

POLICY HANDBOOK

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Reed City Church of the Nazarene

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Introduction

The following manual has been prepared by the Policy Committee of the Reed City Church of the Nazarene, and approved by the church board. It is not intended to be a set of “hard” rules but a guideline to help all understand the policies of the church and to help eliminate potential misunderstandings. It is with this intent in mind that the following manual has been compiled.

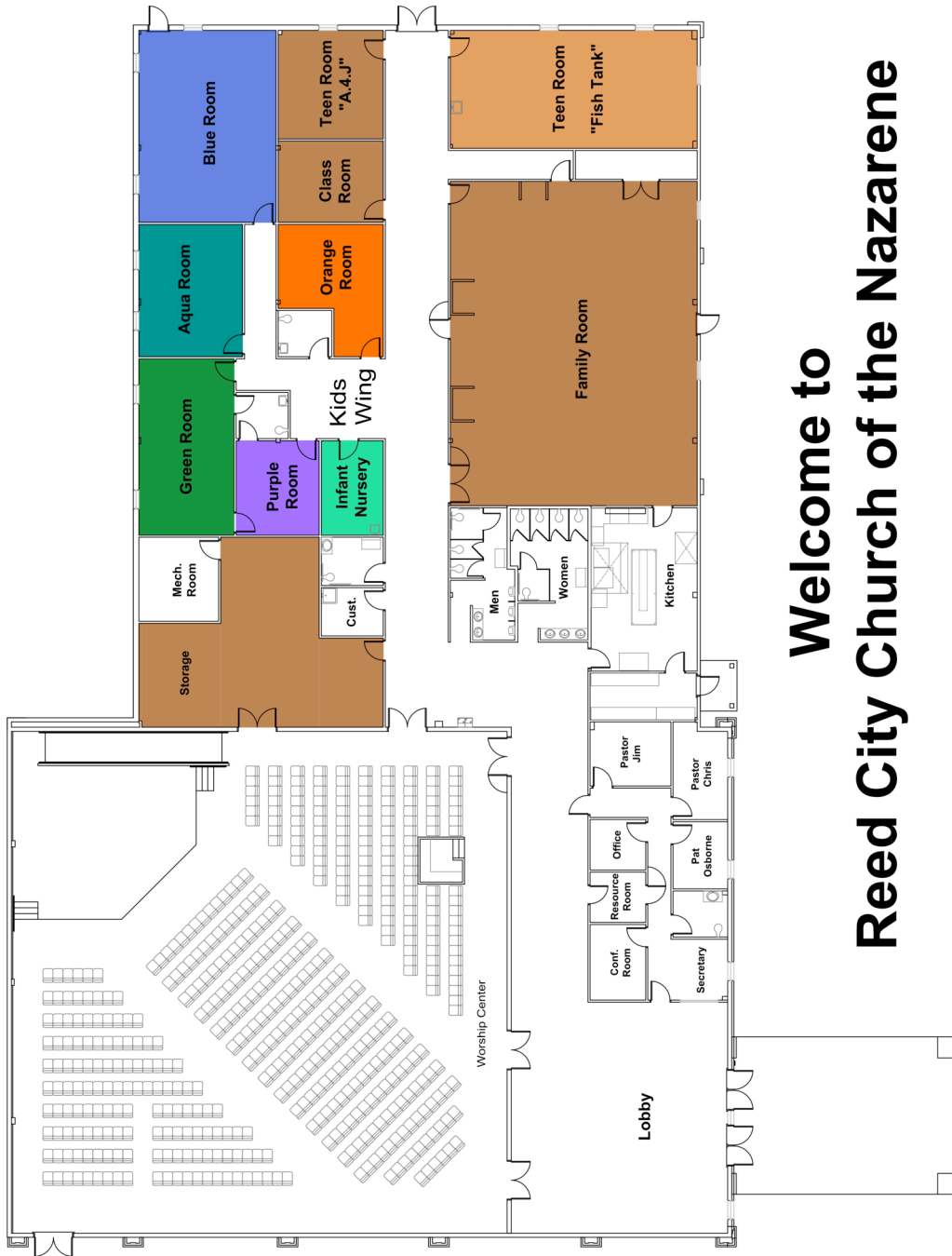
Any organization needs certain “ground rules” or guiding principles to operate in an orderly manner. Therefore, this handbook has been provided to inform you about our ministry and how it operates.

