



Policies and Procedures Manual

November 2021

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

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FINANCE COMMITTEE

Responsibilities and Limitations

The finance committee exists to provide budgetary guidance and assistance to the church council and to assist the church in raising funds for missionary needs, this activity helps ensure the financial vitality of the congregation. One of the primary functions of the Finance Committee is to ensure that all financial activity of the church is transparent.

The Finance Committee is organized under *The Book of Discipline* of the United Methodist Church ¶1258.4. It is elected annually by the charge conference upon recommendation by the Nominations Committee and is composed of the chairperson; the pastor(s); a lay member of the annual conference; the chairperson of the church council; the chairperson or representative of the committee on pastor-parish relations; a representative of the trustees to be selected by the trustees; the chairperson of the ministry group on stewardship; the lay leader; the financial secretary; the treasurer; the church business administrator; and other members to be added as the charge conference may determine. It is recommended that the chairperson of the committee on finance shall be a member of the church council. The financial secretary, treasurer, and church business administrator, if paid employees, shall be members without vote.

In some instances, a representative may be present on the Finance Committee due to multiple roles in the church. In such instances, the representative only has one vote. If any of the roles in the church are paid positions, the representative shall be without a vote.

The Finance Committee may assign additional officer positions, such as vice-chair or secretary, or organize sub-committees as needed to carry out its functions. It shall plan for the church annual pledge campaign, enlisting lay leadership and work teams to insure a successful campaign.

Meetings

The committee shall meet at least quarterly, with no more than three months passing between meetings. They shall review the Treasurer's and Secretary's reports and conduct other business related to the church finances. Other meetings can be called at the discretion of the Chairperson or the Treasurer or any two members of the committee with written notification in advance to each committee member.

Audits

An annual external audit or review shall be conducted by a certified accounting agency contracted by the Finance Committee on an annual basis. Their report shall be forwarded to the finance committee chairperson and presented to the entire committee.

Budgeting

The budget is a comprehensive financial plan that reflects the specific amounts of money allocated from anticipated income for supporting the church's ministries and related expenses for the calendar year. The budget becomes a device to measure ministry appropriateness, function, success and evaluation. The budget forms the basis for reporting fiscal stewardship to the church.

No later than August of each year, budget forms for the following year shall be prepared and distributed to the appropriate leaders. The leaders, along with their respective committee or group of advisors, shall

assess the needs and make recommendations for the next budget year. Line items and amounts are submitted that are in line with goals and objectives for the coming year. Proposed budgets are returned to the Finance Chair by the beginning of September, totaled and then presented to the Finance Committee at its September meeting.

The Finance Committee can make recommendations to the appropriate leadership, such as line-item adjustments, but does not maintain the authority to alter line-items without consent of the program personnel charged with presenting those amounts. If adjustments are requested, requests must be made to appropriate leadership by the middle of September to be returned to the Finance Committee by the beginning of October.

The Finance Committee shall present the compiled budget to the Church Council at its October meeting. The Committee can make additional recommendations to the Council, such as approval of certain areas, total rejection of the budget or re-submit portions of the budgets to lay leadership, staff and/or committees for revision. Only a Charge Conference can approve appointed pastoral compensation and benefits. The Church Council shall forward such recommendations of those items to the annual Charge Conference. All other budget recommendations lie with the approval of the Church Council alone.

After the budget has been approved, additional appropriations or changes in the budget may be requested by the Finance Committee to the appropriate leadership. All budget changes after initial approval must be approved by the church council.

Contribution Statements

Each quarter a giving statement will be prepared *by the financial secretary or treasurer* and mailed to all giving members. At any other time by request, a statement can be prepared and mailed detailing all contributions up to that date of request. Statements shall include a record of pledging, giving and balances. Questions and discrepancies should be immediately reported to the Financial Secretary.

Included with the quarterly contribution statement will be a letter written by a member of the finance committee detailing the current state of the church's finances. This written statement shall include the current state of the church's finances, whether over or under budget, as well as information regarding any unusual activity regarding the financial state of the church.

Amendments

These financial policies and procedures are a living document. They serve to systematize the financial processes of Grace United Methodist Church to insure internal control and accountability. They shall be reviewed annually to ensure adequacy and may also be amended by the Finance Committee upon a 2/3rd majority at any normal Finance Committee meeting or a specially called one for that purpose. However, any such amendments must be submitted in writing to each member of the committee in advance of the meeting set for deliberation.

Adopted by the Finance Committee: September 2021

DISBURSEMENTS

General Fund (Budget) Expenditures

1. Purchasing

Leaders who anticipate the need to purchase literature, equipment, supplies or services should plan in advance to submit purchase requests to the Finance Office. Requests must identify the appropriate budget line item to be charged. Attention should be given that requests are submitted in advance in ensure timely delivery. For items purchased from a local vendor, a receipt must be obtained and submitted immediately to the Church Office. Appropriate budgetary line items should be clearly identified (written) on the receipt.

2. Check Requests

Leaders who need reimbursement for items purchased or need check sent directly with orders must submit a request. The address of the recipient must be clearly identified along with explanation for the expenditure, budgetary line items to be charged and a signature must accompany. An approval system should be in place. Requests should be submitted in advance for timely processing, and for approval if necessary.

All expenditures over \$500 must have approval before processing. All expenditures over \$5,000 that are not budgeted must have two signatures and be approved by Church Council.

3. Bills & Invoices

Certain items such as utilities or regular payments that do not regularly come before staff persons of lay leadership shall always be directed to the Finance Office. They shall be properly coded and place in line for appropriate payment.

4. Payroll

Payroll shall be executed under the supervision of the Treasurer and / or payroll preparation staff/ volunteers. This includes the regular distribution of payroll, the paying of required payroll and withholding taxes, the preparing of quarterly and annual IRS reports and the distribution of the W-2s in January of each year.

If it is believed that the church's interests are best served in the utilization of a payroll service for the purposes of preparing payroll for the church staff. This shall also include the regular distribution of payroll, the paying of required payroll and withholding taxes, the preparing of quarterly and annual IRS reports and the distribution of the W-2s in January of each year.

Payroll shall be, semi-monthly for the professional and support staff and monthly for contract employees. All staff shall receive W-2s at the end of each year and are treated as employees of the congregation. Personnel Policies shall not conflict with Financial Policies in any areas or else, the two must be resolved. Classification otherwise of employee status (i.e. appointed, non-appointed but ordained, etc.) are in the purview of Staff-Parish Committee's policies. Contracted employees paid more than \$600 annually shall receive a Form 1099 at the end of the year. All required taxes shall be withheld as well as FICA taxes being matched according to the status of the employee as determined by Staff-Parish Committee's designation.

