



***MILLIAN MEMORIAL UNITED  
METHODIST CHURCH  
Policy  
Manual***

**Our Mission**

**Reaching new, unchurched, diverse, and young people for Christ.**

**Our Vision**

**To be a dynamic, spirit-filled, multicultural, multigenerational, church numbering in the thousands, impacting our neighborhood, nation and world through radically inclusive community building.**

**This policy manual aids staff and leadership to work more efficiently within the guidelines of the church, its policies and its programs. If you have questions, contact the staff person responsible for your area.**

***June 1, 2015***

**Office Hours**

Monday - Thursday 8:30 a.m. - 5:00 p.m. Friday 8:30

a.m. - noon

13016 Parkland Drive, Rockville, MD 20853

Phone: (301) 946-2500

Fax: (301) 946-9357

**STAFF**

Rev. Dr. Miguel A. Balderas

Rev. Braulio Torres

Linda Canelos

Mark W. Frazier

Emma Mintz

Maurice Ayers

Alexis Batista

Lead Pastor

Associate Pastor

Church Administrator

Director of Music Ministries - Organist

Pre-School Director

Maintenance Supervisor – Sexton

Music Leader – Latino Service

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## 100. Church Organization

### Section VI. Organization and Administration *The Book of Discipline - 2012*

¶ 243. *Primary Tasks*—The local church shall be organized so that it can pursue its primary task and mission in the context of its own community — reaching out and receiving with joy all who will respond; encouraging people in their relationship with God and inviting them to commitment to God’s love in Jesus Christ; providing opportunities for them to seek strengthening and growth in spiritual formation; and supporting them to live lovingly and justly in the power of the Holy Spirit as faithful disciples.

In carrying out its primary task, it shall be organized so that adequate provision is made for these basic responsibilities:(1) planning and implementing a program of nurture, outreach, and witness for persons and families within and without the congregation; (2) providing for effective pastoral and lay leadership; (3) providing for financial support, physical facilities, and the legal obligations of the church; (4) utilizing the appropriate relationships and resources of the district and annual conference; (5) providing for the proper creation, maintenance, and disposition of documentary record material of the local church; and (6) seeking inclusiveness in all aspects of its life.

¶ 244. *Organization* — The basic organizational plan for the local church shall include provision for the following units: a charge conference, a church council, a committee on pastor-parish relations, a board of trustees, a committee on finance, a committee on nominations and leadership development, and such other elected leaders, commissions, councils, committees, and task forces as the charge conference may determine. Every local church shall develop a plan for organizing its administrative and programmatic responsibilities. Each local congregation shall provide a comprehensive program of nurture, outreach, and witness, along with leadership training, and the planning and administration of the congregation’s organizational and temporal life, in accordance with the mission of The United Methodist Church (see ¶¶ 120-124).

1. The church council and all other administrative and programmatic structures of the local church shall be amenable to the charge conference (see ¶ 246). The church council shall function as the executive agency of the charge conference.

2. Alternative plans may be developed in accordance with the provisions of ¶ 247.2. Such alternatives include: nurture, outreach, and witness ministries; administrative council; or administrative board/council on ministries.

3. Members of the church council or alternative structure shall be persons of genuine Christian character who love the church, are morally disciplined, are committed to the mandate of inclusiveness in the life of the church, are loyal to the ethical standards of The United Methodist Church set forth in the Social Principles, and are competent to administer its affairs. It shall include youth and young adult members chosen according to the same standards as adults. All persons with vote shall be members of the local church, except where central conference legislation provides otherwise.

The pastor shall be the administrative officer and, as such, shall be an ex officio member of all conferences, boards, councils, commissions, committees, and task forces, unless otherwise restricted by the *Discipline*.<sup>1</sup>

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<sup>1</sup> See Judicial Council Decisions 469, 500.

¶ 245. *Information Technology*— Each local church, as it creates or maintains computerized information and data, is strongly encouraged to confer with its annual conference for recommendations and guidelines as it relates to information technology.

### **101. Administrative Board ¶252 *Book of Discipline***

The Administrative Board is the governing body of Millian Memorial United Methodist Church that tends to the organization, administrative function, and the fulfillment of the mission of Millian Memorial United Methodist Church – making disciples of Jesus Christ. The Administrative Board is responsible for all matters related to **Staff-Parish Relations, Finance, Trustees, Lay Leadership, Building/Capital Improvement Committee, Stewardship**, and staffing in supporting the church’s mission through the Council on Ministries(Mission and Vision).

The Administrative Board meets at least quarterly to attend to its business. Furthermore, The Administrative Board is convened as a Charge Conference at least annually by the Baltimore-Washington District Superintendent to report on the state of church, approve an annual budget, set appointed clergy salaries, approve Lay Leadership Committee nominations for the following calendar year, approve certification of Lay Speakers and Candidates for Ordained Ministry, and other matters as deemed necessary by the UMC Book of Discipline.

### **Membership ¶252.5 *Book of Discipline***

Membership - The charge conference will determine the size of the Administrative Board. Members of the Administrative Board shall be involved in the mission and ministry of the congregation as defined in ¶ 252.2. The membership of the Board may consist of as few as eleven persons or as many as the charge conference deems appropriate. The Board shall include persons who represent the program ministries of the church as outlined in ¶ 243. The membership shall include but not be limited to the following:

- a) the chairperson of the administrative board;
- b) the lay leader;
- c) the chairperson and/or a representative of the pastor-parish relations committee;
- d) the chairperson and/or a representative of the committee on finance;
- e) the chairperson and/or a representative of the board of trustees;
- f) the church treasurer;
- g) a lay member to annual conference;
- h) the president and/or a representative of the United Methodist Men;
- i) the president and/or a representative of the United Methodist Women;
- j) a representative of the United Methodist Youth;
- k) the pastor(s).

## **Millian Memorial UMC Leadership and Committees - *Effective January 1, 2015***

### **Administrative Board**

- Chair- Norm Sheetz (2015)
- Recording Secretary- Sheila Hopkins
- Lay Leader- John Kelley (2015)
- Lay Member Alternate- Dwayne Weigel (2015)
- Mission and Vision Chair- Jann Dalrymple (2014)
- Trustees Chair- Mark Warner
- Finance Chair- Dwayne Weigel (2014)
- Disbursement Treasurer- Brenda Watson
- Assistant Disbursement Treasurer- Bob Drake
- Financial Secretaries- Paul and Peggy Harris
- SPRC Chair- Kathy Martin (2014)
- Church Historians- Jann Dalrymple, Brenda Watson
- United Methodist Women President- Lynn Scudder
- United Methodist Men President-
- Fellowship Co-Chair- Dawn Kelley (2014), Terri Sheetz (2015)
- Prayer and Care Chair- Anne Matthews (2014)
- Faith Development Chair- Jim and Helen Doman
- Outreach Chair- Edith Williams (2015)
- Worship and Commitment Chair- Lynn Allen (2014)
- Senior Millianaires President- Donna Shirata (2012)
- Membership Secretaries- Betty Leizear, Brenda Watson
- Gifts and Memorials Chair- Darlene Bowles
- Preschool Committee Chair- Bill Matthews (2014)
- Librarian- Barbara Griner

### **Lay Leadership**

Chair – John Kelly

Alternate – Dwayne Weidel

### **Mission and Vision**

Chair- Jann Dalrymple

### **Trustees**

Chair- Mark Warner

### **IT Group**

### **Finance**

Chair – Dwayne Weidel

Co-Chair – Jim Turner

### **Staff-Parish Relations**

Chair – Kathy Martin



**Millian Memorial United Methodist Church**

**Trustees Policies & Procedures – 05-15-15**

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    - Procedures for Grounds Keeping**

## 400. Trustees and Facility Use

The Board of Trustees will meet on the third Monday of each month at 7:00 p.m. unless otherwise instructed.

***If a request for Trustee service needs immediate attention, you? should take steps to resolve the problem and then inform the Board Chairman.  
All other requests should be forwarded to the Board Chairman for action.***

## 401. General Guidelines and Restrictions

### Availability

The primary mission of Millian Memorial United Methodist Church (MMUMC) is to make disciples for Jesus Christ. Millian Memorial United Methodist Church seeks to be a friendly, warm and caring church and we hope to serve everyone in a way that demonstrates the love of Jesus Christ our Lord. These policies are intended to make our facilities available for non-profit organizations and individual members for community or civic events, which reflect or support our mission. In order to make the best use of our facilities these policies have been carefully designed and accepted by the Board of Trustees of MMUMC.

The church facilities are available for:

1. Sponsored and approved programs of the church
2. Members or constituents for periodic or recurring meetings
3. Weddings
4. Funerals
5. Outside groups as approved by the Board of Trustees and the Pastors. The church facilities are not available to outside organizations for fundraising, solicitation or similar activities. Organizations engaged in political campaigns or causes are not eligible to use the church facilities for their programs.

In some cases as defined in this policy, use of the facilities by outside users will require the user to pay fees to help cover the cost of maintenance and utility expenses.

### Liability – ***Outside Users Only***

All participants assume any and all risks associated with the use of the facilities and equipment. MMUMC assumes no liability or responsibility for any claim, loss, injury or damage to the person or property of any participant. MMUMC makes no express or implied warranty as to the condition of the premises, equipment, machinery, fixtures or furniture. Any such warranty, expressed or implied is hereby DISCLAIMED.

### Emergencies

The Board of Trustees may allow the facilities of the MMUMC to be designated as safe havens in the event of an emergency in our geographic location. Should such an emergency occur and church facilities are called into service, the rules and regulations herein may be suspended at the discretion of the Pastor or the Trustee Chair or designated trustee representative.

## Major Revisions

The MMUMC Board of Trustees has the authority to both amend facility use requirements contained herein and to grant specific exceptions to this policy with the concurrence of the Pastor. Exceptions and special arrangements associated with property use will generally be recorded only in the minutes of Board of Trustees meetings.

### Restrictions:

1. ALCOHOLIC BEVERAGES, ILLEGAL SUBSTANCES AND SMOKING ARE PROHIBITED IN THE CHURCH BUILDING AND ON CHURCH PROPERTY. Alcoholic beverages and illegal substances of any kind are forbidden anywhere on the property of Millian Memorial United Methodist Church. No one under the influence of alcohol or illegal substances will be allowed to participate in programs or events. It is the responsibility of the person(s) making arrangements to see that all persons participating in the event are informed concerning these matters.
2. No games of chance for personal gain such as Bunco, card games, raffles, etc.
3. No flammable liquids, fire-producing chemicals, pyrotechnic devices, smoke generators and/or open flames in any form (with the exception of candles used in a worship setting) may be used on the church property without the written approval of the Board of Trustees.
4. The Sanctuary shall be dedicated to worship activities and activities that help and support spiritual growth. The Board of Trustees and Administrative Council must approve dramatic musical productions that require extensive scenery or staging.
5. Athletic activities may only occur outside the building.
6. When children are in attendance they must be under the control of their parents or adults in charge of the activity at all times. Children are not permitted to roam freely in the halls or other areas on the church property. All activities involving children must be carefully monitored by an appropriate number of responsible adults.
7. Please be aware that your group may not be the only group in our building. Stay in the area that has been designated for your use. If you must move through the building please be mindful of others using the facilities.
8. Decorating halls and rooms in the Church is limited to table decorations only. Decorating items **will not** be hung from the ceiling tiles anywhere in the facility.
9. Tape, glue, tacks or nails **will not** be used anywhere in the facility.
10. The AV Committee members will coordinate all audio/visual needs. Use of equipment in the worship center is restricted to trained personnel approved by MMUMC.
11. The Director of Music Ministries will coordinate and approve the use of any musical instrument owned by MMUMC. Use of the Sanctuary organ piano or any other instrument owned by MMUMC is restricted to persons approved by the Director.
12. The following items are prohibited inside or outside the building:
  - a. Rice
  - b. Birdseed
  - c. Confetti
  - d. Glitter
  - e. Candles (with the exception of candles used in a worship setting)
  - f. Mylar balloons
  - g. Helium balloons may be used but must be weighted down

## **402. Millian Safety Assurance Program**

### **Forward**

Wet floors and slippery sidewalks are among the leading reasons people slip and fall. Such falls are especially hazardous to people over age 65, whose bones are more likely to fracture during a fall. Snow, rain, and ice compound the problem during winter. While slips are sometimes unavoidable, there are preventive measures that can be taken. Here are some of the areas that should be considered in order to reduce Millian's risk of slips and falls:

### **Repair sidewalks, parking lots**

Uneven surfaces can cause people to trip, especially when hidden by snow. The Trustess will look for cracks and small holes in walkways, steps, and parking lot. They will be repaired to prevent water from penetrating and freezing, which could cause larger cracks in the future. Downspouts should be turned away from walkways to avoid water and ice accumulation.

### **Inspect handrails, steps**

Make sure all steps have a securely fastened handrail and meet the standard building codes available from the Montgomery County building department. Repair worn or damaged steps, and paint or mark the edges to differentiate the levels.

### **Make floors safe**

- Buy mats or rugs with non-skid backings and place them at all entrances to our church. Make sure they lie flat. Bunched up mats can create a new hazard.
- Use non-slip coatings and waxes on floors to improve traction. Use floor sealers, waxes, and finishes that are approved by Underwriters Laboratories, a not-for-profit testing and certification organization.
- Dry floors quickly if they get wet.
- Alert people to wet floors, using cones or signs.
- Replace worn or frayed carpeting.

