

SECTION 1 – General Policies

Need for a Standard Operating Procedures (SOP) Manual

September 11, 2005, church board meeting item 05-9-17

"The need for better communication and list of standard operating procedures is needed."

Church Board Quorum

Approved on April 9, 2006

Approved "to change the number required to have a quorum to 25% of the board members. Motion amended to include any vote by phone minimum 50% of board members are needed."

Policy for use of the Church and Baptistry by organizations other than the Worcester Airport Church

Policy in the church board records, not dated

1. Organizations wishing to use the Church and Baptistry must apply in writing to the Church Board with date and time of use requested.
2. A knowledgeable member of the diaconate or other qualified member must be present to supervise the usage.
3. The requesting organization will assume full responsibility for any and all damage to the building and equipment during church and baptistry use.
4. The requesting organization must provide necessary robes and other essential equipment needed to conduct the baptismal service.
5. All robes belonging to the Worcester SDA Church are to be locked in the wooden cabinet while not in use and used only by individuals joining the Worcester SDA church.
6. Donation to be paid by baptizing church to pay for supervising.

Renting the church

Approved on November 16, 2004

Because another church has asked to rent our church on an ongoing basis, the finance committee met to determine the cost for use of the church once a week. The cost would be \$375.00 per week based on up to 50 people present. These estimates include the extra work the janitor would have to do and having a deacon present. If the fellowship hall was to be added to this use for one meeting per week the cost would be \$500.00 per week. This is based on 50 people using the building. If 51 to 100 people were using the church for one day the cost would be \$450.00 per week. We would require that a deacon be present when the church is in use to deal with any problems that might arise. No figure was given for the use of the fellowship hall for 51 to 100 people.

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Church rental requirements

Approved on November 16, 2004

Before we would consider renting our church to any group on a regular basis we would require a copy of their mission statement, a statement of their beliefs, a representative of the group would have to meet with our church board. We would require proof of insurance. Any group renting our church on an ongoing basis would be considered a tenant at will. They would be responsible for snow removal for their meetings. Other considerations might be added.

Any rental of our church on an ongoing basis by another church requires the vote by a church business meeting.

Church Rental Contracts

Approved on September 20, 2008 at the church business session

“To form a group to draw up all written contracts for church rental and building usage. The group will consist of:

1. church usage/schedule coordinator
2. school principal or designated representative
3. head elder or designated representative
4. head deacon or designated representative
5. treasurer”

Minor church repairs

Approved on February 8, 2005

Church board voted to empower the deacons to make minor repairs and be reimbursed for the expense.

Facility Usage Policy

Approved on May 12, 2009

“The following policy is meant to give parameters to scheduling for use of the Worcester SDA Church building. This policy supersedes any previous written policy on Church Facility Usage.

1. The Worcester SDA church will honor its contracts with other groups that rent the building.
2. All scheduling requests must be made through the Worcester SDA Church Facilities Coordinator. Anyone wishing to use the entire facility, or any portion thereof, must contact the Worcester SDA Facilities Coordinator to make arrangements. Beginning and ending times must include arrival, set up, the event, cleanup, and be off the premises by closing time. Any part of the facility not requested may not be used by the requesting party.
3. All requests for facility usage must be submitted in writing to the Worcester SDA Church Facilities Coordinator. Requests may be made either via hard copy (paper) or email. Requests are not confirmed until written confirmation is received from the Worcester SDA Church Facilities Coordinator either via hard copy or email.

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4. All requests will be considered on a first come, first serve basis. Whenever possible, preference will be given to groups from the Worcester SDA Church first.
5. Requests should be submitted to the Facilities Coordinator a minimum of 1 month in advance. No group outside of the Worcester SDA church may schedule a major event more than 3 months in advance.
6. The facility schedule may be posted on the Worcester SDA Church's web site. Please note: This is for reference only. The schedule on the web site may not be the most up to date version.
7. The use of food in the facility should be limited to the Fellowship Hall. Food or drink is not permitted in the carpeted areas.
8. When scheduling an event, included in the request must be the name of the person responsible for cleanup and closing/locking the facility. Also included must be a contact responsible for damages. A list of closing procedures will be posted.
9. Sound and multimedia are not automatically provided for an event. Only approved personnel may operate sound and/or multimedia equipment. Arrangements for sound/multimedia personnel must be made through the head of Sound/Multimedia in a separate request.
10. No alcohol may be brought/used on to the premises. No pork or shellfish may be prepared/used in the building.
11. Non members of the Worcester SDA Church must conclude usage by 10 pm. The Worcester SDA church reserves the right for its members to extend activities beyond 10 pm.
12. Use of the facility may include a security deposit, usage, and/or cleaning fee.
13. Please respect other groups meeting in the building at the same time."

SECTION 2 – Policies Involving Finances

Church Finance Approval Policy

Approved May 12, 2009

“• All church fund disbursements other than combined budget expenses require prior approval from the church board.

- Purchases made without prior approval should be assumed that they will not be reimbursed.
- A detailed written estimate should be submitted to the church board when requesting prior approval.
- No single individual has the authority to grant prior approval to spend church funds.

EXCEPTIONS:

- Community Service Department head shall have authority to spend community service department funds without church board prior approval.
- Emergency expenses for the physical plant are exempt.”

Wedding Fees

Approved by the church board on July 12, 1994

CHURCH MEMBERS

Sanctuary rental \$25.00 with a \$50.00 security deposit
Fellowship Hall \$25.00 with a \$50.00 security deposit

NON-MEMBERS

Sanctuary rental \$125.00 with a \$75.00 security deposit
Fellowship Hall \$200.00 with a \$100.00 security deposit

PA FEES

\$20.00 for the first one and a half hour; anything over is an additional \$10.00 for each hour or any fraction thereof.

Johnny Dowell Fund

Brought to the church board as reflected in the December 11, 2004 meeting minutes. Included with the church records are a copy of the will and interpretations of the matter as presented to the church board on March 14, 2005 as reflected by the meeting minutes. These records indicate the policy by which the church may use the money associated with this fund.

SECTION 3 - Local Church Office Definitions

Bulletin Secretary

Approved June 15, 2010

- “• Contact person for any information to be placed into the church bulletin.
- In the case where there are multiple people involved with preparing the bulletin such as a group or committee, this position is the head of any group or committee involving bulletin preparation.
- Responsible for approving any submitted material to be in the church bulletin.
- Responsible for the final product of the church bulletin including content, editing, and layout.
- It is not the responsibility of the Bulletin Secretary to proactively seek out information to be in the bulletin but the Bulletin Secretary is encouraged to be proactive when necessary to ensure that the bulletin contains as much complete and accurate information as possible.”