Designated Giving Expenditures

All Designated Giving Expenditures shall be followed in the same manner as General Fund expenditures for purchase requests, reimbursements and bills/invoices.

Disbursing Payments

Weekly, the Treasurer will determine cash flow and required/requested expenditures, always maintaining in the General Fund checking account. All forms shall be tabulated with appropriate account numbers and totaled for check processing. The forms (check requests, invoices, etc.) shall be forwarded for check production and co-signature.

The Treasurer shall sign. Checks will then be distributed either through mail or interoffice mail. Checks not presented for payment to the bank within 180 days shall be voided. All checks shall be professionally printed with security features included.

Posting General Ledger

Once the checks have been written, posting to the general ledger via software shall be conducted by the Treasurer. If any questions or discrepancies are indicated, it shall be his/her responsibility to inquire until fully satisfied these policies have been followed.

Adopted by the Finance Committee: September 2021

PASTOR'S DISCRETIONARY FUND

The Pastor's Discretionary Fund is a designated fund made available to the pastor to distribute as that he/she sees fit, for emergency financial aid. This fund should be used to address needs among both congregation and community members. Any concerns or questions shall be directed to the Finance Committee.

Characteristics of the Discretionary Fund

1. A separate checking account, opened under the Church's name is provided for the Pastor's Discretionary Fund.
2. The Pastor and/or treasurer will be the only authorized signature for this account.
3. The pastor's discretionary fund is held in an account held by Grace UMC.
4. The funds in this account are raised via special offerings and individual gifts.

Pastor's usage of the Discretionary Fund

1. The church acknowledges that the pastor is authorized to distribute this fund at his or her discretion and is not required to provide detail regarding who receives assistance.
2. The maximum amount allowed for an individual expenditure is \$300.
3. The discretionary fund check book should be kept in a secure location.
4. Funds should be provided in the form of goods and services, rather than cash assistance.
 - Payments for food, rent, utilities, and medical bills for persons in need are examples of the use of these funds.
5. The fund may not be used to benefit directly or indirectly the clergy person, the clergy person's family, or an immediate family member of church staff.
6. The fund may not be used on projects which might present an actual or potential conflict of interest or the appearance of impropriety.

Recordkeeping, audit, and reporting

1. The Pastor is responsible for documenting and recording distribution of the fund.
 - All records are confidential and held by the pastor.
2. The fund shall be audited annually as part of the church's audit and a brief report of such to be made annually to the Finance Committee.
3. The records maintained by the pastor should provide a level of detail which will satisfy both the annual internal audit, and external audits such as those conducted by the IRS.
4. The church may request general summary information regarding type of assistance requested (food, transportation, housing, etc.) to assess the changing needs of the community.
5. The Treasurer shall report the beginning and the end of the year balance of the discretionary fund in the annual report and for the annual audit.
6. The discretionary fund is fully accountable to the church council and as such, contributions made to the fund are deductible by donors as charitable contributions.

Adopted by the Finance Committee: September 2021

MEMORIAL FUND

1. Unless other indicated by the annual charge conference, according to paragraph ¶ 2533.5 in the book of discipline, the board of trustees shall be received and administer all trust funds (Memorial) made to the local church.
2. The Memorial Fund is a subdivision of the Trustee Ministry Team and reports to the Chairperson of that Team.
3. The purpose of Memorial Fund gifts are for programs or needs of Grace UMC and are not to be used for Operating Expense shortfalls.
4. Memorial Fund reports will be made available at the Trustee Ministry Team Chairperson's request. The report will include the amount of current funds with an itemization of income and expenditures.
5. Processing of donations:
 - Donations received via mail, collection plate, or online will be recorded and counted weekly by the church counters.
 - The Memorial Fund Chairperson will record the donation on the book records after receiving the weekly record.
 - All Memorial Fund donations will be deposited into the Grace's UMC account for the Memorial Fund and be administered by the Treasurer.
 - Unless there is a notation that a donation is to a specific Memorial category fund, all donations will be placed in the Undesignated Funds of the Memorial Fund.
 - The Memorial Fund will have categories (in addition to the Undesignated Fund) within the Memorial fund to which donations can be made.
 - If a donor requests that his/her donation fund a specific project or item that does not fall within the established categories, the Memorial Fund Chairperson will confer with the Pastors and Trustee chair to determine if the project/item is appropriate and/or desired.
 - The Memorial Fund co-chairperson will send a thank you note.
6. Disbursement of Funds:
 - All individuals requesting funds from the Memorial Fund must complete a Funding Requisition Form and submit it to the Memorial Fund Chairperson for review and processing. These forms will be available in the church main office. All Staff and Ministry Team Leads will be made aware of the form and this written protocol for disbursement of Memorial Funds.
 - Receipts must accompany any request for reimbursement.
 - Once the Memorial Fund Chairperson receives the Funding Requisition Form, the Chairperson will confer with the Pastor and Trustees chair concerning the request. The decision to grant funds will be made by this group. Be it noted that routine requests can be approved solely by the Memorial Fund Chairperson unless the amount requested exceeds \$1000.
 - If any request exceeds \$1000, the request will be submitted to the **Trustee Ministry Team** for review. This may be conducted via e-mail with sufficient written record.
 - Once funding is approved, the Memorial Fund Chairperson will submit to the Grace Treasurer a Payment/Reimbursement form. A copy of the Memorial Fund Funding Requisition Form will be attached. The Treasurer will then write a check to fund the request.
 - Checks will be written to specific companies, organizations and not to individuals with the exception of requests for reimbursement. The Treasurer will be provided with receipts for reimbursement requests.

- Be it noted that once funding is approved, the person who requested the use of Memorial Funds is responsible for maintaining all records (with receipts) of how the money is spent and is responsible for assuring that purchases do not exceed the amount approved. If additional funding is needed, the entire requisition process must start again.
7. The Treasurer will send a **quarterly** Income/Expense report to the Memorial Fund Chairperson for review and to verify that all Memorial Fund donations received by Grace Church have been recorded by the Memorial Fund Chairperson and that the Treasurer's and Memorial Fund Chairperson's records of all disbursements of money from the Memorial Fund agree.

Adopted by the Finance Committee: September 2021

GIFTS ACCEPTANCE POLICY

Grace UMC has adopted the following policy regarding gifts that may be considered for acceptance to further our mission work. The purpose of this Gift Acceptance Policy is to describe the types of gifts acceptable and the review process prior to acceptance. Whereas an (Endowment Committee), the Board of Trustees is instructed by the Charge Conference to receive and distribute gifts received under the Gift Acceptance Policy.

