

CHURCH POLICY AND PROCEDURES FOR USE OF CHURCH FACILITIES

Cold Springs UMC
2550 Cold Springs Road
Concord, NC 28025
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COLD SPRINGS UNITED METHODIST CHURCH
 BOOK OF POLICY
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**COLD SPRINGS UNITED METHODIST CHURCH
BOOK OF POLICY
Effective on approval of Administrative Council**

Purpose:

The Book of Policy has been developed to serve as a reference for the clergy, the employees, and members in the use and management of the activities and resources of our local church. All policies will be reviewed every five years. The Administrative Council has the authority to change, delete, and/or discontinue any or all policies at any time unless otherwise stated.

The Committee:

The Board of Trustees comprises the Policy Committee, with the addition of the pastor(s) as chair of Policy Committee.

Effective on approval of Administrative Council

GENERAL POLICY RELATED TO ALL CHURCH BUILDINGS, PROPERTY AND ACTIVITIES

1. The use of drugs or alcoholic beverages on church property is strictly prohibited.
2. Cold Springs United Methodist Church is a smoke free facility. The use of tobacco products is not permitted inside any building and within 35 feet of any entrance.
3. Alcoholic beverages shall NOT be served at any activity or function, held on church property that is being sponsored by any individual group, class or organization in the name of Cold Springs United Methodist Church.
4. All maintenance equipment and furnishings shall be for church use only and not loaned to or borrowed by individuals, groups or organizations.
5. There is a Crisis Management Plan and Policy on sexual misconduct (adopted February 10, 2002) provided church workers and volunteers and staff which is available from the church office. It is the official policy of Cold Springs United Methodist Church.

GUIDELINES:

1. Your group must specify at least one month in advance which areas are required and submit the appropriate fees to the church office at that time.
2. Any Church equipment (sound and/or video) that is required for your group's event must be arranged for one month in advance of the day of your event.
3. All pricing listed in appendix I are per event pricing, and if multiple days are required fees maybe adjusted.
4. Smoking and Alcohol are not allowed in any building, no exceptions.
5. Food or Drinks are not allowed in Church Sanctuary.
6. Your group is responsible for providing adequate supervision to insure that all guidelines are followed.
7. No regular re-occurring meetings will be scheduled.

THE FOLLOWING GROUPS ARE EXEMPT FROM FEES.

1. Cold Springs UMC – (Activities Sponsored by the Church or Groups of the Church)
2. Salisbury District Conference
3. Girl Scouts
4. Boy Scouts
5. American Red Cross Blood Drives
6. If Church is opened as a Disaster Site

ALL WORSHIP SERVICES - WEDDINGS & FUNERALS ON CHURCH PROPERTY

1. The Cold Springs United Methodist Church is dedicated to the high purpose of providing a place for the congregation to worship, have weddings and funerals and be in REVERENCE to God at all times.
2. The Pastor(s) assigned by the Western North Carolina Conference of The United Methodist Church is responsible for all worship services in the Sanctuary, including weddings and funerals.
3. The Worship Committee may assist in the design of the worship services.
4. Within the Sanctuary, nothing shall obstruct the view of the cross or altar, except by permission of the Worship Committee.
5. Within the Sanctuary, the choir loft, pulpit, lectern, and communion rail are not to be decorated with anything that does not pertain to worship, nor shall any altar furniture be moved, without the consent of the pastor(s).
6. Within the Sanctuary, windows and pews may be decorated, after consultation with the pastor(s) and/or Worship Committee.
7. Within the Sanctuary, videotape/photography may be used from the balcony or an unobtrusive, fixed location of the Sanctuary. Flash photography is allowed during any service as long as it doesn't distract from the services. Flash photography is permitted AFTER any service.
8. There shall be no intentional running, jumping or disrespectfulness within the Sanctuary.

WEDDINGS

1. **INTRODUCTORY STATEMENT:** The wedding is, and should be, one of the happiest moments in a couples' life. The church rejoices in this experience and is eager to make every phase one which will be remembered with favor. The wedding does not have to be elaborate to be meaningful and beautiful. True meaning and beauty lie in the spirit and attitude of those who take part. In the excitement of planning a church wedding, questions may arise. This statement will serve as a guide toward making right decisions, and therefore, creating an atmosphere conducive to marriage happiness. The minister and staff will be glad to offer any assistance needed. The policies set forth here are not intended to restrict or place additional burden on the couple as they plan for their wedding. They are designed to assist, give guidance, and to answer many of the questions that may arise as plans proceed. Each couple is responsible for informing those who assist in the wedding (photographers, directors, florist, as examples of all guidelines).
2. **CHURCH FACILITIES:** The sanctuary is available for weddings and rehearsals. Church fellowship hall is available for wedding receptions, cake cuttings, and rehearsal dinners.
3. **PRELIMINARY ARRANGEMENTS:** The Pastor(s) assigned by The Western North Carolina Conference of The United Methodist Church is responsible for all worship services

in the Sanctuary, including weddings. Arrangements for use of the facilities shall be made with the pastor(s) and Administrative Assistant in order to clear the church calendar. The bride must meet with a representative of the Wedding Committee to review the policies of the church. There will be counseling sessions according to the practice of the pastor(s) and arrangements should be made with him/her.

