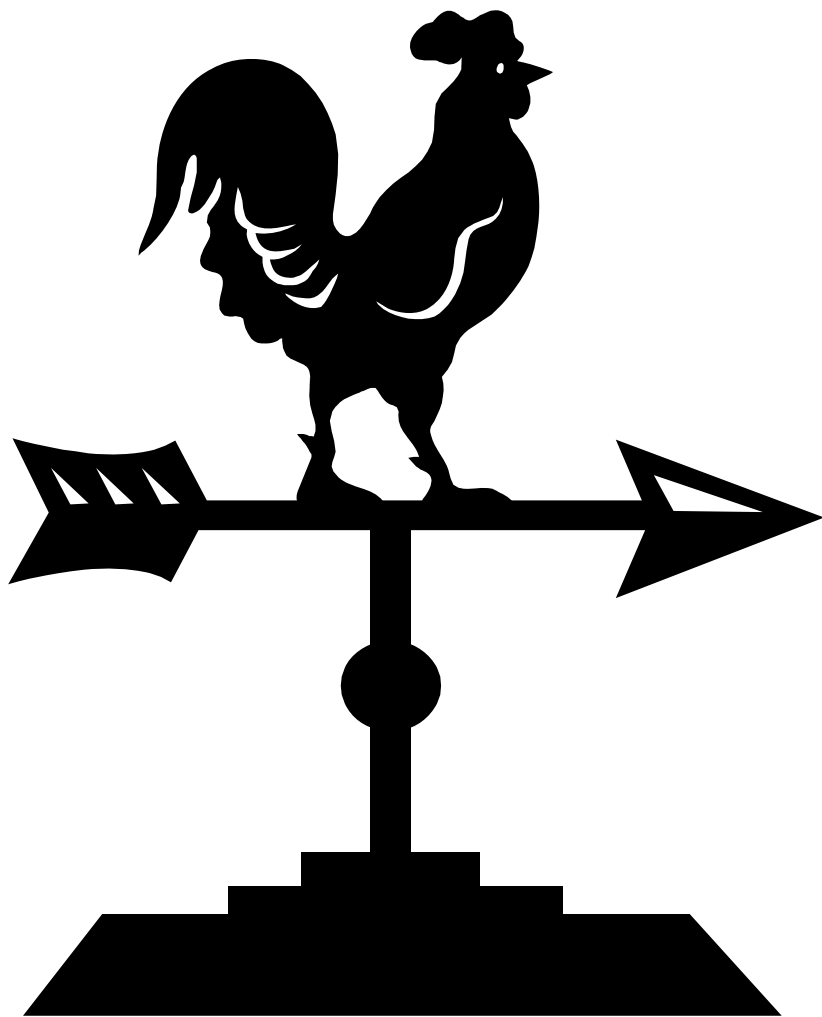


First
Unitarian
Society of
Milwaukee

POLICIES AND PROCEDURES FOR LEADERS

May, 2011



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STAFF COVENANT

We enter this covenant to forge and to maintain strong positive relationships for the staff and for the congregation in support of its mission and vision.

This covenant is intended to encourage and promote healthy behaviors in both the staff and congregation. It will give strength to our teamwork and cooperation. When necessary, our covenant will give strength to our making difficult statements and responses that honor the challenge of doing so. We ask for the congregation's support in helping us to sustain this covenant.

We the staff of the First Unitarian Society of Milwaukee, make the following commitments to each other:

- 1) We agree to be respectful, honest, open and intentional in our communications, assuming good will and striving to be worthy of it.
- 2) We affirm the gifts each brings to the staff and will seek to support each other in fulfilling our varied responsibilities.
- 3) We will express and maintain clear personal and professional boundaries while respecting the boundaries of others.
- 4) To maintain healthy relationships, our model for handling complaints or concerns brought to us by a staff member or member of the church community shall be:
 - Ask the person to approach the staff member directly;
 - Offer to go with the person to speak to the staff member;
 - Offer to speak with the staff member, using the person's name;
 - If we agree with the complaint/concern, we may approach the staff member with the complaint/concern as our own; or
 - The matter will be dropped.
- 5) Privately and together, we will engage in constructive (not destructive) conversations intended to enhance team work, and we will deal in issues and behaviors, not personalities.
- 6) Sensitive information will not be used or shared inappropriately.
- 7) In our deliberations we accept the fact that differences of opinion are expected and welcome, but once we have come to a decision, we will all support it.

