

ST. LUKE'S UNITED METHODIST CHURCH

OPERATING POLICIES, GUIDELINES, AND PROCEDURES

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VISION, MISSION, AND OPERATING POLICIES

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."

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.

Policy changes must be submitted directly to the Council by any church member or indirectly to the Council through an appropriate ministry or committee for adoption.

A. The primary task of the Council is to oversee the ministry areas and administration of St. Luke's United Methodist Church by:

- Setting goals and objectives
- Initiating planning, and authorizing plans
- Implementing ministries of nurture, outreach, education, worship and service
- Envision, plan, implement and evaluate the mission and ministry of St. Luke's
- Determining policy for the ministry of the congregation

B. Ministry areas described in additional detail are:

- Nurture ministry -- ministries connecting the members of the congregation and others in meaningful fellowship
- Outreach ministry -- ministries inviting all persons into an ever-deepening relationship with Jesus Christ
- Education ministry -- ministries promoting spiritual learning
- Worship ministry -- ministries planning and leading spirit-filled responses to God's love
- Service ministry -- ministries serving our neighbors in the church, community and world.

C. Oversight of church policies is divided among four church bodies:

- Church Council
 - Sunday School

- St. Luke’s Pre School (Sonshine Time)
- Lay Leaders Council
- Weddings
- Funerals
- Funeral Coordinator
- Youth
- Youth Permission Slips
- Finance Committee
 - Treasurer
 - Financial Secretary
 - Voucher Form
 - Credit Cards
 - Endowment Fund Committee
- Board of Trustees
 - Van Policy
 - Van Request Form
 - Bus Policy
 - Bus Request Form
 - Bus Pre-Trip Inspection
 - Temporary Signs
 - Facilities Use
 - Facilities Use Application Form
 - Kitchen
 - Computer Equipment Use
- Staff-Parish Relations Committee
 - Personnel Practice
 - Child Care
 - Child Protection
 - Volunteer Pension/Benefit Coordinator

D. The Annual Charge Conference elects all of the church officers, chairpersons and co-chairpersons of ministries and committees. They shall serve for one year, but should not routinely serve in the same position for more than three consecutive years. Exceptions are:

- At-large members of the Council
- Financial Secretary and the treasurer who may succeed themselves
- Members of three-year classes (Trustees and SPRC members)
 - Members of the Board of Trustees who may serve two consecutive three-year terms

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 2004, 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, or the Administrative Coordinator. Please refer to [Appendix A](#), "Application for the Good Samaritan Fund."

- Requests could include rent, utilities, lodging, and other necessities and these requests will be handled as follows:
 - *If expediency is required, any one member of the above group may act on the request.
 - *An application must be completed and entered into the Good Samaritan Fund database.
 - *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 Narthex is a physical and functional adjunct to the sanctuary. 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 exception

- 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.

- 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. The chairperson of the Council shall, during the first quarter of the year, appoint an ad hoc policy editor to update, as needed, the operating policies. 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 the following board meeting.

N. St. Luke's shall comply with all copyright laws.

SUNDAY SCHOOL

- A. All classes should begin by 9:45 a.m. and be dismissed at 10:45 a.m. or begin by 11:00a.m. and dismissed at 12:00 if applicable.
- 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.
- 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, any material available through the Cokesbury Catalog, Discipleship Resources, and some materials distributed through Group Publishers 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, student through 12th grade may not be “helpers” during the Sunday school hour.
- 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 and Procedures.”
- 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 (for example - 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.

PRE-SCHOOL

The 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 2 1/2 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 is considered a ministry area, and the Chair will be a member of the Church Council. The Board consists of the following:
 - Senior Pastor
 - Chair (appointed by the Charge Conference)
 - Director of Discipleship Ministry
 - St. Luke's Preschool Director
 - Education Committee member
 - Board of Trustees member
 - Finance Committee member
 - Staff-Parish Committee member and
 - Two parents of children enrolled (responsibility of the Pre-School director)

B. Staff: The preschool director reports directly to the Senior Pastor. 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](#), "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.

- 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. Notify the pastor(s) about your anticipated wedding and rehearsal dates as soon as possible and schedule an initial premarital interview. Please refer to, "Wedding Information for the Pastor," [Appendix C](#). 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).
- 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.
- 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).
- The services of a St. Luke's Wedding Hostess are required. Your Wedding Hostess 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 booklet.
- 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.
- 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 during your wedding and/or reception.

- No church furniture will be removed from the Sanctuary. The Wedding Hostess will place altar furniture in such a way that normal movement of participants in the wedding ceremony will flow smoothly.
- 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.
- No tacks, nails, or screws will be inserted into any part of the building or woodwork. No tape is to be used.
- No tobacco products or alcoholic beverages will be used anywhere on the church premises.
- Guest will not use flash photography in the sanctuary during the wedding ceremony.
- 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:

- The pastor usually wears vestments; therefore, a boutonniere need not be presented
- 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.
- 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.
- 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 hostess if you choose this option.
- 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:

- It is essential that your photographer be familiar with these guidelines.
- A wedding is a service of worship and requires reverence and respect.
- 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.
- 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:

- The primary duty of the Wedding Hostess 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.
- 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.
- Kitchen Responsibilities:
 - All dishes/utensils used must be washed and put away.
 - Stove, sinks, and counter tops must be clean.
 - Trash/garbage will be properly bagged and placed in the dumpster located at the back of the parking lot.
 - 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- | \$200 |
| 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 |
| Candelabra (2) | -none- | \$50 |
| Pastor (Note: travel off-site: fee plus mileage reimbursement at current IRS rate) | Honorarium | \$250 |
| Wedding Hostess (Rehearsal and Wedding)* | | |
| With fewer than 10 attendants | \$200 | \$200 |
| With 10 or more attendants | \$250 | \$250 |
| Rehearsal Dinner/Reception Services | \$200 each | \$200 each |

