

PASTOR 'S COPY

# Policies and Procedures

Jones Memorial  
'Higher Way'  
United Methodist Church

The established policies and procedures for Jones Memorial The Higher Way United Methodist Church have the approval of the Administrative Board.

All administrative officers, church committees, ministries and organization members, without exception, are to adhere to the policies and procedures found here.

Any deviation from these policy statements and procedures will require the approval of a duly called Administrative Church Council meeting and amendment to these policies.

# 2010

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*REVISED AND UPDATED WEDNESDAY, AUGUST 12, 2010*

*Filed in the Word File on Church Secretary Computer  
under My Documents as  
Policy and Procedures Manual*

# **EVENTS PROCEDURE**

## **GUEST SPEAKERS**

### **PULPIT**

1. Guest speaker(s) require the prior approval of the Pastor.
2. Recommendations of guest speakers shall be given to the Pastor three months in advance of the program - including address, phone number and information about suggested speakers(s).
3. Two or three names should be submitted to the Pastor in order of preference.
4. All requests must be submitted on "Speaker Request Form".

### **MINISTRIES / ORGANIZATIONS**

All ministries and organizations requesting guest speakers or presenters for meetings (non-pulpit) shall consult with the Pastor prior to extending an invitation to speak.

## SPEAKER REQUEST FORM

**DATE:**

**NAME OF MINISTRY** \_\_\_\_\_

**PRESIDENT/CHAIR** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_ **DATE OF OCCASION** \_\_\_\_\_

**PROGRAM** \_\_\_\_\_

**SUGGESTED SPEAKERS:**

1. **NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**FAX #** \_\_\_\_\_

**COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**FAX #** \_\_\_\_\_

**COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**FAX #** \_\_\_\_\_

**COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SCHEDULING OF MEETINGS**

1. All church/ministry meetings held at Jones Memorial United Methodist Church must be requested in advance of the meeting on an official request form thirty (30) days prior to the meeting date. Requests made later than (30) days cannot be guaranteed.
2. All requests must be made to the church secretary.
3. All chairs of organizations/committees/ministries who schedule weekly and monthly meetings shall request their meetings in six-month intervals.
4. The fellowship hall should be reserved for meetings containing fifteen (15) or more members.
5. After the meeting space is reserved, the chairperson must notify the secretary if the meeting is cancelled as soon as possible.
6. In case of an emergency meeting the secretary will be notified.
7. In case of a call meeting it will be scheduled based on the practicality of space.
8. The secretary will give notification of any changes in scheduling.

## **WEDDINGS**

*Weddings (1 of 4 Sheets)*

### **INTRODUCTION**

The marriage ceremony in the church is a worship service and every part of it has deep significance. It is one of the most sacred rites which the minister performs under the ordination and authority of the church.

The minister and staff of Jones UMC are most anxious to assist in every possible way to assure that your wedding will be sacred, dignified and a memorable experience. The church has given careful consideration and serious study to the preparation of the following policies and procedures for weddings in our church. These have been adopted by the Administrative Council of the Church. You are urged to read them carefully and to give your cooperation in upholding the standards and desires set forth in them.

### **RESERVATIONS:**

Tentative dates, times and facilities may be cleared by telephone with the church secretary. It will be necessary, however, for the bride and groom to confirm these in person with the minister. A copy of the Wedding Policy will be given to the bride and groom. Reservations for a wedding will not be made official until both the bride and groom have read, agreed and signed the policy, at which time reservations will be considered final. No dates should be announced until this is done. This is suggested in order to eliminate errors and misunderstandings on the part of anyone involved.

The exact hour of the rehearsal, wedding and reception will be set at the time the reservation is made for the desired facilities. If neither the bride or the groom are members of Jones Memorial UMC, the wedding being scheduled will be considered a non-member wedding. (membership of relatives of JMUMC in no way changes this policy) Weddings for non-members may not be scheduled for more than ninety (90) days prior to the desired date, except tentatively. This is done in order to permit members of the church to have the preference of dates. Every wedding should be scheduled as far in advance as possible.

