

The Book of Policy

Christ United Methodist Church

**Christ United Methodist Church
511 Russell Parkway
Warner Robins, GA 31088**

Dated 20 November 2015

BOOK OF POLICY

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PREAMBLE TO THE BOOK OF POLICY

This policy is based on guidelines found in *The Book of Discipline of the United Methodist Church 2012* hereafter referred to as *The Book of Discipline*. This policy is not meant to change *The Book of Discipline*, but to expand and clarify various topics included within it. Amendments may be proposed through the Church Council as needed.

A complete copy of the current policy will be made available to all employees upon hiring, to Church committee Chairs at the beginning of each year, and to any member upon request.

MISSION STATEMENT

The mission of Christ United Methodist Church is to grow all in knowing, loving, and serving Jesus Christ.

PART ONE CHURCH POLICIES

CHAPTER 1

ORGANIZATION

LAY LEADERSHIP STRUCTURE

I. CHURCH COUNCIL

A. Purpose and Responsibilities

The Church Council has general responsibility for the administration and programs of the Church. The purpose and responsibilities are set forth in ¶ 252 of *The Book of Discipline*.

B. Meetings

A regular meeting of the Church Council shall be held at least bi-monthly. Advance notice of at least ten days shall be given for any called meeting of the Church Council. Members attending any properly announced meeting shall constitute a quorum.

C. Membership

i. The membership of the Church Council shall be elected by the Charge/Church Conference after nominations from the Committee on Nominations and Leadership Development.

ii. The Church Council shall consist of the following:

Church Council Chairperson	Recording Secretary
Church Council Vice Chairperson	Lay Delegate to Annual Conference
Pastor(s)	Youth Member
Young Adult Member	Staff-Parish Relations Committee (SPRC)
Church Lay Leader	Church Historian
Congregational Care Captain	Church Treasurer
Evangelism/Hospitality Team Captain	Audit Committee Chairperson
Faith Development Team Captain	Board of Trustees Chairperson
Mission & Service Team Captain	Committee on Finance Chairperson
Stewardship Team Captain	School Board Chairperson
Worship Team Captain	United Methodist Women (UMW) President
United Methodist Men (UMM) President	

D. Expectations of Members

i. Attendance

1. Members are expected to attend the meetings of the Church Council and Charge Conferences.
2. If a member is unable to attend, a representative of the ministry team or administrative committee should be chosen as a substitute to ensure each committee and team is represented.
3. Any member who fails to be present for two consecutive meetings without valid reason will be contacted by the Church Council Chairperson to determine if the member will be able to fulfill their duties and responsibilities.

ii. Voting: Every member or their representative on the Church Council is eligible to vote on each item that is called to a vote.

iii. Prior to the first Church Council meeting of the New Year, members are expected to be familiar with their duties on the Church Council, to read the Christ United Methodist Church Book of Policy, and to read other information that may be distributed for consideration.

E. Ad Hoc Committees

- i. The Church Council Chairperson may appoint from time-to-time ad hoc committees as such need arises. Such committees shall be answerable to the Church Council.

II. ADMINISTRATIVE COMMITTEES

The following Administrative Committees shall be elected by the Charge/Church Conference after nominations from the Committee on Nominations and Leadership Development, referred here as the Nominations Committee. See *The Book of Discipline* for purpose and membership of these committees and the following additional instructions.

A. Committee on Nominations and Leadership Development

- i. Purpose: See *The Book of Discipline* (§ 258.1).
- ii. Membership: The Pastor will chair the committee which will also include the Lay Leader and 9 additional members, with at least one young adult among them if possible, divided into 3 classes with each member serving a three year term. A Vice Chair and Secretary will be elected by the committee from among its membership.
- iii. Nominations and Elections: The committee will nominate members to fill all leadership positions listed in Appendix A.
 1. The committee should nominate for lay leadership positions only those members of the laity who:
 - a. Qualify in accordance with ¶ 244 and 249 of *The Book of Discipline*.
 - b. Have demonstrated their love for and faithfulness to the Church by consistent support and regular attendance at worship and other activities of the Church's ministry.
 - c. Will, in advance of election, agree to perform the responsibilities of the office.
 2. Nominations and Elections to positions of Leadership shall be for one year unless elected to a three-year class on a committee.
 3. Service shall be limited to two years for all positions unless reasons can be provided by the Nominations Committee to the Church Council for an exception. After one year not holding a position, persons shall be eligible for nomination to that position again. The following positions are exempt from this two year rule:
 - a. Members of any 3-year class shall have a limit extended to three years.
 - b. The Lay Delegate to Annual Conference shall have a limit extended to four years.
 - c. Church Historian, Scouting Liaison, and Church Treasurer shall have no limit.

B. Policy Committee

- i. Purpose:
 1. The Policy Committee is a standing committee of the Church Council, and will research, explain, or interpret *The Book of Discipline*.
 2. The Policy Committee will recommend policy relating to the operation of the Church.
- ii. Membership: All members of the Policy Committee serve ex officio by virtue of their other positions; none are nominated by the Lay Leadership solely to be members of the Policy committee. The following persons shall be members of the Policy Committee: Church Council Vice Chairperson, Church Lay Leader, Pastor(s), Finance Committee Chairperson, Board of Trustees Chairperson, Staff-Parish Relations Committee Chairperson and School Board Chairperson. The Church Council Vice Chairperson will chair the committee.
- iii. Meetings: The Policy Committee shall meet at least annually to review and correct policy as necessary.

C. Committee on Records and History

- i. Purpose: See *The Book of Discipline* (§ 274.5b)
- ii. Membership: The Church Historian will serve as Chair of this committee, and the remaining committee will consist of the Vive chair person, Council Recording Secretary, Church Membership Secretary, Memorial Secretary, and Church Administrative Assistant (staff).

D. Committee on Staff-Parish Relations

- i. Purpose: See *The Book of Discipline* (§ 258.2)
- ii. Membership: The committee shall consist of the Lay Leader, Lay Delegate to annual Conference, Pastor(s), and 9 additional members, including a Young Adult, divided into 3 classes with each member serving a three year term. A Chair, Vice Chair, and Secretary will be elected by the nomination committee.

E. Board of Trustees

- i. Purpose: See *The Book of Discipline* (§ 2533)
- ii. Membership: The committee shall include 9 members divided into 3 classes with each member serving a three year term. The Chair, Vice Chair, and Secretary will be elected by the Board from among the nine. The Pastor(s) and Transportation Chair serve as non-voting members of the committee.

F. Transportation Committee

- i. Purpose: The Transportation Committee shall oversee the bus, van, and all vehicles belonging to the Church including maintenance, insurance, drivers, etc.
- ii. Membership: The Nominations Committee shall nominate and the Charge/Church Conference elects a chair and a Vice Chair to serve on this committee. The chairperson of this committee shall be a non-voting member of the Board of Trustees.
- iii. Responsibilities:
 1. Ensure the transportation policy is maintained so as to comply with current laws regarding bus/van operation and maintenance.
 2. Provide for maintenance and repair as needed.
 3. Maintain fire extinguisher and first aid kit on bus and van.
 4. In cooperation with Trustees, ensure that bus and van are properly covered with insurance and have current license plates installed.
 5. Ensure that Driver's Log Book and maintenance forms are available on bus and van and that all drivers are instructed as to the proper use of said forms.
 6. Provide training and operational check-out for potential bus drivers.
 7. Provides recommendation to Trustees regarding sale or purchase of all Church vehicles.
 8. Recommends budget requirements to Chair of Trustees.

G. Committee on Finance

- i. Purpose: See *The Book of Discipline* (§ 258.4)
- ii. Membership: The committee is elected annually by the Charge/Church Conference upon recommendation by the Nominations Committee or from the floor. This includes a Chairperson, Vice Chairperson, and three (3) At Large Members in three-year term classes with one in each class. Committee membership also includes ex

officio members by virtue of other leadership or staff positions: Pastor(s), Lay Member of the Annual Conference, Church Council Chairperson, SPRC Chair or representative, Representative of Board of Trustees, Stewardship Team Captain, Lay Leader, Financial Secretary (staff, without vote), Church Treasurer, School Board Chair. The Church Treasurer and Financial Secretary cannot be the same person or immediate family members.

H. Financial Audit Committee

- i. Purpose: See *The Book of Discipline* (§ 258.4)
- ii. Membership: The membership of this committee shall be three (3) persons, one in each of three (3) 3-year classes. A Chair and Vice Chair shall be nominated by the Nominations Committee and elected by the Charge/Church Conference from among the three on the committee.

III. MINISTRY TEAMS

A. Evangelism & Hospitality Team

- i. Purpose: The Evangelism & Hospitality Team shall coordinate the Church's ministries of Evangelism (sharing the good news of Jesus) and welcoming visitors through Hospitality.
- ii. Membership: The team shall include a Captain, Vice-Captain, and a representative from the Staff along with the following:
 1. Marketing/Communications Coordinator shall advise and coordinate the Church's outreach through various marketing venues and methods including the Church sign, newspaper, billboards, television, mottos, logos, graphics, etc., and shall coordinate sharing the Church's story through venues of communication within our Church (email, newsletter, bulletins, etc.) and into our community (web, newspaper, television, etc.)
 2. Technology Coordinator who shall advise and coordinate the Church's use of technology for tracking visitors' and members' participation, etc.
 3. Attendance Coordinator who shall coordinate the tracking of attendance registration and follow up with members not attending.
 4. Visitor Coordinator who shall coordinate the Church's follow-up to visitors.

B. Worship Team

- i. Purpose: The Worship Team shall work with the Pastor and music staff in planning, coordinating, and preparing for all services of worship.
- ii. Membership: The team shall include a Captain, Vice-Captain, Director of Music Ministries (staff) , Accompanist (staff), and the following:
 1. Coordinator of Acolytes who shall work with the team and Pastor in recruiting, training, and scheduling acolytes for each service. Acolytes will assist the Pastor during services of worship by lighting candles, pouring water during Lavabo, helping to distribute Communion, etc.
 2. Coordinator of Ushers who shall work with the team and Pastor in recruiting, training, and scheduling ushers for each service. Ushers will distribute materials, seat persons, take up offerings, etc.
 3. Coordinator of Greeters who shall work with the team and Pastor in recruiting, training, and scheduling greeters for each service. Greeters will welcome persons, tend to their needs, and offer extravagant hospitality.
 4. Wedding Coordinator who shall work with the Pastor and wedding party in coordinating weddings in the sanctuary.

5. Funeral Coordinator who shall work with the Pastor and funeral home in securing volunteers and meeting the needs of the family of the deceased at all funerals held in the sanctuary.

C. Faith Development Team

- i. Purpose: The Faith Development Team shall coordinate the Church's ministry of developing faith in persons of all ages.
- ii. Membership: The team shall include a Captain, Vice-Captain, Director of Christian Programming & Children's Ministry (staff), Director of Youth & Young Adult Ministries (staff), Safe Sanctuary Chair, and the following:
 1. Coordinators of Age-Level and Stage-of-Life Ministries: Nursery, Children, Youth, Young Adults, Prime Timers, Family Ministries, United Methodist Men, and United Methodist Women.
 2. Sunday School Secretary who shall keep records of attendance and offering for the Sunday School program.
 3. Epworth By The Sea Liaison who shall be the contact person and advocate for programs of faith development at the Conference's Retreat Center on St. Simons Island.
 4. Scouting Coordinator

D. Safe Sanctuary Committee

- i. Purpose: The Safe Sanctuary Committee shall meet at least annually to review the Church's Safe Sanctuary policy. They shall also provide training and ensure adherence to the policy.
- ii. Membership: The Safe Sanctuary Committee shall consist of a Chair, Pastor, the SPRC Chair, Director of Christian Education, Children's Ministry Coordinator, and Youth Ministry Coordinator.

E. Congregational Care Team

- i. Purpose: The Congregational Care Team shall coordinate ministries of care to those who are ill, shut-in, or facing bereavement.
- ii. Membership: The team shall consist of a Captain, Vice-Captain, and a representative from the staff along with the following:
 1. Bereavement Coordinator who shall coordinate the Church's response to persons facing the death of a loved one.
 2. Stewards-of-the-Week Coordinator who shall coordinate persons, who will visit, send cards, call, or otherwise minister to those who are shut-in or ill.
 3. Kitchen Coordinator who shall keep the kitchen stocked with needed equipment.
 4. Unwilling Absent Coordinator who shall coordinate the delivering of the Eucharistic elements to those who are unwillingly absent from worship. This person will also coordinate other acts of ministry and advocacy for those who are shut-in or institutionalized.

F. Missions & Service Team

- i. Purpose: The Missions & Service Team shall coordinate the Church's ministry of missions and service to the community and ultimately to the world. The team (not the Committee on Nominations) will secure persons to head up the various ministries of missions which the church supports or engages like American Red Cross Blood Drive, Pumpkin Patch Coordinators, Safe House Representative, Food Pantry Representative,

Rebuilding Together Representative, etc. Although such persons are not required to be on the Team, they will be invited to attend meetings and give input as needed by the Team.

- ii. Membership: The team shall consist of a Captain, Vice-Captain, and a representative from the staff along with the following:
 - 1. Liaisons to the agencies which the Church supports, specifically to The Methodist Home of the South Georgia Conference, Wesley Glen Ministries, and Magnolia Manor.
 - 2. Three members each in a three-year class.

G. Stewardship Team

- i. Purpose: The Stewardship Team shall educate and encourage the congregation to be good stewards of creation, the body, time, gifts, abilities, and financial resources. Specifically, they shall conduct the annual gift and graces and financial pledge campaigns.
- ii. Membership: The team shall consist of a Captain, Vice-Captain, the Pastor(s), and 6 members divided into 3 classes with each member serving a three-year term.

H. School Board: See **SCHOOL: II** (P1-C7-2).

I. Nursery: See Chapter 6 (P1-C6)

CHAPTER 2
PERSONNEL POLICIES

STAFF GENERAL POLICIES

I. STAFF: Defined as all paid employees of the Church. (Does not include contractor services, e.g. grounds maintenance, which come under the responsibility of the Trustees).

A. Staff Supervision

- i. Supervisor of all staff is the Senior Pastor.
- ii. The Staff Parish Relations Committee (SPRC) has overall responsibility of all Staff Personnel. Including, but not necessarily limited to, the following: (§ 258.2)
 1. Hiring
 2. Evaluating
 3. Termination
 4. Promote Unity
 5. Conflict Mediation
 6. Recommend Compensation
 7. Assure all Staff Members are trained in the CUMC SAFE SANCTUARY POLICY (Appendix J).

NOTE: The SPRC, in conjunction with the Senior Pastor, has authority and charge to hire and terminate staff employees as deemed necessary on positions that are authorized by the Church Council. New positions must be approved by the Church Council. Annual salary increases, if recommended by the SPRC, will be presented to the Finance Committee and then presented to the Church Council for action. Employees with less than a full year of employment at the time of salary recommendation will not be considered for an annual salary increase.

B. (Staff) Employment Definitions

- i. A full-time employee is one whose paid employment covers a minimum of thirty five (35) hours per week for at least forty (40) weeks per year.
- ii. A part-time employee is one who works less than thirty (30) hours per week.

