

Church Policy Handbook

Revised October 2016

Harris Chapel Church of the Nazarene

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MISSION STATEMENT

“Discover, Celebrate, and Share the **transformational** message of Jesus Christ in our community (world).

MEETING TIMES

Scheduled times of service shall be:

Sunday School	9:00 AM
Sunday Morning Worship	10:15 AM
Wednesday Evening	6:30 PM

CHURCH BOARD - GUIDELINES AND AGREEMENT

As a member of the Church Board of Harris Chapel Church of the Nazarene, I agree with and pledge to be held accountable to, the following:

1. To be clear and current in my experience of sanctification.
2. To prepare myself for Board Meetings with prayer.
3. To be faithful and punctual at all board meetings (unless providentially hindered or out of the area).
4. To faithfully attend services of the church
5. To give full and total support to the corporate decisions reached by the board.
6. To develop a working familiarity with the Manual of the Church of the Nazarene and to accept the Manual of the Church of the Nazarene as the rules and regulations whereby the church is to be governed. Such rules and regulations shall always take precedence over any other agreement, written or oral.
7. To maintain good relations with the pastor and church leaders. If question about matters of church business, policy, or decisions arise, it shall be the duty of the board member to make an appointment with the Pastor to give him the opportunity to explain information.
8. To make the membership aware of the above mentioned guidelines and procedures which apply to their Church Board.
9. As the new board is elected each year, we will have a special time of prayer in which the church family lays hands on the church board.

CHURCH BOARD - OPERATION

1. The business portion of the Church Board meeting shall include (in no particular order):

- A. Committee Reports (Stewards & Trustees)
- B. Pastor's Report
- C. Associate Pastor's Report
- D. Secretary's Report
- E. Treasurer's Report
- F. NYI Report
- G. Sunday School Superintendent's Report
- H. NMI (Nazarene Missions International) Report

2. The Pastor may call any special Board meeting he may deem as necessary. In the absence of the Pastor, the Church Board Secretary may call business meetings, as authorized by the Nazarene Manual (to be referred to hereafter as "the Manual"). When possible, advance notice of special called meeting shall be given.

3. All motions involving expenditures of monies shall stipulate estimated costs and designate any special account from which these funds might be taken.

4. Any board member may call for a secret ballot on any vote.

CHURCH BOARD COMMITTEES - ORGANIZATION

1. There will be three (3) standing committees of the Church Board:

- A. Trustees
- B. Stewards
- C. Finance Committee made up of a trustee, a steward, treasurer, board secretary, and others as necessary.

2. Each committee shall select its own chairman.

3. These committees shall be organized at the first meeting of the newly elected Board.

4. These chairmen and the Pastor shall form the Executive Committee, for the purpose of assigning the business of the meeting and in order to maintain a balance between committees.

5. The duties of each committee shall be as follows:

- A. Trustees
 - 1) To fulfill responsibilities assigned Trustees in the Manual of the Church of the Nazarene.
 - 2) To oversee the maintenance of church properties:

- a. Church
 - b. Fellowship Building
 - c. Parsonage--the church board will be informed before any changes to the parsonage grounds occur.
- 3) To oversee the maintenance of the grounds:
 - a. Shrubs
 - b. Yard Care
 - c. Parsonage
 - d. Parking Lot
 - 4) To oversee the maintenance of the van.
 - 5) To have a budget assigned by the Finance Committee to be used in the maintenance of the property and grounds.
 - 6) To oversee a plan of energy conservation
 - a. Thermostat settings
 - b. Arrange for someone to be responsible
 - 7) To oversee the security of the property
 - a. Maintain proper locks and keys
 - b. Arrange for someone to be responsible

B. Stewards

- 1. To give attention and care to the pastoral staff in regards to salary benefits. The matter of salary and benefits shall be reviewed annually. This will be done in conjunction with the new budget.
- 2. To work in conjunction with the pastor in the organization of revivals and special services.
- 3. To assist in the service of Holy Communion, which will be observed on a monthly basis.
- 4. To be responsible for finding ways to meet the needs of our church families who face emergencies.
- 5. To follow the Manual procedure for granting of local minister's licenses.
- 6. To oversee the janitorial service.