### **PRE-WEDDING CONFERENCE:**

The minister performing the ceremony will require one or more conferences with the bride and groom prior to the rehearsal. It is desirable to have it a month before the wedding, at a time arranged by the minister, bride and groom. Non member weddings must provide evidence of having had pre-marital guidance or verifiable plans to do so prior to the wedding.

*Weddings (2 of 4 Sheets)*

**GUEST MINISTERS:**

The pastor of the church is in charge of all weddings. A minister from another Methodist Church or another denomination may officiate in the wedding if this is desired. This must be cleared with the pastor, so that the guest minister(s) may be briefed in the use of the facilities and in the procedures to be followed.

**WEDDING MUSIC:**

When music is included in a wedding, it is strongly recommended and desirable that the church musician is used. An outside musician may be used upon the approval of the minister. Song selections must be approved by the minister.

**WEDDING REHEARSAL:**

The rehearsal should begin promptly at the time scheduled. The bride and groom should urge all members of the wedding party to be on time. The rehearsal time allotted from scheduled start to finish will not be greater than two hours.

The following rules should be carefully followed:

1. The wedding coordinator of JMUMC will be in charge of the rehearsal. If you desire, your wedding consultant may be invited to share in giving directions.
2. Both sets of parents should be present for the rehearsal, if possible.
3. The ushers should be present, if possible. If not, a substitute should be designated.
4. Upon arrival at the rehearsal, please be prepared to furnish the following information:
  - a. Who will light the candles?
  - b. Who will seat the mothers?
  - c. How many family pews should be reserved?
  - d. Who will be your head usher?
  - e. Have a list of your attendants ready to read off in the order in which you want them to participate.
5. The marriage license must be given to the minister at the rehearsal.

**SPECIAL NOTES FOR MEMBERS OF THE WEDDING PARTY**

1. NO SMOKING INSIDE THE CHURCH ON CHURCH PROPERTY
2. No rehearsal or wedding will be conducted when any member of the wedding party is under the influence of alcohol.
3. The use of rice or confetti is prohibited within any part of the church.
4. Dressing rooms are furnished for the bride, groom and their attendants, if desired.

### **DECORATIONS:**

A beautiful place of worship requires very simple decorations. We earnestly request the cooperation of the family and florist in planning and setting up decorations that are in harmony with church policies, as set forth:

1. Furnishings are not to be removed.
2. No decorations will be used which hide the worship symbols.
3. No decorations will be placed on the pulpit or altar or communion table without permission of the minister. No decorations will be placed on the communion table.
4. Decorations may be put up the day of the wedding.
5. No tacks, pins, nails, paste or tape (except masking tape) will be used to fasten any decorations to the furniture. Only wrapped wire ribbon is to be used to fasten bows, etc. to pew ends.
6. Immediately following the wedding, all decorations must be removed by the wedding parties designee.
7. The florist and family reserving the church will be responsible for any damages done to the furniture or the carpet.
8. Please inform your florist to follow these requirements for use of candles:
  - a. Do not place candelabra near flammable materials.
  - b. Clear plastic is to be laid on carpet/floor to protect it from dripping of candle wax.
9. Greenery, real or artificial, is not to be used except in a free standing manner.
10. No spotlights or floodlights are to be used during the service.

### **PHOTOGRAPHS:**

Since Jones Memorial considers the wedding ceremony as a religious service, all photographers are asked to be mindful of this and to take note of the following:

1. Pictures may be taken in any part of the church before and after the ceremony.
2. No pictures are to be taken during the ceremony in the sanctuary except professional photographer of the wedding party in a manner that is not distracting.
3. Pictures are permissible during the recessional. The photographer may stand at the back for these pictures.
4. After the ceremony, the wedding party may return to the sanctuary and pose for pictures, as desired.
5. Video cameras set up and used by the professional videographer of the wedding party may film the event in a manner that is not distracting.

