

# Saint Mark United Methodist Church

## Trustee Manual

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## INTRODUCTION

### *Why do we need a Trustees Manual?*

To keep track of major decisions and policies approved by the Board of Trustees and retain this information in a single document for future use. This manual replaces all previous documents approved by the Board of Trustees on topics covered in this manual. This document should be maintained by the Board of Trustees and dated to reflect the latest revisions approved by the Board.

## DUTIES OF THE BOARD OF TRUSTEES

1. Supervision, oversight, and care of all real property owned by the church and of all property and equipment acquired by the church.
2. Supervision, oversight and care of endowments received by the church.
3. Review annually the adequacy of property, liability, crime and insurance coverage on church-owned property, buildings and equipment.
4. Review annually the adequacy of personnel insurance.
5. Make sure use of facility by outside organizations is consistent with social discipline of church.
6. Conduct annual accessibility audit (handicapped, etc.).
7. Report to charge conference which should contain the following:
  - Legal description of all property
  - Inventory/valuation of all church-owned property
  - Income received from income-producing property
  - Amount received/spent for improving all property
  - All capital debts incurred/outstanding
  - Statement of insurance coverage
  - Name of custodian of legal documents and where they are stored
  - List of all trust to which church is beneficiary, include how invested, is investment consistent with the Social Discipline of the Church/Discipline
  - Accessibility evaluation
  - Safe Sanctuary policy
8. Annually review the Trustees Manual for relevance and to ensure that it reflects the current Saint Mark UMC environment.

The Trustees will meet at least once a month for at least 10 months during the calendar year.

## PRIORITIES OF FACILITY USE

For other than regularly scheduled church activities to which the entire congregation, or a substantial portion thereof is invited, the following priorities of use are established and should be followed.

**Category 1:** Saint Mark United Methodist Church groups (defined as those in which the majority of the membership belongs to the church) Will have first priority.

**Category 2:** Church-sponsored groups (defined as those groups sponsored by the church but in which the majority of the membership does not necessarily belong to the church) Will have second priority.

**Category 3:** Church-connected groups (defined as a group that is connected with the church by at least one of its members being a member of Saint Mark United Methodist Church) shall have third priority, for use consistent with the mission and purpose of the church.

**Category 4:** Any non-church sponsored or non-church connected group or individual shall not be permitted use of the facility without approval of the Trustees.

The church reserves the right to bump reservations of groups in Categories 2, 3, and 4 on a facility need basis.

Events in Categories 2, 3 and 4 must obtain and complete A facilities use agreement form before the event will be scheduled. This form can be obtained by contacting the church office or the Facilities Manager.

## KEY ISSUANCE GUIDELINES

### General

Keys are required to access the facilities. Keys will be issued to persons with a demonstrated need for access. Everyone issued keys has a responsibility to safeguard them. When keys are lost or stolen, the church incurs a large expense having locks changed and keys reissued.

### Responsibility

The Church Facilities Manager will be responsible for issuing all keys to the church and must maintain a record of the persons receiving keys. The Facilities Manager will maintain a locked key cabinet with a key to all door locks, to include office areas. Access to the key cabinet will be restricted.

### Exterior Door Keys - Staff and Church Members

Exterior door keys will be issued to all staff and church members on a demonstrated needs basis.

### Exterior Door Keys – Non-Members

Groups with regularly scheduled after hours activities will be provided a key on a demonstrated needs basis

Groups with non-recurring after hours activities may check out a key prior to their event during normal business hours. Key must be returned following the event.

## **Student Center Keys**

The Director of Student Ministries will provide the Facilities Manager with the names of persons authorized to have a key to the Student Center.

## **Church Office**

Church office keys will be issued to the staff and members on a demonstrated needs basis

### **Staff Offices**

Staff will have a key or code to their assigned office.

Staff may authorize the Facilities Manager to issue additional individuals a key to their assigned office.

### **Storage and Closet Areas**

The Facilities Manager will issue keys to storage areas and closets on a demonstrated need basis.

## **SECURITY**

As of July 2022, Saint Mark will have a member of the Vestavia Hills Police Department on campus during large worship and social events and/or on a demonstrated needs basis.

