

SAINT MARK

United Methodist Church

Trustees Manual

SAINT MARK UNITED METHODIST CHURCH

Trustees Manual

Saint Mark United Methodist Church
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Introduction

Why do we need a Trustees Manual?

To keep track of major decisions and policies approved by the Board of Trustees and retain this information in a single document for future use. This manual replaces all previous documents approved by the Board of Trustees on topics covered in this manual. This document should be maintained by the Secretary of the Board of Trustees and dated to reflect the latest revisions approved by the Board

DUTIES OF THE BOARD OF TRUSTEES

1. Supervision, oversight, and care of all real property owned by the church and of all property and equipment acquired by the church.
2. Supervision, oversight and care of endowments received by the church.
3. Review annually the adequacy of property, liability, crime and insurance coverage on church-owned property, buildings and equipment.
4. Review annually the adequacy of personnel insurance.
5. Make sure use of facility by outside organizations is consistent with social discipline of church.
6. Conduct annual accessibility audit (handicapped, etc.).
7. Report to charge conference which should contain the following:
 - Legal description of all property
 - If new property was acquired, does deed contain trust clause (paragraph 2503 of Discipline)
 - Inventory/valuation of all church-owned property
 - Income received from income-producing property
 - Amount received/spent for improving all property
 - All capital debts incurred/outstanding
 - Statement of insurance coverage
 - Name of custodian of legal documents and where they are stored
 - List of all trust to which church is beneficiary, include how invested, is investment consistent with the Social Discipline of the Church/Discipline
 - Accessibility evaluation
8. Annually review the Trustees Manual for relevance and to ensure that it reflects the current Saint Mark UMC environment.
9. The Trustees will meet at least once a month for at least 10 months during the calendar year.

TRANSPORTATION POLICY

Usage

Vehicles will be scheduled through the church secretary or his/her designee on a first-come, first-serve basis. Trips greater than 75 miles from the church require at least three day notice so the vehicle can be inspected prior to departure.

Use limited to church-related activities. Vehicles will NOT be used for personal vacations, trips, etc. Non church-related activities must be pre-approved by the Chairman of the Board of Trustees.

Under normal circumstances, buses will be used to transport only passengers, and their personal baggage, with no fewer than five passengers per trip.

In no case will more passengers be allowed in any vehicle than seats are available.

NO SMOKING is allowed in any church vehicle!

Vehicles will not be taken outside the United States.

Driver Criteria

Driver must be 25 years of age or older,

Have a valid Alabama driver's license,

Be a member or employee of Saint Mark UMC,

Have a photocopy of their driver's license on file in the church office,

Drivers of 14-passenger buses must have successfully completed applicable in-house driver training.

Drivers must be re-certified every 5 years.

Drivers will be provided a copy of this transportation policy. They must certify that they have read and understand this policy. A copy of this certification will be kept on file with the copy of their driver's license.

Driver Responsibilities

Insure state drivers license is up-to-date.

Be free of alcohol, drugs or any other substance that may adversely affect mental or physical ability.

Have ample sleep.

Do not drive longer than four hours in a stretch. A one-hour rest period is required before driving an additional four hours.

Must operate vehicle in a safe manner.

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Have overall responsibility of the vehicle while on a trip.

If a non-church owned trailer will be used with the church vehicle, it is good practice for the driver who is responsible for obtaining the necessary trailer information, to complete a form containing that information, communicating the trailer information to Saint Mark's insurance agent, and leaving a completed form in the church office.

Responsible for any/all traffic or parking citations.

Have another adult in vehicle if other passengers are under 18 years of age.

Notify the Facilities Manager or church office, within 24 hours, of any damage or mechanical defects that come to his/her attention.

Complete the transportation log for each trip.

Check engine oil each time gasoline is purchased. (Buses use gasoline with at least 87 octane rating.)

Driver and all passengers will wear seat belts while vehicle is in motion. This includes car seats for infants and children as required by state law.

Do not take up slack in belt by tying knot(s) in the belt! (If the belt is defective, do not use the seat, and notify Transportation Committee member upon returning the vehicle.)

Obtain keys from church secretary, and return when trip is completed.

Make sure the inside and outside of the vehicle is left in a clean condition with a full tank of gasoline.

Passenger Responsibilities

Be free of alcohol, drugs or any substance that may adversely affect mental or physical ability.

Wear seat belt while vehicle is in motion. Extenders are available if needed. In the Chevy bus, they are located in the overhead and driver area. In the Ford bus, 3 seats have large belts plus regular belt.

Do not take up slack in seat belts by tying knot(s) in the belt. If a belt is defective, notify Driver.

Do not use seat with a defective seat belt.

Report vehicle defects to the driver

Don't be a litter bug; place your trash in litter bag.

Upon exiting vehicle, remove all personal property and trash from vehicle.

Leave seat belt in the seat where it is readily accessible for the next passenger.

Leave backrest in upright position, and aisle sliders (if applicable) against the adjacent seat.

Use of Trailers with Church Buses

The current insurance policy extends the liability from the vehicle to the trailer it is pulling.

The coverage is trailer specific. If there are plans to pull a non-church owned trailer, it is good practice to provide the insurance agent with a description of the trailer including make, model, length, width, number of wheels and VIN. The power unit will always extend liability to the trailer it is pulling.

The trailer itself is not covered for physical damage, i.e., collision, fire, theft, etc. This coverage is available but is not automatically provided by the current policy.

The contents of the trailer are not insured unless specific contents coverage is requested. We have a separate provision under the package for disaster relief tools/equipment when loaded in trailers and in community relief.

Church Owned Trailers

Church owned trailers shall be kept on church property.

Their contents must be inventoried at least once a year. A copy of the inventory shall be filed in the church office.

Trailers must be inspected prior to use to ensure that lights are working properly and tires are properly inflated.

Driver rules for pulling the trailer will be the same rules as for driving the church bus.

Individuals pulling the trailer with their personal vehicle should have sufficient liability insurance coverage for the trailer.

The trailer will still be covered by the church insurance if pulled by an individual's vehicle, but the church's liability on the trailer will not be in force. Church liability is excess over an individual coverage pulling the trailer.

The trailer can only be used within the United States (and its territories) due to insurance coverage.

Transportation Committee

The Transportation Committee is made up of three members: Chairman appointed by the Trustees, the Chairman of the Board of Trustees, and a Member-at-large appointed by the Trustees. The names and home phone numbers of the Transportation Committee members are maintained in the church office (205-822-5980).

Transportation Committee Responsibilities

Implement guidelines and criteria for drivers and the inspection, use, service and maintenance of all church vehicles.

Maintain an up-to-date listing of approved drivers for buses. Provide this list annually to the Trustee Insurance Chairperson.

Provide driver training.

Perform periodic inspections of the buses.