June 11, 2002

Reaffirmed 2003 - 2006

Revised June 12, 2007

Reaffirmed June 10, 2008

Reaffirmed August 18, 2009

Reaffirmed June, 2010

Policies and Procedures for Leaders
May, 2011

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INTRODUCTION

Thank you for agreeing to serve the First Unitarian Society as a Committee Chair, Coordinator, Board Member, or in some other leadership position. We are pleased to offer you this handbook of policies and hope it will be of use to you.

We developed this handbook in an attempt to alleviate the difficulties inherent in change. It outlines the various procedures and policies we follow in the church office and answers frequently asked questions. We hope it will also give you a sense of committee and office responsibilities and serve as a “collective memory” to ensure smooth transitions for both committees and staff.

Please do not feel you must read through the entire handbook and remember everything. Rather, we suggest you familiarize yourself with the contents, skim through it, and then use it as a reference tool. These policies are also available on our website. When you want to schedule an event, look up the procedures under “Meetings and Events.” If you have a large box of supplies and don’t know what to do with it, see “Storage.” Should you need to buy 100 bright red folders for a program your committee is sponsoring, see “Purchasing Goods and Services.”

The handbook will not answer every question nor will it cover every contingency. Please, always, feel free to call the church office at 414 273-5257 with any questions or concerns.

SECTION 1: CHURCH STAFF

1. **CHURCH OFFICE HOURS:** Monday through Friday, 9:00 a.m. – 5:00 p.m. Please note that some staff members do not work on Fridays because they work Sundays.
2. **WHO DO I CALL?** Below is a list of issues about which our staff members are often asked for your reference. Of course, you may also ask any staff member you encounter, and if he or she can't answer your question, s/he will be able to direct you to someone who can.

IF YOU NEED INFORMATION ABOUT:	TALK TO:	PAGE #
Alarm System	Jean Johnson, Administrator	9
Announcements	Sharon Murphy, Secretary	3
Annual Report	Sharon Murphy, Secretary	5
Budget	Board Liaison/Treasurer	6
Calendar	Bonnie Poquette, Office Assistant	2
Chanticleer newsletter	Sharon Murphy, Secretary	4
Child Care for Events, Meetings	Any Staff Member	7
Church Building Hours	Any Staff Member	9
Copier Equipment (to make your own)	Any Staff Member	3
Copying (to arrange for office to do)	Jean Johnson, Administrator	3
Custodial Services	Jean Johnson, Administrator	8
E-announcements	Sharon Murphy, Secretary	4
Equipment (i.e. DVD, screen, LCD projector, etc.)	Jean Johnson, Administrator	8
Fundraisers	Board Liaison	7
Meeting Space	Bonnie Poquette, Office Assistant	7
New Members	Kathy Porter, DMD	3
Office Supplies (stationary, envelopes, etc.)	Sharon Murphy or Bonnie Poquette	4
Order of Service and Printed Announcements	Sharon Murphy, Secretary	4

3. **STAFF COVENANT:** Our talented and dedicated staff works closely and cooperatively with many important committees. They provide professional expertise as well as experience and continuity in their areas of responsibility. Some years ago, with the guidance of a UUA facilitator, the staff developed a covenant about how they will communicate and work together, as well as with church members. It is reviewed and affirmed annually, and updated as needed. The preamble speaks to its intent: "We enter this covenant to forge and to maintain strong positive relationships for the staff and for the congregation in support of its mission and vision. This covenant is intended to encourage and promote healthy behaviors in both the staff and congregation. ..." The complete staff covenant can be found on our website (www.uumilwaukee.org/content/staff-covenant) and is printed in the front cover of this book.

