



Policy Manual

Mission Statement:

We are all called to make disciples of Jesus Christ.

This policy manual aids staff and leadership to work more efficiently within the guidelines of the church, its policies and its programs. If you have questions, contact the staff person responsible for your area.

UPDATED: November 29, 2011

Office Hours

Monday - Thursday 8:30 a.m. - 5:00 p.m.

Friday 8:30 a.m. - noon

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100. Church Organization

Wylie UMC Leadership and Committees

101. Administrative Board

The Administrative Board (Ad Board) is the governing body of Wylie United Methodist Church that tends to the organization, administrative function, and the fulfillment of the mission of Wylie United Methodist Church – making disciples of Jesus Christ. The Ad Board is responsible for all matters related to **Staff-Parish Relations, Finance, Trustees, Lay Leadership, Endowment Committee, Stewardship**, and staffing in supporting the church's mission through the Council on Ministries.

The Ad Board meets a minimum of bi-monthly to attend to its business. Furthermore, The Ad Board is convened as a Charge Conference at least annually by the Dallas Northeast District Superintendent to report on the state of church, approve an annual budget, set appointed clergy salaries, approve Lay Leadership Committee nominations for the following calendar year, approve certification of Lay Speakers and Candidates for Ordained Ministry, and other matters as deemed necessary by the UMC Book of Discipline.

Administrative Board Chair: Kim Johnson

Vice Chair: Mark Robinson

Recording Sec: Hillary Love

Trustee Chair: Jamie Whitney

Lay Leader: John Scanlan

Lay Del, Ann Conf: Kim Johnson

Youth/Young Adult:

Administrator: Debbie Willis

Financial Admin: Vickie Jones

COM Chair: Brian Beamer

SPR Chair: Ted Haynes

Endowment Chair: Beverly Lenoir

Finance Chair: Cary Betts

At Large: Shelley Kohler, 2012 Marian O'Donald, 2013 George Whitley, 2014

Lay Leadership (Nominating) Senior Pastor, Chair

Class of 2012

Laurie Reynolds

Brian Beamer

Jenn Smith

Lay Leader: John Scanlan

Class of 2013

George Whitley

Gary Mahagan

Debbie Brown

Administrator: Debbie Willis

Class of 2014

Elizabeth Wiseman

Peggy Wilson

Don Donovan

Finance

Class of 2012

Cary Betts, Chair

Will Clayton

Tena Oliver

Lay Leader: John Scanlan

Trustees: Jamie Whitney

Finance Admin: Vickie Jones

Class of 2013

Dennis Fuson

Bob London

Linda Buddin

Admin Brd Chair: Kim Johnson SPR: Ted Haynes

Lay Delegate to Ann Conf: Kim Johnson

Class of 2014

Brian Manning

Joyce Cox

Stewardship (Sub-committee of Finance)

Steve Oliver, Chair

Mark Robinson

Wynda McGarity

Toni Young

Katie Milholland

Trustees

<u>Class of 2012</u>	<u>Class of 2013</u>	<u>Class of 2014</u>
Rena Swan	Jana Ward	Dave Hahn
Roy Harrington, VC	Larry Haynes	Mike Standley
Jamie Whitney, Chair	Doug Moses, Sec/Trs	Wendy Wirtz
Administrator: Debbie Willis	Finance Administrator: Vickie Jones	

IT Group (Sub-committee of Trustees)

Mitch Swan, Chair Jeff Smith, Ben Brown, Mark Spaulding,

Staff-Parish Relations

<u>Class of 2012</u>	<u>Class of 2013</u>	<u>Class of 2014</u>
Ted Haynes, Chair	Ken Lenoir	
Al Wirtz	John Dunlap	Barbara Beebe
Sue Bradley	Sandy Brown	Russ Trask
Lay Del Ann Conf: Kim Johnson, John Scanlan		

Endowment

<u>Class of 2012</u>	<u>Class of 2013</u>	<u>Class of 2014</u>
Nancy Spaulding	Brian Manning	Patrick McGarity
Ben Brown	Beverly Lenoir, Chair	Janet Parker
Trustee Chair: Jamie Whitney	Administrative Board Chair: Kim Johnson	
Finance Chair: Cary Betts		

102. Council on Ministries

The Council on Ministry is made up of the Ministry staff of Wylie United Methodist Church, a lay chairperson and lay representatives nominated to chair programs of the church. Examples of programs: Education, Missions, Scouts, Singles, Music, etc.

All programs, fundraisers, functions or activities of the church must be presented to the Council on Ministry. The program must be approved through the Council on Ministry meeting before it can be added to the existing programs of the church (If the program/event/activity approved is a fundraiser, a Cost of Ministries Event Summary Sheet needs to be turned into the Financial Administrator. The Chair of CoM will present the CoM's approval to Finance).

The Council on Ministry meets to make sure all programs or fundraisers are appropriate for the church and its mission statement and to make sure there is not a programming conflict. The sponsoring person brings new ideas, programs, fundraisers and meeting dates before the Council on Ministry. Discussion may ensue, followed by a vote of approval. Occasionally, guidelines for the use of the facilities are discussed as well.

See 402. Scheduling an Event.

The Council on Ministry may also share ideas of how to improve different programs in the church or to help one area work with another area. The staff stays in communication with the Council on Ministry to apprise of their individual area(s) to

let them know what happened at the staff-only meeting. Minutes are also sent to all staff and chairs.

Council on Ministries

Chair: Brian Beamer	Dir Children's Min: Colleen Driggers
Vice Chair: Katie Milholland	Dir Youth Min: Chuck Church
Rec. Sec: Jeana Crews	Youth Parent Rep:
Lay Leader: John Scanlan	Youth Activities:
Girl Scout Reps: Debbie Brown	LAP Director: Sherry London
Children's Council: Jan Beamer	Communications: Jeanine Stevens
Dir Child Care: Jan Beamer	UMW: Phyllis Hubeny
Boy & Cub Scout Rep: David Stevens	UMM: Billy Crow
Missions Coordinating Team: Ann & Clark Sutton	LAP Council Chair: Ben Brown

LAP Council

Class of 2012

Ben Brown
Deanna Hensley
Sherry Betts
Michele Douthit

Class of 2013

Willie Beebe
Laurie Reynolds
Dixie Burns
Pam Wilson

LAP Director: Sherry London, Treasurer: Vickie Jones, Senior Pastor: Kathryn Strempeke, Children's Director: Colleen Driggers, Secretary: LAP elects

Adult Ministries

Care and Connecting Team
Funeral Meal Coordinator: Kelly Robinson, Peggy Tsukahara
Illness Meal Coordinator: Laurie Reynolds
New Baby Meal Coordinator: Kathy Milton
Email Prayer Chair Coordinator: John Scanlan / Betty King
Prayer Shawl Coordinator: Anna Rogers
Stephen Ministry Representative/Coordinator: Shelley & Ken Kohler
39ers Coordinator: Kelly Robinson
Minute Ministers Coordinator: Shelley & Ken Kohler, Stephanie Shearouse
Prayer Ministers Coordinator: Stephen Ministers + Lay Speakers

Worship Team / Sr. Pastor

Children's Music: Colleen Driggers	AV: Dan Smith
Communion Steward: Penny Trammell	Ushers: Merrill Young
Music Director: Scott Wilson	10:45 Music Leader: Patrick McGarity
Altar Stewards: Stan & Deanna Hensley	
Acolytes Coordinator: Kristi Paige & Lynetta Cox	
Lay Reader/Communion Server Recruiter	9:30 Peggy Wilson & 10:45 Teri Harrington
At Large: 9:30 - Paula Scanlan	10:45 - Rena Swan

Communications Team

Chair, Jeanine Stevens Comm News/Ads: Jeanine Stevens
Website: Mark Spaulding (non-Committee)
Newsletter: Shiela Haynes (non-Committee)

At large: Stephanie Marcum, Sandy Heard

Missions Coordination Team

Co-chairs: Clark & Ann Sutton

Roy & Teri Harrington

David & Jana Ward

103-199. Reserved

200. Communications

This group coordinates all the communication of the ministry of the church, using every available, cost effective medium. The group will develop a communication policy and procedural guide to assist in the presentation of the image and ministry of the church. This Committee is accountable to the Council on Ministries.

201. Church Newsletter, The Witness

Laypersons must submit articles for publication in the newsletter to the appropriate staff person and Newsletter Editor by 10 p.m. Sunday, prior to the Wednesday publication date.

Articles will be edited for content and appropriateness by the staff person responsible for that area or the Newsletter Editor

All articles accepted for publication in the church newsletter must relate directly to church-sponsored activities.

Articles must be submitted in legible writing, preferably as an emailed Word Document. NO ARTICLES WILL BE TAKEN OVER THE PHONE.

The newspaper will be posted on-line and will also be mailed to anyone who requests a mailed copy.

202. Publicity - Website

- A. Information for publication on the website must be submitted to your staff person.
- B. Information must be submitted to the staff person in legible writing, preferably as an emailed Word Document. NO INFORMATION WILL BE TAKEN OVER THE PHONE.
- C. The staff person responsible for that area will edit information for content and appropriateness before forwarding it to the Webmaster for publication on the website.
- D. All information accepted for publication on the church website must relate directly to church-sponsored activities.

203. Publicity - Bulletin Announcements

Laypersons must submit articles for publication as an announcement in the Sunday bulletin to the appropriate staff person and the Administrator by noon on Wednesday of each week. The staff person responsible for that area will edit information for content and appropriateness and notify Administrator of any changes. Space allowance for bulletin announcements is 4 lines (approximately 40-45 words) unless the editor approves additional space. Other announcements will be printed according to the date of the event if there is a problem for space.

- A. Bulletin insert announcements must be submitted in legible writing, or by email. NO ANNOUNCEMENTS WILL BE TAKEN OVER THE PHONE.
- B. Bulletin inserts (separate sheets) will not be allowed unless approved by the Senior Pastor.

- C. No social events for Sunday school classes will be publicized in the bulletin insert. All articles accepted for publication in the bulletin insert must relate directly to church-sponsored activities.
- D. Any once-a-month ongoing event* may be publicized one week before the event if space allows. Any area with several ongoing groups meeting each week may refer to the "Calendar" printed on the bulletin each Sunday for information on times.
- E. No announcement for hiring for positions other than church positions may be put in the bulletin insert.
- F. Fundraisers can be included if previously approved through the Council on Ministries and has been reviewed by the Finance Committee.

204. Publicity - External Printed Materials

- A. All printed materials representing WYLIE UMC must be approved by the Marketing/Communications Team in order to maintain and protect WYLIE UMC's visual image, integrity, and brand.
- B. The UMC logo is highly suggested to be used at all times, unless color and/or printing methods dictate otherwise.
- C. If the UMC logo is not to be used, the Marketing / Communications Team must approve secondary logos.
- D. The Wylie UMC address, phone and fax numbers and web site must be included on all printed materials. It is also strongly suggested that a contact name be included on all printed materials.

The Marketing/Communications Team must receive the Marketing / Communications Checklist with request and have a minimum of 72 business hours to review and approve printed materials.

Marketing Committee Checklist

Suggested information to include when publicizing an event:

- Date and Time of Event
- Location
- Contact Name
- Contact Phone Number
- Web Address
- E-Mail Address

Description of materials to be distributed:

Approximate cost of event:

Material Type:

Flyer

Newspaper Ad

Postcard

Poster

Brochure

Other

If "other" please state here:

Reviewed:

BY: _____

DATE: _____

Please submit form to a member of the marketing/communications committee at wumc_marcom@yahoo.com, or leave a copy at the church office.

205-299. Reserved

300. Office Procedures

Office Hours during the week are from 8:30am through 5:00pm Monday through Thursday and from 8:30am through 12 noon on Friday.

During the week the church is a place of business with many people in and out of the offices. Staff people, as well as volunteers, are on-site producing material used for programs during the week and on Sunday morning.

Contact your staff person or the Office Administrator to make sure the equipment (copier, computer, work room) is available that day or that hour to accomplish what you need to do for your area.

Office equipment (telephones, copiers, computers, fax machines, etc.) is intended for church use only.

Refer to 413. Use of Church Equipment

301. Mailing Procedures

- A. Each staff person purchases postage stamps for his or her ministry area.
- B. Mailings consisting of more than 200 identical pieces and are not personalized in any way will be sent as a bulk mailing, unless specifically requested to be sent first class. Check with the Administrator one week prior to the mailing to make sure there are sufficient funds in the bulk mail account to cover the mailing. The Office Staff has complete instructions on preparing bulk mailings, and will be glad to give them to you. The form needed to mail the bulk mailing can be obtained from the Administrator. A receipt must be returned to the Finance Administrator, certified by the Post Office, so your area will be charged the correct amount for the mailing. You must take all bulk mailings to the Wylie Post Office located at 940 West F.M. 544.

302. Membership Lists

In order to protect our members' privacy, membership lists will not be given out. If you are working on a project as a volunteer and need members' addresses and/or phone numbers, see your staff person.

303-399. Reserved

400. Facility Use (Trustees)

401. Building Use Policy

Purpose of This Policy

The primary mission of Wylie United Methodist Church (WUMC) is to make disciples for Jesus Christ. Wylie United Methodist Church seeks to be a friendly, warm and caring church and we hope to serve everyone in a way that demonstrates the love of Jesus Christ our Lord. These policies are not designed to be restrictive; rather they are intended to make our facilities available for non-profit organizations and individual members for community or civic events, which reflect or support our mission. In order to make the best use of our facilities these policies have been carefully designed and accepted by the Board of Trustees of WUMC.

Activities supporting the business of the Church will be given priority over other functions.

- First Priority – Church sponsored and approved groups including Boy Scouts, Sunday school parties and all church committees. Regularly scheduled church meetings, programs and activities shall have first priority. These activities must be scheduled through the church office administrator and placed on the calendar.
- Second Priority – Member or constituent use for recurring gatherings (i.e. Boy or Girl Scout weekly meetings). Other church related meetings and activities shall have second priority. These activities must be scheduled through the church office administrator and placed on the calendar.
- Third Priority – Member or constituent use for a **one-time gathering** (i.e. Scout leadership, baseball coaches, and adult organizational meetings). Activities sponsored by individual WUMC members or ministry groups shall have third priority. These activities will be scheduled only if there are no conflicts on the schedule. Recurring events are not permitted without prior approval of the church office administrator. There may be fees associated with the use of the building for these groups.
- Weddings
Members or Non-Members
Please see Wedding Guidelines (412.) for more information.
- The facilities are not available to outside groups for fund raising, solicitation or such activities. Organizations engaged in political

campaigns or causes are not eligible to use the church facilities for their programs.

- The church office administrator will determine the eligibility and priority of organizations requesting the use of the facilities. The administrator will confer with the Board of Trustees if necessary.

General Rules and Guidelines

1. ALCOHOLIC BEVERAGES, ILLEGAL SUBSTANCES AND SMOKING ARE PROHIBITED IN THE CHURCH BUILDING AND ON CHURCH PROPERTY. Alcoholic beverages and illegal substances of any kind are forbidden anywhere on the property of Wylie United Methodist Church. No one under the influence of alcohol or illegal substances will be allowed to participate in programs or events. It is the responsibility of the person(s) making arrangements to see that all persons participating in the event are informed concerning these matters.
2. No games of chance for personal gain such as Bunco, card games etc...
3. When damages/accidents requiring cleanup occur, prompt reporting to the church office is expected. Replacement or repair will be at the discretion of the church and will meet the requirements of the church.
4. No flammable liquids, fire-producing chemicals, pyrotechnic devices, smoke generators and/or open flames in any form (with the exception of candles used in a worship setting) may be used on the church property without the written approval of the Board of Trustees.
5. The sanctuary shall be dedicated to worship activities and activities that help and support spiritual growth. The Board of Trustees and Administrative Board must approve dramatic musical productions that require extensive scenery or staging.
6. Groups using areas and facilities are expected to leave such areas and facilities in the same general condition as provided. Groups that leave the space or facilities in an unacceptable condition may be denied permission for future use and/or charged for out-of-the ordinary cleaning, repair or replacement expenses.
7. Athletic activities may only occur outside the building. The playground is not to be used for non-church events.
8. Tables, chairs and equipment are not to be removed from the church building without express permission from the church office administrator.

9. When children are in attendance they must be under the control of their parents or adults in charge of the activity at all times. Children are not permitted to roam freely in the halls or other areas on the church property. All activities involving children must be carefully monitored by an appropriate number of responsible adults.
10. Please be aware that your group may not be the only group in our building. Stay in the area that has been designated for your use. If you must move through the building please be mindful of others using the facilities.
11. Decorating inside the Worship Center is limited to table decorations only. Decorating items **will not** be hung from the ceiling tiles anywhere in the facility
12. Tape, glue, tacks or nails **will not** be used anywhere in the facility.
13. The church administrator will coordinate all audio/visual needs. Use of equipment in the worship center is restricted to trained personnel approved by WUMC.
14. The Minister of Music will coordinate and approve the use of any musical instrument owned by WUMC. Use of the Sanctuary organ or piano is restricted to persons approved by the Minister of Music.
15. Animals are not allowed within the building, with exception of guide dogs.
16. The following items are prohibited inside or outside the building:
 - a. Rice
 - b. Birdseed
 - c. Confetti
 - d. Glitter
 - e. Candles (with the exception of candles used in a worship setting)
 - f. Mylar balloons
 - g. Helium balloons may be used but must be weighted down

General Guidelines for Kitchen Use

1. **Wylie United Methodist Church provides:** serving utensils, appliances, potholders, dishwasher detergent and dishwashing liquid. **You will need to provide** for your use: kitchen towels, dishrags, paper towels, plastic wrap and /or foil, coffee, paper plates, napkins, silverware, cups.
2. Please **DO NOT** use any **RED** or **PURPLE** based punches or drinks.