Insure that an annual inspection is performed, in accordance with Department of Transportation regulations. A copy of the inspection report is to be kept with each vehicle.

Vehicle Accident

Follow the instructions on the insurance card in the vehicle log book. Notify the Facilities Manager or church office as soon as possible after an accident.

GENERAL FACILITY GUIDELINES

1. No alcoholic beverage may be served and no smoking is allowed in any of the church facilities.
2. Pets are not allowed in the building. The only exception is service dogs. A service dog is a type of assistance dog specifically trained to help people who have a disability. Most owners expect their service dogs to be treated as a working animal while in public. The health and safety of their owner may depend on the dog's ability to focus and resist distraction. Many service dogs are trained to avoid distraction when wearing their gear, but will relax and be friendly when the gear is removed. An owner will expect to be asked for permission before another individual interacts with the dog.
3. All church supplies and household equipment (tables, chairs, kitchen items, etc.) will be signed out through the church office. No church equipment (computers, music/sound equipment, furniture, etc.) is to be removed from the building without the permission of the Board of Trustees. All questions should be referred to the Trustees.
4. The kicking or bouncing of balls into the ceiling or wall of the gym is prohibited.
5. Any candles used on the Altar must be drip-less. Candles used in the candelabra must be protected by shields, cups, or foil paper on the carpet to prevent drippings.
6. No hurricane lamps or candles are permitted on windows or on the pews. Battery operated candles may be used instead. After the candles are extinguished, they should be permitted to cool for a few minutes before being removed so the liquid drippings will harden and not spill on the carpet.
7. No furnishings or equipment in the sanctuary may be removed without approval of the Worship Committee.
8. No tacks, nails, screws or other material may be used that might permanently mar, deface, or otherwise damage any part of the church building or furnishings.
9. No food or beverages will be allowed in the sanctuary except those used in the worship services.
10. No controlled substances may be used on the church premises under any circumstances.

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11. Damage, other than normal wear and tear to the facilities and equipment of the Church, shall be repaired at the cost of the group using the facility (those making the reservations) at the time of the damage. All damages should be reported to the Facilities Manager, who will coordinate the repair.
12. The opening of any window is prohibited except when required during emergencies.
13. Close the door to the room you are using to better control the heating and cooling.
14. Hallways of the Weekday Preschool are closed and locked for safety reasons during the week when preschool is in session. Parents may enter with appropriate code keyed on the keypad to access the children's area during the week. Each classroom in the Weekday Preschool is equipped with individual locks on all doors. Anyone visiting the Preschool must enter via the church office and obtain a visitor nametag.
15. Turn off all lights when leaving.
16. The group using the facilities shall be responsible to see that the area is cleaned up and restored to substantially the same condition as it was immediately prior to use. It is expected that all chairs and tables will be replaced in their storage areas and floors swept with the available dust mops. If food is involved with the event, trash must be taken to the dumpster.
17. The person in charge of the group will sign out the required keys from the Church office the day of the event. This person is responsible for locking all doors after the event. Keys are to be returned as soon as possible (but no later than the next day) by placing them in the wall box outside the church office.
18. The person in charge shall see that adequate supervision is present at all times. Activities are confined to rooms reserved. All children/youth of adults participating in activities are expected to remain with supervising adults during the activity unless a nursery is provided or they are scheduled in an additional activity. Children/youth should not be allowed to roam the halls or gym unless accompanied by an adult. All activities involving children/youth must adhere to the Conference and Church Safe Sanctuary Policy.
19. Any advertisements, announcements, flyers, posters, etc. should be placed on the "tacking strips" or bulletin boards located throughout the church. Nothing should be placed on the other surfaces in the church other than artwork as documented in this manual under House Committee: 4.0 Artwork and Other Furnishings. Message boards are available for

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communicating information. Any updates must be coordinated with the Facilities Manager.

DOOR SECURITY

Exterior Doors

Daily Closing, Monday thru Friday

The Church Staff will lock the doors when the office closes (approximately 5:30 PM, Monday through Friday). On Wednesdays, the Church Staff will lock the doors after the planned Wednesday evening activities.

Sunday Opening

The Trustees are responsible for appointing a team for opening the doors on Sunday mornings at approximately 8:00 AM.

Sunday Closing and Special Services during Advent and Holy Week

The Trustees are responsible for locking the doors after the services on Sunday and special services occurring during Advent and Holy Week.

All Other Events or Activities

For all other events or activities not covered above, the responsibility for locking the doors lies with the person directing the event or activity.

Interior Security Doors

Office Doors

The Church Staff will lock their office doors when they leave for the day. If the office space is used for church events outside the normal office hours, the responsibility for opening and locking the office doors will following the same procedures as for exterior doors.

Preschool Interior Security Doors

Two keypad-secure doors are located at the entrance to the Sunday School Lobby from the Fellowship Hall and at the entrance to the Sunday School Lobby from the kitchen hallway. These doors are closed (locked) during the Preschool year (approximately mid-August to mid-May) plus during the Summer Fun sessions in June to prevent unauthorized access to the children.

The hours they should be closed (locked) are 7:00 AM to 4:30 PM, Monday through Friday when Preschool is in session. The Preschool Directors or designates are responsible for closing the doors at the beginning of the day. The Facilities Manager opens the doors at 4:30 PM.

The Facilities Manager controls the keypad codes and changes them as needed. It is the responsibility of the Directors of the Preschool to issue the codes to the people authorized to deliver or pick up the children.

Church Events During Preschool Hours

If a church event occurs during the Preschool hours and requires access to the handicapped-accessible restroom next to the Sunday School Lobby, the Preschool Directors and other church staff will make arrangements to have the doors opened before and during the event and provide supervision of all persons entering the Preschool area during this time.

SANCTUARY & FAMILY LIFE CENTER

General Guidelines

- The stage is generally off limits for safety reasons. If you need the stage for your event, contact the staff for assistance.
- Skates may be worn in the gym area only and must be taken off before entering the hallway. No exceptions.

Fragrance-Free Zones

A Fragrance-Free Zone is a fragrance and chemical free area, designed for those who report mild to serious reactions to these items. At first glance, we may not think there are enough people who struggle with these issues to justify the hassle of providing a Fragrance-Free Zone. However, for every 100 people in America, there is an average of 10 with asthma, 20 with an autoimmune disorder and/or 12.5 with MCS.

We do not want to be the reason why someone does not attend Saint Mark for fear of becoming ill. Therefore, fragrance-free zones have been established.

Working with the recommendations of the Disabilities Coordinator of the North Alabama Conference, the Trustees have designated the first 4 rows of pews in the sanctuary in the right section facing the pulpit as a fragrance-free zone. For Hillside, the last 4 rows of chairs on the right facing the stage have been designated fragrance-free. These zones have been selected because they have easy access and away from high traffic areas.

These zones are in effect for all worship services. The only exceptions may be weddings or funerals if the family requests that the zones be removed.

