

SAINT MATTHEW’S EPISCOPAL CHURCH, INC.

POLICIES AND PROCEDURES

Section IV.

FACILITIES

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Section A.

Date Approved/Revised:

Approved By:

HOUSEKEEPING AND MAINTENANCE PROGRAM

Statement of Policy:

An effective housekeeping and maintenance program will be operative over all Saint Matthew's Episcopal Church facilities; utilizing good stewardship of time, resources, and money; therefore, assisting the Church in fulfilling its mission purpose.

"Then he worked hard repairing all the broken sections of the wall and building towers on it. He built another wall outside that one and reinforced the supporting terraces of the City of David." 2 Chronicles 32:5

Procedures:

1.0 NEED FOR PROGRAM

.01 Housekeeping and maintenance of the Church buildings and property is critical to the community's identity and the Church's witness in the community.

.02 The primary purpose of this program is to identify, analyze, prioritize, schedule, and accomplish all housekeeping and maintenance needs on a preventive, periodic, and project basis. Control and maximum utilization of resources are a primary concern. Every effort will be taken to plan work and accomplish projects in a timely manner.

.03 The housekeeping function reflects those tasks necessary to keep Saint Matthew's Episcopal Church's facilities attractive, clean, neat, and safe. The maintenance function consists of routine programmed duties coupled with preventive efforts to keep all equipment functioning properly, thereby preventing failures and malfunctions.

.04 Furthermore, a key element in the housekeeping and maintenance program includes the yard and grounds that must be clean, inviting, and attractive for the community.

2.0 FACILITIES COVERED UNDER PROGRAM

.01 All facilities owned or utilized by Saint Matthew's Episcopal Church will be covered in this program.

3.0 OVERSIGHT AND BASIC GUIDELINES

.01 In cooperation with the Building & Grounds Committee, the Chair of the Buildings & Grounds Committee has administrative oversight of all concerns or matters related to the repair, renovation, cleaning, lighting, sound system, landscaping, painting, and redesignation of space for all Saint Matthew's Episcopal Church buildings and property.

.02 All requests concerning matters related to normal repairs and maintenance, interior cleaning, landscaping, etc. are to be communicated directly to the Chair of the Buildings & Grounds Committee in writing. Facilities Work Request ([Form No. 13-07](#)) is the basic means for making such requests.

.03 All renovations must be approved by the Buildings & Grounds Committee according to the following procedures:

- A written proposal is first reviewed by the Chair of the Buildings & Grounds Committee.
- If the Chair of the Buildings & Grounds Committee deems that the renovation is warranted, the Chair of the Buildings & Grounds Committee, or his/her designee, then secures three bids.
- The proposal and bids are then submitted to the Buildings & Grounds Committee for discussion and action.
- If the Chair of the Buildings & Grounds Committee deems the renovation is not warranted, then the proposal is sent to the Buildings & Grounds Committee for discussion and action.
- If the Buildings & Grounds Committee then deems the renovation warranted, the Chair of the Buildings & Grounds Committee, or his/her designee, secures bids and returns to the committee for further action.

.04 "Renovations" include painting, building or tearing down walls, installation of equipment or furniture in a given space, or other alteration of existing buildings or property.

.05 Repairs and/or maintenance of buildings or property costing less than \$500

can be authorized by the Chair of the Buildings & Grounds Committee and subsequently communicated to the Buildings & Grounds Committee. "Repairs" include maintenance, repair, or replacement of existing equipment in existing buildings and property.

.06 Repairs and/or maintenance of buildings or property costing more than \$500 requires the approval of the Buildings & Grounds Committee. A poll of the committee by phone may be used in case of emergency repairs.

.07 After approval of any major repair or renovation project by the Buildings & Grounds Committee, the Chair of the Buildings & Grounds Committee obtains an executed contract and then oversees the work until completion. Refer to [Service Contracts](#) section of these policies

.08 Saint Matthew's Episcopal Church's financial policies and procedures must be adhered to regarding the purchasing of goods and services and the disbursement of funds. Refer to the [Purchasing](#) and [Cash Disbursements](#) guidelines as found in the Financial Section of the Church's Policies and Procedures Manual.

4.0 HOUSEKEEPING AND MAINTENANCE RESOURCES

4.1 General

.01 The identified resources noted below are available to accomplish facility repairs, projects, and/or improvements. All possible avenues will be used to obtain volunteer and hired help instead of service contractors. Certain areas will require contractor help, due to the expertise and/or capability required. Maximizing Church resources to the greatest extent is desired.

4.2 Staff

.01 Custodians and maids will perform most of the detailed duties with proper oversight being handled by Building & Grounds Supervisors. The Chair of the Buildings & Grounds Committee will ultimately be responsible for the satisfactory completion of the housekeeping and maintenance program of the Church.

.02 The Chair of the Buildings & Grounds Committee will use the following forms to assist him in planning and monitoring the progress of the staff's work:

- Maintenance/Custodial Work Order ([Form No. 13-08](#))
- Work Order Request Log ([Form No. 13-10](#))
- Repairs and Maintenance List ([Form No. 13-11](#))
- Custodial Daily Work Checklist ([Form No. 13-12](#))

- Restroom Cleaning Checklist ([Form No. 13-13](#))
- Housekeeping Needs Projections ([Form No. 13-14](#))
- Planned Maintenance Monthly Action Report ([Form No. 13-15](#))
- Planned Maintenance Request ([Form No. 13-16](#))
- Planned Maintenance Monthly Rounds ([Form No. 13-17](#))
- Annual Maintenance Schedule ([Form No. 13-18](#))
- Preventive Maintenance Projected Annual Schedule ([Form No. 13-19](#))
- Preventive Maintenance Quarterly Schedule by Duties ([Form No. 13-20](#))
- Preventive Maintenance Program Inventory ([Form No. 13-24](#))

4.3 Volunteers

.01 Volunteers will be used whenever possible. Their primary function will consist of keeping the grounds attractive. Other skilled volunteers will be used on special projects. The use of volunteers in the building & grounds department of Saint Matthew's Episcopal Church must comply with the [Volunteer Oversight](#) policy of the Church. This policy is documented in the Leadership and Management Section of the Church's Policies and Procedures Manual.

.02 A List of Volunteers ([Form No. 11-22](#)) will be maintained by the Church Office. Specific trades or talents can also be found in the Church's database. Additional volunteers may be obtained by advertising for help on a specific project in the Church bulletin, or at the Annual Talent Fair.

4.4 Special Groups

.01 Special volunteer groups will also be used. Examples are

- Men's Ministry
- Youth Ministry
- Senior Adult Ministry.

4.5 Contractors

.01 As mentioned above, independent contractors will be used when special technical needs are required or when building & grounds staff cannot complete a task on a timely basis. The Chair of the Buildings & Grounds Committee maintains a list of authorized contractors.

5.0 STANDARD HOUSEKEEPING AND MAINTENANCE PROCEDURES

.01 Perform daily housekeeping and cleaning tasks that portray a properly maintained facility that would be pleasing to the Lord.

.02 Respond in a timely method to general maintenance and repair needs.

- .03 Develop and carry out a system of regularly scheduled maintenance actions to prevent premature failure of the systems and components of the facility.
- .04 Complete major repairs with greatest savings.
- .05 Identify, design, and, complete improvement projects to minimize operating and maintenance costs.
- .06 Schedule and operate utility systems in the most economic way without compromising comfort and reliability.
- .07 Establish convenient and complete recognition practices and reporting of all repairs and maintenance.
- .08 Evaluate all costs to ensure the most economical solution to maintenance and housekeeping needs and problems.
- .09 Inventory necessary materials and parts to facilitate timely maintenance and repairs.
- .10 Track and budget for costs of all maintenance work.
- .11 Schedule and allocate planned work in advance.
- .12 Standardize and monitor carefully, maintenance and housekeeping work.
- .13 Maintain historical data with regard to facilities maintenance, repairs, and improvements.
- .14 Continue to evaluate technology, solutions, and advances for possible efficiency improvements and cost savings.

6.0 DETAILED HOUSEKEEPING AND MAINTENANCE TASKS

6.1 Floor Care Procedures

6.1.1 Major Classifications

- .01 Daily Maintenance - Dust mop, damp or wet mop, and spot clean.
- .02 Weekly Maintenance - Lightly scrub floor with mild detergent or spray buff as needed.
- .03 Heavy Cleaning and Recoating - When the floor starts to show lower gloss or

when weekly maintenance will not improve the appearance, it shall be scrubbed and recoated.

.04 Complete Renovation - When the floor is so completely run down that none of the above procedures will be effective, it shall be completely renovated.

6.2 General Policing of Facilities

.01 Pick up all loose paper and trash.

.02 Empty trash cans (if needed) and replace liners.

.03 Quickly put furnishings in order.

.04 Visually inspect area.

.05 Check plumbing.

.06 Turn out lights, secure doors (if needed).

.07 Equipment and material needed:

- Trash can liners, all sizes

6.3 Cleaning Procedures for Specific Areas

6.3.1 Cleaning Office Space

.01 Empty and damp wipe waste baskets.

.02 Dust horizontal surfaces of all furniture and equipment.

.03 Wash lavatories, drinking fountains, door knobs/handles and phone receivers. Spot clean smudges and fingerprints on glass surfaces and walls. Anything hands touch needs to be wiped with a disinfectant.

.04 Vacuum floor.

.05 Equipment and materials needed:

- Treated dust cloths and feather dusters
- Glass cleaner and paper towels
- Sponge cloth
- Vacuum cleaner
- Trash can liners

6.3.4 Cleaning Corridors

.01 Regarding carpeted floors:

- Pick up all loose trash.
- Vacuum floor.
- Spot-clean smudges on walls.
- Empty trash receptacles.

.02 Regarding tile floors:

- Pick up all loose trash.
- Push/dust mop with treated mop, pick up debris.
- Damp mop according to damp/wet mopping criteria.
- Put out "danger, wet floor" signs.
- Empty trash receptacles.
- Spot-clean smudges on walls.

.03 Equipment and materials needed:

- Sponge cloth
- Cleaning spray
- Treated dust mop
- Mop bucket and wringer
- Wet mop
- Liquid detergent
- Vacuum cleaner
- "Danger, wet floor" signs.

6.3.5 Cleaning Sunday School Room

.01 Empty trash receptacles.

.02 Clean sink area, countertop and tabletops.

.03 Pick up hymn books and other materials and put away.

.04 Dust piano and other furnishings.

.05 Vacuum room.

.06 Clean marks and smudges on doorknobs/handles, walls, and surfaces.

.07 Put furnishings back in order.

.08 Wash black board surface and dust chalk tray. Replenish chalk.

.09 Equipment and materials needed:

- Trash receptacle and can liners
- Sponge cloth
- Spray bottle
- Vacuum cleaner

6.3.6 Cleaning Sanctuary and Foyer

.01 Pick up all loose trash and empty receptacles.

.02 Clean out pew racks and coat racks.

.03 Clean out pulpit stand.

.04 Put hymnals in racks.

