

St. Luke's United Methodist Church

Operating Policies, Guidelines and Procedures

Approved by Church Council: February 8, 2011

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Vision and Mission

Vision: *"Christian disciples called to transform our community and world through God's love."*

Mission: *"We, the members of St. Luke's United Methodist Church, are an inclusive, Christ-centered community of faith seeking through worship, prayer, service, education and fellowship to respond creatively to God's call to welcome, love and care for others."*

Operating Policies

St. Luke's follows the organizational form for local churches as described in The Book of Discipline of The United Methodist Church. General operating policies are adopted and administered by the Church Council (Council) to assist St. Luke's members, Pastors, and staff in fulfilling the mission of the church.

The following policies are intended to supplement the Discipline, not to modify it in any way. These policies should not be viewed as restrictions, but as guidelines, which are subject to change, as circumstances require. If there is any disagreement between the Discipline and any part of these policies, the Discipline takes precedence.

Suggestions for policy changes should be submitted directly to the Church Council by any church member or indirectly to the Church Council through an appropriate ministry or committee for adoption.

Church Council

- A. The primary task of the Church Council is to oversee the ministry areas and administration of St. Luke's United Methodist Church by:
 - 1) Setting goals and objectives
 - 2) Initiating planning, and authorizing plans
 - 3) Implementing ministries of nurture, outreach, education, worship and service
 - 4) Envision, plan, implement and evaluate the mission and ministry of St. Luke's
 - 5) Determining policy for the ministry of the congregation
- B. Ministry areas described in additional detail are:
 - 1) Nurture – Ministries connecting the members of the congregation and others in meaningful fellowship
 - 2) Outreach – Ministries inviting all persons into an ever-deepening relationship with Jesus Christ
 - 3) Education – Ministries promoting spiritual learning
 - 4) Worship – Ministries planning and leading spirit-filled responses to God's love
 - 5) Service – Ministries serving our neighbors in the church, community and world
- C. Oversight of church policies is divided among four church bodies:
 - 1) Church Council
 - a. *Sunday School*
 - b. *St. Luke's Preschool*
 - c. *Lay Leaders Council*
 - d. *Weddings*
 - e. *Funerals*

- f. *Funeral Coordinator*
- g. *Youth*
- h. *Youth Permission Slips*
- 2) Finance Committee
 - a. *Finance Committee Chair*
 - b. *Business Manager*
 - c. *Financial Secretary*
- 3) Board of Trustees
 - a. *Van Policy*
 - b. *Bus Policy*
 - c. *Bus Pre-Trip Inspection*
 - d. *Trailer Policy*
 - e. *Temporary Signs*
 - f. *Facilities Use*
 - g. *Facilities Use Application Form*
 - 1. *Kitchen*
 - 2. *Computer Equipment Use*
 - h. *Off Site Storage*
- 4) Staff-Parish Relations Committee
 - a. *Personnel Practice*
 - b. *Child Care*
 - c. *Child Protection*
 - d. *Volunteer Pension/Benefit Coordinator*
- D. The Annual Charge Conference elects all of the church officers, chairpersons and co-chairpersons of ministries and committees. They should not routinely serve in the same position for more than three consecutive years. Exceptions are:
 - 1) Financial Secretary who may succeed themselves
 - 2) Members of three-year classes (Trustees and SPRC members)
- E. A quorum at any duly announced meeting of any church body consists of the members present and voting. (*The Book of Discipline of the United Methodist Church 2008, 251.6*)
- F. All church programs or activities that have not had prior Council approval must first be submitted to the Council for approval.
- G. St. Luke's will receive an offering at the communion rail called "Good Samaritan Fund." It is to be used to assist those in York County, Poquoson, and church members. The fund will be administered by any two (2) of the following persons: any pastor, a designated member of the Service Ministry, Administrative Coordinator, or Communications Coordinator. Please refer to [Appendix A](#), "*Application for the Good Samaritan Fund.*"
 - 1) Requests could include rent, utilities, lodging, and other necessities. These requests will be handled as follows:
 - a. *If expediency is required, any one member of the above group may act on the request.*
 - b. *An application must be completed and entered into the Good Samaritan Fund database.*
 - c. *One of the pastors will handle a request from a member of St. Luke's and this request requires only a pastor's signature. Confidentiality is necessary. Disbursement of funds will be at the discretion of one of the pastors.*

- H. Use of the sanctuary shall be consistent with the social principles and ecumenical objectives of the United Methodist Church. The senior pastor shall approve any purpose that is incompatible with the normal usage of the sanctuary.
- I. Sales or solicitation for sale of goods or services may be conducted if they have had prior approval by the Council. Sales will be conducted only in the educational wing and between worship services. At no time shall there be sales in the sanctuary or narthex. To the maximum extent possible, St. Luke's would prefer to see "sales/services" being conducted in the Fellowship Hall, due to the congestion in the hallway at the "intersection" near Classroom 21.
- J. The Council approves all fund-raisers at St. Luke's with the following exceptions:
 - 1) No Council approval is needed for St. Luke's to participate in special appeals or programs initiated by general agencies of the United Methodist Church, the Southeastern Jurisdiction, the Virginia Annual Conference, or the Peninsula District.
 - 2) When approval is required for a new program or activity prior to the next scheduled meeting of the Council, and it is deemed inappropriate to call a special meeting of the Council, approval may be secured by unanimous consent of the senior minister and the chairpersons of the Council and the appropriate other church body (SPRC, Trustee, Finance) or their designated representatives.
- K. The Chair/Co-Chair persons of the Council, Finance, Staff-Parish Relations, Trustees, designated member of Lay Leaders' Council and Pastor(s) may request a "Call/Special" meeting of the Council. Normally a "Call" meeting is for a specific reason and no other business may be conducted. A ten-day notice is required.
- L. Lay delegate(s) to the Virginia Annual Conference shall present to the congregation or the Council, prior to and after the conference, a brief report, oral or written, on proposed resolutions to the conference.
- M. Every four years, following the General Conference and the publication of the new Book of Discipline of the United Methodist Church, the chairperson of the Council shall appoint a policy committee to review existing policies and make any changes recommended by the revised Discipline. This committee shall include the policy editor. These changes will be presented to the Council for approval at a following council meeting.
- N. St. Luke's shall comply with all copyright laws.

Sunday School

- A. Sunday School Classes are considered to be one hour in length. In other words, classes beginning at 8:45 dismiss at 9:45, 9:45 classes dismiss at 10:45 and 11:00 classes dismiss at 12:00. It is important in our shared spaces to clear spaces quickly to allow other classes that may share the space to begin on time.
- B. A roll book will be issued to each teacher for recording attendance of class members and visitors.
- C. The church may help defer the cost of approved United Methodist teacher workshops, retreats, etc., if funds are available. The Education Ministry must approve ecumenical workshops.
- D. United Methodist curriculum is the approved and recommended curriculum. As specified in the United Methodist Church Book of Discipline, materials used in the church educational programs for children and adults will be United Methodist or United Methodist approved curricula. Exceptions must be approved by one of the Pastors or the Director of Discipleship.

- E. The Director of Discipleship Ministry, the Pastors and the Education Ministry will maintain oversight over curriculum materials used, drawing from the United Methodist General Church guidelines and Virginia Conference Resource personnel.
- F. United Methodist approved curriculum includes, but is not limited to, most material available through the Cokesbury Catalog, Discipleship Resources, and some materials distributed through Group Publishing if there is not an approved comparable program available through Cokesbury.
- G. Teachers of children and youth must be approved by the Church Council. All Sunday school teachers must be a member of a United Methodist Church. All teachers and workers must read, sign and follow the "[Child Protection Policy](#)."
- H. Because Sunday school is a fundamental part of Christian Education, students through 12th grade may not be "helpers" during the Sunday school hour. Special short term individual exceptions may be made through application to the Director of Discipleship Ministries.
- I. The Director of Discipleship Ministry should be informed of the use of guest teachers.
- J. Teachers are requested to give four weeks notice if they wish to be replaced. Changes should take place in September or at the end of a unit if possible.
- K. Each teacher will be asked during the summer if he/she would like to continue in September, or if he/she would like to change to another age group.
- L. Children will remain with their age level class and be promoted only on promotion Sunday. Alternate placement of students may be arranged upon the recommendation of the parent in consultation with the teacher, and the Director of Discipleship Ministry.
- M. Class sizes and room assignments will be reviewed annually to determine if changes are necessary.
- N. The guidelines for discipline are established by the Education Ministry and should be used by each grade. Refer to the "Child Protection Policy."
- O. To allow children to see different methods of teaching, teachers are asked not to move with their class. Certain exceptions may be made and will be considered on a yearly basis, e.g., not enough volunteers to teach a particular grade level.
- P. The Education Ministry will ensure that each teacher is given a copy of these, and all pertinent, policies and/or forms.
- Q. All infants and children through the 5th grade shall have annual registration forms filled out by a parent or legal guardian for Sunday school, including information for emergency situations and authorizing emergency treatment. Forms shall be kept on file with the Director of Discipleship Ministry at the church. Separate permission slips, each signed by a parent or legal guardian, shall be required for each field trip and kept with the adult in charge during the trip.

Preschool

The Preschool program is part of the nurture, outreach and witness ministries of St. Luke's United Methodist Church directed toward the children of church members as well as the community. The purpose is to provide a loving, caring environment for social interaction for children, ages 2½ to 5 years, with emphasis on Christian morals, principles and values. Daily activities center on Bible stories in an age-appropriate manner.

- A. **Governing Body:** The Board of Directors has the responsibility of establishing policies and procedures and assuring their implementation. The Board will meet at a minimum of twice a year. The Board is considered a ministry area, and the Chair will be a member of the Church Council. The Board consists of the following:
 - 1) Director of Discipleship Ministry (Chairperson)
 - 2) St. Luke's Preschool Director
 - 3) Education Committee member
 - 4) Board of Trustees member
 - 5) Finance Committee member
 - 6) Staff-Parish Relations Committee member
 - 7) Two parents of children enrolled (responsibility of the Preschool director)
- B. **Staff:** The preschool director reports directly to the Director of Discipleship Ministry. The preschool Director supervises and evaluates the lead teachers and assistants. All preschool staff members will receive employment contracts specifying performance expectations. Staff qualifications will be specified in the position descriptions.
- C. **Funding:** The program is funded primarily from registration fees and tuition. The intent is to have funds collected from registration and tuition pay for salaries, bonuses, and supplies. Excess funds will normally be targeted for program improvement or assisting St. Luke's in areas that provide support to the program. The preschool Director will prepare the annual budget for approval by the Council, maintain financial records (as sub-set of St. Luke's financial records), maintain administrative records, collect all fees and tuition which will be turned over to the Treasurer or Financial Secretary for deposit in the St. Luke's Preschool account. All funds will be disbursed according to established church policy.
- D. **Calendar:** St. Luke's Preschool will be in session from September through May and will follow the York County Public School schedule including closings due to inclement weather. When York County has a late start, St. Luke's Preschool will not be in session. Specific days and times are published in the St. Luke's Preschool Parent Handbook, which is updated annually. See [Appendix B](#), "*Preschool Handbook*."
- E. **Curriculum:** The curriculum will emphasize Christian morals, principles and values centered on Bible stories as appropriate for each age group. When appropriate, United Methodist related resources would be used. The actual lesson plans and methods of teaching will be determined by the appropriate teachers and assistants under the guidance of the director.
- F. **Facilities:** Facility changes requiring expenditure of general church funds will normally be requested in the annual budget, subject to the Council approval. Church classrooms are for multiple uses. The preschool and Sunday school teachers will coordinate room use, furnishings, posters, etc. for joint accommodation.

Weddings

As a congregation of The United Methodist Church, St. Luke's Church provides Christian weddings for couples that wish to solemnize their marriage in a service of Christian worship. Christian marriage is a holy vocation from God. It is also a sacred covenant between a husband and wife, and between the couple and God, which reflects the covenant of Holy Baptism. The wedding service is designed to witness that this is a Christian marriage.

Both the words and actions of the Christian wedding consistently bespeak our belief that husband and wife are equal partners in Christian marriage and that they are entering into the marriage of their own volition. Those present are understood to be an active congregation rather than passive witnesses. They give their blessing to the couple and to the marriage, and they join in prayer and praise. (*From The United Methodist Book of Worship, Copyright © 1992, The United Methodist Publishing House, p. 1150*)

- A. The following are helpful guidelines to assist you in planning your wedding day:
- 1) The decision to conduct the wedding is the right and responsibility of the pastor(s), in accordance with the laws of the Commonwealth of Virginia and the United Methodist Church.
 - 2) Notify the pastor(s) about your anticipated wedding and rehearsal dates as soon as possible and schedule an initial premarital interview. Please refer to [Appendix C, "Wedding Information for the Pastor."](#) Contingent upon the pastor's decision, the Administrative Coordinator will then provide you a form to complete and return which will reserve the church for your rehearsal, wedding, and reception (if applicable).
 - 3) Premarital counseling is required of all couples wishing to be married at St. Luke's Church. Upon recommendation of the pastors, other premarital counseling resources may be required.
 - 4) Other clergy will be allowed to conduct weddings or assume any other leadership roles in weddings at St. Luke's Church with the consent of the pastor(s).
 - 5) The services of a St. Luke's Wedding Coordinator are required. Your Wedding Coordinator will assist you with your needs and questions. Please contact the hostess as soon as possible. The fee for this service is listed on the wedding fees page of this policy.
 - 6) You must make arrangements with the church organist/pianist if you desire these services. Consult the above as early as possible to determine availability. The organist/pianist will assist you in your selection of music appropriate for a Christian wedding. The Wedding Fees page details terms of right of first refusal for the organist/pianist as well as respective fees.
 - 7) The Director of Nursery Ministries must be contacted at least two weeks prior to your wedding day if you wish to have nursery services available at the church during your wedding and/or reception.
 - 8) No church furniture will be removed from the Sanctuary. The Wedding Coordinator will place altar furniture in such a way that normal movement of participants in the wedding ceremony will flow smoothly.
 - 9) If your wedding occurs during particular Christian seasons (i.e., Advent and Christmas, or Lent and Easter), the décor of the sanctuary, narthex, and exterior of the church must remain as is. Nothing will be moved or removed from the sanctuary.
 - 10) No tacks, nails, or screws will be inserted into any part of the building or woodwork. No tape is to be used.
 - 11) No tobacco products or alcoholic beverages will be used anywhere on the church premises.
 - 12) Guest will not use flash photography in the sanctuary during the wedding ceremony.

- 13) The use of rice or birdseed as the couple departs the wedding or reception is prohibited. Bubbles may be used outside the building only.
- B. Flowers:
- 1) The pastor usually wears vestments; therefore, a boutonniere need not be presented.
 - 2) Flowers, plants, or candelabra should be placed so as not to hide the altar or pulpit. Additionally, there will be no flowers allowed on the piano or organ.
 - 3) As in all church decorating, everything should be arranged to direct attention toward the altar. No flowers, greenery, or decorations are to be used on the communion rail. All floral arrangements used in the altar area are to be living or fresh cut.
 - 4) Flowers from your wedding may be placed in the altar area or in the narthex for Sunday worship. Please notify the Administrative Coordinator and the Wedding Coordinator if you choose this option.
 - 5) You are responsible for acquainting your florist with all the guidelines regarding plants and/or flowers in the church. The Wedding Hostess will be in the church two hours prior to the ceremony to accept floral delivery and/or set up.
- C. Photographer and or Videographer:
- 1) It is essential that your photographer be familiar with these guidelines.
 - 2) A wedding is a service of worship and requires reverence and respect.
 - 3) The photographer shall not use flash photography during the wedding ceremony. There will be an opportunity either before or after the service for "staged" pictures.
 - 4) Videography is allowed from certain locations in the sanctuary: at the front of the sanctuary between the choir loft and the organ, between the choir loft and the piano, and at the rear of the sanctuary near the double entry doors. "Roaming" during the ceremony is discouraged.
- D. Reception Guidelines:
- 1) The primary duty of the Wedding Coordinator is to be available to assist with any questions and/or situations that may arise; i.e., assist in locating/putting punch bowls and cups, adjusting the lighting, making sure that all doors are secured when all persons have vacated the building.
 - 2) Decorations: It is the responsibility of the wedding party to set up and take down all decorations used for the wedding reception and to dispose of those items as necessary.
 - 3) Kitchen Responsibilities:
 - a. *All dishes/utensils used must be washed and put away.*
 - b. *Stove, sinks, and counter tops must be clean.*
 - c. *Trash/garbage will be properly bagged and placed in the dumpster located at the back of the parking lot.*
 - d. *No food or beverages are to be left in the kitchen or Fellowship Hall.*

E. Wedding Fees:

Category	St. Luke's Members	Non-Members
Reservation Deposit (non-refundable)	-none-	\$300
Sanctuary (rehearsal and wedding)	-none-	\$250
Fellowship Hall and Kitchen	-none-	\$150
Nursery Service (per hour, per attendant-minimum of 2 attendants per-child protection policy and a minimum of 3 hours)	\$10	\$10
Pastor (Note: travel off-site: fee plus mileage, per diem, lodging reimbursement at current IRS rate)	\$350	\$350
Wedding Coordinator (Rehearsal and Wedding)	\$200	\$200
Rehearsal Dinner/Reception Services	\$150 each	\$150 each

F. Organist/Pianist Fees:

Category	St. Luke's Members	Non-Members
Wedding and Rehearsal**	\$250	\$250
Accompany soloist or instrumentalist	\$50	\$50
Each additional music selection	\$50	\$50

***Note: \$250 basic fee includes prelude, processional, Bride and Groom Unity Candle music [short interlude] and recessional. (Example: special music for seating of mother, special request for processional and/or recessional.)*

- G. Organist/Pianist Right of First Refusal: If a guest organist/pianist or instrumentalist(s) is requested to accompany a St. Luke's wedding in place of the regular staff organist/pianist, permission must be obtained from the regular staff organist/pianist to ensure times for rehearsal or ceremony.
- H. Nursery Services: St. Luke's Nursery Policies will be followed. A minimum of two attendants will be in the nursery. The child to attendant ratio is 5 to 1. All parents utilizing the nursery will be required to carry a nursery pager. Fees are payable directly to the nursery attendant on the day services are rendered.
- I. Janitorial Service: The church reservation deposit is due at the time the church is reserved. All other fees are due and payable two weeks prior to your wedding date and should be delivered to the church office or presented to the appropriate individual.

Category	St. Luke's Members	Non-Members
Sanctuary service	\$100	\$100
Reception service	\$100	\$100

J. Calendar of Events:

- 1) The Wedding Reservation deposit is payable immediately to secure your date on the church calendar. All non-member fees must be paid in full by the time of the first pre-marital counseling.
- 2) Two months prior to ceremony:
 - a. *Have all special sheet music to church office for organist/pianist*
- 3) Two weeks prior to ceremony:
 - a. *Deliver license to church office*
 - b. *Advise Nursery Director of number of children to expect*

- 4) One hour before ceremony:
 - a. *All decorations complete, flowers in place*
 - b. *All members of wedding party at church*
 - c. *Ushers ready to greet guests*

K. Point of Contact and Telephone Numbers:

Senior Pastor	Douglas Gestwick	Office	898-3017
Associate Pastor	Clara Gestwick	Office	898-3017
Wedding Coordinator	Lois Fuhrman	Home	898-1460
Organist/Pianist			
Nursery Director	Svetlana Mastilovic	Cell	503-0087
Janitorial Service	Contact the church office		898-3017

WEDDING COORDINATOR DUTIES

Note: Church is reserved through Administrative Coordinator, who in turn notifies the wedding coordinator.