Weddings

The planning and ceremony for a wedding must adhere to the Wedding Policies and Procedures (published on the Saint Mark website). A couple desiring to use the sanctuary or any area of Saint Mark should contact the church secretary, who will distribute the wedding application packet and forward the completed application to the wedding coordinator. Once the wedding has been approved, the church secretary will enter it on the church calendar.

PHOTOGRAPHY

Pictures may be taken before and after the wedding ceremony. It is the bride's responsibility to notify friends and relatives attending the wedding that no photography is allowed during the service. Videotapes may be quietly taken at the back of the sanctuary. They may be set up in the choir loft if they are on a tripod and not a disturbance to the ceremony.

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DECORATIONS

No flowers or candelabra are permitted in front of the Altar or on the piano or organ.

Seasonal adornments (such as Christmas tree) present in the sanctuary are not to be disturbed or moved.

All candles, flowers, and decorations should be removed from the church immediately after the wedding in order for the janitorial service to have the church ready for the next worship service.

Nothing may be thrown on the couple in the sanctuary, nor in any of the church buildings. Birdseed, bubbles, or flower petals are recommended in lieu of rice.

If an aisle cloth is used, it must be attached to the carpet with pins. Carpets must be protected from the possibility of damage from candle wax or soiling from any floral decorations.

Florists must not block any entrances in the church building or chancel area with floral arrangements or greenery.

Receptions or Teas

The Family Life Center, Fellowship Hall, and the Courtyard are available for receptions and teas. The following is applicable to these facilities:

1. All areas should be scheduled/reserved through the church office.
2. The church does not furnish tablecloths, kitchen help, etc. Supplies which are available to a wedding party will be discussed by the Wedding Director.
3. The parties concerned will arrange for the reception and pay for all expenses thereby incurred.

KITCHEN USE GUIDELINES

The kitchen is here for use by any group that has reserved it in the office. You should find it clean and in good order and leave it the same way. If it is NOT clean and in good order, please report this to the Church Office. These guidelines are intended to help anyone leave the kitchen “cleaner” than they found it.

1. For safety reasons, children under the age of five are not allowed in the kitchen.
2. Follow the use directions when using the stove. (Note the exhaust fan)
3. Follow the use directions when using the dishwasher. (Posted on the dishwasher.)
4. When cleaning up after a function, ALL dishes, utensils, pots and pans must be washed, dried and put away.
5. All flowers, balloons and other decorations must be disposed of and vases washed, dried and put away.
6. Any reusable tablecloth (plastic) must be wiped with a disinfecting cloth, dried, folded and stored properly.
7. Any washable tablecloths and dish cloths are either to be washed in our washer or taken home and washed. Please return these promptly.
8. If the steam table is used, it must be drained and returned to its storage area.
9. All sinks and counter tops must be wiped with disinfecting cloths. Spraying with a suitable sanitizing agent is suggested.
10. Supplies in the pantry are here for the use of Saint Mark events only. Outside groups using the kitchen are expected to furnish their own supplies.
11. Sweep the floor, mop up any spills and remove any garbage to the dumpster.
12. Do not leave any leftover food in the refrigerator for someone else to remove. Label any leftover food with a date and the intended use of this food.
13. If anything is placed in the freezer, it must be labeled and dated. Once a month, all unlabeled food will be discarded.
14. Use of the kitchen must be scheduled through the church office.

GUIDELINES FOR ROOM USE

“To provide a facility and environment in which members and guests of the Church can safely and comfortably practice the faith of The United Methodist Church.”

Scheduling

Any use of a room outside of the regular Sunday School class times must be scheduled by the Church office. Nursery reservations must be made by the Nursery Coordinator. See Priorities of Use.

Supplies

Sunday School classes furnish their own coffee, cups, etc. Other groups should not use the Sunday School classes' supplies which are kept in the Sunday School classrooms.

Clean-up

Rooms are used by many groups and need to be left clean for the next use. Leaving any room with leftover food, coffee spills, dirty tables and chairs attracts insects and rodents. Please consider those who follow you by doing the following:

- Dispose of coffee grounds in the trash can. Pour out any coffee at the nearest sink and thoroughly wash your coffee pot. Put away any coffee supplies.
- Dispose of food via vinyl lined trash can and tie up the top of the liner.
- Clean off counter tops, wipe up spills and clean tables.

Room Set-up

Note the room set-up diagram and leave tables and chairs according to the instructions.

AUDIO/VISUAL EQUIPMENT

All Audio/Visual (A/V) systems and equipment belonging to the church is operated, maintained, and controlled by the A/V Committee. The A/V Committee is comprised of the following:

- Youth Director
- Children's Director
- Sound & Media Technician
- Technical Consultant
- Facilities Manager

The A/V Committee is responsible for the appropriate training and/or certification of any one that uses any of the A/V equipment or systems. No one can use or operate any of the A/V equipment or systems unless appropriately trained or certified.

The scheduling of any of the A/V equipment or systems is to be requested at least one week prior to the need date through the church office secretary.

Certified Sound System Engineers will be paid at the rate of \$125 per hour when supporting non-church group events or non-church wide events.

The Facilities Manager is responsible for maintenance and storage of TV's and their ancillary equipment.

The message boards located throughout the church facility are maintained by the Facilities Manager, who also posts all messages on the boards.

COURTYARD USE

1. The use of the Courtyard is to be scheduled through the church office.
2. A church member must be present during the scheduled event, responsible for clean-up following the event, and accountable for any damages which occur during the scheduled event.

PRIORITIES OF USE

For other than regularly scheduled church activities to which the entire congregation, or a substantial portion thereof is invited, the following priorities of use are established and shall be followed.

The church reserves the right to bump reservations of groups in Categories 2, 3, and 4 below outside of 90 days prior to the event or date of reservation. Within the 90-day period, the reservation will stand.

Category 1: Saint Mark United Methodist Church groups (defined as those in which the majority of the membership belongs to the church) such as Sunday School Classes, United Methodist Women, United Methodist Youth Fellowship, Good Neighbor Fellowship, Respite Care, Men's Club, weddings of church members, etc. shall have first priority.

Category 2: Church-sponsored groups (defined as those groups sponsored by the church but in which the majority of the membership does not necessarily belong to the church) such as the Boy Scouts, Girl Scouts, etc. shall have second priority.

Category 3: Church-connected groups (defined as a group that is connected with the church by at least one of its members being a member of Saint Mark United Methodist Church) shall have third priority, for use consistent with the mission and purpose of the church.

Category 4: Any non-church sponsored or non-church connected group or individual shall not be permitted use of the facility without approval of the Trustees.