## **EXTERIOR DOORS**

In order to maintain security, only the minimum number of exterior doors should be unlocked at any time.

### **Daily Monday thru Friday**

The Church Staff are instructed to keep the front doors to the church office locked as much as practical. When locked during office hours, a sign will be in the window to ring the doorbell.

### **Sunday Opening and Closing**

The Trustees are responsible for appointing a team for opening and for locking the doors for Sunday Worship at a time appropriate to the scheduled events.

### **All Other Events or Activities**

For all other events or activities not covered above, the responsibility for locking the doors lies with the person directing the event or activity.

## **INTERIOR SECURITY DOORS**

### **Office Doors**

The Church Staff will lock their office doors when they leave for the day.

### **ELC Keypad Doors**

Keypad-Secure doors are located at entrances to the ELC. These doors are secured during all times that the ELC is in session.

The ELC Director or designee is/are responsible for securing and un-securing the doors each school day

## GENERAL FACILITY GUIDELINES

1. No alcoholic beverage may be served, and no smoking or vaping is allowed in any of the church facilities.
2. Pets are not allowed in the building.
3. All church supplies and household equipment (tables, chairs, kitchen items, etc.) will be signed out through the church office. No church equipment (computers, music/sound equipment, furniture, etc.) is to be removed from the building without the permission of the Facilities Manager.
4. Any candles used on the Altar must be drip-less. Candles used in the candelabra must be protected by shields, cups, or foil paper on the carpet to prevent drippings.
5. No hurricane lamps or candles are permitted on windows or on the pews. Battery operated candles may be used instead. After the candles are extinguished, they should be permitted to cool for a few minutes before being removed so the liquid drippings will harden and not spill on the carpet.
6. No furnishings or equipment in the sanctuary may be removed without approval of the Church Staff
7. No tacks, nails, screws or other material may be used that might permanently mar, deface, or otherwise damage any part of the church building or furnishings
8. No food or beverages will be allowed in the sanctuary except those used in the worship services.
9. No controlled substances may be on the church premises under any circumstances.
10. Damage, other than normal wear and tear to the facilities and equipment of the Church, shall be repaired at the cost of the group using the facility (those making the reservations). All damages should be reported to the Facilities Manager, who will coordinate the repair.
11. Hallways of the ELC are closed and locked for safety reasons during the week when preschool is in session. Authorized individuals may enter with appropriate code keyed on the keypad to access the children's area during the week.
12. Turn off all lights when leaving.
13. The group using the facilities shall be responsible to see that the area is cleaned up and restored to substantially the same condition as it was immediately prior to use. It is expected that all chairs and tables will be replaced in their storage areas and floors swept with the available dust mops. If food is involved with the event, trash must be taken to the dumpster.
14. The person in charge of the group will sign out the required keys from the Church office the day of the event. This person is responsible for locking all doors after the event. Keys are to be returned as soon as possible (but no later than the next day) by placing them in the wall box outside the church office.
15. The person in charge shall see that adequate supervision is present at all times. Activities are confined to rooms reserved. All children/youth of adults participating in activities are expected to remain with supervising adults during the activity unless a nursery is provided, or they are scheduled in an additional activity. Children/youth should not be allowed to roam the halls or gym unless accompanied by an adult. All activities involving children/youth must adhere to the Church Safe Sanctuary Policy.

## GUIDELINES FOR CLASSROOM USE

### **Scheduling**

Any use of a room outside of the regular Sunday School class times must be scheduled by the Church office. Nursery reservations must be made by the Director of Children's Ministries.

### **Supplies**

Sunday School classes furnish their own coffee, cups, etc. Other groups should not use the Sunday School classes' supplies which are kept in the Sunday School classrooms.

### **Clean-up**

Rooms are used by many groups and need to be left clean for the next use. Leaving any room with leftover food, coffee spills, dirty tables and chairs attracts insects and rodents. Please consider those who follow you by doing the following:

- Dispose of coffee grounds in the trash can. Pour out any coffee at the nearest sink and thoroughly wash your coffee pot. Put away any coffee supplies.
- Dispose of food via lined trash can.
- Clean off counter tops, wipe up spills and clean tables.