SECTION 2: GENERAL INFORMATION

1. **ANNOUNCEMENT POLICY:** While we would like to be able to allow the announcement of non-church events in our publications, the sheer number and variety of such announcements makes such a practice unfeasible. Thus, please restrict announcements to church events and church-sponsored events. Information about non-church events of note may be posted on the bulletin board. The spoken announcements during services practice is under review in light of shortened services we will be starting this fall. Stay tuned for updates.
2. **BOARD LIAISONS:** Each committee is assigned a Board Liaison. The liaison is a member of the Board of Trustees who is available to help you with any problems, and who will keep you informed of Board actions or requests which may affect your committee and its operation. Please call your liaison with any questions you may have about church operations or programs. Also, please keep your liaison informed of your meetings and programs.

Policies and Procedures

3. **BULLETIN BOARDS:** There are two bulletin boards located in the hall near the courtyard. The boards are divided into “First Church News,” “Denominational Affairs,” and “Community News” sections. Please respect the divisions when posting materials. The “Community News” refers to the wider Milwaukee, Wisconsin, or national community and is the best place to post news of concerts, lectures, protests, etc. The “Denominational News” area is reserved for news of Unitarian Universalist denominational events and programs. The Director of Membership and Development manages these bulletin boards.
4. **CHURCH CALENDAR/RESERVING ROOMS:** Our growing church is incredibly busy! The church calendar is the most important means of keeping track of all the activities taking place at the church. It is imperative that all meetings and events be scheduled as soon as possible. In fact, the calendar should be consulted before events are scheduled to make sure there are no conflicts. For planning purposes, you can view the most recent three months of the church calendar on the church website for any day of the week except Sunday. Regularly scheduled meetings should be put on the calendar at the beginning of the church year, or whenever they are arranged. Also, please request to have removed any canceled meetings so that someone else can use the space.

To reserve a room, contact the Office Assistant. To reserve a room for you she needs to know: name of committee that is reserving the room, kind or name of event/meeting, date, starting and ending times, and your preference for which room. She will confirm your room reservation.

The Church Administrator manages the church calendar and will resolve any scheduling conflicts. Generally, we work on a first-come, first-served basis, but will always try to accommodate as many groups as we possibly can. If you have set-up or equipment needs, or will be serving food, please contact the Church Administrator (see page 8 for details). If you’d like to hold your meeting outside regular Facilities Assistant hours, you must contact the Church Administrator (see page 8 for Facilities Assistant schedule).

Finally, submitting copy promoting an event does not constitute reserving space at church. Rather, we will not promote events until they have been scheduled on the church calendar.

5. **COFFEE HOUR TABLES:** Some committees set up tables weekly in the Common Room after church services; others only set up tables occasionally. Each committee is responsible for putting materials away after church. The only exception to this is the Guest Table, which is left up continuously. Normally, you can store materials in the Committee Closet (see “Storage,” page 3). Contact the Church Administrator if you’d like a table set up for you.
6. **FUNDRAISERS:** Any fundraising event must be approved by the Board of Trustees. Please submit a “Fund Raiser Request” form (found on our website, or hard copy in drawer by the copier) to the Fundraising Requests Subcommittee of the Board.
7. **MAIL SLOTS:**
Committees and Coordinators: Each committee and coordinator is assigned a mail slot in the office, near the photocopier. Committee chairs or their designees should check the boxes frequently, preferably every week. Slots are in alphabetical order (by name of committee or position).

The mail slots should not be used for storage (although please note exception under “Special Events,” page 8). Please use the Committee Closet (see “Storage,” page 3) for bulky materials such as your pamphlets, sale items, etc.

Staff: Mail slots are also set up for all staff members, Board members, the Treasurer, etc.. All staff members check their slots frequently.

If you're not sure where to leave something, put it in the Church Secretary's slot, and she will route it to the proper person. Please do not leave items for the office elsewhere (on counters, the office table, the secretary's desk area, etc.) unless you also leave a note in the appropriate mail slot telling us where such items can be found!

Outer Door: There is a mail slot at the bottom of the Astor Street glass doors through which you may slip material for the office after hours.