## **403. Snow Removal Policy and Plan**

### **Snow Removal Policy**

- Keep all parking lots, walkways, and entrances free of ice and snow. Pay special attention to walkways on the north side of the church. Because areas may refreeze, volunteers should check walkways and parking lots well before each service begins and just before each service ends.
- Comply with the Montgomery County Pedestrian Winter Safety Act (Sidewalk Snow Shoveling Law) *Montgomery County Code, Chapter 49, Article I, Section 49-24A (see below)*

- Document dates and times of snow-removal in case there are any lawsuits filed against the church.
- Maintain adequate supplies of ice melt, sand, salt, shovels, warning cones, floor mats, non-slip floor cleaners, and snow blower.
- Organize volunteers to remove snow, help older people and people with disabilities into the church, and keep entrances dry.
- Consider when and how to use a snow-removal contractor. Recheck that the contractor is insured, and review the contract to be sure he has clear guidelines on what to do.

### **Snow Removal Plan**

- Chair of the Trustees or his designee shall maintain a roster of able and willing snow removal volunteers.
- When one or more inches of snow fallen, snow removal and treatment of the sidewalks and stairs should begin. If the church and church offices are declared closed for the day, emphasis should be placed on the sidewalks which will be used by our neighbors and the general public.
- After clearing the sidewalks and salting and/or sanding are completed, emphasis should begin on the church entry walks and stairs. After clearing, sanding/salting of the walks and stairs is completed; the maintenance phase of the sidewalks and church entry walks and stairs is entered.
- A decision must be made to attempt clearing parking lots, Handicapped first, followed by the main lot, or call a contractor to clear the lots.
- At the same time the parking lot decision is being made, clearing of the walk through gated area behind the Sanctuary and education building must be done.
- Having completed all of the above steps, all areas will now be monitored, being especially vigilant of the areas which are most likely to refreeze, such as the shaded areas, low lying etc. until the threat of slipping and falling has passed.

### **Pedestrian Winter Safety Act (Sidewalk Snow Shoveling Law)** ***Montgomery County Code, Chapter 49, Article I, Section 49-24A***

**Requires all residential and commercial property owners** to clear their public sidewalks within 24 hours of the end of a snowstorm. The focus of this law is to educate property owners about their responsibilities, and encourage everyone to be good neighbors.

**The enforcement process** for residential properties is triggered when the County receives a complaint. The County sends the homeowner a letter informing the property owner of the complaint and the requirements of the new law, and requesting their compliance. Information about volunteer and paid snow shoveling services is included. Multi-family and commercial properties complaints are handled by inspectors from the County's Department of Housing and Community Affairs.

**Use the County's online form** to [report a sidewalk that remains unshoveled](#) more than 24 hours after the end of the last snowfall. The County will then issue a warning letter advising the property owner to clear the walkway.

**The County's Volunteer Center** will try to match volunteers with those in the community who have special needs and have no other options for sidewalk snow removal. Anyone who can help for even one or two hours should call 240-777-2600. CASA de Maryland, a non-profit organization, is providing snow shoveling services for a fee. Call 301-431-4177 or 301-431-4185 to request assistance.

"When It Snows" (Online brochure explaining the County's action plan for snow plowing.)

#### **404. Scheduling an Event**

All events, whether a meeting, an all-church event, worship service, wedding, funeral, or an off-site event, must be added to the church calendar by contacting the Pastors. All areas of the church are considered a room (Kitchen, Foyer, Worship Center) and the thermostat is programmed based upon the church calendar. The Pastors will determine the eligibility and priority of organizations requesting the use of the facilities, conferring with the Board of Trustees. Preference will always be given to Church events and programs.

##### **A. Outside groups**

Any deposit and required fees as defined in this policy will be determined at the time of reservation.

An authorized person must complete all arrangements, signing of contract, payment of fees and coordination of room setup prior to the event date. Upon approval of the event a security deposit will hold your reservation on the church calendar. It is very important that the church is provided with accurate times for your event as the thermostats must be programmed ahead of time.

In the event of a funeral or other church activity requiring the use of the space in or around the room requested by an outside group the event will, if possible, be moved to another location within the church at the church's discretion or cancelled

An Application for Use of Church Facilities form shall be completed for all groups meeting in the church. If there is a special set-up request for the room it must be noted on the back of the form.

All fees are to be paid to the church office administrator. A reservation fee equal to 50% of the total estimated fee is due at time the event is booked. The balance must be paid no less than two weeks before the event. The Application must be completed and signed in order to reserve space.

#### **405. Modifying/Canceling an Event**

Let the Church Office know of any cancellations/changes as soon as possible. Childcare must also be cancelled/changed (if previously requested) through the Director of Child Care.

## Outside groups

1. If it is necessary for an outside group to cancel an event, a cancellation fee equal to 25% of the total estimated fee may be retained. This cancellation fee is non-refundable.
2. The balance of any monies received, less the cancellation fee, will be refunded to the organization after the scheduled date of the event.

### **406. Room Set-up and Clean-up**

All areas are set up with Sunday morning in mind. Do not use a room that you have not requested and change the room set-up; this will cause a problem for the people scheduled to use the room on Sunday morning and will result in an additional charge. You are responsible for setting up the room you have reserved. Make sure you allow set-up and clean-up time when reserving the room. You are also responsible for putting the room back the way it was set-up for Sunday morning.

Groups using areas and facilities are expected to leave such areas and facilities in the same general condition as provided. Groups that leave the space or facilities in an unacceptable condition may be denied permission for future use and/or charged for out-of-the ordinary cleaning, repair or replacement expenses. Prompt reporting of damaged Millian property and equipment must be reported to the Church office the next work day. Replacement or repair will be at the discretion of the church and will meet the requirements of the church.

### **407. Opening and Closing the Building**

- A. Building security for an event is the leader's responsibility.
- B. Applications for keys are available in the church office.
- C. Keys are typically checked out only to staff members, certain committee heads and trustees.
- D. Keys may also be checked out to other individuals, as approved by the Board of Trustees.
- E. The leader of the last group to leave the building is responsible for checking that all exterior doors are closed and locked, whether or not used by their group and turning off all lights. (*Internal Groups Only*)

### **408. Heating and Air Conditioning**

To conserve energy, heat and air conditioning are only programmed to be on in any given area of the building for events that have been scheduled through the office and put on the church calendar. All room doors must be closed after use to allow the system to work as it was designed.

### **409. Care of Interior Walls**

The suitability and placement of any item to be permanently attached to an interior wall must be approved by the Board of Trustees, and must be installed under their supervision.

In order to preserve the paint and condition of the interior walls, extreme care must be taken in attaching materials to walls.

No room or wall shall be painted, upholstered, etc. without prior approval of the Board of Trustees. Tape, glue, tacks or nails **will not** be used anywhere in the facility.

#### **410. Kitchen Use**

- A. These are general guidelines; refer to the specific kitchen use instructions, which will be provided by the Church Office upon reservation or request.
- B. Millian Memorial United Methodist Church provides: utensils, appliances, potholders, dishwasher detergent and dishwashing liquid.  
**Outside Users** will need to provide for your use: kitchen towels, dishrags, paper towels, plastic wrap and /or foil, paper products, paper plates, napkins, silverware, cups.
- C. **DO NOT** use any **RED** or **PURPLE** based punches or drinks with the exception of communion.
- D. Clean off the countertops, stovetop and wipe up any messes as you would in your own kitchen.
- E. TAKE EVERYTHING YOU BROUGHT WITH YOU! Do not leave any food, containers, condiments, etc. that you brought to this kitchen.
- F. If you bring items prior to your event, label them as to the group/event and the date they will be used.

#### **411. Care of Grounds**

Damage to any of the grounds will not be tolerated and fees will be charged to the area or person responsible for damage. Contact the Church Office with any questions.

#### **412. Weddings**

Weddings are scheduled through the Church Office and as the church calendar allows.

- A. Before making any definite plans or public announcements regarding your church wedding the following should be accomplished -
  - 1. Secure from the Church Secretary the "Wedding Policies for Millian Memorial United Methodist Church". Indicate the desired wedding date.
  - 2. After reading the Wedding Policies packet, call the Church Secretary to discuss your request to reserve the church facilities.
  - 3. The Pastor of MMUMC, except when other arrangements are made with the MMUMC Pastor, shall be in charge of all ceremonies. The pastor representing this church is always in complete charge. Wedding services, bridal consultants, and similar persons must confer with Millian's wedding coordinator who, in turn will obtain pastoral approval regarding all plans for the ceremony. A pastor from another church is welcome to officiate in the wedding ceremony, provide permission is obtained from the Pastor of MMUMC.
  - 4. Couples are required to participate in a minimum of three pre-marital counseling sessions. More may be scheduled if desired. Scheduling for these sessions must be arranged prior to acceptance of the Application for Use of MMUMC Facilities for Wedding.



5. Fill out, sign and return the Application for Use of MMUMC Facilities or Wedding to the Millian coordinator.

It is appropriate to consult one of our pastors when plans include using someone other than the Pastor or Staff Ministers to conduct a wedding ceremony. Discuss this matter with the church secretary.

- B. To avoid conflicts, holiday weddings shall not be scheduled.
- C. Saturday evening weddings shall not be scheduled later than 7:00 p.m.
- D. If it is necessary to schedule two weddings on the same day, a maximum of four hours occupancy will be allowed for each wedding party.
- E. The music may be selected by the couple as long as it conforms to the spirit of the Christian Ceremony. Music selections need to be given to the wedding coordinator two weeks prior to the wedding date.
- F. A wedding is a worship service. Members of the wedding party are expected to recognize this and conduct themselves at all times in a manner befitting the atmosphere of the place of worship.
- G. Smoking is not permitted anywhere in the church facility.
- H. Members of the wedding party shall refrain from using alcoholic beverages prior to and during any activity held at the church. No alcoholic beverages may be brought to the church or served on the church premises at any time. To avoid embarrassment, it is suggested that the Bride and Groom call these rules to the attention of all members of the party.
- I. Breakage and damage of any kind to any church equipment must be reimbursed at replacement prices.
- J. The carrying of lighted candles down the aisles is not permitted.
- K. It is the responsibility of the bride and groom to familiarize the members of the wedding party with any and all policies pertinent to respective members of the wedding party.
- L. Church office hours are from 9:00 a.m. to 3:00 p.m. Monday through Thursday, and 8:30 a.m. to 12:00 noon on Friday. The church phone number is (301) 946-2500, e-mail [Millianchurch@verizon.net](mailto:Millianchurch@verizon.net).

#### Facilities

- A. The wedding party will be responsible for any table or chair set-up and takedown. The Wedding Coordinator needs to approve placement of the tables and chairs.
- B. Dressing Areas. Sunday school rooms and the Chapel Room will be provided to use as dressing areas. All coat hangers, plastic bags and other debris must be removed from dressing rooms after the wedding. Coat hangers **MUST NOT** be hung from the ceiling tile supports.
- C. If nursery care is needed during the wedding, the Wedding Coordinator must know two weeks prior to the wedding.
- D. Air conditioning or heating will be turned on only at a reasonable time before any scheduled event. (In any case, not more than four hours in advance.) Florist should note this and not bring flowers too early.

## Flowers and Decorations

- A. All Flower and Decorating Plans MUST BE APPROVED by the Wedding Coordinator at least two weeks prior to the wedding date.
- B. Florist or companies who decorate the Sanctuary or chapel will be required to post a check for \$100 as a deposit against damage of any kind caused by their employees or their equipment. The deposit is refundable after the wedding if no damage is done to the church property and building is left in original condition. Two weeks prior to the wedding, the Florist and or decorator need to schedule their time of arrival on the wedding date with the Wedding Coordinator.
- C. Only drip-less candles may be used.
- D. No thumbtacks, staples, tape or similar objects are allowed on worship center chairs, organ, piano, or rails. Wedding Coordinator will oversee the attachment of Pew bows.
- E. Due to excessive shedding of leaves on live ferns, they are not allowed. Artificial ferns may be used.
- F. Due to staining of carpet, real flower petals are not allowed. Paper or silk petals may be used.
- G. No rice, confetti or birdseed is to be used inside or outside the building. Bubbles, real flower petals or balloons may be used outside the building.
- H. Decorations need to be moved out of the Sanctuary within one hour after the ceremony so that the custodian can begin cleaning.
- I. Furniture can be moved only with the permission of the Wedding Coordinator. All furniture must be moved back to its original location prior to the Wedding party vacating the facility.

## Photography

If it is desired to have photographs taken in the Sanctuary during the wedding ceremony, it is the responsibility of the bride to instruct the photographer that flash pictures are not permissible. Pictures of the bride entering and leaving will be accepted. Time exposures (no flash) of the ceremony itself may be taken unobtrusively. Photographs may be taken before and after the ceremony or during the reception.

Video recording is permitted as long as it does not disturb the ceremony.

## **413. Use of Church Equipment**

### Furniture and Fixtures

1. The Trustees will have responsibility for approving any furniture and fixtures to be used in the Church's building. Notify the Church Office of any needed repairs to the Church buildings or fixtures.
2. No equipment or furnishings (i.e. folding chairs) may leave the church premises unless checked out with the Trustees. Tables are not loaned out for non-church events.

