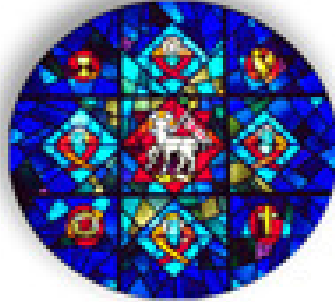


Policy and Procedure Manual

OSCEOLA UNITED METHODIST CHURCH



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Preface: All items in this document have been passed and adopted by the governing committee at Osceola United Methodist Church as directed by the Greater United Methodist Book of Discipline. Any comments and/or revision suggestions should be directed to the sitting committee chairperson. As this is a living document, it can be altered at any time by the sitting chairperson of the responsible committee. Any grammatical, spelling or formatting corrections may be directed to Laurie Coffel until December 31, 2016.

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ADMINISTRATIVE COUNCIL FUNCTION AND PURPOSE

Purpose: The purpose of the Administrative Council is to build the various committees of the church into one unified and functional governing body of the church to make disciples of Jesus Christ with the Methodist Church of Osceola.

Section 1: Function of Administrative Council

1. Administrative council meets 3 to 5 times each year; or more often if needed. One of these meetings will be spent with reports from each committee thus allowing all members of the Ad Council to know the full scope of the various ministries of the church and also acting as a conduit of information regarding the various programs that are at work in the church.
2. The Ad Council consists of the chair persons of every church committee.
3. The Ad Council ratifies the church budget as presented by the Finance Committee for each coming year.
4. The Ad Council generally operates within the guidelines set up by each of the various committees and should not make changes in the policies set out by the separate committees. Change occurs only when there is a conflict between committees, church programs or members of the church. Only then will the Ad Council discuss the conflict and work toward ways to make the needed changes or to resolve the conflict. The Administrative Council should work toward unity within the church.

Section 2: Duties for the Administrative Council Chair

1. This person must be a full member, in good standing, of the church.
2. He/She must be able to listen to differing viewpoints and provide an impartial response to conflicts.
3. The Chairperson guides the work of the Ad Council throughout the year; plans meeting agendas; notifies the members of the Council of impending meetings; presides at meetings; provides for spiritual growth within the committee and the church; and encourages a positive environment.
4. He/She is a member of the Finance Team, the Permanent Endowment Fund and the Memorial Fund.
5. He/She may attend any or all of the other committee meetings except the Staff/Parish Relations Committee.
6. The Chairperson votes in Ad Council meetings only to break a tie.
7. The Chairperson also attends and plays an active role in Charge Conferences and Congregational Meetings.
8. This person should also write a “Thank You” note to committee members who are leaving at the end of their service to the church as well as a “Welcome Aboard” to all new members of the Administrative Council.

Section 3: Duties of Committee Chairs

1. Each committee should have minutes taken, preferably by an assigned recorder and not the chair. These minutes should then be filed with the church office and the Ad Council Chair within a week of the meeting.
2. Minutes should include members present, topics of discussion, motions made and the results of the motions.
3. Committee yearly budgets need to be discussed, revised and completed by September so that they can be presented to the Finance Committee by October. Once set by the committee, the budget must be followed. Any expenses outside of a specific budgeted item must be voted on and approved by a majority of the committee members. No one committee member may spend the committee's money without the consent of the rest of the committee for these unbudgeted items.
4. Documentation of all expenses must be submitted to the Bookkeeper for reimbursement. A form is available from the Bookkeeper. Our current Bookkeeper is Tiffany Walls.
5. The Bookkeeper keeps a record of each committee's expenses and will provide them for each Chair upon request. Chairs should monitor committee expenses.
6. Unused funds at the end of the year are to be returned to the General Operating Budget.
7. Each committee's duties should be defined and readily available. If a duty is moved to another committee, the office, the new committee, and Ad Council should be notified.
8. Chairs of all committees are responsible for alerting committee members regarding meetings and any/all pertinent information. Each Chair should have correct contact information for all of the members. Chairs should welcome new members and thank the members who leave each committee.
9. Chairs are responsible for cleaning up the room used for a meeting, turning out lights, locking the outside doors, and doing whatever is needed to return the space to acceptable usage limits.
10. When there is a weather emergency declared by St. Joseph County or when PHM School district is closed, the church will be closed also.

FINANCE POLICY

Section 1: Purpose

It is the policy of Osceola United Methodist Church, hereafter referred to as OUMC, to provide financial policies and guidelines that enable the staff to perform their duties

while also providing for stewardship of the assets entrusted by the congregation.

The policies in this manual are subject to annual review by the Finance Committee.

Section 2: Finance Committee

The Finance Committee shall organize itself as necessary with a Chair and a secretary to record the minutes. It shall enlist additional members as needed or organize sub-committees as needed to carry out its functions. It shall assist the Stewardship Committee in planning for the church annual pledge campaign, enlisting lay leadership and work teams to ensure a successful campaign.

The committee shall meet every other month, or more frequently as necessary. They shall review the financial reports and conduct other business related to the church finances. During a Finance Committee meeting, a quorum, defined as a majority of the assigned members of the Finance Committee, must be present to vote on any motions made at these meetings. If voting is done electronically (via email vote), a majority vote by the assigned members of the Finance Committee, will be recorded.

A copy of the monthly meeting minutes will be given to the church office secretary for filing in the main church office. Meeting minutes are to be sent to the church office secretary no later than two (2) weeks after the finance meeting.

Section 3: Confidentiality

It is the policy of OUMC to be open with generic financial information while maintaining a high degree of confidentiality regarding personal contributions and some financial information.

The church shall be up front with the staff and volunteers regarding the importance of maintaining confidential information. In order to help facilitate this relationship, all staff and volunteers who have access to contributions information, and all Finance Committee members are required to sign a confidentiality agreement.

These agreements shall be kept as part of individual employee files for paid employees and in a common file for volunteers. It shall be the responsibility of the Finance Chair to control access to contributions information, keep agreements current and inform any new volunteers of the significance of this policy.

Section 4: Congregational Financial Disclosure

It is the policy of OUMC to strive to effectively communicate financial information with the congregation without being overbearing. Defining the quantity, frequency and method of delivering financial information to the congregation is the responsibility of the Finance Chair, with input from the Finance Committee. Financial statements and/or

expenditure records of the church will be made available to church members for examination by appointment.

A Contributor's Individual Contribution Statement shall be provided to the Contributor twice a year. A Contributor's own information regarding gifts will be provided to such Contributor upon request.

Giving Record Corrections – From time to time errors can and do occur. Contributors are encouraged to check their giving records for accuracy on a regular basis. When a verifiable error has been identified, the Bookkeeper will correct it as soon as possible, with the Finance Chair being notified.

Section 5: Bonding / Insurance

It is the policy of OUMC to establish and maintain an organizational structure as well as appropriate procedures and internal controls that will safeguard assets and assure the accuracy of financial records. The OUMC Bookkeeper shall be bonded.

Section 6. Financial Legal/Tax Requirements

It is the policy of OUMC to comply with all legal and tax rules and regulations regarding church finances.

Internal Revenue Service Publication 1828, entitled *Tax Guide for Churches and Religious Organizations* includes guidelines for many aspects of church operation, and whenever a question arises this publication should be consulted.

Section 7: Information Technology

It is the policy of OUMC to restrict access to any electronic information contained in any information system to those persons, whether they are staff or volunteer, who require

access to perform their duties, and to further restrict those with access to the necessary level of information.

It is the policy of OUMC that Computer Financial Records be password protected and backed up on a regular basis with safekeeping of all necessary information at an off-site location.

Section 8. Budgeting

In summary,

- 1) The Finance Committee will develop a proposed annual budget for all activities of the church for submission to the Ad Council for approval.
- 2) The Finance Committee is charged with responsibility for developing and implementing plans that will meet the budget actually adopted by the Ad Council.
- 3) The Finance Committee shall seek budget requests from all program areas, staff, lay leaders and members using forms approved by the Finance Chair. Requests should include narrative descriptions of the activities for which budget requests are being submitted and describe their alignment with the Mission and Vision of OUMC.
 - a. The Finance Committee reserves the right to adjust requests based on estimated revenues of the church for the budget year in the proposed budget submitted to the Ad Council for approval.
- 4) The proposed budget will include a plan for revenues, expenses, and debt service.
- 5) Revenue projections for the proposed budget will be based upon the average of the three years prior to the proposed budget year for each revenue item. The finance committee may adjust such revenue projections to account for unusual circumstances in the proposed budget.
- 6) The budget approved by the Ad Council will authorize the Bookkeeper to receive and expend funds in accordance with such budget.
- 7) The Finance Committee may propose adjustments to the budget for adoption during the budget year as necessary.
 - a. All such proposals will be approved by the Ad Council before being implemented.
- 8) Staff, Program Chairs, Lay Leaders and members will be responsible for operating within the approved budget for their total program.
 - a. Except for expenses specifically designated by the Ad Council, responsible staff, program chairpersons, lay leaders and member may modify the amount budgeted for individual items within their total program as long as the program's total line item budget is not changed.

Section 9: Credit Card Use

It is the policy of OUMC to authorize the use of corporate credit cards when necessary to staff members or volunteers in the church's name when appropriate and to pay the total balance of each card by the due date.

Staff members or volunteers are expected to restrict the usage of these cards to church related expenditures. All purchases are subject to the procedures and restrictions set forth in Section 17: INTERNAL CONTROLS ON RECEIPTS & DISBURSEMENTS.