*If the services of the Wedding Hostess are required more than 2 hours prior to the service, additional fees will be charged on an hourly basis, at a fee of \$50 per hour. (Note: attendants include Bridesmaids, Groomsmen, Ushers, Flower Girl(s) Ring Bearer(s))

F. Organist/Pianist:

| Category | St. Luke's Members | Non-Members |
|--------------------------------------|--------------------|-------------|
| Wedding and Rehearsal ** | \$200 | \$200 |
| Accompany soloist or instrumentalist | \$50 | \$50 |
| Each additional music selection | \$50 | \$50 |

**Note: \$200 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 ration 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:

| Category | St. Luke's Members | Non-Members |
|-------------------------------|--------------------|-------------|
| Sanctuary service: | | |
| With fewer than 10 attendants | \$75 | \$75 |
| With 10 or more attendants | \$100 | \$100 |
| Reception service | \$100 | \$100 |

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

J. Calendar Of Events:

The Wedding Reservation deposit is payable immediately to secure your date on the church calendar.

- Two months prior to ceremony:
 - Have all special sheet music to church office for organist/pianist
- Two weeks prior to ceremony:
 - Deliver license and applicable fees to church office.
 - Advise Nursery Director of number of children to expect.
- One hour before ceremony:
 - All decorations complete, flowers in place.
 - All members of wedding party at church.
 - 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 Hostess – Lois Fuhrman – Home – 898-1460
- Organist/Pianist – Mark Smeland – Home - 886-9331
- Nursery Director – Teresa Crocker – Home – 898-3823
- 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:

- Talk on phone to set up meeting date with bride and/or mother. Exchange phone numbers.
- Meet with bride/groom/mother(s)/mistress of ceremonies at church (usually for 1 hour)

B. Discuss:

- Has organist been contacted?
- Number of people in wedding party
- Guest book? Location? Attendant?
- Where groomsmen and bridesmaids are to enter sanctuary
- Placement of wedding party
- Will sconces be used? If so, will need 32, AA batteries.
- If unity candle holder to be used. Who will light it? When?
- Is there a soloist? When will he/she sing?
- Is there a reader? When will he/she read and what?
- Is a microphone needed? Music stand?
- Do you plan on communion? Who will receive, couple and/or guests?
- Dressing room for brides and bridesmaids and groomsmen
- Candelabras? Who will light?
- Photographer? Videographer? Placement and restrictions.
- Florist can deliver flowers two hours prior to wedding
- Confirm day/date and time of rehearsal. (Pitfalls: traffic, getting lost, etc.)

C. Rehearsal: Usually 1 to 1 ½ hours

- Arrive at least 15 minutes before rehearsal for set up
- Placement of participants
- Minister goes through ceremony procedures
- Assist with unity candle lighting by participants
- Assist with lighting of unity candle during ceremony
- Practice processional

- Practice recessional
- Repeat if necessary
- Brief talk with participants concerning food, beverages in church, timetable for all to arrive the day of the wedding
- Turn off lights, sound system, and lock doors, set alarm before leaving.

Total time for rehearsal is 1 1/2 hours at the church

D. Wedding day:

- Purchase communion bread and white grape juice if applicable
- Arrive at church 2 hours prior to wedding
- Unlock doors
- Turn on AC/heat, lights, sound system and stained glass window
- Move all chairs in bride's dressing room for dressing space
- Change altar Paraments to white
- Set out unity candle holder and/or candelabras
- Fill candles on candelabras with oil
- Select window treatment for lighting
- Remove 2 carpet pieces from in front of front pews
- Turn on sconces if they are to be used (usually 20 minutes before ceremony)
- Prepare communion if applicable
- Assist florist with placement of flowers. Make plant stands available.
- Remove kiosk and other items (baskets, tables, carts) from narthex
- Move stand for guest book into place
- Speak with photographer/videographer upon their arrival
- Pin on all corsages, boutonnieres of wedding party and special guests
- Queue music with organist, pianist, or other music accompanists
- Assist parents, grandparents down aisle with appointed escort(s)
- Line up bridal party and send them down aisle at proper time
- Stay in narthex to assist late-arriving guests or guests from congregation
- Secure wedding party valuables

F. After wedding:

- Assemble wedding party with parents, grandparents for photographs

G. When bridal party departs:

- Turn off sconces, open shuttered windows
- Replace altar Paraments with correct color for Sunday
- Put away unity candle holder, candelabras, plant stands
- Turn off stained glass window and sound system
- Return microphone and music stands to proper place
- Put oil in altar candles
- Wash communion goblets, put away. Take home used linens to launder.
- Return kiosk and other items to narthex
- Clean up parlor and dressing areas (Room 21 is used by the men)
- Check pews for left behind articles, replace pencils and attendance registers
- Throw away trash left behind
- Turn off all lights in sanctuary, dressing rooms
- Check and lock all doors

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 AND DUTIES OF THE FUNERAL COORDINATOR

A funeral is a service of worship which is characterized by reverence and dignity. The following guidelines will assist you with your plans for this solemn observance.

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 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, a funeral reception may be held in the church fellowship hall or a meal may be provided for the family. 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..... Honorarium
- Organist..... \$50.00
- Soloist..... \$30.00

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

Duties of the Funeral Coordinator

A. Prior to the day of the service:

- Make arrangements for the cleaning of the sanctuary and parlor for the day of the service.

