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1. STATEMENT

This Procedure and Policy Manual for Pineville UMC will be used to govern all uses of the church property (both real and personal) and facilities for any and all purposes. It is intended that these policies will direct the use of the church facilities in a manner that will honor and glorify God and serve the ministry of this congregation.

2. AUTHORITY AND APPROVAL

2.1 The Board of Trustees must act to assure that all uses of the church property are consistent with the United Methodist Social Principles as stated in the Book of Discipline.

2.2 The approval of this policy and its revisions shall be by the Board of Trustees and the Administrative Council.

2.3 The Board of Trustees will be responsible for maintaining the master copy and subsequent revisions of this Manual and for its distribution.

3. PRIORITY OF USE

3.1 Regular or church sponsored uses of the facilities will be given priority in scheduling.

3.2 There are 3 types of events requiring use of church facilities:

- Church sponsored events.
- Member events: A member of PUMC's use of the facility for a private party, meeting, social gathering, reception, etc.
- Non-profit: A non-church sponsored event serving the community.

4. SCHEDULING FACILITY EVENTS

4.1 Church-related events shall have first claim to available space, facilities and equipment on a first come - first served basis.

4.2 Before scheduling an event, a request for space should be made through the church office, so that all events may be coordinated and recorded on the church calendar.

4.3 Non-member organizations shall make their requests for space to the church office no earlier than 90 days prior to the event. The user must complete a Usage Agreement Form (see Exhibit B), must sign a Release and Indemnity Agreement (see Exhibit J) form and provide a certificate of insurance unless these are already on file in the church office.

5. FACILITY USE CHARGES

- 5.1 Expected donations for facility use are shown in Table 5.
- 5.2 Any group that is a part of or sponsored by PUMC may normally schedule and use the church facilities without charge.
- 5.3 In other cases, if it is determined that any request for use of facility will require an additional amount of custodial effort, utility expense or preparation, donations may be requested to offset the expense incurred.
- 5.4 For members using facilities for weddings and other family events, and for Non-profit groups, all donations are due and payable one week prior to the scheduled event.
- 5.5 For Non-profit Group Events, a 50% non-refundable deposit is required at the time the reservation is made. The remainder of the expected donation must be made along with the key deposit when a key is signed out.

**Table 5
Expected Donations**

FACILITY	CHURCH SPONSORED EVENT	MEMBER FAMILY EVENT	NON-PROFIT GROUP EVENT	WEDDING MEMBER*
Sanctuary	Waived	Waived	NA	Waived**
Crossroads Center Gym/Dining Area only	Waived	\$50/hr. (2hr Min.) \$25/hr. for each hour over 2 hrs.	\$100/hr. (2 hours Min) \$50/hr for each hour over 2 hrs.	\$200
Kitchen	Waived	\$75	\$75	\$75
Fellowship Bldg.	Waived	\$100	\$50	\$100
Classroom	Waived	\$25	Waived	Waived

*50% Non-refundable Deposit required at time of reservation. Remainder of donation must be paid in full two (2) weeks prior to the wedding date.

**All spaces used for weddings must be cleaned and returned to their original set-up before Sunday morning.

6. FACILITY USE REQUIREMENTS

- 6.1 No use of tobacco products in the building or drinking of alcoholic beverages on the premises is allowed.
- 6.2 The use of nails, tacks, screws, or adhesive tape to mount posters, signs or flyers on walls is prohibited.
- 6.3 The following rules apply when using the facilities:
- All furniture and moveable items will be returned to their original position.
 - Floors shall be swept and mopped, if necessary.

- Trash and any garbage shall be deposited in the outside cans or dumpster. **DO NOT DRAG GARBAGE BAGS ALONG THE CARPET ON THE WAY OUT!**
- Lights shall be turned off.
- All doors in all of the buildings shall be locked and checked upon exit.
- Children and youth must be supervised by adults at all times.
- No animals permitted in the buildings except for assistance for persons with disabilities or as part of programs with prior approval.

7. USE OF CHURCH EQUIPMENT/PROPERTY

- 7.1 Materials and equipment of the church may be used for ministry functions of Pineville United Methodist Church.
- Musical equipment use must be approved by the Director of Music Ministry.
 - Nothing is to be borrowed or removed from the church campus without submitting an Equipment Check-Out Form (see Exhibit C) to the church office.
 - Any damage to equipment or property must be reported to the church office or to a member of the Trustees at the time of damage or soon after.
 - Only designated tables and chairs may be borrowed.
 - Only designated tables and chairs may be used in the Crossroads Center.

8. BUILDING ACCESS POLICY

- 8.1 This policy relates to the distribution of keys to the buildings.
- This policy applies to anyone that requires access to any or all of the Church facilities.
 - In addition to Sunday mornings, the Church is used throughout the week by staff, ministry groups, social events, outside groups (e.g. Scouts), etc. This varied use necessitates a method for authorizing and distributing access keys.
- 8.2 All requests for access keys must be made in writing, and must be authorized by the appropriate approving body, as outlined below. All keys must be safeguarded while in the possession of an individual, and **under no circumstances are keys to be duplicated.**
- 8.3 Depending on the needs of the individuals, access keys will be issued as either Long Term or Short Term keys.
- Long Term keys are issued to church staff and employees, trustees, and trustee approved individuals with a need for access over an extended period of time and must be authorized by an officer of the Trustees.
 - Short Term keys are issued to individuals with a limited need for access over a finite period of time and may be authorized by the Administrative Assistant or Trustees Chair.
 - The main keys that open only the main entry door of each building and the janitor's room can be issued as either Long Term or Short Term. **Keys that open multiple external doors can ONLY be issued as Long Term.**
- 8.4 Classrooms will be kept unlocked. Staff offices will have two keys. One will be held by the office designee and one in the lock box.

