

Parkway United Methodist Church Policy Manual

This manual contains the following policies:

- **Parkway United Methodist Church Building, Grounds and Equipment Use Policy**
- **Parkway United Methodist Church Funeral Policy**
- **Parkway United Methodist Church Wedding Policy**

Parkway United Methodist Church Buildings, Grounds, and Equipment Use Policy

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United Methodist Church

Buildings, Grounds, and Equipment Use Policy

I. GENERAL INFORMATION ON ASSET USE POLICIES: The church complex has been provided for worship and for Christian education, recreation, fellowship and other ministries of Parkway United Methodist Church (PUMC). Activities on church premises are limited to those that are keeping with these purposes.

This building use policy was developed to enhance the ministry and the programs of Parkway United Methodist Church. To facilitate planning and allocation of physical resources, it is imperative that plans for use of buildings, rooms, grounds and other assets are properly calendared with the Calendar Coordinator and that reservations are made as far in advance as possible. Upon approval of an event, the church calendar will be updated by the Calendar Coordinator.

These policies are guidelines for physical resource management. They are not legal documents and are not intended to be the final word on all property issues. All use of PUMC assets will be considered on a case-by-case basis when needed, using the written policy as a guide. The Board of Trustees, the Senior Pastor, or Calendar Coordinator may approve exceptions from written policy as each individual situation may dictate.

A. PURPOSE, VISION AND MISSION: All activities at PUMC are planned and administered in order to bring glory to God and to encourage the making of disciples for Jesus Christ. God has provided the buildings and grounds and other assets of PUMC, and they are His. Proper stewardship of these assets will promote His purposes.

Use of church facilities for Religious Purposes. Using the church facilities for purposes of worship, Bible or other religious study by groups that are not specifically affiliated with the Methodist Church must be approved by the Senior Pastor. Under no circumstances will the facilities be rented to non-Christian groups for religious purposes.

B. BASIC RULES: The basic rules for use of PUMC assets are listed below. These apply to all properties of PUMC and all users of these assets.

1. Regularly scheduled worship and ministry programs take precedence over other uses of the facility. (Refer to “Scheduling the Facilities”, p. 4)
2. Groups using the facilities must designate one person to insure that the rules for the care and use of the facilities are observed. The name of this person is designated on the Building Use Agreement.
3. No smoking or use of any tobacco product is permitted in church buildings. No alcoholic beverages, illegal drugs, or firearms are permitted on church property.
4. All High School Students and younger must be supervised by an adult while on church property. Children 10 and under should be accompanied by a parent or other adult at all times.

5. The church assumes no responsibility for care and security of personal property.
6. The user group assumes full responsibility for the actions of invited guests during use of facilities. Persons using the facility are expected to behave appropriately and refrain from using improper language.
7. The posting of signs, billboards, posters or other materials will only be adhered to the walls or windows by tack putty or clear mounting squares. Materials may NEVER be stapled or taped to the walls. All signs must be approved through Calendar Coordinator or Facility Director.
8. Furniture or equipment may not be moved, relocated or modified without approval from the Board of Trustees, Office Manager, or Pastors. Returning furniture/equipment to their proper location after use is the responsibility of the user.
9. The pianos, musical instruments, and sound equipment are the responsibility of the Worship Coordinator. Use of these items must have his/her authorization.
10. The painting, use, and habitability of all spaces, exterior and interior are the responsibility of the Board of Trustees and their designee.
11. Thermostats are programmed for air conditioning and heat. Only the staff of the church may alter thermostat programming. These guidelines are intended to allow comfortable temperatures to be maintained in the building when it is in use and to conserve use of electricity.
12. The Ministry Center and all areas of the church will be used to the fullest capacity for church programming. Schedules may be changed, rooms may be reassigned, furniture may be changed and new equipment may be purchased in order to meet this goal.
13. The church reserves the right to refuse facility use by any group that has not adhered to these rules and policies.
14. Furniture and equipment will not be loaned off church property. Equipment and furniture needed for church activities off church property can be requested in writing to the Board of Trustees or Senior Pastor.

C. SCHEDULING OF ALL BUILDING FACILITIES will be made through the Calendar Coordinator.

1. Church and church-sponsored groups will use the "Building Use Request" form.
2. Reservation requests should be made at least two weeks in advance of the desired use. If set up of chairs/tables, etc is needed, these needs must be scheduled at the time of the request.
3. When an outside group's request is approved, they will sign a **building use agreement** and provide a **damage deposit** of no less than \$100.00 (refundable) in addition to the usage fee. The damage deposit will be refunded after the event if no damage was found.
4. When a request for an event is submitted and has been approved, set up for the event will be guaranteed a minimum of two hours before the event on the day of the event. If the set up requires more time, the responsible person in charge may call the Calendar Coordinator no more than one week before the scheduled event to check for the availability of the facility for set up the day or evening before the event.
5. All events will be calendared for a calendar year: January through December. All events that are ongoing and that reoccur need to be submitted twice a year (in December for the following January-June and in June for July-December). This

is to make sure that the calendar has updated information including times, locations, and persons responsible.

6. The area reserved is the only area to be used.
7. Cancellations must be made to the Calendar Coordinator as soon as it is known that the event will not take place.

D. PROOF OF INSURANCE Outside user groups will provide proof of insurance naming the church as an additionally insured party. Insurance documentation will be kept up to date and replaced when the policy period expires.

E. FACILITY USE PRIORITIES

1. The primary reason for the construction of the facilities at PUMC is to support and strengthen the ministries of Parkway United Methodist Church.
2. Other uses and requests will only be considered after the foundational ministries and programs have been provided for.
3. These additional uses are subject to being changed or cancelled if a church need should arise that cannot be scheduled at a time convenient for all users.