C. Meeting Requirements: All Staff Members are required to attend staff meetings as directed by the Senior Pastor. In addition, they are required to attend meetings when requested by the Council Chair or the SPRC Chair.

D. New Employees: Are required to provide to the Church office all personal information that is required for Church records. Upon hiring, the SPRC and/or Pastor(s) will provide the new employee with a Job Description and copy of the applicable section of the Book of Policy. In addition, the SPRC and/or Pastor(s) will explain the rate of pay as well as required deductions for social security, insurance and any potential benefits that may be available. The SPRC and/or Pastor(s) will ensure that the new employee receives necessary training in all aspects of the job, to include this policy, the use of special equipment and other matters as deemed necessary by the SPRC and/or Pastor. In the event of a new Pastoral assignment, members of the SPRC will make themselves available to the new Pastor immediately upon his/her arrival for welcome and orientation into the Church and surrounding area.

All staff members not appointed by the conference are required to undergo a one hundred eighty (180) day trial period prior to becoming a permanent employee. A formal performance appraisal will be completed on these staff members by that temporary employee's designated supervisor and the evaluation results must be of an acceptable result for that employee to retain that employment as a permanent employee. At the end of the 180-day period, if the employee is retained, then any benefits will be available to that employee, effective on the 181st day of employment retroactive to that employee's initial hire date. The employee's status will then be changed to "permanent". Note that the state of Georgia is an "at will" state and an employee is an "at will" employee, subject to termination at any time—with or without cause. However, if employee is not retained after the 180th day, then no benefit accrual will be in force.

All non-appointed Church staff will be required to undergo pre-employment drug testing (drug and alcohol). All applicants for staff positions will be required to submit a current criminal background check prior to any pre-employment interview and subsequent hiring. Additionally, prior to employment, if any new employee who, as part of his/her job, will have any need to drive a Church-owned vehicle or will transport any Church members in his/her personal or other non-Church-owned vehicle, will be required to supply the Church with a current MVR (Motor Vehicle Report). If an employee, at time of hire, will not drive a Church owned vehicle as part of his/her job but, at some time in the future, the function(s) of the job changes and driving is required, then that employee, at expense of the Church, must undergo a full MVR and is unable to drive a Church-owned vehicle prior to receipt and evaluation of this MVR.

E. Evaluations: Each staff member will be provided an annual evaluation by their supervisor.

F. Termination:

- i. Voluntary Termination: All staff should give as much notice as possible, but at least two weeks, prior to voluntarily leaving the Church's employment. Any vacation time earned but not taken will be paid on the final paycheck. All Church payments for benefits end at date of termination, however, the Church will not request reimbursement for prepaid benefits, i.e. insurance. Employees may continue health insurance at their own cost in accordance with Georgia State Law.
- ii. No-fault Termination: Any employee terminated through no fault of their own, (e.g. budget reduction, staff realignment, etc.) will be given as much notice as possible, but a minimum of one month. Reasonable time off shall be granted to seek other employment. Any vacation time earned but not taken will be paid on the final paycheck. All Church payments for benefits end at date of termination; however, the Church will not request reimbursement for prepaid benefits, i.e. insurance. Employees may continue health insurance at their own cost in accordance with Georgia State Law.
- iii. Termination for Cause: Any employee terminated for cause will be paid two weeks separation pay at time of termination unless the employee is still within the one hundred and eighty (180) day trial period. All leave earned but not taken will be paid on the final paycheck. All Church payments for benefits end at date of termination; however, the Church will not request reimbursement for prepaid benefits, e.g. insurance. All actions terminating employment for cause will be documented in personnel records.



G. Benefits/Special Privileges:

- i. Conference-appointed staff: This staff personnel will be granted benefits/privileges as prescribed by the United Methodist Church in general.
- ii. Social Security: Will be administered as per law. Social Security paid by the Church will be listed as salary in the annual budget report.
- iii. Health Insurance: Health insurance is not provided by the Church for non-clergy employees.
- iv. Simple 401K Contributions: Christ United Methodist Church has established a simple 401K pension plan for its full-time lay employees, who work at least 1040 hours per year, are at least 21 years of age and have at least one year of permanent service with the Church. The simple 401K is administered through LPL Financial, ON Corder Rd. Each employee is responsible for signing up for the simple 401K. The Church will start contributions based upon the plan requirements.. On the preceding month after the employee has earned one year of service with the Church, the Church will start matching the employees' contribution up to 3% of their salary. The employee can always contribute more but the Church will only match up to 3% per pay period. The employee is 100 percent vested in the pension plan after completion of one year of employment with the Church.

- v. In-Service Training And Conference Attendance: Full-time employees, including conference appointed staff, may be allowed additional time, with pay, to attend workshops, conferences, training courses, etc., to further prepare themselves for service. As a normal practice, a maximum of two weeks (ten working days) during any calendar year will be allowed for such purposes. Any full-time employee, including conference appointed staff, if desiring extended in-service training, may apply to the Pastor(s) and/or SPRC.
- vi. Substitute Employment: The Finance Committee will incorporate a line item entitled "Substitute Employees" in the annual Church budget that will cover payment to all substitute employees for services rendered during approved vacation time for all full- and part-time employees. Amounts for each substitute will be established at the discretion of the Finance Committee. Payments for substitutes in case of illness or other extended absences will be dealt with by the SPRC and Finance Committee on a case by case basis.

II. PERSONAL TIME OFF, BEREAVEMENT, AND HOLIDAYS: Below are Christ United Methodist Church's standard PTO, Bereavement, and Holiday Policies. Anything other than the standard policy will be documented in the employee's Offer Letter and/or Employment Contract.

A. Personal Time Off (PTO)/Bereavement/Holidays Policy:

- i. ANNUAL CONFERENCE APPOINTED STAFF are entitled to vacation time as prescribed by the South Georgia Annual Conference. This information is found in the Journal of the South Georgia Annual Conference.
- ii. FULL AND PART TIME EMPLOYEES are entitled to Paid Personal Time Off each year based on length of employment set forth below.
- iii. Employees with 0-15 years  120 hours
- iv. Employees with 16 plus years  160 hours
- v. PTO is earned on a prorated basis and begins at time of employment. Employees whose job requires Sunday attendance may take a maximum of 1 Sunday for every 40 hours of PTO earned in that calendar year. A max of 40 hours of PTO may be rolled over into the following calendar year. Any unused PTO in addition to such forty hours will be lost at the end of the current calendar year. PTO will NOT be paid out at the end of the year, if unused.
- vi. SCHEDULING OF PTO: Request for PTO should be submitted to and approved by the Senior Pastor, or in his absence the SPRC Chairperson, using the Absence Request Form available in the Church Office. PTO should be scheduled as far in advance as possible, preferably no less than 30 days. Those required to work Sundays can only schedule PTO for three Sundays.
- vii. BEREAVEMENT: In the case of the death of an immediate family member, full and part-time employees are entitled to 3 days of paid bereavement leave.
- viii. HOLIDAYS: All paid employees are entitled to observe all federal holidays with pay.

B. Emergency and Extended Absences

- i. Emergency Absences: In the case of an emergency, all paid staff personnel shall notify the Pastor or Church office as soon as possible. Additionally, if possible, an estimated time of return should be provided, enabling the Church to plan work during the absence.
- ii. Extended Absences - Appointed Staff: In the event of extended absences by the annual-conference-appointed staff, the SPRC will confer with the District Superintendent as to possible solutions.

- iii. **Extended Absences - Non-Appointed Staff:** Extended absences by any paid staff member other than those appointed by the conference will require resolution by the Pastor and SPRC. If additional finances are required, approval must be obtained from the Finance Committee.

III. SPRC MISCELLANEOUS

- A. **Appeals:** Any staff member is free to appeal to the SPRC when disagreements arise with rulings by a staff supervisor.
- B. **SPRC Responsibilities:** The SPRC is subject to direction and rulings of the Church Council, but unless specifically directed, the SPRC has sole responsibility in staff matters. The SPRC should, however, keep the Church Council informed as to any significant action taken or planned to be taken.
- C. **Cell Phone Policy:** Whereas some members of the staff (including the pastor, administrative assistant, director of Christian programming, director of youth ministries, and director of music ministries) of Christ United Methodist Church is often needed to be accessible to other staff, the participants in their area of ministry, and to the congregation at large; cell phones and monthly cell phone usage may be provided by the church.

EQUIPMENT: The church will provide a cell phone, case, and one charger (if not provided with the phone). Mobile chargers, cell phone holders for vehicles, etc. will NOT be provided by the church. It will be up to the staff members to decide when such equipment needs to be updated or replaced. This decision must be made in awareness of the budget of the staff member's ministry area. All such equipment is church property and must remain with the church when the staff member is no longer an employee. Phone numbers may be ported to the person's new personal plan.

USAGE: In order for the church to provide the most efficient usage for such phones, all staff members desiring for the church to cover the usage cost must be enrolled in the church's corporate plan. This plan can be reviewed by the Staff-Parish-Relations Committee annually to ensure the best prices for talk, texting, and data.

BUDGET: Each staff member must assess their need for such equipment and usage and include in the annual budget of their ministry area the cost for such equipment and usage. This equipment and usage will be like any other ministry need in that it must be included in the annual budget and shall not exceed the annual budget set by the Church Council.

CHAPTER 3

FINANCE

FINANCE

- I. PLEDGES AND GIVING:** The Church encourages and needs systematic and regular giving for the success of its program through submission of pledges payable on a weekly, monthly, quarterly or annual basis. Although many pledges are made on a family basis, it is important that every member of the family who is a member of the Church fulfill his/her responsibility to God and the Church through making an individual pledge.
- A. Records of payments will be maintained by the Financial Secretary, and a statement of donations will be available to members semi-annually or upon request. All donations, regardless of Church membership, should be recorded by name & address (assuming the information is available) and year end receipts sent to each donor, with no regard to the amount of the donation. A campaign for new pledges is conducted in the Church each year. The Stewardship Committee is charged with this responsibility
- B. Pledge totals will be given to the Finance Committee for evaluation, budget action as required and filing with the Financial Secretary's records. Records of payments will be maintained by the Financial Secretary, and a statement of donations will be available to members semi-annually or upon request. All donations, regardless of Church membership, should be recorded by name & address (assuming the information is available) and year end receipts sent to each donor, with no regard to the amount of the donation. A campaign for new pledges is conducted in the Church each year. The Stewardship Committee is charged with this responsibility
- C. It is absolutely essential that the records, pledges and contributions of individual contributors to the Church be maintained in a strictly confidential manner, and their examination and the divulging of information contained therein is prohibited both to members of the staff and members of the Church except the Chairman of the Finance Committee, the Financial Secretary, and the Pastor (as provided by *The Book of Discipline*). Records shall be kept in a secure manner inaccessible to unauthorized personnel.
- II. BUDGET:** A Church budget shall be adopted yearly as specified by the Finance Committee. Committee Chairs will submit budget requests for approved programs to the Finance Committee which will compile the requests, make any needed adjustments, and prepare an Operating Budget for adoption by the Church Council which shall then act on said budget proposal before December 31 for the budget year that follows. The amounts approved shall represent maximum anticipated expenditures. Each person responsible for a program area should strive for minimum expenditures consistent with the needs of the program for which budgetary allotments are made. Expenditures in excess of budget allocations will not be made without prior approval of the Church Council, through the Finance Committee. At the end of each calendar year, all budget items (excluding Special Accounts and Restricted Contributions) shall revert to zero and will not be carried as a credit into the following budget year.
- III. OFFICIAL YEAR:** The official year for the Church and its auxiliaries is January 1 through December 31.
- IV. COUNTING AND DEPOSITING FUNDS:** Persons handling the Church's cash receipts or those of any auxiliary shall do so in pairs not of the immediate family residing in the same household (as per *The Book of Discipline* ¶ 258.4a). This is standard practice in well-administered Churches and frees both the institution and the individuals involved from possible criticism. The handling of Sunday and other offerings is under the direction of the Finance Committee and will be accomplished by Church members (selected by the Finance Committee) in a secure location, such as a locked room. Upon completion of counting and recording receipts to the designated Church form, the counters will sign the tally sheets as to verify data and deposit the money in a safe. The Financial Secretary or a person designated by the same will ensure that all paperwork is correct and then input the data into the appropriate financial records with a copy of the tally sheet made available to the Church Treasurer and Finance Chair. The Financial Secretary or a person designated by the same will deposit the money in the bank no later than the next business day.
- V. ELECTRONIC FUND TRANSFERS:** Persons wishing to make payments through electronic means have two options: (1) Automated Clearing House (ACH) or (2) electronic transfer utilizing the commercial software (VANCO) subscribed to by the Church.

- A. ACH payments can be established through the donor's financial institution. Funds received through this means will be recorded by the Financial Secretary in the same way as described for cash payments
- B. Electronic transfer is accomplished utilizing VANCO. The Financial Secretary is designated as the primary point of contact for this software. Access to the financial portion of the software package will be limited to the senior pastor, the finance committee chairperson, and the finance secretary. The main person that will be using the VANCO information is the finance secretary. Reports of payments utilizing this software are routinely provided by the software company and the Financial Secretary will ensure the records are reflected in the Financial Records

VI. AUTHORIZED SIGNATURES: The Church Treasurer, the Finance Chair, and the Council Chair are authorized to sign checks issued by the Church and are empowered collectively to sell, assign, transfer, endorse, convert and deliver any and all savings certificates, savings books, bonds, or other financial securities which may be registered in the name of the Church. When member rotate off the signature cards needs to be updated as soon as possible after Jan 1 of the New Year.

VII. RECORDS OF EXPENDITURES AND INVESTMENTS:

- A. A back-up copy of financial records shall be maintained at a secondary location.
- B. Said records shall be available to the Church membership during normal business hours.
- C. A year-to-date financial synopsis will be printed in the Sunday bulletin once a month. This summary will also be added to the website
- D. The Finance Committee will set up procedures for the handling and maintaining of the financial assets for all Church organizations in accordance with this policy. These procedures shall be in writing and given to each person responsible for Church funds.

VIII. AUDIT: The Audit Committee shall conduct an annual audit of Church finances including the Benevolence fund on or before May 15 of each year and submit same to the Church Council.

IX. EXTRA SOLICITATIONS/FUND RAISING PROJECTS: Non-affiliated Church programs or activities must receive prior authorization from the Finance Committee to raise funds in whole or in part through solicitation from individuals, sales, dinners or other enterprises. Church affiliated groups may, however, solicit without the permission of the Finance Committee if such solicitation is exclusively within their sponsoring group. Persons appearing at the Church asking for financial assistance or sponsorship for whatever reason will be referred to the Pastor(s) or in his/her absence to the Lay Leader.

- A. Congregational appeals for funds for any purpose shall be approved by the Pastor and the Finance Committee.
- B. The sale of tickets for various fund raising activities or any similar sales will not be allowed prior to, during, or immediately following Sunday morning worship without the approval of the Finance Chair and the Pastor.