3. Clean off the countertops, stovetop and wipe up any messes as you would in your own kitchen.
4. **TAKE EVERYTHING YOU BROUGHT WITH YOU!** Please do not leave any food, containers, condiments, etc. that you brought to the kitchen.
5. If you bring items prior to your event please be sure they are labeled with your group name and the date of the event.
6. Please refer to the specific kitchen use instructions which will be provided by the church office upon reservation or request.

Scheduling of events

The scheduling of an event is arranged through the church office administrator. Members and their immediate family may reserve Wylie United Methodist Church facilities, subject to availability and in accordance with the above listed priorities. The authorized person must complete all arrangements, signing of contract, payment of fees and coordination of room setup prior to the event date. Upon approval of the event a security deposit will hold your reservation on the church calendar. The church will be open one hour before the program or event unless other arrangements are made through the church office administrator. It is very important that the church is provided with accurate times for your event as the air conditioning must be programmed ahead of time.

In the event of a funeral or other church activity requiring the use of the space in or around the room requested by an outside group the event will be moved to another location within the church at the church's discretion.

A Building Use Reservation form (414. Building Use and Equipment Forms) shall be completed for all groups meeting in the church. If there is a special set-up request for the room it must be noted on the back of the form.

All fees are to be paid to the church office administrator. A reservation fee equal to 50% of the total estimated fee is due at time the event is booked. The balance must be paid no less than 2 weeks before the event. The Building Use Contract and Hold Harmless Agreement must be completed and signed in order to reserve space.

Cancellations

1. If it is necessary for an outside group to cancel an event, a cancellation fee equal to 25% of the total estimated fee may be retained. This cancellation fee is non-refundable.

2. The balance of any monies received, less the cancellation fee, will be refunded to the organization after the scheduled date of the event.

Liability

All participants assume any and all risk associated with the use of the facilities and equipment. WUMC assumes no liability or responsibility for any claim, loss, injury or damage to the person or property of any participant. WUMC makes no express or implied warranty as to the condition of the premises, equipment, machinery, fixtures or furniture. Any such warranty, expressed or implied is hereby DISCLAIMED.

Emergencies

The Board of Trustees may allow the facilities of the WUMC to be designated as safe havens in the event of an emergency in our geographic location. Should such an emergency occur and church facilities are called into service, the rules and regulations herein may be suspended at the discretion of the pastor or church staff.

Building Access

Key Distribution

Keys are typically only checked out to staff members, certain committee heads and trustees. Keys may also be checked out to other individuals as approved by the Board of Trustees or designated staff member(s).

Kitchen lock combination

Others needing access to the building will be issued a combination for the kitchen door lock. This lock provides flexible but secure access to the building for most needs with the following conditions:

All combinations are temporary and subject to change. Advance notification will be provided of any planned changes to combinations.

Combinations are not to be disclosed to anyone without consent of the Board of Trustees or designated staff members.

Major Revisions

The WUMC Board of Trustees has the authority to both amend facility use requirements contained herein and to grant specific exceptions to this policy. Exceptions and special arrangements associated with property use will generally be recorded only in the minutes of Board of Trustees meetings.

402. Scheduling an Event

The church building is available for meetings only to groups that are programs of the church, are church-sponsored and/or have been approved through Council on Ministry and Administrative Board. (refer to 401. *Building Use Policy*) All events, whether a meeting, an all-church event, worship service, wedding, funeral, or an off-site event, must be added to the church calendar by contacting the Church Office. All areas of the church are considered a room (Kitchen, Foyer, Worship Center) by contacting the Church Office we will be able to insure the availability of a room and include the event in the Calendar of Events.

403. Modifying/Canceling an Event

Let the Church Office know of any cancellations/changes as soon as possible. Childcare must also be cancelled/changed (if previously requested) through the Director of Child Care.

See 502. Child Care Policies

404. Room Set-up and Clean-up

All areas are set up with Sunday morning in mind. Do not use a room that you have not requested and change the room set-up; this will cause a problem for the people scheduled to use the room on Sunday morning. You are responsible for setting up the room you have reserved. Make sure you allow set-up and clean-up time when reserving the room. You are also responsible for putting the room back the way it was set-up for Sunday morning.

405. Opening and Closing the Building

- A. Building security for an event is the leader's responsibility.
- B. Applications for keys or combinations are available in the church office.
- C. Keys are typically checked out only to staff members, certain committee heads and trustees.
- D. Keys may also be checked out to other individuals, as approved by the Board of Trustees or designated staff member(s).
- E. Others needing access to the building outside of normal operating hours will be issued a combination for the kitchen door lock. This lock provides flexible but secure access to the building for most needs with the following conditions.
 - 1. All combinations are temporary and subject to change. Advance notification will be provided of any planned changes to combinations.
 - 2. Combinations are not to be disclosed to anyone without consent of the Board of Trustees or designated staff members.
- F. The leader of the last group to leave the building is responsible for checking that all exterior doors are closed and locked, whether or not used by their group and turning off all lights.

406. Heating and Air Conditioning

To conserve energy, heat and air conditioning are only programmed to be on in any given area of the building for events that have been scheduled through the office and put on the church calendar. All room doors must be closed after use to allow the system to work as it was designed.

407. Care of Interior Walls

The suitability and placement of any item to be permanently attached to an interior wall must be approved by the Board of Trustees or the church administrator, and must be installed under their supervision.

In order to preserve the paint and condition of the interior walls, extreme care must be taken in attaching materials to walls.

Nothing shall be attached to any wall in the worship center. No room or wall shall be painted, upholstered, etc. without prior approval of the Board of Trustees.

408. Furniture and Fixtures See 413

409. Kitchen Use

- A. These are general guidelines; refer to the specific kitchen use instructions, which will be provided by the Church Office upon reservation or request.
- B. **Wylie United Methodist Church provides:** utensils, appliances, potholders, dishwasher detergent and dishwashing liquid, You **will need to provide** for your use: kitchen towels, dishrags, paper towels, plastic wrap and /or foil, coffee, paper plates, napkins, silverware, cups.
- C. **DO NOT** use any **RED** or **PURPLE** based punches or drinks with the exception of communion.
- D. Clean off the countertops, stovetop and wipe up any messes as you would in your own kitchen.
- E. TAKE EVERYTHING YOU BROUGHT WITH YOU! Do not leave any food, containers, condiments, etc. that you brought to this kitchen.
- F. If you bring items prior to your event, label them as to the group/event and the date they will be used.

410. Care of Grounds

Damage to any of the grounds will not be tolerated and fees will be charged to the area or person responsible for damage. Contact the Church Office with any questions.

411. Controlled Substances

ALCOHOLIC BEVERAGES, ILLEGAL SUBSTANCES AND SMOKING ARE PROHIBITED IN THE CHURCH BUILDING AND ON CHURCH PROPERTY.

Alcoholic beverages and illegal substances of any kind are forbidden anywhere on the property of Wylie United Methodist Church. No one under the influence of alcohol or illegal substances will be allowed to

participate in programs or events. It is the responsibility of the person(s) making arrangements to see that all persons participating in the event are informed concerning these matters.

412. Weddings

Weddings are scheduled through the Church Office and as the church calendar allows.

Wylie United Methodist Wedding Policies

- A. Before making any definite plans or public announcements regarding your church wedding the following should be accomplished
1. Secure from the Church Secretary the "Wedding Policies for Wylie United Methodist Church". Indicate to her the desired wedding date; she will note on the calendar your request.
 2. After reading the Wedding Policies packet, call the Church Secretary to discuss your request to reserve the church facilities.
 3. The Pastor of WUMC, except when other arrangements are made with the WUMC Pastor, shall be in charge of all ceremonies. The pastor representing this church is always in complete charge. Wedding services, bridal consultants, and similar persons must confer with the church's wedding coordinator who, in turn will obtain pastoral approval regarding all plans for the ceremony. A pastor from another church is welcome to officiate in the wedding ceremony, provide permission is obtained from the Pastor of WUMC.
 4. Couples are required to participate in a minimum of three pre-marital counseling sessions. More may be scheduled if desired. Scheduling for these sessions must be arranged prior to acceptance of the Application for Use of WUMC Facilities for Wedding.
 5. Fill out, sign and return the Application for Use of WUMC Facilities or Wedding.

It is appropriate to consult one of our pastors when plans include using someone other than the Pastor or Staff Ministers to conduct a wedding ceremony. Discuss this matter with the church secretary.

- B. To avoid conflicts, holiday weddings shall not be scheduled.
- C. Saturday evening weddings shall not be scheduled later than 7:00 p.m.
- D. If it is necessary to schedule two weddings on the same day, a maximum of four hours occupancy will be allowed for each wedding party.
- E. The music may be selected by the couple as long as it conforms to the spirit of the Christian Ceremony. Music selections need to be given to the wedding coordinator two weeks prior to the wedding date.
- F. A wedding is a worship service. Members of the wedding party are expected to recognize this and conduct themselves at all times in a manner befitting the atmosphere of the place of worship.
- G. Smoking is not permitted anywhere in the church facility.
- H. Members of the wedding party shall refrain from using alcoholic beverages prior to and during any activity held at the church. No alcoholic beverages may be brought to the church or served on the church premises at any time. To avoid embarrassment, it is suggested that the Bride and Groom call these rules to the attention of all members of the party.
- I. Breakage and damage of any kind to any church equipment must be reimbursed at replacement prices.
- J. The carrying of lighted candles down the aisles is not permitted.
- K. It is the responsibility of the bride and groom to familiarize the members of the wedding party with any and all policies pertinent to respective members of the wedding party.
- L. Church office hours are from 8:30 a.m. to 5:00 p.m. Monday through Thursday, and 8:30 a.m. to 12:00 noon on Friday. The church phone number is (972) 442-5835, e-mail info@wylieumc.org .

Facilities

- A. The wedding party will be responsible for any table or chair set-up and takedown in the foyer. The Wedding Coordinator needs to approve placement of the tables and chairs.
- B. Dressing Areas. Sunday school rooms will be provided to use as dressing areas. All coat hangers, plastic bags and other debris must be removed from dressing rooms after the wedding. Coat hangers **MUST NOT** be hung from the ceiling tile supports.
- C. If nursery care is needed during the wedding, the Wedding Coordinator must know two weeks prior to the wedding.
- D. Air conditioning or heating will be turned on only at a reasonable time before any scheduled event. (In any case, not more than four hours in advance.) Florist should note this and not bring flowers too early.

Flowers and Decorations

- A. All Flower and Decorating Plans **MUST BE APPROVED** by the Wedding Coordinator at least two weeks prior to the wedding date.
- B. Florist or companies who decorate the sanctuary or chapel will be required to post a check for \$100 as a deposit against damage of any kind caused by their employees or their equipment. The deposit is refundable after the wedding if no damage is done to the church property and building is left in original condition. Two weeks prior to the wedding, the Florist and or decorator need to schedule their time of arrival on the wedding date with the Wedding Coordinator.
- C. Only drip-less candles may be used.
- D. No thumbtacks, staples, tape or similar objects are allowed on worship center chairs, organ, piano, or rails. Wedding Coordinator will oversee the attachment of Pew bows.
- E. Due to excessive shedding of leaves on live ferns, they are not allowed. Artificial ferns may be used.
- F. Due to staining of carpet, real flower petals are not allowed. Paper or silk petals may be used.

- G. No rice, confetti or birdseed is to be used inside or outside the building. Bubbles, real flower petals or balloons may be used outside the building.
- H. Decorations need to be moved out of the Worship Center within one hour after the ceremony so that the custodian can begin cleaning.
- I. Furniture can be moved only with the permission of the Wedding Coordinator. All furniture must be moved back to its original location prior to the Wedding party vacating the facility.

Photography

If it is desired to have photographs taken in the Worship Center during the wedding ceremony, it is the responsibility of the bride to instruct the photographer that flash pictures are not permissible. Pictures of the bride entering and leaving will be accepted. Time exposures (no flash) of the ceremony itself may be taken unobtrusively. Photographs may be taken before and after the ceremony or during the reception.

Video recording is permitted as long as it does not disturb the ceremony.

Wedding Financial Policies:

III. Building Use Fees	Wedding Member*	Wedding Non Member
Security Deposit (refunded 1 week after event if no damage found in walkthrough)	See below	See below
All minimum fees assume up to 2 hours of use		
Worship Center (See ** below)	\$250 based on 8hrs use **	\$700 based on 8hrs use
Foyer (receptions and dining)	\$50 for reception	\$50 for reception
Classroom	n/c	n/c
Kitchen for serving food not prepared on site	n/c	\$25
Kitchen for preparing and serving food, includes kitchen host for non-member and wedding use	\$25/hr minimum \$50	\$25/hr minimum \$150
Building Host	Wedding Coordinator	Wedding Coordinator
Custodial Care	\$30	\$60
Worship Center Take-Down & Set-Up (In addition to hourly charges. Sufficient time for this must be included in reservation)	\$100 (waived if trained person donates time)	\$300.00
Sound Technician	\$25/hr minimum \$50	\$25/hr minimum \$50
Wedding specific fees		
Pastor	Honorarium	\$200
Wedding Coordinator (\$180 minimum of 6 hours, \$30 per hour thereafter)	\$180	\$180

Organist / Accompanist	Negotiated	Negotiated
Soloist	Negotiated	Negotiated
Nursery Care (\$50 minimum for up to 8 children)	\$50	\$50
Wedding Security Deposit	1/2 of total fee	1/2 of total fee
Damage deposit - refundable	\$250	\$250
Initial security deposits half of the total fee. This deposit is required if the date is placed on the church calendar. This date cannot be held until the deposit is paid. The balance of all fees is due two weeks prior to the wedding date. The deposit will be applied to the total fee.		
A \$250.00 damage deposit is required of all applicants and is refundable after the wedding if no damage is done to the church property and the building is left in original condition. This deposit is due at the time the application is turned in.		
* A member of Wylie United Methodist Church is someone who officially joined via a pastor 3 months prior to building use and who has signed in as present in worship 6 Sundays in 3 months' time prior to the building use.		
** <i>Members' regular non-designated offerings up to a year prior may count towards building use (but not personnel) fees.</i>		

Deposits:

1. Initial deposit is half the total fee. This deposit is required if the date is placed on the church calendar. This date cannot be held until the deposit is paid. The balance of all fees is due two weeks prior to the wedding date. The deposit will be applied to the total fee.
2. A \$250.00 damage deposit is required of all applicants and is refundable after the wedding if no damage is done to the church property and building is left in original condition. This deposit is due at the time the application is turned in.

413. Use of Church Equipment

Furniture and Fixtures

1. The Trustees will have responsibility for approving any furniture and fixtures to be used in the Church's building. Notify the Church Office of any needed repairs to the Church buildings or fixtures.
2. No equipment or furnishings (i.e. folding chairs) may leave the church premises unless checked out through the church office. Tables are not loaned out for non-church events.

Computers

1. The computers in all office areas can be used by staff persons only. Volunteers who have been trained and/or approved by staff can use computers when available.
2. Volunteers will need to work around staff schedules for computer time and arrange, in advance, with their staff person, a convenient time for them to do computer work.
3. The staff person will then need to check with other staff in their office as to when the computers are available to make sure there are no conflicting times.
4. If used by a volunteer, the appropriate staff person must be available to supervise. Any computer work must be church-related.
5. No youth or children are allowed on computers other than in the Computer Lab(s) under adult supervision.
6. Computer usage shall also be governed by the following guidelines:
 - a) Copyright: All users are expected to follow existing copyright laws. The Church takes seriously the commandment "You will not steal."
 - b) Attempting to log on or logging on to a computer or email system by using another's password is prohibited. Assisting others in violating this rule by sharing information or passwords is unacceptable.
 - c) Improper use of any computer or the network is prohibited. This includes (but is not limited to) the following:
 - (1) Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private
 - (2) Using the network for financial gain, political or commercial activity
 - (3) Attempting to or harming equipment, materials or data
 - (4) Attempting to or sending anonymous messages of any kind (this includes "chat rooms")
 - (5) Using the network to access inappropriate material
 - (6) Knowingly placing a computer virus on a computer or the network
 - (7) Using the network to provide addresses or other personal information that others may use inappropriately
 - (8) Accessing of information resources, files and documents of another user without authorization
7. Individuals who are found using computers and/or the Internet for any other purpose will be banned from Church computer use and Internet access at the church building.

Copy Machine

1. There is one copy machine in the Administrative Office workroom. This is available for the use of church-related work. The copy machine is to be used for 25 copies or less of the same sheet.
2. There is one RISO Duplicator in the Administrative Office workroom, which can only be used **with supervision by the Office or Program Staff**. This is available for the use of church-related work. The RISO is to be used for more than 25 copies of the same sheet.
3. Staff will be glad to help church members with their copying, but availability of the machines may be limited on certain days. Call the church office to see when time is available and schedule an appointment.
4. If used by a volunteer, the appropriate staff person must be available to supervise. Any copies must be church-related.
5. The machine in the Administrative Office cannot be interrupted when copying the church bulletin, church bulletin insert(s), newsletters or other large projects.

