

Facilities and Procedures Manual

Wesley United Methodist Church
2727 Wesley Street
Jefferson City, MO 65109
573-893-2556

<http://www.wesleyumcj.org>

Purpose

Welcome to Wesley United Methodist Church.

The Physical facilities of Wesley United Methodist Church are available for the use of those groups or entities whose mission is consistent with the service of Jesus Christ. The church's policy is to allow the use of church facilities to enhance the work of the church and its outreach and witness to the community, often through worthwhile civic and charitable organizations.

As a church, we believe in making full and generous use of these facilities to members of our congregation and for members of Christ's world in Jefferson City. Through your use of this building, we hope to

- Increase your knowledge and Love of Christ
- Expand your spiritual and mental growth
- Develop youth into leaders
- Strengthen family life
- Develop friendships

On the following pages you will find the minimal requirements for use of each separate area of our church facilities. Please approach our rules with respect. We want to enjoy many years of worship and fellowship in our church building.

General Rules for All Areas

1. Alcoholic beverages, illegal drugs, and firearms are prohibited in the building and on the grounds.
2. Smoking and chewing tobacco are prohibited in the building.
3. Defacing and vandalizing church property is prohibited.
4. Profane language, abuse of others' rights, and disruptive actions will lead to expulsion from the property.
5. Participants at functions must stay in assigned areas.

Care of the Building

We want to use the beautiful facility wisely that God has allowed us to build. To encourage proper care of it, the Trustees request that you abide by the following requirements:

1. When you wish to display announcements, artwork, posters, etc., the Trustees request that you use tack strips, picture rails, permanent type bulletin boards, or tripods (easels) for display. Do not use tape or putty that leaves stains on the wall surfaces and woodwork.
2. In general, no food should be left open in the building or in the refrigerator. Should opened food be left for future use, it must be labeled with the date and the container contents. With the exception of condiments, food in the refrigerator is to be disposed of after 2 weeks.
3. Food and drink (with the exception of communion elements, altar/worship items, bottled water for ministers and music staff, and infant feeding) should never be taken into the sanctuary.
4. Church leaders, such as teachers and directors, should use discretion when serving food and beverages in classrooms or other areas of the facilities outside the fellowship hall.
5. All rooms used must be left the same or better condition than they were found.

Lending of Church Equipment and Furniture

No equipment or furnishings shall be taken from the church for non-church use without prior approval of the church staff or the Trustees. Sound and electronic equipment is not to be removed from the church.

All furnishings requested to be removed for non-church activities shall be first signed out in the church office. It is imperative that removal of the furnishings will not cause difficulties for scheduled church functions. The person signing out the furnishing does so with the understanding that they are responsible for its return in its original condition. A security deposit of \$50 will be charged and will be refunded upon return and inspection of the furnishings. At that time, the responsible person will also be given a copy of the release. Failure to return the borrowed items by the designated date and time may result in forfeiture of the deposit.

Kitchen Use

1. Please keep the kitchen as clean! If you use kitchen towels, please wash them and return to the place found. The kitchen checklist should be completed and signed at the end of your event and turned into the office staff.
2. Instructions regarding kitchen use and cleanup are posted in strategic places in the kitchen.
3. All kitchen silverware, and cookware should stay in the church at all times and are not available for loan.
4. Please check with the church office staff before scheduling any event for the kitchen.

Use of Office Equipment

It is the policy of Wesley United Methodist Church that the church's office equipment be used only for church business and only by those trained in the use of the equipment.

Copier Policy:

1. The copier is for use by church members only.
2. Church members may use the copier for church purposes: (a) at no charge, (b) anytime the church office is open and (c) to make up to 200 copies.
3. Church members may use the copier for non-church purposes: (a) at a charge of \$.10 per copy, (b) anytime the church office is open.
4. No maintenance is to be performed by anyone other than members of the church staff or contracted copier Maintenance Company.
5. Questions about the use of the copier should be addressed to the church staff.

Music and Sound Equipment

Wesley United Methodist Church has an electronic keyboard, drums, and sound system including microphone, CD and tape player, and projectors. Because of the complicated nature of this equipment, we require that a Sound System Engineer, trained on our sound system and other equipment be present for wedding rehearsals, ceremonies, and any other events during which any of this equipment is to be used. The Sound System Engineer is to receive an honorarium of a minimum of \$20 per hour. Contact church office to schedule a Sound System Engineer.