X. PURCHASE AND PAYMENT AUTHORIZATIONS: Major purchases shall be made only after the Committee Chair or their appointed representative has investigated prices and/or received competitive bids and/or looked for quantity price breaks. Requests for payment of bills for purchases, for services, or for reimbursements must be made to the Treasurer through the Church Administrative Assistant. Each person requesting payment will provide a receipt and complete a voucher to be presented to the Administrative Assistant, who may assist in filling out voucher. All vouchers must be signed by the committee chairperson. The Administrative Assistant will maintain a copy on file and provide a copy to the Treasurer for payment. The Treasurer will maintain a file of sales and services documents cross referenced to the payment check number for audit purposes.

XI. GENERAL BUDGET GUIDELINES: Church Property managed by the Trustees and Church Salaries managed by the Staff Parish Relations Committee (SPRC) will be limited to expenditures within the approved budget at the Committee level. Church Programs will be limited to expenditures within the approved budget line items. All expenditures over \$1000 shall require Finance Chair, or designated representative, approval. Additionally, any service area expending

more than 10% *of its annual budget* at one time, or for a single event, needs to get approval from the CUMC Treasurer or Finance Chairman

NOTE: The Finance Committee may establish additional limitations at their discretion to ensure financial discipline.

- XII. LOANS, ADVANCES AND ENDORSEMENTS:** Staff members are asked as a matter of policy to decline to make loans or to endorse loans as security for any other person employed by the Church. The Treasurer shall not make loans or advances on salary from Church funds to any staff member, employee or private individual.
- XIII. EXPENSE ACCOUNT:** When a person incurs expense attending a conference as a representative from the Church, participating in an in-service training project or is on a special mission of the Church, for which trip funds have been allocated, the person shall on return be reimbursed upon submission of receipts, vouchers and other substantiating documents but not to exceed the amount budgeted for this purpose. The Treasurer will retain this documentation in file for audit purposes.
- XIV. SPECIAL ACCOUNTS:** The Finance Committee may elect to establish certain accounts or line budget items in order to meet special Church needs. An example of such would be a major repair account. In so much as the purpose of these type of accounts would be to set aside money over a period of years to meet Church needs when they arise, these accounts shall not revert to zero at the conclusion of a budget year as provided in Finance paragraph II.
- XV. RESTRICTED CONTRIBUTIONS:** The Church may from time to time receive contributions or gifts in which the giver specifies a purpose for same. The Church shall only accept such gifts provided the Finance Committee has by policy or specific action elected to accept such a gift. All gifts received by the Church and accepted for such a specific purpose shall not be used for any purpose other than the purpose specified in the gift and shall not be commingled or merged at any time with Church operating funds. All undesignated memorial and honorarium gifts will be used to support the general budget.
- XVI. BENEVOLENCE FUND:** Money in this fund comes from private gifts. Use of these funds is restricted to use for local needy. A form will be filled out by all those seeking assistance. This fund falls under the Missions and Services area (not the Finance Committee) but the Pastor has overall responsibility for the fund. Those authorized to participate in the decision making process will be: Pastor, Administrative Assistant, Director of Christian Programming, Director of Music Ministries, Direct of Youth Ministries, Captain and Vice-Captain of the Mission and Service Team. A minimum of two people will meet with each requestor to make a decision about the request and they will sign the benevolence fund form to document the assistant decision. A file box will be established and made available to those listed above. This box will hold files, labeled by last names, documenting help given to requestors for future reference. The signature card of this checking account will be changed to include the signatures of the Administrative Assistant, Christian Programming Director, Captain and Vice-Captain of the Missions and Service Team. The Benevolence Fund will be audited by the Audit Team annually.
- XVII. CREDIT CARDS:** Each full time staff member is issued a credit card to be used for church expenses. A Credit Card Covenant statement will be signed by each staff member.

CHAPTER 4
CHURCH PROPERTY

PROPERTY

- I. USE OF CHURCH PROPERTY:** The Church Council offers the use of the buildings and facilities of Christ United Methodist Church, with the exception of the Sanctuary, to individuals and/organizations for religious services with the approval of the Pastor(s) and/or the Trustees. Uses other than religious services must have approval of the Trustees.
- A. The Sanctuary is not available for use by outside activities without approval. Requests should be made to the Pastor(s) and/or Trustees. This does not apply to Weddings or Funerals as covered in **CHURCH PROCEDURES: Program Areas**, P2-C1-3 and P2-C1-6, respectively. Use of the Sanctuary should be limited to those activities that are consistent with its purpose. For activities other than worship services, use of the Fellowship Hall by all groups will be encouraged.
- i. All buildings of Christ United Methodist Church are smoke-free areas. Alcohol (in any form) is not allowed on Church premises.
 - ii. No food or drink is allowed in the Sanctuary. Communion is the ONLY exception.
 - iii. No flash photography or flood-lamp videotaping is allowed in the Sanctuary unless specifically approved by the Pastor or Chair of the Worship Committee. Natural light photography and videotaping is allowed as long as it does not detract from the sanctity of the proceedings. (For additional information, see **PHOTOGRAPHY** under **Program Areas: WEDDINGS**, P2-C1-4.)
- B. Only certain rooms will be available for use by Church-sponsored and outside organizations. These rooms will be determined by the Board of Trustees.
- i. As a rule, the Fellowship Hall and Room 2 in the School Building will be available for use by these aforementioned organizations. Other requests will need specific approval.
 - ii. Use of the Fellowship Hall by outside organizations (Church-sponsored groups are excluded) will require a fee, to be determined annually by the Board of Trustees. If the kitchen is used in conjunction with the meeting, a separate fee will be required.
 - iii. Limited use of the kitchen will be encouraged, and at no time will rental include use of paper products, etc.
- C. Room reservations for sponsored and outside organizations will be reviewed and renewed each year during the month of July. Agreement forms (see Appendix B and/or C) should be signed by mid-August of each year. Priority given to reservations will be as follows: (also see: **RESERVATIONS OF CHURCH PROPERTY**, Section II.A, P1-C4-3)
- i. Church activities and meetings will always have first priority of meeting times and rooms.
 - ii. Established Church-sponsored organizations, such as Scouting Ministries, will have second priority. Newly sponsored groups (Scout troops, etc.) will be required to apply on availability basis. (Church-sponsored activities will be allowed to carry over from year to year.)
 - iii. Outside organizations, requesting regular use of Church facilities will be considered on space and time availability. Acceptance of the agreement form will be required on an annual basis.
 - iv. Organizations requesting one-time use of Church facility will in most cases be limited to the Fellowship Hall and will be considered on the basis of availability. All applicable fees will apply (Appendix F). Decision will be made by Trustees. A mutually accepted agreement form (Appendix C) will be signed by an organization sponsor and the Church office. Applicable fees will be paid in advance.

- v. Because of the limited number of rooms available to outside organizations, weekly meetings will have priority over monthly or bi-monthly meetings. Outside organizations needing space less than weekly will be encouraged to find space elsewhere.
- vi. The Athletic Field reservations will be renewed in December. Athletic Field Fees are listed in Appendix F, and Rules are listed in Appendix G. Children using the athletic field must have a completed Hold Harmless Agreement (Appendix G) on file in the church office.
- vii. Christ United Methodist Church will not serve as a storage location. Approval for any proposed long term storage must be specific to contents and length of time and have approval of the Trustees. Any unidentified items left in the buildings will be disposed of without question.

D. Rooms used by Christ United Methodist School will not be used by outside activities without the approval of Trustees and School Director. Final decision will be by the Board of Trustees.

E. Each organization using the facilities will be given a copy of this policy statement (PROPERTY) and a list of rules and regulations governing the use of the facilities. (See Appendix C & D) Failure to abide by these rules will authorize the Trustees to discontinue use of our facilities by that organization.

II. RESERVATIONS OF CHURCH PROPERTY: Reservation for use of the facilities and property will be made through the office.

A. The regular or special services of the Church shall have precedence or prior rights over use of all rooms. In the event of a special revival or other meeting that requires space, the special event will have precedence over all other activities (including scheduled activities) of all groups. Every effort will be made to give advance notice of schedule changes to the effected organization.

B. Individuals and/organizations making reservations shall bear responsibility for leaving the property clean, in order and secured.

III. LOAN OF CHURCH PROPERTY: The lending of Church property and Church equipment must be approved either by the Pastor(s), Trustee Member or Church Administrative Assistant. A record will be kept identifying the borrowed item, person borrowing, date borrowed and returned.

IV. ACCEPTANCE OF GIFTS TO THE CHURCH: Shall be in accordance with requirements set forth in *The Book of Discipline* (§ 2529.3).

V. KITCHEN USAGE: Directions for the use of the kitchen will be posted in the kitchen, and will be given to each person and/or group using that facility. For specific regulations, see Appendix E (pg 1& 2).

BUS AND VAN Rules

I. BUS/VAN OPERATING POLICY:

A. Primary Function of the Church Bus and Van: The bus and van will be used to provide transportation for activities related to Christ United Methodist Church. The loan or hiring-out of the Church bus/van may be done at the discretion of the Transportation Committee providing first priority is provided to Christ United Methodist Church.

B. Scheduling of the Bus/Van: Scheduling is accomplished through the Transportation Committee Chair or his/her designated representative. The Chair will maintain a reservation calendar for the bus and van. Requests for reservations should be made as far in advance as possible and will be approved on a “first come” basis.

C. Charges for Bus/Van Usage: See Appendix F

II. BUS/VAN REQUESTER RESPONSIBILITIES: All groups requesting use of bus/van will have one (1) person responsible for the following:

- A. Ensuring that a driver is available; the Transportation Committee will provide/approve driver for the bus. Refer to paragraph IV for description of driver qualification requirements.
- B. Ensure that all fees for using the bus or van are presented to the Transportation Committee within five (5) days after termination of trip.
- C. Arrange for and finance meals, overnight accommodations and payment for driving services, if required, for driver.
- D. Ensure that adequate chaperons are available IAW Safe Sanctuary Policy.
- E. Ensure that all passenger rules are followed per section III below.
- F. Ensure that bus and van interiors and luggage compartments are cleaned within twenty-four (24) hours after termination of trip.

III. PASSENGER RESPONSIBILITIES:

- A. All passengers must be seated while bus or van is in motion.
- B. Do not stick hands or head out of windows.
- C. Dispose of all trash in container provided on bus and van.
- D. No smoking or alcoholic beverages
- E. Obey instructions of the driver and/or person in charge.
- F. Assist in cleaning of bus/van as directed by the person in charge.

IV. DRIVER REQUIREMENTS AND RESPONSIBILITIES:

- A. All drivers must fill out our Driver's License Approval Form (Appendix I) and have prior approval by the CUMC insurance company.
- B. To drive the Bus an individual must have the appropriate Commercial Driver's License (CDL) and be checked out and approved by a member of the Transportation Committee.
- C. To drive the Van an individual must be at least twenty-five (25) years of age, possess the appropriate Driver's License and as a minimum have a telephone briefing with a member of the Transportation Committee,
- D. Permission to drive both the bus and van must be obtained from a member of the Transportation Committee, Arrangements must be made for picking up keys at-the office by noon on Friday for weekend usage.
- E. Prior to starting, check bus or van driver's log book and maintenance forms for any written discrepancies and check the bus or van thoroughly inside and out for any visible discrepancies that may affect the safe operation of the vehicle.

- F. Adhere to all highway and vehicle laws. It is the responsibility of the individual driver to pay penalties and/or fines regarding traffic violations.
- G. Park the bus/van and contact the Transportation Committee if operational or maintenance problems occur that may, if continued to operate, create safety hazards to passengers or cause additional damage to the bus.
- H. In case of accident comply with highway and vehicle laws and as soon as possible notify the Church office (478-922-0211) and/or Transportation Committee for further instructions.
- I. Immediately upon completion of trip, and prior to leaving vehicle, complete the driver's log and make any necessary write-ups on maintenance forms. Notify Transportation Committee Chair or his/her designated representative by telephone if any maintenance discrepancies are noted.
- J. Secure bus/van and return keys to Church office, Chair of the Transportation Committee or his/her designated representative.

V. CHURCH LIABILITY IN CASE OF BREAKDOWN OF BUS/VAN:

If operational problems occur with the bus or van that prevents the purpose of the scheduled trip from being accomplished, the Church's liability shall be limited to the reimbursement of the charges for the use of the vehicle.

CHAPTER 5

NURSERY

NURSERY POLICY

I. HEALTH, SAFETY AND SECURITY

- A. It is the policy of Christ UMC that no staff nursery worker transport children to or from our church.
- B. All scheduled nursery staff and volunteers should report for duty 15 minutes prior to the beginning of any scheduled church activity for which nursery service will be provided. The nursery will be available for childcare at this time. Children should be picked up from the nursery within 15 minutes after conclusion of scheduled activity.
- C. Nursery Workers should contact the Nursery Coordinator and/or the Children's Coordinator in the event they are unavailable to work their scheduled hours.
- D. When the nursery is the only program operating in the Fellowship Hall building:
 - i. All Fellowship Hall building outer doors are to be locked at all times.
 - ii. Parents may use either the North or South doors. Signage is at both doors asking parents to call 478-922-0211 for entrance into the nursery.
 - iii. This door may only be opened to parents or other adults authorized to pick up a child in the nursery.
- E. Children are to be brought and picked up by adults. Only the parent or guardian that drops the child off in the nursery may pick up the child unless otherwise noted on the sign-in form. An adult must escort children into and out of the building.
- F. Two responsible people, 18 years or older, who have been Safe Sanctuary trained and at least one of whom will have RED CROSS CPR and FIRST AID training will be present in the nursery during all nursery programs.
- G. If a child is visiting the nursery for the first time, the nursery workers will:
 - i. Welcome the parent(s) and child.
 - ii. Ask if this is their first time to our church.
 - iii. Register child and parent information in the computer system. Give the parents the computer generated name tag and label personal property i.e., diaper bag, etc.
 - iv. Give the parents a nursery packet when they return to pick up their child.
- H. Toys are to be placed at eye level for children to reach and play with. Any toy that becomes broken and is not able to be repaired is to be thrown away. Toys not in use should be kept picked-up and put away.
- I. The confidentiality of all personal information relative to children, siblings, parents, volunteers and staff members is to be maintained. All instructions and special needs given to caregivers will be kept confidential. No judgments will be made or shared with other children, parents or caregivers regarding special requests.
- J. Upon suspicion of a pattern of abuse, the nursery worker is required to report the incident to the Nursery Coordinator, School Director, or Director of Christian Programming and Children's Ministries. An abuse report form will be completed each time there is a complaint or allegation made. All incidents are to be reported to the Children and Education Director.
- K. The use of tobacco products by nursery staff is prohibited on church grounds.
- L. In the best interest of everyone's health, no child should be accepted for care in the nursery if she/he has any of the following symptoms:

- i. Fever
- ii. Nasal congestion that is cloudy or green
- iii. Strep Throat
- iv. Diarrhea
- v. Vomiting
- vi. Chicken Pox
- vii. Pink Eye
- viii. Rash, other than diaper rash
- ix. Head Lice
- x. Any other contagious or communicable disease

M. Children should be kept at home for a period of 24 hours after the last symptom.

N. Any allergy that could result in a medical emergency must be posted outside the nursery door. This posting should include only the allergy and not personal information.” Nursery Workers should have the names of all children with allergies documented including the allergy, possible reaction, and parents’ contact information

O. Accidents requiring professional medical attention should be reported immediately to the Nursery Coordinator, School Director or Director of Christian Programming and Children’s Ministries. Immediately fill out an accident report and asking each witness to put in writing their account of the accident.