- 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:

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

- All youth trips must be approved by the Council.
- Written parental permission shall be required.
- Chaperone-to-youth ratio shall be no less than 1:7
- Drivers shall be 21 years of age or older or have written permission from parent.
- Youth who wish to ride with a driver under 21 must have written parental permission.
- Departure and estimated return times shall be clearly defined.
- Estimated costs shall be clearly defined.
- Chaperones shall remain “on duty” until all youth have been picked up or accounted for at the end of the trip.
- The youth trip permission slip shall be used for all trips. Each youth shall furnish a completed slip to the Youth Director upon attendance at the initial youth activity or as soon as possible thereafter. This slip shall remain in effect until revoked or amended by the parent(s) or legal guardian.
- All workers with the youth shall read and sign the Child Protection policy found under Staff Parish Relations Committee.

B. Please refer to [Appendix E](#) for the “Medical Care and Travel Release Form.”

C. Please refer to [Appendix F](#) for the “Youth Covenant Form.”

ALTAR MINISTRY

A. 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.

B. Suggested Duties:

- Changing the paraments, as necessary
- Refilling the Altar oil candles (semi-monthly)
- Assisting the communion stewards on the 1st Sunday of each month:
 - Helping prepare the table before the 8:30 a.m. & 11 a.m. services
 - Cleaning the communion ware after the 11 a.m. service
 - Helping prepare communion every Sunday for the 9:45 a.m. service and cleaning the communion ware after the service.

 _ Serving in the absence of the communion stewards

C. Laundering the communion linens

D. Recruiting communion assistants for the 1st Sunday of each month (8:30 a.m. & 11 a.m. services)

E. Coordinating Altar flowers

- Maintaining the flower sign-up sheet (bulletin board across from the work room) & 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.
- Arranging for flowers to be placed in the sanctuary when no one has signed up to do so.
- Maintaining the pew racks (attendance sheets, pencils, offering envelopes & special offering envelopes)
- Assisting with seasonal decorations (i.e. Lent, Easter, All Saints Day, Advent, etc.)
- Assisting with any visual worship enhancements

FINANCE COMMITTEE

A. The primary tasks of the Finance Committee are to develop the annual financial plan, manage the overall financial program of the church and lead St. Luke's UMC in funding the missions and ministry of our church.

B. After adoption of the annual budget and all additional appropriations by the Charge Conference, the Council must approve any changes.

C. Financial Guidelines of Groups and Organizations:

- It is the policy of St. Luke's to maintain all funds in the general church treasury as established by the Finance Committee with two exceptions:
 - The United Methodist Women are allowed by The Book of Discipline to maintain their funds in a separate account.
 - 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. All other funds collected or donated shall be deposited with the church treasurer on a regular basis. The treasurer 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 voucher completed by the group's president or treasurer.
- No financial appeal is to be made by or to any class, organization, or group within St. Luke's for support of any project without the recommendation of the Council. Exceptions to this rule are conference appeals.
- No special appeals for subscriptions to church periodicals, other than the Virginia Advocate and the Interpreter, will be permitted without approval of the Council.

D. Financial Operating Procedures:

- 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) names approved counters.
- The Church Treasurer shall be authorized to pay all received bills upon the receipt of a properly signed voucher (See VOUCHERS) with accompanying documentation. 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 Treasurer will print out the email request and use it as the voucher. The Council is responsible for reviewing the financial report each month, and their acceptance of the financial report constitutes the approval of any disbursements.
- The Chair of Finance Committee, the Treasurer, the Assistant Treasurer and the Administrative Coordinator (AC) are authorized to write church checks.

- 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 Council will be authorized to sign church checks. Only one signature is required.
- The Finance Committee will review all financial holdings during the first quarter of the year and provide a preliminary investment plan for that year. The plan shall be reviewed prior to any investment maturing and at a minimum once a quarter.
- Monies from use of the sanctuary for weddings by non-members shall be deposited to a four (4) digit account for the Worship Committee. The monies to be used for cleaning and/or replacement of paraments: replacement and/or repair of candle lighters; replacement or repair of unit candle stand; purchase of any item/material used during a wedding ceremony.
- The Finance Committee shall make provision for an annual audit of the financial records of the local church and all its organizations and shall report to the charge conference. The Finance Chair shall appoint in the first quarter of each year an Audit Committee. The Audit Committee will 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 end of the second quarter of the year. The final adoption is by the Church Charge Conference.
- Audit Committee shall be:
 - At least one Member from the previous year's audit committee.
 - Any past treasurer
 - Three new members with at least two not being members of the Finance Committee.
 - Previous year's treasurer and assistant treasurer as non-voting members.
- The Treasurer and all who handle church money are to be bonded by the Virginia Conference for an amount determined by the Virginia Conference.
- The Finance Chairperson or a designated representative will see that the signature cards are in all areas for which the Finance Committee is responsible are annually reviewed.

PETTY CASH

A. A Petty Cash Fund shall be maintained and dispensed by the Administrative Coordinator. The Finance Committee shall determine the amount of the fund and the monies shall be kept in the church's safe.

B. Anyone requesting reimbursement will submit a receipt with his/her signature and the account code to be charged.

C. 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 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.

C. Each credit card holder shall promptly provide receipts for every purchase to the Administrative Coordinator.

- The cardholder is responsible for writing on the face of the receipt the St. Luke's UMC Budget or account code that the purchase is to be charged against.
- 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.
- 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.
- The only signature required on the voucher that is submitted to the treasurer authorizing payment, is that of the cardholder.
- Each cardholder shall record their purchases on the St. Luke's Credit Card Expenditure Form (CEF) for their files.

