

## **Faith Presbyterian Church Policies and Procedures Manual**

### **CHAPTER IX – USE OF CHURCH PROPERTY AND RESOURCES**

The Presbyterian Church (USA), in the Book of Confessions, Chapter XXVIII, Of the Possessions of the Church; gives the following statement of the use of church possessions:

*“Now the true use of the church’s wealth was and is now, to maintain teaching in schools and in religious meetings, along with all the worship, rites, and buildings of the church; finally, to maintain teachers, scholars and ministers, with other necessary things, and especially for the succor and relief of the poor.”*

Faith shall at all times strive to follow this statement of use in conducting its affairs and in using its buildings and resources. The primary orientation and principal objectives of Faith Presbyterian Church are to provide worship and Christian activities in an atmosphere of support, service and participation for the entire community. The church property exists to support the worship, work and mission of the church. As such, it has an economic value, which should be carefully preserved. The policies and procedures stated below are designed to support these objectives.

#### **A. Use of Church Buildings and Grounds**

##### **1. General Provisions**

- a. Alcoholic beverages are prohibited on church property.
- b. No smoking is permitted inside church buildings. Smoking is also prohibited during group activities held on the church grounds.
- c. All fund raising events require compliance with the Faith solicitation policy, including approval of the Session where required.
- d. Excepting vehicles, use of church equipment beyond the church premises is prohibited.
- e. Any request for use of facilities not included within these policies is to be submitted to the Session, along with a recommendation to approve or disapprove by the responsible committee of Session.

##### **2. Provisions for use by church organizations**

Faith church organizations may use the facilities without charge for activities related to their approved mission, subject to scheduling availability.

##### **3. Provisions for use by church members**

Faith church members may use the facilities for weddings and receptions, subject to scheduling availability, payments of fees in the fee schedule, and approval by either the Building and Grounds or Worship and Music committees, as indicated in IX.B, below.

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**4. Provisions For Use by Outside Organizations**

- a. To seek approval for use of church facilities, an outside organization must have, in the judgment of the Session, a mission and purpose that is consistent with those of Faith Presbyterian Church. The church may approve or disapprove facility use by any organization at its sole discretion.
- b. The facilities of the church may not be used by for-profit or partisan political entities.
- c. Outside organizations are to submit an **Application for the Use of Church Property** to the Church Administrator for transmittal to the appropriate committee (see IX.B., below.)
- d. All requests must include a fully executed **Hold Harmless Agreement**. A **Certificate of Insurance** may be required from the outside organization by the reviewing committee when the committee determines the circumstances of a request warrant insurance.
- e. Fees will be applied according to the **Schedule of Fees** (see B.3.below).

**B. Requests and Approvals for Use of Church Facilities**

**1. Use of the sanctuary**

- a. The primary purpose of the Faith Presbyterian Church sanctuary is for Christian worship services.
- b. The Worship and Music Committee has responsibility for approval of events other than regular worship services in the sanctuary, except that use by any outside organizations, which intends to charge admission or otherwise to solicit funds for itself or for a sponsored charity, shall also require approval of the Session.
  - i. In the event that the Worship and Music Committee, due to time constraints, is unable to act on an urgent request for use of the sanctuary, then the Senior Pastor will act on behalf of the committee, and report the decision to the Worship and Music moderator. This provision, however, does not negate the requirement for Session approval of use by an outside group, which intends to charge or to solicit contributions.
- c. Approved music events involving outside groups, including sacred arts performances and recitals, will be scheduled through the Director of Music, subject to a requirement for Session approval for groups planning to charge or to solicit, as in B.1.b. above.
- d. The Worship and Music Committee will determine the fees charged for each outside group based on the fee schedule contained herein (see IX.B.3. below).

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**2. Use of facility, non-sanctuary**

- a. The Worship and Music committee has responsibility for approval and scheduling of music programs in the Fellowship Hall. Approved music events involving outside groups, including sacred arts performances and recitals, will be scheduled through the Director of Music, subject to a requirement for Session approval for groups planning to charge or to solicit, as in B.1.b. above.
- b. Requests for all other uses of the church building and grounds are to be submitted to the church administrator, along with any required documents or forms, then forwarded to the Buildings and Grounds Committee for consideration.
  - i. In the event that the Building and Grounds Committee, due to time constraints, is unable to act on an urgent request for use of the facility, the Church Administrator will act on behalf of the committee, and report the decision to the Building and Grounds Moderator.
  - ii. For recurring use of the facility by an approved group, the church administrator may schedule facility use, subject to space availability, without repetitive approval by the Buildings and Grounds committee.
  - iii. Requests by internal church groups shall take precedence over requests by outside groups, in cases of scheduling conflicts.

