

Policy and Procedures Manual

Justin United Methodist Church



Policies and Procedures Manual

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Table of Contents

Introduction v
 What is in this Manual..... v
 How to Use this Manual..... v

Building Policy 3
 Area of the Building 3
 General Rules 4
 Safety 4

Wedding Policy 7
 Guidelines for the Building..... 7
 Premarital Counseling..... 8
 Cancellation of Wedding by Pastor 9

Funeral policy 13
 Organization 13
 Preparation..... 13
 Before..... 13
 During 13
 After 13

Conclusion..... 15

Appendix 19
 Building Use Form..... 21
 Wedding Policy Agreement..... 23
 Premarital Counseling Form..... 25
 Cancellation Forms..... 27
 Schedule of Fees for Wedding 27

Introduction

In this manual you will find the procedures for the Justin United Methodist Church. I put together many policies into one place. Previously the policies were in one folder inside of the file cabinet in the church office. Each of the policies were in their own format with no cohesiveness to them. My goal is for members of the church to have one place to go and find all the policies together. I also wanted the same format for each of the policies that would make the reading of them easier and time-saving.

What is in this Manual?

You will find first of all the building policy for the Justin United Methodist Church. In that policy will be an explanation of what is expected when the building is used. An individual overseeing an event should find what they need regarding the building use. In the appendix section you will find forms. For the building, the person in charge should sign the form stating that they agree to abide by the policy.

Following the Building Policy is the Wedding Policy, the Funeral Policy, and the Nursery and Child care Policy. Any time a wedding occurs at the church the person in charge should look at the policy for a refresher of what is expected at the time of the wedding. In the appendix you will find forms associated with the Wedding Policy.

Also in the Appendix is a form for the Funeral Policy.

How to Use this Manual?

The manual is intended for as many eyes as needed, for example, the person in charge of an event, the pastor, church secretary, and person locking up the building. The Policies and Procedures manual should also be read by all the Trustees to help make them aware of all policies. The trustees expect the person in charge of an event at the building to sign the forms in the appendix.

If you are in charge of an event you should read the section of the manual pertaining to you. For example, if you are the Funeral Coordinator you will be interested in the Funeral Policy. This will give you the guidance needed to complete the event with ease.

Building Use Policy



Building Use Policy

At JUMC we believe in serving the community by opening our facilities for use by many organization or individuals. In fulfilling our goals to serve God in this way we find the need to set some guidelines for all to follow while using the facilities. In this section you will find the procedures in place for the use of the building.

In the appendix you will find forms that need to be signed by the individuals in charge of the activity which will take place on the church grounds.

Any organization or individual using the building will treat all the building with respect. The Sanctuary use extends from regular church service, weddings, funerals, scout honor ceremonies, or community celebrations of faith.

Sanctuary

The Sanctuary is a place of worship. Activities should be limited to those that can be conducted with appropriate reverence. For example: worship services, weddings, funerals, scout honor ceremonies, community celebration of faith. Sanctuary furnishing such as crosses, candles, baptismal font have sacred significance to the congregation and should be handled with care and reverence. Photography is permitted only with the Pastor's approval.

Christian Learning Center

This is a place of learning and meeting. Activities should be conducted with attention to others who meeting the facility and should be confined to the rooms scheduled.

Kitchen

Although this is a place for food preparation, since the facilities are limited this preparation should be held to a minimum. Cleanliness is of utmost importance at all times. All spills should be cleaned up immediately. Use of kitchen appliances, utensils and other materials should be approved by the Trustees prior to use and returned to where they were found. Disposable products are reserved for church-related activities. Organizations must furnish their own supplies. No food should be left in the refrigerator after each building use. Drinks with red dye shall not be prepared in the kitchen or served.

Fellowship Hall

This is a place of fellowship and recreation. When using the Fellowship Hall, activities should be conducted with consideration of other activities. For example, loud noises are not appropriate at all times. Tables and chairs and all other items should be returned to the place where found.

Playground and Basketball court

These are places for outside activities. As with all areas, children should not be left without adult supervision at any time. Much of the playground equipment is age-specific; therefore children should not be allowed to play on equipment for which they are too large.

4 JUMC Policies and Procedures

General

Priority of events:

All church activities will have priority use of church facilities. All events shall be scheduled on the Church Calendar in the Church office; however, even regularly scheduled events are subject to changes in the Church Calendar of events.