1. Unrestricted cash gifts will be accepted and acknowledged through the normal accounting procedures of Grace UMC.
2. Restricted gifts will be reviewed prior to acceptance and may require negotiation with the donor.
3. Gifts may be deposited in either the Memorial or Endowment Funds. The Trustees are responsible for reviewing memorial and endowment gifts and establishing appropriate recognition procedures.
4. Receipt of non-cash gifts will be the responsibility of the Trustees. The Trustees committee reserves the right to return or refuse any gift determined to be unacceptable because of value, marketability, or any other reason deemed problematic.
5. All non-cash gifts, except for real estate, will be immediately liquidated. Gifts of stock, various kinds of securities, insurance products, automobiles, animals, jewelry, and other items of value must be unencumbered and given outright. If the gift is deemed acceptable, the gifts will immediately be sold in a manner deemed most appropriate by the Trustees.
6. All gifts of real estate must be given with an appropriate title search, environmental evaluation, survey, and appraisal. All costs of transferring, known and discovered during transfer, will be borne by the donor. Gifts of real estate must be unencumbered with liens, litigation, or any other potential liability. Before the title is accepted, the Trustees reserve the right to not accept the gift.
7. All non-cash gifts will be acknowledged in a dated letter from the chairperson of the Trustees (or Endowment Committee), which will include a description of the gift and appropriate substantiation language. There will be no appraisal, acknowledgment of appraisal, or determination of value offered in the acknowledgment process. The donor has sole responsibility to the Internal Revenue Service for identifying the value of any non-cash gift.

Any questions regarding this policy should be referred to the chairperson of the Trustees.

Adopted by the Finance Committee: September 2021

ENDOWMENT POLICY - IN PROCESS TO BE REVISED AND UPDATED

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WHEREAS, Christian stewardship involves the faithful management of all the gifts God has given to humankind--time, talents, the created world and money, including assimilated, inherited and appreciated resources; and

WHEREAS, Christians can give to the work of the Church through special bequests in wills, charitable remainders and other trusts, charitable gift annuities, assignment of life insurance, transfers of property (cash, stocks, bonds, real estate), and memorial gifts. It is the desire of the Board of Trustees to encourage, receive and administer these gifts and bequests in a manner consistent with the loyalty and devotion of their Lord expressed by the donors and with the policies of the congregation as directed in the Church Discipline.

THEREFORE BE IT RESOLVED, that the Board of Trustees, at a regular meeting assembled on the 8th day of September 1988, voted to establish for the records of the Church, a new and separate fund to be known as the Grace United Methodist Endowment Fund for the Grace United Methodist Church, 110 W. Bel Air Avenue, Aberdeen, MD 21001. This action was thereafter presented to and approved by the Administrative Board on the 12th day of September 1988. The terms and conditions for the operation of the fund shall be as follows:

ORGANIZATION

1. The Board of Trustees shall be responsible for the direct administration and management of the Endowment Fund. Members of the Board of Trustees shall be elected by the Charge Conference and they shall administer the Fund during their respective term of office.
2. The Board of Trustees shall see that proper books of account are kept showing all receipts and disbursements from the Endowment Fund, together with proper minutes of the proceedings. The Endowment Fund shall be subject to the usual annual audit of the books of the Church.
3. In the event the congregation ceases to exist, either through merger or dissolution, disposition or transfer of the Endowment Fund shall be at the direction of the Board of Trustees in consultation with the Administrative Board.

ADMINISTRATION

1. Designated gifts will be accepted and administered in accord with the donor's wishes. Unrestricted gifts shall be administered at the direction of the Board of Trustees and shall be placed in the Endowment Fund.
2. No portion of the principal of the Endowment Fund shall be expended, loaned or encumbered unless expressly authorized in the terms of such gifts or by special action of the Board of Trustees and approved by the Administrative Board.
3. All gifts received in the form of property other than cash, may be converted to cash at its fair market value as soon as practical, with such conversion being approved by the Board of Trustees and the Administrative Board.
4. The Board of Trustees shall be responsible for investment of available assets, with security of invested principal, in full recognition of fiduciary responsibilities.

5. It is expressly intended that the annual income from the Endowment Fund be used for general maintenance first of the Church real property and any remainder annually may be used for capital improvements at the direction of the Board of Trustees.

INTERPRETATION

1. Notice of the Endowment Fund and its purposes, together with encouragement of the members of the congregation to support it, will appear periodically in congregational literature.

2. All gifts are received in prayerful gratitude to God and to the giver for the indication of love, commitment and loyalty to their Lord and the work of the Church through the congregation. All gifts will be acknowledged by the Board of Trustees.

3. Names of all donors, and those honored by memorials, shall be recorded in a Memorial/Special Gifts Book, unless the donor desires to remain anonymous. The name of the donor family may be recited on special remembrance occasions.

BOARD OF TRUSTEES

Charlotte V. Shappert
Attest

Teddy P. Collier
Teddy P. Collier, President

ADMINISTRATIVE BOARD

Charlotte V. Shappert
Attest

G. Richard Price
G. Richard Price, Chairman

Rec'd & Recorded 5-31-1989 at 12:00 P.M.
C.G. H. Liber 3 Folio 199 examined per
Charles G. Hlob, III, Clerk, Harford Co

TRUSTEES FACILITY USE POLICY

I. Overview

The use of Grace United Methodist Church (Grace UMC) facilities and grounds are under the control of the Board of Trustees.

The purpose of this policy is to define the standards of use for Grace UMC Facilities and grounds, the application and approval process, and to establish the suggested donations and fees related to facility and ground use.

II. General Policy

The use of the facilities and grounds of Grace UMC are intended primarily for worship, its ministries, outreach programs, and church-related purposes. With proper application and approval, Grace UMC facilities and grounds may be used by church members, nonprofit community organizations and groups and/or individuals whose missions and purposes are non-commercial in nature, are in harmony with the mission and ministry of Grace UMC, and are consistent with the social principles of the United Methodist Church as set in the Book of discipline.

Use of church facilities and grounds by for-profit groups and/or commercial purposes is strictly prohibited.