.05 Clean marks and smudges from doorknobs/handles, walls, and surfaces.

.06 Vacuum all flooring and steps, being sure to go between pews.

.07 Vacuum pew seats and foyer chairs.

.08 Clean return air vents.

.09 Dust and polish organ, piano, and foyer furnishings.

.10 Clean glass tops to foyer furnishings.

.11 Put furnishings in order.

.12 Place metal folding chairs in order for overflow seating.

.13 Place green plants properly.

.14 Equipment and materials needed:

- Trash receptacle and can liners
- Sponge cloth
- Spray bottle
- Vacuum cleaner
- Furniture polish
- Polish rag
- Hand-held vacuum (for pew seats)

- Broom, mop, and mop bucket
- Dust pan
- Dust mop (12 inch)
- Rubber gloves

6.3.9 Cleaning Janitor's Closet

- .01 Sweep floor.
- .02 Scrub interior of sink, damp wipe exterior.
- .03 Damp mop floor.
- .04 Arrange supplies and equipment.
- .05 Restock janitor supply cart.
- .06 Turn in supplies order.
- .07 Equipment and materials needed:
 - Pickup pan
 - Broom
 - Wet mop
 - Mop bucket
 - Sponge cloths
 - Liquid detergent

6.4 Common Recurring Preventive Housekeeping and Maintenance Work

.01 The Chair of the Buildings & Grounds Committee will use the following forms to assist staff in completing common preventive maintenance tasks:

- Preventive Maintenance Interior Inspection Report ([Form No. 13-21](#))
- Preventive Maintenance Exterior Inspection Report ([Form No. 13-22](#))

.02 Each Buildings & Grounds Supervisor will be responsible for the supervision of all preventive maintenance tasks performed by their assigned facilities support staff.

6.4.1 Building Exteriors

- .01 Walls - Painting; cleaning; mildew, mold, fungus removal; caulking renewal
- .02 Windows - Window washing; storm window/screen installation/removal

.03 Doors - Cleaning; washing; storm/screen door changeouts; lubricate hinges and locks

.04 Roof - Gutter and downspout cleaning; roof drain cleaning; trash removal off flat roofs

.05 The Chair of the Buildings & Grounds Committee is responsible for the above mentioned preventive maintenance tasks.

6.4.2 Building Interiors

.01 Floors - Vacuuming and sweeping; washing and waxing; stripping wax; mopping; carpet cleaning

.02 Walls/Ceilings - Dusting; cleaning; spot cleaning; touch-up painting

.03 Doors, Windows - Cleaning, washing; drape, shade, blind, curtain cleaning; touch-up painting

.04 Public Spaces - Replace paper towels; replace toilet paper; replace soap - cake, liquid, powder; empty trash receptacles; empty/clean public ash trays

.05 Offices, Shops, Workplace - Waste collection; general dusting; vacuuming; sweeping; wash and wax floors

.06 The Chair of the Buildings & Grounds Committee is responsible for the above mentioned preventive maintenance tasks.

6.4.3 Grounds

.01 Lawns - Lawn and field mowing; trimming and edging; fertilizer application; insect and rodent control; leaf raking and removal

.02 Planters, Trees, Shrubs - Weed removal or control; annual plantings; trimming, pruning; insect and rodent control; fertilizer application; general flower bed maintenance

.03 Roads, Parking Lots, Walkways - Street sweeping, cleaning; painting of traffic, parking, and safety striping; sign maintenance; curb maintenance

.04 Miscellaneous, Site Work - Litter collecting; trash collection and disposal; painting fences, small buildings; exterior lighting maintenance; cleaning out storm drains; dumpster and dumpster site cleaning

.05 The Chair of the Buildings & Grounds Committee is responsible for the

above mentioned preventive maintenance tasks.

7.0 REPORTING FACILITY PROBLEMS

.01 Facilities staff will report facility problems to the Chair of the Buildings & Grounds Committee when noted. Staff will make comments on the Facilities Daily Worksheet ([Form No. 13-09](#)).

.02 The Chair of the Buildings & Grounds Committee will maintain a Preventive Maintenance Program - Equipment Inventory and Information summary ([Form No. 13-24](#)) to assist in the preventive maintenance of Church equipment.

.03 An Electrical Panel summary ([Form No. 13-50](#)) will be prepared and posted in each panel box for the purpose of disclosing all areas controlled by the various panel switches.

7.1 Specific Work Environment Problems

.01 Burned out light bulbs

.02 Lack of heat/air conditioning

.03 Lack of ventilation

.04 Malfunctioning electric circuits

.05 Lack of janitorial services

.06 Any safety discrepancy

.07 Unusual noise, odors

7.2 General Facility Environment (Interior) Problems

.01 Malfunctioning elevators

.02 Clogged toilets

.03 Missing paper products

.04 Malfunctioning locks, doors, windows

.05 General cleanliness

7.3 General Facility Environment (Exterior) Problems

.01 Landscaping appearances

.02 Roads and walkways - cracks, potholes, etc.

.03 Icy, snow covered walkways

8.0 POSTING MATERIALS IN FACILITY HALLS

.01 Leadership feels that a clean, uncluttered image in the facilities will complement Saint Matthew's Episcopal Church's philosophy of doing ministry in an excellent manner.

.02 Therefore, no materials (i.e. posters, signs, flyers, etc.) are allowed to be placed on facility hall walls. This would also include doors and glass areas.

.03 The use of easels and ceiling hung posters may be used if approved by the ministry Committee Chair over that area and the Chair of the Buildings & Grounds Committee.

.04 The inside of the classrooms is open for the posting of such materials. Plasty-tack shall be used if at all possible. Staples, glue, nails, cellophane tape or any other materials that could cause damage to the walls shall be avoided.

9.0 CUSTODIAL CONSIDERATIONS FOR ALL NEW CONSTRUCTION

.01 When new Church facilities are being planned and constructed, important housekeeping needs will be factored into the building of the new facility. The general factors for consideration of planned housekeeping needs are custodial facilities, floors, furnishings, openings, restrooms, walls and ceilings, and the general use of the facility.

.02 The Chair of the Buildings & Grounds Committee and the Building Committee will consider the following custodial facilities in all new construction projects:

- A centralized area for the exclusive storage of cleaning materials and equipment. Multilevel facilities shall factor in these needs on each level.
- Adequate number and location of custodial closets and lockers with proper plumbing and service requirements.
- Utility sinks with low clearance and proper attachments.
- Hot and cold water.

- Sufficient location of electrical outlets in rooms and corridors to facilitate equipment usage.
- Avoid use of floor receptacles. Wall mounted receptacles are less susceptible to water and cleaning spills.
- Provisions for laundering and dust mop treatment in central storage area. Same provision for wet mops and blinds.
- Adequate waste storage for dry waste as well as food waste.
- Bulletin Boards for convenient posting of housekeeping information.

.03 Floor planning shall reflect choices that can be most easily maintained and provide durability with proper care. Floors shall be appropriately matched with the designed use of the area. The use of floor sealers shall be specified in construction contracts. Rubber and composition cove bases, rather than wooden baseboards, shall be utilized. Care shall be taken in choosing carpet colors that do not show soil easily.

.04 Furnishings shall be planned that provide ease of movement and durability. Ornamental decorations are hard to clean and shall be evaluated carefully. Adequate lighting in all areas increases visibility and public care of the facility. Vending machines shall be placed to facilitate cleaning around and behind easily.

.05 Walkways leading to openings shall be a hard surface with adequate drainage to prevent the tracking of mud and debris inside the building. Matting between doorways and in corridors helps catch soil. Translucent or tinted glass is easier to maintain than transparent glass. Window washing shall be a consideration in window design.

.06 Restrooms shall be designed to produce a circular flow of traffic. They shall be equipped with floor drains and be brightly lit. It is helpful to hang fixtures and stalls from walls and ceilings to facilitate easier cleaning of floor areas. Enamel paints are easier to keep sanitary. Large bin paper towel and tissue dispensers require less attention and restocking. Use soap dispensers rather than bar soap. Bar soap is a medium for cross infection. Provide hot water to restroom basins.

.07 Walls and ceilings shall be planned with wet and dry cleaning in mind. Glazed tile shall be used in custodial closets and restrooms to facilitate easy and sanitary cleaning. Other room walls shall be painted with durable and washable gloss paints, nonporous in nature to facilitate washing. Vinyl coated wallpaper can also prove more durable and easier to maintain.

.08 In general, cleaning and maintenance needs of a new facility shall be planned in advance of construction. Building areas shall be constructed allowing zoning

where certain areas can be closed off to require less maintenance. Sealing off inactive areas can reduce needed housekeeping. Good air conditioning reduces dust and reduces dust maintenance.

.09 A Finishing and Furnishings Schedule ([Form No. 13-68](#)) will be prepared on all newly constructed rooms. This schedule will provide all pertinent information for maintenance and future upkeep.

.10 Contractors used on the construction of the new facilities will be required to sign in whenever they enter the Church facilities. This will be accomplished on the Contractors Sign-In Sheet ([Form No. 13-66](#)) maintained at the Welcome Center.

.11 All warranty repairs under the new construction will be documented on the New Construction Warranty Repair ([Form No. 13-67](#)).

.12 An Equipment Catalog ([Form No. 13-81](#)) will be prepared on all pieces of new equipment which has a cost of over \$1,000.

10.0 MAINTENANCE AND TUNING OF PIANOS AND ORGAN

.01 The Music Minister is responsible for the maintenance and tuning of all Church owned pianos and the sanctuary organ.

.02 A Maintenance and Tuning Schedule ([Form No. 13-25](#)) will be maintained by the Music Minister. This schedule documents all pianos and sanctuary organ by brand name, serial number, location and purchase date. Space is provided to record the date of the last tuning and any needed comments.

11.0 USE OF OUTSIDE SERVICE PROVIDERS

.01 The use of all outside service providers must be approved by the Chair of the Buildings & Grounds Committee. He/she will determine if bid proposals are required and where funding sources will be provided.

Section B.

Date Approved/Revised:

Approved By:

SAFETY AND PROTECTION

Statement of Policy:

Every effort will be made to ensure the safety and well-being of all employees, volunteers, Church members, and visitors of Saint Matthew's Episcopal Church. This will include while they are on the premises of the Church, involved in Church-related or sponsored activities, and while using Church owned equipment. Detecting and correcting conditions that can cause accidents, injuries, financial losses, and legal risks will also lead to reductions in insurance premiums and operating costs.

“While I was with them, I protected them and kept them safe...” John 17:12

“You will know that your tent is secure; you will take stock of your property and find nothing missing.” Job 5:24

Procedures:

1.0 GENERAL INFORMATION

.01 Our safety objectives can be reached only through intelligent cooperation, understanding, and constant practice of all safety measures. Each Church employee and leader must be familiar with these procedures and be responsible for making the prevention of accidents and the avoidance of controllable property damage an integral part of his or her ministry activities. Such procedures will be made available in whole or part to Church members and non-members who are involved in Church sponsored or ministry related activities.