Approval/Reservations: First through the Trustees regarding the nature of the function and the event's appropriateness and, secondly, through the Pastor who coordinates the church calendar.

Responsibilities:

Proper approval must be obtained. Only one time approval need be obtained annually for standing activities unless there are changes in time or place. A responsible adult is expected to be at each event. The Church office should be notified of the name of this person.

Cleanup

The facility should be cleaned up after each use. Furnishings and other items should be returned to the place where found. A deposit of \$50 will be required and refunded if facility is left adequately cleaned. Trustees can waive this deposit.

The expense of repairing damages to the facilities will be the responsibility of the use organization. Such damages should be immediately reported to the Trustees in order for there to be a fair and timely identification of the extent of the damages.

Heat and Air Conditioning: should be returned to the setting where found.

Use of equipment off the premises: Approval of the Trustees (not the Pastor) is required. The kitchen posts a sign out/sign in sheet on the bulletin board. Prompt return is important to continue the ongoing activities of the church. Damage, as determined by the Trustees, or loss shall be the responsibility of the borrower.

Alcoholic beverages and tobacco are not allowed on the premises. Liquids with red dye, such as; kool aid, Gatorade, or Fruit punch should be kept off the carpeted areas of the church.

Safety:

Safety when the facilities are being used is a very important concern of the Church. Common sense should dictate standard of behavior to ensure minimal risk.

First Aid Kit is available in the kitchen by the door. Fire extinguishers are located in the kitchen, hallway of the Sanctuary and Christian Learning Center. The location of these safety devices shall be known before the building is used.

Marriage Policy



Marriage Policy

Justin United Methodist Church shares in the happiness of your wedding pledge and celebration. The Wedding Service held in God's church is sacred. The vows you make to each other, as Bride and Groom, are made before God and are not to be broken by man. Holy Matrimony is God's permanent blessing. That commitment is why you have chosen to be married in the church instead of elsewhere.

Justin United Methodist Church wishes to express our Christian love by sharing our sanctuary for this sacred worship service. In return, we ask that you care of it with honor and dignity, as if unto the Lord.

In this policy, pastor refers to the pastor of Justin United Methodist Church. Minister refers to anyone who is licensed by the State of Texas to perform a wedding ceremony. Please read the following guidelines carefully before signing in the designated areas. If you have any question, please ask the pastor for assistance.

Guidelines for the Building

The Christian wedding ceremony is a sacred worship service and shall be held under the direction and guidance of the pastor, who must approve everything pertaining to the service. The pastor may ask for assistance from a member of the church to help coordinate the wedding. If there is an assistant to help, you will work the assistant as well.

Before the wedding

If you need microphones, music stands, piano, organ, or other music and sound equipment, please request this at least 30 days prior to the wedding. All music (vocal and instrumental) will keep in manner of a worship service. You need to let the pastor know if you will be having any special music in your wedding service.

To protect the walls and furniture we ask that all flowers and candelabra will be placed on plastic covers. All items on walls will remain on the walls during the service. We strongly discourage the use of nails or tacks on any walls. Decorations and furniture in the sanctuary or other rooms must be returned to its proper place.

The pastor will be in charge of the rehearsal and the wedding. If a private wedding consultant is employed for the purpose of planning the wedding, that consultant may make suggestions, but has no authority on the conduction of the wedding at Justin United Methodist Church.

During the Wedding

The photographer should limit any flash photography to a few times during the service. Anyone videotaping the service needs to stay stationary while the service is occurring. The pastor wants the wedding party to keep the sacredness of the wedding in mind while asking people to archive the service.

8 JUMC Policies and Procedures

If the minister is someone other than the Justin United Methodist Church pastor, then arrangements will need to be made with that minister. Remember, however, the guest minister and all wedding plans must be approved by the pastor.

By state law the marriage license must be purchased a minimum of 72 hours before the wedding. A valid Texas marriage license must be given to the pastor before the rehearsal is conducted. The pastor may be responsible for mailing the license, if agreeable.

After the Wedding

When the bride and groom leave the church building, bird seed may be thrown in the street area and parking lot outside of the building. No bird seed may be thrown inside the building or by the entrances to the building. Rice may not be used at any time.

Alcohol and tobacco is not permitted on the premises of Justin United Methodist Church. No beverages of red color may be used in the church. Absolutely no food or drink will be permitted in the sanctuary.