CHURCH BOARD COMMITTEE OPERATIONS

1. The primary area of responsibility for each committee is as outlined in the aforementioned Organization section, however, other matters of business may be assigned to a committee in order to balance the workload in a particular board meeting. The purpose of these committees is to discuss items and recommend action to the entire boards. It is NOT within the scope or power of these committees to act or authorize (without pre-authorization of the Church Board).
2. Fifty percent of a committee, at a duly called meeting, shall be sufficient to discuss and prepare a report for the Board.
3. A Board member may personally bring a special item to the Church Board's attention personally. Intent to do so should be acknowledged to the Pastor prior to the beginning of the meeting.

Financial policy

1. Pastoral compensation
 1. The Sr. Pastor of Harris Chapel (hereafter referred to as Pastor) salary shall be reviewed annually. These review shall include consideration of the following: merit raise, cost-of-living indexing, car operating expenses, cost of attending meetings and conferences, personal library expenses, bonuses etc.
 2. All subordinate pastor(s) salaries shall be reviewed yearly.
 3. The pastor will be reimbursed for his Social Security tax.
 4. The pastor will be provided a parsonage.
 5. The church will pay all fuel, water, water softener, sewer, electricity, trash removal, lawn care and telephone bill (with the exception of personal calls made by the parsonage family, or call that may be reimbursable by the district or General Church).
 6. The Pastor's vacation program shall be as outlined by the NEI District church: the minimum vacation for pastors who have served the Church of the Nazarene:
 7. 1 to 4 years – 14 days including two Sundays
 1. 5 to 10 years – 21 days including three Sundays
 2. 11 yr to more – 30 days including four Sundays

The Pastor is to be given at least one personal day per week for personal use. All vacation and personal time is to be with full pay, and based on the assembly year, not to be accumulated. Vacation and personal time should be taken at a time of Pastor's own choosing and is in addition to national holidays. When the Pastor is gone, the church board secretary is in charge.

1. Travel and Convention Expenses

District Meetings The church shall pay the necessary expenses for General Conventions and Assemblies for pastors as outlined in the plan set forth by the Finance Committee and agreed to by the Church Board.

1. Evangelist Care

1. Monetary remuneration to a full-time Evangelist for a full revival (Four or more days) shall be as follows:
 1. \$1000.00 pay plus mileage at the district rate.
 2. Social Security tax shall be paid on the above amount if the evangelist is not part of a corporation.
 3. A 1099 shall be issued to the evangelist at year-end.
2. Meal arrangement for an evangelist(s) will depend on where they are staying and their personal preferences. This allowance will be provided in addition to other compensation.

2. Pulpit Supply

1. Supply pastors should be reimbursed as follows:
 1. One service \$100.00 plus mileage

Mileage is to be paid at whatever is in line with the District guidelines.

1. Authorizing Expenditures

1. The Pastor shall be authorized to make such purchases of supplies for normal operation and maintenance as may be necessary in implementing the program of the church in all departments, however, purchase of materials or equipment exceeding two hundred fifty (\$250.00) dollars shall be subject to prior approval of the Church Board.
2. The following titles such as Sunday School Superintendent, Mission President, NYI President and Children's Pastor shall be authorized to make purchases of normal operation supplies as may be necessary not to exceed two hundred fifty dollars (\$250.00) in implementing the programs of their department with the concurrence of the Pastor and/or Treasurer.
3. The Head Trustee shall be authorized to make such purchases of supplies for normal operation and maintenance of church owned property and equipment as may be necessary not to exceed \$250.00.
4. No other expenditures of Church monies shall be made without prior Church Board approval. In case of emergencies, any two of the following can

authorize expenditures: Sr. Pastor, Church Board Secretary, Treasurer, Head Trustee, and Head Steward.

5. Individual requests for sponsorship of activities not specifically addressed in these policies shall be presented to church board for consideration, i.e. sports teams, District work & witness teams, etc.

1. Disbursement of Church funds

1. The church Treasurer shall serve as treasurer for all of the church and its affiliates. The Treasurer shall maintain complete and accurate records of all receipts and expenditures of each department.
2. The Church Treasurer and designated assistant treasurer shall have signature cards on file with a local bank authorizing them to draw checks against the church accounts. Financial signature authority shall be reviewed annually.
3. All monthly bills shall be paid in a timely fashion unless otherwise directed by the Church Board.