- 8.5 All requests for keys must be made via the Key Request Form (Exhibit D). The Administrative Assistant will maintain a list of all key holders.
- 8.6 The list of Long Term key holders will be audited once a year. This should be conducted immediately after the newly elected Trustees are in place. When a Long Term key holder either leaves the church or no longer performs in a function that necessitates the need for a Long Term key, the key must be returned.
- 8.7 Short Term keys can be issued to individuals who have a limited need for access to a specific building. All Short Term keys must be returned at the end of the approved term.
- 8.8 All keys shall be maintained in a lock box installed in the Church office. The Administrative Assistant and Trustees Chair are the only persons authorized to issue keys. The Trustee Chair may designate a third individual on an as-needed basis.
- 8.9 For non-members, a key deposit of \$100 is required for issuance of a Short Term key for events that are not sponsored by the church. For members, a \$20 key deposit is required. Events sponsored by the church or groups within the church are exempt from this requirement. If a key is not returned by the required date, the deposit will be forfeited, so that the church can “re-key” the associated door locks.
- 8.10 A Trustees member will be assigned by the Trustee Chair to audit the short term key policy on a quarterly basis.

9. SUNDAY MORNING SOLICITATIONS (SALES OR SIGN-UPS)

The following set of guidelines provides control as to the number and location of solicitations that can be set up on any Sunday morning.

- 9.1 Advance Registration: All (without exception) groups, organizations or individuals desiring to set up a table must pre-register with the church office at least 2 weeks prior to the Sunday in question. Requests will be honored on a “first come, first-served” basis. The limit will be a total of 3 tables for 3 weeks in a row.
- 9.2 All tables for solicitation purposes shall be set up in the Fellowship Building. The gathering areas of the Crossroads Center and other passageways are not to be used.
- 9.3 Solicitation is to be limited to before, between, and after services. During actual service times, and Sunday School there is to be no solicitation and all tables should be moved as far out of the way as possible to maximize egress in case of an emergency.
- 9.4 Box collections for Mission projects may be placed in the area between the Education Building and the Crossroads Center and should be limited to no more than 3 boxes for 3 weeks in a row for all causes at any one time. Boxes must be monitored for excessive overflow by the appropriate group.

10. RECREATIONAL USE OF FACILITIES AND GROUNDS

- 10.1 The Crossroads Center is closed to recreational use on Sunday morning until 1:00pm and during any other scheduled church activities that need that space.
- 10.2 Upon arriving and departing, you must verbally check-in and check-out with the Event Leader or the Church Office.
- 10.3 All use of the basketball/volleyball court by children, youth and adults is to be supervised at all times, and adult use is by prior arrangement.
- 10.4 Appropriate athletic shoes must be worn during practice, team games, and for any recreational play in the gym.
- 10.5 **ABSOLUTELY NO ROLLER-BLADING, ROLLER SKATES, SKATEBOARDS, HORSEPLAY, OR UNSUPERVISED ACTIVITIES ALLOWED IN THE CROSSROADS CENTER OR FELLOWSHIP BUILDING.**
- 10.6 **NO profanity, NO alcohol, NO drugs, NO tobacco.** Individuals will be made to leave the premises if any inappropriate behavior is observed.
- 10.7 Do not drag tables or chairs across the floor.
- 10.8 First Aid Kits are located in several storage areas. Notify the Event Leader in case of injury or emergencies.
- 10.9 PUMC is not responsible for injury or accident occurring while using the facilities.
- 10.10 The Crossroads Center must be left clean and in order for the next scheduled event. Place all trash in the outside trash receptacles before departing. Wood floors are to be appropriately cleaned following posted directions by each group that uses the gym. If it's necessary for extra custodial cleaning after your use of the facility, a fee for these services will be passed along to the responsible group or individual.

11. KITCHEN

- 11.1 The use of the kitchen by organizations or program groups within the church body will be scheduled on the church calendar at the church office.
- 11.2 All community groups, wedding parties, caterers, etc. **MUST** furnish their own paper products and supplies.
- 11.3 Wash hands thoroughly before working in the kitchen.
- 11.4 **THOROUGHLY CLEAN THE KITCHEN AFTER USE:**
- Wash, dry and put away all items used: dishes, utensils, pots and pans, etc. Do not leave items in the sink or in the drain basket.
 - Wipe off all counters, clean appliances, and cleanse sinks.
 - If there is no washer and dryer on the premises, take home, launder, and return promptly all cloth items used. (Aprons, dish cloths, towels, etc.)
 - Do not leave opened, left-over food in the refrigerator, freezer, or cabinets.
 - All food stored in the kitchens for future use must be labeled with name and date.
UNLABELED FOOD ITEMS WILL BE DISPOSED OF. Also, outdated perishable items will be disposed of.
 - Put all items back in the proper places. This includes paper products, pots and pans, utensils, condiments, etc.
 - Put all garbage in bags and place in outside trash receptacles. Put clean garbage bags in trash containers.
- 11.5 Do not remove tables, chairs, kitchen equipment, or any other items from the church without permission from the Chairman of the Board of Trustees or the church office and without filling out an equipment check-out form.
- 11.6 Immediately report any damage to the Church office or to a member of the Board of Trustees.

