



Title: Bell Usage
Policy #: 40
EXPIRES: When Replaced
ISSUED BY: Church Council
SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	10/2005	UNKNOWN	TO ESTABLISH GUIDELINES FOR WHEN THE BELL WILL BE USED
2.0	10/17/17	STAFF	UPDATE POLICY TO ADJUST FOR THE BELL NO LONGER BEING PART OF THE SOUNDBOARD

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to all congregation members and church staff.

3 Policy

The bell will be rung as a call to worship. It will also be rung during special events as needed, upon learning of a President's death and other events to be determined as they occur.

4 Procedure

Services

- Call To Worship – Five minutes before services begin the bell rings (automatically on a timer) for 30 seconds. For special services press SWING on the remote and then PLAY when you want the bell to begin. Press STOP to put it back into automatic mode.

Special Events

- Presidents – Upon learning of a President's death
- Other – To be determined as events happen

Types of Rings

Swing = 5 minutes before service begins – set to ring automatically for 30 seconds.

Toll = Set to be manually rung once when needed.

Peal = Happy Bells, manually used for weddings, etc

Song = Sad Bells, manually used for funerals, death of a President, etc.

5 Forms

None