**MEMBER**

*(Four (4) Hour Minimum)*

Use of Sanctuary	No Charge
Pastor	None
*Church Wedding Coordinator	\$100.00
*Custodian	\$50.00
Custodian ( <i>If Reception in Fellowship Hall</i> )	\$40.00
Musician ( <i>Includes (1) Practice and equipment use</i> )	\$200.00
*Sound Technician	\$125.00
*Police Officer ( <i>\$30.00 per each hour</i> )	
\$120.00	
Kitchen & Coordinator( <i>No Cooking</i> )	\$150.00

*\*Required*

**NON-MEMBER**

*(Four (4) Hour Minimum)*

*Use of Sanctuary	\$600.00
Pastor	\$150.00
*Church Wedding Coordinator	\$125.00
*Custodian	\$75.00
Custodian ( <i>If Reception in Fellowship Hall</i> )	\$75.00
Musician( <i>Includes (1) Practice &amp; Equipment Use</i> )	\$250.00
*Sound Technician	\$125.00
*Police Officer( <i>\$30.00 per each hour</i> )	\$125.00
Kitchen & Coordinator( <i>No Cooking</i> )	\$200.00
Reception Fellowship Hall	\$100.00

*\*Required*

The appropriate fees will be paid no later than seven (14) days prior to the wedding date.

I have received and read the Wedding Policy of Jones Memorial United Church. I agree to having the wedding conducted in accordance with the stated policy, and price structure.

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Signature and Date of Agreement

## **FUNERALS**

1. When a death occurs in the church family, the pastor should be notified immediately.
2. The pastor will assist the family in making funeral arrangements. Arrangements are not final until they are approved by the pastor.
3. The pastor will be available to assist the family in preparing the funeral program.
4. Since a Christian funeral is a worship service, it is strongly recommended that the funeral service be held in the church.
5. When the funeral service is held at the church, with the physical remains present, there will be no viewing of the remains during the service. Private or public viewing of the body may be arranged prior to the funeral service.
6. Individuals and organizations responsible for church worship service will assist the pastor in the funeral service.
7. The funeral service is regarded as one appropriate function of the body of Christ, therefore, no fees of any kind are charged for the use of the church's facilities or its personnel.
8. The church will provide the family of the deceased a meal when the deceased is a member of the church. In all other situations, the family meal will be the responsibility of the family. Church members may act as hostess in those situations.
9. The church will provide a spray of flowers for a deceased member. The Congregational Care Chairperson will have this responsibility.
10. The church will provide a standard Order of Worship for all funerals conducted at Jones Memorial United Methodist Church (Exhibit10A). Any deviation from the standard program will have to be approved by the Pastor.
11. Upon request a standard one-sheet fold program with no pictures will be provided. No fee of any kind will be charged for 150 programs for members of the church. Non-members will be charged a minimum fee of \$175.00 for the first programs and .10 for each additional program thereafter.

## COMMUNION STEWARDS

1. It shall be the responsibility of the Communion Stewards to prepare the Communion elements, to dress the altar and the rail for communion 45 to 60 minutes prior to worship.
2. The Communion Stewards shall prepare communion for all services at which the elements are served.
3. The Communion Stewards shall assist the pastor during communion service by keeping the communion table and service ware replenished with bread and wine.
4. The Communion Stewards shall clear the altar and rail after the communion service.
5. They shall be available to assist the pastor during baptisms as needed.
6. The communion elements, altar dress and other related items shall be budgeted by the church.
7. The church shall provide appropriate storage for the communion elements, altar dress and other related items.