The priorities for facility usage are as follows:

a. **First Priority**: Foundational programs that are an integral part of the building of the faith and practice of our congregation, including regularly-scheduled worship services, special worship services, and programs, Sunday School, High School Ministry, Middle School Ministry, church-wide events, and other programs that are planned and carried out through the Program Council.

b. **Second Priority**: The Parkway Children's Day School and its programs, including weekday classes, parent meetings, seasonal programs, graduation, and others. Classroom assignments will be protected during the calendar school year and during school hours. All events and activities will be scheduled prior to the beginning of the school year. Exceptions may be made in the event of a funeral or an unexpected emergency event. The PCDS Director will be notified immediately if these situations develop and a satisfactory arrangement will be worked out.

c. **Third Priority**: Groups sponsored by Parkway UMC through its Program Council, including Scouting activities for boys and girls, summer mission programs, mission/outreach programs, and others which are an outgrowth of the work of the Program Council but may not be directly under its supervision. These groups will be tentatively scheduled and the schedules honored as long as they do not create a conflict for priorities in Priorities 1 & 2. If such a conflict develops, advance notice will be given as soon as possible, and an attempt will be made to reschedule.

d. **Fourth Priority**: Non-Profit Community organizations, including school organizations, 4-H activities, United Way, Weight Watchers, and other church groups in the community. These groups will also be tentatively scheduled with confirmation given no more than 120 days in advance and the schedules honored as long as they do not create a conflict for groups and activities in Priorities 1, 2, & 3. If such a conflict develops, advance notice will be given as soon as possible, and an attempt will be made to reschedule.

e. **Fifth Priority**: Member requests or other requests made by members for groups to which they belong, as long as these activities do not conflict with the church's

mission statement and policies. These groups will also be tentatively scheduled with confirmation given no more than 120 days in advance and the schedules honored as long as they do not create a conflict for groups and activities in Priorities 1, 2, & 3. If such a conflict develops, advance notice will be given as soon as possible, and an attempt will be made to reschedule.

F. FEES – see attached rate sheet

1. Church groups (Priority 1) will not be charged a **user fee**.
2. Church Sponsored groups (Priority 2) will not be charged a **user fee**. If set-up and clean-up cannot be accomplished during normal working hours, or if there are special custodial needs, custodial fees will be assessed.
3. All groups not sponsored by Parkway UMC (Priority 3, 4 and 5) **will be charged for use of the building**. (Requests for waiver of user fees may be made in a letter and directed to the Senior Pastor.)
 - a. Set ups will be the responsibility of the groups that are making the request and it will also be the group's responsibility to return the room to its original set up.
 - b. A non-refundable 25% **deposit** is required at the time the event is scheduled. Deposit will be given to and recorded by the Calendar Coordinator.
 - c. **Payment** is to be made by check payable to PUMC and full payment is due two weeks prior to the event. Payments will be given to and recorded by Calendar Coordinator.
 - d. **Refunds** will be handled on a case-by-case basis.
 - e. **See Wedding Policy** for fees that apply to weddings and wedding receptions.

II. FACILITY USE SPECIFICS

A. GENERAL FACILITY USE RULES will be requested by all groups, leaders, staff, general congregation, visitors, etc. who are using the facility in any way. These rules are as follows:

1. As a general rule, it will be every group's responsibility to leave the room or rooms that you use cleaner than you found it.
2. Please return the room to its normal set up as closely as possible. We will be taking pictures and posting them in the rooms for assistance.
3. No food or drink is ever allowed in the carpeted rooms. No exceptions.
4. Do not leave food or trash in the rooms. Remove the trash bag, tie it up and take out to the blue dumpster.
5. Set ups will be the responsibility of the groups that are making the request and it will also be the group's responsibility to return the room to its original set up.
6. Please make sure that all lights are turned off upon leaving the assigned room or rooms.
7. Some floors will not be vacuumed every night, so please be attentive to the trash that sometimes litters our hallways, classrooms and gathering areas. There are two carpet sweepers on the first floor of the Ministry Center in Club 123 & Room 128.
8. The janitorial service will be making sure the paper towel dispensers are filled and extra toilet paper rolls are placed in the restrooms
9. All tablecloths must be checked out through the Calendar Coordinator and are only available for Ministry events.
10. Linens, such as table cloths, kitchen dish towels, and dish cloths, need to be washed, dried, folded and returned to the church in a timely manner.

B. CLASSROOMS are regularly used by Sunday school and other classes, committees, and Parkway Children's Day School. Only teachers and their helpers should removed decorations in these rooms.

1. Children's classrooms are furnished with the appropriate number of chairs, tables and other items for their regular classes. Removing this furniture is not permitted. Some rearranging of furniture is allowed as long as the room is left in its original condition.
2. Upstairs classrooms are used in many ways during the week. Tables and chairs may be rearranged as needed by each group but must be returned to its original condition.
3. Closets in classrooms are assigned. Groups should use materials as authorized and not take from other closets or shelves.

C. WORSHIP CENTER FRONT ENTRY FOYER shall be maintained to foster an appealing first impression for people visiting the church.

1. The **Connection Point** in this area provides general information about services, activities and ministries of our church
 - a. Sales or promotional information is not to be distributed from the Connection Point.
 - b. Connection Point materials will be reviewed to determine if they are appropriate for the area.
 - c. Outdated materials in the Connection Point will be removed or replaced.
2. **Promotional posters** or displays are allowed in the Front Entry Foyer only with written approval of the Senior Pastor.

3. **No tables, stands or kiosks** may be placed in the Foyer without prior approval.

D. KITCHEN AND FOOD SERVICE

1. All items should be cleaned, sanitized, and returned to the proper location after use.
2. Church-owned equipment, dishes, pans etc. may not be borrowed for private use.
3. Any group wishing to use the kitchen must be scheduled on the church calendar well in advance of their event.
4. Each group using the kitchen will designate one or two people to be responsible for use and care of the kitchen and for seeing that clean up is completed after the event.
5. No unmarked or unlabeled leftovers except condiments may be stored in the refrigerator or freezer. Labels include name of group, name of responsible person to call, phone number and date food was left. Old items will be thrown away regardless of labels.
6. Refrigerator and freezer will be cleaned once each month and all unlabeled items will be thrown away.
7. Food labeled and stored in the kitchen should not be used by other groups.
8. Disposable tableware is provided for church activities. Outside groups must provide their own paper or plastic cups, bowls, plates and other consumables.
9. Any tablecloths needed must be checked out through the Calendar Coordinator.
10. Kitchen linens, tablecloths, dish towels, dish rags and pot holders should be washed, dried, folded, and ironed if necessary by the user group and returned promptly to storage.

III. SAFETY AND SECURITY INFORMATION

Parkway UMC will take adequate measures to provide for the safety and security of the personnel, fiscal and physical assets of the church. The church will provide safe and usable spaces for worship, study and other activities of the church.