- A. Initial contact is normally 3 – 6 months prior to wedding:
 - 1) Talk on phone to set up meeting date with bride and/or mother. Exchange phone numbers.
 - 2) Meet with bride/groom/mother(s)/mistress of ceremonies at church (usually for 1 hour)
- B. Discuss:
 - 1) Has organist been contacted?
 - 2) Number of people in wedding party
 - 3) Guest book? Location? Attendant?
 - 4) Where groomsmen and bridesmaids are to enter sanctuary
 - 5) Placement of wedding party
 - 6) Will sconces be used? If so, will need 32, AA batteries.
 - 7) If unity candle holder will be used. Who will light it? When?
 - 8) Is there a soloist? When will he/she sing?
 - 9) Is there a reader? When will he/she read and what?
 - 10) Is a microphone needed? Music stand?
 - 11) Do you plan on communion? Who will receive, couple and/or guests?
 - 12) Dressing room for brides and bridesmaids and groomsmen
 - 13) Candelabras? Who will light?
 - 14) Photographer? Videographer? Placement and restrictions.
 - 15) Florist can deliver flowers two hours prior to wedding
 - 16) Confirm day/date and time of rehearsal. (Pitfalls: traffic, getting lost, etc.)
- C. Rehearsal: Usually 1 to 1½ hours
 - 1) Arrive at least 15 minutes before rehearsal for set up
 - 2) Placement of participants
 - 3) Minister goes through ceremony procedures
 - 4) Assist with unity candle lighting by participants
 - 5) Assist with lighting of unity candle during ceremony
 - 6) Practice processional
 - 7) Practice recessional

- 8) Repeat if necessary
 - 9) Brief talk with participants concerning food, beverages in church, timetable for all to arrive the day of the wedding
 - 10) Turn off lights, sound system, and lock doors, set alarm before leaving. Total time for rehearsal is 1½ hours at the church.
- D. Wedding day:
- 1) Purchase communion bread and white grape juice if applicable
 - 2) Arrive at church 2 hours prior to wedding
 - 3) Unlock doors
 - 4) Turn on AC/heat, lights, sound system and stained glass window
 - 5) Move all chairs in bride's dressing room for dressing space
 - 6) Change altar Paraments to white
 - 7) Set out unity candle holder and/or candelabras
 - 8) Fill candles on candelabras with oil
 - 9) Select window treatment for lighting
 - 10) Remove 2 carpet pieces from in front of front pews
 - 11) Turn on sconces if they are to be used (usually 20 minutes before ceremony)
 - 12) Prepare communion if applicable
 - 13) Assist florist with placement of flowers. Make plant stands available.
 - 14) Remove kiosk and other items (baskets, tables, carts) from narthex
 - 15) Move stand for guest book into place
 - 16) Speak with photographer/videographer upon their arrival
 - 17) Pin on all corsages, boutonnieres of wedding party and special guests
 - 18) Queue music with organist, pianist, or other music accompanists
 - 19) Assist parents, grandparents down aisle with appointed escort(s)
 - 20) Line up bridal party and send them down aisle at proper time
 - 21) Stay in narthex to assist late-arriving guests or guests from congregation
 - 22) Secure wedding party valuables
- E. After wedding:
- 1) Assemble wedding party with parents, grandparents for photographs
- F. When bridal party departs:
- 1) Turn off sconces, open shuttered windows
 - 2) Replace altar Paraments with correct color for Sunday
 - 3) Put away unity candle holder, candelabras, plant stands
 - 4) Turn off stained glass window and sound system
 - 5) Return microphone and music stands to proper place
 - 6) Put oil in altar candles
 - 7) Wash communion goblets, put away; take home used linens to launder
 - 8) Return kiosk and other items to narthex
 - 9) Clean up parlor and dressing areas (Room 21 is used by the men)
 - 10) Check pews for left behind articles, replace pencils and attendance registers
 - 11) Throw away trash left behind
 - 12) Turn off all lights in sanctuary, dressing rooms

- 13) Check and lock all doors
- 14) The clean up usually takes 1 to 1 ½ hours after the wedding party has vacated the building; total time at church is about 4 hours

Funerals

- A. St. Luke's United Methodist Church has a Funeral Coordinator who will assist you with your needs and questions and give you direction based on church policies.
- B. With the assistance of the minister(s), decide what type of service is desired, select hymns, and songs to be performed, arrange for organist and/or soloist, and make any other special arrangements.
- C. The church will provide the candles to be used on the altar. White Paraments (altar cloths) are traditionally used for funerals. They will be placed by the Funeral Coordinator.
- D. The church or funeral home will assist, if needed, to secure ushers. Family members may serve as ushers if desired.
- E. Members of the family may serve as pallbearers, if desired.
- F. The funeral home will bring the deceased to the church approximately one and a half to two hours prior to the service. The family should plan to arrive 10 to 15 minutes before the service and gather in the parlor.
- G. If a printed program for the funeral service is desired, please notify the church office or the Funeral Coordinator.
- H. If you wish to leave a plant or floral arrangement for the church, please notify the church office or the Funeral Coordinator so the memorial can be published or announced.
- I. If desired, Martha's Ministry may provide a reception in the church Fellowship Hall or a meal may be provided in the home for the family, if the funeral has been officiated by one of our pastors. Please advise the Funeral Coordinator. See "*Martha's Ministry/Pastor's Form*," [Appendix D](#).
- J. There is no required compensation for funeral services. However, should you wish to do so, the following guidelines are offered:

Pastor	\$200
Organist/Pianist	\$150
Soloist	\$30
Reception Services	If the deceased is not a member of St. Luke's UMC, an Honorarium is suggested to Martha's Ministry.

- K. No tobacco products or alcoholic beverages are to be used anywhere in the church or on church property.

FUNERAL COORDINATOR DUTIES

- A. Prior to the day of the service:
 - 1) Make arrangements for the cleaning of the sanctuary and parlor for the day of the service.
 - 2) Contact the Martha's Ministry Coordinator to convey the family's wishes regarding a meal or reception (Options are listed in the *Martha's Ministry Pastor's Form*)
- B. On the day of the service:
 - 1) Turn on the lights in the sanctuary, narthex, parlor, stained glass window and sound system as required.

- 2) Change the paraments to white.
- 3) Unlock the front and side doors to the narthex and the side door to the sanctuary for the funeral directors.
- 4) Place "reserved" signs on pews as necessary.
- 5) Set out the stand for the guest book. Also, be sure the bulletins are ready to be distributed.
- 6) Be certain there are tissues in the narthex, parlor, and pew section where family will be seated.
- 7) After everyone has left, be certain to turn off all lights and the sound system and the stained glass window.
- 8) Lock all doors and put away tissue boxes.

Youth Trips

- A. In order to provide a reasonable degree of protection for the youth of the church and their chaperones during trips sponsored by the church, the following rules shall be observed:
 - 1) All youth trips must be approved by the Senior Pastor and/or Church Council.
 - 2) Written parental permission shall be required.
 - 3) Chaperone-to-youth ratio shall be no less than 1 to 7.
 - 4) Drivers of privately owned vehicles shall be 21 years of age or older.
 - 5) Youth who wish to ride with a driver of a privately owned vehicle that is under the age of 21 must have written parental permission.
 - 6) Departure and estimated return times shall be clearly defined.
 - 7) Estimated costs shall be clearly defined.
 - 8) Chaperones shall remain "on duty" until all youth have been picked up or accounted for at the end of the trip.
 - 9) A "Medical Care and Travel Release Form," [Appendix E](#) and "Youth Ministry Permission Form," [Appendix F](#) shall be used for all trips. Each youth shall furnish completed forms to the Youth Director upon attendance at the initial youth activity or as soon as possible thereafter. These forms shall remain in effect until revoked or amended by the parent(s) or legal guardian.
 - 10) All youth workers must read, sign and follow the "[Child Protection Policy](#)" found under the Staff-Parish Relations Committee.

Worship Ministry

ALTAR MINISTRY PROCEDURES

Mission: The St. Luke's Altar Ministry seeks to maintain and prepare God's house in a spirit of reverence and as an act of worship.

- A. Suggested Duties:
 - 1) Changing the paraments, as necessary.
 - 2) Refilling the Altar oil candles (semi-monthly).
 - 3) Assisting the communion stewards on the 1st Sunday of each month.
 - 4) Helping prepare the table before the 8:30 a.m. and 11 a.m. services.
 - 5) Cleaning the communion ware after the 11 a.m. service.

- 6) Helping prepare communion every Sunday for the 9:45 a.m. service and cleaning the communion ware after the service.
 - 7) Serving in the absence of the communion stewards.
 - 8) Laundering the communion linens.
 - 9) Recruiting communion assistants for the 1st Sunday of each month (8:30 a.m. & 11 a.m. services).
 - 10) Preparing and helping with communion at all major holy days with multiple services (i.e., Christmas Eve, Maundy Thursday, Easter etc.).
 - 11) Maintaining the pew racks (attendance sheets, pencils, offering envelopes & special offering envelopes)
 - 12) Assisting with seasonal decorations (i.e., Lent, Easter, All Saints Day, Advent, etc.)
 - 13) Assisting with any visual worship enhancements and special services.
- B. Coordinating Altar flowers:
- 1) Maintaining the flower sign-up sheet (bulletin board across from the work room) and assisting church members when necessary. PLEASE NOTE: Those who sign-up first will be given priority for displaying flowers in the sanctuary. If there are additional members who sign-up, then their arrangements will be placed in the NARTHEX.
 - 2) Arranging for flowers to be placed in the sanctuary when no one has signed up to do so.

SCRIPTURE READER PROCEDURES

- A. The Scripture Reader Coordinator will:
- 1) Maintain a list of 'readers', one list for each service time, and provide St. Luke's Communications Coordinator, and church office with all Scripture reader names and their email addresses.
 - 2) Send request for readers either via email or phone.
 - 3) The three readers for Sunday must be emailed to the Communications Coordinator NLT 12 PM on Friday.
 - 4) When there are three confirmed readers, an email is sent to each: thanking them for agreeing to read, informing them that a 'printed script', including the Scripture lesson(s), will be forwarded to them by email from the church office. Readers are requested to follow the 'script' as printed as it contains the biblical version of the scriptures(s) the pastors prefer.
 - a. *Anyone without email will be given a hard copy of the script which will be left in the Worship Ministry box to be picked up NLT 3 PM on Friday or they can coordinate with the Church Office for a later pick up time.*
 - 5) Each reader should have their own copy; and one copy is placed on the Lectern (by Sunday at 8:30 AM) to stay on the Lectern in case anyone forgets or loses his/her copy of the script.

USHERS PROCEDURES

- A. When to report
- 1) Arrive at least 20 minutes prior to the beginning of the service.
 - 2) Report your presence to the head usher and inquire about any unique procedures for the service.
 - 3) Get an "Usher" badge from the drawer in the sign up table on either side of the main entrance doors and wear on you lapel or pocket.

B. Greet Worshipers

- 1) Friendly, courteous, open, helpful...you are there to serve and to put worshipers at ease in this place.
- 2) Be conscious of where adequate seating is available for groups who may wish to be seated together.
- 3) Offer bulletins to each individual in the group.
- 4) Children's bulletins are usually available for regular Sunday morning services.
- 5) Large print bulletins and hymnals are available.
- 6) Hearing assisting devices are located in boxes just inside the center doors to the sanctuary.
- 7) Make parents of very young children or infants aware that St. Luke's has a professionally staffed nursery facility that is available during each service.
- 8) Greeters will be present in the narthex opposite side of the door from the hospitality center; ushers should stand close to the sanctuary entrance to avoid congestion.

C. Seating Worshipers

- 1) When the sanctuary is not crowded, worshipers may elect to find their own way to a seat of their choice.
- 2) When seats are limited, the usher is expected to know where seating is available, suggest a location to incoming worshipers and lead them to the area.
- 3) Once the service has begun...once the acolytes have proceeded down the center aisle...no one is to be admitted through the center doors until the acolytes, pastors and choir (if processing) have completely entered the sanctuary and have been seated. (It is highly inappropriate for worshipers to be walking between and among the worship team as they are processing.)

D. Seating Latecomers

- 1) Ask latecomers to wait for an appropriate time in the service to be seated.
- 2) Never seat anyone during prayers, special music or any other presentation that demands close attention.
- 3) Guide latecomers to enter via the side doors to the sanctuary to minimize "center aisle" distraction to the worship team.

E. Seating Those With Special Needs

- 1) Be especially attentive to those needing special assistance...wheelchairs, walkers, crutches, etc. Be ready to assist however needed.

F. Acolyte Tasks

- 1) At the beginning of the service an usher will ensure the acolyte's candle lighters are lit (generally just as the intro music begins) and standby to assist relighting them if they go out before the alter candles are lit.
- 2) Tell the acolytes how many offering plates they will need to pick up at the beginning of the Offertory hymn. This is generally one plate for every two ushers. So four ushers only need two plates and eight ushers will need four plates.

G. Collecting Tithes and Offerings

- 1) The head usher will explain any unusual procedure required for the collection and get ushers "lined up."
- 2) Courtesy is of utmost importance in passing the offering plates. Do not rush the process...it is part of the worship service and is conducted with dignity.

H. Counting Attendees

- 1) The head usher may ask you to count the number of attendees in one or more sections of the sanctuary. This is to document attendance at each service. The totals for each service are recorded in the notebook located in the narthex by the usher name tags. After the last service of the day, the head usher will total the attendance numbers for all services.

I. Immediately Following Service

- 1) As assigned by the head usher, quickly look around the seats in your area of the sanctuary to find any items left by worshipers. Retrieve and send to the church office.
- 2) Pick up stray papers, bulletins, pencils, and pew pads to make the area neat and presentable for the next service.
- 3) The Hymnals are to be placed with front cover facing out; the soft bound hymnals placed behind the hard bound hymnals.
- 4) Place pew pads on seat nearest the center aisle so the next worshipers may locate them easily.
- 5) Ushers at the last service for the day are to:
 - a. *Tear off the attendance sheets from the pew pads and give them to the head usher to place in the work room before leaving for the day/evening.*
 - b. *Turn off sound system and lights behind stained glass panel.*
 - c. *Turn off lights in sanctuary.*
 - d. *Clean up all excess bulletins and other papers and drop them in the recycle bins located in the work room.*

J. Communion

- 1) Communion requires six ushers normally, but can be done with four if necessary.
- 2) The choir is the first group to be served if in the loft.
- 3) The center sections are then directed to go forward beginning at the front of the church and progressing to the rear pews before repeating the procedure in the side sections of pews.
- 4) If service is at the rail, about 12 people can be served at a time...if service is by intinction, invite only enough participants to maintain a steady pace through the process without "cramming" the aisle.
- 5) Traffic flow is down the center aisle for center pews and return by extreme outer aisles to the back and file back into pews by the nearest aisle.
- 6) Traffic flow for side section pews is down the side aisles and return via the extreme outer aisles.
- 7) The ushers will receive communion by joining the line after they have finished with their assigned section.
- 8) Individuals who remain seated are to be asked if they wish to take communion at their seat. When the usher for the side section receives communion, they will alert the minister and request they follow the usher to the row where the individual is seated.

K. Emergencies

- 1) Ushers are expected to maintain calm and order while expediting appropriate action under the leadership of the head usher and should know the location of:
 - a. *All fire exits and extinguishers*
 - b. *All first aid kits; the AED is available at the T-junction*
 - c. *The nearest telephone; a tow line phone is available in the parlor closet*

- L. When an individual is in need of assistance
 - 1) The head usher will assure 911 is called.
 - 2) Minister-in-charge is advised and solicits medical assistance from attendees if appropriate.
 - 3) One usher will maintain order in area of need.
 - 4) One usher will assist the "need" of family members.
 - 5) A minimum of four ushers is required to manage an emergency situation.
 - 6) When (time) an emergency occurs can effect what additional needs must be met, e.g., ushers may be required to direct traffic out certain doors. Recently an emergency occurred prior to Children's Time and the children were dismissed and directed to a door opposite from where the emergency was located.
 - 7) At least one usher is to be in the narthex during the service to respond to any emergency. Other ushers may be called upon to respond to any need wherever they may be seated.
 - 8) Head ushers should assign specific responsibilities in advance of each service to ensure all needs are appropriately met.

Finance Committee

FINANCE COMMITTEE OVERVIEW

The primary responsibilities of the Finance Committee (FC) are to develop the annual financial plan, manage and report on the overall financial program of the church on a continuous basis, and lead St. Luke's United Methodist Church (SLUMC) in ensuring that the collection, accounting, disbursement, and reporting of funds in support of the missions and ministry of our church are done in a responsible and open manner.

The Book of Discipline of the United Methodist Church 2008, 259.4, calls for the establishment of a Committee on Finance in the local church and sets forth the membership and overarching procedures for the Committee's function. If there are any disagreements between the SLUMC policies and procedures contained herein and the Discipline, the Discipline shall be the final authority.

- A. Functional Organization/Distribution of Financial Responsibilities – St. Luke's UMC financial management is divided among paid staff and volunteers in order to maintain appropriate oversight of financial activity in the church. The following committees and/or positions are paramount to maintaining adequate control and segregation of duties to ensure good stewardship of church financial resources:
 - 1) Church Council – The Church Council is responsible for establishing policy and oversight of church operations. The Church Council answers to the congregation and denominational authority. It is important that this body be informed and actively involved in establishing policy and oversight of financial practices. The FC reports to the Church Council in its responsibilities for the detailed oversight of church finances.
 - 2) Finance Committee – The Finance Committee consists of the following members: The Senior Pastor, Associate Pastor, Chair of Church Council, Chair of Finance, a Lay Leader representative, a representative from the Staff-Parish Relations Committee, a representative from the Board of Trustees, the Business Manager (formerly volunteer Treasurer and Assistant Treasurer when designated), and the Financial Secretary.
 - 3) Finance Chair – The Chair of Finance coordinates activities of the Finance Committee, reports monthly to the Church Council, and acts as a church liaison in District or Conference activities. The Chair is nominated yearly by the Nominations & Personnel Committee and approved by the Charge Conference. The normal term of the Chair is

three years, but shorter or longer terms may be appropriate with the concurrence of Nominations & Personnel and the Charge Conference. It is specifically noted that this position is not a "for life" appointment, and terms exceeding 5 years are especially discouraged.

- 4) Finance Vice Chair – A Vice Chair may be named by approval of the Finance Committee membership to be responsible for taking minutes of each meeting and providing other support to the Chair and Committee as appropriate. Although not required, the assumption of the role of Chair after serving as Vice Chair is an important means for training and continuity in this important leadership position. This process of the Vice Chair becoming the Chair will flow through the normal Nominations & Personnel/Charge Conference process for formal nomination and approval.
 - 5) Business Manager – The Business Manager, now a paid staff member, was formerly a volunteer Treasurer. The Business Manager is responsible for paying the bills, keeping supporting records, maintaining and reconciling the check register, preparing the monthly financial report, and presenting this report each month to the FC and to the Church Council. The Business Manager maintains the accounting and banking records for the Finance Committee.
 - 6) Financial Secretary – The Financial Secretary is responsible for recording funds received as offerings and other gifts to the church, supervising the volunteer Counters, and maintaining and distributing congregational statements of giving.
 - 7) Counters – Counters are a group of trusted individuals who volunteer to count, record, and deposit collections on Sundays during each worship service. Counters must be members who have established reputations for honesty and integrity. The counters will be expected not only to handle money but also to maintain confidentiality concerning individual giving. New Counters are recommended to the FC by the Financial Secretary for approval by Church Council. A minimum of two counters are required to handle each Sunday's offerings.
 - 8) Approval Authorities – These are individuals who, by their leadership position in various SLUMC ministries, are authorized to expend church funds for their programs. These individuals approve bills for payment via the voucher process, and they have authority over budget line-items. Approval Authorities are reviewed periodically and approved by the Church Council.
- B. Principal Duties of the Finance Committee – The principal duties of the FC are to:
- 1) Recommend financial policies for the church to the Church Council.
 - 2) Maintain effective oversight of all church financial operations.
 - 3) Periodically review financial reports giving attention to completeness, compliance with budget, and potential opportunities or difficulties reflected in the reports.
 - 4) In concert with the Staff-Parish Relations Committee (SPRC), identify, interview and recommend persons to be hired as the church Business Manger if the position becomes vacant.
 - 5) Designate individuals with authority to spend church funds and define limits for each authority.
 - 6) Initiate and orchestrate a budget development process.
 - 7) Ensure that annual reviews or audits are conducted, and then review the results and direct appropriate changes to rectify any identified deficiencies.
 - 8) Assist the Church Council in maintaining effective financial policy and overseeing compliance.
 - 9) Train volunteers working in the financial ministry.
 - 10) Have bank statements reconciled monthly by someone other than the Business Manager.
 - 11) Maintain a slate of trained counters and establish a rotating schedule for counting duty.

- 12) Have backup volunteers trained in the event of illness or other absence of principal volunteer counter.
 - 13) Review controls to ensure the safety of funds and confidence of congregation.
 - 14) Provide assistance to ministry area leaders during budget development process.
 - 15) Manage transactions involving investment accounts with financial service or brokerage companies. Chair and Vice Chair of the finance committee and the Chair of the Trustees shall be authorized to conduct these transactions after approval of the Finance Committee.
- C. Reporting – The FC reports to the Church Council, and the Chair and Business Manager will provide a report to each Church Council meeting. Such reports will contain sufficient detail to ensure full and open communication of the status of the church's finances and any issues or concerns that the FC has.
- D. Budgeting – The Finance Committee will compile the next year's budget each year, review it, and present it to Church Council for review, revision, if needed, and final approval. The Finance Committee does NOT make changes in budget line items, but can note any areas of concern when presenting the budget to Church Council.

GENERAL GUIDELINES

The following are general guidelines describing certain practices, policies and procedures for SLUMC.

- A. It is the policy of St. Luke's to maintain all funds in the general church treasury as established by the Finance Committee with the following exceptions:
- 1) The United Methodist Women are allowed by The Book of Discipline to maintain their funds in a separate account.
 - 2) Any organization in the church, such as adult Sunday school classes, Appalachia Service Project (ASP), Methodist Men, etc., are allowed to keep a petty cash fund not to exceed \$50.00 for incidental use.
 - 3) Other special cases, e.g., proceeds from a parsonage sale or other unique events where the funds are segregated for a future, designated purpose.
 - 4) All other funds collected or donated shall be deposited in the general church treasury on a regular basis. The Business Manager will maintain a separate accounting of each group's balance on the monthly Financial Report. A check for any funds in the account will be written on receipt of a properly executed voucher signed by the group's president or treasurer.
- B. No financial appeal is to be made by any class, organization, or group within St. Luke's for support of any project without the recommendation of the Church Council.
- 1) This policy specifically excludes appeals from the Virginia Conference.
 - 2) No special appeals for subscriptions to church periodicals, other than the Virginia Advocate and the Interpreter, will be permitted without approval of the Church Council.

BUSINESS MANAGER ROLE AND RESPONSIBILITIES

In 2008 SLUMC made a decision to hire a Business Manager rather than continue with volunteer Treasurers. This was motivated primarily by the increasingly complex and time consuming demands of a church with a budget over \$1M annually.

- A. Position Objective: The Business Manager will develop, implement, and execute financial accounting functions, payroll preparation, employee benefits, and other fiscal matters for a large church with an annual budget of approximately \$1,000,000.

B. Position Responsibilities:

- 1) Establish and execute an accounting system to track church financial transactions, monitor investments and reserves, maintain the general ledger, report cash flow, help compile the annual budget, and generate required reports.
- 2) Prepare financial reports/vouchers for the Finance Committee, Church Council, Annual Charge Conference, Peninsula District and Virginia Conference Apportionments as needed.
- 3) Reconcile checkbooks, prepare checks for authorized church signatories, and perform church banking services as required.
- 4) Validate vouchers submitted for payment, including proper signatures, accounting lines, and supporting receipts.
- 5) Support Endowment Committee financial activities and initiatives as requested.
- 6) Attend meetings of Finance Committee, Church Council, Endowment Committee, Audit Committee, District Stewards, and Building Program Finance Committee.
- 7) Prepare for and support as requested the Annual Audit of church finances.
- 8) Recommend to the Finance Committee any internal controls needed to assure the fiscal integrity of church finances, and monitor compliance with approved controls.
- 9) Perform such other duties as may be needed to fulfill these responsibilities.

C. Qualifications:

- 1) BS/BA in Finance/Accounting/Business Management with three years experience, or a HS diploma and 10 years directly relevant experience in finance/accounting.
- 2) Excellent understanding of and experience working with accounting software systems. Prior experience with "Church Windows" a definite plus.
- 3) Experience working in a church or other faith-related setting is highly desirable.
- 4) Position Classification: This is a salaried position with pension benefits, requiring a minimum of 20 hours per week.
- 5) Supervision and Accountability: As a member of the SLUMC paid staff, the Business Manager is supervised by the Senior Pastor, is accountable to the Staff-Parish Relations Committee as an employee, and works very closely and directly with the FC, which may periodically request other specific tasks in support of church finances.