In summary,

- 1) Anyone using these cards should sign the check out/in sheet in the Bookkeepers office both the day checked out and the day checked in. (See Credit Card Checkout Form).
- 2) Under no circumstances are credit cards to be lent out or used by anyone other than the person the card is signed out to.
- 3) Under NO circumstances are OUMC credit cards to be used for personal reasons. No personal charges will be accepted. Card privileges will be revoked if used for personal reasons.
- 4) Credit Card Charges will be submitted on the OUMC Reimbursement / Payment Request form and must be supplied for each credit card purchase. No purchases will be approved for payment unless accompanied by this form.
 - a. Receipts must be attached to the form. If receipts are unavailable for a purchase made by phone, a detailed description of the charge must be provided. For internet purchases please print out any type of receipt that the site provides.
 - b. The Credit Card Charge form must be signed by the person making the charge and the Committee Chair responsible for the budget that the purchase is made for.
 - c. This form is to be completed and turned into the OUMC Bookkeeper within 5 days of the purchase.
 - i. If a church credit card is used, the individual agrees to reimburse Osceola UMC for any charges if receipts are not turned in and approval is not obtained as required. Failure to do so will result in suspension of the privileges of using the card and possible personal reimbursement of the charges back to OUMC

- 5) The Bookkeeper will pay the credit card balance by the due date of the statement to avoid any late charges.

Any OUMC card will have a credit limit that is approved by the Finance Chairperson.

The Finance Committee will maintain a list of approved Credit Cards and the responsible/authorized users of such card.

Section 10: Open Charge Accounts

It is the policy of OUMC to maintain open charge accounts with local vendors when approved by the Finance Committee. All purchases are subject to the procedures and restrictions set forth in Section 17: INTERNAL CONTROLS ON RECEIPTS & DISBURSEMENTS.

Any account should have a credit limit that is the maximum necessary for the function and area of ministry as determined by the Finance Chair and Treasurer subject to the approval of the Finance Committee.

Persons authorized to use such Charge Accounts shall first be approved by the Finance Chairperson and Treasurer and be subject to the approval of the Finance Committee.

In order to facilitate timely payment and avoid finance charges, each staff member or volunteer authorized to use such account should identify charges as to ministry area, attach supporting documents, and forward the monthly statement and receipts to the Bookkeeper within 5 days of purchase.

The Finance Committee will maintain a list of approved Charge Accounts and the responsible/authorized users of such accounts.

Section 11: Expense Reimbursement

It is the policy of OUMC to reimburse its employees and volunteers for all expenses incurred on behalf of church related activities however such are subject to the procedures and restrictions set forth in Section 17: INTERNAL CONTROLS ON RECEIPTS & DISBURSEMENTS. Staff and volunteers are expected to be good stewards of the church's resources.

When authorized, use of personal automobiles will be reimbursed up to the allowable IRS rate.

For all expenses, receipts should be carefully documented and included with the Reimbursement / Payment Request form. All reimbursement forms must be signed by the appropriate committee chair prior to submission to the Bookkeeper for reimbursement.

Section 12: Fund Raising

It is the policy of OUMC to limit solicitation of the congregation other than for the church's general budget. It is recognized there are needs which arise in addition to the general budget that are very effectively addressed by the use of fund raisers and the accumulation of designated funds.

It is, however, necessary to employ sound fund raising strategies and concepts in pursuit of making opportunities available for congregation members to express their generosity and support.

The Finance Committee reserves the right to review and approve any fund raising or special giving requests. Any new fundraising activity, that is not officially on the church calendar (which is reviewed at the end of each year, for the next fiscal year), needs to have approval of the Finance Chair.

Section 13. Bank Accounts

It is the policy of OUMC that all Church financial assets other than real property shall be deposited with reputable financial institutions which provide regular, clear, informative, and auditable reports.

The Bookkeeper shall maintain for the Church a checking account and if necessary, the required account for any restricted fund activities or investments.

Restricted Accounts

- 1) Restricted Funds shall be established by the Treasurer and Finance Chair or by the Ad Council only if the following conditions are satisfied:
 - a. The Purpose of such fund shall be stated;
 - b. The person, group or Committee responsible for such shall be specifically identified; and
 - c. The length of time such fund will be needed or whether it is expected to be perpetual because of the nature of such fund shall be stated
- 2) All funds received with restricted purposes may be kept together in a single Restricted Funds account and the Treasurer shall separately track the Restricted funds received/spent for each authorized purpose.
- 3) Restricted Funds shall be closed and disbursed once the purpose is achieved. Amounts that remain after completion of the stated purpose may be transferred to another Restricted Fund or the General Operational Account upon recommendation of the Finance Committee and approval by the Ad Council.
- 4) All gifts received for Restricted Funds shall be received and accepted only with the donor's agreement that such are given in accordance with this Policy.
- 5) Disbursements from Restricted Funds are subject to the procedures and restrictions set forth in Section 17: INTERNAL CONTROLS ON RECEIPTS & DISBURSEMENTS.
- 6) The person, group, or Committee that oversees each such fund should receive periodic reports regarding fund balances, receipts and disbursements.
 - a. In no circumstance is there to be a negative cash balance in a restricted fund.
 - i. In the case of a fund having a negative cash balance, the person, group, or Committee, that oversees such fund, is responsible for

advising the Bookkeeper from which other fund, under their control, to transfer monies to the fund having a negative balance.

1. Failure to do so will result in the forfeiture of allowing the person, group, or Committee from utilizing any funds in the account until approval is given by the Finance Chair or the Finance Committee.
- 7) Interest and Earnings on Restricted Fund Accounts shall be placed in a Finance Restricted Fund which shall be used by the Finance Committee for expenses of administering this finance policy or towards the Apportionments of OUMC owed to the district or conference of the United Methodist Church as determined by the Finance Committee.
- 8) The Bookkeeper shall keep records so that checks can be matched to invoices or other documentation for which the check was issued.

Investment Accounts

- 1) It is the policy of OUMC that any donated stocks, bonds or other marketable securities are sold immediately and the proceeds placed in an interest bearing Investment Account.
 - a. The exception to this would be if there are any penalties levied in liquidating. This would then be discussed with the Finance Committee for appropriate action. This action is to be documented in the monthly Finance Committee meeting.
- 2) The Finance Chair, or designee, is the persons authorized as agents of OUMC in directing the sale of securities and management of the Investment Account.

All Accounts

- 1) The General Checking account shall require one (1) signature (the Treasurer, Assistant Treasurer, or the Finance Chair) for releasing funds and the Restricted Funds account shall require one signature for releasing funds. At least three (3) signatories shall be listed for each account.
- 2) Bank Reconciliations: The Treasurer shall reconcile all church bank accounts monthly using the church financial software.

Section 14: Ministry Area Cash

It is the policy of OUMC to allow different ministries, groups, or classes to maintain their own bank accounts, if required, and upon approval of the Finance Committee.

Such accounts will be approved only upon acceptance of the following conditions:

- 1) Must be an important purpose in there being a separate account which cannot be accomplished through the use of a restricted fund.
- 2) Account shall only be allowed at bank designated by the Treasurer and have named as account owner Osceola United Methodist Church – [subgroup name].
- 3) The Treasurer shall be one of the signers for the account (other than the UMW).
- 4) Account shall use Osceola's federal tax identification number.
- 5) Bank Statements shall be given to Treasurer for filing at least monthly.
- 6) Income and Expense Statements shall be filed with Treasurer and Finance Chair setting forth the accounts financial activities (receipts / disbursements) for the year in a format approved by the Bookkeeper.
- 7) Bank statements will be reconciled monthly.

Section 15: Gifts and Donations

It is the policy of OUMC that all gifts to OUMC, whether gifts of money or otherwise, are irrevocable if accepted. No gift may be returned to a donor unless the Finance Committee concludes, after review of the facts of the gift, it was made as a result of a mistake by the donor.

In summary,

- 1) A gift becomes the permanent property of OUMC. Thus, OUMC shall determine its use, placement and final disposition.
- 2) The Finance Committee and Ad Council reserve the right to decline any gift that:
 - a. Does not further the mission or goals of the church
 - b. Would create an administrative burden, or
 - c. Cause the church to incur excessive expenses
- 3) All gifts to OUMC are assumed to be intended for the congregation's general operating fund and general operating purposes, with the following exceptions:
 - a. If the intention of the donor to benefit a restricted fund or a special purpose is clearly expressed, the gift is credited to that fund or purpose, subject to the further requirements in these guidelines;
- 4) Any gift that is offered with specific conditions on its use, if accepted, must be used in accordance with the conditions. Any such gift shall be referred to the Committee responsible for that particular aspect of church life. In consultation with the Finance Committee, the decision to accept the gift or not rests with the Committee.
 - a. If accepted, the conditions of the gift shall be documented and if cash shall be segregated into a separate Restricted Fund.
 - b. This paragraph does not apply to: gifts of cash or negotiable securities into existing restricted funds; or, gifts of cash or negotiable securities to the general operating fund for a purpose that is included within the current year's general operating budget.
 - c. Note: Donor cannot stipulate any specific condition that would benefit the donor.
- 5) Any gift of property other than cash or negotiable securities must be specifically accepted. Such gifts shall be referred to the Finance Committee for review under these guidelines.