The Board of Trustees will work with the Church Staff in the administration of the policies and procedures developed by the Trustees Committee and Church Conference to ensure a safe and secure facility.

- A. **INSURANCE** An Insurance Sub-Committee composed of members of the Trustees Committee will conduct a review every three years of the insurance requirements and coverage. Recommendations will be made to the Trustees Committee for changes in coverage or providers.

B. KEYS AND LOCKS

1. The church will issue facility keys to as few people as possible to provide for the security of the facility without limiting access where needed.
2. The Facilities Coordinator will have custody of and issue facility keys.

C. SAFETY PROCEDURES

1. Fire extinguishers will be inspected and maintained annually. A record of these inspections will be made on the inspection record card on each extinguisher.
2. The fire alarm and fire detector systems will be checked in accordance with regulations pertaining to the preschool requirements two times a year.

3. Fire evacuation plans will be posted in each room and hallway. The evacuation map will indicate primary and secondary escape routes.
4. Safety hazards will receive the highest priority for correction of all maintenance activities.
5. To meet fire safety codes, doors should not be blocked and a traffic lane must always be left open in each room and to all exterior exits.

SAFE SANCTUARY POLICY

Safe Sanctuary Policy for Parkway United Methodist Church

Texas Annual Conference Effective January 1, 2009

I. Introduction

Our calling and our mandate is to ensure safe sanctuary for God's people. Throughout the gospels, Jesus provides teachings on providing a peaceable kingdom for all of God's people, including our most precious gifts, our children and youth (Matthew 5:9, Luke 18:15-17). The peaceable kingdom begins with sanctuary.

Scriptures provide examples of how sanctuary is to be a community of protective nurture and harmony (Psalms 20:1-2, 27:4-5). As Christians, we are called to create a safe sanctuary in our churches. They must be holy, safe, and protective communities for all of God's children, regardless of age or ability.

Parkway developed this policy not because of a lack of trust in workers, but instead, to ensure the safety of children and youth at events sponsored by Parkway and to protect our children, youth, workers, employees, volunteers and the entire church body. Parkway recognizes the need to have a formal, written policy with procedures in place (1) to help prevent the opportunity for the occurrence and/or the appearance of abuse of children and youth and (2) to help protect workers from false accusations and/or suspicions. The existence of these policies and procedures create a status of Safe Sanctuary Certification for Parkway.

Careful and confidential documentation is essential to show compliance with policies, to verify information as needed, and to have an accurate record in the case of an incident.

Scope of Policy

This policy and its provisions shall apply to all persons including all paid and unpaid adults and youth helpers, whether lay or clergy who have any direct or indirect contact with children and youth who participate in any activities or events sponsored by Parkway.

II. Supervision

Only adults may be scheduled to supervise children or youth. An adult is anyone 18 years of age or older who has been screened, approved and trained to work with children and youth. To be considered, the adult must have been an active, participating member or regular attender of Parkway for at least the most recent six months, or be able to supply a character recommendation from the pastor or a ministry leader of the church they transferred from if they have been at Parkway less than 6 months.

A youth helper is anyone under the age of 18 who has been approved by the Ministry Leader [or their designee on duty] and has been assigned to a specific adult who is supervising a group of children or youth. Youth helpers should not be put in the position of having to be a decision maker and should not be solely in charge of a group of children or youth. A maximum of two youth helpers may be assigned to one adult.

There may be times when a non-trained or non-background checked individual will be allowed to temporarily work with children or youth. An example of this might be a substitute teacher

during one Sunday or parents chaperoning a particular party or when a certified youth helper invites a friend to assist them. This is allowable when Safe Sanctuary certified individuals are in attendance and monitoring the situation.

Training

Parkway requires all persons (including youth helpers) who work with children and youth to receive safe sanctuary training. Training shall include this policy, appropriate discipline, appropriate physical and emotional boundaries, and leader misconduct as described in this policy. Adults thus certified are entrusted with the title “Certified Local Church Safe Sanctuary Worker with Children and Youth”. Youth thus certified are entrusted with the title “Certified Youth Helper”. No person shall be placed in a position of supervision or routinely be permitted to have any direct or indirect ministry contact with children and/or youth until they have completed this training program. The Safe Sanctuary policy will be reviewed with the volunteers and ministry staff at least annually.

Two By Two

A Ministry Leader [or their designee] plus a minimum of one other (unrelated) adult must be on duty for the entire duration of the ministry/activity. The Leader shall perform, or arrange for a hall monitor to perform, random checks and observations of the activities, groups and classes to further minimize the likelihood of improper behavior. Whenever possible, at least one adult who is trained and certified in First Aid and CPR should be present at all activities.

- Under no circumstance should a schedule call for one person to supervise a group of children or youth alone without active hall monitoring in place.
- Whenever possible, there shall be a minimum of two (2) adults per room or within line of sight for outside/gym/large space activities.
- For short duration/high visibility ministry where multiple children are present [such as Sunday School, VBS breakouts, Bible study small groups, etc.] a combination of one adult with one or two youth helpers per room is acceptable as long as classrooms have hallway windows, Dutch doors or sidelights and provided a hall monitor is on duty and constantly able to circulate between the rooms.
- For youth classes, one adult in the room is acceptable as long as other adults are on the campus meeting in close proximity, and provided a hall monitor is on duty and constantly able to circulate between the rooms.
- Where family members are teamed together, at least one unrelated adult should also be present. If this pairing cannot be avoided, the hall monitor should be informed so as to increase the observations of that room during the ministry duration.
- Adults and youth helpers should take all reasonable precautions to avoid ever being alone with one child/youth where they would not be visible by another person (preferably an adult).
- Whenever possible State Childcare Minimum Standards shall be followed, particularly in relation to the number of adults to child ratio.

I. Clear Sight Lines

- There should always be unobstructed visibility to all activities.
- Classroom doors should never be locked while ministry is under way in the room and should remain open if there is no hallway window for observation.

