
- Dave Clausen 712-574-1044
- Brian Hickman 712-490-3174
- Brad Cale 712-899-6261
- Joe Osterholt 712-301-2421
- Dave Powell

Board Chairs

- Bob Livermore – Trustees 712-301-8880
- Jim Torgerson – Elders 712-253-5394
- Julie Barto – Outreach 712-251-8216
- Barb Stolle – Education
- Dee Clausen – Social Ministries 712-389-1330
- Michelle Betsworth
- Jeff Woolridge – Stewardship 712-899-7844
- Molly Kaiser – Youth 712-251-0894
- Karen Hickman – CLWL 712-251-1615

Care Team

- Linda Book 712-251-6926
- Jo Getty 712-490-5004
- Karen Gross 712-253-0476
- Alice Lawrenson 712-899-6242
- Sherry Book 712-253-2447
- Mary Rose McDaniels 402-241-7305

Emergency Preparedness Team

- Pastor Travis 712-202-8516
- Pastor Alex Smith
- Dave Clausen 712-574-1044
- Tom Crawford 712-574-0366
- Jeff Woolridge 712-899-7844
- Rick Book 712-899-3474
- Randy DeRoin 712-899-2375

Police, Fire, Rescue 9-1-1

Mid-American Energy

- Report an electric issue 800-799-4443
- Report a gas leak 800-595-5325

Sioux City Water Department 712-279-6132

ISP - Sparklight Business 877-692-2253

Church Mutual America Insurance Group 800-554-2642

Leeds Elementary School 712-239-7034

- Principal Ron Koch

Faith Lutheran Church 712-255-4820

- Pastor Ezra Grabu 507-995-9862
- Secretary Lisa Godberg 712-212-3612

Support Services

- Shepherds Staff Pastor Travis
- Microsoft Rick Book
- Video Recording Tom Crawford
- Safe Rick Book

Media

- Facebook
- Television stations
 - KCAU 712-277-2345
 - KTIV 712-226-5480
 - KMEG 712-277-3554

- Radio stations
 - KMNS-620 712-224-6200
 - KSEZ Z-98 712-255-3098
 - KMNS 620 712-58-5595
 - KSCJ 712-239-2101

- Phone calls to congregation

- Care team

How to Make a Church-wide Phone Call

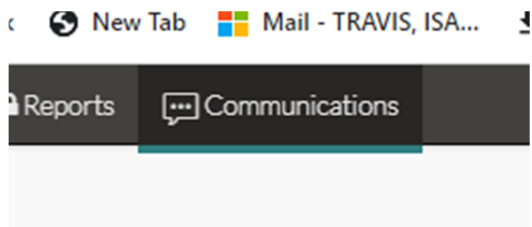
How to Make a Church Wide Call:

<https://calvarylutheransiouxcityia.church360.app/people>

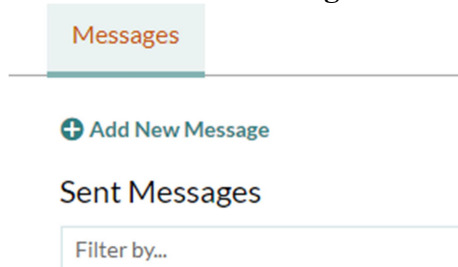
Name: rev.travis@hotmail.com

Password: Water222??

Click: **Communications**



Click: **Add New Message**



Click: **Voice**



Voice

Follow Instructions:

Church Hierarchy List

President – Rick Book - 712-899-3474
Vice President – Craig Merry - 712-251-1431

Board Chairs

Bob Livermore – Trustees
712-258-7330
Jim Torgerson - Elders
712-253-5394
Julie Barto – Outreach
712-251-8216
Barb Stolle – Education
712-
Dee Clausen – Soc. Ministries
712-389-1330
Jeff Woolridge – Stewardship
712-899-7844
Molly Kaiser – Youth
712-251-0894
Karen Hickman – CLWL
712-251-1615

Elders

Jim Torgerson – Elders Contact **
712-253-5394
Brian Hickman
712-490-3174
Brad Cale
712-899-6261
Dave Clausen
712-572-1044
Joe Olsterholt
712-301-2421
Dave Powell
712-490-3949

** Zones – pick and elder to read the sermon; determine if the whole congregation needs notification

Call Board Members
Rick Book – 712-899-3474
Nathan Cale - 712-899-4909
Michelle Hansen
Brian Hickman – 712-490-3174
Diane Krause
Joe Olsterholt – 712-301-2421
Pastor Travis – 712-202-8516
Molly Kaiser - 712-251-1615

Church Hierarchy List (continued)

<i>Trustees</i>	<i>Outreach</i>	<i>Christian Education</i>	<i>Social Ministry</i>	<i>Stewardship</i>	<i>Youth</i>
Doug Macfarlane Tom Crawford	Ray / Diane Thomas Denny Barto	Michelle Hansen Barb Stolle	Mary Ann Betsworth Michelle Betsworth Lanetta Falk	Aaron / Sara Book Lorraine Anderson Diana Lahrs	Chris Osterholt Angela Palmer Connie Persinger
Bill Book	Billie Williams		Linda Hesebeck Dee Clausen	Josh / Witney Russom	
Bob Livermore	Randy Melvius				
Kevin Kuhlmann	Diane Krause				

Care Team

Linda Book - 712-251-6926

Jo Getty - 712-490-5004

Karen Gross - 712-253-0476

Alice Lawrenson - 712-899-6242

Sherry Book – 712-253-2447

Mary Rose McDaniels - 402-241-7305

IT Team

Among other groups and teams helping to resume church functions having an IT team is essential. Presuming the entire office area was destroyed, configuring the IT computers and peripherals is one of the first tasks to be completed.

If data has been corrupted, deleted, or destroyed having backups is a most important risk to mitigate. This is explained later in the Single Points of Failure section.

Having a qualified team of IT experts can build and restore data as quickly as possible. A multi-person team gives the flexibility of having someone available to complete whatever IT function is needed.

Refer to the Appendix Inventories for a list of computers, peripherals, and office machines.

The initial Emergency Preparedness Plan IT (2022) team includes:

- Rick Book 712-899-3474
- Aaron Book 712-899-3554
- Jeff Woolridge 712-899-7844
- Randy DeRoin 712-899-2375

Part 2 - What is an Emergency Preparedness Plan

Early in 2022, Pastor Travis was presented with an overview and the benefits of Calvary Lutheran Church creating and implementing. At a high level an Emergency Preparedness Plan is a combination of:

- strategies and procedures for resuming all church functions after a disruptive event
- a team hierarchy structure for executing and managing the Emergency Preparedness Plan
- all advanced arrangements required to support the above

An Emergency Preparedness Plan is:

- a documented list of activities that need to be performed by designated teams to ensure the rapid resumption of all church functions.
- a plan to resume functions at an alternate site, online, or at the church proper following a disruptive eventual.

An Emergency Preparedness Plan will identify risks associated exclusively for Calvary Lutheran Church that can potentially cause horrendous consequences in all church functionality. If an event occurs that destroys or greatly affects the church, an existing plan will be initiated for resuming the worship and business functions.

Every Emergency Preparedness Plan is unique because of its individuality. There are no cookie cutter templates used to create a plan although some parts are similar to other plans.

An Emergency Preparedness Plan involves identifying risks, creating a business impact analysis, remediating the risks, and maintaining a hierarchy of Emergency Preparedness Plan leaders.

The objective of this and all Emergency Preparedness Plans or Business Continuity Plans is to provide for the safety and well-being of the people. Through diligence and dedication Calvary Lutheran Church has an Emergency Preparedness Plan that deals with and works toward everyone's safety, protection, and resuming all church functionality in a rapid manner. Preparedness Plan.

Pastor Travis approved and a high level Church Preparedness Plan was presented to the church council who also approved creating a CPP for Calvary Lutheran Church.

A core team was created and worked through identifying risks, creating a business impact analysis, mitigating or greatly reducing risks, and testing the Church Preparedness Plan through a round table discussion.

Throughout 2022 the core team met and discussed different options for each risk. Creating a plan before an event takes place allows ample time to search for the optimal solution.

Emergency Preparedness Plan Defined

At a high level an Emergency Preparedness Plan is a combination of:

- strategies and procedures for resuming all church functions after a disruptive event
- a team hierarchy structure for executing and managing the Emergency Preparedness Plan
- all advanced arrangements required to support the above

Emergency Preparedness Plan is:

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The objective of this and all Emergency Preparedness Plans or Business Continuity Plans is to provide for the safety and well-being of the people. Once again, through diligence and dedication Calvary Lutheran Church has an Emergency Preparedness Plan that deals with and works toward everyone's safety, protection, and resuming all church functionality in a rapid manner.

What is Church Preparedness Management

Church Preparedness Management is a basis for planning for our long-term survival following a disruptive event.

Why create a Church Preparedness plan?

- disaster can strike without any warning
- planning what to do in advance is an important part of being prepared
- it means you might need to do fewer tasks
- it means you might do things at different locations
- it means you might do things with different personnel
- in the end, **a real plan for keeping the people safe and healthy; both spiritually and physically**, as the church continues functioning

What's needed for a Church Preparedness Plan?

- critical church functions will be analyzed and prioritized
- understanding the ramifications of an extended outage
- identify essential resources needed to support the church
- data protection plans

Without a Church Preparedness Plan, the best solution may be overlooked. As documented in the Institute for Business Continuity manual, after an event occurs 70% of the time is wasted planning an eventual recovery solution. And the best resolution may be overlooked. Having a Church Preparedness Plan allows us to begin critical church functions very soon after an event.

Steps Needed to Create a Church Preparedness Plan

A Church Preparedness Plan is a very dynamic document. It is not a stagnant one time undertaking to construct a document that will become outdated sooner than later. It's essential that the plan is tweaked when enhancements in critical church functions are altered.

Creating a plan is impossible if the risks to the church are unknown.

Step 1 - Identifying and categorizing risks

- 20% of risks are weather related
- 80% of risks are physical structures, personnel, technology, operational, business, social

Step 2 – Business Impact Analysis

- defines what consequences occur when an event occurs
- created when all risks are identified and categorized
- shows all functions' status whether they can continue

Step 3 - Creating incident management framework

- emergency Hierarchical List and Contacts
- current Boards and Committees list

Step 4 - Creating business continuity teams

- establishing/defining all teams w/roles, responsibilities, and authorities
- when should each team begin their various activities, if needed

Step 5 - Critical functions for business resumption

- document order of events
- critical people
- contacts (professional and church contacts)
- equipment/replacement equipment
- alternate location(s) and critical procedures
- compiling the EPP
- communications
- media
- congregational contact methods
- testing the plan when long term location is used or original location

Risk Categories Associated with Calvary Lutheran Church

We know the severe consequences of risks that may impact Calvary Lutheran Church. We have identified the risks and worst case outcomes and created our Church Preparedness Plan to deal with these risks.