Trailer

The church trailer may be used by church members for such purposes as mission trips (which may include local missions such as helping members move). The office coordinator, with consultation with the Missions Chair, schedules the use of the trailer. A donation of \$20 per day/use is expected in personal use situations to help defray cost of insurance license, and wear and tear to the trailer.

Reservations

Reservations for use of church facilities may be made by contacting the church office, and will be done on a first-come, first-serve basis. Wesley United Methodist Church groups are given preference as to the time and location desired.

NOTE: Reservations for non-member weddings may not be made more than six (6) months in advance. The Wesley United Methodist Church pastor and/or the pastor's designee must be in attendance or perform the wedding.

Reservations (cont.)

Two forms are required, as follows:

1. A “*Facilities Request Form and Responsibility Agreement*” is due at the time of reservation. If a deposit is required, then it needs to be delivered to the church office prior to the event.
2. If the “*Facility Use Checklist*” is required, it must be completed and left at the church office before the responsible person leaves the building on the day of the event.

The following priorities are established for the allocation of dates for facility use:

1. Wesley United Methodist Church organizations/functions
2. District, Conference, and State UMC organizations/functions
3. Other United Methodist Churches
4. Churches of other denominations
5. Charitable organizations,
6. Incorporated not-for-profit organizations
7. Unincorporated groups or individuals

All requests are subject to review and approval by the pastor and/or Trustee Chair. Availability and facility location will be determined by the staff, with the right to refuse any request for facility or equipment.

All groups (member or non-sponsored) must have adequate adult supervision (someone 21 years or older consistent with Wesley’s Safe Sanctuary Policy). This person(s) will serve as the contact persons(s) and will assume responsibility for the group.

Non-sponsored groups are to have a Wesley United Methodist Church member as the contact person who will acknowledge responsibility for the group. A signed “*Facilities Request Form and Responsibility Agreement*” will serve as this acknowledgment. Forms are available through the church office during the regular working hours, Monday through Friday from 8:00 am until 4:00 pm, and at the end of this document. A non-sponsored group is anyone group or activity not directly affiliated with the ongoing or existing ministries of Wesley United Methodist Church.

All scheduled meetings/functions must be cleared by the church office to avoid scheduling conflicts.

A funeral of a church member will take precedence over all scheduled events. Should a death of a church member occur and the church is needed for the funeral, a group holding a reservation will be notified as soon as possible.

Wedding Facility Use

All rules for other functions also apply to weddings. In addition, decoration of the sanctuary should be cleared with the office coordinator to make sure of any schedule conflicts. Floral arrangements should be delivered to the church during regular office hours. The church office is open from 8:00 am to 4:00 pm Monday through Friday.

Decorations must be in place one hour before the service. All decorations are to be removed within one hour after the end of the service, leaving the sanctuary in its original condition. Additional time may be negotiated if there is not a schedule conflict with another activity. A custodial honorarium of \$15 per hour expected. Additional rooms for dressing will be offered prior to the wedding at no additional charge.

Fees for member funerals, member weddings and UMC conference and other such activities like Emmaus are waived.

Fee Structure

Existing recommended “User Fees” may apply to all non-sponsored groups. We ask that all fees be paid prior to the group’s meetings and must be delivered to the church office in advance of the activity.

A security deposit of \$50 may be required in advance and will be available for refund if the facility is left in order. The deposit will be held until the event is over and the facility is inspected and then may be picked up at the church office by the group contact.

The security deposit is non-refundable after 30 days following the event. The church must be notified of any cancellations three (3) days before the event, or the security deposit may not be refunded.

Room Used	Facility Use Fee *
Sanctuary	\$210.00
Fellowship Hall	\$60.00
Kitchen – Full Use	\$85.00
Kitchen – No Cooking	\$35.00
Nursery	\$35.00
Lower Level	\$35.00
Each Classroom	\$35.00

* Fees include \$15 custodial fee. If additional cleaning is required, \$10 per additional hour will be deducted from the deposit. Pastoral Staff may waive “use fees” if they deem appropriate.

NOTE: Wesley United Methodist Church cannot be responsible for personal items left on the premises.

Groups Using Facilities Overnight

Mission teams, musical groups and other Christian organizations may use the facilities for up to a week as they do their Christian work, or as a stop in their journey to that work. It is the goal of Wesley church to help support these Christian ministries with the appropriate use of our facilities.