Portable Audio/Visual

1. Equipment is to be used on church property and for church activities only. Equipment will not be allowed off the church property.
2. Only persons familiar with its proper use should use equipment.
3. Notice of repair of any A/V equipment should be made immediately to the Church Office.

414. Building Use and Equipment Forms

Wylie United Methodist Church

Wylie, Texas 75098

Building Use Contract

Wylie United Methodist Church provides meeting space for non-church functions as a service to the community. As a non-profit entity, the church seeks to recover only costs related to use and maintenance.

This building use agreement is made and entered into this _____ day of _____ 200____, by and between Wylie United Methodist Church and

Signing of this agreement shall constitute willingness to comply with all rules and regulations regarding the use of Wylie United Methodist Church, Wylie, TX as set forth in the building policy. Those using the church facilities must use utmost care in the use of the facilities and the actions of those attending the event, and hereby agree to protect, indemnify and hold harmless the Wylie United Methodist Church, Wylie, TX and its officers and employees from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of the use of the premises covered by this agreement. In the event of damage to church property, those using the facilities shall accept the amount of damage as estimated by the Board of Trustees and shall pay for such repair and replacement costs. It is also understood that this request is subject to approval and that no notice or publication of the event will be made without the written approval of the Church Office Administrator or other approved church representative. The undersigned individual(s) have read and understand all of the above guidelines and requirements and agree to abide by them.

Wylie United Methodist Church

Accepted by

Approved by

Contract Date

ADDENDUM

I understand that the above mentioned activity is not sponsored by Wylie United Methodist Church. Wylie United Methodist Church will not extend coverage for medical payments in the case of injury to a child, youth or adult in attendance. Obligation for any and all medical care shall be the responsibility of the individual and/or sponsor and costs of medical care shall be paid by that individual and/or sponsor.

Signature

Date

Building Use Reservation for Wylie United Methodist Church

Date: _____

Name: _____

Address: _____

Daytime Phone: _____ Cell Phone: _____ Home Phone: _____

Are you a member of Wylie United Methodist Church? () yes () no

Please reserve the following room(s): _____

Date of Reservation: _____ Time: _____ to _____ (include set up and clean up)

1. A request for building use must be in writing on the forms provided.
2. Upon approval of written request a security deposit will hold your reservation on the Church Calendar. Full payment is required one week prior to the scheduled event.
3. A meeting of our Building Host and the specified contact person for the group using the building must be set through the church secretary prior to the event.
4. A member of the Church Staff or the Building Host must approve moving any furniture from one location in the building to another.
5. No alcoholic beverages are allowed in or on any of the church property.
6. No smoking is allowed anywhere on the property.
7. Care of entire building is required. The group using the building must pay for any breakage or damage. Cleanup is your responsibility.
8. The following items are prohibited inside or outside the building
Rice; Birdseed; Confetti; Glitter; Candles; Mylar Balloons
(Helium Balloons can be used but must be weighted down)
9. Children must not be left unattended at any time inside or outside the building.
10. The playground is not to be used for non-church events.
11. Decorating inside the Worship Center is limited to table decorations only.
Nowhere in the facility should tape, glue, tacks, or nails be used to secure decorations.
Decorating items cannot be hung from the ceiling tiles anywhere in the facility.
Check with church office or Building Host prior to decorating rooms.
12. When using our Worship Center, please keep in mind this is also our place of Worship. We ask that your conduct and behavior within this building be respectful to that fact.

Reservations can only be confirmed upon receipt of all the above information and Church Member and Secretary signatures below.

All fees must be paid one week prior to the date of event.

We agree to comply with the rules and regulations of Wylie United Methodist Church regarding the use of their facility.

PLEASE SIGN and DATE:

Requestor: _____

Date: _____

Church Secretary: _____

Date: _____

Building Host: _____

Date: _____

Building Use Fees	Member	Non Member
Security Deposit (refunded 1 week after event if no damage found in walkthrough)	N/A	\$75
All minimum fees assume up to 2 hours of use		
Worship Center	\$25/hr minimum \$50	\$25/hr minimum \$100
Foyer (receptions and dining)	\$25/hr minimum \$50	\$25/hr minimum \$50
Classroom (one time use)	Donation < 2hrs \$10/hr > 2hrs	\$25.00/hr minimum \$25
Classroom for recurring non-WUMC use (more than 2 meetings)		\$10 <2hrs \$10/hr for ea. addl. hr.
Kitchen for serving food not prepared on site	n/c	\$25.00
Kitchen for preparing and serving food, includes kitchen host	\$25/hr minimum \$50	\$25/hr minimum \$150
Building Host		\$10.00/hr (\$25.00 min)
Custodial Care	\$60	\$60
Worship Center Take-Down & Set-Up (In addition to hourly charges. Sufficient time for this must be included in reservation)	\$100 (waived if trained person donates time)	\$300.00
Sound Technician	\$25/hr minimum \$50	\$25/hr minimum \$50
TOTAL Deposit	\$0	\$75
TOTAL Due	\$	\$

HOLD HARMLESS AGREEMENT

This agreement entered into this _____ day of _____, 20____ by and between Wylie United Methodist Church ("WUMC") and _____ ("Organization").

WHEREAS, WUMC is the owner of a building located at 1401 Country Club Dr (1378), Wylie, TX 75098.

WHEREAS, Organization desires to use such facilities on the terms and conditions set forth herein.

WHEREAS, THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the parties hereto agree as follows:

- 1. WUMC shall make available to the Organization (description of facilities) _____

On (dates) _____

between the hours of (times) _____

- 2. The Organization and the individual(s) signed below agree to indemnify and hold WUMC, its officers, employees and members, harmless from any and all costs, loss, fees and liability including attorneys fees arising out of or as a consequence of the Organization's use of the above described premises, building, parking facilities or grounds on or adjacent thereto.

We, the undersigned having read the above, accept FULL INDIVIDUAL RESPONSIBILTY, LIABILITY AND INDEMNITY and will abide by the above stated Policies and fee for use.

Table with 3 columns: NAME, ADDRESS, PHONE #. Rows 1 and 2 for signatures.

Requested by _____ Printed Name

Signed: _____ on behalf of the Organization and its members

Agree to Sponsor: _____ (WUMC church member or staff representative)

Memorandum of Understanding Regarding Loan and Use of Personal Property

Wylie United Methodist Church, also known as the 1st United Methodist Church of Wylie and hereinafter referred to as the Church, recognizing that individuals at times have loaned or used personal property to affect the mission and purpose of the church, set forth this Memorandum of Understanding regarding such personal property.

The individual or individuals owning such personal property recognize that:

1. The insurance policy of the Church does not cover such personal property for loss in case of fire, theft, or other catastrophic event;
2. The insurance policy of the Church does not cover such personal property for damage or loss due to misuse or negligence;
3. The insurance policy of the Church does not cover such personal property for personal liability due to misuse or negligence;
4. It is the responsibility of the owner of such property to make sure that it is properly insured for any damage or liability and that any deductible resulting from damage or loss of such insured property may not be reimbursed by the Church.

By signature below, the individual or individuals owning such personal property as detailed below acknowledge the limitation of the Church in loss and liability of said personal property.

Description of Personal Property

Owner(s) of Personal Property

Date

417-499. Reserved

415. Safe Sanctuary

A. Safe and Secure Environment Commitment

1. Introduction and Purpose

“Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these” (Matt. 19:14). Wylie United Methodist Church (WUMC) sees our ministry to children and youth as a central part of Christ’s calling for the church. In seeking to follow the mandates of Christ, WUMC desires to provide a safe and secure environment in which all can grow in their faith. Because children and youth are so highly esteemed, the staff and members of WUMC provide the following document as an integral part of our work with children and youth.

The purpose of this document is to provide an overview of the policies and procedures that have been adopted by WUMC in providing a safe environment for the children and youth entrusted to our care. WUMC devotes countless hours, resources and energy toward the development of children and youth in nurturing their faith. This is a charge that we take seriously. This is a charge given by Jesus to each of us.

The Apostle Paul reminds us that “all have sinned and fallen short of the glory of God.” Sometimes this means that, through neglect and/or intentional acts of abuse, adults in the community of faith on occasion inflict harm upon minors instead of serving as channels of life and grace. This is a serious matter, especially because of the nature of children not to be fully equipped to understand or defend themselves. Such abuse leaves many victims. The ministry of the Church is not brokenness, but wholeness and healing.

So, WUMC is addressing child safety through this policy. Abuse, whether mental, physical or sexual, whether inflicted by laypersons or clergy, professionals or volunteers, cannot and will not be tolerated at WUMC.

The purpose of our child/youth protection policies and procedures is:

- a) To provide a safe and secure environment for all children and youth at WUMC.
- b) To protect children and youth from any possibility of abuse, inasmuch as humanly possible.
- c) To reduce the probability of false accusations against volunteers, staff and clergy.
- d) To educate and train our staff and volunteers to identify and guard against child abuse.
- e) To reduce the legal risk and liability of the church.

2. Underlying Principles

There are a number of principles that underlie the details of this. They are:

- a) Allegations of child abuse are to be taken seriously.
- b) An accused person has the right to due process, both civilly and per the Book of Discipline.
- c) The concern of WUMC is the well-being and care of all involved.
- d) Incidents of abuse are to be handled forthrightly, but with due regard for confidentiality and privacy.
- e) WUMC will cooperate with the civil authorities responsible for handling incidents of child abuse.
- f) A victim is not to be held responsible for abuse that occurs.
- g) As disciples of Jesus Christ, all persons directly or indirectly involved with incidents of child abuse are to act with honesty, charity and confidence in God's power to forgive and to heal.

3. Statement of Covenant

Therefore, as a Christian community of faith and a United Methodist congregation, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all of our children and youth as well as all of the workers with children and youth. We will follow reasonable safety measures in the selection and recruitment of workers; we will implement prudent operational procedures in all programs and events; we will educate our workers with children and youth regarding the use of appropriate policies and methods (including first aid and methods of discipline); we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs.

4. Scope

These policies and procedures apply to all members, visitors and staff of WUMC. Special requirements apply to all current and future workers, compensated and volunteer, who will have the responsibility of supervising the activities of minors.

5. Responsibility

The Council of Ministries (CoM), with support from the clergy, is defined as the body responsible to:

- a) Maintain the policies of this document.
- b) Investigate infractions of these policies.
- c) Be an advocate of safety and respect in conjunction with the Administrative Board.

6. Conclusion

In all of our ministries with children and youth, WUMC is committed to demonstrating the love of Jesus Christ so that each child will be "...surrounded by steadfast love, ...established in the faith, and confirmed and strengthened in the way that leads to life eternal" ("Baptismal Covenant II," *United Methodist Hymnal*, p. 44).

7. Common Questions and Answers

a) *Why is this policy being implemented?*

For the safety of our children. We acknowledge that we live in a sinful world. This policy is just one tool in offering the gospel of Jesus Christ *in safety* to our children. Other organizations working with children and youth (i.e. Scouts, YMCA, etc.) have established such policies, and we care for our children as much as they.

b) *I have been teaching Sunday school for six years. You know me. Do I have to go through this process?*

Yes. We are so thankful to those faithful volunteers who have served over the years in children and youth programs. We know what an impact you have on our children and youth. However, once this policy is effective, we cannot be "selective" in who should or should not have to comply with these requirements. We have tried very hard to make this policy fair. We must now make sure that it is consistently applied.

c) *Will anyone be able to work with the children or youth if they don't complete and turn in the needed forms?*

Beginning January 1, 2009, only those adults that are listed as a screened adult will be able to supervising in these programs. Applications may be submitted on a flow basis throughout the year and processing should be completed within a week after the application is submitted.

B. Screening Policies and Procedures/Volunteer Selection

1. Scope

Screening will include (but may not be limited to) the following people at WUMC.

- a) All ministerial staff
- b) All paid staff members
- c) All volunteers who work with minors
- d) All Wylie UMC Learning Academy Preschool (WUMC LAP) staff
- e) All employed childcare teachers

All volunteers and staff must be at least 18 years old. Teen volunteers (youth age 13-17 years of age) are wonderful in assisting with group activities. Teen volunteers do not satisfy the Two-Adult rule and two

cleared adults will supervise the teens at all times. Our adult volunteers care enough about both the children and youth's safety to make sure those teen volunteers do not have to supervise a child or children alone or with only one adult.

2. Screening Process

Volunteers (full or part-time) serving with minors should fulfill the following. Volunteers who are interested in serving are encouraged to complete the application process at the earlier of their joining WUMC or attending regularly.

- a) Complete a **Volunteer Application** (see 415. Safe Sanctuary Forms) and **Consent Form** (see 415. Safe Sanctuary Forms) including release and request for criminal history/background check and authorization.
- b) **Contact** a minister or Director of Children or Youth ministries.
- c) Read and review this **Child Protection Policies and Procedures** packet.
- d) Sign and agree to the **Participation Covenant Statement** form (see 415. Safe Sanctuary Forms).
- e) Be available for **training sessions**.
- f) **Regularly attend** WUMC for at least six (6) months. Exceptions may include Summer Camps or Vacation Bible School, which use volunteers from the community who do not regularly attend WUMC. Every effort will be made to pair those volunteers with "Regularly Attending" volunteers. In any case, such exceptions must be approved by the director of the program.

The following should be maintained in the strictest confidence by the church administrator and personnel director only, except on a "need to know" basis:

- a) All personal information voluntarily disclosed,
- b) The results of all criminal history/background checks.

3. Disqualifying Offenses and Legal Review Process

- a) WUMC shall comply with the North Texas Conference Criminal Background Policy Statement (see 415. Safe Sanctuary Forms). This includes the guidelines suggested by *Background Information Services*, which lists disqualifying offenses.
- b) Persons who have ever been convicted of any disqualifying offense, been on probation or received deferred adjudication for any disqualifying offense, or have presently pending any criminal charges of any disqualifying offense before a determination of guilt is made including any person who is presently on deferred adjudication shall not serve with youth or children.

- c) Volunteers in a supervisory capacity should be at least five (5) years older than the age group of the minors they are serving.

4. Participation Covenant

WUMC desires that all children and youth find the church to be a safe place to grow in their walk with Christ. Therefore, we ask that all volunteers with children and youth commit to the following:

I

I commit myself to respect and protect the inherent human dignity of each of the minors with whom I have the privilege to work. I will strive to treat all with respect due children of God.

Therefore, I shall make a good faith effort NOT to discriminate among minors based upon gender, race, color or ethnic background and financial situation. Because God does not discriminate, neither shall I.

II

I commit myself to serve as a positive role model of a mature United Methodist Christian witness by my speech and actions as well as by the presentation I give to the Christian faith by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity to act and react with Christian love and understanding in all situations.

Therefore, I shall make a good faith effort to:

- a) Give witness by my example to the centrality of worship in the life of WUMC;
- b) Stay with the goals and objectives of the approved curriculum;
- c) Impart teachings or personal beliefs to minors that are in harmony with the recognized teaching of the United Methodist Church;
- d) Introduce only materials that are approved by the Directors of Children's Ministries or Youth Ministries or a minister;
- e) Not smoke or use tobacco products in the presence of minors;
- f) Not use, possess, or be under the influence of alcohol, illegal drugs, or non-prescribed inhalants in the presence of minors;
- g) Not have possession of weapons, including licensed and unlicensed guns, in the presence of minors unless I am required to do so as a law enforcement officer;
- h) Not allow the presence of obscene or pornographic materials at any WUMC function or show movies rated other than G, PG (not including PG-13), or equivalent. The use of PG-13 movies should only be shown with junior or senior high students and only with caution. In all cases, I will preview a movie that we are considering showing at a children/youth activity.

III

I commit myself to interaction, which is affirming of the goodness of minors and adds to their positive self image and which enables mutual acceptance among themselves.

Therefore I shall make a good faith effort to:

- a) Discourage or halt teasing or bullying of one person by another;
- b) Never verbally abuse, demean, or cause mental or emotional injury;
- c) Not use language, such as profanity, which is demeaning or crude or tolerate its use in the presence of a minor;
- d) Not inflict bodily injury or demonstrate physically abusive behavior;
- e) Not allow physical neglect including failure to provide adequate supervision in relation to WUMC activities;
- f) Work with minors only when my physical or psychological conditions will not adversely affect their health.

IV

I commit myself to affirming WUMC's positive teaching on the role of human sexuality and the grace of human relationships.

Therefore I shall make a good faith effort to:

- a) Touch only appropriately and never in a sexual manner;
- b) Not make inappropriate sexual comments using innuendo, jokes, inference or solicitations;
- c) Act in a fashion, which could never be easily interpreted by a minor to be a sexual advance or threat;
- d) Not allow any display or demonstration of abuse, insinuation of abuse, or evidence of abusive conduct towards a minor;
- e) Not allow any inappropriate sexual advances or activity of any kind between any adults or minors;
- f) Never forget the vulnerability of minors to misinterpret sexual information or references;
- g) Strive to remember that abuse can not only be the intention of the perpetrator but also in the perception of the receiver.

