

Fairfield Glade United Methodist Church



Policies and Guidelines

FAIRFIELD GLADE UNITED METHODIST CHURCH POLICIES AND GUIDELINES

PURPOSE: These policies and guidelines have been approved by the Council of Stewards to aid the pastors, staff, and congregation of Fairfield Glade United Methodist Church in achieving mutual understanding concerning the conduct of worship, response to emergencies, use of Church facilities and staff, and a variety of other matters. They are intended to provide useful information, avoid unnecessary controversy or misunderstandings, and help us to focus on worship and stewardship in response to God's love and grace.

Part I, General Policies and Guidelines:

This part covers topics of general interest and applicability to the whole Church.

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Part II, Policies and Guidelines for Facilities Use:

This part provides general facility use policies, guidelines for use of specific facilities and conduct of specific functions, and a form for requesting facility use. The staff will provide these as appropriate to persons requesting use of facilities.

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PART I

FAIRFIELD GLADE UNITED METHODIST CHURCH POLICY AND GUIDELINES FOR WORSHIP

POLICY: The Senior Pastor is solely responsible for the worship ministry of the Church. Working in concert with the Associate Pastor and the Music Director and undergirded by the Worship Committee, the Senior Pastor will plan and coordinate all worship activities. Services of worship include, but are not limited to, regular weekly worship, seasonal services, memorial services and funerals, and weddings. There are to be no services of worship conducted in our facilities without the approval of the Senior Pastor.

The Senior Pastor is solely responsible for the pulpit ministry of worship and is accountable to the District Superintendent and the Annual Conference regarding persons who stand and preach from this pulpit. Therefore, persons who fill the pulpit do so only under direct invitation by the Senior Pastor.

GUIDELINES: Worship is not confined to or restricted by the time or place where it transpires; however, what we recognize as Sunday morning worship is the foundational occurrence through which we understand the worship life of the congregation. A variety of elements combine to create what is heard, spoken, sung, and read within the service. As such, it is particularly important that the words we speak and sing are chosen with the entire service in mind. The written order of worship in the bulletin provides a guide which moves the congregation through worship.

Along with the bulletin is the “Opportunities for the Week” which is created to provide general information for the Church as a whole. Announcements should be given to the Church Administrator for inclusion in the bulletin in the “Opportunities” no later than Wednesday of the week prior to publication. These announcements may be edited for content and/or length at the discretion of the Church staff. Announcements are not to be handed to the pastors as they enter worship. Special inserts will be limited to those that relate directly to the worship service and which are approved by the Senior Pastor.

The scheduling of these facilities beyond our worship services is determined by availability and placement on the Church calendar through the Church Administrator and under the direction of the Senior Pastor. (See Part II, Policies and Guidelines for Facilities Use, for further information.) In some cases, approval by the Council of Stewards may also be requested.

FAIRFIELD GLADE UNITED METHODIST CHURCH GUIDELINES FOR SANCTUARY AND PRAYER CHAPEL

(NOTE: It is the church's policy that no alcoholic beverages are served on church property. However, in the event that other Christian denominations would from time to time use our facilities, the use of wine would be allowed for sacramental purposes. This permission would be allowed on a case-by-case basis with prior approved from the pastor(s).)

SANCTUARY: The place where we worship should reflect the sacredness of that worship as it is expressed through our words and music. It is our goal that our worship provides a unified, cohesive articulation of our Christian faith expressed through our Methodist tradition and informed by our Christian heritage. Worship is not simply something we do; it is also something which is clearly experienced through our senses. How we visually experience the saving grace of God is primarily through the symbols of our faith.

The proper use of symbols sets the Church apart, creating for us a holy environment unique among the many places we may find ourselves and unlike the secular world. The primary place where we worship is in the Sanctuary. It should be treated with all due respect and reverence. Food and drink, other than the elements for Holy Communion, are not permitted in any area of the Sanctuary. The walls of the Sanctuary are to remain unadorned with the exception of wreaths and greenery used during the Advent Season. Banners are not to be placed on the walls of the Sanctuary or Narthex, except with the specific permission of the Worship Committee.

The primary area in which the symbols and colors of our faith and the Christian year are displayed is in the Sanctuary proper – that area behind the chancel rail. In this area, the three primary pieces of sacred furniture, the altar-table, baptismal font, and pulpit, work together to present the fundamental core of our faith. They, like the Cross, are fully capable of standing alone and unadorned.

The area surrounding our place of worship should also reflect the sacredness of the celebration of worship and our relationship with God. With that in mind, nothing should be placed in the Narthex that does not directly relate to the worship life of the Church. This includes, but is not limited to, the selling of tapes and books, signs of advertisement, etc.

The altar or piano is not to be moved, except under unusual circumstances with prior approval by the Director of Music or Pastor. In the event that the altar or piano must be relocated for any reason, it must be moved by the Church Sexton.

The sanctuary may be used for non-worship events by non-profit organizations such as Community Choir or band concerts or dramatic presentations. The choice of music or plays must take into consideration the sacredness of the space. Programs/scripts must be approved by the Pastor prior to the performance.

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PRAYER CHAPEL: The primary function of the Prayer Chapel is to provide a sacred space for corporate and personal prayer, as well as for acts of worship when smaller groups are anticipated. The Chapel is open to anyone who wishes to have a place for private meditation. It is unlocked during regular business hours and on Sunday mornings. The Chapel is also open during times when prayer may be particularly important to this community of faith or others in the Glade. To schedule the Prayer Chapel for use please contact the Church office for application and reservation information. The Chapel may be used for small private weddings only if conducted by one of the Fairfield Glade United Methodist Church appointed Pastors, or with their specific prior approval. (See Guidelines for Weddings and Receptions– page 22.)

PAVILION: The church currently uses this space for Sunday worship, weather permitting. This space may also be used for worship by other denominations with prior approval from the pastor(s).

FAIRFIELD GLADE UNITED METHODIST CHURCH GUIDELINES FOR MEDICAL EMERGENCIES

SANCTUARY: Any person noting the apparent problem should notify the Senior Pastor and/or the Head Usher. The Senior Pastor will (1) identify a physician, EMT, or nurse to attend to the situation, (2) acknowledge the emergency and request the congregation to remain in place, and (3) continue or temporarily suspend the worship service or (4) direct other actions as appropriate to the situation. (A list of appropriate hymns for use during the emergency is posted on the Pulpit and lectern.)