## SANCTUARY, COURTYARD, FELLOWSHIP HALL & GYM

### **General Guidelines**

The Gym stage is generally off limits for safety reasons. If you need the stage for your event, contact the staff for assistance.

### **Weddings**

The planning and ceremony for a wedding must adhere to the Wedding Policies and Procedures (published on the Saint Mark website). A couple desiring to use the Sanctuary or any area of Saint Mark should contact the church secretary, who will distribute the wedding application packet and forward the completed application to the wedding coordinator. Once the wedding has been approved, the church secretary will enter it on the church calendar.

### **Receptions, Showers and Teas**

The Fellowship Hall and the Courtyard are available for receptions and teas. The following are applicable to these facilities:

1. All areas should be scheduled/reserved through the church office.
2. The church does not furnish tablecloths, kitchen help, etc. Supplies which are available to a wedding party will be discussed by the Saint Mark Wedding Coordinator.
3. The parties concerned will arrange for the reception and pay for all expenses thereby incurred.

## KITCHEN USE GUIDELINES

The kitchen is here for use by any group that has reserved it in the office. You should find it clean and in good order and leave it the same way. If it is NOT clean and in good order, please report this to the Church Office. These guidelines are intended to help anyone leave the kitchen “cleaner” than they found it.

1. For safety reasons, children under the age of five are not allowed in the kitchen.
2. Follow the use directions when using the stove. (Note the exhaust fan)
3. Follow the use directions when using the dishwasher. (Posted on the dishwasher.)
4. When cleaning up after a function, ALL dishes, utensils, pots and pans must be washed, dried and put away.
5. If the steam table is used, it must be drained and returned to its storage area.
6. All sinks and counter tops must be wiped with disinfecting cloths. Spraying with a suitable sanitizing agent is suggested.
7. Supplies in the pantry are here for the use of Saint Mark events only. Outside groups using the kitchen are expected to furnish their own supplies.
8. Sweep the floor, mop up any spills and remove any garbage to the dumpster.
9. Do not leave any leftover food in the refrigerator for someone else to remove. Label any leftover food with a date and the intended use of this food.
10. If anything is placed in the freezer, it must be labeled and dated. Once a month, all unlabeled food will be discarded.

## AUDIO/VISUAL EQUIPMENT

All Audio/Visual (A/V) systems and equipment belonging to the church are operated, maintained, and controlled by the A/V Committee. The A/V Committee is comprised of the following:

- Sound & Media Team Leader(s)
- Technical Consultant
- Facilities Manager

The A/V Committee is responsible for the appropriate training and/or certification of anyone that uses any of the A/V equipment or systems. No one can use or operate any of the A/V equipment or systems unless appropriately trained or certified.

The scheduling of any of the A/V equipment or systems is to be requested at least one week prior to the need date through the church office secretary.

Sound & Media Team Certified System Engineers will be paid at the rate of \$125 per hour when supporting non-church group events or non-church wide events.

## CHURCH OWNED TRAILERS

Church owned trailers shall be kept on church property.

trailer must be inspected prior to use to ensure that lights are working properly, and tires are properly inflated.

Individuals pulling the trailer with their personal vehicle should have sufficient liability insurance coverage

## OUTDOOR SIGNAGE

All outdoor signs and/or banners must comply with the Vestavia Hills signage ordinance. This ordinance limits the number of banners to one per property. The banner cannot be more than 6 feet high and cannot exceed 24 square feet. The maximum number of days that a banner can be posted is 30 days.

The digital roadway sign's communication content is updated and maintained by the Church Staff. The content of the messages must adhere to the following:

- Compliant with Vestavia Hills ordinances
- Simple and clear messages that inform and invite everyone to come to Saint Mark
- Personal messages should be avoided

## PARKING SPACES

The parking spaces have been painted to designate the following:

- White - general use
- Yellow - reserved for senior adults over 75 years of age
- Blue - handicapped-accessible parking

Four parking spaces in the upper parking lot have been designated for parents with infants. One parking space is designated for the kitchen crew.

These designations should be observed only on Sundays, Wednesdays after 4:00 pm, and during major church events.