4. WEDDING DIRECTOR: The wedding director must be in contact with the pastor(s) before the rehearsal.
5. ORGANIST and/or PIANIST: The availability of the churches' organist and/or pianist is dependant upon their schedule. They must be contacted at least two months before the wedding date. The fee for this service should be arranged with organist and/or pianist. The organist and/or pianist shall serve as consultant for all wedding music. It is the purpose of any service held in the church to establish a closer relationship with God. Since the wedding ceremony is ordained of God, we believe the music shall be in keeping with the sanctity of the service. The organist and/or pianist shall follow this principle when assisting with the selection of music.
6. PHOTOGRAPHY: Photographs may be made in the Sanctuary or narthex preceding the ceremony. No FLASH pictures are to be made during the ceremony by the wedding photographer or guests so as not to interfere with the service. The wedding party may return to the altar after the ceremony for as many pictures as desired.
7. VIDEO RECORDING: A video recording may be made from the balcony or an unobtrusive, fixed location of the sanctuary. The camera will remain in a stationary place throughout the service. Camera lighting attachments are not permitted.
8. AUDIO RECORDING: Audio recording may be made through the church sound system, if desired, but arrangements must be made ahead of time.
9. TOBACCO – DRUGS – ALCOHOL: The use of drugs or alcoholic beverages is not permitted on church property. Tobacco shall not be used inside of any building and not within 35 feet of any entrance. Members of the wedding party are strictly enjoined that under no circumstances shall anyone come to the rehearsal or wedding activities under the influence of alcohol or drugs.
10. DECORATION GUIDELINES:
 - A. Flowers, preferably live flowers, may be used in the altar vases.
 - B. Windows and pews may be decorated after consultation with the pastor(s) and/or Wedding Committee.
 - C. A kneeling bench is available for use.
 - D. Bird seed must be used rather than rice. None shall be thrown inside the church.

FUNERALS

1. **SERVICES:** The Pastor(s) assigned by The Western North Carolina Conference of the United Methodist Church is responsible for all worship services in the Sanctuary, including funerals. The sanctuary is available for funerals, and the funeral service should be held in the church if at all possible and at a time when members of the congregation may be present (The Book of Worship). The pastor(s) and church staff are available to serve as needed without compensation. The organist/pianist will be available, as their job will permit.
2. **FLOWERS:** Floral arrangements shall be limited to five pieces in the church, in addition to altar vases, if desired.
3. **FUNERAL PALL:** The funeral pall that covers the casket is a witness that everyone is equal in the eyes of the Lord and represents baptism. It is recommended for use, and is available at the church for any funeral. The pall is not to be taken to the cemetery. The pastor(s) shall make arrangements with the family of the deceased concerning the use of the pall. The communion stewards are responsible for the care and getting someone to help with the pall at the funeral.
4. **AMERICAN FLAG:** The Stars and Stripes may be used to cover the casket as a token of gratitude in place of the pall for any military member or veteran, law enforcement officer or firefighter. Current flag code and tradition dictates; it will be taken to the cemetery, removed and folded per flag code and presented to the appropriate recipient. If a US Flag is used, it must be provided by the family or appropriate group

USE OF THE KRIMMINGER HALL

1. The Fellowship Hall is to be considered part of the church and used with respect according to Christian principals.
- 2 Church groups, whose work is part of the church's missions and outreach, may use the building free of charge.
3. Church members may schedule the building for personal use (see fee schedule) plus cost of loss or damage to property.
4. Church sponsored groups whose purpose is community betterment, may use the building without a fixed charge. No standing reservations will be honored except for church activities.
5. Community groups and non-members may schedule the building for use, when available, (see fee schedule) for the Hall, and an additional fee (see fee schedule) for the kitchen.
6. All reservations are to be made through the church office, 704-782-1811, during normal operating hours.
 - a. All fees should be paid in advance to the church office during the same hours.
7. First come first served.
8. No tables, chairs, equipment or kitchen utensils are to be borrowed or removed from the Fellowship Hall without the specific permission of the Trustees.

9. Groups of persons making the reservation shall be responsible for the general cleaning following use of the building. This includes removal of all garbage, decorations, boxes etc. Leftover foods and drinks are to be removed from the premises and not stored in the refrigerator or freezer.
10. Tables and chairs should remain as used. Soiled dish cloths shall be placed in container for cleaning by custodians. Trash cans should be emptied and relined.
11. Any decorations used for the occasion must be completely removed and be free standing. No tape, tacks, posters, ribbons, crepe paper, etc shall be used on walls or sound baffles. Any decorations that were in place and taken down for the occasion needs to be put back as originally found.
12. The building must be secured after use. Check the bathrooms (making sure the toilets are flushed and water not running), kitchen utilities, heat or air conditioning, lights and telephone. Ensure everything is off and safe. Lock all doors and windows and return the key to the church office. The church custodian will review the cleaning, security of the buildings and report and advise the trustees on ways to ensure all provisions are observed. The stage if used should be taken down after use unless a request has been made to leave it up by the next group using the hall.

USE OF CLASSROOMS

1. The classrooms of Cold Springs United Methodist Church are dedicated to God for the purpose of providing a place to educate our people about the Mission of God through the teachings of the Bible.
2. Other groups and organizations may use the classrooms, but nothing should be removed from the classroom.
3. Any decorations used for the occasions must be completely removed. No tape or tacks left on walls, no posters, ribbons, crepe paper, etc., any decorations that were in place and taken down for the occasion, needs to be put back as originally found.
4. Persons wanting to use a classroom for the purpose other that Sunday School should request permission through the Church Office.
5. Priority for Use:
 - a. Church Groups and Activities (includes all element of Western North Carolina)
 - b. Church Members Request
 - c. Church Sponsored Community Groups
 - d. Others

USE OF THE SOUND SYSTEM

1. The Sound System media played is under the authority of the Worship Committee. The equipment is under the Board of Trustees.
2. It is recommended that four persons be trained on the sound system at all times – A Chief

Audio Technician and three Assistant Audio Technicians. Rotation of these persons may be at their request and when new persons are recruited to replace one of them, the Chief Audio Technician will be notified and training of the new member co-ordinate by Chief Audio Technician.