8. **NEW MEMBER INTEREST INVENTORIES:** You may periodically receive a letter from the Director of Membership and Development when new members express interest in your committee. Integrating new members into the life of the church is vital to the continued growth and health of First Church, so it is important that you make an effort to contact these new people about joining your team.
9. **SMOKING POLICY:** Smoking is not allowed in any indoor areas of the First Unitarian Society's facility. Smoking will not be allowed in the courtyard on Sundays, or at any time when drifting smoke coming into the building is a problem. The courtyard patio doors must be kept closed at all times, not just to keep smoke out, but also to keep out unwelcome "critters," be they insect or mammal! Please ensure that this policy is adhered to for all meetings, events and programs.
10. **STORAGE: COMMITTEE CLOSET:** There is a closet in the southeast corner of the Stevenson Parlor with room for committees to store large items. Feel free to make use of it within reason. Please be sure that anyone who may need access to the materials in the closet knows where you have stored them! Mark your items clearly, and please help keep the closet neat and orderly. Social Justice Council, Forum, Book Sales Tower, and Library have storage on the second floor.
11. **DISRUPTIVE BEHAVIOR POLICY:** While openness to a wide variety of individuals is one of the prime values held by our congregation and our denomination, the Board of Trustees also believes that our congregation must maintain a secure atmosphere where such openness can exist. In very rare instances it may be helpful for you to know that the Board developed a policy for dealing with disruptive people in situations when there is a perceived threat to the safety of any individual, when church activities are disrupted, or when that person's actions diminish the appeal of the church to its potential and existing members. The church office has a copy of this policy on file.
12. **WIRELESS INTERNET:** The entire facility has password-protected wireless internet access. The password changes periodically; it is posted on the bulletin board in the central corridor and in the RE alcove on the lower level.

SECTION 3: THE CHURCH OFFICE - "FULL SERVICE" OR "SELF SERVE"

1. **FULL SERVICE:** The staff in the church office can provide many services for your committee or group, provided your request is turned in at least two weeks before your deadline. Work requests should be channeled through the Church Administrator.
 - **Copying:** The staff can provide copies for you using either our photocopier (for up to about 50 copies) or our duplicator. We usually have an assortment of colored paper on hand, but if you need a specific color or type of paper, you may need to provide it. We also have a folding machine that will handle most normal folding jobs.
 - **Mailing:** The church has a postage meter for church-related mail. See any staff member for small jobs. If you have a large mailing, please make arrangements to have the staff run it through the meter for you. If you are planning a large special mailing, you should check with the Church Administrator well in advance so she can be sure we have adequate postage in the meter.

Policies and Procedures

- **Lists:** The staff can provide your committee with mailing labels or phone lists of new members, veteran members, recent visitors, and, if you provide us with the names at the beginning of the year, your committee members.
 - **Etcetera:** This is not an inclusive list of services the office can provide. If you need something, ask the Church Administrator, who will be able to tell you if we can do it and, if we can, to schedule it.
2. **SELF SERVE:** We keep the main office and copy/mail slot area stocked with normal office supplies and a supply of paper, envelopes, etc. If you need something you don't see, just ask a staff member. Feel free to use the photocopier whenever you need it (for church related materials only, of course).
 3. **BUT PLEASE DON'T TOUCH THE COMPUTERS.** The IT Committee has agreed that the church's computers and ancillary equipment should be used by the church staff only. This rule was made to insure the integrity of the system and the database. Any exceptions to this must be made by the I.T. Committee Chair in consultation with the church staff.

SECTION 4: CHURCH PUBLICATIONS AND COMMUNICATION

There are many ways to promote and educate the church community about events and programs. Currently, the most widely read are the weekly E-announcements with links to more detail on our website, and our monthly Chanticleer newsletter.

1. WEEKLY ANNOUNCEMENTS

E-announcements: Our weekly email bulletin is one of the best tools for promoting events, programs, and church needs. Content is intended to be current (highlighting events within two weeks). Rich in website links, it is designed to encourage readers to forward the email to friends and to interact with our website.

We print brief announcements in the Order of Service. We do not put "advertising" flyers in the Order of Service except on very rare occasions and then only with the Senior Minister's advance approval. Similarly, flyers are NOT to be handed out at the door. As with other publications, we must restrict the printed announcements to those relating to church activities or events sponsored or supported by First Church. The deadline for announcements is Thursday at 9:00 a.m.

