

Policy/Procedure Handbook

For use by

Colbert United Methodist Church

Revised 4/2017

Purpose

The purpose of this book is to provide easy access to information that has been agreed upon by the church body. It is to be edited as necessary to provide current information.

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MEMORIALS

In case of the death of a church member or immediate family member (i.e. spouse, parent, or child), the church makes a contribution of \$50 to the church memorial fund unless otherwise specified by the family.

BENEVOLENT OFFERINGS

Any personal benevolent offering or donation to organizations which are paid through the church bank account must be approved for disbursing by the Pastor.

REIMBURSEMENTS AND CHURCH CHARGES

When reimbursement is requested for the purchase of church items or supplies, please fill out a requisition form, attach a copy of the bill and give it to the pastor for approval.

When a charge is made to a church account (e.g. Cokesbury, Group Publishing, etc.) for supplies or services please fill out a requisition form indicating the budgeted account to be charged, attach a copy of the receipt/invoice and place them in the treasurer's box for payment. If the expense is in excess of \$200 you must get preapproval from the church council.

COMPENSATION TO VISITING PASTORS

Compensation to visiting (substitute) pastors; see approved Church Council recommendations on file in the church office.

CONTRACTS, LEGAL DOCUMENTS, WARRANTIES, ETC.

All contracts and legal documents relating to church property shall be stored in the church's safe deposit box located at First Citizens Bank. Accessible by members listed on file in the church office. A key is stored in the church office security key box.

PERSONAL USE OF CHURCH PROPERTY

Designated (labeled) church tables and chairs in the church fellowship hall (NOT FLC) may be borrowed by members if not needed for church activities. A Trustee Representative will "check out" these items for you. You are responsible for loading and unloading these items. Members are responsible for any damages incurred while these items are in your possession. Items need to be returned promptly.

The church copier is designated for official church use only.

USE OF CHURCH BUILDING

Personal

Use of the church building(s) by non-members for activities not related to church business or fellowship **should be acted upon by trustees or Pastor for each activity.** A reservation request form must be submitted for approval. Forms and facility usage policy are available on the bulletin board in the church hallway or in the FLC office. Be sure to indicate times as well as dates. Leave the area clean and orderly. **See the checklist on the refrigerator located in the FLC kitchen.** Separate guidelines are used for weddings and receptions.

CUMC Church Groups

Be sure to place the date and time of your event on the calendar in the **church office.** Please follow **checklist on refrigerator located in the FLC kitchen** every time building is used.

DISPOSING OF CHURCH PROPERTY

In the event **inventoried** church property should be disposed of, trustees should be contacted to make a decision or to request action by the Church Council.

COLBERT UNITED METHODIST CHURCH
NON-MEMBER GUIDELINES FOR WEDDINGS AND RECEPTIONS

1. The Minister's fee, which includes pre-marital counseling, rehearsal, and performing the ceremony, as well as all other fees, are on file in the church office.
2. Refunds – Cancellation must be made in writing. Cancellations received 30 days prior to the reserved date will be entitled to receive a refund. With less than 30 days notification, the deposit may be forfeited, but any amount over this will be refunded.
3. Church sanctuary and Family Life Center are to be vacated within 4 hours of the beginning of the wedding ceremony and no later than 10 PM. Cleaning services can be provided for an additional fee. If the cleaning service is used the **Sanctuary** must be vacated by 8 PM to allow for cleaning prior to any formal church functions. All personal belongings, wedding items, and trash must be removed within this time period. If cleaning service is desired, please make arrangements with the Pastor.
4. All food and beverages are restricted to the Family Life Center. **FOOD AND DRINK ARE NOT ALLOWED IN THE SANCTUARY.**
5. **No Furniture is to be removed from the sanctuary.**
6. Consumption of alcoholic beverages and tobacco items on church premises is prohibited.
7. Birdseed may be used outside of church building only. Rice is prohibited.
8. **Dripless candles must be used.**
9. Camera flash units or video lights should be used with discretion. We remind you that this is a place of worship; therefore, photographer should be as inconspicuous as possible with quiet equipment.
10. Arrangements for use of the church pianist, organist, or sound technician must be made separately by the wedding party with these individuals, who will set their own fees for their services. All music must be preapproved by the Pastor or Music Director.
11. A church hostess will be present during all wedding events to assist you.
12. Type of service or function must be in agreement with the United Methodist Book of Discipline.