3. There may be a person delegated to supervise the overall operation of the Sound System who is answerable to the Worship Committee. This will normally be the Chief Audio Technician.
4. The person delegated to be in charge of the operation and maintenance of the soundboard and its components will direct any equipment problems to the Board of Trustees.
5. The sound system will be in operation at all regular worship services held in the church. This is to include Sunday evening choir practice and all other special worship services held in the church.
6. In the event of a funeral, or at a time when neither the chief nor the assistants can attend, the sound system will not be in operation.
7. Only trained sound team members are to enter and /or operate any of the sound systems and equipment.

EXCEPTION: There is a public Address System in the Krimminger Hall. Specific instructions are posted in the building for its use for small gatherings and meetings.

8. Cold Spring UMC has a mobile system. This is for church related events only; not for private, business, or other events. Any church groups (Youth, Choirs, Scouts, etc.) groups wishing to use the mobile system, should contact the Chief Audio Technician to schedule use of the system. This will help everyone with planning and possible “double booking” of equipment. This equipment shall only be operated and set up by trained Audio Technicians the have been trained on the travel system.

USE OF THE CHURCH VANS

1. The all Church vans are for the express purpose of providing transportation for activities related to the ministry of Cold Springs United Methodist Church.
2. The Church vans shall be under the control of a Church Van Committee, whose members are appointed by the Church Conference. The committee shall operate within the bounds of the guidelines in the Rules and Regulations titled “Church Van Committee”.
3. The Church vans shall be maintained and operated by DOT guidelines.

PURPOSE:

- A. The Church Vans shall be limited to activities related to the ministry of Cold Springs UMC.
- B. The vans shall not be used to transport freight, furniture, or other large bulky items.
- C. The vans shall not be borrowed for personal use, loaned, or leased outside the church.
- D. Passenger limitation, including the driver, will not exceed the rated limit of the vehicle.
- E. No charges are placed on the proper use of the two Church Vans. All users shall fill fuel tank upon returning van to church and clean van. All fuel will be the responsibility of the group using the vans. **Failure to follow this rule can result in denial of use by the group not filling vans with fuel.**

II. CHURCH VAN COMMITTEE:

- A. Responsible for maintaining adequate rules and regulations for the van operation; modify as needed. Chairperson of the Van Committee must report to the Administrative Council on the van operation every 12 months, or more often if deemed necessary, by comments and/or recommendations of the committee.
- B. Responsible for adequate insurance, license, annual state inspection.
- C. Committee must authorize all repairs of replacement beyond normal service, except for emergency repairs.
- D. Committee responsible for:
 - 1. Procedure for scheduling van operation.
 - 2. Seeing that maintenance check is made the first of each month.
 - 3. Keep file of van log and Daily Operation Register (kept in van).
 - 4. Keep up-to-date list of approved drivers reference "Insurance Company requirements for list."
 - 5. Van registered in the name of Cold Springs UMC and in the custody of Church Van Committee.
- E. Van Keys: Two (2) sets of keys are to be taken on each trip. Set #1-The driver responsible for, and Set #2 The Group Leader. Making duplicate keys is strictly forbidden! If a key is lost, contact the chairperson of the Church Van Committee

III. PASSENGERS FOR VAN OPERATIONS (including driver):

- A. Number not to exceed recommended capacity of vehicle.
- B. Passengers responsible for their personal possessions on all trips. Driver and/or Group Leader to assist passengers.

IV. REQUEST FOR VAN USAGE:

- A. Request for reservation of van is on a first come, first-serve basis.
- B. A "Van Schedule Calendar" will be kept by Administrative Assistant solely responsible for scheduling all trips. If it is questionable whether a group is qualified to use the van, contact the chairperson of the Church Van Committee.
- C. Committee is responsible for van usage, and may restrict any group that is found to be abusive, and neglectful in its use.

V. DRIVER – RULES:

- A. Qualified drivers must be approved by Church Van Committee, be 21 years of age, without, DUI, Multiple Speeding violations, and a member or active registered Leader of a group sponsored by Cold Springs UMC.
- B. All traffic violations are sole responsibility of driver.
- C. Driver shall be responsible for making all reports required.
 - 1. Before leaving Church grounds, driver must do a complete check of tires, oil, gas, etc.
 - 2. Daily operating register in van to be completed on each trip by driver, and left in van. If trip covers more than one day, enter date van checked "out" in column #1 and in "Remarks" show "returned date". (See attached)
 - 3. Fuel tank shall be filled by the driver upon completion of the trip and paid by group using van.
 - 4. Van must be returned with interior clean and all refuse removed.
 - 5. Complete Daily Operating Log, lock van before returning key to the church.
 - 6. Driver and/or group leader has full authority for keeping order and discipline in the van at all times.
 - 7. In the event of an accident, the driver shall be responsible for filing appropriate police reports and reporting an accident to the insurance company as quickly as possible.
 - 8. A copy of the Rules and Regulations to be furnished to all drivers and a copy

retained with Van Log Sheet.

VI. SAFETY:

- A. Fire Extinguisher to be kept in van at all times.
- B. First Aid kit to be kept in van at all times.
- C. Flares to be kept in the van at all times.
- D. Passenger limitation not to exceed rated capacity of the vehicle.
- E. There will be no smoking, eating and/or drinking in the van at any time.
- F. Driver and passengers must keep seat belt fastened while traveling.
- G. No banners, flags or such allowed on exterior of van.

VII. Continued operation of/or disposition of church van is contingent upon the decision of Church Van Committee

VIII. Church Van Committee shall be approved at the Annual Church Conference.

USE OF RECREATIONAL FACILITIES

GENERAL: All accidents are to be reported to pastor(s) or church Administrative Assistant immediately.

