

# **SKLC APPLICATION, REVIEW AND APPROVAL PROCEDURE FOR OBTAINING A STAINED GLASS WINDOW IN MEMORIAM OR DEDICATION IN THE SANCTUARY**

## **1. INTRODUCTION**

As of today's date (March 26, 2011) four Sanctuary windows have been replaced with stained glass windows. These designs have constituted Memoriam from the families of those SKLC members who have passed on. The funding of these windows has come from memorial funds or directly out of pocket by the family members themselves.

Request, approval and implementation to date while successful has been random. With the interest in this type of Memoriam or Dedication growing, it still is "first come – first serve" and certain design requests lately have been made with no rendering or have included rendering with no Christian references or symbolism.

Therefore, this procedure is to formalize the application, review, selection and approval of memorial or dedication stained glass windows so that all interested parties have a fair chance and review.

As the program has evolved from Memoriams for past members, it is the intent of this procedure that, moving forward, the limited supply of windows be limited to Memoriams for members past or Dedications.

If these windows are destroyed by vandalism, accident or fire, it is assumed the insurance company will cover the cost, and SKLC will cover the deductible.

At this writing no consideration has been given to time limits on the windows. All stained glass windows installed and approved as described below, shall be considered to have indefinitely installation periods.

## **2. DESIGN SELECTIONS**

Currently, two design concepts have evolved: Freeform and Medallion Series.

Freeform means just that – free form, blank canvas, member takes total responsibility for the design. The installation locations of such designs were limited to the four corner windows of the Sanctuary. Two have been filled leaving just two available. Although the design is at the discretion of the member, it still should have a Christian content.

Medallion series selections are pre-designed, and renderings are available from a pamphlet. They tend to be less money, have a Christian theme and are available for the balance of the Sanctuary windows. Two have been installed.

### **3. APPLICATION**

All stained glass windows purchase and installation costs are the responsibility of the member directly or as executor of an SKLC memorial fund.

The member submits to the Pastor, Office Assistant, President or Vice President his or her desire for a stained glass window to be installed.

The Pastor, Office Assistant, President or Vice President notes the request and submits the options available; Freeform, the Medallion series, and locations available for either.

The Medallion pamphlet must be kept in sufficient numbers to give to the member for review and decision.

### **4. REVIEW AND APPROVAL**

Council shall review all applications during the monthly council meeting. The approval procedure shall be dependent on whether application is for a Medallion or a Free form window.

#### **Medallion Series**

Council reviews the Medallion selection. Upon completion of the review council can:

- 1) Approve the application
- 2) Reject the application due to lack of available windows.

If approved, council notifies the member and the Property Committee as soon as possible that the window can be installed. The SKLC office will update their records on window designations and availability. A quotation will be obtained from the property committee and then be forwarded to the member.

The member has another 60 days to forward the funds in the amount quoted to SKLC. Failure to do so may void the application and the window may go back to “unreserved”.

#### **Freeform**

Freeform options have more restrictions: Either of the two available windows can be held for a maximum of 60 days.

The member must get an accurate and scaled rendering of the requested design and submit it to council. The rendering must have the same length/width ratio of the actual window (1.37:1).

Council subjectively reviews the rendering against generally accepted Christian themes in similar stained glass settings. At its discretion, council may:

- 1) Approve the rendering
- 2) Request changes to it or
- 3) Reject the rendering outright.

The member shall be contacted as soon as possible after council's decision.

If approved, council notifies the member and the Property Committee as soon as possible that the window can be installed. The SKLC office will update their records on window designations and availability. A quotation will be obtained from the Property Committee and then be forwarded to the member. The member has another 60 days to forward funds in the amount quoted to SKLC. Failure to do may void the application and the window may go back to "unreserved".

If changes have been requested, and the member agrees with the requested changes, then the rendering shall be re-submitted for final approval at the next council meeting. If the rendering has been modified as requested, then final approval shall be given. Council shall notify the member and the Property Committee as soon as possible that the window can be installed. The SKLC office will update their records on window designations and availability. A quotation will be obtained from the Property Committee and then be forwarded to the member. The member has another 60 days to forward funds in the amount quoted to SKLC. Failure to do may void the application and the window may go back to "unreserved". If the member disagrees with the changes, or if the second rendering is still not indicative of the changes requested or if the rendering was rejected outright, the application will have been denied, the member will have been notified and the window will become available.

## **5. OTHER LOCATIONS**

Other window locations exist in Shepherd King Lutheran Church where stained glass could be installed. Essentially the same policy shall apply to these.

## **6. CONCLUSION**

This stained glass program seems to be popular and with this straight forward procedure, all members have the opportunity to remember those SKLC member past who have and continue to hold a special place in their hearts.