COLBERT UNITED METHODIST CHURCH

Member Guidelines

For Weddings and Receptions

(For Regular Attendees of Twelve Months or Longer and Members and Children thereof)

1. Cleaning services can be provided for an additional fee.
If this service is used the sanctuary must be vacated by 8 PM to allow for cleaning prior to any normal church functions. All personal belongings, wedding items, and trash must be removed within this time period if the cleaning service is used. If cleaning service is desired, please make arrangements with the Pastor.
2. NO FURNITURE IN THE SANCTUARY IS TO BE REMOVED. FOOD AND DRINK ARE NOT ALLOWED IN THE SANCTUARY.
3. Consumption of alcoholic beverages and tobacco items on church premises is prohibited.
4. Birdseed may be used outside of church building only. Rice is prohibited.
5. **Dripless candles must be used.**
6. Camera flash units or video lights should be used with discretion. We remind you that this is a place of worship; therefore, photographer should be as inconspicuous as possible with quiet equipment.
7. Arrangements for use of the church pianist, organist, or sound technician must be made separately by the wedding party with these individuals, who will set their own fees for their services. All music must be preapproved by the Pastor or Music Director.
8. If requested, a church hostess will be available to assist you during all wedding events.
9. Type of service or function must be approved by Pastor and in agreement with the United Methodist Book of Discipline.

**COLBERT UNITED METHODIST CHURCH
RENTAL CONTRACT FOR NON-MEMBER WEDDINGS**

Instructions:

Sign this rental contract and return it with the deposit to the Pastor.
Failure to sign and return the contract with the deposit will result in the cancellation of your reservation.

Name _____ Phone _____

Address _____ E-mail _____

Requested time and date (including rehearsal/preparation dates)

Date(s)	Time(s)	From	To
_____	_____		
_____	_____		
_____	_____		

All rental times must end by 10 PM.

Anticipated number of people in attendance _____

Seating capacity of Sanctuary is 150 people.

Seating capacity of Family Life Center is 150 People.

Bride's full name _____

Groom's full name _____

With my signature, I confirm that I have read the rental contract and rental conditions as stated heretofore. A _____ deposit is required at the time the church is reserved. The rental fee is due 30 days prior to the event. I understand that my deposit will be returned in full if the reservation is canceled prior to 30 days of the event. My deposit of _____ will be returned in full if all rules are followed and no damage is incurred. I further understand that additional charges may be made for any damages which may occur to the building or the grounds during the times reserved.

Renter's Signature _____ Date _____

Pastor's Signature _____ Date _____

For Church Use Only:

Rental Fee _____ Received by _____

Date _____

Deposit to be returned Yes _____ No _____ (Hostess's initials)

Date returned _____ (Treasurer complete)

Reason for not refunding deposit (Hostess complete)

RESPONSIBILITIES OF HOSTESS DURING WEDDING EVENTS

1. Be available to open and close church.
2. Remain at church during all wedding activities – wedding, rehearsal, wedding preparations and reception.
3. Be familiar with lights, heat/air conditioning, and be responsible for turning these on and off.
4. Report any mechanical or physical problems to Trustees immediately.
5. Be sure everything is turned off. Turn off lights and lock all outside doors.
6. Inspect premises, note any damage or rule violations and complete church section of rental agreement and give to the treasurer if refund is due. If for some reason the security deposit is not to be refunded, or if other damage fees are due, give rental agreement to the Pastor for handling.

Colbert United Methodist Church

Fees for Use of Church for Weddings and Receptions

For Non-Members:

Minister's fee	
Cleaning	\$500 (all inclusive)
Hostess	
Utilities and use of church building	
Refundable Deposit:	<u>\$200</u>
Total	\$700

For Regular Attendees of Twelve Months or Longer and children thereof:

Member fees for utilities and use of church buildings: \$100

Reimbursements are required for any damages incurred.

It is the responsibility of the church member to be sure that fees are paid to the church treasurer.

CONTACT PERSONS AND PHONE NUMBERS

Brenda Abdel-Hafez	706-546-0371
Rose Branson	706-227-2571 or 706-207-4734
Judy Craig	706-549-0979
Dave English	706-788-9712
Nancy Goss	706-783-3642 or 706-788-2346
Jim Haralson	706-788-2029
Jack Scaffè	706-788-2445
Bill McClure	706-795-2660