II. NURSERY CLEANLINESS PROCEDURES:

A. Each day toys are sanitized by wiping down toys or clean with a solution of bleach water. Changing pads are wiped down after each use. Tables, walkers, high chairs, swings or stationary baby entertainment units should be wiped down daily.

B. Diapers are checked at least once an hour. All children in our care for more than one hour will be changed. Soiled diapers will be changed immediately. (Diaper Changing Procedures are posted and must be followed.) CHILDREN ARE NEVER TO BE LEFT ALONE ON THE CHANGING TABLE. All nursery workers are expected to wear plastic gloves each time they change a child’s diaper. A new pair of gloves will be used with each diaper change. Hands will be washed with antibacterial soap after each diaper change and nose wipe.

C. Use a new tissue each time a child’s nose is wiped. Tissues are not to be shared between or among children. Hand Washing Procedures are posted and must be followed.

D. The training toilet is to be emptied and washed with bleach solution immediately following each use.

E. PLEASE LEAVE THE NURSERY CLEANER THAN YOU FOUND IT. THESE ROOMS ARE SHARED WEEKLY BY CHURCH, PRE-SCHOOL CHILDREN AND AFTER SCHOOL CHILDREN.

III. BEHAVIOR AND DISCIPLINE: In disciplining a child, we believe that it is best to discipline with love and therefore, do not use any corporal punishment. Discipline needs to be appropriate for the child’s age. Only language that is positive and constructive should be used. No negative adjectives should be used when disciplining or speaking to a child. Some guidelines to follow:

- A. Children under one year of age: Say to them no and distract their attention from the particular interest by moving them to another location and/or activity.
- B. Children one to four years of age: Say to them no and distract their attention from the particular interest by moving them to another location and/or activity. Separate them from the inappropriate behavior.
- C. In cases where a child’s behavior presents a hazard to the health or safety of himself or others, a parent conference will be scheduled for a convenient time. Parents will be notified of a child’s constant need for disciplinary correction. A child will be dismissed only as a last resort.

IV. POSITION DESCRIPTIONS

- A. Nursery Coordinator – Nominated by the Nomination Committee
- B. Nursery Worker – All nursery staff members are expected to become familiar with and follow the policies, guidelines, and procedures as set forth in CUMC Book of Policy – Nursery Section. Nursery Workers should also ensure that volunteers and other staff members follow these policies
- C. Red Cross First Aid and infant/child CPR certifications are required for all hired nursery workers.
- D. A criminal background check is required on a prospective employee prior to an offer of employment.
- E. Each prospective employee may be asked to submit to and pass a drug test prior to an offer of employment.
- F. Director of Christian Programming and Children’s Ministries – It is the responsibility of the Director to provide overall leadership for and supervision of the nursery program.

V. STAFF PERFORMANCE AND COUNSELING:

- A. The church wishes to work with the nursery staff to provide a safe, clean, educational and fun environment for the children in their care. The church also wishes to provide a safe environment for its nursery staff and volunteers, in which they will feel rewarded for their work. Therefore, it is the responsibility of the Director of Christian Programming and Children’s Ministries, working together with the Nursery Coordinator, to ensure that all policies are being consistently followed. Notice will be given by the Director of Christian Programming and Children’s Ministries to any nursery staff member or volunteer who has failed to follow policy. Repeated failure to follow a given policy, or numerous failures to follow a variety of policies by any nursery staff member or volunteer should be forwarded to the Staff Parish Relations Committee and Pastor for appropriate action. At any stage during this process, church staff or officials may utilize individual counseling sessions, including but not limited to written warnings and/or probationary periods.
- B. Because some actions have such serious potential consequences for the safety and well-being of the children in our care, the following will be grounds for immediate dismissal:
 - i. Possession of firearms or other weapons on church property.
 - ii. Possession of illegal drugs or alcohol, or reporting to work under the influence of illegal drugs or alcohol.
 - iii. Gambling on church property.
 - iv. Theft, attempted theft or unauthorized removal of church property or equipment. Theft, attempted theft or unauthorized removal of property belonging to others.
 - v. Destruction of church property or equipment. Destruction of property belonging to others.
 - vi. Any threat, direct or implied, made to cause fear or coercion, to any child, sibling, parent, staff member congregation member or visitor.
 - vii. Any abusive or inconsiderate treatment of any child, sibling, parent, staff member, congregation member or visitor.
 - viii. Insubordination or refusal to perform assigned work. ix. Falsification of any church documents or records.
 - x. Encouraging, coercing or inciting other staff members to limit work availability.
 - xi. Leaving work area without approval.
 - xii. Habitual conflict of interest, including but not limited to solicitation of parents, staff members, congregation members or visitors for business products and/or services.
 - xiii. Gross negligence or carelessness that would endanger a human being.

VI. SUPPLIES:

- A. The Church will provide all necessary linens for beds. These will be laundered at the Church's expense as needed.
- B. The nursery will have snacks on hand. The Church will buy these as provided for under "Nursery Committee Responsibility." The nursery does not provide meals. If your child is going to remain in the nursery for an extended period of time, you will need to provide his/her meals.
- C. Other supplies (tissues, paper towels, etc.) except for diapers/wipes/creams, will be provided by the Church.

VII. NURSERY COORDINATOR - RESPONSIBILITIES:

- A. Ensure that rules are posted and enforced.
- B. Arrange to have bed linens laundered.
- C. Coordinate nursery workers and serve as liaison between workers and the Church.
- D. Recommend changes of policy to the Policy Committee.
- E. Nursery coordinator is authorized (within established budget) to purchase supplies for use in the nursery using Church funds.

VIII. FINANCIAL AND USAGE POLICY:

- A. Nursery service will be provided for all Church activities sponsored by or required by the Church. Included, but not limited to:
 - i. Worship Services
 - ii. Sunday School
 - iii. Church Council and other necessary administrative Church meetings.
 - iv. UMW and UMM meetings, including circle meetings that meet at the Church.
 - v. Choir rehearsals
 - vi. Bible Studies
 - vii. Other Church-sponsored activities as coordinated, with the nursery worker.
- B. The lead nursery worker will be paid by the Church as established by the Church Council for official Church activities as specified above. The nursery worker is responsible for reporting hours worked to the Church's treasurer. The treasurer will pay the nursery worker every two weeks.
- C. On Sundays, additional Nursery workers can be utilized when required.
 - i. One will assist in the infant nursery until the children are all picked up by parents.
 - ii. Two nursery workers will conduct the three and four year-old nursery until the children are all picked up by parents. It shall be the responsibility of the nursery workers in the three and four year-old nursery to clean-up and place all materials back in their appropriate place.
 - iii. The lead nursery worker will turn in the hours for any additional nursery workers to the Church Office.
- D. Other Church-connected activities may separately negotiate with the ~~lead~~ nursery coordinator to provide services for their activities. The nursery workers may open the nursery for any such activities as long as ***no more than ten***

children per one adult are present. The nursery worker may accept "drop-in" children at her personal discretion as long as the ten children ceiling is not violated. These activities may include (but are not limited to):

- i. Weddings; wedding rehearsals; funeral services.
 - ii. Sunday School Socials
- E. The fees for the activities referred to in paragraph VIII.D. will be negotiated with the Nursery Coordinator
- F. Priority of Usage
- i. Official Church activities have first priority.
 - ii. Non Church-sponsored activities will have a first come first serve basis.

CHAPTER 6

SCHOOL

CHRIST UNITED METHODIST SCHOOL

I. **STAFF:** Defined as all paid employees of the school.

A. Staff Supervision:

- i. Supervisor of all school staff is the school director.
- ii. The assistant director will assist the director in the supervision and evaluation of the school staff.

B. (Staff) Employment Definitions:

- i. A full-time employee is one whose paid employment covers a minimum of thirty hours per week for the school year.
- ii. A part-time employee is one who works less than thirty (30) hours per week.

C. Meeting and Training Requirements:

- i. All school employees are required to attend staff meetings designated by the director.
- ii. All school employees must attend trainings designated by the director including yearly safe sanctuary trainings provided by Christ United Methodist Church and a CPR training every two years.

D. Staff Requirements

- i. All school employees, including substitutes, must complete a background check.
- ii. Employees may be subject to random drug testing.
- iii. All employees will be evaluated annually by the director and the assistant director.
- iv. Preschool teachers shall have previous experience working with children.
- v. Kindergarten teachers shall have an AA degree or higher and previous experience working with children.
- vi. Elementary teachers must have a BS or BA degree or higher.
- vii. Director or Assistant Director shall have no less than a four year college degree in the field of education.
- viii. School staff members are required to adhere to the policies set forth by the Discipline of the United Methodist Church, Christ United Methodist Church, Christ United Methodist Church Safe Sanctuary Policy, Christ United Methodist Church Council, Christ United Methodist Church School Board and the School Director.

II. **SCHOOL BOARD**

A. Membership:

- i. Christ United Methodist School Board shall consist of 12 members: the School Director, the Assistant Director, 9 church members nominated by the Committee on Nominations and Lay Leadership and elected by the Church Conference, and one Christ United Methodist School teacher appointed by the Director.
 - ii. The Committee on Nominations will select from the nine church members a chair and vice-chair for the board.
 - iii. The tenure of each church member is three years. The tenure of the school teacher is two years. Each year the Committee on Nominations will elect a new class of three church members to replace the three rotating off. Terms for school board members will be July 1 of their starting year thru June 30 of the year of their class name.
- B. Purpose:
- i. Approve School Budget prior to each new school year. The proposed Christ School budget will be submitted to the Finance Committee after its approval by the School Board
 - ii. Approve staff and teacher's salaries, which are included in the school budget.
 - iii. Approve student tuition rates which are included as anticipated income for the budget.

III. HIRING

- A. The School Director, Assistant Director, and at least one School Board Member and a teacher representative, under the discretion of the director, will interview applicants and present the final selection to the School Board.
- B. Employment may be contingent upon a background check and drug testing.
- C. New employees will be given a Safe Sanctuary Policy briefing that will be read and signed.
- D. Teachers will be given an ABeka Faculty Handbook, which will be read and signed.

IV. CONFLICT RESOLUTION

- A. The School Director and Assistant Director will have a documented conference with the teacher to discuss the problem area.
- B. The Director and Assistant Director will begin an observation and evaluation process with the teacher.
- C. An improvement plan will be implemented.
- D. Follow-up observation will be made.
- E. The School Director will discuss the issue with the Pastor and the School Board Chairperson.
- F. There will be a called meeting with the School Board, except the teacher on the board, to discuss the situation and to make a recommendation for further action.
- G. The teacher will then come before the School Board if the issue is not resolved to try to find resolution.
- H. Termination of employment will be necessary if the conflict is not resolved.

I. The School Board reserves the right to suspend a teacher immediately, without pay, if it deems necessary.

V. IMMEDIATE SUSPENSION

- A. Use of corporal punishment
- B. Abuse of prescription drugs
- C. Being under the influence of alcohol or illegal drugs

VI. SICK LEAVE: Employees will be allowed twice the number of days worked per week absence, with pay, during the school year. (For example: work 2 days and get 4 days absence per school year.)

VII. PARENT POLICIES

A. Pick up

- i. Parents will provide Christ School with a list of people that can pick up their students.
- ii. No child will be dismissed to anyone that is not on the parent's pick up list.
- iii. ID's will be checked on anyone picking up a student that the school is not familiar with.
- iv. Children should not be left alone in the car while a parent is in the school building.
- v. There is a 5 mile per hour speed limit in the school parking lot.

B. Health Forms and Medication

- i. According to Georgia law, all students are required to have the Georgia Certificate of Immunization (form 3231) on file at Christ School.
- ii. According to Georgia law all students in grades kindergarten through fifth grade are required to have the Georgia Certificate of Ear, Eye, and Dental Examination (form 3300) at Christ School.
- iii. All medication must be brought to the office by an adult and kept in the office. A medication form must be filled out in the office before the faculty can dispense medication during the school day.

C. Registration

- i. In keeping with the state school policy, a child is assigned to his/her grade based on his/her age on or before September 1st of the current school year.
- ii. Christ United Methodist Church School does not discriminate based on race, color, ethnicity, and/or religion.

CHAPTER 7
MISCELLANEOUS

MISCELLANEOUS

I. OFFICE MACHINES

- A. Computer Equipment: Because of the need for security of Church records, use of the Church computer equipment by non-staff personnel, except by special authorization of the Pastor(s) is prohibited.
- B. Printing Equipment: Use of the office equipment for other than official Church business is discouraged. Although discouraged, use of the office printing or any other duplicating equipment for non-Church related business will be allowed on a non-interference basis as long as proper reimbursement is received.

II. CHURCH MEMBERSHIP

- A. Membership Policy: Christ United Methodist Church is a fellowship of believers in Jesus Christ and part of the Church Universal. Therefore, all persons of Christian faith regardless of race, color, national origin, or economic condition, shall be eligible to attend its worship services, to participate in its programs, and when they take appropriate vows, to be admitted into its membership.
- B. Membership Records: Membership records shall be accurately maintained in accordance with *The Book of Discipline* (§ 230). Records shall be kept secured and inaccessible to unauthorized personnel.

III. NEWSLETTER AND BULLETIN: Announcements of general Church interest are given priority space in the Monthly Mail-out Newsletter and the Sunday Church Bulletin. Announcements for benevolent efforts and community announcements may be included if space is available. E-mailing of information is an acceptable and preferred method of submission.

IV. CELL PHONE POLICY: Whereas the some members of the staff (including the pastor, administrative assistant, director of Christian programming, director of youth ministries, and director of music ministries) of Christ United Methodist Church is often needed to be accessible to other staff, the participants in their area of ministry, and to the congregation at large; cell phones and monthly cell phone usage may be provided by the church.

EQUIPMENT: The church will provide a cell phone, case, and one charger (if not provided with the phone). Mobile chargers, cell phone holders for vehicles, etc. will NOT be provided by the church. It will be up to the staff members to decide when such equipment needs to be updated or replaced. This decision must be made in awareness of the budget of the staff member's ministry area. All such equipment is church property and must remain with the church when the staff member is no longer an employee. Phone numbers may be ported to the person's new personal plan.

USAGE: In order for the church to provide the most efficient usage for such phones, all staff members desiring for the church to cover the usage cost must be enrolled in the church's corporate plan. This plan can be reviewed by the Staff-Parish-Relations Committee annually to ensure the best prices for talk, texting, and data.

BUDGET: Each staff member must assess their need for such equipment and usage and include in the annual budget of their ministry area the cost for such equipment and usage. This equipment and usage will be like any other ministry need in that it must be included in the annual budget and shall not exceed the annual budget set by the Church Council

V. INSURANCE COVERAGE: The Church purchases the following types of insurance: Fire, Workman's Compensation, Liability, Burglary, Boiler and Machinery, Fidelity Bond on Employees, Plate Glass, and Bus/Van. The amounts of such coverage are the responsibility of the Board of Trustees. Under no circumstances should a staff member, at any level, commit the Church or its insurance companies to covering damage, injury or loss, or to reimbursing individual or group. The proper response in any such occurrence is to refer the individual or group to the Trustees.