III. Application and Approval Procedures

- a. Church members, church-affiliated groups and organizations, nonprofit community organizations, and groups or individuals desiring to use Grace UMC facilities and grounds for non-primary church purchases shall complete the *Building Use Application and Contract* form (**Appendix A**) and submit it to the Church Administrator.
- b. All applications requesting the use of Church facilities and grounds for fundraising purposes will be determined by the Board of Trustees; otherwise,
 - i. Applications requesting one-time use shall be determined by the Pastor and the Church Administrator. At the discretion of these individuals, one-time use applications may require the determination of the Board of Trustees Chair. Determination may consider the physical condition of the facilities being requested, the nature of the function for which the facilities are desired, and calendar availability.
 - ii. Applications requesting on-going use shall be determined by the Pastor, Church Administrator, and the Board of Trustees Chair. At the discretion of these individuals, on-going use may require the determination of the Board of Trustees. This determination may consider the physical condition of the facilities being requested, the nature of the function for which facilities are required, and calendar availability.
- c. If and when an application for the use of Grace UMC facilities and grounds is approved, a signed copy of the approved Application and Contract will be provided to the applicant. Applicant is required to provide a certificate of insurance covering all liability (as applicable) to the Church Administrator, naming Grace UMC as additional insured and listing the responsible parties using the church facilities at least 10 working days prior to intended facility use.
- d. The Church Administrator shall be responsible for the scheduling, room usage, and coordination for approved uses of the Grace UMC building and grounds. The Church Administrator will also provide a monthly Summary of New Applicants for building to the Board of Trustees to ensure the Board's awareness of building use and any resulting maintenance required to maintain acceptable facility conditions.

- e. The Board of Trustees reserves the right to reassess all building use policies and/or deny use of facilities on the basis of misuse, noncompliance with building use policies, and/or group purposes that conflict with the mission and ministry of the church.

IV. Building Use Standards for Approved Users

- a. All facilities will be left in the condition in which they were provided to the user. The individual and/or group using the facility is responsible for the setup of their event and for returning the room(s) to the original condition. A cleaning fee may be assessed if facilities are not returned to the conditions as follows:
 - i. Clean/Disinfect tabletops, if necessary.
 - ii. Return chairs, tables, and any other furniture/equipment to its original location, in its original condition.
 - iii. Sweep floors and/or vacuum carpets, if necessary. Spills on carpets, floors, and surfaces are to be cleaned and dried immediately.
 - iv. All leftover food is to be removed from the church at the conclusion of the building use.
 - v. All items brought in by the facility user must be removed upon the conclusion of facility use.
 - vi. All garbage is to be bagged and tied and all recycling is to be collected at the conclusion of building use. Trash and recycling are to be deposited in the outdoor receptacles located directly behind the church kitchen.
 - vii. Close and lock all windows.
 - viii. Turn out all lights in rooms, hallways, and restrooms.
 - ix. Close all doors.
- b. Users should bring all required equipment or supplies. This includes, but is not limited to paper wares (plates, napkins, etc.), coffee, and trash bags.
- c. Smoking/tobacco products/e-cigarettes and/or use of alcohol/drugs is not permitted anywhere on the premises of the church property.
- d. Gambling of any sort for the purpose of gambling or fundraising is not permitted on the premises.
- e. No temporary pictures, posters, etc. are to be attached to facility walls using most types of tape or any kind of tacks, nails, screws, etc. Only painter's tape, command hooks, or comparable materials are permitted. All temporary items fastened to walls must be removed at the conclusion of facility use.
- f. Any activities or events including children and youth shall be adequately supervised by adults at all times. At minimum, two adults must be present in any room where there are children or youth.
- g. Audio/Visual (A/V) equipment is not provided for use at Grace UMC's facilities. Special permission may be requested for other use of A/V equipment. Approval will be at the discretion of the Pastor, the Church Administrator and the Board of Trustees. Use of A/V equipment will require the presence of a Church Representative approved by the Board of Trustees, for which an additional fee will be assessed at the discretion of the Pastor, Church Administrator, and Trustees Chair.
- h. Use of the kitchen facilities and kitchen equipment for commercial use is strictly prohibited. Special permission may be requested for other use of kitchen facilities and kitchen equipment. Approval will be at the discretion of the Pastor, the Church Administrator and the Board of Trustees. Use of kitchen equipment and facilities will require the presence of a

Church Representative approved by the Board of Trustees, for which an additional fee may be assessed at the discretion of the Pastor, Church Administrator, and Trustees Chair.

- i. A staff liaison may be assigned to the event for building access and other purposes as needed, for which a fee may apply.
- j. Access to the facilities will be determined by the Pastor, Church Administrator, and, if applicable, the Chair of the Board of Trustees based on the time and location of the event on a case-by-case basis. This information will be provided to the applicant prior to the event of facility use.
- k. Applicant will be held responsible for any damages to the facilities and/or premises incurred during facility use.
- l. Applicant shall defend, indemnify, and hold harmless Grace UMC and its employees, Board of Trustees, officers and agents against and from any and all liability or claim of liability for personal injury, death or property damage (including reasonable attorney’s fees) arising out of the use, occupancy, conduct, operation or management of the facility use by the Applicant or its agents.

V. Donations and Fees for the Use of Church Facilities

Donations and fees for the use of Grace UMC facilities shall be established by the Pastor and the Board of Trustees and reassessed annually. Donations are due in advance of the use of facilities. Active member determination will be made by the Pastor and Church Administrator.

a. Active Member Use (Personal, non-church related use):

Location	Donation Amount	Duration
Sanctuary	Case-by-Case	Case-by-Case
Fellowship Hall	\$50	Less than 4 hours
	\$75	4+ Hours
Classrooms	\$50	Less than 4 hours
	\$10	Hourly after 4 hours
Other Rooms	Case-by-Case	Case-by-Case

b. Non-Member/Non-Active Member Use:

Location	Donation Amount	Duration
Sanctuary	\$225	Less than 4 hours
Fellowship Hall	\$100	Less than 4 hours
	\$225	4+ Hours
Classrooms	\$75	Less than 4 hours
	\$15	Hourly after 4 hours
Other Rooms	Case-by-Case	Case-by-Case

Recurring or all day events may be negotiated separately.

c. Church Liaison Fee

For events/occasions taking place outside of normal operating hours for the church, an additional donation to have a church representative who is approved by the Board of Trustees present for the duration of the usage to provide access and secure facilities is required. This donation shall be for a minimum of 3 hours at \$15 per hour (minimum of \$45). This cost in addition to the above costs.

d. Damage to Property

If facilities are not returned to their original condition following an event, additional fees may be assessed following the event for any damages to the facility, or cleaning required to return the facility to its original condition following an event. These fees will be at the discretion of the Pastor and Board of Trustees.

VI. Exceptions to Policy

Exceptions to the above stated policies and procedures may be made by the Board of Trustees and the Pastor of Grace UMC on a case-by-case basis at Grace UMC's sole discretion.

These policies were adopted by the Board of Trustees, as of April 2021

EQUIPMENT & FURNITURE USE POLICY

1. Overview

The use of Grace United Methodist Church (Grace UMC) equipment and furniture are under the control of the Board of Trustees.

Grace UMC's equipment and furniture are intended primarily for use in worship, church ministries, outreach programs, and other church-related purposes.

This policy defines the standards for proper equipment and furniture use for Grace UMC and establishes the procedures for exceptions to those uses.