HOUSE COMMITTEE

Responsibilities

1. Twice each year, conduct an audit of the entire facility for cleanliness and maintenance (not including mechanical, plumbing or any exterior components).
2. Maintain a painting record and repainting schedule.
3. Determine if there are total areas that need refurbishing. Establish most pressing needs and plan for accomplishment.
4. Review and promote guidelines concerning room use and furnishings necessary for room use.
5. Study and make recommendations concerning areas that need decorating. Determine the most pressing needs and establish a budget.
6. Review art gifts. Determine if such gifts add to the religious setting of the Church. Determine art placement.
7. Maintain an inventory of the Church by use of video and/or still pictures suitable for insurance. Keep this inventory updated with any new purchases and gifts. Remove any items disposed of. This list should be reviewed annually.
8. Submit all guidelines, recommendations for maintenance and purchase to the Trustees for approval.
9. Maintain a deep cleaning and maintenance schedule, including but not limited to inside and outside glass, all floors, carpet and rugs.

Working Guidelines

Mission Statement:

The combined facilities of Saint Mark UMC have been erected for all of its Ministries. All rooms are available for appropriate use to facilitate “Growth” in the ministries of the Church. The House Committee of the Board of Trustees shall be the responsible body for maintaining and protecting the general appearance and maintenance of all classrooms, offices, and interior common areas.

1.0 Room Maintenance

1.1 DÉCOR

- a. For all areas of the building, other than specified in section b, room and trim color, along with the carpeting, shall be selected by the House Committee.
- b. Adult Sunday school classes and staff members that may desire to paint their classrooms and/or office must obtain approval of the paint selection from the House Committee prior to doing so. The Youth Director may select the paint scheme for

the youth center after obtaining approval of the paint selection from the House Committee prior to printing. The Director of Children's Ministries, in coordination with the Directors of the KIDS and Kindergarten Ministries, may select the paint scheme for the children's classrooms after obtaining approval of the paint selection from the House Committee prior to painting.

- c. For purposes of future touch-up/repainting, the leftover paint shall be given to the Facilities Manager for storage and the brand and color information provided to the Facilities Manager for the church maintenance records.

1.2 MODIFICATIONS TO ROOMS

Any other desired room modifications shall require notification of the House Committee who will seek approval of such modifications from the Board of Trustees as necessary prior to any such modifications.

1.3 ELECTRICAL OUTLETS

No furnishings (cabinets) shall cover any electrical outlet. All outlets in the Children's areas, Fellowship Hall, and the Gym are required to have safety shields at all times except when in use.

2.0 Multiple Use of Rooms

All rooms should be left clean! Do not leave cups, drinks and old ministry material lying on tables and chairs. All coffee pots need to be emptied and washed at the end of any session.

3.0 Artwork

3.1 Artwork in Rooms

Each class may select and provide any suitable artwork for its room. The Facilities Manager will oversee the installation of all permanent art material. Temporary reminders (posters, etc.) or children's art will be temporarily affixed to the walls with tape provided by the Facilities Manager.

No gummed tape of any kind goes on the wall or glass. This becomes difficult to remove over time and is destructive to most finished walls.

3.2 Artwork in Common Areas

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Any art material purchased, created, or given to the Church by an individual or group shall be suitable for viewing in our gathering areas. The House Committee will approve all material in advance and a location will be assigned for placement. If the work is to be lighted, the group or individual will supply suitable lighting for important artwork.

- 4.0 Membership of the House Committee shall include the Facilities Manager.

DISASTER RELIEF AND FACILITIES

The facilities of Saint Mark United Methodist Church are available for use during disaster relief under the direction and supervision of relief organizations approved by the Board of Trustees, such as, Red Cross, Salvation Army, UMCOR, etc.

FACILITIES MAINTENANCE SCHEDULE

Annual Items

ACTION	SCHEDULE OR FREQUENCY
Air Conditioning Systems – inspect, clean and service	Spring
Heating Unit Systems – inspect, clean and service	Fall
Roof – inspect and repair	Spring
Gutters – inspect, clean and repair	Fall
Sprinkler System	Spring
Windows – clean, inspect and repair	Spring
Dishwasher – inspect and repair	Fall
Stove – inspect, calibrate and clean	Summer
Hot Water Heaters – inspect, drain and repair	Summer
Insurance – review and change as needed for Facilities, Liability and Vehicles	Fall
Plumbing – inspect, clean as needed, and repair	Spring and Fall
Playground – inspect and repair	Summer
Termite inspection	Spring

Less than Annual

ACTION	SCHEDULE OR FREQUENCY
Floors: Tile (gym, hallways, gathering	No less than annually, more often if

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ACTION	SCHEDULE OR FREQUENCY
areas) – strip and re-wax Ceramic Tile Carpet	needed Pressure wash annually, mop weekly except for school bath (these need mopping daily when school is open) Shampoo annually, spot clean as needed
Dusting	High dusting – monthly Low dusting - weekly
Light Bulbs – inspect and replace	Ongoing
Outside Maintenance (leaf removal, lawn maintenance)	Contract
Office Equipment	Contract
Termite and Pest Control	Monthly

Periodic Items

ACTION	SCHEDULE OR FREQUENCY
Paint (includes inspect and repair) Exterior (spread) Interior (spread)	Every 5 years Every 5 years
Roofing replacement	As per review
Electrical Gear (breakers, motors, etc.) – clean, inspect and test	5 to 10 years
Wiring – inspect and replace as needed	Every 10 years
Flooring – inspect, repair or replace as needed	Yearly – 10 years
Air Ducts – clean, inspect and repair	Every 10 years

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ACTION	SCHEDULE OR FREQUENCY
Air Conditioning and Heating Units – replacement	As needed

OUTDOOR SIGNAGE

All outdoor signs and/or banners must comply with the Vestavia Hills signage ordinance. This ordinance limits the number of banners to one per property. The banner cannot be more than 6 feet high and cannot exceed 24 square feet. The maximum number of days that a banner can be posted is 30 days.

The digital roadway sign's communication content is updated and maintained by the Facilities Manager. The content of the messages must adhere to the following:

- Compliant with Vestavia Hills ordinances
- Simple and clear messages that inform and invite everyone to come to Saint Mark
- Personal messages should be avoided

PARKING SPACES

The parking spaces have been painted to designate the following:

- White - general use
- Yellow - reserved for senior adults over 65 years of age
- Blue - handicapped-accessible parking

Five parking spaces in the upper parking lot have also been designated for parents with infants.

One parking space is designated for the Senior Pastor.

One parking spaces are designated for the kitchen crew.

These designations should be observed only on Sundays, Wednesdays after 4:00 pm, and during major church events.

RECORDS RETENTION GUIDELINES

The following guidelines were adopted by the Trustees on September 18, 2007, to assist in the retention of church records. These guidelines were developed by the General Commission of Archives and History of the United Methodist Church.