The Head Usher will direct the sound technician to call 911 and request medical assistance. Then the Head Usher will be on hand at the site of the emergency to (1) clear the area, (2) direct emergency personnel to the patient, and (3) assist in whatever way is needed. In general, non-medical personnel should not move the patient.

First aid kits are located in the credenza in the Narthex and in the Workroom. A **wheelchair** is available in the coat room in the Narthex.

At the conclusion of the service, all persons not directly involved in the emergency must exit through the doors farthest away from the emergency situation.

OTHER AREAS OF THE CHURCH: One person assists the person who is having the medical problem. Another person calls 911 if the person having difficulty appears to need emergency treatment. If no other person is present, shout for help while rendering assistance, but do not delay calling 911 unless you are sure that emergency medical assistance is not required.

If the person having difficulty is bleeding or vomiting, please use gloves in first aid kit in the credenza in the Narthex or on top of the mailboxes in the Workroom.

Notify one of the Pastors or the Church Administrator, if they are available.

EMERGENCIES INVOLVING CHILDREN: A **first aid kit** is located in each classroom, in the credenza in the Narthex, and in the Workroom. Call 911 if the child appears to need emergency treatment and follow the instructions above. Notify the parents immediately.

PORTABLE DEFIBULATOR: (This equipment is currently being purchased. Once purchased, individuals will be trained in its use.)

FAIRFIELD GLADE UNITED METHODIST CHURCH GUIDELINES FOR WEATHER EMERGENCIES

CANCELLATION DUE TO WEATHER EMERGENCIES: In the event of snow storm or other adverse weather conditions, the Senior Pastor, Sexton, and/or Lay Leader shall consult and determine whether or not Church services (or other activities) will be cancelled or rescheduled. The Senior Pastor and Sexton will consult to determine if snow removal can be accomplished in time to provide safe access and parking, and the Sexton will contact the snow removal contractor as appropriate. A “GO – NO GO” decision shall be made no later than 2 ½ hours prior to the planned service.

PROCEDURES: The following actions will be taken for cancellation of worship services or other Church events for which wide attendance is expected. (For other functions, the appropriate persons involved will be notified.)

The PhoneTree will be activated by the Pastor or his/her designee. The Shepherd Group Coordinator shall be issued appropriate instructions.

The Council Chair, Sexton, and Lay Leader will be notified as soon as possible.

Requests for a public service announcement shall be made to the Crossville radio stations and, if feasible, Fairfield Glade’s Channel 11.

The message (extension 500) on the phone system shall be changed to notify callers of the suspension of services.

Calling responsibilities: The following assumes all persons are available. If one or more of the listed persons is not available, the list will be divided among the others.

Senior Pastor

Sexton
PhoneTree activation
Guest speaker(s)

Associate Pastor

Change message on Church phone
Trustee Chair
Council of Stewards Chair

Music Director and Chair of Shepherd Groups

Guest special music performer(s)
Music Chair –
Praise Team –
Peg Broadcasting of Crossville (484-5115)
Channel 11 of Fairfield Glade (484-3811)

FAIRFIELD GLADE UNITED METHODIST CHURCH POLICY FOR HONORARY OR MEMORIAL GIFTS

POLICY: The United Methodist Church acknowledges God as the Creator of the Universe and that all forms of property, whether private, corporate, or public are to be held in solemn trust and used responsibly for human good under the sovereignty of God. As Christians, we acknowledge that all real and personal property that we have is a gift from God and we are only temporary stewards.

In view of these tenets, Fairfield Glade United Methodist Church gratefully acknowledges and accepts both the gifts which have been given in the past and those which may be given in the future.

MONETARY GIFTS: Monetary gifts, whether in cash or by bequest or trust, designated for a particular purpose will be managed and accounted for in a good faith effort to ensure that the intent of the donor is carried out. The receipt of all honorary or memorial gifts will be acknowledged by the Finance Committee or its designee. Gifts designated by the donor for the Permanent Endowment Fund (PEF) will be directly received by or transferred by the Church Treasurer to the PEF, which shall manage and account for such gifts in accordance with its charter and policies. The Trustees are responsible for the management of all other bequests or trusts received by the Church.

For large undesignated gifts, bequests, or trusts proposed or actually received, the Finance Committee Chairperson will ensure that the donor or the family of a deceased person is provided clear and unbiased information on the current and longer term needs of the Church, including the PEF, so that an informed decision can be made as to what designation, if any, they may wish to make. The Finance Committee will periodically solicit input from the various areas of the Church and assemble a talking paper for the Chairperson to use in counseling potential and actual donors. In the event that there is no designation, the Finance Committee will refer the matter to the Board of Trustees who will provide its recommended use to the Council of Stewards for approval.

The more frequent smaller memorial gifts are accounted for by the Treasurer, including both the identification of the donor(s) and the person(s) being memorialized. Periodically, the Finance Committee Chairperson, will contact the survivor(s) providing information on Church needs as appropriate to determine how they wish to designate the use of the gifts. In the event no designation results, or if there are no family survivors, the process in the last sentence of the paragraph above will be used.

TANGIBLE GIFTS: Donations of tangible property, such as articles of furniture, musical instruments, or art work, or donations of real property must be approved by the Board of Trustees and may be declined. The Trustees may accept property with the understanding that it will be sold and the proceeds will be managed in accordance with the above paragraph on monetary gifts. If property is accepted, the Trustees will provide written acknowledgement for tax purposes, but the valuation of the item(s) for tax purposes is the responsibility of the donor. The location of such items within the Church or grounds will be determined by the Trustees in consultation with the Church staff. Gifts of books or other library items must also be approved by the Library Selection Committee. If the acceptance or rejection of tangible property will have a substantial effect on the physical church property or its finances, the Trustees will bring a recommendation to the Council of Stewards for a vote.

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INSCRIPTIONS AND RECORDS: The Church continues to be grateful for past gifts that bear names. These gifts will remain as they are; however, from this date forward, tangible property gifts or items purchased with monetary gifts **will not be** inscribed or engraved with individual names. This does not preclude class titles. We acknowledge that all gifts are given to the glory and honor of God. A book listing tangible gifts will reside in the Church Office.