- a. The factors that must be reviewed prior to accepting any gift other than cash or negotiable securities include: valuation; marketability (if the gift is to be sold); maintenance and insurance (if the gift is to be used in-kind); and, liabilities that may be related to the gift property. This list of factors is not intended to be comprehensive; the Finance Committee may include other factors in their review as they deem appropriate.
- 6) Gifts of negotiable securities: All gifts of negotiable securities, whether intended for the general operating budget or for an established restricted fund or purpose, shall be liquidated by the Finance Committee as promptly as reasonably possible.
- a. The mechanism for such liquidation shall be approved by the Finance Committee in consultation with the Trustees.
 - b. Any transaction fees attributable to the liquidation shall be paid out of the proceeds of the gift.
 - c. In the unusual event that the donor specifically requests that the gift not be promptly liquidated or the Finance Committee determines that prompt liquidation is not in OUMC's best interest, the Finance Committee shall consult with the Ad Council Committee for a decision.

Section 16: Memorial and Endowment Gifts

It is the policy of OUMC that gifts received from wills, trusts, or estates and gifts made "In Memory of", "In Thanksgiving for", and "In Honor of the Life of" specific individuals shall be accepted, disbursed, recognized and used in accordance with this policy.

OUMC has a Permanent Endowment and Memorial Fund procedure, as approved by the Charge Conference in 1999. This procedure is to be followed for the acceptance of and use of these funds.

Section 17: Internal Controls on Receipts and Disbursements

It is the policy of OUMC that there are responsible internal controls on handling of receipts and in making disbursements to assure compliance with the Finance Policy and Mission of the church.

A. Cash Receipts

The most important control over cash received is segregation of duties. No single person shall have the responsibility of receiving cash, making deposits, and recording receipts into the contributions or general ledger modules of the OUMC software system.

Please refer to the Bookkeepers Procedure for steps in cash handling (receipts, counting, depositing).

A drop box is located in the office door of the Bookkeeper for congregation members to utilize for dropping off checks or cash. If the congregation member requires a receipt as proof of the drop, then they must make the drop at the time the Bookkeeper is at the church in order to be provided a receipt.

End of Year Contributions:

- 1) Any contributions received in the church office by December 31 or postmarked December 31 but received after January 1 shall be segregated and deposited separately and credited for the year ending December 31.
- 2) Contributions received or postmarked after January 1 shall be credited for the year beginning January 1.

B. Disbursements

Segregation of duties is also the key to control in cash disbursements. Ministry personnel (staff or lay persons) responsible for the expenditure of budgeted or restricted funds are required to follow the following procedures.

- 1) Multiple bids are required for expenditures, purchases or equipment replacement over \$5,000. Exceptions to this policy are possible in the event of limited vendors. In that event, approval of the exception to the multiple bid policy is required by the Ad Committee.
- 2) Disbursements in Excess of Budget: *The 2012 United Methodist Book of Discipline* states in Paragraph 258(4)g that additional appropriations or changes in the budget must be approved by the Ad Council.
 - a. For the purposes of the financial operation of OUMC, this shall be interpreted to pertain to disbursements by the total budget, not

individual line items.

- i. An exception to this broader interpretation is that of personnel line items, which shall originate with the Staff Parish Relations Committee and proceed through the Finance Committee to the Ad Council.
- 3) Any staff or lay person, responsible for expenditure, shall do whatever is necessary to ensure that goods and services are received as ordered and billings are consistent with their order.
- 4) Requests for approval of expenditure, or for reimbursement, should be made to the individual Committee Chair via the OUMC Reimbursement / Payment Request form.
 - a. All requests shall be made in writing.
 - b. The Finance Committee shall provide a form for such requests.
 - c. No request shall be accepted unless it provides as a minimum the information requested by such form.
- 5) Requests for Advance Payments of cash must first be approved, before submission to the Bookkeeper, by the:
 - a. Responsible committee chair responsible for the budget line-item or restricted fund
 - b. The Finance Chair
- 6) Tax Exempt status: Because OUMC is sales tax exempt, reimbursement will not include sales tax.
 - a. If a reimbursable purchase is to be made, the person doing the buying should obtain a tax-exempt letter copy from the church office prior to the purchase.
- 7) General Budget Expenditures / Requests for Reimbursement:
 - a. Expenditures for General budget line items for pastoral compensation, staff compensation, utilities, debt service, apportionments, or regularly recurring payments (utilities, trash service, etc) up to the amount authorized by the General Budget may be paid by the Bookkeeper from available funds without further request.
- 8) Prior approval is required to exceed budgeted line item.
 - a. Any expenditure from the General Budget church funds, resources, or accounts for any item in the budget which would exceed the applicable

line item of the General Budget must be approved in advance by the Finance Committee so as to avoid any disbursement in excess of the total General Budget.

- i. Failure to obtain advance approval when required will cause the person incurring the expense or placing the order to be personally responsible for the charges related to such expenditure/order.

9) Restricted Funds Expenditures / Requests for Reimbursement:

- a. No expenditure from the Restricted Funds Account may exceed the amount available for the specific Restricted Funds line item or cause the amount available for a specific Restricted Funds line item balance to be less than \$0.

C. Cash Advances

Cash advances should be requested only when all other methods for obtaining goods/services have been exhausted and should be kept at a minimum level. Cash advances must be reconciled and reported to the Bookkeeper within 10 days after the close of the event for which the cash advance was given.

In summary,

- 1) Requestor is to obtain approval from the budget owner of the account for which the cash advance will be taken from prior to initiating a request for a cash advance.
- 2) Prepare the Cash Advance Request Form (CARF).
 - a. Requestor is to fill out the form with all the information and required signatures listed to the right of the “Requestor’s Responsibilities” box.
 - b. Requestor is to present the CARF to the Bookkeeper who will then fill out the information listed to the right of the “Bookkeeper” box of the form.
- 3) When the event is complete for which the cash advance was requested, Requestor will attach all original receipts for all expenditures to the CARF form. This form, with the receipts attached, along with any unused portion of the Cash Advance, will be turned into the Bookkeeper for reconciliation. It is strongly recommended that if you have unused cash that you make an appointment with the Bookkeeper to turn the cash in.
 - a. You must turn in a copy of the form, all original receipts, and any unused cash to the Bookkeeper within 10 days of the close of the event, or sooner.
- 4) If the completed form, original receipts, and unused cash are not returned to the Bookkeeper, a copy will be forwarded to the Committee Chair from which the cash advance came from, and to the Finance Chair for review and action. Actions can include, but are not limited to the suspension of cash advance privileges

Section 18: Annual Audit/Review

It is the policy of OUMC to provide for an annual audit of the records of the church financial statements and all its organizations and shall report such to the charge conference as required by Section 258.4 of the 2012 Book of Discipline for the United Methodist Church.

In summary,

- 1) The audit may be by a qualified layperson or laypersons or may be completed by an outside accounting firm.
- 2) The audit shall be an independent evaluation of the financial reports and records and the internal controls of OUMC and be conducted for the purpose of verifying the reliability of financial reporting, determining whether assets are being safeguarded, and determining compliance with local law, local church policies and procedures and the Book of Discipline.
- 3) It is recommended that the Auditor be provided with the Local Church Audit Guide available from the General Council on the Finance and Administration of the United Methodist Church (<http://www.gcfa.org>).
- 4) The review shall be conducted within the first six months succeeding the year being audited.
- 5) The Finance Chair, or designee, is the liaison for this activity and is responsible for assuring that the laypersons or firm and their representatives have information needed by them to complete their work.
- 6) Audit reports shall be made available to the Finance Committee and the Ad Council, the District Superintendent and shall be available for inspection by any other members in the church office.
- 7) The Budget shall provide the amount necessary to accomplish such.

Section 19. Miscellaneous Operating Requirements

- 1) The church fiscal year shall begin January 1 and conclude December 31.
- 2) Osceola shall use a cash based accounting system as determined by the Treasurer.
- 3) Records Retention: Financial records shall be destroyed after expiration of the time as specified below:
 - a. Permanent Records: Audit reports, Chart of Accounts, End of Year Financial Statements, Computer Finance Records
 - b. Seven Year Records: Bank Statements, Payroll Records & Summaries, Vendor Invoices, Expenditure / Reimbursement Requests, Giving / Donor Records
 - c. Three Year Records: Deposit Reports, Purchase Orders

Section 20: Changes to Finance Policies

Changes in policies can be made at any time with approval of the Administrative (Ad) Council. Procedural changes may be made at any time by the Finance Chair and Treasurer with the approval of the Finance Committee.

OUMC BOARD OF TRUSTEES POLICIES & PROCEDURES

Section 1: Purpose of the Board of Trustees

The board is established to manage the entire property of the church. This includes the entire church facility and grounds, the parsonage, any exterior facilities and activity fields.

Policies and Procedures:

- **Meetings of the board of trustees:** the board of trustees shall meet at the call of the pastor or its chairman at least annually at such times and places as shall be designated in a notice to each trustee and pastor(s) at a reasonable time prior to the appointed time of the meeting. A majority of the members of the board of trustees shall constitute a quorum.
- **Board of Trustees' Powers and Limitations:**
 1. **Overall Property Responsibility:** Subject to the direction of the conference, the board of trustees shall have supervision, oversight and care of all real property owned by the local church and all property and equipment acquired directly by the local church or any society, board, class, commission, or similar organization connected therewith.

The board of trustees shall not violate the rights of any local church organization as noted in the **discipline**.

The board of trustees shall not prevent or interfere with the pastor in the use of any of the said property for religious services or other proper meetings or purposes recognized by the law, usages, and customs of the United Methodist Church.