## Computers

1. The computers in all office areas can be used by staff persons only.  
Volunteers who have been trained and/or approved by staff can use computers when available.
2. Volunteers will need to work around staff schedules for computer time and arrange, in advance, with their staff person, a convenient time for them to do computer work.
3. The staff person will then need to check with other staff in their office as to when the computers are available to make sure there are no conflicting times.
4. If used by a volunteer, the appropriate staff person must be available to supervise.  
Any computer work must be church-related.
5. No youth or children are allowed on computers unless under adult supervision.
6. Computer usage shall also be governed by the following guidelines:
  - a) Copyright: All users are expected to follow existing copyright laws.  
The Church takes seriously the commandment "You will not steal."
  - b) Attempting to log on or logging on to a computer or email system by using another's password is prohibited. Assisting others in violating this rule by sharing information or passwords is unacceptable.
  - c) Improper use of any computer or the network is prohibited.  
This includes (but is not limited to) the following:
    - (1) Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private
    - (2) Using the network for financial gain, political or commercial activity
    - (3) Attempting to or harming equipment, materials or data
    - (4) Attempting to or sending anonymous messages of any kind (this includes "chat rooms")
    - (5) Using the network to access inappropriate material
    - (6) Knowingly placing a computer virus on a computer or the network
    - (7) Using the network to provide addresses or other personal information that others may use inappropriately
    - (8) Accessing of information resources, files and documents of another user without authorization
7. Individuals who are found using computers and/or the Internet for any other purpose will be banned from Church computer use and Internet access at the church building.

## Copy Machine

1. There is one copy machine in the Administrative Office workroom. This is available for the use of MMUMC work only.
2. A log in code is required to operate the copy machine. Each ministry of the church has a user specific code. Check with the front office staff to obtain the specific code needed for your copies.
3. Staff will be glad to help church members with their copying, but availability of the machine may be limited on certain days. Call the church office to see when time is available and schedule an appointment.

## Portable Audio/Visual

1. Equipment is to be used on church property and for church activities only.  
Equipment will not be allowed off the church property.
2. Only persons familiar with its proper use should use equipment.
3. Notice of repair of any AV equipment should be made immediately to the Church Office.

### **414. Building Use and Equipment Forms**

Millian Memorial United Methodist Church provides meeting space for non-church functions as a service to the community. As a non-profit entity, the church seeks to recover only costs related to use and maintenance.

### **415. Van Policy**

The overall goal of the MMUMC van policy is to provide low cost transportation for persons involved with Church related activities. The MMUMC van is available to all Church organizations, including the Pre-School, to foster involvement and participation in Church functions and to serve as an extension of our out-reach ministry. Fees associated with use of the van are not intended to cover operating & maintenance costs on a per use basis. However, it is expected that each participant using the van will reimburse the Church in an amount equitable to the time and mileage driven; to the extent that the participant or organization can afford to pay these costs.

In establishing and maintaining the MMUMC van policy, the following organizations or individuals have been identified, along with their respective responsibilities:

1. Van Committee - established as standing committee through Ad Board action:
  - a) acts as the proponent for the van in Church affairs
  - b) issues and maintains the Guidelines for use of Van
  - c) concerning van user fees reviews operating & maintenance costs and makes recommendations to the Trustees
  - d) sponsors fund raising activities to offset van operating & maintenance costs
  - e) solicits donations to the Van Fund
2. The Board of Trustees has the responsibility to set policy concerning the use of the Church van. In addition, the Trustees are responsible for the following:
  - a) registration and licensing of van
  - b) ensures that van is properly insured
  - c) establishes fees for use of van
  - d) oversees monies in the Van Fund
  - e) designates one of the Trustees to act as the Transportation Liaison
3. The Transportation Liaison is responsible for the following:
  - a) provides day-to-day administration and enforcement of van policy and resolves schedule conflicts
  - b) administers the van driving test, and updates the list of authorized drivers
  - c) ensures that vehicle maintenance is performed in a timely manner
  - d) serves as point of contact in the event of van problems or accident

4. The MMUMC Church Administrator is responsible for the following:
  - a) maintains the Master Schedule for use of the van
  - b) collects fees from persons requesting use of the van
  - c) maintains the list of authorized drivers
  - d) maintains keys for the van
  - e) serves as the recipient of completed Accident or Occurrence Reports
  - f) ensures that collected fees are forwarded to Finance Committee
  
5. The Finance Committee is responsible for the following:
  - a) establishes a Van Fund for holding monies from collected fees
  - b) provides disbursements to cover operating and maintenance costs
  - c) provides credit cards for use in the van

#### GUIDELINES FOR VAN USE

1. The use of the van will be limited to groups or organizations related to the Millian Memorial UMC. The van is not for personal use. The van is not for lease to other churches or civic organizations.
  
2. The fee for use of the van is \$5.00 per day. This fee must be paid in advance to the MMUMC Church Administrator in order to reserve the van.

In addition to the \$5.00 per day fee, donations to the Van Fund are welcome. Donations are treated strictly as voluntary contributions to the Church to help offset the cost of gas and operating & maintenance costs for the van. Donations can be based on per persons basis or on a per mile basis. If the per mile basis is used, a reference of \$0.25 per mile is suggested. Donations can be made to the MMUMC Church Administrator when the van is returned.

The Board of Trustees may alter the van fee without prior notice.

3. All persons desiring to use the van must submit a Request for Use of Van form to the MMUMC Church Administrator. If there is no conflict with regard to the date and time specified in the request, the Church Administrator will approve the request upon payment of the van fee.
  
4. Conflicts involving availability and use of the van will be resolved by the Board of Trustees' Transportation Liaison. The Board of Trustees, as a whole, will have final say on all matters regarding use of the van.
  
5. You must be at least 25 years old to drive the van. Anyone over 70 years old must present to the Transportation Liaison, or to the Board of Trustees, a doctor's certificate attesting to the driver's physical ability to operate the van.
  
6. You must pass a MMUMC van driving test, administered by the Transportation Liaison, in order to drive the van. A list of authorized drivers will be maintained by the Transportation Liaison, through the MMUMC Church Administrator.

7. It is suggested that two adults be present in the van (one of which is the driver) for all Church related youth activities.
8. No smoking nor alcoholic beverages are permitted in the van.
9. Prior to moving the van off Church property, the driver must complete the Van Log and the Trip Check List.
10. Gas and any unexpected maintenance or repair is to be paid for with the MMUMC provided credit card(s). Contact the Transportation Liaison prior to authorizing any maintenance or repair. Also, contact the Transportation Liaison if alternate transportation becomes necessary.
11. All accidents must be immediately reported to the police. Also, contact the Transportation Liaison as soon as possible so that other affected parties can be notified.
12. Fill gas tank (use charge card) prior to returning van to Church. Also, clean litter and trash from inside of van.
13. Upon return to the Church, the driver must complete the Van Log and the Accident or Occurrence Report, if necessary, and submit them to the MMUMC Church Administrator.
14. Van is to be parked at Hallet Street parking lot.

#### **416. Trustees - Procedures for Certification and Inspections**

##### Procedures for Elevator Certification

Description: The elevator should be serviced and is to be inspected and a license issued. The State of Maryland DLLR will commence the process with a form being sent to Millian that confirms that the elevator is still in use and must be filled out and returned to the state.

1. Period: Yearly
2. Servicing: Shall be done by a company approved by the State of Maryland DLLR and consists of standard procedures as recognized as best industry practices. Servicing does not have to be performed prior to inspection but reduces the likely hood of inspection failure.
3. Inspection: Shall be performed by a Maryland State DLLR approved inspection company. Millian presently employs Affordable Elevator Inspectors (888-206-5924). The appointment for this inspection should be made close to the due date on the license. The inspector will need access to the elevator and elevator equipment room.
4. Certification: The inspecting company shall send a report to Maryland State DLLR who will issue a certificate that can be kept in the office files with a notice of same posted in the elevator.

## Procedures for Smoke Detector, Elevator Annex Smoke Detectors and Sanctuary Pull Stations Certification

Description: The Education Building, elevator annex smoke detectors and Sanctuary pull stations should be tested and any repairs performed:

1. Period: Yearly
2. Testing:
  - a. Shall be done by a company approved by the Montgomery County fire marshal and consists of standard procedures as recognized as best industry practices. This consists of testing each smoke detector and observing both its going into alarm and also tripping general building alarm bells.
  - b. Testing has been performed by Maryland Fire Equipment Company (301-881-2713) and is scheduled to be done every September prior to pre-school classes convening, as per contract sent to us every June for renewal.
3. Certification: The inspecting company shall send a report to Millian who will retain a copy for review by a Montgomery County fire marshal.

## Certification

Description: The Fellowship Hall hood fire suppression system should be tested and any repairs performed:

1. Period: Every six months
2. Testing procedures for kitchen hood fire suppression system:
  - a. Shall be done by a company approved by the Montgomery County fire marshal and consists of standard procedures as recognized as best industry practices. This consists of testing the manual pull station and hood sensor for activation, gas valve shut off and tripping general building alarm bells.
  - b. Testing has been performed by Maryland Fire Equipment Company (301-881- 2713) and is scheduled to be done every January and July, as per contract which is submitted to us in June of each year.
3. Certification: The inspecting company shall send a report to Montgomery County fire marshal who will issue a certificate that will be posted in the Education Building mechanical room.

## Procedures for Cross Connection Certification

Description: The campus back flow preventors (cross connections) should be serviced and are to be inspected by WSSC who maintains the records.

1. Period: Annually
2. Inspection and servicing:
  - a. Shall be done by a company licensed, insured and bonded and is certified by WSSC and consists of standard procedures as recognized as best industry practices.
  - b. The company that is familiar with our equipment and has been doing the service work for years is Mettee Plumbing, (301-881-5456). The inspector will need access to mechanical rooms for boiler x connects and undercroft storage room for sprinkler x connect.

3. Certification: The inspecting company shall send a report to WSSC who will retain the records.

#### Procedures for Church Campus Fire Extinguishers' Certification

Description: The Education Building, Chapel and Sanctuary fire extinguishers should be tested and any repairs performed

1. Period: Yearly
2. Testing:
  - a. Shall be done by a company approved by the Montgomery County fire marshal and consists of standard procedures as recognized as best industry practices. this consists of inspecting each fire extinguisher for prior date of inspection, discharge state and three year date
  - b. Inspection has been performed by the Maryland Fire Equipment Company, (301-881-2713) and is scheduled to be done every august prior to pre-school classes convening, as per contract sent to us every June for renewal.
3. Certification: The inspecting company shall send a report to Millian who will retain a copy for review by a Montgomery County fire marshal.

#### Procedures for Boiler Certification

Description: The campus boilers should be serviced and are to be inspected and a license issued. The State of Maryland DLLR will commence the process with a form being sent to Millian that confirms that the elevator is still in use and must be filled out and returned to the state.

1. Period: Every Two Years
2. Servicing:
  - a. Shall be done by a company licensed, insured and bonded and consists of standard procedures as recognized as best industry practices. Servicing does not have to be performed prior to inspection but reduces the likely hood of inspection failure.
  - b. The company that is familiar with our equipment and has been doing the service work for years is Cullop (301-829-1274).
3. Inspection: Shall be performed by a Maryland State DDLR approved inspection company. Millian presently employs Travelers Insurance Inc. (202-299-1045). The appointment for this inspection should be made close to the due date on the license. The inspector will need access to the boilers in the equipment rooms.
4. Certification: the inspecting company shall send a report to Maryland State DLLR who will issue a certificate that shall be kept in the boiler rooms.



***Certification of Van Drivers - PENDING***

***Procedure for Use of Van/Recordkeeping - PENDING***

***Procedure for Periodic "Walk-thru" of Campus - PENDING***

***Procedure for Winterizing/start-up of lawn irrigation system – PENDING***

***Procedure for Preparation/Management of Snow Removal – PENDING***

***Procedures for Grounds Keeping - PENDING***

## **417. Millian Memorial United Methodist Church Safe Sanctuaries Policy**

### **Safe Sanctuaries FAQ's**

#### **Baltimore Washington Conference Safe Sanctuaries FAQ's Spring, 2007**

I thought churches were already required to have a safe sanctuaries policy. Why are we acting on this now?

The annual conference has acted several times in the past 15 years to implement policy intended to protect children and youth in the care of our local churches. Together we enacted the sexual misconduct questionnaire and reporting system and also passed a recommendation more recently that applies to youth who help to care for children. There were several training events where some excellent advice was offered in how to work in ways that protect children, youth, and even adults (e.g., all rooms should be equipped with windows so that no one can hide what they are doing). However, none of that advice was put in the form of legislation. It was advice. The policies that we have been operating under do 3 things:

1. requires everyone who works with children or youth to file a Sexual Misconduct Questionnaire annually;
2. requires that the pastor and SPRC certify at charge conference that all volunteers and paid staff (including the pastors) have complied with the requirement;
3. requires that youth working with adult supervision complete a covenant and that the local church provide training for them in the church's procedures for keeping children safe.

These policies can be found in the Baltimore-Washington Conference Policy Manual beginning on page 2-43. The policy manual includes a covenant for youth aides. None of the policies spelled out what the procedures must be nor required any specific local church policy. The current recommendation changes that.

What does the new recommendation require?