## **FOOD SERVICE**

1. A Food Service Committee shall be established for Jones Memorial United Methodist Church. The nomination committee will appoint a chairperson.
2. This Committee will be responsible for coordinating food service activities for special events including funerals to be served in the church facility.
3. This Committee will assist and provide sanitation and health requirements concerning food service activities sponsored by organizations.
4. A member of this Committee must have certification in food service that meets requirements of the City of Houston Health and Human Services Department.
5. This Committee will establish policies and procedures that will ensure sanitary food service control and prevention of any food borne illness. Including but not limited to:
  - 5.1 The health of the people being served shall be an important requirement of organization or committee.
  - 5.2 Those who serve food shall follow all the standard rules of hygiene.
  - 5.3 Storing of food should be done to prevent insects and rodents from thriving. However, no food should be stored in the present kitchen area.
  - 5.4 Leftover food and garbage should be removed immediately. Trash must be removed and taken outside to the trash bin following an event.
  - 5.5 All kitchen equipment should be cleaned and put in its proper place.
  - 5.6 In order for the food facility to be supervised properly, storage areas will need to be locked to assure security.
  - 5.7 The Food Service Committee shall be responsible for maintaining an inventory of all equipment and supplies on regular basis.
  - 5.8 Any organization wishing to use the food facilities shall complete a food service request form providing date and time of event.
  - 5.9 Written approval must be received before the facility can be used.
  - 5.10 Facility must be checked before and after for cleanliness and the janitor/custodian will not have the responsibility for cleaning for organizations or parties using the facilities.
  - 5.11 The Food Service Committee and parties using the kitchen will use a checklist.
  - 5.12 All chemicals such as bleach should be stored outside of the kitchen and never under the sink area.

# **SAFETY & SECURITY**

## **KEY DISTRIBUTION**

1. The distribution of all keys is the responsibility of the Trustees.
2. The Trustees will determine which individuals receive keys.
3. The chairperson of the Trustees will be responsible for duplicating keys.
4. If an authorized person loses a key he or she must report it immediately to the chairperson of the Trustees.
5. The entrance doors, pastor's office, and sound room locks should be re-keyed if keys are lost.
6. Following the Charge Conference the Trustees will distribute keys to individuals needing them.
7. The chairperson of the Staff Parish Committee will notify the chairperson of the Trustees of any change in personnel.
8. Out going chairpersons will be required to release their keys upon change of officers.

## EMERGENCY EXIT

1. The Trustees will develop and provide an emergency exit plan for Jones Memorial United Methodist Church.
2. The exit plan diagram must be posted throughout the church.
3. If there is a need for exit or evacuation, inform the person in charge of the service or program to make the announcement (example: pastor, lay leader, choir director etc.).
4. When a person identifies an emergency while multiple organizations are meeting, that person will inform others to exit the building.
5. Ushers should be in charge to implement the exit plan when there is a need for an emergency exit during the church service and ushers should direct people to the grassy area across the parking lot. The president of the ushers will provide the chairperson of the Trustees a list of the ushers to be assigned to designated areas when there is need to evacuate the church.
6. In the case of a fire, any person can call 911.
7. If there is a gas leak, all calls should be made from a phone outside the building.
8. The chairperson of the Trustees or a member should wait outside and direct emergency personnel to the troubled area.
9. If possible, any member of the Trustees should cut off electricity and gas in case of a fire.
10. All exit doors should be unlocked during all church services.
11. Emergency exit drills shall be conducted at intervals to be determined by the Trustees.
12. Locations of fire extinguishers shall be identified and properly serviced.
13. Exit lights must be on at all times
14. The trustees shall ensure that smoke detectors be installed throughout the church and maintained.
15. The emergency exit plan shall be reviewed at least annually by the fire department.

## **MEDICAL EMERGENCIES**

1. Medical emergency is defined as the need for immediate medical intervention at any time for any one who is on the Jones Memorial United Methodist Church's property.
2. The name of area hospitals should be available in the secretary's office, pastor's office and posted near the first aid station.
3. If it is perceived that a medical emergency exists, 911 should be dialed immediately.
4. If it is perceived that a medical emergency exists and there is a medical professional available, that person should be immediately notified.
5. The ushers will assist in the event of any medical emergency.
6. First aid stations should be available in a designated area.
7. The Health and Welfare Committee shall insure that CPR and first aid training is made available to members and ushers.
8. In the event of an emergency, a member of the family shall be notified.