GIFTS BECOME CHURCH PROPERTY: It is understood that any memorial or gift given to the church becomes church property, and that the donor has no weighted voice in the use of the gift. The church is under no obligation to maintain the gift beyond its normal usefulness. In the case that the gift is no longer functional or needs to be replaced, the church will attempt to notify the donor(s) to see if they would like to have the gift returned to them. Otherwise the church, as owner, will dispose of the item in the best expression of stewardship of resources (i.e. sell, give away, or dispose of).

TRUSTEES MAINTAIN A “WISH LIST”: The Board of Trustees will maintain a wish list of possible items or project those persons or groups may choose to fund as memorials.

FAIRFIELD GLADE UNITED METHODIST CHURCH GUIDELINES FOR FINANCIAL MATTERS

FINANCIAL MANAGEMENT: The Finance Committee is responsible for requesting, receiving, and evaluating all committee budgets, presenting the church budget to the Council of Stewards for approval, and for tracking and reporting to the Council of Stewards expenditures against the budget. Bills are paid and reimbursements for appropriate expenditures are made by the Church Treasurer, upon approval by the committee involved, and for major expenditures by the Finance Committee and Council of Stewards.

FINANCIAL ASSISTANCE: Requests for money and/or donations addressed to the Church will be given to the Senior Pastor for determination of appropriate action.

MEMORIAL FUNDS: Donations will be handled in accordance with the policy for Honorary or Memorial Gifts.

CAPITAL FUND: Money from the Capital Fund may be spent only upon request from the Board of Trustees with the recommendation of the Finance Committee and approval of the Council of Stewards.

SPECIAL APPEALS: Requests for special appeals are items such as Habitat for Humanity, Avalon Center for Women, etc. Appeals shall be directed to the pastoral staff that will pass necessary information to the Servant Ministries chairperson. Servant Ministries must first approve the request, and then present the request to the Council of Stewards for authorization. This does not apply to the special appeals from The United Methodist Church.

SILENT AUCTIONS: Silent auctions may be held for articles donated to the Crafters or other organizations in the Church. **However, there are to be no raffles or lotteries for any items.**

CONCERT FUNDING: Persons responsible for any special program attended by the public should determine in advance the probable cost of the program and establish a per-person donation to meet or exceed the expense of the program. Any surplus will be put into a special fund for such programs. Thank offerings that are taken at the door following concerts or during intermissions are not a predetermined donation.

Thank offerings may be received for the benefit of choirs or other concert groups for which there is not a set fee charged to the church.

**FAIRFIELD GLADE UNITED METHODIST CHURCH
PERMANENT ENDOWMENT FUND**

RESOLUTION TO CHANGE STATUS OF THE TEMPORARILY RESTRICTED FUNDS:

The status of the temporarily restricted funds has changed to Funds Available for Distribution

PROCEDURE FOR DISTRIBUTING FUNDS NOW THAT THE \$100,000 TARGET HAS BEEN ACHIEVED: At each following scheduled November meeting of the PEF, recommend additional distributions, unless the total fund balance is less than \$95,000, based on balances as of September 30. Distributions will not resume until the fund balance again exceeds \$100,000.

At the May meeting, recommend additional distributions if the fund balances have increased by \$5,000 or more over the previous September 30 balance.

The committee intends to distribute 5% of the General Fund balance and \$250 from the Music Fund each year. The target for the May meeting will be 5% of the increase in the General Fund.

We will consider two types of distributions, one time or annual continuing. The distribution can be a fixed dollar amount or a fixed percentage amount. The donations shall be distributed among local, national and international programs. Until the fund grows significantly, we will concentrate the distributions to local needs.

ACKNOWLEDGEMENT OF DONATIONS: A letter of thanks will be sent to each person who makes a donation to the fund. If the gift exceeds \$500 an acknowledgement will be entered in the Permanent Endowment Fund Honor Roll.

An acknowledgement of a bequest will be entered in the Honor Roll for each bequest of a percentage of an estate.

CHECKING ACCOUNT BALANCES: The committee will review the checking account balance each quarter. Unless a larger amount is required, excess funds will be invested leaving a balance of \$750 or less.

PERMANENT ENDOWMENT FUND SUNDAY: Permanent Endowment Fund Sunday will be the fourth Sunday in August or other Sunday near that time in consultation with the pastor(s). A presentation about the fund will be made during each worship service on that day.

FAIRFIELD GLADE UNITED METHODIST CHURCH GUIDELINES FOR MISCELLANEOUS MATTERS

ANNUAL REPORTS: All Church committee and ministry teams' chairs will compile an annual report for charge conference to be kept on file in the Church office. A combined copy of all reports will be given to the Council of Stewards Chair. Anyone wishing to have a complete report may request one from the Church office.

OUTSIDE PROGRAMS: The Church will cooperate with other churches in hosting programs such as "Lifetime Learning," "55 Alive," and community religious services, if our facilities are available.

LOAN CLOSET: Items, such as wheel chairs, walkers, cribs, etc., may be checked out during regular office hours through the Church Administrator. All items are available for loan to Church members and persons in the community. A form will be provided for borrowers to sign acknowledging receipt and responsibility for the items and waiving liability of the Church. At all times, one wheel chair must be available in the Narthex for use in case of an emergency.

EQUIPMENT LOANS: Church property, such as tables and chairs, is available for loan to Church members and not-for-profit community organizations. (There are a limited number of *designated* tables and chairs available for loan.) Requests for items must be approved by the Church Sexton and/or the Trustees Chair or Vice-Chair and must not interfere with the use of such items during Church programs, events, or worship. A form will be provided by the Office Manager for borrowers to sign acknowledging receipt and responsibility for the items and waiving liability of the Church.

A/V POLICY: Church owned Audio Visual equipment may not be used off church premises except by FFGUMC committees and staff for church related programs. Use of Audio Visual equipment on or off church premises shall be coordinated by the Director of Program Ministries or in the Director of Program Ministries absence the Church Administrator or Senior Pastor may give permission for use.

