

FACILITIES POLICY

St. James facilities are to be used for the glory of God, for community outreach and for programs and activities compatible with Christian teaching and the United Methodist Book of Discipline. This section of the facilities policy is for official church meetings, programs, and events. A separate Facilities Use Policy for Outside Groups has also been created.

A. Building Usage

All meetings and activities held at the Church must be scheduled on the church calendar through the Shelby Next Church Management Software. To schedule an event, please contact a member of the program staff or the Executive Assistant. Respectful and responsible use of the facilities and equipment is expected to avoid expensive damages

Out of respect for one another, St. James buildings are smoke, alcohol and illegal drug free. We fire arms are not premitted on our campus by anyone other than police officers and trained/hired security personnel.

Church sponsored ministries have priority on the use of all facilities and equipment. When space is available, community meetings, community events designed to raise funds, and community events charging a participation fee may be allowed to use our facilities upon approval of a member of the Executive Team or Chair of the Board of Trustees. Please see the Facilities Use Policy – Outside Groups for more information.

Fees – church usage, set-up and janitorial

There shall be no building usage fee charged for the following activities, which are held during normal church operating hours:

- 1) Church sponsored ministries,
- 2) Groups meeting on a recurring basis approved by the Executive Team or Chair of the Board of Trustees.
- 3) Groups approved for a one-time meeting by the Senior Pastor or Executive Team members.

Outside groups should refer to the Facilities Usage – Outside Groups policy.

All decorations, furniture, and equipment placed in church facilities will be available for church-sponsored ministries. Some items, due to their value and particular use, may be restricted (e.g. items used in worship, for receptions, etc.). Items specific to rooms in the church shall not be moved without prior approval of the Executive Assistant or member of the Executive Team.

All approved church-sponsored fund-raising events will reimburse the church for any materials or supplies used.

Guest pastors may officiate only at the invitation of the Senior Pastor for worship services, weddings, funerals and special programs.

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Guest musicians must be approved by the Director of Music, Worship and the Arts.

Any item not specifically covered in these Policies and Procedures must receive the approval of the Senior Pastor and/or Board of Trustees

B. Sanctuary Usage

No food or drinks are allowed in the Sanctuary.

All music, liturgy and videos must be appropriate for Christian worship.

Rearrangement in the Chancel Area must have the approval of the Altar Guild or Director of Music, Worship & the Arts.

- 1) Weddings – Refer to the Weddings Policy.
- 2) Funerals – Refer to the Funeral Policy

C. Worship Center Usage

The use of technology in the Worship Center may require use of the following technicians:

- a. Sound Technician
- b. Light Technician
- c. Video Technician
- d. Technical Director

All technicians operating equipment in the Worship Center are to be trained and approved by the Director of Technical Services. No outside technicians will be allowed to operate the equipment in the Worship Center without the express, written permission of the Director of Technical Services.

1. Food and beverages are not allowed in the Worship Center.
2. Security personnel may be required for some events as determined by the Executive Director of Finance & Administration. The fees for security will be in addition to standard usage fees.
3. Fees for the use of church technicians are available from the Executive Assistant. If an event is part of our church program, the expenses for these technicians must be covered by the ministry using the Worship Center.
4. Fees will be charged for all programming work required of our technicians. These fees will be determined after consultation with the Church Administrator.

D. Christian Family Life Center

PURPOSE:

The purpose of the Christian Life Center is to provide space for quality recreational activities and programs in a Christian setting that compliments and extends the mission and ministry of St. James United Methodist Church. The following policies and procedures have been reviewed and approved by the Board of Trustees.

GENERAL POLICIES:

- When using the facility, users are expected to conduct themselves with the highest Christian standards and principles.
- Users should take pride in the facility and shall take personal responsibility for the care of the facility as well as any facility equipment used.
- The facility shall be kept clean and all trash removed.
- Fighting and abusive or foul language are not permitted.
- The use of gum is not permitted.
- The use of skateboards, roller blades, and riding toys is not permitted.
- Programs and classes planned by the church have priority over other uses.
- Children ages 17 and under must have direct adult supervision at all times.

DRESS POLICIES:

- Users should wear clothing that honors our commitment to our Christian values.
- Shirts should be worn at all times.
- During any athletic event, only athletic shoes will be allowed on the gym floor.
- Short shorts, halter tops, and exposed midriffs will not be allowed. Anyone who is dressed inappropriately will be asked to change or leave the premises.