Record Type	Description	Total Retention (Years)	Keep in Working Files (Years)	Move to Archives ?
Accident and Injuries	Workers Compensation Claims	6 years after settlement	6 years after settlement	No
Accounts Payable	Claims and disbursements, expenses, accounting bookkeeping, paid invoices, finance, purchasing	7	2	No
Accounts Receivable	Membership contributions, offering	7	2	No
Administrative Reports	Charge Conference reports, Church Council reports	Permanent	2	
Annual Fiscal Reports	Closing of the books, financial reports, balance reconciliation, state accounts reports	Permanent	4	Yes
Architectural Drawings, Blueprints, and Maps		Permanent		
Audit Reports		Permanent	4	Yes
Bank Deposit Books		7	2	No
Bank Deposit Slips		3	3	No
Bank Statements		7	3	No
Benefits Policies and Procedures Records		Permanent	Current version	Yes
Bequest and Estate Papers	Wills, gift agreements, bequests	Permanent		
Budget Records	Annual budget	Permanent	4	Yes
Bulletins	Sunday worship bulletins, special occasion bulletins	Permanent	2	Yes

Record Type	Description	Total Retention (Years)	Keep in Working Files (Years)	Move to Archives ?
Bylaws		Permanent	Current version	
Cancelled Checks	Cashed checks	7	1	No
Certificates of Deposit, Cancelled		3	3	No
Committee Reports		Permanent	4	Yes
Contracts	Repairs, maintenance, lease agreements, loans	4 - service contracts 6 - repairs, lease, loans Permanent - new construction	4	No, except for new construction
Correspondence - Subject	Correspondence on special or topic interest	Permanent	Active	Yes
Correspondence - Transitory	Routine correspondence	1	1	No
Deduction Authorizations	Deductions input list	Active + 4 years	Active	No
Deeds	Deeds, conveyances, covenants, easements	Permanent		
Directories		Permanent	Current version	Yes
Employment Eligibility Verification Forms		3 years minimum	Active	No
Employment Policies and Procedures		Permanent	Current version	Yes
Grievance Records		Active + 3 years	Active	No
Insurance Policies		Permanent	Active	
Insurance Election Records, Employees		Employment + 6 years	Active	No
Inventories of Property and Equipment		Until superseded	Active	No

Record Type	Description	Total Retention (Years)	Keep in Working Files (Years)	Move to Archives ?
Invoices		7 except for major construction	3	No, except for new constructi on
Membership Records	Membership register, baptisms, marriages, transfers	Permanent		Yes
Newsletters	Church newsletters, UMW, UMM, UMYF and other church group's newsletters	Permanent	2	Yes
Pay Authorization Records		5	2	No
Personnel Records		Active + 7 years	Active	No
Property Files	Deeds, title papers, repair history, permits, lease agreements	Permanent		As necessary
Purchase Orders		7	3	No
Real Estate Surveys	Surveys, plot plans and related correspondence	Permanent		As necessary
Rejected Applications	Rejected and incomplete employment applications	2	1	No
Search Records - Accepted		Active + 7 years	Active	No
Search Records - All Others		5	1	No
Shipping and Freight Records		3	3	No
Staff Meeting Records		Permanent	4	Yes
Tax-Exempt Certificates	Certificates and Form 990	Permanent		As necessary
Tax Returns		7	5	No
Tax Withholding Authorization Records		Active + 5 years	Active	No
Time Sheets		3	3	No
Travel Records		5	1	No

SAFE SANCTUARY POLICY

Why we have this policy:

- **Biblical Mandate:** “Then Jesus took a little child and put her among them; and taking her in his arms, he said to them, ‘Whoever welcomes one such child in my name welcomes me, and whoever welcomes me welcomes not me but the one who sent me.’” (Paraphrase of Mark 9:36- 37) Jesus also said, “If any of you put a stumbling block before one of these little ones..., it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea.” (Matthew 18:6)
- Part of the **baptism covenant** we make with each child: The Church, above all institutions, is called to welcome and nurture the child. Our goal is to maintain a safe, secure, loving place where children may grow and where those who care for them may administer to their needs in responsible ways.
- Mandated from the **General Conference of 1996** that each United Methodist Church have a policy: The 1996 General Conference approved a resolution that called upon local churches and annual conferences to institute policies and procedures to reduce the risk of child sexual abuse in our churches and church-related activities. We, in the North Alabama Conference, accept the nature of this call and seek to expand it to include all forms of child abuse or neglect that could be possible in these settings or that could come to our attention regarding children in our care.
- For the protection of volunteers in case of false allegations of abuse
- Our Insurance company will not cover the church without a policy in place

PURPOSE: It is the purpose and intent of the churches in the North Alabama Conference to provide a safe, secure environment to teach and care for the children and vulnerable adults of our faith family.

GOAL: Our goal is to protect children and vulnerable adults from sexual abuse, child molestation or any type of inappropriate sexual behavior by employees or volunteers of the church and to protect employees and volunteers from false accusations.

STATEMENT OF COVENANT:

- Acknowledge the risks
- Adopt an ongoing plan
- Take steps to implement the plan
- Continue ministry to our church families and neighbors

We uphold the idea that to report abuse is to be a witness to the world of the love and justice of God and fully recognize that reporting abuse is a form of ministering to the needs of those crying out for help. Simply, to report abuse can help to stop existing and prevent further abuse.

As caring Christians, we are also committed to protect and advocate for children, youth, and vulnerable adults participating in the life of the church. The Church, at all levels of its organization, is entrusted with the responsibility of providing an emotionally and physically safe, spiritually grounded, healthy environment for children, youth, and adults in which they are protected from abuse. Additionally, we care for abused children and their families by offering resources that will contribute to healing. Further, we recognize the grace that God gives in upholding Christian community; and we will look for grace-filled ways of dealing with both the victim and the accused.

DEFINITIONS:

CHILD SEXUAL ABUSE: The National Resource Center on Child Sexual Abuse defines child sexual abuse as "any sexual activity with a child or vulnerable adult, whether in the home by a caretaker, in a day-care situation, in any organized ministry, whether at the main facility (church) or away, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child. Child sexual abuse can be violent or non-violent. It is criminal behavior that involves children or vulnerable adults in sexual behavior. Child sexual abuse can involve fondling; penetration of the oral, genital, and anal areas; intercourse; and forcible rape. Other forms of abuse can include verbal comments, any exposure to pornographic materials, inappropriate internet activity, obscene phone calls, exhibitionism, or allowing children to witness sexual activity.

MINOR: A minor is any individual under the age of 18 years.

VULNERABLE ADULT: Any person over 18 years of age with physical, mental and/or developmental disabilities.

POLICIES AND PROCEDURES

The policy and procedure set forth below will apply to all people who give supervision or have custody of minors or who have opportunity to have contact with minors in church facilities or church sponsored activities whether clergy, paid staff, or volunteer. This policy will address four areas that are critical for the protection of the children, our employees and our church: (1) selection process, (2) protection policy, (3) reporting procedures, and (4) responses to allegations.