Deadline: The deadline for submission of e-announcements and Order of Service announcements is Thursdays at 9:00 a.m. It covers two weeks of upcoming activities, including two Sundays. It is distributed on Fridays.

Word Count Guideline: Please limit your announcement to 75 words, but if you have more information, we will include links to more details on the website.

2. **MONTHLY NEWSLETTER: THE CHANTICLEER.** First Church's newsletter, The Chanticleer is published monthly. It is distributed via U.S. bulk rate mail and email and is posted on our website. Members can request The Chanticleer be sent to them via email each month. We recommend that major events be advertised beginning at least a month in advance which means it is best to submit your first notice in time for the prior month's Chanticleer.

Word Count Guidelines:

Articles and announcements – 250-300 words.

Advertisements – 50-150 words. Please submit the copy in Word and graphics as jpeg or gif files. We will accept rough designs but they may not be PDFs; we must be able to manipulate them.

No stand-alone flyers for programs. You may only publish flyers for events of institutional importance such as annual congregational meetings.

If you're over the recommended word count, we'll edit by cutting from the bottom (except for contact info), so please keep this in mind as you write articles.

Deadline: The deadline for submission of articles or materials for The Chanticleer is 9:00 a.m. the third Monday of each month. We will print the deadline for the next newsletter in each edition of The Chanticleer. Sorry, there will be NO EXCEPTIONS.

What can go in: As a matter of policy, we can only accept materials which relate to First Church activities or church sponsored/ supported activities. If you are in doubt, speak with the Senior Minister, who maintains final editorial authority over the newsletter. We appreciate articles submitted in electronic form.

3. **WEBSITE:** The website is updated weekly with a deadline for simple additions of 9:00 a.m. Thursdays. In summer it's updated twice per month.

Church-recognized committees and programs of the church should add a page to the official First Church website; they should not create a separate website. Simply submit a request for such a page to the Church Secretary Sharon Murphy. Already published brochures and articles can be readily posted. If there's a question of whether the item is appropriate for the website, the staff will discuss at its next regular meeting. If the addition is approved, the staff editor and webmaster will work with you on the content of the page.

4. **FACEBOOK:** you are welcome to participate in the conversation on the church Facebook page. If you'd like an official church announcement of your event posted, please contact Director of Membership and Development Kathy Porter who administers the page.
5. **E-MAIL LISTS:** A First Church e-mail list provides a way for groups of Unitarian Universalists and like-minded individuals to communicate via email on issues relating to First Church, Unitarian Universalism, or subjects pertaining to the sponsoring committee or group (such as the Social Justice Council listserve). Church committees or affinity groups who wish to form First Church listserves using the First Unitarian Society of Milwaukee name must notify and get approval from our Electronic Communications Coordinator, who is listed in the Leadership Roster.
6. **ANNUAL REPORT:** The Annual Report is distributed to members at the Annual Meeting in May and is available on our website. It contains reports from the ministers, the staff, and the congregation's President; minutes of last year's Annual Meeting and any other special congregational meetings, and a "Wheel of Life," listing dedications, weddings, new members, and funeral and memorial services. It also includes brief reports from committees and groups. Usually sometime in March we will send each chairperson a note letting you know when your annual reports are due.
7. **MARKETING COMMITTEE ASSISTANCE:** If you've got a really big event coming, the Marketing Committee may be able to assist you in promoting it. See more details on our website at www.uumilwaukee.org/Marketing_Assistance.

8. **SUMMARY OF DEADLINES:**

WEEKLY: Order of Service, website, e-announcements: Thursday 9:00 a.m.

MONTHLY: Chanticleer: Third Monday of the month, 9:00 a.m.

YEARLY: Annual Reports: Mid to late April; exact dates change depending on date of the annual meeting

SECTION 5: FINANCIAL MATTERS

Policies and Procedures

1. **GENERAL INFORMATION REGARDING THE CHURCH'S FINANCES:** The church's fiscal year runs from July 1 to June 30. Monthly financial statements are sent to the Board of Trustees, the Finance Committee and full-time staff members. Any church member may request a copy from the church office. An annual financial statement is published in the church's Annual Report.