## RECORDS RETENTION POLICY

Saint Mark has developed a records retention policy and the church staff has been assigned areas of responsibility with the senior pastor taking overall responsibility for its implementation. The Church Secretary, the Financial Manager and the Facilities Manager each have specific duties within this policy. The policy can be accessed by contacting one of the above.

## SAFE SANCTUARY POLICY

The Saint Mark Safe Sanctuary Policy is updated by the Church staff and /or Designees, and is reviewed by the Board of Trustees, on a demonstrated needs basis. This document can be accessed by contacting the Saint Mark Church Office.



# ENDOWMENT FUND

## **Endowment Advisory Committee**

Due to the changing nature of the makeup of the Board of Trustees and in an effort to provide continuity in knowledge of the history of the Saint Mark Endowment Fund, the 2013 Board of Trustees at the May 21st meeting voted to create an Endowment Advisory Committee.

- The committee will serve as a liaison between the investment company managing the endowment and the Board of Trustees. The actual management of the fund will be done by a paid manager at the investment company.
- The committee will report to the Board on a monthly basis the current state of the Endowment Fund.
- The committee members will serve until they resign or until by vote of the current Board of Trustees it is determined to replace any one of them. A Trustee representative will serve on the Committee and be appointed each year by the Board of Trustees.
- The committee will develop an informational and reporting strategy for the congregation and publish it quarterly upon the approval of the Board of Trustees.

## **Fund Guidelines**

- The Board of Trustees will make a conscious effort to comply with "The Book of Discipline of the United Methodist Church" as the Discipline states in paragraph 717 regarding investments of the endowment fund.
- Definition of Income - Income is capital gains and the distribution of interest and dividends.
- Investment Risk - The Board of Trustees agrees to a split between equities and fixed income investments. Risk will be moderate to aggressive.
- Goal - The Board of Trustees approved the motion that the Endowment Fund was established for growth. Money should not initially be withdrawn from the Fund. It should instead be allowed to grow to the point (approximately one million dollars) that investment income is significant enough to use for church operating expenses.
- Report - The Board of Trustees will report to the congregation quarterly on the state of the Endowment Fund.
- Morgan Stanley was chosen to manage the Endowment Fund.

# EVACUATION AND SHELTER PLAN

## PLAN MANAGEMENT

- The senior Church staff member will be in charge during the activation of either the evacuation or shelter plan. If none of the staff are on premises, the program director will be in charge.
- Staff members, program directors and ushers will know the plan and be able to direct people in an emergency occurring during Sunday services, Sunday school or other large church events.
- To ensure that both Church staff and ushers know the plan they will be issued copies of the plan at the beginning of each year.

## THE PLAN

- A floor plan and evacuation instructions will be posted in each room of the church informing people what to do in an emergency.
- The Church staff and ushers must keep the following in mind and act accordingly:
  1. During a building evacuation there is only one handicapped exit readily available from the sanctuary and it is through the vestibule.
  2. During a shelter alert from the sanctuary the Upper Room is only area available for anyone who cannot negotiate the stairs.
  3. Help must be dispatched to the nurseries to aid with the children.
  4. "Sweep" the buildings to ensure all have evacuated as required.
- During any evacuation people may have to pass by some large windows. These windows are tempered glass and will shatter into small pellets if broken and not into large flying shards. Window breakage should not be life threatening or produce any serious injuries. However once in the sheltered areas, people should be kept back from any windows.

## EVACUATION INSTRUCTIONS

Remain calm and proceed to the nearest exit. All exits are marked.

The staff, program directors and ushers will direct any evacuation during church services or large events and ensure all have evacuated as required.

Assemble in the parking lots. Do not assemble in the courtyard during an evacuation.

## WEATHER SHELTER PLAN

Calmly proceed to the designated shelter areas as quickly as possible.

Primary shelter areas are located on the bottom floor as shown on the attached map. Overflow areas are also indicated on the map.

The ushers and staff will help direct you to the shelter areas during church services or large events.

The Upper Room has been designated as a shelter area for anyone who cannot negotiate the stairs.

## EVACUATION FLOOR PLAN