A. PLAYGROUND

Report any unsafe condition to pastor(s) or church Administrative Assistant. (Add to existing rules posted on playground.) Church groups have preference over the playground use.

B. BALLFIELD

- 1. Consumption of alcohol, drugs, or use of profanity will not be allowed on church property. These will be reasons for termination of the use of the property.
- 2. The ball field shall be reserved through the church Administrative Assistant.
 - a. Responsibilities of person reserving field:
 - 1) Any damage that occurs to the property will be the responsibility of the party reserving the field.
 - 2) Reserving person shall remove all trash after using. Field subject to inspection after use.

USE OF SCOUT COMPLEX

All reservations for use of the Scout Complex are to be handled through the Administrative Assistant.

The guidelines and policies should be made known to anyone who is reserving the complex, and should be observed while using the complex.

PARKING

The purpose of this policy on parking is for safety first and courtesy second.

1. Vehicles shall be parked in marked spaces only except for loading and unloading.
2. No roads or driveways shall be blocked.
3. No parking will be allowed on the grass. (Unless ball field and other open space is being used as overflow parking).
4. One way directional signs shall be observed at all times.
5. Maximum speed around the church and Scout Complex shall not exceed 10 miles per hour.

RULES AND REGULATIONS GOVERNING THE CEMETERY OF COLD SPRINGS UNITED METHODIST CHURCH

These rules shall supersede all previous rules and regulations concerning burial in Cold Springs United Methodist Church Cemetery.

ARTICLE I. Members and baptized children of the Church are entitled to a burial lot in Cold Springs United Methodist Church Cemetery without charge. When a child reaches the age of eighteen his/her plot, that their parents chose for them, will be surrendered back to the church. However, the child will have a choice of surrendered plot. No more than one plot will be reserved per person.

ARTICLE II. Children not baptized shall be buried as members if both parents are members of the church. If only one parent is a member, the cost will be half of the cost in Article III.

ARTICLE III. Spouses of members of the church, and others who are not themselves members, may be buried in the cemetery upon payment, in advance, of \$1,500.00.

ARTICLE IV. Burial shall be only in a place approved by the Cemetery Committee.

ARTICLE V. Former members, in good standing, will be given special consideration by the Cemetery Committee.

ARTICLE VI. All persons burying in the cemetery shall be responsible for the opening of the grave and the removal of excess dirt at their own expense.

ARTICLE VII. No wooden boxes may be used for burial without the use of a concrete vault.

ARTICLE VIII. Live flowers left on the grave until they die will be removed by the groundskeeper. Artificial arrangements left until they begin to look bad, in the judgment of the Cemetery Committee, will be removed.

ARTICLE IX. At no time shall any grave be opened without the consent of the Cemetery Committee, one member of which shall supervise the digging of the grave.

ARTICLE X. The Cemetery Committee reserves the right to accept or reject any and all offers of non-members.

ARTICLE XI. No fence of any height shall be erected around any grave or lot, nor shall any unauthorized shrubbery be planted.

ARTICLE XII. A six inch concrete base, minimum of four inches thick, shall be placed around all markers not countersunk to ground level.

ARTICLE XIII. Any item not covered in these rules will be acted on by the Cemetery Committee.

ARTICLE XIV. Any of the above articles may be temporarily suspended or changed by a three-fourths (3/4) majority vote of the Administrative Council of Cold Springs United Methodist Church upon recommendation of the Cemetery Committee.

ARTICLE XV. A permanent grave marker shall be placed on each new grave within six month of burial date.

ARTICLE XVI. Beginning with plot number 450 all grave markers shall be ground level markers.

MEMORIALS AND GIFTS FOR COLD SPRINGS UMC

Memorials and honor gifts may be sent to the church in memory or honor of a loved one. As they are received, cards will be mailed to the sender announcing the receipt of the gift and stating the amount of the gift, and to the family of the one in whose memory or honor the gift, the name of the family member in whose memory or honor the gift has been received, and the designated fund. Monetary gifts will be sent to the Church Treasurer for deposit into the proper account. The accounts that memorials are designated to are as follows:

Building Fund

Cemetery Fund

Children's Fund

Mission Building Team Fund

These are suggestions and memorials should be designated by donor at the time of the gift.

Designated Gifts: When the church is asked to place an order for a gift of any kind, the cost of the gift shall be on deposit with Cold Springs United Methodist Church prior to placing the order.

Memorial Gifts:

A. Any person or group desiring to set up a memorial for any reason will present to the Trustees and Finance Committee a copy of the purpose, scope, and time limit of the memorial for approval. The Administrative Council will make the final decision on the memorial. Such approved funds shall be closed at the completion of the project.

B. Name plates will not be placed on items. The gift will be listed in the Memorial Book listing all gifts. The gift, the name of the honor, and the person honored or remembered will be listed in the book. The book will be placed in a memorial stand where everyone may see the listing in the vestibule.

NEEDY FUND OF COLD SPRINGS UMC

1. Introduction.

a. In a tangible effort to fulfill the great commandment of Jesus to “love our neighbor as ourself” and to fulfill the mission statement of Cold Springs Church of “loving God, loving others, reaching up, reaching out” Cold Springs Church has a Needy Fund to provide limited financial assistance for short term, emergency needs.

2. Other helping agencies.

a. The church staff will provide information to those requesting help about other helping agencies in the area.

3. Who is eligible to receive help.

a. Persons not involved in the Cold Springs Church family requesting help must live in the Mount Pleasant High School district. They must provide some documentation to show they live in the Mount Pleasant High School district. Persons in the Cold Springs Church family, regardless of where they live, are eligible for help.

