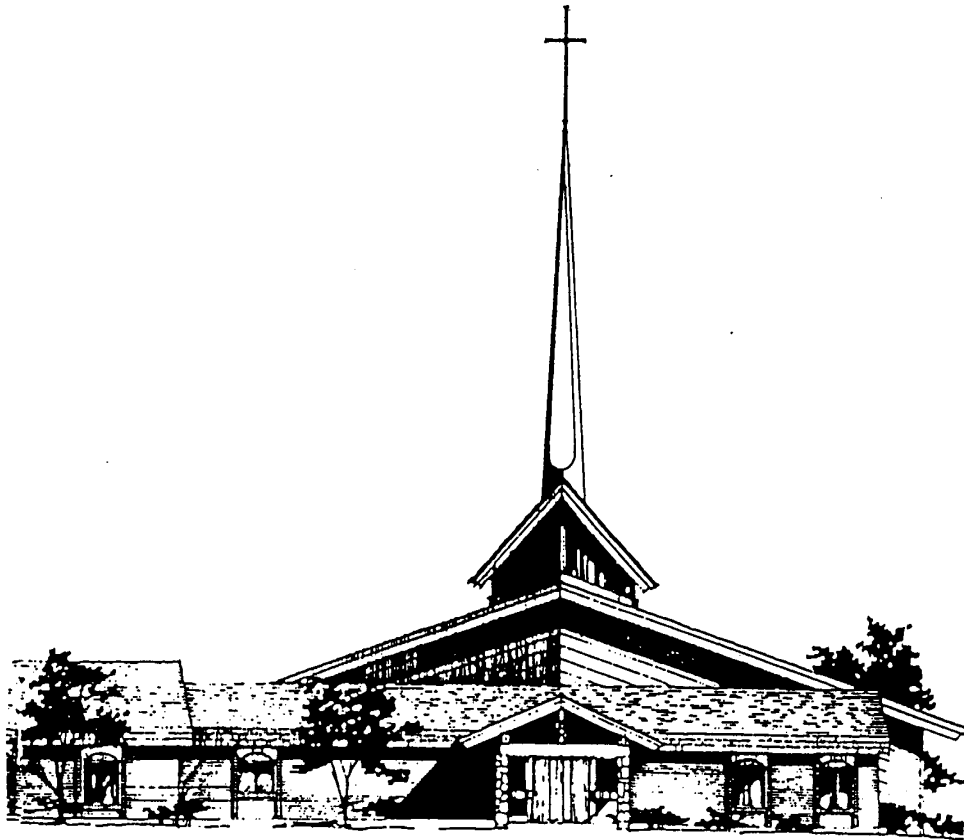


UNION PRESBYTERIAN CHURCH

OPERATIONS MANUAL:

BY-LAWS, POLICIES AND PROCEDURES



Union Presbyterian Church

2707 5th St.

Monroe, WI 53566

(608) 325-2519

www.unionpresbyterianchurch.org

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A POLICY PAPER FOR BUILDING & PROPERTY USAGE FOR UNION PRESBYTERIAN CHURCH

PURPOSE OF THIS POLICY

On September 11, 1983, the congregation of Union Presbyterian Church dedicated its new facilities to the glory of God and the work of Christ's Church. This was a time of great celebration. Many people had sacrificed the work of their hands and the treasures of their savings to make this dream come true. At last, the congregation had a church building they could grow into, a facility people could use in a variety of ways. Here was a gift the children of our congregation could grow up in and hand down to their children.

Our beautiful building, grounds and property have become the pride of the community. The unique character of the building's design, the neat look of the landscaping, the proud tradition of friendliness and hospitality in this place is often a topic of conversation among the townspeople. It's not unusual then, to find that many different groups in Monroe and Green County would like to schedule their events in our facility.

In keeping its responsibility to the Session of Union Presbyterian Church, the Church Properties Committee has developed the following policy to guide the staff, Pastor, Session, and groups of the church in the use of our facilities. It is hoped that through careful care and management of our facility, it will last many generations, and through the years remain in faithful use for the mission of our Lord Jesus Christ.