DEFINITIONS:

- A. **EMPLOYEE** – anyone who is paid by the church on a full-time or part-time basis, whether or not they work directly with preschoolers, children and students

- B. **VOLUNTEER** – anyone who is not paid by the church on a full-time or part-time basis, and is serving in any position involving the supervision or custody of minors. Examples: Nursery, childcare, preschool, grade school, middle school, high school, and college workers, bus drivers, teachers, chaperones, others as designated by the Church Administrator.

- C. **MINORS** – In addition to the above requirements a minor who is an employee or volunteer must also submit a separate certification from his or her parent or guardian that the parent or guardian “knows no reason why the minor should not be allowed to work directly or indirectly with other minors.” **Minors should NEVER be allowed to supervise children without constant adult supervision.**

D. SAFE SANCTUARY TEAM

- a. Membership will be comprised of the following individuals at Saint Mark UMC:
 - i. Senior Pastor
 - ii. Church Administrator (chairperson)
 - iii. Kindergarten Director
 - iv. K.I.D.S. Director
 - v. Children’s Ministry Director
 - vi. Youth Ministry Director
 - vii. College Ministry Director
 - viii. Chairperson of the Board of Trustees

- b. Responsibilities will include:
 - i. Develop, implement, and maintain a check-in process for all children and youth.
 - ii. Conduct safe sanctuary training, provide copy of operating and reporting procedures and recommended guidelines.
 - iii. Have all staff/volunteers sign that they have been trained and understand procedures and guidelines
 - iv. Supervise paid and volunteer workers to see procedures are being followed
 - v. Review policy and procedures annually. Additionally, review the North Alabama Conference’s Safe Sanctuary policy and document any changes made. Submit any recommended revisions to the Saint Mark Board of Trustees for approval.
 - vi. Update background checks every 3 years
 - vii. Keep all information on confidential file.

I. SELECTION PROCESS:

Current or new employee

- Must have a job description approved by the Staff/Parish Relations Committee (SPRC)
- Must complete a confidential application form with 3 reference checks including former employers
- Must complete a background check consent form
- Must have received appropriate clearances of all checks to work with minors
- Personal interview summary on file
- Must attend yearly safe sanctuary training
- Background check renewals will be performed every 3 years

Regular, Occasional, and Last minute volunteer

- Complete a confidential Volunteer Chaperone Application (see attached)
- Provide at least 3 references
- Grant signed permission to run a criminal records check
- Attend yearly Safe Sanctuary training
- Receive appropriate clearances on all checks to work with minors

All records, forms and reports will become a part of the employee's confidential personnel file. All volunteers records, forms and reports will be keep on confidential file by the Safe Sanctuary Team.

BACKGROUND CHECKS:

A background check must be performed for all in Saint Mark UMC who work with, teach, counsel or chaperon children or vulnerable adults at any church, district or conference function. All adults without background checks may serve in a non-contact function under supervision of those approved. The name of each person in your church with a clear background check will be placed on church letterhead, signed by the Safe Sanctuary Team and sent to the appropriate District office to be kept on confidential file.

Criminal records checks will be limited to any criminal activity involving the following: (1) a minor; (2) child molestation, (3) any type of sexual offense; (4) any type of pornographic or obscene material; (5) any type of physical violence; and (6) suspected child abuse (7) any other offense that might jeopardize the safety of a minor.

BACKGROUND CHECK RENEWAL IS EVERY THREE YEARS with Safe Sanctuary training yearly.

SIX MONTH HOSPITALITY POLICY

In addition to the above requirements, a volunteer must be a member of Saint Mark UMC, or a regular attendee (75% of worship services), for at least six (6) months. A volunteer who does not meet these membership requirements may serve only upon completion of the Volunteer Chaperone

Application and approval of the Safe Sanctuary Team and appropriate age-group director/coordinator for a specific time period or event. There are ways to allow people to volunteer without direct contact with the children.

SAFE SANCTUARY TRAINING

Must be performed yearly by a member of the Safe Sanctuary Team and include:

- Copy of Saint Mark UMC's Safe Sanctuary covenant statement
- Policies to be implemented
- Procedures for ministry
- Steps to report
- Details of state law

II. PROTECTION POLICY:

TWO ADULT RULE: Two non-related, non-cohabitating adults must always be present in groups of children except in emergency situations and where not reasonably feasible.

ALL PERSONS MUST BE AT LEAST FIVE YEARS OLDER than the age group they lead or supervise.

SIX MONTH HOSPITALITY RULE:

Any volunteers working with children must be a member or attend regularly for at least six months. (SEE POLICY ABOVE)

RATIOS OF ADULT/CHILD

- 1: 5 for elementary age
- 1: 5-7 sixth through eighth grades
- 1: 6-8 ninth through twelfth grades

VIEW WINDOWS/OPEN DOORS

The preschoolers, children and students will be placed in rooms with view windows (in doors or walls), half doors or open doors for all teaching/learning activities. A "floater" or hall monitor may also be used to make frequent room and restroom checks.

CHECK-IN PROCESS FOR CHILDREN AND YOUTH

All children and youth will be checked in when they arrive for Sunday school and/or other age-level activities on Sundays and Wednesdays and other days when preschool, childcare, or nursery are offered. The process followed is determined by the Safe Sanctuary Team, who is also responsible for ensuring its adherence.

OVERNIGHT ACTIVITIES – (following all Safe Sanctuary policies and)

Hotel Setting: No adults in the bed with a child. Adults sleep in separate rooms with frequent room/hall/bathroom monitoring or check-ins. If possible, choose hotels with rooms opening to inside hallway.

Bunkroom Setting: At least 2 same gender adults may sleep in a large room with multiple bunk beds.

Off-site trips information exchange: Parent must receive contact info to include: start/stop times and location of event, program content and lodging information. Covenant rules expected of their child on trip.

Staff/volunteer/bus/car driver must receive from parent: all contact info, parent/guardian permission/liability form signed with health/emergency info included.

TRANSPORTATION:

- Driver should have license and insurance on file with church.
- Each parent must sign a permission/liability/emergency information form
- Everyone should wear seat belts
- No one under 85 pounds should sit in the front seat
- If a charter bus is rented ask the coach company if a background check is done on their drivers. If not our suggestion is to look for another charter bus company.
- **NEVER LET A YOUTH DRIVE FROM THE CHURCH TO OFF-SITE LOCATION.** Either plan to meet at location or transport with adult drivers.
- At least 2 adults and 2 youth when driving personal vehicles.

Consent forms may be completed for a one-year period and should be renewed annually. All consent forms will be considered valid until renewed.

UMVIM and Disaster Relief Guidelines

Policies and procedures have been documented for children and adults participating in UMVIM and Disaster Relief activities and should be followed by all Saint Mark members volunteering in these areas, in addition to the Saint Mark Safe Sanctuary Policy. Please refer to the appropriate documents posted on the North Alabama Conference website at www.northalabamaumc.org.