The new recommendation requires that every local church use the book Safe Sanctuaries:

Reducing the Risk of Child Abuse in the Church by Joy Thornburg Melton (Discipleship Resources, ISBN: 0-88177-220-8) as a guide to develop a policy and implement procedures. It is strongly recommended that you begin with the children's manual. There is a manual for workers with youth as well, and it is very helpful: Safe Sanctuaries for Youth: Reducing the Risk of Abuse in Youth Ministries, Joy Thornburg Melton (Discipleship Resources, ISBN: 0-88177-404-9). The children's book is very thorough and leads you through the basics which apply to all children and youth. This book will guide you through the process and help you ask and answer the right questions. Each local church needs to do this so that they can agree on exactly what they will do and everyone will understand and abide by the decisions. The annual conference will not dictate what the policy should be or what the procedures will be.

Will this apply to everyone who works with children and youth?

The short answer is YES. All volunteer and paid staff of Sunday School, youth groups, nursery care or any other program should be included. Use the Safe Sanctuaries manual to help you discern exactly what this means for your situation.

Will this new requirement replace the Sexual Misconduct Questionnaire (SMQ)? No. The SMQ is still a requirement and reporting in that manner will not change.

Does everyone have to have a background check?

Again, use the manual as your guide to answer this question. You should check with your church's insurance carrier to determine whether you are required to do this to keep your coverage in force. Some carriers are now requiring this step. It is not normally necessary, however, for you to use the State Police or FBI background check system.

The website <http://www.churchvolunteercentral.com/backgroundshopguide.asp> is much faster, much less expensive, and flexible to fit your needs. For example, if you have someone who will be driving youth to an event, you may choose to do a driving record check (a separate check with a separate fee). You would not need to do that for everyone. Please note that if you have a licensed program of any kind, the State, County or District probably requires all staff to obtain a background check through the State Police or FBI process, and this is non-negotiable. ALL programs such as nursery school, preschool, day care, before-and-after-school care, and many camp programs (even if they are held in your local church) are required to be licensed.

*How much will this cost?*

If you decide that background checks are necessary or desirable, the cost will vary. A simple background check through Volunteer Central is approximately \$12 per person. There is a sampling of the types of checks available through Church Volunteer Central at the website mentioned above.

Are there resources available to help us in training our volunteers and other staff?

Yes. There are videos and DVDs available from the annual conference's resource center, and the Safe Sanctuaries manual has an excellent resource list. In addition, members of the

Baltimore-Washington Conference Commission on the Status and Role of Women have been trained and are available to help you in this process. For this kind of help, call the conference center and ask for Helen Fleming.

What is the timeline for development and implementation?

Every local church should report the following to the 2007 charge conference: 1) who will serve on the task force that will develop the policy and procedures and 2) provide a preliminary timeline and plan for completion. At the 2008 charge conference, every local church will be required to submit their safe sanctuaries plan.

## Safe Sanctuaries Policy

Millian Memorial United Methodist Church's mission is "to praise God, teach and serve, according to Christ" This mission means that we must be prepared to welcome children and youth as Jesus did, not to hinder their coming but to provide a safe sanctuary that will support their growth into true discipleship.

For this reason, in April, 2007, Millian's Administrative Board voted to proceed with establishing a "Safe Sanctuaries" policy for the protection of children and youth at Millian. Subsequently, the Baltimore-Washington Conference required churches to develop and implement such a policy. A Task Force met in the summer and fall, and proposes the following processes be adopted as Millian Church Policy, applicable to all ministries of Millian Church that involve children and youth (including, but not limited to, Sunday School, Vacation Bible School, Bell Choirs, and Rainbow Puppets; as well as the Millian Pre-School and Millian Before and After-School Program).

*Millian's Safe Sanctuaries policy is not intended to alter or limit the current child-protection policies of the Baltimore-Washington Conference of The United Methodist Church, including the requirements:*

- (1) *that all paid and volunteer workers with children or youth fill out the **NYC's? "Sexual Misconduct Questionnaire"** (available at [www.bwcumc.org](http://www.bwcumc.org)) and,*
- (2) *that all groups using church facilities either (a) commit that they have screened their own workers using a similar form or (b) have each adult leader of children/youth fill out the BWC-required form).*

We recommend that Millian's Administrative Board adopt the following policy, including the proposed "Next Steps" (attached) for implementation and review of the policy over time:

### Screening and Recruiting

Any individual, who regularly works with children and youth, whether paid or volunteer, shall be required to:

1. Complete a "Volunteer/Employment Application," including providing a minimum of three character references [Attached].
  - 1.1 This application is in addition to the Baltimore Washington Conference Required Sexual Misconduct Questionnaire, which must be completed annually, subject to the current BWC requirements.
  - 1.2 A new application shall also be required after a break in service.
  - 1.3 References will be contacted.
2. Be interviewed by the lead pastor, minister of Christian Education, and/or Chair of Teaching and Learning before they become involved with our children/youth. Consent to a background check to be performed by an outside and reputable company, such as "Church Volunteer Central" (aligned with "Lexis/Nexis Risk Management, Inc.).
  - 3.1 Background checks shall include ED Verification, National Criminal Search and State Sex Offender Registry.
  - 3.2 Any paid staff/volunteer that shall be driving children or youth for Millian shall also be subject to a Motor Vehicle Report background check.
  - 3.3 Initial background check(s) shall have been submitted prior to being involved with our children /youth; new background checks will be required as well as after a break in service.
  - 3.4 Consent to background check shall be renewed annually (regardless of how frequently

Millian Church chooses to actually obtain any follow-on checks).

4. If any "flags" appear through the background check or Motor Vehicle Report, follow-up (which may include screening additional references, conducting additional interviews, or other processes) will be done by the appropriate staff person(s) as directed by the lead pastor.
5. In addition to the above, any volunteer must have been participating in the life of Millian Church for at least a year before becoming involved with our children/youth.
  - 5.1 Any individual present in the congregation for at least six months, but less than a year, who is approved to work with children/youth, shall do so in conjunction with a volunteer/staff who has been active in the congregation for more than a year and has satisfactory references and background check.
  - 5.2 Applicants for advertised paid positions need not have participated in the life of Millian Church to be considered; Millian's Pastor and SPRC shall follow all other aspects of Millian's Safe Sanctuaries policy in evaluating these applicants.
6. All of these materials will be kept confidential, maintained securely at the church, and disclosed only to those individuals charged with interviewing/reviewing applications.
7. Occasional workers with children/youth (that is, individuals who do not have regular, ongoing or substantial leadership of children/youth but who participate in leading special ministries/programs for no more than 6 hours over 6 months) will interact with our children/youth under the supervision of a screened staff/volunteer. Occasional workers do not need to undergo the same background check but must sign an affidavit of good character and a "Participation Covenant Statement" committing to abide by Millian's Safe Sanctuaries policies.
8. Youth Helpers (that is youth who aid with younger classes such as at Vacation Bible School) shall be required to apply using the "Youth Volunteer Application" (Attached), including three unrelated references, and to be interviewed by the senior pastor, minister of Christian Education, and/or the Chair of Teaching and Learning.
9. Review of this Safe Sanctuaries Policy shall be included in all New Member Classes. The Safe Sanctuaries Policy shall also be included within Millian's Building Usage Policy.

### Supervision and Training

1. All regular and occasional workers (whether paid or volunteer) shall sign a "Participation Covenant Statement" committing to abide by Millian's Safe Sanctuaries policies.
2. Youth Helpers shall sign a Youth Covenant of Participation (as attached).
3. All regular workers, whether paid or volunteer, with our children and youth shall complete Child Protection Training annually.
  - 3.1 Training shall include this policy, basic security (such as location of exits, plan for evacuation, who has first aid/CPR training), and types and indicia of abuse.
  - 3.2 Initial training shall be completed before becoming involved with our children/youth.
4. Two unrelated adults shall be present with children/youth at all times during any church-sponsored program.
  - 4.1 At times, this two-adult rule may be followed by having an adult circulate between rooms.
  - 4.2 Youth Helpers do not count as a second adult.
  - 4.3 Workers must be at least five years older than the children/youth involved in the program to

count as an adult.

5. All classroom doors shall have unobstructed windows or be left open for visibility.

### Reporting and Responding

1. Blank Incident and Monitoring Forms shall be available in all classrooms.
  - 1.1 "Incident" forms shall be used to record any incident or accident that occurs to a child/youth during a program; a form will be completed as soon as possible and a copy available for the parent.
  - 1.2 "Monitoring" forms may be used to record any aspects of potential concern about the child/youth which became apparent while at Millian, whether arising from events/communications at Millian or elsewhere.
2. Any incident or accident shall be reported to the lead pastor immediately.
3. Any accusation or suspicion of child abuse (whether alleged to have occurred at Millian or elsewhere) shall be reported to the lead pastor immediately.
  - 3.1 Workers must exercise their own judgment regarding the need to report suspicions to Child Protective Services in addition to notifying the lead pastor.
4. Response to an allegation of abuse occurring at Millian shall include
  - 4.1 Removing the child/youth to a place of safety.
  - 4.2 Immediately removing the alleged abuser from contact with that or other children/youth.
  - 4.3 Contacting the child/youth's parents/family.

### Next Steps

1. Millian's Safe Sanctuaries Policy shall be celebrated in worship, presented/explained at a meeting open to the entire church, and covered in New Member classes and in Millian's Building Usage Policy.
2. Millian's Safe Sanctuaries Policy shall be reflected in bulletin/pew inserts and posted on our website.
3. Safe Sanctuaries Task Force shall continue to exist for at least three years after this policy has been adopted.
4. The Task Force may provide review/guidance in the case of "flags" raised as individual background checks are processed.
5. During the first year of implementation, the Task Force shall meet at least three times, to review progress and consider what changes, if any, are needed in the policy.
6. After one full year of implementation, the Task Force shall report this information to the Administrative Board.
7. The second and third year, the Task Force shall meet at least once to review these matters.
8. The Task Force shall include:
  - 8.1 Lead Pastor
  - 8.2 Minister of Christian Education and Spiritual Foundation
  - 8.3 Youth Coordinator
  - 8.4 Director of Millian's Before-and-After Care Program

And shall also include chairs or designees from the following teams:

8.5 Teaching and Learning

8.6 Preschool Committee

8.7 Fellowship

8.8 Mission and Vision

8.9 Trustees

As well as:

8.10 Other, at-large, members

## 700. Adult Ministries Mission Statement

### 701. Adult Sunday School Task Force

The Adult Sunday School Task Force is comprised of the Associate Pastor of Adult Ministry and one representative from each adult Small Group and/or Sunday school class. The task force will meet at least once a year to review policies and programmatic concerns related to adult classes, programming and to determine space assignments for all classes based on current and projected needs. The Associate Pastor of Adult Ministry, who has final responsibility regarding space assignments, will serve as chair of the task force.

### 702. Adult Sunday School Class Organization and Leadership

- A. Each class is responsible for its organization, including leadership, teacher/s and teaching style in consultation with the Associate Pastor of Adult Ministry.
- B. The suggested leadership may include the offices of president/convener, membership, curriculum, fellowship, and mission. Committees should include curriculum (program/study) and greeters.
- C. Officers should be selected in August of each year to serve a one-year term beginning September 1 and should have a strong commitment to serve.
- D. The class leaders are expected to attend periodic leadership meetings focused on strengthening and growing the Adult Sunday School program.
- E. Each class is strongly encouraged to develop its own mission projects and is responsible for the financial and human resources support for the project/s. Classes should have at least two projects per year. It cannot be assumed that other classes or groups within the church will support the project.
- F. Every class is expected to meet each Sunday in the assigned room and is responsible for providing drinks and food as decided upon by members. If a class decides to not meet a particular Sunday, that class must notify the Associate Pastor of Adult Ministry a minimum of 2 weeks in advance.

### 703. Adult Sunday School Financial Responsibilities

- A. Offerings should be taken in class weekly. It is recommended that classes split the offering equally between the church and the class. Collection envelopes are provided to each class every Sunday. (Extra envelopes can be found in the church office.) The church offering should be delivered each Sunday to the *drop slot* located outside the church office. *Do not leave offering envelopes on the welcome desk.*
- B. Each class may designate how the money given to the church is allocated (i.e. benevolences, mission projects, apportionments, general operating budget, etc.)
- C. The class *may not* have a separate bank account. Funds collected by the class should be given to the Financial Administrator to be placed in a designated class account. Usage of the class funds should be determined by the class where a majority vote may be utilized.
- D. It is highly recommended that the class keep a log or spreadsheet of monies collected and donated, with specific notations on how the money was used.
- E. Each class/small group is expected to turn in a Cost of Ministry Sheet (refer to 806. Finance Forms) to the Associate Pastor of Adult Ministry outlining their



budget needs (for curriculum, special presenters, special studies, and/or other planned educational events) for the next year by September 1 of each year. *Any class/small group that does not submit, in writing, a budget request may be subject to self funding of curriculum materials.*

#### 704. Adult Sunday School Teachers and Curriculum

- A. Each class is responsible for maintaining teachers. The class may choose to “self teach” using class members or may recruit a trained teacher. Anyone teaching a class longer than two weeks must be a member of Millian Memorial United Methodist and/or approved through the Associate Pastor of Adult Ministry. *Guest speakers who are not members of MMUMC must be pre-approved through the Associate Pastor of Adult Ministry. Teachers do not have to serve as class officers.*
- B. The teacher should be allowed a minimum of 30 minutes to present the lesson. This allows 15 minutes for fellowship and announcements. It is recommended that the teacher start the lesson promptly at the beginning of the session and announcements and prayer time can be made at the end. Classes are expected to begin on time (8:30, 9:45, or 11:05.) *This will assure the teacher opportunity to impart the lesson for which the teacher prepared.*
- C. Sunday school classes are encouraged to use United Methodist curriculum (*from Cokesbury catalogs, Forecast and Good Books*). Curriculum used should deal with distinctive Christian ways of approaching life consistent with the United Methodist tradition. Topical studies should be varied to meet the needs and interests of all members. *Associate Pastor of Adult Ministry may authorize exceptions to this in advance of presentation. (refer to 705. For procedures to order Sunday school and Small Group curriculum)*
- D. Millian Memorial UMC respects the design of the studies we use. If a Bible or small group study is designed to be taught in hour increments, then it is appropriate for both Sunday school classes and small groups. If a Bible or small group study is designed to be taught in more than hour increments, then it is appropriate only for groups outside the Sunday school hours. *The Associate Pastor of Adult Ministry may authorize exceptions to this in advance of presentation.*
- E. Teachers and other class leaders are encouraged to frequent the adult education resource room that provides samples of approved curriculum resources. The resource room is located in Room 207. Teachers and other class leaders also may talk with the Associate Pastor of Adult Ministry regarding new material or helping to find material on a particular topic.