PART II

FAIRFIELD GLADE UNITED METHODIST CHURCH GENERAL POLICY AND GUIDELINES FOR FACILITIES USE

GENERAL POLICY: We are honored to be able to offer the buildings and grounds of Fairfield Glade United Methodist Church for use by Church members, their families, and appropriate community organizations. The approval of such use is granted or denied by the Senior Pastor, the Chairperson or Vice Chairperson of the Board of Trustees, or a designated representative of any of them. It is a requirement of The United Methodist Church that “permission can be granted only when such use is consistent with the Social Principles (§§ 160-166 of *The Discipline*) and ecumenical objectives” of The United Methodist Church (§2532.3 of *The Book of Discipline of The United Methodist Church, 2008*). In this regard, Church facilities will not be made available for use by any business or other for-profit organization or for the selling or promotion of any products or services. To ensure that we continue to have the privilege of offering our facilities, it is appropriate that we require those who use these facilities be accountable for their use and to honor these guidelines.

SCHEDULING: Before scheduling any meeting or event to be held at the church, it is imperative to check the *master Church calender* with the Church Administrator for the purposes of clearing the date, obtaining approval, and assigning a room or other facility location. Church services and activities must take precedence for use; therefore, any function scheduled must not interfere with these activities. All requests must be put on the Church calendar, which is kept in the Church office. Groups must restrict their activities to their designated area of the facility in order to avoid interference with other functions or activities. Church-related groups will receive preference for meeting space over other, outside groups. Due to the overall use of the building and facilities, it will, from time to time, be necessary to rearrange meeting space. A reservation for a specific room does not guarantee that room will be available on any given day. In the event that a “regular meeting place” must be changed, the Church office will attempt to notify a group representative in advance, but in any event, groups should check the calendar of events chart at the building entrance for changes and room assignments.

FACILITY USE FEES: Since the facility uses authorized by this policy are consistent with the ministry of the Church and part of its service to its members, constituents, and the community, no rental fees will be required, except for non-member weddings. (If a group or individual desires to make a voluntary contribution, it will be gratefully received and used to further the ministry and outreach of the Church.)

CUSTODIAL AND SET-UP CHARGES: There are no custodial or set-up charges for normal Church functions, such as those for adult or children’s Sunday school, choir functions, committee meetings, crafters, vacation bible school, UMW, UMM, etc. However, for other functions scheduled by individual members, non-members, or community groups, reasonable custodial and set-up charges may be required based upon the size of the facility used, scope and complexity of any set-up and removal required, and the need to reimburse the Church for compensation of the Sexton and/or Custodian beyond their scheduled hours for performing their normal Church duties.

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The Church Administrator will advise those requesting the use of facilities of the estimated set-up/custodial charge, after consultation with the Sexton if necessary. *The estimated charge must be paid by check in advance to Fairfield Glade United Methodist Church at the time of reservation of the facility.* In the event that the actual custodial or set-up work required significantly exceeds that estimated on the basis of information provided by the requester, an additional charge may be billed.

The following guidelines will be used in determining custodial and set-up charges:

SANCTUARY: \$25.00 custodial charge, except for non-member weddings. (See Guidelines for Weddings and Receptions for additional charges.)

PAVILION: \$25.00 custodial charge, if no set-up is requested and the kitchen is not used. If set-up and removal is requested, a non-refundable additional charge of \$15.00 per estimated hour of work will apply.

PAVILION AND KITCHEN: \$35.00 custodial charge, if no set-up is requested. If set-up and removal is requested, a non-refundable additional charge of \$15.00 per estimated hour of work will apply.

FELLOWSHIP HALL AND KITCHEN: \$35.00 custodial charge, if extensive set-up is not required. If extensive set-up and removal of tables, chairs, or other equipment is requested, an additional charge of \$15.00 per estimated hour of work will apply.

FELLOWSHIP HALL: \$15.00 custodial charge for meetings not involving food or beverages where the kitchen is not used, if extensive set-up is not required. If extensive set-up and removal of tables, chairs, or other equipment is requested, an additional charge of \$15.00 per estimated hour of work will apply.

CHOIR ROOM AND CLASSROOMS: No charge if used in their normal configuration for group meetings. A \$10.00 custodial charge will apply if the room is to be substantially reconfigured or used for a purpose that generates substantial need for cleaning.

PRAYER CHAPEL: There is no charge, since use consistent with its purpose will not generate a significant need for additional custodial service. The Prayer Chapel may not be used as a classroom or for group meetings, unless specifically approved by one of the Pastors.

AUDIO TECHNICIAN: The sound systems are to be operated only by the trained technicians provided by the Audio/Visual Committee. If the Sanctuary is used, an audio technician is required. An audio technician may be required for the Fellowship Hall, Choir Room, or the Pavilion depending on the function. When an audio technician is required, the rate is \$25.00 for the first hour and \$15.00 for each additional hour. Charges for audio technicians are to be paid in advance by check along with the estimated custodial/set-up charge, as described above.

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PIANO TUNING: The piano in the Sanctuary is not to be moved unless prior permission is obtained from the Music Director or Pastor and it is moved by the Sexton. If it is moved without prior permission or by persons other than the Sexton, a tuning charge [of approximately \$60.00] plus the actual cost to repair any damage will be assessed.

RESPONSIBILITIES: A designated representative of the group requesting use of the facility must be present and is responsible for the duration of any event. This person must be specified on the form turned in to the Church office with the custodial/ set-up charge. If one or more Church members are part of the group, it is preferred that a Church member be the responsible representative.

Groups and individuals using the facilities are responsible for any property damage. Any cost of repairs will be billed to the group and both the group and its authorized representative will be held accountable.

It is the representative's responsibility to arrange for the setup of the area that will be used and to make certain it is returned to the condition in which you found it. Equipment and furnishings may not be removed from their original location without prior approval by the Church Sexton and/or the representative of the Board of Trustees. Please work through the Church Sexton regarding all aspects of the facility use, and particularly the storage of tables and chairs and their availability. If a situation should arise that prevents immediate cleanup or proper disposal of refuse, contact the Sexton through the Church office to work out an alternative arrangement.

REFUND OF CHARGES: When a refund is provided for under the guidelines for custodial charges above, the Sexton will check the facility used and advise the Church Administrator whether a refund is appropriate. Checks will be retained by the Church Office until after the event to facilitate such refunds. If a function is cancelled after receipt of a user's check, the check will be returned.