12. WEDDING POLICY

A Christian wedding is first and foremost a service of worship, one of the happiest and holiest moments in life. As two people join their lives to establish a Christian home, the church rejoices with them and is eager to help make the occasion of the wedding beautiful and memorable. It is not necessary for a wedding to be elaborate in order to be beautiful. The true beauty lies in the spirit and attitude of those who take part--their sincerity and deep devotion. The fact that you have come to the church for counsel and guidance indicates that your concern is for a Christian wedding.

In the excitement of planning for a wedding, many questions arise as to what is appropriate. The following procedures are given to assist in the planning. The pastor and staff of the Church will be glad to render any help possible.

- 12.1 **SCHEDULING THE WEDDING DATE:** All arrangements for church weddings must be made through the church office. Tentative dates may be cleared by telephone but no date is final until arrangements have been cleared with the pastor and the church appointed Wedding Director. Weddings cannot be scheduled more than one year in advance. One must be a member of the church six months prior to the wedding date in order to schedule the wedding on the church calendar.
- 12.2 **DATES TO BE AVOIDED.** Because of the difficulties in securing adequate help, the church requests that weddings not be scheduled on the following holidays: New Year's Day, Holy Week, Annual Conference (Annual Conference begins on Wednesday of the first full week of June and concludes the following Sunday), Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and Sundays in so far as possible. A Sunday wedding should be cleared well in advance with the pastor due to the regular heavy schedule of church activities on Sundays.
- 12.3 **PASTOR.** The pastor is in charge of all weddings. Other ministers may be invited to assist or even to conduct the wedding with the approval of the pastor who alone can issue an invitation to participate. The Discipline of the United Methodist Church gives the pastor authority over all weddings and their procedures.
- 12.4 **Pre-marital conferences** with the pastor are required, dates being arranged with the pastor.
- 12.5 **VOWS:** The Order of the ceremony and the vows shall be approved through consultation with the pastor.
- 12.6 **ORGANIST:** If the organ is to be used, the organist of PUMC will have the first right of refusal to play at all weddings performed at PUMC. The wedding party should contact the organist shortly after setting the wedding date.
- 12.7 **WEDDING MUSIC:** Since a wedding is a Service of Worship, music should be chosen that is appropriate in consultation with the Organist or Director of Music Ministries.

If recorded music (tracks) is to be used, it must be available for the rehearsal, and a Sound Technician who is trained on the church's equipment must be hired for both rehearsal and wedding.

- 12.8 **COMMUNION:** The Sacrament of Communion is not generally celebrated as part of the wedding ceremony. In keeping with United Methodist Doctrine, if communion is offered as a part of the wedding ceremony it must be offered to the entire congregation. Elements must be provided by the wedding party and all arrangements approved by the pastor.
- 12.9 **PHOTOGRAPHS. Flash photographs are not to be taken during the ceremony by anyone.** The wedding party may return to the chancel after the ceremony for photographs. Video recording must be approved by the pastor.
- 12.10 **RECORDINGS.** Permission to use recording equipment may be obtained from the pastor.
- 12.11 **DECORATIONS.** Our sanctuary is a place of beauty. It does not require elaborate decorations to make it a suitable place for a beautiful church service such as a wedding. The following requirements are given to preserve the proper atmosphere in the church and to safeguard the furnishings.
- Decorations should enhance the church as a church.
 - The church will provide the two altar candles as a part of the church's appointments.
 - Two candelabra (without candles) and a kneeling bench are available for use if desired.
 - The cross shall, at no time, be hidden from view or moved. No decorations may be placed on the pulpit, lectern, organ console, or communion rail.
 - When the Church is decorated for Advent, Lent, Christmas or other seasons, those seasonal decorations should not be altered. If these decorations are inappropriate for your wedding, please select an alternate date.
 - The furniture, floor and carpet must be protected at all times from moisture and candle wax. The bride and groom will be held responsible for any damage done to the building and furniture, and are responsible for cleaning wax from the floor, carpet or furniture.
 - No tacks, pins, nails or glue may be used to fasten any decorations to the furniture or building.
 - All decorations and equipment must be removed from the building immediately after the service unless special permission is given to postpone removal and cleaning. The building must be left in the condition in which it was found.
 - The paraments (pulpit hanging and altar cloth) are to be white.
 - Frequently, the bride or groom's family wishes to leave wedding flowers for Sunday church use. If this is desired, please consult the church office. This should be arranged as far in advance as possible since many Sunday dates are already taken.
 - Flowers used in the sanctuary on Sundays are usually distributed to the sick or shut-ins. If you wish the flowers to be used differently, please make this known.