Working conditions and responsibilities change over time as the ministry grows. This necessitates changes in policies and procedures. This handbook contains general information ensuring smooth operation of this ministry and the well-being of each team member. As it becomes necessary, the handbook will be revised.

This handbook has been primarily written and formulated through meetings and discussions among employees and lay persons. It is the product of the people involved, not a set of rules from management. Input for changes, additions or other clarification is always welcome by anyone using this handbook.

The physical presence of the church in the community stands as a symbol of faith and hope. Though a well-maintained facility may be but window dressing, to those outside the community of faith it may be the bridge that opens their hearts to the gospel.

For this reason, it is important that we consider our guests’ first impressions. These impressions start when guests first see the church building from the expressway or 220th Avenue and end when they drive away after the service. These first impressions include guest parking, parking attendants, signs, greeters, information center, nurseries, and restrooms. Our facilities should be accommodating to everyone. Remember, making a lasting impression begins with a clean, well-kept church facility.



Welcome to Reed City Church of the Nazarene

Facility Use Policy

Purpose: To define the rules and regulations that govern usage of the church facilities for applicants and to identify approved functions related to the use of the facilities. It is the intent of the pastors and church board that the church facilities will be used to support the mission of the Reed City Church of the Nazarene to impact the Reed City area by drawing families into a life-changing encounter with God through Jesus Christ. Reed City Church of the Nazarene reserves the right to refuse or cancel the use of the facility by any group or organization. For the purpose of these guidelines a regular attender is defined as one who attends at least 12 Sundays in a given year.

I. Usage Priorities:

The following definitions and priorities serve as guidelines of examples for scheduling and evaluating requests:

- A. *Ministry Related Usage:* These are uses that are directly related to the church's family: adults, teens, children, missions, or music ministries. These events require appropriate scheduling and coordination with the church secretary and the ministry leader, but do not require the completion of a **Facility Use Request**.
- B. *Non-Ministry Related Usage:* These are uses that are not directly related to the ministries of Reed City Church of the Nazarene and are considered secondary to regular ministry related events. Examples of these types of events are, but are not limited to the following: weddings, funerals, receptions, etc. Requests for Non-Ministry related usage will require a **Facility Use Request Form** for the request to be formally considered for approval.
- C. *External Usage:* These are uses that serve civic, neighborhood, or Para-church purposes or other non-profit activities. These requests are third in the priority of consideration. Examples of these types of uses are, but not limited to, the following: Boy Scouts or Girl Scouts of America, local schools, associations, and other church organizations. During emergency situations local law enforcement or the Red Cross could request use of the church facilities and/or parking lot area.
 1. Request for External Usage will only be considered on a case by case basis and reviewed by the pastor or church board. Such request may be subject to a usage fee.
 2. Requests for External Usage will require the identification of a "responsible party", the review and understanding of this policy and the completion of the **Facility Use Request Form** for the request to be formally considered for approval.
- D. Profit business groups are to be excluded from the facility usage on a regular basis. One time usage by such groups will be considered by the church board under the guidelines defined in usage priority 'C'.

II. **Scheduling Procedure:**

To request use of Reed City Church of the Nazarene's facilities, the activity sponsor or participant will submit a **Facility Use Request Form** to the church office. A preliminary phone call to the church office is recommended to check availability. While a tentative reservation may be entered on the church calendar at this time, the activity is not considered scheduled until the written request form is received and approved. **All scheduling will be on a first come, first serve basis.** In addition, the following items pertain to the scheduling procedure:

- A. All **Facility Use Request Forms** must include a *deposit fee* applicable against the total cost of the desired usage based on an approved fee schedule.
- B. Scheduling determinations will be made within the policy guidelines by:
 1. The church office secretary if the request is for Ministry Related Usage.
 2. Review by the church secretary and approved by the pastor if the request is for a Non-Ministry Related Usage (that meets all the criteria of this policy).
 3. Requests from External Usage will require review and approval by the pastor or church board before scheduling on the church calendar by the church secretary.
- C. Request from outside organizations that propose continuing usage rather than one-time events will require review and approval from the pastor and church board.
- D. Scheduled facility usage is subject to adjustment and rescheduling, as the church needs might change.
- E. Funerals always take priority and may cause the rescheduling of an approved facility usage. Such priority changes do not require church board approval.
- F. Approved Non-Ministry usage and External Usage one-time events will require the identification of an event completion time on the **Facility Use Request**.
- G. Events should be scheduled so that the building is vacated no later than 10:00 p.m. Sunday through Friday and 9:00 p.m. on Saturday for custodial purposes. Time extensions can be made with special permission through the senior pastor.
- H. Exceptions and appeals will require church board review and approval and typically would be presented for board discussion.
- I. No reservations may be scheduled more than a year in advance, with the exception of major church events and weddings