D. The following are authorized credit card holders:

- Senior Pastor
- Associate Pastor
- Director of Discipleship Ministries
- Youth Director
- Trustee Chair
- Staff Secretary
- St. Luke's Preschool (SonShine Times) Director
- Computer System Administrator
- Nursery Coordinator
- Limits on individual credit cards will be determined and periodically reviewed by the Finance Committee

VOUCHERS AND CHECKS

- A. A voucher must be written for payment requests.
- B. Each voucher should be PRINTED [except for signature(s)], written in ink and include:
- Date
 - Account name(s)
 - Code(s)
 - Amount for each code
 - To whom paid
 - Authorization signature(s).
- C. Each voucher should have a copy of the invoice or sales slip attached. If the invoice needs to be mailed with the check, an extra copy should be included with the voucher.
- D. If the check is to be mailed, include a stamped, addressed envelope with the voucher.
- E. Vouchers should be placed in the Treasurer's box (labeled "Vouchers"). Checks for vouchers submitted through Thursday will be available in the office on Sunday morning for signature.
- F. 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.
- G. A voucher must be signed by someone other than the person to whom the check is written.
- H. In an emergency, contact the Treasurer to have a check written. It will be your responsibility to have the check signed.
- I. Please refer to [Appendix G](#) for the sample "St. Luke's Voucher Form"

BOARD OF TRUSTEES

A. Within thirty days of the New Year, the 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 those committees shall report directly to the Board of Trustees.

D. In accordance with The 2004 Book of Discipline of the United Methodist Church (#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 Social Principles (#160-166) as listed in The Book of Discipline of the United Methodist Church 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 2004 Book of Discipline of the United Methodist Church (#2532 – 1 & 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.

- 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 so desires.
- Trustees will inform the Church Council of any requests for facility use in order to keep the church membership informed of such requests.
- All church organizations must reserve the use of the church facilities through the Administrative Coordinator.

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 and chairs may be borrowed.)

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 doors to the sanctuary, Room 19, and 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 halls, 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:

- Oversee all gifts pertaining to grounds, supervising as to placement and acceptance.
- Take an annual inventory of parsonages furnishing and equipment.
- Take an annual inventory of church furnishing, equipment and computers.
- Have policy for kitchen guidelines.
- Have a facilities use guidelines.
- Have a van use policy
- Have a temporary sign policy.
- Have a computer equipment use guidelines.

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.

- The Van is intended for the benefit of St. Luke's affiliated and associated organizations. Any other groups must submit a request to the Council for approval.
- The Trustees will provide insurance coverage for van and occupants.
- Van drivers must be 25 years old or older.
- Each church organization should have their members provide the following to the AC to become an approved drivers of the van.
 - Their driver's license to be copied, and
 - Information concerning any tickets or accidents they have had during the past three years.

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:

- 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)
- 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 Council.

E. A special parking space in the church parking lot will be marked for the Van.

F. RESPONSIBILITIES FOR THE VAN:

- The Administrative Coordinator will:
 - Maintain all Van requests in the Van Request Book that is kept in the church office.
 - Keep the list of approved drivers, with copies of driver's licenses in the van request book.
 - Make sure that the names of all occupants going on the trip are recorded on the back of the Van Request Form.
 - Report to the Trustee Liaison all maintenance problems or accidents.
 - Provide all van drivers and group leaders with a copy of the van policy for their review, and

- Issue the van key.
- The Trustees Liaison will:
 - Assure the vehicle receives regular routine maintenance and service as well as schedule and arrange for correction of any service problems.
 - Audit the Van Log and Records on a quarterly basis to assure routine and/or corrective maintenance is conducted on a proper schedule.
- Van Drivers will:
 - 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.
 - Contact the Trustee Liaison if they have any concerns about the trip.
 - 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.
 - Record odometer reading prior to departure and upon return to church in the Van log Book.
 - 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.
 - 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.
 - Park where you don't have to back up when possible.
 - Ensure all passengers abide by the Passenger rules.
 - Determine if weather conditions prior to departure would prohibit the safe use of the van.
 - 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.
- The Group Leader will:
 - Be responsible for the group using the vehicle and assuring that the rated passenger capacity (14 people) for the vehicle is not exceeded.
 - Submit request for use of the van to the AC on a Van Request Form to assure 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.)

- Record on the back of the Van Request Form, prior to departure, the names of all occupants.
- Obtain funds for gas, etc., prior to departure. (The using organization will pay for the gas and other incidental expenditures.)
- Be responsible for the physical cleanliness of the vehicle inside and out prior to it being returned to church.
- 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.
- 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 van seat(s) for their children and no child car seat may be place in the front seat of the van)
- Passengers will:
 - 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.
 - Keep seat belts fastened while the vehicle is moving.
 - Not use or transport any tobacco products, alcoholic beverages, or illegal drugs in the van or on the trip.
 - Not distract the driver.
- Please refer to [Appendix H](#) for the sample “Van Request Form”

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 must be submitted to, and approved by, the St. Luke's Trustees.

C. Bus drivers must possess a valid commercial drivers 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 Services Coordinator (ASC) 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 ASC, bus drivers, and the Trustee Liaison 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 ASC.