2.0 REPORTING AN ACCIDENT OR INCIDENT

.01 When an accident occurs on Church property, or as the result of involvement in a Church sponsored or related activity, whether to a member, visitor, or employee, the matter shall be referred immediately to the appropriate ministry Committee Chair and the Church Office, regardless of how insignificant the accident or injury may appear to be. Furthermore, any incident including fire, explosion, water damage, collapse or any similar event that results or could result in significant personal injury or damage to the building and equipment will be reported as above. This procedure is necessary in order to provide immediate

medical aid to the injured person and to facilitate a full and prompt report. Employees shall not make any statements to the injured person as to their opinions on the cause of the accident.

.02 Such reports will be made as soon as possible either in person or by phone to the Church Office. The Church Office will request the informant to complete an Accident Investigation Report - Employee ([Form No. 12-60](#)) or Accident Investigation Report - Other ([Form No. 13-42](#)). If the accident causes a serious medical injury, a Medical Emergency Report ([Form No. 13-88](#)) must also be completed. If the accident involves a violation of law, a Crime Report ([Form No. 13-89](#)) must be completed.

.03 The Chair of the Building & Grounds Committee will ensure that the Church is in compliance with reporting Worker's Compensation injuries to our insurance agent and injuries or illnesses under OSHA (Occupational Safety and Health Act) requirements.

.04 The Chair of the Building & Grounds Committee will be responsible for reporting all accidents to the proper Church insurance officials. This will be accomplished by completing the Accident Investigation Report - Witness Statements ([Form No.13-43](#)). He/She will follow up on all accidents and incidents to ensure proper claims are submitted and will follow through until all such incidents are settled or resolved. All accidents or incidents, regardless of how minor, will be reported. Failure to do so could jeopardize the Church and could result in unnecessary legal action against the Church.

.05 A Workplace Safety Assignment Sheet ([Form No. 13-41](#)) will be initiated by the Chair of the Building & Grounds Committee for the purpose of reviewing the accident and designing needed procedures to ensure resolution to any similar accidents in the future. All safety planning meetings must be properly documented on a Record of Safety Meeting ([Form No. 13-44](#)). The Chair of the Building & Grounds Committee will maintain these forms.

3.0 EMERGENCY FIRST AID

.01 In the event of an accident or injury on Church premises, emergency first aid treatment can be obtained from a first aid kit. located in the Church Office.

.02 First aid kits will be fully stocked and properly maintained. The Chair of the Buildings & Grounds Committee will review the status of each first aid kit on a quarterly basis.

.03 Minor emergencies or injuries (those that are not considered life threatening) that require medical assistance can be handled by transporting the injured person by a personal vehicle to a pre-approved local health care provider.

.04 The local emergency rescue service must always be called whenever an injury is considered serious or life-threatening. In cases where the seriousness of the injury cannot be determined, always dial 911.

.06 All staff persons are encouraged to undergo CPR training.

4.0 BUILDING SAFETY

.01 The Chair of the Buildings & Grounds Committee will conduct preventive safety reviews on a quarterly basis by completing the following reports:

- Preventive Maintenance Interior Inspection Report ([Form No. 13-21](#))
- Preventive Maintenance Exterior Inspection Report ([Form No. 13-22](#))

.02 Once these reports have been completed, they will be forwarded to the Junior Warden with recommendations as to how to resolve possible exposures.

.03 On an annual basis, the Junior Warden will conduct an inspection of the Church premises with the Chair of the Buildings & Grounds Committee and a representative of the Church's insurance carrier to identify potential problems and dangers. During this review the Checklist of Insurance Safeguards ([Form No. 7-17](#)) will be completed.

.04 Deficiencies noted from these quarterly or annual inspections will be documented on the Preventive Maintenance Program - Quality Control Review ([Form No. 13-23](#)) and promptly corrected. The Vestry shall be notified if budget funds are not adequate to make the needed corrections. Safety discrepancies will receive the highest priority for correction of all maintenance activities.

.05 Custodial personnel will be trained to be particularly sensitive to safety discrepancies. Immediate correction of electrical hazards, the care of entrances and walks during inclement weather, and the removal of spills or other hazards are typical examples of items of safety that must be corrected as they are noted.

.06 It is the responsibility of each employee to report any potential problems to the Church Office.

8.0 FIRE SAFETY

.01 Due to age of the structure of certain buildings the Church is unable to provide sprinkler protection throughout the Church. Therefore, in the event of a fire take immediate action to report the fire by calling 911. The building will be evacuated whenever the alarm system sounds unless otherwise notified.

.02 The Chair of the Buildings & Grounds Committee is responsible for the preparation and publication of the Church Fire Plan that will be submitted for review and approval by the local fire department. This plan will be disseminated to all staff personnel and the Chair of the Buildings & Grounds Committee will be responsible to ensure that everyone knows their responsibilities and how to carry them out.

.03 The Chair of the Buildings & Grounds Committee will:

- Appoint necessary Fire Assistants who will ensure that all areas of the Church are evacuated in the event of an alarm.
- Ensure that fire extinguishers are placed throughout the Church facilities as required by county code.
- Ensure that fire extinguishers are being inspected and maintained annually. A Fire Prevention and Equipment Inspection Report ([Form No. 13-28](#)) will be used for this annual review. A record of such inspections will be made on the inspection record card located on each extinguisher.
- Train employees on the use of these extinguishers on an annual basis.
- Ensure that all flammable liquids are stored in a storage cabinet that is specifically designed for these products. Flammable liquids shall not be used for cleaning if a nonflammable product can be substituted. When flammable products are used, custodians will ensure that proper ventilation and explosion/fire protection is present. The use of flame producing devices will not be used in the educational and program spaces without the supervision of the Chair of the Buildings & Grounds Committee or his/her representative.
- Conduct monthly inspections of Church facilities to ensure all fire warning and safety factors are working and to identify potential fire hazards.
- Inspect exit doors, exit signs, passageways, and means of emergency exit periodically to ensure that they are working properly and unobstructed.

.04 Fire prevention is the primary concern of all personnel of the Church. Saint Matthew's Episcopal Church facilities are non-smoking buildings and this will be strictly enforced. Any hazard or potential hazard shall be promptly reported to the Chair of the Buildings & Grounds Committee who will in turn report the concern to the Junior Warden. Corrective actions will be taken immediately.

.05 The Chair of the Buildings & Grounds Committee will update the [Disaster Management and Recovery](#) policy regarding mitigation and preparedness procedures.

10.0 PREVENTION OF CHILDREN AND YOUTH ABUSE

.01 Members of Saint Matthew’s Episcopal Church come from a variety of experiences, backgrounds and needs. Many of Saint Matthew’s Episcopal Church ministries have young married and single adults who have children in our preschool, children, and youth areas. Church leadership is committed to providing an environment which is as safe as possible for children and youth who attend the Church or any sponsored programs or activities, and to take the necessary precautions to protect Church leaders from accusations or suspicions.

.02 Church leadership recognizes the need to have formal, written policies and guidelines to help prevent the opportunity for, or the appearance of, abuse to a minor. These guidelines and procedures are not based on a lack of trust in a particular worker but instead are needed to protect our preschoolers, children, youth, employees, volunteers, and the entire Church body.

.03 For a complete review of these policies and guidelines, please refer to the [Prevention of Children and Youth Abuse](#) policies as found in the Leadership and Management Section of this Policies and Procedures Manual.

11.0 SAFETY AWAY FROM THE CHURCH

.01 Ministry activities away from the premises of the Church require the same attention as those that take place on the Church premises. Many times these activities include such things as: swimming, water or snow skiing, camping, roller or ice skating, etc.

.02 All ministry activities away from the Church will be properly supervised by adults who will ensure that all precautions are taken seriously to reduce injuries and incidents. Horseplay is one of the major causes for accidents. Minors will be strongly encouraged to avoid such activity by the adult supervisors. Every effort will be made to find experienced adults who are familiar with the planned activity.

.03 All activities outside the Church in which children and youth participate, require the completion of a Permission and Medical Consent ([Form No. 7-01](#)) and a Waiver and Indemnity Agreement ([Form No. 7-02](#)). An Auto Safety Certification ([Form No. 13-83](#)) must also be completed if minors are to be transported by personal auto. Parents shall be advised in writing of all activities to take place during the outing. All such activities must be supervised by a minimum of two staff persons or qualified adults. At no time shall a child, children, or any minor be left alone with one adult supervisor. Refer to the [Prevention of Children and Youth Abuse](#) policy that is documented in the Leadership and Management Section of this Policies and Procedures Manual.

12.0 EMPLOYEE SAFETY

.01 The Church has a responsibility to ensure that the workplace and all of its employees are safe and every precaution has been taken to protect employees from accidents.

.02 The concern regarding employees include, but are not limited to:

- Electrical hazards
- Hazards which cause slips and falls
- Safe parking lots
- Properly maintained vehicles
- Protection from back injuries
- Protection of kitchen workers from burns, cuts, and other related injuries
- Eye strain due to poor lighting or excessive computer work.

.03 All employees will be encouraged to follow safe work practices whenever possible and not place themselves or fellow workers in danger. All new employees of Saint Matthew's Episcopal Church will be provided a copy of these Safety and Protection procedures.

12.1 Workplace Safety Suggestions and Inspections

.01 It is the responsibility of each employee to practice safe working practices so as to reduce the risk of injury to them or their fellow workers. All employees of Saint Matthew's Episcopal Church are encouraged to review their individual work areas to determine where possible safety hazards might exist. All employees are encouraged to inform their supervisor whenever they notice any hazard or danger, no matter how minor.

.03 The Chair of the Building & Grounds Committee will also ensure that the OSHA Job Safety & Health Protection poster is properly displayed on the Church's bulletin board to remind employees of the importance of workplace safety.

12.2 Prevention Measures

12.2.2 Use of Protective Equipment

.01 Protective clothing and equipment must be worn by Church employees. Specific work procedures shall specifically indicate when, where, and what types of equipment are to be worn.

12.4 Work Hours for Employees

.01 Normal Church office hours are published in the weekly Order of Service

bulletins.

12.5 Miscellaneous Workplace Safety Rules

.01 Horseplay, scuffling and other acts that tend to endanger the safety or well-being of employees is prohibited.

.02 Work shall be well planned and supervised to prevent injuries when working with Church equipment and handling heavy materials. When lifting heavy objects, employees shall bend their knees and use the large muscles of the leg instead of the smaller muscles of the back.

.03 An employee's supervisor shall be notified when he or she is taking medications that might cause drowsiness or inhibit their ability to perform their duties in a safe manner.

.04 Hands must be washed thoroughly after handling any injurious (i.e. copier toner) or poisonous (i.e. pest control liquids) substances.

.05 Materials or other objects must not be thrown from heights (structures of buildings) until proper precautions are taken to protect others from the falling object hazard. When ladders are used, the work shall be arranged so that the person faces the ladder and uses both hands while climbing.