V

I commit myself to the building up of this community as a sign of God's presence and God's Kingdom in which all may feel secure and valued.

Therefore I shall make a good faith effort to:

- a) Adhere to the "Two-Adult Rule;" (see section III below)
- b) Keep the safety of minors as a priority;
- c) Immediately report to my supervisor any behavior that seems abusive or inappropriate;
- d) Respect the students and fellow ministers with whom I have the privilege to serve;

- e) Maintain the confidence, intimacy and trust of the small group or of a particular minor except as required by Texas Law.

VI

I commit myself to maintaining a positive ongoing personal and working relationship with the minors of WUMC.

Therefore I shall make a good faith effort to:

- a) Periodically update personal information forms;
- b) Be teachable, realizing that none have arrived at Christian perfection;
- c) Attend training and educational events provided by the church to keep staff and volunteers informed of church policies and state laws regarding child abuse;
- d) Agree to be subject to an annual criminal background check;
- e) Understand that any violation of this Code may be grounds for removal as a volunteer.

C. The Two-Adult Rule

1. Introduction

In order to make every effort to ensure the safety of our minors and to protect the good work and reputation of our staff and volunteers, the following guidelines are established to protect all.

2. Policies

- a) The goal of WUMC is that any staff or volunteer of our church should not be alone with minors, but be in the view of another screened adult.
- b) Minimum circumstances may arise in which only one adult is present with one or more of our minors in a room in our facility or away from our facility. In such circumstances
 - (1) Another screened adult should be present in the building.
 - (2) The door to that room should be unlocked, and
 - (3) The door should be either open or have a window either in the door or the wall.
 - (4) The lights of the room should be on.
 - (5) A reasonable ratio of workers should be maintained in activities involving minors.
- c) Two screened adults should be present for off campus organized church events with minors.
- d) Two screened adults should be present for the supervision of minors before and after scheduled events.
- e) All activities of WUMC, staff, or volunteers should be planned with consideration of this Two-Adult Rule.

- f) The following are examples where exceptions may be made to the Two-Adult Rule.
 - (1) Any emergency where the safety or welfare of a minor is at risk.
 - (2) In the case of counseling on WUMC premises, where privacy is required. However, policy number 2 (above) still applies.
 - (3) A temporary situation that may arise, for example, if a teacher has to escort a minor to the bathroom or remove the minor from the class for disciplinary reasons.
- g) For ministry events taking place off-campus, there must be a two screened adult present.

3. Procedures for Waiving the Two-Adult Rule

- a) In situations that involve one adult supervising a group of minors, advance permission should be obtained from the WUMC Director of Children or Youth Ministries or a minister.
- b) In situations where one adult supervises one minor, parental permission should be obtained and notification of the WUMC Director of Children or Youth Ministries or a minister should be completed in advance where this is possible.
- c) For situations where one adult meets with one minor and the meeting cannot be anticipated or delayed, a report should be made as soon as possible after the meeting and submitted to the WUMC Director of Children or Youth Ministries or a minister for review.

D. Reporting Responsibility and Response Plans

1. Reporting Responsibility

The obligation of any person under current Texas law is to immediately report within 48 hours to a law enforcement agency, the designated local agency, or the Texas Department of Human Services if they have cause to believe that a minor has been or may be abused.

Clergy, employees or volunteers who have cause to believe that a minor has been or may be abused by another clergy, employee or volunteer, or receives a report of such an act, should also report the incident immediately to their direct church supervisor and the senior minister or an associate minister of WUMC.

WUMC will respond to all allegations. Do not treat any suspicion as frivolous.

2. WUMC Abuse Response Process

Note: Use the attached **Incident Report Form** (see 415. Safe Sanctuary Forms)

- a) The following are the basic steps to be followed in possible abuse cases:

- (1) The Senior Minister or a delegate should investigate the incident immediately. For incidents involving clergy and staff, immediately remove the accused from the situation and suspend the accused from duties involving minors.
 - (2) For incidents involving volunteers, immediately remove the accused from the situation and notify the closest available clergy who will suspend the accused.
- b) Make written documentation of everything done and said using the **Incident Report Form** (see 415. Safe Sanctuary Forms). The clergy receiving the initial report should be responsible for confirming the facts reported and the condition of the minor within 48 hours.
 - c) The pastor will inform the alleged victim's parents or legal guardians as soon as possible and will inform them of the steps that are being taken, respond to their questions/concerns and continue to keep them advised of the status of the church's involvement in the investigation.
 - d) The appropriate staff will reach out to the victim and family and treat the accused with dignity and support.
 - e) After the information is secured, the pastor will contact the proper civil authorities within 48 hours of notification of the alleged abuse—they, not WUMC, will handle the investigation.
 - f) Upon notice, the senior minister should notify the Conference office and Conference Attorney of the facts and allegations.
 - g) The senior minister should form a *Response Team* that should consist of people who have experience and skills in the fields such as psychology, pastoral care, legal work, nursing, or social work. The *Response Team* should
 - (1) Meet within a week of the substantiation of the matter and devise a short term and long term plan.
 - (2) Maintain confidentiality of the investigation as much as possible.
 - (3) Emphasize confidentiality of the victim and any accused.
 - (4) Report its plan to the senior minister who should agree on its implementation including the assignment of responsibilities.
 - (5) Confer on a regular basis during the implementation of its short and long term plan.
 - h) The short and long-term plan should include the following elements:
 - (1) Notify the insurance carrier of the incident immediately and comply with its investigation.
 - (2) Cooperate fully with legal and state authorities in their investigation, if any.
 - (3) Prepare a written statement and designate the senior minister or a spokesperson to respond to media inquires. Only this spokesperson is allowed to speak to the media about the

- incident in question and other staff is expected not to speak to the media.
- (4) Provide assistance to the alleged victim and family in obtaining counseling or referral to a mental health professional, if needed.
 - (5) Provide assistance to the accused in obtaining counseling or referral to a mental health professional, if needed.
 - (6) Respond to the needs of the families of the alleged victim and the accused to seek a redemptive solution for all involved.
 - (7) Inform the affected volunteer(s) and paid staff members of the need for confidentiality.
 - (8) Consider and respond to the concerns of other parents.
- i) Within five (5) days of the alleged abuse, the clergy staff person who made the original report should prepare a written report and send one copy to the state agency and should give one copy to the senior minister.
 - j) The senior minister or associate minister should notify the person who made the initial report whether the incident has been reported to the civil authorities. The reporter, of course, retains the right to report the incident to the appropriate civil authority personally, if this has not already been done.
 - k) In the event the allegations are made about an appointed minister, the Conference should conduct the investigation. In such case, the chairperson of the Staff Parish Relations (SPR) should notify the Conference offices and offer the resources and assistance of WUMC *Response Team* during the response phase.
 - l) Confirmed child abuse is grounds for immediate dismissal of the volunteer. Member termination should be considered as appropriate for the circumstances, per the *2000 Book of Discipline* paragraph 2714 item 6.
 - m) If the charges do not appear substantiated, the original copy of the investigation report should be placed in a confidential file of the senior minister (or personnel files in the finance office) and kept for ten (10) years. All other copies should be destroyed.
 - n) If the charges are substantiated, the Senior Minister or District Superintendent or appropriate Conference official should place the accused person on a leave of absence from any official duties pending the final resolution of the matter.
 - o) If the charges are substantiated, it is essential that effective, immediate and compassionate care be provided to the victim and the victim's family, in close consultation with the civil agency (or agencies) that are involved.
 - p) The *Response Team* will devise a plan on communicating any incident to the congregation as a whole.

3. Accident Response Process

Note: Use the attached **Accident/Illness Report** form (see 415. Safe Sanctuary Forms.

- a) The senior pastor and the appropriate representative from the trustees should be notified of the accident immediately.
- b) The senior pastor and/or the representative from the trustees should investigate the accident immediately and should take preventive measures to prevent reoccurrence.
- c) WUMC should provide assistance to the person in obtaining medical attention, if needed.
- d) The senior pastor and/or a representative of the trustees should notify the insurance carrier of the accident immediately and comply with its investigation, if any.

E. Supervision Policies and Procedures

1. Children (birth through second grade) should be released to a properly identified adult (18 years or older).
2. WUMC expects parents or guardians to be prompt in retrieving children from their activities.
3. Minors, (birth through second grade) should be accompanied by their guardian on church campus.
4. WUMC staff should supervise volunteers on an ongoing basis.
5. WUMC LAP shall follow its own supervision-related policies and procedures.

F. Child Abuse Related Education and Training

1. WUMC recognizes all forms of child abuse, as that term is defined herein and under the Texas Penal Code. WUMC reminds its members that abuse of minors can take on many faces. The thrust of these policies and procedures is to provide for the safety and respect of our minors.

2. Education and Training

All employees of WUMC, key leaders and volunteers serving with minors will be offered education on the subject of child abuse.

Education and training should include the following:

- a) The reading of this Child Protection Policy and Procedures.
- b) Lecture, written materials, and/or video(s) on child abuse with discussion about:
 - (1) Moral responsibility of the WUMC community;
 - (2) Legal liability of WUMC;
 - (3) Texas' definition of child sexual abuse, reporting requirements and criminal sanctions under the Texas Penal Code;

- (4) Discussion of all supervisory guidelines that are in effect (i.e. two adult rule);
- (5) Reporting – Explanation of reporting requirements (i.e. when mandatory, to whom to report, when proper to report, forms);
- (6) Responding – Explanation of responding requirements (i.e. checklist, forms).

The congregation will be offered education on the subject of child abuse to better understand the problem and rationale for WUMC's new policy.

G. Use of Private and Rented Vehicles

1. Introduction

The following policies are intended to ensure the safety of our minors and to protect them when being transported during church-related activities.

2. Policies

- a) No tobacco products shall be used in the vehicles.
- b) No alcoholic beverages shall be allowed in the vehicles.
- c) Employees or volunteers are **not to use any cell phone**, personal digital assistant (PDA) or similar type device in any manner while driving **any vehicle** on official Church business. If it is necessary to use such a device during a trip while driving on Church business, the employee / volunteer must find a safe place to pull the vehicle over before using the device.
- d) The use of 15 passenger vans is prohibited. This would include personally owned, borrowed or rented 15 passenger vans.
- e) Staff member responsible for an activity should provide one or more screened adults for each vehicle when minors are being transported. Exceptions may be made for trips within the DFW metroplex with prior consultation of the director of the activity, a minister, *and* a member of Trustees *or* a member of the Staff-Parish Relations Committee (3 people altogether).
- f) Youth drivers may not transport other minors from the church to a church-sponsored event.
- g) All passengers, including the driver, shall wear a seat and shoulder (when available) belts.
- h) Nothing shall extend out of the windows.
- i) The maximum number of people in the vehicle shall be the same as the number of adult seats in the vehicle with seat belts.
- j) All vehicle drivers shall:
 - (1) Have a valid driver's license and provide a photocopy of driver's license and a photocopy of the driver's liability card to WUMC;
 - i) Have a good driving record:
 - (1) Persons charged with DUI and/or DWI that has been adjudicated by a court within the five years immediately

preceding the date of application will not be allowed to drive any vehicle in which children and/or students for whom the applicant is not a parent or legal guardian are passengers.

- (2) Also, persons with five or more moving traffic convictions within the past year immediately preceding the date of application will not be allowed to drive a vehicle in which children and/or students for whom the applicant is not a parent or legal guardian are passengers.
- (3) Authorize WUMC the right to check their driving record with the Texas Department of Public Safety;
- (4) Read and comply with this policy.
- j) The driver shall have complete authority over the passengers and full responsibility for the safety of the passengers at all times.
- k) For at least 12 hours prior to driving the vehicle(s), all drivers shall not have consumed any alcoholic beverages.
- l) Drivers shall operate vehicle(s) in compliance with speed limits, traffic laws, and road conditions.
- m) In the event of an accident, with or without injury, the driver shall report the incident to the proper police authority and to a church staff member within 24 hours. If anyone requires hospitalization, the driver shall notify the church office or staff member by telephone as soon as possible. Once the driver has returned from the church function, an **Accident/ Illness Report Form** (see 415. Safe Sanctuary Forms) must be completed.

H. Other WUMC Policies and Procedures

All members, employees, visitors and volunteers should comply with all of the other policies and procedures of WUMC.

I. Definitions

Definitions to this policy are attached hereto and incorporated herein by reference. For the purpose of this policy, the following definitions should apply.

1. **"Adult"** shall be defined as any individual at least eighteen (18) years of age.
2. **"Child Abuse"** shall be defined as verbal, physical, emotional, or sexual abuse of a minor.
3. **"Clergy"** shall be defined as any pastor ordained, commissioned, and/or licensed to the ministry by the United Methodist Church and officially appointed to or hired by WUMC.
4. **"Member"** shall be defined as any person who has joined WUMC by profession of faith, transfer of membership from another United Methodist Church, or transfer from another denomination.

5. **"Minor"** shall be defined as any preschooler, child, or youth under the age of eighteen (18) or mentally challenged individual whose mental capability is that of a minor.
6. **"Council of Ministries"** shall be defined as the staff of WUMC and the lay representatives nominated to chair these positions of the programs of the church. (Examples of programs: Education, Missions, Scouts, Singles, Music, etc.)
7. **"Response Team"** shall be defined as a body consisting of the senior pastor, church administrator and two of the following:
 - a) Chair of the Board of Trustees (BOT)
 - b) Chair of the Staff Parish Relations Committee (SPRC)
 - c) Chair of the Administrative Board (AB)
 - d) Lay Leader
8. **"Screened Adult"** shall be defined as an adult who has satisfactorily passed a criminal background check and agreed to WUMC's Child Protection Policies and Procedures.
9. **"Teen Volunteer"** should be defined as any worker at least thirteen (13) years old or older, but under the age of eighteen (18).
10. **"Volunteer"** shall be defined as any adult who serves as a volunteer person and is eighteen (18) years of age or older.
11. **"Regular Attending Volunteer"** shall be defined as any adult who attends Wylie United Methodist Church twelve times in the past six months.

416. Safe Sanctuary Forms

Wylie UMC Children's Volunteer Application

Name: _____ Date of Birth: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

E-Mail Address: _____

Occupation: _____

Work and/or volunteer experience: _____

Special interests, hobbies, and skills: _____

How many hours per week are you available to volunteer? _____

_____ Days _____ Evenings _____ Weekends

Do you have liability insurance on your automobile? (list policy limits and name of carrier, if applicable) _____

Why would you like to volunteer as a worker with children and/or youth? _____

What qualities do you have that would help you work with children and/or youth?

What are your expectations of WUMC in this volunteer experience?

What areas/ministries have you been involved with at WUMC?

Would you be available for periodic volunteer training sessions? ___ yes ___ no

Are you a member of Wylie United Methodist Church? ___ yes ___ no

(Please complete back side)

References: Please list three personal references (people who are not related to you by blood or marriage) who have known you for at least 3 years and provide a complete address and phone information for each. References are confidential.

1. Name: _____

Address: _____

Daytime/Evening phone: _____ / _____

Relationship to reference: _____

2. Name: _____

Address: _____

Daytime/Evening phone: _____ / _____

Relationship to reference: _____

3. Name: _____

Address: _____

Daytime/Evening phone: _____ / _____

Relationship to reference: _____

Authorization and Request for Criminal Records Check

I, _____, hereby authorize Wylie United Methodist Church as a part of its volunteer application process to conduct a criminal history check that may include a credit report and or motor vehicle report. I do hereby consent to the use of any and all information provided to WUMC in the application process to be used in the criminal history/background check.

Signature of Applicant

Date

Driver's License #: _____ Social Security #: _____ **

** Because we respect your privacy, all background check information, including Social Security numbers, is confidential and is stored in a locked cabinet, in a locked storage room, which is accessible by limited WUMC staff. Failure to disclose your DL# and/or SS# will prevent WUMC from performing a criminal records check. Until a criminal records check is completed, you will not be eligible to volunteer.

Background Check



Wylie United Methodist Church
1401 FM 1378
Wylie, Texas 75098



AmericanChecked INC.
Background Screening Solutions

Consumer Report Disclosure & Release

I authorize AMERICANCHECKED, INC. to prepare an investigative report about me and disclose such to Wylie United Methodist Church. Further purpose of determining my eligibility or suitability as a volunteer. If accepted as a volunteer, this authorization shall remain on file and shall serve as ongoing authorization for the procurement of investigative reports at any time during my volunteerism. I have been provided a copy of the summary of the rights of the consumer pursuant to the Fair Credit Reporting Act (FCRA).

I hereby fully release and discharge AMERICANCHECKED, INC., their respective affiliates, subsidiaries, directors, officers, employees, agents and attorneys thereof, and each of them, and any individual, organization, entity, agency, or other source providing information to AMERICANCHECKED, INC. from all claims and damages arising out of or relating to any investigation of my background for volunteer purposes. This release is valid for all federal, state, county and local agencies, authorities, previous employers, military services and educational institutions.

By signing below, I certify that I have read and fully understand this release, that prior to signing I was given an opportunity to ask questions and to have those questions answered to my satisfaction, and that I executed this release voluntarily and with the knowledge that the information being released could affect my volunteerism.