VI. ACCIDENT AND EMERGENCY ILLNESS: If an accident occurs on Church property the Trustees should be immediately notified, because of possible insurance involvement, whether the person involved is a member of the Staff, a Church member, or a guest.

PART TWO
CHURCH PROCEDURES

Chapter 1

PROGRAM AREAS

MUSIC

I. USE OF INSTRUMENTS, INSTRUMENTAL EQUIPMENT, AND SOUND EQUIPMENT:

- A. All church owned equipment or instruments used should be returned to their original place or setting.
- B. If damage occurs it should be reported to the Church office or Director of Music Ministries immediately.
- C. If the sound equipment is utilized in addition to regular worship services, it will be the responsibility of the Director of Music to ensure that someone is properly trained in the use of the sound equipment.
- D. Instruments, instrumental equipment, and/or sound equipment shall not be moved or removed from the Sanctuary without permission of the Music Director or Pastor.

WEDDINGS

I. **GENERAL:** A wedding is a very holy and joyful occasion. It is our privilege to have persons, both Church members and others, choose our sanctuary for this celebration. A Christian wedding is a service of worship, and couples choosing a Christian rather than a civil ceremony should take care that all arrangements be made with that fact in mind. Our Church policy and procedures are designed to enhance both the sanctity and the joy of the moment.

II. INITIAL ARRANGEMENTS:

- A. Couples wishing to be married in Christ United Methodist Church should first contact the Church Administrative Assistant to make an appointment to reserve the use of the Church facilities. The Wedding Information Sheet (Appendix H) should be completed and returned before wedding date will be confirmed on the Church Calendar.
- B. The wedding time should be planned so that all proceedings (including rehearsal dinner and/or reception) and cleanup are completed by 9:00 p.m. A ceremony on Sunday must be scheduled so that the set up and removal of decorations at the wedding and reception do not interfere with scheduled services and activities. (No weddings will be scheduled between Good Friday and Easter Sunday.)
- C. The Wedding/rehearsal/reception dates and time are considered confirmed when they are cleared with the officiating minister, the Church calendar, the wedding coordinator (section V) and the fee (section III) is paid.
- D. Reservation for the use of the Church nursery must be made at the time of initial arrangements. Please indicate on the wedding form if nursery arrangements are needed. The payment of the nursery workers, is the responsibility of the wedding party.
- E. All reservations are forfeited if the necessary fees are not paid as required.

III. WEDDING FEES:

- A. See Appendix F
- B. The Sanctuary rental fee includes use for the rehearsal (1 hour maximum), the wedding (3 hour maximum), and the services of the wedding coordinator. The Social Hall rental fee includes use for the rehearsal dinner (when requested; 3 hour maximum) and the reception (4 hour maximum). Rental fees include all utilities for the respective buildings.

- C. The total fee is due at the time the date is confirmed. The fee is not refundable *less than four months* before the wedding date.
- D. The rental fee (not cleaning or sound engineer fees) is *waived* if the bride, groom or their respective parents are a member of Christ United Methodist Church.

IV. PASTOR: If the Bride and or Groom is a member of Christ United Methodist Church and wishes the Pastor to perform the ceremony, they will make the request at least 6 months prior to the wedding date. Pre-marital counseling of 6-8 hours (minimum) is required. At the couple's request, the Pastor of Christ UMC may extend an invite to other Christian Ministers to perform the couples wedding at Christ UMC. The Pastor will normally schedule at least three interviews with the couple. With the Pastor's approval, couples may invite other ministers of the Gospel to perform their wedding at the Church.

- A. The Pastoral fee for counseling and the wedding is \$600. This fee may be negotiated with the Pastor.

V. WEDDING COORDINATOR:

- A. A Wedding Coordinator, selected by the Church, will participate in all wedding arrangements.
- B. The wedding coordinator will oversee the rehearsal, the wedding, and any rehearsal dinner/reception held at the Church to assure compliance with Church policy even when an outside director is used. In the absence of a wedding director, the Wedding Coordinator may be asked to assist with arrangements for the wedding ceremony.
- C. The wedding coordinator will contact the bride no less than thirty (30) days in advance of the wedding.

VI. ALCOHOL AND SMOKING:

- A. In keeping with the traditions of The United Methodist Church, no alcoholic beverages in any form are allowed on Church property.
- B. Smoking is not allowed on church property.

VII. PHOTOGRAPHY:

- A. Care must be taken that recording the ceremony does not detract from the sanctity of the proceedings. **During the ceremony itself, flash photography is not allowed.** The wedding party may return to the Sanctuary after the ceremony for photographs.
- B. A video tape of the wedding may be made using a stationary non-flood lamp video camera. The camera must be used in an unobtrusive way so as not to detract from the ceremony and must be stationary during the wedding service. The placement of this camera will be as permitted by the Church Wedding Coordinator.
- C. The wedding party shall advise friends of the above policies concerning use of flash photography and video taping of the wedding.
- D. The photographer and/or videographer will be responsible for any damages caused by them or their equipment.

Note: If the above policies are not followed, the responsible individual's name will be removed from the Church's list of approved photographers-videographers.

VIII. DECORATING THE SANCTUARY:

- A. Because the wedding is a service of Christian worship, items that represent important parts of Christian faith and practice will not be removed from the sanctuary, or obscured by decorations. These include the Lord's Table, Baptismal font, pulpit, and wall cross. Nothing shall be placed on the Lord's Table except the Church candlesticks. The communion rail is not movable. None of the other furnishings in the Narthex or Sanctuary may be moved without the prior consent of the Church Wedding Coordinator. If furnishings are moved, it is the wedding party's responsibility to return these items to their original locations.
- B. Care should be taken to prevent damage or defacing of the Church furnishings. All decorations should be secured in such a way as to leave no mark when removed. No nails, tacks, or pins may be used in decorating, and only masking tape may be used to secure aisle cloths. Drip-less candles should be used in all candelabras.
- C. On the Lord's Table and pulpit, the Church has paraments that are the appropriate color for the season of the Church year. That color is always appropriate for weddings. If the couple prefers the white paraments for the service, they may request the Wedding Coordinator have them changed.
 - i. All decorations, flowers, etc., must be removed immediately following the ceremony, including all traces of wax or tape. (Some wedding parties may wish to donate some of their flowers for use during Church services. This should be arranged in advance with the Church Administrative Assistant.)
 - ii. Flower stands are available for floral arrangements.
 - iii. All live plants and/or flowers must have plastic drip guards.
 - iv. The florist will be responsible for any damages caused by their equipment.
 - v. If the above policies are not followed, the florist's name will be removed from the Church's list of approved florists.
 - vi. The florist selected should be familiar with general Church wedding procedures and as previously stated, must discuss in advance all floral arrangements with the Wedding Coordinator.
- D. Due to safety precautions, nothing may be thrown inside the building (rice, birdseed, etc.). Only birdseed and bubbles may be used outside the building.
- E. The wedding party will leave all areas of the Church property neat and clean.

IX. MUSIC:

- A. Music is an important part of Christian worship, especially of a wedding. The processional, recessional, and any music during the service itself should be in keeping with the worshipful character of the service. No secular music may be used.
- B. All music used before or during the ceremony must be approved in advance with the Director of Music Ministries. The couple is free to contract with musicians of their choice or the Church accompanist.
- C. The contracted musicians must set up an appointment with the CUMC Director of Music Ministries prior to the rehearsal to go over use of the organ or piano.

X. USE OF INSTRUMENTS:

- A. The piano and/organ may not be moved from their present locations.
- B. If damage or breakage occurs it should be reported to the Church office immediately.
- C. The Church provides a sound technician, therefore no members of the wedding party or family should attempt to make any adjustments to the current settings. The sound technician will make any necessary adjustments.

XI. REHEARSAL DINNER/WEDDING RECEPTION:

- A. Rehearsal dinners and wedding receptions may be held in the Fellowship Hall. The seating capacity of the Fellowship Hall is 200. All dinners/receptions, including clean up, must be completed by 9:00 p.m..
- B. Arrangements for the dinner/reception should be made when the wedding date is initially scheduled. The caterer or person(s) in charge will obtain advance approval of all arrangements from the Wedding Coordinator.
- C. The caterer is responsible for setting up and taking down tables and chairs for the dinner/reception. Church chairs and folding tables may be used during the dinner/reception.
- D. The caterer should furnish *all* necessary items for the reception including serving pieces, punch bowls, cups, ice, etc. Kitchen supplies, including paper products, are for Church use only.
- E. Food preparation for the dinner/reception is not allowed in the kitchen. Therefore, only warming of food items and set up are permitted.
- F. The caterer or person(s) in charge of the rehearsal dinner/reception is responsible to see the Church kitchen is left clean and/orderly. (see **Appendix E**)
- G. Caterers failing to conform to the above requirements will be removed from the Church's list of approved caterers.

SCHOOL PROGRAMS in the Sanctuary

- I. School Director must confirm date of said programs in staff meeting at least 3 weeks prior to the proposed program date.
- II. The movement of any items in the chancel area must be approved by the Pastor
- III. Teachers and/or students are not to move any items off the Lord's Table. If Items need to be rearranged, the School Director will contact the pastor.
- IV. All Sound equipment operators will be approved by the Church's Director of Music Ministries.

FUNERALS

- I. All funerals held in the Sanctuary of Christ UMC are to use the Church's pall for caskets or ossuaries.
- II. Pastor and full-time staff do not receive an honorarium. Musician and sound/media engineer may receive an honorarium.
- III. The chancel and pulpit furniture shall not be removed from the Church. The piano and/organ shall not be moved from their present location.

- IV.** Time shall be allowed for Sunday Worship to end and the people to leave the sanctuary before flowers are brought in for a funeral.

PERMANENT MEMORIALS

- I.** We encourage the practice of making a gift to some worthy memorial as an expression of sympathy to a bereaved family. Such memorials shall be recorded in the Memorial Book located in the office.
- II.** A Memorial Book shall be kept containing pages on which are placed the names of persons honored or memorialized with gifts to the Church, together with the names of the donors. The Memorial Secretary will be responsible for recording entries into the Memorial Book.
- III.** A card will be sent to the family by the Memorial Secretary stating that such a gift has been made.
- IV.** Notice of memorial gifts shall be published in the Church bulletin or newsletter.
- V.** Monetary gifts shall be used for purposes approved by the finance committee. Non-monetary gifts are addressed under the topic of **PROPERTY**, Section IV "Acceptance of Gifts to the Church" (P1-C4-3).

CHURCH LIBRARY

- I.** We are building a Church library containing books, audiovisual materials, and other needed materials for the Church.
- II.** The Faith Development Committee shall decide what books are to be placed in the Library.
- III.** The books are to be checked out by signing a card to be found in the back of each book. The Director of Christian Education, or someone designated shall check out the books.
- IV.** Persons are encouraged to give books or money for the purchasing of books in memory of, or in honor of someone.

APPENDICES

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Lay Leadership Nominations

Officer Nominated by the Nominations Committee:	Officer also serves ex officio:
Acolytes Coordinator	Worship Team
Attendance Coordinator	Evangelism/Hospitality Team
Bereavement Coordinator	Congregational Care Team
Children's Ministry Coordinator	Faith Development Team, Safe Sanctuary Com.
Church Council Chairperson	Executive & Finance Committees
Church Council Vice-Chairperson	Policy Committee Chair, Executive Com.
Congregational Care Team Captain	Church Council
Congregational Care Team Vice-Captain	
Epworth By The Sea Representative	Faith Development Team
Evangelism/Hospitality Team Captain	Church Council
Evangelism/Hospitality Team Vice-Captain	
Faith Development Team Captain	Church Council
Faith Development Team Vice-Captain	
Family Ministries Coordinator	Faith Development Team
Finance, Committee on – Chairperson	Church Council, Policy Committee
Finance, Committee on – Class of YEAR A (1)	
Finance, Committee on – Class of YEAR B (1)	
Finance, Committee on – Class of YEAR C (1)	
Finance, Committee on – Vice-Chairperson	
Financial Audit Team – Captain	Church Council
Financial Audit Team – Vice-Captain	
Financial Audit Team Class of YEAR A (1)	
Financial Audit Team Class of YEAR B (1)	
Financial Audit Team Class of YEAR C (1)	
Funeral Coordinator	Worship Team
Greeter Coordinator	Worship Team
Kitchen Coordinator	Congregational Care Team
Lay Leader	Ch. Council, Executive, Policy, SPRC, Nominations,
Lay Member of Annual Conference (Delegate)	Church Council, Finance Committee, SPRC
Magnolia Manor Representative	Missions & Service Team
Marketing/Communication Coordinator	Evangelism & Hospitality Team
Membership Secretary	Committee On Records & History
Memorial Secretary	Committee On Records & History
Methodist Children's Home Representative	Missions & Service Team
Missions & Service Team Captain	Church Council
Missions & Service Team Class of YEAR A (1)	
Missions & Service Team Class of YEAR B (1)	
Missions & Service Team Class of YEAR C (1)	
Missions & Service Team Vice-Captain	
Nominations & Leadership Dev. – Class of YEAR A (3)	
Nominations & Leadership Dev. – Class of YEAR A (3)	
Nominations & Leadership Dev. – Class of YEAR A (3)	
Nursery Coordinator	Faith Development Team
Prime Timers Coordinator	Faith Development Team
Recording Secretary	Church Council, Records & History Committee
Records & History, Committee on – Chair	
Records & History, Committee on – Vice-Chair	
Safe Sanctuary Chair	Faith Development Team

Lay Leadership Nominations Continued

Officer Nominated by the Nominations Committee:	Officer also serves ex officio:
School Board Chair	Church Council, Policy, Finance
School Board Class of June YEAR A (3)	
School Board Class of June YEAR B (3)	
School Board Class of June YEAR C (3)	
School Board Vice-Chair	
Scouting Coordinator	Faith Development Team
Staff-Parish Relations, Committee on – Chair	Church Council, Policy, Finance, Safe Sanctuary
Staff-Parish Relations, Committee on – Secretary	
Staff-Parish Relations, Committee on – Vice-Chair	
Staff-Parish Relations, Committee on – YEAR A (3)	
Staff-Parish Relations, Committee on – YEAR B (3)	
Staff-Parish Relations, Committee on – YEAR C (3)	
Stewards of the Week Coordinator	Congregational Care Team
Stewardship Team Captain	Church Council, Finance Committee
Stewardship Team Class of YEAR A (2 officers)	
Stewardship Team Class of YEAR B (2 officers)	
Stewardship Team Class of YEAR C (2 officers)	
Stewardship Team Vice-Captain	
Sunday School Secretary	Faith Development Team
Technology Coordinator	Evangelism/Hospitality Team
Transportation Committee Chairperson	Board of Trustees (non-voting)
Transportation Committee Vice-Chairperson	
Treasurer	Church Council, Finance Committee
Trustees, Board of – Chair (<i>Trustees Elect</i>)	Church Council, Policy Committee
Trustees, Board of – Class of YEAR A (3 officers)	
Trustees, Board of – Class of YEAR B (3 officers)	
Trustees, Board of – Class of YEAR C (3 officers)	
Trustees, Board of – Secretary (<i>Trustees Elect</i>)	
Trustees, Board of – Vice-Chair (<i>Trustees Elect</i>)	
United Methodist Men Pres. (<i>elected within unit</i>)	Church Council, Faith Development Team
United Methodist Women Pres. (<i>elected within unit</i>)	Church Council, Faith Development Team
Unwillingly Absent Coordinator	Congregational Care Team
Usher Coordinator	Worship Team
Visitor Coordinator	Evangelism/Hospitality Team
Wedding Coordinator	Worship Team
Wesley Glen Representative	Missions & Service Team
Worship Team Captain	Church Council
Worship Team Vice-Captain	
Young Adult Coordinator	Faith Development Team
Young Adult Member of Church Council	
Youth Member of Church Council	
Youth Ministry Coordinator	Faith Development Team, Safe Sanctuary
Young Adult Coordinator	Faith Development Team
Young Adult Member of Church Council	may be on SPRC
Youth Member of Church Council	Policy Committee
Youth Ministry Coordinator	Faith Development Team, Safe Sanctuary

**Christ United Methodist Church
Facility Request Form**

Welcome to our Church home. We are glad to have you as part of our family. As we strive to keep the facilities at Christ United Methodist Church in good repair, we ask you, our extended family, to assist in this effort. As you complete this Church/room usage form, we ask that you remember to treat it first as part of God's house and then as you would expect your own home to be treated. Please provide our Church office with the following information for your group's activities. A separate form for each room, day of the week, etc. you are requesting is needed.