BONDING

The Business Manager and any other persons who handle church funds are to be bonded either by the Virginia Conference for an amount determined by the Virginia Conference, or through bond insurance purchased from a local insurance carrier to be named by the Trustees. The level of private insurance bonding is to be consistent with Conference guidance.

SIGNATURE CARDS/AUTHORIZED CHECK SIGNERS

- A. The Chair of Finance Committee, the Business Manager, and the Administrative Coordinator (AC) are authorized to *write* church checks based on properly executed vouchers.
- B. The Financial Secretary, the Chair of the Finance Committee, the Chair of the Church Council and those persons specifically designated by the Finance Committee and approved by the Church Council will be authorized to *sign* church checks. Only one signature is required on each church check. Some accounts, such as the Virginia Conference Credit Union, require two signatures.
- C. The FC will review the signature cards at the beginning of each year to add or delete signatures as appropriate to reflect specific persons in the designated offices with signature authority.

- D. The Business Manager is specifically excluded from those who may be authorized to sign checks.
- E. Transactions involving investment accounts with financial service or brokerage companies shall be conducted by the Finance Chair, and/or the Finance Vice-Chair, and/or the Chair of the Trustees. These persons shall have access to the investment accounts via online usernames and passwords. They shall conduct transactions solely as directed by the FC.

INVESTMENT STRATEGY

- A. The Finance Committee will review all financial holdings during the first quarter of each new year and either affirm the current investment strategy, or establish a new investment plan for the remainder of the year. Such plan will carry over into the first quarter of the succeeding year when it will again be formally reviewed and evaluated.
- B. All investments, including their financial performance, shall be reviewed prior to any investment maturing, or at a minimum of quarterly.

BUDGETING PROCESS

- A. The FC is responsible for assembling the annual budget each year. The FC will issue a call for budget line item inputs in August of each year. The call will be to all committee chairpersons along with a budget worksheet template to be filled in and returned to the FC Chair or his designee.
- B. The budget inputs will be completed by committee chairs, and explanatory comments are to accompany requests for new askings or significant changes in expenditures. Where possible, a zero-based budgeting concept should be used rather than simply using the current year budget. Zero-based budgeting starts from zero and estimates costs as if there was no previous activity in each line-item/ministry area. This allows for a reexamination of current programs as we consider future programs. Budgets which simply add some percent increase to existing line items may inhibit opportunities for new programs.
- C. While zero-based budgeting is encouraged, budget requests should also consider current year expenditure's to date, the prior years' experience, and anticipated needs for the year ahead. Existing line items, when not approached from a zero-based budgeting concept, tend to get overlooked and budgeted without consideration of actual need. It is good stewardship to actually consider needs for each dollar requested for programs and ministries.
- D. All salaries and personnel related budget items are submitted by the Staff-Parish Relations Committee (SPRC), although some of these line items occur within the ministry area/committee line items. SPRC shall combine all non-pastoral salaries into a single budget line item for presentation to the FC and Church Council.
- E. All other budget items are submitted by the responsible ministry area leaders as defined in the budget template.
- F. The budget will then be compiled by the FC along with a spreadsheet analysis which includes the prior year approved budget and the % increase/decrease for the upcoming year.
- G. The FC will review the draft budget in September, develop a list of any items or concerns that are determined in the review discussion, and vote/approve via consensus any recommendations it feels need to be made to the Church Council. The FC shall NOT unilaterally revise any budget line item prior to submittal to Church Council for review.
- H. The Church Council will usually review the budget at its September meeting and request any revisions it feels are necessary for the final budget. If such Church Council revisions are required, the FC will request those revisions from the appropriate committee chair(s), and recompile the budget. FC will review the revised budget in October, again vote/agree on any

recommendations, and present the budget and recommendations to the Church Council for review, discussion, and approval.

- I. The budget as approved by the Church Council will receive its final approval at the Charge Conference which normally occurs in late October-November of each year.
- J. After adoption of the annual budget and all additional appropriations by the Charge Conference, the Council must approve any changes needed as the new budget year proceeds.
- K. It is the policy of SLUMC that it is not necessary for the Stewardship Campaign (*see Stewardship Campaign section*) to result in financial commitments which fully underwrite the budget total. As members of God's church, we acknowledge that faith is an essential element in our financial lives, and that coupled with sound financial planning and management, any financial shortfalls will be properly dealt with and resolved.

STEWARDSHIP CAMPAIGN

- A. A Stewardship Campaign is an essential part of the program of St. Luke's. Its purpose is to provide a focused program of giving to the congregation in order to allow each member to prayerfully consider their individual commitments to the mission of the church for the coming calendar year.
- B. A Stewardship Chairperson shall be designated annually by the Nominations & Personnel Committee, and that Chair should plan and conduct a stewardship campaign each year. Timing of the campaign shall be in concert with the annual budget planning cycle (*see Budget Process section*), and should be conducted and concluded prior to the annual Charge Conference held in the Fall of each year.
- C. As pledge cards are returned during the campaign, the Financial Secretary records the pledges and provides the Stewardship and Finance Committees with periodic updates. Pledge cards may also be received throughout the year when new members join, and these new pledges are to be submitted to the Financial Secretary for proper recording of the additional giving amounts and to establish the giving statements.

PETTY CASH

- A. A Petty Cash Fund shall be maintained and dispensed by the Administrative Coordinator.
- B. The Finance Committee shall determine the amount of the fund and the monies shall be kept in the church safe.
- C. A petty cash report shall be made by the Business Manager on a monthly basis to allow the FC to review the transactions and set the available petty cash on hand amount for the coming month.
- D. As with any other expense, anyone requesting reimbursement will submit a receipt with his/her signature and the account code to be charged.
- E. Reimbursement requests should be submitted in the month the receipts occur if possible. The AC will submit a voucher requesting reimbursement as needed, listing all accounts to be charged along with their amounts.

CREDIT CARDS

- A. Individual Credit Cards will be secured from a financial institution recommended by the Finance Committee and approved by the Church Council. Credit card holders shall correspond to designated staff positions or to leadership offices within the church.

- B. The credit cards are to be used only for purchases related to the mission of the church, and, under no circumstances are they to be used for personal use. No exception to the ban on personal use shall be permitted.
- 1) Each credit card holder shall promptly provide receipts for every purchase to the Administrative Coordinator.
 - 2) The cardholder is responsible for writing on the face of the receipt the St. Luke's budget account code that the purchase is to be charged against.
 - 3) If the purchase is for a ministry area, the cardholder will make a copy of the receipt after the Budget line item has been recorded on the receipt and put in the ministry areas mailbox
 - 4) The AC has the responsibility of reconciling the credit card statement, providing the cardholder with a voucher, listing the total amount to be charged to each St. Luke's UMC Budget line item number.
 - 5) The only signature required on the voucher that is submitted to the Business Manager authorizing payment is that of the cardholder.
 - 6) Credit charges for meals must include the date, participants, and the purpose of the meeting/discussion.
- C. The following are authorized credit card holders:
- 1) Senior Pastor
 - 2) Associate Pastor
 - 3) Director of Discipleship Ministries
 - 4) Youth Director
 - 5) Trustee Chair
 - 6) St. Luke's Preschool Director
 - 7) Communications Coordinator
 - 8) Limits on individual credit cards will be determined and periodically reviewed by the Finance Committee.

TRAVEL

- A. Travel conducted by the church staff, including the Pastor(s), shall be at the discretion of the Senior Pastor as long as such travel is within approved budget line items for the current year. If travel expenses will exceed current budgeted line items, the travel plan shall be communicated to the Finance Committee to allow determination of an appropriate funding source.
- B. Travel situations involving air travel or an unusual amount of travel cost (duration, destination, or number of staff members travelling), should be communicated to the Finance Committee Chair and Business Manger as a financial courtesy.

AUTHORIZATION OF EXPENDITURES/VOUCHERS

- A. A voucher shall be required for all payment requests. See [Appendix G](#), "St. Luke's Voucher Form".
- B. Each voucher shall be PRINTED for legibility [except for signature(s)], written/filled out in ink, and include:
- 1) Date
 - 2) Account name(s)
 - 3) Code(s)
 - 4) Amount for each code

- 5) To whom paid
- 6) Authorization signature(s)
- 7) Each voucher shall have a copy of the invoice or sales slip attached. If the invoice needs to be mailed with the check, an extra copy is to be included with the voucher.
- 8) If there is no invoice available, the individual requesting the payment shall prepare and attach a statement indicating the reason for the requested expenditure and sign and date the statement as a record of the expenditure.
- 9) If the check is to be mailed, a stamped, addressed envelope is to be included with the voucher. Postage may be obtained from the Church office.
- 10) Vouchers shall be placed in the Business Manager's box (labeled "Vouchers"). Checks for vouchers submitted through Thursday will be available in the office on Sunday morning for signature.
- 11) If there is a difference between the amount of the invoice and the amount on the voucher, an explanation of the difference shall be included on the voucher.
- 12) A voucher must be signed by an authorized person other than the person to whom the check is written. See, [Appendix H](#), "Voucher Signature Authority Sheet."
- 13) In an emergency (quick turnaround for the check), contact the Business Manager to have a check written. It will be the requestor's responsibility to have the check signed.

DISBURSEMENT PROCEDURES

- A. The Church Business Manager shall be authorized to pay all received bills upon the receipt of a properly executed and signed voucher (see *Authorization of Expenditures/Vouchers section*) with accompanying documentation.
- B. Where documentation (receipts, etc.) is not necessary, email vouchers will be accepted as authorization for payment as long as the same information required on a voucher form is provided. The Business Manager will print out the email request and use it as the voucher.
- C. The Business Manager will prepare the checks, and along with the voucher, submit the check for signature to one of the authorized check signers. Once the check is signed, the voucher will be filed with the supporting receipts. Such files shall be retained for three years and/or until such time as the audit for the year is completed and accepted by the FC and Church Council.
- D. The Church Council is responsible for reviewing the financial report each month, and their acceptance of the financial report constitutes the approval of any disbursements.

PAYROLL ADMINISTRATION

- A. Given the membership of St. Luke's (>1700), and the size of the paid staff, it is the policy of SLUMC to purchase payroll administration services from a payroll vendor rather than have a church volunteer provide this service. Experience to date with payroll services vendors has proven that purchasing this service is the most efficient and consistent method for payroll administration. This is particularly relevant to end of year tax statements.
- B. The Finance Committee shall reaffirm the selected vendor periodically, based on feedback from the Pastor(s), staff, and the Business Manager. A change in the payroll administration vendor may be made by a simple majority vote of the Finance Committee with notification to Church Council.

COUNTER PROCEDURES

- A. The offering on Sunday morning shall be counted by two (2) people who are unrelated, recommended by the Finance Committee, and approved by the Church Council. There shall be a minimum of six (6) approved counters.

- B. Detailed procedures for the counters are found in [Appendix I](#), "Counter Procedures."

FINANCIAL REPORTING

- A. Business Manager to the FC and Church Council - The Business Manager shall prepare a comprehensive monthly report covering monetary receipts, financial transactions across all budget accounts, and balances in savings and/or investment accounts. The report will be presented by the Business Manager to the FC and to the Church Council. The Business Manager is expected to be present at these meetings to present the report and answer questions regarding the information provided.
- B. Financial Reporting to the Charge Conference - Financial information/forms required by the Conference are to be presented to the Charge Conference. Such information includes the latest monthly financial report and the budget approved by the Church Council for the coming year. The FC Chair will normally present these items to the Charge Conference for review and approval.
- C. Financial Reporting to the United Methodist Virginia Conference - SLUMC is required to make an annual financial report to the Conference by each January 31 of each new year. The details of this report are used to establish apportionments for the new year. This report is divided into two major sections which are entitled "Table I" and "Table II."
- 1) Table I presents membership information for the church. The Administrative Coordinator prepares this data.
 - 2) Table II reports financial activity by the local church for the preceding year. The Virginia Conference determines annual apportionments from the information on Table II. The apportionment assessment is based on expenses, less amounts spent on new buildings or building improvements, less amounts paid on (apportionments and) benevolences, in much the same way income tax is figured on "adjusted gross income" on a tax return. *It is important to report all moneys paid directly to agencies for missions efforts here. This includes expenditures from the missions budget as well as special offerings for benevolent purposes.*
 - 3) As per the Discipline, the Senior Pastor is responsible for ensuring the accuracy of information reported to the Conference and Denomination.

FINANCIAL RECORDS PRESERVATION

The FC strongly recommends that all financial records be safeguarded, archived, and protected through a process of automatic electronic archiving with the information saved electronically off-site. Such archiving shall, at a minimum include "Church Windows" information and LOGOS accounting software data. FC defers to the Communications Ministry to determine the method and details of the archiving. FC will request an annual communication on the details of this archiving process.

AUDIT

- A. The Discipline, Paragraph 258(d), requires that the local church conduct an annual audit of all financial records. The Conference also provides a document to guide the process: *The Local Church Audit Guide*.
- B. The objective of the annual financial audit is to [1] confirm compliance with internal controls and/or suggest improvements, and [2] ensure that disbursements have been made as expected and in concert with the annual budget. When an audit note suggests a control modification, it shall be given immediate consideration by the Finance Committee. These procedures provide assurance for minimal possibility of malfeasance.

- C. Annual Audit - The Finance Committee shall make provision for an annual audit of the financial records of the local church. The FC shall make a determination of the use of internal volunteers or the engagement of an outside auditor who will be paid a fee for audit services. This determination and initiation of the audit shall occur no later than the second quarter of each year. The appointed Audit Committee, or the outside Auditor, shall conduct its audit in accordance with the excepted standards of the Peninsula District as well as the United Methodist Church, and will report its findings to the Finance Committee and Church Council before the year-end Charge Conference. The final adoption of the audit report is by the year-end Charge Conference.
- D. If the FC determines that the use of internal volunteers is appropriate, the Audit Committee shall be comprised of any of the following:
- 1) One Member from the previous year's audit committee
 - 2) Any past Treasurer (no current financial role)
 - 3) Up to three new members with at least two not being members of the Finance Committee

Board of Trustees

- A. Board of Trustees shall elect from their membership a chairperson, vice chairperson and secretary within 30 days of the New Year. These positions will be reported to the Church Council.
- B. Board of Trustees shall have the supervision, oversight, and maintenance of all real property, including parsonages, and equipment owned or rented by the church.
- C. They may establish Committee(s) as they deem necessary and advising Church Council those committees shall report directly to the Board of Trustees.
- D. In accordance with the Book of Discipline of the United Methodist Church 2008, 2531 a majority of the members of the Board of Trustees shall constitute a quorum.
- E. St. Luke's will make reasonable efforts to provide facilities for use by outside organizations, however permission can be granted only when such use is consistent with the Book of Discipline of the United Methodist 2008 Social Principles, 160-166; and ecumenical objectives. In keeping with current processes, the Administrative Coordinator (AC) normally "screens" requests for use of the St. Luke's UMC building. If the AC has a question regarding a request, she will notify the Trustees or the Pastor(s) of a request that may be questionable. As necessary, use of the church's facilities will be reviewed by the Board of Trustees in accordance with The Book of Discipline of the United Methodist Church 2008, 2532.1 and .3, the Trustees will ensure that use of this facility is restricted to non-profit activities and that any fund-raising activity requires Church Council approval, and the Trustees will provide the Pastor(s) with their decision.
- 1) Final approval for the use of the church's facilities will be at the discretion of the Pastor(s). The Pastor may defer the final decision to the St. Luke's Church Council, if he/she so desires.
 - 2) Trustees will inform the Church Council of any requests for facility use in order to keep the church membership informed.
 - 3) All church organizations must reserve the use of the church facilities through the AC.
- F. The use of tobacco products anywhere on the church premises is prohibited and "No Smoking" signs shall be posted as required.
- G. Church furnishings are for use at the church. (Only folding tables, chairs, van and trailer may be loaned.) The Senior Pastor may use discretion in handling any requests for exceptions to this policy.

- H. Trustees will establish a Furnishing Committee to oversee the acquisition and removal of any furnishings and equipment. All gifts of equipment or furnishings shall be coordinated through the Furnishings Committee.
- I. The staff office doors shall be locked every night and opened during normal office hours.
- J. All outside sanctuary doors should remain locked during the daytime.
- K. No food or drink shall be served or consumed in the sanctuary or narthex, except as part of a communion service.
- L. Any person or group wishing to paint the walls of a room must receive permission from the Board of Trustees.
- M. The Board of Trustees shall:
 - 1) Oversee all gifts pertaining to grounds, supervising placement and acceptance.
 - 2) Take an Annual Inventory of church furnishings, equipment and computers.
 - 3) Establish and update the following policies and/or guidelines:
 - a. *Policy for kitchen guidelines*
 - b. *Facilities use guidelines*
 - c. *Van use policy*
 - d. *Permanent/temporary sign policy*
 - e. *Computer equipment use guidelines*
 - f. *Church bus policy*
 - g. *Church bus pre-trip inspection checklist*
 - h. *Off-site storage policy*
 - i. *Church trailer policy*
 - j. *Capital campaign donation recognition policy*
 - 4) **Note:** All the above policies and guidelines must be approved by the Church Council or Charge Conference.
 - 5) Perform other duties and functions required by the Book of Discipline, the Conference, the District, the Church Charge Conference and the Church Council.

CHURCH VAN

- A. Purpose: To provide general guidelines for the operation and care of the van to be used for transportation of St. Luke's United Methodist Church organizations.
 - 1) The Van is intended for the benefit of St. Luke's affiliated and associated organizations. Any other groups must submit a request through the Board of Trustees (BoT) to the Council for approval. In the interest of expediency, the Church Council may give the BoT authority to make this decision.
 - 2) The Trustees will provide insurance coverage for van and occupants.
 - 3) Van drivers must be 25 years old or older.
 - 4) Each church organization should have their members provide the following to the AC to become approved drivers of the van.
 - a. *Their driver's license to be copied.*
 - b. *Information concerning any tickets or accidents they have had during the past three years.*
 - c. *For other churches or religious organizations, a list of drivers must be furnished to the Church AC.*
 - 5) It is recommended for economy, that a minimum of four passengers (including the driver) be traveling before the Van is utilized for any trips.

- B. Van Keys:
- 1) One key will be kept with the Van Request Book. Van driver will be issued one key that is to be returned upon completion of a trip. (The other key will be kept with the Van Request Book.)
 - 2) One key to the Trustee Liaison.
- C. This policy will be reviewed annually with the AC, drivers, and Trustee Liaison to improve the effectiveness. A copy of this Van Policy will be in the Van Log Book.
- D. Final arbitration authority is the Church Council.
- E. A special parking space in the church parking lot will be marked for the Van.
- F. Responsibilities for the Van:
- 1) The Administrative Coordinator will:
 - a. *Maintain all Van requests in the church office.*
 - b. *Keep the list of approved drivers, with copies of driver's licenses.*
 - c. *Make sure that the names of all occupants going on the trip are recorded.*
 - d. *Report to the Trustee Liaison all maintenance problems or accidents.*
 - e. *Provide all van drivers and group leaders with a copy of the van policy for their review, and*
 - f. *Issue the van key.*
 - 2) The Trustees Liaison or a BoT officer in that individual's absence will:
 - a. *Assure the vehicle receives regular routine maintenance and service as well as schedule and arrange for correction of any service problems.*
 - b. *Audit the Van Log and Records on a quarterly basis to assure routine and/or corrective maintenance is conducted on a proper schedule.*
 - 3) Van Drivers will:
 - a. *Be responsible, in all respects, for the safety of the vehicle and its passengers and have ultimate authority to cancel or modify use of the vehicle for safety reasons without question by the group or group leader, while in route. In the event of any question about safety contact the Trustee Liaison.*
 - b. *Contact the Trustee Liaison if they have any concerns about the trip.*
 - c. *Identify self, group and group leader in the Van Log Book that is kept in the vehicle while in use. The Van Log Book along with the key is to be given to the AC when the van is returned.*
 - d. *Record odometer reading prior to departure and upon return to church in the Van log Book.*
 - e. *Write in the Van Log Book, in reasonable detail, any accidents, or damage to the van or other problems incurred in the operating of the van. Report this to the AC and the Trustee Liaison.*
 - f. *Be responsible for completely filling up the fuel tank on the return of the van. Check other fluids prior to leaving with the vehicle and upon returning the van to the church. Reimbursement for fuel should be obtained from the group leader.*
 - g. *Park where you don't have to back up when possible.*
 - h. *Ensure all passengers abide by the Passenger rules.*
 - i. *Determine if weather conditions prior to departure would prohibit the safe use of the van.*
 - j. *Act as the arbitrator when there is a conflict of use that cannot be resolved between the group leaders. If resolution through the Board of Trustees is unacceptable, the matter may be carried to the Council.*

- 4) The Group Leader will:
- a. *Be responsible for the group using the vehicle and assuring that the rated passenger capacity (14 people) for the vehicle is not exceeded.*
 - b. *Submit request for use of the van to the AC to ensure clarity of destination and purpose. (The van is scheduled on a "first come, first served basis" so schedule as soon as you know you will need the van. The AC will advise of availability or conflict.)*
 - c. *Submit the names of all occupants to the AC prior to departure.*
 - d. *Obtain funds for gas, etc., prior to departure. (The using organization will pay for the gas and other incidental expenditures.)*
 - e. *Be responsible for the physical cleanliness of the vehicle inside and out prior to it being returned to church.*
 - f. *Be the one to negotiate with the leader of a conflicting group to acquire rights to use the vehicle. (Both leaders must advise the AC of the resulting agreement on the Van Request Form. When the conflict of use cannot be mutually resolved between the group leaders, the matter should be presented to the Trustee Liaison for resolution. If the Trustee Liaison's resolution is unacceptable, the matter may be carried to the Council.*
 - g. *Make certain that passengers under the age of four years are placed in a safely secured car seat approved by the State of Virginia. (Parents must provide the required car seat(s) for their children and no child car seat may be placed in the front seat of the van)*
- 5) Passengers will:
- a. *Assure cleanliness and physical care for the Van by assisting in the cleanup and servicing, as required, prior to returning the vehicle to the church for further use.*
 - b. *Keep seat belts fastened while the vehicle is moving.*
 - c. *Not use or transport any tobacco products, alcoholic beverages, or illegal drugs in the van or on the trip.*
 - d. *Not distract the driver.*

CHURCH BUS

- A. Purpose: This policy provides general guidelines for the operation and care of the 25 passenger bus used to transport St. Luke's United Methodist Church organizations.
- B. The bus is intended for the benefit and support of all St. Luke's affiliated and associated organizations. Any request for use beyond St. Luke's Board of Trustees (BoT) must be submitted to, and approved by, the St. Luke's Trustees.
- C. Bus drivers must possess a valid commercial driver's license (CDL) with a P endorsement. Each St. Luke's organization wishing to use the bus should have a number of qualified drivers in order to maximize their opportunity to use the bus. As drivers become qualified they should provide their information (CDL number, expiration date, etc.) to the Administrative Coordinator who will record it in the Bus Book.
- D. It is recommended St. Luke's organizations consider the size of their group before requesting the bus. Due to the price of gasoline it may be more economical to use the SLUMC 15 passenger van. Normally, 10 people are considered the minimum needed to use the bus.
- E. This policy will be reviewed annually with the AC, bus drivers, and the BoTs to improve its effectiveness and increase the use of this vehicle.
- F. Copies of this Bus Policy will be kept in the Bus Log, kept in the bus for reference by the driver and group leaders, and the Bus Book, maintained in the church office by the AC.