Today's Date _____ **Signature** _____

Print your full name _____

Request For: Background Check Motor Vehicle Record (for anyone transporting non-family members)

Check as many of the following as apply

- Youth Volunteer
- Children's Volunteer
- Paid Staff
- Committee Member

For purposes of gathering this information, I agree to supply the following information, which may be required by law enforcement agencies and other entities for positive identification purposes when checking records. It is confidential and will not be used for any other purpose.

Print other last names you have used _____

Current Address _____ How long? _____

City _____ State _____ Zip _____

Social Security No. _____ Date of Birth _____

Driver's License No. _____ State Issuing License _____

California, Minnesota and Oklahoma Applicants Only: I request a free copy of any consumer report ordered on me.

Notice To All Applicants: You have the right to receive, upon your written request within a reasonable period of time, (not to exceed 30 days) a complete and accurate disclosure of the nature and scope of the investigation requested. You have the right to make a request to AMERICANCHECKED, INC., upon proper identification, to request the nature and substance of all information in its files on you at the time of your request, including the sources of information, and the recipients of any reports on you that AMERICANCHECKED, INC. has previously furnished within the two-year period preceding your request. AMERICANCHECKED, INC. may be contacted by mail at 4870 S. Lewis Ave., Ste. 120, Tulsa, Oklahoma, 74105, or by phone at (800) 975-9876.

Notice to California Applicants: Under California law, the consumer reports we order on you for employment purposes within the State of California are defined as investigative consumer reports. These reports may contain information on your character, general reputation, personal characteristics and mode of living. Under section 1786.22 of the California Civil Code, you may view the file maintained on you

by AMERICANCHECKED, INC. during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at AMERICANCHECKED, INC. in person, by mail, or by telephone. AMERICANCHECKED, INC. may be contacted by mail at 4870 S. Lewis Ave., Ste. 120, Tulsa, Oklahoma, 74105, or by phone at (800) 975-9876. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification

Consumer Signature

Company Name: Wylie United Methodist Church

Location No.: Wylie, Texas

Wylie UMC Participation Covenant Statement

The congregation of Wylie 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 following policy statements reflect 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. **No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should volunteer to work with children or youth in any church-sponsored activity.**

I commit myself to:

- respecting and protecting the inherent human dignity of each of the minors with whom I have the privilege to work. I will strive to treat all with respect due children of God.
 - serving as a positive role model of a mature United Methodist Christian witness by my speech and actions as well as by the presentation I give to the Christian faith by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity to act and react with Christian love and understanding in all situations.
 - interaction, which is affirming of the goodness of minors and adds to their positive self image and which enables mutual acceptance among themselves.
 - affirming WUMC's positive teaching on the role of human sexuality and the grace of human relationships.
 - the building up of this community as a sign of God's presence and God's Kingdom in which all may feel secure and valued.
 - maintaining a positive ongoing personal and working relationship with the minors of WUMC.
1. As a volunteer in this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children and youth? **Yes** **No**
 2. As a volunteer in this congregation, do you agree to observe the "Two-Adult Rule" at all times? **Yes** **No**
 3. As a volunteer in this congregation, do you agree to participate in training and education events provided by the church related to your volunteer assignment? **Yes** **No**
 4. As a volunteer in this congregation, do you agree to promptly report abusive or inappropriate behavior to your supervisor? **Yes** **No**
 5. As a volunteer in this congregation, do you agree to inform a minister of this congregation if you have ever been convicted of any criminal offense? **Yes** **No**

I have read this, and I agree to observe and abide by the policies set forth above.

Signature of Applicant

Date

Print full name

Background Check Policy Statement

General Purpose

The following statement represents the policy of Wylie United Methodist Church (the church) regarding the performance of criminal background checks.

Scope

Criminal background checks will be performed as a condition of employment by the church for all lay staff positions. Background checks will also be performed for persons who volunteer in the following capacities: persons who volunteer with children and/or youth, in any capacity; persons who count church offerings; and persons who sign on church accounts. Clergy appointed by the North Texas Conference will be checked by the conference.

Each person will submit to background checks annually. Initially, each person will submit to a nationwide search of county courthouses. The church will conduct an instant database search annually, on a specified date of renewal, for each person desiring to continue employment or volunteer services in the capacities mentioned above.

Process

Candidates will submit a signed Consent to Perform Criminal History/Background Check to the requesting party. The Church Administrator will input data and submit the on-line request. Any application yields unclear results; the applicant will be directed to the Church Administrator and the proper authorities.

Adjudicated Cases

Persons charged with a criminal offense that has been adjudicated by a court in any capacity may be considered for employment with the church, subject to review and recommendation by the local church legal review committee, except when the offense was for:

- capital murder
- murder
- rape or any sexual assault
- voluntary manslaughter
- involuntary manslaughter
- any felony theft offense
- indecency with a child
- injury to a child, elderly person or disabled person
- kidnapping
- robbery or any felony where a deadly weapon is used or exhibited

- any felony related to the manufacture, delivery or possession of marijuana, a controlled substance or other dangerous drugs
- any crime that adversely affects the mission of the church

Persons charged with DUI and/or DWI that has been adjudicated by a court within the five years immediately preceding the date of application will not be allowed to drive any vehicle in which children and/or students for whom the applicant is not a parent or legal guardian are passengers.

Also, persons with five or more moving traffic convictions within the five years immediately preceding the date of application will not be allowed to drive a vehicle in which children and/or students for whom the applicant is not a parent or legal guardian are passengers.

Deferred Adjudication

Persons charged with a criminal offense that have been dismissed by a court granting deferred adjudication may be considered for employment with the local church, subject to the local church legal review committee, except when the charged offense was for:

- capital murder
- murder
- rape or any sexual assault
- voluntary manslaughter
- involuntary manslaughter
- any felony theft offense
- indecency with a child
- injury to a child, elderly person or disabled person
- kidnapping
- robbery or any felony where a deadly weapon was used or exhibited
- any felony related to the manufacture, delivery, or possession of marijuana, a controlled substance or dangerous drugs
- any other crime which adversely affects the mission of the church

Persons charged with DUI and/or DWI that has been dismissed by a court granting deferred adjudication within the five years immediately preceding the date of application will not be allowed to drive any vehicle in which children and/or students for whom the applicant is not a parent or legal guardian are passengers.

The church, as evidence of criminal behavior, shall use the pleadings contained in the court records of any applicant who has been placed on deferred adjudication. However, such person shall not be denied employment or the opportunity to volunteer solely because of the deferred adjudication. Rather the underlying facts that led to the deferred adjudication shall be

examined prior to any recommendation to employ or service as a volunteer. Exceptions to employment are contained in the above paragraph.

Follow up Background Checks

Follow up background checks will be conducted on an annual basis as long as any person is continuing to volunteer with children or youth at Wylie UMC. This background check will be automatically submitted annually using the information on the *Background Check Authorization and Release Form*.

Incident Report of Suspected Child or Youth Abuse Texas Conference

1. Name of Worker (paid or volunteer) observing or receiving disclosure of suspected abuse of child or youth _____.

2. Suspected victim's name: _____.

Suspected victim's age / date of birth: _____.

3. Date / Place of initial conversation with / report from suspected victim: _____
_____.

4. Suspected victim's statement (give a detailed summary here): _____

_____.

5. Name of person (s) accused of abuse: _____.
Relationship of accused to victim paid staff, volunteer, family member, other).
_____.

6. Reported to Pastor:
Date / time: _____
Summary: _____

_____.

7. Call to suspected victim's parent / guardian: _____

Date / time: _____.
Spoke with: _____
Summary: _____

_____.

8. Call to local children and family service agency: _____.
Date / time: _____.
Spoke with: _____.
Summary: _____.

9. Call to local law enforcement agency:

Date / time:

Spoke with:

Summary:

10. Other contacts:

Name:

Date / time:

Summary :

Signature of Person Making the Report

Date

WUMC Illness/Accident Report Form

Filled out by: _____

Reason for report: _____

Date of incident: _____ Class/Place: _____

Name(s) of minor(s) and age(s): _____

Quote the minor's first words verbatim: _____

Briefly describe what happened: _____

What action did you take? _____

Has the incident been resolved? Yes No

Explain: _____

Were there any witnesses? Yes No

Names: _____

Signatures (if possible): _____

Report submitted to: _____

500. Children's Ministry

501. Safe Sanctuary see 414. Safe Sanctuary

502. Child Care Policies

- A. Childcare arrangements must be made through the Director of Childcare.
- B. There shall be a minimum of two adults per room or within line of sight. When working with nursery or preschool age children, at least one of the adults present must be trained and certified in First Aid and CPR.
- C. When ever possible State Childcare Minimum Standards must be followed, particularly in relation to the number of adults to child ratio.
- D. Reservations for childcare **MUST** be turned in to the Director of Child Care one week prior to the event. Request form Reservation forms are available in the church office. Childcare providers will be scheduled based on the number of children who have a reservation.
- E. Childcare providers will be given a list of children with reservations prior to the event. In the event the adult-to-child ratio becomes unsafe (due to sick child care providers and/or too many children **WITHOUT** reservations), parents will be asked to stay in the rooms or children will be turned away.
- F. Childcare is available for Sunday school class parties or outings one time per quarter for a period of time not to exceed 4 hours. In addition, Sunday school classes are encouraged to utilize our Parent's Night Out evenings for other social events. The cost is \$10 per child and \$20 per family. The hours of Parents Night Out are 6:00 until 10:00.
- G. In order to ensure privacy for our child care providers, no names and/or phone numbers of said providers will be released by our staff or volunteers.
- H. Parents utilizing the child care facilities while at an off-site location **must** have an up-to-date, notarized Medical Form on file with the Director of Child Care **prior** to the off-site event. Forms may be obtained in the front office and a notary is usually on hand from 9 a.m. to 4:30 p.m. Monday - Thursday.
- I. Only parents/guardians may sign a child in and out - not brothers or sisters. This is for the child's protection.
- J. Nursery and/or preschool rooms will not be utilized without notification and approval of the Director of Child Care and will be staffed by the same. Preschool rooms will be used only for preschool activities and/or Sunday school.
- K. Two or more child care providers will be required at all times during scheduled child care, one must be CPR certified.
- L. Childcare is for children ages ten (10) years and under. The Director of Child Care must review all exceptions (i.e. children between the ages of 10 and 13).

- M. Childcare is available in rooms 104, 105, 106 & 209. These are the only rooms available and they will be used on a first-come, first-served basis. Other rooms are NOT to be opened or other equipment used for childcare purposes.
- N. For all persons seeking to work with children, they shall have at least six months membership, or provide a written recommendation from the senior pastor at the church most previously attended.

503. Sunday Morning Preschool and Elementary Policies

- A. All preschool children must be signed into and out of their assigned classroom by a parent or responsible adult.
- B. All children in kindergarten through second grade must be picked up at the end of their Sunday school hour by a parent or responsible party. Any exceptions must be communicated to the teacher by the parent or guardian.
- C. Children in the nursery and preschool may stay as long as care is needed, or 12:30 PM, whichever comes first.
- D. Children should be picked up promptly by a parent from Sunday school. If a child is going to attend more than one Sunday school hour, it is the parent's responsibility to make the transition.
- E. From time to time a child's behavior can disrupt the Sunday school lesson. At such times, both preschool and elementary children may first be given a verbal warning by the teacher. If the behavior does not change, immediate action may be taken to have one teacher supervise a time-out for the child apart from the group. An elementary child may be asked by the teacher to sit outside the classroom within view of the teacher until he/she can correct the behavior. If the behavior continues in subsequent weeks, the teacher will consult with a staff member and the parent will be called. If the behavior continues after the parent is contacted, the parent will be asked to stay in the room with the child during the Sunday school hour.
- F. There shall be NO food or drink brought into the Computer Lab in room 213.
- G. Supervision and permission: Student use of the computers and computer network is only allowed when supervised by at least 2 adults with one adult 18 years or older.

504. Other Preschool and Elementary Policies

- A. Parents leaving children for non-Sunday school events should complete the appropriate registration and/or medical release forms prior to leaving their children.
- B. Screening for Adults
 1. Careful screen of adult volunteers will comply with the safe sanctuary policy. Persons having a criminal history of any of the following types of offenses shall not be allowed to serve in any ministry with children:

- (a) Child Abuse, whether physical, emotional, sexual, or neglectful
- (b) Violent offenses including murder, rape assault, domestic violence, etc.
- (c) Persons having a criminal History of DUI or DWI conviction within the past five years.
- (d) Persons having a Criminal History of a drug related conviction within the past five years.

C. Training

All persons working with children will be required to attend annual training including but not limited to the Safe Sanctuary policy, appropriate discipline, appropriate physical and emotional boundaries, and pastoral care for children and youth.

505-599. Reserved

600. Youth Ministries

601. Youth Forms

602-699. Reserved

700. Adult Ministries

Mission Statement: *(In process from the Adult Ed Task Force, to be added at a later date.)*

701. Adult Sunday School Task Force

The Adult Sunday School Task Force is comprised of the Associate Pastor of Adult Ministry and one representative from each adult Small Group and/or Sunday school class. The task force will meet at least once a year to review policies and programmatic concerns related to adult classes, programming and to determine space assignments for all classes based on current and projected needs. The Associate Pastor of Adult Ministry, who has final responsibility regarding space assignments, will serve as chair of the task force.

702. Adult Sunday School Class Organization and Leadership

- A. Each class is responsible for its organization, including leadership, teacher/s and teaching style in consultation with the Associate Pastor of Adult Ministry.
- B. The suggested leadership may include the offices of president/convener, membership, curriculum, fellowship, and mission. Committees should include curriculum (program/study) and greeters.
- C. Officers should be selected in August of each year to serve a one-year term beginning September 1 and should have a strong commitment to serve.
- D. The class leaders are expected to attend periodic leadership meetings focused on strengthening and growing the Adult Sunday School program.
- E. Each class is strongly encouraged to develop its own mission projects and is responsible for the financial and human resources support for the project/s. Classes should have at least two projects per year. It cannot be assumed that other classes or groups within the church will support the project.
- F. Every class is expected to meet each Sunday in the assigned room and is responsible for providing drinks and food as decided upon by members. If a class decides to not meet a particular Sunday, that class must notify the Associate Pastor of Adult Ministry a minimum of 2 weeks in advance.

703. Adult Sunday School Financial Responsibilities

- A. Offerings should be taken in class weekly. It is recommended that classes split the offering equally between the church and the class. Collection envelopes are provided to each class every Sunday. (Extra envelopes can be found in the church office.) The church offering should be delivered each Sunday to the *drop slot* located outside the church office. *Do not leave offering envelopes on the welcome desk.*

- B. Each class may designate how the money given to the church is allocated (i.e. benevolences, mission projects, apportionments, general operating budget, etc.)
- C. The class *may not* have a separate bank account. Funds collected by the class should be given to the Financial Administrator to be placed in a designated class account. Usage of the class funds should be determined by the class where a majority vote may be utilized.
- D. It is highly recommended that the class keep a log or spreadsheet of monies collected and donated, with specific notations on how the money was used.
- E. Each class/small group is expected to turn in a Cost of Ministry Sheet (see 806. Finance Forms) to the Associate Pastor of Adult Ministry outlining their budget needs (for curriculum, special presenters, special studies, and/or other planned educational events) for the next year by September 1 of each year. *Any class/small group that does not submit, in writing, a budget request may be subject to self funding of curriculum materials.*

704. Adult Sunday School Teachers and Curriculum

- A. Each class is responsible for maintaining teachers. The class may choose to "self teach" using class members or may recruit a trained teacher. Anyone teaching a class longer than two weeks must be a member of Wylie United Methodist and/or approved through the Associate Pastor of Adult Ministry. *Guest speakers who are not members of WUMC must be pre-approved through the Associate Pastor of Adult Ministry. Teachers do not have to serve as class officers.*
- B. The teacher should be allowed a minimum of 30 minutes to present the lesson. This allows 15 minutes for fellowship and announcements. It is recommended that the teacher start the lesson promptly at the beginning of the session and announcements and prayer time can be made at the end. Classes are expected to begin on time (8:30, 9:45, or 11:05.) *This will assure the teacher opportunity to impart the lesson for which the teacher prepared.*
- C. Sunday school classes are encouraged to use United Methodist curriculum (from Cokesbury catalogs, Forecast and Good Books). Curriculum used should deal with distinctive Christian ways of approaching life consistent with the United Methodist tradition. Topical studies should be varied to meet the needs and interests of all members. *Associate Pastor of Adult Ministry may authorize exceptions to this in advance of presentation. (see 705. For procedures to order Sunday school and Small Group curriculum)*
- D. Wylie UMC respects the design of the studies we use. If a Bible or small group study is designed to be taught in hour increments, then it is appropriate for both Sunday school classes and small groups. If a Bible or small group study is designed to be taught in more than hour increments, then it is appropriate only for groups outside the Sunday school hours.

The Associate Pastor of Adult Ministry may authorize exceptions to this in advance of presentation.

- E. Teachers and other class leaders are encouraged to frequent the adult education resource room that provides samples of approved curriculum resources. The resource room is located in Room 207. Teachers and other class leaders also may talk with the Associate Pastor of Adult Ministry regarding new material or helping to find material on a particular topic.

