

ANNIVERSARY RECOGNITION GUIDELINES

08/10/2017

- **Recognition for anniversaries will be celebrated annually**
 - Church worker anniversaries celebrated during October
 - School anniversaries celebrated during Lutheran Schools' Week
- **Recognition will be for both part-time and full-time employees of Our Shepherd**
- **Recognition will be held at the end of the appointed early service and consist of the following:**
 - Presentation of card w/ gift certificate for SCRIPS card by Congregational President/VP
 - Reception in fellowship hall
 - Recognition in bulletin/newsletter
- **Recognition will be made at 5 year intervals in the following:**
 - Called workers - years of total ministry
 - Non-called workers - years of service at Our Shepherd
- **Management of anniversaries will be handled by the following:**
 - Principal (school staff) and Bookkeeper (church staff) will bring names to Church Governance Board in summer
 - Principal and Bookkeeper will be responsible for the cards, certificates & reception for the anniversary celebration
- **Monetary Value of Certificates for SCRIPS based on anniversary:**
 - 5 years \$50
 - 10 years \$100
 - 15 years \$200
 - 20 years \$350
 - 25 years \$500
 - 30 years \$650