The board of trustees shall not permit the use of said property for religious or other meetings without the consent of the pastor or, in the pastor's absence, the consent of the district superintendent; and **provided** further, the church pews shall always be **free**.
 2. **Annual Property and Personnel Insurance Review:** The board of trustees shall review annually the adequacy of the property, liability, and crime insurance coverage on church owned-owned property, buildings and equipment. The board of trustees shall also review annually the adequacy of personnel insurance. The purpose of these reviews is to ensure that the church, its properties and personnel are properly protected against risks. The board shall include in its report to the charge conference the results of its review and any recommendations it deems necessary.
 3. **Permission regarding Outside Organizations to use facilities:** When a pastor and/or board of trustees are asked to grant permission to an outside organization to use church facilities, permission can be granted only when such use is consistent with the Social Principles (160-166) and ecumenical objectives.

4. **Annual Parsonage Review:** The chairperson of the board of trustees and the chairperson of the committee on staff pastor-parish relations and the pastor shall make an annual review of the church-owned parsonage to ensure proper maintenance.

5. **Annual Accessibility Audit:** The board of trustees, in cooperation with the health and welfare ministries representative, shall conduct or cause to be conducted an annual accessibility audit of the buildings, grounds and facilities to discover and identify what physical, architectural and communication **barriers** exist that impede the full participation of people with disabilities and shall make plans and determine priorities for the elimination of such barriers. The Accessibility Audit shall be used in filling out the annual church and/or charge conference reports.

Section 2: Responsibilities of the Trustees Chairperson

1. To schedule and conduct at least 6 trustee meetings per calendar year. To schedule and conduct any special called meetings regarding items or issues that may arise outside of regularly called meetings.
2. To provide a meaningful and complete agenda for each meeting. Meetings should last for 1 hour or less unless special projects, budgets, etc. that calls for extended time.
3. Appoint a secretary, preferably someone other than the chairperson, to record and report the minutes of each meeting. A copy of each meeting's minutes should be filed in the Trustee Manual in the church office within 7 days after a meeting.
4. Request assistance from trustee committee members or congregation to complete projects or needs brought up and approved at trustee meetings. Example—Open the church and prepare it for worship on Sunday mornings.
5. Complete and file required trustee reports to the city, county, state and conference in a timely manner. They include:
 -
6. Coordinate personnel, materials and required action to successfully complete approved projects and emergency issues in a timely manner. Example: 20/20 projects.
7. With the assistance of the trustee committee, prepare and submit a trustee approved annual budget to the Finance Committee and Administrative Board for final approval. The trustee proposed budget should be submitted by October 1st of each year.
8. Regularly review and monitor the approved budget vs. monthly expenses.
9. Identify cause(s) for expenses not being in line with the budget.
10. Take corrective action to get expenses in line with the budget.
11. Serve on the Finance Committee and Administrative Board to keep them aware of issues, get approval for selected issues and to learn of issues that may have been brought to their attention that may be relative to the trustee committee.
12. Report to or request assistance from the Senior Pastor, Associate Pastor, congregation and other committees with issues that require special attention. Example: Church not being locked during non-activity periods.
13. Regularly monitor to see that all church vehicles are properly registered, licensed and insured in a timely manner.
14. Regularly monitor, with the assistance of our church maintenance person, to see that all church vehicles are properly maintained in a timely manner.

This includes a procedure that includes oil change, fluid checks, tire checks, other working components checked and that logs are current.

- 15.** Develop a procedure to insure that all church vehicles are properly cleaned inside and out after each use.
- 16.** Schedule a minimum of “two” annual cleanup days for congregation To assist with cleanup of windows, furniture, lawn, vehicles, etc.
- 17.** Assign trustee committee member(s) to be responsible for selected Trustee committee responsibilities. Example...establishing coverage For opening the church on Sundays.

Section 3: Opening the church for use on Sundays

Following are guidelines to use in “opening the church” on Sundays.

1. Open the church between 7:00 A.M. and 7:30 A.M.
2. Unlock/open North West (Office Wing) door using allen key in Fire Extinguisher Wall Box.
3. Shovel and Salt entry way when needed.
4. Turn on hallway lights.
5. Check restroom—turn on lights and check for any problems (water, toilets, toilet paper, etc).
6. Unlock church office
7. Open parlor door nearest water fountain. Turn on light.
8. Check wall case to see if Sanctuary flowers are scheduled.
9. Open double doors leading in Narthex and Sanctuary.
10. Turn on lights in Narthex and Sanctuary.
11. Unlock/open North Double doors(carport).
12. Check thermostats in Sanctuary to insure proper temperature:
AC thermostat..next to SW door. Heat thermostat next to North pulpit.
13. Open double doors to South hallway.
14. Turn on hallway lights.
15. Unlock both East and West entry doors(by main restrooms) using allen key hanging on North wall by ladies restroom.
16. Turn on lights in both restrooms and check for any problems(water, etc)
17. Open door to crib room. Turn on lights/check heat or AC and bath.
18. Open and check lighting, etc for 2-3 classrooms used by children/adults.
19. Check thermostats for proper temps.
20. Open double door to Fellowship hall. Turn on fans. Check thermostat.
21. Turn on at least half of OH lights.
22. Make sure coffee pots are plugged in and working.
23. Turn on lights in kitchen.
24. Open double doors leading into Southwest hallway.
25. Turn on lights in SW hallway.
26. Unlock Southwest entry doors leading to parking lot. Allen key
In fire extinguisher box.
27. Check kitchen SS refrigerator for flowers. If available..put in vases in Sanctuary.

Section 4: Locking of the building

OUMC has a very “Open Door” policy. However, because of potential vandalism, theft and individual safety..there are time periods when all church doors must be in a locked status.

1. At 6:00 P.M. daily during the work week, a designated member of our Day Care checks to see that all doors throughout our facility are locked. They have been advised to lock all doors even if they are aware of a group or committee that may be entering our facility later in the evening.
2. If any individual, committee chairperson, committee, group leaders, group, office staff, etc. are in our facility after 6:00 P.M., assign someone or yourself to check to see that all doors throughout our facility are locked before leaving the parking lot.
3. Special events during the week, weekends and holidays, coordinator(s) of these events are responsible to assign someone involved in the event to be responsible to see that all doors are locked before leaving the parking lot.
4. Ushers for the last church service on Sunday and any other church service are responsible to see that all doors are locked prior to leaving the parking lot.
5. Because our Senior Pastor lives on the OUMC campus and is frequently in our facility at various meetings and office study, we request our pastor to check all doors to make sure they are locked prior to leaving the facility in the evening and on holidays.

As church leaders, office staff, committee chairpersons, group leaders and other responsible individuals, we have a responsibility to make sure that our church is locked during times when there are no activities.

Section 5: Barn Storage

Our storage barn was built to store “essential” items that will be used in the next 12 months or sooner and cannot be stored within our interior church storage.

1. The storage barn should be organized and kept clean at all times.
2. Before considering storage in the barn, determine that the item(s) to be stored are “essential”.
3. Discard items that do not fit the “essential” description. Contact our United Methodist Women to see if potential discard items could be used for their “rummage sale”.
4. Pack essential storage items in totes whenever possible.
5. Clearly identify each tote or non-tote item.
6. No food can be stored in the barn.
7. Signs identify allocated storage space in the barn.
8. Advise Jim Overmyer, our Barn Master or Bill Babb if you have any questions about storage in the barn.

Section 6: Key Organization

As a practical matter, it is extremely important that all church keys to doors, cabinets, thermostats, etc. be properly identified and organized in a key box in the church office. There are 3 basic key categories;

- a. Keys assigned to staff personnel, committee chairpersons, group/event coordinators.
- b. Keys available in the organized office key box that can be checked out for temporary use and be returned in a timely manner. The church secretary will maintain a “check out” and “check in” list.
Keys are to be returned to the appropriate hanger in the key box.
- c. Master Key Box: To contain 1 of every key noted in categories 1 and 2. The purpose of this box is to have a “master” key to reproduce keys should they be lost in categories 1 and 2. The keys in the Master Key Box should match keys in office key box and the organization chart. Key to unlock the Master Key Box to be kept by the church secretary and the Trustee Chairperson.

Section 7: Critical Components Identification

Critical components of our church must be identified as to location, purpose and main shut offs, regular inspections and possible Service Contractors.

1. Electrical Power Locations and Main Shut offs
 - a. Boiler Room
 - b. Ushers Room
 - c. Kitchen Pantry
 - d. Hallways
 - e. Food Pantry
2. Air Condition Unit Location(s), Section of Church Serviced and Main Shut Offs
3. Plumbing System, Main Locations and Shut offs.
 - a. Septic Top locations
4. Heating Units, Main locations and Shut offs.
5. Elevator
6. Fire Alarm System
7. Fire Extinguishers
8. AED System
9. Emergency Call Contacts/numbers
10. Kitchen Vent/alarm system
11. Septic System
12. Grease Trap
13. Lift Station
14. Backflow/crossover
15. Possible Service Contractors for components. Annual Service Agreement contracts like with OJS must be reviewed and re-negotiated annually to make sure that OUMC is getting the best return for their investment.
 - a. Frog Plumbing
 - b. OJS Heating/Cooling
 - c. N.I.C.
 - d. J.D. Trader...OUMC Maintenance Person

Section 8: Vehicle Use

1. All vehicles must be approved and scheduled in a timely manner prior to use. Our church secretary will handle these arrangements. A request form is available to be completed and submitted.
2. Approved use date(s) must be recorded on the church calendar.
3. All drivers must be 21 years or older
4. All drivers must have a valid driver's license
5. All drivers must be approved by OUMC's insurance carrier.
6. All drivers must update the vehicle log at the beginning and end of each use.
7. All drivers must report any known or suspected problems to the Senior Pastor or Trustee chairperson.
8. All drivers must make sure that the vehicle is completely cleaned out after each use.