**3. Fees for Use of Facilities**

- a. A **Schedule of Fees** is to be developed by the Building and Grounds Committee, in consultation with the Worship and Music Committee, and approved by the Session. The fee schedule shall be designed to recover the real costs of facility use for the activity scheduled, including utilities, cleaning, and insurance. A sextons' fee may be added should it be considered necessary for a sexton either to stay late or return to the facility after usual hours, to clean up or to set up the area used for usual purposes. The Schedule of Fees may be revised from time to time, adjusting to changes in the costs of operating the facility. Fees do not include set up of tables and chairs or provision of table coverings.
- b. Fees do not apply to internal organizations of the church itself, which use the facilities as part of their stated mission.
- c. Fees may be waived or adjusted for outside organizations based on the circumstances of the organization and the proposed use. at the request of the organization. Such requests will be evaluated on their merits by the Buildings and Grounds or Worship and Music Committees, as appropriate, and a decision made by the committee.

*Reviewed January 2005, Revised May 2005, Revised April 2007; Revised October 07, Revised January 2008; Revised December 2013*

**HOLD HARMLESS AGREEMENT  
AND  
WAIVER OF LIABILITY**

Faith Presbyterian Church has agreed to allow the below named persons/organization to use its church premises for the purposes so stated in its application. This use is for non-commercial purposes as Faith Presbyterian Church is not in the business of renting space, but does allow the church premises to be used for a minimum fee by not for profit, non-political groups, organizations, and individuals (for weddings).

Be it, therefore, agreed upon by the user organization/individual, that the user of the Faith Presbyterian Church facilities agrees to hold said church harmless for any injury sustained on its premises or its facilities during the period of time the below signed organization, its members or guests, utilizes the church facilities. The authorized agent for the below signed organization has represented that he has read this agreement carefully, has had ample opportunity to consult with legal counsel, and has agreed that he has, or will, advise all persons attending his organization's function at said church and advise all persons who will be in attendance of this hold harmless agreement and waiver of liability.

Therefore, for valuable consideration, the below signed organization, by its authorized representative agrees to hold Faith Presbyterian Church, its ministers, officers, employees and members harmless and waives any and all liability for any injury or damages suffered during its use of the church premises or facilities by its members or guests. This includes any injury or damages suffered as a result of preparing and/or serving food during said organization's/individual's use of the church facilities.

Faith Presbyterian Church advises the below authorized agent of the user organization/individual that the church's parking areas are not well lighted and that the church has no security protection for anyone occupying or using the church facilities.

WHEREFORE, the below signed authorized agent of the user organization/individual agrees that said organization will hold Faith Presbyterian Church, its ministers, officers, employees and members harmless and agrees to pay any damages awarded by any forum, including costs and attorneys' fees, against Faith Presbyterian Church, as a result of anyone suffering injury or damages during the user organization's use of the church facilities.

\_\_\_\_\_  
(Signature of Authorized Agent) (Date)

\_\_\_\_\_  
(Organization)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Witness) (Witness)

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**FAITH PRESBYTERIAN CHURCH**  
**Application for Use of Church Property—Non-Wedding or Wedding**  
**Copy to be retained by person/group using church property.**

Date\_\_\_\_\_ Room(s) to be used\_\_\_\_\_

Initial Application\_\_\_\_\_ Date(s) of use\_\_\_\_\_ to\_\_\_\_\_

Reapplication\_\_\_\_\_ Time and weekday of use\_\_\_\_\_ No. of times used\_\_\_\_\_

Name of organization\_\_\_\_\_

Purpose of organization\_\_\_\_\_

Purpose of Use\_\_\_\_\_

\_\_\_\_\_

Name of person assuming responsibility\_\_\_\_\_

Address\_\_\_\_\_ Zip\_\_\_\_\_

Phone (H)\_\_\_\_\_ (W)\_\_\_\_\_ (C)\_\_\_\_\_

The group I represent does agree to the following:

- to uphold the criteria specified in the signed Hold Harmless Agreement;
- to insure that the policy of Faith Presbyterian that **NO ALCOHOLIC BEVERAGES** will be served is enforced
- to inspect and insure that all church property is left as found in good order including proper disposal of trash, picking up of any trash or food from the floor, replacing any furniture that has been moved, etc.
- to insure that all rooms are left locked and secured with lights turned off and HEAT/AC off
- to insure that the Kitchen, if used, has been used following the posted Kitchen rules including all ovens and equipment turned off, no carts left close to the range, and the proper cleaning of all surfaces and floors.