.06 Employees shall not handle, tamper, or operate any machinery or equipment not within the scope of their duties, unless they have received special permission and instructions from their supervisor.

12.6 Workplace Safety Violations

.01 Employees who fail to comply with the above guidelines are endangering themselves, coworkers, Church members and guests. [Progressive Disciplinary Action](#) procedures will be followed for violators, which could include termination. Supervisors will additionally be subject to disciplinary actions if they are knowingly aware of repeated violations under their direct supervision and do not address the situations.

14.0 POSSESSION OR USE OF WEAPONS

.01 When a serious threat of immediate harm to a staff member or student is identified on Church or school property, the Rector, Church Office Head, Senior Warden, and/or Chair of the Buildings & Grounds Committee will initiate [Lock Down](#) procedures. A call shall then be made immediately to 911.

.02 Any individual who is found to have brought, handled, transmitted, or to have

been in possession of a weapon, as defined below, including any firearm or replica firearm in Church facilities, on Church grounds, or at a Church activity or event shall be turned over to an appropriate law enforcement officer or agency.

.03 Any individual who uses a weapon to inflict bodily harm or to place a person(s) in fear of bodily harm in Church facilities, on Church grounds, or at a Church activity or event shall be subject to arrest and prosecution.

.04 Weapon means articles defined according to state statute and/or local authority. Examples are as follows:

- Weapon - Includes any firearm, bomb, or explosive device, or any combination of parts from which a destructive device may be readily assembled; bludgeon; sand club; metal knuckles; or throwing star; switchblade knife; knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement.
- Replica firearm - Replica firearm means a realistic replica of a firearm that, because of the appearance of such replica firearm, could be used to place a person in fear of bodily harm.
- Any single bladed article that could cut or stab, or any article that is commonly used or is designed to inflict bodily harm.
- Any article that is not per se a weapon which is used for the purpose of inflicting bodily harm upon a person or is used to cause a person to be placed in fear of bodily harm. Examples include, but are not limited to, laser pens, belts, combs, pencils, files, compasses, and scissors.

14.1 Specific Guidance for Weapons in the Workplace

.01 Only qualified individuals who meet specific statutory requirements to carry concealed weapons are allowed to do so.

.02 To ensure a safe workplace for Saint Matthew's Episcopal Church's employees, Church members, students, and visitors, the Church prohibits the possession or carrying of any weapons by non-authorized personnel at locations where any Church ministry activity is conducted. This would include any Church owned, leased, or otherwise occupied space or property. Examples would include, but is not limited to, the main Church campus, parking lots, off-site storage facilities, school facilities (including lockers) and athletic fields, undeveloped land, auxiliary ministry facilities, and any other facilities used by the Church to conduct its ministries. Only qualified personnel (contracted law enforcement officers) are expressly authorized to carry weapons.

.03 Any person who suspects that an individual on Church property possesses or is carrying a weapon shall immediately call the Church Office. As appropriate, the Church Office will immediately call 911. Non law enforcement personnel shall make NO effort to restrain anyone suspected of possessing or carrying a weapon.

.07 Violations of this policy will result in immediate termination of employment for employees. Due to the seriousness of this offence, a zero tolerance approach is taken.

.08 Violations of this policy by contractors, suppliers, and other visitors to the Church are subject to arrest.

14.2 If Staff Member Hears Gun Shots or Sees Someone with a Gun

.01 Immediately initiate Lock Down procedures. [Lock Down](#) procedures are a sub-section to the Evacuation Plan.

.02 Notify the Rector, the Chair of the Buildings & Grounds Committee, or Church Office. Do not exit the office or room in order to send notification; do not send runners to the office.

.03 Impacted individuals must not exit the office or room to investigate the situation. Wait for further instructions from a church authority or civil authorities.

14.3 If Armed Individual Enters an Office or Classroom

.01 If possible, notify the Church Office of the situation. Do not place yourself, employees, volunteers, or anyone at risk to notify anyone of the situation.

.02 Do as the gunman demands.

- Do not make sudden moves which could frighten the subject (ask permission to move).
- Never argue.
- Take your time.
- Keep other people as calm as possible.
- Physical force shall not be used unless someone's life is in imminent danger.

.03 Talk to the gunman.

- Learn as much as you can about the gunman.

- Keep the gunman's attention on you, not on other people.
- If more than one person is involved, concentrate on only the one person.

.04 Be observant.

- Do not stare at the gunman in observing him/her.
- Mentally record a detailed description of the individual and the weapon.
- Identify a distinctive feature and continue to concentrate on that one item.
- Remember what objects the intruder touches and preserve them for law enforcement.
- It is critically important to preserve the crime scene and never touch, move, or disturb any possible evidence or objects at the site.

.05 If the gunman starts shooting, tell the other people to get down and lie on the floor.

- Take cover on the floor and/or behind furniture or equipment.
- Continually pray silently and ask for God's wisdom.

14.4 Lock Down Procedures for Serious Threats of Immediate Harm

.01 After the Lock Down decision is made the Rector and/or Chair of the Buildings & Grounds Committee will immediately call into action the [Disaster Management and Recovery](#) Plan. This plan is located in the Leadership and Management Section of this Policies and Procedures Manual.

15.0 INCLEMENT WEATHER

.01 In the event that inclement weather makes it difficult or impossible for the church staff to come to the Church, they may work from home that day.

.03 If the Rector with appropriate input feels that the operation of the Church shall be closed or reduced, the Rector will inform the other church staff members of his/her decision.

.05 If the inclement weather is of a disaster nature, the [Disaster Management and Recovery](#) Plan shall be activated.

16.0 NIGHT EMERGENCIES

.01 If the situation requires immediate action the Chair of the Buildings & Grounds Committee will be informed of the emergency and take appropriate action. As appropriate the Chair of the Building & Grounds Committee will notify the Rector. Communication of any Church closings will be handled the same as for inclement weather.

17.0 BOMB THREATS

.01 Bomb threats are usually received by telephone. The callers will generally be anonymous but may identify a group or cause. Many of these types of calls are from cranks; however, they must all be taken seriously. Staff shall always try to get as much information from the caller as possible. Remember, a mere scrap of information could result directly in the saving of lives and property and it certainly is of value to law enforcement that will be responsible for the investigation of any criminal act. The decision to evacuate is the decision of the Rector and/or Church Office Head.

.02 Note taking during these events is critical. The words that are used, the manner in which something is said, knowledge of the Church's building or rules, and/or sounds that are in the background of the caller are critical and may be the only evidence available. A telephone call or a note or any other form of communication shall be treated as evidence and protected as if it were a crime scene. Crime scene protection is of the utmost importance and would be second only to life-saving activities.

.03 Staff shall always take a threat seriously. A search shall be conducted as the result of a threat. Each staff shall search their primary area of responsibility. However, shall anything of a suspicious nature be observed, do not touch it! Secure the area of concern so that persons cannot be harmed. Notify the Church Office of the concerned object and wait for further instructions. Staff shall not use a radio to transmit observations. Several reasons are present for this. Transmissions shall not be overheard and you do not want to run the risk of the electrical current in the radio transmission to activate an explosive device. Generally, areas open to the public will have the highest priority for a search if authorized by procedures.

17.1 Telephone Threats

.01 Because most threats are received by telephone this may be the only opportunity to obtain information upon which decisions must be made.

.02 When answering a telephone threat:

- Remain calm
- Make every effort to keep the caller on the line as long as possible. Do not interrupt, but start asking questions before you think the person may hang up, such as:
 - Ask the caller to repeat as though the “message” was not understood.
 - Ask the caller to speak louder, slower, etc. (If there is any indication that the caller is becoming agitated by such questions, discontinue this approach immediately.)
- Write down the message as precisely as possible as the caller is talking (even if a recording device is activated).
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?
 - What is your organization?
 - What is your name?
- While conversing with the caller:
 - Listen for any background sounds which may help identify the caller. Noises such as: office machines, factory machines, bedlam, animals, quiet, street traffic, airplanes, trains, voices, music, and other noises.
 - Attempt to determine the sex, and possibly the age of the caller.
 - Be attentive to the inflections in the voice, speech impediments, or any indication of nationality.
- Is the voice familiar? If yes, who did it sound like? Immediately after the caller has hung up, please notify the Rector.

17.2 Threatening Letter or Package

.01 If a suspicious looking envelope or package is received, the person receiving the item shall follow the [Incoming Mail](#) guidelines as documented in the General Administration Section of this Policies and Procedures Manual.

17.3 Completion of a Crime Report

.01 A Police crime report must be completed by the individual who was the primary witness of the crime.

18.0 SUSPICIOUS BOXES LOCATED ON CAMPUS

.01 Any employee or student who believes a box or other type of container to be suspicious, must not touch the item and immediately report it to the church office.

.02 The Church Office will investigate and determine if the condition is an emergency and, if deemed necessary, initiate a room or building evacuation.

.03 The Church Office will call the police.

.04 The area where the suspect device is located will be cleared by at least 200 feet.

.05 Church personnel are to keep away from the suspect device and allow the police to deal with the condition.

19.0 SUSPICIOUS PERSON ON CAMPUS

.01 The ministries of Saint Matthew's Episcopal Church are offered to all types of needy people. We are to minister to the poor and give hope to the down and out. However, we are also responsible for the safety and care of our Church preschoolers, children, employees and members-at-large.

.02 Staff and Church members shall always be on alert for suspicious people. Following are several characteristics, though these are not certainly all-inclusive, which should be noticed:

- Dressed significantly different than people around him/her
- Odor of alcohol
- Not dressed or groomed appropriately for the occasion
- Wandering around the building aimlessly
- Unable to answer questions such as, "Can I help you find something or someone?"
- Loitering
- Seems "spaced out" on drugs
- Has previously been identified as a potential threat
- Carrying package that is significantly inappropriate for the occasion

.03 If a suspicious person is noticed, you must contact a the Church Office. You shall not attempt to apprehend the person. A question such as, "May I help you find something or someone?" may be appropriate, if you feel comfortable asking the question.

.04 Using discretion, monitor the suspicious person to determine if their activity is placing anyone in danger. Leadership will decide whether or not it is necessary to call the police.

Section C.

Date Approved/Revised:

Approved By:

SECURITY

Statement of Policy:

Leadership takes seriously, the responsibility of being a wise steward of all of the resources God has so graciously provided to Saint Matthew’s Episcopal Church. In an effort to provide adequate levels of safeguards to Church members, visitors, staff, facilities, books and records, and other Church assets, procedures have been established.

*“They would spend the night stationed around the house of God, because they had to guard it; and they had charge of the key for opening it each morning.”
1 Chronicles 9:27*

Procedures:

1.0 ENTRANCE SAFEGUARDS

.01 All doors and windows should be locked when not required to be open for a service or other event. If a door or window is opened for a service or event, it should be shut and locked immediately following the service or event.

2.0 KEYS AND LOCKS

.01 Keys to the facilities will be issued to the fewest number of individuals possible in consonance with appropriate access and orderly security.