III. **Responsible Party:**

Every person or group using the Facilities of the Reed City Church of the Nazarene shall designate an individual who will be the Responsible Party who shall:

- A. Have the authority to act on behalf of the requesting group or organization.
- B. Act as a liaison between the requesting organization and the church office.
- C. Agree to be on site during any approved usage events held at Reed City Church of the Nazarene.

IV. **General Usage Guidelines:**

The Responsible Party must be present during the approved usage event to ensure that the facility is used in accordance with this policy. This person will be responsible for coordinating any desired decorating, setup, cleanup, and securing.

- A. Any setup requirements shall be the responsibility of the user, unless special requirements have been made and agreed upon by the church. The church custodian and/or secretary will coordinate the locking and unlocking of the facilities.
- B. Upon completion of the event/activity, the areas used shall be returned to their original condition, unless special arrangements have been made with the church (and/or the cost of facility cleaning has been pre-paid with the church office). Using groups must conform to the following clean-up requirements:
 - 1. Take out all bagged garbage to the outside dumpster.
 - 2. Vacuum all carpeted areas involved. Use care not to damage walls with the vacuum.
 - 3. Return tables used from the storage area.
 - 4. Return chairs that have been moved to their original positions.
 - 5. All floors that are vinyl or tiled are to be mopped.
 - 6. Clean and straighten inside and outside entry mats as necessary.
 - 7. All doors must be locked before vacating the building.
- C. The using group shall be responsible for any damages incurred relating to the group's activity.
- D. Generally, decorations shall not alter or damage the facility and shall not require more than a half day of reserved preparation time (i.e. The room shall not be kept from other ministry usage for several days to accommodate a single event.) Tacking, stapling, or taping materials on the walls or ceiling is not permitted. (See **Special Instruction for Decorating**)
- E. Requesters of Non-Ministry or External Usage events may request use of the Reed City Church of the Nazarene's audio-visual equipment. The requested use of audio-visual equipment will require the scheduling of an approved Reed City Church of the Nazarene sound technician with the cost applicable to the using group at an hourly rate as identified on the fee schedule.
- F. If access to the kitchen is desired, the using group will indicate the need on the **Facility Use Request**. Use of the kitchen requires returning it to its original condition including cleaning all tables, counter surfaces and sink. Approved using groups are required to bring their own paper supplies. Use of kitchen appliances requires they be left clean and in their original condition. Use of the church's pantry items is prohibited.
- G. All publicity mentioning Reed City Church of the Nazarene's name or address must be approved in writing through the church office before publication.
- H. Organizations using Reed City Church of the Nazarene's facilities should recognize that permission to use the facilities does not imply endorsement or sponsorship by Reed City Church of the Nazarene.
- I. Groups must stay within their reserved area. Due to facility use by other groups, there should be no wandering in any other parts of the facility.

V. **Child Supervision:**

If children are present when the facilities are used, it is required that they be under responsible adult supervision.

VI **Fees and Payment:**

To cover expenses, deposits and/or fees must be charged to groups using the facilities. A security deposit has been established for non-church activities. This would include activities such as: family reunions, dinners, weddings, and other events of a personal nature. **Within seven days after approval has been given, all fees must be paid at the church office.**

VII. **Cancellations:**

If the event is cancelled at least 30 days prior to the event, the full damage deposit will be returned.

If less than 30 days, a \$25 processing fee will be deducted.

VIII. **General Restrictions:**

All persons using facilities at Reed City Church of the Nazarene are governed by the following general regulations:

- A. No unruly or destructive behavior on the part of anyone using the facilities for the approved event will be tolerated. Reed City Church of the Nazarene reserves the right to expel anyone and everyone who exhibits any such behavior.
- B. No smoking is allowed anywhere within Reed City Church of the Nazarene buildings.
- C. No alcoholic beverages or illegal drugs are allowed anywhere on the premises.
- D. No dancing is to be planned for any receptions, ceremonies or celebrations.
- E. Grape, red, or orange colored beverages are prohibited in carpeted areas with the exception of grape juice during communion services.
- F. Tables and/or folding chairs may leave the building with approval of the church secretary or custodian but church activities take precedence.