I have received and read the policies and procedures provided with this form and as an agent for the applicant, agree to abide by all policies and procedures described herein.

Signature\_\_\_\_\_

**FEE GUIDELINE**

**FEES AND APPLICATION MUST BE SUBMITTED ONE MONTH PRIOR TO RESERVATION. No reservation will be placed on calendar until both fee and application are received.**

**Membership fees shall apply only to those functions which are for the primary benefit of church membership.**

An initial fee will be charged for one 5 hour time period. Additional fees will be charged per time period.

<b>CHURCH PROPERTY</b>	<b>MEMBERS</b>	<b>NON-MEMBERS</b>
Sanctuary – Wedding	\$ 400.00	
Sanctuary – Non-Wedding		\$ 400.00
<small>(Requests from outside groups for sacred arts performances or educational institution recitals only need Worship and Music Committee approval and will be scheduled through the Director of Music. Worship and Music Committee will determine the fees charged for each of those groups.)</small>		
Parlor	100.00	\$200.00
Sexton Fee	\$100.00	\$100.00 (minimum regardless of hrs)
[Sexton Fee will be doubled if both Sanctuary and Fellowship Used]		
Organist Fee	\$150.00	\$ 150.00
Fellowship Hall	\$100.00	\$ 300.00
Kitchen	\$ 65.00	\$ 150.00
Deposit	\$ 50.00	\$ 100.00

Deposits will be refunded if everything is left in good order and no equipment is damaged or missing.

Fees due \$ \_\_\_\_\_ Approved \_\_\_\_\_

Fee Amount Rec'd \_\_\_\_\_ Fee Rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_

*Reviewed February 2005, Revised March 2007; Revised October 2007; Revised January 2009; Revised March 2016*

## **B. GUIDELINES AND POLICIES FOR THE USE OF THE CHURCH KITCHEN**

### **1. HOW TO USE THE KITCHEN:**

- ❑ The sponsoring church user decides whether to use regular plates and utensils or disposable plates and/or utensils. If regular plates and utensils are to be used, the following conditions apply:
  - 1) Use the regular utensils (in drawers) and the set of dishes provided, cups and saucers, etc. which are located in the pantry.
  - 2) All dishes, glasses, silver, plates, pots and pans should be washed and put away.
- ❑ Any and all disposable products must be placed in proper trash containers at the end of the use period.
- ❑ Cabinets and counter tops should be wiped off. Spills on range and in oven should be wiped according to instruction booklets.
- ❑ The sinks should be emptied and cleaned.
- ❑ Leave NO food out on the counter or in the refrigerator (unless it is labeled exactly for whose use and dated).
- ❑ All counter tops should be cleared of all items except the coffee maker.
- ❑ Before leaving the kitchen, be sure the lights, coffee maker, stove burners and oven are OFF.

Each church affiliated group using the kitchen is responsible for washing the table cloths and dish towels and returning within five days. (Non-church groups must provide their own table linens, towels, etc.).

### **2. HOW TO USE THE COFFEE MAKER:**

- a) Remove basket;
- b) Place filter in basket;
- c) Put one package of pre-measured coffee in filter;
- d) Replace basket;
- e) Put decanter on burner under basket;
- f) Push brew button once only;
- g) Turn **OFF** all burners as decanters are emptied. Do not unplug the coffee maker.

### **3. HOW TO USE RANGE, OVEN, ICE MAKER AND DISHWASHER:**

Instruction booklets for these are in the drawer under the electric can opener.

*Reviewed January 2005, Revised May 2005, Reviewed April 2007*

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**C. GUIDELINES FOR THE USE OF THE HOLTkamp ORGAN**

1. The Holtkamp pipe organ of Faith Presbyterian Church is intended to enhance the worship of God, to minister to Faith's congregation, to serve the program of Faith Church and to serve as a musical resource to the people of Tallahassee. There is no charge for the use of the organ; however, there may be a fee for concerts/recitals/or rehearsals if the sanctuary is in use for an extended amount of time. Anyone using the organ will be given a copy of these guidelines.
2. Only those persons who have been given permission by the Director of Music, with consultation from the principal organist of Faith, will be allowed to play the organ. (see list below)
3. The needs of Faith Presbyterian Church and its organists have priority over any other institution or organist. On certain occasions, the conflicting rehearsal must be postponed.
4. The organ may be used for teaching purposes *only* by Faith's organists unless special permission is given by the Director of Music.
5. All recitals, workshops, teaching conferences, or other events requiring the use of the organ must be approved by the Director of Music with consultation of the principal organist and is subject to review by the Buildings and Grounds Committee. If there are no calendar conflicts, the date will be set up by the director of music and proper fees paid to the church secretary.
6. The organ may be used between 8:00 a.m. and 5:00 p.m. only unless special permission is given by the Director of Music. The key must be signed out in the church office and returned when rehearsal is completed. In the event the office is to close early, persons will be informed at the time they sign for the key. Organists are encouraged to call ahead and schedule rehearsal time with church secretary or director of music to avoid conflicts.
7. Organists are asked to be considerate of meetings being held in the church at the time of rehearsal. Please refrain from excessive loud playing.
8. The lights to the choir loft are turned on in the hallway on the right side of the organ console. Numbers 8 and 10 only should be used in combination with the switch down to the right of the bench. All switches *must* be turned off when rehearsal is over.
9. **No air conditioning or heat** will be turned on during practice time. Use fan/heater found beside the console.
10. No food or drinks are allowed in the choir loft.
11. Anyone causing damage to the organ or loft will be responsible for said damages. If any of the above guidelines are abused, privileges will be revoked.

