

Timothy Lutheran Church & School

Responsible Alcohol Use Policy

Proposed revision • October 14, 2026

1. Purpose and Christian care

Our life together reflects our vision of Transforming Lives through Christ. Scripture permits the responsible use of wine while warning against drunkenness and calling us to care for one another (John 2:1–11; Ephesians 5:18; Romans 14:19–21). Alcohol is never necessary for Christian fellowship.

We respect those who choose not to drink. No one will be pressured, teased, or made to feel excluded for abstaining. Event planners must take addiction, recovery, family concerns, and the example set for children seriously. Alcohol should be omitted when its presence would put someone's recovery or Christian walk at risk.

2. Scope and event approval

Beer and wine may be served only at events expressly approved in writing by the body or officer authorized under Timothy's governing documents. Permission is specific to the event; it does not authorize general alcohol use on campus. Distilled spirits and mixed drinks containing spirits are prohibited. This policy governs event hospitality and does not govern sacramental wine used in Holy Communion.

- Alcohol is prohibited during regular school operations and at events primarily intended for children or youth. An adult fundraising event benefiting the school may be considered separately.
- The event request must identify the purpose, sponsor, date, attendance estimate, areas used, service hours, event supervisor, servers or caterer, licensing arrangement, safety plan, and anticipated alcohol revenue.
- The approving authority may deny, condition, suspend, or revoke permission. Existing facility, school, wedding, and rental requirements remain applicable; any conflict must be resolved in writing before approval.

2.1 Church-Sponsored Hospitality Service

Timothy Lutheran Church recognizes that beer and wine may be served as part of fellowship, hospitality, and celebratory gatherings sponsored by Timothy ministries, boards, organizations, and member groups. Examples may include, but are not limited to, Pairs and Spares events, Oktoberfest celebrations, ministry appreciation dinners, holiday gatherings, and other adult fellowship activities.

- Beer and wine may be provided without charge to attendees as hospitality when the event has received the required approval under this policy.
- Approved groups may also permit attendees who are of legal drinking age to bring their own beer or wine for personal consumption or to share with other adult attendees, provided such activity complies with all provisions of this policy and applicable laws.
- No alcohol sales, donations in exchange for alcohol, tickets redeemable for alcohol, or other revenue-generating alcohol service may occur unless the event has obtained all licenses and approvals required under Section 4.

- Events where alcohol is furnished without charge remain subject to all safety, supervision, insurance, age-verification, service, and event-approval requirements of this policy.
- Distilled spirits remain prohibited unless specifically authorized by a future policy revision.
- The presence of alcohol shall remain secondary to the gathering's purpose of Christian fellowship and community. Nonalcoholic beverages must always be readily available, and no attendee shall be pressured to consume alcohol.

3. Responsibility and insurance

A named event supervisor must be present throughout alcohol service and closing. This person oversees compliance, supports servers who refuse service, and may stop alcohol service immediately. A legally required managing officer must also be identified when Timothy holds the license.

Before service is authorized, Timothy must obtain written confirmation from its insurance representative of the coverage applicable to the planned alcohol sales or service and satisfy any required conditions or additional coverage. For outside vendors, obtain evidence of applicable liquor liability coverage and address additional-insured and indemnification provisions as required by Timothy's insurer and approved agreement. A liquor permit does not establish insurance coverage.

What is a legally required managing officer?

For a Missouri ATC picnic license, the organization must identify an individual who serves as the person responsible for the liquor license application. According to the language already referenced in your policy, this person must meet ATC qualifications such as residency and other requirements. In practice this would be someone designated by church leadership, such as Executive Director, Senior Pastor, Congregation President or another appointed representative.

Licensing and service requirements

4. Licenses, sales, and donated products

All required state and applicable city or county approvals must be issued and verified before alcohol is sold or served. An application alone is not permission to begin service. Keep permit copies with the event records and comply with the approved dates, hours, premises, and license conditions.

- Church-operated sales: Timothy applies for the appropriate Picnic – Retail by drink license through Missouri Alcohol and Tobacco Control (ATC). The managing officer must satisfy ATC qualifications, including Missouri residency, taxpayer status, and voter registration requirements. Submit the Missouri Retail Sales Tax License or Department of Revenue exemption letter accepted by ATC, together with other required documentation.
- When Timothy is the licensed seller, alcohol proceeds belong to Timothy and must be handled through its approved financial procedures. Complete required Revenue notification and account for applicable sales taxes; do not assume nonprofit status makes alcohol sales tax-exempt.
- For a picnic license, accept donated beer or wine only from legally permitted sources. Timothy will limit qualifying industry gifts to a combined value of \$1,000 per year unless ATC confirms another permitted treatment in writing. Record donor, product, value, date, and annual total before acceptance.
- Caterer-operated sales: A properly licensed bar or restaurant obtains the applicable Caterer – Retail by drink permit and conducts the sales and service. Under the licensing guidance supplied to Timothy, the business retains the alcohol-sale proceeds. Timothy may charge an agreed flat fee for participation, but the fee must not depend on sales volume or revenue. No percentage-of-sales arrangement is permitted under this policy.

The absence of a Retail Sales Tax License does not by itself rule out the picnic option: the current ATC checklist also lists a Department of Revenue exemption letter. Confirm which documentation ATC accepts for Timothy before selecting the licensing arrangement.

This policy distinguishes between the **sale of alcohol** and the **complimentary service of alcohol**. Church-sponsored groups may provide beer or wine to attendees without charge as part of an approved fellowship event. Events involving the sale of alcohol, collection of donations tied to alcohol service, drink tickets, or any other exchange of value must comply with all applicable licensing requirements described in this section.