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:

- Administrative Services Coordinator Will:
 - Maintain all bus requests in the *Bus Book* maintained in the church office.
 - Maintain a schedule of operations.
 - Maintain the list of qualified drivers, with photo copies of their CDLs, in the *Bus Book*.
 - Ensure the names of all passengers on each trip are recorded on the Bus Request Form in the *Bus Book*.
 - Report all maintenance problems or accidents to the Trustee Liaison. Maintenance items must be entered in the *Bus Log*, kept in the bus.
 - Ensure all using group leaders receive a copy of this Bus Policy for their review.
 - Issue the bus keys only for approved trips and to drivers holding a valid CDL.

- The Trustee Liaison Will:
 - Ensure the bus is maintained according to factory specifications as well as schedule and arrange for correction of any special maintenance problems.
 - Audit the *Bus Log* on a quarterly basis to ensure routine and/or corrective maintenance is properly recorded and completed.
 - 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 same.
 - Act as the arbitrator when conflicts cannot be resolved between St. Luke's group leaders. If the Trustee resolution is unacceptable, the matter may be forwarded to the St. Luke's Church Council.
- Bus Drivers Will:
 - Contact the Trustee Liaison for any concerns about a trip. If the Trustee Liaison is unavailable, contact the ASC.
 - Conduct a pre-trip inspection in accordance with the checklist in the *Bus Log*. The checklist and *Bus Log* are to remain with the bus at all times.
 - 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.
 - Ensure all passengers onboard the bus (driver, group and group leader) is accurately entered in *Bus Book* in the church office.
 - Record the odometer reading prior to departure and upon return in the Trip Log form found in the *Bus Log*.
 - Enter in the *Bus Log*, in reasonable detail, information on accidents or damage to the bus or other problems incurred in the vehicle operations. Verbally alert the ASC and the Trustee Liaison.
 - 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.
 - The bus keys are to be returned to the ASC when the trip is completed.
 - Park where backing up is not required whenever possible.
- The Group Leader Will:
 - 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.
 - Submit a request for use of the vehicle to the ASC on a Bus Request form to ensure clarity of destination and purpose. The bus is scheduled on a "first

- come, first served basis” so schedule as soon as you know your requirements. The ASC will advise of availability or conflict.
- Record the names of all trip participants on the Bus Request form.
 - As the agent for the using organization, pay for the gas and other incidental expenditures related to bus use.
 - Be responsible for the physical cleanliness of the vehicle, inside and out, prior to it being returned for further assignment.
 - Negotiate with the leader of a conflicting group to acquire rights to use the vehicle. Advise the ASC of the resulting agreement on the Bus Request form.
 - 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.
- Passengers Will:
 - 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.
 - Keep seat belts fastened while the vehicle is moving.
 - Not use any tobacco products, alcoholic beverages, or illegal drugs in the bus or on the trip.
 - Not transport any alcoholic beverages or any other controlled substances.
 - Please see [Appendix I](#), “Bus Request Form”

BUS PRE-TRIP INSPECTION

Must be completed before departing on a SLUMC approved trip.

A. Power Off Inspection

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

B. Walk-Around Inspection

- Right front wheel and rim
 - Rims – no visible dents or cracks
 - Hub oil seal – (under hub cap) no visible leaks

- Tires – no ABC (no abrasions, bubbles or cuts), at least 4/32” tread depth.
(tire sizes should match on front and on rear)
- Lug nuts – secure, no rust
- Right front suspension
 - Coil spring – secure top & bottom, no cracks
 - Shock absorber – secure top and bottom, no leaks
 - Steering – steering arm, tie rod – secure, nothing loose. Cotter pin visible
- Right front brakes (disc) – lines secure, no leaks.
 - Rotor – clean, no cracks, no fluids
 - Pads secure, no grease or fluids
- Both front mirrors – secure and set. No looseness, cracks, dirt or stickers
- Front of Vehicle
 - Lights (headlights and turn signals)– all lenses in good condition, no condensation or cracks
 - Steering linkage – secure.
 - Touch tie rod and shock - nothing loose or leaking
- Engine Compartment – open hood and prop open
 - Coolant reservoir – fluid above minimum level, no leakage
 - Oil level – point to dip stick
 - Hydraulic brake reservoir – fluid at proper level, no leakage
 - Power steering fluid level – fluid at proper level, no leakage
 - Alternator – all leads secure, no fluids around it
 - Serpentine belt – not loose, no cracks, no grease on belt
 - Water pump – point to it, no leakage
 - Automatic transmission check – point to the dip stick
 - Windshield washer fluid – point to filler neck
- Left front wheel – same as right side plus...
 - Steering column and steering gear box – no leaks, column secure
 - Steering linkages – follow to tie rod and damping shocks – nothing loose or leaking, cotter pins visible
- Left front suspension – same as right side
- Left front brake – same as right side
- Left rear wheels – no damage, cracks, leaks

- Rims – same as front
- Tires – same as front, but can be retreads, 2/32' tread depth req'd.
- Wheels/tires - can't be touching (rims are reversed, facing each other)
- Axle seals – same as front
- Lug nuts – same as front
- Valve stems – secure (if needed there is an air pressure gage in vehicle)
- Left rear suspension
 - Springs – same as front
 - Spring mounts – same as front
 - Shocks – same as front
 - Sway bar – secure, nothing loose, cotter pins visible
 - Leaf springs – all aligned, nothing broken
 - Generally – nothing cracked, damaged or missing
- Rear brakes (drums)
 - Hoses/lines – secure, no leaks
 - Drum – no visible cracks
- Fuel system – no visible leaks
 - Gas cap secure – open door and check
 - Fuel tank – visibly check, no leaks
- Rear of vehicle
 - Emergency door – demonstrate opening – don't want it locked
 - Signal & brake lights – check condition – no breaks, cracks or condensation
 - Reflectors (tape) – check condition, no peeling or large scratches
- Right rear wheels – same as left
- Right rear suspension – same as left side
- Right rear brakes (drums) – same as left side
- Under vehicle, forward of rear wheels (check under both sides)
 - Drive shaft – in tact, no fluids or grease dripping. Check for safety hangers
 - Exhaust system – check for integrity, damage, visible leaks, no holes or dents; electrical lines and hydraulic hoses clear
 - Frame and cross members – check integrity; no cracks, brakes, bends or welds. No sign of breaks or holes in box frame or floor of bus
 - Electrical lines – nothing loose or dragging