APPROVED ORGANISTS AS OF APRIL 2001: Ryan Kasten, Judy Arthur, Bret Whissel, Michael Corzine, Gabe Statom, Linda Myers, & Elizabeth LaJeunese.

*Reviewed & Revised January 2005, Reviewed April 2007, Revised October 2007*

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*Faith Church Vehicle Policy – Section D. Revised & approved by Session 9/23/12*

**D. FAITH CHURCH VEHICLE POLICY**

**1. DRIVER QUALIFICATIONS, AUTHORIZATION AND RESPONSIBILITY**

**A. DRIVER QUALIFICATIONS**

**1. Driving Record**

- Completion of “*New Driver Form*”, to include:
  - Copy of current Florida Driver’s License, continuously licensed for the past three years;
  - Length and type (car, van, truck, bus, trailer) of driving experience;
  - Review of Florida Motor Vehicle Report (or that of another state if the person has resided there within the past five years), as well as the applicant’s listing of all accidents and violations within the past five years. All drivers MVRs shall be reviewed no less than annually; and
  - Proof of personal auto insurance coverage with a minimum at least equal to that required by Florida law
  
- Disqualifications.
  - The following violations disqualify a person from driving a church vehicle:
    - DUI of alcohol or drugs within the past ten years;
    - Negligent homicide arising out of use of motor vehicle;
    - Operating a motor vehicle without the owner’s authority/permission;
    - Using a motor vehicle in commission of a felony;
    - Aggravated assault with a motor vehicle;
    - Permitting an unlicensed person to drive a motor vehicle;
    - Reckless driving;
    - Hit and Run; or
    - Unlawful speed - more than 20 MPH above the speed limit.
  - Two of the following violations or events during the three years prior to the review for driving privileges disqualify a person from driving a church vehicle:
    - Unlawful speed – 20 MPH or less above the speed limit;
    - Improper lane changes;
    - Following too closely;
    - Careless driving;
    - Failure to observe a stop sign;
    - Failure to yield;
    - Improper passing;
    - Driving with a suspended license; or

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- “At fault” accident.
  - A person may appeal to the Management Committee, through the Church Administrator, for an exception to the above prohibitions based on unusual and compelling circumstances; the decision of the Committee is final.
2. Age
- At least 25 years of age and no more than 70 years of age.
    - Drivers between 21 and 24 years of age may be permitted to drive upon recommendation by church staff and review and approval by the Management Committee.
    - Drivers 71 or more years of age may be approved to drive upon submission of a letter from his/her physician annually stating that the person is in acceptable health to safely drive a multi-passenger vehicle and review and approval by the Management Committee.
3. Training
- Driving.
    - Church Bus. All persons are to be properly trained in the operation of the church bus prior to being authorized to drive it. Completion of a defensive driver course is recommended, if available. Training requirements will vary according to the person’s prior experience but all drivers shall at a minimum:
      - View the Bus Instructional Video and thoroughly familiarize themselves with the operation of the bus (complete *Vehicle Orientation Form*); and
      - Demonstrate driving skills to a trainer during at least a one hour supervised driving orientation including city and interstate highway operation, as well as at least one hour of additional driving experience. Training and supervision shall be provided by an individual approved for this purpose by the Management Committee.
    - Minivan.
      - Meet the driving record qualifications stated in I.A.1 and 2. above
  - Familiarity with all Policies and Procedures governing vehicle use including:
    - *Vehicle Pre-trip and Post-trip inspection procedures*, including *Pre-trip Safety Check Form*;
    - *Trip Report Form*;
    - In route, breakdown, and safety and emergency policies and procedures; and
    - Safe driving rules and techniques.
  - Additional Training. Authorized drivers may be required to satisfy additional training requirements, including additional driving time, as determined by the Management Committee (including training associated

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with acquisition of a new church vehicle.) A driver certification course may alternatively be required by the Committee if available.