- 12.12 **RECEPTIONS:** The church encourages its members to use its facilities for wedding receptions and will assist in making arrangements if requested to do so. Receptions may be scheduled in the Fellowship Building or the Crossroads Center. A fee is charged for use of these facilities. **Refer to Facility Use Charges in this policy manual.** Caterers, if used, are expected to provide everything necessary for a complete reception, except tables and chairs, and are required to leave the facilities and equipment in the condition in which they were found.
- 12.13 **RESPONSIBILITY FOR THE SAFEKEEPING OF PERSONAL ITEMS.** The church will not be liable for items lost, stolen or damaged during weddings. The party involved may lock the rooms used for dressing and take such precautions as necessary.
- 12.14 **FINANCES.** The sanctuary is available to **members for weddings without charge.** Donations are requested when other spaces are used for a reception. (A member is defined as a bride, groom, or a parent of bride or groom.) It is appropriate for members to compensate the organist, soloist, wedding director, and pastor for services rendered.
- Fees, as required above, are to be paid (in accordance to the fee schedule in **5.5** of these policies and procedures) to Pineville United Methodist Church, PO BOX 3, Pineville, NC 28134.
 - **ORGANIST** - \$100.00 (to be paid before the rehearsal)
 - **SOLOIST, WEDDING DIRECTOR, ETC.** - fees will be set with the parties involved.
 - **PASTOR'S HONORARIUM** - \$150.00
 - **CUSTODIAL FEE** - \$200 deposit (up to \$150 may be returned)
 - **AUDIO FEE** - \$50.00
- 12.15 **OTHER CONSIDERATIONS:**
- No alcoholic beverages are permitted at any time on church premises. Those arriving under such influence will be asked to leave and not be permitted to return.
 - Smoking is not permitted in the buildings.
 - No food or drink is permitted in the sanctuary at any time.
 - No rice or substitute may be thrown in the building. Bird seed is recommended on the outside.
 - The bridal couple is expected to inform caterers, photographers, florists and the wedding party of these guidelines.

13. POLICY ON DONATED ITEMS

- 13.1 This policy addresses tangible items that are donated for use by Pineville United Methodist Church. This includes but is not limited to: furniture, furnishings, books, kitchen equipment, office equipment, mechanical equipment of any type, and any other items that may be considered real property. This does not include donations of food, clothing, or other items intended for specific mission outreach ministries sponsored by the church. Acceptance of donated items is at the sole discretion of the Trustees.
- 13.2 All items donated to the church become the property of Pineville United Methodist Church upon receipt, unless rejected by the Board of Trustees. Written acknowledgment of the donation will be provided upon request. Use and control of all donated items is administered solely by the Trustees. Limitations, restrictions, and requirements set forth as conditions of donation may not be honored unless a specific agreement is entered into with the Trustees at the time of the donation. Such an agreement shall be acknowledged by all parties and duly recorded in the Trustee meeting minutes.
- 13.3 The ultimate disposition of all items shall be at the discretion of the Trustees. When an item of significant value is to be disposed of, a good faith effort will be made to contact the donor or the donor's family for input into the item's final disposition. Every effort will be made to dispose of items in a manner agreeable to all parties, but the final decision will be the responsibility of the Trustees.

14. VEHICLE POLICY

Scope: This policy covers all vehicles owned, leased, or rented by PUMC and drivers of same, for the purpose of providing transportation or other such use, for approved activities of the church, its members and/or guests.

- 14.1 Church vehicles are for church sponsored use only and shall not be used by outside groups or by individual church members for private use. Exceptions might be made for other churches' use if it is determined beforehand that such use will be covered by PUMC's insurance policy.
- 14.2 The trip log in the van must be filled in at the start and end of each trip.
- 14.3 **Listed Driver:** Listed drivers shall be defined as a person or persons at least 25 years of age, in good physical condition, with a minimum of 5 years driving experience, holding a valid drivers license, having an insurer approved motor vehicle record check, and having completed a driver and vehicle operation training course provided by the church, its insurance company, or other training resources.
- 14.4 Each group requesting use of church vehicles must have one or more Listed Drivers on record with the church office. The church office will update the driver list annually. Request for use of a church vehicle must be made through the church office at least two weeks prior to trip dates.
- 14.5 Church vehicles may be operated by a Listed Driver only. Trips greater than 50 miles from the point of origin must have at least two Listed Drivers aboard, unless several vehicles are traveling together and are able to communicate by cell phone.
- 14.6 Each Listed Driver will perform a pre-trip safety check on the assigned vehicle assuring that it is in safe operating condition. Listed Drivers shall not operate any vehicle which is determined to have mechanical or safety concerns. Drivers should report to the church office at once any mechanical problems or safety concerns.
- 14.7 Listed Drivers shall not operate any church vehicle while under the influence of prescription medications, alcohol, illegal substances, or any other substance which might impair their judgment or ability to safely control the vehicle.
- 14.8 Listed Driver and all passengers must wear seat belts while the vehicle is being operated. The Listed Driver is responsible for ensuring this policy is enforced.
- 14.9 **USE OF CHILD SAFETY SEATS IS REQUIRED FOR CHILDREN UP TO 8 YEARS OF AGE OR WEIGHING UP TO 80 POUNDS, AND THESE MUST BE USED IN CONJUNCTION WITH SHOULDER BELTS, NOT MERELY LAP BELTS ALONE.**
- 14.10 A front seat passenger shall serve as navigator and will read directions, maps and assist Listed Driver with lane changes, turns, backing, and, if needed, passenger behavior.