2. Standards for Proper Storage, Maintenance and Use of Equipment and Furniture

a. Storage and Location

Equipment and furniture shall only be stored and used in the facilities and grounds of Grace UMC. It is important that all equipment and furniture be located in a location beneficial to its use for its intended purposes as described in these policies.

b. Maintenance

All equipment and furniture shall be the responsibility of the Board of Trustees to ensure that it is in clean and operable condition. This includes coordinating any repairs or replacement deemed necessary. If any equipment is not operating as it is intended, it should be reported to the Board of Trustees.

c. Guidelines for Use

Any equipment and furniture use outside of its intended use and/or purpose shall be returned in its original condition to its original location within the church facilities after use. In these instances, use must be approved in accordance with the church's Facility Use Policy.

3. Exceptions to Policy

Exceptions to the above stated policies and procedures, including but not limited to the use of equipment and/or furniture off Grace UMC's premises, may be made by the Board of Trustees and the Pastor of Grace UMC on a case-by-case basis at Grace UMC's sole discretion.

These policies were adopted by the Board of Trustees, as of April 2021.

Inclement Weather

During periods of winter inclement weather, Grace's church cancellation policy is as follows:

On weeks days, if the Harford County Public Schools are closed for the day or if they are closed early, all day/evening events at Grace Church are cancelled.

On Sundays, worship services will be held unless a state of emergency is declared or if blizzard conditions exist at the time.

The church office will be open from 9AM to 1PM when possible.

This policy was reviewed by the Board of Trustees, on October 2020.

PERSONNEL POLICIES AND PROCEDURES

The following policies and procedures outline how personnel policies and procedures, including Personal Time Off (PTO) will be handled at Grace United Methodist Church (hereafter called the Church). The Pastor will administer and execute these policies and procedures and has authority to grant exceptions as deemed appropriate.

Disagreements that cannot be resolved with the Pastor and/or any formal appeal of the Pastor's decisions on these matters will be elevated to the Staff-Parish Relations Committee (SPRC) for resolution.

As needed, these policies and procedures will be amended through a consultative process with the Pastor and the SPRC.

1. Definitions

- a. Leave year: The leave year begins on January 1st of each calendar year.
- b. Work week: A work week is defined as those numbers of hours normally worked by the employee during a seven-day period.
- c. Tour of duty: The employee's tour of duty is the number and distribution of hours to be worked during a work week. The tour of duty will be determined by the Pastor, but consideration will be given to the preferences and needs of each employee.
- d. Grandfather provision: At the time these policies are being written, the Church is in a transition of duties and responsibilities of staff members. The Church is also transitioning from the previous sick and annual leave construct to a new Personal Time Off arrangement. The Grandfather provision ensures that no employee will lose existing sick and annual leave hours for the remainder of 2021. The new PTO procures will come into effect when the new leave year begins on Jan 1, 2022.
- e. Requests for leave: The attached form will be used to request leave and to donate leave to another staff member.

2. Personal Time Off (PTO)

- a. Employees of the Church, except the Praise Band Director, will have 60 hours of PTO every leave year. PTO may be used to cover medical appointments, vacations, or any other circumstances that require the employee to be in a non-duty status. The Praise Band Director's PTO will be defined as five Sundays in the leave year.
- b. If an employee has a long-term illness, she/he may use all available PTO hours. When all PTO hours have been exhausted, leave without pay may be considered and must be approved by the Pastor. An employee may donate PTO hours to another employee, using the attached leave form.
- c. All PTO will be taken in the leave year, or the hours will be forfeited. There will be no monetary compensation for unused PTO should the employee depart during the leave year.
- d. PTO requests 12-or more consecutive hours will be given to the Pastor at least one month

prior to the beginning of the planned leave; In emergency situations, one-month notification requirement will be waived. PTO may be taken at any time during the year EXCEPT during the month of December, during Holy Week and in the week prior to the Annual Charge Conference.

- e. PTO will not be taken for more than 40 consecutive hours, as a general rule. Exceptions will be decided by the Pastor.

3. Bereavement Leave

In the unfortunate circumstance of a death of a loved one, a maximum of 12 PTO hours off with pay is permitted upon the death of a family member or loved one. That includes spouse, children, brother or sister, parent or guardian, son-in-law or daughter-in-law, mother-in-law or father-in-law, brother-in-law or sister-in-law, grandparent, grandchild, aunt or uncle, cousin, nephew or niece and/or other close family members. Other tragic circumstances might entitle employee to similar leave upon approval of the Pastor.

4. Telework

The church supports the use of telework when the employee's duties and tasks can be satisfactorily performed from home. Telework duty hours, weekly hours of work, timekeeping, etc. are the same as those the employee follows if working at the Church.

5. Holidays

The office and facility of the Church will normally be closed on the following observed Federal Holidays:

New Year's Day	Labor Day
Martin Luther King, Jr., Day	Columbus Day
President's Day	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	The day after Christmas or December 27 if the 26th is a Sunday

6. Sexual Misconduct Form

In accordance with the policies of the Baltimore-Washington Conference of the United Methodist Church regarding sexual misconduct, each Church employee must complete and sign the required Sexual Misconduct questionnaire every year. This form must be completed by October 1st each year.

7. Annual Certification of Duties and Other Personnel Policies

Each employee will meet at least annually with the Pastor to review current the Position Description, performance expectations and the personnel policies in this document. Employee and the Pastor will sign the appropriate certification form documenting this discussion.

These policies were adopted by SPRC, as of June 2021

EMERGENCY LEAVE POLICY

Background

- In response to the President's declared national emergency due to the Covid pandemic in March, 2020 and subsequent directions from the Governor of Maryland and Bishop Eastering on March 12, 2020, Grace United Methodist Church (hereafter referred to as "the Church") developed an Emergency Covid Leave Policy. It was signed on June 15, 2020.
- In the interim, business and church shut-downs have been mandated and lifted as dictated by the fluctuations in Covid infection rates.
- In mid-2020, the Church developed "Re-enter Safely Procedures". Once implemented, the Church was able to safely re-open in-person worship and to accommodate socially-distanced workplaces for non-essential employees, after which non-essential employees returned to work in the Church.
- This policy has been expanded beyond Covid to include any other emergency situation such as a new highly contagious disease.