4. Authorized Drivers

- Authorized Driver List. The Church Administrator shall maintain a list of authorized drivers. No one shall be authorized to drive church vehicles unless they are on this list.
- The Authorized Driver List shall be reviewed annually include conducting an MVR on all authorized drivers.

2. DRIVER RESPONSIBILITY

- The driver has final responsibility and authority in matters relating to the safety and welfare of the bus and its passengers, including contacting church staff if necessary to supervise and address inappropriate behavior of passengers;
- Pick up keys, *Trip Report Form and Safety Checklist Form* from church staff or, if the office is closed, from the Transportation Box, before departing on trip.
- Complete *Vehicle Safety Checklist* before departing on trip.
- Ensure that necessary documents are included in vehicle including registration, insurance information, and emergency procedures.
- Provide necessary information on *Trip Report Form* upon returning and submit to church staff or, if staff is not available, to the Transportation Box. This includes ensuring that, within 72 hrs., or prior to the next scheduled use of the vehicle, whichever occurs first, the fuel tank is refilled and that the vehicle is clean, and ready for use by the next scheduled group. Responsibility for cleaning and fueling shall reside with the committee sponsoring the trip.
- Ensure that the following requirements are met during the trip:
  - Adult supervision, other than driver, in church bus;
  - Maximum vehicle capacity is not exceeded (15 including driver for bus, 7 for minivan);
  - Smoking, alcohol, drugs and gambling are prohibited in church vehicles;
  - Do not exceed posted speed limit;
  - All occupants must wear seat belts and remain seated;
  - Recommend a rest stop every 2 ½ hours, and not longer than 3 hours;
  - A driver is restricted to no more than 10 hours driving in a 24-hour period, except in compelling and unanticipated circumstances;
  - Use headlights or driving lights at all times;
  - Follow written policies in case of breakdowns or emergencies;
  - Limit cell phone use while driving to essential communications for limited time.

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3. USE OF CHURCH VEHICLES

A. Eligibility for Use

- Faith church groups that serve the mission of the church – Sunday School classes, youth groups, choirs, mission teams, Preschool, Presbytery functions, retreats, senior outings, disasters for which church groups are assisting, etc. – as well as church staff, are authorized to use church vehicles upon complying with required procedures and policies. Each use by Faith church groups must be sponsored by a committee to which charges will be assessed for use.
- Groups sponsored by or directly affiliated with Faith may be authorized to use church vehicles upon special request, subject to the circumstances related to the request, availability of the vehicle, and adequate insurance coverage. Such requests are to be reviewed and a decision made by the Management Committee.
- Church vehicles are not to be used by:
  - Church staff or members for non-church related needs;
  - Members to transport persons for a wedding or funeral; or
  - Organizations supported by, or affiliated with, church members but not with Faith church.

B. Scheduling Trips Using Church Vehicles

- The Trip Coordinator must submit a completed *Church Vehicle Trip Request Form* to the Church Administrator at least seven days before an in-town trip and fourteen days before an out-of-town trip. Availability is ordinarily on a first come, first serve basis, with priority given to Faith church groups and to the availability of alternative transportation in the event of a conflict.
- The Church Administrator shall provide the Trip Coordinator with a signed/approved copy of the *Trip Request Form* and other necessary forms (*Driver's Vehicle Safety Checklist, Trip Report Form*).
- The Trip Coordinator will pick up the keys and driver packet from the Church Administrator and provide them to the driver in adequate time for the driver to complete the pre-trip forms and safety check.
- The Trip Coordinator or Driver is responsible for completing all necessary forms and returning them with the driver's packet and keys to the Church Administrator (or the Transportation Box in the church office if office staff is not available) promptly upon completion of trip.

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4. OPERATION AND MAINTENANCE OF CHURCH VEHICLES

A. Maintenance of Church Vehicles

- A preventive maintenance schedule shall be followed for each church vehicle to include at least quarterly checks of basic maintenance items.
- A comprehensive vehicle safety and operating inspection shall be conducted on each church vehicle at least once each twelve months. A written report documenting this inspection – *Vehicle Inspection and Maintenance Record* - shall be kept on file by the church administrator.
- Drivers are to report any maintenance or operating needs on the *Vehicle Trip Log and Report* as well as directly to the Church Administrator.
- Each group using a church vehicle is responsible for cleaning it, including picking up refuse, cleaning spills and debris from all areas, and returning seat belts to the top of the seat cushion. Windshields and mirrors are to be cleaned at each refueling stop.