- Rear of engine – no leaks or hanging parts
- Transmission – no leaks, visual check okay

C. Power On Inspection

- Inside bus - start engine
 - Demonstrate the driver's door opens and shuts with no restrictions
 - Emergency brake – check on (chocks are still in place!)
 - Gearshift – demonstrate it goes from Park to Reverse and then Drive (and holds vehicle in position at idle speed)
 - Foot brake – demonstrate it holds the vehicle in Drive
 - Coolant temperature – proper range
 - Oil pressure – proper range
 - Ammeter/voltmeter – proper range
 - Fuel quantity – check
 - Warning lights and buzzers – out & off
 - Steering play – less than 10° or 2 inches
 - Mirrors – set
 - Windshield – no cracks, clean
 - Wipers and washers – check and demonstrate working order
 - Lighting indicators (instrument cluster)– working (turn signals and high beam indicator)
 - Horn – honk, demonstrate working orders
 - Heater/Defroster – check for temp and flow
 - You should have already demonstrated the fuses, extinguisher and triangle locations (this is a pass/fail item)
- Lights – exterior check. Demonstrate all work (you must get in and out!)
 - Flashers – turn on, check all are working
 - Running lights – check front and rear
 - Headlights – low beam first then high
 - Turn signals – check all six locations (3 per side)
 - Brake lights – ask inspector to check 3 in rear for you
 - Marker lights – check on top, all illuminated, front and rear

TEMPORARY SIGNS

A. Temporary signs posted in front of the church are governed by the ordinances and laws of York County, to which the church shall adhere.

B. 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.

C. Temporary signs are subject to the following requirements:

- No sign shall be larger than 32 square feet in size.
- Signs may be posted for no more than 30 days, and shall expeditiously be removed once the event advertised is concluded or at the request of the Chair of the Board of Trustees or the Chair of the Council.
- Signs shall be lettered neatly, done in good taste, and maintained in good condition by the sponsoring organization or person.
- Supporting posts must be adequate to support sign.
- 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:

- Monday through Friday regular office hours from 9:00 am to 6:00 pm
- Monday through Thursday evenings from 6:30 pm to 9:30 pm
- 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:

- Restrict activities to the room(s) designated.
- 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.
- Before you leave, please:
 - Ensure all rooms are returned to their original configuration.
 - Turn off all lights.
 - Lock all windows.
 - Remove all food and beverages.
 - 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 telephone in the kitchen is for your convenience for local calls only.

J. The kitchen shall be used only if requested and shall be cleaned before leaving. (See Kitchen Guidelines posted in the kitchen.)

K. Please do not leave any unused food in the kitchen or in the refrigerators.

L. Paper products are use only by the church.

M. Items in the kitchen to be used only upon request

N. Emergencies

- Please call 911 for all emergency situations (a telephone is located in the kitchen).
- Please note all exit locations (exit signs).
- Please note location of fire extinguishers.
- Please note location of fire alarm activation switches.
- 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.
- If you need to use the AED:
 - 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.

O. Please contact the Church office if you have any questions regarding facility use.

P. Use of Facilities and Equipment

- Church facilities, computers, and equipment should be used to support the church’s mission and its administrative functions. Church employees should not use church resources for personal benefit or gain, or for the benefit or gain of any other individuals or outside organizations. Personal use of the facilities is governed by the Facility Use Guidelines administered by the Board of Trustees.

Q. Please refer to [Appendix J](#) for the sample “Facility Use Application Form”

STAFF-PARISH RELATIONS COMMITTEE

- A. 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.
- B. This committee has policy oversight for personnel practices, hiring practices and child protection policies.
- C. Will establish standard days and hours during which the nursery will be open. Church groups shall be encouraged to schedule meeting during those hours.

PERSONNEL PRACTICES

A. Salary:

- The Staff-Parish Relations Committee (SPRC) shall review the salary of each employee annually and propose any appropriate adjustments to the Council.
 - In setting initial salary and in giving annual salary adjustments, consideration shall be given to the following items:
 - Current pay in secular employment for comparable positions
 - Current pay in other churches for comparable positions
 - Relative pay in this church for other positions
 - Responsibility of the job (written job description)
 - Training and education of the employee
 - Performance of the employee
 - Amount of time employee works
 - Cost of living

B. Employment status:

- SALARIED EMPLOYEE: works 40 or more hours per week
- PART-TIME SALARIED EMPLOYEE: works less than 40 hours per week
- HOURLY EMPLOYEE: to be paid for hours worked
- TEMPORARY EMPLOYEE: hired for 40 or less hours per week for less than six months at any given time.
- The first three months of employment are designated as the employee's training period.