Section 9: Vehicle Maintenance

Vehicle maintenance in a timely manner is essential to keep our vehicles consistently available to meet the needs of our meaningful outreach programs for our congregation away from our church.

OUMC's maintenance person is responsible to see that all vehicles are properly maintained. This includes:

1. Monthly self-inspection to determine that oil and fluid levels are at proper levels.
2. Setting up regular maintenance service checks like oil change, etc.
3. Checking to see that the vehicle log is current.
4. As needed, see that the exterior and interiors are properly cleaned. Youth, Boy Scouts and other church members should be used to help with this cleaning process.

Section 9: Facility Cleanliness

Besides the normal use and custodial services, it is essential that when any of the following are used; Sanctuary, classroom, fellowship hall, kitchen, youth room, parlor, reception room, etc. that after it is used...**It must be cleaned for the next use.** Example: party in the Reception Room.

The person(s) in charge of the event is responsible to see that the location used in or out of the church is properly cleaned up after their event.

OUTDOOR DIGITAL SIGN SUGGESTIONS FOR USAGE

An electronic sign has been installed in front of the church. Following are some suggestions for its usage.

1. Only the Office Manager, the Pastor (and any Associate Pastor that we may have), and the person who is currently in charge of getting the messages on the sign will have access to putting messages on the board. All other people must contact one of these people just mentioned.
2. The message should advertise times of church services, special up-coming events such as the Swiss Steak Supper, Rummage Sales, and Vacation Bible School, and/or thought provoking short sayings. Only items that are informational for the whole Osceola community should be put on the sign.
3. The length of the message should be within five to eight seconds. It should be up no more than 2 weeks. There should be no more than four to five messages at a time.

FOOD PANTRY GUIDELINES

OUMC FOOD BOXES provided by Office upon request:

SUGGESTED FOOD BOX CONTENTS LIST:

- Pasta & sauce,
- 3 macaroni & cheese or Helper dinner with can of meat or meal-in-a-can type,
- soup,
- peanut butter & jelly,
- 2 pork and beans,
- 4-6 vegetables,
- 3-4 fruit,
- oatmeal or cereal box,
- juice/ beverage,
- (toiletries & paper products if available),
- & \$15 Martin's Gift Card (*Not for alcohol, tobacco, or lottery*) (for fresh foods needed).

NUMBER OF BOXES & GIFT CARDS per family based on number in family:

1-2 members = 1 box, 3-5 = 2 boxes, 6+ = 3 boxes one time per month.

AREA COVERAGE: Osceola postal mailing area & Osceola UMC members & regular participants.

COLLECTION:

- Food is collected from congregation in grocery cart on Sundays.
- Food Pantry Coordinator (or sub) moves food to FP & keeps in categories in metal cabinets and storage bins (to keep out mice) on North side of stage.
- FP Coordinator fills Food boxes for Office as needed.
- Extra food not needed is to be taken to MAC Food Pantry at Albright UMC.
- Needed food items can be bought if not donated by congregation.
- In late fall FP Coordinator needs to work together with collection for Christmas Food Baskets.

SUGGESTIONS FOR CHURCH OFFICE:

- It is up to the discretion of the **Office manager or Pastor** to go beyond these guidelines.
- Keep **Food Pantry cart** in office with 2+ boxes (brought by Food Pantry coordinator) Do not take recipients to Food Pantry area.
- **Food Box Recipient List:** Whoever hands out food box to keep list of recipients: name, address, & phone & # in family & date. (for annual report to Missions Team including # of missing food boxes during the year.)
- **Bags** are included in boxes so that recipient can carry smaller amounts from box



to their vehicle or can use cart & then return to office.

- Office personnel will **not be leaving the office unattended** to assist recipients to their vehicle or to get food boxes.
- **Gift Cards** are intended for Food & toiletries – not medicine (See Pastor about Emergency Fund for medicine & other needs.) Write Names on cards if possible.
- If out of area or need more food, **refer** to MAC Food Pantry at Albright UMC in Mishawaka or Church Community Services near downtown Elkhart.

MISSION TRIP POLICIES

When a trip that is mission-oriented and initiated through the OUMC is made, certain things will be expected:

- 1) The OUMC Missions Team will approve the trip as one of our church's mission trips.
- 2) The OUMC Missions Team will select or approve the person or persons as leaders of the trip.
- 3) The finances will be raised in conjunction with the financial policies of the OUMC Finance Committee and Administrative Council, such as:
 - a. Fund-raisers will be approved by the chair of the Finance Committee.
 - b. Funds will be handled through the proper channels within the church and accounted for carefully as outlined by the Finance Committee.
 - c. Funds collected will go into a designated Missions Trip account and expenses will be paid out of that account.
 - d. Funds donated for such church trips will be designated as a donation to the church.
- 4) A budget will be established by the leader(s) for the trip and approved by the Missions Committee to closely represent the expected expenses of the trip. Whenever possible, the church will help raise funds to cover materials, supplies, etc. needed for the mission over & above the costs of the individual participants expenses for travel, housing, meals, etc. .
- 5) Funds may be sought through other sources, such as the U.M. Foundation, that have funds designated for Missions.
- 6) The amount of cash taken on each trip must be approved by the Missions Committee. Cash should be split among the leaders on the trip for safe keeping during travel. For example, if \$3,000 is taken, three adults should be responsible for holding \$1,000 each.
- 7) All receipts and other financial documentation need submitted to the church bookkeeper with 10 business days of the homecoming of the trip. Expenses incurred without a receipt need signed off by two adult members of the trip per the cash handing policy under the Finance Committee's authority.
- 8) Any funds left over after all expenses for the trips are covered will be put back into the Missions Trips account within 10 business days for seed money for the next planned missions trip.

CARE TEAM MINISTRY

The Care Team Ministry is seeking loving, caring people who would enjoy being a part of this vital ministry in Osceola United Methodist Church. Possibly you would be willing to become an outreach person to a small group of people.

Care Team Group Leaders Send cards or makes phone calls when their group members celebrate birthdays, anniversaries, accomplishments, etc. Make contact when there are prolonged absences from the life of the church, or when they suffer loss or other life-changes. Assist the pastors in being aware of persons who may need pastoral care. Become a caring friend to a small group of people.

YOUTH PROTECTION GUIDELINES AND PROCEDURES

Section 1: Supervision of Students

The youth ministry staff and volunteers are responsible for the supervision of students during ministry activities, including observing the environment and equipment for unsafe situations, removing students from potentially dangerous conditions, and reporting problems immediately. Ministry staff should ensure that anyone who has not been screened and approved for ministry service does not have unsupervised access to students. Supervision of students will be guided by the two-adult rule described in the next section.

Section 2: Parent/Guardian Responsibilities

Parents/guardians are responsible for their children until the time the activity is scheduled to begin and after the activity's scheduled ending time.

Parents/guardians are the *preferred method* of transporting youth to and from all youth events. Parents/guardians must provide contact information including a phone number where they can be reached at all times when their student is participating in a youth event. If permission needs granted for an unscheduled activity and the parent/guardian cannot be reached, the student involved will not be allowed to participate in said activity.

Activity leaders are responsible for publicizing activity times. When students arrive to any church ministry or program, they are expected to remain in that program until the program ends and supervision is transferred back to parents. Students may not leave the program early without parental permission communicated to youth ministry staff and/or volunteers. A student's failure to follow this policy will be considered unacceptable behavior, and discipline policies will be enforced (see separate section on student discipline).

Youth ministry leaders are not responsible for students who do not show up at a ministry activity, even if a parent believes they are at the activity. Parents are welcome to ask youth ministry staff about the attendance of their child at ministry activities, including one-on-one mentoring meetings. Providing attendance information to parents is not considered a breach of confidentiality.

When participating in on-campus activities, junior and senior high students may use the restrooms without an escort, as long as they inform an adult leader where they are going. That leader should watch to ensure they return.

Section 3: The Two-Adult Rule

The two-adult rule states that there must always be two non-related adults present when supervising one or more students. This rule is designed for the safety of adults as well as minors, and is required across all ministry areas with few exceptions (see guidelines for these cases below). Compliance to the two-adult rule includes the following:

There must always be two adults present when supervising one or more students. The adults must not be related family members (a married couple would be considered “related”)
The adults should be in sight of each other at all times.

Exceptions to the Two-Adult Rule

The purpose of the two-adult rule is to ensure the actions of any one leader are known to at least one other leader and to support leaders in ministry. Guidelines for exceptions to the two-adult rule follow this intent—that even when only one leader is present, the actions of that leader are known and visible to others. This is accomplished by the adult choosing to be in visible and public locations, and by communication with other ministry staff.

Breakout Rooms

Some ministries use breakout rooms for small group times. There may be times when a room will only accommodate one small group at a time. When this occurs, windows should be unobstructed (curtains or blinds open) AND the door left open. The small group leader should place him/her in visible sight of the hallway/entrance so that they may be seen from outside the room. An adult leader should periodically walk by the breakout rooms to ensure these policies are in effect.