A Facilities Request Form and Responsibility Agreement may need to be submitted to Wesley church. There is a use fee of \$2.50 per person, per night. Upon request Fee may be waived. If it is required, then the funds should accompany the “*Facility Request Form and Responsibility Agreement*” included in the “*Policy and Procedures Manual*.”

A representative of Wesley United Methodist Church’s Mission Committee or their designee will meet the group upon arrival, and will be the group’s point of contact during their stay.

Guidelines for Group Overnights:

1. Females and males will sleep in separate areas of the church.
2. Detailed orientation regarding the building, and specifically the use of the kitchen, must be completed upon arrival at the church.
3. All furniture must be returned to its original location
4. Facilities must be left clean and in good repair.
5. Any damaged or broken items must be brought to the attention of a Wesley representative as soon as possible, and is the responsibility of the Group to make the necessary repairs.

Availability of Forms

Forms are available at the end of this document, or in the church office.

For more information, please contact Wesley United Methodist Church at 573-893-2556.

NOTE: In case of natural disasters or other emergencies as declared by the Red Cross or governmental agencies, these rules may be temporarily suspended in order to meet the needs of the emergency situation. Wesley UMC is a designated emergency location.

Non Church Group Facility Use Checklist

Wesley United Methodist Church
2727 Wesley Drive
Jefferson City, MO 65109
573-893-2556 / 573-893-5397
<http://www.wesleyumcj.org>

Before leaving, please confirm the area(s) you used is left in proper order. Please check to make sure the following is completed:

In the Area Used

- Thermostat: Do not reprogram thermostats.
- Tables and chairs arranged as found
- Carpet vacuumed
- All spills, dirt, marks cleaned from the floors and walls
- Windows closed and locked
- All lights turned off
- All doors closed
- All doors that you unlocked have been re-locked

Restrooms

- Clean – no trash on the floor, in sinks, or on counter tops
- Toilets flushed
- Faucets turned off
- Lights turned off (especially handicapped stall)
- Doors closed

Kitchen

- Pots and pans, dishes, glasses, utensils, and linens washed and put away
- Range burners, ovens, grill and microwave all cleaned and turned off
- Refrigerator doors closed
- Excess food removed
- Trash removed from premises and placed in dumpster
- Floors cleaned
- Counter tops and appliance surfaces wiped clean

Nursery

- Complete the nursery checklist that is located in the nursery

Leave this checklist with the church office staff.

Your signature confirms that you have completed all appropriate items above. Failure to complete and sign this sheet may result in withdrawal of use privileges. Add any specific comments in the space below.

I have checked all applicable items above:

Signature of User

Date

Daytime Phone

Group name: _____

Wesley United Methodist Church
Equipment Request Form and Responsibility Agreement

Date	Time
Name	
Organization/Group Name	
Address	
City	State
Daytime Phone	Zip
Reason for Use	Email
Requested Equipment	
Requested Date(s)	
Deposit Collected	

I understand the policies, guidelines and general rules as stated in the *Facilities and Procedures Manual*. I understand that it is my (our) responsibility to make certain that reservations have been made and verified. I also understand that refusal to adhere to such rules, or a disregard for church property, will be brought to the attention of the group and result in additional fees.

I understand that the church reserves the right to assess additional fees to cover breakage and damage of equipment and/or church property, and to charge a custodial fee if additional clean-up is necessary.

I understand that Wesley United Methodist Church assumes no responsibility for accident or injury. Individual and groups participate at their own risk in all activities and programs. Use of the trailer requires that the group or individual carry their own liability insurance.

Signature	Date
Print Name	Contact Number

Request Approved Authorized by Deposit Refunded & Date Comments	For Office Use Only Request Denied Deposit Received & Date
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Wesley United Methodist Church Purchase/Cash Disbursement Policy

The implementation of this Purchase/Cash Disbursement Policy will provide the following benefits:

- A. Allow Committee Chairs to be fully aware of expenditures from the various budgets under their control.
- B. Allow Committee Chairs to actively monitor the status of any budgets for funds under their control.
- C. Provide a means of communicating expenditure information to the Treasurer, thus allowing the Treasurer the knowledge to charge the proper budget or fund.