1. Money Counting

1. The money counters shall be selected by the Finance committee and approved by the Church Board.
2. At least two (2) money counters shall be present to count offerings.
3. If two money counters are related a third money counter will need to be present.
4. The church treasurer shall not be a member of any money counting "team".
5. Money counting teams shall be responsible each week of counting and accounting for all monies received. They will prepare a detailed weekly report of all receipts, including source and amount, make bank deposits, and provide the Treasurer and Pastor with weekly reports.
6. The money counters shall operate according to the approved money counting procedure (see Attachment A).
7. No checks shall be cashed for personal use out of the offering monies.

1. Auditing-We will have an external audit conducted every other year.

2. Staff Christmas Gifts

1. Christmas bonuses shall be determined by the Stewards on an annual basis.

3. Use of Acts II

1. This fund is designed to assist people with specific needs who might come to the church of help.

2. The specific amount given shall be up to the discretion of the pastor and/or office person. Persons needing help must go through voucher procedure and can receive help once every six months.

CAMPS/RETREATS

Under the church budget, Harris Chapel will send its pastors and retired elders and spouses to the annual District Pastors and Wives' Retreat.

USE OF CHURCH PROPERTY

This property and its facilities are provided for the use of the members and friends of Harris Chapel Church of the Nazarene and we therefore apply these guidelines to its use:

1. General

A. All outside doors of the church buildings shall be locked at the close of each day. Presently this is being done by the Pastor.

B. All church equipment is to be used only for church purposes unless authorized by the Pastor(s) or the chairman of the Trustees.

C. Defective equipment should be reported to the chairman of the Trustees.

D. Any person or group using the church, for any reason, is expected to leave the facilities in order and in the same condition as found.

E. A copy of the Policy on Facilities Rental (See Attachment B) for the use of the church for weddings, receptions, etc. shall be provided for all those involved. This policy is applicable to all non-members. However, members, as well as non-members, will be expected to compensate the custodian for the use of the facilities. It is to be specified if the kitchen is wanted for use.

F. All persons scheduling events involving facility use must contact the Pastor/Church Secretary for placement on the church calendar in the church office.

G. In the case of irreconcilable schedule conflict, the affairs of the church will take priority over other uses or rentals.

H. Scheduling will be handled primarily on a first-come basis.

I. Keys to the property will be issued to the staff and other board approved individuals.

J. There will be no alcoholic beverages, profanity, or use of tobacco products on any part of the church property or in any of its buildings.

2. Church Building and Sanctuary

A. This facility must be reserved through the Pastor in collaboration with the church calendar.

B. It is expected that persons or groups using the facility will replace any item(s) that might be broken, damaged, or lost.

3. Fellowship Hall and Kitchen

1. A user fee of \$50 will be paid at the time of reservation for members and non-members. This helps cover the cost of utilities and custodial services.

B. This facility must be reserved through the Pastor and/or Church Office and the event placed on the calendar. Reservations are taken on a first come/first serve basis.

C. It is expected that persons or groups using the facility will replace any item(s) that might be broken, damaged, or lost.

D. The church kitchen will not be rented out to professional caterers.

4. Church Van

a. Use of the church van should be confined to our church use only. Any exceptions to this must receive prior Church Board approval, unless in the case of any emergency.

b. Keys to the van shall be disbursed by the Pastor.

c. Groups using the van for purposes other than camps or District and Zone functions shall pay for gas used, unless pre-authorized or budgeted.

d. When gas is charged on credit, notation should be made on charge ticket as to the purpose of the trip.

e. All persons scheduling the use of the van must contact the Pastor in advance to reserve it.

f. All scheduling will be handled primarily on a first-come basis.

g. In the case of irreconcilable schedule conflict, the affairs of the church will take priority over other uses.

h. After van is used, it is to be thoroughly cleaned by persons using it.

1. The van needs serviced (oil changed, etc.) spring and fall. Problems with the van, driving or running are to be reported to the trustees and repaired up to \$250. without a special meeting.

Stewardship Committee

The Stewardship Committee will be appointed by the Church Board to oversee the following areas of comfort and hospitality.

1. Funerals

The following guidelines were designed with some flexibility in the understanding that comforting the family in their time of grief is our duty as the family of God. This flexibility should avoid putting the Pastor(s) or the Stewardship Committee in any awkward positions.