NAME OF GROUP: _____
ROOM USED LAST YEAR: _____
DAY OF WEEK: _____ **TIME:** _____ **NUMBER OF MEMBERS LAST YEAR:** _____
ROOM REQUESTED: _____
TYPE OF ACTIVITY: _____ **NUMBER OF MEMBERS THIS YEAR:** _____
REQUESTED MEETING DAY: _____ **TIME:** _____

I understand that if I no longer need the room requested, I will notify the Church office immediately and return any keys. I also understand that there may be times during the year that I am asked to give up the use of the room for a Church activity.

It is further understood that I accept responsibility for the actions and behavior of the group I represent.

Printed Name of Group Leader: _____
Mailing/Address: _____ **City/Zip** _____
Telephone: Home _____ **Work** _____
Email Address: _____
Assistant Group Leader (or contact person) _____
Mailing/Address: _____ **City/Zip** _____
Telephone: Home _____ **Work** _____
Email Address: _____

GENERAL NOTES OF BUILDING USAGE: Use of the Fellowship Hall does not mean you have general access to other rooms or the kitchen facilities. The kitchen will be used on specific request and may involve a fee. Use of the other rooms in the Hall must be requested and permission obtained prior to using. The Education Building rooms are set up as children's classrooms. If a room in the Education Building is requested and used, the room **MUST** be left in the condition you find it. Please do not allow children in your group to touch, move, or play with items in the room. Failure to comply with this could result in being denied future use of the room. The use of the Administration Building is strictly limited to activities of Christ United Methodist Church. The Sanctuary may be used for ceremonies, special meetings, or with special permission. Please remember that **NO FOOD OR DRINKS ARE PERMITTED IN THE SANCTUARY.** Thank you for understanding our efforts in attempting to maintain our Church buildings. We will strive to continue to make improvements and to give our best to God's house. We appreciate your willingness to work with us. We always welcome your suggestions and ask that you please call the Church office should a problem arise (478-922-0211).

With God's Blessings, Christ United Board of Trustees,

HOLD HARMLESS AGREEMENT: In consideration of Christ United Methodist Church and Christ School allowing my group/family/organization _____ to use the facility owned and managed by the church, I hereby, release and agree to indemnify and hold harmless Christ United Methodist Church from any and all injuries, accidents, upsets, losses, actions for negligence or wrongful death as might arise growing out of the use of these facilities or presence on the property as to the group/family/organization named above and any children, spouses, invitees, other family members, or guests. In so doing, I acknowledge that accidents happen and that the parties herein being released and held harmless cannot reasonably be held responsible for events that might arise from the use of these facilities or presence thereon.

I state that I have full authority to execute this release by law for the above group/family/organization.

Signature of Group Leader/Responsible Party: _____

Signature of Church Representative: _____ Date: _____

Amount Due: _____ Date Collected: _____ Area(s) approved for use: _____

**Christ United Methodist Church
SINGLE USE REQUEST FORM**

It is the policy of Christ United Methodist Church to allow reputable community groups use of our facilities as space and schedule allow. Under normal circumstance, only the Fellowship Hall will be available for outside use. Except for worship services (weddings, funerals, etc.) our Sanctuary is not open for use by any organization. As you complete this Church/room usage form, we ask that you remember to treat it first as part of God's house and then as you would expect your own home to be treated. Please provide our Church office with the following information for your group's activities.

Due to constantly rising maintenance and utilities costs, the following charges are applied for use of the Church facility and are set annually by the Board of Trustees (See Appendix E):

FELLOWSHIP HALL, KITCHEN*, PAVILION, and SPORTS FIELDS

*Use of the kitchen is not encouraged for reasons of safety and cleanliness. Agreement to use the kitchen does not include use of Church supplies (paper products, etc.).

NAME OF GROUP/ TYPE OF ACTIVITY: _____

RESERVATION DATE: _____ **TIME:** _____ **NUMBER IN GROUP:** _____

Even though CUMC will make every effort to avoid conflict of schedule, please understand that Church related activities will have priority. Should the Church have to cancel a reservation, we will do so at the earliest possible date and any fees paid will be refunded. Should your requirements change, we ask that you notify the Church office immediately.

It is understood that I accept responsibility for the actions and behavior of the group I represent.

Printed Name of Group Leader/Responsible Party: _____

Mailing Address: _____ **City/Zip** _____

Telephone: Home/Work/Cell _____

Alternate contact: _____

Telephone: Home/Work/Cell _____

GENERAL NOTES OF BUILDING USAGE: Use of the Fellowship Hall and/or restrooms does not mean you have general access to other rooms or the kitchen facilities. The kitchen will be used on specific request and may involve a fee. Use of the other rooms in the Hall must be requested and permission obtained prior to using. Failure to comply with this could result in being denied future use of the room. The use of the Administration Building is strictly limited to activities of Christ United Methodist Church. The Sanctuary may be used for ceremonies, special meetings, or with special permission. Please remember that **NO FOOD OR DRINKS ARE PERMITTED IN THE SANCTUARY.** Thank you for understanding our efforts in attempting to maintain our Church buildings. We will strive to continue to make improvements and to give our best to God's house. We appreciate your willingness to work with us. We always welcome your suggestions and ask that you please call the Church office should a problem arise (478-922-0211).

With God's Blessings,
Board of Trustees, Christ United Methodist Church

HOLD HARMLESS AGREEMENT: In consideration of Christ United Methodist Church and Christ School allowing my group/family/organization _____ to use the facility owned and managed by the church, I hereby, release and agree to indemnify and hold harmless Christ United Methodist Church from any and all injuries, accidents, upsets, losses, actions for negligence or wrongful death as might arise growing out of the use of these facilities or presence on the property as to the group/family/organization named above and any children, spouses, invitees, other family members, or guests. In so doing, I acknowledge that accidents happen and that the parties herein being released and held harmless cannot reasonably be held responsible for events that might arise from the use of these facilities or presence thereon.

Istate that I have full authority to execute this release by law for the above group/family/organization.

Signature of Group Leader/Responsible Party: _____

Signature of Church Representative: _____ Date: _____

Amount Due: _____ Date Collected: _____

Area(s) approved for use: _____

ALL USERS OF THE CUMC FELLOWSHIP HALL

Christ United Methodist Church, Warner Robins, wants to maintain our open door policy with our Church sponsored groups and with our community. In an effort to maintain the Fellowship Hall in a manner that is acceptable to the many events held here, the following is respectfully requested:

RESPECT THE HALL AS PART OF GOD'S HOUSE

A little concern and caution in use will go far in maintaining the condition of the property. Do not allow members of your group to abuse the building or the furnishings. And remember, the hall is not a gym; activity games are to be conducted outside.

No tape, thumb tacks, putty, nail holes or command strips will be put on or in the walls of the fellowship hall including hallways. If banners, posters or decorations are required prior approval must be obtained from the trustee chairman or designated representative.

Do not move piano, except as absolutely necessary. Do not let members of your group 'play with' the piano. Only your pianist, when required, should be using the instrument. These simple considerations help us keep the instrument tuned.

The Fellowship Hall is not a storage room. Do not leave props, supplies or other materials in the hall. Materials left will be disposed of without questions.

Chairs and tables must be returned to their storage locations by the users. The custodian is not responsible for the setup or breakdown of tables and chairs. Long tables and chairs are stacked on their rolling carts and put in the storage closet across the hallway. Round tables are also stored in the closet across the hallway. Please exercise care in handling the furniture.

The thermostat in the Fellowship Hall is on a timer. You cannot, and should not, try to adjust it.

Your request for use covers a specific area of our facilities. This does not constitute 'free range' of the building(s). Please confine your activities to the area(s) reserved.

Permission for use of the Fellowship Hall does not include access to the kitchen. That should be a separate and specific request. Our Church office can provide you the requirements for use of the kitchen facilities. Safety and cleanliness are the key considerations here.

When you leave, please be sure all lights are out and all doors are locked.

As an adult leader, you are responsible for the conduct of the youth or children in your group. Children should never be in any part of any building without supervision. **Never, never leave a child alone at the Church 'waiting on a parent'.**

Please report any abuse or problems you may find to the Church office at 478-922-0211; there is 24 hour voicemail. We strive to keep our Church in a well-maintained condition. Costs of maintenance and utilities continue to rise. You can help us keep the hall open to be enjoyed by many groups. We all need to do our share. Consider leaving the facility in a little better condition than you found when you arrived.

Thank you and God's blessings on your activities
Board of Trustees, Christ United Methodist Church

ALL USERS OF THE CUMC KITCHEN

Use of the kitchen facilities is a privilege. Safety and Cleanliness are the key factors. Abuse of this privilege, in any form, will result in your use of the kitchen being denied. We hope that you have found the kitchen clean and in good order. We ask that when you have finished you leave the kitchen clean. Remember, the health and safety of all who use the kitchen depend on YOUR treatment of the facility.

Please carefully observe the following:

- If you have used the stove, assure that it has been cleaned and that no spilled food is on the surfaces or around burners.
- Check, and double check, to assure that all burner units and both ovens are completely turned off. If, during use, you detect any problems that could become dangerous, all units should be immediately turned off and call 929-1903 (city - gas leak).

Normal clean up should include:

- Do not put food waste in any of the sinks drains except in the disposal.
- Make sure disposal is run and left empty when cleanup is finished. Remember only “soft” biodegradable waste goes into the disposal.
- Wipe down all countertops and sinks. If spills have occurred inside a cabinet, clean it up.
- If you have put coffee supplies out (creamer/sugar), do not set open containers in the cabinets. If the items are clean and can be returned to the original containers, then do so. Otherwise, throw it out. Remember in preparation that you can add more if you run out; if you have to throw it out, it is wasted.

LEFTOVERS: Because of problems with ants and insect control, we ask that you be very particular about leftover foods. Leave NO PREPARED FOOD in the cabinets. Leftovers can be left in the refrigerator only if there is planned use for the foods within twenty-four hours, i.e., youth using leftover from a Sunday lunch. Items that do warrant saving should be in an airtight/sealed container. Before it is put away, be sure the outside is clean. (Examples: catsup, syrup, sugar, etc.)

PAPER PRODUCTS: Agreement for use of the kitchen does not include use of the paper products provided by the Church. You are expected to provide your own, even if you have paid an additional fee to use the kitchen. These products are for use by Church organizations only (this does not include Church sponsored organizations, scouts, etc.)

UTENSILS: If you have used any of the Church’s utensils (pots, pans, silverware, etc.), please make sure they are clean and returned to their proper place.

TRASH: Do not leave any trash in any container (kitchen or fellowship hall). AT NO TIME ARE DIAPERS TO BE DISPOSED OF IN THE KITCHEN - NOT EVEN TEMPORARILY. Take them immediately outside to the dumpster. Trash bags are provided and will be stored under the sink. When all clean-up is complete, put a clean trash bag in each container. Take all full trash bags to the dumpster in the back of the parking lot. Do not leave any trash in the containers. If anything has been spilled on the floor, please make sure it is thoroughly cleaned up.

WHEN YOU ARE FINISHED:

- As a safety measure, again check the gas range making sure all units are turned completely off.
- Close the folding doors at the pass-through-
- If you have used ice from the machine, make sure it is completely shut.
- Leave the kitchen with the lights out and both doors closed
- Ensure fans on the walls are turned off

Thank you for utilizing the kitchen as you would your own and leaving it clean.

CHRIST UNITED METHODIST CHURCH BOARD OF TRUSTEES

REGULATIONS ON USE OF THE KITCHEN

- I. A Kitchen Committee appointed by the Church Council shall be in charge of the kitchen. The Church office is to be furnished a current list of the Committee members.
- II. Kitchen equipment may not be borrowed except as provided for in these regulations or on decision of a majority of the Kitchen Committee. Taking kitchen equipment from the Church by an authorized user to bring food back to the Church is not considered borrowing.
- III. When food is served, the kitchen equipment shall be left clean and in proper order.
- IV. If any equipment is broken or does not work properly, notify the office immediately (478-922-0211); there is 24 hour voicemail. Also, put a sign on the malfunctioning equipment.
- V. These regulations shall be posted in the Church kitchen.

FEE SCHEDULES:

Rental fees are waived for members of Christ United Methodist Church; cleaning fee and/or sound engineer fee must still be paid.

I. WEDDING OR DINNER OR PARTY:

1. **Sanctuary:** A \$400 rental fee (maximum 1 hour for the rehearsal and 3 hours for the wedding; includes decorating/set-up), plus a \$75 cleaning fee and a \$100 sound engineer fee (includes rehearsal and wedding), applies for weddings.
 - a. This cleaning fee assures the cleaning of the facilities after the wedding. Before the wedding, the facilities receive their usual weekly cleaning.
2. **Fellowship Hall:** A \$200 rental fee, plus a \$75 cleaning fee, applies to rehearsal dinner (maximum 2 hours; includes decorating/set-up), reception, or other use (maximum 4 hours total).
 - a. When custodial cleaning is requested and the activity goes past 9PM, additional compensation for the custodian will be paid from the deposit.
3. **Refundable Deposit:** A \$200 deposit is to be paid to ensure that no damage has occurred and if the custodial cleaning has not been requested, that the facility is in order for Sunday morning. Deposit will be refunded if the hall is in order. Deposit will be refunded if the hall is in order and the duration of the event has not exceeded the maximum time frame allowed.
4. Additional usage time is available at \$50 per 30 minutes.
5. Payment of all fees will only be accepted in the following forms: cash, credit/debit card, or money order. Fees may be split in half, but must be paid in full no later than 2 weeks prior to the event.