### **CHURCH PARKING LOT**

1. The parking lot of Jones Memorial United Methodist Church is for the use and benefit of members and guests of the church while on business with the church or during services at the church. At no time is the parking lot to be used for parking by persons not connected to the church.
2. The parking lot will have one entrance designated as entrance and one as an exit. The entrance and exit should be clearly marked by signs that are visible from the street.
3. Parking slots shall be designated for handicap parking and are to be used for handicap parking only. One of the handicap parking slots near the door should be a designated loading and unloading zone for buses and vans.
4. A certain number of slots shall be designated for visitors/guests and should not be parked in by members of the congregation during services unless directed to do so by the security guard.
5. The parking lot shall be secured and protected by a guard for services. Any irregularities noticed on the parking lot should be reported immediately to the security guard who will take the action that he deems appropriate.
6. Parking slots shall be clearly drawn and all persons are to park within the designed parking slots. The security guard will observe parking deviations and shall ask the persons to correctly park their cars.
7. The security guard shall be familiar with the number of spaces on the lot and shall cause persons to park in other areas when the parking lot is full.
8. The entrance for parking in the grassy area should be clearly designated as a no parking area and no person should park in this area at any time.
9. There shall be no double parking on the lot at any time. If parking is not available on the lot or in the grassy area, parking should be on the streets. Even the security guard will not authorize any person to block any other car at any time and certainly not during any church service.
10. Members are encouraged to keep the parking lot clear of trash and are further encouraged not to litter at any time. The parking lot is a part of the church grounds and should be maintained with a neat appearance at all times.
11. The designated person should clean the parking area of debris on a regular basis. The parking area should be cleaned and cleared for all services.
12. Consideration should be given to repeated violations of the parking policies and further consideration should be given to towing violators. Towing should be the last measure and only done after a person has been warned. If towing is used, the towing sign, with the location and number of the towing service used should be prominently displayed at all times.
13. No heavy trucks or buses allowed in the parking lot with the exception of fire trucks.

# **PUBLICATION & EXHIBITS**

## **DISPLAY OF MATERIALS**

1. Display of Material Policy shall be responsibility of the Administrative Staff.
2. All ministries can utilize tables in the foyer to distribute information to seek volunteers or to get persons to sign up for specific events or programs.
3. Requests for tables must be made through the church office and referred to Administrative staff. Tables can be requested on the attached form. (Exhibit A)
4. Tables or easels containing information for upcoming events may be displayed for no more than two weeks.
5. Only special church-wide events and those programs with a registration deadline can be displayed for a month prior to program.
6. All displayed information should be done in an attractive manner which will visually reflect the ministry, program or event. Signs, banners, posters, teaching aids - in classrooms - must be hung with fine point, map or push pins. (No tape, nails or thumbtacks are to be used.)
7. All posters, flyers, banners etc. should be removed or discarded from the church following the event.
8. Only two tables will be available for displaying materials in the foyer.
9. The above policy and procedures will also apply for community events and/or organizations.

**JONES MEMORIAL UNITED METHODIST CHURCH  
DISPLAY REQUEST FORM**

**EXHIBIT A**

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

NAME

\_\_\_\_\_

NAME OF ORGANIZATION / COMMUNITY EVENT

\_\_\_\_\_

NUMBER OF TABLES NEEDED

\_\_\_\_\_ (1) \_\_\_\_\_ (2)