Procedures:

- 1. All purchases must receive approval from the responsible Committee Chairperson or the Pastor prior to being made. Church credit cards, can be signed out in the church office for many vendors.
- 2. The person making the purchase is to use his/her name as the purchase order identification for the purchase.
- 3. After the purchase has been made, a payment voucher will need to be completed and the receipt attached to it, once the voucher is complete you can give to the Office Coordinator for her to obtain the committee chair's signature. The Office Coordinator will retain the payment voucher until the invoice is received.
- 4. Upon receiving the invoice, the Office Coordinator checks the purchases against the receipts and gives all of them to the treasurer to process for payment.
- 5. If you paid for the purchase and you need to be reimbursed, complete a payment voucher, obtain the appropriate committee chair signature, staple the receipt to the voucher and provide to the treasurer to process for your payment.

A purchase by a committee that is within the current year-to-date budget of that committee is allowable and doesn't exceed \$1,000.00

Wesley United Methodist Church
Guidelines for Setting Up a Temporary Restricted Fund Account

1. Request to Finance Committee or Treasurer to come from a Committee Chair or a staff member.

2. Monies are to be designated for specific purpose.

3. Time period for receipts and disbursements, with a clear date for completion of project/account before beginning requests for donations, to be presented to Finance Committee.

4. Any restricted account that has been inactive for 12 months may be reviewed by the Finance Committee and the Restricted Fund originating committee or staff members with the authority to transfer monies back to the general account.

Wesley United Methodist Church

Contribution Policy

1. When a donation is received either in cash or check, the money is locked in the file cabinet in the office coordinator's office until the next Sunday. Volunteer counters count and complete the Sunday Morning Collection Report and record the Sunday Morning Collection including the donations received during the week.
2. The donation is entered into the financial software. It is entered by the financial secretary.
3. This software allows the church to keep track of donations for tax purposes, and allows for quarterly reports to be printed and a combined statement at the end of the tax year.
4. Donations are entered into our software system accounting for all funds collected.
 - a. The financial secretary will re-count the money and complete a deposit ticket for the designated account and take the deposit to the bank each Monday. The deposits include general account deposits, benevolence deposits and memorial deposits.
 - b. The financial secretary will leave a paper copy for the treasurer if there are any adjustments that need to be made due to error. The counters also leave a copy for the treasurer once they have finished counting. Every month the financial secretary gives the treasurer reports of the pledge frequencies and the amount of money that was given for the previous month from weekly pledges, monthly pledges, yearly pledges and the amount collected that was not pledged that goes into our general account. The financial secretary also gives treasurer a report of the amount of money collected for each restricted account, for our benevolence account and for our memorial account. The financial secretary also prints the bank statements for the previous month and verifies the amounts deposited against the deposit records. In addition to giving the treasurer monthly deposit totals, a report is also given to each chair for the amount collected for their account. Ex: when money is collected for a specific purpose like a special mission, the mission chair will also get a copy of the amount of money that was collected for the prior month.
5. Once the deposit has been completed, a deposit summary is printed and a copy of the deposit ticket along with the deposit summary are filed in the black file cabinet in the office coordinator's office.
6. Each quarter the financial secretary prints out and mails quarterly statements to everyone who has given to the church and also provides end of the year tax statements to everyone who has given.

Wesley United Methodist Church Mini Bus Use Policy

The purpose of the mini-bus is to help individuals grow and serve Jesus Christ.

Scheduling:

The mini-bus will be scheduled on a first-come first-served basis. The mini-bus is intended for the use of Wesley members or groups only.

To reserve the mini-bus, the chairperson or president of the group wishing to use it must contact the Office Coordinator or Pastor with the following information: dates of use, purpose, destination, and drivers for the trip. This information will be kept on file in the church office.

Operators:

All mini-bus drivers must be at least 25 years old.

Drivers are encouraged to test drive the mini-bus without passengers prior to their first trip to become familiar with the controls and functioning of the mini-bus.

In the event that a ticket is given to a driver while in use of the mini-bus for any reason, the driver is to notify the church office.