Our plan not only addresses recovery but it deals with prevention based on identifying high-level risks associated with Calvary Lutheran Church. Since the inception of the Church Preparedness Plan several physical updates have been made, additional security options added, and new components are being taken into consideration.

Following are the high-level risks that are pertinent to Calvary Lutheran Church. These dangers must be addressed to minimize, eliminate, and most importantly keep our people safe and resume our worship services and church functions as soon as possible if any church function is affected. This list identifies individual risks that present the most disruption to our church functions.

Natural risks

- Tornadoes
- Blizzards
- Ice storms
- Straight line winds
- Lightning strikes
- Floods

Facility risks

- Fire
- Explosion
- Water damage
- Mechanical failures

Personnel risks

- Pandemic / epidemic
- Loss of key personnel

Technology risks

- Viruses
- Hacking
- Data loss
- Software or hardware loss
- Network loss

- Telephony failures
- Single points of failure

Social and Terrorism risks

- Violence
- Terrorism
- Vandalism

Part 3 - When to Initiate the Church Preparedness Plan

In a perfect world, things go according to the plan and complete normally.

Concerning our Emergency Preparedness Plan, it's imperative that we consider the worse case scenario. Our plan must deviate from the status quo.

Until an event occurs, we will not know who will initiate our Emergency Preparedness Plan. We cannot plan for each risk separately. However, our plan includes steps to determine who will be the Emergency Preparedness Plan lead.

For example, a snow storm or blizzard can cause concern and may alter normal church functions for a short period but it does not require initiating the emergency preparedness plan.

Pastor Travis or Pastor will contact the church president, vice-president, head elder, and head trustee to agree upon which part of the Emergency Preparedness Plan to initiate.

Declare an emergency when an event occurs that

- greatly impacts any or all of the physical church campus
- causes loss of pastors, staff, congregation, or any people
- creates a major disruption for all church functions lasting days, weeks, or months

Emergency Preparedness Hierarchy

Calvary's pastors, church council president and vice-president, along with the boards and council will drive the steps required to start and complete our Emergency Preparedness Plan. The Emergency Preparedness Program Manager will oversee the plan and complete the checkoff sheet ensuring that no crucial steps are omitted.

At the time of an emergency situation the leader of the Emergency Preparedness Plan will be the highest ranking church official. Typically, one or both pastors will leader the Emergency Preparedness Management Team through the steps required to complete the plan.

Use the following church hierarchical graph to determine the succession of each layer of church government.

For example, if neither pastor was available, the duties would fall to the council president. Names are not used because positions change but the offices remain constant.

Church Hierarchy Graph

President – Rick Book - 712-899-3474
Vice President – Craig Merry - 712-251-1431

Board Chairs

Bob Livermore – Trustees
712-301-8880
Jim Torgerson – Elders
712-253-5394
Julie Barto – Outreach
712-251-8216
Barb Stolle – Education
712-899-4909
Dee Clausen – Soc. Ministries
712-389-1330
Jeff Woolridge – Stewardship
712-899-7844
Molly Kaiser – Youth
712-251-0894
Karen Hickman – CLWL
712-251-1615

Elders

Jim Torgerson – Elders Contact **
712-253-2421
Brian Hickman
712-490-3174
Brad Cale
712-899-6261
Dave Clausen
712-572-1044
Joe Osterholt
712-301-2421
Dave Powell

** Zones – pick and elder to read the sermon; determine if the whole congregation needs notification

Call Board Members
Rick Book – 712-899-3474
Nathan Cale – 712-899-4909
Michelle Hansen
Brian Hickman – 712-490-3174
Diane Krause
Joe Osterholt – 712-301-2421
Pastor Travis – 712-202-8516
Danielle Metzger
Molly Kaiser - 712-251-1615

Church Hierarchy Graph (continued)

<i>Trustees</i>	<i>Outreach</i>	<i>Christian Education</i>	<i>Social Ministry</i>	<i>Stewardship</i>	<i>Youth</i>
Doug Macfarlane Tom Crawford	Ray / Diane Thomas Denny Barto	Michelle Hansen Barb Stolle	Mary Ann Betsworth Michelle Betsworth Lanetta Falk	Aaron / Sara Book Lorraine Anderson Diana Lahrs	Chris Osterholt Angela Palmer Connie Persinger
Bill Book	Billie Williams		Linda Hesebeck Dee Clausen	Josh / Witney Russom	
Bob Livermore	Randy Melvius				
Kevin Kuhlmann	Diane Krause				

Care Team

Linda Book - 712-251-6926

Jo Getty - 712-490-5004
Karen Gross - 712-253-0476
Alice Lawrenson - 712-899-6242
Sherry Book – 712-253-2447
Mary Rose McDaniels – 402-241-7305

Emergency Preparedness Management Team

The primary group that created our Emergency Preparedness Plan shall initially serve as the Emergency Preparedness Management Team.

Those members are:

- Pastor Travis 712-202-8516
- Pastor Alex Smith
- Dave Clausen 712-574-1044
- Tom Crawford 712-574-0366
- Jeff Woolridge 712-899-7844
- Rick Book 712-899-3474
- Randy DeRoin 712-899-2375
 - Acting program manager

- The team will meet yearly to:
 - discuss the plan
 - update each section of the plan
 - add new or delete obsolete parts of the plan
 - original team members may drop off opening position(s) for other to fill
 - review and renew our knowledge of the plan
 - hold a mock disaster
 - choose different starting points and determine what disaster has happened
 - determine what church officials will be available at the time of the event

Emergency Preparedness Program Manager

The program manager for our Emergency Preparedness Plan will be one who knows the plan quite well and can keep the plan flowing fluently, making sure no key steps have been missed.

There will be a check off to follow to act as a safeguard that steps are executing in order.

The program manager will make changes to the plan as need be. Priority changes should occur immediately, changes made, and booklets updated.

The program manager will keep the team informed of changes and keep them all on the same page. In addition, as technology and other changes are made, those must also be included in our plan. Keeping up-to-date is an important part of the success of our plan.

The program manager will also conduct yearly (or whatever frequency is chosen) mock disaster testing.

Currently, Randy DeRoin (1-2023) is acting as the program manager.

Spokesperson for Calvary Lutheran Church

At the time of an incident, the person deemed to be in charge also assumes the spokesperson duties. That will involve the initial contact and later updating the media as time passes.

However, another member of the team can act as the spokesperson.

- Be prepared for media contact.
- Prepare talking points that can be used if the media calls.
- Update the talking points as the crisis continues or a resolution begins.

- Keep it simple – attempting to communicate complex messages via the media is counter-productive.
- make sure the key messages can be expressed as headlines or sound bites.
- repeat your key messages several times for reinforcement.

- Answer all questions with the facts at that time. If you don't answer, someone else will.

*“There are known knowns. These are things we know we know.
There are known unknowns. That is to say, there are things that we know we don't know.
But there are unknown unknowns, these are things we don't know we don't know.”*

Secretary of Defense Rumsfeld attempting to 'clarify' war policy

“Just the facts, ma'am.” Sergeant Joe Friday, Dragnet TV Series

Be Joe Friday and not Donald Rumsfeld.

Notifications

Immediately after an event requiring the activation of the Emergency Preparedness Plan, notifications are the next step.

Those to be contacted are:

Iowa District West – 515-576-7666

Informing Calvary's congregation

- Auto-dialer process (page 12)
- Facebook notification (page 29)
- Email – (page30)

Insurance provider

- Church Mutual America Insurance Group (800) 554-2642

Leeds Elementary School (when appropriate)

- Ron Koch – principal 712-239-7034
- 3919 Jefferson Street, Sioux City, Iowa 51108

Faith Lutheran Church (when appropriate)

- 3101 Hamilton Blvd, Sioux City, IA 51104
- Pastor Ezra Grabu 507-995-9862
- Secretary Lisa Godberg 712-212-3612

Media

- Facebook
- Television stations
 - KCAU (712) 277-2345
 - KTIV (712) 226-5480
 - KMEG (712) 277-3554
- Radio stations
 - KMNS-620 (712) 224-6200
 - KSEZ Z-98 (712) 255-3098
 - KMNS 620 (712) 258-5595
 - KSCJ (712) 239-2101

Facebook Notification

We chose to include as many notification types that we have. Not knowing how and where Calvary's people will be viewing notifications, Facebook is a popular method of staying informed.

Search of Calvary Lutheran Church Sioux City LCMS on Facebook

We will also use

- sending automated emails
- recorded telephone message sent to all persons whose numbers we have
- physical one-to-one phone calls from the Care Team members
- local media will be informed and broadcast our message

Mass Email to the Congregation

The following instructions show how to send an email to multiple persons simultaneously. This will be highly beneficial if the need to contact all email members in a short amount of time.

Mailchimp: This is an online e-mail service that is able to write 172 e-mails or more at one time. To login:

www.mailchimp.com login
Username: CalvaryCLC
Password: 4400c

Step One: Click "Create"

Step Two: Click "Regular E-mail" "Design E-mail"

Step Three: Choose "Choose Audience" Click on "Calvary Lutheran Newsletter" (Largest Number of E-mails)

Step Four: Fill in All Blanks, "Choose Ne and Most Importantly Click "Design E-mail"

Step Five: Design E-mail (Type Message you want to send and add pictures etc.) then Click "Save & Exit"

Step Six: Click "Send"

Part 4 - Individual Risks Identified as Critical to Calvary Lutheran Church

This is a bulleted list of the category types and the specific risks within each risk type that Calvary identified as risks to the different physical and functions pieces of the church.

First and fore-most the key to any Emergency Preparedness Plan is for the safety and well-being of the people.

Loss of key personnel

1. Pastor(s)
2. Secretary
3. Council and committees
4. Finance committee (financial secretary, treasure, president of the congregation, chairman of the board of stewardship Christian resource, and the pastor(s))
5. Long-range planning committee
6. Congregation
7. Community

Loss of the church campus

1. Sanctuary
2. Fellowship hall / offices
3. Parish hall

Single points of failure

1. Single copy historical documents
2. data loss / data backup plan
3. secured passwords on crucial computers
4. Computer/network hacking
5. Intruders (no camera system)
6. Financial security
7. Open doors during the day
8. Door key security
9. Different door lock styles

Pandemic or epidemic events

1. Failure to hold worship services and church functions
2. Physical and mental issues
3. Fear
4. Quarantining

Social Risks

1. Terrorism
2. Vandalism
3. Violence

Natural Risks

1. Tornadoes / straight line winds
2. Blizzards / ice storms
3. Severe thunderstorms / lightning strikes

Medical Assistance

1. Outdated, expired, or omitted medical aids
2. Serious injury or death
3. Wrong procedure – injury, death, or lawsuit
4. Delayed response – wasted time making issue worse
5. Trained medical responders

Part 5 - Business Impact Analysis of Identified Risks

The following depicts the ramifications of each of the defined risks associated with Calvary Lutheran Church should those components be lost.