Our primary source of income is pledge payments, but our income also includes things such as cash in the Sunday collection, rent from the apartments over the church office, income from the Memorial Trust Fund, Religious Education fees, building rental fees, art gallery commissions, and proceeds from book sales. The Treasurer, Church Administrator, and cash counters handle the income, with assistance from the committees who produce income.

Our largest expenditures are for human resources, organization dues (such as the UUA, CMD and SEWUUC), building costs (such as gas, electricity, water, insurance), and basic supplies and services (such as telephone, postage, paper). Once the Board of Trustees sets the salary and wage levels, these major expenses are paid by the Treasurer when due (payroll) or as bills are received (electricity, etc.). Other expenditures, such as R. E., Membership, Social Justice Council, or building maintenance, are handled by church committees and staff and payment is made by the Treasurer once proper authorization is received from the committee chair or appropriate church staff.

2. **GENERAL INFORMATION REGARDING COMMITTEE EXPENDITURES:** Those committees that have budgets may spend them as they see fit, for the purpose designated. They may not spend the church's money for the benefit of the committee members. Generally inappropriate expenditures include: food and beverages for committee meetings, mileage and parking.

Many committees, such as Finance and Ushers, do not usually have budgets to spend, because they do not purchase goods or services on a regular basis. During a particular year these committees may need goods or services. Similarly, a committee with a budget may find that they have good reason to recommend expenditures in excess of their budget. Should a committee find itself in either position, check with the Church Administrator to see if the church can supply the goods or services.

If the Church Administrator cannot supply the goods or services, take the request to the Treasurer or a member of the Finance Committee. All requests for unbudgeted expenditures need to be considered in light of our current financial position (we cannot spend money we don't have). These requests are usually handled by the Finance Committee and the Treasurer. If the amount is over \$1,000, the Finance Committee will send a recommendation to the Board for the final decision.

3. **BUDGETING PROCESS:** In February committees are informed that the process of budgeting for the coming church year is underway. Some committees, such as Personnel, will need to send information to the Finance Committee every year. Other committees, such as Membership, only need to send information to the Finance Committee if their needs have changed. Budget requests are generally due at the end of March.

The budget is finalized in August and communicated to the committees and staff with responsibility for purchasing goods and services. Any church member may request a copy.

4. **PURCHASING GOODS AND SERVICES:** Forms for authorizing expenditures are kept in a drawer near the photocopier. If you or a member of your committee pays for goods or services, please complete a pink Request for Reimbursement form, attach your receipts, and place it in the Treasurer's mail slot. If you charge goods or services to the church, please complete a green Authorization to Pay form and place it in the Treasurer's mail slot. This form tells the Treasurer that the bill from the vendor is for a valid expenditure and identifies the committee that used the vendor.
5. **ACTIVITIES THAT PRODUCE INCOME:** When income is produced, the checks and cash should be given to the Office Assistant or Church Administrator so that they are deposited promptly at the bank.

Count the money, seal it in an envelope, and write on the envelope the committee name, activity, amount enclosed, date, and your name. On Sunday, cash collected such as the Forum and Book Table income should be placed in a labeled envelope and given to the Office Assistant or, if the OA is not available, slid under the Church Administrator's office door. If income is delivered during the week, it may be given in person to the Church Administrator or Office Assistant.

6. **FUNDRAISING:** If your committee or group would like to do fundraising for a cause within the church or for a worthy organization outside the church, you must get approval from the Board Fundraising Requests Subcommittee. Any staff member or your Board liaison can tell you who is on that subcommittee. There is a form to fill out and submit for their approval which asks details such as who will be the beneficiary, how the money will be raised and distributed, when you intend to hold the fundraiser. These forms can be found on our website and in the copier room in a drawer along with other office forms.