Policy

It is the Church's policy when Covid infection rates or other emergency situations cause the Governor to mandate businesses and/or churches to shut down, we will follow the policies and procedures described below

- Non-essential and essential employees¹ who were so identified in mid-2020 will continue as such in any future shut-downs.
 - ◇ Non-essential staff will be placed on administrative leave with pay and will be sent home. While on administrative leave, non-essential employees will not be charged with any leave taken during closure.
 - ◇—Essential employees have the option of working from home or coming into the Church. Normal leave procedures will be followed by essential employees in the event they must take leave during any shut-down.
- If a staff member has close contact with a person who tests positive for Covid or any other highly communicable disease, the staff member will notify the Pastor and Church Administrator immediately, will go home, and ensure he/she is tested as soon as possible. Pastor and Church Administrator will be notified of the results. Notwithstanding the results of the test, the staff member will self-isolate for in keeping with CDC or NIH quarantine protocols. A negative test will be necessary before the staff member returns to work.
 - ◇—When the staff member goes home, the rest of the staff who were in close proximity to him/her will also go home and arrange for test as soon as possible.
- Even if the Governor has not mandated businesses and churches to shut down, the Pastor will decide if local conditions are such that we must suspend in-person worship. The Pastor will also decide when it is safe to resume.

¹Non-essential employees: Administrative Assistant and Custodian; Essential employees: Church Administrator; Parish Ministries Coordinator; Praise Team Director.

- This policy will become effective when the full SPRC has approved it by a minimum of a majority vote. Once it is effective it will be shared with the Church staff by the Pastor
- The Finance Committee Chair, Church Treasurer and the Church Council will be notified about this revised policy. Such notification is for situational awareness and does not require approval by any church body but the SPRC.

_____ _March 11, 2021_____

Date approved by full SPRC Date

Leslie McGlothlin Rev. Braulio Torres - Pastor

Chair, SPRC

Date: _____ Date: _____

**Grace United Methodist Church
110 W. Bel Air Avenue
Aberdeen, MD 21001**

Louise Weaver Kenney Scholarship Application Guidelines

1. Scholarship recipient must meet the following requirements:
 - a. Must be a member of Grace United Methodist Church.
 - b. Be an active member of Sunday School for at least two years attending at least 75 percent, OR must attend worship at least 75 percent AND be an active participant in the Youth of Grace for at least two years, OR otherwise active in the church with eligibility agreed to by the Scholarship Committee.
 - c. Be a graduating High School Senior in good standing.
 - d. Have a Grade Point Average (GPA) of at least 2.5.
2. Complete the application and return to the church office attention.: Chair, Scholarship Committee.
3. Select two non-family members to provide a letter of recommendation. Provide these persons with addressed, stamped envelopes so that they may mail the references directly to the church office (110 W. Bel Air Avenue, Aberdeen, MD 21001) attention: Chair, Scholarship Committee.
4. Have your high school send a copy of your transcript to Grace United Methodist Church, 110 W. Bel Air Avenue Aberdeen, MD 21001.
5. The application deadline is **May 5, 20__**. The application and letters must be returned to the church office by that date.

WEDDING GUIDELINES

GRACE UNITED METHODIST CHURCH

RESERVING THE DATE

Dates should be set on the master calendar of the church as far in advance as possible, with the approval of the Pastor. Due to certain liturgical or seasonal uses of the Sanctuary, no weddings may be booked on Easter weekend and occasional other weekends e.g. Christmas Season.

Reserving a date requires a \$100.00 non-refundable deposit to the church. The deposit must be received within the first month after speaking to the pastor. This deposit will be applied to the total cost of the wedding.

OFFICIATING CLERGY

The Pastor of Grace United Methodist Church shall preside at every wedding conducted in the Church. Other clergy may assist in the ceremony upon the approval and invitation of the Grace pastor that would be officiating your ceremony.

THE CEREMONY

It will be the couples responsibility to schedule a meeting with the Grace United Methodist Church pastor. The content and arrangement of the wedding ceremony will be discussed by the couple with the officiating pastor. You are welcome to include vocal music, special readings, scripture, and/or a homily in addition to the vows and other parts of the ceremony. The readers should be present for the rehearsal. Holy Communion may be celebrated at the request of the couple.

PRE-MARITAL COUNSELING

Pre-Martial Counseling Appointments should be arranged directly with the officiating pastor.

MARRIAGE LICENSE

The State of Maryland requires a marriage license issued by the jurisdiction in which you are married. You will need to obtain this from the Clerk of the Court of Harford County.

THE ORGANIST

The regular church organist or a guest organist engaged by the Grace Church Organist will play for all church weddings. It is the responsibility of the couple to contact the organist as soon as possible after the wedding date is set on the calendar.

The Director of Music/Organist of Grace United Methodist Church is available to help you in the planning and selection of music for your wedding service. Anything pertaining to the special music (guest organists, instrumentalists, vocal soloists, etc.) must be discussed with the organist for your wedding. *All music must be approved by the Director of Music/Organist of Grace Church one month before the wedding.*

FLOWERS AND DECORATIONS

You are welcome and encouraged to have floral arrangements and candles to enhance the beauty of your wedding. Your choice of flowers – silk or fresh – is welcome. NO tape, tacks, staples, nails, or wire may be used to attach these arrangements to the pews or altar table, however. We have 38 pews. Each pew seats up to 10 persons comfortably. All live arrangements, plants, etc. must be in waterproof containers.

The church will be available two hours before the wedding ceremony for the florist to deliver and decorate the sanctuary. All flowers must be removed from the church following the ceremony. Candles may be used on the altar table, but not down the aisles. Couples wishing to include a unity candle lighting as a part of their ceremony will need to provide their own unity candle.

Restrictions on use of church items:

All borrowed or rented equipment should be removed from the church the same day or prior to the next worship service. The church will not be responsible for the care of rented ferns, etc.

NOTE: Sanctuary décor is subject to the current worship schedule at the time of your ceremony and will remain in the sanctuary as they are for our Sunday worship services. Please take this into account when scheduling your wedding.

PHOTOGRAPHS AND VIDEO

Flash photographs may not be taken once the spoken service has begun. Videotaping of the service is allowed only from designated stations agreed upon with the pastor. All photography must comply with the guidelines provided.

REHEARSALS

Rehearsals are usually held the evening before the wedding. Our wedding coordinator will work with you to schedule the rehearsal with the officiating clergy. The main purpose of this time is to acquaint the wedding party and family with the ceremony and various movements which are required of the participants, and to practice them. At this time, final details can be determined and questions can be answered in preparation for the ceremony itself. All members of the wedding party are expected to attend the rehearsal which takes approximately one hour. At the rehearsal please provide the following to the pastor:

- Wedding license issued by Harford County
- Wedding program and unity candle, if used
- All church fees and honorariums (church, organist, clergy, wedding coordinator, etc.)

WEDDING COORDINATOR

Some couples to be married elect to hire the services of a person to coordinate details pertaining to their wedding. However, in all matters relating to the coordination of the wedding details involving the church, the church's wedding coordinator will be in charge. When decisions need to be made regarding the wedding service, the Pastor will refer to the Bride and Groom ONLY. The church wedding coordinator will coordinate and conduct the wedding rehearsal and the service.