1. Loss of key personnel

Pastor(s)

- spiritual guidance is lost
- worship services can be halted or drastically altered
- leadership of the church is absent
- visitation, offsite meetings, classes, and committee meetings are stopped

Secretary

- all duties assigned to the secretary are temporarily ceased
- single point of failure
- Council and boards
 - all committee functions are greatly hampered regardless of remaining members
 - not enough participants for quorums for voting
- Finance committee
 - process offerings
 - administer billing system
- Long range planning
 - this function is stopped because of the events that happened
 - projects in progress are postponed are eliminated
 - future goals may be altered greatly or simply go away
- Congregation
 - the health (spiritual, physical, emotional, and mental) of the congregation is greatly affected
 - dealing with the unknown, fear, and anxiety is a great risk to remediate immediately
- Community
 - after an event, the public is aware of the immediate impacted but soon resume their lives as those deal with their crisis

2. Loss of the church campus

Sanctuary

- worship services will stop
- weddings, funerals, baptisms, etc. cease
- storage and contents may be lost

Friendship room and offices

- central gathering area is lost
- after worship fellowship area is lost
- workspace for pastors and secretary are lost
- onsite meeting area and work space are lost

Parish hall

- committee meetings cannot take place
- kitchen area is lost; thus, after function meals are halted
- youth events stop
- secondary worship is lost

3. Single points of failure

Single copy historical documents

- birth, death, wedding, and baptismal records are destroyed

Data loss

- paper records can be lost due to several different events
- this includes financial and historical records

Computer data

- single points of failure are computer data backups
- technology failures that corrupt data losing all local or backed up records
- data backups without secondary and/or tertiary copies are high risk issues

Secured passwords on church computers

- data owners are the only ones who should know passwords
- passwords lists readily available to others
- good intentions can cause bad outcomes

Computer networks and hacking

- available passwords is a high risk
- those not knowledgeable, either intentional or accidental, can disrupt services
- hacking from the outside is increasing and very dangerous
- data can be deleted, altered, shared, or may public
- ransomware

Intruders

- Theft, graffiti, destruction of property, equipment, and data, robbery, arson

Financial security

- embezzlement
- private knowledge made public

Open doors

- public access
- entry without knowledge
- theft

Door key security

- unknown number of keys issued
 - former members may have access
 - others may have access
 - same potential outcome as Intruders

Sanctuary door locks are different types

- different locks on most doors
- emergency exit access may be locked
 - potential for injury or death

4. Pandemic or epidemic events

- Pandemics / epidemics
 - churches and businesses are closed
 - panic, fear, uncertainty, quarantining, vaccine questions, political issues
 - double sided issue
 - high stress and anxiety are created
 - lives are altered; possibly forever

5. Social Risks

- Terrorism
 - intruders physically access the church campus
 - social media violence against the church
 - demonstrations on church property
- Violence
 - physical violence during church services or other functions
 - gaining access and causing physical damage
 - targeting pastors, church staff, and congregation
- Vandalism
 - day or night attacks on the physical church personnel or property

6. Medical Assistance

- medical kit – review contents of medical kit
- no AED (automated external defibrillator)
- serious injury or death
- wrong procedure – injury, death, or lawsuit
- delayed response – wasted time making issue worse
- unknown - trained medical responder
- detailed incident report folder
- high level triage procedure
- medical assistance form created

To do

- have a trained medical person inspect the medical kit and make recommendations
- Sioux City has a few companies dealing with medical kits (Aramark, ZeeMed)
- elders are deciding whether to lease an AED

Part 6 - Remediating or Reducing Risks

This section defines the processes to eliminate or greatly reduce risks to Calvary Lutheran Church. Based on the risks and business impact analysis sections, the following remediation provides positive outcomes for potentially negative events.

Much time, thought, and consideration has been given to provide the best solution possible to eliminate or greatly reduce all risks identified as threats to Calvary Lutheran Church. When a risk could not be eliminated or reduced, alternate plans to maintain that function were created.

The best viable solution for each risk, at this time, is listed. Review this booklet at least annually is highly recommended. Remediation options not available now could be in the near future.

Loss of Key Personnel

Pastors

- short and long term absence of pastor(s)
 - continue worship services
 - use prepared sermon (kept in pulpit)
 - You Tube streaming services (refer to instructions on page 42)
 - use web based services – (Main Street Living Sioux City)
 - <https://www.mainstreetliving.com/siouxcity/>
 - pulpit supply pastor
 - a new pastor or pulpit supply pastor is called
 - contact Iowa District West 515-576-7666
 - standard job description and Calvary's duties
 - church boards convene to discuss
 - refer to the emergency contact hierarchy graph
 - inform congregational members

YouTube Streaming Services

Streaming the service via YouTube can be used in the event that no pastor(s) is available to deliver the sermon.

Here are the steps to configure that option.

1. Connect the laptop and projector
2. create a hot spot on an Android or iPhone

Android:

1. open the settings app on the computer
2. go to Network and Internet
3. select Hot-spot & tethering
4. tap on Wi-Fi hot-spot
5. this page has options for turning the hot-spot feature on and off.
6. you can change the network name, security type, password, and more
7. follow the instructions to customize the hot-spot feature to your liking
8. when ready, toggle on Use Wi-Fi hot-spot
9. push and hold the Hot-spot icon and then the network name and password will appear.
10. Enter those when connecting the laptop to the hot-spot through the wifi connector at the bottom right hand corner of the windows computer.

I-phone:

1. to set up a personal hot-spot on your iPhone or iPad (Wi-Fi + Cellular)
2. go to settings > personal hot-spot > allow others to join and toggle it to 'on'
 1. if you don't see personal hot-spot in settings, tap Cellular > personal hot-spot. Make note of the Wi-Fi password

Streaming: use a phone to live stream the service on a Face Book account. Anyone with Calvary administrator privileges can live stream on the website. Click on the post icon and then choose Go Live. Hit start and finish when the service completes.

Church Secretary

- refer to secretarial job description for a list of the job duties (page 44)
- assign different duties to others somewhat familiar with those duties
- hire and train secretary replacement
 - due diligence hiring practice

Calvary Lutheran Church Secretary Job Description

Responsibilities:

1. Serve as main receptionist of the church
2. Answer telephones, send, review and deliver faxes as needed
3. Notify Pastor(s) of illnesses, hospitalizations, etc., of members as information becomes available
4. Type all forms, records and correspondence for the Pastor and Called Staff as needed.
5. Keep all official records of the congregation up-to-date: baptisms, confirmations, weddings, funerals, transfers, address changes, etc., as well as attendance and communion records. Using the membership software, Shepherd's Staff as well as the "official" hard copy Records Books.
6. Record weekly offerings from members of the congregation from the forms prepared by the Counting committee. Balance entries with their deposit records. Prepare offering envelopes yearly, and issue church envelopes to new members. Print and mail contribution statements to the congregation annually or as directed by Stewardship chairperson.
7. Prepare commemorative certificates for: Baptism, Baptism Sponsors, Confirmation, and other special events as directed by the Pastor and/or Called Staff.
8. Record attendance and communion information each week from the Pew Attendance Sheets. Send visitor letters if address information is available.
9. Prepare membership change forms and give to the Pastor for review and/or approval. Send out appropriate forms & requests for changes after approval by the Pastor. Maintain membership changes in Shepherd's Staff program on the computer.
10. Dispatch all incoming mail to the appropriate recipients and send all outgoing letters, other communications and packages as needed.
11. Maintain the Church Petty Cash Fund, keeping records and receipts for expenditures from this fund and requesting funds as needed.

12. Review requests for use of parish facilities. Collect signed request forms for use of facilities; distribute "Cleaning Check List" to all who request use of facilities. After signed forms are returned, schedule events on the Master Calendar in the Office.
13. Prepare special booklets for church groups, classes, etc., as directed. (Type, format, copy, collate, etc.)
14. Gather information, type, proofread, print and assemble worship bulletins for each Sunday and any special worship services.
15. Gather information, type, proofread, print, assemble and mail the monthly Newsletter. Utilize volunteer help for assembly if available.
16. Order office supplies as needed and request maintenance of office equipment as needed.
17. Collect information and prepare monthly and annual Parochial reports and distribute copies to Church Council members, Pastor and Called Staff.
18. Make copies and distribute meeting minutes and/or reports of the various Boards and Committees to the Church Council members, Pastor and Called Staff as they become available.
19. Complete and attach payment request vouchers to all incoming invoices and direct them to the appropriate board and committee chairpersons for approval for payment.
20. On a weekly basis, prepare checks for approved vouchers and give the Church Treasurer for signing.
21. Mail out approved payments and record information in Shepherd's Staff.
22. Attend and participate in regular staff meetings.
23. Perform all other tasks that may arise at the request of the Pastor and/or Called Staff.
24. Maintain confidentiality at all times.

Accountability:

1. Acknowledge, support and facilitate the role and responsibilities of the Pastor and the Called Staff as defined in their job descriptions.
2. Be accountable to the Pastor with line authority to eh Board of Elders.
3. Participate in an annual evaluation for growth in performance by the Pastor and Chairman of the Elders.

Review and Revisions:

1. The Pastor and Board of Elders will review this job description at the time of the annual evaluation.

Council, Boards, and Committees

- There are several boards, committees, and church council. Each has a specific roles to play. Several of these are intertwined with others.
- The following pages display the purpose of each functional area.
 - These are informational in case the original has been lost or destroyed and/or those in charge need access to them quickly.
- If a horrific event occurs, it may be necessary to start at the beginning and these will serve as a guideline.

General Duties and Powers

Each board shall submit a report of its activities at each regular meeting of the congregation and of the council. Such reports may include specific recommendations for action and/or approval. Each board shall initiate and carry out such activities and programs within the congregation as will enable it to effectively perform the function and duties of the voting member or church council. Each board shall be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the voting membership or the church council, provided that such expenditures may, at the discretion of the voting member of the congregation or church council, be restricted to conform with the actual financial condition of the congregation at any given time. Each board shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation.

Organizations and Meetings

Each board shall have its first meeting in June. At this meeting the members shall elect the chairman and secretary and any other officers, which are desired. They shall also decide on their meeting dates and time for the coming year. This shall be turned in the church office for publication on the monthly calendar of events. The past(s) and/or other called workers shall be ex-officio members of the boards. The chairman of the board, the president of the congregation or the pastor(s) may call special meetings. All members shall be notified of the date, time, and purpose of such meetings.