Preschool Security Policies and Age-Specific Guidelines

Each church preschool must have a detailed, working preschool security policy that should be conscientiously followed and all Employees and

Volunteers shall abide by the preschool security policy as well as any other applicable age-specific guidelines of the Safe Sanctuary policy

Weekday Programs

Due to the professional relationship of the teacher and student, parents understand that only one teacher may be present in certain learning or artistic performance programs. All professional teachers shall complete the “employee” selection process, even if they are volunteers.

All staff and volunteers will be required to read and sign that they understand the guidelines for working with children/youth at Saint Mark UMC.

Outside Groups Meeting in Your Church Facilities

The Board of Trustees requires that all outside organizations review, and agree to comply with all of the church’s safe sanctuary policy.

They must provide their own background checks and train their own leadership, such as Scouts and bring a copy of those documents to the chairperson of the Safe Sanctuary Team.

III. Reporting Procedures;

Alabama State law encourages voluntary reporting of child abuse in faith-based ministry settings. In keeping with Christian beliefs that children should not be abused and neglected, Saint Mark UMC will practice and advocate voluntary compliance with the Alabama State law suggesting reporting of suspected abuse/neglect of children and vulnerable adults.

PROCEDURE:

1. Allegations of suspected abuse/neglect will be reported to the senior pastor, the Department of Human Resources and local law enforcement (Vestavia Hills Police Department).
2. A written abuse report is required to be placed to the authorities within 24 hours.
3. Notification must also be given to the District Superintendent, the communication department of the NAC, and the Bishop.
4. If the Pastor is accused of abuse the Staff/Parish Relations Committee chairperson must directly report the incident to the District Superintendent.

*Nothing in the accomplishment of this policy is intended to call upon a pastor to violate the confidentiality of confession or clergy counseling relationship. Being mindful of the complex nature of Child Abuse, reporting, training, and consultation will be available to clergy and laypersons to prepare them for a faithful response.

IV. Response Procedures

1. A quick, compassionate and unified response to alleged incident of child abuse is expected.
2. All allegations will be taken seriously, with grace shown to ALL parties.
3. The Pastor will yield to the District Superintendent and church personnel are not to undertake an investigation of the incident. However, in all cases of reported or observed abuse in a children's activity, all those present should be at the service of official investigation agencies.
4. The Church staff will not deny, minimize, or blame any individuals involved in the allegations. The church will minister to all involved and cooperate with authorities.

Conclusion

Keep a Christian perspective on how the church portrays the incident to the community and let the law decide the opinions of truth. Show respect to both parties and as a community of faith vow to keep these matters privy and provide the respect and privacy that the accused and accuser both so rightly deserve.

DOCUMENT FILING

The official and most current version of the Saint Mark UMC Safe Sanctuary Policy will be kept in the Trustee Manual, which is maintained by the Trustees and resides on the Saint Mark server and website.

APPROVAL AND REVISION HISTORY

On May 21, 2013, this Safe Sanctuary Policy was approved by the Board of Trustees and, effective June 1, 2013, replaces the Saint Mark UMC Child Protection Policy approved on January 1, 2005, with the latest revision dated January 31, 2011. All subsequent revisions to the Safe Sanctuary Policy will be noted and dated below upon approval of the Board of Trustees.

The Safe Sanctuary Policy was amended on April 13, 2015, by the Trustees to provide for the following:

- Two Adult rule was modified to include "non-cohabitating" adults
- Check-in policy for children and youth
- Change the reporting procedure to the Staff/Parish Relations Committee Chairperson when any possible abuse involved the Senior Pastor.

**Saint Mark UMC
Volunteer Chaperone Application**

Name _____ Race _____

Preferred Name _____ Date of Birth _____ Gender _____

Address _____

City _____ State _____ Zip _____

Email address _____

Home Phone (____) _____ Work Phone (____) _____ Cell (____) _____

Emergency Contact Name _____ Phone (____) _____

Education/Training _____

Place of Employment _____ Years in this Job _____

Position/Responsibilities _____

Church Attended _____ Years Attended _____

Pastor's Name _____ Daytime Phone (____) _____

Event You Want to Chaperone _____

Why would you like to volunteer as a chaperone with children and/or youth?

What qualities do you have that would help you work with children and/or youth?

Have you ever been convicted of a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse or neglect, other crimes of violence, theft, or motor vehicle violations?)

NO YES

If yes, please fully explain:

References: Please list three personal references (people who are not related to you by blood or marriage) and provide **complete** address, phone contacts information for each. References are confidential.

1. Name _____
Address _____
Daytime Phone (____) _____ Evening Phone (____) _____
Relationship to Reference _____
How long has this person known you? _____

2. Name _____
Address _____
Daytime Phone (____) _____ Evening Phone (____) _____
Relationship to Reference _____
How long has this person known you? _____

3. Name _____
Address _____
Daytime Phone (____) _____ Evening Phone (____) _____
Relationship to Reference _____
How long has this person known you? _____

I, the undersigned hereby authorize Saint Mark UMC to request appropriate law enforcement authorities to release information regarding any record of charges or convictions contained in their files, or in any criminal file maintained on me, whether said file is local, state, or national, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent provided by law. I release said authorities from all liability resulting from such disclosure.

Signature of Applicant _____ Date _____

FOR SAFE SANCTUARY USE ONLY:

APPROVED: _____ (SAFE SANCTUARY CHAIRPERSON) _____ (AGE-GROUP DIRECTOR OR EVENT COORDINATOR) _____ (DATE)

NOT APPROVED (STATE REASON AND SIGN) _____

(SAFE SANCTUARY CHAIRPERSON)

EVACUATION AND SHELTER PLAN

The following plan was developed by the Trustees and approved by the Vestavia Hills Fire Marshall on December 14, 2007.

Plan management:

- The senior Church staff member will be in charge during the activation of either the evacuation or shelter plan. If none of the staff are on premises, the program director will be in charge.
- Staff members, program directors and ushers will know the plan and be able to direct people in an emergency occurring during Sunday services, Sunday school or other large church events.
- To ensure that both Church staff and ushers know the plan they will be issued copies of the plan at the beginning of each year.

The plan:

- A floor plan and evacuation instructions will be posted in each room of the church informing people what to do in an emergency.
- The Church staff and ushers must keep the following in mind and act accordingly:
 1. During a building evacuation there is only one handicapped exit readily available from the sanctuary and it is through the vestibule.
 2. During a shelter alert from the sanctuary the Upper Room is only area available for anyone who cannot negotiate the stairs.
 3. Help must be dispatched to the nurseries to aid with the children.
 4. The NOAA weather radios must be moved from the office to the shelter areas.
 5. "Sweep" the buildings to ensure all have evacuated as required.
- During any evacuation people may have to pass by some large windows. These windows are tempered glass and will shatter into small pellets if broken and not into large flying shards. Window breakage should not be life threatening or produce any serious injuries. However once in the sheltered areas, people should be kept back from any windows.