#### 705. Sunday School/Small Group Curriculum Policy and Procedures

- A. If your Sunday School class or Small Group would like to make a purchase of material to use for study, please obtain a Sunday School Order or Small Group Order form. These forms can be found in the church office, Sunday School folder or on our website under forms.
- B. All classes and groups must turn in the order form with the correct amount of money to the church office. The church office will order ALL needed materials.
- C. All materials must be paid in full before they are ordered. Cash and checks are accepted (make checks payable to Millian Memorial UMC).
- D. The church office will contact the appropriate company for the order and let the class

contact know when the order has arrived at the church. Please plan your lessons to allow enough time for the order to arrive at the church.

- E. Any materials not purchased through the office will not be picked up by staff or church volunteers.
- F. Any materials not purchased through the office will not be paid from budget or designated money and the entire bill is the sole responsibility of the class.
- G. You may decide to pay for your materials with your personal credit card but it will not be a tax exempt purchase. Tax is not refunded.
- H. All purchases require approval from the church office. If you make a purchase without approval or have not filled out a Sunday School/Small Group order form PRIOR to the purchase, the cost will not be reimbursed.

#### 706. Adult Sunday School Special Programs and Retreats

- A. Classes are encouraged to promote participation in special Sunday programs offered periodically through the Associate Pastor of Adult Ministry— suggestions about topics and speakers are welcome.
- B. Requests for classes to combine or relocate on Sunday morning for a special program will be considered on a case by case basis through the Associate Pastor of Adult Ministry. *Requests should be submitted at least four weeks in advance to allow for necessary review and logistical arrangements.*
- C. Class retreats or other off site plans for classes should be approved through the Associate Pastor of Adult Ministry. Wherever possible, off site class retreats are recommended for Friday and Saturday only with Sunday morning reserved for regular class and worship attendance. Report to the church office the number of people in attendance on the retreat as soon as the group returns. *If the class must be gone on Sunday morning, every effort should be made for class to be held for any class members who are not attending the retreat and to accommodate any visitors who might come on that Sunday.*

#### 707. Adult Sunday School Fellowship Events

- A. Fellowship events sponsored by an adult class and held either in the church or outside the church must be coordinated with the church calendar. Any event sponsored by a class is seen as church sponsored and as such carries the church's name and reflects upon the church and its membership.
- B. While family fellowship events are important, it is also important for adult classes to have adult only time. Any group that would like childcare during their fellowship event may do so up to four events per year (more events may be approved through the Associate Pastor of Adult Ministry). Contact the Associate Pastor of Adult Ministry and the Director of Childcare to set up childcare.
- C. Alcohol can be a "stumbling block" in many ways to many different people (1 Cor. 8:9). No alcohol should be served, consumed, or purchased at any class sponsored event, party or social, on or off the church premises. Classes are asked to refrain from any activity that could hurt a member of the church's faith family.

## 708. Adult Sunday School Class Room Assignments

- A. Room assignments are reconsidered at least once a year by the Adult Sunday School Task Force. Classes must move periodically to facilitate an appropriate distribution of space. Every attempt is made to move as few classes as possible.
- B. Each class has one hour of classroom use on Sunday mornings. 8:30 a.m. classes may use the room until 9:30 a.m.; 9:45 a.m. classes until 10:45 a.m.; 11:05 a.m. classes until 12:05. Each class is asked to respect the class/es with which the room is shared. Class members should not attempt to enter their classroom until the designated time if it is still in use by others.
- C. Several groups use each classroom during the week; therefore, rooms should be left clean and in good order. Modifications to rooms cannot be made without approval. Requests should be submitted to the Trustee Committee.

## 709. Bible Studies

- A. Millian Memorial UMC respects the design of the studies we use. If a study is designed to be taught in hour increments, then it is appropriate for other small group Bible studies. If a study is designed to be taught in more than hour increments, then it is appropriate only for groups outside the Sunday school hours.
- B. The registration fee charged for study participation is disbursed for expenses for the group, including, but not limited to, literature, child care, leadership training, facility usage or any miscellaneous expenses.
- C. No group sponsored by the church is charged a rental fee for using the church building, but may be charged a custodial fee if deemed necessary by the Associate Pastor of Adult Ministry.
- D. No church member is ever paid a fee or honorarium for leading a group, presenting a seminar, etc. Honorariums may be paid to outside speakers. Any outside speaker must be approved by both group leaders and the Associate Pastor of Adult Ministry. Honorariums should come from the classes own funds. If the class does not have the funding, honorarium requests should be made in writing to the Associate Pastor of Adult Ministry **SIX** weeks in advance of the event.
- E. No private program may be offered without prior approval of the Associate Pastor of Adult Ministry.
- F. Millian Memorial UMC respects the integrity of the curriculum the author has written. If a study puts a requirement on the number of class members a class can have, we will honor the author's wishes.

## 710. Bible Studies – Curriculum Policy

Curriculum for adult studies, other than official United Methodist curriculum, will be subject to approval by the Associate Pastor of Adult Ministry or a minister on staff and must be taught by members of MMUMC, MMUMC clergy, or previously approved guest speakers.

**Millian Memorial United Methodist Church**  
**Financial Policies & Procedures – 04-06-15**

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## FINANCIAL POLICIES & PROCEDURES

The policies contained herein shall constitute the written financial policies and procedures of Millian Memorial United Methodist Church. As such, each policy has been approved by the Finance Committee and duly reported to the Millian Church Council and Church Conference.

The intent of the Finance Committee is to give clear direction and make transparent the financial activity of the church.

Additions and/or changes to existing policies and procedures may be developed and approved by the Finance Committee and reported to the Church Council.

### SECTION 1: INTRODUCTION

#### ¶ 258.4. Finance - *The Book of Discipline of The United Methodist Church - 2012*

*There shall be a **committee on finance**, elected annually by the charge conference upon recommendation by the committee on nominations and leadership development or from the floor, composed of the chairperson; the pastor(s); a lay member of the annual conference; the chairperson of the church council; the chairperson or representative of the committee on pastor-parish relations; a representative of the trustees to be selected by the trustees; the chairperson of the ministry group on stewardship; the lay leader; the financial secretary; the treasurer; the church business administrator; and other members to be added as the charge conference may determine. It is recommended that the chairperson of the committee on finance shall be a member of the church council. The financial secretary, treasurer, and church business administrator, if paid employees, shall be members without vote.*

*The positions of treasurer and financial secretary should not be combined and held by one person, and the persons holding these two positions should not be immediate family members.*

*The committee on finance shall give stewardship of financial resources as their priority throughout the year. It may delegate the responsibility to either a sub-group or task force that would plan, strategize, and implement ways to generate more resources for mission and ministries of the local churches and beyond. It is strongly recommended that the committee on finance, in collaboration with the church council, find creative ways to turn their congregations into tithing congregations with an attitude of generosity.*

*All financial askings to be included in the annual budget of the local church shall be submitted to the committee on finance. The committee on finance shall compile annually a complete budget for the local church and submit it to the church council for review and adoption. The committee on finance shall be charged with responsibility for developing and implementing plans that will raise sufficient income to meet the budget adopted by the church council. It shall administer the funds received according to instructions from the church council.*

*The committee shall carry out the church council's directions in guiding the treasurer(s) and financial secretary.*

*a) The committee shall designate at least two persons not of the immediate family residing in the same household to count the offering. They shall work under the supervision of the financial secretary. A record of all funds received shall be given to the financial secretary and treasurer. Funds received shall be deposited promptly in accordance with the procedures established by the committee on finance. The financial secretary shall keep records of the contributions and payments.*

*b) The **church treasurer(s)** shall disburse all money contributed to causes represented in the local church budget, and such other funds and contributions as the church council may determine. The treasurer(s) shall remit each month to the conference treasurer all World Service and conference benevolence funds then on hand. Contributions to benevolence shall not be used for any cause other than that to which they have been given. The church treasurer shall make regular and detailed reports on funds received and expended to the committee on finance and the church council.<sup>10</sup> The treasurer(s) shall be adequately bonded.*

*c) The **committee on finance** shall establish written financial policies to document the internal controls of the local church. The written financial policies should be reviewed for adequacy and effectiveness annually by the committee on finance and submitted as a report to the charge conference annually.*

*d) The committee shall make provision for an annual audit of the financial statements of the local church and all its organizations and accounts. The committee shall make a full and complete report to the annual charge conference. A local church audit is defined as an independent evaluation of the financial reports and records and the internal controls of the local church by a qualified person or persons.*

*The audit shall be conducted for the purpose of reasonably verifying the reliability of financial reporting, determining whether assets are being safeguarded, and determining compliance with local law, local church policies and procedures, and the Book of Discipline.*

*The audit may include: 1) a review of the cash and investment reconciliations; 2) interviews with the treasurer, financial secretary, pastor(s), finance committee chair, business manager, those who count offerings, church secretary, etc., with inquiries regarding compliance with existing written financial policies and procedures; 3) a review of journal entries and authorized check signers for each checking and investment account; and 4) other procedures requested by the committee on finance.*

*The audit shall be performed by an audit committee composed of persons unrelated to the persons listed in (2) above or by an independent certified public accountant (CPA), accounting firm, or equivalent.*

e) *The committee shall recommend to the church council proper depositories for the church's funds. Funds received shall be deposited promptly in the name of the local church.*

f) *Contributions designated for specific causes and objects shall be promptly forwarded according to the intent of the donor and shall not be used for any other purpose.<sup>11</sup>*

g) *After the budget of the local church has been approved, additional appropriations or changes in the budget must be approved by the church council.*

h) *The committee shall prepare annually a report to the church council of all designated funds that are separate from the current expense budget.*

<sup>10</sup>. See *Judicial Council Decisions* 63, 320, 539.

<sup>11</sup>. See *Judicial Council Decisions* 976.

## **SECTION 2: FINANCE COMMITTEE**

### **A. Committee Meetings**

The Finance Committee is organized under *The Book of Discipline of the United Methodist Church* ¶258.4. In addition to the Disciplinary requirements, the committee shall meet monthly or more frequently as necessary. They shall review the financial reports and conduct other business related to the church finances.

### **B. Organization**

The Finance Committee shall be composed of the chairperson; the pastor(s); a lay member of the annual conference; the chairperson of the church council; the chairperson or representative of the committee on pastor-parish relations; a representative of the trustees to be selected by the trustees; the chairperson of the ministry group on stewardship; the lay leader; the financial secretary; the treasurer; the payroll treasurer; and other members to be added as the charge conference may determine. It shall assist the Stewardship Committee in planning for the church annual pledge campaign, enlisting lay leadership and work teams to insure a successful campaign.

### **C. Audits**

The Finance Committee shall arrange for an annual internal audit or review to be conducted by a qualified individual/firm and sent to the Baltimore/Washington Conference – Finance area by June 30 of the following year. Their report shall be forwarded to the Finance Committee chairperson and Pastors for review before being sent. Since the Finance Committee usually does not meet during the summer months and because the due date to the BWC is during this same period, the entire Finance Committee may not see the submitted copy of the audit until it reconvenes in the fall. Any other interested parties may also be given a copy.



## **D. Annual Budgeting**

1. The Finance Committee is charged with general oversight of budgeting and monitoring income and expenditures. A budget is a comprehensive financial plan that reflects the specific amounts of money allocated from anticipated income for supporting the church's ministries and related expenses for a definite period of time, usually the calendar year. The budget becomes a device to measure ministry appropriateness, function, success and evaluation. The budget forms the basis for reporting fiscal stewardship to the church.
2. The responsibility for preparing the church budget lies with appropriate lay leadership, Ministry Area chairs, and church staff. On an annual basis, in accordance with a timeline defined by the Finance Committee, the Finance Chair will request that the leaders of each budget area consider their goals and objectives for the coming year. The leaders, along with their respective committee or group of advisors, shall assess their needs and make recommendations for the next budget year. Proposed budgets are returned to the Finance Chair, totaled and then presented to the Finance Committee for discussion. Only the Church Council can approve certain items of the proposed budget, such as apportionments and appointed clergy compensation. The Church Council shall forward such recommendations of those items to the Annual Church Conference (usually held in the last quarter of the year). All other budget recommendations lie with the approval of the Charge Council.
3. Finance Committee cannot arbitrarily alter line items without discussion with the program personnel charged with presenting those amounts.