Board of Elders

There shall be nine (9) appointed elders, appointed each year for a one (10-year term. The basic objectives of this board are the spiritual welfare of the pastor(s), called staff and congregation members, individually and corporately, and the supervision of everything pertaining to congregational worship. Elder are “lay ministers” who should be spiritually mature, regular in attendance at worship and holy communion, and who demonstrate love for the word of God by personal attendance at Bible study, mature in personal attitudes, loyal to the congregation and its pastor(s) and called staff, and by ‘men of prayer’ who have a genuine love for people.

That the objectives of this group may be carried out, either corporately or through specifically designated individuals, the elders shall:

1. pray for the pastor(s), called staff and other spiritual leaders
2. encourage the pastor(s) and called staff in their work by word and action
3. be concerned about the spiritual, emotional and physical health and welfare of the pastor(s), called staff and their families (adequate compensation, housing, free time, vacation, and assistance in times of illness, etc.)
4. assist the pastor(s) in dealing with difficult cases and in finding peaceful and God-pleasing solutions to personal problems within the congregation
5. with the pastor, interview and hire church secretaries and organists, and review their salary and performance, and make appropriate recommendations to the voting membership
6. exercise leadership in gather call lists and calling a new pastor when a vacancy occurs
7. maintain discipline within the congregation according to scripture, the Luther confessions and constitution and bylaws of the congregation
8. set up and supervise a program of visitation of members within each elder zone care group (grief-stricken, illness, new baby, aged, shut-ins, special problems, etc.) utilizing as many assistance for such visitation as may be necessary
9. with the pastor(s) determine eligibility for membership of all individual and families applying for membership in the congregation according to the constitution and bylaws
10. work with pastor in processing orderly and prompt transfers of all members who move away
11. engage in continual review of communion and church attendance of all members and visit delinquent members
12. assist the pastor(s) with scheduling men to help with distribution of holy communion when necessary, and any other assigned responsibilities in worship services. To serve as elder of the services
13. be responsible for scheduling communion services
14. provide for assistants, substitute pastors and guest speakers as needed
15. be responsible for all regular and special services as to time, date, etc., in cooperation with the pastor(s)
16. staff, train and supervise the ushering staff, and schedule the ushers for all services

17. submit at the time and in the form required, an annual budget as requested by the stewardship board

Board of Christian Education

There shall be six (6) members of this board appointed each year for a one (1)-year term. The basic objectives of this board are to plan and administer the total educational program of the congregation, to determine policies, to select workers for the various agencies and to direct and supervise the entire educational program of the congregation. The objectives of this board may be carried out by the board either corporately or through specifically designed individuals. The board shall:

1. establish objectives, set policies for, and supervise the total educational program for each agency in the congregation including the personnel, such as the cradle roll, Sunday school, weekday school, nursery, vacation bible school, confirmation classes, Bible classes, ad Bible study groups, and all other educational groups
2. provide for active expression of Christina love and concern as integral parts of the total education program, so that Christina education is seen as more than just knowledge, but also Christian living
3. approve curriculum and analyze performance of each education agency and encourage constant improvement
4. regularly review existing agencies to determine whether all ages are being served, and recommend revisions and additions as deemed advisable
5. continue to determine the degree of participation of the total membership in Christina education activities, and encourage those not involved
6. coordinate with organizations and other committee's special education activities within the congregation
7. appoint a Sunday school superintendent for a two-year term who will work with the board in selecting a Sunday school committee
8. enlist, train and place lay teachers in educational agencies of the congregation
9. establish a system of commendation for recognition of faithful service by all persons involved in the educational task of the congregation
10. work to strengthen families as basic units of Christian education
11. encourage Christian educational programs in all societies of the congregation
12. consider classes, courses, conferences, retreats and the like for individual and groups with special education needs
13. maintain, improve and cultivate the use of the church library; also, provide and promote the use of audiovisual materials, and encourage use of the church periodicals
14. establish and maintain a permanent record of all children of the congregation by age and grade level
15. make recommendations to the trustees for upkeep, repairs, and replacements of educational facilities
16. see that educational agencies are provided with necessary equipment and supplies
17. submit at the time and in the form required, an annual budget as requested

Board of Evangelism

The shall be six (6) members of this board, appointed each year for a one (1)-year term. The basic objectives of this board are bringing the Gospel to the un-churched, the enlistment of all God's people in the work of spreading the Gospel, the deepening off the faith and activity of the members of this congregation, and proper soul-accounting at all times. The board shall:

1. encourage prayer in church and homes for sincere evangelistic concern toward of people inside and outside the church
2. foster a climate of evangelism the encourages congregation members to informally and spontaneously share Christ with one another and the un-churched
3. emphasize evangelism through an annual program. Example: evangelism Sunday
4. help to develop community relations that identify the congregation with the Gospel of Christ
5. utilize the evangelism potential of synodical and other Christina television and radio programs
6. encourage evangelism programs in and through the societies and auxiliary organizations of the congregation
7. emphasize and encourage child and youth evangelism
8. canvass the congregation's area of responsibility for the un-churched
9. be responsible for and use a prospect file
10. assist the pastor(s) in training of lay visits
11. develop a means for contacting those moving into the community
12. be conscious of the atmosphere of friendliness in the congregation toward members and visitors and suggest ways and means of improvement
13. provide for integration of new members and their families into the congregation through various planned activities
14. plan and supervise with the parish fellowship committee various fellowship activities with the congregation, and see to it that all such activities are Christ centered and truly serve the welfare of the people, both members and non-members
15. submit an annual budget request to the board of stewardship for the work planned

Board of Elders

There shall be six (6) members of this board appointed each year for a (1)-year term. The basic objectives of this board are the proper maintenance and repair of all church property, the representation of the congregation in legal matters, and the general protection of the congregation against loss or damage of whatever nature. That the basic objectives of this board may be carried out, the board either corporately or through specifically designated individuals shall:

1. make an annual inspection of church properties, equipment and recommend to the church council needed repairs, improvements or replacements
2. conduct annual inventories of the church properties, equipment and supplies, including acquisition date and approximate value of each item
3. carry out all resolutions of the congregation and church council on purchases, repairs, replacements of church property and equipment
4. determine and employ, with congregational approval, adequate custodial and grounds-keeping help. The board shall also meet periodically with custodians to discuss the care of the buildings, needs and problems in custodial service, and the like
5. prepare for custodial and grounds-keeping help a working list of required duties and a schedule for their completion
6. annually review and recommend salaries for all custodial and grounds-keeping help
7. determine and establish, with the approval of the church council, regulations governing the use of church property and equipment
8. coordinate the schedule of activities within the facilities of the congregation, and set all policies and fees for rental, use and lending of church properties
9. make and issue keys for church property and keep and review annually a list of keys issued
10. supervise, control and recommend adequate storage facilities for all church property, equipment and supplies and orderly maintenance of the same
11. annually check the adequacy of all types of insurance for church property and equipment and negotiate insurance contracts
12. check all property twice a year for any possible fire hazards
13. enlist work crews for special repair, improvement, cleaning, painting, decoration, landscaping and other projects
14. arrange for immediate repairs of an urgent nature and all normal repair alternations for which budget funds have been allocated
15. obtain legal information necessary for the wise consideration of contracts, deeds and the like for the congregation
16. negotiate service contracts for the organ, pianos, office machines, etc.
17. obtain and annual inventory of official documents in safekeeping, and enter its completion in the official minutes of the congregation
18. the board of trustees shall be empowered to spend up to \$8,000 with voters' approval

Board of Stewardship

The shall be six (6) members of this board appointed each year for a one (1)-year term. The basic objective of this board is the initiate programs which encourage members of the congregation to develop a good congregational stewardship attitude. The goal is to have proportionate, first-fruits giving of their time, talent and treasures. The objective may be carried out, either corporately or through specifically designated individuals. The board shall:

1. Study and share the Scriptural principles regarding the total stewardship calling of the Christian – as a member of his family, as a neighbor and citizen, and as a congregational member
2. contact and encourage all members for service to the congregation
3. maintain a program to discover, record, develop and enlist for the kingdom service the talents God has given all members
4. conduct an intensive program to encourage the Gospel-motivated practice of joyous first-fruits giving in response to received blessings
5. annually give every member an opportunity to make a commitment of their time, talent and treasure for the kingdom work through the congregation
6. foster support for missions and charities through an ongoing program of mission information and education
7. screen all outside appeals for funds and make the appropriate recommendations to the church council or initiate the necessary action appropriate to such an appeal
8. review and accept or decline all offers of non-solicited gifts to the congregation
9. be concerned, together with the treasure and financial secretary, for the safe deposit and recording of all funds, monthly remissions of offerings for missions and church agencies and prompt payment of salaries and bills as authorized by the congregation and appropriate boards
10. evaluate the offerings of the congregation regularly, and share these evaluations with the congregation
11. with the treasurer and financial secretary, review, prepare, and present to the congregation an annual budget for adoption
12. annual order and distribute offering envelopes

Board of Youth

There shall be six (6) members of this board appointed each year for a one (1)-year term. The basic objectives of this board agree to involve the junior Lutheran youth fellowship (LYF), grades 6-8, senior Lutheran youth fellow (LYF) grades 9-12, and young adult of the congregation in the work of Christ, provide for their spiritual, moral, social and vocational growth and nurture, and to promote genuine Christian fellowship. That the objective may be carried out either corporately or through specifically designated individuals, the board shall:

1. promote attendance and involvement of the congregation's youth at all church activities
2. provide for the continuing spiritual growth of the youth of the congregation through Bible study, prayer, and Christian service
3. coordinate, plan, and carry out together with other boards a year-round program for the young people of the congregation
4. develop a program for the social fellowship of grades 6-12, including various recreational programs
5. actively engage in the selection and training of leaders for the youth program
6. plan and observe a yearly congregational youth Sunday
7. provide opportunities for involvement as servants in the life of the community such as civic, school, cultural, humanitarian, recreational, and social groups
8. provide for public recognition of various youth achievements and accomplishments
9. plan and coordinate activities for youth with other groups outside the congregation, particularly with other Lutheran youth groups
10. cooperation with the board of evangelism (outreach board) to train and involve the youth in evangelism efforts with other youth
11. encourage youth toward full-time service in the church
12. encourage college student groups, especially from our synodical colleges, for various youth activities
13. supervise all youth and young adult activities
14. submit, at the time and in the form required, an annual budget as required by the board of stewardship

Board of Social Ministry

There shall be six (6) members of this board appointed each year for a one (1)-year term. The basic objectives of this board shall be to show Christian love and concern through physical and material support and assistance as needed in the congregation and community and carried out by the board. The board shall:

1. motivate members and organizations to reach out to meet the needs of our fellow man
2. maintain and administer an emergency assistance program
3. promote ministry to those with physical and mental handicaps
4. plan, promote, and conduct a program of ministry to those in institutions – nursing homes, mental hospitals, penal facilities and the like
5. plan, promote and conduct a program of ministry to those with unique physical, spiritual and emotional needs within the congregation and in the community
 1. example: support groups
6. endeavor to coordinate the needs and resources of Calvary with social agencies of the Lutheran church-Missouri synod
7. keep the congregation informed on social concerns affecting the life of the community and nation, and suggest congregational response or action
8. coordinate volunteer assistance within the congregation regarding social concerns
 1. example: AIDS and pornography in our society
9. submit an annual budget request in the form and at the time requested by the board of stewardship

Special Committees

These committees may be appointed for the particular purposes. They do not have executive powers or authority and are responsible to the board under which they function

Finance committee

this committee shall serve under the board of stewardship and be chaired by the stewardship chairman. It consists of the financial secretary, the treasurer, president of the congregation, chairman of the board of stewardship Christian resource, and the pastor(s) as an ex-officio member; and shall prepare the annual budget for presentation to the church council and to the congregational meeting

Long-range planning committee

this committee shall be directly responsible to the church council and shall serve to assist the council in the planning process for the annual church calendar and for various long-range plans and goals. It shall be chaired by the VP of the congregation and shall consist of a representative of each of the organizations of the congregation plus at least (2) council members.