4. How often persons can receive assistance.

a. Persons involved in the Cold Springs Church family may receive help no more that two times per calendar year. Persons not involved in the Cold Springs Church family eligible for assistance may receive help no more than one time per calendar year.

5. Maximum Amount for Assistance per year

a. Persons not involved in the Cold Springs Church family, and eligible for assistance may receive help up to a maximum of \$200 per calendar year. There is no limit on how much financial assistance that a member of the Cold Springs Church family may receive in a calendar year.

6. Documentation.

a. An information card on persons outside the Cold Springs Church family receiving help will be kept. All persons, whether a member of the Cold Springs Church family or not, must provide documentation to show genuine need. Disbursed funds will only be given to the vendor/business that can meet the need (e.g. Electricity Company, Gas Company, Pharmacy, etc).

7. Needy Fund Task Force.

a. Chairman of the Council, all Pastor(s), President of UMW, two Lay people.

SEXUAL MISCONDUCT

1. SEXUAL MISCONDUCT POLICY

- a. It is the policy of Cold Springs United Methodist Church that all member, officer, non-member employees, and volunteers of governing bodies and entities of the church are to maintain integrity in ministerial employment, professional, and volunteer relationships. Sexual misconduct will not be tolerated at any level of work

PERSONNEL – GENERAL

1. **DEFINITIONS:** The following position is considered as non-clergy (lay) professional: Church Administrative Assistant. A fulltime employee is one who is regularly scheduled to work a minimum of 37½ hours per week. A permanent part-time employee is any part-time employee working a minimum of twenty (20) hours per week. Other employees are those who are employed for special tasks and/or on occasional basis.

2. **OFFICE HOURS AND WORK SCHEDULE:** Normal office hours will be from 9:00 am to 1:00 pm, Monday through Thursday. Work schedules for the groundskeeper, housekeepers and temporary employees will be arranged by the Staff Parish Relations Committee and may be supervised by the Church Administrative Assistant.

3. **SOCIAL SECURITY:** Social Security (FICA) Insurance is required for all lay employees of the church. Salaries or other payments for employment shall be reduced by the amount required by law and the church shall contribute the employer's amount. The clergy are responsible at this time for his/her actual payment for his FICA premium. If the IRS delegates the clergy as employees of the church, then the same policy applies as other lay employees of the church.

4. **JURY AND WITNESS DUTY:** When employees are called for jury or witness duty, they will arrange in the same manner as for vacations. Professional full-time, and permanent part-time employees shall receive full pay for such absences. Work schedules for other employees shall be adjusted to allow time off for jury or witness duty. If they do not require court services for a full day, it is expected that the employee report to the church for the remainder of the workday.

5. **IN-SERVICE TRAINING AND CONFERENCE ATTENDANCE:** Members of the lay professional staff shall be allowed a maximum of one week per calendar year to attend workshops, conferences, training courses or other educational opportunities to further prepare themselves for service. The Committee on Finance will designate financial allowances for such in the applicable program budget.

6. **SUBSTITUTE EMPLOYMENT:** An amount of money recommended to the Committee on Finance and approved by the Administrative Council will be budgeted from year to year for the employment of substitutes during vacations, illnesses or for other reasons. When possible it is expected that the workload of the absentee to cooperatively be shared by those remaining at work. Each employee is responsible for seeing that their responsibilities will be taken care of, keeping the clergy informed of absences and substitutes. Arranging for extra assistance in the office will be the responsibility of the Church Administrative Assistant.

7. **VACATION POLICY:** The minister and the professional staff will be entitled to paid vacations as follows:

A. Clergy who has served full-time in the United Methodist Church (based on Conference policy):

1 to 8 years 2 weeks
9 to 15 years 3 weeks
15 or more years 4 weeks

B. Eligible Lay Employees:

6 months to 1 year 1 week
1 to 10 years 2 weeks
10 or more years 3 weeks

Vacation allowance may be taken on consecutive days or as personal leave on a day by day basis. Lay Employees, professional and fulltime, are not eligible for paid vacation.

8. EMERGENCY LEAVE: Professional and full-time employees will be excused from work, with pay, with the approval of the Chairperson of the Staff Parish Committee.

9. HOLIDAYS: Professional and full-time employees will receive the following holidays with pay: New Year's Day, Memorial Day, Independence Day, Thanksgiving Day and Christmas Day, plus two other days as employee suggest.

10. EMPLOYMENT AND TERMINATION OF ALL EMPLOYEES: This will be the responsibility of the Staff Parish Relations Committee with a report to the Administrative Council as a matter of record. It does not take the approval of the Administrative Council.

11. EVALUATION OF STAFF AND OTHER PAID EMPLOYEES:

A. Members of the church staff will be evaluated at least annually by the minister with a written report to the Staff Parish Relations Committee before Charge Conference. The employee may appeal to the Staff Parish Relations Committee after talking with the clergy.

B. A new employee will be evaluated within 90 days of employment to determine if they fulfill the needs and job description of the church. If not, they may be terminated by the Staff Parish Relations Committee.

JOB DESCRIPTIONS (Paid Positions)

1. CLERGY: The clergy will follow the rules of The Book of Discipline in job performance. The Staff Parish Relations Committee will evaluate the clergy's ministry by the standard forms provided by the Board of Ordained Ministry of the Western North Carolina Conference each year before the Charge Conference.