A. Flowers or other memorial gifts- (\$40-50 budget) flowers, Gideon Bibles, a throw, monetary funds to a specified memorial for:

1. Any attendee of Harris Chapel who dies
2. Any immediate family member of an attendee of Harris Chapel (parents, spouse, children) who dies.

B. Funeral Dinners If desired, a dinner will be prepared for the families of the following who die:

1. Any member or regular attendee of Harris Chapel. The Church shall provide the meal.
2. Any immediate or close family of a member or regular attendee of Harris Chapel. The Church shall provide the meat.
3. Others who wish to request a funeral dinner should contact the Pastor. He and the Stewardship Committee can decide what type of meal to prepare. If necessary, the Church shall provide the meat.

Funeral Dinner Committee

Revolving 3 month funeral coordinators will be appointed by the head steward.

Duties:

1. Accept assignment from head steward concerning date, time, and number of people attending.
2. Contact the member's Sunday School teacher or home group leader to provide desserts, rolls, and salads. They will provide manpower to carry in, prepare meal, and clean up facilities. A calling list will be provided.

*If not enough food or man power is available from above group, head steward will contact others in the church family.

3. If coordinator is not able to complete this dinner, it will fall to head steward for back up.

4. Staples for potato and vegetable will be available in the kitchen at all times. Meat to be served will be decided by the coordinator and the church will pay for it. Make

arrangements with head steward or church secretary for payment.

2. Showers

Hosting Wedding and Baby showers shall be left up to the individuals. The head steward can be requested to assist if total church involvement is desired.

STAFF -- JOB DESCRIPTIONS

The duties of the following staff positions are outlined in each of these Job Descriptions:

Children's Minister

Job Description

Purpose of Position: The Children's Minister of Harris Chapel Church of the Nazarene will oversee and administrate the children's program from birth through Pre-Teen. This is a part-time position (25 hours per week plus services) as directed by the Senior Pastor.

Personal Christian Expectations

The Associate Pastor will be a maturing Christian whose desire is to minister to children and the community.

He or she will be called to exemplify in their daily living the Christian values held in scripture (see 1 Tim. 3:1-12, Titus 1:5-16, 2:1-8, 1 Peter 5:1-4) and this congregation.

Be in total agreement with the doctrine and practices of the Church of the Nazarene; especially the cardinal doctrine of entire sanctification (Romans 12:1, 2; I Thessalonians 5:23, 24).

Points of Accountability

They will be accountable to the Senior Pastor and the Church Board. They will work in conjunction with the entire staff as well as the Sunday School Board and NMI Council.

Areas of Responsibility

They will oversee and administrate the children's program from birth through Pre-Teen.

This ministry will be carried out in the following ways:

1. Develop and provide primary leadership for the Children's Church program.
2. Develop and provide primary leadership for the Wednesday night Children's program.
3. Oversee the children's Vacation Bible School.
4. Develop outreach programs for children.
5. Develop fellowship and recreational activities for the children.
6. Train volunteers to assist them and to provide leadership within the children's department.
7. Organize and lead the children's council.

8. Work with parents to provide holistic ministry for the children.
9. Develop, oversee and administrate the church's community ministry programs.
10. Develop community outreach and mission activities.
11. Inform the congregation of local needs and opportunities for service.
12. Find and catalog community ministry services that are available.
13. Develop collegial relationships with other children's ministers.
14. Promote involvement with district camps and other activities.
15. Develop and train people who have a desire to serve the Kingdom of God through community ministry.

They will carry out pastoral duties assigned by the Senior Pastor as they are directly accountable to the Senior Pastor. He has the final word in hiring and dismissal of staff.

Youth / Missions Pastor **Job Description**

Purpose of Position: The Youth/Missions Pastor of Harris Chapel Church of the Nazarene will oversee and administrate the youth program from transitioning pre-teens through 12th grade. This is a part-time position (25 hours per week plus services) as directed by the Senior Pastor.

Personal Christian Expectations

The Associate Pastor will be a maturing Christian whose desire is to minister to youth and the community.

He or she will be called to exemplify in their daily living the Christian values held in scripture (see 1 Tim. 3:1-12, Titus 1:5-16, 2:1-8, 1 Peter 5:1-4) and this congregation.

Be in total agreement with the doctrine and practices of the Church of the Nazarene; especially the cardinal doctrine of entire sanctification (Romans 12:1, 2; I Thessalonians 5:23, 24).