Loss of the Church Campus

After an event resulting in considerable damage and/or loss, ensuring the safety and well-being of the pastors, staff, congregation and all people is the main focus. Resuming worship services is the most important function that must be started as soon as possible.

The campus is separated into 3 distinct functional areas.

sanctuary

- onsite worship services cease
- weddings, funerals, baptisms, etc. cannot be held
- storage and contents may be lost

2. Friendship room and offices

- central gathering area is non-functioning
- fellowship is impacted
- workspace for pastors and secretary are lost
- onsite meeting area and work space are lost

3. Parish hall

- committee meetings cannot take place
- kitchen area is lost; thus, after function meals are halted
- youth events stop
- secondary worship area is lost

Our Emergency Preparedness Plan addresses how Calvary Lutheran Church can return to normal duties when our campus has been deemed unusable and/or unsafe to enter. Because each functional area has specific responsibilities, three separate plans have been created.

Worship Services at an Alternate Site

The Emergency Preparedness team discussed how we could resume worship services if disaster strikes. We knew that waiting until an event happened was too late to begin planning. In a business without any type of preparedness plan after an emergency happens, 70% of businesses fail to re-open. This doesn't necessarily pertain to churches, but the longer the delay in returning to "normal" church functions the larger the chance the church will not return to "normal".

After considering all options, we concluded the following:

- an alternate worship site in the Leeds area
- ease of access (both entering and parking)
- worship hours very similar or exact to our existing times
- seating for 150 maximum
- ability to bring in music systems, keyboards, etc.

We reached out to Leeds Elementary School at 3919 Jefferson Street which is only a few blocks from Calvary Lutheran Church. The office manager arranged a meeting between our team and a few of their staff.

We met in mid-May and explained our Preparedness Plan. They were very willing to help and asked to have a written 'wish list' of our requirements. The school administration staff reviewed, returned, and complied with each of our needs within a hard copy contract.

Calvary Lutheran reviewed the contract and signed the agreement.

The following pages are a copy of the contract that Calvary Lutheran Church has with the Sioux City School Administration.

If Calvary needs to hold services at Leeds Elementary School, we need to contact the principal or office manager at the school. They will contact the administration offices and make arrangements for Calvary to use the gymnasium according to the following contract.

It will take a few days to get the plan in place before we can hold worship there. That interim time services will probably be held online.

Use in Emergency Only



Facilities Use Permit/Agreement Form Board Policy 1004.1-E

This Facilities Use Permit/Agreement ("Agreement") is made and entered into by and between the Sioux City Community School District in and for the Counties of Woodbury and Plymouth, State of Iowa, ("District") SCCSD - Leeds ES. and, ("Organization"), whose address or principal place of business is:
Calvary Lutheran Church - 4400 Central Street, SC 51108

Organization falls within Category D (Select A, B, C or D per the attached Schedule A).

This Agreement sets forth the terms and conditions of use by Organization for District's space or property described as follows:
The use of Leeds gymnasium, stage, soundsystem and tables from 7:00-12:00

Property Description
(If there is a specific room assigned, note the Room Name or Room Number):
Services will be held from 7:00 AM - 12:00 PM in gymnasium / stage
The space or property described above is hereafter referred to as "the Facility."

Whereas District owns and operates, or lawfully controls the use of, the Facility and Organization desires to use the Facility, District agrees to make the Facility and no other available to Organization at the date(s) and time(s) noted below, for the purpose of the event or purpose described below ("Purpose"), and no other purpose:

Description of use:
In case of total loss of Calvary Lutheran sanctuary, they are requesting use of Leeds gymnasium / stage for services on Sunday mornings from 7:00 AM - 12:00 PM

Dates of use: Start Date: TBD End Date: TBD

Times of use: Start Time: 7:00 AM End Time: 12:00 PM

District does not endorse or sponsor any particular message or group by entering this Agreement. In consideration for being permitted to use the Facility for the Purpose, Organization agrees to pay the fee and expenses, and abide by additional terms and conditions, as are set out below:

TERMS AND CONDITIONS: 35.00/hr. - Custodial
50.00/hr. - HVAC / utilities

1. **Fee:** Organization agrees to pay District in advance of the commencement of the use of the Facility a fee of \$ 85.00/hr. Said fee will cover the use of lights, heat, air conditioning, and water, as may be needed for the Purpose and to the extent such exist at the Facility. Where appropriate, Organization will be also be charged the prevailing rate for custodial, support, and supervisory time and/or labor costs that are required by District personnel above and beyond normal duties.
2. **Expenses:** In addition to the fee described above, Organization will be responsible for paying any and all expenses incurred by Organization and/or District in support of, or as a result of, Organization's use of the Facility. Such expenses may include, but are not limited to, cleaning costs, security costs, parking fees, and setup and takedown costs. Expenses will be charged as soon as possible after the conclusion of the use and payment will be due District from Organization within 30 days after receipt of said charges.

13. Insurance/Indemnity: Organization agrees to furnish and maintain during its usage of the Facility liability insurance in a minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate and shall insure Organization and District from claims for damages for personal and bodily injury, including accidental death, and from claims for damages to the Facility, which may arise from Organization's use of the Facility, whether such operations be by Organization or by anyone directly or indirectly involved in Organization's use of the Facility or employed by, or representing Organization. Organization shall furnish District with a certificate of insurance acceptable to District's insurance carrier before use of the Facility commences.

Such insurance shall include District as an additional insured and the policy shall be endorsed as follows: "The insurance company and the insured expressly agree and state that the purchase of this policy of insurance by the insured does not waive any of the defenses of governmental immunity available to the Sioux City Community School District under Iowa Code Section 670 as it now exists or may be amended from time to time."

Organization shall, to the fullest extent permitted by law, indemnify, defend and hold harmless, District, its directors, officers, employees, representatives, and agents, from any and all demands, actions, suits or proceedings of any nature (civil, criminal, administrative, or investigative), and from any damages, judgments, losses, debts, liabilities, penalties, fines, costs and expenses (including reasonable attorneys' fees) related to Organization's use of any District facilities. If any action is brought therefore against District or any of its directors, officers, employees, representatives and agents, Organization shall assume full responsibility for the legal defense thereof, using legal counsel acceptable to District, and upon its failure to do so on proper notice, District reserves the right to defend such action and to charge to and promptly receive from Organization all costs, including attorneys' fees.

14. Severability: The terms of this Agreement are severable such that if one or more provisions are declared illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.

15. No Third Party Beneficiaries: This Agreement is intended only for the benefit of District and Organization and is not intended to create, nor shall it be deemed or construed to create, any rights in any third parties.

16. Modification: This Agreement may only be modified in a writing signed by authorized representatives of each party.

17. Entire Agreement: This Agreement contains the whole and complete agreement between District and Organization.

SIoux CITY COMMUNITY SCHOOL DISTRICT

By: Ron L. Koch

(Principal or Designees Printed Name)

[Signature]
(Signature)

09/14/22
(Date)

ORGANIZATION

Signature: _____ Date: _____ Print Name: _____

Name: _____ Position: _____

Phone No: _____ Email: _____

NON-DISCRIMINATION STATEMENT

The Sioux City Community School District offers career and technical programs in the following areas: Business & Marketing, Family & Consumer Science, Health Science, and Industrial Arts, Technology, & PLTW. The Sioux City Community School District is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, genetic information (for employment), national origin, religion, age (for employment), disability, socioeconomic status (for programs), marital status (for programs), or veteran status (for employment) in its educational programs and its employment practices. The District is required by Title IX and 34 CFR Part 106 not to discriminate on the basis of sex in its programs, activities, or employment. Inquiries or grievances under Section 504 and Title II of the Americans with Disabilities Act may be directed to Dr. Dora Jung, Director of Student Services & Equity Education/Title IX Coordinator at 627 4th Street, Sioux City, IA 51101, (712) 279-6075, ljung@live.siuoxcityschools.com. Inquiries about the application of Title IX and its regulations to the District may be referred to the Title IX Coordinator, the Assistant Secretary of the U.S. Department of Education, or both. Please see District Board policies 103 and 504.4 for additional information on available grievance procedures.

Revised 9-21-2021

KOCH, RON

From: Randy DeRoin <rdroin@yahoo.com>
Sent: Wednesday, June 29, 2022 2:38 PM
To: KOCH, RON
Cc: Pastor Travis; Randy DeRoin
Subject: Calvary Lutheran Church contract

Hi Ron,

Thanks for the call on Monday. Here's Calvary's wish list to hold services (in the case of an unplanned emergency) at Leeds Elementary.

1. We're hoping that we can adopt a contract allowing Calvary Lutheran Church to hold Sunday services at Leeds Elementary School effective (within a few days notice to the school) if an event occurs that prohibits holding church services at Calvary Lutheran Church.

Options 2 - 9 are needed only if Calvary Lutheran Church is not available for worship services or any other church functions. When repairs have been made or a new church is in place we will move our church functions to the new Calvary Lutheran Church site with our thanks and gratitude.