- Windows/sidelights should never be covered without advance approval from the Ministry Leader (who will ensure a minimum of 2 adults will be present for the special activity requiring covering).
- A sign (telling where they have relocated) must be posted on the door if a class is moved to a different location for the day.
- All counseling or mentoring should be conducted with the door open for the entire session if there is no unobstructed window. Ministry Leaders should avoid isolating themselves for counseling sessions and should move to a more occupied part of the building if they are unexpectedly called upon to minister to a child or youth. Another safeguard that can be used is to notify another adult at both the beginning and end of their meeting.
- Diaper changing should only be done by adults, in the open, not behind a closed door.
- For rooms that have an attached bathroom, an adult or youth helper may assist a child in the bathroom if they keep the door open (protect the child's privacy).
- For rooms that do not have an attached bathroom, children in 1st grade and up can either be sent to the hall bathroom in pairs, or engage the hall monitor to watch the door/ensure the child returns safely to their classroom. If this older child needs direct assistance, enlist the help of another adult so two adults will be present.

Name Tags

All persons supervising [or helping, in the case of youth volunteers] children or youth shall wear their Parkway-issued name tag that communicates they are certified in Parkway's Safe Sanctuary policies.

Registration

All persons participating in a Parkway children or youth ministry activity will register upon arrival. If the person leaves before the activity concludes, they will sign out. This enables Parkway to have a real-time record of who is on the campus/checked in to the ministry activity. Once a child or youth has signed out, they may not re-enter the activity unless special arrangements have been made between the parent/guardian and the Ministry Leader or their designee. Children grade 5 and younger will be issued a name tag with a matching pick up tag, which must be positively matched in order for the child to be released from the ministry.

Overnight and Off Campus Activities

At events that require overnight accommodations or involve transporting children/students off the campus:

- When one vehicle is used for an event, the two-adult rule applies. When multiple vehicles are used, a single adult may drive if all the vehicles travel together. All reasonable efforts must be made for all vehicles traveling together in this circumstance to stay within sight of one another. Occupants of vehicles must wear seatbelts (busses not equipped with seatbelts are exempt). Children age 12 or younger may not sit in the front seat.

- A Leader can pick up or drop off a child or youth at their home or agreed upon meeting place only if the parent has given permission and the Ministry Leader has been informed. It is advisable to inform another adult that the ride is being given and to greet the adult the child is being dropped off with upon arrival, or have the child call that adult to confirm they are home.
- In the case of one-on-one lunches with a youth, these should be held in public places and should occur only if permission has been given by a parent/guardian and the Ministry Leader has been informed.
- For co-ed overnight activities both a male and a female adult must be present.
- Where possible, adults shall sleep in separate rooms from children/youth; or if necessary for children/youth to share a room with an adult, adults shall sleep in separate beds from children/youth so long as any one adult shall not be alone with any one child/youth.
- Recognizing accommodations may be restrictive in some cases one adult is adequate, so long as any one adult shall NOT be alone with any one-child/youth.

II. Appropriate Discipline

Children and youth should be made aware that appropriate behavior is expected at all events. Gentle reminders are always necessary when dealing with children and youth. When these reminders don't work, then discipline needs to move to the next step. In cases where behavior has to be addressed, designated event adults should handle it. In no case is physical discipline an appropriate measure to deal with problems except in the rare situation of having to gently restrain a child who is threatening harm to him/herself or to others. A reasonable response might include a period of "time out" for the child or youth. This should be done with necessary supervision keeping safe sanctuary guidelines in mind. Keeping parents involved is important. They need to be kept up to date on their child's behavior. For serious offenses, the appropriate response will be to send the child or youth home immediately. Parents and the Leaders will help make proper arrangements.

III. Appropriate Physical Boundaries

Physical boundaries are most important in dealing with children and youth. Persons working with children and youth have to understand and respect those boundaries. Obviously these boundaries change as children grow older. A young child sitting in the lap of a caregiver is most appropriate, whereas an older child or youth sitting in a adult's lap would not be acceptable. Hugs and kisses from a toddler to an adult are entirely different than the same from a youth.

Touching to comfort or affirm in an age-appropriate manner is permitted. Side-by-side hugs are suggested (rather than full body contact). Appropriate touching need not be completely avoided, but is acceptable only in public. All persons should be aware of how it looks, how the person being contacted may interpret the contact, and even of how onlookers may interpret it.

IV. Appropriate Emotional Boundaries

Emotional boundaries are also important. As a child grows older it is important for the adult to maintain appropriate boundaries in relationships. It is important for those working with children and youth to not step outside of those lines and allow the younger person to become too attached to them. It is important for the older person to be careful where conversations might lead and to steer clear of inappropriate talk. When an adult recognizes that there might be an issue with these boundaries, great space should be allowed to come between them and the child or youth in question. If that does not solve the problem, then the event leadership should address the issue.

V. Spiritual Boundaries for Safe Sanctuary

As we seek to lead young people in the development of their faith story, it is essential that we guide them and do not manipulate their emotions. This is especially true at longer youth/children's events. The attendees may be exhausted by longer and more active days than they are accustomed to and thereby more susceptible to emotional manipulation. It is therefore necessary that, as we present the message of the Gospel of Jesus Christ and the opportunity to follow Jesus in a life-long journey, we present the invitation with "no-strings-attached." We must allow each person involved to make their own decisions without stigma, coercion, or pressure in any form. As we do this faithfully, we will see more fruitful commitments in the lives of all our participants.

Definitions of Abuse

- 1. Verbal Abuse- Any verbal act that humiliates, degrades or threatens any child or youth.**
- 2. Physical Abuse – Any act of omission or an act that endangers a person's physical or mental health. In the case of child or youth physical abuse, this definition includes any intentional physical injury caused by the individual's caretaker. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual's age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to physical health of a child or youth.**
- 3. Sexual Abuse – Child or youth sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. This includes, but is not limited to: 1) incest, 2) rape, 3) prostitution, 4) romantic involvement with any participant, 5) any sexual intercourse, or sexual conduct with, or fondling of an individual enrolled as a child or youth in sponsored activities of Parkway, 6) sexualized behavior that communicates sexual interest and/or content. Examples are not limited to: displaying sexually suggestive visual materials, making sexual comments or innuendo about one's own or another person's body, touching another person's body, hair or clothing, touching or rubbing oneself in the presence of another person, kissing, and sexual intercourse. (#6 taken from Resolution #30 *Book of Resolutions 2000*).**

Prohibited Behaviors

Possession of, or engaging in the use of the following is prohibited on the Parkway UMC campus and at any time or place when persons are gathered representing Parkway UMC:

- Tobacco
- Alcohol
- Illegal drugs
- Firearms or other weapons
- Foul or offensive language

All persons on the Parkway UMC campus and at any time or place when persons are gathered representing Parkway UMC are prohibited from:

- Threatening or intentionally inflicting emotional or physical injury against another person
- Committing any sexual offense or engaging in any sexual contact
- Making any kind of sexual advance or making a request for sexual favors
- Engaging in verbal, visual or physical conduct of abusive behavior, whether it is physical, emotional, spiritual or sexual
- Physical discipline, such as spanking

VI. Leader Misconduct

It is a privilege to work with children and youth. Great responsibility is required. Those who violate this policy shall immediately be removed from contact with children and youth and appropriate authorities shall be notified immediately.