.02 The Chair of the Buildings & Grounds Committee is responsible for accountability and issuance of keys. Keys will be accountable by signature and issued only for the duration of specific use. Keys issued will be recorded on the Record of Master Key Distribution ([Form No. 13-37](#)). Keys issued to employees will also be reported on the Ministry Property Issued to Employee ([Form No. 12-30](#)) and the Record of Miscellaneous Key Distribution ([Form No. 13-38](#)).

.03 Keys may be issued to Church members and volunteers as requested by completing the Record of Miscellaneous Key Distribution ([Form No. 13-38](#)) and/or as approved by the Minister of Administration.

.04 Anyone issued a Church key is responsible for the proper and appropriate use of that key; reporting the loss of that key; and returning the key to the Chair of the Buildings & Grounds Committee when it is no longer needed or authorized (i.e. upon expiration of leadership or servant role, moving Church membership).

.05 Loaner issued keys for individuals and Church service providers must be recorded on the Key Check Out/In Log ([Form No. 13-36](#)). All loaner keys must be returned within 24 hours of issuance, or the next Church workday whichever occurs first. Sunday is considered a Church workday.

.06 Twice per year, the Chair of the Buildings and Grounds Committee will provide each ministry Committee Chair with a list of employees and volunteers who have been issued keys in their ministry. The Committee Chair will review this list and return it to the Chair of the Buildings and Grounds Committee to verify accuracy and update records.

4.0 LIGHTING

.02 Exterior lighting has been provided to properly illuminate doorways, sidewalks, parking lots, and the exterior of the buildings and grounds.

.03 The buildings & grounds committee will perform weekly preventive maintenance reviews on all interior and exterior lights. Bulb replacement or lighting repairs will be tended to at once.

7.0 CONTINUED REVIEW OF SAFEGUARDS

.01 The Chair of the Buildings & Grounds Committee is the primary individual who is responsible for Church security. incidents that occur on their shift. Guards are required to complete an Unsecured or Unlocked Door Report ([Form No. 13-34](#)) whenever the facilities are found unsecured.

Section D.

Date Approved/Revised:

Approved By:

GENERAL GUIDELINES FOR USE OF FACILITIES

Statement of Policy:

Significant financial resources have been invested in Saint Matthew's Episcopal Church facilities by generous contributions from its members. Therefore, proper oversight must be given to these facilities to ensure that:

- adequate facilities exist to effectively carry out the ministry objectives and goals;
- such facilities are properly protected against loss or misuse;
- wise stewardship is being obtained through energy conservation, cost reductions, and safety measures; and
- the life of the facilities is extended through a proper maintenance program.

“Within your temple, O God, we meditate on your unfailing love.” Psalm 48:9

Procedures:

1.0 ELIGIBILITY

.01 The programs and activities of special groups requesting building usage must be consistent with Saint Matthew's Episcopal Church's statement of purpose and ministry philosophy.

.02 Activities and programs are limited to the space that is assigned.

.03 Regularly scheduled Church meetings and activities of Saint Matthew's Episcopal Church will have first priority in the use of its facilities. Other Church related meetings and functions would have second priority. Groups outside the Church, which are non-profit or ministry related in nature may use the facilities when they are not already scheduled for use by some Church function, and the purpose is ministry related.

.04 Saint Matthew's Episcopal Church services and programs have priority over any and all outside organizations requesting use of Church facilities.

.06 Organizations engaged in partisan political campaigns are not eligible to use Church facilities for their programs.

.07 An Activity Participation Agreement ([Form No. 7-03](#)) and/or an Agreement for the Use of Facilities ([Form No. 13-04](#)) shall be completed by all outside organizations requesting facility use.

.08 A review group consisting of the Rector, Chair of the Buildings & Grounds Committee, and a member of the Reverence Committee will determine the eligibility of an organization to use Saint Matthew's Episcopal Church facilities. Calendaring of events will be completed by the Church Office Manager if the organization and event is approved.

.09 A Certificate of Insurance must be provided by all outside groups to Saint Matthew's Episcopal Church for the purpose of covering liability and property damage or accidents that might occur on Church property. All groups must complete a Certificate of Insurance Request ([Form No. 13-79](#)). A separate written agreement might also be required to address the following requirements, if applicable:

- Sales tax exemption certificate if sales are to be made
- Health permits if food is to be sold or provided
- Safety guidelines if special preparation work is required (construction of props/bleachers)

2.0 RESERVATIONS

.01 A Request For Use of Facilities ([Form No. 13-01](#)) must be completed by all outside groups and submitted to the Church Office.

.02 All usage fees are to be paid through the Church Office including a reservation fee of 25% of the total estimated usage fee to be charged. The balance must be paid no less than two weeks before the date of the usage. There is a cancellation fee of 15% that is not refundable. The Chair of the Buildings & Grounds Committee will complete a Use of Facilities Expense Reimbursement Summary ([Form No. 13-03](#)). This form will be the basis of billing the outside group for usage fees and expense reimbursements relating to the use of the facilities.

3.0 GUIDELINES FOR USE OF FACILITIES

.01 The conduct of all persons attending programs is expected to be respectful of the environment of the Lord's house.

.02 When children are in attendance they must be under the control of their parents or adults at all times.

.03 The use of illegal substances are not permitted in the buildings or on the grounds of the Church.

.05 If security is provided by off-duty police officers or private security, the name of the individual officer or the firm shall be provided to the Chair of the Buildings & Grounds Committee in advance of the event. Payment shall be made directly to the individual officer or the firm in lieu of the Church. Permission to use private security or off-duty police officers may be denied.

.06 Food and/or beverages shall be consumed in the parish hall or class rooms on the hill only. Special arrangements must be made with the Chair of the Buildings & Grounds Committee for the serving of foods and/or beverages in other areas of a building. Shall this regulation not be followed; the person(s) or organization(s) using the facility shall be invoiced for all cleaning costs.

.07 Weapons, firearms, and other dangerous items, as defined in the policy entitled [Possession and Use of Weapons](#), are not permitted in Church buildings or on Church properties.

.08 No electrical appliances may be used unless arrangements are made in advance with the Chair of the Buildings & Grounds Committee.

.09 For security reasons, exterior doors or windows are never to be left open after the event ends. If building use results in doors or windows remaining unlocked, the following warnings will be issued:

- First violation – A written warning detailing the nature of the violation will be issued by the Chair of the Buildings & Grounds Committee;
- Second violation – A written letter detailing the nature of the violation, including the fact that this is the second violation of building use policy, will be issued by the Buildings & Grounds Committee;
- Third violation – Upon the third violation, the privilege of building use at Saint Matthew’s Episcopal Church may no longer be available. A written letter detailing the nature of the violation, including the fact that this is the third violation of the building use policy and the possible termination of building use privileges, will be issued by the Chair of the Buildings & Grounds Committee.

.11 The user is expected to leave the building reasonably clean and remove all items associated with their program immediately following the event. A Room Cleanup Checklist ([Form No. 13-84](#)) must be completed by all users. If furniture or equipment is to be moved, it must be returned to its original position following the event.

.12 The person(s) or organization(s) making application for use of Church facilities shall agree to indemnify the Church for any damage to Church property by any person(s) participating in or attending the activity. An indemnification clause is included in the Agreement for the Use of Facilities ([Form No. 13-04](#)). If damage occurs, the person(s) or organization(s) will be invoiced for all repair, replacement, and/or labor costs. Failure to pay such damages will result in future requests being denied.

.13 The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.

.14 No person(s) or organization(s) shall pay the custodian personally as custodial charges are a part of the user fee. For large events, Church custodians shall open the buildings and remain to secure the buildings after the groups have departed.

.15 All outside groups using the facilities of Saint Matthew's Episcopal Church must be furnished a copy of the following "Building Use Procedures" when using Saint Matthew's Episcopal Church facilities.

4.0 BUILDING USE PROCEDURES

.01 The leader of the group must submit a Calendaring of Events Request ([Form No. 6-07](#)) at least 10 days in advance of activity with the Minister of Administration's office.

.02 If approved, the ministry leader or organization representative is responsible for the following:

- Submit a Room Set-up Request ([Form No. 13-06](#)) diagramming setup and requesting any special equipment needs.
- If needed, secure building keys on the last business day before the event from the Church Office.

.03 After building use, clean up all the areas used. The area shall be returned to the same condition before your use. A Room Cleanup Checklist ([Form No. 13-84](#)) shall be completed and returned to the Church office. If special areas of the church are to be used (i.e. sanctuary, Activity Center, kitchen), additional

guidelines must be followed. These guidelines are located in the [Special Guidelines Regarding Use of:](#) procedures as located in this Facilities Section of the Church's Policies and Procedures Manual.

.04 Secure the building by checking all exterior doors.

.05 Report any maintenance problems and damages to the Church Office.

.06 Turn in keys to the Church Office on next business day.

5.0 CALENDAR REQUEST GUIDELINES

5.1 Requests Made by Non-Staff People

.01 All dates for the CHURCH CALENDAR must be submitted to the Church office using a Calendaring of Events Request ([Form No. 6-07](#)). Forms are available from the Church Receptionist.

.02 No date is placed on the calendar until the form has been submitted and approved.

.03 The Calendaring of Events Request form must be completed at least 10 days in advance of the activity. The form shall be submitted to the Church Office.

.04 The Calendaring of Events Request form provides for every area of the Church. Please be sure to indicate all facilities and other service needs (i.e. food, sound, air conditioning/heating, etc.).

.05 Calendaring forms will be reviewed to determine if there are any calendar conflicts. Requests are scheduled on a "first-come, first-serve" basis.

.06 After a request has been made and approved, or in case of any conflicts, the Church Office will notify the requester as soon as possible.

.07 The event will then be entered in the Church calendar by the Church Office.

5.2. Requests Made by Staff Members

.01 When requesting an event the initiating ministry department shall give all event information including date(s), time(s), and work order details to the Church Office Manager. Repetitive events occurring on multiple dates and having the same time and place should be given at the same time. If event information changes, notification of the change must be given to the Church Office Manager.

.03 Facility limitations may force an alteration to the event location.

.04 It is best to schedule an event(s) with the Church Office Manager as soon as the event details are known. If at all possible, events should be scheduled at least 10 days prior to the event. Events are scheduled on a “first-come, first-serve” basis. If a calendar conflict occurs with another ministry, please work out a solution with that ministry.

.05 All events will be placed on the church calendar by the Church Office Manager.

.07 If an event is cancelled, the originator of the event shall notify the Church Office Manager.

.09 An event may be scheduled up to 365 days in advance, if the initiating ministry has sufficient information

6.0 SCHEDULE SETUP AND CLEANUP

.01 For large events, the user, or a representative, must meet with the Chair of the Buildings & Grounds Committee when the reservation is made to review conditions of the Church for usage, the expectations and needs for the event, and to set a schedule for room setup and cleanup. The Room Setup Request ([Form No. 13-06](#)) will be the basis for requesting and reviewing setup.

.02 A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at the time of reservation. The Use of Facilities Expense Reimbursement Summary ([Form No. 13-03](#)) can be used for this purpose.