2. If Leeds Elementary was not available, we assume we would receive advance notice when possible?
3. We would like every Sunday from 7 a.m. until 12 p.m. to prepare and complete our worship services.
4. Entering through the front door would be beneficial for our congregation.
5. 120 chairs set up would be sufficient.
6. 3 tables would be needed to hold our cross, Bible, etc.
7. Access to your sound system, screen, and projector would be great to be able to use.
8. Access to the piano on stage would benefit our services or being able to use your sound system for our keyboards.
9. I think you presented the option of putting a partition in the middle of the gym to have a smaller gathering place.

Thank you for your help on this project.

Randy DeRoin, Pastor Travis, and our project team

Sioux City Community School District
627 4th St. Sioux City, Iowa 51101
712-279-6643

Board Policy Document

SCHOOL-COMMUNITY RELATIONS

Series 1000

Policy Title: Community Use of School Facilities: Fees and Procedures

Code Number: AR1004.1

Fees / Exemption from Fees

Category A: Approved activities, which include instructional, co-curricular, and extra-curricular activities serving only students enrolled in the District; and professional development of District staff. (Including PTA's, PTO's and recognized parent and activity booster groups).

Exempt from use fees, provided that the scope of the activity is within the normal duties or extra-curricular duties of the staff member assigned to the activity, or as may otherwise be determined by the Coordinator.

Category B: Programs in the District's Preschool Initiative (or other programs under separate agreement with the District).

Will not be exempt from use fees, but the use fees will be negotiated as a part of the formalized agreement (28E or otherwise). In addition to use fees, programs or events in this category will be charged the prevailing rate for requested HVAC, custodial or supervisory time and/or labor costs that are required above and beyond normal duties, if applicable, and this stipulation shall be made part of any formalized agreement.

Category C: Programs or events directly serving only students enrolled in the District, with an approved instructional, co-curricular, or extra-curricular focus with no expectation of profit through the program or event.

Exempt from use fees, but may be charged the prevailing rate for Coordinator-approved services, such as requested HVAC, custodial or supervisory time and/or labor costs per attached rates. The group shall be required to provide financials upon request of the Finance Department in order to prove no expectation of profit.

Category D: Other programs or events serving a community purpose with or without expectation of profit.

Will not be exempt from use fees. In addition to use fees, programs or events in this category will be charged the prevailing rate for requested HVAC, custodial or supervisory time and/or labor costs that are required above and beyond normal duties, if applicable.

District's Right to Cancel and/or Reschedule

Inclement Weather: The District reserves the right to cancel events at any time due to inclement weather. Such cancellations shall be noticed to the public as soon as is practical.

Any and all uses and/or permits for use of the facilities of the DISTRICT are subject to rescheduling, cancellation, revocation, and/or limitation, at any time, with no prior notice, upon the sole and absolute discretion of the DISTRICT. The parties agree that no such action taken by the DISTRICT shall be subject to review, appeal or contest in any way. To the fullest extent allowed by law, the parties waive all rights to seek redress, compensation, damages or sanctions for any such actions taken by the DISTRICT.

Appropriate Usage

The DISTRICT is a tobacco, alcohol and drug-free environment on and off school grounds. Firearms are prohibited on DISTRICT property. All facilities users must comply with DISTRICT policies and rules. Facilities usage shall be supportive of the health, welfare and educational interests of the community.

The Use Permit Holder is solely responsible for compliance of their group with any regulations, rules and/or laws related to the following:

- Any City Ordinances or Permit Requirements
- State Department of Public Safety/Health
- State and Local Fire Laws
- State and Local Police Laws
- Internal Revenue Service Laws

The facilities and equipment used are expected to be returned in clean, orderly and usable condition unless the Facility Use Permit spells out that the District has agreed to provide cleaning and custodial services and will be reimbursed for such services.

No permanent structures may be erected in any District facilities without prior written agreement.

No activities may be held which render a space unsatisfactory for use in its normal or primary function.

All activities or events must be conducted in such a manner that school pedestrian, bicycle and vehicular traffic are not unreasonably impeded and that members of the school community who are not participating in the activity or event may proceed with their normal activities.

Use Permit Holders may not assign, transfer, sublet or charge a fee for the use of District facilities.

Risk Management/Insurance Requirements

Before a Facility Use Permit can be issued, the Use Permit Holder shall provide a Certificate of Liability Insurance listing the "Sioux City Community School District in and for the Counties of Plymouth and Woodbury" as an additional insured party. Minimum coverage shall be \$1,000,000 per occurrence and \$2,000,000 aggregate. The only potential exemption from this requirement shall be Category A (approved activities). Such Certificate of Liability Insurance must be received before the Facility Use Permit can be issued, and therefore must be received by the Finance Department before the event.

A Use Permit Holder must also sign the District's Indemnity and Liability Insurance Agreement (Form 1004.1-E) prior to the issuance of the Facility Use Permit.

The Coordinator will be responsible for arranging appropriate custodial and/or supervisory coverage as is provided within the normal routines of the building. A Facility Use Permit, when issued, may at the request of the user or the District, specify additional support or services, which cost shall be estimated and reclaimed as part of the Facility Use Permit. Such services shall be submitted electronically to the Operation and Maintenance (O & M) Department and confirmed electronically by the Department where additional services require the assignment of additional personnel. Regulations and rates for use shall be made available to a public user from the District's online website or the office of the designated Coordinator at the requested facility.

Scheduling of District Events

All District events scheduled outside of the normal instructional day or on non-school days shall be scheduled online through the District's Facility Scheduling System and should appear on the District's and each school's Master Calendar.

Building Administrators, the Activities Directors and other District administrators will enter a calendar of all such indoor and outdoor events scheduled at their buildings or for their programs into District's facility scheduling system at least two weeks prior to the event.

To avoid later conflicts with District or Community Events, this calendar will include dates and times of specific activities and also dates and times when specific spaces or entire facilities will not be available for community use due to conferences, limited parking or periods of special event set-up.

Scheduling of Community Events

- Community events may be scheduled as soon as a school's Coordinator determines there is little likelihood of such events infringing on school use.
- Non-gymnasium requests will be filled on a first-come-first served basis in accordance with the District's prioritization policy.
- Gymnasiums will be scheduled on a first-come-first-served basis as soon as each school's Master Calendar has been completed through a collaborative process facilitated by the school's Coordinator in accordance with the District's prioritization policy and involving gym-users.

Emergency Closure of Facilities by the District

Inclement Weather – Community events are automatically cancelled when school is closed due to inclement weather. The Facility Use Permit Holder shall be responsible for notification regarding the cancellation of its scheduled event or activity.

Emergency Closings – Equipment failure, energy curtailment requirements or other emergencies may require the closing of facilities and the cancellation of community events.

The District will not be responsible for Use Permit Holder costs or losses suffered due to unforeseen conditions or inclement weather.

Resolving Scheduling Conflicts Between District and Community Events

When a new District event is added or an existing District event needs revision, a building Coordinator may make the change provided the "Right to Cancel and/or Reschedule" clause is invoked. In such an instance, the Coordinator may be able to accommodate either the school or the community group in another facility or school location. Any conflicts discovered must be referred to the appropriate school as quickly as possible, and should be managed by the school that has the conflict. All other schools shall be expected to assist a school with an irreconcilable conflict.

Friendship Area and Office Space are Not Usable

If the friendship room cannot be used, we can use the Parish Hall providing it is intact and inhabitable.

If the offices and conference rooms are not safe to meet, again, we could move some activities to the Parish Hall. Office work may have to be completed at home offices.

Below is a written, reciprocal contract with Faith Lutheran Church allowing the use of their meeting rooms if theirs were not available for any reason.

Faith Lutheran Church (Hamilton Blvd) & Calvary Lutheran Church (4400 Central St.) Sioux City, Iowa both in Council have agreed to a reciprocal agreement in the Fall of 2022 to share facilities in the event of an emergency where one or the other church's building was destroyed, compromised, or unusable.

This agreement would allow the churches to provide a place for confirmation classes, board meetings, counseling appointments, etc. until such a time the church could regain space of its own.

If the emergency would drag on for any length of time the churches would talk and work on ways to support each other to help cover the costs of having the buildings open longer.

Worship Services in the Parish Hall

If the sanctuary cannot be used for worship services, and the Parish Hall is intact, that can be a potential worship site. At that point, scheduled or impromptu activities will cease until the worship services are moved back to the sanctuary or elsewhere.

Seating, such as folding chairs and tables are kept in the Parish Hall

Piano/keyboard – a piano is usually available in the Parish Hall, if not a keyboard will be brought in

Music (such as hymnals) – if no hard copy books are available, we can project on a screen

Access – the ramped, west door will be open

Communion and baptisms – accommodations will be made to provide communion and baptisms during services

If necessary, use a cell phone to live-stream the service on Facebook

Loss of Parish Hall

Several activities happen in the Parish Hall.

- committee meetings
- luncheons, meals, and celebrations for various reasons
- youth events
- secondary worship area

If the Parish Hall isn't available, any and all activities scheduled are discontinued. If possible, those can be moved to another area of the church campus that hasn't been affected.

Agreement with Faith Lutheran in Sioux City

Use the reciprocal contract with Faith Lutheran Church at 3101 Hamilton Boulevard using their meeting rooms for some of our activities. Hours may need to be altered to accommodate both churches' activities. These will need to be confirmed by both churches.

Other affairs such as funeral luncheons, graduation parties, wedding receptions, and all other activities will be convened elsewhere at the discretion of those organizing such gatherings.

We can potentially contact St Paul's or Faith when an event is being held.

Single Points of Failure

Early during our project, considerable thought was given to seeking out risks that could have a significant impact of the church entirety. Omitting or not considering risks leaves a hole in the plan. If a plan to remediate, greatly reduce, or have an alternate option for any risk is not documented considerable hardship or tragedy could happen.

For example, a tornado was the first risk considered. Naturally, we're all aware of the damage that tornadoes can cause. And, in our own area, we've witnessed the impact of a church that was completely lost due to a tornado.

True, the impact of the tornado can destroy the church building. The contents of the building can potentially have much more significance than the structure. Take into consideration the one-of-a-kind documentation that's been stored in the church for decades. It may be the only history that a family has. Losing that would be a terrible loss.

Historical one-of-a-kind Documentation

One risk that needed to be eliminated immediately was one-of-a-kind documentation.

These are the occurrences that happened in the church since its inception such as:

- weddings
- funerals
- baptisms

- Calvary's records date back to the mid-1930s
- the documents are stored bound books in chronological order
 - there are several books of records
- many times, families ask for certain records

We are nearing 100 years of retained history as a single point-of-failure. If any or all of these documents were lost, that piece of history is lost forever. Some documents serve as family history and are indeed one-of-a-kind. Without them, very important history vanishes.

This issue was addressed and a viable solution was reached almost immediately.

This risk was remediated by scanning each document and saving to the internal hard drive in a church computer. That information was then retained and also saved to a cloud based storage area.