Medical Release and Consent

For events and activities where children are left in the care of Parkway's ministry Leaders and parents leave the campus, a current Medical Release and Consent form must be on file. For events and activities where students are left in the care of Parkway's ministry Leaders and will either stay on the campus overnight, or will leave the campus, a current Medical Release and Consent form must be on file.

Screening for Adults

Careful screening is one way to prevent the abuse of children and youth. Screening calls for a careful gathering and review of information in search of those who can provide safe and caring supervision in a safe environment.

- 1. Prior to employment or acceptance as a paid or unpaid adult worker/volunteer, the Ministry Leader shall direct each prospective applicant to complete the application/consent form. By signing the form, the applicant gives permission to Parkway to contact references and perform the necessary investigation to complete the review of the application.**
- 2. Parkway is responsible for performing a background check using the company with which the conference has contracted; background checks will be updated annually. Character references will be contacted for all applicants who had not already been serving in Parkway's Children or Student Ministries at the time this policy was updated.**
- 3. If any of the reports raise questions about fitness of the applicant, Parkway will disapprove the application. Parkway reserves the right to turn away any persons for service.**
- 4. If the applicant (paid or unpaid) is found to have been involved in any activity in which the applicant abused or exploited children or youth, the applicant will not be approved. Any conviction of a crime against children or youth shall disqualify any applicant.**
- 5. Results of screens shall be kept confidential. The determination of whether a particular crime is serious enough to result in Parkway giving a negative recommendation shall be made by Parkway in its sole discretion. Without in any way limiting those crimes which Parkway may determine to be serious, these are guidelines:**

Persons having a criminal history of any of the following types of offenses shall not be allowed to serve in any ministry with children and youth:

- Child abuse, whether physical, emotional, sexual, or neglectful
- Violent offenses, including murder, rape, assault, domestic violence, etc
- Persons having a Criminal History of DUI or DWI conviction within the five (5) years immediately prior to application shall not be allowed to act as a driver.

- Persons having a Criminal History of a drug related conviction within the five (5) years immediately prior to application shall not be allowed to participate in the event.

Reporting of Incidents

In any case where first aid or emotional support must be administered to a child or youth, care first for the child (calling 911 if warranted) and notify the Ministry Leader [or designee] as soon as possible to determine who will inform the parent/guardian. In all cases, complete an Incident Report and turn it in to the Ministry Leader (who will, in turn, inform the Senior Pastor).

When an adult Leader of an event or activity suspects that abuse or any suspected violation of the Texas Penal Code is taking or has taken place, he or she shall:

- 1. Call 911 when needed and report the abuse to the appropriate local law enforcement agency and/or the Department of Protective and Regulatory Services (800-252-5400). The adult Leader shall contact the Ministry Leader or event Leader immediately, and cooperate fully with the investigation conducted by law enforcement officials or child protective services.**
- 2. Address any needs the child or youth may have, medical or otherwise. Report to the parent(s) and/or legal guardians(s).**
- 3. The person suspected of abuse (respondent) shall, for the safety and well being of the children or youth, be removed with dignity from further contact with the children and youth until an appropriate investigation has taken place. The matter shall remain confidential. If the adult event Leader is the respondent, then the report should be made to that person's supervisor.**
- 4. Following the report of an incident, the adult event Leader, or supervisor in charge shall document the report, and then speak with the alleged victim, being careful to use open-ended questions.**
- 5. All such conversations shall be documented. Careful and confidential documentation is essential. The documentation should include the following:**
 - a. The name of the adult Leader observing or receiving the disclosure of abuse, including the date, time and place and any action taken by this person.**
 - b. The alleged victim's name, age, and date of birth.**
 - c. Any statement made by the alleged victim.**
 - d. Name of the respondent, the date, time and place of any conversation or any statement made by the respondent.**
 - e. Any action taken, i.e. suspension of the respondent.**
 - f. Date and time of call to the appropriate agency, name of worker spoken to, content of that conversation and case number assigned.**
 - g. Date and time of call to law enforcement agency, name of officer spoken to and content of that conversation.**
 - h. Date and time of any other contacts made regarding this incident.**
- 6. Notify the Senior Pastor.**
- 7. It shall be the goal to provide supportive care to both the victim and the respondent and to restore such persons to wholeness. Supportive care can include the procedures of the criminal justice system, provisions of the current *Book of Discipline*, appropriate counseling referrals and continued pastoral visitation.**
- 8. Confirmed reports of proven incidents of abuse shall be retained in a confidential file for future screening purposes.**

Media Response

The Senior Pastor, District Superintendent and Bishop shall be informed of all investigations or allegations of abuse. If investigations or allegations of abuse should come to the attention of the media, a response shall come from a designated church spokesperson or a spokesperson in the Conference Communications Office or as designated by the Bishop. Refer all inquires to the spokesperson. Do not give out any information, simply state that all inquiries will be answered by our spokesperson.

FORMS:

- Incident Report
- Adult Volunteer Screening Form
- Children Medical Release Form
- Youth Volunteer Screening Form
- Youth Medical Release Form

RESOURCES:

- Conference Safe Sanctuary Consultant: Dan Ramsey Cell 281-222-4393
dbramseyjr@sbcglobal.net
- Conference Website: *www.txcumc.org/safesanctuary*
- Background checks through *www.safechurches.com*
- Discipline Guidelines
- Student Code of Respect

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FUNERAL POLICY
for Parkway United Methodist Church

The Christian funeral service is a declaration of the Christian message of death and resurrection. It deals honestly and directly with the fact of death in seeking to promote healing and bring comfort to the bereaved. As an act of corporate worship, the heart of the funeral is the faith declaration of the gospel message. Participants are encouraged to view this service as a worship experience.