All decorations and personal items must be removed immediately following the service. A person will be designated during the planning process for this responsibility. Justin United Methodist Church is not responsible for lost, stolen, or damaged decorations or personal items. If the reception is held in the Fellowship Hall, the wedding party must furnish their own supplies (i.e. dishes, cups, punch bowl, kitchen towels, etc.). Children under the age of 13 require adult supervision at all times.

A form in the Appendix section is available for all members of the wedding party to sign stating they agree to the policy Marriage Policy.

Premarital Counseling

Choosing a marriage partner is one of the most important decisions a person will ever make. At JUMC, we are committed to a Christian, faith-centered concept of marriage that is a 3-way partnership between the couple and God. Pre-Marital counseling has been found to be an excellent tool for evaluating the couple's relationship with each other and God through written survey and oral communication of each partner's assets and commitment.

The JUMC Pastor requires premarital counseling. The counseling should take six to eight hours. The wedding party and pastor should meet to discuss schedules about six weeks before the wedding.

The Premarital Counseling Agreement Form is found in the Appendix section of this manual.

Cancellation of Wedding by Pastor

The wedding service is a sacred worship service in the Church of Jesus Christ. All participants are urged to conduct themselves at the rehearsal, wedding and reception according to the sacredness of the event.

Any violation of the wedding policy can result in the cancellation of the wedding at any time. You are not renting the facility, you are a guest of the church. If you treat the facilities and furnishings inappropriately, or for valid reasons, at the discretion of the pastor (related to the wedding policy), the wedding can be cancelled at any time, including the day of the wedding.

Deposits and Fees

A one hundred dollar deposit is required at the time of scheduling the wedding. The appropriate forms need to be completed before the wedding date is scheduled. Confirmation of the date will be made within two weeks by the pastor.

A one hundred dollar cleaning deposit is also required at the time of scheduling the wedding. The person who signs this wedding agreement is held personally responsible for any damages or cleaning needed. A cost over one hundred dollars will be paid by the person signing this agreement.

After satisfactory condition of the church building and property has been established, the deposits will be mailed within two weeks following the wedding.

There are many costs involved in any wedding. Requests for special consideration on any fees can be submitted to the pastor and may be altered only at the discretion of the Board of Trustees. When one or both of those being married, or either parent is an active member of JUMC, the fees for member apply.

The custodial fee is mandatory for all weddings. This fee covers the wedding service preparatory work, and the restoring of the facilities for normal use after the wedding service. It is assumed that the rehearsal will not require custodial services. Custodian fees do not include kitchen clean up. The wedding party is expected to provide necessary dishwashing and kitchen clean up services for dinner and /or reception.

All fees are due three weeks prior to the wedding. The deposits are due when the wedding date is scheduled on the church calendar. Both deposits are refundable if the church facilities pass inspection for cleanliness and there are no damages, and all of the wedding policies have been followed.

Funeral Policy



Funeral Policy

The Funeral Policy will provide guidelines so the church can effectively give comfort to families in this time of need.

Organization

The Charge Conference shall appoint a Funeral Coordinator to facilitate these guidelines. The funeral Coordinator should name a telephone committee to contact the congregation for food and a work team for the funeral. These two groups can either be standing or named for each service.

Before Funeral

Contact the family about funeral arrangement including number to be served lunch. Under normal circumstances a meal for only family members will be planned. Organize a menu and contributors so there will be a balance of food. Assign the following activities to the work team: arrange for coffee, tea, ice, and bread.

Set-up tables and chairs; prepare tables with cloths, napkins, and serving pieces. Record all food offerings so that the family can respond later with notes. Ensure the proper doors are open for funeral director, flower-bearers, pall-bearers, etc. Adjust the thermostats in the Fellowship Hall and Sanctuary.

Greet the family as they enter the Fellowship Hall

During the Funeral

Ensure that the heat/air conditioner is at proper setting through out the service.

Make final preparations for the family lunch including flatware and drinks.

After the funeral and family lunch

Send left-over food to the family by having a member of the church take it.

Organize a clean-up detail: clear off tables, take out trash, lock all doors, turn thermostats down, and turn off lights.

Ensure the kitchen is back in order and dispose of unwanted flowers.