B. Safety. In addition to the safety procedures listed in Section I.B. as driver responsibilities, the following Safety measures are to be taken for the church bus:

- Safety equipment, including a first-aid kit, fire extinguisher, flares, and other appropriate equipment, is to be stored in each vehicle.
- Emergency procedures are to be stored in each vehicle.

C. Budget and Trip Charges.

- The sponsoring committee will be assessed a per mile cost that is adjusted quarterly by the Financial Secretary and Church Administrator to include fuel costs and a pro-rated maintenance and insurance fee. The method of calculation of the per mile cost shall be reviewed annually by the Management Committee.
- The driver shall include receipts for all fuel charges and other vehicle-related expenses with the *Trip Report Form*. If the charges have been paid from the driver's personal funds, the driver shall be reimbursed for such documented expenses.
- All tolls and drivers expenses are the responsibility of the sponsoring committee.
- Faith church shall allocate in its annual budget an amount necessary to ensure that unreimbursed transportation costs are met.

D. Insurance and Registration.

- Faith church shall maintain insurance coverage on each vehicle for bodily injury, property damage, liability, medical payments, uninsured motorist, fire, theft, comprehensive, and collision. The cost of such insurance, as well as annual vehicle registration, shall be included in the church's annual budget.

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**E. CHURCH LANDLINE AND CELLULAR TELEPHONE EQUIPMENT USAGE**

For the purpose of this policy, Landline Telephone Equipment (hereinafter referred to as “the equipment”) shall include the church telephone system, all telephone handsets, all facsimile devices, and any other equipment that connects the church to the public switched network.

All of the equipment is provided to church staff and members for official church business. While church staff shall be allowed to make local calls for personal business on the equipment, any and all such calls should be minimized and shall not adversely interfere with the staff’s individual responsibilities.

Access to long distance facilities by the equipment is to be for church business only. Long distance calls dealing with church business may be placed by staff or members, in support of church related activities. Effective in January, 2005, Faith Church will have a billing arrangement for long distance service that features unlimited calls for a fixed monthly fee. There is no need for any internal tracking of calls under this arrangement. The Pastor may grant an exception for specific use of church long distance facilities for staff personal business.

The Financial Secretary shall establish a procedure for having all church telephone bills reviewed as to church related or personal calls. This procedure shall include appropriate methods for reimbursing authorized personal calls, if appropriate and necessary. Any unidentified personal calls shall be reported to the Management Committee on a timeframe as established between the Moderator and Financial Secretary.

Any modifications (including additions, deletions and feature set changes) to the church telephone system must have the approval of the Senior Pastor.

In the instances when designated and appropriate program or support staff are required by the Pastor to have access to a cellular telephone, they will be required to acquire a personal cellular telephone and provide the number to the church. For this requirement, these employees shall be given a cellular telephone stipend in the amount of \$35 per month to compensate to the use of the cellular telephone for church-related business. These employees shall also be reimbursed cellular service start-up fees, up to a \$50 maximum, provided that appropriate documentation (ie: bills showing the start-up fee charges and indication of employee payment) is submitted with the request for reimbursement.

*Established October 27, 2004, Reviewed & Revised April 2005, Revised April 2007, Revised January 2008*

## **F. WORKSTATIONS AND ONLINE RESOURCES**

Within the building complex of Faith Presbyterian Church, there shall be established a local area computer network with cloud file storage. This network is to be capable of supporting a series of computer workstations as well as mobile devices and to provide a central access point to the Internet. It is the policy of Faith Presbyterian Church, that each professional and clerical staff member (excluding the Sextons, Assistant Sextant, Resident Caretaker, Nursery Coordinator, Organist and other performing & part time music associates) shall have a dedicated computer workstation attached to the church local area network, with access to appropriate file servers, electronic mail capability and Internet access. These excluded employees, as well as volunteers authorized to use Faith Presbyterian Church equipment, may have need to gain access to a workstation to carry out their responsibilities. The Church Administrator shall provide such access in a manner consistent with the employee's needs and available resources.

This computer network, including its associated workstations, internet access, and cloud productivity suite, is provided to conduct official church business. Staff Members and volunteers are permitted to visit appropriate internet sites, as well as to access personal email accounts, on a brief and infrequent basis that does not interfere with the staff member's job performance and is consistent with the need to maintain the security of the network. Any other personal use of the computer network is only with the expressed approval of the Pastor. No employee shall use this equipment for any purpose that would be detrimental to the image, mission and stature of Faith Presbyterian Church.