Procedure:

1. When the driver checks out the mini-bus, they will receive a folder that includes
 - a. the key for the mini-bus (and a spare key)
 - b. a zippered logbook with the proof of insurance and registration, as well as accident reporting information, trip tickets, emergency contact numbers, and a vehicle checklist.
2. Before leaving the church, the driver will enter the beginning mileage on the trip ticket and complete the vehicle checklist.
3. At the conclusion of the trip, the driver is responsible for completing a trip ticket and placing the ticket in the binder as well as letting the office know if there are any maintenance issues. A completed trip ticket will include: the beginning and ending mileage, receipts for all charges to be reimbursed, authorized signature from the Committee Chair or Group President, as well as any comments regarding maintenance issues that may need attention.
4. The mini-bus **must be returned to the church with a full tank of gas**. All equipment, luggage, and trash must be removed so the next group may use it without delay or inconvenience.
5. The fuel/repair receipts are to be submitted to the church office as soon as possible at the end of the trip.
6. Fuel charges will be reimbursed from the appropriate committee or group's church account.

Mini-Bus and Trailer Check List

Before Departing:

- Check tires
- Check gas gauge
- Check oil
- Check coolant level
- Check windshield wiper fluid
- Post beginning mileage on the approved Trip Ticket

Upon Return:

- Fill gas tank
- Complete Trip Ticket with ending mileage and any maintenance concerns
- Clean out mini-bus
- Person responsible signs and returns the Trip Ticket to Church Office

Emergency Contact Information

Wesley United Methodist Church

Wesley United Methodist Church

2727 Wesley Street
Jefferson City, MO 65109
Phone: 573-893-2556

Current Pastor
Rev. Tom Vansant, Pastor
Cell Phone: 417-693-3563

Current Trustee Chair
John Newberry, Trustee Chair
Cell Phone: 573-821-1795

Mini-Bus Reservation Form Wesley United Methodist Church

Date of Request:	Committee:
Dates to be used:	Destination
Purpose of Trip:	
Drivers:	
Request submitted by:	
Approved: Y N	

What to Do in Case of an Auto Accident

1. Find out if anyone injured. Call for help (911) in case of an accident whether or not people are injured, avoid moving a severely injured person.
2. Protect the scene. Try to keep things as they are, but remember that it is very important to keep yourself, others, and your car from further damage. Set up flares, move vehicles from the road if necessary, whatever it takes to remain safe.
3. Collect Information. Get pictures, if possible. Using the provided form, gather names, addresses, witness information, insurance information and driver information. Write down everything you can remember about the accident while it's still fresh in your mind, particularly if there is anything unusual about how the accident occurred. Do not assume blame.
4. Get in touch with the Church Office (573-893-2556) or Trustee Chair as soon as possible, so that they may contact the insurance company.

Mini-Bus Checkout Form

Wesley United Methodist Church

I, _____, have received the following:

- Two sets of keys to the Wesley mini-bus
- Proof of Insurance cards and Registration
- Trip Ticket
- Mini-bus folder with policy, accident reporting form, and emergency contacts

I have read and understand the Wesley mini-bus policy. I also understand that no one other than one of the drivers listed below is authorized to operate the Wesley mini-bus at any time during this trip.

Driver 1: _____

Driver 2: _____

Driver 3: _____

Driver 4: _____

I will return the mini-bus to the church on _____, at _____ am/pm.

At that time, all equipment, luggage and trash will be removed, and the materials listed above will be returned to the Office Coordinator or another Staff member. The mini-bus will be returned with a full tank of gas.

Signed: _____ Date: _____

Witness: _____

Wesley United Methodist Church

Trailer Use Policy

The purpose of the trailer is to augment the travel needs of church members. The trailer is intended for the use of Wesley members or groups for such purposes as mission trip, local missions such as helping members move, and church travel.

Scheduling:

The trailer will be scheduled on a first-come first-served basis. To request use of the trailer, please contact the Office Coordinator with the following information: dates of use, purpose, and destination. Approval will be at the discussion and decision of the trustees.

Operators:

All operators must be at least 25 years old.

Procedure:

1. When the trailer is checked out, the following items will also be checked out
 - a. the key for the trailer lock
 - b. a manila envelope with the proof of insurance and registration, as well as accident reporting information, and emergency contact numbers.
2. All equipment, luggage, and trash must be removed so the next group may use it without delay or inconvenience.
3. Any repair receipts or suggestions should be submitted to the church office as soon as possible, no later than one week of returning the mini-bus.
4. In personal use situations, a donation would be appreciated to help defray the cost of insurance, license, and wear to the trailer.

Repairs & Maintenance:

Repairs and maintenance of the trailer will be handled by the Trustees.