## **SECTION 3: FINANCIAL REPORTING**

### **A. Financial Reports**

1. Mortgage loan debt, while not required to be shown in the liability portion of the church's balance sheet in the monthly financial reports, shall at least be footnoted as a significant payable so that all readers of the financial reports are aware of this debt.
2. Deposit account balances shall be updated on the church's balance sheet at calendar month ends. Based on the timing of the statement receipt and the preparation of the financial reports, the account balances may be updated on a one-month lag. For yearend financial statements, the balance sheet shall reflect December 31 account balances.
3. Account balances for interest-bearing bank accounts shall be updated on the church's balance sheet at calendar quarter ends, to reflect any interest earnings. Based on the timing of the statement receipt and the preparation of the financial reports, the account balances may be updated on a one-month lag. For yearend financial statement, the balance sheet shall reflect December 31 account balances.
4. Depending on the timing of the Finance Committee's first meeting of the calendar year, yearend financial statements that the Finance Chair shall provide may be preliminary at that time. Once the yearend financial statements are completely updated, the Treasurer

shall produce a final set of statements for the Finance Committee membership and the church records.

## **B. Statements of Contributions**

1. Quarterly and annual statements are prepared for identified donors within 30 days of the end of each quarter. At any other time by request of a donor, the Financial Secretary shall prepare a statement detailing all contributions up to the date of request. The Financial Secretary shall maintain discreet confidentiality in all matters relating to personal contributions.
2. Per IRS guidelines, all contributions must be received or postmarked no later than December 31 to be included in that year's revenue. Contributions not received or postmarked by December 31 will be included in the subsequent reporting period.

## **SECTION 4: DUTIES & RESPONSIBILITIES**

Due to the small number of finance volunteers, their various skill levels, and the church's culture of sharing job duties, some of the duties listed may be noted as being shared with another job title.

### **A. Finance Committee Chair**

The Finance Committee Chair will arrange for and conduct regular financial meetings, provide meeting agenda, and record minutes for approval. This person will also attend the administrative board meetings or select a representative for the committee. The Finance Committee Chair will work on the annual reporting to the conference and also the annual budget.

The Finance Committee Chair will prepare and present accurate monthly financial reports reflecting the financial well-being of the church to the Finance Committee and administrative board, as well as to those staff members who are responsible for keeping their department expenses within approved budgeting guidelines.

Other responsibilities of the Finance Committee Chair may include the following:

1. To work according to the guidelines herein established by the church.
2. To receive funds from whatever source, to record receipts, and report to the church Treasurer and the Finance Committee.
3. To ensure that money is deposited in the bank as soon as possible after it is received.
4. To establish a procedure to collect and record monies received through methods other than regular offering (such as electronic transfer).

### **B. Treasurer**

The Treasurer shall disburse all funds received in a responsible and organized manner in accordance with the policies and procedures established by the church. The responsibilities of the Treasurer specifically include the following:

1. To work according to the guidelines herein established by the church.
2. To supervise the disbursement of all money contributed to the local church budget and for other purposes and keeping accurate records of how the money was spent.
3. To provide the Finance Committee Chair revenue and expense data on a monthly basis or upon request.
4. To participate in and report regularly to the Finance Committee.
5. To assure there are adequate records documenting the assets of the church for insurance and other purposes.
6. To work in conjunction with the Trustees to assure that all church property is appropriately covered by insurance for property and casualty and general liability losses.
7. To coordinate issuing, monitoring and collection of church credit cards.
8. Reconcile the church's bank, investment, and credit card statements independently of other church officers and staff.
9. Provide a reconciliation report to the Finance Committee Chair and pastor on a monthly basis.
10. Post all contributions into the accounting system.
11. Prepare IRS Form 1099 to those required to receive one.

### **C. Financial Secretary/Secretaries**

The Financial Secretary position is primarily to produce individual charitable-giving receipts and summarize all donations received weekly. Statements are mailed to donors on a quarterly basis with the year-end statement mailed no later than the end of January each year.

### **D. Payroll Treasurer**

Process all payroll checks, deposit all tax withholdings to the proper governmental entity, and prepare Tax Form 941's, W-2's, W-3's, state tax returns and other government records required in a timely fashion.

Maintain employee payroll records. Respond to inquiries that may pertain to such payments.

### **E. Counting Team**

1. The counting team is overseen by the Financial Committee Chair and serves on a rotational basis throughout the year to insure a minimum of two counters per week to count all collections received in the services, by mail or delivery, and in Sunday school.
2. Immediate family members shall not serve on the counting team at the same time.
3. Counting team members shall maintain the strict confidentiality of donations to the church and other sensitive information they may encounter.
4. The counting team must assure that collections are always under the control of at least two counting team members.

## **SECTION 5: CHURCH RECEIPTS**

### **A. Sources and Holding of Receipts**

The church has several sources of receipts as more fully described in this Section. All monies turned into the office for deposit shall be restricted to the safe or a locked cabinet.

### **B. Worship Service Collections, Mailed & Delivered Contributions/Donations**

After a worship service, two people (preferably ushers) who are not spouses or immediate family members shall bring the collection plates to the counters who wait in the Sanctuary. If donations cannot be counted immediately after a worship service, the offerings are to be put in the safe. Only the Finance Chair and Trustees Chair have a key to open the safe.

A “worship service” includes not only Sunday services, but any other church service at which a collection is taken, such as Good Friday or Christmas Eve.

Contributions that are received by mail or delivery shall be kept in a locked cabinet, within an envelope marked “Counters.”

After the last worship service, if possible, two members of the counting team shall:

- Pick up the offerings from the worship service and any held in the locked cabinet.
- Retrieve any contributions received by mail/delivery.
- Separate the loose cash/change.
- Check to ensure that the amount listed on each offering envelope matches the amount inside that envelope, noting any discrepancies. Discrepancies are resolved by the Financial Secretary.
- Record the offerings according to the donor’s wishes.

The two counting team members shall count the funds collected, fill out counting forms (one for each service and one for all other monies), and place the counted offerings in a locked cabinet in the church office, or, if possible, the deposit should be taken to the bank’s night deposit drop box. Otherwise, as early in the week as practicable, the Finance Chair shall retrieve the monies from the safe and then he or his designee shall prepare the deposit(s) and take them to the bank to be deposited into the appropriate church accounts.

### **C. Fundraisers and Solicitations**

The Finance Committee and Lead Pastor must be notified in advance of any fundraisers and/or solicitations to the congregation by a member or church group. The Finance Committee, in consultation with the Pastor, has the authority to prohibit any such activities that it deems inappropriate or inconsistent with the financial goals of the church.

### **D. Gifts of Marketable Securities**

The church shall maintain a brokerage account for the receipt and low cost liquidation of gifts of marketable securities (such as stocks, bonds, and mutual funds). Outright gifts of securities shall be sold as soon as is reasonably practicable so as to preclude the church from being put in a

position of assuming market risk. The Finance Chair is authorized as the contact related to this account, and the broker shall be instructed to contact the Finance Chair with news of any transfer into the church's account. The broker shall be directed by the Finance Chair to immediately convert any security to cash and issue a check payable to Millian Memorial United Methodist Church. Upon receipt of the check, the Finance Chair shall record the gift as a contribution to be included as part of the deposit for that week.

## **E. Cash Policy**

Checks will never, under any circumstances, be cashed out of worship service offerings or any other church receipts. Checks will not be accepted if they are made payable to "cash." Two-party checks will not be accepted.

## **F. Receipts Policy**

### **1. Restricted Gifts (and Designated Funds)**

- a. When a donor imposes a stipulation on a gift that limits its use to a specified purpose it is a "restricted gift." Most such gifts will come to the church in response to the church's own appeal for special purposes and projects. A fund that has been designated by the church to be used in a particular way is a "designated fund." It is the responsibility of the church to ensure these funds are applied to the purposes for which they were given. This is a trust with the donors.
- b. It is important for the church to maintain this same kind of trust for all donations that are given with a special purpose attached to them. Therefore, it is important for the church to screen out any gifts that it will have difficulty maintaining such a trust over. Gifts that do not further the purposes of the church or that drain the management resources of the church should be declined. It is the Finance Chair's responsibility to bring to the Church Council's attention all designated gifts given to the church that the church did not solicit. It is the Church Council's responsibility to approve or decline their acceptance.
- c. Gifts designated with the clear understanding that they are for one purpose may not be used for any other purpose. The only way to change this is to get permission from the donor.

### **2. Estate Gifts / Memorial Gifts**

- a. All estate gifts (sometimes called "bequests") shall be added to the church's Building/Capital Improvement Fund unless otherwise designated. An "estate gift" is a gift received by reason of death from assets that originated with the decedent such as from a trust, will, life insurance policy, or annuity contract.
- b. All memorial gifts shall be added to the designated fund for memorial gifts until such time as the family of the deceased provides direction in the use of these gifts. A "memorial gift" is a gift received by reason of death from persons other than the deceased to memorialize the person who has died. The Memorial Committee is responsible for oversight of these funds, contact with families as necessary, and direction to the Treasurer in the use of these funds.

### **3. Non-Cash Gifts**

- a. Gifts of tangible personal property will be considered and received by the Finance Committee on an individual basis. Unless deemed of specific value to the church, such

- items will be sold as soon as practicable.
- b. Real property is the most difficult to liquidate and can be more of a liability than an asset. Therefore, it is important to do thorough research before accepting a gift of real property. Gifts of real property should be sold as soon as practicable, unless the property is determined to have significant other value to the church.
  - c. Where the gifts exceed the usual nature of regular contributions to the church, representatives of the church will exercise due diligence in establishing relationships with donors to determine and evaluate the donors' motives for making such gifts. In that regard, officials of the church will carefully review all such gifts before receipt and formal acceptance. In all cases, the church has the right to refuse any and all such gifts.
  - d. Burial Plots given to the church may either be sold or given to families in need. Deeds for these plots are held in the church safe.

## **SECTION 6: CASH ACCOUNTS PROCEDURES**

### **A. Check signing**

1. The church Treasurer and Finance Chair are authorized to sign checks.
2. The Payroll Treasurer is authorized to sign all checks related to employee payroll.
3. The Pastor will review and initial all bills/invoices and should question anything irregular and confidentially notify the Finance Committee Chair.

### **B. Reconciliation of accounts**

1. All bank account and credit card statements will be reconciled on a monthly basis by the Treasurer.
2. Statements for all savings, investment, and certificate of deposit accounts shall be requested on a quarterly or more frequent basis if not being received automatically and should be reconciled upon receipt by the Treasurer.
3. The Payroll Administrator shall reconcile the payroll and report to the Finance Chair any payroll and/or payroll tax liabilities at the end of each month.

### **C. Bank controls**

1. A letter of authorization from the church Treasurer or chair of trustees shall be required to open new accounts in the church's name with the church's tax identification number.
2. A letter of authorization from the church Treasurer or chair of trustees is required before any changes are made to the present accounts in the church's name with the church's tax identification number.
3. The bank is to send account statements to the church office and never to an individual's home.
4. All accounts must be established using the church's name and tax identification number.
5. A list of names on signature cards for all bank accounts shall be kept on file at the church office, updated annually, and presented to the Finance Committee for approval.

## D. Bank accounts

1. The church will establish and maintain one bank account for the general fund, restricted and designated funds.
2. Funds from the General Fund can be used to fund Restricted or Designated items, however, funds from the Restricted and Designated account MAY NOT be used for General Fund expenditures ***unless approved by the Senior Pastor and Finance Chair.***
  - a. Monies that are designated for a specific need by the giver shall be honored and never spent for any other reason unless approved by the donor.
  - b. If a Designated fund is in the general budget, designated funds will be used first.
  - c. If a giver gives to a budgeted area earmarking that ministry, those funds will offset the associated ministry expense line item on the General fund budget. Hence the budget amount for that ministry remains the same as originally budgeted, not increased by the amount given.
  - d. Monies given to the Building/Capital Improvement Fund will be applied to the loan principal (assuming that one exists) if it is so designated. If undesignated, the amount may be applied to the principal or interest or both as determined by the Finance Committee.
  - f. Checks that are received by the church that are of a “split” nature are to be deposited into the bank account and recorded into the proper account as designated by the giver’s check.

## SECTION 7: DISBURSEMENT PROCEDURES

### A. Payment Authorizations

1. Through the process of the annual budget, the church establishes its intentions of the parameters of how the church’s funds are to be spent. While in the life of a church there will be many things that arrive unexpectedly and beyond the church’s control, it is still important for the church to practice good stewardship of the funds that are entrusted to its ministry. Therefore, it is important to control as much of the spending as possible.
2. The set amounts for the staff salaries and benefits are a trust the church has made with its pastors and employees. Therefore, it is vital that the church maintain good faith in proper payment of these commitments. There are, however, also set limits on what the pastors and employees are entitled to. Any benefits, such as insurance and retirement paid directly to an employee, are reported as taxable income.
3. For the other expenses of the church, the budget needs to act as a guide. Many more-or-less fixed expenses will be assumed in the preparation of the budget and can be paid with little further scrutiny. Sharp changes to these expected amounts, however, should be investigated. With the help of the church Treasurer, the expenses of the church are the responsibility of the various respective ministry areas delineated in the annual budget to monitor. It is the ministry area Chair’s responsibility to ensure that their committee members do not make any expenditures which have not been approved in advance by the Chair. All purchases of budgeted items over \$50 must have prior approval of the ministry area Chair responsible for that line item of the budget. Each ministry area must remain within that area’s annual budget. When a ministry area

becomes aware of expenses that will exceed the annual budget for their ministry area, these expense overruns should be brought to the attention of Finance Committee and an explanation given as to why.