Points of Accountability

They will be accountable to the Senior Pastor and the Church Board. They will work in conjunction with the entire staff as well as the Sunday School Board and NMI Council.

Areas of Responsibility

Youth-

They will oversee and administrate the youth program bridging Pre-Teen through Sr. High.

*Personal interest and involvement in the lives of youth to lead them to Christ and follow up discipleship

*To develop and train other adults to come along as a leadership team. YOUTH MINISTRY DOES NOT REST ONLY ON THE SHOULDERS OF THE PAID STAFF. We need others to

lift the load.

- *Weekly youth meetings – Sunday evening & Wednesday evening
- *A visible presence in local school events
- *Engage the youth in Sunday AM worship service- scripture reading, receiving the offering, worship team participation
- *Expand the mentoring program with
- *Activities that reach out to the four major area schools (and others, too)
- *Weekly meeting/training with the the staff
- *Zone and district youth involvement
- *Participation as counselor at district camps

Missions-

- *Mission projects- one big annual event as well as quarterly projects
- *Participation- Local Mission events (fire dept. meals, Thanksgiving dinner, Christmas dinner, Trunk-or-treats, Easter Egg Hunt)

They will carry out pastoral duties assigned by the Senior Pastor as they are directly accountable to the Senior Pastor. He has the final word in hiring and dismissal of staff.

Church Secretary

Regular Duties:

- * Send out visitor letters
- * Create and produce weekly e-news letters
- * To send out reminders, alerts, & prayer requests via e-mail as needed.
- * Create and produce weekly worship folders
- * Responsible for correspondence to church board, Sunday school board, and church officers
- * Responsible for District correspondence
- * Send flowers (or other gift) to the funeral home on behalf of the Church
- * Keep the Church office organized, supplied and neat
- * Answer telephone
- * Keep the Church calendar current and organized
- * File work for the Pastor
- * Power Point presentation for worship and weekly announcements
- * Office Hours 8 AM - Noon four days per week.

CUSTODIAL WEEKLY CHECK FOR THE WEEK OF _____

**Please attach this check list to your time sheet to be turned into the treasurer
CHURCH & SANCTUARY *door windows, tables, cobwebs, entry ways, water
fountains, bathrooms need checked later in the week.**

- _____ Mop and sweep floors weekly
- _____ Take out the trash twice weekly

_____ pick up loose papers, straighten hymnals, and dispose of all trash (old bulletins & left over SS papers) in pews & hymnal racks.

- _____ Vacuum Carpets weekly
- _____ Vacuum pews with crevasse tool monthly
- _____ Dust altars and pews monthly
- _____ Clean window sills weekly
- _____ Windows inside and out – check monthly and clean as needed
- _____ Clean door windows weekly
- _____ Clean Sunday school tables weekly
- _____ Sweep and mop class rooms and straighten chairs (weekly)
- _____ Disinfect door knobs of classrooms weekly
- _____ Clean water fountains twice weekly
- _____ Check lights for burn outs weekly

RESTROOMS

- _____ Clean mirrors in restrooms weekly
- _____ Check paper towel and toilet paper weekly
- _____ disinfect door knobs, sink handles, & toilet handles, and stall locks weekly
- _____ Sweep weekly
- _____ Mop once weekly
- _____ Check for cobwebs weekly
- _____ Clean stools weekly

FELLOWSHIP HALL – UPSTAIRS *door windows, tables, cobwebs, entry ways, water fountains, bathrooms need checked later in the week.

Kitchen & bathrooms may need cleaned more often if outside activities are scheduled

- _____ Sweep kitchen weekly
- _____ Mop kitchen weekly (more if activities demand)
- _____ Clean counter tops weekly
- _____ Take out trash twice weekly
- _____ Clean restrooms weekly
- _____ Vacuum carpets weekly
- _____ Sweep stairs weekly
- _____ Clean water fountains weekly
- _____ Clean tables / chairs weekly (more if activities demand)
- _____ Clean windows inside & out – check monthly – clean as needed
- _____ Check for cobwebs weekly

FELLOWSHIP HALL – DOWNSTAIRS

- _____ Sweep and mop floors once weekly
- _____ Take out trash once weekly
- _____ Clean windows in classrooms – check monthly – clean as needed
- _____ Clean back stairwell once monthly

OCCASIONAL CUSTODIAL DUTIES:

- _____ Sweep porches & foyers as needed

_____ Strip & wax floors in both buildings (2) times a year and buff when needed. Please advise ahead of time if tables and chairs need to be moved.