705. Sunday School/Small Group Curriculum Policy and Procedures

- A. If your Sunday School class or Small Group would like to make a purchase of material to use for study, please obtain a Sunday School Order or Small Group Order form. These forms can be found in the church office, Sunday School folder or on our website under forms.
- B. All classes and groups must turn in the order form with the correct amount of money to the church office. The church office will order ALL needed materials.
- C. All materials must be paid in full before they are ordered. Cash and checks are accepted (make checks payable to Wylie UMC with 800021 and your class name in the memo line). When online giving is available, please contact the church office to make a material payment online.
- D. The church office will contact the appropriate company for the order and let the class contact know when the order has arrived at the church. Please plan your lessons to allow enough time for the order to arrive at the church.
- E. Any materials not purchased through the office will not be picked up by staff or church volunteers.
- F. Any materials not purchased through the office will not be paid from budget or designated money and the entire bill is the sole responsibility of the class.
- G. You may decide to pay for your materials with your personal credit card but it will not be a tax exempt purchase. Tax is not refunded.
- H. All purchases require approval from the church office. If you make a purchase without approval or have not filled out a Sunday School/Small Group order form PRIOR to the purchase, the cost will not be reimbursed.
- I. Additional forms can be found on the Wylie UMC web site - www.wylieumc.org.

706. Adult Sunday School Special Programs and Retreats

- A. Classes are encouraged to promote participation in special Sunday programs offered periodically through the Associate Pastor of Adult Ministry– suggestions about topics and speakers are welcome.
- B. Requests for classes to combine or relocate on Sunday morning for a special program will be considered on a case by case basis through the Associate Pastor of Adult Ministry. *Requests should be submitted at least*

four weeks in advance to allow for necessary review and logistical arrangements.

- C. Class retreats or other off site plans for classes should be approved through the Associate Pastor of Adult Ministry. Wherever possible, off site class retreats are recommended for Friday and Saturday only with Sunday morning reserved for regular class and worship attendance. Report to the church office the number of people in attendance on the retreat as soon as the group returns. *If the class must be gone on Sunday morning, every effort should be made for class to be held for any class members who are not attending the retreat and to accommodate any visitors who might come on that Sunday.*

707. Adult Sunday School Fellowship Events

- A. Fellowship events sponsored by an adult class and held either in the church or outside the church must be coordinated with the church calendar. Any event sponsored by a class is seen as church sponsored and as such carries the church's name and reflects upon the church and its membership.
- B. While family fellowship events are important, it is also important for adult classes to have adult only time. Any group that would like childcare during their fellowship event may do so up to four events per year (more events may be approved through the Associate Pastor of Adult Ministry). Contact the Associate Pastor of Adult Ministry and the Director of Childcare to set up childcare.
- C. Alcohol can be a "stumbling block" in many ways to many different people (I Cor. 8:9). No alcohol should be served, consumed, or purchased at any class sponsored event, party or social, on or off the church premises. Classes are asked to refrain from any activity that could hurt a member of the church's faith family.

708. Adult Sunday School Class Room Assignments

- A. Room assignments are reconsidered at least once a year by the Adult Sunday School Task Force. Classes must move periodically to facilitate an appropriate distribution of space. Every attempt is made to move as few classes as possible.
- B. Each class has one hour of classroom use on Sunday mornings. 8:30 a.m. classes may use the room until 9:30 a.m.; 9:45 a.m. classes until 10:45 a.m.; 11:05 a.m. classes until 12:05. Each class is asked to respect the class/es with which the room is shared. Class members should not attempt to enter their classroom until the designated time if it is still in use by others.
- C. Several groups use each classroom during the week; therefore, rooms should be left clean and in good order. Modifications to rooms cannot be made without approval. Requests should be submitted to the Trustee Committee.

709. Bible Studies

- A. Wylie UMC respects the design of the studies we use. If a study is designed to be taught in hour increments, then it is appropriate for other small group Bible studies. If a study is designed to be taught in more than hour increments, then it is appropriate only for groups outside the Sunday school hours.
- B. The registration fee charged for study participation is disbursed for expenses for the group, including, but not limited to, literature, child care, leadership training, facility usage or any miscellaneous expenses.
- C. No group sponsored by the church is charged a rental fee for using the church building, but may be charged a custodial fee if deemed necessary by the Associate Pastor of Adult Ministry.
- D. No church member is ever paid a fee or honorarium for leading a group, presenting a seminar, etc. Honorariums may be paid to outside speakers. Any outside speaker must be approved by both group leaders and the Associate Pastor of Adult Ministry. Honorariums should come from the classes own funds. If the class does not have the funding, honorarium requests should be made in writing to the Associate Pastor of Adult Ministry **SIX** weeks in advance of the event.
- E. No private program may be offered without prior approval of the Associate Pastor of Adult Ministry.
- F. Wylie UMC respects the integrity of the curriculum the author has written. If a study puts a requirement on the number of class members a class can have, we will honor the author's wishes.

710. Bible Studies – Curriculum Policy

Curriculum for adult studies, other than official United Methodist curriculum, will be subject to approval by the Associate Pastor of Adult Ministry or a minister on staff and must be taught by members of WUMC, WUMC clergy, or previously approved guest speakers.

711-799 Reserved

800. Finance Policy

- A. At the beginning of each calendar year all church staff members and all committee chairpersons will read and sign a copy of the church Finance Policy. These copies are to remain in the office of the Finance Administrator. If there is a change of any of these personnel, the new person will be required to read and sign a copy also.

801. Expenditures

A. Staff Expenditures

1. A staff member has the responsibility to monitor and regulate the spending of funds allocated to their budget area in the current Operating Budget. Bills to be paid may be submitted to the Finance Administrator for payment, along with the budget area to which the item should be expensed from, on a completed Purchase Voucher form. All payment requests must be signed by the staff member responsible for the budget area, preferable 14 days prior to purchase. Staff members are expected to utilize the church's tax-exempt status for expenses that will be incurred and/or reimbursed by the church. Sales tax WILL NOT be reimbursed on items purchased for the church. Request must be submitted by 12 noon on Monday. Checks are written and mailed or transferred by Thursday of the following week. Items will be charged to amount budgeted only. Staff members should keep their own record of expenses charged to their budget area.

B. Member/Non Member Expenditures

1. Request for payment may be submitted to the Financial Administrator for payment, along with the budget area to which the item should be charged, on a completed Purchase Voucher form. All requests for payment must be pre-approved and signed by the staff member responsible for that budget area. Sales tax WILL NOT be reimbursed on items purchased for the church. Request must be submitted by 12 noon on Monday. Checks are written and mailed or transferred by Thursday of the following week. Purchased items may not be delivered to the church property or taken possession of by anyone until it is either paid for in full or a contract has been signed for the item.

C. Payment/Payroll Procedures

1. Church expenses will be paid electronically whenever possible.
2. Payroll for all church staff will be done by direct deposit.

802. Ministry Funding Policy and Procedures

- A. A church related ministry fund raising activity is defined as any ministry funding activity that uses either the church name or the church property.
- B. Any church related ministry fund raising activity shall be approved by the Council of Ministries. Once the event is approved the COM will notify the Finance Committee, which will review the Cost of Ministry Event Summary Sheet. Then the activity can be presented to the church membership and /or publicized in the newspaper, bulletin, flyers, etc.
- C. Any conflict of interest or appearance of conflict of interest should be avoided.
- D. Any ministry fund raising activity will be evaluated as to its appropriateness as a church or church related activity.
- E. All net proceeds must be directed to the church or church related activity.
- F. A staff member and or chairperson is responsible for overseeing that the planning of the fund raising event follows church policy.

803. Collection of Funds

- A. If any money is collected for deposit, **TWO** non related individuals must count the money and sign the deposit envelope. Turn the envelope into the Financial Administrator within two business days. Indicate the budget area to be credited, what the deposit is for, the total amount of deposit.

804. Yearly Financial Procedures

Budget

- 1. Each year the Financial Administrator will supply all budget information to the appropriate staff and or chairpersons. All data will be compiled and a budget will be sent to the Administrative Board.

Audit

- 1. Each month an audit of the books will be performed at the Finance meetings. An external audit will be performed every year divisible by 4 by a Certified Public Accountant or firm.

805. Bank Accounts

- A. The church will establish and maintain bank accounts for the general funds, electronic transfer funds, and a savings account. All accounts will

be managed by the ACS church software. All accounts will be separated by "bank accounts" within the ACS software.

806. Finance Forms

Texas Sales and Use Tax Resale Certificate (contact Church Financial Administrator for Information)

Name of purchaser, firm or agency as shown on permit	Phone (Area code and number)
Address (Street & number, P.O. Box or Route number)	
City, State, ZIP code	
Texas Sales and Use Tax Permit Number (must contain 11 digits) _____	
Out-of-state retailer's registration number or Federal Taxpayers Registry (RFC) number for retailers based in Mexico _____ <i>(Retailers based in Mexico must also provide a copy of their Mexico registration form to the seller.)</i>	

I, the purchaser named above, claim the right to make a non-taxable purchase (for resale of the taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____

City, State, Zip code: _____

Description of items to be purchased on the attached order or invoice:

Description of the type of business activity generally engaged in or type of items normally sold by the purchaser:

The taxable items described above, or on the attached order or invoice, will be resold, rented or leased by me within the geographical limits of the United States of America, its territories and possessions or within the geographical limits of the United Mexican States, in their present form or attached to other taxable items to be sold.

I understand that if I make any use of the items other than retention, demonstration or display while holding them for sale, lease or rental, I must pay sales tax on the items at the time of use based upon either the purchase price or the fair market rental value for the period of time used.

I understand that it is a criminal offense to give a resale certificate to the seller for taxable items that I know, at the time of purchase, are purchased for use rather than for the purpose of resale, lease or rental, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser	Title	Date
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Purchase Voucher

Date: _____

Attach Bill/Invoice/Receipt

Need to be reimbursed _____
(Your Name)

Need check issued to specific company _____
(Name of Company)

Ordered items on church credit _____
(Name of Company)

Ordered on church credit card _____
(Name of Company item purchased from)

Petty Cash Needed for _____
Name of Event (Date of event)

Write account number(s) or account name(s) below

Account Number/Account Name	Amount	Petty Cash Breakdown
_____	_____	\$1.00 _____
_____	_____	\$5.00 _____
_____	_____	\$10.00 _____
_____	_____	\$20.00 _____
_____	_____	\$0.01 _____
		Total _____

Submitted by _____ Phone Number _____

Approved by: _____
(Must be approved by Chairperson responsible for account or appropriate Staff Member)

Cost of Ministry Event Summary

EVENT: _____

EVENT DATE: _____

COMMITTEE: _____

EVENT ACTIVITIES: _____

EVENT PURPOSE: _____

FUNDRAISING GOAL: _____

EVENT EXPENSES: _____

USE OF FUNDS: _____

HOW WILL EXPENSES BE COVERED? _____

PLEASE TAKE FORM TO COUNCIL OF MINISTRIES FOR APPROVAL BEFORE IT GOES TO FINANCE.

FINANCE WOULD LIKE TO HAVE THE INFORMATION 3 MONTHS PRIOR TO THE EVENT DATE.

900. Permanent Endowment Fund Policy (effective September 25, 2006)
(Amended October 18, 2011)

901. Introduction

The **Wylie United Methodist Church** Endowment Fund is a duly organized Permanent Endowment Fund through the authority of the Charge Conference of **Wylie United Methodist Church** and in accordance with The Book of Discipline, 2004 of The United Methodist Church (paragraphs 2528.3, 2532.5, 2533) and as revised.

PURPOSE

The Permanent Endowment Fund of **Wylie United Methodist Church** (Endowment Fund) is established for the purpose of providing members and friends the opportunity to make charitable gifts to **Wylie United Methodist Church** (Church) that will become a permanent endowment of financial support and a living memorial. The Endowment Fund will not be used for those parts of the Church's established programs which are normally included in the operating budget and which are funded through the regular giving of its members. The earnings of the Endowment Fund will be used exclusively for the support of mission and outreach purposes as described by the following:

- A. Special mission projects locally and beyond the local Church,
- B. Unusual expenses for the maintenance, repair, alteration, or replacement of the real and personal property owned by the Church.

902. Administration

- A. The Endowment Fund will be administered by the Endowment Fund Committee at the direction of the Charge Conference. The Endowment Fund Committee is accountable to the Administrative Board and ultimately to the Charge Conference. The membership of the Committee shall consist of nine voting members, three of whom are ex officio members, as follows:
 - 1. Chair of the Administrative Board
 - 2. Chair of the Board of Trustees
 - 3. Chair of the Finance Committee
- B. The six members-at-large shall be nominated by the Committee on Lay Leadership and elected for three-year terms. The first group will have staggered terms with two members each with one, two and three year terms. No member shall serve more than two consecutive three-year terms (maximum of six years). The Senior Pastor shall not be a voting member of the Committee unless elected as an at-large member.
- C. Each year at its first meeting, the Endowment Fund Committee shall elect three officers: Chair, Vice-Chair and Secretary.
- D. No person serving on the Endowment Fund Committee shall profit personally or through any business entity with which they may be involved from any transaction or investment made by the Endowment

Fund. All questions of applicability of this paragraph should be submitted to the Endowment Fund Committee for review.

903. Duties and Responsibilities of the Endowment Fund Committee

- A. Provide all services described in paragraph 2532.5 of The Book of Discipline, 2004 of the United Methodist Church.
- B. Provide information to the congregation on the mission and purpose of the Endowment Fund.
- C. Conduct work sessions and disseminate information on planned giving and pre-retirement planning.
- D. Mount a campaign to encourage giving to the Endowment Fund.
- E. Accept or reject gifts based on the appropriateness of the gift relative to its type, purpose, and possible liability.
- F. Carry out responsibility for the investment and management of the Endowment Fund.
- G. Prepare and make a written report to the Charge Conference to include: beginning and ending balances; gifts received, how invested, distributions, a list of officers and committee members and plans for the coming year.

904. Investment of Endowment Funds

- A. The Endowment Fund is required to place its funds in prudent investments. The Endowment Fund's investment objectives are:
 - 1. Preserve principal for the perpetuation of the fund
 - 2. Generate income at a reasonable rate
 - 3. Grow income and principal over and above that necessary to offset rises in the cost of living
 - 4. Uphold the Social Principles of the United Methodist Church
- B. The Endowment Fund Committee shall invest all gifts received for the Endowment Fund. The specific purpose of each account authorized by the Endowment Fund Committee shall be stated and recorded in order to fulfill the wishes of donors to the Endowment Fund and thereby to segregate and maintain gifts for their stated purpose. All gains and losses realized by the Fund must be applied against the Fund and not against any other assets of the church.

905. Distribution of Income and Principal

- A. Committee will use the moving average method of determining year-to-year spending in order to smooth distributions from the aggregate portfolio. The Committee will determine annually the amount of money from the Fund to be distributed based upon a maximum spending rate of 5% of the three year rolling average of the portfolio market value. The Committee has the right to recommend against expenditure of earnings or capital gains in any given year due to factors such as financial market

conditions or poor investment performance. Earnings from restricted gifts will be distributed according to the donor's instructions. The Endowment Fund Committee shall periodically review this distribution percentage and may adjust said percentage upward or downward as it determines to be advisable in order to meet the investment objectives of the Endowment Fund.

- B. The objectives of the Endowment Fund are to conserve principal and make use only of the distributions determined by the Committee. Any additional principal may be withdrawn only in extreme and overwhelming circumstances, bordering on the survival of the church itself. Any such withdrawal of principal must be approved by a majority vote of the Charge Conference.
- C. If the purpose of an endowment gift is designated, the designation of the donor must be honored. The designation must also be in keeping with the Social Principles of the United Methodist Church. If gifts are undesignated, the earnings from the gifts can be distributed as provided above and within the purpose of this Endowment Fund.

906. Gifts to the Fund

A. Undesignated Gifts

- 1. Donors may make gifts, bequests or devises to the Endowment Fund without designating a special purpose for the gift. All gifts not designated for a specific purpose may be used as directed by the Administrative Board in accordance with these Guidelines. All distributions by the Administrative Board will be upon recommendation of the Endowment Fund Committee.

B. Designated Gifts

- 1. Donors or groups of donors may make gifts, bequests or devises with designation. The designation should be in keeping with the stated purposes of these Guidelines. The earnings from designated gifts will be used only as directed by the donor. The purpose of the gift should be in keeping with these Guidelines and in accordance with the Social Principles of the United Methodist Church.
- 2. If designated gifts are offered that do not comply with the purposes of these Guidelines, the gifts may still be accepted at the discretion of the Endowment Fund Committee. The amount of the gift should be in an amount that will reasonably assure that the designated purpose can be carried out.

- C. All provisions of the Endowment Fund as to investment of funds, administration of funds, and limitation of use of funds shall be applicable to both designated and undesignated gifts, and all gifts shall be made to the Endowment Fund and accepted subject to the terms and limitations set herein.

907. Liability

In the absence of gross negligence or fraud, no member of the Administrative Board, the Endowment Fund Committee, or Board of Trustees shall be personally liable for any action taken or omission made with respect to the Endowment Fund.

908. Merger, Consolidation or Dissolution of Church

If at any time the Church is lawfully merged or consolidated with any other church, all provisions hereof in respect to the Endowment Fund shall be deemed to have been made on behalf of the merged or consolidated church which shall be obligated to administer the same in all respects and in accordance with the terms hereof. If the Church should ever be dissolved without a lawful successor, the Endowment Fund, including both principal and interest to date, shall be transferred to the North Texas Conference of the United Methodist Church to be used as a permanent endowment fund in its ministry in accordance with The Book of Discipline, 2004 and with particular reference to paragraph 2548.5.