PURPOSE OF EVENT

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CHURCH ANNOUNCEMENTS

1. All announcements are due in the church office by Tuesday @ 12:00 noon. NO EXCEPTIONS!
2. Announcement concerning upcoming events will be printed in the bulletin two weeks prior to the events under normal circumstances.
3. Only announcements that affect the entire **church family** will be lifted from the pulpit. *(If your ministry is having an event and would like to promote it, you can do so by contacting the church office to have a table set up in the foyer or fellowship hall for you to distribute that information.)*
4. Only flyers (i.e., special offerings, etc) that affect the **entire church family** will be placed in the bulletin. Other ministries may distribute flyers by passing them out prior to or after the service, or by placing them in the foyer. All such flyers must have prior administrative approval
5. Churchwide and community events announcements will run two weeks prior to the time of the event.
6. Only special events regarding the church anniversary, revivals, and other events designated by the pastor will run one month before that event takes place.
7. Weekly schedule meetings will be printed on the bulletin under the Weekly Schedule. *(Notification of special or called meetings will be printed on the bulletin if received by 12:00 NOON on Tuesdays. All other notification for special or called meetings should be communicated by personal, telephone, e-mail etc.)*
8. Announcements Request Forms are located in the foyer and are to be placed in the box designated "ANNOUNCEMENTS". This box is located on the wall outside the fellowship hall.
9. Upcoming events to be announced by the communication committee should be submitted one month prior to the event.

**JONES MEMORIAL UNITED METHODIST CHURCH**

**ANNOUNCEMENT REQUEST**

**ORGANIZATION:** \_\_\_\_\_

**ANNOUNCEMENT:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**SIGNATURE:** X \_\_\_\_\_

**CONTACT NUMBER: (WORK):** \_\_\_\_\_

**(HOME):** \_\_\_\_\_

**TODAY'S DATE:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_

**PASTOR**

**DATE:** \_\_\_\_\_

*THIS DOCUMENT MUST BE APPROVED BEFORE ANY ANNOUNCEMENT WILL BE AUTHORIZED.  
PLEASE PLACE THIS FORM IN THE ANNOUNCEMENT BOX.  
THANK YOU.*

## **BOOKLET FOR NEW MEMBERS**

1. Each new member joining Jones Memorial United Methodist Church will receive a copy of a "Booklet for New Members."
2. The booklet will include important information concerning the church.
3. Included in the booklet will be brief descriptions of each ministry.
4. New members are encouraged to consider becoming active in the various church ministries and organizations.
5. New members are encouraged to ask questions concerning the various church ministries and organizations.
6. Chairpersons are available to assist new members in selecting the ministry or organization of their choice.

# **FINANCIAL PROCEDURES**

## FINANCIAL PROCEDURES

*Finance 1 of 3 Pages*

### **Sunday Morning Procedures**

- The Finance committee shall establish and set guidelines that are in keeping with accepted and standard accounting principals.
- The Finance Committee will be available for all worship services at the church.
- The Finance Committee will collect, secure, count, deposit and report in a timely manner, as determined by the Administrative Council,
- the offerings, tithes and gifts to the church.
- Three unrelated members of the Finance Committee must be present during the handling of funds on any occasion.

### **Reporting**

The Finance Committee will present a written and timely financial report at each regularly scheduled Administrative Council meeting and to the pastor upon request. Any person(s) making a request for funds of Jones Memorial United Methodist Church is held to the highest Christian standard of integrity and will follow the guidelines listed below:

**Request of Funds** “All Request must be within the budget set by the Charge Conference, requests above and beyond these limits must be approved by the Administrative Council. In case of emergencies the Pastor, Lay Leader, Finance Chair and Trustee Chair may make an emergency decision. All requests for disbursement of funds must be made on the approved **Request Check Form**. (Exhibit B)

**Advance payment** - In order to determine the exact cost, including sale taxes (if applicable) of the item or service to be purchased, contact the vendor in advance. Submit a voucher to the appropriate entity authorizing the expense. After payment is made, a receipt is to be obtained and returned to the Church Treasurer so that receipt and voucher request can be matched. Advance payments should be the exception and not the rule for payment. It is preferable to set up an account with vendors and once a purchase is approved the vendor will be paid after the receipt of an invoice.

**Food Service Request** The Food Service chairperson shall be governed by the same request policy as organizations. Funds will be allocated from the general fund. A request must be made on the Request for Check form immediately upon notification that a family meal is needed and the number of meals required. Receipts are required after each funeral for any expenditures.

**Reimbursement** - Get appropriate approval before paying for an item or service before using your own funds. Do not pay for things with your personal funds without prior approval.

### **Deposits/Requests by Organization**

All organizations with accounts must use appropriate vouchers for deposits and requests for payments.