Conclusion

I would like to say a few things about this manual on a personal note. Although these policies have been around the church for some time, I believe having them in one place will help members of the church find them and utilize them much easier. I also believe this manual is not complete.

To say it is not complete does not mean I have not finished what I started. Many policies need to be written by new organizations in the church. Due to a deadline I had, I kept this manual to a certain size in order to complete it.

As the church grows I believe the policies need to be updated regularly. I have experienced as a member of the church times when there is not the guidance of a policy. In the future other members might find that there are more policies that need to be added. I hope to have created a manual that is easy for either myself or another person to add to it. I would be happy to help the flow of communication by updating the manual as needed.

Doug Logan
2007

Appendix

The following pages include forms for participants of certain activities to sign. By signing the document the person in charge is agreeing to abide by the policy mentioned in this manual. The forms are in the Appendix in order for anyone to find them easily. The church member overseeing the event should make a copy of the form and leave the original in the manual.

Building Use Agreement Form

All parties involved in the activity where the JUMC building will be used should sign this form and return to the church leader in charge. A copy should also be placed in the church office for records.

By signing this form you agree to the policy stated in the Building Use Policy. The group hosting the event is responsible for the fees at the time of the event. The trustees set fees and have the right to waive them upon request.

Fees for non –church activities:

	Active Members	Non-Members
Sanctuary	\$50	\$150
Fellowship Hall	\$25	\$75

Signature of user: _____

Address _____

Date _____

Pastor _____

Marriage Policy Agreement

This forms is here for all parties involved in the marriage ceremony to sign. By signing the form you agree to the Marriage Policy in this manual. You agree to the portion of the policy pertaining to the building, use of the kitchen, music, and flowers in the sanctuary.

You also agree to furnish your own supplies for the reception if it will be in the Fellowship Hall. The wedding party will clean up after the reception. You need to make special arrangements if you need assistance with cleaning. Church organization are available to help clean only if arrangements are made two weeks in advance.

You agree to the fees outlined in the Policy. The fees are due three weeks prior to the wedding. The deposit is due when the wedding date is scheduled. The deposit is refundable if the building passes inspection.

Wedding party Signature _____

Pastor _____

Date _____

Premarital Counseling Agreement

Choosing a marriage partner is one of the most important decisions a person will ever make. At JUMC, we are committed to a Christian, faith-centered concept of marriage that is a 3-way partnership between the couple and God. Pre-Martial counseling has been found to be an excellent tool for evaluating the couple's relationship with each other and God through written survey and oral communication of each partner's assets and commitment.

This counseling is required by the JUMC Pastor and usually takes 6-8 hours; it is scheduled to meet the Pastor's, bride, and groom's schedules.

Wedding party signature _____

Pastor _____

Date _____

Cancellation By Pastor

The wedding service is a sacred service in Justin United Methodist Church.. All participants are urged to conduct themselves at the rehearsal, wedding and reception according to the sacredness of the event.

Any violation of the wedding policy can result in the cancellation of the wedding at any time. Even though you are renting the facility, you are a guest of the church. You will treat the facilities with respect at all times. If you treat the facilities and furnishings inappropriately the wedding will be cancelled at any time, including the day of the wedding.

The pastor has the discretion to apply this part of the policy when he sees the need. It is expected all events will be conducted in a professional manner and that no event will ever need to be cancelled.

Cancellation by Wedding Party

At JUMC we know plans can change and situations arise that you have no control over. Therefore, we have added this portion of the policy to alleviate any concern the wedding party might need to cancel the wedding or reception.

In the event the wedding is cancelled, the wedding party will receive their building deposit back as long as the wedding is more than a week away. If the wedding is less than a week away the deposit will not be returned.

In the event the reception is going to be cancelled, the wedding party will receive half of the cleaning deposit back as long as the wedding is more than a week away. If the wedding is less than a week away the deposit will not be returned.

Wedding party signature _____

Pastor _____

Date _____

Schedule of Fees

	Members	Non Members
Wedding Option	n/c	50
Sanctuary Rental	\$75	\$150
Fellowship Hall	Love offering	\$150
Officiating Minister	\$90	\$90
Custodian	\$90	\$90
Pianist	\$60	\$60
Vocalist	\$15	\$15
Acolyte	n/c	\$100
Pastoral Counseling	\$35	\$50
Nursery Rental	\$25	\$50
Sound Technician		

Wedding party signature _____

Pastor _____

Date _____