909. Amendments

The terms and conditions of the Endowment Fund may be amended only by majority vote at a duly announced Charge Conference of the Church.

910. Severability

- A. If any provisions or any application of any provisions of these Guidelines shall be held or deemed to be or shall be illegal, inoperative, or unenforceable, the same shall not affect any other provisions or any application of any provisions herein contained or render the same invalid, inoperative or unenforceable.

- B. These Guidelines have been prepared in multiple original parts so that one fully executed original may be a part of the minute book records of the Endowment Fund Committee and another original may be retained for the records of the Charge Conference.

911-999. Reserved

1000. Staff Parish Relations – Human Resources Personnel Manual

1000. Human Resource Policy

Adopted by the Staff Parish Relations Committee of the Wylie United Methodist Church of Wylie, Texas on November 29, 2011.

This manual supersedes all previous employment policies.

This policy is open for review by all church members and SPRC welcomes questions or comments.

Introduction

- A. The purpose of this Human Resource Policy is to assist Wylie United Methodist Church (WUMC) in her mission.
- B. This Policy provides a framework from which all personnel matters may be effectively managed and to describes terms and conditions of employment. While the existence of this document testifies to the sometimes businesslike nature of ministry and church administration, its ultimate purpose is to aid the work of ministry by providing opportunities for professional Christian service in a fair and supportive environment. WUMC provides equal opportunity for qualified applicants of every race, color, sex, age, national origin, and physical ability.
- C. The Staff-Parish Relations Committee (SPRC) is responsible for maintaining church Human Resource policies. The SPRC will review the policy annually to ensure its accuracy, relevance and its responsiveness to the church's needs, but it reserves the right to change or amend this document at any time. Questions regarding interpretation of these policies shall first be referred to the SPRC.
- D. The relationship between the WUMC and each of its employees is one of mutual consent which the employee and the Church are both free to dissolve at any time. In accordance with this Employment-At-Will doctrine, the Church does not make employment contracts with its employees and it wishes to make clear the fact that this Human Resource Policy is not a contract.

1001. Terminology Used In This Manual:

Appointed Staff: clergy appointed by the Bishop of the North Texas Conference, ie., Elder, Commissioned, Local Pastor, etc. (see Book of Discipline)

Program Staff: Appointed or Lay staff who serve as Program Leader, i.e., pastor, director, etc.

Support Staff: Appointed or Lay staff who serves in administrative support roles of the ministry of the church.

Full-Time: An employee normally authorized to work 38 or more hours per average work week.

Part-Time: An employee normally authorized to work 37 hours or less per average workweek.

BOD: *The Book of Discipline* (United Methodist Publishing House: Nashville, TN) contains the laws of the United Methodist Church. The Church's *BOD* deals at length with the personnel policies governing appointed clergy, which are referenced in this manual but not quoted. Copies of the current editions of *BOD* are available from the church office.

1002. Employment Procedures (Lay Staff)

- A. The Senior Pastor may personally conduct search and screening interviews or request the SPRC Chair to appoint a Subcommittee, which will be responsible for conducting screening interviews with qualified applicants. The Senior Pastor or the Subcommittee will then make recommendations for the selection interview(s), which will be conducted by the entire SPRC. Once a candidate is selected and after completion of background checks, Senior Pastor and/or SPRC Chair will make the offer of employment. If the person accepts, he or she will be directed to the Church Administrator and Finance Administrator to complete the necessary forms and employment orientation.
- B. The probationary period for new staff members lasts 180 days from the date of hire. This is a time for the new staff member to evaluate WUMC as a workplace and for the supervisor to evaluate the new staff member's performance. For more information, see Performance Evaluations under paragraph 1008.H.

1003. Wages and Salaries:

- A. This church's policy is to provide salaries and hourly wages in accordance with the training and responsibilities of each position. Local hourly wage data, as well as salary information available from sources such as the North Texas Conference will be used to maintain fair and competitive pay scales.
- B. All appointed and lay staff are evaluated annually by their immediate supervisor using standardized Staff Development forms adopted by the SPRC.
- C. Annual evaluations and biannual assessments provide employees the opportunity to become familiar with their job duties and to understand what their supervisor expects in terms of results. This understanding provides a means for developing each employee's potential and for

improving performance. Working together to set goals and objectives fosters improved communication between employee and supervisor.

- D. Cost of living and/or merit raises may be provided when general economic conditions indicate and church finances allow; however, they should not be viewed as a routine part of employment compensation. The SPRC will review Staff Development summaries and staff recommendations as a basis for salary adjustments each year.
- E. Salary information is a confidential part of each employee's personnel record and should not be discussed with other employees. Any employee who has questions about pay should contact his/her immediate supervisor.
- F. The Church does not lend money or advance wage/salary amounts to its employees.
- G. If an employee owes the Church money for any reason at the end of his/her term of employment, that amount will be deducted from the employee's final paycheck.

1004. Pay Periods

Payperiods for all employees are on the 1st and 15th of every month. All employees are required to authorize direct deposit of their pay to their financial institution. Refer to Finance 801.C. When a payday falls on a holiday, funds will be available on the last workday prior to the designated payday.

1005. Payroll Deductions

- A. Payroll deductions as required by law are Federal Income Tax Withholding, Social Security and Medicare Taxes. Other deductions may include but not limited to pension and health insurance. See paragraph 1006 for eligibility requirements.

1006. Benefits

A. Eligibility (Lay Staff)

1. FULL-TIME, SALARIED: Eligible for group health insurance; paid holidays and vacations.
2. PART-TIME, SALARIED EMPLOYEES: Eligible for paid holidays and vacations.
3. PART-TIME, HOURLY EMPLOYEES: Eligible for wages only.

4. All employees of Wylie UMC have the ability to make participant before-tax and/or after-tax contributions to the United Methodist Personal Investment Plan (UMPIP).
5. Eligibility for appointed staff is governed by the North Texas Conference (NTC). Refer to the NTC Journal.

All employees of Wylie UMC have the ability to make participant before-tax and/or after-tax contributions to the United Methodist Personal Investment Plan (UMPIP).

B. Non-Continuous Employment:

1. If a previous employee is rehired by WUMC and was employed *continuously* by other United Methodist churches or agencies during the interim, credit will be given for total years of UMC employment.
2. If a previous employee is rehired by WUMC and was employed *only* by other United Methodist churches or agencies during the interim, credit will be given for previous years of UMC employment.
3. If a previous employee is rehired by WUMC and was employed by entities *other than* United Methodist churches or agencies during the interim, the employee will be considered a new employee but may apply to the SPRC with cause to receive credit or partial credit for previous years of service.
4. If a previous employee is rehired by WUMC but *did not seek or hold* other employment during the interim, the employee will be considered a new employee but may apply to the SPRC with cause to receive credit or partial credit for previous years of service.

C. Group Health Insurance:

Full time employees are eligible for group health insurance provided by the North Texas Conference / Blue Cross Blue Shield. See Church Administrator for details.

D. Worker's Compensation:

As required by law, WUMC maintains Worker's Compensation insurance for all staff. This coverage provides benefits to employees affected by injury or illness related to employment at WUMC, which pays the entire amount of the premium. The timeliness of payments to an injured or ill employee is dependent upon the timeliness of filing a "First Report of Injury" form. When an injury or job related illness occurs, the employee

and his/her supervisor must complete a report and give it to the Church Administrator within two days of the injury or onset of illness. Benefit entitlements are governed by Texas State law and begin on the first full day of hospitalization or the seventh day of absence due to job-related injury or illness if hospitalization is not required.

E. Unemployment Insurance:

The Church is exempt from mandatory participation in the State and Federal Unemployment Insurance Programs. Therefore, there are no unemployment insurance funds available to former church employees.

F. Holidays:

1. WUMC will normally be closed in observance of New Year's Day, Martin Luther King Day, the Monday following Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday and Friday) and Christmas (two days, any more will be determined year to year).
2. Although church programs sometimes require employees to work on holidays, the Church's intent is to give established days off whenever possible. When work is required on a holiday or when a holiday falls on Saturday or Sunday, the Church Administrator or SPRC and Senior Pastor will establish an alternate day of observance.
3. The church offices are closed between Christmas and New Years. Appointed staff are on call during this time period.

G. Vacations:

1. Vacations are provided to allow employees time away from the stresses and routine of work. All eligible employees are encouraged to take advantage of this benefit.
2. Paid vacations for full time lay staff are allotted according to the following table:

Length of service	Amount of vacation
1-4 years	2 weeks
5-9 years	3 weeks
10+ years	4 weeks

3. NTC Journal governs paid vacations for appointed staff
4. Part Time Salaried Staff will be given one week of paid vacation after one year of service.

5. Conditions on Table:

- a. Credit for continuous service with another United Methodist Church or agency will be included in establishing the amount of vacation eligibility. For a new employee not meeting these criteria the SPRC may, at its discretion, grant credit or partial credit for previous service.
- b. New employees with no previous service will accrue vacation of one year of service by their employment date.
- c. The vacation schedule is from January 1st to December 31st. No vacation may be carried forward from one calendar year to the next. No more than two weeks of vacation can be taken consecutively unless written consent is received from the SPRC.
- d. Unused vacation time may not be exchanged for payment except when an employee terminates employment or retires. In those cases, payment is prorated based on the total length of service and year-to-date service at the time employment ceases.
- e. Vacations should be scheduled as far in advance as possible, as they are subject to approval by the employee's supervisor. Approval is required because vacation days must be coordinated with those of other staff members to ensure adequate coverage of Church activities. Those with highest seniority on the church staff will have first choice when there is a conflict over vacation schedule.

H. Pension

All employees of Wylie UMC have the ability to make participant before-tax and/or after-tax contributions to the United Methodist Personal Investment Plan (UMPIP).

After 180 days of full-time employment, the following job classifications may participate in the United Methodist Personal Investment Plan (UMPIP). Church Administrator, Financial Administrator, Youth Director, Preschool Director. Those employees who meet the eligibility requirements are also entitled to plan sponsor contributions.

Under this plan, the employee must make a pension contribution equal to three percent of salary, and the Church contributes six percent. Employees who are covered by this plan through employment with another United Methodist Church or agency when hired by WUMC are covered immediately

if they fall under one of the above mentioned job classifications. See the Church Administrator for the full details of this plan.

Pension of appointed staff is governed by the North Texas Conference.

I. Moving Expenses

NTC Journal governs moving expenses for appointed staff.

There are no moving expense benefits for lay staff.

J. Accountable Reimbursement

An accountable reimbursement plan is available for Staff members in accordance with Internal Revenue Code.

1007. Work Schedule

A. Office Hours: The Church office is open Monday through Thursday, from 8:30 am to 5:00 pm, Friday 8:30 am to 12:00 noon

B. Work Schedules:

Employees will set their hours with consultation with the appropriate supervisor and review by the SPRC. Lay Staff whose job responsibilities require work on Sundays and evenings, will coordinate office hours with his/her supervisor. These hours will be made available to the office staff.

C. Overtime:

Overtime is not applicable.

D. Compensatory Time:

Lay Staff required to work on a holiday or on a regularly scheduled day-off will arrange with their supervisor for equivalent compensatory time off.

E. Absences:

Employees must provide the Administrative Assistant with adequate information as to the hour of expected return when working away from the Church, as well as a means of contact in case of emergency. The established day-off for employees must be registered with the Administrative Assistant.

F. Bereavement:

After completing 180 days of employment, eligible staff members are entitled to up to three paid days off in the case of the death of an immediate family member. Immediate family member is defined as a spouse, child, parent or sibling. Exceptions are subject to approval by Church Administrator.

G. Jury Duty:

Employees called for jury duty will be paid at the regular rate for any work time required for this service. Payment for Grand Jury service will be negotiated with the SPRC.

H. Unpaid Personal Time Off:

Unpaid time off of two weeks or less may be taken by employees, subject to the approval of the employee's immediate supervisor.

I. Leave of Absence:

BOD governs leaves for Appointed Staff.

Lay Staff employees may request and receive a leave of absence without pay or employment benefits for a period of up to six months. Requests of this nature should be submitted in writing to the SPRC as far in advance as possible. The SPRC alone will approve or disapprove the request. The employee's request for leave must include the reason(s), circumstance(s), and duration of the desired leave as well as location(s) where the leave will be taken and the date(s) covered. The employee must also sign the leave request. The employee's supervisor will then submit a recommendation for approval or disapproval to the SPRC, which will notify the supervisor of its final decision.

During Leaves of Absence, employees will be responsible for paying the cost of continuing their employment-related benefits. Upon expiration of the Leave of Absence, the employee may be reinstated in his/her position held at the beginning of leave or in an equivalent position. It will be considered a voluntary resignation if the employee fails to report back to work on the designated date.

J. Sick Leave:

Employees are afforded a maximum of seven sick days per calendar year. Sick Leave cannot be carried over from year to year.

All employees will be granted sick leave as necessary in coordination with their supervisor. Employees are to use sick leave only when unable to work due to illness, injury, maternity, hospitalization or confinement of self or of a member of the employee's immediate family. Sick Leave may also be used when receiving a medical, dental or optical examination or treatment.

Employees taking Sick Leave of 5 consecutive days or more must present a doctor's release before returning to work.

Employees will not be paid for unused Sick Leave. Any Employee using sick leave for reasons other than illness, injury, pregnancy, hospitalization, or confinement is subject to disciplinary action or termination.

K. Disability Leave of Absence:

WUMC does not provide disability insurance. Appointed staff should consult *BOD* if necessary. Employee absences due to brief illnesses or other medical disabilities should be handled, if possible, according to the Sick Leave policy (see 1007. J). Unused vacation days are also available for this purpose.

If an employee is, or expects to be, medically unable to work for more than two weeks because of disability (illness, injury, hospitalization, or rehabilitation) or because of the need to care for an immediate family member with such a disability, a Disability Leave of Absence may be sought for a period of up to three months.

Disability Leaves of Absence are unpaid and are treated in the same manner as other Leaves of Absence.

L. Maternity / Paternity Leave: See 1007. K

M. Sabbaticals and Study Leaves:

Sabbaticals for appointed staff are governed by *BOD*.

Study Leaves of a week or longer are available to all program staff employees, beginning January 2 of the year following one consecutive year of employment with WUMC. Employees are eligible for one week's Study Leave per year. Study Leave accrues to a maximum of four weeks, which is also the maximum Study Leave that may be taken at one time. Study Leaves may be combined with vacation time with prior approval of the Senior Pastor and the SPRC.

No more than 25% of those eligible may be away on Study Leave during any one calendar year and only one person may be gone at any one time. Employees requesting Study Leaves must be meeting expectations regarding their current job assignments.

A written request stating the nature, purpose, place and time of proposed study must be submitted to the Senior Pastor six months prior to the time requested. SPRC will have final approval.

Reimbursable expenses will be considered by the SPRC for each person approved for Study Leave upon recommendation of the Senior Pastor.

Any exceptions in the above guidelines must be approved by the Senior Pastor and the SPRC.

Support Staff are encouraged to participate in training and continuing education related to their specific areas of work, and may request Study Leave through their immediate supervisor.

N. Administrative Leave:

When a situation arises in which the church program may be jeopardized by an employee remaining on the job, the Senior Pastor (or his/her designee when absent) in consultation with the Chairperson of SPRC may place that individual on Administrative Leave until the situation can be resolved.

1008. Work Practices

A. Conduct:

The Church respects employees' activities outside of work which are moral, private in nature, and which in no way conflict with or reflect adversely upon the Church. Every employee is expected to devote time and energy to the Church while on the job and not to engage in outside interests which interfere with employment attendance, performance or efficiency, as determined by the Church. This extends to the use of the Church's facilities, materials, and resources. Employees are not to offer, solicit orders for or sell any product or service to other employees or to church members. The following may be considered as exceptions, upon supervisory approval:

Fund-raising drives or activities approved by the church

Sales or solicitation of orders for products or services outside scheduled work hours. If a conflict of interest situation should develop or employees have doubts concerning Church policy, the matter should be brought to the attention of the employee's supervisor.

B. Personnel Appearance:

Employees are expected to present themselves during working hours in attire that is appropriate to their positions and to the nature of the work they are to perform. Employees having personal contact with visitors and Church members should be particularly conscious of maintaining appropriate dress, grooming and hygiene standards. Extremes of dress should be avoided. Employees should consult their supervisors when in doubt.

C. Personal Calls and Visitors:

Church telephones are provided for Church-related activities. From time to time, it may be necessary for employees to make and receive personal calls on Church phones. Employees are expected to use good judgement and common sense when it comes to personal phone calls.

The Church does not wish to exclude personal visits to employees, but employees should remember that they are part of a working environment and should not distract others.

The Church intends to be supportive of its employees and their families. Should an occasion arise in which an employee must care for a family member during working hours at the Church, the employee should first ask permission from his/her supervisor.

D. Gifts and Gratuities:

Employees will not be allowed to solicit, obtain, accept or retain any personal benefit from any supplier, vendor, member or any individual or organization doing or seeking to do business with WUMC. As used here, personal benefit means a gift, gratuity, favor, service, discount, special treatment or any other form of compensation, including anything of monetary value.