.03 Additional times for rehearsals, the moving of equipment in or out, etc. must be approved by the Chair of the Buildings & Grounds Committee.

7.0 PUBLICITY AND PROMOTION

.01 Publicity material and public service announcements in which the Saint Matthew’s Episcopal Church's name is used must have prior approval by the Minister of Media. Please refer to the [Licensing and Use of Church Name](#) policy as found in the General Administration Section of this Policies and Procedures Manual.

.02 The sale of admission tickets to the event must be handled by the user. When tickets are sold in the Church office, a fee will be charged for this service.

.03 The Church expects to cooperate with the user of the facility. However, it must be understood that the work of ministry at Saint Matthew's Episcopal Church will always come first.

Section E.

Date Approved/Revised:

Approved By:

SPECIAL GUIDELINES REGARDING USE OF:

“My house will be called a house of prayer, but you are making it a den of robbers.” Matthew 21:13

1.0 SANCTUARY

1.1 Stained Glass Windows and Cross

.01 The stained-glass window and the cross are to remain visible so that an audience realizes the sanctity of the facility.

.02 The cross is to remain lit at all times.

1.2 Sound and Lighting Needs

.01 All sound and lighting needs must be approved in advance. Such requests must be approved by the Rector.

1.3 Musical Concerts

.01 All requests for musical concerts must be reviewed and permission granted by the Rector.

.02 The Music Minister or Rector must give permission for anyone to play the organ or grand piano in the sanctuary and all other musical instruments of the Church.

.04 All decorations in the facility and on the grounds of Saint Matthew’s Episcopal Church must be approved by the Rector or the chair of the Buildings & Grounds Committee.

2.0 Church Facilities

2.1 Participation

.02 Children - A minor must never be left alone in any church facility without parental or adult oversight. As a Church-wide policy of Saint Matthew’s

Episcopal Church, no child or group of children must ever be left alone at a ministry function or in a Church facility without the minimum of two adult supervisors being present.

.03 Guests - Members may bring guests and are encouraged to do so. These are people brought by a Saint Matthew's Episcopal Church member.

.04 Visitors - Individuals who are with outside groups, such as teams from other churches or spectators. They are the responsibility of the church or group with which they came. They must comply with all Church policies and procedures. Those who fail to comply may be asked to leave.

2.2 Supervision

.01 Safety is the first rule. Individuals must never participate in an activity in any Church Facility that may cause an injury to themselves or others.

.04 Keys will be distributed to certain responsible parties. No one under the age of 18 will be given or issued a Church key.

2.3 Entering and Exiting

.01 The leader of the group using the church facility is to be held responsible for unlocking and locking all doors. Doors are to remain locked when not in use.

2.4 Dress and Behavior

.01 The Church Facilities are used to glorify God. Each person involved shall, "In all ways acknowledge Him." Proverbs 3:6.

.02 The Church Facilities are a ministry of Saint Matthew's Episcopal Church. In the interest of influencing others for Christ, the speech, dress, and conduct of all participants will be in accordance with the highest Christian standards.

2.5 Discipline

.01 Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the Church Facilities.

2.6 Items Prohibited (Recreation area as a whole)

.01 The following items are not allowed in or on the property of the Church:

- Anything considered a weapon (i.e. gun, knife, scissors, etc.)
- Controlled substances/drugs
- Anything that would distract from a Christian atmosphere.

2.9 Liability

.01 Use of any Church Facility and all equipment will be at the risk of the participant.

.02 Saint Matthew's Episcopal Church does not assume liability or responsibility for any participant.

.03 Saint Matthew's Episcopal Church does not make any expressed or implied warranty of ministry premise, equipment, machinery, fixtures, or furniture.

2.10 Interpretations of Guidelines and Rules

.01 The Rector will be responsible for interpretation and enforcement of all guidelines and rules.

.03 Any situation not specifically covered in this list of guidelines and rules will be acted upon, if and when the need arises, at the discretion of the Rector and/or the Vestry.

2.12 Reservations

.01 Saint Matthew's Episcopal Church groups may make application to reserve specific areas of the Church through the Church Office. All reservations will be coordinated with existing schedule.

3.0 PARISH HALL AND CLASSROOMS

3.1 Suggested Functions

.01 Family gathering place prior to a funeral to be held at Saint Matthew's Episcopal Church

.02 Class meetings

.03 Small weddings/receptions

.04 Small conferences/seminars

.05 Welcome or registration center

.06 Wedding showers

.07 Wedding party pictures

.08 Small music recitals

.09 Bridal dressing area

3.2 Availability

.01 Space may be reserved by a Church member by calling the Church office and requesting a certain date and time.

.02 Space is reserved by non-members upon payment of the reservation fee and damage deposit.

.03 Church members have first choice of dates and times unless the non-member has reserved and paid for reservation no earlier than sixty (60) days in advance.

.04 The space will be open on Sunday mornings and can be used as a Welcome Center for the Sunday School.

.06 The fee for use to non-members will be \$75.00/hour for the Parish Hall. Evenings in the classrooms will be \$40/hour and mornings and afternoons in the classrooms will be \$20/hour, or at the discretion of the Rector.

.07 There will be no reservation charge for Church members, but the member is personally responsible for the care and condition of the room and its furnishings.

3.3 Guidelines for Use

.01 The capacity of the space shall not exceed the maximum lawful amount.

.02 Furniture may not be moved in or out without prior approval.

.03 The piano shall not be moved.

.04 No folding chairs will be allowed to be brought into the Parish Hall.

.05 No children under the age of 12 are permitted in the Parish Hall without parental guidance.

.07 The special guidelines for use shall be made available to all those requesting

its use.

.08 The space shall be left in the same condition as it was found.

.11 There can be no food preparation in the Parish Hall. (Please use the fellowship hall kitchen instead.)

5.0 KITCHEN

5.1 Functions

.01 The primary use of the kitchen facility will be for Church-wide functions such as meals for prayer meeting, visitation, and other prearranged meal functions.

.02 Departments or small groups wishing to have a meal service function can make arrangements with the Church Office to use the kitchen/dining area at the department or group's expense.

5.2 Guidelines for Use

.01 Kitchen facilities are available only to Saint Matthew's Episcopal Church organizations and approved outside groups.

.02 All use of the kitchen facilities must be approved in advance through the Church Office.

.06 Organizations using the kitchen will be required to comply with the following procedures:

- Read instructions carefully before using dishwasher.
- Clean, dry, and put away all dishes and utensils.
- Wash all counter tops and work areas with cleaner.
- Do not leave leftovers in the refrigerator.
- Floors must be swept and mopped.
- Groups are not allowed to use items in food pantry or freezer.
- Check stove, oven, and other appliances to make sure they are turned off.
- Lock all doors and turn out all lights when leaving.

.08 Groups and responsible individuals are expected to leave the food service area cleaner than they found it. Dishes, silverware, and cooking utensils are to be washed and put away. Staples and consumables must be accounted for and replaced. Trash is not to be left in the kitchen overnight. Do not assume the Sexton will take trash to the dumpster--the responsible individual will ensure it is

taken out.

.09 At no time shall minors be left alone in the kitchen area. Adult supervision is required for all children and youth functions.

6.0 MINISTRY FURNITURE AND EQUIPMENT

.01 It is the policy of Saint Matthew's Episcopal Church that ministry furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the Church will be used exclusively for ministry functions of Saint Matthew's Episcopal Church. Furniture and equipment used away from the Church's main campus must be scheduled and checked out. A Request to Use Ministry Owned Furniture/Equipment ([Form No. 13-45](#)) must be completed and properly approved. The requesting individual assumes full responsibility for security, maintenance and return of the items. This individual also assumes full responsibility for the cost of damage repair or replacement. In support of these guidelines, the following procedures apply:

- Ministry furniture and equipment may be utilized off-campus for a 24 hour period for approved Church functions. Longer periods must be specifically approved by the Rector.
- No furniture or equipment will be used off-campus on Sunday without the expressed permission of the Rector.
- Audio or musical items must also be approved by the Music Minister.

Section F.

Date Approved/Revised:

Approved By:

WEDDING AND RECEPTIONS

Statement of Policy:

The family at Saint Matthew’s Episcopal Church believes that a wedding ceremony should be a beautiful occasion and Christ-centered. A wedding is a celebration of two people God has brought together. The wedding and its preparation shall be done in a way that will bring honor and glory to God.

“For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh.” Ephesians 5:31

Procedures:

2.0 MAKING RESERVATIONS

.01 Applications for use of Saint Matthew’s Episcopal Church facilities will be made with the Church Office. Fees, unless waived by the Rector, are payable at the time reservations are made. Dates will not be calendared until fees are paid.

.02 The Wedding Request will include:

- Dates for rehearsal, wedding, and reception
- Saint Matthew’s Episcopal Church facilities desired
- Type of wedding pertaining to dress (formal, informal)
- Names of florists, decorators, photographers, etc.
- Name of party to be responsible in event of damage
- Other pertinent information.

.03 Facilities are primarily for the use of members of Saint Matthew’s Episcopal Church and their children. Members will be able to schedule a wedding up to one year in advance of the wedding date. Non-member weddings will only be scheduled six months prior to their wedding.

.04 Weddings are scheduled through the Church Office. The fee for non-members utilizing the church facilities will be \$1,000. Fees for the services of the Rector and musicians will be determined in addition to the fee for building utilization. There is no fee for members utilizing the church facilities for the

purpose of a wedding. However, suggested honorariums are given below.

.06 The Church will not schedule weddings or rehearsals on Thanksgiving, Christmas, New Year's, Easter, or during Lent. Weddings will only be scheduled on Fridays and Saturdays. Weddings may be scheduled as late as 8:00 p.m. on Fridays or Saturdays.

3.0 REHEARSAL

.01 The rehearsal must begin promptly, and on time, since a large number of people are involved and delays consume every persons time. Rehearsals will be scheduled for 5:00, 6:00, or 7:00 p.m. on a "first-come, first-serve" basis. Following, are several additional rehearsal guidelines:

- Both sets of parents, and all ushers, shall be present for the rehearsal.
- A Sound Technician will not be present at Wedding Rehearsals.
- There will not be time during the rehearsal for soloists to rehearse songs. Rehearsal with the accompanist shall be arranged at another time.

5.0 SUGGESTED HONORARIUMS

.01 Following is a list of suggested honorariums that are given for the benefit of assisting the wedding couple as they consider their wedding budget.

- Building Use \$100 - \$250
- Minister \$200 - \$500
- Vocalists \$100
- Pianist/pianist \$150 - \$200

.02 It is common practice and accepted etiquette to give any gifts of thanks to the participants of the wedding at the time of the rehearsal.

6.0 MUSIC

.01 Since a wedding is a worship service, the music must promote worship. All music must be either sacred, contemporary Christian, or classical. The Music Minister must approve all music. All music shall be approved at least two weeks before the wedding.