One-on-One Mentoring Meetings

One-on-one meetings between students and screened advisors are an important part of ministries with junior and senior high students. The following guidelines should be followed:

Visible Location--Meetings should take place in a visible area in a public place (e.g., coffee shop, restaurant, visible park area). Adult leaders should never meet with a student in a private home unless the student’s parent or another screened adult is in the home and can view the adult and student at any time. The location should be within a couple miles of the church or the student’s home or school (i.e., advisors should not be planning one-on-one meetings at the beach or other destinations outside the local community)

Driving Students—Adult leaders may drive students to and from meetings if they inform their supervisor of this arrangement in advance (see below) and they adhere to the guidelines listed in “Driving Students” under “Off-Campus Activities.”

Parent permission

Students in Junior High—Parent permission must be obtained for any one-on-one meeting with students in junior high. Advisors need parental permission each time they meet with students regarding when and where the meeting will take place and how students will get to and from the meeting.

Students in Senior High—At the beginning of each school year and when students enter the program mid-year, parents will be informed that advisors may occasionally meet with students one-on-one. Parents will be asked to provide their signature to indicate they have been informed of this and other policies and procedures. If Youth Ministry has signed permission, the parent does not need to be notified of specific meetings; however, the youth director must be notified (see below). If the ministry area does not have signed parent permission, then parent permission must be obtained for any specific meeting between the advisor and student.

Inform supervisor of meetings—Before meeting with a student, the following information should be provided by the advisor to the youth director (or designee):

Name of student

Date and time of meeting

Location

Whether the student will be driven by the adult leader

Names of any other youth or adults who will be attending

For students in junior high, how parental permission was obtained

Unplanned Situations with Only One Adult

Occasionally, leaders will find themselves without another adult present due to unforeseen circumstances. The following procedures should be followed.

Immediately inform supervisor--In these cases, the adult leader should immediately inform his/her supervisor or the supervisor's designee (by cell phone or text message) about the situation, including information about where they are and who is present. The supervisor or designee will advise the adult leader about what to do (e.g., cancel the activity, proceed with the activity, and notify parents). The adult leader should also immediately contact the supervisor or designee if a second adult leader arrives or when the students have been released from the activity to their parents.

Visible location--Any time there is only one adult present, the group must be in a visible public location with an unobstructed window or open door if indoors.

Multiple students present—A leader should not be alone with one student (except in prearranged mentoring meetings described above). If multiple students are present (e.g., 3 or more), this is acceptable in some cases, although the supervisor should still be consulted about how to proceed. If a

leader finds him/herself alone with a student for a ministry activity, the activity should be canceled and the parent notified.

Section 4: Off Campus Trips or Activities

The two-adult rule should be followed during all off campus activities. One exception is when students are being transported in vehicles (see procedures under Driving Students). For unplanned situations where only one adult is present with students, the procedures outlined above under Unplanned Situations with Only One Adult should be followed. For example, during off campus trips, sometimes a student or advisor needs to break off from the main group for some need. If only one adult can break off the main group, he or she should take several students, not one, even if it's only one student who has the need to leave the main group.

The nature of some off-campus activities requires students to be without direct adult supervision for some of the time (e.g., ski trips). In these cases, students should always be in at least pairs (never alone), they should be told how to reach a ministry leader, and they should be given clear instructions about geographic and time boundaries.

Emergency Forms

Students are required to fill out an Emergency Form with included liability waiver for each year they participate in Youth Ministry programs at Osceola United Methodist Church.

Local Activities (those within 10 miles of the church).

All students participating in local off-campus activities must provide emergency contact information to the youth director. Completed emergency forms are sufficient for students who have those on file for the current program year. Students who do not have emergency forms on file with the ministry area must provide their parent's phone number and any other emergency information.

Distant Activities

For all activities occurring more than 10 miles away from the church campus, students may only participate if they have completed and turned in emergency forms for the current year, including parent signatures. Ministry leaders should always have a copy of these forms with them on off-campus trips.

Driving Students

Anyone driving students for ministry activities, including one-on-one mentoring meetings, must be at least 21 years old and have had a driver's license for at least 3 years. Drivers must provide a copy of their driver's license, insurance and vehicle information to the youth director.

Overnight Events

In addition to the requirements listed above for any off-campus activity more than 10 miles away, parents/guardians must provide written permission for students to participate in specific overnight and/or off-campus trips. Whether an on-campus sleepover or an off-campus trip, male and female students must sleep in separate rooms with adult leaders of the same gender, or separate sides of one large room with adult leaders between the two sides. Ministry leaders will make sure that

students do not enter the sleeping quarters of students from the opposite gender. Students and adults are required to wear modest sleep attire.

OSCEOLA UNITED METHODIST WOMEN PURPOSE STATEMENT AND POLICY

PURPOSE: The organized unit of United Methodist Women shall be a community of women whose purpose is to know God and to experience freedom as whole persons through Jesus Christ: to develop a creative, supportive fellowship' and to expand concepts of mission through participation in the global ministries of the church.

POLICY: It is the policy of the Osceola United Methodist Women to follow the guidelines set down by the official organization of the United Methodist Women which are available upon request or on the official web site of the United Methodist Women www.unitedmethodistwomen.org

It is also our policy to do the following:

- Elect officers every two years consisting of President, Vice-President, Secretary, Treasurer, Spiritual Growth Chairperson, Social Action Chairperson, Education & Interpretation Chairperson, Membership, Outreach and Nurture Chairperson. We also elect three members at large and a nominating committee of at least two persons.
- Plan events to promote fellowship through programs such as the Mother's Day Brunch, Women's Fall Brunch and our Christmas Party.
- Plan fund raisers such as Rummage Sales, Bazaars, Swiss Steak Dinners which promote service to others. Funds generated from these events are used for mission work throughout the area and worldwide as well as meeting our pledge to the District UMW. Our funds may be used for special projects and activities within OUMC but may not be used for the general budget of OUMC.
- Plan service projects such as making teddy bears and blankets for children who are experiencing trauma, making prayer quilts and buying gifts for those in need at Christmas time and other times of the year.
- Plan dinners for the families of deceased members of OUMC or member's immediate family.
- Support the many other programs and activities of OUMC when asked to do so.

NOAH'S ARK CHILD CARE MINISTRY PARENT HANDBOOK

The Noah's Ark Child Care Ministry is a faith based non-profit program governed by the Administrative Board of the Osceola United Methodist Church. The program is administered by a full-time director and a Board of Directors. We are registered with the State of Indiana to care for children 6 weeks old through elementary school age. We are open weekdays from 6:30 a.m. to 6:00 p.m.

Section 1: Mission Statement

The mission of Noah's Ark Child Care Ministry is to provide a safe, caring environment for the children by sharing the love of Christ and by serving families in a nurturing Christian atmosphere while providing developmentally appropriate experiences.

Section 2: Admission

Noah's Ark Child Care Ministry is open to all children, regardless of race, national origin or creed. The registration fee, which covers partial material costs, is due prior to time of enrollment and is non-refundable. The registration fee is renewed by each September 1st and reserves your place in our program.

Each child must have a complete enrollment package turned in prior to admission. A signed receipt will be kept in your child's file verifying you have received and understand the information and policies in this booklet. All enrollment papers are updated annually.

Section 3: Tuition Policy

Due Dates & Past Due Balances

Tuition is due weekly by Friday at 6:00 p.m. for the upcoming week. If your balance in full is not paid by that time, a late fee in the amount of \$15 will be assessed. An NSF check or insufficient funds will result in a \$25.00 charge.

If an account becomes one week past due, it will be noted on your statement and a late fee will be assessed. If your account becomes two weeks past due, you will receive a letter stating your account must be paid in full or services will be terminated.

Receipt of Payments

Payments can be made on line at our web site www.oseolaumc.org. See bookkeeper for more information. We encourage you to use your debit or checking account.

Payments should be put into the payment box prior to 6:00 p.m. on Friday. You may also mail your payments, use your bank's bill pay system, or use our electronic payment (EFT). If you choose to use the postal service or your bank's bill pay system, please keep in mind that payment must be received by us on or before Friday to avoid late fees.

Remember when paying with a bank pay system, credit card or other pay system; the date you request payment to be made is not the date we receive the payment. It usually takes 2 to 3 days for processing.

Alternative Payment Arrangements

Alternative payment arrangements must be made directly with the bookkeeper. If you request an alternative payment arrangement, your account must be current or ahead at all times or a late fee will be assessed.

Family Discount

If you have two or more children enrolled in the day care full time, the youngest child will be charged full price. Each additional child will receive a 20% discount. This discount only applies if your account is current.

Section 4: Operations

Registration Fee

A registration fee in the amount of \$25 per child is due each year on September 1.

Late Pick-Up

If you pick up your child after 6:00 p.m. on the sign out clock, you will be charged \$1 per child per minute up to 15 minutes. After 15 minutes, you will be charged \$2 per child per minute.

For your child's safety, twenty minutes after the close of day care and all attempts of communication have been exhausted Child Protective Services will be contacted.

Closure of Day Care

Noah's Ark Child Care strives to remain open during all regularly scheduled times. There are rare occasions we have been unable to adequately staff the program due to the staff's ability to reach day care. In the event of excessive snow, you will be notified of the day care's closing by watching WSBT, and WNDU.

If emergency closure is due to circumstances other than weather, you will be notified by phone as early as possible.

The day care is closed for the following holiday's s so that our staff may enjoy time with their families: Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the day after. A full week's tuition will be required for these weeks.