C. Overtime (Over 40 hours/Week):

- 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.
- 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 will be earned on a one-for-one (i.e., one hour extra worked, one hour of comp. time earned) basis and must be pre-approved prior to being taken. 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:

- 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:

- 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.
- 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:

- 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:

- 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.
- Temporary employees are not eligible for paid holidays.

H. Vacation:

- 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:
- For Pastors: four weeks; and upon request, additional time may be granted by the SPRC. 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.
- 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).
- 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.
- 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.
- 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:

- 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.
- 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:

- 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:

- 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:

- 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:

- 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.
- 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.
- 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:

- 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.
- 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.
- 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:

- 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 for any reason.

P. Grievances:

- Each employee has the privilege of expressing an opinion or grievance to the Pastor and/or their SPRC liaison person.
- 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:

- 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.
- 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:

- 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.
- The Finance Committee will then determine if a new church credit card needs to be issued for the new employee.

S. Termination:

- 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.
- 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.
- 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.
- 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.

- 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:

- 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.
- If necessary the nursery workers may work past the scheduled time; however, no worker will work past 9:30 p.m.
- 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.
- 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

- 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.
- 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.
- All children should be picked up promptly after the function is dismissed.
- 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.

- A volunteer system is used on Sunday for additional help at all three worship services. Any parent/guardian leaving children in the nursery will be expected to participate in this volunteer system.
- 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.)
- 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.
- Graduation into a Sunday School Class shall follow the Sunday School Policy. (See Sunday school)
- 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.
- All persons responsible for any activity with children should be familiar with the CHILD PROTECTION policy.
- Please refer to the Child Protection Policy and sign the Child Protection Form, refer to [Appendix K](#), "Child Protection Form."

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

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

B. Biblical Foundation.

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

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. Child abuse may be physical, sexual, emotional or mental, and may be the result of actions or omissions to act (e.g., lack of care for a child).

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."

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

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 is 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

- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.

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.

- 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:
 - Under the direct supervision of an experienced staff member or volunteer.
 - Upon the written recommendation¹ of the pastor.
 - Upon the written recommendation² of two active involved church members
- 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 Procedures" and sign a form indicating that they have read, understand, and agree to abide by it. Anyone failing to do so will be contacted by the Staff Parish Relations Chair for employees, or the Director of Discipleship Ministries for volunteers, or by Administrative Coordinator for community groups. If the worker does not sign after being contacted, that individual will not be permitted to serve until the policy has been read and the form signed. They will also be asked to sign a statement indicating that he/she has never been convicted of child abuse or has a pending case against them. This screening from known as, "Permission to Obtain a Background Check" will also ask for the following:
 - General information
 - Criminal child abuse convictions
 - Pending cases (i.e., of child abuse)
 - Social security number
 - Signature

Anyone with a child abuse conviction or anyone refusing to sign the statement will not be permitted to work with children. All volunteer applicants will undergo a background check performed using the LexisNexis software tool and will be required to complete the "Permission to Obtain a Background Check" form. 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 the section titled, "Responsibilities for Training and Record Retention" below.

¹ The written recommendations will be kept in the file along with the "Child Protection Policy and Procedures."

² Same.

- **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.
- **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 1:7 will be maintained.
- **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 know 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 the Pastor 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.
- **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.
- **Responsibilities for Training and Record Retention.**
 - 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.

- 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.
- The Administrative Coordinator will have training and record retention responsibilities for all outside community groups utilizing the facilities of St. Luke's UMC.
- 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.

Should there be an allegation of child abuse at St. Luke's UMC, the following procedures will be followed:

- Any allegation of child abuse will be treated seriously.
- Pray for the church and all persons affected by the allegation.
- Immediately begin documenting all procedures, which occur in handling the allegation.
- Immediately notify the Pastor and/or a member of the Child Protection Committee of the substance of the allegations, unless the allegations involve the Pastor. The person notified will immediately contact the Pastor 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 the is 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.
 - If the allegations involve the Pastor, 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.
 - The provisions of this policy will continue to apply except as the district superintendent directs that other steps be taken.

- 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:
 - Immediately notify the Virginia Department of Social Services of the allegation.
 - Immediately notify the parents if it is not known that they have previous knowledge.
 - Immediately notify the church’s insurance company.
 - Immediately notify the district superintendent.
- 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.
- The Pastor should extend whatever care and resources are necessary to those impacted by the allegation, but under no circumstances should the Pastor or any church leader or member investigate the allegation. In providing care to the alleged victim, suspect, and their families, the Pastor 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.
- 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 know.
- Observe strict confidentiality for both the alleged victim and the suspect until advised otherwise by the Child Protection Committee.
- There will be a single spokesperson for the church that will be designated by the Child Protection Committee.
- 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

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:

- New staff hires
- Staff terminations
- Salary changes for incumbent staff, and
- Changes in benefits provided to incumbent staff.

B. The Volunteer Pension/Benefits Coordinator will:

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

APPENDIX A

APPLICATION FOR THE GOOD SAMARITAN FUND

***** Applicant, other than a church member, 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. Any request received on Friday will be evaluated on the following Friday. 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 No: _____

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 \$ _____

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 \$ _____

NOTES:

APPENDIX B

PRE-SCHOOL HANDBOOK

Material from Handbook (or whatever) is inserted here.

APPENDIX C

WEDDING INFORMATION FOR THE PASTOR

(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: _____

Date of Rehearsal: _____ Place: _____ Time: _____

Date of Wedding: _____ Place: _____ Time: _____

Location of Reception: _____

(continued on next page)

Best Man: _____ Maid/Matron of Honor: _____

Ushers: _____ Bridesmaids: _____

Double/Single Ring Ceremony: _____

Special Music: _____

Organist: _____ Soloist: _____

APPENDIX D

MARTHA'S MINISTRY PASTOR'S FORM

Tri-fold information here.