II. BUS/VAN USAGE:

1. **Bus usage:** one dollar and fifty cents (\$1.50) per mile, which includes gas.
2. **Van usage:** forty cents (\$.40) per mile, plus gas.

The above may be changed at the discretion of the Trustee's at any time. Non-CUMC related organizations will be charged at the discretion of the Transportation and/or Trustee Chair.

3. **Trailer:** used with the approval of the Transportation or Trustee Chair.

Note: To schedule the bus and van, call the CUMC office and the Administrative Assistant will give you the phone number of the Transportation scheduler.

III. Pavilion:

1. No charge for Church/School related activities.
2. This fee is waived for all church members.
3. Non-Church members who are not school staff will pay \$100.

IV. Athletic Field:

1. No charges at this time.

**CHRIST UNITED METHODIST CHURCH
ATHLETIC FIELD RULES & HOLD HARMLESS AGREEMENT**

Rules for Field Use:

1. Remove all trash on and around field after each use.
2. Report any Vandalism to the CUMC office IMMEDIATELY (478-922-0211).
3. NO climbing on fences
4. NO soft toss against fences
5. Do NOT use the church parking lot. Use the Rigby drive cul-de-sac for parking
6. Sign the "Hold Harmless Agreement" below.

Field Maintenance: To be done after each use by anyone who may use the field

1. Remove Bases and install base post covers (to prevent posts from being filled with dirt).
2. Fill and pack all holes and trenches around bases and pitcher's mound.
3. Level the infield by hand rake or motorized field drag.
4. Hand rake areas close to fences that are not accessible with motorized drag.

Failure to comply with above requirements may result in termination of your field privileges, and you may be required to pay civil damages.

Hold Harmless Agreement:

In consideration of United Methodist Church and Christ School allowing my child _____ whose date of birth is _____ to use the athletic field owned and managed by the church and the school, I hereby, release and agree to indemnify and hold harmless Christ United Methodist Church and Christ School from any and all injuries, accidents, upsets, losses, actions for negligence or wrongful death as might arise growing out of the use of these facilities or presence on the property as to the child named above and my children, spouse, invitee, other family member, or guest. In so doing I acknowledge that sports or other activities are inherently dangerous and that the parties herein being released and held harmless cannot reasonably be held responsible for events that might arise from the use of these facilities or presence thereon.

In the execution of this release I state that the child for whom this release is executed is either my child or that I have legal custody or guardianship of him or her and that I have full authority to execute this release by law.

Name _____ Address _____ Phone # _____

Signature _____

Date _____

Witness _____

Signature _____

CHRIST UNITED METHODIST CHURCH WEDDING RESERVATION REQUEST

WEDDING OF:

Bride _____

Groom _____

Bride's Address _____

Home/Work Phone _____

Groom's Address _____

Home/Work Phone _____

Address After Wedding _____

DATE OF WEDDING _____ **TIME** _____

Rehearsal Date _____ Time _____

Place of Reception _____

Time of Reception _____

If reception is at Christ Church, what time will you be setting up for the reception? _____

Will you need the Social Hall the night before to set-up? Yes/No If yes, what time? _____

Will you need the kitchen? Yes/No If yes, what time? _____ Dates _____

Name of caterer if reception is at Christ Church _____

Phone: _____ Address _____

___ Yes, we will need the sound engineer.

___ We would like to use the nursery facilities, please have the coordinator call.

Parents of Bride: _____

Step-parents of Bride: _____

Parents of Groom: _____

Step-parents of Groom: _____

Grandparents of Bride: _____

Step-grandparents of Bride: _____

Grandparents of Groom: _____

Step-grandparents of Groom: _____

Officiating Minister: _____

Officiating Minister's Church Address & Phone Number (if not CUMC Minister):

Maid of Honor: _____ Best Man: _____

Bridesmaids: _____ Groomsmen: _____

_____	_____
_____	_____
_____	_____
_____	_____

Ring Bearer: _____ Flower Girl: _____

Who will give the Bride away? _____

Soloist: _____ Phone: _____

Organist: _____ Phone: _____

Pianist: _____ Phone: _____

Other Musicians: _____ Phone: _____

Musical Selections:

- | | |
|----------|-----------------------------|
| 1. _____ | When used in service: _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |

Florist: _____ Phone: _____

Address: _____

Photographer: _____ Phone: _____

Address: _____

Altar Guild Contact person _____

Signature of Church Representative: _____ Date: _____

Amount Due: _____ Date Collected: _____

Area(s) approved for use: _____

McNeal Agency Inc.
1717 Russell Pkwy
PO Box 3666
Warner Robins, GA 31095-6009

May 19, 2015

CHRIST UNITED METHODIST CHURCH
511 RUSSELL PKWY
WARNER ROBINS GA 31088-6172
Policy Number: S 2113672

Dear Insured:

Enclosed please find your auto renewal policy, invoice and vehicle ID card(s). Review your policy carefully to ensure the information is correct and the coverage is appropriate for your needs. If you have questions, please don't hesitate to contact your agent. Also enclosed is a drivers list that must be updated each year. We will also accept a copy of the driver's license for each driver in lieu of completing the form. Please keep in mind the following with regard to driver eligibility.

- No more than 8 drivers should be submitted per vehicle. Additional driver(s) are permitted if the Church provides the motor vehicle record(s) (MVR). More information regarding MVRS can be found on our website (www.smcins.com).
- All drivers should be between the ages of 25 and 65. Exceptions are made for drivers 66 to 74 in good health as long as we receive a physician's statement. Exceptions are made for drivers 21 to 24 if they are a staff-member or summer intern.
- Drivers with adverse driving records are not eligible. We will notify you if any drivers need to be removed from the list due to their driving record. For safety reasons, we ask that each vehicle be inspected by a certified mechanic every three years. If the vehicle inspection form is included, have your mechanic inspect the vehicle and complete the form. If a form is not included, an inspection is not required at this time. Please forward all completed forms within 30 days of receipt.

Sincerely,

November 2015

SAFE SANCTUARY COMMITTEE

SAFE SANCTUARY COMMITTEE

1. The Safe Sanctuary Committee will consist of the following: Senior Pastor, Church Council Vice Chair, Director of Christian Education Safe Sanctuary Chair, Staff-Parish Relations Committee Chair, Trustees Chair, Pre-school Representative, Children's Ministry Chair, Youth Ministry Chair, Music Ministry Director, Recreation Ministry Representative and two (2) At-Large Members. The At-Large Members will be appointed by the Lay Leadership Committee.
2. The Safe Sanctuary Committee will review the Safe Sanctuaries Policy on at least an annual basis. Anyone may suggest revisions to the policy by contacting a member of the committee.

Updated fall 2014

Angie Sammons

Renee Elliot

Elisa Reece

Pastor Dr. Matt Stewart

Safe Sanctuary
SAFE SANCTUARY PROGRAM
CHRIST UNITED METHODIST CHURCH

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Safe Sanctuary Policy for All Church, Conference and District Events

Christ United Methodist Church Effective December 1, 2008 – Adopted October 1, 2008 Revised August 22, 2010

CHILD ABUSE PREVENTION POLICY

Purpose

The Child Abuse Prevention Policy and accompanying procedures are to demonstrate our total and unwavering commitment to the physical, emotional and spiritual safety of all the children and youth God has entrusted to our care.

The General Conference of The United Methodist Church, in April 2000, adopted a resolution aimed at eliminating any potential for child sexual abuse in the Church. The adopted resolution includes the following statement:

Jesus said, "Whoever welcomes a child welcomes me." (Matthew 18:5). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the Church and in the realm of God.

Jesus also said, "If any of you put a stumbling block before one of these little ones..., it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea." (Matthew 18:6) Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The Social Principles of The United Methodist Church state that "...children must be protected from economic, physical and sexual exploitation and abuse."

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation and ritual abuse occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation in their churches. Virtually every congregation has among its members adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong. (From *The Book of Resolutions of The United Methodist Church*. ¶ 342.3 (Page 507-511))

Thus, in covenant with all United Methodist congregations, Christ United Methodist Church adopts this policy for the prevention of child abuse in our Church.

Covenant Statement

Christ United Methodist Church hereby pledges to conduct the ministry of Jesus Christ in ways that assure the physical and emotional safety and spiritual growth of all of our children and youth as well as all of our workers with children and youth. We will follow reasonable safety measures when selecting and recruiting workers; we will implement prudent operational procedures in all areas of programming and care; we will train our workers with children and youth on our procedures and policies; and we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of Georgia law.

Conclusion

In all of our ministries with children and youth, this congregation is committed to demonstrating the love of Jesus Christ so that each child and youth will be "surrounded by steadfast love...established in the faith and confirmed and strengthened in the way that leads to life eternal." (Baptismal Covenant II *United Methodist Hymnal*, p. 44).

SAFE SANCTUARY PROGRAM
CHRIST UNITED METHODIST CHURCH

DEFINITIONS OF ABUSE

Verbal Abuse- Any verbal act that humiliates degrades or threatens any child or youth.

Ritual Abuse- refers to abusive acts committed as part of ceremonies or rites; ritual abusers are often related to cults, or pretend to be.

Physical Abuse – Any act of omission or an act that endangers a person’s physical or mental health. In the case of child or youth physical abuse, this definition includes any intentional physical injury caused by the individual’s caretaker. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual’s age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to physical health of a child or youth.

Sexual Abuse – Child or youth sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. This includes, but is not limited to:

- incest,
- rape,
- prostitution,
- romantic involvement with any participant,
- any sexual intercourse, or sexual conduct with, or fondling of an individual enrolled as a child or youth in sponsored activities of this Church,
- sexualized behavior that communicates sexual interest and/or content.

Examples are not limited to: displaying sexually suggestive visual materials, making sexual comments or innuendo about one’s own or another person’s body, touching another person’s body, hair or clothing, touching or rubbing oneself in the presence of another person, kissing, and sexual intercourse.

Sexual abuse within the ministerial relationship occurs when a person within a ministerial role of leadership (Pastor, educator, counselor, youth leader, or other position of leadership) engages in sexual contact or sexualized behavior with a congregant, client, employee, student, staff member, co-worker, or volunteer.

Sexual harassment is any unwanted sexual advance or demand, either verbal or physical that is reasonably perceived by the recipient as demeaning, intimidating, or coercive. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment or intimidating or coercive behavior that threatens or results in a tangible employment action (*The Book of Discipline* 2000 ¶ 161I).

Gender harassment is behavior that is harassing in nature against a woman because she is a woman and against a man because he is a man.

Other Definitions

Adult – An adult is a person of 18 years of age or older.

Child – A child is a person of less than 18 years of age or an adult with diminished capacity.

Responsible Adult – An adult who is responsible for the care of children and youth at a Church sponsored event.

Senior Pastor – The most senior clergy at a Church sponsored event.

Supplemental Restraint – Under Georgia law, a child must remain in a child safety seat or booster seat appropriate for their height and weight until they reach the age of 6. At age six, they can be restrained in a safety belt alone. They must also only remain in the backseat until the age of 6. However, it is strongly recommended that children remain in a booster seat until the safety belt fits them correctly across the lap/upper thigh and collar bone.

Unattended Child – A child that not is in the direct line of sight at all times of the parent/guardian or their designated attendee.

Volunteer – An Adult who has completed the volunteer application process and has been approved for service.

SAFE SANCTUARY PROGRAM
CHRIST UNITED METHODIST CHURCH

SELECTION AND SCREENING OF VOLUNTEERS AND STAFF:

1.0 Volunteer and Staff Screening Procedures

A. All volunteers and staff for child and youth activities must satisfactorily meet the requirements set forth in this Safe Sanctuary Plan.

B. Requirements (Volunteers)

1. Application

Prior to consideration for a position, any volunteer candidate who may be assigned to work with children, youth or developmentally disabled adults shall complete and return a CUMC Volunteer Application (Appendix K) and a CUMC Background Check Consent Form (Appendix L) which includes an Authorization and Request for Criminal Records Check. Volunteers must be approved for service by an ordained clergy member and the Safe Sanctuary Chair.

2. Background Check

A Background Check will be conducted by a CUMC-selected contact agency and will include at least a Nationwide Sex Offender Records check, a Nationwide Criminal Database check, a Houston County Criminal Database check, and a Residency History check. Criminal records from other counties will also be checked if the person has lived outside of Houston County during the last five years. The Volunteer Application and results of the Background Check shall be carefully reviewed by the Safe Sanctuary Review Team. If the applicant appears to be appropriate for the ministry work, references may be checked to confirm the information provided on the application. Should the Safe Sanctuaries Review Team have sufficient reason to believe that an applicant poses a threat to children, youth or developmentally disabled adults, and/or the applicant has any prior history of physical or sexual abuse directed against another person, then such applicant shall be immediately removed from consideration for assignment as a CUMC Volunteer.

Note: Background checks will only be viewed by ordained clergy on the Church staff and will be maintained confidentially.

3. Training

Prior to beginning work as a volunteer, the applicant must complete Safe Sanctuary training as designated by the appropriate Church Staff member or designee. Upon completing this training, the applicant will be required to sign a Covenant Statement (Appendix N). Volunteers must complete an initial training session and refresher training annually as specified in Section 8.

4. Follow-up

Volunteer applications will be updated every two years. Volunteers are encouraged to update their application more frequently as changes occur.

C. Requirements (Staff)

1. All persons applying for an employee position with children, youth or developmentally disabled adults will submit a CUMC Employee Application which includes an Authorization and Request for Criminal Records Check regardless of position being considered. The Application shall be carefully reviewed by the Pastor-Parish Relations Committee and/or appropriate Church staff members to determine the applicant's qualifications.

2. If the applicant appears to be qualified and appropriate for further consideration, references may be checked to confirm the information provided on the application.
 3. If the applicant appears to be qualified and appropriate for further consideration, A Background Check will be conducted by a CUMC-selected contact agency and will include at least a Nationwide Sex Offender Records check, a Nationwide Criminal Database check, a Houston County Criminal Database check, and a Residency History check. Criminal records from other counties will be checked if the person has lived outside of Houston County during the last five years. The results of the Background Check shall be carefully reviewed by the SPRC and/or appropriate Church staff members.
 4. Should the SPRC and/or appropriate Church staff members have sufficient reason to believe that an applicant poses a threat to children, youth or developmentally disabled adults, and/or the applicant has any prior history of physical or sexual abuse directed against another person, then such applicant shall be immediately removed from consideration for employment.
 5. Prior to beginning employment, the new employee must complete an appropriate Safe Sanctuary Training as directed by the Senior Pastor or designee. Upon completing this review, the new employee must sign a Covenant Statement (Appendix N).
- D. All completed forms and background check materials are considered "Confidential Materials" and will be maintained in a locked file cabinet by the Safe Sanctuary Chair. Access to these materials will be granted by said Administrator. A copy of the results will be furnished to the applicant upon request.
- E. Church Staff Members, employees, and volunteers working in any capacity with children, youth or developmentally disabled adults at CUMC shall update their initial application information every five years. All employees and volunteers shall also submit to a new criminal background check every five years. The Safe Sanctuary Chair is charged with the responsibility of ensuring this task is accomplished during the first month of each year.