- G. Final arbitration authority of disputes concerning the use of the bus will be the Church Council.
- H. A special parking space is marked for the bus in the back of the church.
- I. Duties and Responsibilities:
- 1) Administrative Coordinator will:
 - a. *Maintain all bus requests in the Bus Book maintained in the church office.*
 - b. *Maintain a schedule of operations.*
 - c. *Maintain the list of qualified drivers, with photo copies of their CDLs, in the Bus Book.*
 - d. *Ensure the names of all passengers on each trip are recorded.*
 - e. *Report all maintenance problems or accidents to the Trustee Liaison. Maintenance items must be entered in the Bus Log, kept in the bus.*
 - f. *Ensure all using group leaders receive a copy of this Bus Policy for their review.*
 - g. *Issue the bus keys only for approved trips and to drivers holding a valid CDL.*
 - 2) The Trustee Liaison or BoT officer will:
 - a. *Ensure the bus is maintained according to factory specifications as well as schedule and arrange for correction of any special maintenance problems.*
 - b. *Audit the Bus Log on a quarterly basis to ensure routine and/or corrective maintenance is properly recorder and completed.*
 - c. *Determine when weather conditions (ice/snow, hurricanes, etc.) would prohibit the safe use of the bus (prior to departure) and notify the respective group leader of the same.*
 - d. *Act as the arbitrator when conflicts cannot be resolved between St. Luke's group leaders. If the BoT resolution is unacceptable, the matter may be forwarded to the St. Luke's Church Council.*
 - 3) Bus Drivers will:
 - a. *Contact the Trustee Liaison for any concerns about a trip. If the Trustee Liaison is unavailable, contact the AC.*
 - b. *Conduct a pre-trip inspection in accordance with the "Bus Inspection Checklist", [Appendix J](#) in the Bus Log. The checklist and Bus Log are to remain with the bus at all times.*
 - c. *While en route be responsible, in all respects, for the safety of the vehicle and its passengers and have ultimate authority to cancel or modify the trip for safety reasons without question by the group or group leader. In the event of a safety related question contact the Trustee Liaison.*
 - d. *Ensure all passengers onboard the bus (driver, group and group leader) is accurately entered in Bus Book in the church office.*
 - e. *Record the odometer reading prior to departure and upon return in the Trip Log form found in the Bus Log.*
 - f. *Enter in the Bus Log, in reasonable detail, information on accidents or damage to the bus or other problems incurred during vehicle operation. Verbally alert the AC and the Trustee Liaison.*
 - g. *Conduct a post-trip inspection in accordance with the checklist in the Bus Log. This includes "topping off" the fuel. The bus fuel tank should be full when the bus is returned to its parking spot. Group leaders are responsible for the cost of refueling.*
 - h. *The bus keys are to be returned to the AC when the trip is completed.*
 - i. *Park where backing up is not required whenever possible.*
 - 4) The Group Leader will:

- a. *Be the person responsible for the group using the vehicle. In case of any disagreement the bus driver is ultimately in charge of the church bus.*
 - b. *Submit a request for use of the vehicle to the AC to ensure clarity of destination and purpose.*
 - c. *The bus is scheduled on a "first come, first served basis" so schedule as soon as you know your requirements. The AC will advise of availability or conflict.*
 - d. *Submit the names of all trip participants to the AC prior to departure.*
 - e. *As the agent for the using organization, pay for the gas and other incidental expenditures related to bus use.*
 - f. *Be responsible for the physical cleanliness of the vehicle, inside and out, prior to it being returned for further assignment.*
 - g. *Negotiate with the leader of a conflicting group to acquire rights to use the vehicle. Advise the AC of the resulting agreement on the Bus Request form.*
 - h. *When the conflict of use cannot be mutually resolved, the matter should be presented to the Trustee Liaison for resolution. If the Trustee Liaison's resolution is unacceptable, the matter may be brought before the SLUMC Church Council.*
- 5) Passengers Will:
- a. *Contribute to the cleanliness and physical care for the bus by assisting in the cleanup and servicing, as required, prior to returning the vehicle to the church for further use.*
 - b. *Keep seat belts fastened while the vehicle is moving.*
 - c. *Not use any tobacco products, alcoholic beverages, or illegal drugs in the bus or on the trip.*
 - d. *Not transport any alcoholic beverages or any other controlled substances.*

CHURCH TRAILER

- A. Purpose: To provide general guidelines for the operation and care of the service trailer to be used for support of service projects of St. Luke's United Methodist Church organizations.
 - 1) The service trailer is intended for the benefit of St. Luke's affiliated, associated or sponsored organizations. Any other groups must submit a request to the Church Council through the Board of Trustees (BOT) for approval.
 - 2) The towing vehicle's liability insurance will cover the trailer. The church will provide comprehensive insurance to cover damage to the trailer or in case of theft.
- B. Review: This policy will be reviewed annually by the AC, users, and BoT to determine if change is needed.
- C. Authority: Final arbitration authority will be with the Church Council when resolution by the BoT is not satisfactory.
- D. Parking: A parking space will be designated for the service trailer in the church parking lot.
- E. Responsibility:
 - 1) The Administrative Coordinator will:
 - a. *Maintain all service trailer requests in the bus/van/service trailer request book that will be kept in the church office.*
 - b. *Keep a list of approved users in the bus/van/service trailer request book.*
 - c. *Ensure the names of all users are recorded.*
 - d. *Report to the trustee liaison all maintenance problems or accidents.*
 - e. *Provide all users and group leaders with a copy of the service trailer policy to be reviewed prior to using the trailer.*

- 2) The trustee liaison will:
 - a. *Ensure the trailer receives routine maintenance and service. Also, schedule and arrange for repair or services.*
 - b. *Audit the service trailer log and records on a quarterly basis to ensure routine or corrective action has been completed.*
- 3) Trailer users will:
 - a. *Be responsible for the safety of the trailer. The user will have the absolute authority to cancel or modify use of the trailer for safety reasons. If there is a question concerning safety contact the trustee liaison.*
 - b. *Contact the Trustee liaison with any concerns about using the trailer including any conflict between users and group leaders. If the Trustee cannot resolve the issue, the matter may be elevated to the Church Council.*
 - c. *Annotate in the trailer log book any damage to or accidents involving the trailer. Report any instances to the AC and the trustee liaison.*
 - d. *Whenever possible, park the trailer so you won't have to back up.*
 - e. *Ensure that the towing vehicle is suitable to the task and properly insured.*
 - f. *Before departure, determine if weather conditions could degrade towing the trailer safely.*
- 4) Group Leaders will:
 - a. *Be responsible for the group using the trailer.*
 - b. *Submit a request to use the trailer to the AC to ensure clarity of destination and purpose.*
 - c. *Be responsible for the cleanliness of the trailer inside and out prior to returning it to the church.*
 - d. *Remember, safety first, and under no circumstances will people be in or on the trailer while it is moving.*

PERMANENT AND TEMPORARY SIGNS

- A. Permanent/temporary signs may be posted with prior written notification and permission of the Chair of the Board of Trustees or the Chair of the Council.
- B. Temporary signs posted in front of the church are governed by the ordinances and laws of York County, to which the church shall adhere.
- C. Temporary signs are subject to the following requirements:
 - 1) No sign shall be larger than 32 square feet in size.
 - 2) Temporary signs may be posted for no more than 30 days, and expeditiously removed once the event advertised is concluded or at the request of Board of Trustees or the Chair of the Church Council when the BoT chair cannot satisfactorily resolve a sign issue.
 - 3) Signs shall be lettered neatly, done in good taste, and maintained in good condition by the sponsoring organization or authorized individual.
 - 4) Supporting posts must be adequate to support sign.
 - 5) No part of the sign may be attached to the church or any church property other than the ground.

FACILITY USE

- A. St. Luke's recognizes the contribution your organization makes to the community and, in this spirit of service to the community, agrees to provide our facilities for your use. Note that any fund-raising activity requires Church Council approval.

- B. Please understand that the building is a house of worship and "home" to St. Luke's family with God. We would ask that you treat these facilities as if you were a guest in God's house.
- C. The Church facility is available during the following times:
- 1) Monday through Thursday regular office hours from 9:00 am to 6:00 pm
 - 2) Friday regular hours are from 9:00 to 3:00
 - 3) Monday through Thursday evenings from 6:30 p.m. to 9:30 p.m.
 - 4) Friday, Saturday, and Sunday only for special occasions. (i.e., weddings, funerals and Church related activities.)
- D. People using the facilities must be out of the building by 9:30 p.m.
- E. St. Luke's United Methodist Church does not charge rent for the use of its facility. If at some point, a user of this facility feels that a contribution to the church is warranted, St. Luke's would apply such contributions to its facility budget in order to help defray associated utility and upkeep costs.
- F. In order to minimize disruption, to protect the building and to control ever-increasing utility cost, we ask that you observe the following general rules:
- 1) Restrict activities to the room(s) designated.
 - 2) Children are to be under adult supervision at all times. Under no circumstances are children of any age, to be left alone in a room, or left free to roam the halls, prior, during, or after your activity.
 - 3) Before you leave, please:
 - a. *Ensure all rooms are returned to their original configuration.*
 - b. *Turn off all lights.*
 - c. *Lock all windows.*
 - d. *Remove all food and beverages.*
 - e. *Report all facility issues to the Church office.*
- G. NO food or beverages shall be served in the Sanctuary or the Narthex.
- H. Use of tobacco products and alcoholic beverages anywhere on the church grounds is prohibited.
- I. The kitchen shall be used only if requested and shall be cleaned before leaving. (See Kitchen Guidelines posted in the kitchen.)
- J. Please do not leave any unused food in the kitchen or in the refrigerators.
- K. Paper products are for use only by the church activities and functions.
- L. Emergencies
- 1) Please call 911 for all emergency situations.
 - 2) Please note all exit locations (exit signs).
 - 3) Please note location of fire extinguishers.
 - 4) Please note location of fire alarm activation switches.
 - 5) An Automated External Defibrillator (AED) is located on the wall in the main hallway at the "T" intersection (next to room 21). No training is necessary to operate the AED. The AED is designed to be used on a person in sudden cardiac arrest, who is unresponsive when shaken, and not breathing normally. Sudden cardiac arrest is a condition that occurs when the heart unexpectedly stops pumping. Sudden cardiac arrest can happen to anyone - young or old, male or female - anywhere, at any time. **IMPORTANT:** If in doubt, get the AED, turn it on, and follow the directions.

- 6) If you need to use the AED:
- a. *Stay calm and act quickly. Call 911. Get the AED. Open the AED case and turn on the defibrillator by pulling the green handle (You can also turn on the AED by pressing the green on/off button). As soon as you turn on the AED, verbal directions guide you through each step. Follow the verbal directions to treat the patient.*
- M. Please contact the Church office if you have any questions regarding facility use.
- N. Use of Facilities and Equipment
- 1) Church facilities, computers, and equipment should be used to support the church's mission and its administrative functions. Church members and/or staff should not use church resources for personal benefit or gain, or for the benefit or gain of any other individuals or outside organizations that are not sanctioned or approved by Church Council. Personal use of the facilities is governed by the Facility Use Guidelines administered by the Board of Trustees.
- O. Please refer to [Appendix K](#) for the sample "Facility Use Application Form."

OFF-SITE STORAGE

- A. Purpose: This policy provides the guidance for storing equipment and property belonging to Saint Luke's United Methodist Church (SLUMC), affiliated ministries, organizations and functions to include Vacation Bible School, Boy Scout Troop 200, nativity project equipment, preschool, and all other ministries and functions (current and future) supported by SLUMC.
- B. Guidance: The following guide lines and storage process will be administered by the Board of Trustees and the SLUMC Administrative Coordinator (AC).
- 1) Each organization or project needing space will be allocated a section of the facility for their use. Each space will be marked off by tape and/or a sign with the organization name. Notify the AC or a trustee when a space allocation is needed. When requesting space, provide the approximate square footage and other requirements needed for your function.
 - 2) Keys for entry will be signed out by the user when access is needed. Keys can be checked out from the AC during working hours for use after hours or on weekends. The keys will be returned each day during working hours or the first work day after an evening or weekend/holiday use.
 - 3) Cleanliness and neatness for each space will be the responsibility of each user. Also each user will use extreme caution and adequate safety precautions when storing or removing items from the facility.
 - 4) The space has heat, but not air conditioning. Each user will ensure the heat is set at 60 degrees when they leave the facility.
 - 5) Each user shall be responsible for properly securing the facility and turning off the lights before departure.
 - 6) Contact the BoT Off-site Storage Coordinator for space designation for your function, ministry or organization.

CAPITAL CAMPAIGN DONATION RECOGNITION

- A. There will be no permanent registry of recognition for capital campaign donations. Instead, donors currently are recognized in the monthly newsletter or the weekly bulletin. The newsletter and the bulletin in-turn are maintained in church archives, which is a permanent record.

- B. The ad hoc committee convened to evaluate the church permanent donation registry policy and determined that:
- 1) Permanent recognition would be names on brick pavers, wall plaques, etc. These would be extremely difficult to maintain over time if such a registry were started. Also, starting a registry now would exclude those who have generously contributed in the past.
 - 2) Any notes or instructions received with the donations are filed in the church office.
 - 3) Offering a permanent registry of donors would not result in a higher level of giving.
 - 4) Many people give generously of their time and talent without recognition. Others give items such as plants, flowers, equipment, etc. These gifts are no less important than financial gifts.
 - 5) All gifts, large and small, money or property, time and talent should be given for the glory of God without anything in return.

Staff-Parish Relations Committee

The primary task of the Staff-Parish Relations Committee (SPRC) is to support the pastors and staff of St. Luke's United Methodist Church so that these persons can work effectively in managing the ministry of our church for witness and service. This committee has policy oversight for personnel practices, hiring practices and child protection policies.

PERSONNEL PRACTICES

- A. Salary:
- 1) The Staff-Parish Relations Committee (SPRC) shall review the salary of each employee annually and propose any appropriate adjustments to the Council.
 - 2) In setting initial salary and in giving annual salary adjustments, consideration shall be given to the following items:
 - 3) Current pay in secular employment for comparable positions
 - 4) Current pay in other churches for comparable positions
 - 5) Relative pay in this church for other positions
 - 6) Responsibility of the job (written job description)
 - 7) Training and education of the employee
 - 8) Performance of the employee
 - 9) Amount of time employee works
 - 10) Cost of living
- B. Employment status:
- 1) Salaried Employee : Works 40 or more hours per week
 - 2) Part-Time Salaried Employee: works less than 40 hours per week
 - 3) Hourly Employee: To be paid for hours worked
 - 4) Temporary Employee: hired for 40 or less hours per week for less than six months at any given time.
 - 5) The first three months of employment are designated as the employee's training period.
- C. Overtime (Over 40 hours/Week):
- 1) Hourly employees: Upon approval of the Pastor(s), and the SPRC Chair, employees shall be compensated for necessary overtime by being paid one and one-half times their normal hourly rate for all hours worked over forty in any defined workweek.

- 2) Salaried Employees: Salaried employees are expected to complete all tasks in a timely manner during the normal course of their workweek as defined in their job description. Specific work schedules of salaried employees will be mutually agreed upon and approved by the immediate supervisor and the Senior Pastor. Compensatory time may be earned during periods of unusually heavy workloads when pre-approved and mutually agreed upon by the Senior Pastor, immediate supervisor, and the salaried employee. Compensatory time must be taken in the year it is earned. However, time earned in the last quarter of the year may be taken in the first quarter of the following year.

D. Evaluation:

- 1) The SPRC shall be responsible for assuring that salaried employees receive an annual evaluation by their managing supervisor. The SPRC Chair shall be responsible for evaluating the Senior Pastor. SPRC liaisons are encouraged to regularly communicate with their staff members for the purpose of sharing insights and concerns related to job performance.

E. Insurance benefits:

- 1) All "over 30 hours per week salaried employees" are eligible to participate in medical insurance under the Virginia Conference Plan or the SLUMC sponsored group plan. SLUMC will contribute to the premium of either insurance plan an amount established by the SPRC. Both "Employee Only" and "Employee and Family" coverage plans are available. Participation in either insurance plan is subject to medical approval. The SLUMC sponsored plan is contingent on a minimum participation of two SLUMC employees—otherwise the employee will be transferred into an individual plan until the minimum participation level is reestablished. Any premium differential between the group and individual plan rates is the responsibility of the employee.
- 2) Employees shall be covered by Workman's Compensation as required by Virginia State law. Job related accidents, injuries, or illnesses must be reported immediately to the SPRC and the required Workman's Compensation report filled out and reported.

F. Retirement pension plan:

- 1) Hourly employees who normally work 20 hours or more per week, 1,000 per calendar year, and are at least 18 years old are eligible to participate in St. Luke's pension plan. There is no minimum employment time or service requirement. Participation starts on the first day of the month that the employee meets the eligibility requirements. The compensation rate is based on the annual salary and features a salary contribution from the employer and employee. Specifically, each month St. Luke's will contribute an amount equal to 6% of the participating employee's monthly base pay. Church contributions become fully vested upon completion of 6 months of employment. Each participating employee will be required to contribute 3% from his or her monthly base pay. If an employee chooses not to participate in the plan, a waiver form must be signed. The SLUMC plan is in addition to social security.

G. Holidays:

- 1) The Church office will be closed, and all salaried employees shall receive paid time off on authorized holidays. Part-time salaried employees shall receive a proportionate amount of time off for holidays with the approval of the Senior Pastor, provided such time off does not interfere with the completion of their duties. Holidays to be observed are: New Year's Day, the Monday after Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day and the first work day after Christmas (an additional day for Christmas may be added). When a holiday falls during an employee's vacation, an additional vacation day shall be added, either as an extension of the vacation or at another time.
- 2) Temporary employees are not eligible for paid holidays.

H. Vacation:

- 1) Vacation is a time of rest and renewal and is provided as a benefit both to staff members and to the church. Vacation time with pay for all salaried and part time salaried employees shall be given on the following basis:
 - a. *For Pastors: four weeks; and upon request, additional time may be granted by the SPRC.*
 - b. *For salaried employees two work weeks annually during the first 5 complete years of employment with the first vacation time not taken until 6 months after initial employment, three workweeks annually after the 5th year through the 15th year, and four work weeks annually after the 15th year.*
 - c. *For part-time salaried employees, one workweek annually during the first 3 complete years of employment with the first vacation time not taken until 6 months after initial employment: two work weeks annually after the 3rd year. (Years of service as a part-time salaried employee count 1 for 1 toward service requirements if and when becoming a full-time employee).*
 - d. *The Senior Pastor, in consultation with the SPRC Chair, shall arrange the staff vacation schedule, taking into consideration the requests of each staff member so the work of the church will not be handicapped and a minimum of temporary workers need be employed.*
 - e. *An employee may request via written request additional vacation without pay, up to a total of four weeks. The Senior Pastor and SPRC Chair must approve the request.*
 - f. *Vacation time may be divided, but it is encouraged that one period of not less than one week (seven days) away is taken each year after the first year of employment. Vacation time is not accumulated from one year to the next.*

I. Continuing education for salaried program staff:

- 1) Time for continuing education and study shall be given each employee, two weeks per year. It may be granted on whatever schedule is deemed appropriate and acceptable to the employee, the Senior Pastor, and the SPRC Chair. The time off may be taken by the hour, day, week, or in one continuous period, or any combination of such times.
- 2) Funds shall be budgeted by the church to help pay the expenses of such education. Education time is in addition to, not in place of, vacation. Education requests must be pre-approved on the SLUMC Staff Training Approval form prior to obligating funds or making other scheduling arrangements.

J. Absence for illness:

- 1) A salaried employee shall be permitted up to five days per year with pay for personal illness. This time starts after the three months training period of employment. Time-off for extended illness shall be discussed with the SPRC Chair and Senior Pastor.

K. Absence for maternity leave:

- 1) Employees may be given time off without pay for up to six weeks for maternity leave. This time may be used in combination with any accrued vacation or sick time to be paid, but such total shall not exceed six weeks.

L. Absence for personal reasons:

- 1) If vacation time is not available (unearned or spent), time off for personal reasons shall be negotiated with the Senior Pastor and the SPRC Chair.

M. Absence for district/conference/church and civic duties:

- 1) All salaried employees will be supported when serving jury duty or appearing in court as a witness by being given the necessary time off with full pay.