SECTION 6: MEETINGS AND EVENTS AND CHURCH EQUIPMENT

1. **ASSIGNMENT OF ROOMS:** Please be sure to reserve a room for your meeting or event as soon as it is scheduled (or contemplated). Contact the Office Assistant to reserve a room at church. She needs to know the date, time, name of group, type/name of event, and preferred room. If you haven't expressed a desire for a particular space, she will assign one to your group based on building usage, normal size of your group, etc. The Church Administrator manages the assignment of rooms. The administrative office is not available for meetings.
2. **CHILD CARE:** Arrangement of child care is the committee's responsibility and is not handled by the church staff. First Church has a list of child care providers and procedures for any events or meetings. The list and procedures are kept in the "Child Care Coordinator" mail slot and on our website. When making arrangements please consider the estimated number and age range of children expected. If you have any questions about arranging for child care, please call the church office.
3. **ALCOHOL POLICY:** In 2011 the Board of Trustees adopted a policy about alcohol use at church events and on the church premises. It is intended to ensure compliance with the law and enhance the safety and comfort of members and guests. The occasional, responsible serving and consumption of beer and wine by members and guests of legal age is permitted at church events, whether on or off premises, provided that no charge is made and that ample, attractive non-alcoholic beverages are also available. A very brief summary of issues it addresses includes: it is illegal to sell or charge any fee for alcohol, a responsible person must oversee and moderate serving, advertising an event should not encourage the use of alcohol, short-term storage of alcohol must be secured, use of alcohol at church-sponsored events for children and teens is not permitted. The complete policy is posted on our website.
4. **KEYS:** Committee chairs and/or their designee(s) who need access to the church outside office hours and outside the hours the Facilities Assistant attends the door, may be assigned a key to the building. Please request one from the Church Administrator who will train you about our security system, and familiarize yourself with the key policy listed under the section "Security Policies." Also, you may not lend your key to others who are not trained on the security system. Please return it to the church office when you no longer need it.

The entrance to the building (except Sundays) is the glass doors at 1342 N. Astor Street. Please use this entrance for your meetings and events. The Ogden Street and Sanctuary doors are to be used as an emergency exit only.

Please note: The inner door at the service entrance corridor must remain locked at all times. If you find it necessary to use the service entrance, it must be attended at all times. Also, be extremely careful about locking it as soon as you are finished.

Policies and Procedures

Please follow these guidelines carefully. Unfortunately, we all need to be extremely attentive to building security.

- 5. **FACILITIES ASSISTANT SCHEDULE:** A Facilities Assistant is on duty to let people into the building and to assist you with any set-up or equipment you might need according to the following schedule:

Monday through Thursday 5:00 p.m. - 9:30 p.m.
Saturday 10:00 a.m. - 5:00 p.m.
Sunday 8:00 a.m. - 3:00 p.m.

Since activity at the church is reduced considerably in the summer, building hours are reduced during the summer. Please schedule your summer meetings during the following hours if possible. If you need to schedule a meeting outside these hours, please contact the Church Administrator.

Monday, Tuesday and Wednesday 5:00 p.m. - 9:30 p.m.
Saturday 10:00 a.m.- 5:00 p.m.
Sunday 8:30 a.m. - 1:30 p.m.

- 6. **SPECIAL EVENTS:** Often committees sponsor events, classes, or programs which require advance registration. The office frequently receives calls about these events. Especially if there is a limit to the number of people who can be accommodated, please:

- give the Office Assistant or Church Secretary the name and number of a contact person who can be called during the week if there are any questions; or
• leave the sign up sheet along with any pertinent information in your mail slot (so it is accessible to the Office Assistant or Church Secretary); and
• check your mail slot frequently for possible phoned-in registrations.

We would appreciate receiving as much information on each event as possible (i.e. is child care provided? Is a deposit needed to hold the registrant's place? Do participants need to bring anything?) so we know what to tell people who call.

- 7. **CUSTODIAL SERVICES REQUIRED FOR SPECIAL EVENTS:** A Facilities Assistant (FA) need not be at church for regular committee meetings. However, an FA must be present for any event with 25 people or more, and for any size group that is serving food.

Please schedule your meetings and events during the FA's regular working hours whenever possible. To make arrangements for an FA, you must request an FA's assistance from the Church Administrator within this time frame:

- If you need a Facilities Assistant during their regular working hours, please request their assistance a week in advance.
• If you need a Facilities Assistant outside their regular working hours, please request their assistance three (3) weeks in advance of your event. The Church Administrator will confirm with you that a Facilities Assistant's services have been secured. Note that there is a fee to pay FAs outside their budgeted schedule.