Evacuation Instructions:

Building Fire Evacuation

Remain calm and proceed to the nearest exit. All exits are marked.

The staff, program directors and ushers will direct any evacuation during church services or large events and ensure all have evacuated as required..

Assemble in the parking lots do not assemble in the courtyard during an evacuation.

Weather Shelter Plan

Calmly proceed to the designated shelter areas as quickly as possible.

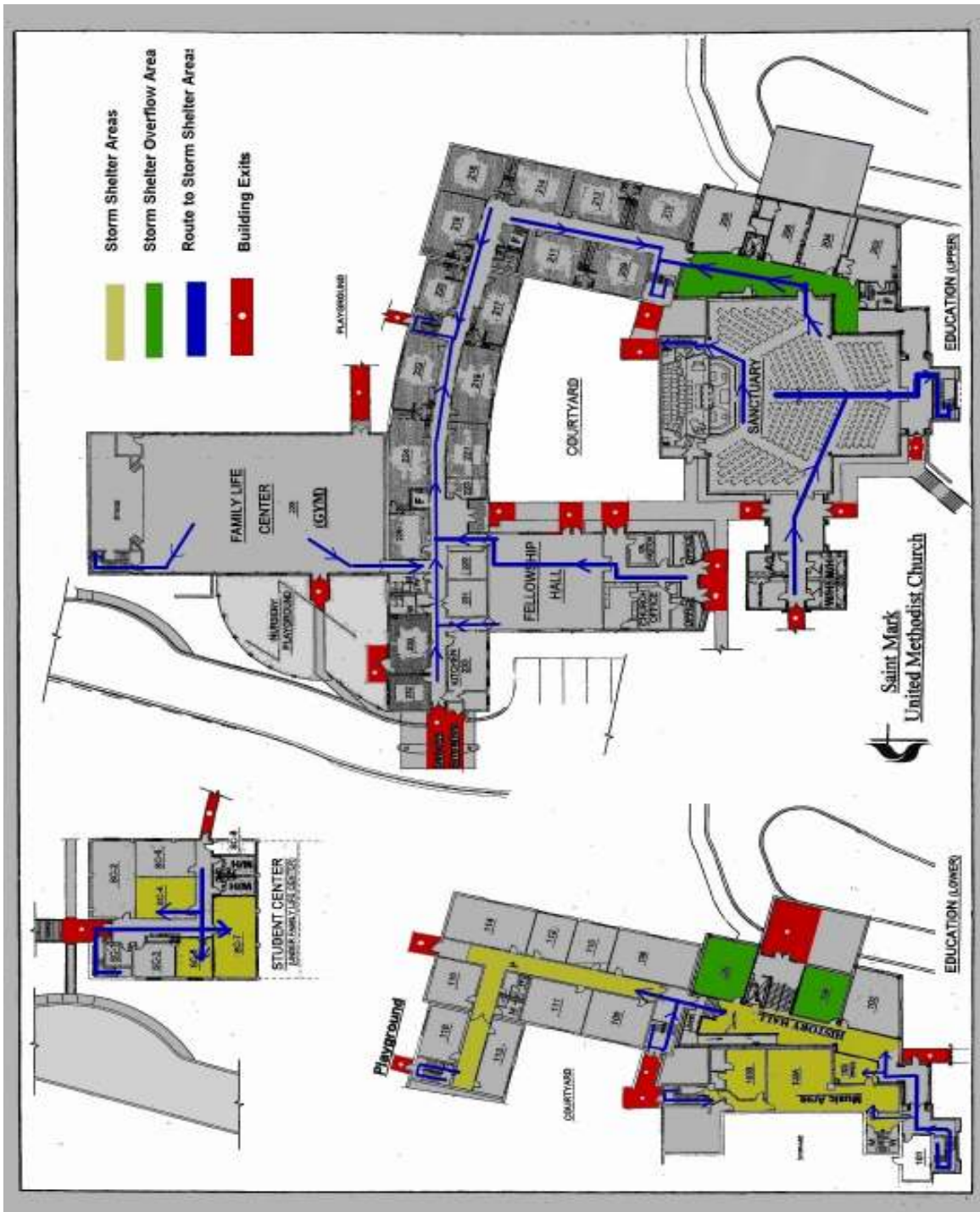
Primary shelter areas are located on the bottom floor as shown on the attached map. Overflow areas are also indicated on the map.

The ushers and staff will help direct you to the shelter areas during church services or large events.

The Upper Room has been designated as a shelter area for anyone who cannot negotiate the stairs.

Two NOAA weather radios will be available for monitoring. Both will be kept in the office area and moved to the upstairs and downstairs shelter areas during activation.

EVACUATION FLOOR PLAN



ENDOWMENT FUND

Endowment Advisory Committee

Due to the changing nature of the makeup of the board of trustees and in an effort to provide continuity in knowledge of the history of the Saint Mark Endowment Fund, the 2013 Board of Trustees at the May 21st meeting voted to create an Endowment Advisory Committee.

- The committee will serve as a liaison between the investment company managing the endowment and the Board of Trustees. The actual management of the fund will be done by a paid manager at the investment company.
- The committee will report to the Board on a monthly basis the current state of the Endowment Fund.
- The committee members will serve until they resign or until by vote of the current Board of Trustees it is determined to replace any one of them. The initial members of the Endowment Advisory Committee are Kim McConnell, Bill Horne and John Purse. A Trustee representative will serve on the Committee and be appointed each year by the Board of Trustees.
- The committee will develop investment directives to recommend to the Board of Trustees for approval.
- The committee will develop an informational and reporting strategy for the congregation and publish it quarterly upon the approval of the Board of Trustees.

Fund Guidelines

- The Board of Trustees will make a conscious effort to comply with "The Book of Discipline of the United Methodist Church" as the Discipline states in paragraph 717 regarding investments of the endowment fund.
- Definition of Income - Income is capital gains and the distribution of interest and dividends.
- Investment Risk - The Board of Trustees agrees to a split between equities and fixed income investments. Risk will be moderate to aggressive.
- Goal - The Board of Trustees approved the motion that the Endowment Fund was established for growth. Money should not initially be withdrawn from the Fund. It should instead be allowed to grow to the point (approximately one million dollars) that investment income is significant enough to use for church operating expenses.
- Report - The Board of Trustees will report to the congregation quarterly on the state of the Endowment Fund.
- Morgan Stanley was chosen to manage the Endowment Fund at this time. Morgan Stanley uses a global investment committee with model overlay for investments and will make every effort to be in compliance with the Board of Trustees' directives.