IX. Special Instructions for Decorations:

- A. To be the best steward of what God has given us by using practical maintenance in decorating and to maintain the aesthetic quality of our facility, all groups should keep within the decorating guidelines of Reed City Church of the Nazarene. With the number of ministry volunteers, we have a wide variety of ideas, schemes, and decorative interests. Realizing this, these guidelines give a framework in which all can use their creativity while keeping the facility in top grade condition.
- B. The following items are known to cause long term damage, therefore:
 - a. The use of **ANY** tape is **NOT** allowed.
 - b. Do not use staples. Thumbtacks and pushpins can be used, but only on bulletin boards and tack strips.
- C. All pictures, posters, etc. in classrooms should be framed or attached to bulletin boards or tack strips.
- D. Special clips must be used to hang decorations from ceiling tile rails.
- E. Any painting alterations must be approved by the building and grounds committee.
- F. All announcements and sign-up sheets will be handled from the Information Center in the foyer.
No other display tables are allowed in the foyer.
- G. All other decorating ideas not covered in these guidelines will be considered by the decorating committee and approved by the building and grounds committee.
- H. Magnetic tape may be used on door frames and doors.

X. Specific Area Guidelines:

Worship Center/Gym

- A. If an outside group is using the gym, any athletic equipment (ball, net, etc.) must be requested on a **Building Usage Request Form**. All arrangements to use special equipment needs in the gym must be made in writing at least two weeks prior to the event.
- B. Footballs (with the exception of Nerf-type), baseballs, softballs, golf balls, roller-skates, and roller-blades are prohibited. Only equipment designed for indoor use may be used in the gym. Failure to comply will result in the cancellation of gym use for the noncompliant group.
- C. All athletic equipment **MUST** remain in the gym and must be put away after each activity.
- D. An Injury Release Form is available in the church office.
- E. Any and all entertainment must be wholesome and/or have a Christian emphasis. This must be with the approval of the youth pastor or NYI president.
- F. All trash must be put in the dumpster. The floor should be cleaned and the chairs put back in place. The facility should be left as it was found.
- G. The use of athletic equipment before and after worship service is prohibited.

Teen Room (aka: "The FISH Tank")

- A. The teen room is to be used for the purpose of ministry. The church reserves the right to use the room for other purposes if another space is not available.
- B. Christian radio, tapes, compact discs, etc. should be used in the teen room. Any other music in question should be cleared through the Youth Pastor or NYI president.
- C. Any videos shown in the teen room must be cleared through the Youth Pastor or NYI president prior to use.
- D. Any teens using the teen room must have adult (21 years or older) supervision.
- E. Clean-up steps should be carried out by all groups using the facility. The facility should be left as it was found.

Kitchen

- A. All trash must be taken to the dumpster.
- B. All kitchen equipment, sinks, and countertops must be wiped clean and must be left in usable sanitary conditions. Dishes, utensils, and glassware must be washed and put away in their original locations.
- C. Tile floors must be swept and mopped when necessary and carpeted floors must be vacuumed.
- D. All coffee pots and other beverage services must be cleaned and turned off after each use.
- E. Cabinets must always be left in clean and usable condition.
- F. Dishes brought into the kitchen should be returned to their owners and not left in the kitchen.
- G. No kitchen equipment is to be taken from the church premises without prior approval from kitchen coordinator.
- H. **No left-over foods** are to remain in the refrigerator when you leave. **All unopened and opened items left in the refrigerator** must be labeled and dated or they will be thrown away.
- I. Clean up any spills in refrigerator.
- J. Clean off top of stove and any spills in the ovens.
- K. Be certain that the oven and all burners are turned off.
- L. The exhaust fan should be turned on when cooking and turned off after use.
- M. Any damage should be reported immediately to the church office.
- N. Groups other than those from Reed City Church of the Nazarene must provide their own paper products. The kitchen coordinator will provide funeral supplies.

Nursery

- A. Age appropriate nurseries are available and must be secured by filling out a Building Usage Request Form.
- B. All hygiene products (diapers, wipes, etc.) must be provided by all groups.
- C. All toys and furniture must be put away in their proper places when finished.
- D. All changing stations and countertops must be wiped down with sanitizer after each diaper change and at the end of each event.
- E. All trash must be removed from the containers and taken to the dumpster.
- F. Floors must be vacuumed.
- G. All sinks and countertops must be wiped clean and must be left in usable sanitary condition.
- H. The facility should be left as it was found.