- 14.11 Upon completion of each use, church vehicles shall be returned full of gas and in clean condition inside and out.
- 14.12 In the event of an accident involving a church vehicle, the Listed Driver shall notify the Trustees and the church's insurance company immediately.
- 14.13 Listed Adult Drivers shall notify the church office at any time during the calendar year, if they receive a traffic violation which might place their ability to continue as a current Listed Driver in question.
- 14.14 Prior to departure, Listed Driver/s shall make a roster or have a list supplied by the trip coordinator or group leader of their passengers. A second list (copy) shall be provided to the church office. Listed Driver/s shall insure each passenger is accounted for at rest stops, destinations, and returns to the point of departure.

15. RENTAL PROPERTY

- 15.1 Pineville United Methodist Church considers it a ministry of the church to be able to provide some of the most affordable rents in South Mecklenburg County. The tenants are asked to review the following policies and sign at the bottom of Exhibit E indicating that they understand and will comply with the policies.
- 15.2 Rent payments are due on the first day of each month. Checks may be mailed to the church or hand delivered to the church office. If payment is not received by noon on the fifth day of the month, a late fee of \$25.00 will be charged. If payment is late more than 3 times, the church may start eviction proceedings and the tenant will be required to vacate the premises within 30 days. Partial payment is considered late.
- 15.3 The church requires a security deposit in the amount of one month's rent. When vacating the rental premise, the tenant is required to leave the property clean, the grass cut, to be current with rent, and to return all keys to the church office. If these conditions are met, a full refund of the security deposit will be made within 30 days of move out. Any costs incurred from damage to the premises or the above conditions not being met will be deducted from the security deposit.
- 15.4 A reasonable rent increase may be made by the church with a 30 day written notice to tenant.
- 15.5 Prior to vacating the premises, the tenant must notify the church by giving a 30 day written notice. The church will give a 90 day notice to tenant if the church needs to terminate the agreement.
- 15.6 The church or church's agent may enter the premises 1) at any time for the protection or preservation of the premises, 2) after notice to tenant for the purpose of repairing the premises, or 3) to inspect the premises, make necessary or agreed upon repairs, alterations or improvements, supply agreed services or exhibit the premises to prospective or actual renters. A key to the premises must be on file with the church office at all times.
- 15.7 The tenant may not assign or sublease the premises without first obtaining the church's written approval and consent.
- 15.8 The church shall not be liable for any loss of contents, belongings and personal effects of the tenant by reason including but not limited to damage, theft, or natural disaster. The church shall not be liable for injury or loss on the premises.

16. MONETARY GIFT POLICY

- 16.1 **Undesignated** monetary gifts will be applied to Building to Serve, or to pay down the church's capital indebtedness.
- 16.2 **Designated** monetary gifts (including memorials and honoraria) may be applied to any of the following, according to the donor's wishes:
- Building to Serve
 - Budget
 - Reba Baker Scholarship Fund
 - Caring and Sharing Fund
 - Other special funds set up by the Finance Committee
 - Tangible items from a list of items approved by the Administrative Council and held in the Church office.
- 16.3 The total sum of undesignated memorial gifts may be applied to any of the above, according to the deceased's family wishes.
- 16.4 If the balance of the full cost of any designated tangible item is not paid by other contributions within a year, the donor (or deceased family members) may be asked by the Finance Committee to re-direct the gift.
- 16.5 Acknowledgements for direct gifts should be sent by the Area of Ministry affected. The Memorials Record Keeper shall attend to all other acknowledgements for gifts given as honoraria and memorials.
- 16.6 Acknowledgements to donors of memorials or honoraria
- The donor's gift will be acknowledged in the Church newsletter in all cases.
 - An acknowledgement on official PUMC card will be sent if either of the following is true:
 - a. the gift has been made in cash, or
 - b. the gift has been made by a non - PUMC member
- 16.7 Notification of memorials to the recipient's family (next of kin)
- The notification will appear in the Church newsletter in all cases.
 - An official PUMC card will be sent to the next of kin identifying donors in cases where the next of kin may not have access to the Church directory, or if the donors are non-PUMC members.
 - For large numbers of memorials to one person, upon request, it is permissible to send a typed listing of donors (and addresses, if needed).
- 16.8 Notification of Honoraria to the Honoree
- The notification will appear in the Church newsletter in all cases.
 - An official PUMC card will be sent to the honoree acknowledging the gift and identifying the donor only if the honoree is a non-PUMC member.

17. NURSERY AND TODDLER CAREGIVER GUIDELINES

- 17.1 BEDS: Use only one bed per child. The sheets will be changed if needed for a different infant. After use, all used linens will be placed in a pile at the door so they can be washed by a member of the Education Area.
- 17.2 DIAPERS: The diaper of each child will be changed near the end of service or as needed. The diapers will be placed in a trash bag and disposed of in the outside trash receptacles. Hands are to be washed after each diaper change.
- 17.3 TOYS: Since toys may be shared by all the children, the caregiver will use soap and water and disinfectant at the end of the time of use to clean each toy, especially those the children have had in their mouths.
- 17.4 NAME TAGS: All babies, diaper bags, bottles, etc. must be labeled with the child's name.
- 17.5 FOOD: Only bottles and snacks brought in for that baby may be given to that baby. (If no snacks or bottle has been brought in, then **none will be given to that child without consent from the parent or guardian.**)
- 17.6 ATTENDANCE: The attendance sheet must be filled out for each time of use and placed on the table at the door.
- 17.7 ASSISTANCE: If at any time assistance (or a parent) is needed during the worship hours please contact the Head Usher at the back of the sanctuary. For non-worship events, ask for the parent directly.