4. Except for payroll checks, every check must be based on a written invoice, receipt, or check request. Checks may not be written to "cash."
5. The Treasurer shall pay church bills in a prompt manner and report to the Finance Committee any payables that are more than 30 days past due.
6. The operating fund is not permitted to have a negative balance.
7. Church credit cards may be issued as a convenience for the church. Per IRS regulations, only church expenses may be charged to a church credit card. Receipts must be obtained and reconciled with the statement before payment is made. After reconciliation, the balance shall be paid in full to avoid paying a finance charge. Any "points" or other benefits earned on a credit card will be donated to charity. Abuse of the privilege of a credit card will result in the privilege being revoked and the possibility of disciplinary action.
8. For security reasons, the church will not maintain petty cash.

## **B. Declining Unauthorized Expenses**

The Treasurer and the Church Council have the right to decline paying any bills they have not authorized. This is in keeping with their proper responsibility as stewards of the church's resources. Persons who incur church expenses without prior authorization risk personal liability for such expenses.

## **C. Apportionments**

¶ 247.14 *The Book of Discipline of The United Methodist Church – 2012*

*Payment in full of these apportionments by local churches is the first benevolent responsibility of the church (¶ 812).*

## **SECTION 8: DESIGNATED AND RESTRICTED FUNDS**

The Finance Committee or Church Council may establish designated and restricted funds that are specified for a single purpose. All such funds shall ensure separate accounting and reporting. Because designated and restricted funds may ONLY be used for their specified purpose, it is advisable to use broad categories so that any unused fund balances may be used for other similar projects.

### **Designated Funds Definition**

Designated funds are those monies received for which the donor specifies the use of the funds. These funds are not included in the general budget that has been approved by the Finance Committee.

Designated funds are segmented from the general operating budget funds of the Church.

Designated or Restricted Funds unused after five years or left over after any group or section of the operating budget ceases to exist as a going concern, will revert to the Operating Fund.



## **Designated Fund Requirements**

*The Book of Discipline of the United Methodist Church* states that contributions designated for specific causes and objects shall be promptly forwarded according to the intent of the donor and shall not be used for any other purpose. [¶258.4.f] The goal of the Millian Memorial United Methodist Church Finance Committee is that this policy meets the spirit and intent of the BOD mandate.

## **Three Types of Designated Funds**

There are three types of designated funds - solicited, unsolicited, and memorials.

- Solicited designated funds are those for which there is a congregation-wide effort to request and collect funds for a special project or purpose.
- Unsolicited designated funds are those funds that have been given for a specific purpose by an individual contributor, but no approved campaign is in progress.
- Memorial funds are those contributions that are given in memory or in honor of someone.

Each of these types of designated funds are collected, accounted for, and disbursed using the following guidelines.

### **Solicited Designated Funds**

Solicited Designated Funds include those activities and items approved by Church Council as well as those special offerings requested by the District or Conference Offices. Before any designated funds are solicited, the Church Council shall approve the collection of such funds. Any request for solicitation of designated gifts should be accompanied by a plan for disposition of excess contributions. The committee chair or staff member responsible for the fund shall also be named in the request. Collected designated funds shall be given to the counters for accounting purposes, and the Finance Chair will deposit these funds into a sub-account of the designated funds account. This sub-account title shall state the intended purpose of the funds.

### **Unsolicited Designated Funds**

Unsolicited Designated Funds are those funds for which no request has been made of the general congregation for contributions. Unsolicited designated funds shall be given to the counters for accounting purposes, and the Finance Chair will deposit these funds into a sub-account of the designated funds account. This sub-account title shall state the intended purpose of the funds.

In the absence of approved plans for the designated funds, these funds shall be utilized before drawing on the general fund budget. The Finance Chair shall ensure that the funds are expended according to this policy.

### **Memorial Funds: Memorial Gifts and Funds**

- The Finance Committee shall establish a Memorial Gifts Fund for receiving and accounting for designated gifts in memory/honor of members and others associated with the church or its friends.

- The Memorials Committee shall establish appropriate policies on the use of such memorial gifts, and authorize expenditures of the funds for purposes it deems appropriate.
- The Committee may identify priority projects or ministries toward which it will allocate such gifts. While specific interests of donors will be considered, the Committee retains the authority and responsibility to use the Funds in a manner appropriate to the purposes of the church. All gifts are received subject to this principle.
- A Book of Memorial Fund Gifts shall be maintained by the Committee that will register memorial gifts to the Church. The following information will be included in the Book: the name of the person in whose memory/honor the gift is given, the date and occasion for the gift if applicable, the name(s) of the donor(s), and a description of the gift. When the funds are used, a note may be made in the Book as to the use.
- Where Memorial Funds are used to purchase a tangible asset, the Committee may recommend to the Administrative Council that a memorial marker be placed on the object noting that it was made possible by the Memorial Fund.

## Receipts/Contributions

- **Must be a gift of cash or property.** Something of value must be given to the church (usually cash). May not be donated personal services or free use of some personal asset.
- **Must be unconditional** (except for permissible designations to aspects of an organization's activities, such as missions). The donor must surrender control to the church.
- **Made payable to Millian Memorial United Methodist Church.** Checks written to the church (or money placed in a church envelope) and "earmarked" to be given with the intention to be a gift to individuals, even if charitable in intent such as to meet a personal need, are NOT deductible contributions. Gifts for this purpose must be made payable to the church and designated to the appropriate benevolence fund.
- **Must be without personal benefit to the donor.** Contributions cannot be made to church by an individual if the same individual making the contribution is intended for it to pay for their own mission trip, personal counseling, education, etc.
- **May not be in exchange for services or goods.** An individual may not turn an envelope in with an amount of money on it, in exchange for some work performed for the church, or in exchange for items purchased for the church, even if a receipt is furnished. Individuals desiring to make such a contribution to the church must render a receipt, or bill, for goods purchased, or services rendered, to the church and receive actual payment. The individual thus wanting to donate the amount to the church, must deposit the payment from the church into their account, and write a check to the church for the said amount. Then and only then can the church legally give a record of a charitable donation.
- **Contributions given in cash,** and NOT contained in a church offering envelope, cannot be recorded as a charitable gift and a statement of the gifts cannot be given.
- **Contributors giving with cash** must include their name and the amount given on the offering envelope before credit can be given. Offering envelopes containing cash that are received without name and amount should also be forwarded to the church office.
- **All offering envelopes** are to be completed by the contributor. Church personnel, volunteers or otherwise, are not allowed to complete envelopes for contributors.

## Legal Rule for Designated Funds

Where funds are accepted subject to the donor's designation of the use of the funds, the church is under a legal duty to preserve those funds and use them only for the designated purpose. The church shall separately account for these funds, and the actual money shall be preserved, not merely a paper accounting. Thus such designated funds shall be kept in a separate account. Separate accounts are defined as separate accounting; not separate bank accounts.

- **Designated Funds** shall be receipted and disbursed through separate ledger accounts. The church Finance Chair shall establish and oversee these accounts.
- **Restricted funds** are charitable contributions whose use is restricted by donors to churches. The church has no discretion in the management and disbursement of such funds. Examples of such restricted funds would be the special offerings of the UMC including Conference and General Advance Specials.
- **Designated funds** received in excess of those needed to complete the project which they were intended, will, by recommendation of the finance committee, and by vote of the Church Council, be diverted to another area of need.
- **Quid Pro Contributions** of more than \$75 - If a donor makes a "quid pro quo" contribution of more than \$75 (that is, a payment that is partly a contribution and partly a payment for goods or services received in exchange), the church must provide a written statement to the donor that satisfies two conditions:
  - The statement must inform the donor that the amount of the contribution that is tax-deductible is limited to the excess of the amount of any money (or the value of any property other than money) contributed by the donor which exceed the value of any goods or services provided by the church or other charity in return.
  - The statement must provide a good faith estimate of the value of the goods or services furnished to the donor. A written statement need not be issued if only "token" goods or services are provided to the donor (generally, with a value not exceeding the lesser of \$66 or 2 percent of the amount of the contribution). Further, the rules do not apply to contributions in return for which the donor receives solely an intangible religious benefit that generally is not sold in a commercial context outside the donative context.
- **Charitable Contributions with a Designated Desired Recipient**

The most difficult kind of benevolence fund contribution to evaluate is a contribution that designates a desired recipient. Ordinarily, such "designated contributions" to a benevolence fund are not deductible, since the intent of the donor is to make a transfer of funds directly to a particular individual rather than to a charitable organization.

  - **First, section 170 of the Code** allows a charitable contribution deduction only with respect to donations "to or for the use of" a charitable organization. Contributions to an individual, however needy, are never deductible, since they can never be said to be "to or for the use of" a charitable organization.
  - **Second, the intent of the donor** ordinarily determines whether the transfer should be characterized as a tax-deductible contribution to a church or a non-deductible transfer to an individual. Did the donor intend to make a contribution to the church, or did he only intend to benefit the designated individual (using the church as an intermediary to enable him to obtain a tax deduction for his non-deductible gift)? The fact that the payment was made to a church is not a controlling factor, since

taxpayers cannot obtain a deduction merely by funneling a payment through a church.

### **Contribution Statement Policy**

The Financial Secretary is responsible for printing contribution statements. Contribution statements are sent Quarterly (4 times a year).

Additional wording on the statements is approved by the Finance Committee and the Pastor.

A message (letter) is usually not sent out with the contribution statements. If a message is approved by the Pastor, the Financial Secretary is responsible for printing the letters that go with the statements.

The Financial Secretary should inform the Pastor of any contributions that are received from non-Church members. This gives the Pastor the opportunity to write a note of thanks to the individual.

## **SECTION 9: PASTOR'S DISCRETIONARY FUND**

The Pastor's Discretionary Fund is a designated fund made available to the senior pastor to distribute as that person sees fit, for emergency financial aid. This fund should be used to address needs among both congregation and community members. Payments for food, rent, utilities, and medical bills for persons in need are examples of the use of these funds.

### **Characteristics of the Discretionary Fund**

1. A separate checking account, opened under the Church's Federal EIN is provided for the Pastor's Discretionary Fund. The Senior Pastor will be the only authorized signature for this account.
2. The maximum funds held in this account will typically be less than \$1,000 but the size of the fund will be reviewed periodically to determine the appropriate upper limit.
3. The Pastor's Discretionary Fund is funded using contributions received through the designated offering envelopes for Advent and Lent as well as individual contributions designated to the Pastor's Discretionary Fund. These receipts will be deposited in the Millian general bank account and accounted for in a restricted fund and then, upon request, incrementally released to the Pastor's Discretionary Fund.

### **Pastor's usage of the Discretionary Fund**

1. The Pastor shall submit requests for discretionary fund replenishment to the Finance Chair who will in turn request release of funds by the Treasurer. The Treasurer shall prepare a check to the fund which will then be deposited by the Pastor. Replenishment is normally requested in increments required to bring the account back to approximately \$1,000.
2. The maximum amount allowed for an individual expenditure is \$300.
3. The maximum amount which may be held in cash and gift cards/certificates is \$100. Such funds to be kept in a secure location.

4. The use of the funds for goods and services is encouraged as opposed to cash assistance.
5. The use of the fund for purposes that in anyway personally benefits the Pastor is strictly prohibited. Other prohibited uses would include expenses of the Pastor, staff needs, auto expense, etc.
6. Should the pastor find it necessary to use personal funds to satisfy a particular need, these out-of-pocket expenses shall be reimbursed within 30 days.

### **Recordkeeping, audit, and reporting**

1. The Pastor is responsible for documenting and recording distribution of the fund. All records are confidential and held by the pastor. The church acknowledges that the pastor is authorized to distribute this fund at his or her discretion and is not required to provide detail regarding who receives assistance.
2. The fund shall be audited annually as part of the church's audit and a brief report of such to be made annually to the Finance Committee.
3. The records maintained by the pastor should provide a level of detail which will satisfy both the annual internal audit, and external audits such as those conducted by the IRS.
4. The church may request general summary information regarding type of assistance requested (food, transportation, housing, etc.) to assess the changing needs of the community.

The Treasurer shall report the beginning and the end of the year balance of the discretionary fund in the annual report and for the annual audit.

The discretionary fund is fully accountable to the church council and as such, contributions made to the fund are deductible by donors as charitable contributions.

## **SECTION 10: BUILDING/CAPITAL IMPROVEMENT FUND**

### **¶ 2543 *Restriction on Proceeds of Mortgage or Sale***

1. *No real property on which a church building or parsonage is located shall be mortgaged to provide for the current budget or operating expense of a local church. The principal proceeds of a sale of any such property shall not be used for the current budget or operating expense of a local church. Provided that provisions are made for the current and future missional needs of the congregation and the current and future housing needs of a pastor, the principal may be used for capital improvements beyond the regular operating budget when written approval is granted by the district superintendent and pastor. This provision shall apply alike to unincorporated and incorporated local churches.*
2. *A local church, whether or not incorporated, on complying with the provisions of the Discipline may mortgage its unencumbered real property as security for a loan to be made to a conference board of global ministries or a city or district missionary society, provided that the proceeds of such loan shall be used only for aiding in the construction of a new church.*
3. *Exception to this restriction may be granted in specifically designated instances to allow use of equity and/or accumulated assets from the sale of property to provide for congregational*

*redevelopment efforts including program and staff. Such exception may be granted by the annual conference, the bishop, and the cabinet upon request of the local church in consultation with congregation development staff where applicable. A clear and detailed three-to-five year redevelopment plan that projects a self-supporting ministry must accompany the request.*

Contributions for the Building/Capital Improvement fund are derived from the sale of church property, individually designated donations, and building fund drives. These funds are accounted for separately and are restricted to following guidelines.