.02 The Bride will be responsible for contacting organists, pianists, soloists, and any other musician that she wishes to play/sing for her wedding. If the organ or

piano in the sanctuary is to be used, a Saint Matthew's Episcopal Church organist must be used unless otherwise approved by the Music Minister.

7.0 DECORATIONS

- .01 No furnishings may be moved from other parts of the building.
- .02 Nails, tacks, staples, screws, pins, tape, or anything that will mar the woodwork, pews, and wall finishes may not be used.
- .03 Clear plastic must be used under all candelabras to protect the carpet.
- .04 The florist is expected to remove all decorations and equipment promptly following the ceremony
- .05 No equipment, candelabras, etc. may be left at the Church until Monday morning. It is the family's responsibility to take them home with them if the florist/caterer is unable to pick them up on Saturday.
- .06 The florist will be held responsible for cleaning any wax from carpet or furniture that may have resulted from wedding decorations.
- .07 The Church properties must be left in the condition in which they were found, otherwise the damage deposit will not be refunded.
- .09 Candelabras are not available for use by the wedding party's florist.
- .10 Facilities staff will not load or off-load equipment or decorations to be used in the wedding.

8.0 DRESSES AND VALUABLES

- .01 The Church will in no way be responsible or liable for personal items such as dresses, wraps, purses, silver, glassware, or cameras brought to the Church for use in a wedding or reception.

9.0 PHOTOGRAPHY

- .01 The photographer may take pictures before or after the ceremony in any part of the building. No pictures may be taken in the Sanctuary or Chapel during the ceremony except for time exposures. The photographer may take a picture of the Wedding Party, as they process down the aisle, and of the Wedding Party as they leave. No pictures may be taken by guests during the Wedding Ceremony.

Photographers/camera persons are not allowed to stand on chairs or pews.

10.0 CATERING

.03 Caterers must leave the kitchen as clean as they found it or the fee to clean it will be taken out of the damage deposit.

11.0 AUDIO/VISUALS

.01 The wedding may be video taped if the cameras remain stationary and relatively inconspicuous during the wedding ceremony and use existing light. Slide or video presentations may be used in the actual wedding service. However, the content must be in keeping with a Christ centered wedding.

12.0 CHILD CARE

.01 Due to insurance liabilities, no child care may be provided at Saint Matthew's Episcopal Church for weddings.

13.0 OTHER IMPORTANT INSTRUCTIONS

.02 No smoking is allowed in any of the Church facilities.

.03 No unsightly or inappropriate materials shall be used to decorate the wedding car (beer cans for example).

.04 No rice shall be thrown. Bird seed may be used but must be thrown outside the buildings.

.07 All members of the wedding party must attend rehearsal.

.09 If a flower girl or ring bearer is to be used, please see that the children are over five years of age.

.10 The number of ushers should be in keeping with the anticipated attendance. Usually, four are sufficient. If you cannot have four, use some of the Groomsmen.

.11 All musicians must attend rehearsal.

.12 All members of the wedding party shall be at the Church no less than one hour prior to the ceremony.

Section G.

Date Approved/Revised:

Approved By:

USE OF CHURCH VEHICLES

9.0 USE OF CELLULAR PHONES WHILE DRIVING VEHICLES

.01 Many studies and surveys have been conducted that reveal significant risks in operating a cellular phone while driving a vehicle. A National Highway Traffic Safety Administration study has shown that “driver inattention” is the cause of half of all traffic accidents. Another study revealed that drivers who use their cellular phones only one hour each month have a 5 times greater risk of being involved in a traffic accident than drivers who do not use their cellular phones.

.02 Saint Matthew’s Episcopal Church vehicles have been purchased for the primary purpose of transporting Church members, friends and staff in the works of ministries. Leadership feels that all drivers of Church vehicles must exercise the highest levels of safety for their passengers and themselves. Therefore, the following guidelines have been established regarding the use of cellular phones while driving Church owned and personally owned vehicles to conduct Saint Matthew’s Episcopal Church ministry business.

.03 At no time shall a Church owned or personally owned cellular phone be used while driving a vehicle to conduct Church ministry business. This would include the driving of minors or adults to or from a Church function or activity in either a Church owned vehicle or personally owned vehicle. This same guideline relates to all Church staff members who are driving a vehicle to conduct Church related business.

.04 It is recommend that a cellular phone be taken when transporting children or traveling on lengthy ministry trips in the event of an emergency or need for roadside assistance. Furthermore, cellular phones must always be turned off while refueling a vehicle.

.05 Church staff members who are driving a vehicle alone to conduct Church related business must also abide by these guidelines. The only exception allowed for staff members, is that a cellular phone may be used if it is kept in a “hands free” mode while the vehicle is moving. This exception only relates to when they are traveling alone.

Section H.

Date Approved/Revised:

Approved By:

SERVICE CONTRACTS

Statement of Policy:

A maximum of three bids shall be obtained prior to the execution of a Service Contract. In cases where less than two bids are received, the Service Contract shall be accompanied by a letter of justification stating the reason for the absence of bids and why the costs involved are fair and reasonable. Leadership feels that an open bidding process produces competitive prices.

Service contracts with independent service contractors will be compared with the original manufacturer's terms. Service contracts will not be obtained until the full manufacturer's warrant has expired. Self-insuring and higher deductibles will always be considered when reviewing service needs.

“Within three years, as a servant bound by contract would count them...”

Isaiah 16:14

“In view of all this, we are making a binding agreement, putting it in writing, and our leaders, our Levites and our priests are affixing their seals to it.”

Nehemiah 9:38

Procedures:

1.0 EXECUTION

.01 A Service Contract shall be executed for services required by the Church of outside parties when the cost of the services is estimated to be more than \$500. All contracts shall be executed prior to the performance of the work in order to ensure compliance with contract terms. To ascertain that the contract is not written for fixed contract compensation, there shall be inserted a unit price schedule by which the contract compensation shall be computed.

.02 An indemnification provision must also be provided in each Service Contract. This provision shall not only include money damages assessed against the Church, but also legal fees in the defense of a lawsuit. Church General Council must review all Service Contracts before they are released for execution.

.03 Three copies of the Service Contract shall be prepared and sent to the Church

Office after obtaining the contractor's signature on all copies. The originating ministry department shall also arrange to have the contractor submit a Certificate of Insurance to the Church Office on or before the date on which the contract is circulated for approval.

.04 All contracts and other legal documents must not be executed without the following precautions:

- Document shall identify the Church as the party to the transaction.
- Signer(s) must be an authorized Church officer(s).
- Document is signed in a representative capacity (i.e. Bill Smith, Treasurer of Saint Matthew's Episcopal Church, Inc.).
- A mandatory arbitration provision shall be requested to be included in all Church contracts.

.05 After execution by the Church officers, the Church Office shall distribute signed copies to the originating ministry department, Treasurer, and contractor.

.06 For services where the value is less than \$500, such Service Contracts can be executed by the appropriate ministry Committee Chair, as long as the purchase does not cause total yearly committee expenditures to exceed the committees annual budget.

2.0 CONTRACT CHANGE ORDERS

.01 When permitted by the Service Contract, minor changes or additional work not specified by the original contract but within the general scope contemplated by the contract, may be made by the use of a Change Order.

.02 In no event will a Change Order or series of Change Orders be used when the additional compensation exceeds 10% of the original contract. Change Orders shall be numbered in sequence for each contract. The Change Order shall be prepared in four copies. Execution and distribution of approved copies shall be handled in the same manner as the original contract so noted above.

3.0 CONTRACT COMPLETE REPORTS

.01 A Contract Complete Report shall be prepared in quadruplicate by the Contract Originator to cover either partial or final completion of work required by the contract when payment is to be made by the Treasurer. A Contract Complete Report shall be prepared upon final completion of work and shall include a list of

disbursement checks for the partial and/or final payments showing the check numbers, dates written, and amounts. The Contract Complete Report shall be signed by the Contract Originator indicating that the work performed is in accordance with the terms of the provisions of the contract and accepted as satisfactory. After signature, the Contract Originator will forward the Contract Complete Report to the Treasurer.

4.0 RELEASE

.01 Simultaneously with processing the final Contract Complete Report, the Chair of the Buildings & Grounds Committee shall obtain from the contractor a Release of Lien ([Form No. 7-08](#)) executed in the same form as the Service Contract. The Chair of the Buildings & Grounds Committee shall determine if there are any unsettled claims or back charges against the contractor and, if any exist, shall attach a memorandum giving details of the back charges. An original and one copy of the Release shall be processed with the final Contract Complete Report and contractor's billing. One copy of the Release shall be given to the contractor and a copy retained with the contract.

5.0 PAYMENTS

.01 The Treasurer shall, prior to payment, check all contractor billings and the Contract Complete Report for proper approvals, correctness of prices or amounts as set forth in the contract, and the accuracy of extensions and footings. One copy of the Contract Complete Report shall be attached in support of the cash disbursement voucher, and the duplicate shall be filed with the contract.

Section I.

Date Approved/Revised:

Approved By:

OPERATION AND REPAIR OF CHURCH RADIOS

Section J.

Date Approved/Revised:

Approved By:

OFFICE SPACE OVERSIGHT

Statement of Policy:

Saint Matthew's Episcopal Church office space will be utilized to its fullest extent. This might require the joint use with ministry functions. Leased facilities might also be secured to fulfill ministry purposes.

*“But the four principle gatekeepers, who were Levites, were entrusted with the responsibility for the rooms and treasuries in the house of God.”
1 Chronicles 9:26*

Procedures:

1.0 OFFICE SPACE

.01 The administrative function of procuring additional office space for the general Church offices, negotiating leases for off-site space, and exercising the options to extend existing leases shall be the responsibility of the Vestry after receiving Buildings & Grounds Committee approval.

.02 Requests for occupying additional space within leased or Church-owned facilities shall be forwarded to the Senior Warden stating reasons for additional space, a forecasted time of desired occupancy, and a listing of any special requirements for efficient ministry work.

.03 Current space information shall be maintained by the Church Office giving the number of square feet of currently used on-site and off-site leased space, annual rental costs, occupancy costs, and office space drawings.

.04 If additional off-site leased space is approved, monthly rent allocations shall be furnished to the Treasurer for use in distributing rental charges.

.05 All office space leases must be reviewed by the Church's General Counsel.

2.0 REMODELING

.01 Requests for remodeling or alterations of present space shall be forwarded to the Chair of the Buildings & Grounds Committee for processing.

3.0 MAINTENANCE

.01 The Chair of the Buildings & Grounds Committee shall provide for service, operating support, and maintenance for the Church's owned and leased facilities to assure an adequate working environment exists. The level of maintenance performed in leased facilities shall be in accordance with the lease agreement. The extent of correcting maintenance problems shall be determined by the Chair of the Buildings & Grounds Committee and work accomplished by church staff or contractual services.

Section K.

Date Approved/Revised:

Approved By:

INSURANCE

Statement of Policy:

Since no amount of prudence on behalf of Church staff and ministry leaders can "eliminate" every possible form of risk and danger to Saint Matthew's Episcopal Church, it is the policy of Saint Matthew's Episcopal Church to provide insurance protection through available coverage types and in adequate amounts.