We now have 3 sources to retrieve our church's history:

- the original document saved to our physical binders
- onsite computer storage
- offsite cloud storage

The original one-of-a-kind physical documents are now housed in a state-of-the-art, fireproof cabinet.

Other single documents are also housed in the new (2022) cabinet.

Data Loss

Data loss typically refers to the information stored on a computer(s). However, data can be retained on paper documentation.

We enhanced our computers' backup schedule from 3 weeks to daily Monday-Friday). This will ensure that each day's work is saved. These backups are retained for 3 weeks the will age off as subsequent backups are created.

Important paper documents, especially one-of-a-kind documents, can be scanned and retained on a staff computer and backed up during the daily backup.

Most data is transferred to Shepherd Staff for keeping.

Other data is copied to an external thumb drive and removed.

Duplicate data such as the pastors' computer data is copied to their home systems allowing them to work remotely when required and to have a secondary set of data.

The data for Calvary Lutheran is very secure. We have primary, secondary, and tertiary copies available for use.

As a side point, computers can and do fail. The physical computer can be replaced with a like or similar system. We are now able to restore data back to the new computer. The data being restored is from the last good backup that was taken. Typically, we should not lose any data older than one day on the system that had failed. Other computers using or housing the same information will be current with the data that they have.

If need be, an adhoc backup can be created for the data needed on the new computer and restored to it within a short period of time.

Our data is very secure.

Secured Passwords on Crucial Computers

Computer security threats grow increasingly daily.

Calvary has taken some protection measures to prevent our computer network from being hacked.

We have a 10 minute timeout on our computers. If a user steps away from his/her computer longer than 10 minutes, the computer requires entering the correct password after that.

Several devices use passwords for access. A password list is kept in a secured location with access given to very few. Those having access will update the list when passwords are changed.

All passwords are on a paper list stored in the vault and with various church officials.

When hackers gain access to churches/businesses they can infect the systems with their ransomware programs. That basically gain control of the computer. The control the computer again, the hackers actually hold the computer hostage until a ransom is paid. At that point, whoever has been infected is at the hacker's mercy.

We must stay aware when viewing emails and websites. If it looks too good to be true, it is. Err on the side of caution with everything.

Hacking, Phishing, Vishing, and Smishing Risks

Another point of entry for illegal entry into computers is hacking into network routers which are the first road block into a church's computer network.

Hackers will try to gain access by entering the usual passwords that many people use such as 'password'. Certain routers will use default passwords for the initial setup. Those need to be changed immediately. There are many other methods of entry which we probably haven't considered.

We must continue to be vigilant in this area and change our passwords at some regularity.

Another method of accessing computers is the use of phishing. The hacker will send an email posing as a bank, congregational member, or a host of other ruses. This is the easiest way to gain access to a person's computer. Larger companies have security groups that try to fool employees into opening computer links with some purpose in mind. Invariably, several employees open the links.

Smishing and vishing are relatively new methods of criminal activity. Smishing is an engineering attack that uses fake mobile text messages to trick people into downloading malware, sharing sensitive information or sending money to cybercriminals.

Vishing is the fraudulent practice of making phone calls or leaving voice messages purporting to be reputable companies in order to induce individuals to reveal personal information, such as bank detail and credit card numbers. Many victims of vishing are people who are not tech-savvy.

We need to look closely at the sender's email address, the subject line, and how the content of the message is written. These may give a clue that the email is not legitimate.

If you're not sure whether to open the email or not – DON'T.

You can also call whomever is the purported sender and ask if they did send the email.

One mistake can transfer money, delete data, or crash computers.

Be safe – not sorry.

Security System

Our team began discussing the use of security cameras in early 2022. All agreed this would provide evidence if unauthorized activity happened in the church. We chose to install several high-tech motion cameras strategically placed inside the church.

All movement is recorded and stored indefinitely on a local and cloud storage device giving us confidence that any recorded activity could be recovered and reviewed.

A monitoring system was also installed in the secretary's office. The security cameras were configured to connect to the monitoring system. This configuration provided real-time activity within the church. This allowed anyone in the office to view movement in the church.

Since there have been no serious intrusions in the church, we should not be complacent and assume there will none going forward. Google church shootings, break-ins, bullying and the list continues.

The system can act as a deterrent if a person wanting access into the church knows the system is in place and active.

Our insurance provider can reduce our premiums by proactively protecting the church.

If access was gained and whatever intent was accomplished, we will have recordings of the date, time, and recognizable evidence of whomever was in the church.

To protect our staff privacy, the cameras are not installed in the pastors' offices or the secretarial area.

Financial Safety

The page does not pertain to the actual monetary value, investments, etc. that the church possesses. It deals with the processes in place that keep the church's financial systems secure.

- Shepherd's Staff houses Calvary's membership records
- Security National Bank is used for monies
 - these are controlled by the treasurer and council president
- the financial secretary and treasurer are in charge of creating checks
 - 1 person creates the check – the other signs it
- there are 4 counters for the offerings
 - first, the elders do a quick count of the offering and leaves a note for the counters
 - the offerings are stored in the digital safe
 - the financial secretary oversees all online transactions and auto bill paying

Door Security

Calvary has several entrances in the church campus through the sanctuary, fellowship area, and parish hall. Naturally, fewer entrances are easier to monitor and protect. More entrances contribute to a larger risk for unannounced entry into each of these areas.

The following lists the door security risks and how they are being addressed.

Risks

- Open doors during the day
- Differing door locks
- Not monitored entry in the church campus
- All sanctuary doors are open for church services

Remediation

- Security system to monitor all entering/leaving the church campus
- Lock all unnecessary open doors
- Re-key all locks and issue keys only to those requiring a key
- Maintain a list of those possessing a door key
- Install a push button door lock on the west side door by the parish hall
- When a sanctuary lock(s) needs to be replaced, the church will replace the lock with a bar lock. At some point, all locks will be the same

Pandemics and Epidemics

If anything good arose from the pandemic beginning in late 2019, it's that Calvary Lutheran Church constructed an excellent method of providing worship services and staying connected with the congregation.

Worship services were all online which included music and sermons. Our pastor(s) were able to give sermons during our regularly scheduled worship times. This method can also be used for other times when the sanctuary is closed such as winter weather issues.

Facebook was service used to provide online access to our sermons. When the sermon was starting, the service started on Facebook for easy access to worshipping.

Giving was provided by mailing in offerings and Subsplash for online giving.

How to configure Facebook for online services. Refer to YouTube configuration document.

Social and Terrorism Risks

Social media has been referred to as a necessary evil. Nearly 2 billion people log in to Facebook each day. Instagram boasts more than a billion users each month, and Twitter has an estimated 330 million monthly active users.

Social media allows churches to connect with their members, as well as people who may not attend church. Websites like Facebook offer a free, easy way to promote church events and strengthen your community outside of Sunday services.

However, misusing social media, even if unintended, can damage your ministry's reputation and even put your church at risk of litigation. In order to enjoy the benefits of social media while also protecting against possible misuse, Calvary Lutheran might consider creating a social media policy.

Here are a few subjects to consider including in your church's social media policy:

Do not share personally identifiable information. Remember that social media is public and can be viewed by anyone, even if they are not a member of your church. Protect the children in your church by keeping their information private—never post birth dates, phone numbers, or school names. If you wish to share photos of minors, always seek written permission from parents or guardians. Make sure that photos don't include items that might be used to identify others, such as street signs, house numbers, or vehicle license plates.

Be aware of copyright laws. It's illegal to use articles, photos, music, or other materials without obtaining permission first. Simply naming the original author is not adequate. In order to legally post copyrighted material, like a video of a worship service containing copyrighted music, you must have proper authorization, either through a license the church holds or directly from the owner of the material.

Avoid posting information that may be confidential. Many churches make the mistake of posting prayer needs along with individuals' names. Do not post any private facts about people or situations unless you have permission. Keep in mind that posting information about missionaries in sensitive countries or members of the military can actually put those individuals at risk.

For adults who minister to youth, it can seem like a good idea to accept "friend" requests from students to keep communication open. A better solution, however, is to create a closed group

that youth may join, which would help to create and maintain healthy boundaries. Online youth groups should have at least two unrelated adult administrators and should be open to parents of current members.

Terrorism risks by definition are, the unlawful use of violence and intimidation, especially against civilians, in the pursuit of political aims.

Domestic terrorism risks by definition are, violent, criminal acts committed by individuals and/or groups to further ideological goals stemming from domestic influences, such as those of a political, religious, social, racial, or environmental nature.

Violence risks, by definition are an expression of intention to inflict emotional or physical injury or damage.

Crime risks, by definition are planning to defraud, steal, embezzle, or other intentions to gain property and money by unlawful means.

These risks are pertinent to every person, family, business, and church in are country.

These are still being researched. Additional information will be updated in this Emergency Preparedness Plan.

Natural Risks

The old adage is “if you don’t like the weather, wait a few minutes and it will change.”

Northwest Iowa has several types of storm risks that can be very dangerous, life-threatening, and appear very quickly.

Risks

- Tornadoes
- Straight line winds
- Blizzards
- Snow storms
- Ice storms
- Severe thunderstorms
- Lightning storms
- Hail storms
- Heat storms
- Droughts and floods

With the leading-edge weather predictions, we usually have advanced notice of each weather risk. The caveat is overnight hours when we typically sleep. Some cities have emergency sirens that warn people. The assumption is that most people will sleep through the sirens leaving them at greater risk.

Remediation

- Most of these storms are short term issues. If the pastor(s) has concerns about the safety of the congregation prior to worship services or meetings, he can request canceling the in-person worship and moving to an online worship service.
- The pastor(s) can notify the church president, vice-president, and elders to inform and ask for their approval of the decision.
- When a change in services is made, follow the notification process to inform the congregation. Use the processes for email, texting, and automated phone calling.

Structural Risks

As buildings age, the structure can begin to weaken. Heating and air conditioning equipment has a projected life, pipes and electrical components can weaken. These are low risks with medium probability. They will eventually need repairing or replacing. These are risks of homes, buildings, and churches that grow as the building ages. It will happen. Proactive remediation is the better solution.

The greatest risk in the church's structure is fire and/or water damage.

Electrical problems have the potential for fires. Lightning strikes is another risk for fires. If a fire breaks out in the church campus much damage can happen. Arson and terrorism are other reasons for fires in a church. The very least would be water damage from the fire department putting out the fire. This may be the basis for activating the Emergency Preparedness Plan. The leader of the church at that time will assess the damage and decide the course of action.

Fires destroying all church property demands initiating the Emergency Preparedness Plan immediately. Severe water damage can call for activating our plan as well.

Being proactive in fire prevention is very important. Timely inspections on the furnace and air conditioning units should be conducted. Electrical and plumbing systems also should be on an inspection schedule.