- I. **FUNERALS FOR MEMBERS OF THE CHURCH FAMILY** will be directed by the pastors, who will work closely with the family in planning the service.
- A. **It is important that the pastor meet with the family as soon as possible to discuss how the service can be planned to meet the needs of the family.**
1. The traditional ritual may be used or amended at the direction of the pastor.
 2. Appropriate music should be selected.
 3. Witness or eulogy talks may be planned.
 4. Other pastors may be invited to participate in the service.
 5. Military or fraternal rites may be discussed with the pastor.
- B. **The pastor or his/her representative will discuss church policy and practices for decorations, flowers, guest register and other physical details.**
- C. **The pastor or his/her representative will handle funeral details as follows:**
1. Arrange for ushers as needed.
 2. Alert the Care Team to provide food or other support as needed.
 3. Prepare funeral worship service bulletins.
 4. Advise the Calendar Coordinator of facility use requirements, special furnishings, need for room for family to gather, and similar details.
 5. Advise church staff of funeral arrangement details, funeral time and date, and the name and address of the funeral home.
 6. Placement of flowers or other decorations or memorabilia will be directed by the pastor or his/her authorized staff person.
- D. **The Worship Coordinator will make arrangements for pianists, soloists or other music needs.**
- It is customary, but not required, for the family to offer an honorarium to the musicians who perform at funeral services.
- E. **The family may provide an honorarium for the pastors** directing the funeral service, but this practice is not to be suggested or required. The church provides funeral services at no charge or cost to the family of the deceased.

II. **THE FUNERAL OF AN INDIVIDUAL WHO IS A FAMILY MEMBER OF A CHURCH MEMBER** will be conducted in the same way as church member funerals.

III. The pastors may approve and direct funerals for **INDIVIDUALS WHO ARE NOT CHURCH MEMBERS.**

Wedding Policy
Parkway United Methodist Church
5801 New Territory Blvd
Sugar Land, TX 77479
281-494-5050

Introduction

The congregation and staff of Parkway United Methodist church extend to you our warmest congratulations and best wishes for your wedding. The Service of Marriage is a sacred occasion when a man and a woman declare before God, their friends and family their faith to each other and their desire to be united by the church in a new relationship.

The following guidelines have been prepared to help you plan your wedding and to suggest procedures that will be in keeping with the spirit of Christian marriage and Christian worship.

The pastors and staff of PUMC wish to extend every possible assistance to you during your preparation so that your wedding will be a memorable and joyous experience.

These policies have been reviewed and approved by the Board of Trustees.

Scheduling

To begin scheduling your wedding, contact the Calendar Coordinator in the church office at 281-494-5050. Please call as early as possible for available dates. No wedding may be scheduled on Sunday, during Holy Week, Christmas Eve or Christmas Day. Weddings and related gatherings on national or Christian holidays or holiday weekends are discouraged. Wedding should be scheduled at least 30 days prior to the wedding day. (It is preferable to schedule them several months in advance.) In order for the wedding to be officially scheduled ALL of the following must be completed:

1. The Calendar Coordinator must be contacted to confirm facility availability.
2. The Calendar Coordinator will forward request to one of the pastors to confirm the date, time and to forward bride and groom contact information.
3. A copy of the wedding policy will be sent immediately to the bride and groom.
4. Data sheets must be completed and returned to the Calendar Coordinator.
5. Required fee deposit must be made as agreed upon and by dates specified in policy.

A “Member” wedding requires that either the bride, groom or the parent(s) of either is a member of Parkway United Methodist Church 6 months prior to the initial inquiry about wedding scheduling. A “Non-Member” wedding refers to all that are not “Member” weddings.

Please note: The worship area must be vacated by 9:00 p.m. on Saturdays. This means all clean up and furniture rearrangement must be complete by 10:00 p.m. and the worship area must be ready for Sunday morning worship services.

The Pastor

The marriage service is under the sole direction of the officiating pastor. The officiating pastor will discuss details and plans of the wedding with the bride and groom only. *Therefore, it is important for the bride and groom to make an appointment with the pastor for premarital conference well in advance of the wedding.* At the conference the pastor will talk with both bride and groom about the wedding and Christian marriage. It is the bride and groom’s responsibility to schedule this conference, since this conference is required in order to perform the wedding ceremony.

A pastor from another church is welcome to perform the ceremony; however, permission must be obtained from the Senior Pastor of Parkway United Methodist Church.

Marriage License

The bride and groom are responsible for obtaining a valid marriage license. In the state of Texas, a marriage license is valid for thirty days and must be obtained at least 72 hours prior to the wedding. This is issued to the bride and groom through a County Clerk's office. Both bride and groom must appear in person to apply for the license. The license must be given to the pastor at the rehearsal or prior to the wedding. After the ceremony, the pastor will sign the license and give to the wedding host. The wedding will be recorded in the official records at PUMC and then the license will be mailed to the County Clerk for recording, after which it is mailed back to the bride and groom.

Music

The purpose of music in the wedding is to glorify God. The music shall be designed to remind all who are present of God's place in the wedding and shall serve to voice a prayer for God's blessing on the marriage. Love songs with texts not relating the bride and groom to God are appropriate at the rehearsal dinner and reception only.

Calendar Coordinator or Facilities Director

The Calendar Coordinator and/or the Facilities Director will work closely with the bride to assist in planning and carrying out their desires for a meaningful and joyous wedding. They will review the church calendar and coordinate with the bride setting the date and time of the wedding and rehearsal. Additional duties include providing the bride and groom with information about church policies, discussing fees and payment due dates, answering questions concerning facility use and decorations, and coordinating the janitorial duties before and after the ceremony. They will be available to meet with the bride and any of her representatives during normal church working hours.

The Rehearsal

The rehearsal will begin promptly as scheduled. The bride and groom will urge all participants to be on time for the rehearsal and the wedding. This is mandatory because of other activities scheduled in the church. Please inform members of the wedding party that church regulations do not allow smoking in the Worship Center or any other area inside the church facilities.

The following information will help in preparation for the rehearsal:

1. The officiating pastor is in charge of the rehearsal.
2. The rehearsal will take approximately one hour.
3. Both sets of parents should be present for the rehearsal, when possible.
4. All persons who will be escorted into the wedding should be present for rehearsal.
5. All members of the wedding party, including the ushers, should be present.