- 2) Employees will notify the Senior Pastor of such duty as soon as possible and report to work when their service is completed, or when they are released for the day, if it is sufficiently early to allow for return to work.
 - 3) Employees selected to serve on General Boards, Agencies, or Conference/District organizations may be given the necessary time off with pay in order to fulfill the connectional responsibilities of the staff member and the church, upon approval by the Senior Pastor and the SPRC Chair.
- N. Absence for National Guard, military reserve service:
- 1) Employees shall be given necessary time without pay for up to two weeks each year for National Guard or Military Reserve duty. This time may be used in combination with vacation in order to get paid, but is not a requirement.
 - 2) Part-time employees may work extra time during the remainder of the month and recover all or part of the lost wages if the workload at the time warrants it. This extra time is not a requirement and must be negotiated with the Senior Pastor and SPRC liaison person.
 - 3) For extended active duty, a leave of absence will be granted. Such time shall also be without pay, and will not earn vacation or sick leave credit.
- O. Staff substitutes:
- 1) It is the responsibility of staff members in certain key staff positions (e.g., Music Director, Youth Director, Director of Discipleship Ministries) to provide for adequate, competent, and acceptable substitutes when away from their job on a Sunday or other regularly scheduled programs for any reason.
- P. Grievances:
- 1) Each employee has the privilege of expressing an opinion or grievance to the Senior Pastor and/or their SPRC liaison person.
 - 2) Each employee has the right to request a hearing with the SPRC for consideration of a complaint or grievance, or the appeal of a decision relating to his/her employment.
- Q. Policies revisions:
- 1) The SLUMC Personnel Policy guidelines shall be reviewed annually by the SPRC, including consideration of recommendations submitted by the church staff. The SPRC shall submit proposed revisions to the Council for approval. The employees of the church shall also review the Policy annually, and may submit written recommendations to the SPRC prior to the SPRC annual review of the guidelines.
 - 2) In addition to the annual review, policy changes may be presented to the Council by the SPRC at any time. Recommendations from the employees of the church may be submitted to the SPRC as required.
- R. Procedure for hiring:
- 1) Responsibility for hiring rests with the SPRC in coordination with the staff function that will manage that position. The Council must approve new staff positions. SPRC will notify the Finance Committee immediately upon the hiring of a salaried or part-time salaried employee.
 - 2) The Finance Committee will then determine if a new church credit card needs to be issued for the new employee.
- S. Termination:
- 1) An employee wishing to terminate his/her employment shall give notice in writing to the Senior Pastor and SPRC at least thirty days prior to termination. Termination of an employee caused by reorganization of the church staff or from lack of funds shall also require thirty days notice.
 - 2) An employee whose performance is deemed to be unsatisfactory shall be informed of the problem orally. If not corrected, the problem will be documented in writing by the SPRC

liaison person or responsible individual from the managing organization. The employee will be placed on probation for at least thirty days to correct the deficiency. Only after such time, will the employee be dismissed if satisfactory progress is not made.

- 3) Termination for cause shall be a joint decision of the Senior Pastor and the SPRC. The employee may request a hearing with either the Senior Pastor or the SPRC for reconsideration of the dismissal.
- 4) Termination pay shall include pay for any unused vacation time due except in the case of voluntary termination without proper notice. Termination pay may also include pay in lieu of notice in case of involuntary termination.
- 5) The SPRC will notify the Finance Committee immediately upon the termination of a salaried or part-time salaried employee. The Finance Committee will be responsible for canceling that employee church credit card.

CHILD CARE

The SPRC has the responsibility of establishing standard days and hours during which the nursery will be open, and church groups shall be encouraged to schedule meetings during those hours.

When an official meeting is required outside of standard nursery times, the chairperson calling the meeting shall contact the Nursery Director who, in turn, shall contact the nursery attendant to make the necessary arrangements if possible. The request should be made as soon as the exact date and time of the meeting is established and the chairperson should also give the Nursery Director the estimated number of children expected. In the event the meeting is canceled, the same chairperson shall cancel the request by calling the Nursery Director who will then contact the nursery attendant.

When a last-minute meeting is called, the chairperson shall go through the same channels, immediately, to verify if the nursery is available. The church will pay for all of the church related nursery workers' hours.

A. The standard nursery days and hours are:

- 1) The nursery will be available for all official meetings of the church. If a nursery is provided and no one utilizes it, the nursery coordinator will contact the head of the group and inquire whether the nursery is needed for future meetings of that group.
- 2) If necessary the nursery workers may work past the scheduled time; however, no worker will work past 9:30 p.m.
- 3) The nursery is available during Sunday worship for children, up to age four, or for any older child for whom the nursery attendant determines childcare is necessary. During the week, the nursery is available for children up to 5th grade.
- 4) At times other than Sunday worship, the nursery may be split into different age groups according to the number and ages of the children.

B. Procedures and Special Instructions:

- 1) Every parent/guardian must sign the child in when they arrive for each function, including Sunday, and note where they will be within the building. The nursery workers cannot be responsible for those children who are not signed in by their parent/guardian.
- 2) Children who are signed in to the nursery must remain with the nursery worker and are not allowed to roam the halls. Children not abiding by this policy will be returned to their parents and may not be allowed to return to the nursery.
- 3) All children should be picked up promptly after the function is dismissed.
- 4) The adult who drops the child off should be the same person who picks the child up, unless the nursery workers have been informed of a change.

- 5) If a child shows sign of illness such as fever, colored mucus, etc. or has been on medication less than 24 hours, he/she should not be left in the nursery. If a sick child is brought to the nursery, parents need to be told that he/she cannot stay. (Should a child get sick after being in the nursery, parents need to be contacted.)
- 6) If a child needs to be disciplined, three warnings of "time-out" are given before "timeout" is used. "Time-out" is spent in a chair away from the other children. It lasts approximately one to two minutes.
- 7) Graduation into a Sunday School Class shall follow the Sunday School Policy.
- 8) The nursery is available only for on-site church functions. If the parent needs to leave the church grounds, they must pick up their child first and that child is to leave with the parent.
- 9) All persons responsible for any activity with children should be familiar with the Child Protection Policy and acknowledge that the policy has been received and read.

CHILD PROTECTION

This policy will be read annually by the church staff and volunteers working with children as well as all Committee Chairpersons and Chairpersons of the Church Council, Trustees, and Child Protection Committee.

A. Purpose:

- 1) To help St. Luke's United Methodist Church provide a caring and secure environment for children in all phases of church life.
- 2) To help St. Luke's reduce its legal risk and liability exposure.

B. Biblical Foundation:

- 1) St. Luke's United Methodist Church seeks to express God's love of children and provide for their personal wholeness. This caring community seeks to prevent child abuse of any form and to be in ministry to families where abuse may occur. The Bible is fundamental to our understanding upon which all policies, procedures, and ministries must stand.

C. Virginia's Child Abuse Law:

- 1) Under Virginia law Section 63.1-248.2, an abused child is defined as one who is less than eighteen years of age, whose parents or other persons responsible for his/her care creates or inflicts, or threatens to create or inflict, or allows to be created or inflicted upon such a child a physical or mental injury by other than accidental means, or creates a substantial risk of death or disfigurement, or impairment of bodily or mental functions. This includes the following: failure to provide care necessary for health, abandonment, commits or allows sexual exploitation, is endangered or neglected.
- 2) Child abuse may be physical, sexual, emotional or mental, and may be the result of actions or omissions to actions (e.g., lack of care for a child).
- 3) Section 63.1-248.3, Virginia Revised Code, states that "Any person licensed to practice medicine or any of the healing arts, any hospital resident or intern, any person employed in the nursing profession, any persons employed as a social worker, any probation officer, any teacher or other person employed in a public or private school, kindergarten, or nursery school, any person providing full-time or part-time child care for pay on a regular planned basis, any person associated with or employed by any private organization responsible for the care, custody or control of children who has reason to suspect that a child is abused or neglected, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department of Social Services' toll-free child abuse and neglect hotline."

- 4) In addition to the above, everyone should report any known or reasonably suspected incident of child abuse immediately. Any report is confidential and the person making the report is immune from liability for making such a report, unless it is proved that such a person acted in bad faith or with malicious intent.
- D. Definition of Child Abuse:
- 1) Child abuse refers to an act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which in not accidental and which harms or threatens to harm a child's physical or mental health or welfare. The following definitions and explanations in this section are from the Virginia Department of Social Services.
- E. Types of Child Abuse:
- 1) Physical Abuse: A physical injury, threat of injury or creation of a real and significant danger of substantial risk of death, disfigurement or impairment of bodily functions. Such injury or threat of injury, regardless of intent, is inflicted or allowed to be inflicted by non-accidental means. Examples: asphyxiation; bone fracture; brain damage; skull fracture; subdural hematoma; burns, scalding, cuts, bruises, welts, abrasions; internal injuries, poisoning; sprains, dislocations; gunshot or stabbing wounds.
 - 2) Physical Neglect: The failure to provide food, clothing, shelter, or supervision for a child if the child's health or safety is endangered. Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety, such as a toddler left alone. Other types of neglect include abandonment, inadequate supervision, inadequate clothing, inadequate shelter, inadequate personal hygiene, inadequate food and malnutrition.
 - 3) Sexual Abuse: Sexual abuse includes any act defined in the code of Virginia, which is committed, or allowed to be committed, upon a child by his/her parent or other persons responsible for the child's care. Examples of such abuse are: sexual exploitation, sexual molestation, intercourse/sodomy and other sexual abuse.
 - 4) Medical Neglect: Refusal or failure by a caretaker to obtain and/or follow through with a complete regimen of medical, mental or dental cares for a condition, which if untreated, could result in illness or developmental delays.
 - 5) Failure to Thrive: A syndrome of infancy or early childhood, which is characterized by growth failure, signs of severe malnutrition, and variable degrees of developmental retardation. Children are considered to be in this category only when the syndrome is diagnosed by a physician and is caused by nonorganic factors.
 - 6) Mental Abuse and Neglect: A pattern of acts or omissions by the caretaker, which result in harms to a child's psychological or emotional health or development.
 - 7) Educational Neglect: The child's caretaker is directly responsible for the failure of the child to attend school or an approved alternative program of study.
 - 8) Bizarre Discipline: Any actions in which the caretaker uses eccentric, irrational or grossly inappropriate procedures or devices to modify the child's behavior.
- F. Reducing the Risk of Child Abuse
- 1) In an effort to create the safest possible environment within St. Luke's, several abuse prevention measures will be utilized. These measures include eligibility requirements for volunteers, screening of paid and volunteer workers for past child abuse convictions, use of the two adult rule (when possible), standards for appropriate classroom management, and open classrooms.
 - 2) Eligibility Rule: All adult members of St. Luke's UMC are eligible to volunteer. For adults who are not members, or have been members of St. Luke's for less than six months at the time of volunteering may participate in children's and youth activities under one of the following conditions:

- a. *Under the direct supervision of an experienced staff member or volunteer.*
 - b. *Upon the written recommendation of the pastor.**
 - c. *Upon the written recommendation of two active involved church members.**
- *Written recommendations will be kept in the file along with the "Child Protection Policy and Procedures."*
- 3) Screening (paid and volunteer workers): All employed or volunteer children's workers, child care workers, or youth workers will be required to read the church's "Child Protection Policy" and acknowledge that they have read, understand, and agree to abide by it. All volunteer applicants will undergo a background check performed using the LexisNexis software tool and will be required to complete the "Background Check Authorization Form", [Appendix L](#). Anyone with a child abuse conviction, a pending child abuse case or refusing to complete the form will not be permitted to work with children. In addition, applicants for paid staff positions will undergo a state criminal record check. The church will cover the cost of these checks. These forms and resulting background checks will be kept in a secured location on the church premises as outlined in item 8, "Responsibilities for Training and Record Retention."
 - 4) Community Groups: Leaders of community groups of children or youth who use the church facilities will be required to read the "Child Protection Policy and Procedures" and sign its acknowledgement form before using the facilities. Community groups must follow these procedures when utilizing the facilities of St. Luke's UMC. Church facilities will not be available to groups whose leaders refuse to read and sign the policy.
 - 5) Two Adult Rule: Whenever possible, teachers will be assigned in teams of two or more per class or group of children or youth. The two adult rule shall pertain to but is not limited to Sunday school, Children's Choirs, and Youth activities. One adult can be left alone if another adult is within sight or sound. A concerted effort will be made to recruit sufficient numbers of volunteer teachers to permit such team teaching. Other church sponsored or community groups of children, or youth who meet at the church, should have two or more leaders present. For overnight group activities either at the church or away from the church premises, and the group includes both male and female members, the chaperones will include both male and female leaders. For overnight events, a chaperone to student ratio of no less than 1 to 7 will be maintained.
 - 6) Classroom Management: St. Luke's UMC is dedicated to providing a loving, caring, and learning environment for our children. As such, all leaders and workers with children and youth will use the following discipline measures. If a child is 'behaving inappropriately' (also known as 'misbehaving'), the leader or worker will tell the child specifically what he/she is doing that is not acceptable and state what the expected behavior should be; for example, "We do not throw blocks. We use blocks for building." If this measure is ineffective, the child will be guided to another activity. If inappropriate behavior continues, the child may be placed at a table to work alone away from the other students. If the child's disruptive behavior continues after these steps have been taken, the child may be taken to one of the Pastors or the primary leader for the remainder of the activity and left under his/her supervision. No physical punishment or verbal abuse, e.g., ridicule, are to be used at any time. If isolating the child within the classroom or removal of the child from the room becomes necessary, the situation will be discussed with the child's parents or guardian as soon as possible.
 - 7) Open Classrooms: Classrooms or child care rooms may be visited without prior notice by church staff, parents, guardians, or other volunteer church workers, e.g., Sunday School Superintendent. Brief observations of child care rooms and classrooms of children or youth are conducted by the DDM and the director of the program during program hours. Rooms where children meet will have either an unobstructed window view or the door will remain ajar for viewing.

- 8) Responsibilities for Training and Record Retention
 - a. *The church's Staff Parish Relations Committee will have training and records retention responsibilities for all paid staff members. The forms along with resulting background checks will be filed in a secure personnel records location in the church.*
 - b. *The Director of Discipleship Ministries will have training and record retention responsibilities for all volunteers who work with minors within the program ministries of the church. The forms along with the results of the background checks will be filed in a secure location in the DDM's office.*
 - c. *The Administrative Coordinator will have training and record retention responsibilities for all outside community groups utilizing the facilities of St. Luke's UMC.*
 - 9) Child Protection Committee: The Charge Conference will annually elect a Child Protection Committee. The membership of the Child Protection Committee will be the Pastors, the Director of Discipleship Ministries, the Chair of Church Council, and the Chair of Staff Parish Relations Committee. The Child Protection Committee will annually review the policy and, if necessary, propose administrative or interpretative revisions to the Church Council for approval.
- G. Reporting Child Abuse
- 1) Should there be an allegation of child abuse at St. Luke's UMC, the following procedures will be followed:
 - a. *Any allegation of child abuse will be treated seriously.*
 - b. *Pray for the church and all persons affected by the allegation.*
 - c. *Immediately begin documenting all procedures, which occur in handling the allegation.*
 - d. *Immediately notify one of the Pastors and/or a member of the Child Protection Committee of the substance of the allegations, unless the allegations involve one of the Pastors. The person notified will immediately contact one of the Pastors and/or other members of the Committee. As many members of the Committee as are immediately accessible will be convened either in person or by telephone and the allegations will be evaluated initially to determine whether there is a reason to suspect that child abuse may have occurred. The function of the committee at this stage is not to conduct an investigation, but to determine, based upon the allegations and the information – in possession of the Committee – whether a reason to suspect exists. In making such a determination, the Committee shall avail itself of such counsel as it deems necessary and as is immediately available, including, but not limited to, consultation with an attorney, with a representative of the church's insurance company, with the district superintendent, and anonymously with the Virginia Department of Social Services.*
 - e. *If the allegations involve one of the Pastors, the Chairperson of the Staff Parish Relations Committee will be notified immediately and he/she will immediately notify the district superintendent who shall direct the next steps taken by the church in responding to the allegations.*
 - f. *The provisions of this policy will continue to apply except as the district superintendent directs that other steps be taken.*
 - 2) If the Child Protection Committee determines that there is a reason to suspect that child abuse may have occurred, then the following steps will be taken:
 - a. *Immediately notify the Virginia Department of Social Services of the allegation.*
 - b. *Immediately notify the parents if it is not known that they have previous knowledge.*
 - c. *Immediately notify the church's insurance company.*
 - d. *Immediately notify the district superintendent.*

- e. *Do not confront the suspect with the allegation. If the suspect has assigned duties within the church, and the Child Protection Committee determines that the steps outlined above are appropriate, then the suspect must be temporarily relieved of their duties until the investigation is concluded.*
- f. *The Pastors should extend whatever care and resources are necessary to those impacted by the allegation, but under no circumstances should the Pastors or any church leader or member investigate the allegation. In providing care to the alleged victim, suspect, and their families, the Pastors or church leader should under no circumstances be drawn into a discussion of truth or falsity of the allegation, which may impair the investigation. Do not assign blame or take any steps that involve establishing or refuting the allegation.*
- g. *It is appropriate to show care and comfort for the alleged victim. This should be the pastoral objective from the moment the allegation is received or otherwise made known.*
- h. *Observe strict confidentiality for both the alleged victim and the suspect until advised otherwise by the Child Protection Committee.*
- i. *There will be a single spokesperson for the church that will be designated by the Child Protection Committee.*
- j. *The pastoral staff will extend whatever care and resources are necessary to the affected individuals. Under no circumstances will the pastoral staff take part in the investigation.*

H. Location of the Child Protection Policy and Procedures

- 1) Each classroom in the church will have a copy of this policy in a three-ring binder. Also included in the binder will be copies of the "Suspected Incident of Child Abuse Form" as well as the "Accident Report Form." Included within each form will be instructions on how to complete them, as well as where to deliver the form.

VOLUNTEER PENSION/BENEFITS COORDINATOR

The following guidelines will be used by the Church Pension/Benefit Coordinator and SPRC in managing the pension and benefits (to include health and insurance, if applicable) of St. Luke's employees. Formal written communication will be provided to the coordinator on all personnel actions that impact an employee's pension and benefits. A copy of this communication will be filed in the employee's personnel folder along with copies of any pension/benefit action taken by the coordinator. The coordinator will report to the SPRC Chair.

A. The SPRC Chair will advise Pension/Benefits Coordinator of all:

- 1) New staff hires
- 2) Staff terminations
- 3) Salary changes for incumbent staff, and
- 4) Changes in benefits provided to incumbent staff

B. The Volunteer Pension/Benefits Coordinator will:

- 1) Meet annually, before the end of November, with each participating employee and review pension plan options selected to ensure employee's selections are up-to-date. Results will be reported to the SPRC prior to the end of the year.
- 2) Maintain a current supply of all necessary forms and have written procedures for completing them.
- 3) Maintain current points of contact for each pension/benefit program and have on hand a current copy of any guidelines/procedures applicable to the pension/benefit program.

- 4) Establish a minimum time schedule to accomplish actions related to the pension/benefit program when advised by SPRC.
- 5) Effect changes to pension/benefits programs for employees when directed by SPRC consistent with the schedule established in #2 above.
- 6) Ensure that all payments of pension/benefits installments/premiums are made accurately and timely in accordance with each pension/benefit program.
- 7) Provide guidance to the staff with regard to pension/benefits programs.
- 8) Provide recommendations to SPRC to improve pension/benefits programs for incumbent staff members.
- 9) Maintain records of all actions and provide appropriate documentation to SPRC on individual staff members for retention in their personnel folders.