The Computer Systems Network Administrator and Church Administrator are responsible for managing the network, its workstations, internet access, and the cloud productivity including establishing provisions for access and security of data and individuals.

This shall include:

- Establishing the software configuration for the workstation operating system and product sets and maintaining current levels.
- Establishing the operating systems configuration for the network equipment  
Maintaining a system of individual log-on identifications and file access procedures to safeguard church information resources.
- Installing appropriate security procedures and software and virus protection software on the system.
- Making recommendations for system enhancements and expansions.
- Researching the appropriateness of new and enhanced software for the system.

The job description of this position will provide the details of these responsibilities. The network will have a set of multi-user print stations. A dedicated printer will be attached to the workstation employed by the Financial Secretary and it shall be located in a secured work

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environment. Other workstation-attached printers may be employed in instances where it is impractical or non-productive to use a multi-user print station(s).

Employees are prohibited from installing any software product on their workstation without the expressed authorization of the Computer Systems Network Administrator. This is to prevent the installation of any software that may harm the network or its data resources.

Faith Presbyterian Church may contract with external expertise for the adherence to and completion of these computer network policies and responsibilities. Any such resources shall function under the administration and management direction of the Computer Systems Network Administrator.

#### **Data Back-up for Integrity and Security**

(All staff are required to use the cloud productivity suite for saving official church documents.)

*Established December 8, 2004, Reviewed April 2005, Revised April 2007, Revised October, 2017*

#### **F. COPYING DEVICES**

Within its administrative offices, Faith Presbyterian Church shall maintain copying devices, for use in the day to day operation of the church and for use by the church committee structure.

The Church Administrator shall establish and maintain a code system for these copying devices that will measure and record the number of copies made and which committee/staff/activity made the copies. The policy of the church is to have each committee or activity budget for its own copying needs and be charged back for the actual copies made. Staff or the church shall use a code designated to their administrative support.

All copying devices are for use in official church business only, which shall include all of those activities in support of the church mission.

*Established December 8, 2004, Reviewed January 2005*

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## **H. OFFICE SUPPLIES**

The Church Administrator shall maintain, or delegate the maintenance of a set of clerical supplies for the administrative needs of the church. This set of supplies shall include paper of varying sizes and for various uses, pens, pencils, markers, staples, paper clips, paper clamps, rubber bands, glue and paste and any other material or objects needed in the day to day operation of the church.

This set of supplies shall be available to the church staff and committee structure for their day to day use. In the event of special needs by a committee or an activity (such as mass mail-outs to the congregation or specialized promotional material), the Moderator shall advise the Church Administrator of the need and anticipated volume. It is the policy of the church that specialized needs of a committee be charged back to the individual committee budget.

The set of supplies shall be secured under lock and key and be open for use during normal church office hours.

*Established December 2004, Reviewed & Revised April 2005, Edited April 2007*

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## I. ACQUISITION AND PURCHASING PROCEDURES

The acquisition of any product or service, either by purchase, installment purchase, lease agreement or rental agreement using church funds shall be allocated and charged to either a specific or general line item in the church budget, as approved by the Session provided the funds have been appropriated for such purpose, the approval does not exceed the appropriated amount in the annual budget, and provided the moderator of said committee has given either written, email, or phone approval. Further, it is understood that in an emergency situation regarding the maintenance of the church facility, the Church Administrator may act in the best interest of the Church without obtaining moderator approval such as contacting plumbers, heating and air specialists, etc. Any Standing Committee may adjust or transfer budgeted authority between line items, provided the adjustment or transfer does not exceed the total annual committee budget approved by the session. Any expenditure that will cause the exceeding of the approved committee budget or any increase in a Standing Committee budget must have prior approval of the Session before that acquisition is consummated by the church.

1. Expenditures less than or equal to \$5,000

The Church Administrator may approve proposed expenditures (including purchases, contracts, leases or rental agreements) up to a \$5,000 one time or annual cost, provided that the funds have been allocated for such purpose in a budget line item of the current annual approved church budget and the acquisition does not cause the allocated line item to exceed the amount in the annual budget. For purchases over \$50, the Church Administrator should have the permission of the Moderator of each Committee by either written approval, email approval, or in emergency situations, phone approval.

For any and all such expenditures, the Church Administrator is encouraged to obtain multiple cost estimates for the acquisition, unless such acquisition is from a supplier that the church has either previously done business with or has established an account with and the Church Administrator has reason to believe that pricing with the supplier is either competitive or overall services are advantageous to the church. For any expenditure above \$2,500 and up to \$5,000, the Church Administrator must obtain three or more price quotations prior to the expenditure of church funds. The Church Administrator is not required to base supplier selection solely on the lowest price, but may factor in timeframe to have the product delivered, transportation costs, shipping costs and any other factors that represent the best interest of the church.