Policy approved by the Session
December 8, 1987

Reviewed March 2001 BY Properties

WHAT WE BELIEVE ABOUT "PROPERTY"

It is a fundamental belief of the Christian faith that the Lord God is the creator of the world, and that we, his creatures, have been set over this world as his "trustees" or "stewards". In giving us dominion over his world he has given us power and authority to do as we please. As his faithful people, therefore, we live in covenant with him as we reflect his ownership in the way we care for his creation.

As Christians, we also affirm that the Church is God's creation, founded on nothing less than the ministry, death and resurrection of our Lord Jesus Christ. Scripture makes it clear that the Church is the body of Christ, that empowered by the Holy Spirit we can continue Christ's ministry in ways even he himself was not able to do, and that only in doing so do we in any way resemble him as his disciples.

With these two basic presuppositions, the Session of Union Presbyterian Church makes the following policy concerning the grounds, property and building under its "ownership". It is by God's choosing that we have been enabled to build this lovely place and its purpose is to be used in ministry in our Lord's name. The members of Session and the Church Properties Committee of the Session then understand themselves as "custodians" of what belongs to God in the service of Christ our Lord.

As Presbyterians, the stewardship of church property is understood first through Scripture, then in the constitution of our church, then through the Session of the congregation. The relationships of the different authorities look like this:

THE PRESBYTERY legally owns all property of any member church in the Presbyterian Church in the United States of America. The Trustees of the Presbytery of John Knox authorize all major indebtedness and is thereby also held liable for any debts a local church cannot pay on. The Presbytery also guards against church property being removed by splinter groups. In other words, it is the responsibility of the Presbytery to see to it that church property remains in the service of the church it was intended to serve.

THE SESSION governs the mission and discipline of the local congregation. Under their direction, programs are carried out and mission goals are achieved. It is their responsibility to see to it that the buildings are well cared for and used according to the mission they have deemed a priority in the service of our Lord Jesus Christ.

THE CHURCH PROPERTIES COMMITTEE serves the Session in maintaining the property so that it is in good repair for the various programs and ministries of the congregation. By the authority granted them by the Session they approve building usage by the congregation and by the community, they set fees appropriate to Session policy, and they supervise building usage and maintenance according to the Session's mission design.

THE PASTOR AND CHURCH STAFF are on the "front line" of building usage, taking usage requests and supporting church program. They support the Church Properties Committee in their work by keeping the building in good repair and by communicating the Committee's policies for proper building use.

BUILDING USAGE & CHURCH PROGRAM

The buildings and property of Union Presbyterian Church primarily serve the programs and ministries of the congregation. Any group normally under the auspices of the Session may use the facilities in cooperation with other groups and programs of the congregation. When groups, committees or boards would like to alter permanently any church property they may only do so with the permission of the Session.

BUILDING USAGE & OUTSIDE GROUPS

Occasionally, outside groups and members of the community need building space in order to carry out their programs. These groups may be carrying out a program of another Christian church or agency. On the other hand, they may be carrying out a program or service that is not sponsored by a Christian church or agency but DOES carry out a service or program consistent with our mission goals. In such cases, the Church Properties Committee of Union Presbyterian Church recognizes such ministries as "Approved Groups" and responds as a sister organization as they act on authorization of building and property usage and fees.

Other outside groups and persons see our facilities as an attractive site for their various events and often request usage. Such events are not within our mission goals and are therefore extraneous. The Church Properties Committee therefore will consider such requests when convenient for the church and will set fees so as to in no way draw on the congregation's mission budget in the hospitality of these outside events.

BUILDING USAGE & THE CONGREGATION

From time to time, members of the congregation need to use the church's facilities for personal uses, which do not fit into the congregation's mission goals. Parties, overnight guests, wedding receptions, etc. often times require extra tables, large coffee urns, or a large room. The Church Properties Committee as authorized by the Session to set all policies regarding use of church property. It is not the understanding of the Session that members of the congregation in any way "own" church property and are therefore entitled to use it as they please. Buildings and property of Union Presbyterian Church serve the congregation as they have been purchased to afford ministry in Jesus' name.

WEDDINGS & RECEPTIONS FOR MEMBERS

Couples may like their weddings to take place in our beautiful sanctuary and their receptions held in our accommodating Fellowship Hall. Sponsoring Christian marriage, considered a ministry of Union Presbyterian Church so too is the celebration of a Christian marriage. Couples wishing to be married at Union Presbyterian Church will follow the guidelines and fee schedules adopted by the Session. The pastor will act as the Church Properties Committee's representative in seeing to it that the couple follows these guidelines.