FEES:

- Sanctuary \$500
- Wedding Coordinator \$200
- Sound A/V \$100
- Clergy \$400
- Organist \$250
- Custodian \$100

Checks should be made out to individuals. These fees should be given to the wedding coordinator at least one week prior to the date of your wedding. This does not include additional fees for special music, or soloists and additional practices.

NO SMOKING OR ALCOHOL IS PERMITTED IN THE BUILDING OR ON THE GROUNDS!

If you have further questions, please check with the wedding coordinator or the pastor. We want to make every effort to create a special day for you!

Wedding Coordinator

Jeanette Curry
jeted255b@gmail.com

Pastor

Rev. Dr. Braulio Torres
artbyte1976@gmail.com

Church Office

(410) 272-0909
gracemethodistchurch@yahoo.com

GRACE UNITED METHODIST CHURCH
WEDDING AGREEMENT

_____ and _____
have requested that they celebrate their service of marriage on *(date)* _____
at *(time)* _____, and have given a minimum **deposit of \$100.00** non-refundable
fee to be applied to the total of the church fees.

We have read the wedding guidelines and agree to follow the guidelines as set by Grace United Methodist Church.

Date: _____

Groom: _____ Phone: _____ Email: _____

Bride: _____ Phone: _____ Email: _____

Wedding Coordinator: _____

Memorial Funding Request Form

Memorial Fund Chairperson: Melissa Harris mharris60@verizon.net 410.654.0313

NOTE: Be it noted that once funding is approved, the person who requested the use of Memorial Funds is responsible for maintaining all records (with receipts) of how the money is spent and is responsible for assuring that purchases do not exceed the amount approved. If additional funding is needed, the entire requisition process must start again.

Date of Request: _____ Date when funds are needed: _____

Funds Requested by: _____

Please provide either Staff title or name of Ministry Team that you are representing.

Title: _____

Ministry Team: _____

Your contact information:

E-mail address: _____ Phone number: _____

Please describe the item you are requesting, attach any bids, proposals, etc. Any request greater than \$1000 will be sent to the Trustee Ministry Team for review.

Description of item	Price per item	Total Amount

How will payment need to be made? _____

Please provide company name, address, etc. or provide additional information or explanation.

Reviewed and approved by: (signed and dated) Signatures/Approval will be obtain by the Memorial Fund Chairperson after he/she receives the completed form above.

Pastor _____

Memorial Fund Chairperson _____

Trustee Ministry Team Chairperson (if over \$1000) _____



REIMBURSEMENT FORM

Fill out the form below completely. All receipts should be attached to the form and turned in to the church office for reimbursement process.

Date _____

Budget Category _____

Approver Name _____

Submitted by _____

Phone/Email _____

Send Check to (name) _____

Address _____

City/State/Zip _____

Description of Purchase	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____

Treasurer Use Only		
Check Number	Amount	Date
_____	_____	_____
Budget Category	_____	

Building Use Application and Contract

110 W. Bel Air Avenue, Aberdeen, MD 21001 **Phone** (410) 272-0909 **Email** GraceMethodistChurch@yahoo.com

This form is to be prepared by the applicant and forwarded to Grace United Methodist Church at the above address. Please print clearly in ink or type this form. Contributions and Certificate of Liability Insurance, if required, must be forwarded to the Church Administrator no later than ten (10) working days prior to the requested date for building use. Make check payable to "Grace UMC." A copy of the application will be returned to the organization or individual requesting use of the facilities, indicating approval or disapproval of the application. *It is important that all persons or groups requesting the use of the Sanctuary, Fellowship Hall, Classrooms, or any other area of the church, understand that requests cannot always be granted.*

Name: _____ Date of Application: _____

Sponsor: _____

General purpose of organization: _____

Purpose of your meeting or activity: _____

APPLICATION BEING MADE FOR THE FOLLOWING:

Check One: One Time Use Recurring Use

Date(s): _____ Hours: From _____ To: _____

Recurring Only: Day(s): _____ Week(s): _____

Room(s): _____

Approximately how many persons attending? _____

Approximately how many children attending? _____

PERSON MAKING REQUEST:

Name: _____

Address: _____

Telephone: home _____ work _____

E-mail address: _____

PERSON TO BE IN CHARGE:

Name: _____

Address: _____

Telephone: home _____ work _____

E-mail address: _____

Name/Telephone number of Church member connected with this activity: _____

If this request is approved, it is understood that the accompanying regulations will be observed and that the requesting organization or individual assumes all responsibility:

Signature of Applicant: _____ Date: _____

FOR TRUSTEES ONLY:

Contribution of \$ _____ required for use of room/space for Fellowship Hall

Contribution of \$ _____ required for Church Liaison Fee

TOTAL \$ _____

APPROVED

DISAPPROVED

Certificate of insurance required for organizations.

Pastor

Date

Trustees Chair

Date

CONTRACT AGREEMENT

This agreement is entered into as of _____, 20____ by and between _____ (Renter), whose address and telephone are:

_____ and Grace United Methodist Church (Grace UMC). This agreement will continue for a period of: _____.

GENERAL RULES

- All persons wishing to reserve the use of Grace UMC facilities and/or grounds must sign this contract. Your signature on this contract constitutes responsibility for the attendees of your function, as well as any other parties you might engage to service your function.
- Sunday Church Services, Church and Nursery School Sessions and Activities, Funerals, Weddings, and associated Grace UMC activities will always take precedence over any other activities. Grace UMC reserves the right to cancel at any time in advance of the event.
- All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage.
- The person signing the Application/Contract for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment in which the judgment of the Grace UMC Board of Trustees has determined has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.
- No permission is given to use any Grace UMC materials or supplies, including any existing materials in classrooms and closets.
 - Users will not use Grace UMC's name as a sponsoring organization in any advertising or promotional literature for an event.
 - Users will not publish Grace UMC's phone number as the number to call for information or leave messages.
- By signing the Application/Contract, the user acknowledges and agrees to all policies as defined in the *Facility Use Policy* and *Equipment and Furniture Use Policy*.

ROOMS AND FEES

- Rentals are for rooms specified on the Application Only. Users will only use the areas of the church specified in the agreement. Use of non-authorized areas will result in an additional charge to the user.
- If other groups are scheduled elsewhere in the building, renters shall make every effort to avoid disturbing their activities.
- It is the responsibility of the renter to set up their event and return any rooms to their original conditions in the setup in which it was found in accordance with Grace UMC's policies listed above.
- Use of space requests for the same event not included in this contract must be made a minimum of 14 days prior to the event/activity. Additional requests are at the discretion of the Pastor and the Church Administrator and subject to availability.
- Fees are for use of the buildings and grounds only. Separate arrangements must be made with the Pastor or any other church staff if their services are to be requested.