ADDITIONAL GUIDELINES: The following additional guidelines must be observed to ensure the proper respect for and use of the Church facilities:

- Use of the Sanctuary is restricted to religious-related services, such as weddings and memorial services, or programs which will not detract from the sanctity of the facility. (See "Guidelines for Sanctuary and Prayer Chapel" if additional clarification is needed.)
- The pulpit and the lectern are not to be moved under any circumstances.
- **Smoking is not permitted in any Church structure, and the use of alcoholic beverages or illegal substance is prohibited on Church property.**
- Posting of bills or signs, soliciting, or any political campaigning or activity is not permitted anywhere on Church property.
- Any group requesting use of Church facilities for an event during which there will be dancing must request permission from the Council of Stewards and receive approval prior to the event.
- **Lotteries, raffles, gambling, or wagering are not allowed.**

FAIRFIELD GLADE UNITED METHODIST CHURCH GUIDELINES FOR PAVILION USE

(NOTE: These Guidelines are intended for distribution and use in conjunction with the “General Policy and Guidelines for Facilities Use.”)

SCHEDULING: The Pavilion, located behind the Church buildings proper, was constructed by the United Methodist Men with additional volunteer help in order to serve the needs of the Church, its members and their families, and the community. It is available for use, with or without use of the Church kitchen, and may be reserved through the Church Office. Arrangements must be made with the Church Office to obtain a key for access to the Pavilion storage room where the main gas cock is located. The key is to be promptly returned to the Church Office following your event.

GENERAL RULES FOR USE: In accordance with the Social Principles of the United Methodist Church, no alcoholic beverages of any type are allowed on church property, and no lotteries, raffles, or other games of chance or wagering are permitted.

TABLES/PEWS: The picnic tables can be converted to pews (benches) as needed. They are constructed in two sections held together by retainers which hold the sections together, keep the table level, and serve as tablecloth holders along with the smaller clips available. To convert the tables, remove the rectangular retainers at the ends of each table. After both retainers are removed, locate the two latches under each section of the table top. These latches must be released to allow the table top to be rotated toward the seat to form the back of the pew. These same latches must be relocked when converting the pews back to picnic tables and the retainers must be replaced. When not in use, the retainers are stored in plastic barrels in the storage area. If use of the Pavilion takes place on a Saturday, it is the responsibility of the user to convert the tables to pews for worship the following morning. If set for pews, it is the responsibility of the user to convert the pews to tables. Inquire with the Church Office if there is a question.

GRILL: The grill is there for your use. For safety purposes, the main gas cock, located in the west storage room of the Pavilion, is closed when the Pavilion is not in use. Be sure to open the gas cock prior to attempting to light the grill. Each grill burner must be ignited independently. You will need a six-inch-long igniter to fire the burners. When finished with the grill, turn off the burners at the grill first, then close the main gas cock and relock the storage room. **Please ensure that the grill is thoroughly cleaned after use.**

AUDIO: A public address system is available for use with prior notification to the Church Office or a member of the Audio Visual Committee. Charges for the sound technician are specified in “General Policy and Guidelines for Facilities Use.”

RESTROOMS: Restrooms are available in the Church with access through the door to the Fellowship Hall from the south parking lot. Arrangements must be made through the Church Office with the Trustee on duty or Church Sexton to have the access door unlocked during the use of the Pavilion.

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CUSTODIAL AND SET-UP CHARGES: Custodial and set-up charges apply as described in “General Policy and Guidelines for Facilities Use.”

CLEANUP: It is your responsibility to ensure that the Pavilion and grill are cleaned after your function is completed. You must haul all trash from the premises or deposit bagged trash in the covered trash containers in the fenced-in trash collection area located in the back parking lot outside the Fellowship Hall. Replacement bags are located in the Pavilion storage room.

FAIRFIELD GLADE UNITED METHODIST CHURCH GUIDELINES FOR USE OF FELLOWSHIP HALL AND KITCHEN

(NOTE: These Guidelines are intended for distribution and use in conjunction with the “General Policy and Guidelines for Facilities Use.”)

SCHEDULING: The Fellowship Hall provides a large room with a variable configuration suitable for catered or potluck dinners, wedding receptions, bereavement receptions, etc. Appropriate programs can be conducted using the stage. Tables and chairs can be set up in a variety of configurations by the Sexton/Custodian or by the user after prior coordination with the Sexton. A full kitchen is also available. Use of the Fellowship Hall, with or without use of the kitchen, must be scheduled with the Church Office in accordance with “General Policy and Guidelines for Facilities Use.”

SUPPLIES: Church members or outside groups must provide their own paper goods (plates, napkins, cup, etc.). Paper to cover tables is available upon request. Food, beverages, or other supplies stored in the kitchen refrigerators, freezers, or pantry by the Church are not to be used, even if you intend to replace them. Food items stored temporarily for specific programs or groups should be labeled with the name of the group and dates they will be used.

KITCHEN: The Church Kitchen is available for use in conjunction with reservation of the Fellowship Hall. Kitchen utensils, pot and pans, etc. are available for your convenience with the understanding that items are to be washed after use and returned to their proper places. Dishes, glasses, and tableware are also available for use; however, you are expected to make certain that these items are thoroughly washed and returned to their proper places. The automatic dishwasher may be used to facilitate clean up. Please ask the Church Sexton for instructions regarding its use. If you choose not to wash the dishes yourself, you may contract with the Sexton or Custodian for these services. These charges are set by the individual and will be paid directly to them.

AUDIO: A sound system is available for use with prior notification to the Church Office or a member of the Audio Visual Committee. Charges for the audio technician are specified in “General Policy and Guidelines for Facilities Use.”

CUSTODIAL AND SET-UP CHARGES: There is no rental fee for use of the Fellowship Hall, except for non-member weddings and/or receptions; however, custodial and set-up charges apply as described in “General Policy and Guidelines for Facilities Use.”

CLEANUP: It is your responsibility to ensure that all food and beverage remains and containers and other trash are cleaned up after your function is completed. Trash bags must be disposed of in the covered trash containers in the fenced-in trash collection area located in the back parking lot outside the Fellowship Hall.