18. SAFE SANCTUARIES POLICIES AND PROCEDURES

Our congregation's purpose for establishing this Children and Youth Abuse Prevention Policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all of our children and youth.

18.1 CHILDREN AND YOUTH CAREGIVERS

- Caregivers may either be volunteers or hired through agencies approved by the Staff Parish Relations Committee.
- Background checks will be performed on all caregivers (ie. church staff, approved agencies and volunteers). The Staff Parish Relations Committee will be responsible for assuring that approved agencies perform this function.
- Staff and volunteers should be at least 5 years older than the oldest child/youth being supervised.
- No one under the age of 18 should be given supervisory capacity.

18.2 CAREGIVER GUIDELINES

- Two adults should be in the room or vehicle at all times. No child or youth should be alone with one adult at any time.
- In the event that two adults are not available in the room, the door will be left open and a roving adult should be monitoring the classroom activities.

18.3 CHILDREN AND YOUTH FACILITIES

- Every room that is used for activities and teaching of children and youth should have a window in the door, or a half door, that gives visibility to all areas of the room.
- The door window must be left uncovered.
- If there is no window in the door, the door must be left open at all times.

18.4 CHILDREN AND YOUTH ACTIVITIES

- At least one adult present at every church activity should be certified in basic first aid and CPR. Training will be offered annually.
- Equipment should be checked for safety and appropriateness of age by the Activity Director.

19. POLICY ON SEXUAL AND GENDER HARASSMENT AND MISCONDUCT OF A SEXUAL NATURE

- 19.1 Pineville United Methodist Church affirms *The 2000 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 2004 Book of Discipline*, paragraph 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.
- 19.2 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.
- 19.3 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.
- 19.4 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 resulting from discrimination on the basis of gender (*Book of Discipline* paragraph 161.I).
- 19.5 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.
- 19.6 Sexual and gender harassment, sexual abuse and misconduct of a sexual nature within the life of the Church interfere with its moral mission. Pineville United Methodist Church prohibits and will not tolerate these behaviors, which are sinful, demeaning, abusive and wrong. Pineville 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, Pineville 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.
- 19.7 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 pastor in charge.

If the conduct involves the pastor in charge or another clergy person, it must be reported to the pastor's supervisor, the District Superintendent or the Bishop.

- 19.8 Pineville 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.
- 19.9 While Pineville 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.
- 19.10 Anyone who has any questions or concerns about this policy or the issues addressed is encouraged to air those questions or concerns to the Staff-Parish Relations Committee or the pastor.

20. HANDLING OF ALLEGATIONS AND COMPLAINTS

- 20.1 If a person tries to disclose allegations of abuse to you, maintain an apparent calm. Reassure the person that you are concerned about what happened and you would like to get some help. Allegations or confessions from a youth/staff/volunteer must be reported to the pastor immediately. If any medical attention appears to be necessary, it will be provided in a timely manner.
- 20.2 All allegations need to be taken seriously and handled forthrightly with respect for people's privacy and confidentiality.
- 20.3 After reporting the allegation to the pastor, document all your efforts at handling the incident.
- 20.4 The pastor shall report the incident immediately to the appropriate family members, the church's insurance company and attorney, and the United Methodist District Superintendent.
- 20.5 The pastor shall contact the proper civil authorities (police, DSS) following the guidance of the insurance company and attorney. Do not attempt an in-depth investigation.
- 20.6 Do not confront the accused until the safety of the person is secured. Do not prejudge the situation, but take the person's allegations seriously and reach out to them and their family.
- 20.7 Treat the accused person with dignity and support. If the accused person is a paid worker or a volunteer, that person should be relieved temporarily of his or her duties until the appropriate investigation is finished.
- 20.8 Only the Pastor shall make public statements to answer the press or to convey the news to the congregation. Direct all inquiries to the Pastor. If the Pastor is unavailable, the Chair of the Administrative Council, and then the Chair of the Trustees shall speak on behalf of the church.

21. POLICIES REGARDING NOMINATIONS

21.1 The following leaders of Pineville UMC elected by the Charge Conference shall serve no more than three consecutive years in the same position:

- Administrative Council Chair
- Administrative Council Vice Chair
- Administrative Council Secretary
- Church Treasurer
- Lay Leader
- Lay Member of Annual Conference
- Chair of Finance
- Chair of Staff-Parish Relations
- Visions Chair

Areas of Ministry Chairs: Hospitality and Evangelization
Education
Enrichment
Worship
Outreach and Advocacy
Stewardship
Congregational Care

21.2 Areas of Ministry - Program Leadership Team:

Areas of Ministry are made up of special task forces, liaisons with specific groups or agencies, and volunteers. "Members" of Ministry Areas will serve for one year only unless re-nominated. The Chairs of these areas will coordinate ministry and will meet at least twice a year with the church staff and Administrative Council Chairs for coordination and calendaring. The Administrative Council Chair will chair these meetings of the "Program Leadership Team." The Coordinator of Lay Ministry will be responsible for organizing training each year for newly elected leaders. All those related to each area will meet together as a group at the start of each year, but other meetings of each Ministry Area will be optional.

21.3 The Program Leadership Team shall serve from January 1 to January 31 of the following year (13 months) to allow for training and transition during the first month of the year.