Easter Egg Project

- A. Easter Egg Project Vision Statement: Members of St. Luke's United Methodist Church called to further our Christian faith and community involvement through this fundraising project.
- B. Our Mission Statement: We, St. Luke's United Methodist Church Easter Egg Project members, are Christians assembled and dedicated through Christ to raise funds from the production and sale of candy Easter eggs for contributing to Christian missions, families in need, education, community service and medical research.
- C. History and Purpose: The Easter Egg Project was established by St. Luke's United Methodist Church members to help a family in desperate need. Since the inception of the project in 1979, it has evolved into a benevolent organization helping many worthy recipients. The single purpose still remains to help as many entities and families as possible using profits from candy egg sales.
- D. Authority: The Easter Egg Project operates under the guidance of the Church Council. For purposes of mission, the project is under the Service Ministry. Annually, the Church Council must approve the Easter Egg Project. Also, the Church Council will approve the general parameters under which project funds are distributed.
- E. Policies: All who participate in the Easter Egg Project are project members regardless of church affiliation. Only project members will have a vote. Those present will constitute a quorum. Project members will approve the number and variety of eggs produced. Also, project members will vote and approve the dispersal of funds within the parameters established by the project mission statement and approved by the Church Council. The members will elect a director and vice director or co-directors to administer the project. A secretary will be elected when and if needed. The director or co-directors will manage the project including ordering supplies, maintaining and storing equipment, the production process, sales and distribution.
- F. Procedures: The following procedures are for guidance. Changes should be made as circumstances dictate.
 - 1) The director/co-directors will schedule a meeting with project members no later than four weeks before egg production begins. The following items will be addressed at that meeting. Items a, b, c and h will be approved by the members present.
 - a. *Determine the number of eggs to produce.*
 - b. *Determine the type/flavor of eggs produced.*
 - c. *Determine the price per egg by type.*
 - d. *Determine when the project will begin, usually four weeks before Easter.*
 - e. *Solicit help from the church membership and any other source deemed appropriate by the directors. Methods of solicitation are at the discretion of the directors.*

- f. *Form committees to help administer and manage the project.*
 - g. *Order and store all the ingredients needed to produce the approved quantity of eggs. Order additional supplies and ingredients as needed.*
 - h. *Determine which organizations will receive donations from the project. Funds will be requested in writing. Any organization requesting funds will be sponsored by a project member.*
 - i. *Ask for approval, when needed, at the next Church Council meeting.*
- 2) The director/co-directors should accomplish the following tasks starting the week before and all during egg production. They can delegate some of those duties as they see fit.
- a. *Determine the qualifications of new volunteer participants. There is a wealth of knowhow of past participants.*
 - b. *Establish a training plan and train new folks or train experienced folks to do new jobs. For example, train folks on how to properly shape chocolate, trim, decorate, make boxes and box the eggs.*
 - c. *Ensure the equipment is available and in good operating order, especially the mixing machine. The mixing crew should test the mixer a week or so before production.*
 - d. *At the appropriate time, begin each day with a devotion and prayer.*
 - e. *Ensure that the ordering system is in place and that the phones have been activated and are manned at appropriate times.*
 - f. *Start production and monitor progress throughout the four-week process.*
 - g. *At the end of the project ensure that the equipment and tools are properly cleaned and stored. Replace equipment as needed.*
- 3) The director/co-directors should schedule a meeting of project members within two months of the completion of production and sales. Accomplish the following tasks at this meeting.
- a. *Retain enough funds in the project account to provide for maintaining/replacing equipment.*
 - b. *Determine how much each approved recipient will receive. Member approval is required.*
 - c. *Distribute funds by check or electronic funds transfer.*
 - d. *Elect or re-elect the director and vice director or co-directors and the secretary. The co-director system has worked well in the past.*

SAINT LUKE'S UMC EASTER EGG PROJECT FOR INDIVIDUALS IN NEED

Based on Matthew 25:35 – *For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in...*

- A. The following criteria will be used by the Easter Egg Committee as guidelines for applicants seeking financial assistance from St. Luke's UMC Easter Egg project:
- 1) Eligibility
 - a. *St. Luke's UMC members and nonmembers*
 - b. *Conditions will be acute or catastrophic (meet survival needs)**
**The Committee recognizes individual need in difficult times is unique; therefore, the Committee will determine each case separately, guided by Matthew 25:35. Generally, acute or catastrophic need means short-term assistance (not to exceed six months).*
 - c. *Limited to one application per year per household*
 - 2) Applicants will:
 - a. *Provide up to three (3) financial documents (e.g., bank statements, etc.)*

- b. *Agree to be interviewed (if the applicant does not speak English, a sponsor will serve in lieu of the applicant)*
- 3) Committee members will:
 - a. *Interview applicant (or sponsor) after receipt of financial documents*
 - b. *Disperse funds to appropriate businesses on behalf of recipient*
 - c. *Review recipient status monthly*
 - d. *Suspend disbursements when need no longer exists*
 - e. *Decline reimbursement from recipients and/or their family members*
 - f. *Report disbursements to Service Committee and Church Council*
 - g. *Honor confidentiality*

Homebound Communion

- A. Guidelines for serving the sick or homebound
 - 1) In bringing communion to people who are sick or homebound, communion servers represent Christ, extend the Lord's Table, and share the faith, love, and hospitality of the entire church with those who cannot attend worship. Communion Servers minister to the body of Christ by:
 - a. *Representing the praying community to someone who cannot take his or her place in it.*
 - b. *Being entrusted with the reverent, safe transport of the consecrated Communion elements.*
 - c. *Seeing Christ in those whom they serve.*
 - d. *Bringing Christ to the sick or homebound in their own persons as well as in the elements.*
 - e. *Bringing back to the church the needs of the sick or homebound person.*
- B. Preparations for serving the sick or Homebound
 - 1) Serving communion to the sick or homebound is much more than simply delivering the elements. Both the server and the person receiving communion should prepare for the visit.
 - a. *Notify the person or their caregiver to arrange a time for your visit. Ideally, the server would go to the person as soon after worship as possible.*
 - b. *Find out how sick the person is, if they can be out of bed, if they can stand an extended visit, and if they can swallow the elements. Find out if there are others who wish to receive communion during your visit. If necessary get the address and directions.*
- C. Suggestions for visiting the sick and homebound
 - 1) Arrival-Greet everyone present in a warm and friendly manner. As necessary, introduce yourself and explain why you are there. If appropriate, join in conversation for a few minutes. Give them the church bulletin and any other material you may have brought with you to share with them. Remember the primary reason you are there is to serve them Communion.
 - 2) Scripture and Prayer-Offer a brief scripture reading. You may offer prayers of intercession for the church, the world, the sick and others in need of prayer. Invite the homebound person and anyone else present, to do so as well.
 - 3) Holy Communion-As necessary, tell all present that the Elements of Holy Communion is open to all and the Elements were consecrated this morning by our Pastors.

- a. *Invite everyone to join in the Lord's Prayer.*
 - b. *Then take the consecrated bread and say: "The body of Christ, which is given for you."*
 - c. *Next, take the consecrated wine and say: "The blood of Christ which is given for you."*
- 4) After everyone has received the elements, offer this or a similar prayer.
- a. *"Gracious God, we thank you for nourishing us through these holy gifts of bread and wine. Pour out your Spirit upon us and in the strength of this food from heaven, keep us single-minded in your service. Through Jesus Christ our Lord. Amen."*
- 5) Departure-Remind them that someone will contact them next month to bring them Holy Communion. Graciously and expeditiously leave.
- D. Communion Servers Guidelines
- 1) Teams of two will visit members that have been recommended by the Pastors.
 - 2) Remember to wear your nametag for identification
 - 3) Carry a Hand Sanitizer for use prior to serving the Communion.
 - 4) You may take a Sunday bulletin and other appropriate Methodist materials such as "The Upper Room."
 - 5) On Friday, prior to the first Sunday, one member of each team will call the recipients to confirm the time and date of their visit. The preferred time to visit is on the Sunday the elements are blessed. Prior to visitation, the team members will decide who will do the bible reading, the opening prayer and serve the Holy Communion.
 - 6) Should the recipient have a caregiver, friend or family member with them when you visit, the elements may be offered to them.
 - 7) If you are unable to serve on your scheduled Sunday, you are responsible for obtaining a substitute. Please let the Chairperson know when you make a change.
 - 8) Teams preferring to use the Communion bread instead of the wafers are responsible for securing the bread after the 8:30 and 11:00 services. Remember to have a baggie for the bread.
 - 9) Dispose of any leftover elements by scattering the bread and pouring the juice on the ground.
 - 10) After your visit, return the kit to the Sacristy Room. Rinse the vials with warm water and again with vinegar. Let them air dry. Refill the wafer and cup containers for the next use. If the church is closed, return the kit at your earliest convenience.
 - 11) When visiting the recipients and you observe a situation that you feel the Associate Pastor should be advised about, notify her via email with name of the recipient stated in the "subject box."
 - 12) Please share any situations you may have encountered that you think would be beneficial to the Team via email.
- E. Communion Kit Preparation
- 1) The Kits are kept in the Sacristy Room; which is located behind the Sanctuary.
 - a. *The Kits and all supplies are in the top right-last two doors of the cabinets.*
 - b. *Check to make sure that all Kits have an adequate amount of wafers and serving cups.*
 - c. *Kits may be prepared on the Friday prior to the 1st Sunday. If preparing on Friday, the juice only should be put in the kitchen refrigerator. A plastic container for the individual juice containers is in the Sacristy room cabinet and is labeled.*
 - d. *If you are preparing the Kits on Sunday morning, please do it prior to 8:00 AM.*

- e. *The Kits are to be place on the right side of the altar before the 8:15 AM Worship Service and covered with a white linen cloth that is kept on hangers in the Sacristy. Don't stack more than two high.*
- f. *Any Kits left on the altar after the 8:30 AM Worship Service shall be removed to the Sacristy by the person who prepared the Kit for later pick-up.*
- g. *Place a note on any Kit that is left for a later pick-up so those preparing Communion for the Sunday Service will know why they are there.*
- h. *Kit preparation is on a rotating schedule.*

Endowment Fund

GUIDELINES

A. The Purpose

- 1) The Permanent Endowment Fund/Planned Giving Committee of St. Luke's United Methodist Church (UMC), Yorktown, Virginia, herein referred to as "the Endowment Committee" is established for the purpose of providing opportunities for members and friends to make charitable gifts to St. Luke's UMC that will become a permanent endowment of financial support and a living memorial.
- 2) The Endowment program is intended for purposes that are not a part of the Church's established programs that are funded through the annual operating budget of the church and the regular giving of its members and friends.

B. Administration

- 1) The Endowment Program will be administered by the Permanent Endowment Fund/Planned Giving Committee of St. Luke's UMC, hereafter in this document referred to as "the Committee", under the authority granted by the Charge Conference.
- 2) The members of the committee and its chairperson shall be elected, shall serve, and make reports as set forth in the Charge Conference Resolution dated November 20, 2001, authorizing the creation of a Permanent Endowment Fund/Planned Giving Committee. The Committee shall elect a secretary and such sub-committees as it deems necessary.
- 3) The Committee shall cooperate with the Committee on Finance in assuring that the annual audit process (as stated in the Book of Discipline of the United Methodist Church 2008, 262.4c) is followed.

C. Investment of Endowment Funds

- 1) The Endowment Program's investment objectives are:
 - a. *Conservation of principal for the effective maintenance of purchasing power.*
 - b. *Growth of income and principal over and above that necessary to offer cost of living increases.*
 - c. *Regular income at a reasonable rate.*
 - d. *Investment of assets in institutions, companies, corporations or funds which make a positive contribution toward the realization of the goals outlined in the Social Principles of the Church.*
 - e. *All gifts received by the Endowment Program shall be invested in any investment vehicle the Committee believes is appropriate, including one or more accounts with the Virginia United Methodist Foundation, with the investment approval of the Committee. The specific purpose of each account authorized by the Committee shall be stated in order to fulfill the wishes of the donor and thereby to segregate and maintain gifts for their stated purposes.*

D. Limitations On Use of Principal

- 1) The objectives of the Endowment Program are to conserve the principal and make use of only the distributions determined by the Committee.
- 2) Any part of the principal may be withdrawn only in extreme and overwhelming circumstances, bordering on the survival of St. Luke's UMC.
- 3) Any withdrawal of principal must be approved by a two-thirds (2/3) vote of the Charge Conference of St. Luke's UMC at which a quorum is present.

E. Distributions from the Endowment Program

- 1) Distributions from accounts in the Endowment Program shall be made by the Committee as directed by the donors at the time of their gifts or as directed by will or other gift document if such direction is in conformity with the general purposes set forth herein.
- 2) In the case of unrestricted gift accounts, the amount of all distributions (interest income/dividends/capital gains) shall be determined by the Committee, which shall keep in mind the Endowment Program investment objectives stated above in this document. The Committee shall recommend the purposes and causes to which distributions from unrestricted gift accounts are to be made with communication to the Church Council.

F. Gifts to the Fund

- 1) Gifts to the Endowment Program shall be classified as "restricted" or "unrestricted" and then assigned to one of the following categories:
 - a. *Ministry Funds (for missions/ministries in and beyond the local church and community).*
 - b. *Property Funds (for maintenance, care, improvements or additions to, or construction of physical facilities).*
 - c. *General Endowment Funds (for special needs)*
- 2) The Committee shall have the authority and responsibility to accept or reject any and all gifts to the Endowment Program in keeping with the authority granted by the Charge Conference.
- 3) All provisions of the Endowment Program as to the investment of funds, administration of funds, and limitations of use of distributions shall be applicable to both restricted and unrestricted gifts. All gifts made to the fund shall be accepted subject to the terms and limitations set forth in this document.
- 4) Any person may make gifts of any amount to the unrestricted portions or any previously established restricted portions of the Endowment Fund.

G. Liability of Trustees and Members of the Committee

- 1) In the absence of gross negligence or fraud, no member of the Board of Trustees of St. Luke's UMC or of the Committee shall be personally liable for any action made or omission with respect to the Endowment Program.

H. Merger, Consolidation or Dissolution of St. Luke's UMC

- 1) If at any time St. Luke's UMC is lawfully merged or consolidated with any other church, all the provisions herein in respect to the Endowment Program shall be deemed to have been made on behalf of the merged or consolidated church which shall be authorized to administer the same in all respects and in accordance with the terms thereof.
- 2) If St. Luke's UMC should ever be dissolved without any lawful successor thereto, the Fund, including both principal and interest to date, shall, by majority vote of the Endowment Committee and approval of the Church Council be entrusted to the Virginia United Methodist Foundation for making distributions while maintaining the principal as an endowment in the name of said church.

- I. Amendments
 - 1) Technical corrections and amendments to the Endowment Program which do not alter the stated purpose of the Endowment Program may be made by a two-thirds (2/3) affirmative vote by the Church Council of St. Luke's UMC.
- J. Severability
 - 1) If any provisions or any application of any provisions of the Endowment Program shall be held or deemed to be or shall be illegal, or unenforceable, the same shall not affect any other provision or any application of any provisions herein contained or render the same invalid, inoperative, or unenforceable.
 - 2) These revised operating guidelines were adopted this 20th day of November, 2002 in a duly authorized Charge Conference of St. Luke's UMC unanimously; the updated guidelines were approved unanimously on this 14th day of June 2011 by the Church Council of St. Luke's United Methodist Church.

RESOLUTION

- A. Be it resolved that the Charge Conference of St. Luke's United Methodist Church, Yorktown, Virginia, in session on this 20th day of November 2001: Updated by the St. Luke's Church Council in session on June 14, 2011:
 - 1) Update the Permanent Endowment Fund/Planned Giving Committee pursuant with the Book of Discipline of the United Methodist Church 2008, 2533.
 - 2) Elect the following persons to membership on the Permanent Endowment Fund/Planned Giving Committee:
 - a. *By virtue of their office:*
 - 1. The Senior Pastor
 - 2. The Business Manager, non-voting, if not a member of St. Luke's UMC.
 - b. *A representative from the Committee on Finance. This member shall be named by the Finance Committee.*
 - c. *A representative from the Board of Trustees. This member shall be named by the Board of Trustees.*
 - d. *Three (3) at-large members of the church nominated by the Lay Leadership Council. In naming these persons, special consideration shall be given to persons who can provide strong leadership in encouraging Church members and friends of the Church to include planned Christian giving and endowment funding in their Christian Stewardship.*
 - 1. The at-large members will serve for a maximum period of three (3) consecutive years or until their successors are determined or elected.
 - 2. After an absence of one (1) year, an individual is eligible for reappointment.
 - 3. For continuity of leadership initially one of the members elected by Charge Conference will serve one (1) year, one will serve two (2) years and the other will serve three (3) years.
 - 4. The three (3) at-large members shall be assigned to their respective class at the initial meeting of the Endowment Committee. These members are eligible to succeed themselves for one (1) time only for a full three (3) year term at the sole discretion of the Lay Leadership Council. Thereafter, each is eligible for reappointment after an absence of one (1) year.
 - 3) The Chairperson of the Committee shall be nominated by the Lay Leadership Council from the committee membership established in item 2 above.
 - 4) The Committee shall elect one of its members as Secretary and shall establish such sub-committees as it deems necessary.

- 5) The Committee shall have the powers and duties authorized by the Book of Discipline of the United Methodist Church 2008, 2533 and granted by this Charge Conference and by any future Charge Conference.
- a. *The Committee shall perform the services described in the Book of Discipline of the United Methodist Church 2008, 2532.5 as designated by the donor or at the direction of the Charge Conference.*
 - b. *The Committee shall emphasize the need for adults of all ages to have a will and an estate plan, and provide information on the preparation of these documents to the members and friends of the congregation.*
 - c. *The Committee shall stress the opportunities for members and friends to make provisions for making endowment gifts by means of outright gifts, life income annuities or trusts, life insurance or bequests.*
 - d. *This Committee shall disseminate information on estate planning, planned giving, and stewardship, which will create an atmosphere for endowment giving in the local church.*
 - e. *This Committee shall receive, administer, and invest all endowment funds given to the local church including those designated for endowment by the donor(s) and those unrestricted gifts, which may be designated for endowment by the Church Council.*
 - f. *This Committee shall decide on appropriate investment strategies for all endowment funds with consideration being given to the investment of some or all of these endowment funds through the Virginia United Methodist Foundation.*
 - g. *This Committee shall set the spending (income/dividend/capital gain distributions) policy on each fund where the donor has not given specific direction.*
 - h. *When gifts of real estate, other tangible property, or securities are given to the local church, normally these gifts pass through trustees. However, if these gifts are designated for endowment funds, the endowment committee may receive and with notification to the trustees, may dispose of these properties. In any case, the proceeds from the sale of these gifts of real estate, or other tangible property or securities pass through to the endowment committee for administration and investment, if they have been designated for endowment by the donor or designated for endowment by the Church Council.*
 - i. *This committee is charged with documenting instructions from a donor or donors regarding endowment funds and, in the case where no donor instructions are given, this committee is charged with the responsibility of developing appropriate guidelines for each endowment fund regarding:*
 1. The purpose of endowment
 2. Policy regarding principal
 3. Spending/income/dividend/capital gain distribution policy
 4. Criteria and application guidelines for receiving funds from the endowment
 5. Procedures for publicizing the endowment
 - j. *This committee must submit a written report annually to the Charge Conference, and the chairperson should report quarterly to the Church Council.*
- B. This Resolution Creating a Permanent Endowment Committee was adopted this 20th day of November 2001, in a duly authorized Charge Conference of St. Luke's United Methodist Church by a unanimous vote. This Resolution was updated this 14th day of June 2011, by the Church Council of St. Luke's United Methodist Church by a unanimous vote.

Appendices

APPENDIX A

APPLICATION FOR THE GOOD SAMARITAN FUND

***** APPLICANT MUST LIVE IN YORK COUNTY or POQUOSON *****

Requests go to the St. Luke's UMC Missions Committee. They evaluate all requests for assistance each Friday. We DO NOT accept requests on Fridays. Applicant will be advised by telephone, usually on Friday afternoon, whether or not they will be assisted and how much. The committee will work directly with the utility company or the landlord to determine the amount of assistance and how it will be paid. All assistance is paid directly to the utility company or landlord, not to the applicant.

GENERAL INFORMATION: Date Request Received _____
Applicant Name: _____ Social Security Number _____
Applicant Address: _____
Apartment _____ Lot Number _____ Phone Where Applicant Can Be Reached _____
(circle one: home work relative neighbor)

IF ASSISTANCE IS FOR UTILITIES
Has a CUT-OFF Notice been received? YES NO CUT-OFF Date _____
Dominion Virginia Power Account Number _____
Virginia Natural Gas Account Number _____
Other Utility Account Number (specify utility) _____
Amount Owed \$ _____ Amount Requested \$ _____
Other Outstanding Bills _____

(We will only help with one bill but we are trying to get a better picture.)

IF ASSISTANCE IS FOR RENT
Landlord's Name _____
(Include name of Realty/Property Management Company and agent/manager's name.
NOTE: Payment to an individual is NOT PERMITTED.)

Landlord's Address _____

Landlord's Phone Number _____
Has an eviction notice been received? YES NO Eviction Date _____
Monthly Rent \$ _____ Total Amount Due \$ _____ Amount Requested \$ _____

OTHER INFORMATION:
List any help given previously: _____

Problem which is the basis of the need for assistance: _____

Any other agencies you refer them to: _____

Program Philosophy

St. Luke's United Methodist Church is a fellowship committed to receiving, sharing, reaching out, and celebrating God's love through Christ. In keeping with this philosophy and in response to the needs of our community, St. Luke's has established St. Luke's Preschool. St. Luke's Preschool began as a Mothers'-Day-Out Program in 1995. The school is a ministry of St. Luke's United Methodist Church, intended to serve the children in this and surrounding communities. The school, as a ministry of the church, shares God's love with the children by ministering to their developmental needs.

We believe in providing environmental stimulation through educational play and exposure to varied learning experiences. We encourage independence, social interaction, and problem solving at each child's appropriate level of development. A richly experienced preschool is a sound basis for later schooling and a healthy adult life. We are interested in the *total child*. Our program is designed for social and intellectual growth as well as spiritual growth. Each child is unique and we strive to tailor our program on an individual basis.

St. Luke's Preschool provides a Christian atmosphere for children to grow socially, emotionally and spiritually while learning through play. Our program provides a loving, caring environment for social interaction for children ages 2 ½ to 5 years with emphasis on Christian morals, principles and values while ultimately providing our students with a solid academic foundation for kindergarten and beyond.

Purpose

- To provide experiences that meet children's needs and stimulate learning through a developmentally appropriate curriculum that stresses physical, cognitive, emotional, intellectual, creative and spiritual growth.
- To see each child as a unique person with different levels of development and ability.
- To design appropriate activities that facilitate individual learning styles.

Objectives

Children vary in the time it takes to master a skill or take developmental steps. The objectives for each child are to:

- Like himself or herself
- Feel comfortable expressing his or her ideas
- Develop language skills
- Enjoy exploration and concentration
- Make choices and complete tasks
- Accept and follow directions
- Enjoy and respect friends
- Learn about and experience Christ's unconditional love for all people

Children begin the process of building their faith and values at a very early age. We feel that the curriculum at St. Luke's Preschool, which balances the teaching of Jesus Christ and academics, will give each child a solid foundation to continue through life. Our children will attend Chapel Time, a time for spiritual growth and knowledge, with our Pastors every month. Parents are welcome to join us on Chapel Time days. Check the monthly newsletters for dates and times.

Teaching Staff

St. Luke's Preschool shall be staffed with appropriate teachers and assisting personnel. They shall have the professional training, experience and other general qualifications necessary. Each member of the staff is certified annually by a practicing physician to be free from any disability which would prevent them from caring for children. St. Luke's UMC files the appropriate criminal records checks for each staff member.

Enrollment

Children between the ages of 2½ and 5 years of age are eligible for enrollment. St. Luke's Preschool offers three preschool classes as follows: Children at least 2 ½ years of age by December 31 may enroll in the two-day 2 1/2-year-olds' class but must be 2 ½ to attend. Children at least 3 years old by September 30 may enroll in the two-day or three-day three-year-olds' class. Children at least 4 years old by September 30 may enroll in the four-day or five-day four-year-olds' class. Enrollment will be accepted on a space-available basis when the following forms have been received:

- Application for Admission
- Contract
- Annual Registration Fee

A student may not attend the first day of classes without receipt of the following forms and fees:

- Immunization and Health Form
- Annual Supply Fee
- First Month's Tuition

In order to provide the best care in meeting the needs of each child, enrollment will be limited to 10 children in the two and one half-year-old class and 12 children per class in the three-year-old classes. Enrollment in the four-year-old program will be limited to 16 children per class. A child may only be enrolled in one class.

Members of St. Luke's UMC and families currently enrolled in St. Luke's Preschool will be given the opportunity to register children one week prior to open registration for the community. Registration will be on a first-come, first-served basis. St. Luke's Preschool will maintain a waiting list.

All children must be completely daytime potty trained and require no special care. Children who depend on disposable training pants (Pull-Ups) are not considered to be potty trained. Therefore, "Pull-ups" will not be worn to school. Complete potty training is an indication of developmental readiness for school. While we understand that occasional accidents may

happen, incomplete training imposes unfair difficulties on the children and their teachers. We are unable to make any exceptions to this policy.