GENERAL RULES FOR USE: In accordance with the Social Principals of The United Methodist Church, no alcoholic beverages of any type are allowed on church property, smoking is prohibited in church facilities, and no lotteries, raffles, or other games of chance or wagering are permitted.

FAIRFIELD GLADE UNITED METHODIST CHURCH GUIDELINES FOR CHOIR ROOM OR CLASSROOM USE

(NOTE: These Guidelines are intended for distribution and use in conjunction with the “General Policy and Guidelines for Facilities Use.”)

SCHEDULING: The Choir Room and various classrooms can be made available for appropriate meetings or other uses. Prior approval must be given before food or beverages can be consumed in these rooms. Use of these rooms must be scheduled with the Church Office in accordance with “General Policy and Guidelines for Facilities Use.”

AUDIO: A sound system is available for use in the Choir Room with prior notification to the Church Office or a member of the Audio/Visual Committee. Charges for the audio technician are specified in “General Policy and Guidelines for Facilities Use.” Sound systems are neither available nor necessary for the classrooms. If a television with VCR is needed in a classroom, it must be coordinated in advance with the Director of Program Ministries or a member of Audio/Visual Committee.

CUSTODIAL AND SET-UP CHARGES: There is no rental fee for use of the Choir Room or classrooms; however, custodial and set-up charges may apply as described in “General Policy and Guidelines for Facilities Use.”

CLEANUP: It is your responsibility to properly dispose of any trash after the meeting and leave the room in the same condition and configuration in which you found it.

GENERAL RULES FOR USE: In accordance with the Social Principles of The United Methodist Church, no alcoholic beverages of any type are allowed on church property, smoking is prohibited in church facilities, and no lotteries, raffles, or other games of chance or wagering are permitted.

FAIRFIELD GLADE UNITED METHODIST CHURCH GUIDELINES FOR MEMORIAL SERVICES

(NOTE: These Guidelines are intended for distribution and use in conjunction with the “General Policy and Guidelines for Facilities Use.”)

LOCATION AND SCHEDULING: Memorial services may be conducted in the Sanctuary, the Prayer Chapel, the Pavilion and/or the Columbarium or Memorial Garden (weather permitting). The guidelines that follow assume the use of the Sanctuary, with or without interment in the Memorial Garden or Columbarium. *Please contact the Pastor or Church office to confirm a date and time.* The Pastor and staff will prayerfully consult with the family to select a location or combination of locations that meets their needs and desires. Memorial services must be conducted by our appointed pastors or those given specific invitation by them.

PLANNING THE MEMORIAL SERVICE: To assist you with the planning of the memorial service, the Church will provide a service planning guide. Check with one of the Pastors or the Church Office to receive a planning guide. All elements of the service, including music, must be in accordance with Christian teaching and theology. The pastoral staff will offer direction in these choices and planning.

PARKING: Parking spaces will be reserved for the family in front of the Church Office in the new wing. Please advise the Church Office of the number of family vehicles anticipated and whether any of them include handicapped persons.

MUSIC: The Church recognizes that appropriate instrumental and/or vocal music can be an important and meaningful part of a memorial service. Anyone using Church musical instruments must contact the Director of Music Ministries or designee for instructions and approval before practicing or performing. Copies of the music to be used must be provided to the Director of Music Ministries or designee. The piano must not be moved except as specified in “General Policy and Guidelines for Facilities Use.” Please do not place any materials on the piano or organ.

EXPLANATION OF SERVICES AND FEES: It is the policy of this church that certain fees be collected to help maintain the facilities and to compensate persons for their time. For your convenience, the church office will provide you with an envelope upon which the specific fees will be listed. For convenience, only one check, made to the church, is needed.

Fees: *There is no fee charged for use of the Sanctuary for memorial services.* Arrangements for the use of the sanctuary and audio technician are made through the Church office.

Sound Technician: \$25.00

Musicians fees are as follows: **Accompanist** ... \$100.00/\$150.00
Soloist \$50.00/\$75.00

You may, of course, arrange for other musicians, soloists, but these persons must be preapproved by the church staff.

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BEREAVEMENT FELLOWSHIP is offered as a ministry of this congregation at no cost to the family. Cookies, coffee, and punch will be offered as a part of the Memorial Service event. This reception time will be held in the fellowship hall immediately following the memorial service or the service of committal and interment. Please let us know how we can be helpful to you and your family during this most difficult time.

**FAIRFIELD GLADE UNITED METHODIST CHURCH
GUIDELINES FOR THE ESTABLISHED USE AND MAINTENANCE
OF THE
MEMORIAL GARDEN**

(NOTE: These Guidelines are intended for distribution and use in conjunction with the “General Policy and Guidelines for Facilities Use.”)

DESIGNATED SPACE: The landscaped area bordered by Westchester, Entrance Driveway, Parking Lot and Effingham Lane shall be designated as the United Methodist Church Memorial Garden.

INTERMENT ELIGIBILITY: In light of the growing population of the Glade and the limited space available for burials, these guidelines are recommended for persons wishing to be interred in the Fairfield Glade United Methodist Church Memorial Garden. Interment within the garden is limited to those persons who have a direct affiliation with this congregation: official church membership, previous membership, familial membership (parent, child, or sibling of a member), or are recognized by the clergy staff as connected with the congregation through regular worship attendance and/or giving. These guidelines may be adhered to on a case-by-case review. Persons who are received into the care of this congregation through pastoral care affiliation (non-churched persons who receive pastoral care through hospice or other such channels) are allowed to be scattered within the garden in accordance with the garden’s guidelines, without nameplate recognition. Scattering of cremains of non-church members is also available for review on a case-by-case situation.

INTERMENT PROCEDURE: Interment shall be under the supervision of the Pastor or a Memorial Garden Committee Member.

Any service associated with the interment shall be a private matter in consultation with the Pastor.

No space shall be reserved, sold or offered for sale or as a reward for a grant to the church. Location of interment is under the control of the Memorial Garden Committee.

Cremains of the deceased may be scattered over the garden, interred directly, or contained in a biodegradable urn.

Interred cremains or biodegradable urns shall be placed in a site that permits interment 18 inches below ground.

No location markers are permitted under any circumstances.

Flowers or planting shall be approved only by the Memorial Garden Committee.

If requested, the cremains of two individuals may be interred in the same plot.

A written request for interment of cremains must be made by next of kin of deceased person or other person with the legal authority to act on behalf of the deceased. This request form will release Fairfield Glade United Methodist Church from all liability which may arise because of this authorization.

(Continued, next page)

FUNDING: A Memorial Garden Fund shall be established to help defray the maintenance cost of this area on a continuing basis. Source of the funds shall be:

- A. The monetary donation of \$300.00 for each interred individual
 - Donation can be made in advance or at the time of interment.
 - If a donation is made in advance, one letter confirming this action will be sent to the donor, one letter will go into the Church Office file, and one letter will be put into the Memorial Garden Chairman's file.
 - A donation made in advance will be non-refundable.

- B. Memorial funds designated for the Garden

- C. Voluntary contributions

A nameplate may be obtained through the Memorial Garden Committee at an additional cost, with the exception of non-members, (see Internment Eligibility, above).

The Memorial Garden Committee shall be responsible for proper maintenance of this area.

FAIRFIELD GLADE UNITED METHODIST CHURCH GUIDELINES FOR WEDDINGS AND RECEPTIONS

(NOTE: These Guidelines are intended for distribution and use in conjunction with the “General Policy and Guidelines for Facilities Use.”)

AVAILABILITY OF FACILITIES: To ensure that the Pastor and/or facilities are available, it is necessary that you consult with the Pastor before you set the date or make plans for your wedding. This should be done as far in advance as possible. Church members will be given first priority in reserving dates. *Non-members will be allowed to reserve a date no more than six months before the date of the wedding*

THE CHRISTIAN WEDDING: A Christian wedding is to be regarded as a service of worship focused on God rather than a ceremony focused on people. This understanding should be reflected in ALL that is done for the wedding. We in The United Methodist tradition believe that marriage is an “honorable estate, instituted of God.” It naturally follows that marriage ceremonies are primarily services of worship. For those who choose to be married in the church, we assume that the choice is for an explicitly Christian event reflecting the Christian understanding of marriage and of the church as a place of worship.

THE MINISTER: One of the Pastors here will usually be available to officiate at your wedding. However, if a minister other than one of the Pastors of Fairfield Glade United Methodist Church is desired to conduct the service, this must be discussed with the Senior Pastor beforehand so that a proper invitation may be extended to the Guest Pastor.

Couples must meet with the Pastor before wedding arrangements are made. The Pastor expects to meet with the couple to discuss wedding plans, the concept of the Christian marriage and home, and other matters helpful to you in beginning your life together. The pastor has the responsibility to help you set your marriage on the right course. This pre-marriage Christian counseling which will involve three or more sessions may be led by another pastor or professional counselor and **is required in order to have your wedding in our church.**

THE SERVICE: It is expected that the marriage ceremony will be conducted in a worshipful atmosphere and setting. All things that take place in connection with the wedding including the decorations, music, and vows will reflect the sacred nature of the event and will reflect that a church wedding is an act of the Church. The sanctuary is not just a pretty place in which to get married, but is the place of worship in which the couple comes seeking the blessing of God and Christ's church. The ceremony must be approved by the host pastor.

FLOWERS AND DECORATIONS: The altar is one of the focal points in the service and, therefore, should be unencumbered by decorations. The cross must always be visible in its central position. Chancel appointments, furnishings, paraments, etc., may not be moved. (The altar table may be moved within certain parameters, such as for accommodation of a kneeling rail. Consult with one of our pastors for directions.)

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The wedding party is responsible for seeing that the florist takes precautions to ensure the protection of carpet and furnishings from floral and candle arrangements. Protective covers must be placed beneath all candles. The wedding party is responsible for seeing that all decorations are removed except for those which have been agreed upon in advance that may be left for Sunday Worship services. The Wedding Director or member of the responsible family will meet with a member of the Church staff to discuss specific requirements. If you have any questions concerning arrangements, please call in advance.

WEDDING MUSIC: The wedding ceremony is a service of Christian worship in the church, and the purpose of the music is to glorify God. There is a great selection of religious and classical music which is beautiful and appropriate and which will enhance the religious meaning of the marriage ceremony. All of the service music must be pre-approved by the Senior Pastor or Director of Music Ministries. A list of the music should be submitted for approval as soon as possible before the wedding service. Live, rather than recorded, vocal music is encouraged, though not required. A reverent and dignified atmosphere is to be maintained. Reservation of the church building does not automatically mean that our church musician will play at your wedding. Those arrangements must be made separately. You may discuss arrangements with our music staff, or you may choose another musician. The church office will need to be informed of your choice. It is also necessary to schedule one of our audio technicians (see schedule of fees for cost).

PHOTOGRAPHS: Photographs are a beautiful way to remember a wedding, but they must not be allowed to intrude upon the sanctity of the worship service. No photos are allowed during any portion of the ceremony itself other than those of the wedding party as they process in and recess out. Video recording may be made from a stationary position in the rear of the sanctuary, the side aisles or the choir loft. This will be carefully controlled. No additional lighting will be permitted. Guests should be made aware of these expectations. They are necessary to maintain the dignity and reverence of the service. Pictures may be taken prior to the wedding and following the recessional.

THE REHEARSAL: A rehearsal will normally be scheduled the evening before the wedding. The rehearsal will be conducted by the minister in charge. Everyone who will participate in the wedding should be present. Bring your marriage license to the Pastor at your rehearsal.

THE RECEPTION: The church has facilities for a reception in our Fellowship Hall. Reservations for use of this area should be made at the time you reserve the sanctuary. See Usage Fees and Custodial Fees. If dancing is planned for the reception, permission must be granted in advance by the Council of Stewards.

CONDUCT: Nothing (rice, birdseed, etc.) is to be thrown inside or outside the church. It is the responsibility of the wedding party to remove flower boxes or other items which they have brought with them the same day/night of the service.

No alcoholic beverages of any kind are permitted on the church premises. Wine, however, may be allowed for Eucharist with the approval of the Pastor. No lotteries, raffles, or other games of chance or wagering are permitted. No food or beverage is allowed in the Sanctuary. No smoking is allowed inside the Church building. Guests should remember that this place is a Church of the Lord Jesus Christ and treat it accordingly. The wedding party will be liable for any damages to the building or its furnishings.