**Deposits** - Three-part forms are used for requesting funds (one for Church Treasurer, Financial Secretary, and one to be retained for the Organization) - **Exhibit A.**

**Requests** - Two-part forms are used for requesting funds (one for Church Treasurer and one for Organization) - **Exhibit B.**

### **Voucher Preparation**

All church vouchers must reflect date, account number or budget item, amount of payment or deposit, name and address of payee, funds needed for, and signature of authorized person.

The completed church voucher must be submitted to Church Treasurer. All disbursements will be made available by the following Sunday after Worship Service. Any voucher that is submitted without meeting the appropriate criteria will be held until necessary corrections can be made.

All hourly-paid employees shall submit a **Time Sheet** one week prior to payday.  
**Exhibit C.**

### **Voucher Approval**

Signature of Chairperson authorizing the expenditure must accompany all vouchers.

**Christian Education** - Representatives are required to submit vouchers to the Chairperson for approval when ordering supplies and materials. Chairperson will provide Church Treasurer with the completed voucher at the time the order is to be made.

### **Charge Accounts**

**No one** except the Pastor, Trustee Chairperson, Treasurer, Sunday School Chair, Purchasing Agent, and is allowed to order or purchase anything on a line of credit in the name of Jones Memorial United Methodist Church.

### **Church Property**

All requests and contracts for service are to be approved by the **Board of Trustees** prior to purchase or implementation of service.

All capital expenditure request or contracts for service that exceed \$500.00 must be submitted to the **Committee on Finance** to determine the availability of funds and should be accompanied by three estimates. **Board of Trustees** is responsible for obtaining bids and estimates of capital expenditures. If three estimates are not provided, justification for not providing three estimates must accompany purchase request.

**Committee on Finance** should be notified two weeks before the date needed for funds if the expenditure exceeds 1/12th of the approved line item of budget.

- Comparative shopping is expected of all purchases.
- Two of the three approved signatures are required on all checks.
- All group trips requiring paid transportation must be coordinated with **The Finance Committee**.
- If any committee exceeds its budget without obtaining authorization from the **Committee on Finance** reimbursement of the expenditure **Will be Denied**.

The issuance of checks and payments of bills is subject to the guidelines of the **Committee on Finance**. Payments may be delayed, withheld or limited as determined by the **Committee on Finance / Finance Chair / Treasurer**.

**EXHIBIT A**

**Jones Memorial The Higher Way  
United Methodist Church  
2504 Almeda Genoa Road-Houston, Texas 77047**

**ACCOUNT DEPOSIT**

Date \_\_\_\_\_ 19\_\_\_\_ Acct. # \_\_\_\_\_

Organization \_\_\_\_\_

**AMOUNT OF DEPOSIT**

Currency \_\_\_\_\_

Coins \_\_\_\_\_

Checks \_\_\_\_\_

Total Deposit \_\_\_\_\_

Funds resulted from \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Organization

Signature \_\_\_\_\_

Church Treasurer

**EXHIBIT B**

**Jones Memorial The Higher Way  
United Methodist Church**  
2504 Almeda Genoa Road-Houston, Texas 77047

**REQUEST FOR CHECK**

Date \_\_\_\_\_ Account # \_\_\_\_\_

Organization \_\_\_\_\_

Amount of check \_\_\_\_\_ Ck. # \_\_\_\_\_

Make check payable to \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Funds needed for \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Organization

Signature: \_\_\_\_\_

Church Treasurer

**EXHIBIT C**  
**Jones Memorial The Higher Way**  
**United Methodist Church**  
 2504 Almeda Genoa Road-Houston, Texas 77047

**MONTHLY TIME SHEET**

**MONTH BEGINNING** \_\_\_\_\_

DATE	DAY	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL
	MONDAY					
	TUESDAY					
	WEDNESDAY					
	THURSDAY					
	FRIDAY					
	SATURDAY					
	SUNDAY					