The day care also closes for a week during the summer to allow for Vacation Bible School. You will be notified as soon as we know the date. The dates for closing are also subject to change according to when the dates fall. The other week is between Christmas Eve and New Year's Day. No tuition will be required for these weeks.

Vacation

Any child enrolled full time for 12 consecutive months may request up to two weeks of vacation credit each calendar year. Any child enrolled part time for 9 consecutive months may request one week of vacation credit each calendar year. Vacation credit is renewed beginning September 1st and can be used until August 31st of each year. There is no rollover of vacation time. Vacation credits must be taken in full week increments and notice must be given two weeks in advance.

Vacation credit cannot be applied to accounts with an outstanding balance.

If you choose to withdraw during the summer months, you forfeit any vacation credit.

Extra-Curricular Activities

Extra-curricular activities such as Gym Bus or field trips must be paid in advance. Failure to pay in advance could result in your child not attending.

Two Hour Delays

If school has a two hour delay and you require day care services during the delay, a \$10 charge will be added to your account. Likewise, if school is let out early and you require day care services, a \$10 charge will be added to your account. This applies to Moran School only and if you have made the arrangements for transportation by bus for your child to be picked up and brought to Noah's Ark.

Severe Weather Closures

If the day care closes for weather related emergencies, you will be credited for a day of services.

Recess Days

A fee of \$25 will be charged for each school recess day provided your child is in attendance.

Spring Break & Christmas Break

If your child is part of the before and after program and you choose to take the week of Penn-Harris-Madison School Corporation's spring break off and/or Christmas Break, you will not be charged tuition. You must notify us two weeks in advance. If you require day care services, you will be charged the summer camp rate.

Withdrawal

Two week's notice is required for withdrawal. Without notification, two weeks fees will automatically become due regardless of if your child is in attendance.

Health and Medical Information

Each child must have a complete medical record on file at Noah's Ark Child Care Ministry. It is the parent's responsibility to update these records as needed. We need to be notified of any allergies or activity limitations upon enrollment. It is **mandatory** that you notify us if and when your child contacts any communicable disease. Due to state regulations we will require updated immunizations records for your child at each fall registration.

Medical Dispensation

Medication is dispensed at Noah's Ark Child Care Ministry subject to the following conditions:

A Licensed physician must complete the "Request For Medication" form before we may administer either prescription or non-prescription medication to your child.

Prescription medication must be in the original container labeled with the child's name, date, directions and the physician's name. The director or designated person by director will administer the medication as stated on the label directions.

Non-prescription medication must be in the original container and labeled with the child's name and date the medication was brought to Noah's Ark. All non-prescription medication must be provided by the parent.

All medications will be left with the director.

There will be notations in the child's folder when a medication is given.

Emergency Medical Procedures

In cases of serious/accidental injury, we will make an immediate attempt to contact a parent. Parents must keep emergency phone numbers current. If we cannot contact a parent, we will call one of the "friends or relatives" listed on the enrollment form.

If the situation requires emergency treatment, your child may be transported to the nearest hospital, unless otherwise instructed by the parents.

Your Child's Health

Your child's health is a matter of major importance to us and we would like to keep the children at Noah's Ark Child Care Ministry as healthy as possible. You may be called to pick up your child if she or she appears to have symptoms of an illness. Under no circumstances can we care for a child who is ill.

Keep your child home if:

Child has a fever and MUST be fever free for the last 24 hours.

Child has a cold and/or heavy nasal discharge

Child has a constant cough

Child has symptoms of possible communicable disease (red eyes, sore throat, headache, abdominal pain, vomiting, diarrhea, or fever).

If these symptoms appear during the day, you will be called to pick up your child.

Meals and Snacks

Parents are required to send a prepared lunch each day that the child(ren) attend day care. The parent is responsible for safe transportation of their child's food.

Morning and afternoon snacks will be provided for the child(ren). A wide variety of crackers, bread, cereal products, and fruits will be served. Milk is generally served at the morning snack. Water will be served at the afternoon snack. This is subjected to change as needed.

If there are health considerations, please see the director at the time of enrollment. No breakfast is served at Noah's Ark, please provide your child with a nourishing breakfast before they come.

Each classroom will say a prayer before each snack and lunch to develop the practice of thanking God for all the Lord provides.

Holiday Activities

Holidays are a celebrated time at Noah's Ark Daycare Ministry. Parents will be given the opportunity to provide treats and supplies for holiday celebrations. The director/lead teacher's are responsible for contacting parents as to what might be needed.

Any treats that are brought to Noah's Ark Daycare Ministry to celebrate holidays, birthdays, or special occasions must be store bought and in their original containers. A listing of ingredients is important to monitor certain food allergies that children might have in your child's class.

Advanced communication with your child's teacher/director would be appreciated so we can plan ahead for the celebration.

Clothing

Please keep in mind your child's comfort and safety when dressing him or her for day care. Washable items, free from complicated fastenings are best. No sandals. They are too dangerous for playground use. Rubber soled shoes are the best for all-around play. Children will need boots and heavy outerwear for outside play during the winter months. ***Please label all clothing with your child's name.***

All children must have a change of clothing at Noah's Ark, labeled with their name, at all times. Children being toilet trained need extra training pants and disposable diapers. Parents are responsible for providing a sufficient supply of disposable diapers, training pants, and pull-ups. Pull-ups and/or disposable diapers must be provided in unopened packages. Your child's caregiver should communicate to you on a regular basis to facilitate effective potty training.

Babies in the nursery also must have a sufficient supply of diapers, either cloth or disposable, on hand. At least one change of clothing is necessary. Labeling all food and clothing is requested.

It is our policy to have clean and healthy children. Please bathe your child daily and send him or her to Noah's Ark in freshly laundered clothing.

Notices

Letters are sent home periodically to keep parents informed of the various happenings occurring at Noah's Ark Child Care Ministry. It is the responsibility of the parent to take such notices home, read them and keep them handy for reference.

Please check the bulletin board in the entrance hallway and your child's cubby daily. Important notices and statements are placed there for your convenience.

Children Drop-off and Pick-up

When arriving at Noah's Ark you are required to go to the end of the drive to turn in. Please park your car in a designated parking space and escort your child to and from his or her classroom using the doors marked "Day Care". ***Do not block the entrance.***

We will only release your child to the authorized individuals on the enrollment form. If anyone else is to pick up your child, written authorization and identification must be provided.

Reasons for Dismissal

While it is always regrettable to dismiss a child, there are times when such action may be appropriate and necessary. Some possible situations requiring expulsion are:

Non-payment of tuition for two weeks.

Continual tardiness on the part of the parent to pick up a child at the prescribed time.

Inappropriate behavior or a behavior that endangers or violates other children, staff, or facilities.

Adjusting to School

It is very typical for children to have some hesitations about school during the first few days, even if it isn't their first group experience. A close analogy to these feelings might be an adult beginning and adjusting to a new job. One way parents can help their child during this time is by being very positive and reassuring about the day, activities, friends and caregivers. The establishment of a daily routine is extremely helpful. A typical morning might include the following:

Hanging up any coat or jacket in their cubby

Child and parents greeting caregiver

A positive comment for a good day i.e. "Looks like you are going to have a great day. I will be anxious to hear all about it when I pick you up"

Remind your child when you will return, exchange hugs and kisses

This type of predictable routine is helpful and reassuring, but will not always alleviate tears. The caregiver will be helpful at this time by comforting and reassuring your child that you will be back and that they will have a good time with all of the planned activities. The caregiver will also give you feedback as to the involvement of your child during the day. Do not hesitate to call the office to find out how your child is doing. If ever your child would not calm down within a reasonable amount of time we would call the parent. This is best not shared with your child.

Attendance

If your child will not be attending Day Care on his or her scheduled days, you ***MUST*** call and let the Day Care know why. No credit is given for the days your child is out sick.

If a child is absent because of illness, documented by a physician, for a period of more than ten scheduled days, for which the child is enrolled, the parent may request that the obligation to pay be suspended. This suspension period shall not exceed a maximum of fifteen days in any one-year. This suspension period shall terminate upon the child's return to Day Care, and shall not recommence unless the child is again absent for a period of more than ten consecutive scheduled days because of documented illness.

Field Trips

Field trips are a vital part of our program for age groups three and older. We feel it is important that children learn by doing and experiencing. Throughout the year, the caregivers will be planning various trips within our community. Parents are welcome and encouraged to participate. Caregivers will post parent sign-up sheets for this purpose in their rooms prior to the field trips. On all field trips we attempt to have one adult to every five to seven children. We use seat belts in the church van when traveling to and from special locations. Safety is our primary concern.

Outside Playtime

Children's outside playtime should not be seasonal. Children need to run, jump, swing, slide, and yell all year long. The children will be going outside daily unless the temperature falls below 25degrees (including wind chill factor) or unless it is raining or muddy outside. We do realize that children go home dirty after a day at school. The children wash their hands regularly throughout their day, always after coming inside from outside play, always before eating snacks and lunch and always after using the bathroom. We appreciate your understanding the importance of outside play to young children's growth and development.

Daily Schedule and Activities

The daily schedule is posted in each activity room. During the course of the morning and afternoon, the children are involved in a wide variety of activities which foster the child's development, emphasizing religious, physical, social, emotional, cognitive and creative development. A typical daily schedule could be:

- 6:30 – 8:30 Arrival – Free choice activities
- 8:30 – 9:00 Toilet and preparation for AM snack
- 9:00 – 9:30 Morning snack
- 9:30 – 11:30 Development Program (activities include: weekly Bible lessons, circle, art, free choice time, children's stories, creative dramatics, music, math, science, games, and outside activities)
- 11:30 – 12:00 Toilet and lunch preparation
- 12:00 – 1:00 Lunch, clean-up, toilet
- 1:00 – 3:00 Rest time
- 3:00 – 3:15 Toilet
- 3:15 – 3:30 Afternoon snack
- 3:30 – 4:30 Outside play or Fellowship Hall activity
- 4:30 – 6:00 Developmentally appropriate activities

Pre-school age children are provided with cots for napping. We do not require children to sleep, but those who do not, we require they lie on their cots and rest quietly so as not to disturb the sleepers. Classical or restful music is played in each room.

Before and After School Program

Transportation to and from Moran School (ONLY) will be provided by PHM bus. Your child must ride the bus to and from Noah's Ark Child Care Ministry (no walkers). Our before school care will not include breakfast (**children should eat at home**). After school program will provide a snack, supervised activities and quiet time for homework.

Discipline Policy

We believe in positive methods of discipline that encourage self-control, self-esteem, independence, and cooperation. The child is seen as responsible for his/her actions and behaviors. Discipline is viewed as a process of guiding and teaching rather than a control mechanism. Encouragement and natural and logical consequences are used instead of praise, rewards and punishment to teach children RESPECT, RESPONSIBILITY, RESOURCEFULNESS, and RESPONSIVENESS.

No adult may discipline a child at Noah's Ark Child Care Ministry by using physical punishments such as hitting, slapping, or spanking; or by using verbal abuse or insults. Children may be redirected by gentle handholding. A child may need to be restrained physically; this may be used to prevent a child from hurting himself, other children, adults and/or property.

We hope that this guide will be of help to you in preparing your child for the experience of learning and living at Noah's Ark Child Care Ministry.

WEDDING COORDINATOR VISION STATEMENT AND GUIDELINES

Section 1: The Value of a Church Wedding Coordinator

A good wedding coordinator is...invaluable!

- She saves the Bride and her Mother from unneeded apprehension; she saves the pastor from excess time at the rehearsal; and she saves everyone from a large degree of confusion. She is aware of the church's policies concerning the use of candles, appropriate music, photography, and even any cleanup that is expected. The church wedding coordinator is also familiar with all of the facilities available.
- Not only can a church wedding coordinator offer you resource lists, she can provide the rules for proper wedding etiquette. When you meet with her, she will most likely bring to mind decisions that you weren't aware you would even have to make!
- A good wedding coordinator runs a smooth rehearsal with the pastor. The pastor concentrates on guiding the bridal party through the ceremony; but the coordinator instructs everyone as to the mechanics involved (where to stand, when to turn, how to usher etc.)

Section 2: Guidelines for Weddings

- A service of Christian marriage is a service of Christian worship that sets the marriage rite in the context of a Service of the Word and provides the option of Holy Communion.
- It involves those present as an active congregation rather than passive witnesses. Both words and actions reflect that the husband and wife are entering of their own volition and as equal partners into a holy covenant reflecting Christ's baptismal covenant with the Church.
- Thus the wedding festivals of the church, of the community of Christ, are times of praise to God: they are an involvement together with parents, relatives, neighbors, new and old friends as two lives become one.
- The purpose of this guide is to provide assistance in planning a ceremony that is as meaningful and problem free as possible. Church staff members, who are dedicated to making each wedding a significant and joyful act of Christian worship, are available for your assistance.

Section 3: Initial Steps in Making Wedding Arrangements

- Contact the church office to set a wedding date: The church secretary will direct you to call the church wedding coordinator. The wedding coordinator fields all of the incoming requests regarding weddings. The wedding coordinator fields any questions including policies, procedures and fees.
- When a call is received the wedding coordinator will check to make sure the wedding date chosen is available. Dates are set on a first come/first served basis. In selecting dates congregational services are given priority in all instances. The wedding coordinator will check with the pastor, pianist, and sound tech team to make sure staff is available that day. If the date is open she will meet with the couple and collect 50% down payment for the wedding and begin planning the ceremony. The remaining 50% will be collected two weeks prior to the ceremony at the last meeting before the scheduled wedding date. She will fill out an event form and give to the church secretary and the secretary will put the date on the church calendar for the rehearsal and the wedding.
- It will be the couple's responsibility to plan what music will be used in the ceremony. The wedding coordinator, pianist, and sound tech team will be available to assist the couple as needed. Sheet music will need to be provided if the pianist does not have it in her collection. If the couple wants to provide recorded music they will need to provide that as well. They can consult the sound tech team as to what format will be needed.
- The couple will also be responsible for contacting the people providing special music or readings for their ceremony.
- It will be the couple's responsibility to provide their own wedding programs. The wedding coordinator can help in answering questions they may have in the layout of the program.
- The wedding coordinator will contact the custodians, praise team leader, and choir director two weeks before the ceremony so they can prepare to have the stage cleaned off for the day of the wedding if possible.
- The Wedding Coordinator will work with the Sound Tech Team Leader and Pianist and Pastor to coordinate who is working the Wedding Rehearsal and the Wedding.
- The Wedding Coordinator will communicate dates and times when a wedding is booked. Communication will be by email or text.
- The Sound Tech Team Leader and Pianist will respond that the information has

been received and let the Wedding Coordinator know who will be working the Rehearsal and Wedding. There will also need to be a backup plan for illness etc.

- If there are any changes to dates and times the Wedding Coordinator will inform all parties.
- The Sound Tech Members will arrive at least 45 minutes before the start times of the Rehearsal and Wedding.
- The Pianist will arrive at least 30 minutes before the start times of the Rehearsal and Wedding.
- The Sound Tech Team will help clear the stage for the Rehearsal and Wedding and also help put things back after the ceremony.
- They will also see that the DVD of the ceremony is done before leaving after the wedding. If additional copies are needed those may be done at a later date.

Section 4: Guidelines for the Use of the Church Facilities

- The church seats approximately 250 people 8 adults per pew. There are a total of 33 pews. 15 on one side and 18 on the other
- The reception room is designated for the use of the bridal party prior to the wedding ceremony.
- The parlor is designated for the use of the groom's party prior to the ceremony.
- The Reception Room and/ or Fellowship Hall may be used for both the rehearsal dinner and the wedding reception at an additional cost.
- Use of alcoholic beverages on the premises is prohibited. Use of tobacco inside the building is also prohibited.
- Use of rice, confetti, or birdseed is also prohibited in or outside the church building.
- No real flower petals are to be used unless an aisle runner is used. The couple provides the aisle runner. The aisle runner needs to be 75 feet long.
- The sanctuary is beautiful and the following guidelines are suggested to both the bride and the florist:
- Only the church staff will move any furnishings in the sanctuary. A prayer bench is available for the couple to use during the ceremony.
- Only church staff will make adjustments to the thermostats in the building.
- Wedding Banners and pulpit sashes will set up by the wedding coordinator. The wedding coordinator will set up any items used on the altar and assist the florist with placement of any arrangements.
- All decorations should be in place at least two hours before the ceremony.
- No nails, tacks, sticky tape, or any adhesive material should be used on any of the woodwork of the church. Pew bows can be held in place with plastic brackets or ribbon.
- Candles must be in enclosed containers except for the Unity Candle Set. There are candelabras and candle holders available for use. The couple provides the Unity Candle Set and any clear tea light candles for use in the window candle holders. If the couple brings their own candles they must be in enclosed containers. Lighters to light the Unity Candles are provided.

- All facilities should be left in the condition they were found.
- When using the Fellowship Hall or Reception Room, church equipment, dishes, serving pieces, and utensils are not to be removed from the premises. When caterers are engaged they are to use their own equipment, which avoids any loss or mix ups.
- Photographers may take pictures before, during and after the ceremony.
- No flash is to be used during the ceremony once the bride gets up front until the Bride kisses the groom.
- Any pictures can be taken from the back of the church. The photographer may also take pictures from either side of the stage during the ceremony provided they are discreet and in no way disrupt or detract from the ceremony.
- Photographers should be cautioned about marrying the furniture by standing on pews or by placing equipment on pews or other furniture in the church.
- Video and/or audio recording equipment may be used to record the ceremony. The videographer must be discreet and in no way disrupt or distract from the ceremony.
- The couple can choose to have the ceremony recorded.

Section 5: Fees

This fee includes the use of the building for the rehearsal and wedding
\$700 - Osceola United Methodist Member (bride, groom, parents or grandparents of either)

\$800 - Non-member

Wedding DVD - \$50 includes a copy of the DVD for the wedding couple. Additional copies can be purchased for \$3 each.

The fee for use of Reception Room and/or Fellowship Hall is \$50 for members and \$75 for non members. It is the responsibility of the rental party to clean up and leave these rooms in good condition.

Total Fees

Member Fee _____

Non Member Fee _____

Reception Room _____

Fellowship Hall _____

DVD _____

Additional Copies _____

50% down Collected Date _____

Remaining Fee Collected Date _____

We have read the Osceola Wedding Guidelines and understand our responsibilities.

Bride's Signature _____ Date _____

Groom's Signature _____ Date _____

Osceola United Methodist Wedding Staff Member Fees 2016

Pastor \$150

Wedding Coordinator \$250

Pianist \$100

Sound Tech \$50 each

January 1, 2016