Program Schedule

St. Luke's Preschool offers four preschool classes. The schedule is as follows:

Two-day Class (2½ year olds)	Tues. and Thurs.	9:30 to 12:30
Two-day Class (3 year olds)	Tues. and Thurs.	9:30 to 12:30
Three-day class (3 year olds)	Mon., Wed., Fri.	9:30 to 12:30
Four-day Class (4 year olds)	Mon., Tues., Wed., Thurs.	9:30 to 12:30
Five-day Class (4 year olds)	Mon. through Fri.	9:30 to 12:30

Conferences, Holidays and Inclement Weather Schedule

St. Luke's Preschool will follow the York County Public School calendar unless otherwise noted on our own calendar. Our school year calendar can be found on the last page of this handbook. In cases of inclement weather, if York County Public Schools are closed or have delayed openings, St. Luke's Preschool will be closed. Please check your local news channels for York County School closings and/or delays.

Parent-Teacher conferences are a valuable tool for parents and teachers. Time will be set aside in January for this purpose. During Parent-Teacher conferences, school will not be in session. Conference time will be available for every student during this period. Should an additional conference time be desired, an appointment can be made with your child's teacher.

Registration Fee

An annual, non-refundable registration fee of \$35 will be charged for each child enrolled in the program. If a child is withdrawn from the program and then wishes to re-enroll, the registration fee must be paid again. This fee includes a tote bag bearing the school's logo to be used as the student's backpack for the school year.

Tuition and Supply Fees

Annual tuition for either two-day class is \$765 (\$85.00 per month). Annual tuition for the three-day class is \$945 (\$105.00 per month). Annual tuition for the four-day class is \$1,125 (\$125 per month). Annual tuition for the five-day class is \$1,305 (\$145 per month). If more than one child in a family is enrolled, there is a 10% discount for the younger sibling. Please make all tuition checks payable to St. Luke's UMC Preschool. Your canceled check will be your receipt. Annual tuition is payable in monthly installments in advance by the first of each month. It is considered overdue on the 5th day of the month. A late fee of \$15.00 will be charged for

overdue payments. A returned check fee of \$25 will be imposed on any check that is returned to the school. If tuition is not paid by the last school day of the month, we reserve the right to withdraw a child for non-payment. There will be no refund due to absence or school closing due to holidays or unscheduled closings. Parents must provide 30 days written notice prior to withdrawing a child from St. Luke's Preschool.

Supply fees are paid annually. The supply fee for the two-day classes is \$45. The supply fee for the three-day class is \$65. The fee for the four-day class is \$85. The fee for the five-day class is \$105. Each fee is per student and must be paid before classes begin.

Stay-n-Play

Children who wish to remain at Preschool after hours will have the opportunity to participate in Stay-N-Play. Stay-N-Play is an extra time set aside for children to remain at school in an unstructured setting. Stay-N-Play's hours are 12:30 to 2:30. Stay-N-Play is offered twice per month. A child can only attend Stay-N-Play on days he/she is enrolled for class. Check your monthly calendar for exact days each month. A minimum of ten students is required for each session. Sixteen students will be the maximum. The charge for Stay-N-Play is \$10.00 per child. Payment must be made one week prior to the Stay-N-Play date to hold your child's slot. St. Luke's Preschool will provide the snack at Stay-N-Play.

Field Trips

Field trips are extended learning opportunities. They also provide an opportunity for parents to have a one-on-one experience with their preschooler. Many of our field trips are structured so the parent can participate by meeting us at the field trip location with his/her child. Some field trip locations require limiting the number of attendees. On those occasions, we will require that no siblings or children not registered in our program attend. Advance notice will be given to allow ample opportunity for childcare arrangements to be made.

Occasionally, the church bus/van is used for transportation. In those instances, a limited number of parents will be asked to chaperone. A valid driver's license, proof of insurance and background checks may be requested of any parent participating in field trips. All children taking field trips will be restrained in seat belts or car seats. We ask for parent volunteers as drivers/chaperones for our field trips. If parent drivers are needed, their automobiles must have adequate seat belts. Parent drivers/chaperones must be able to arrive ten minutes before school begins on field trip days. Parents who are not driving will secure their child's car seat in the vehicle of a driver before leaving the preschool. This is to ensure the car seat is properly installed in the car. Parent drivers/chaperones must be willing/able to accommodate more than one extra child to drive. All children must ride in the back seat of vehicles in their own car seat. Each teacher determines the number of drivers. The names of parents wishing to drive/chaperone for each trip will be place in a hat and names drawn. Each parent who wishes to participate in field trips will be given an opportunity to drive/chaperone prior to using a parent driver multiple times. The teacher will assign students to drivers. This list will not be changed. It is requested that siblings of students not attend field trips unless otherwise noted.

If a student arrives at St. Luke's UMC after his/her class has departed for a field trip, the child may join the class at the field trip location. The parent or supervising adult must remain with the child and provide transportation back to St. Luke's after the field trip or confirm alternate plans.

A child may NOT remain at St. Luke's in the care of a staff member if his/her class has departed for a field trip.

Late Pick Up Fees

There is a 5-minute grace period allowed for late pick-up. A \$1.00 per minute childcare fee will apply to any child left more than 5 minutes after the appointed pick-up time. This fee also applies to Stay-N-Play. Late fees will include the grace period. Please call if you know you will be late so we can reassure your child that you are on your way. After advanced notification, this fee will be billed to the family payable on the first day of the following month.

Lunch

Children will bring their own lunch each day. Please label all containers with child's name. If there is a special occasion such as a birthday celebration or holiday party, parents will be notified in advance.

Clothing and Personal Belongings

Young children learn best with hands-on activities. Children at St. Luke's Preschool need to wear clothing that is comfortable and washable. Art materials can sometimes end up on what your child is wearing! While every attempt will be made to prevent damage to your child's clothing, St. Luke's Preschool is not responsible for accidents that may occur. Tennis shoes or some other type of closed-toed shoe is recommended. Please label all garments including outerwear. Any additional belongings brought to school will be kept in your child's personal backpack. ***Please send only essential items for the day.***

Arrivals and Departures

The doors will be open every morning from approximately 9:20 to 9:35 to welcome students from the drop off line. Please be punctual. If you are the first vehicle in line, please pull up one car length past the double doors and wait for a staff member to assist your child. If you arrive after the door is closed, please enter the building and drop off your child at the Director's Office. Do not send your child in the building alone and unsupervised.

Parents who have not picked up their child by 5 minutes after the session ends will be charged a fine of \$1.00 per minute for each minute they are late. The five-minute grace period will be included when calculating the fine.

Children must be signed out every day. If someone other than the authorized persons will be picking up a child at school, it is required that the parent send a note to the teacher indicating that permission is granted. The Staff of St. Luke's Preschool will request to see photo identification before dismissing the child.

Health and Safety

The Commonwealth of Virginia requires a completed Virginia health form, signed by a physician, be on file in our school office before the first day of school.

If your child becomes ill while in our care, we will contact you immediately. Children who become ill during school hours are isolated from others. If your child will not attend the program due to illness, please let us know. We are not authorized to dispense medications of any kind.

Please keep your child home if any of the following symptoms occur:

- has a fever or had one during the last 24 hour period
- has diarrhea or has had diarrhea in the last 24 hours
- has vomited in the last 24 hours
- has heavy nasal discharge
- has symptoms of conjunctivitis ("pink eye")
- it has been less than 24 hours since receiving antibiotics
- child is too ill to play outside
- has a constant cough or upset stomach
- is fussy, cranky and generally not him/herself

Please notify the school if your child will not be attending by calling the school at 898-3017.

Every precaution for safety is taken: however, if an accident should occur the parent will be notified immediately. An accident form requiring a parent's signature will be sent home. *Please make sure all telephone and cell phone/pager numbers are kept current.*

Parent Volunteers and Substitutes

Parents are encouraged to become involved with our program. We need parent volunteers to man our Art Room for about 2 hours each day. These volunteers will be supervising up to 8 students in two 20-30 minute shifts each day. Materials will be provided. A background check will be required. Should there not be enough parent participation for our Art Room, there will be alternatives offered for parents to volunteer.

The opportunity to become a paid substitute is available by informing the Director or calling the church office at 898-3017. Parents are always welcome for special occasions and are encouraged to attend.

Faith Curriculum

There will be two Chapel Times per month. St. Luke's UMC's Pastors and Director of Discipleship Ministries will lead them. Chapel Time will be held in the Sanctuary beginning at 9:45 and last about 10-15 minutes. Parents are welcome to attend. Check your monthly calendar for dates.

There is a monthly Bible verse reviewed each school day. Memorization is not required. We sing or say a table grace at lunchtime and Christian holidays are observed. Families find a loving Christian environment at St. Luke's where children of all faiths are welcome.

Library

The three and four-year-old classes will go to the library once per week. Each child will be allowed to check out one book. *Prior to further books being checked out, the library book must be returned.* If the book is lost or damaged, an exact copy must be purchased. Overdue book notices will be issued to students who don't have their books on library day. Please return library books only on your child's assigned library day.

Student Conduct

The social and emotional development of each child is important to St. Luke's Preschool. Children are encouraged to begin to resolve conflicts and to cope with fears and anxieties constructively. If any behavior creates an unsafe situation or is harmful in word or deed, it will be addressed. Behaviors involving harm toward another child cannot be tolerated in the preschool setting. Time-outs and parental contact will be initiated.

A child may be excluded from the program if the child's inappropriate behaviors impact the learning environment. A partial list of unacceptable behaviors includes biting, tantrums, spitting, pushing, kicking, shouting, inappropriate language and inappropriate physical contact.

Birthday Parties

Birthdays are special days in your child's life. We encourage you to help us celebrate by providing a simple birthday treat. Please contact your child's teacher in advance to make special arrangements. Staff members will not pass out invitations/thank you notes for parties not held at school. Addresses for classmates are printed in the school directory. There will be no exceptions to this policy.

Withdrawals and Absences

A child may be withdrawn from school with a written 30-day notice. In the event 30 day's notice is not given, thirty days' tuition will be charged from the date on which notice is given. In the latter case, a credit may be given if another child is enrolled from the waiting list to fill the vacancy created without adequate notice.

If a child misses school temporarily because of illness, family vacation, or other reason, tuition charges will continue.

Governing Body

The Board of Directors of St. Luke's Preschool is responsible for establishing policies and procedures and for ensuring their implementation. The Parent Representatives are volunteers and will be announced in the newsletter. The Board of Directors shall consist of the following representatives:

- Chairperson
- Preschool Director
- Director of Education
- Education Committee Member
- Board of Trustees Member
- Finance Committee Member
- Staff-Parish Committee Member
- Two Parents of enrolled children

With the recommendation of the teacher, the Preschool Board of Directors reserves the right to dismiss a child from the program for non-cooperation, delinquency in payment of tuition, or inability of a child or parent to adjust to the program.

The Board of Directors meets a minimum of two times per school year. Parents with questions or concerns should direct their comments to a Board member. The Board meetings are open to any person wishing to attend.

A Final Word

At St. Luke's Preschool we strive to enrich the spiritual lives of the children we serve, as well as the total family. We invite you to visit St. Luke's United Methodist Church and would welcome the opportunity to share with you our beliefs concerning God's Word.

St. Luke's Preschool is operated by St. Luke's United Methodist Church and has filed documentation as a religiously exempt child day center with the Department of Social Services for the Commonwealth of Virginia.



Please read, sign/initial each statement, detach and return this portion.

Child's Name _____

Date _____ Teacher _____

I give permission for our names, addresses, phone number and email address to be shared with other St. Luke's Preschool's families for the purpose of planning school events.

(signature)

I give permission for photos, which may include my child, to be used on the preschool or church website, brochure, newsletter, bulletin board or other media.

(signature)

I have read and agree to abide by the policies outlined in this handbook.

(signature)

(To be completed in consultation with the Pastor)

Wedding for: _____ Date: _____

Bride's Name: _____

Given Name to be used in Service: _____

Address: _____

Date of Birth: _____ Place: _____

Occupation: _____ Employed by: _____

Work Phone: _____ Home Phone: _____

Previously Married? _____ Children? _____ Ages: _____

Church Membership: _____

Parent's Names: _____

Attending Wedding? _____

Groom's Name: _____

Name to be used in Service: _____

Address: _____

Date of Birth: _____ Place: _____

Occupation: _____ Employed by: _____

Work Phone: _____ Home Phone: _____

Previously Married? _____ Children? _____ Ages: _____

Church Membership: _____

Parent's Names: _____

Attending Wedding? _____

Couple's name and address after marriage:

Additional Information:

Date of Rehearsal: _____ Place: _____ Time: _____

Date of Wedding: _____ Place: _____ Time: _____

Location of the Reception: _____

Best Man: _____ Maid/Matron of Honor: _____

Ushers: _____ Bridesmaids: _____

Double/Single Ring Ceremony: _____

Special Music: _____

Organist: _____ Soloist: _____

Family Information

Name(s): _____

Address: _____

Phone #: _____

Email: _____

Funeral Home: _____

Date/Time of Service: _____

Location of Service: _____

Please complete both sides of this panel and return it to the office.

Contact Us

For More Information:
Contact the church office at 898-3017.



St. Luke's United Methodist Church
300 Ella Taylor Road, Yorktown, Virginia 23692
Phone: 757-898-3017 Fax: 757-898-4304
www.stlukesyorktown.org

Martha's Ministry



St. Luke's
United Methodist Church

"Extends their deepest sympathy to the families in this time of grief."

Pastors' Form/Information

Ministering In Time of Grief

The *Pastor* conveys to the *Funeral Coordinator* the family's wishes regarding a meal or reception provided by Martha's Ministry *volunteers*.



The *Funeral Coordinator* serves as the liaison between the *Martha's Ministry Team Leader* and the family.

About Martha's Ministry

The *Martha's Ministry* of *St. Luke's* *United Methodist Church* was established to assist church families in times of grief.



The services provided by the volunteers are offered in love as a gift to members of our church community.

How May We Help?

If you would like assistance, please choose the option you desire:

- ___ 1) A reception hosted at the church immediately following the funeral/ memorial service
- ___ 2) A meal in the home provided for the family
- ___ 3) A meal at the church provided for the family



If you have chosen a meal, please choose one of the following times:

- ___ 1) A day before the funeral/ memorial service
- ___ 2) Immediately prior to the funeral/ memorial service
- ___ 3) Immediately following the funeral/ memorial service *

* If you have chosen a meal in your home immediately following the service, would you like assistance with setting up, serving, and cleaning up?

___ Yes ___ No

May we also assist with ___ ice for home use?
___ paper/plastic food utensils for home use?

(Please complete both sides)



St. Luke's United Methodist Church

300 Ella Taylor Road
Yorktown, VA 23692

Annual Medical Release Form

There is a potential risk when traveling and/or participating in any youth or children's ministry group activity. I/We do not hold St. Luke's United Methodist Church, its ministry staff or volunteers liable for any injury or accident that occurs while my youth/child is participating in church sponsored activities. Every reasonable effort is afforded to provide for a safe experience.

In the event of accident and or injury where emergency medical care is necessary, I hereby give my permission for the church representatives to seek appropriate medical care.

Child/Youth Name _____
Address _____
City, State, Zip _____
Date of Birth _____

Emergency Contact Information:

Name _____
Phone _____ Alternate Phone _____

Name of Insurance Carrier: _____ Name of Policy Holder _____ Policy Number _____ Group Number _____ Other Medical Information (allergies, medications, etc.) _____ _____ _____
--

Parent's Signature _____ Date _____

Notary Information
State of Virginia County of: _____ I, _____, do hereby declare that _____ appeared before me this the _____ day of _____, _____. _____ Notary Public



**St. Luke's United Methodist Church
300 Ella Taylor Road
Yorktown, VA 23692**

Youth Ministry Permission Form

I give my permission for my youth _____
to participate in a St. Luke's United Methodist Church field trip
to: _____

on: _____

We will leave the church at: _____ and return at: _____

We will be traveling by church vehicles.

It is understood that the staff will do everything possible to ensure my youth's safety. St. Luke's United Methodist Church is not responsible for injuries or personal property loss.

I further give my permission to the staff of St. Luke's United Methodist Church to secure emergency medical treatment for my child if I cannot be contacted.

Telephone numbers where parent can be contacted:

Parent Signature

Date

***Has your medical insurance information changed?
If so, please be sure to update your Annual Medical Release Form.***

St. Luke's VOUCHER		<u>Date</u> _____
<u>Please Print</u>		
Account(s) to be charged	Acct. Code	Amount
Pay to: _____	TOTAL	
Voucher/Check Number: _____		
Authorized by: _____		
(Signature and Title)		

Acronym List

Chair C	Chair or Co-Chair of the Church Council
Chair	Chair or Vice Chair (VC) or Co-Chair
Co-Leaders	either of the Co-Leaders
SP	Senior Pastor
AP	Assistant Pastor
AC	Administrative Coordinator
CC	Communications Coordinator
DDM	Director of Discipleship Ministries
DY	Director of Youth
DM	Director of Music
TREAS.	St. Luke's Church Treasurer
SPRC	Staff Parish Relations Committee

CODE	ACCOUNT NAME	SIGNATURES
103	Church Council	Chair C or SP
NURTURE MINISTRY		
155	Nursery Director Salary	Pay Coordinator
156	Nursery Attendant Salaries	Pay Coordinator
157	Nursery Supplies	Co-Leaders or AC
171	College Students	Co-Leaders or AC
172	Seminary Student Support	Co-Leaders or SP or AP or AC
176	Single Adult	Co-Leaders or AC
181	Family Programs	Co-Leaders or DDM or AC
182	Advent Dinner	Co-Leaders or AC
183	Easter Breakfast	Co-Leaders or UMM President or AC
186	Adult & Family Fellowship	Co-Leaders or AC
196	Health and Welfare	Co-Leaders or AC
197	Congregational Care	Co-Leaders or AC
OUTREACH MINISTRY		
184	Newcomers Seminar Meals	Co-Leaders or SP or AP or AC
206	Signs	Co-Leaders or AC
207	Prayer Ministry	Co-Leaders or AC
208	Informational Brochures	Co-Leaders or AC
209	Hospitality Center	Co-Leaders or AC
210	Fellowship Hosting	Co-Leaders or AC
211	Shepherding Ministry	Co-Leaders or AC
212	Reading /Tutoring	Co-Leaders or AC
213	New Neighbor Packets	Co-Leaders or AC
214	Drive Thru Nativity	Co-Leaders or AC
215	Special Events	Co-Leaders or AC

216	Advertising-Lent and Advent	Co-Leaders or AC
217	Community Outreach Activity	Co-Leaders or AC

EDUCATION MINISTRY

251	Adult Studies	Co-Leaders or DDM or AC
252	Children	Co-Leaders or DDM or AC
253	Youth Nurture	Co-Leaders or DY or DDM or AC
254	Youth Ministry	Co-Leaders or DY or DDM or AC
255	Youth Worker Support	Co-Leaders or DY or DDM or SP
256	Youth Director Salary	Pay Coordinator
261	Sunday School Curriculum	Co-Leaders or DDM or AC
262	Education Supplies	Co-Leaders or DDM or AC
263	Sunday School Teacher Appreciation	Co-Leaders or DDM or AC
264	Sunday School Workshops	Co-Leaders or DDM or AC
266	Preschool Supplement Salary	Chair SPRC
271	Vacation Church School	Co-Leaders or DDM or AC
281	Children's Church	Co-Leaders or DDM or AC
282	Discovery Club	Co-Leaders or DDM or AC
283	Kids In Action	Co-Leaders or DDM or AC
296	Confirmation	Co-Leaders or DDM or SP or AC
297	Graduation Reception	Co-Leaders or DDM or AC
298	Youth Summer Camp	Co-Leaders or DDM or DY or AP

WORSHIP MINISTRY

301	Worship Program Support	Co-Leaders or SP or AC
305	Altar Ministry	Co-Leaders or SP or AC
311	Director of Music Salary	Co-Leaders or SP or AC
316	Organist/Accompanist Salary	Pay Coordinator
321	Chancel Choir	Co-Leaders or DM or AC
322	Handbell Choir	Co-Leaders or DM or AC
323	Men's Chorus	Co-Leaders or DM or AC
324	Children's Choir	Co-Leaders or DM or AC
325	Youth Choir	Co-Leaders or DM or AC
326	Organ Music	Co-Leaders or DM or AC
331	Piano/Organ Maintenance	Co-Leaders or DM or AC
332	Choir Robe Cleaning	Co-Leaders or DM or AC
336	Music Program Support	Co-Leaders or DM or AC

SERVICE MINISTRY

356	Refugee Resettlement	Co-Leaders or AC
357	Missionary Covenant Support	Co-Leaders or AC
359	Kits For Conference	Co-Leaders or AC
360	School of Christian Mission	Co-Leaders or AC
361	ODU Campus Ministry	Co-Leaders or AC
363	Disaster Relief	Co-Leaders or AC
365	LINK	Co-Leaders or AC
366	PORT	Co-Leaders or AC
368	Menchville House	Co-Leaders or AC
371	Appalachia Service Project	Co-Leaders or AC
372	Agape Center	Co-Leaders or AC

374	Heart Haven	Co-Leaders or AC
375	Volunteers in Mission	Co-Leaders or AC
377	Church & Society	Co-Leaders or AC
378	Wesley Foundation	Co-Leaders or AC
379	Fellowship of Christian Athletes	Co-Leaders or AC

COMMUNICATIONS MINISTRY

380	Communications Coordinator Salary	Pay Coordinator
382	Radio	Co-Leaders or AC or Ed Brummer
383	Communications	Co-Leaders or AC or CC
384	Multi-Media Equipment (Accumulative)	Co-Leaders or Chair of Finance
385	Computer Equipment/Software (Accumulative)	Co-Leaders or Chair of Finance
386	Network Access Fee	Co-Leaders or AC or CC