Possibly having a qualified inspector look at the exterior of the buildings including the roofs could avoid costly repairs or worse.

Is it known if asbestos tiles and mastic were used when the church was constructed? Hopefully, if there are any asbestos materials in the church they are tightly sealed and not a problem at this writing.

Medical Assistance Risks

Risks associated with medical events

- outdated medical kit
- no AED device (automated external defibrillator)
- serious injury or death
- wrong procedure – injury, death, or lawsuit
 - this should be covered by the Good Samaritan Act which states
 - “In an emergency, wherever it may arise, you must offer anyone at risk the assistance you could reasonably be expected to provide”
- delayed response – wasted time complicating an issue worse
- unknown the number of trained medical persons in the congregation
- detailed incident report folder
- high level triage procedure

Mitigating medical risks

- have a trained doctor or nurse recommend what’s needed in Calvary’s medical kit
- it may prove life-saving to have an AED onsite
 - what if it was administered and not the proper procedure
- try to help a person suffering from a medical emergency rather than waiting
- ask the congregation to complete a medical assistance form
- it would be beneficial to have some sort of EMS training

Part 7 – Return to Normal

After an event occurs that forces Calvary to move to an alternate worship location, relocating back to a remodeled, reconstructed, or even a new church building becomes a reality. The key is to have all church functions ready for the first day back in the 'new' Calvary.

How do we return to normal?

Assuming that the former or new church is fully functional, church officials should plan a cut-over date from our alternate worship site.

Leeds Elementary

- inform the school and district office when our last service will be held
- pay any balance due
- remove any Calvary Lutheran property from the school property

Faith Lutheran

- inform Faith's pastor and staff when we will return to Calvary

West District

- inform West District's officials about or relocation back to Calvary church

Notifications

- inform the congregation by the same methods as when the event occurred
- notify the same media as before to announce the new church location and times
- inform the insurance agency

Church office equipment and computer peripherals

- any salvaged or new office equipment must be functional and ready
 - refer to the office inventory list
- the church network and all computer peripherals should be tested and functional
- download any pertinent computer programs and data to new or existing computers
- make sure all backup schedules are like the pre-event schedules

Music

- make arrangements for the musicians to become acquainted with new instruments
- arrange for worship music availability with hymnals and/or screen images
- schedule musicians for all worship services

Special events

- All special events can be scheduled in the Sanctuary and Parish Hall.

Part 8 – Appendix Items

Enhancements made to the Emergency Preparedness Plan in 2022

Since the inception of the Emergency Preparedness Plan, Calvary has made the following changes and/or updates to the risks that have been identified.

Any changes made to the plan will be included in this section.

2022 risks that have been eliminated, reduced, or have alternate resumption plans are:

1. complete notification list in case of an emergency
2. church hierarchy graph for leadership through an emergency
3. creation of an IT team to build, repair, and/or restore critical church data
4. identified church spokesperson during an event
5. congregational notification processes
6. dealing with loss of church personnel
 1. pastor(s)
 2. secretary
 3. boards and committee membership
 4. finance group
 5. congregation and community members
7. loss of church campus
 1. sanctuary (contract with Leeds Elementary)
 2. fellowship hall / offices (contract with Faith Lutheran)
 3. parish hall
8. single points of failure
 1. one-of-a-kind historical documents
 2. data loss
 3. computer data
 4. secured passwords on all components
 5. computer networks and hacking
 6. security system
 7. financial security
 8. door security
 9. pandemic and epidemic events
 10. social risks
 11. medical assistance
9. photo inventory of music department for replacement and insurance purposes
10. list of musicians
11. photo inventory of church property for replacement and insurance purpose

Incident Checkoff Sheet After Initiating the Emergency Preparedness Plan

In order to review and ensure that our plan is working exactly as planned, charting the course of action during an event is imperative.

1. When an event occurs, the highest ranking church officer will declare an emergency.
2. Contact the appropriate Calvary groups.
3. Determine the course of action needed.
 1. When appropriate, begin whatever action is required.
4. The emergency program manager will begin listing all actions taken.
5. The spokesperson will assemble brief statement of the facts known at that time.
6. Notification of Iowa District West, Church Mutual America Insurance Group, Leeds Elementary School if the sanctuary is not available, Faith Lutheran Church if the fellowship area and/or Parish Hall is not available, radio and TV media, Facebook, mass email to the congregation

To reiterate, it's important to create an order of events from the beginning to the completion of the event's closure.

There will be things to be added, changed, replaced, or omitted throughout the plan. The new plan will aid in successfully and more quickly remediating, greatly affecting, or creating an alternate solution for these tasks.

We have a solid plan...it can be better. That's why this is a dynamic plan. When things changes, our plan must change to reflect those changes.

Chronological Order of Events During an Event

This may be redundant from the prior document. During an event, things move rapidly and frantically.

Creating a short list of actions and start and ending times is needed.

Example 1:

Day 1

- A tornado levels the church campus. 14:00 - 14:15
- A pastor notifies the church officials. 15:00 - 15:30
- The EPP team assembles for a meeting 16:00 – 17:00
- Notifications are made 17:05 – 18:30
- Plans are made for a service on the church grounds 18:35 – 19:00

Day 2

- Follow-up from Day 1 8:00 – 9:00
- Confirm worship services at Leeds Elementary (in writing) 9:00 – 9:15
- Confirm meetings/classes at Faith Lutheran 9:15 – 9:30
- Assemble teams that will be needed at Leeds Elementary 10:00 – 11:00
- Prepare to worship at Leeds Elementary 11:00 – 12:00

This is just a simple scenario of what may need to happen with a rough time line. Tracking this will aid in future planning and timelines.

If both pastors are available, the tasks can be divided allowing both to pursue tasks. Others may be asked to help where their expertise is required.

Example 2:

The church's computer network is gone. A plan is needed for a short term IT solution.

Saved data probably needs to be restored to pastors' and secretary's computers.

Replacement equipment may need to be purchased in order to have the office functional as quickly as possible.

Again, track any IT activity.

Medical Event Document

Calvary Incident Report Form

Information about the Person Involved in the Incident

Full Name

Home Address

Calvary Member: Y - N Employee: Y - N Visitor: Y - N Volunteer: Y - N
Phone Numbers: Home: Cell: Work:

Information about the Incident

Date of Incident: Time: Police Notified: Y - N

Incident Location:

Description of Incident: (What happened and factors leading to the incident, etc.)

Were there any witnesses to the incident: Yes No (Includes names and phone numbers)

Was the individual injured? (Describe the injury – head, arm, pain, sprain – body part and what happened?)

Was medical treatment provided: Yes – No - Refused

If Yes – where was the medical treatment provided: Calvary – Urgent Care – Hospital

Reporter Information

Individual submitting the report:

Signature:

Date report was completed:

Mock Disaster Scenarios

These scenarios will be helpful in preparing for a real-life event. The stress and anxiety will be non-existent. This will allow the team to take time to consider the step-by-step order of events to be completed.

Round table discussions are a great setting for these mock scenarios.

Track all tasks in order and list responsibilities

Scenario 1

- a tornado destroys the entire church campus during the night
- no one is hurt
- both pastors, secretary, and church officials are fine
- the Emergency Preparedness Plan team are available
- Begin the exercise

Scenario 2

- a tornado destroys the entire church campus during the night
- no one is hurt
- Both pastors are out of town and not available
- The church president is available
- most of the Emergency Preparedness Plan team are available
- Begin the exercise

Scenario 3

- a break-in during the night caused much damage throughout the church
- no one was hurt
- one pastor is available
- the EPP team is available
- Begin the exercise

Scenario 4

- a fire damages much of the fellowship area
- no one is hurt
- pastors and the EPP team are available
- Begin the exercise

Inventories (computers, peripherals, office equipment, musical)

Computers, peripherals, office equipment inventory

Calvary has several specialized computers throughout the church property.

In the sanctuary next to the new Clavinova is an Acer computer running Vista.
It's function is running power point for the worship services.

The 2 monitors are associated with this computer:

the top is used for the presentation

the bottom is used to project to the congregational

The mounted monitor above the computer desk is a 24" SEKE is for the pastor's use.

Also used are the projector and the screen.

The PC in the back is running Windows 11 and OBS software.

The function is the streaming PC.

It has a monitor associated with it.

A MUX box for POE (power over ethernet switch).

A camera for this system is mounted in the sanctuary on the north wall.

A secondary camera is on the desk on a tripod. This shows the bell choir and the side view of the pulpit.

Several power strips and CAT 5 cabling is in place.

The audio system uses the large speaker mounted on the ceiling in the sanctuary.

And also the speaker by the clavinova.

The top 3 units are SURE used for the wireless mikes.

There's a Toshiba DVD player used in this configuration.

The Peavey house amp is used for the ceiling speaker.

The black box is for mikes.

There's a mixer unit.

The small box on the desk converts from mike level to music.

The left black box is for the hearing impaired devices.

A PC running XP is located in the north room off the pulpit.

It is also used for the chimes.

In the basement, in the Sunday school superintendent's office is a computer, 2 printers and a keyboard and monitor.

There are TVs, monitor, and a PC on a cart next to the furnace room.

Additional inventory items

The north east corner room houses the bounce house, snowblower, and lawn mower.

In the kitchen in a projector and DVD.

There's a PC for the PA system, wireless mike and overhead system.

The storage area has a large number of folding chairs, round and rectangular tables, and where one of the furnace is running.

Also, the room dividers are standing next to the north wall in the gymnasium.

The nursery has a feed from the audio system.

Rick's classroom has a 42" Dynex TV.

Pastor Travis' confirmation room has a piano, TV, microwave. His office has his desktop, keyboard, and display. He also works on his laptop.

The copy room has PC, keyboard, and monitor. The safe used for offerings is kept there.

The office area has the main router, the secretary's Gateway 4860 computer, keyboard and monitor. Also the leased printer is there.

Musical inventory

Hymnal inventory

- 78 hymnals in the Pews LSB
- 12 copies in the Friendship Room
- 3 Lectionary Books in the Sanctuary
- 1 Altar booklets
- 2 Agendas
- 2 Organists editions

2 Liturgy editions

Electronic Hymnal

- LSB Building License # 10001999 (Through Concordia Publishing House)
 - This can be accessed from any computer.

Hand Bells

- 4 octave hand bells
- 2 octave chimes

Organ

- 13 Rank White with Real Chimes
- <http://www.darrowpipeorgan.net/Products.html> (Maintenance)

Piano

- Yamaha Clavinova CVP 701 – KeyBoard Kastle Omaha

Musicians

- Stacy Travis - 712-255-0787
- Terry Guy – 712-899-2447

Hand bells

Kim Cale - 712-239-2000 or 712-899-6220