What is a legally permitted source?

For events operating under a picnic license, donated beer or wine may be accepted only from a Missouri-licensed manufacturer, wholesaler, distributor, retailer, or other source specifically authorized under Missouri law and approved by Missouri ATC. Timothy may utilize approved licensed distributors identified by the church for qualifying events. (Please see Executive Director for approved list)

5. Approved servers and training

- Only designated, church-approved servers or approved caterer staff may dispense beer and wine. Self-service, unattended alcohol stations, and guest-provided alcohol are prohibited.

Who are they?

- Church-approved servers are individuals designated by the Event Supervisor and approved by the church office or other designated Timothy leadership before the event.

How does someone become church approved?

- To become a church-approved server, an individual must:
 1. Be at least 21 years of age.
 2. Complete the required responsible-service training.
 3. Review and agree to comply with this policy.
 4. Be approved by the Event Supervisor and designated Timothy leadership.

Who approves or designates the servers?

- The Event Supervisor shall identify proposed servers for the event. Final approval shall be granted by the church office or Timothy leadership designated to approve the event.
- Before the event, all alcohol servers and the responsible event leadership, including PTL leadership for PTL events, must complete appropriate responsible-service training. Training must cover age verification, altered or false identification, signs of intoxication, refusing service, preventing overservice, and responding to concerns. Record the training title, date, and participants.
- Servers and the event supervisor must remain alcohol-free while on duty. Servers must satisfy applicable legal and permit requirements. The supervisor must review the event's procedures with the serving team before opening.

Guest safety and accountability

6. Age verification and controlled service

- Check valid government-issued photo identification before issuing an alcohol-service wristband. Wristbands may be issued only to guests age 21 or older. Refuse service if identification is missing, questionable, or does not establish age.
- Use distinctive, nontransferable wristbands. Servers check the wristband for every service and recheck identification when needed. A wristband never overrides signs of intoxication or other reasons to refuse service.
- Do not allow adults to obtain alcohol for minors or guests who have been refused service. Monitor the designated consumption area and address wristband sharing or drink transfers promptly.
- Use measured, consistent servings and serve directly to the intended recipient. No drinking games, drinking contests, or promotions encouraging rapid or excessive consumption are allowed. Food, water, and appealing nonalcoholic beverages must be readily available.

7. Intoxication, closing, and safe transportation

- Do not serve anyone who appears intoxicated. Servers have authority to refuse or stop service, and event leadership will support that decision. Revenue goals must never influence a service decision.
- Close alcohol service at least 30 minutes before the event ends, or earlier if required by the permit or circumstances. Announce and enforce the closing time without encouraging guests to stock up.
- Closing the bar early is one precaution; it does not establish that a guest is safe to drive. The event supervisor must have a plan to help an impaired guest arrange a sober driver, taxi, rideshare, or other safe transportation.
- If an impaired guest intends to drive, seek assistance from the event supervisor and use safe, nonconfrontational steps to discourage driving. Contact law enforcement when there is an immediate threat; call 911 for a medical emergency. Do not put volunteers at risk through physical confrontation.

8. Areas, records, and enforcement

Alcohol must remain within the approved event area. Keep supplies secured from children and unauthorized guests before, during, and after the event. Remove or securely store remaining products as permitted by the license and Timothy's facility procedures.

Retain event approval, permits, insurance confirmation, training records, vendor agreements, donation records, and financial reports. Document refusals involving significant concerns, suspected underage access, injuries, unsafe driving concerns, and other material incidents; promptly notify the designated Timothy leader and insurer as appropriate.

Violations may result in immediate suspension of alcohol service, removal of an individual from the event, or denial of future event permission. Leadership will review significant incidents and revise procedures as needed.

Revision approved by: _____ Effective date: _____

PTL event implementation record

Complete this record for the planned event. These estimates and application details apply to this event and are not standing policy limits.

Event name / date / location	To be entered
Estimated attendance	75–100 people
Estimated alcohol-sale revenue	\$750 (revenue estimate; not stated as net profit)
Beverages	Beer and wine only
Service arrangement	Designated servers; no guest self-service
Temporary liquor license	Application submitted, as reported; issuance must be verified before service
Training plan	Alcohol servers and PTL leadership will complete appropriate training before the event
Underage-drinking controls	Photo ID checks; wristbands for verified guests age 21 or older
Service cutoff	At least 30 minutes before the event ends
Overservice controls	Trained servers refuse service to intoxicated guests

Required completion before opening

- Written event approval and named event supervisor / managing officer recorded.
- Actual permit type, licensee, issuance, approved premises, hours, and applicable local approvals verified.
- Tax documentation and Revenue obligations resolved for the selected licensing arrangement.
- Written insurance confirmation obtained; any vendor agreement completed.
- Training completion recorded; ID, wristband, serving, and refusal procedures reviewed.
- Event end time and bar closing time recorded; food, water, and nonalcoholic drinks arranged.
- Safe-ride contact plan assigned; alcohol storage and financial procedures confirmed.

Event supervisor: _____ Event end: _____ Bar closes: _____

Licensing references for administration

Missouri ATC, Temporary Event Permits: https://atc.dps.mo.gov/licensing/temporary_retail.php

ATC Picnic License Checklist, revised August 12, 2026: https://atc.dps.mo.gov/documents/forms/MO_829-A0026.pdf

Application portal: <https://alcms-atc.dps.mo.gov/misprod/webui/>

Also retain the licensing correspondence provided to Timothy with the event file.