The marriage license should be delivered to the pastor at the rehearsal.

The details below should be completed on the form provided in this packet and brought with you to use at rehearsal.

1. Who will light the candles?
2. What decorations will be used and where they will be placed?
3. Will a unity candle be used, and, if so, where will it be placed?

4. Who will seat mothers? Grandmothers? Other family members?
5. How will family seating be reserved?
6. Who will be the Head Usher?

Have a list of attendants ready to read off when the pastor is ready, in the order you want to process and recess.

We recommend that children in the wedding party be at least 5 years old.

You should plan for one usher for every 30-40 people expected at the service. Groomsmen may serve as ushers. Ushers are asked to inform those persons with cameras that pictures may not be taken during the wedding.

Regarding Wedding Dress and Other Personal Valuables

The bride is responsible for pre-arranging what time on the wedding day dresses are to be delivered to the church. Arrangements should be made in advance with the Facilities Director to make sure the church is open. The church will not be responsible for the receiving of dresses. The church will not be responsible for personal items such as wedding dresses, wraps, purses, wedding gifts, silver or glassware brought to the church for use in the wedding or wedding reception. The church shall not be liable for such items if lost, stolen or damaged. Every reasonable effort will be done to help the wedding party protect such property.

Instructions for the Florist and Photographer

Church policies regarding floral decorations and photography at the wedding are attached. It is the responsibility of the bride or her representative to review these instructions with the photographer and florist in making plans for the wedding and reception so there will be no misunderstanding or deviation from these established rules. The Facilities Director is available during regular office hours to meet with the photographer and/or florist to answer questions. Please call in advance to schedule an appointment. Friends and family members are required to observe the same rules concerning the taking of pictures. If ushers observe guests with cameras, the ushers will inform the guests of the rules.

Other Guidelines

In accordance with church policies:

There is to be no smoking or use of any tobacco product in any part of the buildings

No alcoholic beverages are permitted on church property

The throwing of rice or confetti is not permitted at all. Throwing of birdseed is permitted outside the building only.

Wedding Fees – Non-Member

There are cost factors to be taken into account to make the church facilities available to you. These fees help cover utility and personnel costs involved in your wedding plans. The schedule of fees is listed below. The deposit and final fees are due as determined on page 8 of this policy. If your fees are not paid in full by the day of the rehearsal, the wedding will be considered cancelled and the deposit will be returned.

Checks should be made out to Parkway United Methodist Church and mailed to the Calendar Coordinator at the church address: 5801 New Territory Blvd Sugar Land, TX 77479. Please note in “memo” Bride and/or Grooms name with date of wedding.

Wedding Fees:

Deposit	\$750
Use of Worship Center	\$750
Use of Prayer Chapel	\$750
Sound Person	\$25/hour
Custodian Fee	\$100

Reception/Rehearsal Fees:

Use of Atrium	\$150/hour
Use of Youth Worship	\$200/day
Sound Person	\$25/hour
Custodian Fee	\$100

*The bride/groom may engage the services of vocalists or instrumentalists who will be approved by the pastor. Arrangements regarding fees and payment to the vocalists and instrumentalists will be the responsibility of the bride/groom. These performers will not be paid by PUMC. The equipment on the stage is not to be used by any reason without prior approval from our Worship Coordinator.

Weddings performed in the pastor’s office or in the Prayer Chapel and which are limited to immediate family members may be deemed exceptions to the schedule of fees at the pastor’s discretion.

The clean-up after the reception/rehearsal dinner is the responsibility of the Bride, Groom, family, friends and/or caterer. Removal of flowers and other decorations is not included in the custodian’s responsibilities.

**Custodian fees may be adjusted by custodial service depending on size of group, additional requests other than their normal services, contract increases will be determined prior to the event. The janitorial staff is responsible for making sure the facility is clean and ready for the bride and her representatives in plenty of time to decorate for the ceremony and reception. We will do our best to have our custodial staff available to provide additional services for the reception set up at additional costs agreed upon in advance of the event. These services, however, are limited to table and chair set up and tear down at the direction of the Facilities Director only and they are not responsible for assisting caterers in any other duties. Once all decorations and items used for the ceremony and reception have been removed by family, friends and caterers, the janitors will return to clean the building, reset furniture and prepare the facility for Sunday services and activities. If anyone with the wedding party or a representative moves church items from their normal location, it will be up to those individuals to make sure everything is returned to the original location.

Wedding Fees – Member

There are cost factors to be taken into account to make the church facilities available to you. These fees help cover utility and personnel costs involved in your wedding plans. The schedule of fees is listed below. The deposit and final fees are due as determined on page 8 of this policy. If the wedding is cancelled for any reason, all deposits will be returned. If your fees are not paid in full by the day of the rehearsal, the wedding will be considered cancelled and the deposit will be returned.

Checks should be made out to Parkway United Methodist Church and mailed to the Calendar Coordinator at the church address: 5801 New Territory Blvd Sugar Land, TX 77479. Please note in “memo” Bride and/or Grooms name with date of wedding.

Wedding Fees:

Deposit	\$750
Use of Worship Center	No Charge
Use of Prayer Chapel	No Charge
Pastor	Honorarium
Custodian Fee	\$150
Sound Person	\$25/hour

Reception/Rehearsal Fees:

Use of Atrium, Youth Worship or other areas	No Charge
Custodian	\$150
Sound Person	\$25/hour

The bride/groom may engage the services of vocalists or instrumentalists who will be approved by the pastor. Arrangements regarding fees and payment of the vocalists and instrumentalists will be the responsibility of the bride/groom. These performers will not be paid by PUMC. The equipment on the stage is not to be used for any reason without prior approval from the Worship Coordinator.

Weddings performed in the pastor’s office or in the Prayer Chapel and which are limited to immediate family members may be deemed exceptions to the schedule of fees at the pastor’s discretion.

The clean-up after the reception/rehearsal dinner is the responsibility of the Bride, Groom, Family, Friends and/or caterer. Removal of flowers and other decorations is not included in the custodian’s responsibilities.