**TOTAL HOURS**

DATE	DAY	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL
	MONDAY					
	TUESDAY					
	WEDNESDAY					
	THURSDAY					
	FRIDAY					
	SATURDAY					
	SUNDAY					

**TOTAL HOURS**

DATE	DAY	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL
	MONDAY					
	TUESDAY					
	WEDNESDAY					
	THURSDAY					
	FRIDAY					
	SATURDAY					
	SUNDAY					

**TOTAL HOURS**

DATE	DAY	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL
	MONDAY					
	TUESDAY					
	WEDNESDAY					
	THURSDAY					
	FRIDAY					
	SATURDAY					
	SUNDAY					

**TOTAL HOURS**

**TOTAL MONTHLY HOURS:** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

# USE OF CHURCH FACILITIES

## **FELLOWSHIP HALL & KITCHEN**

The kitchen/fellowship hall of Jones Memorial The Higher Way United Methodist Church are to be primarily used by the church and its organizations. The kitchen/fellowship hall will be kept clean at all times.

1. The fellowship hall can have chairs and tables arranged to accommodate events.
2. Contact church secretary to schedule use of the kitchen/fellowship hall for meetings as well as special events such as receptions, baby showers, etc.
3. Outside groups desiring to use the facilities should make a request at least 30 days in advance to be considered for use, providing there is no conflict with a scheduled event.

### **Kitchen**

1. Before use of the kitchen, an inventory should be taken by the person(s)/group using the facility.
2. One member from the group should go through a check list with the designated person in charge of the kitchen/fellowship hall.
3. This person will use the church's check list (see attached check list).
4. The stove, oven, and refrigerator should be cleaned after each use.
5. No food should be left in the refrigerator.
6. Left-over food should be taken or disposed of by the person/group hosting the event.
7. The Person/group using the kitchen is responsible for bringing dish towels for clean-up.
8. All trash should be disposed of after each event.
9. The responsible person/group has to check out at the end of event or at an arranged time by the designated person in charge of the kitchen.
10. All missing or broken articles will be replaced by responsible person/group.
11. All chairpersons are responsible for their group leaving the kitchen/fellowship hall clean.
12. A copy of the kitchen / fellowship hall rules will be given to all chairpersons and made available for all members upon request.

## **SUPPLIES**

1. There shall be a Purchasing Agent for Jones Memorial United Methodist Church.
2. The Purchasing Agent shall order supplies as inventory indicates.
3. Purchasing Agent shall supply church Treasurer with a list of current vendors.
4. Requests for custodial products, office supplies, forms and contribution envelopes shall be made to the Purchasing Agent in writing on an established form.
5. The Purchasing Agent will order or pick up necessary supplies and the church will be invoiced or the items will be put on account and the church will be billed. After the verification of the receipt of goods, the Purchasing Agent will forward copy of invoice to Treasurer for comparison to mailed invoice.
6. A valid receipt requiring expense reimbursement to the Purchasing Agent shall be supplied to the church Treasurer.

## **EQUIPMENT AND FURNISHINGS**

1. The equipment and furnishings shall be the property of Jones Memorial United Methodist church.
2. The Trustees shall maintain the equipment and furnishings.
3. The equipment and furnishings shall be inventoried by Trustees by identification numbers and a listing of the equipment secured by the Trustees.
4. The Trustees shall review service policies on the equipment and furnishings.
5. The Trustees will be notified of repairs needed for the equipment and furnishings. The Trustees will make necessary arrangement for repair.
6. No equipment or furnishings shall be removed from the Church without approval of the Trustees.

## ALTAR FLOWERS

### Flowers will be placed on the Altar each Sunday.

1. The Worship Committee will be responsible for Altar flowers each Sunday.
2. Fresh flower donations will be accepted.
3. In the event fresh flowers are not donated, the Worship Committee shall display flowers.
4. A calendar for person(s) to sign up for flower donation(s), occasion(s), and date(s) of donation(s) will be provided by the Worship Committee.
5. Flowers must be paid for in advance.
6. A price list should be made available to donors.