2. Expenditures greater than \$5,000

The Standing Committee or designated Ad Hoc Committee may approve proposed expenditures (including purchases, contracts, leases or rental agreements) greater than \$5,000 one time or annual cost, provided that the funds have been allocated for such purpose in a budget line item of the current annual approved church budget and the acquisition does not cause the allocated line item to exceed the amount in the annual budget.

For any and all such expenditures greater than \$5,000, the Standing Committee or Ad Hoc Committee shall solicit three or more competitive bids, quotations or proposals, consisting of terms, conditions, purchase or lease price, cost of annual maintenance (if applicable); prior to any expenditure of Church funds. The Standing or Ad Hoc Committee, along with the Church Administrator, shall review the results of the competitive solicitation and shall make a recommendation to the session. The resulting recommendation of an award does not have to be the lowest price, but may factor in price, reputation, quality of the offer,

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maintenance service and staff, prior work experience, information obtained from other customers or other criteria as deemed appropriate. No purchase shall be consummated until session approval is obtained.

3. Acquisitions of products or services from or with Church Members

The acquisition of any product or service from a church member or through a company employing a church member or from a company owned by a church member may be authorized, provided that all of the provisions of this section I., items 1. and 2. have been adhered to. Neither the Church Administrator, any Standing Committee nor any Ad Hoc committee shall permit any preferential treatment in the acquisition process to be given toward any potential or current supplier due to any relationship between said supplier and a church member.

*Established, October 2007*

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**J. INFORMATION AS A CORPORATE RESOURCE**

All information collected and retained by Faith Presbyterian Church shall be treated as a corporate resource and shall be used only and exclusively in support of the mission of the church. This shall include, but not necessarily be limited to membership roles, committee rosters, financial records, member correspondence, publications, minutes of the Session and committee meetings, staff resumes, personnel records, plans and drawings, etc. No requests for copies of or access to these records shall be granted when the proposed use is deemed to be beyond the preaching, teaching and evangelism mission of the church.

*Established October 2007*

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**K. USE OF CHURCH MOVEABLE EQUIPMENT**

Members shall be prohibited from taking any moveable church equipment or furnishings off the church grounds and borrowing such equipment for personal use, at homes or in places of business. This movable equipment shall include, but not necessarily be limited to folding and fixed leg tables, folding and fixed leg chairs, telephone instruments, computer workstations, office support equipment, desks, lamps, carts...etc.

There shall be a likewise prohibition for any such use by non-members also.

*Established January 2008*

**L. FELLOWSHIP HALL & SANCUTARY AUDIO/VISUAL EQUIPMENT USAGE GUIDELINES**

- I. General Procedures for All Uses of Audio/Visual Equipment.
  - A. The audio/visual equipment requested needs to be reserved no later than two weeks prior to the date of the event by submitting the "Audio/Visual Equipment Usage Form" to the Director of Music or designee. Equipment will be reserved on a first come, first served basis.
  - B. Equipment is not to be removed from the Fellowship Hall for any reason.
  
- II. Procedures for Use by Faith Church Groups.
  - A. Two members of the reserving church group, who will be operating the equipment, must attend a training session with the Director of Music or designee.
  - B. The equipment may not be used in any way other than what is covered in the training session. This restriction includes, but is not limited to, disconnecting/reconnecting the cables and/or wires of the sound system.
  - C. The group using the equipment will be fiscally responsible for replacing any damaged or missing items. The sound system will be checked before and after events by the Director of Music or Church Administrator.
  
- III. Procedures for Use of A/V Equipment by Outside Organizations and Groups.
  - A. Outside organizations and groups such as weddings, concerts, and community groups using A/V equipment are required to have a trained Faith Church A/V team member present at the event. If no team members are available, the organization will have to provide its own A/V equipment.
  - B. The organization or group is required to pay an hourly fee of \$15.00 to the team member, including setup and teardown time.

**Audio/Visual Equipment Usage Form**

Please check the needed equipment:

- Microphone(s) - number \_\_\_\_
- CD Player
- DVD Player
- Computer
- LCD Projector
- Keyboard

Group/Organization Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Faith Church Group Only:

- Names of Two Trained Persons Responsible for Equipment: \_\_\_\_\_

Outside Organizations/Groups Only:

- Name of Faith Church A/V Team Member to be Present at Event: \_\_\_\_\_

On behalf of the above named organization or group, I signify that the above audio/visual equipment usage guidelines will be followed and that Faith Presbyterian Church will be reimbursed for equipment damage attributable to our use.

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Signature

Date