Facility Use Agreement

The undersigned do hereby acknowledge that I have been provided, read and fully understand and agree to abide by the responsibilities and duties described in the Facility Use Policy of Reed City Church of the Nazarene, 5300 220th Ave, Reed City, MI 49677.

The user agrees not to use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.

The user agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including but not limited to bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees, and representatives) or otherwise.

If damage should occur, I agree to return the property to its original status upon receipt of a statement showing cost amount.

I have read and understand the guidelines associated with the Reed City Church of the Nazarene.

Signature: _____

Date: _____

Office Use

Approved by:

Date put on calendar:

Copies to:

Security deposit by:

Set up by:

Clean up by:

Costs applicable to Requested Use:

Balance due in advance:

Paid by: _____

Date: _____

Special Conditions/Misc.

Information: _____

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**Facility Use Request
Reed City Church of the Nazarene
Reed City, MI 49677**

Date of Event _____ Time of Event _____ to _____

Set Up Date _____ Set Up Time _____

Building Cleaned and Checkout Date _____
Time: _____

Name of Event _____ Estimated Attendance _____

Event Contact Person _____ E-Mail _____

Mailing Address _____

Home Phone _____ Business Phone _____ Cell Phone _____

Description and Purpose of Event: _____

Equipment Requested:

- Worship Center sound Portable sound Handheld microphones (how many _____)
- Lapel microphones (how many _____) Pulpit microphone
- Projection Tech: (circle items needed) power point, video, DVD, computer, screen
- Instruments: (circle items needed) piano keyboard
- other _____
- Athletic chairs tables candelabras other

Rooms Requested:

- Worship Center, Classrooms, Family Room, Kitchen
- Kitchen only
- Worship Center only
- Classroom only
- Family Room only
- Candelabras

Cost (1)

Personnel Requested:

- Instrumentalist: How many requested _____
- Vocalist: How many requested _____
- Sound Technician: How many requested _____ Flat Fee
- Sound Technician: How many requested _____ Hourly Fee
- Pastoral Services _____
- Custodial Services _____
- Security Deposit (2) _____

Total Estimated Costs

(1) RCCN reserves the right to change the cost if any price increase should occur, damage to building or equipment, or change in services not stated above. A final statement will be presented to the

person in charge upon conclusion of the event.

(2) Refundable after event if no damage or additional charges are incurred.

RCCN Facility Usage Fees

"Member and/or Regular Attender"

	<u>Wedding</u>	<u>Funeral</u>	<u>Other</u>
<i>Building:</i>			
Worship Center			
Classrooms	-0-	N/A	-0-
Family Room			
Kitchen			
Kitchen ONLY	-0-	-0-	-0-
Worship Center ONLY	-0-	-0-	-0-
Classroom ONLY	-0-	N/A	-0-
Family Room ONLY	-0-	-0-	-0-
<i>Personnel:</i>			
Instrumentalist (1)	\$50.00	arrange w/funeral director	\$50.00
Vocalist (2)	50.00	arrange w/funeral director	50.00
Sound Technician			
Funeral:	N/A	arrange w/funeral director	-0-
Wedding:	100.00	arrange w/funeral director	N/A
Receptions, Seminars, Concerts, etc. (3)	50.00 hr	arrange w/funeral director	N/A
Pastoral Services	-0-	arrange w/funeral director	-0-
Custodial Services	-0-	arrange w/funeral director	-0-
Custodial Services (4)	150.00 (max)		150.00 (max)
<i>Equipment:</i>			
Candelabras	-0-	N/A	-0-
Security Deposit: (5)	-0-	-0-	-0-

- (1) The person/s selected by the parties.
- (2) The person/s selected by the parties.
- (3) The technician and equipment must be from RCCN. Each technician must be paid the stated rate for a minimum of 2 hours.
- (4) Custodial service, fee based upon building usage.
- (5) The person in charge is required to sign the Facility Use Agreement.