"He set fire to the temple of the Lord, the royal palace and all the houses of Jerusalem. Every important building he burned down." 2 King 25:9

Procedures:

2.0 ANNUAL COVERAGE REVIEW

.01 The Chair of the Buildings & Grounds Committee will conduct an annual review in June of each year to determine insurance requirements and coverage provided. The Church's insurance agent will provide the Chair with a current summary of the Church's coverage, premium changes that will occur, along with the renewal date and proposals for adjustments to the current policy. Recommendations for change or modification in coverage will be made with proper budget requirements being presented to the Vestry.

.02 The use of a multi-peril, vehicle, and personnel liability policy will be contracted whenever possible. While there does exist a risk of over insuring, the committee is enjoined to realistically review coverages and to ensure that viable and adequate amounts are provided to prevent the Church from ever being placed in a position of financial peril.

.03 Considerations will be made of raising the deductibles on certain types of insurance or even self-insuring the potential risk.

.04 Comprehensive and collision coverage will not be provided on Church vehicles having a value of less than \$1,500.

.05 Most domestic insurance policies either exclude coverage or provide inadequate coverage for situations that occur outside the United States and its territories. Furthermore, because of the unique nature of Church foreign mission

trips, religious tours, and study-aboard programs the Chair of the Buildings & Grounds Committee will annually review the need for Foreign Travel Insurance.

3.0 QUARTERLY RISKS REVIEW

.01 During the year, the Buildings & Grounds Committee will perform a quarterly risk review. The Checklist of Insurance Safeguards ([Form No. 7-17](#)) will be used to perform this review. Findings from these reviews will be appropriately investigated.

.02 Additionally, the Chair of the Buildings & Grounds Committee will work closely with the Internal Auditing Committee. A review of the [Insurance](#) Section found in the Internal Audit Checklists will greatly assist the committee in performing their reviews.

5.0 REVIEW OF CLAIMS

.01 The Vestry will review each instance for claim. In many instances where minor expenditure would be forthcoming, it will be to the advantage of the Church to satisfy the loss from in-house cash reserves rather than filing a claim for loss. All self-insured claims must be approved by the Vestry.

6.0 OTHER INSURANCE CONSIDERATIONS

.03 Church leadership shall avoid all activities that are not covered under the Church's insurance policies (i.e. fireworks, practice range for firearms, etc.).

.04 All Church approved special events (i.e. concerts) require the understanding of current insurance coverage. If needed, a special event/activity insurance rider can be obtained.

.05 All contracts, leases, or agreements that contain any insurance provisions must have prior approval of the Chair of the Buildings & Grounds Committee.

.06 Ministries or organizations that need proof of Saint Matthew's Episcopal Church insurance coverage shall contact the Chair of the Buildings & Grounds Committee. The Chair will in turn contact the Church's insurance agent and request a Certificate of Insurance or Certificate of Coverage be provided to the requesting organization.

.07 Those who choose to bring personal property onto Saint Matthew's Episcopal Church premises (i.e. employees) shall contact their personal insurance agents to be certain their property is properly insured. Saint Matthew's Episcopal Church

assumes no responsibility for any loss, theft, or damage to an employee's personal property brought onto Saint Matthew's Episcopal Church premises even if the property is brought to Saint Matthew's Episcopal Church to be used in connection with their work. Saint Matthew's Episcopal Church carries no insurance to cover any of these losses.

Section L.

Date Approved/Revised:

Approved By:

CEMETERY OPERATIONS

Section M.

Date Approved/Revised:

Approved By:

MISCELLANEOUS OPERATIONS REGARDING FACILITIES

Statement of Policy:

Every effort will be made to ensure that Saint Matthew's Episcopal Church facilities will be used and operated in a manner with reasonable assurance that the following Saint Matthew's Episcopal Church ministry objectives have been achieved:

1. Effectiveness in accomplishing the Church's ministry purpose, objectives and goals
2. Efficiency in use of facilities and staff
3. Assessment of possible risks and exposures to the Church
4. Compliance with applicable governmental laws and regulations
5. Observance of internal policies, standards and procedures.

“His master replied, Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things.” Matthew 25:21

Procedures:

1.0 LOST AND FOUND ITEMS

.01 Articles left in the Church facilities such as articles of clothing or personal belongings will be brought to the Church Office. Such items will be placed in the designated lost and found area. The Office Manager will be responsible for maintaining this area.

.02 The Office Manager will make every effort to notify the owner of the item if identification can be determined. If no one claims such items within a 90 day period, such items will be donated to a needy charity.

3.0 MEMORIAL FLOWERS

.01 Initial contact by those wishing to memorialize flowers will be via the memorial flower calendar or with the Chair of the Reverence Committee.

.03 The Reverence Committee will prepare and keep a calendar for memorial flowers

.06 The Reverence Committee will notify the Church Office Manager of memorials for inclusion in the Church bulletin.

.07 Flowers Ministry Team will submit any necessary work orders to the Chair of the Buildings & Grounds Committee if extra work is necessary to accommodate flowers.

.08 The Flowers Ministry Team will notify Chair of the Buildings & Grounds Committee of any special disposal plans for flowers; otherwise custodial personnel will throw out flowers when wilted.

4.0 ENERGY CONSERVATION

.01 Every effort will be made by staff and lay volunteers to conserve energy within Church facilities. The stewardship over operational costs is of the utmost importance!

.02 On an annual basis the Buildings & Grounds Committee will address numerous energy saving considerations. Possible considerations will be researched further with recommendations submitted during the annual General Operating Budget process.

.03 Controls will be placed over thermostat settings. Lockable thermostat cover boxes will also be used as appropriate.

.04 Local utility companies will be asked to conduct free energy audits. Many times these companies offer energy-saving devices at no cost to the Church.

4.1 Specific Conservation Guidelines

.01 As a general guideline, room thermostats shall be set at 70 degrees Fahrenheit during the heating season; however, other factors affecting comfort level may be taken into consideration, such as the number of outside walls, air movement within the room, and type and location of heating equipment.

.02 During the heating season temperatures shall be set back to 60 degrees Fahrenheit when buildings are unoccupied providing that during severe weather

the heating system is capable of recovering to daytime temperatures.

.03 Fresh air dampers shall be set to provide the amount of fresh air required to conform indoor air quality standards.

.04 Electric portable heaters are not to be used except in special areas where church personnel agree they are the most practical solution and with prior approval of the Chair of the Buildings & Grounds Committee. Only electric heaters approved by the Chair with safety switches shall be allowed.

.05 Thermostats in air-conditioned areas shall be set at 75 degrees Fahrenheit during the cooling season.

.06 Air conditioners shall not be operated during time of “no” or “minimal” occupancy. The exception to the rule would be when it is deemed necessary by church personnel to operate air conditioning systems continually during periods of severe high temperatures. Buildings designed for air conditioning with minimal air circulation may operate the air conditioning to maintain no greater than 85 degrees Fahrenheit temperatures during minimal occupancy.

.07 Doors and windows shall be kept closed whenever possible when heating and/or air conditioning systems are in operation. This is necessary for controls to function properly in maintaining comfort level.

.08 Both inlet and outlet air grills for heating and cooling systems are to be kept free and clear from any items that might restrict the airflow.

.09 Domestic hot water temperatures shall be 120 degrees Fahrenheit, except for dishwashers in food service use requiring 180 degrees Fahrenheit rinse water temperature or that temperature mandated by the County Health Department.

.10 Lights shall be turned off in the sanctuary (except for illuminating the cross), parish hall, hallways, classrooms, and office areas when they are not in use.

.11 Lighting levels shall not be higher than needed to provide adequate lighting for the specific purpose intended.

.12 Pumps, fans, and other motors shall be turned off when they are not required to be in operation.

.13 Outside and decorative lighting shall be evaluated carefully and used to a minimum consistent with security and esthetics. The Chair of the Buildings & Grounds Committee shall request lighting for security through normal channels. All outside lighting shall be equipped with photoelectric cells and time switches to prevent operation at other than appropriate hours. The Buildings & Grounds Committee will be held responsible for the proper operation of these timers.

.14 The energy efficiency of equipment shall be given major consideration when preparing specifications and making purchases.

6.0 PARKING ON CHURCH GROUNDS

6.1 Restricted Use of Parking Lots and Improper Driving

.01 Parking areas shall be marked, indicating the proper areas or restrictions on parking in said areas.

.02 Unauthorized licensed or unlicensed vehicles, including go-carts, motorcycles, and mini-bikes, may not be operated on Church grounds at any time including periods when Church is not in session such as after Church hours.

.03 Motor vehicles improperly parked or abandoned on any Church property may be towed away and impounded at the request of the Chair of the Buildings & Grounds Committee, or a designee. This will be done by a commercial agent at the expense of the owner of the motor vehicle after reasonable attempts have been made to contact the owner and/or to seek voluntary removal. In deciding whether or not to have a vehicle removed, the Chair or designee shall consider and, when appropriate, utilize alternatives.

.06 Driving is prohibited on grounds and in areas not specifically designated for such use.

7.0 PROTECTING PROPERTY LINES

.01 To avoid the possibility of an adjacent landowner mistakenly believing that his or her boundary line is on the Church's property and thereafter claiming "adverse intent" the following procedures are to be followed by Church staff and leaders:

- Be certain of the actual boundaries of Church properties. This can be accomplished by obtaining a legal survey.
- Do not allow adjacent property owners to occupy or maintain any portion of the Church's property without written permission from a church officer or the Rector.
- Be certain that the Church's boundary marker is accurately placed.

8.0 PLACEMENT OF POSTERS/FLYERS ON FACILITIES AND GROUNDS

.01 The placement or display of publicity or advertising material including, but not limited to, posters/flyers, placards, banners, announcements, yard signs, portable signs, and other such temporary or nonpermanent communication devices shall not be made without first obtaining approval from the Chair of the Buildings & Grounds Committee.

.02 Refer to the [Posting Materials in Facility Halls](#) policy, which is located in the Housekeeping and Maintenance Program policies of this manual, for guidelines on the placement of materials within Church facilities.

.03 The posting of non-Saint Matthew's Episcopal Church posters/flyers, including advertisements for the sale of products or services, is not allowed on Church facilities or grounds.

.04 Church related posters/flyers may not be placed on exterior surfaces of buildings; sidewalks; utility poles; trees; automobiles or other vehicles; sculpture or other outdoor artwork; entry, directional, informational, or traffic signs; pillars; and other similar surfaces.

.06 Chalking of Church facilities is not permitted.

.08 Paint shall not be applied to any surface on Church buildings or grounds.

.09 Posters which, when wet, might discolor the surface upon which they are mounted shall not be permitted.

.10 Posters/flyers shall not exceed 18" x 24," must be dated, and contain appropriate print and content for the Saint Matthew's Episcopal Church community. The organization placing or displaying the poster/flyer must be identified on each poster/flyer.

11. Posters/flyers not posted in accordance with these guidelines will be removed.