**Custodian fees may be adjusted by custodial service depending on size of group, additional requests other than their normal services, contract increases will be determined prior to the event. The janitorial staff is responsible for making sure the facility is clean and ready for the bride and her representatives in plenty of time to decorate for the ceremony and reception. We will do our best to have our custodial staff available to provide additional services for the reception set up at additional costs agreed upon in advance of the event. These services, however, are limited to table and chair set up and tear down at the direction of the Facilities Director only and they are not responsible for assisting caterers in any other duties. Once all decorations and items used for the ceremony and reception have been removed by family, friends and caterers, the janitors will return to clean the building, reset furniture and prepare the facility for Sunday services and activities. If anyone with the wedding party or a representative moves church items from their

normal location, it will be up to those individuals to make sure everything is returned to the original location.

PARKWAY UNITED METHODIST CHURCH
WEDDING INFORMATION

Member _____ Non-Member _____
Date of Wedding: _____ Time: _____
Date of Rehearsal: _____ Time: _____
Date and Time of Pre-marital Conference: _____
Name of Bride: _____
Address: _____
Phone: _____ Work: _____
Cell: _____ Email: _____
Bride's parents: _____
Address: _____
Phone: _____ Work: _____
Name of Groom: _____
Address: _____
Phone: _____ Work: _____
Groom's Parents: _____
Address: _____
Phone: _____ Work: _____

Officiating Pastor: _____ Phone: _____

Assisting Pastor: _____ Phone: _____

Accompanist: _____ Phone: _____

Soloist: _____ Phone: _____

Will there be a reception at the church: _____ yes* _____ no

*Caterer in charge of reception (if reception is held at church):

Caterer: _____
Address: _____
Phone: _____

Florist: _____ Phone : _____

Photographer: _____ Phone: _____

Bride: _____

Wedding Date: _____

Wedding Fees:

Use of Worship Center....._____

Use of Prayer Chapel....._____

Pastor....._____

Custodial Fee_____

Reception Fees:

Use of Worship Center or other areas....._____

Custodial Fee_____

Rehearsal Dinner Fees:

Use of Worship Center or other areas....._____

Custodial Fee_____

TOTAL DUE: _____

Fees paid: First half: Amount: _____ Date: _____ CK# _____

Second half: Amount: _____ Date: _____ CK# _____

I have read the Wedding Policy and rules of Parkway United Methodist Church and will abide by these rules.

Bride's Signature Date Groom's Signature Date

(Additional Info for the Wedding of _____)

Rehearsal time: Date: _____ Start _____ finish by _____

Rehearsal Dinner (if at church): Date: _____ Start: _____ finish by: _____

Set-up and Deco: Date: _____ Start: _____ finish by: _____

This information should be confirmed with the church office as soon as it is decided.

Time Bride arrives on wedding date: _____

Room _____ will be used as bride's dressing room

Room _____ will be used as the groom's room

Reception Set up (if at church): Date: _____ Start: _____ finish by: _____

Reception time: Date: _____ Start: _____ finish by: _____

SET UP INFORMATION

If you choose to use candelabras, they must be provided by the bride or her florist.

Candelabra provided by: _____

Who will pick it up? _____ When? _____

Who will gather up misc. items after the wedding? (All items must be removed from building immediately after the wedding unless special arrangements have been made ahead of time.):

_____ phone: _____

relationship: _____

How will rows be reserved for family members? (ie, bows?) _____

(Check policy for how to attach items.)

Who will light candles: _____

Who will seat the mothers: _____

Grandmothers: _____

Other family members: _____

(Additional Info for the Wedding of _____)

Who is head usher: _____

List of attendants:

Bride's

Groom's

_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

Songs/Music chosen: _____

Scriptures to be used: _____

How many rings? _____

Additional Information concerning service:

(The bride is responsible for seeing that the florist reads, signs, and returns this page. The bride should keep a copy for herself and return this page to the Calendar Coordinator.)

Florist's Copy: to be returned to the Calendar Coordinator by mail to
Parkway United Methodist Church, 5801 New Territory Blvd, Sugar Land TX 77479
or by Fax (281) 494-5051

Instructions for the Florist

No decoration shall hide from clear view any of the worship symbols. Candles should not be used in close proximity to flowers or greenery.

The following is a list of detailed guidelines with which we expect full cooperation:

1. On Friday, the custodial staff will have chairs set up. The room should be ready for decorating and rehearsal no later than Friday afternoon around 3 PM. Contact the Calendar Coordinator the week before the wedding to confirm the time the facility will be available.
2. Fresh flower petals may NOT be strewn in the aisles. Artificial flower petals are allowed.
3. If candles are used outside the chancel area, they must be enclosed completely. If this type of candle is used, entry to the aisle must be from the outside. All candles on the aisles will be head high.
4. Lighted candles are not to be carried by participants.
5. No tacks, pins, nails, glue, or tape shall be used to fasten any decorations to the furniture or the building. Only wrapped wire or ribbon that will not mar the furniture shall be used to fasten bows. Nothing may be attached to the walls or ceiling.
6. The florist shall be responsible for furnishing dripless candles and is required to use wax savers to prevent candle drippings from falling on the floor or furniture. There must be ample polyethylene or similar fireproof material used under the candelabra to protect the carpets and furniture.
7. The florist shall call the Calendar Coordinator at least one week in advance of the wedding to set a time for decorating the church. Decorations must be completed at least one hour before the ceremony.
8. The florist will be held responsible for any damage done to the building or furniture that may have resulted from the wedding decorations.
9. The florist is expected to remove all decorations and equipment immediately following the ceremony.

Agreed to and signed this _____ day of _____, 201____

Florist _____

Bride's Name: _____ Date of Wedding: _____

*(The bride is responsible for seeing that the photographer reads, signs, and returns this page.
The bride should keep a copy for herself and return this page to the Office Manager.)*

Photographer's Copy: to be returned to the Calendar Coordinator by mail to
Parkway United Methodist Church, 5801 New Territory Blvd, Sugar Land, TX 77479
or by Fax (281) 494-5051

Instructions for the Photographer

The wedding is a service of worship, and photographers (amateur and professional) are asked to do NOTHING that would detract from the reverence and meaning of the service.

The photographer may take pictures before or after the service in any part of the building. It is understood that the service begins when the bride walks through the door.

The photographer shall not stand on the chairs or place camera equipment on the chairs or any furniture in the church. He/she will be held responsible for any damages done.

Video cameras may be used. Video cameras must be on tripods or other stationary means.

Agreed to and signed this ___ day of _____, 201__.

Photographer

Bride's Name: _____ Date of Wedding: _____