- Charges are specified on the approved Application. If the event extends beyond the time requested, payment for the additional time will be charged at the specified hourly rate.
- Use of the nursery and classrooms will only be approved if specified in the original application. Adequate supervision must be supplied for each room. No permission is given to use dispensable materials (including but not limited to paint, paper, glue, markers, etc.) including in classroom closets. Renter is responsible for providing these materials. All toys are to be carefully returned to their proper location in their original condition.

LEGAL AGE

- Grace UMC has established a Safe Sanctuary Policy for the protection of children and youth in attendance at Grace Church. In accordance with the requirements of the Baltimore-Washington Conference of the United Methodist Church (BWCUMC), this policy applies to the outside groups who provide services to children and youth in the church building.
- Each such group must certify that all persons working with children and youth have completed and signed the equivalent (at least) of the BWCUMC questionnaire and response form. If the group cannot provide a general certification to this effect, then each individual working for that organization must sign the form and submit it to Grace church.
- All persons applying for the use of the facility must be at least 21 years of age. In considering Grace UMC's Safe Sanctuary Policy, a group/individual may be asked to furnish references or credentials from which the Minister, Board, or designated staff will determine its financial, legal, social responsibility, and/or adherence to the ideals of MMUMC.
- All users of the facility are expected to follow the guidelines of this policy including the following:
 - No fewer than two adults must be present and supervising children at all times during any program or event involving children.
 - These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
 - Any questions regarding this policy should be directed to the Pastor or Board of Trustees.

AGREEMENT REVIEW

Long-term activity agreements are to be reviewed annually at least 60 days prior to contract term expiration by the Pastor and the Chairman of Trustees. 30 days after the review the renter will meet with the Pastor and Chairman of Trustees or its designee to discuss contract renewal.

AGREEMENT TERMINATION

For long term re-occurring events, this Agreement may be terminated without cause by either party with 60 days advance notice.

BUILDING SECURITY

Our church works to maintain a safe and secure environment within the facility and outside church property including the parking lots. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for injuries to persons, theft or damage to personal property. Grace UMC shall not be responsible for any claim, regardless of kind, related to activities undertaken to this agreement.

EMERGENCIES:

Any and all problems must be reported to church personnel. Renter is responsible for notifying the church office no later than the next business day to report the incident at 410-272-0909.

DISORDERLY GUESTS:

If anyone attending an event seems to be intoxicated or under the influence of drugs, it must be brought to the renter’s attention. It is the renter’s responsibility to take proper actions to ensure a safe and secure environment for the event. If at any time there is a disturbance or a fight at a function, it is the renter’s responsibility to call the police if necessary and then contact the Pastor, Church Administrator, or the Chairman of Trustees immediately to make a judgment as to whether to end the function immediately.

HOLD HARMLESS:

The (renter’s name): _____, in consideration of the opportunity to use Grace UMC, agrees to assume sole responsibility for any risk resulting from its use of the facility and further agrees to indemnify and hold harmless Grace UMC, its officials, officers, employees, agents and representatives, from and against all claims causes of action, demands and expenses of any kind, including attorney’s fees and costs, resulting from the use of the facility, including, but not limited to any such claim by any member, employee, client or family member of the (renter’s name): _____ arising out of participation in the (renter’s name): _____ activity at Grace UMC.

VIOLATION OF THE TERMS

In the event the Church determines at any time that any violation of the terms of this agreement or any applicable laws, ordinances or regulations is likely to occur in your use of our premises for your function, we reserve the right to cancel your function at any time. Any such determination shall be pursuant to our sole discretion and shall be binding and final and we shall not be liable to either you or others you secure for your event for any such cancellation.

CONFIRMATION & SIGNATURE

I have read and understand the Rental Contract as stated. As the person, taking responsibility for the Grace United Methodist Church facilities on the dates indicated I agree to abide by the conditions put forth. Both representative parties have signed this agreement below on the dates indicated.

Representatives of Grace UMC:

Renter(s):

Signature of Pastor Date

Signature of Renter Date

Signature of Board of Trustees Chair Date

Signature of Renter Date

Signature of Church Administrator Date

PERSONAL TIME OFF (PTO) REQUEST FORM

Name:		Date of Request: / /	
Contact Phone:			
Employee Title:			
Leave Dates From: / /		To: / /	Total Days:
Leave Requested for:			
	Personal Time Off		Bereavement
	Leave Without Pay		Jury Leave
	Family Medical Leave		Military Duty Leave
	Donate PTO hours*		
Substitute Name (<i>when applicable</i>):		Address:	
Phone Number:			
Email:			
*If PTO hours are being donated to another staff member, enter recipient's name and number of PTO hours being donated.			
Notes / Comments:			

Employee's Signature:	Pastor's Signature of Approval:

c.c. to: Pastor

Employee

GRACE UNITED METHODIST CHURCH
LOUISE WEAVER KENNEY SCHOLARSHIP FUND
Application for College Freshmen

Application Deadline _____

Name _____ Date _____

Home Address _____

_____ Phone _____

Social Security Number _____ Graduated _____

Church Activities: List Activities You Have Participate in

School and Community Activities: List Activities You Have Participate in

Special Recognition: List Special Recognition for School Work

Employment: Indicate Employment Experience (most recent first)

Place

Type of Work

Date

Do you plan to work during the school year? _____ Yes _____ No

If so, where? _____

Name of school/college/institute of Higher Learning planning to attend:

Do you have a major? If so what? _____

Have you applied for financial aid? _____ Yes _____ No

List other scholarship sources you have applied for, if any:

Name	Amount	Received?
_____	_____	_____
_____	_____	_____
_____	_____	_____

Estimated Expenses During Coming School Year

Tuition and Fees	_____
Room and Board	_____
Books and Supplies	_____
Additional Expenses	_____
Total Expenses	_____

Estimated Income for Coming School Year

Personal earnings during the summer	_____
Personal earnings during academic year	_____
Parental contributions	_____
Other Scholarships	_____
Loan	_____
Total Income	_____

ESSAY: Please write a 150–200-word essay entitled, “How I plan to relate my church and church school experience to my college studies and future life?”

Please include two letters of recommendation with this application

In consideration of my academic record and facts set forth in this application, I respectfully request that a financial grant be awarded to me for the academic year _____.

I solemnly affirm that, to the best of my ability, the information is correct.

I understand that if an award is made to me and I am not accepted by the college named, or if I do not attend school for the period specified, the granting of the award will be void.

Signed: _____