RCCN Facility Usage Fees

“Non-Member”

	<u>Wedding</u>	<u>Funeral</u>	<u>Other</u>
<i>Building:</i>			
Worship Center			
Classrooms	\$250.00	arrange w/funeral director	\$250.00
Family Room			
Kitchen			
Kitchen ONLY	50.00	arrange w/funeral director	50.00
Worship Center ONLY	100.00	arrange w/funeral director	100.00
Classroom ONLY	150.00	N/A	150.00
Family Room ONLY	150.00	arrange w/funeral director	150.00
<i>Personnel:</i>			
Instrumentalist (1)	50.00	arrange w/funeral director	50.00
Vocalist (2)	50.00	arrange w/funeral director	50.00
Sound Technician			
Funeral:	N/A	arrange w/funeral director	
Wedding:	100.00	N/A	N/A
Receptions, Seminars, Concerts, etc (3)	50.00 hr.	N/A	N/A
Pastoral Services	250.00	arrange w/funeral director	N/A
Custodial Service (4)	150.00 (Max)		150.00(Max)
<i>Equipment:</i>			
Candelabras	20.00	N/A	N/A
<i>Security Deposit:</i> (5)	100.00	arrange w/funeral director	100.00
(Refundable after event if no damage or additional charges are incurred)			

- (1) The person to be chosen by the parties.
- (2) The person to be chosen by the parties.
- (3) The technician and equipment must be from RCCN. Each technician must be paid the stated rate for a minimum of 2 hours.
- (4) Custodial service, fee based upon building usage.
- (5) The person in charge is required to sign the Facility Use Agreement.

Reed City Church of the Nazarene Operational Guidelines

Building Key Guidelines

1. Upon assuming pastoral responsibilities, the pastor will be issued all necessary keys to the church buildings.
2. Upon the hiring of the custodian, the new hire will be issued all necessary keys to the church buildings.
3. Upon hiring of the office secretary, the new hire will be issued all necessary keys to the church buildings.
4. All other keys will be distributed by the pastor as necessary.
5. Every individual that is issued a key shall sign and date a document. When the key is returned, the individual will sign and date that the key was returned. The pastor is responsible to keep this list.

Building keys are not to be duplicated.

Church Credit Card Guidelines

There are three credit cards. One will remain in the church office, one with the pastor, and the other one with the van coordinator.

1. The church office will:
 - Maintain a credit card in a secure area
 - Ensure users sign a log for use of the card
 - Maintain a file for vouchers and receipts
 - Verify and submit vouchers and receipts to the treasurer with the bill when it is received
2. The pastor will:
 - Maintain a credit card in a secure area
 - Be the secondary contact for issuing the church card
 - Ensure that the log is filled out when the card is issued
 - Ensure that procedures are being followed properly
3. The van coordinator will:
 - Maintain a credit card in a secure area
 - Use the credit card for fueling the van and for minor maintenance costs
 - Ensure proper usage of the credit card
4. The individual(s) using the credit card for other than gas purchases will:
 - Pick up the card from the church office or pastor and sign the log
 - After using the card will return the card and receipt to the office and sign the card back in

Flowers and Gifts Guidelines

1. After consulting with a family member, flowers may be sent to members and regular attenders confined to a hospital. The pastor may authorize others in special cases.
2. Flowers shall be sent to the funeral of any member or regular attender as well as for the members of the immediate family of a member or regular attender. (I.e.: mother, father, husband, wife, brother, sister, child)
3. An appropriate gift shall be presented to each graduating senior from high school who is a member or a regular attender of the church, or whose parents are members or regular attenders.
4. Gifts shall be given to the pastor, wife and family on occasions of birthday, anniversary, Christmas, and Pastor Appreciation Month (This shall apply to an assistant pastor, also).
5. A Christmas gift shall be given to each department head, custodian, and church office secretary.
6. Suggested gift amounts are as follows:

Birthdays:

- Pastor - \$50.00
- Spouse - \$35.00
- Children - \$25.00
- Assistant Pastor - \$50.00
- Spouse - \$35.00
- Children - \$25.00

Anniversary:

- Pastor and Spouse - \$50.00
- Assistant Pastor and Spouse - \$50.00

Christmas:

- Pastor and Family - One week's salary
- Assistant Pastor and family - \$200.00
- Department Heads - \$30.00
- Custodian - One week's salary
- Secretary - One week's salary

Pastor Appreciation Month (October):

- Pastor - \$400.00
- Assistant Pastor - \$200.00

Others:

- Graduating Seniors - Approximately \$15.00 - \$20.00

Multimedia Guidelines

1. Only those authorized by the multimedia coordinator shall be in the sound booth or operate the sound, video, technical and computer equipment, etc.
2. Adequate training by the multimedia coordinator shall be given to each person prior to operating the equipment.
3. The pastor and worship leader shall be responsible for scheduling technicians for all services.
4. The technicians shall check all equipment and microphones for proper operation prior to each service.
5. During services, activities on the platform shall be monitored by the technicians.
6. The coordinator shall be appointed annually by the church board and shall report to the church board through the building and grounds committee.
7. Funds for equipment or renovations shall be requested in writing to the building and grounds committee.