DISCIPLINE POLICIES:

- 1) In connection with organized sports played in the Christian Life Center, league rules will apply to infractions of those rules. Otherwise, the following rules will apply to infractions:
- 2) Willful violation of any policy, rule, or regulation may result in suspension of the violator by the Senior Pastor from all privileges for use of the facility.
- 3) Staff members and/or trained adult supervisors will follow these disciplinary steps:
 - a. 1st Infraction: warning, explanation of policies and/or one-day suspension.
 - b. 2nd Infraction: immediate three-day suspension and, if under 18, parents will be notified.
 - c. 3rd Infraction: One week suspension. A conference with a church staff person is required before restoration of privileges. If the violator is under 18, a parent must be present during the conference.
- 4) All infractions will be noted in writing as information for the Senior Pastor.

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- 5) Major infractions of these policies will result in immediate and unconditional suspension. This suspension will be reviewed by the Senior Pastor and may extend for whatever length of time felt appropriate, and may even be made permanent.

LIABILITY POLICIES:

St. James United Methodist Church is not responsible for injuries that may occur while using this facility.

E. Hospitality - Kitchen and Food Service

Hospitality service, including kitchen and food service facilities are provided by St. James UMC to enhance and enable the ministries of this church. Our purpose is to provide hospitality that promotes and strengthens our community of faith and its outreach into the community.

To Plan Food Service

1. Meet with the Executive Assistant to reserve a serving/dining area, choose date and complete Event/Activity Work Order indicating needs for room arrangement, sound system, high chairs, table cloths, set-up, clean up, etc. The person filling out the Event/Activity Work Order must be the person responsible for the event, or have written designation they are working as their approved agent. Fees for these services will be clarified at this time. Event/Activity Work Orders are available at the Executive Assistant's Office. Church Staff who plan to use Kitchen facilities must request the space on the Church Calendar via the approved church software. The Director of Hospitality will review the request and either approve or deny the request following consultation.
2. If this event requires the preparation of food, then a meeting with the Director of Hospitality to verify date and determine additional details is required. At this time, you will need to determine the menu, the price per plate, provide an approximate head count and all other available details. It shall be determined what additional kitchen services and fees will be required (e.g. dishwasher, servers, etc.)
3. The final head count must be given to the Director of Hospitality at least 3 business days prior to the meal date. This will establish the number of meals prepared.
4. The person reserving the meal is responsible for monitoring the number of meals actually served at the event and submitting full payment to the Director of Hospitality, or their representative, at the end of the meal. Cash or checks are accepted. This will include gathering sign-up sheets, monitoring those going through the meal line, and consulting with other parties involved. The final charge for the meal will be calculated by the Director of Hospitality, or their representative, charging for the number of meals prepared for the event, plus any additional persons who are served meals, plus additional charges agreed upon in the reservation (e.g. dishwashing, janitor fees, etc.). The Director of Hospitality will turn these funds into the Finance Office, using the appropriate form provided by the Finance Office.

5. Meals paid for by the church budget shall be coordinated by the staff person in charge of the meal. Following the meal, the staff person responsible will either submit funds to cover the meal or sign the Purchase Order indicating the final amount to be transferred from their church account to pay for the meal. The Director of Hospitality will turn these funds into the Finance Office, showing how the funds are to be deposited.
6. Additional charges may be required after a meal if additional and/or unplanned expenses have been incurred in providing the event (e.g. unexpected clean up, additional food not included in the plans, extra supplies being used, etc.). This information shall be given to the responsible party with appropriate explanation as soon as possible, and payment shall be due upon notice of additional charges.

Kitchen Policies and Procedures

1. At least three business days notice is required for kitchen usage and must be scheduled through the Executive Assistant or church calendar software. A person must be designated as the coordinator for the event, and this person will be responsible to see that all policies and procedures are followed and all expenses paid. The coordinator for the event is responsible for meeting with the Director of Hospitality, or their representative, to learn of procedures and policies relating to the use of the kitchen.
2. Charges for kitchen usage will be determined by the Director of Hospitality and will be included on the Catering Order Form. Immediately following the event, provide payment for the usage to the Director of Hospitality, Executive Assistant, or their representative.
3. Outside food may be brought in for events only after approval of the Director of Hospitality or Executive Assistant.
4. Items may be placed in the kitchen refrigerator or freezer with prior approval of the Director of Hospitality. This space is subject to availability, and we ask that requests for this space be provided with as much advance notice as possible. All items placed in the kitchen refrigerator or freezer must be clearly marked with the event's name.
5. All persons and groups utilizing the kitchen are responsible for thorough clean up immediately following usage. This clean up includes any and all appliances used, storage or discard of food, clean up of all dishes, pots and pans, and meeting room. Persons using the kitchen must meet with the Director of Hospitality to make sure they understand how to use all equipment properly. Clean up by janitorial staff may be arranged at a fee through the Executive Assistant.
6. Non-church-sponsored events requesting food service, must be coordinated with and approved by the Director of Hospitality.
7. Due to health considerations, floral arranging is not allowed in the kitchen.

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Contact Information:

Executive Assistant 501-217-6711

Director of Hospitality 501-217-6752

Technical Services 501-217-6718