21.4 The following shall be voting members of the Visions Group:

- the Lay Leader
- the Christian Educator
- the Directors of Youth Ministries and
- the Director of Music Ministries

21.5 Add the Coordinator of Lay Ministries to the Committee on Lay Leadership as an ongoing member, not subject to 3-year rotation.

EXHIBIT A

CHECKLIST FOR USE OF KITCHENS

Before leaving the kitchen, initial each item to indicate you have done the following:

- _____ Freezer and refrigerator – left absolutely NO FOOD.
- _____ Dining tables are cleaned, washed, dried and returned to storage room.
- _____ Dishes, glassware, silverware, all cooking pans, utensils – washed thoroughly, rinsed, dried and returned to proper storage areas.
- _____ Appliances, (mixers, etc.) cleaned and returned to original location.
- _____ Sinks – drained and washed
- _____ Stoves – turned off and tops cleaned
- _____ Ovens turned off and any spills cleaned and cleared of all food and utensils.
- _____ Coffee urns – unplugged, emptied, rinsed and dried. Serving coffee pots emptied, washed and dried and stored properly.
- _____ All counter area tops – washed and dried. **Use no abrasive cleaners or cleaning pads on stainless steel surfaces.**
- _____ Serving trays – washed and dried thoroughly, before stacking.
- _____ Used towels, dishcloths and aprons to be taken home (if no washer and dryer on the premises), laundered and returned within three days. (members only)
- _____ Using posted directions, floors cleaned of any spills – swept and mopped.
- _____ Fans turned off.
- _____ Lights off.
- _____ All doors closed and locked.
- _____ All cleaning supplies, mops, brooms, etc. for your use are supplied by PUMC. These are located in the custodial closets in the dining area and in the Fellowship Building.

Groups or individuals using the kitchen are responsible for leaving it clean. If it becomes necessary for extra custodial care to clean the kitchen for the next scheduled event, all expenses incurred for this service will be passed along to the responsible group or individual.

By doing these things, you are leaving the kitchen as you would like to find it when you arrive. Thank you for your cooperation in caring for this much needed and heavily used facility.

DATE

NAME
Group _____

EXHIBIT B

**PINEVILLE UNITED METHODIST CHURCH
USAGE AGREEMENT FORM**

This Agreement is to confirm and clarify the arrangement made with _____
_____ of _____ and Pineville United Methodist Church of
Pineville, North Carolina.

A _____ will take place in the following room(s):

on the ____ day of _____, 20__ from _____ m until _____ m.

A deposit of \$_____ has been received on _____.

I hereby agree to give the sum of \$_____ as a contribution for use of the above Named room(s)
within one (1) week of the event.

I will be responsible for returning the room to its original condition.

All cleaning supplies, mops, brooms, etc. for your use is supplied by PUMC. Groups or individuals using
these facilities are responsible for leaving them clean. If it becomes necessary for extra custodial care to
clean the facility for the next scheduled event, all expenses incurred for this service, will be passed along
to the responsible individual or group.

This _____ day of _____, 20__

**NO ALCOHOL, NO DRUGS, NO TOBACCO, NO PROFANITY. NO CHILDREN OR YOUTH
WILL BE LEFT UNSUPERVISED. You will be made to leave the premises if any inappropriate
behavior is observed. No food or drink in Sanctuary.**

Group Represented: _____

Individual Signature: _____

EXHIBIT D

KEY REQUEST FORM

NAME: _____

ADDRESS: _____

TELEPHONE: (HOME) (WORK) _____

E-MAIL: _____

___ Request for Long Term Key (must be approved by Trustees)

___ Request for Short Term Key (may be approved by staff member)

REASON FOR REQUIRING ACCESS KEY: (If you are the head of a ministry group or outside organization, please indicate the name of the group and the frequency of your meetings)

BUILDING(S) REQUIRED TO ACCESS (Circle the buildings for which access is required):

EDUCATION BUILDING

CROSSROADS CENTER

SANCTUARY

FELLOWSHIP BUILDING

OTHER (NOTE ON BACK)

I agree to safeguard the key issued to me, not to copy it, not to give it to anyone, and to return it to the Church Office immediately upon the termination of my need for it, or upon request.

Signed: _____ Date: _____

Approved By: _____ Date: _____

For Office Use Only

Deposit: Amount Received _____ Rcvd. By _____

Key Type _____ Issued By _____ Date Issued _____

Required return date _____ Actual return date _____

EXHIBIT E

RENTAL PROPERTY FORM

Pineville United Methodist Church is pleased to have you as a tenant in one of our rental properties. We consider it a ministry of the church to be able to provide some of the most affordable rents in south Mecklenburg. Please review the following policies and sign at the bottom indicating that you understand and will comply with these policies.

Rent payments are due on the first (1st) day of each month. Please mail the check to: Pineville United Methodist Church, PO BOX 3, Pineville, NC 28134 OR you may hand deliver your payment to the church office. If payment is not received by noon on the fifth (5th) of the month, a late fee of \$25.00 will be charged. If payment is late more than three (3) times, the church may start eviction proceedings and the tenant will be required to vacate the premises within thirty (30) days. Partial payment is considered late. Please plan accordingly to have your rent payments received on time.

The church requires a security deposit in the amount of one month's rent. When vacating the rental premise, the tenant is required to leave the property clean, the grass cut, to be current with rent, and to return all keys to the church office. If these conditions are met, a full refund of the security deposit will be made within thirty (30) days of move out. Any costs incurred from damage to the premise or the above conditions not being met will be deducted from the security deposit.