APPENDIX E

MEDICAL CARE AND TRAVEL RELEASE FORM

Please fill out form and return to Youth Director's mail box in church office. Thank You.

Registration Form for:

- What:
- Where:
- When:
- Cost:

Name of Youth: _____ Phone: _____ DOB: _____

Address: _____

Youth's Email: _____

Projected/Actual High School Graduation Date: i.e., Class of _____

Emergency Contact: _____ Phone: _____

There is potential risk when traveling and/or participating in any youth ministry group activity. I/We do not hold St. Luke's United Methodist Church, its youth ministry volunteers or paid staff liable for any injury or accident which occurs while my youth is participating in church sponsored or church related activities.

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.

Name of Insurance Carrier: _____ Policy

Number: _____

Group Number: _____

Other Medical Information (Allergies, medications, etc.)

Parent's Signature

APPENDIX F

YOUTH COVENANT FORM

In attending this event, I understand there are a few guidelines that must be followed for the good of all of us. Here they are:

- Need to complete and turn in registration form by *Dates listed above*.
- Respect—All conduct shall be in keeping with the highest Christian regard and respect for all persons.
- For trips involving overnight stays: Youth will be given room curfews for your safety. If you are found to be out of your room beyond curfew, your parents will be called to come pick you up and you risk your eligibility to participate in any future youth trips.
- Alcohol/illegal drugs—Any youth or adult found in possession of alcohol or illegal substances will be dismissed from the event and may be subject to arrest.
- Smoking—Smoking is prohibited at youth events by youth.
- Instruction—All instruction given by group leaders/chaperones will be obeyed without protest. This does not mean that an instruction should not be questioned if it seems unreasonable.
- Participation—All youth and adults will be expected to participate in all group activities.
- Cleanliness—The areas used for all events shall be left clean.

I have read and understand the covenant above. Signing a covenant is a serious matter.

A covenant is a binding promise; it is your word of honor. My signature is testimony that I agree to abide by this covenant.

Youth Signature _____

Parent's Signature _____ Date _____

APPENDIX G

ST LUKE'S VOUCHER FORM

| | | |
|-----------------------------------|-------------------|------------------------|
| St. Luke's VOUCHER | | |
| <u>Please print</u> | | Date _____ |
| <u>Account(s) Charged</u> | <u>Acct. Code</u> | <u>Amount</u> |
| _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |
| | Total | _____ |
| Pay to: _____ | | |
| <u>Voucher/Check Number</u> _____ | | <u>Date Paid</u> _____ |
| Authorized by: _____ | | |
| (Signature and Title) | | |

APPENDIX H

VAN REQUEST FORM

Group Leader will fill in details, sign and have primary driver sign at bottom before submitting to Administrative Coordinator for approval and scheduling.

Requesting Group: _____

Group Leader: _____

Date of Request: _____

Dates Requested _____

Date/Time Received _____
(To be filled in by the Administrative Coordinator)

Destination(s): _____

Contact Telephone No. (If available): _____

Purpose: _____

Primary Driver: _____

Alternate Driver: _____

My signature here on certifies that I have read, understand and will comply with the policies for safe operation of the van.

Group Leader's Signature & Date

Primary Driver's Signature & Date

Approved _____

Disapproved _____

Master Schedule Updated _____

Date & Initials: _____

Notes/Comments

APPENDIX I

BUS REQUEST FORM

| | | |
|--------------------------------------|----------------------------|---------------------------|
| Requesting Group & Leader | Qualified Driver(s) | Date of Request |
| Dates Requested | Destination | Date/time received |
| Passengers:. | 1. | 2. |
| 3. | 4. | 5. |
| 6. | 7. | 8. |
| 9. | 10. | 11. |
| 12. | 13. | 14. |
| 15. | 16. | 17. |
| 18. | 19. | 20. |
| 21. | 22. | 23. |
| 24. | 25. | |
| Purpose of trip: | | |
| | | |
| | | |
| | | |
| | | |
| Reserved for SLUMC Staff | | |
| Approved /Disapproved | Comments: | |
| | | |
| | | |
| | | |

APPENDIX J

FACILITY USE APPLICATION FORM

FACILITY USE APPLICATION

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: _____ a.m./ p.m.

Ending Time: _____ a.m./ p.m.

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 _____

APPENDIX K

CHILD PROTECTION FORM

Authorization and Request for Background Check

As part of the volunteer process, our **CHILD PROTECTION POLICY** requires criminal background checks on all volunteers working with minors.

This form is your acknowledgement of receiving a copy of the **CHILD PROTECTION POLICY OF ST. LUKE'S UNITED METHODIST CHURCH** and also serves as your consent to perform a Criminal Background Check through Lexis-Nexis Screening Solutions – a consumer reporting agency. Lexis-Nexis only verifies public information. In the event that information from the report is utilized in whole or in part in making an adverse decision, we will provide you with a copy of the criminal background report. By your signature below, you authorize St. Luke's to obtain a criminal background check about you. Thank you.

Applicant's full name: _____

Other names used: _____

Current Address: _____

City / State / Zip: _____

Telephone Number: _____

Social Security Number: _____

Drivers License Number and State: _____

Name as appears on Driver's License: _____

Date of Birth: _____

Note: Date of Birth information is used **only** by LexisNexis Screening Solutions for verification of identity and is not used for any purpose by St. Luke's United Methodist Church.

Signature: _____