_____ Set up & tear down tables and chairs as needed

_____ Carpet cleaning

_____ Clean out basement stairwells in the fellowship hall & church.

_____ Clean sound booth and empty trash as needed.

_____ set up a day to wash windows throughout the church.

_____ Miscellaneous cleaning in both buildings

REPORT OF NEEDED REPAIRS FOR THE TRUSTEES

ATTACHMENT A **PROCEDURE FOR MONEY COUNTING** **HARRIS CHAPEL CHURCH OF THE NAZARENE**

Remember that accuracy and confidentiality are the prerequisites to this job. It is of utmost importance that you record the GIVING properly!!

Please follow this Money counting Procedure, as it is the ONLY Church Board approved method. It has been carefully designed to keep Money Counting accurate, consistent, and concise.

1. Separate the offering into four groups:
 - A. loose coins
 - B. currency
 - C. checks
 - D. tithe envelopes
2. Designate one person as 'Recorder' to fill out the Counters sheet.
3. Designate one person to examine checks, list any 'Special Giving' on a sheet of paper. Then give the checks to the Recorder to list on the Counters Sheet. All checks must be stamped for deposit.
4. The same person shall then open and examine the tithe envelopes to see if they have been properly filled out (match the amount in the envelope with the amount listed on the outside of the envelope). 'Special Giving' shall be recorded on the paper mentioned in #3. Of the monies removed from the tithe envelopes, checks shall be given to the Recorder

to be listed on the Counters Sheet and cash shall be given to the person(s) counting currency and coins.

5. More than one person shall count all of the currency separately to provide a double-check.
6. More than one person shall count all of the coins separately to provide a double check for accuracy.
7. Total the amount of the checks on the Counters Sheet, and run an adding machine tape to total the checks themselves, and cross check the two totals.
8. Record the currency and coin totals on Counters Sheet.
9. Record 'Special Giving' from the sheet (#3) in the appropriate spaces at the bottom of the Counters Sheet. Make careful, legible notations if space is limited.
10. Summarize, date, and sign the Counters Sheet.
11. Place all monies carefully in the money bag.
12. Make out a Deposit Slip, place in money bag, and give to the courier or place in church safe.

ATTACHMENT B

Harris Chapel Church of the Nazarene Wedding Rental Policy (Non-Members)

We are honored that you are interest in holding your wedding/special event here at Harris Chapel. A three month notification is needed to secure the pastor and facilities. We believe this will strengthen the relationship before the ceremony and allow time for three counseling sessions to be held with the pastor (or another Christian counseling service). Next to salvation, we consider the marriage ceremony to be the most important vow in a person's life, thus the need for counseling. If you have questions or concerns about any of the information on this sheet, please contact the Pastor.

All fees are due and to be paid in full no later than the day before the actual wedding ceremony. Please help the custodian by putting all furniture back in their original place, placing all trash in the trash cans, etc.

Rental Fees

Church Building (Sanctuary)	200.00
Fellowship Hall	200.00
(these fees cover utilities, facility up keep, and custodial service)	
Pastoral Fee (counseling/ceremony)*	150.00
Sound Technician*	75.00

Video Technical*	75.00
Wedding coordinator to be on site during event*	<u>75.00</u>

- open/close the building
- Set heating/cooling
- Answer questions, etc.

Estimated Total Cost for entire building/services **\$ 775.00**

*** Checks for these services should be made in the name of the individual(s)**

A non-refundable security deposit of \$100 is due for each building at the time of scheduling. Your event will not be put on the calendar until the deposit is paid. Of course we never expect problems, but in case of damage the renting party will be responsible for the cost of all repairs. The property is to be put back the way you found it and a report of any breakages made.

We ask that the following guidelines be observed.

- No rice is to be thrown at weddings
- No alcoholic beverages are allowed on the property
- No smoking or use of any tobacco products on the property
- No profanity

The property is to be put back the way you found it and a report of any breakages made.

Use of the church's cookware, silverware, and serving dishes is prohibited.