2.0 Participant Number Requirements

- A. The purpose of this procedure is to ensure children are not left alone with one adult and/or adults are not left alone with one child for an extended period of time.
- B. Adult Requirements - All reasonable efforts should be made to ensure that two adults will be present at all times during any church sponsored program, event or ministry involving children. One adult must be present at all times and must be at least five (5) years older than the oldest child in the activity.
- C. Roving Adult - At times when multiple groups of children are present, one of the two responsible adults may be a rover, if necessary. This rover is a responsible adult who regularly moves in and out of each child's group staffed by one adult during each activity period.
- D. Minimum Child Requirements - In the event that only one child is present for a church sponsored event, every effort will be made to combine with another activity or contact the parents/guardian. Exception: CUMC School Teacher Ratio (1 teacher per classroom with Roving Adult)

3.0 Window-in-Door Policy

- A. The purpose of this procedure is to ensure that children are visible at all times from a location outside of the room in which a Church related activity is taking place.
- B. Each room that can accommodate children's activity will have a door with a window in it or a half-door.

- C. At any counseling session with children, youth, or adults with diminished capacity, at least one of the participants (counseled or counselor) must remain visible from outside the room throughout the entire session.

4.0 Advance Notice to Parents Requirements

- A. The purpose of this procedure is to ensure that parents/guardians have adequate notice when children, youth, or adults with diminished capacity may be participating in an activity where they will leave their children under the responsibility of another adult.
- B. A basic rule for ministry with children, youth, or adults with diminished capacity, is to always give the parents/guardians advance notice and full information regarding the event(s) in which children will be participating. Advance notice means communicating schedules to the Church office by publication deadline of the bulletin/newsletter. Responsible adult leaders are encouraged to make all reasonable efforts to contact each individual participant of emergency schedule changes.
- C. In situations such as confirmation where it is known a child will be alone with an adult, parents must give written permission for their child's participation.

5.0 Transportation Procedure

- A. The purpose of this procedure is to outline/ensure safe transport of children to and from off-site Church related activities.
- B. Church Owned/Rented Transportation - All Church activities that use the Church Bus, Van or a rented vehicle must comply with the current Bus/Van Procedure and all applicable state statutes. All vehicle operators must be 25 years old or older.
- C. The driver of a non-Church owned/rented vehicle assumes all responsibilities to insure the safety of all passengers. Drivers who volunteer to drive for scheduled Church activities involving children, youth or developmentally disabled adults will be designated by the appropriate Church Staff leader. Persons who volunteer to drive vehicles for such activities must complete an Auto Safety Form prior to departure. This form will be maintained by the Safe Sanctuary Chair as described above. Drivers must be twenty-one (21) years of age, be insured, have the appropriate number of seat belts, and have a valid driver's license.

6.0 Restroom Procedures

- A. The purpose of this section is to protect children and the adults who work with them during the use of the restrooms. The Church recognizes that use of the restroom is the most vulnerable situation and that this time is when children are at most risk of potential abuse and adults who work with children are most at risk of being falsely accused of abuse.
- B. During organized Church events the responsible adults are encouraged to ensure that preschool aged children do not attend the restroom unaccompanied. Parents and guardians are encouraged to have children use the restroom with parental supervision prior to the start of the activity.
- C. Parents and guardians are encouraged to have elementary aged children remain in the sanctuary during the service, unless accompanied by an adult.
- D. In order to provide a secure restroom environment, parents, guardians and responsible adults should encourage a child not to use the restroom unaccompanied.

7.0 Behavior

- A. The purpose of this section is to ensure adults should model Christ-like behavior to help children feel confident and secure.
- B. Adults are reminded to maintain a positive manner and a quiet voice; strive to make each child feel he/she is a gift of God; encourage each child to know and grow in Jesus Christ; and, compliment children on their good behavior and handle misbehavior promptly and in a positive manner.

8.0 Training Procedure

- A. The purpose of this section is to set minimum levels of training for the Church staff members, employees, and volunteers to insure at minimum an understanding of Church Safe Sanctuary procedures.
- B. Volunteers who organize and/or lead a Church sponsored activity-involving children and our youth must be knowledgeable with Church Safe Sanctuary procedures and work to ensure these procedures are followed and will sign a Covenant Statement (Appendix N).
- C. Training will be provided to insure that all Charge Conference approved leaders and Trustees have an understanding of the Safe Sanctuary procedures. Such training should be conducted annually. This level of training shall be made available to all Church members and friends.
- D. The SPR Chair is responsible for ensuring that training is provided for the appropriate personnel.
- E. Non-clergy staff and volunteers will be made aware CUMC maintains Safe Sanctuary policies and procedures and will sign a Covenant Statement (Appendix N). Specific sections that may apply to their job function will be identified. The PPR Chair is responsible for this information.

9.0 Reporting Abuse and Alleged Abuse

- A. The purpose of this section is to ensure that any suspected incident of child abuse is treated seriously and preserves the privacy of the alleged grievant and the alleged abuser.

We recognize the sensitive nature of abuse and alleged abuse. To this affect, Church members should refrain from discussing any information with the media and other Church members. The Church, through the Trustees, will appoint a "Church Spokesperson" to address questions from the media.

- B. All reports of suspected child abuse must be taken seriously. Whenever child abuse is suspected, reports must be made immediately to the Senior Pastor and/or the Safe Sanctuary Chair

Procedure:

1. The Senior Pastor and/or the Safe Sanctuary Chair will use the "Report of Suspected Incident of Child Abuse" form, Appendix O.
2. To assist in determining whether an incident qualifies as abuse, contact Child Help USA at 800-422-4453.

NOTE: The Child Help USA is provided as an added resource.

3. Contact the appropriate Department of Social Services: Houston County Child Protective Services.

4. If the alleged abuse has taken place on the Church grounds or the alleged abuser is a Church member or staff, the Senior Pastor and/or the Safe Sanctuary Chair must contact the District Superintendent.
5. The Senior Pastor and/or the Safe Sanctuary Chair must complete the Suspected Incident Checklist in Appendix O and attach it to the original Report of Suspected Incident of Child Abuse outlining the suspected incident.
6. If the suspected incident of child abuse involves clergy, the District Superintendent must be notified.

All records with respect to each event shall be kept confidential. However, records will be made available to all agencies and persons/parties with a right to know according to State and Federal law.

10.0 Review and Revision Requirements

- A. The purpose of this requirement is to ensure that the Safe Sanctuary Program remains up to date with the current life of the Church.
- B. The Safe Sanctuary Program will be reviewed at a minimum of every two years beginning from the acceptance of the program by the Church Council.

Application Process

All adults working with children shall complete a CUMC Volunteer Application (Appendix K)/and Background Check Consent Form (Appendix L). By signing the form, the applicant gives permission to have references checked and background screening completed by the appropriate authority.

The application will be processed with all references checked and background screening completed by the company with which the Church has a contract and/or the local Police Department.

All applicants must attend CUMC Safe Sanctuary training annually.

Basic policy statement on sexual and gender harassment and sexual misconduct

Christ United Methodist Church affirms The 2008 Book of Resolutions, Sexual Abuse within the Ministerial Relationship and Sexual Harassment within the Church, which states that sexual abuse within the ministerial relationship and sexual harassment within the Church are incompatible with biblical teachings of hospitality, justice, and healing. In accordance with The 2000 Book of Discipline, ¶ 161F, all human beings, both male and female, are created in the image of God, and thus have been made equal in Christ. As the promise of Galatians 3:26-29, states all are one in Christ, we support equity among all persons without regard to ethnicity, situation, or gender.

Sexual abuse within the ministerial relationship involves a betrayal of sacred trust, a violation of the ministerial role, and exploitation of those who are vulnerable. Similarly, gender or sexual harassment are usually understood as exploitations of power relationships rather than as exclusively sexual or gender issues.

Sexual and gender harassment, sexual abuse and misconduct of a sexual nature within the life of the Church interfere with its moral mission. Christ United Methodist Church prohibits and will not tolerate these behaviors, which are sinful, demeaning, abusive, and wrong. Christ United Methodist Church commits itself to fair and expedient investigation of any complaint of sexual and gender harassment, sexual abuse or misconduct of a sexual nature within the Church and to take action deemed appropriate and in compliance with the Book of Discipline. Further, Christ United Methodist Church bears affirmative responsibility to create an environment of hospitality for all persons, male or female, which is free of these sins and encourages respect, equality, and kinship in Christ.

Some instances of harassment can be resolved informally by conversation between the parties or facilitated mediation. In all other instances, the conduct must be reported immediately to the chair or another member of the Staff-Parish Relations Committee and the Senior Pastor. If the conduct involves the Senior Pastor or another clergy person, it must be reported to their supervisor, district superintendent, and/or the bishop.

Christ United Methodist Church will not retaliate against any person who brings forward a complaint. All staff leaders and members are expected to immediately report any knowledge of harassment, abuse, or misconduct to any one of the persons listed above. Prompt and appropriate investigation and corrective action will be taken, including discipline. Persons who make false accusations will be disciplined.

While Christ United Methodist Church cannot guarantee absolute confidentiality, it will make every reasonable effort to maintain confidentiality by disclosing information about the complaint only on a "need to know" basis and as necessary to promote God's call for justice, reconciliation, and healing.

Anyone who has any questions or concerns about this policy or the issues addressed is encouraged to air those questions or concerns to the SPR Committee Chair.

Christ United Methodist Church

Volunteer Application

Name: _____

Maiden Name (if applicable): _____

Other Names Used (if applicable):

Address: _____

Daytime/Evening/Cell phones: _____

Occupation: _____

Employer: _____

Current job responsibilities and schedule: _____

Previous work experience: _____

Previous volunteer experience: _____

Special interests, Hobbies, and skills: _____

When are you best able to volunteer? _____

Do you have your own transportation? _____

Do you have a valid driver's license? _____

Do you have automotive liability insurance? (list policy limits and name of carrier)

Why would you like to volunteer as a worker with children and/or youth?

What qualities do you have that would help you work with children and/or youth?

Would you be available for periodic volunteer training sessions?

Yes No

Volunteer Application
Christ United Methodist Church

Applicant Name: _____

Have you ever been convicted of, or plead guilty to any Motor Vehicle violations?

Yes No

If yes, please give dates and explain:

Have been convicted of or plead guilty to a misdemeanor? Yes No

If yes, please give dates and explain:

Have you ever been convicted of or plead guilty to a felony such as, but not limited to drug related charges, child abuse, or domestic violence, theft? Yes

No

If yes, please give dates and explain:

Is there any additional information you would like to share?

Your Social Security Number shall be used for NO other purpose than to make the process for conducting a background search more accurate. It shall not be transferred to a third party except for the express purpose of conducting the background check.

Social Security Number: _____

Year _____

CHRIST UNITED METHODIST CHURCH
Background Consent Form

I hereby authorize Christ United Methodist Church to receive any criminal and/or driver's history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION:

Volunteer's Name _____
Last First Middle (or Maiden)

Address _____
Street City State ZIP

Sex Race Date of Birth Social Security Number

Drivers License Number/State ID Number/ Expiration Date Signature

Notary Public Signature Date

(DO NOT WRITE BELOW THIS LINE)

+++++

Perry Police Department Perry, Georgia

_____**I certify that I have conducted a search through the GCIC System on the person named above and the results were that, as of this date, this individual has no record on file.**

_____**Record on the above named person is attached.**

Name _____

Date _____

SAFE SANCTUARY BACKGROUND CHECKS

Screening methods can include interviews, written information, personal contacts, references and criminal background checks. Please note that you must first obtain a signed permission form from the applicant to run a criminal background check. (Appendix L).

Once you have permission from the applicant, one option to run a local and state criminal background check is to contact your local law enforcement agency. They will provide you with information for each applicant for a fee that is not to exceed \$20 per applicant. By Georgia law this background check will only include information concerning an applicant's criminal history in the state of Georgia. If the applicant has not been a Georgia resident for the last 5 years you should also obtain a national criminal background check from the FBI.

RECOMMENDED ONLINE SCREENING COMPANIES

1) The South Georgia Conference Connectional Ministries Office is currently using LexisNexis, formerly known as Securint, to conduct criminal background checks. The website address is <https://expscreening.lexisnexis.com/>. There is no contract to sign, nor is there a monthly fee. LexisNexis offers a variety of services that include criminal background checks, employment history, and driving history. Prices vary depending on the services you choose. If you would like more information, you can contact LexisNexis account services directly at 800-590-8535 and speak to a representative.

2) Protect My Ministry was established in 2004 as an effort to improve quality and maintain the lowest possible price for screening employees and volunteers of faith-based organizations. Protect My Ministry offers revivification and Ministry Mobilizer which helps streamline the process and cuts down on paperwork. Prices vary depending on package options. For more information call 800-3195581 or visit their website, www.protectmyministry.com.

3) Church Mutual insurance provider works with Volunteer Select Plus. Volunteer Select Plus is committed to providing the right information at the right time, to help businesses, government, nonprofit organizations and consumers make smarter decisions in a world challenged by increased risks. For more information call 866-837-8661 or visit their website, www.volunteersselectplus.com. If your church has an account with Church Mutual there is no fee to set up an account with Volunteer Select Plus.

Regardless of which option you choose to run the background checks, all forms and reference reports should be kept as a part of an applicant's personnel file. The person responsible for the children or youth activity(ies) and/or their designee is responsible for reviewing and following up on each application prior to service.

Contact [Adam Ricker](#) at the Office of Connectional Ministries, 888-266-7642, for additional questions.

COVENANT STATEMENT

Christ United Methodist Church hereby pledges to conduct the ministry of Jesus Christ in ways that assure the physical and emotional safety and spiritual growth of all of our children and youth as well as all of our workers with children and youth. We will follow reasonable safety measures when selecting and recruiting workers; we will implement prudent operational procedures in all areas of programming and care; we will train our workers with children and youth on our procedures and policies; and we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of Georgia law.

I certify that I have received SAFE SANCTUARY Training and understand Christ United Methodist Church's commitment to all children and youth in general and the children and youth of Christ United Methodist Church in particular. I also certify that I have read and understand the COVENANT STATEMENT above.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

**REPORT OF SUSPECTED INCIDENT OF CHILD ABUSE
CHRIST UNITED METHODIST CHURCH**

Name of worker (paid or volunteer) observing or receiving disclosure of child abuse:

Victim's name: _____

Victim's age/date of birth: _____

Date/place of initial conversation with/report from victim: _____

Name and Address of Person Responsible for care, custody, or welfare of child/youth:

Victim's statement (detailed summary): _____

Name of person accused of abuse: _____

Relationship of accused to victim (paid staff, volunteer, family member, other):

Reported to Pastor: _____

Date/Time _____

Summary: _____

Reported to South Georgia Conference Representative: _____

Date/Time: _____

Summary: _____

Call to victim's parent/guardian: _____

Date/Time: _____

Spoke with: _____

Summary: _____