Petty Cash Fund Guidelines

1. A petty cash fund will be established by the church treasurer for perpetual use in the church office for routine operational expenditures.
2. Annually each April, the church treasurer will reconcile the petty cash fund in the year end report.
3. The petty cash fund will be monitored by the pastor to ensure disbursements are being handled properly.
4. The church office secretary will be the agent for disbursing the funds, under the supervision of the pastor. This responsibility cannot be delegated to other persons without permission from the pastor.
5. The funds are to be kept in a secure location in either the church secretary's office or the pastor's office at all times.
6. A receipt for each transaction will be placed in the petty cash box. This can be a copy of the postal carrier envelope denoting the amount of postage due. All receipts will be held until replenishment of the petty cash is requested.
7. The church treasurer will be notified when petty cash is in need of replenishing.

Risk Reduction Guidelines and Procedures

The following guidelines reflect our commitment to provide protective care for all children, youth, and volunteers who participate in church sponsored activities. All personal information received will be kept in strictest confidence by the paid pastoral staff and Risk Reduction Committee. All hard copies will be kept in a locked file.

1. A Screening Form is to be completed by all potential workers, both members and nonmembers of Reed City Church of the Nazarene, for any position (volunteer or compensated), involving the supervision or custody of minors. All employees of the Reed City Church of the Nazarene will also be required to complete the Screening Form. It will be kept in confidence by the screening committee.
2. Adults who have been convicted of either child sexual or physical abuse should not volunteer service in any church sponsored activity or program for children or youth.
3. Persons who may pose a threat to children or youth (based on application response or reference feedback) will be prohibited from working with children or youth.
4. Adult survivors of childhood sexual or physical abuse need the love and acceptance of this church family. Individuals who have such a history should discuss their desire to work with children or youth with one of the pastoral staff prior to engaging in any volunteer service.
5. All adult volunteers working with youth or children are required to have attended the Reed City Church of the Nazarene for a minimum of six months before appointment.
6. Whenever possible, adult volunteers should observe the “two adult rule” which recommends that adults are never alone with children or youth without another adult present.
7. Adult volunteers should immediately report to their ministry supervisor any behaviors which seem abusive or inappropriate.
8. Provisions will be made to monitor the premises (classrooms, hall, etc.) when child/youth activities are held.
9. It will be our procedure upon receipt of allegations to consult with Legal Counsel concerning statutory reporting requirements and concerning the termination of employment or person responsible of the accused, if termination is deemed warranted.
10. All volunteer and paid workers will be required to attend a **Risk Reduction Training** session.
11. All new volunteers and new hires will be required to have a screening interview with the paid pastoral staff and/or the Risk Reduction Committee.
12. All volunteer and paid workers must grant permission to have a criminal background check.

Scholarship for Higher Education Guidelines

1. In order to be eligible for the Reed City Church of the Nazarene Scholarship, an applicant must be a member or regular attender of the Reed City Church of the Nazarene. Regular attendance will be determined by the scholarship committee. There may be special circumstances that do not fit a hard fast definition. The applicant must be a full time student at a church related college/university. If the school is not a Nazarene college/university, it must be one sponsored by a church with a doctrine consistent with the Church of the Nazarene and approved by the scholarship committee.
2. A student must apply for the RCCN scholarship by April 1st of each year. Once a student is awarded a scholarship, he/she will automatically be accepted for the next four years as long as he/she remains a full time student and maintains a 2.5 GPA (on a 4.0 scale). After four years a student may still apply, but the scholarship committee will evaluate the situation and may or may not extend it for another year. Some programs take longer than the traditional four years, and a student may go on to seminary or graduate school.
3. The amount of the scholarship will depend on the number of recipients. For example, the scenario for a budget of \$2000.00 would look like this: If there are from one to four recipients, then each would be granted a scholarship of \$250.00 per semester. If there are more than four recipients, then the \$2000.00 would be divided evenly among them and one half of this amount would be distributed each semester.