Facilities Assistants are on duty during the following hours during the church year:

Monday through Thursday 5:00 p.m. - 9:30 p.m.
Saturday 10:00 a.m. - 5:00 p.m.
Sunday 8:00 a.m. - 3:00 p.m.

If such events are outside the Facilities Assistant scheduled working hours, a separate custodial fee must be paid. If a fee is required for a church committee event, the church treasurer will pay the fee to the Facilities

Assistant and charge it to the committee’s budget, but please talk to the Church Administrator to see that this is done. The standard custodial fee is \$50.00.

8. CHURCH EQUIPMENT:

- **Kitchen Equipment:** The dish sterilizer, stove, coffee pots, dishes, etc., are available for committee use. If you have not used the equipment in the past, please make arrangements ahead of time for a staff member to show you how they work!
- **Television, DVD Player, LCD Projector:** Please make prior arrangements with the Church Administrator to reserve this equipment and for set-up in the proper area.
- **Other Audio-Visual Equipment:** The church also owns easels with paper, a slide projector, an overhead projector, CD players, and screens. We also have audio capabilities in the Common Room and Max Otto Hall for special events. Please talk to the Church Administrator to make arrangements to use any of this equipment.
- **Wireless Internet:** The entire facility has password-protected wireless internet access. The password changes periodically; it is posted on the bulletin board in the central corridor and in the RE alcove on the lower level.
- **Miscellaneous Equipment:** Please arrange with the Church Administrator use of any other equipment (i.e. tables, table cloths, ladders, etc.).

SECTION 7: SECURITY POLICY, KEYS, AND ALARM SYSTEM

1. **MAIN ENTRANCE, SIGNING-IN UPON ENTRY:** The glass Astor Street door is the primary entrance to the Church Facilities at all times except Sundays when the Astor Street Sanctuary doors are unlocked. The Ogden Street door may only be used as an emergency exit. When entering the building and you are not participating in a scheduled activity, please write your name on the in-out clipboard in the vestibule, and then sign out as you are leaving.
2. **HOURS OF ACCESS:** No one is allowed in the buildings between 10:00 p.m. and 7:00 a.m. daily, subject to specific qualified exceptions which must be discussed with the Church Administrator.
3. **SECURITY SYSTEM:** The security system is armed during times the building is not staffed. The building is regularly staffed according to the following schedule:

Monday-Thursday	9:00 a.m. - 9:30 p.m.
Friday	9:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	8:00 a.m. - 3:00 p.m.

Summer: Since activity at the church is reduced considerably in the summer, the staff is encouraged to take vacations during the summer, and some staff hours are reduced during the summer. Therefore, the building is normally staffed during the following times:

Monday	9:00 a.m. - 9:30 p.m.
Tuesday	9:00 a.m. - 9:30 p.m.
Wednesday	9:00 a.m. - 9:30 p.m.
Thursday - Friday	9:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	8:30 a.m. - 1:30 p.m.

4. **KEYS:** Distribution of keys to the church are limited to staff and people who service the building and equipment. Key distribution guidelines are the following:
 - Any key holder must be trained on the security system before the key is distributed.
 - Only staff and members in good standing may qualify for keys.

Policies and Procedures

- Committee chairs and/or their designee(s) may request keys, to be distributed after training.
- Staff may make emergency temporary approvals. These keys should be returned within
- 48 hours.
- If a key holder sets off a false alarm three times, at the discretion of the Board of Directors, he or she may be asked to give up the key.

Locking and Unlocking Procedures: The entrance to the building (except Sundays) is the glass doors at 1342 N. Astor Street. Please use this entrance for your meetings and events. The Ogden Street and Sanctuary doors are to be used as an emergency exit only.

Please note: The inner door at the service entrance corridor must remain locked at all times. If you find it necessary to use the service entrance, it must be attended at all times. Also, be extremely careful about locking it as soon as you are finished.

Please follow these guidelines carefully. Unfortunately, we all need to be extremely attentive to building security.

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