The following may serve as exceptions:

1. The purchase of business-meeting meals
2. Consumable gifts offered to an entire work group, when the rejection of the gift would damage the spirit in which the gift was offered
3. Any doubts as to this policy should be addressed to the employee's supervisor.

E. Confidentiality:

It is essential for every employee, in whatever position, to respect and maintain strict confidentiality in all matters dealing with Church members or personnel. The unauthorized release of confidential information could result in disciplinary action.

F. Conduct Requiring Discipline

Sexual Harassment:

It is the policy of WUMC to provide a working environment free from all forms of harassment. Specifically, sexual harassment in the workplace is unacceptable behavior and will not be tolerated. Violators of this policy will be subject to disciplinary action which may include immediate termination. Appointed Staff are governed by the sexual harassment policy described in *The Book of Discipline*.

Sexual Harassment occurs when a person makes an unwelcome sexual advance, requests a sexual favor or engages in other undesirable verbal or physical conduct of a sexual nature. Furthermore, sexual harassment

exists when such advances, requests or other conduct interferes with an individual's work or creates an offensive, intimidating or hostile working environment.

An employee who has a sexual harassment complaint should immediately report the incident to the highest level staff member who is not directly involved with the incident or to a member of the SPRC. The person receiving a sexual harassment complaint must respond promptly to determine the facts of the event. An investigation should be conducted in an objective manner, and care should be taken by the investigator to guard the privacy of those involved. Information will be treated in confidence except for that which is required to be released to properly investigate the alleged occurrence.

Other Prohibited Types of Conduct:

Certain undesirable types of conduct, including but not limited to the following, will result in disciplinary action.

1. Improper use, destruction, damage, or unauthorized removal of Church Property or the personal property of others.
2. Inefficient, reckless or careless performance of job responsibilities.
3. Inability to perform job duties successfully.
4. Failure to report a work-related injury or accident.
5. Negligence or actions that endanger the health or safety of self or others.
6. Falsification of time sheets.
7. Intentional falsification of records required in the ministry or business of the Church.
8. Irregular attendance, tardiness, unexcused absences, abuse of sick leave or overstaying leaves of absence without written permission.
9. Insubordination, including refusing or failing to perform assigned work or failing to follow instructions of authorized personnel.
10. Rude or discourteous conduct including use of abusive or profane language
11. Possessing or being under the influence of illegal drugs.
12. Possessing or under the influence of alcohol on the job.
13. Gambling.
14. Sleeping while on duty.
15. Fighting.
16. Making malicious, false or derogatory statements that may damage the integrity or reputation of WUMC, its pastors or its employees.
17. Misrepresentation or withholding facts in gaining employment.
18. Abuse of breaks and lunch periods.
19. Distributing or posting information that is not in the general interest or beliefs of the Church.

20. Use of Church Vehicles without prior approval, or the unlawful operation of said vehicles.
21. Possession, display or use of explosives, firearms or other dangerous weapons while on duty or on Church property.
22. Engaging in work stoppages, slowdowns or walkouts that impede the ministry of the Church.
23. Revealing any classified or confidential Church or employee information.
24. Discriminatory actions against any person due to race, color, age, sex or physical ability.
25. Violation of any policy, rule or procedure established by the Church.
26. A misdemeanor or felony conviction.

Disciplinary Process:

Depending on the nature and circumstances of a particular incident, discipline will normally be progressive and bear a reasonable relationship to the violation. An Administrative Leave may be imposed if the violation is of sufficient concern to health or safety. (1007.N)

1. Verbal Reprimand:

This is a verbal statement by the supervisor to an employee, usually pointing out an unsatisfactory element of job performance or behavior. This is intended to be corrective or cautionary.

A verbal reprimand identifies the needed area of improvement, sets goals for achieving the appropriate level of improvement, and informs the employee of the consequences of failure to improve.

Verbal reprimands will be recorded in the employee's personnel file and the employee's SPRC representative will be notified.

2. Written Reprimand:

The employee's supervisor issues a written reprimand to the employee and places a copy signed by the employee, SPRC representative and supervisor in the employee's personnel file.

The employee may request a hearing with either his/her supervisor's supervisor and SPRC representative or the SPRC to express a grievance with the reprimand.

3. Discharge:

Employees should be aware that their employment relationship with WUMC is based on the condition of mutual consent, otherwise known as the Employment-At-Will doctrine (see 1000.D).

G. Performance Evaluations

1. New Employees:

New employees will receive a formal evaluation from their immediate supervisor on or near six months of employment. Thereafter, all employees will be evaluated annually in February.

2. Ongoing Evaluations:

The employee evaluation process will be consistent across all positions in the Church, relative to job complexity and demands. An employee's evaluation is an ongoing process and should be discussed regularly.

A standard work plan and evaluation form will be used for all employees as outlined in the Employee Performance Appraisal Handbook (see Appendix C) evaluation guidelines.

Appointed Staff will be evaluated by the SPRC. That body will be considered the employee's supervisor for purposes of the performance evaluation process. Other staff will be evaluated by their immediate supervisor.

A copy of each performance evaluation acknowledged by the signature of the employee and employee supervisor, dated, and placed in the employee's personnel file.

The employee is given an opportunity to discuss their performance evaluation with the SPRC. This is an excellent time to ask questions and clarify important points. Performance evaluations help the SPRC make important decisions about job placement, training, and development, and pay increases. A satisfactory performance evaluation does not guarantee a merit increase nor does it alter, modify, or amend the "at will" employment relationship between the employee and the Church.

H. Grievance Procedure:

There may be times when an employee has a significant problem with an aspect of the working conditions at WUMC. In those cases, staff members may present a grievance using the following procedures.

1. Initial Discussion:

This should begin with the employee's immediate supervisor.

Employees raising a grievance issue are urged to clearly present the facts of the situation and to avoid broad generalizations or non-specific complaints.

2. Appeal:

If the employee's immediate supervisor is unable to resolve a grievance satisfactorily, the problem should then be presented in writing to the

SPRC. A written response to the grievance should be returned to the employee within two weeks, unless vacation or other unavoidable interruptions delay the process.

3. Final Appeal:

If the employee is still not satisfied that the grievance has been addressed completely, a written appeal may be presented to the SPRC within 30 days for review. At the option of either the employee or the SPRC, the employee may personally present the grievance before the SPRC at a regularly-scheduled meeting. The SPRC will respond in writing to the employee within one week of that meeting. The second response of the SPRC is final.

I. Job Descriptions:

Each employee shall be given a copy of their job description upon hiring. A copy of the job description will be placed in the employee's personnel file.

Employees should be familiar with their job descriptions, which are used to aid in staffing, wage and salary administration, and training. These also aid employees and supervisors in communicating job responsibilities.

Job descriptions can be expected to change over time as an employee's responsibilities evolve. During periodic employee performance evaluations (see 1008.H), job descriptions will also be evaluated for possible revision by the SPRC.

If there is a revision, an employee-signed revised copy will be handled per paragraphs 1 & 2 above.

J. Health and Safety:

The health and safety of employees and others on Church property are of utmost concern. It is, therefore, the policy of WUMC to:

Strive constantly for the highest possible level of safety in all activities and operations and to carry out our commitment of compliance with all appropriate health and safety standards applicable to our ministries and organization by enlisting the help of all employees to ensure that public areas and work areas are free of hazardous conditions.

Enforce the following safety practices by all employees:

1. Be aware of the locations of First Aid kits and fire extinguishers
2. Use proper work methods
3. Report potential hazards
4. Eliminate observed hazards when possible.
5. Immediately notify supervisor of a injury. The injured employee's supervisor will then see to necessary medical attention and complete the required reports (see 1006.D).

K. Personal Property Liability:

Further definition located in Trustees section. WUMC will not be responsible for personal property that is lost, damaged, stolen or destroyed.

L. Personnel Records:

Personnel records include information for administration of employee job description, certification documentation, continuing education, background check, benefit plans, salary, training records, performance appraisals, disciplinary correspondence, etc.

The Church Administrator is responsible for insuring the maintenance of Personnel Records.

These records are kept in a secure location. Under no circumstances are these records to be removed from the Church premises.

Only the employee, Church Administrator, the Senior Pastor, and SPRC personnel are granted access to these records.

If the occasion arises that the Personnel Records require legal access by someone other than those mentioned above, the employee will be notified.

It is the employee's responsibility to report personal data changes such as new address or phone number(s) to the Church Administrator.

1009. The End Of The Employment Relationship

Appointed staff are governed by *BOD*.

A. Resignation:

Should a lay employee decide to leave the Church's employment, the employee shall submit a resignation letter to his/her supervisor and SPRC Chair no less than two weeks prior to last requested work day. This process shall be adhered to before any announcement is made to the employee's constituents.

Employees may be discharged at any time, under the Employment-At-Will doctrine (first mentioned in 1000.D). Two weeks' written notice or at the SPRC's discretion, equivalent pay in lieu of notice may be given to discharged employees except in cases of misconduct.

Prior to possible termination of a Lay employee, the employee's supervisor shall consult the Senior Pastor, SPRC Representative and SPRC Chair of the circumstances.

The Senior Pastor and two members of the SPRC will be present at involuntary terminations of lay program staff.

The Church Administrator, employee's supervisor, and one SPRC representative will be present at involuntary terminations of lay support staff.

B. Exit Interview:

An exit interview shall be conducted by the departing employee's supervisor and Church Administrator. All Church property must be turned-in and checked on the employee's last working day. After reviewing checked-in equipment, arrangements will be made to issue the employee's final paycheck.

C. Checklist:

The Church Administrator is responsible for developing and maintaining a termination check list to be followed during the check-out process.

1010- 1099 reserved.

1100. Wylie United Methodist Church and Learning Academy Preschool

The name of the organization shall be Wylie United Methodist Learning Academy Preschool (LAP).

1101. Sponsorship/Ownership

The WUMC LAP is an entity of Wylie United Methodist Church (WUMC) (a.k.a. First United Methodist Church of Wylie) located in Wylie, Texas and is sponsored by the WUMC through the Council on Ministry as a part of the WUMC Leadership Team (as per the 2004 Book of Discipline paragraph 247.2). The Preschool is part of the WUMC's ministry with children and their families.

1102. Mission Statement

Compelled by God's love in Jesus Christ, we commit our church:

- To go and make disciples for Jesus Christ,
- To be as nurturing a church family as we can,
- To embrace new frontiers in ministry and service.

We therefore commit our preschool:

- To help each child grow in his/her love and understanding of Jesus Christ,
- To provide a nurturing learning environment that will encourage each child to develop his/her uniqueness emotionally, intellectually, and spiritually, and
- To provide a solid foundation of skills on which the child can build all the days of his/her life.

1103. Advisory Board

The Preschool shall be governed by a Council (a.k.a. LAP Council).

B. Function of this group will be

1. Carry out the church and preschool Mission Statements.
2. Assure adherence to licensing standards for the State of Texas.
3. Approve the LAP annual budget, prepared by the Director, which enables LAP to function as a self-supporting entity through tuitions and fees.
4. Develop a handbook of operation for the preschool.
5. Act as counsel for any preschool staff member/parent regarding any preschool related issue.
6. Inform the congregation and the community of the philosophy and activities of the preschool.

1104. Council Members

A. Membership will be composed of no fewer than 5 no more than 15 members and shall include B., C. and D.

B. The Director/Pastor of Children's Ministries of the Church (a non-voting member)

- C. The Director of Preschool Education (a non-voting member)
- D. Up to 13 voting members-at-large, including 3 members who are nominated by the Lay Leadership. A majority of these members must have had a child attend the preschool for a minimum of one semester prior to serving on this council. At least half of these members shall also be members of WUMC. All exceptions must be approved by both non-voting members of this council.

1105. Terms of Office

Two years each for all voting members-at-large. The option of an additional term can only be considered when recommended by both non-voting members. All terms begin and end in January. Terms shall alternate (A, B) so that not more than half the group will rotate off each year. In the event a council member is unable to complete a term of office, a replacement will be appointed by the existing council members.

1106. Duties of Council Members

Duties for each member-at-large will include serving as an officer of the council or serving as a team leader within the LAP Council. All members will be expected to take an active role to help promote and provide an active preschool program. This will at times include volunteer hours toward specific projects as well as the ideas and enthusiasm behind them. A sub-committee shall recommend the hiring or dismissal of the Director of the Preschool as well as participating in the annual review process with the direction of SPRC. (SPRC can determine that a subcommittee of SPRC and LAP Council is needed for this or other tasks.) All members are to keep matters of personnel and items of a sensitive nature completely confidential.

1107. Officers of the Council

Chairperson, Vice Chairperson, and Secretary.

1. The Chairperson shall preside at all meetings, appoint all committees, and represent the LAP Council to the Church. S/he will chair the nominating committee.
2. The Vice-chairperson shall preside in the absence of the Chairperson. S/he will chair the Hospitality Committee as needed.
3. The Secretary shall take minutes, record attendance, email minutes to all members and file a set with the Church Administrative Officer. The Secretary will chair the Publicity Committee as needed.

1108. Learning Academy Forms

Registration

Child's Name (Last) _____ (First) _____ (M.I.) _____

(Preferred name) _____ Sex _____ Birth date _____

Best 2 phone numbers to call during preschool hours _____

Church Affiliation _____

Email _____ Home phone _____

Home Address _____ City _____ Zip _____

Mother's Name _____ Cell phone _____

Mother's Work _____ Work phone _____

Father's Name _____ Cell phone _____

Father's Work _____ Work phone _____

Sibling names and ages _____

Other adults authorized to pick up your child:

Name _____ Phone _____

(Relationship)

Name _____ Phone _____

(Relationship)

Name _____ Phone _____

(Relationship)

Emergency Info:

Child's allergies (food, etc) _____

Physician's Name _____ Phone _____

Physician's Address _____ City _____ Zip _____

In the event you cannot be reached and your child becomes ill or requires emergency medical treatment, do you grant permission for us to seek aid and/or contact the above persons, including the child's physician? Yes _____ No _____

Please sign here as authorization _____

Please number your program choice:

____ One day ____ Monday/Wednesday ____ Tuesday/Thursday ____ 4 Day Pre K, Mon-Thur
26mo*-36mo. 26mo*-5years 26mo*-5years qualifying 4&5 yr. olds
(4 years old as of 9/1/09)

*born on or before 7/1/07

How did you first hear about LAP? Friend _____ Ad, where? _____ WUMC Sign _____ Other _____

Office use: Registration Date: _____ \$ _____ ck# _____ shots _____

Withdrawn: _____

Registration Procedure and Information

Compelled by God's love in Jesus Christ, we commit our church to go and make disciples for Jesus Christ, to be as nurturing a church family as we can, and to embrace new frontiers in ministry and service. We therefore commit our preschool to help each child grow in his/her love and understanding of Jesus Christ, to provide a nurturing learning environment that will encourage each child to develop his/her uniqueness emotionally, intellectually, and spiritually, and to provide a solid foundation of skills on which the child can build all the days of his/her life.

REGISTRATION PROCEDURE and INFORMATION

1. Complete the registration form and return with a check or cash in the amount of \$50.00. **Make all checks payable to: WUMC LAP.** This fee is for registration only and is non-refundable.
2. You may also pay the supply fee at this time but it is not past due until June 30, 2010. The supply fee is \$50 for the Tuesday only (Two year olds) program; \$100 for the 2day program, choice is either Monday/Wednesday or Tuesday/Thursday. Qualifying 4 and 5 year olds may register for the 4day (Monday-Thursday) class with a supply fee of \$200. If supply fee is not paid by June 30 your child's placement is no longer secured and will be filled from our wait list. You will not be billed for this amount it is your responsibility to make sure it is paid on time, no later than 6/30/10.
3. Registration is accepted on a first paid basis according to the following schedule:
WUMC membership families and currently enrolled families may enroll beginning Sunday, Feb. 21st between worship services (8:30, 9:45, and 11:00am). Registration opens to the public at 9:30am on Wednesday, February 24. No spot is secure until the \$50.00 registration fee is paid.
4. **Immunization records and Doctor's signature/statement of health forms are due BEFORE the first day of school. Per Texas State licensing requirements, new forms must be filed each school year. These forms must be received before your child may attend school.**
5. In order to be eligible for a three year old classroom, children must be potty trained and fairly self sufficient in the bathroom before school begins. There is no spot for untrained three year olds.
6. Our school day will begin at 9:15am and end at 1:45pm
7. Meet the Teacher will occur on August 30th at 9:15am-10:00am (M/W) and August 31st at 9:15am-10:00am (T, T/TH & 4 Day). Additional paperwork will be distributed then, and due the first week of school. The first days of school will be September 1st and 2nd, 2010.
8. Meet the Director will occur on Thursday, August 26th at 6:30pm. If you have any questions before then, please call the Preschool Office at 972-429-0801 or email the Director at sherry.london@wylieumc.org
9. LAP Council, the committee which oversees and supports the daily function of the preschool, can be contacted via email at LAPCouncil@yahoo.com

Medical History

Child's Name _____ Birthdate _____

Doctor's Signature and Statement of Health

1. Examination:

_____ has been examined and found free of infectious and contagious diseases, and is physically and mentally able to participate on group activities.

If not, please explain _____

Physician's Signature (required)

Date

Physician's Address

Phone number

Please attach immunization record

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