The Application Process:

1. Application form (with deadline) - The form will ask for pertinent information about the applicant and he/she will be required to write an essay that will include information such as:
 - a. The reason you chose this particular college/university
 - b. A description of what you have done or intend to do to help finance your college/university education
 - c. The volunteerism/service activities you have participated in
 - d. Your vocational or professional goals
 - e. Discuss the reason you are worthy of this scholarship
2. A committee will review the application and make a recommendation to the board.
3. The scholarship will then be sent to the college/university along with the appropriate forms. For any school other than ONU, the student will be responsible to get the forms to the treasurer for payment.

Van Use Guidelines

1. The van is to be used only for church related activities unless specifically authorized by the church board.
2. Use of the van must be scheduled through the church office.
3. The keys are to be obtained and returned to either the van coordinator or the church office.
4. Only approved licensed drivers are allowed to drive the van.
5. The gasoline credit card may be acquired from the church office when going on a trip that will require refueling.
6. No more that 15 passengers including the driver will be allowed in the van, and all passengers must wear seatbelts.
7. Upon return from an event, the interior of the van is to be free of trash.
8. Notify the van coordinator of any repairs that need to be made.

Caterer Guidelines

1. The caterer must have adequate insurance and be prepared to show proof to church secretary.
2. The caterer must be licensed by the State of Michigan and the county where they have their place of business and be prepared to show proof to church secretary so she can make a copy.
3. Any caterer violating the rules of the Reed City Church of the Nazarene's use policy (I.e., misusing the kitchen equipment, stealing or not putting the kitchen back to its original condition) will not be allowed to cater to the church again.

Wedding Guidelines

Planning is an integral part of the wedding. The officiating pastor will want to talk with the bride and groom together before agreeing to officiate, and planning sessions will be required prior to the rehearsal/wedding.

Pre-marital Counseling

Typically, pre-marital counseling is required. The couple will meet with the pastor for at least three sessions prior to the wedding.

Wedding Date and Hour

The date and hour of your ceremony is important. Several items must be kept in mind:

- a. Availability of the church and pastor. All weddings must be cleared with the pastor prior to entering the date on the church calendar.
- b. If the wedding is on Saturday, the church needs to vacate by 9 p.m.

Wedding Rehearsal Date and Hour

- a. All participants must be present so they can be apprised of their positions and the procedure for entering and leaving the worship center.
- b. The pastor will conduct the rehearsal in keeping with the plans prepared by him and the bride and groom during consultation at the planning sessions.
- c. The usual date and time should be the evening before the wedding.
- d. Be sure to bring your license and wedding papers to the rehearsal.

Wedding Ceremony

The ceremony will be discussed with you at the first planning session. All wedding plans must be finalized prior to the rehearsal. Keep in mind that the wedding ceremony is a Christian ceremony; therefore, all components of the ceremony must be religious in nature.

Wedding Music

You may choose your music; however, this is a religious ceremony and any secular music must be cleared in advance with the pastor.

Wedding Photographer - The officiating pastor will coordinate needs with the wedding party.

Wedding - Rice and Birdseed, Confetti, etc.

We ask that you cooperate by not scattering rice, confetti, birdseed, tissue flowers, or other objects either inside or outside the church building. Please advise your family, wedding party, and guests of this requirement. Use of soap bubbles outside the building is permissible.

Wedding - Flowers, Candles, Decorations

- a. Floral arrangements are at the discretion of the bride and groom. Equipment rented from a florist or rental agency is not the responsibility of the church. Please instruct the florist, or those supplying equipment, to pick it up following the ceremony.
- b. Candelabras are available through the church. Dripleless candles are the only kind that may be used.
- c. Any decorating must follow the "Special Instructions for Decorating." No decorations may be tacked, stapled, pinned, or taped to the walls or ceilings.

Smoking, Illegal Drugs, Alcoholic Beverages

No smoking, illegal drugs or alcoholic beverages are allowed in the facility or on church grounds. Please ask your guests to respect the Church of the Nazarene's belief.

Dressing Rooms

Reed City Church of the Nazarene has no special dressing rooms, but Sunday school classrooms will be available. The bridal party is responsible to see that all clothing, clothes hangers, flowers, boxes, paper and any other debris are removed from these areas, including restrooms, immediately following the wedding.