### **General Policy Statements**

1. To cover annual costs of capital improvements made to existing buildings and equipment.
2. The Advisory Committee made up of the Church Council Chair, Trustees Chair, Finance Chair, and Lead Pastor shall provide the oversight and approval of the expenditures from this fund, and will provide the Church Council a periodic report of the use of these funds.

### **Procedures**

1. The definition of “Capital Expenditure” is any expense involving over \$3,000 in cost that enhances the longevity or long-term usefulness of either the present buildings or equipment for at least 5 years or more. The expenditure can be either for a single item or a group of items that comprise a single purpose such as furniture replacement or new purchase. Examples of “Capital Expenditure” include furnace replacement, carpet replacement, parking lot resurfacing, roof replacement, furniture replacement, or major sound system repairs. It does not include computer replacement or computer upgrades.
2. The Advisory Committee will be tasked with the responsibility of deciding which expenditures during each year should be paid from this Building/Capital Improvement Fund, and will make a quarterly report to the Church Council of expenditures from the Fund.
3. The Trustees will be asked—as part of each year’s General Fund budgeting process—to make a projection of major building and equipment enhancement needs for the next fiscal year and submit this to the Finance Committee as part of the annual General Fund budgeting process.
4. The Finance Committee will review the projected capital expenditure needs against what is remaining in the Building/Capital Improvement Fund. It will provide a recommendation to Council of how many capital budget projects are necessary during the succeeding year, and will recommend how these expenditures can be covered. Depending on how much has been spent during the year from the Building/Capital Improvement Fund—and how much the new requests for capital expenditures are for the coming year—the Finance Committee may ask the Council and congregation to include a process for funding the Building/Capital Improvement Fund as an addition to the General Fund of the congregation.

### **SECTION 11: GUIDELINES FOR USE OF SPECIAL SEASONAL AND SECOND MILE GIVING OFFERINGS**

Contributions received in the Thanksgiving offering will be allocated to the support of Millian’s food ministry to the community, specific uses to be determined by the Outreach Ministry Team.

Contributions received in the Advent and Lenten offering will be allocated to the Pastor's Discretionary Fund for use in Christian outreach to those who seek emergency assistance, as determined by the Senior Pastor.

Contributions received in the Christmas and Easter offerings will be allocated to support "new life in Christ" ministry initiatives with children, youth, adults, as determined at least on an annual basis by the Mission and Vision Council based on the recommendations of Millians' ministry teams in consultation with staff.

Contributions received in Second Mile Giving offerings will be used to support justice and mercy ministries of mission outreach at the local, regional, national, or global community levels, as recommended by the Witness and Serving Team and approved by the Church Council on a quarterly basis in advance of the offering.

Exceptions to these guidelines may be made only with approval by the Church Council.

## **SECTION 12: INTERIM BOARD OF TRUSTEES' EXPENDITURES POLICY**

An Interim expenditure is defined as one that would be made during the period between Board of Trustees meetings.

The Board will appoint two members, one of whom shall be the Chair of Trustees, and who will have the joint authority to approve or reject requests. The expenditures will not exceed \$300.00 per request. The total approval will not exceed \$600.00 in any month.

Requests shall come from the Pastors' Office and will be in writing using the request form that has been provided for that purpose. The authorized Trustee(s) shall report all expenditures of the prior month to the full Board at each monthly meeting.

All requests that exceed the above parameters or that are rejected can be made at the next Board meeting.

## **SECTION 13: INVESTMENT POLICY**

### **Millian Memorial United Methodist Church Investment Policy**

This statement of Investment Policy has been adopted by the Church Council of the Millian Memorial United Methodist Church (MMUMC) to provide guidelines for the investment of funds held by the church.

For the purposes of managing investment risk and to optimize investment returns within acceptable risk parameters, the funds held will be divided into three separate investment pools. The process for determining the dollar amount in each pool is set forth in the "Procedures" section of this document. The three investment pools shall be called the "**Operating Fund**", the "**Short-Term Fund**" and the "**Long-Term Fund**".

## Procedures

1. The following procedures will be followed to ensure the investment policy statement is consistent with the current mission of MMUMC and accurately reflects the current financial condition:
  - A. An Investment Committee shall be appointed by the Church Council to assist with investment decisions. They will meet at least annually and make any recommendations to the Finance Committee.
  - B. This investment policy shall be reviewed annually by the Finance Committee for any necessary revisions.
  - C. Recommendations for any revisions or modifications will be made by the Finance Committee to the Church Council for approval.
  
2. The following procedures will be used to determine the dollar amounts to be placed in the Short- Term Fund and the Long-Term Fund. Dollars not specifically designated for the Short-Term or Long-Term Funds will be restricted to investments designated in the "Investment Guidelines" for the Operating Fund.
  - A. The Finance Committee will recommend the dollar amounts to be placed in the Short-Term and Long-Term Funds.
  - B. The Church Council will have final approval of the dollar amounts placed in specific funds.
  
3. The services of an investment professional will be sought to manage portions of MMUMC current funds. The following procedure shall be followed to engage a new or replace an investment professional.
  - A. The Finance Committee will recommend the hiring or replacing of an investment adviser to the Church Council.
  - B. The Church Council will review the candidate(s) and make a recommendation to the Finance Committee. The Finance Committee will then make a recommendation to the Board of Directors, who shall have final approval.



## **MMUMC Operating Fund**

### Purpose

The purpose of the Operating Fund is to provide sufficient cash to meet the financial obligations of MMUMC in a timely manner.

### Investment Objectives

The investment objectives of the Operating Fund are:

1. Preservation of capital;
2. Liquidity;
3. To optimize the investment return within the constraints of the policy.

### Investment Guidelines

#### ALLOWABLE INVESTMENTS

The Treasurer\* shall be authorized to invest MMUMC Operating Fund as follows:

1. Interest bearing checking accounts in federally insured banks and savings and loans not to exceed federally insured amounts;
2. Money Market Funds;
3. Federally-Insured Certificates of Deposit not to exceed \$250,000 per institution;
4. Direct Obligations of the U.S. Government and its Agencies.

\*Any investment that exceeds \$100,000 must be approved in writing by one member of the Church Council.

#### MATURITY

The maturities on investments for the Operating Fund shall be limited to one year or less.

#### REPORTING

The Treasurer shall present the following reports on a quarterly basis to the Finance Committee and annually to the Church Council.

1. Schedule of investments,
2. Interest income year to date, and
3. Current yield.

## **MMUMC Operating Fund**

### Purpose

The purpose of the Short-Term Fund is to meet the expenses occurring as the result of unanticipated activities, to improve the return on funds held for expenditure over the next one to five years, and to manage investment risk.

### Investment Objectives

The investment objectives of the Short-Term Fund are:

1. Preservation of capital;
2. Liquidity;
3. To optimize the investment return within the constraints of the policy.

### Investment Guidelines

#### ALLOWABLE INVESTMENTS

The Treasurer\* shall be authorized to invest the MMUMC Short-Term Fund as follows:

1. Money Market Funds;
2. Federally-Insured Certificates of Deposit not to exceed \$100,000 per institution;
3. Direct Obligations of the U.S. Government and its Agencies.

\*Any investment that exceeds \$100,000 must be approved in writing by one member of the Church Council.

#### MATURITY

The Short-Term Fund shall have a weighted average maturity of five years or less. No single investment shall exceed a five year term.

#### DIVERSIFICATION

No more than 5% at cost of the Short-Term Fund may be in the fixed income securities of any one issuer with the exception of:

1. Obligations of the U.S. Government and its agencies;
2. Money market mutual funds;
3. Federally insured certificates of deposit.

#### REPORTING

The Treasurer shall present the following reports for presentation on a quarterly basis to the Finance Committee and annually to the Board of Directors.

1. Schedule of investments,
2. Interest income year to date, and
3. Current yield.

## **MMUMC Long-Term Fund**

### Purpose

The purpose of the MMUMC Long-Term Fund is to enhance the purchasing power of funds held for future expenditure, to maintain the financial stability of the association, and to provide current income to be used during the current budget cycle.

### Objectives

The objectives of the portfolio represent a long-term goal of maximizing returns without exposure to undue risk, as defined herein. It is understood that fluctuating rates of return are characteristic of the securities markets. The primary concern should be long-term appreciation of the assets and consistency of total return on the portfolio. Recognizing that short-term market fluctuations may cause variations in the account performance, the portfolio is expected to achieve the following objectives over a three-year moving time period:

1. The account's total expected return will exceed the increase in the Consumer Price Index by 3% annually. On a quarter to quarter basis, the actual returns will fluctuate and can be expected to exceed the target about half the time.
2. The account's total expected return will exceed the increase in the Treasury Bill Index by a minimum of 3% annually. On a quarter to quarter basis, the actual returns will fluctuate and can be expected to exceed the target about half the time.

Understanding that a long-term positive correlation exists between performance volatility (risk) and statistical returns in the securities markets, we have established the following short-term objective:

The portfolio should be invested to minimize the probability of low negative total returns, defined as a one-year return worse than negative 10%. It is anticipated that a loss greater than this will occur no more than one out of twenty years.

### Investment Guidelines

The Treasurer shall be authorized to invest the MMUMC Long-Term Fund. Any investment that exceeds \$50,000 must be approved in writing by one member of the Church Council.

The investment policies and restrictions presented in this statement serve as a framework to achieve the investment objectives at the level of risk deemed acceptable. These policies and restrictions are designed to minimize interference with efforts to attain overall objectives, and to minimize the probability of excluding appropriate investment opportunities.

## **PROHIBITED INVESTMENTS**

The following are prohibited investments:

- 1) Individual common stocks and securities issued by U.S. or foreign companies;
- 2) Private Placements;
- 3) Letter Stock;
- 4) Margin Transactions;
- 5) Commodity trading – including all futures contracts, except through mutual funds where the trading objective is preserve capital;
- 6) Short selling;
- 7) Option trading (with the exception of covered call and put writing);
- 8) Speculative derivatives;
- 9) Penny stocks;
- 10) Mortgage-backed securities;
- 11) Real Estate Investment Trusts (REIT's);
- 12) Gems;
- 13) Art;
- 14) Anything else not specifically allowed by this policy.

## **FIXED INCOME**

Investments in fixed income securities will be managed actively to pursue opportunities presented by changes in interest rates, credit ratings, and maturity premiums. Mutual funds conforming to the policy guidelines may be used to implement the investment program.

### **Performance Reporting**

The Long-Term Fund will be evaluated semi-annually on a total return basis. Returns will be compared to:

1. Consumer Price Index plus 3%;
2. Three-month Treasury Bill Index plus 3%;
3. Nationally recognized indices measuring the performance of the classes specified in the target asset mix.

Comparisons will show results for the latest quarter, year to date and since inception. The report will be prepared by the Investment Consultant and will be presented to Treasurer for distribution quarterly to the Finance Committee and annually to the Church Council.

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Adopted: [Date]

## SECTION 14: OTHER

### A. Insurance and Bonding

The Board of Trustees shall assure that the church carries appropriate Officers' and Directors' liability insurance to cover all church officers who make good-faith decisions about the church's finances. The church shall also carry appropriate insurance coverage to bond all staff and volunteers who have direct responsibility for handling the church's funds.

### B. Document Retention Policy

The following records shall be maintained by the Treasurer for a period of at least seven years: all church financial records and statements (bank statements and records checks, contribution statements, copies of contributor's cash envelopes, vendor documentation, purchase orders, housing allowance designations, weekly counting sheets), accident reports, personnel records (applications for employment, terminated employee records, expired contracts, personnel files, payroll records), property documents (appraisals, expired insurance policies, tax or other financial matters), contracts and agreements, wills of deceased donors, federal/state/local filings, insurance documents (accident reports, claims (after settlement), expired policies, safety reports), and expired trust agreements.

### C. Conflicts with *The Book of Discipline*

When there are conflicts between the terms of these Policies and Procedures and the United Methodist Book of Discipline, the terms of the Book of Discipline shall apply.

### D. "Immediate Family Member" Defined

For purposes of these Policies and Procedures an "immediate family member" is any adult relative living in the person's household, as well as the following persons whether or not they are living in the person's household: a spouse, a parent, a sibling, a child (whether by full or half blood or by adoption), or a grandchild.

### E. Church Safe Policy

1. A key to the safe will be kept with the Church Administrator in case of an emergency.
2. The safe combination and a key will be held by the Trustee Chair and the Finance Chair.
3. The combination will be changed when either the Trustee Chair or the Finance Chair is replaced.
4. Two people will be present whenever the safe is opened.
5. If there is an emergency and the safe has to be opened by a third party the combination will be changed.

### F. Effective Date

These Policies and Procedures shall take effect **April xx, 2015**.

Adopted by the Finance Committee on \_\_\_\_\_ .