Persons considered "members" of Union Presbyterian Church are adults listed on the roles of active members and their pre-Confirmation Class age children. Older children of active members who are now living independently, and who have chosen not to be members of Union Presbyterian Church, and friends and relatives of active members are expected to abide by the guidelines for non-members.

WEDDINGS & RECEPTIONS FOR NON-MEMBERS

Persons wishing to be married in our church must meet with our pastor. Persons wishing to be married in our church by a pastor other than the pastor of Union Presbyterian Church must inform our pastor and the Session. It is then the Session's decision as to whether they will allow the wedding to occur with the visiting pastor. Church office staff along with the properties committee will assist in seeing that the guidelines are enforced.

To cover all costs incurred by our congregation, the Session has established a fee schedule for building usage (including utilities, custodian, and building expenses). Payment must be made to Union Presbyterian Church, 2707 5th St. Monroe, WI 53566 Attn: Administrative Assistant one week prior to the rehearsal. Payment fees for the church organist, office staff, and/or musicians must be made individually.

FUNERAL SERVICES

Christian funerals celebrate both the life God has given his here and the life we have as we enter the Church Triumphant. At the death of a loved one, it is appropriate to come to the place where we celebrate life as God as given it to us. In worship, we can remember the life of one who has died and hear the words of promise found in scripture. The Christian funeral is considered a ministry of Union Presbyterian Church. Persons wishing to use our facilities will follow the same guidelines as outlined above.

RULES GOVERNING CHURCH PROPERTIES

The buildings and grounds of Union Presbyterian Church are dedicated to the glory of God and for the purposes of ministry In the name of Jesus Christ. It is the responsibility of both the Session and the Church Properties Committee to see that the properties and equipment are maintained and available for ministry and mission for years to come. To that end, the Session of the church has authorized the Church Properties Committee to establish rules and procedures for the proper use of the buildings and facilities.

1. No Smoking is allowed in the building at any time.
2. The consumption of alcohol is not permitted on church premises, including the parking lot. If anyone is found drinking, he/she may be asked to leave the premises.
3. Union Presbyterian Church is not responsible for any personal items lost or stolen on church property.
4. All fees are due no later than the day of the use of the buildings. Checks should be made payable to "Union Presbyterian Church". See Fee Schedule for payment information.
5. The Custodial fee covers only clean up following normal use of the building. It does not include any set fees. Persons or groups who cause extra hours of cleaning may be charged \$20.00 for each extra hour required.
6. The individual group who uses the building is responsible for seeing that all lights are off and all doors are locked. All doors leading into the basement, Fellowship Hall and the kitchen must be closed as well. This is for building fire safety as well as the building is climate controlled for heating and cooling.
7. All groups and individuals are required to clean up after using facilities. The room and facilities are required to be returned to the order of arrangement they were in before the scheduled use.
8. The individual or group making the application must be present at the event and must provide adequate supervision of all activities. The applicant will assume all legal responsibility for the building, musical instruments and the actions of all who might attend or be in the church building.
9. Persons using the facilities of Union Presbyterian Church are expected to conduct themselves in a civil manner. Loud music, vulgarity, excessive drinking or mistreatment of church property will not be tolerated.
10. Should persons or groups be found not to be in compliance with any of the above rules, the church will ask all persons to leave the church premises immediately.
11. Any church property that leaves the church must be checked out/in with a signature using the logbook in the church office.

RULES GOVERNING EQUIPMENT USAGE

The equipment of Union Presbyterian Church is dedicated to the service of God and for the purposes of ministry in the name of Jesus Christ. It is the responsibility of both the Session and the Church Properties Committee to see that the properties and equipment are maintained and available for ministry and mission for years to come. To that end, the Session of the church has authorized the Church Properties Committee to establish rules and procedures for the proper use of the church equipment.

1. Any church property that leaves the church must be checked out/in with a signature, date of loan and date of intended return, using the logbook in the church office.
2. Broken items must be reported to the Church office.