2. CHURCH ADMINISTRATIVE ASSISTANT: The Church Administrative Assistant shall be responsible in the following areas:

- a. Secretarial and office management
- b. Personnel and property management
- c. Financial Secretary management

Duties:

- (1) Administrative Assistant to the clergy, assisting with phone calls, appointments, typing, incoming and outgoing mail, and other secretarial duties;
- (2) Shall assist in instructing personnel in the regulations set forth in the church policies, including providing and collecting monthly time sheets for the Treasurer and Staff Parish Relations Committee records;
- (3) Assist the pastor(s) in carrying out the policies of the church and the directions of the Administrative Council in any needed area;
- (4) Make illness and accident reports to appropriate companies and prepare forms in consultation with the Chairman of Trustees and maintaining needed files;
- (5) Supervise the custodial staff after consultation with the minister;
- (6) Assist with the financial management of the church as directed by the Committee on Finance;
- (7) Schedule the use of rooms, fellowship hall, and sanctuary after consultation with the clergy;
- (8) Review the church calendar weekly with the clergy, custodians as needed, arranging facilities for meeting;
- (9) Provide adequate contacts for specified maintenance and other services to get into the buildings and rooms that may need service;
- (10) Assume responsibility for all office machines, and supervise training of other personnel in the operations of the machines;
- (11) Responsible for purchase and operation of equipment and supplies, within the authorization of the budget;
- (12) Help compile information for preparation of the Pastor(s)'s Annual Report;
- (13) Act as a repository and safeguard for contracts, insurance, pension, employment records, Charge Conference records, tax records, and official records;
- (14) Maintain chronological membership roll book, including baptisms, preparatory rolls, marriages performed in the church, name changes, death of members;
- (15) Maintain family files that include family names of members and children's names, birth dates, baptismal dates, full membership dates, transfers;
- (16) Maintain mailing addresses, mail bulletins to shut-ins, and other members within the church boundaries;
- (17) Compile information for bulletin and newsletter, composing, screening, editing, and typing copy, including the listing of baptisms, illnesses, births, deaths, weddings, financial facts,

new members, calendar of events, worship services, etc.;

(18) Notify members of certain boards and committees of meetings;

(19) Attend Administrative Council meetings;

(20) Help with any other related matters as can be done during office hours.

(21) If the Administrative Assistant is a member of Cold Springs Church, she/he will not be called on to do secretarial work on Sunday;

(22) The Administrative Assistant will be supervised by the pastor(s) and responsible to the Staff Parish Relations Committee.

3. MUSIC MINISTRY:

A. Director of Music shall:

- (1) Recruit and train voices for their choir level;
- (2) Provide for workshops in cooperation with the educational ministry concerning music;
- (3) Provide special music for each regular and occasional worship service;
- (4) Plan special musical presentations by the choir, scheduled after consultation with the clergy;
- (5) Coordinate other choirs for worship;
- (6) Serve as representative to the Worship Committee;
- (7) Be responsible for maintenance of all music equipment, except the sound system.

4. ORGANIST AND PIANIST:

- (1) Play the organ and/or piano at all regularly scheduled services;
- (2) Play the organ and/or piano for special services, as desired by the clergy;
- (3) When possible play for weddings at the request of the bride, in compliance with policies outlined in this Book of Policy;
- (4) When possible, play for funerals conducted at the church;
- (5) Substitutes may be used when work schedules prohibit playing for any of the functions.

5. CUSTODIAL:

Custodial employees are responsible for the cleanliness and security of building, grounds, and equipment. Custodians will not be paid a cleaning fee and hourly salary for the same job.

A. Buildings and Groundskeeper:

B. Housekeeper:

Safe Sanctuary Guidelines For Children and Youth Ministries:

Covenant Statement

The congregation of Cold Springs United Methodist Church is committed to providing a safe and secure environment for all who participate in the ministries and activities sponsored by our church. The following guidelines reflect our congregation's commitment to preserving this church as a holy place for safety, protection, and acceptance for all who enter its doors so they may experience the love of God through relationships with others.

Children's Choir/Activities:

1. Children are those 5th grade and under.
 2. Please walk your children to and pick up your children from their designated activity.
 3. Parent/Guardian should use the door closest to the activity for entry and exit unless otherwise notified.
 4. Please respect volunteer leader's time and pick up child on time.
- Please be respectful while in hallways and areas of the church where meetings are taking place.

Kids Connection

Kids Connection held on Sunday nights from 6:00-7:30 p.m. Ages 3 years-5th grade

1. Parents are required to fill out an emergency contact form for each child.
2. Parents are to drop off and pick up their child by coming to the door of the scout complex.
3. Kids Connection has at least 2 adults teaching/helping at all times.
4. All volunteers will have a background check completed when working with our children.

Safe Sanctuary Guidelines For Sunday School:

1. Teachers are asked to be in their classroom at 9:45 AM to greet the children. Sunday School begins at 10 AM.
2. If a teacher is not present when the child arrives they are to notify another teacher.
3. Parent/Guardians are asked to fill out an Information Card advising teachers where they will be during Sunday School and list those with permission to pick up their child early from Sunday School. These Information Boxes should be left in the classroom and teachers are asked to have guests and new members to fill out cards.
4. Floaters will be available to assist teachers with taking children to the bathroom, get supplies, and generally monitor the hallways. Please allow these people to assist the classes with only one adult teacher present. Please don't allow children to leave the room alone.

Safe Sanctuary Guidelines For Preschool:

1. Preschool teachers follow Safe Sanctuary General Guidelines and Preschool handbook.

Safe Sanctuary Guidelines For Youth Ministry:

1. Youth are those 6th grade through High School Graduate.
2. A sufficient number of chaperones are needed for trips taken with the youth. Two adults per van are recommended when traveling away from Cold Springs United Methodist Church.
3. No youths are to be left at the church alone after any youth event. Two adult advisors will need to stay with the youth until their ride arrives.
4. While on trips with the youth no adult will sleep with a youth in the same bed. (Exception being the youth is their child).
5. When away from the church on trips, "Buddy System" is required when going to the bathroom, etc.
6. Updated medical and permission forms are required before a youth is allowed to leave Cold Springs United Methodist Church on a trip. There will be a yearly form which will cover local events. Each overnight trip will require a specific permission form.
7. All youth and their Parent/Guardian will sign behavior contracts before traveling with Cold Springs United Methodist Church youth program. In the event there is a behavior problem, the Parent/Guardian will be called to come get their child and take them home at their own expense. Behavior problems may result in an unsafe environment for all youth and in offender's forfeiting the right to travel with the youth program again.

Safe Sanctuary Nursery Procedures:

1. Parent/Guardian will complete an Information Card for each child.
2. Parent/Guardian should label all items belonging to their child with first and last name.
3. Parent/Guardian should sign their children in on the clipboard indicating where they will be and who will pick up their children. A number will be given at sign-in. This number will be used during worship to page any parent needed in the nursery. (It will appear in the lower corner of the screen.)
4. Pick up the number card. The children will be released only to the parent or sibling with the number card and on the list to pick them up.
5. When picking up their children, Parent/Guardian should return their number card and sign out their child.
6. Please pick up your child immediately after completion of event.
7. Parent/Guardians are asked to bring an adequate supply of diapers for their child.
8. We are asking all Nursery Volunteers to be in the room fifteen minutes before the time for the class or service to begin.

Safe Sanctuary Worship Services:

1. Parent/Guardians are encouraged to go with their children to the bathroom during worship services.
2. Parent/Guardians are asked to fill out an Information Card for Children's Church.
3. Children's Church volunteers will count the children in the hallway before going to their meeting room and then count the children again when they get to the room.
4. Parent/Guardians are to pick their children up from the nursery and Children's church immediately following worship.

SAFE SANCTUARIES FOR CHILDREN AND YOUTH

BASIC OPERATING PROCEDURES

Cold Springs United Methodist Church

Concord, North Carolina

1. **IMPLEMENT A POLICY FOR RECRUITING, SCREENING, HIRING, AND REGULAR TRAINING YOUTH AND CHILDREN'S STAFF AND VOLUNTEER WORKERS.** Criminal background checks and all references **MUST** be checked for those in supervisory capacities with children and youth, including but not limited to paid staff. Training sessions for all workers with children and youth will be held annually.
2. **TWO ADULTS:** Recommended that two adults be in the room or vehicle. No child or youth should be alone with one adult at any time.
3. **6 MONTHS:** Adults working with children or youth must be a church member for at least six months and then fill out a volunteer application.
4. **AGE LIMITS:** 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.
5. **VISIBILITY IN ROOMS:** 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 that room. The window must be left uncovered. If there is no window, the door must be left open at all times.
6. **OPEN DOOR COUNSELING:** Pastoral counseling is expected to be confidential in nature, but it is for the protection of both parties that such sessions take place where other people are nearby even though not within hearing distance. The pastor's study should have a small glass window in it.
7. **ROVING MONITORS:** In the event where there are not two adults in the classroom, you must have a roving superintendent or monitor during the meeting or teaching time, and visibility must be established (glass in the door or the door left open).
8. **FIRST AID & CPR:** At least one adult present at every children or youth activity should be certified in basic first aid and CPR. The church should offer training annually.
9. **COMMUNICATION AND ADVANCE NOTICE TO PARENT/GUARDIAN:** Parent/Guardian should always be kept abreast of the programs their children or youth are involved in, and be given advance notice and information regarding any activity which deviates from the traditional classroom instruction offered at the church during Sunday school, UMYF, Vacation Bible School, or other regular activities at the church. Permission forms with medical information should accompany children/youth for any activity involving travel or extreme sports activity (skiing, etc.). Have a "Safe Sanctuary" training time for the Parent/Guardian and family of your children and youth, with copies of the policy for your church, available.
10. **AGE AND ACTIVITY APPROPRIATE EQUIPMENT:** Examine the safety and appropriateness of the equipment being used in the nursery, classrooms, youth room, playground.
11. **MAINTAIN ADEQUATE LIABILITY INSURANCE COVERAGE** for both your activities of the church family, both on and off the premises. Know what coverage your church has for sexual misconduct.
12. **DESIGNATED SPOKESPERSON:** Your church should have a designated spokesperson in case of an incident or allegation abuse. You will want to have a prepared statement before releasing any information to the press. Contact your District Superintendent and the WNC Conference Director of Communications for assistance. All other persons at the church should refrain from speaking to the press.

13. **TRANSPORTATION:** Youth may only drive to the designated meeting place. Youth are not allowed to drive their personal vehicle or church vehicle on any outings sponsored by the church. No youth may transport others while under church supervision. Our local church policy specifies the insurance guidelines regarding adults using their personal vehicles. The Trustees have specific guidelines for drivers of the church van, in agreement with their insurance policy, and will do DMV checks on anyone permitted to drive the church van/bus. (Please be aware of National Highway Traffic Safety Administration guidelines for operating 15 passenger vans more safely.

Updated May, 2009

WEDNESDAY NIGHT MEALS

1. Outside groups must provide all paper products or use washable church plates and glasses at no charge. A \$25.00 flat fee is charge to outside groups to provide Wednesday night meals.
2. Inside church groups; office will allocate 10% of receipts for paper product replacement.

FEE SCHEDULE:

A representative from your group must coordinate your activity through the Church Office (704-782-1811) between 9:00 AM and 1:00 PM Monday through Thursday. That person is responsible for insuring that all necessary fees are paid and that the following guidelines are adhered to by your group.

USAGE FEES: (NON – MEMBERS)

Building Use Fees are (Paid to Church Office)

Sanctuary (includes other rooms as needed but must be reserved)-----	\$500.00
Krimminger Hall -----	\$500.00
Krimminger Hall and Kitchen -----	\$675.00
Scout Complex	
Boy Scout Side----- (Includes Kitchen) -----	\$50.00
Girl Scout Side----- (Includes Kitchen)-----	\$50.00

USAGE FEES: (MEMBERS; FOR PERSONAL FAMILY EVENTS WILL PAY THESE FEES ONLY)

Utility and cleaning fees are (Paid to Church Office)

Sanctuary-----	\$100.00
Krimminger Hall -----	\$100.00
Krimminger Hall and Kitchen---(cooking or meal preparation)-----	\$150.00
Scout Complex	
Boy Scout Side----- (Includes Kitchen)-----	\$25.00
Girl Scout Side----- (Includes Kitchen)-----	\$25.00

Personnel Fees:

Personnel Fees are (Collected at Church Office checks made payable to individuals)

Sound----- (public address system at no charge)-----	\$50.00
Video-----	\$50.00
Host/Hostess Church----- (as needed)-----	\$50.00
Krimminger Hall Kitchen Host/Hostess-----	\$50.00

Wedding Cleaning Fees: (APPLIES TO MEMBERS AND NON – MEMBERS)

Sanctuary-----	\$125.00
Krimminger Hall and Bathrooms-----	\$50.00
Krimminger Hall Kitchen-----	\$25.00

Building Damage Deposit:

Deposit Fee is (Paid to Church Office)

Deposit is refundable minus any damage assessment-----	\$200.00
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Liability:

Cold Springs United Methodist Church shall not be liable for any personal items lost, stolen, or damaged during the use of the Church facility by your group.

Host or Hostess Responsibilities

For Halls or Sanctuary

1. Be at event to unlock doors.
2. Complete a walk through with user for condition of building and complete inspection form and both parties sign.
3. Confirm user has paid all fees required by seeing User Agreement and Request forms.
4. Review with user lights and thermostats.
5. Be knowledgeable of the operations of the Public Address system.
6. Make sure rules are followed
 - a. Decorations
 - b. No Smoking
 - c. Etc.
7. Confirm time needed if Host or Hostess is not staying for event and provide contact number if user needs them.
8. Meet with user at end of event to do a walk through to make sure there are no damage or missing items, complete inspection form and both parties sign.
9. Lock up
10. Turn inspection form into church office so deposit can be returned or kept.

For Kitchen

1. Co-ordinate with Hall Host or Hostess about times.
2. Do a kitchen walk through with user and or cater.
 - a. Cover rules about food
 - b. Cover operations of equipment to be used
 - c. Confirm condition of equipment before and after use complete inspection form.
3. Be knowledgeable of all equipment in kitchen and what to do if any equipment fails.
4. Confirm time needed if Host or Hostess is not staying for event and provide contact number in case user needs them.
5. Meet with user at end of your event and perform a final walk through to make sure there is no damage or misuse of equipment and all items are accounted for and broom clean.
6. Confirm all rules and operating of equipment has been followed and complete inspection form.
7. Turn inspection form into church office so deposit can be returned or kept.

The following arrangements are being held on a tentative basis, pending receipt of the required deposit and a signed copy of this agreement by _____.

Event: _____

Organization: _____

Date: _____ Time: Start _____ Finish _____

Number Attending: _____ Building(s): _____

1. All reservations require a nonrefundable deposit equal to 50% of the estimated Fee charge at signing. The remaining balance is due 15 business days prior to the event. Late payment could result in the cancellation of the reservation.
2. The below signed agent has reviewed the attached reservation form and confirms that it is correct.
3. The organization or host agrees to be responsible for the conduct of guests and attendees and furthermore agrees to be responsible for any damage done to the Cold Springs campus or any part of the facility by the organization, guests, invitees, employees or other agents under the organization's or host's control. It is understood that the \$200 collateral deposit will not be refunded if any damages are incurred.
4. The Cold Springs UMC will not assume or accept any liability for damages to or loss of any merchandise or articles left in the facility prior to, during or after the function.
5. The Fees are based upon the number of events that you will have in the building. This time should include all decorating and removal of decorations and equipment (band, DJ, etc.). Any time spent in the contracted buildings past your contracted amount will be an additional charge and could also result in the forfeiture of your collateral deposit.
6. Rooms are assigned in accordance with anticipated attendance. Any revision may necessitate a reassignment at the discretion of the facility manager.
7. No Alcoholic Beverages are to be serviced on Cold Springs UMC premise with no exceptions.
8. Food or Catering services may utilize the kitchen when applied fees are paid and kitchen host present.
9. Performance of this agreement is contingent upon the ability of CSUMC to complete the same. In no event shall CSUMC be liable for any loss of profit or for similar or dissimilar collateral or consequential damages whether based on breach, warranty or otherwise.
10. I have read and fully agree to the terms stated within the Cold Springs UMC information packet.

Church Administrative Assistant

Usage party

Date: _____

Scheduling Request

Contact Name: _____

Organization Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Event/Topic of Meeting: _____

Date of Event: _____

Building(s): _____

Number Attending: _____

Event Start/Finish Time: _____

Will food and beverages be served during the meeting/event?

No - Yes

Catering: Yes – No if yes name of cater _____

Media Services:

Please check equipment requested. All equipment may not be available so please ask for verification.

Podium - Mic/Pa - Screen - Other _____

Anticipated Charges:

Room Fee: _____

Kitchen Fee: _____

Setup/Clean-up: _____

Collateral Deposit: _____

Media: _____

Total: _____

Non-refundable Deposit:

50% of Room Fee: _____

Remaining Balance:

(To be paid 15 business days prior to the event) _____

Make Check Payable to: Cold Springs UMC

**** Late payment could result in the cancellation

Church Administrative Assistant

Scheduling party

Date: _____