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USAGE FEES: *Payment for the use of facilities is due when the reservation is confirmed.* Regularly attending, financially supportive members of Fairfield Glade United Methodist Church or their immediate families will not be charged a fee for facility usage; however, see custodial fees below that all users must pay.

Non-members and non-attending members will be charged \$500 for usage fee plus custodial fees specified below

There will be no fees charged for use of the Prayer Chapel, but all other requirements must be met.

If the church's table cloths or table skirts are used, they must be laundered, ironed (as needed), hung on proper hangers and returned in a timely manner. If table cloths/skirts are not laundered, user will be billed for the cleaning costs.

CUSTODIAL FEES: *Payment is due ten days before the wedding and/or reception, and is due from all users, member or non-member.*

Set up/cleaning of Sanctuary only	\$150
Set up/cleaning of Fellowship Hall	\$250
Cleaning of Kitchen	\$100
Audio Technician (required)	\$ 50 (\$25 for rehearsal and \$25 for the wedding)

HONORARIUMS FOR PROFESSIONAL SERVICES: It is the responsibility of the wedding couple to discuss the appropriate honorariums and fees to be paid with the Pastor, musician(s), and soloist(s) individually. The services of the Pastor and musicians must be arranged separately. A reservation of the church does not reserve their services.

SUMMARY OF RULES FOR THE PROTECTION OF THE CHURCH FACILITY AND FURNISHINGS:

- No flowers, greenery or candles are to be placed on the organ console, piano, pulpit, lectern, baptismal font, or chancel rail.
- The piano may not be moved except as specified in General Policy and Guidelines for Facility Use.
- All candles must be dripless. Nevertheless, carpets and other surfaces around any candles must be protected from dripping tallow.
- Protective cloths or plastic must be placed under all floral and greenery arrangements which contain moisture.
- No nails, tacks, screws or wire are to be used in decorating the church.
- Masking tape, florist's tape (no Scotch tape) or twine may be used in attaching greenery. No tape may be placed on any painted surfaces.
- The use of rice, bird seed, bubbles, confetti, etc. inside or outside the church is prohibited.
- If the church's table cloths or table skirts are used they must be laundered, ironed as needed, hung on proper hangers and returned in a timely manner. If table cloths/skirts are not laundered, user will be billed for the cleaning costs.

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- The florists, caterers, and other persons responsible for decorating the church, are expected to clean up and remove all decorative items immediately after the service. Exceptions MUST be arranged with the church staff in advance.
- No food or beverage is allowed in the Sanctuary.
- No smoking is permitted inside the church building.
- The bridal party will be held responsible for any damage done to the building or furnishings, and will be billed for the repair of any damages.

WEDDING INFORMATION (for church records)

Date of Wedding _____

Time of Wedding _____

Date of Rehearsal _____

Time of Rehearsal _____

Bride's Name _____

Groom's Name _____

Contact Address _____

Contact Phone No. _____ or _____

Wedding Director/Consultant _____

Minister's Name _____

Florist _____

Musician(s) _____

Vocalist(s) _____

Photographer _____

Caterer (if using the church for reception) _____

Fairfield Glade United Methodist Church looks forward to serving you for your wedding. Part of that service is ensuring that your wedding is a sacred moment uplifted by the blessing of God. It is to that end that these policies are set forth. We desire to provide this blessing for you in this sacred place.

I/We have read and understood the General Policy and Guidelines for Facilities Use and the Guidelines for Weddings and Receptions of Fairfield Glade United Methodist Church. We agree to abide by these policies.

Signature of Responsible Party _____

Please return this page to the church office as soon as possible.

(This section for office staff use.)

Building Use Fee/s Paid: *(Date /Initial)* _____ Total Amount _____

Custodial Fee Paid *(Date/Initial)* _____

Sanctuary Fee _____

Fellowship Hall Fee _____

Kitchen Fee _____

Total Amount _____

Audio Technician Fee Paid *(Date/Initial)* _____

Music Submitted/OK'd *(Date/Initial)* _____

RESERVATION AND AGREEMENT FOR USE OF FACILITIES OF FAIRFIELD GLADE UNITED METHODIST CHURCH

PLEASE NOTE: For functions scheduled by individual members, non-members, or community groups, reasonable custodial and set-up charges may be required based upon the size of the facility used, scope and complexity of any set-up and removal required, and the need to reimburse Fairfield Glade United Methodist Church (FFGUMC) for compensation of the Sexton and/or Custodian beyond their scheduled hours for performing their normal church duties. The FFGUMC Church Administrator will advise those requesting the use of facilities of the estimated set-up/custodial charge, after consultation with the Sexton if necessary. The estimated charge must be paid by check in advance to FFGUMC at the time of reservation of the facility.

Use of FFGUMC facilities is hereby requested for:

Date _____ Time _____ Function _____ # Attending _____

Organization _____ Contact person _____ Phone # _____

Use of one or more of the following facilities:

- Sanctuary N/C unless for a Wedding (\$500 + \$150 for non-member) (NC + \$150 for a member)
- Pavilion (\$25 custodial charge)
- Pavilion and Kitchen (\$35 custodial charge)
- Fellowship Hall (\$35 custodial charge) unless for a Wedding (\$250 for members and non-members)
- Kitchen (\$35 custodial charge) unless for a Wedding (\$100 for members and non-members)
- Choir Room (no charge unless reconfigured or use generates substantial need for cleaning)
- Classroom (_____) (no charge unless reconfigured or use generates substantial need for cleaning)
- Prayer Chapel (no charge)

Setup requirements: *(Please use the diagram on the reverse side of this document to draw your preferred setup for the Fellowship Hall.)*

Need for one or more of the following:

- Audio Technician (\$25 for first hour, plus \$15 each additional hour)
- Organist (\$100/\$150 for member/nonmember memorial service)*
- Pianist (\$100/\$150 for member/non member memorial service)*
- Soloist (\$50/\$75 for member/nonmember memorial services)*

*Additional fees and charges apply to non-member/non-participating member weddings as provided in *Guidelines for Weddings and Receptions.*

User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including but not limited to bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.

I have read and agree to adhere to the guidelines for use of the FFGUMC facilities.

Signature Contact Person _____ Fee _____ Date _____

Church Authorization _____ Date _____