For the sakes of the minister and sound & video technicians the following things should be included at the rehearsal:

- Bring a written order of the wedding ceremony.
- Bring all marriage paper work, including the license and social security documents.
- Inform the entire wedding party of the start and finish time of rehearsal.

I have read and understand the above described Wedding Facility Rental Policy and agree to abide by all items described herein.

Signature

Date

Deposit paid? _____ yes _____ no Amount \$ _____

Name: _____ Phone: _____

Address: _____ City: _____ Zip _____

**Harris Chapel Church of the Nazarene
Facility Rental Policy for Weddings
(Members)**

We are honored that you are interest in holding your wedding/special event here at Harris Chapel. A three month notification is needed to secure the pastor and facilities. We believe this will strengthen the relationship before the ceremony and allow time for **three** counseling sessions to be held with the pastor (or another Christian counseling service). Next to salvation, we consider the marriage ceremony to be the most important vow in a person's life, thus the need for counseling. If you have questions or concerns about any of the information on this sheet, please contact the Pastor.

All fees are due and to be paid in full no later than the day before the actual wedding ceremony.

Please help the custodian by putting all furniture back in their original place, placing all trash in the trash cans, etc.

Rental Fees

Pastoral Fee (counseling/ceremony)	150.00
Rental Fee (includes custodian & utilities)\$100 for one building	150.00 (for both)
Video Technician	75.00
Sound Technician	75.00
Wedding coordinator to be on site during event*	<u>75.00</u>
Estimated Total Cost for entire building/services	\$525.00

Please report any breakages made.

Table linens are available for use for a laundering charge of \$5.00 per covering which is to be paid in full no later than the day before the actual wedding ceremony. The linens MUST be spot treated at the time of clean up.

Restrictions in use of the linens are:

- ***Pasta***
- ***BBQ***
- ***Pizza***

Failure to comply will result in a \$10 charge per table cloth used.

The property is to be put back the way you found it and a report of any breakages made.

We ask that the following guideline be observed.

- No rice is to be thrown at weddings.
- No alcoholic beverages are allowed on the property
- No smoking or use of any tobacco products on the property
- No profanity

For the sakes of the minister and sound & video technicians the following things should be included at the rehearsal:

- Bring a written order of the wedding ceremony
- Bring all marriage paper work, including the license and social security documents
- Inform the entire wedding party of the start and finish time of the rehearsal.

I have read and understand the above described Wedding Facility Rental Policy and agree to abide by all items described herein.

Signature

Date

Deposit Paid _____

Name: _____ Phone: _____

Address: _____ City: _____ Zip _____

Name of Bride/Groom

Date of Wedding: _____ Time of the Wedding: _____

Date of Rehearsal: _____

Start Time of Rehearsal: _____ Ending time of Rehearsal: _____

Job description for wedding coordinator

Responsible to lock and unlock facility for all decorating, rehearsals, and wedding.

- Manage the heat/cooling for all rehearsals and wedding.
- To meet with the bridal party one month prior to the wedding to secure specific dates and times of all events related to the wedding and to obtain a set order of service for the wedding.
- To communicate with the wedding party on all rules and expectations for using the facility.
- To communicate with the janitorial staff times and dates.
- To be physically on site for all rehearsals, wedding, and reception.
- If it is a church member wedding – to make sure all the linen table cloths are sprayed prior to bagging for cleaners.
- To take and retrieve all linen tables cloths to the cleaners and to neatly store them in the cabinet.
- Wedding planner fee of \$75.00 per wedding will be paid by the bridal party prior to the event.

ATTACHMENT C
GUIDELINES FOR THE USE OF THE
HARRIS CHAPEL KITCHEN AND FELLOWSHIP HALLS

Leave the kitchen clean and orderly!

1. Wipe all counters and the stove tops.
2. Wipe out the ovens if used (soap and water).
3. Wipe out any spills in refrigerator and leave it empty except for supplies to be used in the near future. No leftovers! Do not use supplies left for church activities.
4. Sweep or vacuum floors. Wet mop kitchen.
5. Put dishes, utensils, etc. in designated places.
6. Replace tables and chairs as they were found, unless a check with Pastor(s) reveals a reason to leave otherwise.
7. Soiled kitchen towels must be taken home, laundered, and returned soon afterwards.

8. Garbage is to be sealed, put in dumpster, and fresh bags installed in garbage cans.
9. Report any breakages or needs to the Kitchen Coordinator.