SECURITY CHECK LIST

Person responsible for closing of building follows routine of:

1. Turn off lights
2. Close doors from Narthex into kitchen, Narthex into fellowship hall, Narthex into Sanctuary, and if the lower level was used, be sure the doors leading to the lower levels are also shut. This is for building fire safety as well as the building is climate controlled for heating and cooling.
3. Verify that ALL outside doors are locked.

Union Presbyterian Church General Guidelines for Church Use**August 2006**

Please read over the following rules governing the use of our church. If you have any questions, please contact the church office at (608) 325-2519.

- Requests for use of the building must be received in the Church office at:
Union Presbyterian Church, Attention: Administrative Assistant, 2707 5th Street, Monroe WI 53566
no less than two weeks prior to the event. A copy of our request form is included.
- Smoking is not allowed in the church building at any time.
- Consumption of alcoholic beverages is not allowed at any time. This applies to groups using church property in addition to using the park pavilion.
- Union Presbyterian Church is not responsible for any personal items lost or stolen on church property.
- All fees are payable one week before the day of the event.
- A custodian fee will be assessed for excessive clean up that may be necessary. The user must remove all trash. We do not have a custodian; Greenco Industries cleans our building weekly.
- The individual who signs the Building Use Contract is responsible for ensuring that all the lights are turned off, all doors are locked, and that the key is returned to the office.
- The Church Office must approve all equipment or furniture (tables, chairs) to be borrowed. Please call first (325-2519). Any church property that leaves the kitchen or other area must be signed out on a Church Equipment Use Form.
- Persons using the facilities are expected to conduct themselves in a civil manner. Loud music, vulgarity, drinking, or misuse of church property will not be tolerated.
- Persons not in compliance with any of the above rules will be asked to leave the church premises immediately.
- UPC cannot serve as a back-up venue in the event of rain; we do not have anyone available to open the building last minute.

UNION PRESBYTERIAN CHURCH BUILDING USE CONTRACT
2707 5th St. Monroe, WI 53566
(608) 325-2519

Organization Name:

Description of Activity and Facilities to be used (e.g. Fellowship Hall; Kitchen; Classroom):

Anticipated Dates/Time/Frequency/Duration of Use (Attach Schedule if Applicable):

Organization Contact Person:

Address:

Organization/Contact Phone #/Cell Phone #/Email Address:

Union Presbyterian Church ("UPC") Contact Person/Phone #/Email Address:

Key # _____ Received by Organization: (Date and Initials of Recipient):

Key Deposit of \$ _____ and/or other Fee/Security Deposit Received by UPC:
(Description and Amount of Each Deposit and/or Fee; Date and Initials of "UPC" Recipient)

FEES:

In Addition to the Foregoing Fees and Deposits, the Parties Agree that the Organization shall Pay "UPC" a Per-Use Fee, or Other Fee as Follows:

There will be no further charges if no damage to the property has occurred and no additional cleaning is required.

REGULATIONS GOVERNING USAGE OF FACILITIES:

All organizations and individuals using the Church facilities will observe the following regulations:

- a. Groups shall arrive and leave the facilities at the contracted times.
- b. The facilities used are to be restored to and left in the SAME condition in which the Group found them.
- c. Minor age children must have adult supervision at all times.
- d. NO weapons, alcohol, drugs, or tobacco allowed on Church premises.
- e. Any damage to Church property must be reported immediately to Church authorities.
Damage to property and equipment incurred during the time the facility was in use shall be paid for by the individual or group using the facility.
- f. Union Presbyterian Church reserves the right to terminate this contract if regulations are not being met or if other circumstances arise.
- g. If additional cleaning is required, an additional fee may be charged.

INDEMNITY:

The above named Organization and its Members agree to indemnify and hold harmless Union Presbyterian Church, Monroe, Wisconsin and its officers, agents, and employees harmless for any cause of action brought against Union Presbyterian Church, Monroe, Wisconsin, resulting or arising from the usage of the property, or presence on the property, of Union Presbyterian Church, Monroe, Wisconsin, including the amount of reasonable attorney fees incurred in the defense of Union Presbyterian Church, Monroe, Wisconsin, its officers, agents, servants or employees, of any action brought against it.

Individual/Organization Name:

Union Presbyterian Church

Signature of Contact Person or Representative:

Administrative Assistant, Pastor or
Authorized Individual

Dated:

Dated:
