

FIRST UNITED METHODIST

CHURCH OF EL DORADO

POLICIES & PROCEDURES MANUAL

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FIRST UNITED METHODIST CHURCH

PART ONE: CODE OF ETHICS and CHURCH PERSONNEL POLICY

I. CODE OF ETHICS

The roots of El Dorado First United Methodist Church go back to 1845. For 161 years we have been working and serving within our community, baptizing young and old, sharing the message of the gospel, and changing lives by introducing people to the love of Christ.

For 161 years we have worked to become disciples of Christ. We have laughed and cried with each other. We have rejoiced together at weddings and baptisms. We have held hands with the sick and bereaved. We have struggled with each other through the hard times and have enjoyed each other's fellowship in the good times. Through it all we have learned what it means to be the family of God.

It is our goal to continue the work begun so long ago, desiring that everyone will know the joy of the Christian life, the blessings of fellowship with Christ, and the warmth of God's family. The vision of our church is to be a growing and committed family of believers, united as followers of Christ. We understand that our mission is to love God and to share His love with one another, our community, and the world. To accomplish our mission, we have chosen to focus upon five main goals:

- Worship: We will offer heartfelt praise and adoration to our loving God.
 - (John 12:32; Psalm 100)
- Fellowship: We will show love, care, compassion, and a sense of belonging to all.
(Acts 2:38-42; Col.3:12-14)
- Discipleship: We will help followers of Christ to become more like Christ.
(Col.1:28-29; Eph.4:11-16)
- Ministry: We will reach out with our gifts and talents to people in need throughout our church, community, and world. (Ephesians 4:11-16)
- Mission: We will inspire each member to share the love of Christ in both word and deed in our community, our country, and the world. (Acts 1:8)

As staff and volunteers of this congregation, it is our privilege and call to help lead people in this great mission. To do so, it is imperative that we exemplify the highest standards of the Christian life. To that end we agree to abide by the following ethical standards and practices.

Guiding Values and Behaviors for the Staff of El Dorado First United Methodist Church

Accountability

We will hold ourselves accountable for our own performance, our staff's performance and our congregation's performance.

- We will take ownership for the end result and will be accountable for our part.
- We will work to fix any problems, not to spread the blame.
- We will focus on finding solutions and achieving responsible results, and will be willing to be agile and adaptive in doing so.
- We will make timely and effective decisions.
- We will keep promises and follow through on commitments.
- We will actively support decisions once they are made.

We will have the courage and willingness to rethink ideas in order to solve problems and create new opportunities.

Collaboration

We will collaborate and work together as one team.

- We will always consider the best interest of our church members and community whom we serve.
- We will seek and build collaborative relationships among staff and other church leaders.
- We will communicate proactively and share information and knowledge with each other.
- We will support each other through appreciative and constructive feedback.
- We will openly recognize and credit one another's efforts and achievements.
- We will maintain a positive, confident, optimistic attitude, especially in the face of challenges.
- We will exhibit patience, understanding and compassion.

We will foster a positive and fun work environment, and celebrate personal achievements.

Commitment to Results

We will demonstrate the drive, perseverance and commitment to get results.

- We will display a sense of urgency about getting results.
- We will actively support the vision, mission, goals, value, and beliefs of this congregation.
- We will anticipate problems and take appropriate preventive action.
- We will innovate to improve efficiency and effectiveness.
- We will take responsibility for quality, will seek to understand fully the root causes of any problems and will be persistent in achieving high quality results.
- We will demonstrate courage to speak up about difficulties, mistakes and problems and to offer solutions.

We will balance risks and opportunities to the church.

Trustworthiness

We will always act with integrity, respect and openness, and will be trustworthy in all actions.

- We will treat every staff member with dignity and respect.
- We will work to inspire trust through own actions.
- We will value the diverse talents, skills, and experience of each team member.
- We will value, respect and be open to the point of view of others.
- We will look for the best in people and assume positive intentions.
- We will set aside distractions to be present with people.
- We will listen with curiosity, seeking to understand others.

We will talk directly to an individual when there is a concern or problem, and avoid triangulation.

A. Personal Integrity

A personal commitment to integrity in all circumstances benefits each individual, as well as the church. Each employee and/or committee member of FUMC should:

- respect and seek out the truth and avoid misrepresentation.
- ensure fairness and objectivity in all activities.
- set an example, as an employee or representative of our church, for high standards and morals.
- honor the right of privacy of all people, including co-workers.

B. Professional Excellence

As an employer, FUMC promotes professional excellence and encourages open and honest communication among all employees to create an atmosphere conducive to personal growth and Christian development.

It is the joint responsibility of the Sr. Pastor and the SPRC Committee to encourage employee development; communicating with personnel to help them achieve their goals and increase their self-esteem through job enrichment and satisfaction.

All FUMC employees have the responsibility to:

- strive to meet performance standards at the highest level.
- refuse to engage in or tolerate any fraud or misuse of our Church resources.
- comply with all legal requirements concerning substance abuse.
- discuss any questions concerning interpretations or compliance with the code of ethics with their supervisor, the Pastor or Associate Pastor.
- refuse to engage in or tolerate in others any form of sexual harassment.
- endeavor to deal fairly with the FUMC's members, suppliers, and employees. You should not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other intentional practice in connection with the FUMC's business.

C. Responsibilities Of Volunteers

Volunteers who serve FUMC and the congregation through its Administrative Board, committees or as other volunteers are crucial in the furtherance of our great mission. It is imperative that they represent FUMC with the highest of Christian standards.

- Volunteers should review the Code of Ethics of the FUMC and ensure that they adhere to the spirit of the code when making policies or otherwise managing the affairs of our Church.
- No volunteer should knowingly take any action or make any statement intended to influence the conduct of Church members or committee members in such a way as to confer any personal financial benefit for the volunteer, his or her immediate family, etc.

- In the event that there comes before the Administrative Board, Board of Trustees or Finance Committee a matter for consideration or decision that raises a potential conflict of interest for any member of the board, the member shall disclose the conflict of interest as soon as he or she becomes aware of it and abstain from voting in connection with the matter; the disclosure and abstention shall be recorded in the minutes of the meeting.

D. Donor Relations

FUMC has responsibilities to our donors who have placed faith in our church. It is the responsibility of the employees of FUMC not to violate their trust and, where applicable, they should:

- make full and fair disclosure of all information relevant to donors, who have a right to know how their dollars are spent.
- spend the donor= s money wisely, efficiently and objectively.
- always be mindful of the designation of the contribution by the donors.

E. Confidential Information

Confidentiality is a hallmark of professionalism. Each FUMC employee should commit to ensure that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.

F. Reportability

We must all ensure prompt and consistent action against violations of this Code.

Employees and volunteers are encouraged to contact the Pastor/Associate Pastor/Chair of Administrative Board about observed unethical behavior or violations of this Code.

Any claim of a possible violation may be made anonymously if the claimant so desires, and all claimants shall be provided confidentiality to the extent practicable in the handling of the potential violation. Employees and volunteers are expected to cooperate in internal investigations of misconduct.

G. Criminal Activity

First United Methodist Church is required to report to the appropriate authorities and the bonding company, any criminal activity involving financial transactions by employees or volunteers. Employees who have been convicted of a criminal offense involving dishonesty or breach of trust or money laundering, or have agreed to enter into a pretrial diversion or similar program in connection with a prosecution for such offense, may be subject to immediate dismissal.

H. Code Administration

This Code shall be administered by the Senior Pastor, who shall act as the Compliance Officer of the Church. Church employees are encouraged to seek guidance regarding the application or interpretation of this Code from the Senior Pastor and are expected to cooperate fully in any investigation of any potential violation of this Code.

I. Violations

Any violations can result in counseling, reprimand, or dismissal for abuse of the aforementioned code.

II. CHURCH PERSONNEL POLICY

A. Office Hours:

- I. Our regular office hours are 9:00 - 4:30 Monday through Thursday, and 9:00 to noon Friday. On Sundays the church will be open by 8:00 a.m.
- II. While members of the program staff have different schedules with night meetings and varied hours, each one should observe regular office hours. When they are not in their office, they should advise the church office as to where they can be reached. This provision does not apply to the regularly scheduled days off.
- III. A schedule of hours of duty for each staff will be posted in the office of the church Secretary. Staff member should conform to this schedule unless changes are authorized by the Senior Minister.

B. Office Personnel:

- I. The Staff will meet each Monday at 9:00 a.m. for planning. All full-time staff members are expected to attend. Part-time staff should attend if other work schedules allow. The Senior Minister will preside.
- II. Loyalty to the church and its workers is a requirement of all members and particularly of the church staff members.
- III. All staff members should display concern about the total church program, both by suggestions and by service in work areas in which they have interest and competence.
- IV. All matters concerning the church and its members will be held in the strictest confidence by all staff.
- V. The church staff shall be expected to dress professionally (no shorts, t-shirts, sandals, or tank tops) at all times while at work or at church.
- VI. The job descriptions for all paid employees will be determined by the Pastor Parish Relations Committee in consultation with the Senior Minister, and will be filed with, but not as part of, the Policies of First United Methodist Church.
- VII. For purposes of the Personnel policy, a staff member or church employee is defined as a person hired by the SPRC committee.
- VIII. Termination of any church employee shall be handled by the SPRC committee in consultation with the Senior Pastor. Appropriate severance packages shall be determined by the SPRC committee in consultation with the Senior Pastor.
- IX. As a non-profit organization, we do not contribute to the Arkansas Employment Security Department. Therefore, unemployment benefits are not available upon termination.
- X. It is the policy of our church not to permit smoking on the church premises.

C. Insurance:

- I. All employees shall be covered by the Federal Insurance Contributions Act (Social Security).
- II. A group hospital plan shall be offered for all employees who are hired to work 30 or more hours per week. Premiums will be the responsibility of the employee. Information regarding premiums, benefits, and related information can be secured

from the Financial Secretary. The church will pay total coverage for all full-time employees.

- III. An insurance policy covering retirement and death benefits will be made available to interested full or part-time employees who have a minimum of three years of continuous service on the staff of the church. The church will match contributions 2 to 1 up to \$1,333.33.

D. Vacation and Leaves of Absence:

I. Any employee after six months employment who is unable to perform assigned duty because of debilitating illness or injury will be paid in accordance with the following schedule.

- a) First four weeks, Full Pay.
- b) From five through six weeks inclusive: One half Pay.
- c) After six weeks, No Pay.
- d) Sick leave benefits are based on the calendar year, not on the injury or illness, and re-set on Jan.1 of each year.
- e) All pastors and employees should complete a vacation/sick day form to be on file when taking days off.
- f) For purposes of this section, the work week is defined as the number of hours a person is hired to work.

II. Up to one week per year of family leave/sick leave will be provided for employees after six months employment. If it is necessary for an employee to be absent from duty for reasons other than illness or injury, arrangement will be made with the Senior Minister prior to the absence, if possible. The Senior Minister will determine whether the absence is to be charged to vacation time, family leave, or sick leave.

III. Vacations will be granted on the following basis:

- i. Senior Minister: One month.
- ii. Associate Minister: One month.
- iii. Minister of Music: One month (Four Sundays).
- iv. Organist: One month (Four Sundays).
- v. Director of Youth:
 - a. First year - Two full weeks and two extra weekends.
 - b. Second year - Three full weeks and one extra weekend.
 - c. After two years - Four weeks
- vi. For all other staff members:
 - a. After one year - Two weeks.
 - b. After three years - Three weeks.
 - c. After eight years - Four weeks.

- IV. The following definition applies to the length of vacations.
 - a. One week is equal to five working days or seven consecutive days.
 - b. One month is equal to four weeks.
- V. Vacations will be scheduled in staff meetings and approved by the Sr Minister.
- VI. Holidays for the church staff.
 - 1. New Years Day
 - 2. Martin Luther King Day
 - 3. Good Friday
 - 4. Memorial Day
 - 5. July 4th
 - 6. Labor Day
 - 7. Thanksgiving (2 days)
 - 8. Christmas Eve
 - 9. Christmas Day
- VII. When the holiday falls on a weekend, the following Monday will be observed.
- VIII. No vacations or scheduled days off will be accrued.
- IX. Leave for continuing education of up to two weeks for staff at the discretion of the Senior Minister.

E. Compensation:

- I. Staff salaries will be presented on the 15th and the last day of each month.
- II. Advances or loans on salaries are not allowed.
- III. Salaries will be reviewed annually by the SSPR Committee by November 1. Increases, if any, are made on the basis of performance, increased ability and skills, experience and responsibility of the position; also for reliability, attitude, judgment, and initiative.
- IV. Under state law we do carry worker's compensation insurance, which pays for lost time and medical expenses due to on-the-job accidents.

F. Music:

- I. The Minister of Music and/or Organist will have the privilege of giving lessons on organ, piano and voice as long as these lessons do not interfere with his/her regular duties. The facilities and instruments of the church will be available for such lessons, although organ students will be expected to pay a small fee for the use of the organ to practice. The Minister of Music/Organist will be fully responsible for proper use of the equipment by students.
- II. The Minister of Music/Organist may make no charge for his or her services at funerals of members of First United Methodist Church. However, if a gratuity is offered, it may be accepted.
- III. Any tour involving a choir must be approved by the Senior Minister, the Music committee, and the Administrative Board.
- IV. No equipment may be loaned to anyone except for use within the church premises. If sheet music (anthems) and any other music or books is loaned to other churches or schools, its return will be the responsibility of the Minister of Music.

FORM G: AFFIRMATION FORM

I, _____ have read and understood the Policy and Procedures Manual including the Code of Ethics of First United Methodist Church.

I have been provided and have read the Employee Handbook. ____ (check if applicable)

I have been provided an explanation of my duties as a committee member of _____ (Committee Name) ____ (check if applicable)

Employee/Committee Member Signature

PART TWO: FINANCIAL POLICIES AND PROCEDURES

I. CHURCH ORGANIZATIONS

A. Financial Accounts

Any organization which maintains a financial account (checking, certificate of deposit, savings, PayPal, etc.) that is associated with First United Methodist Church (FUMC) by the use of the FUMC's name or the use of FUMC's federal ID number on the account, must have all statements of account mailed to the FUMC office each month. The following is a list of current accounts known:

First United Methodist Church B Operating Account - BancorpSouth
First United Methodist Church B Savings Account - BancorpSouth
First United Methodist Church B Pastors Discretionary Fund
First United Methodist Church B Kindergarten Account
First United Methodist Church – Pay Pal Account

A file will be set up at the FUMC office for each organization, and a copy of the monthly statement will be maintained in the file. The name, address, and telephone number of the person(s) who control(s) the account for the organization should be provided to the FUMC office. A file with a list of certificates of deposit will also be maintained and updated (bank, certificate numbers, maturity date, interest rate, etc.) as changes occur.

B. Statement of Purpose

Each organization needing a separate checking account will provide a "Statement of Purpose", describing the general intent or purpose of the organization. Example: *The XX organization's purpose is to provide aid to FUMC members who have suffered illness, or loss of a family member. We will also support the summer camp trip for the youth of the FUMC.*

C. New Financial Accounts

In order to establish a new FUMC affiliated checking account or special fund the organization requesting the account must have the approval of the Finance Committee. A written request should be submitted to the FUMC office with an explanation of the purpose for the account. The request will be reviewed at the next Finance Committee meeting, and a decision will be communicated to the organization within one week of the meeting.

I. EXPENDITURES

A. Credit Card Charges

1. FUMC staff members may be issued their own FUMC VISA card, and will be held personally accountable for all purchases made with that card.
2. There will be two FUMC credit cards available to be signed out by FUMC members. Anyone using these cards should sign the check out/in sheet in the Financial Secretary's office both the day checked out and the day checked in. (See Form H)
3. Under no circumstances are credit cards to be lent out or used by anyone other than the person the card is issued to. The exception will be the main church card (issued to the finance secretary), which can be used when needed by church groups. All regular policies for the use of credit cards must be followed. Staff members who have been issued credit cards may not borrow the main church card.
4. Please note **B** that under **NO** circumstances are FUMC credit cards to be used for personal reasons. No personal charges will be accepted. Cards may be revoked if used for personal reasons.
5. A Credit Card Charges form (Form A) must be supplied for each credit card purchase. No purchases will be approved for payment unless accompanied by this form. Each credit card charge must be accompanied by a separate form. The person requesting approval should not be one of the persons approving the charge. The form requires the signature of three different persons.
6. Receipts, if available, must be attached to the form. If receipts are unavailable for a phone purchase, a detailed description of the charge must be provided. For internet purchases please print out any type of receipt that the site provides.
7. The Credit Card Charge form must be signed by the person making the charge, the FUMC financial secretary, and either the pastor or an * authorized member. This form should be completed before the purchase is made. If this is not possible it should be completed within 72 hours of the purchase.

B. Requisition Requests

1. Any check requisition must be accompanied by a A Purchase Requisition@ form (Form B).
2. When receipts become available, they must be submitted to the FUMC financial secretary, who will attach them to the purchase requisition form.
3. The A Purchase Requisition@ form must be signed by the person requesting payment, the FUMC financial secretary, and either the pastor or an *authorized member. This form is to be completed before the purchase is made.

C. Reimbursement Requests

1. Any request for reimbursement must be accompanied by a Travel/Expense Voucher form (Form C).
2. Receipts required in the form must be attached.
3. This form may be used for cash advances if deemed necessary by the financial secretary and either the pastor or an *authorized member. A separate form must be completed after the trip or event clearly showing expenses and accompanied by appropriate receipts.

D. Documentation

All disbursement checks require two authorized signatures, with the exception of the Pastor's Discretionary Fund. Checks should be submitted for signatures with all properly approved original invoices or receipts attached to each individual check. Authorized signers should **never** sign any checks without reviewing the check and attached supporting documentation information. Any check without the required attachments supporting the disbursement should **never** be signed. The FUMC Financial Secretary will not be given the authority to sign checks.

Only members of the Church Finance Committee may be authorized to sign checks from the Operating or Savings Accounts. The Church Financial Secretary will not have the authority to sign checks. Only the pastors of El Dorado FUMC will be authorized to sign checks from the Pastor's Discretionary Fund.

Checks from the Pastor's Discretionary Fund only require the signature of one pastor. However, all deposits and monthly reconciliations must be made by two persons other than the pastors.

E. Church Charge Accounts

The Finance Committee will annually review all church charge accounts and designate authorized purchasers.

F. Pastor's Discretionary Fund

1. The purpose of the Pastor's Discretionary Fund is to provide assistance to needy individuals in a confidential and timely manner at the discretion of either the senior or associate pastor of the church.
2. Only the pastors of El Dorado FUMC will be authorized to sign checks from the Pastor's Discretionary Fund.
3. Checks from the Pastor's Discretionary Fund of \$75 or less will require the

signature of only one pastor. Checks for an amount over \$75 will require signatures of both pastors.

4. Whenever possible, monies from this fund should be used to purchase goods and services rather than for cash assistance.
5. All deposits and monthly reconciliations for this account must be made by a designated person other than the pastors. Whenever possible this person shall be the church finance secretary.
6. Supporting documentation must be filed for each check detailing the amount of help, date, type of help offered, and name of person helped. These records will be filed in a confidential manner.
7. Monies from the Pastor's Discretionary Fund may never be used to help the pastor or his/her family.
8. The Pastor's Discretionary Fund should be reviewed yearly by two persons from the church finance committee to check for appropriateness of transactions. A yearly reconciliation should be presented to the Finance Committee.

G. Pastor's Accountable Reimbursement Policy

The El Dorado First United Methodist Church ("Church") recognizes that certain expenses of ministry paid by the pastor are part of the ordinary and necessary costs of ministry in this church. Accordingly, we hereby establish an accountable reimbursement policy to defray them directly. The reimbursement account shall be an annual line item in the Church budget. It shall be in addition to the pastor's annual salary and housing. The reimbursement account shall be established on a yearly basis.

The following requirements for the policy are binding upon the Church and upon its pastor(s). Accordingly, the Church hereby establishes an accountable reimbursement policy, pursuant to I.R.S. regulations and upon the following terms and conditions:

1. The pastor shall be reimbursed from the reimbursement account for his/her ordinary, necessary and reasonable business expenses incurred in the conduct of the ministry for and on behalf of the church. The following expenses are budgeted in this accountable reimbursement policy, as suggested for the employment needs of the pastor:
 - Automobile (standard federal milage rate), parking and tolls
 - Office supplies and postage
 - Office equipment, computer and software
 - Books, subscriptions and periodicals, such as professional journals
 - Professional dues
 - Religious materials, vestments, and business gifts
 - Continuing education and seminars
 - Entertainment required for Church business
 - Travel fares, lodging and meals while on business for the Church

2. The Church Finance Secretary must be given an adequate accounting of each expense, including but not limited to a statement of expense, account book diary, or other similar record showing the amount, date, place, business purpose, and business relationship involved. Such documents shall include receipts for all items of \$75 or more. Appropriate documents and records for non-receipt expenses less than \$75 must be attached to each expense report. A log of total miles per day and enumeration of their general purpose shall suffice to substantiate automobile mileage, but under no circumstances will commuting mileage between the pastor's home and Church office be reimbursed. Copies of the documentary evidence and expense report shall be retained by both the pastor and the Church.
3. Any questions about the adequacy of the substantiation and/or the appropriateness of any reimbursement will be resolved by the church Treasurer, subject to review and approval of the SPR Committee or Finance Committee.
4. Budgeted amounts not spent must not be paid as a salary bonus or other personal compensation. If such payments are made, the entire amount of the reimbursement policy will be taxable income to the pastor. The Church will be required by law to report that amount as part of the pastor's personal compensation. Disposition of any unspent balances remains within the discretion of the Finance Committee and the Administrative Board in building the budget for the next Church year.
5. It is understood by the various parties that all elements of this resolution must be carefully followed to prevent the Church from being required by regulation to list total payments for these items on I.R.S. information reports (W-2/1099-MISC) as "includable compensation." The primary responsibility of expense reporting is the pastor to the Finance Secretary.

(This policy adopted by the El Dorado FUMC Administrative Board on October 27, 2008)

III. COLLECTIONS/BANK DEPOSITS

A. Sunday Offering

Sunday offerings will be counted and verified by two ushers after the collections are taken up. The ushers should fill out Form E verifying total currency, coins and checks. The form should be signed by each usher and the offering, calculator tape and signed form should be placed into the bank bag. Each service should have their own night deposit bag to place the collections in and each service should deliver their locked bag to the bank. The First Light ushers (two at least) should hand off the bags to applicable persons in FUMC office. These appointed individuals should count and sign Form E.

Please note: If a gift is in an envelope the contents should be counted and the usher should make sure that the cash or check associated with the envelope remains in the proper envelope.

The bank bag will be retrieved and opened in the presence of two designated persons on the next business day after the deposit. Form E should be filled out, compared to the usher's count, and signed by both persons. The Financial Secretary will then deposit the money.

B. Communion Offering

Communion offerings must be kept separate. The contributions should be collected by two designated FUMC members, counted by both and Form E should be filled out and signed by the two counters and place the signed form and the collections in the bank bag.

C. Other Collections

Contributions which are dropped off at the FUMC office, or those received by mail, may be deposited with the Sunday collections. The mail should be opened by two individuals with checks being copied and stamped for deposit only at that time. Contributions collected during the week should be deposited by the following Monday. If a contribution is not deposited immediately, it should be placed in the church safe.

Any stock or security received as a gift should be sold immediately. The Church Treasurer and Financial Secretary will have authority to sell stock that is made as a gift to FUMC

Individuals that bring contributions to the office should receive a receipt. The copy of the receipt retained by the FUMC should be signed by the donor.

D. Fund Raisers and Mid-Week Collections

Only money boxes and/or bank bags issued by the finance secretary should be used for the collection of cash and checks during the week. Money collected at FUMC events should be counted by two individuals designated for that event. A tally sheet (see Form E) should be completed, signed by both individuals, and turned in to the FUMC Financial Secretary, along with the funds collected, within 24 hours of the event if possible.

If a money box is needed by a group on a regular basis, each Monday morning it must be counted and reconciled by the regular church tellers. It can be reissued each week with a new tally sheet to be used for that week. All money - cash or check

- must be immediately deposited in the money box. No money should be accepted unless it can be deposited in the money box. A receipt should be given for all cash received. The Finance Secretary will supply a receipt book and a new tally sheet each time a money box or bank bag is issued.

E. Security of Funds

The head usher will be responsible for making sure that the locked bank bags are dropped off at the night depository box, immediately after the last service.

F. Memorial Gifts

FUMC has an established program for special gifts. Most of the gifts received as special gifts are memorial gifts or gifts in honor of a loved one. Money and other gifts given in memory or honor of loved ones may go to either a designated or undesignated fund.

A gift in any amount desired may be given in memorial or honor of someone. Upon receipt of a gift, the financial secretary will notify the family or person memorialized/honored, with an engraved card or letter noting the name(s) of the person making the gift (but not the amount of the gift). Also, notice of a gift is published in the Messenger, unless the person who presents the gift asks that it not be published.

Benefits of this program are:

- 1) a remembrance of someone special will bless the people to whom and with whom we minister, and
- 2) the church will be able to purchase needed items (i.e., equipment, library books).

Designated Memorials

Money and other gifts in kind may be designated for special projects, and special funds may be established for new projects, with the following provisions:

All special funds and projects must be approved by the appropriate committee or Board. No fund or special project will be established without such approval.

All special funds and/or memorial projects will be reviewed annually by the Memorial Committee. If it is determined that the project has been completed, the Finance Committee will determine into which of the special funds remaining monies will be placed. If the appropriate committee or Board determines that the special project is to be discontinued, those who gave money will be contacted, if possible,

for instruction on where they would like to have the remaining money placed. If the giver cannot be contacted, final decisions of the use of the money will be made by the Finance Committee.

The Finance Committee, Administrative Board, and Memorial Committee will work with one another to try to prioritize the special funds, so that appropriate attention and support can be given to those deemed most important. Under no circumstances will designated money be used for any purposes other than what the funds were designated for, unless specific permission is granted by the giver.

Undesignated Memorials

The Memorial Committee will determine how undesignated money given in honor or in memory of friends and loved ones will be used. Such money can be used for any approved church purposes, within the following guidelines:

1. The general memorial fund will be administered by the Memorial Committee of the church, who will distribute money from the fund for various church projects and improvements as they see fit. Oversight of this fund lies strictly with the Memorial Committee.
2. Donors who give undesignated gifts of \$250 or more will be contacted for advice on where to use the money. The availability of special funds - including apportionments - will be provided to them. If the donor has no specific request on where the gift should be applied, the Memorial Committee will review and decide where the gift is most needed in the church.
3. If undesignated memorials totaling \$500 or more are received in memory of any person, that family will be contacted for advice on where to use the money. The availability of special funds - including apportionments - will be provided to them. At any time a family may request donations to be applied to a specific special fund. If the donor has no specific request on where the gift should be applied, the Memorial Committee will review and decide where the gift is most needed in the church.
4. Efforts will be made to insure that the Memorial Committee has approximately \$2500 on hand to work with at any one time. Twice a year - June and December - the Memorial Committee may distribute any overage to one or more of the existing special funds, including apportionments. The Finance Committee and Ad Board will regularly review these special funds and suggest priorities, and give guidance to the Memorial Committee as to where the money should be used, with the final decision being left to the Memorial Committee.

G. Pay Pal Account

A PayPal account will be set up by First United Methodist Church in order to receive credit card payments for conferences and special events. All payments will be processed by the financial secretary through the FUMC email account fumccredit.com. Once a month all accrued payments will be transferred electronically to the church checking account by the regular money counters. Monthly statements will be forwarded to the Finance Committee along with the monthly checking and savings accounts.

IV. ASSETS

A. Journal Entries

Journal entries are to be made only by the Finance Committee Chair, FUMC Treasurer, or the FUMC Financial Secretary. Entries to the financial records are to be made only for transactions that cannot be made with regular transaction documents, i.e., checks, deposits, etc. Journal entries are to be identified with a title that incorporates the initials of the preparer and the date of the journal entry. Example: aje01gm0706, where A gm@ identifies the preparer, and A 0706@ indicates the month and year. All entries are to be prepared on a written form that specifies the accounts to be debited and credited, and the specific reason for the entry (Form E). Any backup information applicable should be attached to the journal entry. Journal entries are to be reviewed by a person authorized by the Finance Committee. Both the preparer and the reviewer should sign the journal entry form.

B. Bonding and Insurance

All members of the FUMC staff handling money will be bonded in the amount of \$250,000. A member of the Trustees Committee will conduct an annual review of all church insurance policies with the agent to insure adequate coverage.

C. Bank Account Reconciliations

Adequate steps shall be taken to confirm the accuracy of the balances shown in DDA accounts, and all other financial accounts. Balances of these accounts shall be compared to detailed reports of any subsidiary ledgers. Differences will be documented using reconciling items.

GUIDELINES

Reconciliations should be completed monthly. All accounts should be reconciled to a subsidiary ledger on a regular and timely basis.

PROCEDURES

Reconciliation should be completed using the following standard format. Reconciliations should have the following items adequately documented:

- Bank name and bank number
- Account number and account description
- Balance per Bank Account and Balance per subsidiary ledger

- Account reconciling items (Description, date, amount and estimated clear date)
- Subsidiary ledger reconciling items (Description, date, amount and estimated clear date)
- Reconciling items should be sorted in date order (oldest to current)
- Reconciling items should be cleared in a timely manner
- Stale reconciling items (over 90 days outstanding) should be cleared or charged-off and a memo describing the charge-off sent to the Finance Committee (items not considered a loss, should be documented in a memo to the same as above)
-
- Prepared by - Name
- Approved by - Initials of Reviewer

Preparation Timeliness

Reconciliations should be prepared on a regular basis. All accounts should be reconciled on a monthly basis. Reconciliations should be completed before the Finance Committee monthly meeting.

Internal Control

Proper segregation of duties should be maintained over all Bank account reconciliations. The person responsible for reconciliation of Bank accounts should not perform the following duties related to the account being reconciled:

- Authorization of transactions
- Safeguarding or physical control of the checks/credit cards

Reconciliation Review and Monitoring

Reconciliations will be reviewed and monitored by members of the Finance Committee. Reconciliations not completed in a timely manner or with A old outstanding@ items will be reported to Finance Committee Chair. The reconciliation is the responsibility of the Financial Secretary. It is their responsibility to accurately prepare, approve and clear reconciliations in a timely manner.

V. CHURCH COMMITTEES/EMPLOYEES

A. Committees

Each of the FUMC= s incoming committee members should receive a copy of the Procedures and Policy Manual, a detailed description of their applicable duties and the code of ethics. They should sign Form G noting that they have read and understood the aforementioned.

B. Employees

All employees should receive a copy of the Procedures and Policy Manual. They should sign Form G noting that they have read and understood the aforementioned.

VI. FINANCE COMMITTEE RESPONSIBILITIES

A. Bank Statements

The Financial Secretary should use the online bank statements for reconciliation purposes. A person should be designated by the Finance Committee to receive the original bank statements (operating and savings accounts) directly from the bank. The statement will be forwarded to Finance Committee members. This person should review the statements noting anything questionable, i.e., lack of two signatures or an unusual vendor. If in doubt the back up for the check should be reviewed.

B. Revenues

The deposits from the bank statements should be compared to the financial statements each month. If anything is questionable the deposits and the required attachments should be reviewed.

C. General Ledger

A detailed general ledger report should be submitted by the Financial Secretary and the committee should review the transactions for each account. Journal entries should be scrutinized if they appear unusual the backup should be reviewed.

D. Church Audits

The Finance Committee will insure that a “review of agreed upon procedures” of the church's internal controls, financial records and year-end financial statements be conducted annually. The review of agreed upon procedures is to be performed by a CPA firm that is independent from the church and is licensed and duly qualified to issue an audit opinion. The Finance Committee is to engage the CPA firm annually to perform the review of agreed upon procedures and will estimate the fee for the review engagement as part of its annual budget process. As part of the review engagement, the "Report of Annual Audit" schedule summary of the annual funds' movement is to be prepared by the firm and provided to the church pastor for submission to the Southwest District, Arkansas Conference of the United Methodist Church.

E. Miscellaneous Needs

Financial needs of the church that arise in the amount of \$10,000 and under can be handled through the Finance Committee and Trustees Committee without approval of the Administrative Board.

VII. GIFTS TO THE CHURCH

It is not the intent of the church to speculate on market fluctuations.

Property Gifts

Par.2532.1 and 2532.5 of the 2004 Discipline state: “...the board of trustees shall have the supervision, oversight, and care of all real property owned by the local

church... the board of trustees shall receive and administer all bequeaths made to the local church; shall receive and administer all trusts..."

In accordance with the above, the following procedures should be used concerning bequeaths and property:

1. Any bequeath of property should be brought to the Trustees for approval or disapproval before it is accepted. The trustees have the right not to accept the gift, if they so choose. Gifts of property will be managed and/or sold in a timely manner by the Trustees Committee of the church.
2. Any non-designated bequeath made to the church shall be brought to the Trustees to determine how to designate it. The Trustees in conjunction with the senior pastor, the finance chair, and the administrative board chair shall work to determine the best use of the bequeath.
3. The purchase of property does not need to come before the Trustees unless it:
 - a. Will be a permanent addition or change to the existing church facilities;
 - b. Will not be funded from an operating budget line item or an existing fund;
 - c. Costs more than \$2,500.00

B. Securities Gifts

The finance secretary of the church is authorized to immediately sell gifts of stock, bonds, or other securities totaling less than \$100,000. A three-person advisory committee appointed by the Finance Committee will review all securities gifts valued at \$100,000 or greater and advise the financial secretary when to sell, with the provision that all gifts must be liquidated within 180 days of receipt of the gift.

C. Endowment Funds

Endowment funds given to First United Methodist Church are those in which the funds are invested and the principal remains intact. *Income from the money placed in an endowment fund is restricted to the purpose of the fund.* A special committee will be appointed to oversee expenditures for the fund, if a corresponding committee is not already in place. All requests for expenditures should come through this committee. Once an expenditure has been approved by the appropriate committee, it will go before the Finance Committee for their approval. Financial requests in the amount of \$10,000 and under can be handled through the Finance Committee and do not require approval of the Administrative Board.

FORM A - CREDIT CARD CHARGES

Date Charged _____

Person Charging _____

Credit Card Charged _____

Vendor _____

Amount of Charge _____

Account # _____

Explanation of Charge _____

Each credit card charge must be accompanied by a separate form. Receipts must be attached. If unavailable for a phone purchase a detailed description of the charge must be provided. For internet purchases please print out any type of receipt that the site provides. The form should be signed by the Financial Secretary before purchases are made to verify the availability of funds.

No personal charges will be allowed. There are no exceptions.

Signature _____
Requester

Signature _____
Financial Secretary

Signature _____
Pastor or Authorized Member

FORM B - PURCHASE REQUISITION FORM

Date Requested: _____

Date Needed: _____

Person making requisition: _____

Amount requested: _____

Account charged: _____

Check to be issued to:

Name _____

Address _____

Description of Purchase or Service: _____

Signature _____
Requester

Signature _____
Financial Secretary

Signature _____
Pastor or Authorized Member

FORM C- TRAVEL/EXPENSE VOUCHER

El Dorado First United Methodist Church

PLEASE TYPE OR PRINT ALL INFORMATION
RECEIPTS FOR ALL EXPENSES MUST BE ATTACHED

Event/Meeting _____ Date _____

Pay to the Order of _____

Address _____

City _____ State _____ Zip _____

Home Phone () _____ Work Phone () _____

ACCOUNT PAYABLE FROM EXPENSES

| | | |
|-------|----------|---|
| _____ | \$ _____ | Airline (receipt required) |
| _____ | \$ _____ | Automobile _____ miles x _____ per mile |
| _____ | \$ _____ | Lodging (receipt required) |
| _____ | \$ _____ | Meals (total, receipts required) |
| _____ | \$ _____ | Postage, Printing, Telephone |
| _____ | \$ _____ | *Other (receipts required) |
| _____ | \$ _____ | TOTAL EXPENSES |
| _____ | \$ _____ | <ADVANCE AMOUNT> |
| | \$ _____ | Total amount due Payee |

* Explanation of other expenses:

Signature _____ Signature _____

Requester

Financial Secretary

Signature _____

Pastor or Authorized Member

FORM D - PETTY CASH CHARGES

Date Received _____
Person Receiving _____
Amount Received _____
Account # _____

Explanation _____

Each request must be accompanied by a separate form.
Receipts must be attached. If unavailable for a phone purchase a detailed description of the purchase must be provided. For internet purchases please print out any type of receipt that the site provides. The form should be signed by the Financial Secretary before purchases are made to verify the availability of funds.

Signature _____
Requester

Signature _____
Financial Secretary

Signature _____
Pastor or Authorized Member

Contributions

| FORM E—CONTRIBUTIONS RECEIVED | | | | |
|--------------------------------------|-----------------|-------------|---------------|--------------|
| FIRST UNITED METHODIST CHURCH | | | | |
| Receipts for (date) | | | | |
| | Currency | Coin | Checks | Total |
| First Light Service | | | | |
| Sanctuary Service | | | | |
| Evening Worship/Kaleo | | | | |
| Wednesday Night Live | | | | |
| In Office Receipts | | | | |
| Youth | | | | |
| Women’s Outreach Ministry | | | | |
| Special Events | | | | |
| | | | | |
| | | | | |
| | | | | |
| Lead Counter | | | | |
| Assistant Counter | | | | |

FORM F - JOURNAL ENTRY FORM

**First United Methodist Church
Journal Entry Form**

Date: _____

Title: _____

| | Description | Account # | Debit | Credit |
|--|-------------|-----------|-------|--------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Reason for Entry: _____

Prepared by: _____

Reviewed by: _____

Date: _____

FORM G - AFFIRMATION FORM

I, _____ have read and understood the Procedures & Policy Manual and the Code of Ethics of First United Methodist Church.

I have been provided and have read the Employee Handbook. ____ (check if applicable)

I have been provided an explanation of my duties as a committee member of _____ (Committee Name) ____ (check if applicable)

Employee/Committee Member Signature

FORM I – Pastor’s Discretionary Fund

Date: _____

Person receiving Help: _____

Amount Given: _____

Explanation: _____

Pastor Signature: _____

2nd Pastor (if over \$75): _____

PART THREE BUILDING AND VAN POLICY

I. General Provisions:

The buildings and property of the church shall be used for:

- a. Worship, fellowship, and education of the congregation.
- b. Worthwhile service to the community.
- c. Connectional ministries of the United Methodist Church.

In extraordinary circumstances including fire, flood, or any civil or natural calamity, the facilities of the Church will be available for the ministry of compassion to all in need.

II. Building Use Instructions

A. Miscellaneous

All individuals, groups, and organizations using the church facilities at times other than regular hours will check out a key through the office and will be responsible for turning out lights, locking doors, and leaving the facilities in the condition in which they were found, prior to leaving the facility, as outlined in the instruction sheet. Failure to comply with this policy will result in denial of facility use after two warnings. Persons damaging the facility will be responsible for repair and replacement. Members and non-members alike must reserve the buildings through the church office on a first-come basis.

B. Hanna Building/Loft

- The Hanna Building must not be left unattended while unlocked.
- Main light switches are found in the small office, far wall. Turn all three on and wait about two minutes.
- All chairs, tables, etc must be returned to the condition as found, unless prior arrangements have been made with the pastor or church secretary.
- Paper goods, kitchen supplies, plats, glassware, etc are not to be used without prior permission.
- Be sure all lights are out before leaving. Be sure to check the bathrooms!
- The air should be set no higher than 68 degrees if heating and 75 degrees if cooling.
- All keys must be returned the first working day after the event.

C. Sanctuary Building

- Be sure to pick up both a gate key and a sanctuary door key.
- Anyone using the sanctuary must speak first to the pastor, who will give any instructions needed about sound, lighting, etiquette, etc.

- The fellowship hall and sanctuary must be returned to the condition as found, unless prior arrangements have been made with the pastor or church secretary.
- Paper goods, kitchen supplies, plates, glassware, etc are not to be used without prior permission.
- Be sure all lights are out before leaving. Be sure to check the bathrooms!
- All keys must be returned the first working day after the event.

III. Use of Facilities:

- A. Priority is given to church-wide events. When a church-wide event is not scheduled, a class or officially organized local church group may schedule the part of the facility desired. Individuals may schedule a part of the facility for a wedding, reception, party, etc. if no church-wide or group event has been scheduled.
- B. Funeral services may be held any day, but persons desiring to have a loved one's service in the worship center should call the church office before scheduling a time with their funeral director. *Funerals in the sanctuary or chapel should not be scheduled without first contacting the pastor.*
- C. All worship services, programs, and studies shall reflect United Methodist theological and social positions. *All groups or individuals using the facilities should remember that at all times they are at a church. All music and activities should be honoring to our Lord and should uplift the witness of our church. For that reason, the use of secular music at events and activities is discouraged.*
- D. Individual members of First United Methodist church, El Dorado, may use the facilities of the church with clearance from the minister and/or the church secretaries. All use of the buildings must be coordinated through the church office. *There will be no charge to church members for the use of the facilities. There will be a \$75 fee if set-up or clean-up is required by the church custodian or another designated person.*
- E. All individuals, groups, and organizations using the church facilities at times other than regular hours will check out a key through the office and will be responsible for turning out lights, locking doors, and leaving the facilities in the condition in which they were found, prior to leaving the facility, as outlined in the instruction sheet. Failure to comply with this policy will result in denial of facility use after two warnings. Persons damaging the facility will be responsible for repair and replacement.
- F. Non-members and private groups may use the facilities of the church with prior approval of the minister and/or the church secretaries and must be willing to bear the cost of operation of the facilities used:

| | | | |
|-----------|----------|------------|---------|
| Sanctuary | \$300.00 | Classrooms | \$25.00 |
|-----------|----------|------------|---------|

| | | | |
|-----------------|----------|----------------|----------|
| Chapel | \$100.00 | Pavilion | \$25.00 |
| Fellowship Hall | \$150.00 | Hanna Building | \$200.00 |
| The Loft | \$100.00 | | |

An additional \$75 set-up fee will be charged for use of the Hanna Building on Fridays or Saturdays.

- G. Community Service groups and organizations, with the approval of the Pastor and/or the Administrative Board may use the facilities with no formal charge, but are encouraged to give an offering to offset the cost of utilities. *There will be a \$75 fee if set-up or clean-up is required by the church custodian or another designated person.*
 - H. No individuals, groups, or organizations will be allowed to use any church facilities for their own use on a regularly-scheduled basis without authorization from the Board of Trustees. Church program activities will have priority over all other scheduling.
 - I. No alcoholic beverages will be allowed on the church premises for any occasion. Tobacco products will not be allowed in the buildings or on the premises. First FUMC will abide by all community anti-smoking ordinances.
 - J. Any group or individual desiring to use the facility shall agree to abide by the church's procedures and policies.
 - K. There is no charge for use of facilities for funerals. For non-members, an offering to offset cost of utilities is encouraged.
- IV. Use of Church Equipment:
- A. All FUMC employees and volunteers should protect the church's assets and ensure their efficient use. Theft, carelessness, and waste have a direct impact on the Church. All assets should be used for legitimate Church related purposes (unless by permission from the Pastor/Associate Pastor). Church equipment should not be used for non-church related business, but incidental personal use may be permitted.
 - B. The sanctuary organ and chapel organ are not available for general use except by permission of the church organist and pastor. The organ is to be used only by those engaged by the church for the performance of ministry of music and by those engaged in weddings, funerals, or other special needs.
 - C. Equipment, (projectors, VCR'S, etc.) may be borrowed only with approval from the Minister. In all cases, those borrowing any equipment will assume full responsibility for care and safe return. No items may be borrowed from the kitchen.
 - D. Designated folding tables and chairs may be borrowed by a member of the church with clearance from the Minister and/or church secretary. Individuals or groups

who are non-members may borrow such equipment only with approval of the Trustees Committee. In all cases, those borrowing equipment will assume responsibility for its care and safe return.

- E. All requests or situations not covered by this statement of the policy which involves facilities, property, or equipment of First United Methodist Church shall be subject to approval of the Trustees and/or Administrative Board.
- V. Maintenance and Operation:
 - A. The Trustees will take proper action to maintain all equipment and utilities in efficient working condition. They will maintain all portions of the building and grounds in good repair and in a neat and presentable condition.
 - B. Disposal of all church property is the responsibility of the Trustees. Disposal of items values at \$250 or less can be handled by the Pastor and Trustees Chair. Disposal of all items valued \$250 or greater must be handled by the Trustees Committee. Disposal of property greater than \$10,000 must be presented by the Trustees to the Administrative Board for final approval.
 - C. The Custodian will be responsible for the cleanliness and order of the buildings and grounds. The buildings will be opened, closed, and maintained in accordance with the schedule established by the church office as approved by the Senior Minister. All requests for work from the custodian shall be submitted at least 24 hours in advance of time needed. Personal service from the custodian from groups or individuals outside of regular hours or duties will cost \$10.00 per hour with a minimum charge of \$10.00 and is contingent on the Custodian's approval.
- VI. Van Policy:
 - a. When the van is used by an organized group within the church for an official church function, the church will bear the operating expenses for trips up to 30 miles. For all trips over 30 miles, those using the van shall pay actual gas costs. The date, odometer reading, gallons of gas bought and cost should be recorded in the van log, as outlined in the "Church Van Check List."
 - b. The van is to be used exclusively for those groups or functions related to the First United Methodist Church. Our insurance policy does not permit loan or rental of the van to outside groups. Guests may be invited, however, provided minors under the age of 18 submit permission slips. No minors, either guests or church members, will be allowed to ride the van until a permission slip is signed by parents or guardian granting permission for the minor to ride in the vehicle and participate in the church activity requiring the use of the vehicle. Permission slips must be in the church office before the van leaves. The van may not be kept by any one group for more than two

weeks without special permission from the Trustees. This permission will be given only after it is ascertained that other groups do not want to use the van. If the bus or van is left in a city for a group to go by other transportation, the bus or van must be properly stored in a secured parking area in an effort to avoid damage to or theft of the vehicle. Youth groups will not be allowed to use the church van unless there is at least one adult on the trip in addition to the driver. Once a need has been determined for the van, the person responsible for organizing the trip must contact the church office to see (1) that the van is available, and (2) register the group that they may be put on the calendar at least a week in advance of the trip. The day of the trip (or before if necessary) the person organizing or the driver must go to the church office to pick up keys and vehicle authorization. The church office will prepare the vehicle authorization showing assigned to whom, date issued, destination, beginning miles and date of expected return. Upon return the person organizing the trip or the driver will complete the vehicle authorization showing the ending mileage and note of any equipment problems during the trip. A copy of the vehicle authorization will be kept in the church office. A copy of any invoice for reimbursement or credit card purchase must be submitted to the church office. The van must be returned to the church clean, inside and out, as outlined in the Church Van Check List. The person responsible for organizing the trip will be responsible for having this done. A cleaning fee of \$50.00 will be charged if the van is returned and left dirty.

- c. Drivers: Drivers of the van must maintain a valid driver's license from the State of Arkansas. Only driver's age 25 or older, legally qualified, and approved by the pastor shall be given permission to drive the van. In addition, any restrictions or limitations imposed by the van insurance policy must be followed. Drivers for any official function or trip must be 25 years of age or older. Currently van drivers must be registered with and approved by our insurance company. To be an authorized van driver, both the church office and the insurance company must have copies of current driver's license (front and back.) Drivers will not drive over ten consecutive hours, followed by eight continuous hours off-duty.
- d. The van will not be loaned for use by groups not associated with our church.

VII. VAN USE FORM

Event/Purpose: _____ Date of Request: _____
Number/Passengers: _____ Trip Destination: _____
Requested By: _____
Beginning Mileage: _____ Ending Mileage: _____
Date and Time Leaving: _____ Date and Time Returning: _____

Authorized By: _____
(Church representative)

I have read and understand this van use policy:

Designated Drivers:

| Name | Signature | Date |
|-------|-----------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

The following additional information must also be provided when a personal vehicle is used along with the van for a church trip:

Owner: _____
Vehicle Make and Model: _____
Insurance Carrier: _____
Liability Amounts: _____

***The Wedding Policy
of
First United Methodist Church***

201 South Hill
El Dorado, Arkansas
71730

Rev. Jim Polk, Senior Pastor
fumcedsr@suddenlinkmail.com
Rev. Pam Brule, Assoc. Pastor
fumcedap@suddenlinkmail.com
Linda Barrett, Church Organist

phone (870) 862-1341
fax (870) 862-2772

I. INTRODUCTION

Recently you made a decision to unite in Christian marriage. You have probably already informed your family and friends, and now you have come to the church to make preparations for your marriage. This booklet is meant to assist you in preparation for the marriage service. We hope that it will raise questions for you and help you through all the decisions you must make. Please become familiar with the following policies:

1. Alcoholic beverages are not permitted on church property.
2. Smoking is not permitted within church buildings.
3. Inasmuch as the wedding ceremony is a time of prayer and worship, conduct should reflect reverence for the presence of God.
4. Please familiarize yourself with the fees that accompany your wedding ceremony.

Pastoral Guidance

Before the wedding, you will want to make time for spiritual counseling with the pastor. The pastor will want to discuss arrangements for your wedding ceremony, review the ceremony with you, and again place before you the values contained in the Gospel of Jesus Christ which will naturally concern you as you form a family. Plan to spend a minimum of three hours with your pastor in the weeks prior to the wedding ceremony. To accomplish this, you will need to call the pastor for an appointment. Please do not schedule a wedding or make any plans concerning the organist/pianist or officiating minister without first obtaining the approval of the Sr. Pastor.

Rehearsal

Most couples will want to rehearse for the wedding on the night prior to the wedding. You should allow 1-1/2 hours for the rehearsal which will start on time. The bride and groom, their parents, attendants, musicians, and ushers should normally be present. The pastor, assisted by the coordinator, will lead the rehearsal. It will be your responsibility to obtain a coordinator, if desired.

II. THE MARRIAGE CEREMONY

There are a few fundamental values which First FUMC wishes to express in the marriage ceremony. Marriage is an act of worship in which you bring what is personal to you (your commitment) before your community of faith. Your community of faith wishes to hear your vows and to support you in your commitment. Your faith community includes your family members, friends and church members. The pastor will supply you with suitable wedding service orders for you to choose from and work with.

The Congregation

Think about the people who will be at your wedding ceremony. Although you will have invited most of them, they are not as much guests as they are the community of Christian Witnesses who gather for your support and to pray with you. We hope you will want to invite their participation and hear their words of support.

III. LEADERS FOR THE MARRIAGE CEREMONY

The Ministers

Think about the people who lead Sunday worship. They include the minister(s), readers, musicians (singers and instrumentalists), acolytes, ushers and greeters. Their roles do not change at a wedding. It is the custom of The United Methodist Church that the bride= s pastor will lead the marriage ceremony. *If another minister's services are desired, this must be first approved by the pastor, who will then extend the proper invitation.*

The Musicians

Music is always a very important part of even the smallest of weddings. Before the process of selecting the wedding music is begun, an appointment should be made with the Church Organist. It is the responsibility of the wedding party to secure the services of the church organist. This should be done early in your planning to assist you in the selection of music. Our current organist is Linda Barrett (870-226-2826). *It is the policy of First FUMC that our church organist has the first right of refusal on all weddings.* All music selected for marriage ceremonies will need to be submitted to the pastor and organist for review.

IV. DECORATIONS FOR YOUR WEDDING

You may have some ideas about the decorations for your wedding. Normally, flowers, greenery and candles are used in a variety of ways to highlight the ceremony. A professional florist will be capable of decorating in a way that will enhance the worship service. You will want to keep the following guidelines in mind as you discuss decorations with the professional you hire to help you in this area:

1. The beauty of the sanctuary makes elaborate decorations unnecessary.
2. You should try to create an atmosphere of worship and prayer. The 'romantic' effect of candlelight and decorations should not obscure the joy and festivity associated with the Christian wedding.
3. Because the cross is a major symbol in our sanctuary, floral arrangements which obstruct the view of the cross will not be permitted. Likewise, the communion table is an important symbol so no decorations will be placed in such a way that the view of the communion table is obscured.
4. Nails, staples or tacks in woodwork (both inside and outside the building) would do irreversible damage which, of course, the church cannot allow.

5. Glass chimneys must be used if using aisle candles in order to protect the carpet from dripping wax and your guests from fire.
6. Neither the communion rail nor the rails in front of the choir loft or organ are appropriate places for decorations of any kind.
7. Florists will be held responsible for any damage done by decorations to the building, furniture or instruments. It is the responsibility of the wedding party to remove all decorations immediately after the wedding and to leave all rooms they used the way they were found. The florist is responsible for cleaning up before the wedding begins.
8. Rice, bird seed, or similar items are not to be used in any way related to the wedding, due to the problem of cleanup. Similarly, glitter and/or small confetti is not to be used in any building as part of the wedding or reception decorations.

Building Usage

Proper respect of the church facilities should be observed at all times. The Sanctuary and Chapel are holy places and must be treated as such. The Choir room (typically the men's dressing area) and the Parlor (women's dressing area) are to be left clean and orderly at all times. *No food or drink will be allowed in any of these areas.* If a meal or drinks are to be provided for the wedding party, it should be in the Fellowship Hall.

VI. PHOTOGRAPHS

Care must be taken to describe exactly what you want a photographer to do for you. A professional will respect the wedding as a worship service and will not disrupt your wedding by using a flash, moving within the congregation, or making unnecessary noise. Flash photographs should not be taken during the wedding service.

VII. MARRIAGE CEREMONY AGREEMENT FORM

ARRANGEMENTS: Please consult with the minister to confirm dates and times before making any other arrangements. This form must be turned in and all fees paid in full before the church will be reserved.

Bride's Name: _____ Groom's Name: _____

Bride's Phone: _____ Address: _____

Wedding Date and Time: _____

Rehearsal Date and Time: _____

Sanctuary or Chapel: _____ Minister(s): _____

Florist: _____ Photographer: _____

Will flowers be picked up or remain for the following Sunday worship service?

Please circle all the appropriate fees:

Building Use for Non-members:

| | | | |
|---|----------|-----|----|
| Sanctuary | \$300.00 | yes | no |
| Chapel | \$100.00 | yes | no |
| Fellowship Hall | \$150.00 | yes | no |
| Hanna Building | \$200.00 | yes | no |
| Classrooms | \$25.00 | yes | no |
| The Loft | \$100.00 | yes | no |
| An additional \$75 set-up fee will be charged for use of the Hanna Building on Friday or Saturday nights. | \$75.00 | yes | no |

Services of Custodian:

| | | | |
|--|----------|-----|----|
| Wedding no reception | \$100.00 | yes | no |
| Wedding, with reception at church | \$150.00 | yes | no |
| Walk-in wedding (no rehearsal, no decorations, etc.) | \$50.00 | yes | no |

(Please note that the custodian will not remove reception decorations or wash dishes. Arrange for someone to wash dishes and remove the reception decorations.)

Services of Organist:

| | | | |
|---|----------------|-----|----|
| Consultation concerning music, attendance at wedding rehearsal, | | | |
| Wedding | \$150.00 | yes | no |
| Wedding without rehearsal | \$100.00 | yes | no |
| Extra rehearsal with soloist/instrumentalist | \$25.00 | yes | no |
| Services of Vocal Soloist | \$100.00 | yes | no |
| Services of Minister (fee usually paid by groom) | \$200.00 | yes | no |
| TOTAL | \$_____ | | |

We have read and understand the wedding policies of the church, and will abide by them.

Bride: _____ Groom: _____

(This form must be turned in and all fees paid in full before the church will be reserved.)

PART FIVE: SAFE SANCTUARY CHILD PROTECTION POLICY

El Dorado First United Methodist Church Adopted by the Administrative Board on 3-02-09

Purpose

The purpose for establishing this Safe Sanctuary Child Protection Policy is to demonstrate our total and unwavering commitment to the physical, emotional and spiritual safety of all children and youth God has entrusted to our care. This Safe Sanctuary Child Protection Policy is put in place to protect our children and youth and our volunteers and staff. Thus, in covenant with all United Methodist congregations, The El Dorado First United Methodist Church adopts this policy for the welfare of our children and youth.

I. Staff and Leader Recruitment and Selection Guidelines

A. Age

Leaders and paid staff who will work with children and youth in any position of authority must be at least 18 years of age and at least 3 years older than the age of the children or youth they will be working with. Volunteers 17 or younger must be supervised by trained leaders or staff.

B. Children and Youth Leaders and Volunteers

All clergy, paid staff, and leaders who will have supervisory responsibility for children and youth of the El Dorado First United Methodist Church must:

Complete a “Leader Application Form” and a “Criminal, Credit, and Motor Vehicle Background Check Release Form.”

Complete a satisfactory background check.

Interview with the staff person in charge of the program or event.

Complete a Safe Sanctuary Covenant Form verifying that he/she has read and agrees to follow El Dorado First United Methodist Church’s Safe Sanctuary Child Protection Policy.

Other volunteers must be supervised by clergy, paid staff, or a trained leader and must also complete a Safe Sanctuary Covenant Form verifying that he/she has read and agrees to follow El Dorado First United Methodist Church’s Safe Sanctuary Child Protection Policy.

C. Approval of Certification

Program staff members will be responsible for having all applicants for leadership positions complete the appropriate forms; then receive, process and review them. For church staff, this process will be conducted by the SPR committee. Upon completion of the above steps, a leader will be certified to serve in all El Dorado First United Methodist Church events for children and youth.

D. Confidentiality of Records

After processing, all applications, background checks and any other related items, will be kept in locked storage at the church. The church Finance Administrator will ensure the confidential safe keeping of these records. Access to these records will be limited to the clergy, SPR Chair, program staff members, and any other persons who, in the Sr. Pastor's or SPR Chair’s sole discretion, are needed to complete the determination of whether a person is fit to serve as a leader. Certified leader and Disapproved leader files will be kept indefinitely from the date of application.

II. Operating Procedures

All *events* of children and/or youth affiliated with El Dorado First United Methodist Church will be governed by the following guidelines:

A. Two-Adult Rule

There should be at least two adults present at all times during an event sponsored by United Methodist Church in which children or youth are present. If the Two-Adult Rule is simply not feasible a “floater” can monitor frequently.

B. Doors and Windows

1. All classroom or office doors will have a window or visibility from the hallway or remain open while occupied.
2. Classroom or office doors will not be locked when occupied.
3. Windows will be kept free of adornment.
4. One on one interaction with children and youth should be with the door open and visibility unimpaired.

C. Bathroom Procedures

Only certified leaders and paid staff members are permitted to assist young children in the bathroom.

D. Advance Notice to Parents

Parents will be given advance notice and full information regarding events in which their children will participate.

E. Open Door Policy

Parents of children or youth served and the clergy and staff of the church have the right to visit and observe the children’s/youth activity, classroom, or church-sponsored program at any time, unannounced.

F. Outside Access

There must be access to a phone, cell phone or pager when groups are at or away from the church facility.

G. Touch

Physical affection should be appropriate to the age of the child or youth. Ideally, touching and affection should only be given when in the presence of other adults. It is much less likely that touches will be inappropriate or misconstrued as such when two adults are present and the touching is open to observation. A child's preference not to be touched should be respected. Church workers must promptly discuss inappropriate touching or questionable behavior by other workers with their ministry leader, staff member, or a pastor.

H. Outings Away From Church Property:

All children and youth participating in out-of-town and over-night outings must have written consent and a medical release form. Medical release and consent forms may be completed for a one-year period and must be renewed annually.

In no circumstance is one adult (other than the parent) to take a child or a group of children on an overnight outing alone. Female staff will supervise female youth in their sleeping quarters and male staff will supervise male youth. Married couples will not stay together but observe the female/female and male/male sleeping arrangements. With the exception of a parent/child combination, a staff and youth will not occupy the same bed.

I. Classroom Discipline

No physical punishment or verbal abuse is to be used at any time. If isolating a child within a classroom or removal of the child from the room becomes necessary, the situation will be discussed with the child’s parents or guardian as soon as possible.

III. RESPONSE BY CHURCH WORKERS TO ALLEGATIONS OF ABUSE

Any volunteer or staff member with reasonable cause to suspect child maltreatment, or who observes a child being subjected to conditions or circumstances that would reasonably result in child maltreatment, shall do the following:

- A. IMMEDIATELY ensure the protection of and tend to the immediate needs of the child, as the situation requires.
- B. IMMEDIATELY report this to the event/program leader, program staff person and Sr. Pastor. If the alleged abuser is clergy, the SPR Chair and District Superintendent shall be notified.
- C. IMMEDIATELY, the person reporting the alleged abuse must fill out in ink or type a "Child Abuse Allegation Documentation Report." This and any other documentation relevant to the incident shall be filed in a confidential manner and kept as long as deemed legally necessary.
- D. IMMEDIATELY, the Program staff person or Sr. Pastor should notify the Arkansas Child Abuse Hotline at 1-800-482-5964.
- E. The Pastor or program staff person will notify the parents of the victim and take whatever steps are necessary to assure the safety of the child/youth until the parent(s) arrive. It is important to emphasize that the proper authorities must be notified even if the parent(s) does not wish the incident to be reported. If one or both of the parents is the alleged abuser, contact the proper authorities listed above. Follow their advice about notification of parents.
- F. If the accused is working with children or youth in the church, immediately, yet with dignity and respect for the sacred worth of the person, remove the accused from further involvement with children and/or youth until the investigation is finished.

IV. FORMS RELATED TO SAFE SANCTUARY POLICY

A. Leader Application Form

for adults involved with leadership in the children's and youth ministries of El Dorado First United Methodist Church.

Name _____

Address _____

Phone # _____ Cell # _____

Email _____

Thank You for Volunteering!

Date

_____ Complete a satisfactory background check.

_____ Read the Safe Sanctuary Child Protection Policy

_____ Interview with the staff person in charge of the program or event.

Signature

Date _____

B. SAFE SANCTUARY CHILD PROTECTION COVENANT

El Dorado First United Methodist Church

The congregation at El Dorado First United Methodist Church is committed to providing a safe and secure environment for all children, youth and volunteers who participate in ministries and activities sponsored by the church. The Safe Sanctuary Child Protection Policy statement reflects our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

As a leader working with children or youth in this congregation, do you agree to:

1. Observe and abide by all church policies regarding working in ministries with children and youth?
Q Yes Q No
2. Promptly report abusive or inappropriate behavior to the appropriate staff or pastor?
Q Yes Q No

I certify that I have read the El Dorado First United Methodist Church Safe Sanctuary Child Protection Policy and I agree to abide by the policies set forth. I understand that a violation of any of these guidelines can lead to my immediate termination as a volunteer leader.

Name _____ Date _____

C. CRIMINAL, CREDIT, AND MOTOR VEHICLE BACKGROUND CHECK

RELEASE FORM

El Dorado First United Methodist Church requires that criminal background checks shall be made of all clergy, paid staff, and volunteers who have supervisory program responsibility for youth and children (e.g. youth group leaders) and all other church employees, to the extent permitted by law, prior to employment, to determine current or historic child abuse or sexual misconduct, criminal records, violent or pedophilic behavior.

Please check yes or a no for each question. If the answer to any question (except #8) is yes, please indicate the question number and explain below or on the back of this form.

- 1. Have you ever been charged, arrested, or convicted of any felonies or misdemeanors? Yes No
- 2. Have you ever been charged with DWI or DUI? Yes No
- 3. Has your driver’s license ever been revoked or suspended? Yes No
- 4. Have you ever been charged with or accused of an offense related to sexual harassment or misconduct, including:
 - sexual assault (e.g., rape) Yes No
 - an offense related to pornography or public indecency Yes No
 - abuse of power or role for sexual purposes Yes No
 - sexual comments, teasing, letters, calls, or material of sexual nature Yes No
 - sexual contact with a minor or a non-consenting adult Yes No
- 6. Have you ever been charged with misappropriating funds or otherwise breaching fiduciary duties in any professional capacity? Yes No
- 7. Have you ever been convicted of crimes relating to financial exploitation of an adult or child? Yes No
- 8. Do you authorize a financial background check? Yes No
- 9. Are there any facts that might show up on a background check that you would like to reveal at this time? Yes No

Name _____
 First Middle Last Maiden

Address _____
Street/P.O. Box City State Zip

Date of Birth _____ Social Security # _____

Drivers License # _____ State of Issue _____

(Area code) Phone: Home: () _____ School/Work: () _____

Cell: () _____

Signature _____ Date _____

D. Medical Release & Permission Form
First United Methodist Church of El Dorado, Arkansas

STUDENT NAME:

MEDICAL HISTORY

Medical Insurance Company _____

Policy # _____

Physician _____

Office Phone _____

Dentist _____

Office Phone _____

Medications _____ Dosage _____

Allergies _____

Conditions _____

Physical Disabilities _____

Special Needs _____

Should this child's activities be restricted for any reason? YES NO

If yes, explain:

PERMISSION & RELEASE

_____ has my permission to attend all activities sponsored by First United Methodist Church (hereinafter the A church@) during the current calendar year.

This consent form gives permission to seek whatever medical attention is deemed necessary, and releases the Church and its staff of any liability against personal losses of named child.

I/We the undersigned have legal custody of the student named above, a minor, and have given our consent for him/her to attend events being organized by the Church. I/We understand that there are inherent risks involved in any ministry or athletic event, and I/We hereby release the Church, its pastors, employees, agents, and volunteer workers from any and all liability for any injury, loss, or damage to person or property that may occur during the course of my/our child's involvement. In the event that he/she is injured and requires the attention of a doctor, I/We consent to any reasonable medical treatment as deemed necessary by a licensed physician. In the event treatment is required from a physician and/or hospital personnel designated by the Church, I/We agree to hold such person free and harmless of any claims, demands or suits for damages arising from the giving of such consent. I/We also acknowledge that we will be ultimately responsible for the cost of any medical care should the cost of that medical care not be reimbursed by the health insurance provider. Further I/We affirm that the health insurance information provided above is accurate at this date and will, to the best of my/our knowledge, still be in force for the student named above. I/We also agree to bring my/our child home on my/our own expense should they become ill or if deemed necessary by the church staff member(s) in charge.

Parent/Guardian signature: _____ Date: _____

Printed Name: _____