CONFERENCE CONNECTIONAL MINISTRIES

401	World Service	Treas. or Chair Finance
402	Episcopal Fund	Treas. or Chair Finance
403	Equitable Salary	Treas. or Chair Finance
404	Pension & Benefits	Treas. or Chair Finance
405	Conference Health Benefits	Treas. or Chair Finance
406	District Superintendent's Fund	Treas. or Chair Finance
407	Conference Administration Fund	Treas. or Chair Finance
408	Education Fund	Treas. or Chair Finance
409	Conference Church Extension	Treas. or Chair Finance
411	Ministerial Education	Treas. or Chair Finance
412	General Connectional Fund	Treas. or Chair Finance
413	International Cooperative Fund	Treas. or Chair Finance
414	Black College Fund	Treas. or Chair Finance
415	Africa University Fund	Treas. or Chair Finance

DISTRICT CONNECTIONAL MINISTRIES

431	Administrative Fund	Treas. or Chair Finance
432	Extended Ministries	Treas. or Chair Finance

MINISTERIAL SUPPORT

501	Senior Pastor Salary	Pay Coordinator
502	Senior Pastor Salary, Accountable Reimbursements	Chair SPRC or Benefits Coordinator
504	Senior Pastor Benefits/Church	Chair SPRC or Benefits Coordinator
511	Associate Pastor Salary	Pay Coordinator
512	Associate Pastor Salary, Accountable Reimbursements	Chair SPRC or Benefits Coordinator
514	Associate Pastor Benefits/Church	Chair SPRC or Benefits Coordinator
521	Director of Discipleship Ministries Salary	Pay Coordinator
522	Director of Discipleship Ministries Accountable Reimbursement	Chair SPRC or Benefits Coordinator
524	Director of Discipleship Benefits/Church	Chair SPRC or Benefits Coordinator

STAFF-PARISH RELATIONS COMMITTEE

606	Honorariums	Chair SPRC or SP
611	Staff Recruiting	Chair SPRC or SP

616	Staff Training	Chair SPRC or SP
621	Salary Contingency/Future Hires	Chair SPRC or SP
626	Moving Expenses	Chair SPRC or Trustee Chair
631	Social Security Tax/Church	Pay Coordinator
632	Staff Benefits/Church	Chair SPRC or Benefits Coordinator

TRUSTEES - FACILITIES

701	Mortgage - Church/Parsonage	Chair or VC or Treas.
702	Insurance - Church/Parsonage	Chair or VC
711	Church Maintenance/Repairs (Accumulative)	Chair or VC or AC
712	Church Furnishings (Accumulative)	Chair or VC or AC
724	Church Janitorial Service	Chair or VC or AC
741	Church Janitorial Supplies	Chair or VC or AC
742	Church Misc. Paper Supplies	Chair or VC or AC
743	Church Grounds Maintenance	Chair or VC or AC
751	Church - Telephone	Chair or VC or AC
752	Church - Water Fees	Chair or VC or AC
753	Church - Heating Oil	Chair or VC or AC
754	Church - Electricity	Chair or VC or AC
755	Church - Gas	Chair or VC or AC
756	Church - Sewage Fees	Chair or VC or AC
757	Church - Garbage Fees	Chair or AC or CC
761	Parsonage Furnishings (Accumulative)	Chair or VC or Chair SPRC
762	Parsonage Maintenance/Repairs (Accumulative)	Chair or VC or Chair SPRC
763	Parsonage - Sewage Fees	Chair or VC or Chair SPRC
764	Parsonage - Heat	Chair or VC or Chair SPRC
771	Van Maintenance (Accumulative)	Chair or VC
772	Van/Additional Vehicle (Accumulative)	Chair or VC

ADMINISTRATION

806	Administrative Coordinator - Salary	Pay Coordinator
831	Office Supplies	AC or CC
836	Upper Room Devotionals	AC or CC
841	Copier Rental Fees	AC or CC
842	Office Equipment Acquire/Replace (Accumulative)	Chair or VC Trustees or AC
851	Postage Expenses	AC or CC
856	Historian	Historian
861	Finance Committee	Chair or VC Finance
862	Payroll Administration	Pay Coordinator
863	Stewardship	Chair /VC Finance/Stewardship Leader/SP
866	Annual Conference Delegates (Clergy & Laity)	Chair SPRC or Chair C
1001	Current Budget Account	See Current Budget Authorizations
1002	Financial Management	Treas. or Chair or VC Finance or Chair C
1003	Cash Reserve	Treas. or Chair or VC Finance or Chair C
1004	Accumulated Interest	Treas. or Chair of VC Finance or Chair C
1005	Endowment Com. Operating Expenditures	Endowment Treas. or Church Treas. (Church Treas. & Endow. Treas. are the same)

1006	Endowment Fund	Endowment Treas. or Church Treas. (Church Treas. & Endow. Treas. are the same)
1011	United Methodist Men	UMM President or VP or UMM Treasurer
1012	United Methodist Women	UMW President or VP or UMW Treasurer

FACILITIES

2001	Future Building	Building Chair or Chair C
2011	Church Maintenance Reserve	Chair or VC Trustees or Chair C
2012	Church Furnishings Reserve	Chair or VC Trustees or Chair C
2021	Parsonage Maintenance Reserve	Chair or VC Trustees or Chair C or Chair SPRC
2022	Parsonage Furnishings Reserve	Chair or VC Trustees or Chair SPRC
2031	Office Equipment Reserve	Chair or VC Trustees
2051	Van Reserves	Chair or VC Trustees
2061	Playground Equipment	Chair or VC Trustees
2066	Memorial Garden	Chair or VC Trustees

LIABILITY ACCOUNTS

3004	General Tax Liability	Pay Coordinator
3011	Senior Pastor Account Reimbursements	Chair SPRC or Chair Finance or Assistant
3021	Associate Pastor Acc. Reimbursements	Chair SPRC or Chair Finance or Assistant
3033	Moving Expenses Reserve	Chair SPRC or Chair Finance or Assistant

NUTURE MINISTRY

4012	Congregational Care	Co-Leaders of Nurture
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COMMUNICATIONS MINISTRY

5002	Multi-Media Equipment Reserves	Co-Leaders of Communications
5003	Computer Equipment Reserves	Co-Leaders of Communications

EDUCATION MINISTRY

6001	Pathfinders SS Class	Class Representative
6002	Spirit & Truth SS Class	Class Representative
6003	Carmines SS Class	Class Representative
6004	New Beginnings SS Class	Class Representative
6006	Families of Faith SS Class	Class Representative
6007	Real People SS Class	Class Representative
6021	St. Luke's PreSchool	Preschool Director or Chair of Preschool Committee
6031	Scholarships	Co-Leaders Education or DDM
6041	Youth	DY or AP or DDM
6042	Youth Special Events	DY or AP or DDM

WORSHIP MINISTRY

7001	Christmas (Advent) Special Offering	Church Treas.
7002	Easter (Lenten) Special Offering	Church Treas.
7003	Annual Va. Conference Special Offering	Church Treas.
7011	Adult Music	Co-Leaders of Worship or DM
7026	Piano Replacement	Co-Leaders of Worship or DM

7031	Hymnals	Co-Leaders of Worship or DM
7036	Bell Choir	Co-Leaders of Worship or DM
7041	Choir Robes	Co-Leaders of Worship of DM
7046	Weddings	Co-Leaders of Worship or DM

SERVICE MINISTRY

8001	Good Samaritan	Chair of Good Samaritan and/or AC or CC or SP or AP
8002	Pastor's Discretionary	SP or AP
8006	Easter Egg Project	Organization Co-Leaders or AC
8007	Easter Egg Project Reserves	Organization Co-Leaders or AC
8011	Appalachia Service Project	Organization Co-Leaders or Service Co- Leaders or AC
8016	Refugee Families	Co-Leaders of Service or Refugee Coordinators
8021	Missions Support	Co-Leaders of Service or SP
8031	Food Closet	Organization Chair or Treas.

General

Funds come to St. Luke's United Methodist Church via different methods and to provide support for various programs. These funds need to be deposited at the bank and logged to the appropriate accounts. The church also tracks the giving of funds by person to give them a financial statement for IRS purposes for their taxes at the end of the year. This procedure addresses the process for Church Service collections and any miscellaneous collections.

Procedure

Two Finance Committee and Church Council approved Counters that are non-related prepare and deposit the Sunday collection. The deposited is segregated between the various services with Sunday School collection combined in with either the 2nd or 3rd worship service collection. The Sunday church collection is separated between offering envelopes, loose personal checks, and loose cash (separated by designation). A preprinted spreadsheet broken out by services is used to make and prepare the deposit for the bank.

- A. There are generally two kinds of envelopes—Preprinted envelopes with members' information, and general church offering envelopes. Separate these envelopes.
- B. On the outside of the preprinted envelopes with members name and address, funds are designated for specific programs.
 - 1) Each envelope must be opened and the check/cash is verified to the amount written on the outside of the envelope.
 - 2) If the amount is not written on the outside of the envelope, then the Counter writes the amount in. Most funds are for the Operating Budget, but look at the memo section of the check to make sure.
 - 3) If the funds inside the envelope are cash, write "Cash" on the outside of the envelope.
 - 4) After verifying the amounts, put the check/cash back in each envelope.
- C. For general church offering envelopes, open the envelope (generally, these funds go to the Operating Budget, but other designations can be noted).
 - 1) If it has a check inside the envelope, remove the check and place it with the loose checks. Shred the envelope if it has any written information.
 - 2) If it has cash in it, see if the on the outside of the envelope it has the giver's name written on it. If it does, write the amount and the word "Cash" on the outside of the envelope. If it does not list the giver's name, then remove the cash and place it with the loose cash with the appropriate designation of funds.

Note: Sometimes a specific envelope is provided for designated donations (e.g. Advent). Funds in these envelopes are to be disbursed according to the will of the donor.
- D. Make copies of loose checks that are given to the church as donations.
- E. After all envelopes have been opened and verified, segregate all the donations including cash to like budget line contributions. For example, Budget, Good Samaritan, Building Fund, Food Closet, ASP, different Sunday School classes, etc. The segregation of these funds should be noted as either "Accountable" (A or ACCT) or Non-Accountable" (NA). Accountable means that the name of the donor is known (generally, this will come from

the envelopes and copied checks). Non-Accountable means the donor is unknown or that goods or services were received (e.g. Cash, Easter Egg checks) so that those funds will not be considered a donation.

- F. Items noted as “Budget” on the envelopes and undesignated checks are added together using the calculator. A paper tape adding these items together should be made. This amount is written on the lower half of side one of the preprinted spreadsheet on the “Budget Envelopes” line.
- G. Undesignated loose cash is counted and written on the lower half of side one of the preprinted spreadsheet on the “Budget Loose” line.
- H. For other special budget line designations (Good Samaritan, Building Fund, Sunday School classes, etc) these amounts are written on side two of the preprinted spreadsheet. These amounts should be further segregated/noted as Accountable and Non-Accountable donations. For instance, if you have a check or part of envelope designating funds for the Good Samaritan that add to \$50 and loose cash that was collected at the rail during Communion for \$40, then two lines are written for Good Samaritan.
 - a) Good Samaritan ACCT \$50
 - b) Good Samaritan NA \$40
- I. All special designations are totaled on side two of the preprinted spreadsheet. This total is brought forward to the lower half of side one of the preprinted spreadsheet.
- J. Once all budget lines have been noted and then totaled on side one of the preprinted spreadsheet, the funds can be removed from the envelopes. RE-VERIFY the amounts when removing. (Note: Some envelopes may have a check and cash; note the separation of these amounts on the outside of the envelope).
- K. All checks are placed in one stack, cash is segregated by denomination, and change is separated.
- L. Checks are added together using the calculator. A paper tape must be printed. Be sure to hit the Total button on the tape prior to start adding the checks. This must be done to assure that no amount is in memory prior to adding the checks since this tape will accompany the checks with the bank deposit. The total amount of the checks is written on the “Checks” line on the upper portion of side one of the preprinted spreadsheet. If this is the first set of checks, then “Tape 1” is written on the calculator tape. The second calculator tape is labeled as “Tape 2” for the next service, etc.
- M. Cash is counted and noted by denomination on the upper portion of the preprinted spreadsheet.
- N. Loose change is added together and written on the “Change” line of the preprinted spreadsheet.
- O. These amounts are then totaled. This total must match the total on the lower part of the spreadsheet. If the totals don’t match, then an error has been made with either totaling the actual funds or noting the various budget lines. Things to check:
 - 1) Re-total the spreadsheet on side one and two.
 - 2) Verify you wrote the amounts properly on the sheet.
 - 3) Re-count cash.

- 4) Verify the check calculator tape to the actual checks.
 - 5) Verify the budget envelopes and undesignated copied checks to the “Envelopes” calculator tape
 - 6) Verify the Accountable non-budget items (designated on the checks and/or envelopes)
 - 7) If you have not found the error after doing the above, then you must match the envelopes back to the checks to be sure you properly recorded the amounts for each person. For envelopes with “Cash” written on them, you know you will not have a check to match.
 - 8) The “Cash” amount can be verified by adding the envelopes noting cash and what was recorded for Budget loose or Non-Accountable items (excluding the Non-Accountable checks).
 - 9) If after all this the amounts still don’t match, it can only mean that cash was incorrectly recorded for one of the line items. Most likely, an adjustment will need to be made to the Budget “Loose” item to get the sheet to balance.
- P. Once you balance each service, the checks need to be stamped on the back with the “St. Luke’s Deposit Only” stamp. The calculator check tape is then placed with the checks for the bank deposit.
- Q. After all services are complete, the spreadsheet is totaled for all services. A bank deposit slip is filled out noting the totals of cash, change, and then each calculator check tape and the total deposit amount. Example:

Cash	\$200.00
Change	\$10.03
Checks Tape 1	\$5,100.46
Checks Tape 2	\$4,518.36
<u>Checks Tape 3</u>	<u>\$3,158.00</u>
Deposit Total	\$12,986.85

- R. The deposit slip, checks, and cash are placed in the bank deposit bag. The bag should be sealed and the total amount of the deposit should be written on the outside along with St. Luke’s United Methodist Church. One of the counters then takes the bag to the bank and puts it in the nightly deposit box.
- S. The Counters names for that Sunday should be circled or noted on the spreadsheet.
- T. A copy of the completed spreadsheet (both sides) is made. One copy of the spreadsheet is placed in the Treasurer’s mailbox in the church office. The other copy along with the envelopes and copies of checks is placed in the Financial Secretary’s mailbox in the church office.

Must be completed before departing on a SLUMC approved trip

A. Power-Off Inspection

- 1) Before inspection
 - a. Review Bus Log – maintenance items should be completed
 - b. Set parking brake
 - c. Chock rear wheels
- 2) Bus interior
 - a. Passenger door – check integrity of rubber seals, seals must form seal to keep harmful exhaust gases (carbon monoxide) out of bus
 - b. Exterior mirrors - set before trip, no cracks, dirt, stickers or obstructions
 - c. Windshield – no cracks, dirt, stickers or obstructions
 - d. Entry steps – no curled rubber (tripping hazard)
 - e. Hand rails -secure and tight
 - f. All passenger seats – check tops for security and pull up on seats to ensure floor attachment is tight
 - g. Aisle - clear of obstructions
 - h. Package trays – all luggage, bags, packages, etc., back from edge
 - i. Escape hatch – pop open and close (don't have to demonstrate the escape mechanism)
 - j. Rear door – demonstrate it is unlocked and opens
 - k. Emergency windows – all 4 marked; demonstrate opening/closing one
 - l. Triangles - need 3, show location
 - m. Fuses - show location, none missing (spares in upper storage area above center console)
 - n. Fire extinguisher – show location properly charged and securely mounted
 - o. Hood – pop open
 - p. Horn – honk once to demonstrate it is working.

B. Walk-Around Inspection

- 1) Right front wheel
 - a. Rims – no visible dents or cracks
 - b. Hub oil seal – (under hub cap) no visible leaks
 - c. Tires – no ABC (no abrasions, bubbles or cuts), at least 4/32” tread depth. (tire sizes should match on front and on rear)
 - d. Lug nuts – secure, no rust
- 2) Right front suspension
 - a. Coil spring – secure top & bottom, no cracks
 - b. Shock absorber – secure top and bottom, no leaks
 - c. Steering – steering arm, tie rod – secure, nothing loose. Cotter pin visible
- 3) Right front brakes (disc) – lines secure, no leaks.
 - a. Rotor – clean, no cracks, no fluids
 - b. Pads secure, no grease or fluids
 - c. Both front mirrors – secure and set. No looseness, cracks, dirt or stickers

- 4) Front of Vehicle
 - a. Lights (headlights and turn signals)– all lenses in good condition, no condensation or cracks
 - b. Steering linkage – secure.
 - c. Touch tie rod and shock - nothing loose or leaking
- 5) Engine Compartment – open hood and prop open
 - a. Coolant reservoir – fluid above minimum level, no leakage
 - b. Oil level – point to dip stick
 - c. Hydraulic brake reservoir – fluid at proper level, no leakage
 - d. Power steering fluid level – fluid at proper level, no leakage
 - e. Alternator – all leads secure, no fluids around it
 - f. Serpentine belt – not loose, no cracks, no grease on belt
 - g. Water pump – point to it, no leakage
 - h. Automatic transmission check – point to the dip stick
 - i. Windshield washer fluid – point to filler neck
- 6) Left front wheel – same as right side plus...
 - a. Steering column and steering gear box – no leaks, column secure
 - b. Steering linkages – follow to tie rod and damping shocks – nothing loose or leaking, cotter pins visible
 - c. Left front suspension – same as right side
 - d. Left front brake – same as right side
- 7) Left rear wheels – no damage, cracks, leaks
 - a. Rims – same as front
 - b. Tires – same as front, but can be retreads, 2/32' tread depth req'd.
 - c. Wheels/tires - can't be touching (rims are reversed, facing each other)
 - d. Axle seals – same as front
 - e. Lug nuts – same as front
 - f. Valve stems – secure (if needed there is an air pressure gage in vehicle)
- 8) Left rear suspension
 - a. Springs – same as front
 - b. Spring mounts – same as front
 - c. Shocks – same as front
 - d. Sway bar – secure, nothing loose, cotter pins visible
 - e. Leaf springs – all aligned, nothing broken
 - f. Generally – nothing cracked, damaged or missing
- 9) Rear brakes (drums)
 - a. Hoses/lines – secure, no leaks
 - b. Drum – no visible cracks
- 10) Fuel system – no visible leaks
 - a. Gas cap secure – open door and check
 - b. Fuel tank – visibly check, no leaks
- 11) Rear of vehicle
 - a. Emergency door – demonstrate opening – don't want it locked

- b. Signal & brake lights – check condition – no breaks, cracks or condensation
 - c. Reflectors (tape) – check condition, no peeling or large scratches
 - d. Right rear wheels – same as left
 - e. Right rear suspension – same as left side
 - f. Right rear brakes (drums) – same as left side
- 12) Under vehicle, forward of rear wheels (check under both sides)
- a. Drive shaft – Intact, no fluids or grease dripping. Check for safety hangers
 - b. Exhaust system – check for integrity, damage, visible leaks, no holes or dents; electrical lines and hydraulic hoses clear
 - c. Frame and cross members – check integrity; no cracks, breaks, bends or welds. No sign of breaks or holes in box frame or floor of bus
 - d. Electrical lines – nothing loose or dragging
 - e. Rear of engine – no leaks or hanging parts
 - f. Transmission – no leaks, visual check okay
- C. Power On Inspection
- 1) Inside bus - start engine
- a. Demonstrate the driver’s door opens and shuts with no restrictions
 - b. Emergency brake – check on (chocks are still in place!)
 - c. Gearshift – demonstrate it goes from Park to Reverse and then Drive (and holds vehicle in position at idle speed)
 - d. Foot brake – demonstrate it holds the vehicle in Drive
 - e. Coolant temperature – proper range
 - f. Oil pressure – proper range
 - g. Ammeter/voltmeter – proper range
 - h. Fuel quantity – check
 - i. Warning lights and buzzers – out & off
 - j. Steering play – less than 10° or 2 inches
 - k. Mirrors – set
 - l. Windshield – no cracks, clean
 - m. Wipers and washers – check and demonstrate working order
 - n. Lighting indicators (instrument cluster)– working (turn signals and high beam indicator)
 - o. Horn – honk, demonstrate working orders
 - p. Heater/Defroster – check for temp and flow
 - q. You should have already demonstrated the fuses, extinguisher and triangle locations (this is a pass/fail item)
- 2) Lights – exterior check. Demonstrate all work (you must get in and out!)
- a. Flashers – turn on, check all are working
 - b. Running lights – check front and rear
 - c. Headlights – low beam first then high
 - d. Turn signals – check all six locations (3 per side)
 - e. Brake lights – ask inspector to check 3 in rear for you
 - f. Marker lights – check on top, all illuminated, front and rear

Name of Organization or group _____

Applicant's name _____

Applicant's address

Street _____

City, State, & Zip Code _____

Applicant's telephone number(s)

Home _____

Work _____

Cell _____

Date(s) of meeting _____

Time of meeting

Start Time _____ AM/PM

Ending Time _____ AM/PM

Approximate size of group? _____

Is this meeting open to the public? YES _____ NO _____

Please help us to respond to inquiries by giving us a brief description of the meeting, or its purpose:

I have read the Facilities Use section of the St. Luke's Operational Policies and understand that use of this facility is restricted to non-profit activities and that any fund-raising activity requires Church Council approval. I agree to abide by the rules governing the use of the facilities and will advise those people in my group of the church's policies and ensure that they understand that misuse of the building or its facilities will prohibit future use of the building by our organization or group.

Applicant's Signature

Date

Rooms reserved _____

CONFIDENTIAL

St. Luke's Methodist Church
Background Check Authorization

Area of Ministry/ Service: _____

Print Name: _____
(First) (Middle) (Last)

Former Name(s) and Dates Used: _____

Current Address Since: _____
(Maiden) Year Married
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: _____ Date of Birth: _____

Telephone Number: _____

Drivers License Number/State: _____

Are you a member of our church? (Please circle) YES Since: _____ NO

The information contained in this application is correct to the best of my knowledge. I hereby authorize **St. Luke's United Methodist Church** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history, employment credit history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to **St. Luke's Methodist Church** or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release St. Luke's Methodist Church, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

I acknowledge that I have received, read and agree to abide by the Child Protection Policy of St. Luke's United Methodist Church.

Signature: _____

Date: _____