For repairs to premise, please call 704-889-2022.

A reasonable rent increase may be made by the church with a thirty (30) day written notice to tenant.

Prior to vacating the premise, the tenant must notify the church by giving a thirty (30) day written notice. The church will give a ninety (90) day notice to tenant if the church needs to terminate the agreement.

The church or church's agent may enter the premises 1) at any time for the protection or preservation of the premises, 2) after notice to tenant for the purpose of repairing the premise, or 3) to inspect the premise, make necessary or agreed upon repairs, alterations or improvement, supply agreed services or exhibit the premise to prospective or actual renters. A key to the premise must be on file with the church office at all times.

Tenant may not assign or sublease the premise without first obtaining the church's written approval and consent.

The church shall not be liable for any loss of contents, belongings and personal effects of the tenant by reason including but not limited to damage, theft, or natural disaster. The church shall not be liable for injury or loss on the premise.

I HAVE READ AND UNDERSTAND THE ABOVE RENTAL POLICIES.

TENANT

DATE

TENANT

DATE

EXHIBIT F

ACTIVITY CONSENT FORM

I, _____, am the parent or legal guardian of
_____(hereinafter “my child”), and I am informed of

Event or activity
(and)

Event or activity

offered by Pineville United Methodist Church. I do hereby consent for my child to ride in the church van or church approved vehicle.

I hereby voluntarily and absolutely release any and all loss or damages or actions or causes of action for personal injury, property damage or wrongful death occurring to my child while engaging in or receiving instructions in any activities provided by Pineville United Methodist Church. I will indemnify and hold harmless Pineville United Methodist Church and its officers, agents, employees and volunteers from any and all claims for personal injuries, property damage or wrongful death.

Parent / Legal Guardian Signature _____

Date _____

EXHIBIT G

PINEVILLE UNITED METHODIST CHURCH
Medical History and Release

YOUTH NAME Birthdate Sex Age

Parent/Legal Guardian

Home Phone Work Phone Cell Phone

Home Address

If not available in an emergency, notify:

Name Relationship to Youth

Address Phone

Name Relationship to Youth

Address Phone

Insurance Information

Name of Medical Insurance Company Policy Number

Name of Dental Insurance Company Policy Number

Name under which insurance is covered

Place of employment under which insurance is covered

Health History

Medications and dosages

Activity restrictions?

Operations or serious injuries and dates

Chronic or recurring illnesses

Allergies

Special diet needs

Release

I, am the parent or legal guardian of (hereinafter "my child").

I hereby consent for my child to attend and participate in all activities, including riding on the church van or church approved vehicle, provided by Pineville United Methodist Church. I hereby authorize Pineville United Methodist Church adult leaders to act on my behalf having the legal authority to secure medical or dental treatment and consent to any x-ray examination, anesthetic, medical, dental or surgical diagnosis or treatment and hospital care. I further agree to pay all charges for the dental, medical, or hospital care or treatment.

I hereby voluntarily and absolutely release any and all loss or damages or actions or causes of action for personal injury, property damage or wrongful death occurring to my child while engaging in or receiving instructions in any activities provided by Pineville United Methodist Church. I will indemnify and hold harmless Pineville United Methodist Church and its officers, agents, employees or volunteers from any and all claims for personal injuries, property damage or wrongful death.

Parent/Guardian Signature Date

EXHIBIT H

**PINEVILLE UNITED METHODIST CHURCH
VEHICLE PASSENGER ROSTER**

NAME	PARENT NAME (if applicable)	EMERGENCY PHONE # (if applicable)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

EXHIBIT I

**PINEVILLE UNITED METHODIST CHURCH
LISTED DRIVER APPLICATION**

(Please print or type)

Full name

Date of application

Address

City, State, Zip Code

Date of Birth

Driver's License Number

State of Issue

I have read and understand the PUMC Vehicle Policy and I am aware of the responsibility for the passengers' safety I am assuming by driving the vehicle.

Signature

EXHIBIT J (to go along EXHIBIT B *Usage Agreement Form*)

RELEASE AND INDEMNITY AGREEMENT

This Release and Indemnity Agreement is between _____
and Pineville United Methodist Church.

A. Pineville United Methodist Church is the owner of the real property and improvements located at 110 South Polk Street, Pineville, North Carolina, 28134.

B. The organization indicated above desires to use the property described in the Usage Agreement Form for the purpose of _____

NOW THEREFORE in consideration of PUMC permitting Organization to use the Property and Improvements described above, Organization agrees as follows:

1. Organization hereby releases, discharges and covenants not to sue PUMC or its administrators, Trustees, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization's use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against PUMC or its administrators, Trustees, agents, officers, members, volunteers, or employees, in connection with Organization's use of the Property, Organization will Indemnify, defend and hold PUMC and its administrators, Trustees, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. Organization represents that it carries standard general liability Insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide PUMC with proof of liability insurance, and if requested, will add PUMC as an additional insured under Organization's general liability policy.

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I will remove all signs posted by my group after the event has ended. I further agree that the church property will be used in accordance with the Facility Policies and Procedures of Pineville United Methodist Church, and I hereby consent to the Release and Indemnity Agreement.

Signature _____ Date _____

Print Name _____ Title: _____

Address: _____