

2014

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TERRY GROVE MISSIONARY BAPTIST CHURCH

POLICY AND PROCEDURES MANUEL

Effective 1/2014

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OPENING STATEMENT

Terry Grove Missionary Baptist Church (*TGMBC*) is the temple of God and of the Holy Ghost. The New Testament scripture exhorts us to keep it clean and undefiled. Matthew 9:16-17 states that: ¹⁶No man putteth a piece of new cloth unto an old garment, for that which is put in to fill it up taketh from the garment, and the rent is made worse. ¹⁷Neither do men put new wine into old bottles: else the bottles break, and the wine runneth out, and the bottles perish: but they put new wine into new bottles, and both are preserved.

The following Policies and Procedures are to be followed by all members of *TGMBC*

CHURCH ETIQUETTE

- Please set cell phones on vibrate upon entering the sanctuary.
- Please do not chew gum, eat or drink in the sanctuary.
- Parents please take your children to the nursery or restrooms for changing and feeding.
- Please do not walk in the center aisles or in front of the sanctuary while The Word is being preached.
- Please do not walk during scripture reading, prayer, communion, baptisms or invitation to discipleship.
- Please remove all trash and personal belongings before leaving the sanctuary

FINANCIAL OPERATING PROCEDURES

The success of any entity is the accountability of all funds and/or monies that is collected through whatever source. To help assure that *TGMBC* continues as a church of stability in the community, it is important to set up procedures by which to operate.

BUDGET

A budget is important to keep a handle on expenditures and a guide for future budgets. A budget for *TGMBC* will be set up based on historic expenditures and deposits for the past twelve (12) months. It is very important that the budget is followed as close as possible. If there are extenuating expenditures, a budget change is a possibility.

Each year a new budget will be set based on plans and by-laws set by the church and historic expenses. All approved budget will be forwarded to the Finance Clerk to be loaded in the Church's financial software.

A separate person will be designated to keep up with expenditures totals and deposits each month. (This is not a paid position).

BUDGET CHANGES

Prior to the end of each budget year, the Pastor/Finance Committee/Trustee Board will meet to determine if any budget category is too high or too low and make recommendations for changes. The recommendations will be made to the Governing Body to either accept or reject. The Trustee Board/Finance Committee will share the acceptance or rejection with the full church for approval/disapproval. If any person/ministry is affected by the changes, that person/ministry will be notified by Deacon Chair/Trustee Chair.

INTERNAL CONTROLS

All checks will have two signatures; the Trustee chair will confirm all check signers; to be approved by the deacon board. The Finance Clerk

will properly log all equipment purchased with church funds and maintain an inventory of said property. The Trustee/Finance Committees must clear all major purchases and financial obligation at a regular or called meeting. (Dollar amount will be determined by the Board.) Whenever possible, an approved church official will be assigned to reconcile banks statements that do not write nor print checks.

A security code shall be installed on the accounting software that maintains tithes and offering and all other financial data. Access to this information is limited to persons designated to handle financial data. At least two people (approved) will always be available when counting and/or handling money. If family members are counting funds, make sure a third non-related party is included.

Should there be a need to share total for tithes and offering, instead of the church members' name being published another method will be used (Church Membership Software) unless dictated otherwise.

BANK STATEMENTS

The finance Clerk will reconcile the bank statement on the Quick Book Software. The Volunteer Clerk will make sure all bank statements are correct. All reconciled bank statements will be forwarded to the Church Treasurer for verification before filing. Bank reconciliations will be completed on all Bank Accounts.

CONTRIBUTIONS (Tithes and Offering)

The Finance Clerk will retrieve all donation envelopes from the Trustees counting funds for each Sunday. Each envelope will be initialed by the Finance Clerk. The Clerk will verify envelopes weekly as a check and balance once the contributions have been load into the computer. The Finance Clerk will load all donations into the computer prior to the next worship Sunday. If the Finance Clerk is unable to load donations within the week, she/he will make arrangements with the designated back-up person.

The Finance Clerk will sign the monthly and quarterly computer print-out verifying the documents (envelopes/checks) that either one or both will witness.

SPECIFIC TASK

- a. Retrieve all tithes/donation envelopes every Sunday to be kept in the Fire Proof Cabinet.
- b. Keep a running tally on all tithes/donation envelopes each Sunday and by month.
- c. All tithes/donations should be logged into the computer weekly.
 1. A two-person verification of amounts will be made at this period(end of each month)
 2. Both persons will sign off on verified computer print outs making this the official document of record. A designated Trustee will sign off on quarterly and annual reports.(option)
 3. Provide annual reports to members where applicable.
 4. Provide Pastor with monthly visitors'' donations for "Thank You Letter."

Note: When loading tithes/donations; in the comment section include check#, tithes/offering, if no envelope put (NE), other as needed. This process helps to eliminate having to re-pull envelopes if there is a concern.

CHECKS

The Finance Clerk will write/print out all checks for bill due each week. Checks will be presented to check signers for signatures. Checks will be issued and/or mailed the same day by the Finance Clerk.

The Finance Clerk will maintain a log of all funds collected each Sunday. The Finance Clerk and volunteer clerk will load all checks into the computer using Quick Book. Cross training will take place to encourage all finance staff to learn software and process. The depth of

knowledge and understanding will depend on the individual staff and/or initiatives taken.

The Trustee chairperson and/or designee will be responsible for maintaining the checkbook. No check(s) will be issued without his/her knowledge. The bank authorized person in their handwriting will sign checks. No major check purchase will be issued that is not in the budget without prior approval of the Deacon Board in collaboration with the Trustee Chairperson. Signed blank checks are not encouraged.

DEPOSITS

Deposits for church accounts will be made by the Treasurer or his/her designee on the same day or next banking day after funds are collected.

The Treasurer will receive bank statements each month to verify funds deposited and check written immediately after each bank reconciliation are completed; usually within three days after receipt.

Funds for the Benevolence account will be deposited by the Church designee within the next bank business day. Checks are written by this same designee.

FUNDS COLLECTED

Benevolence funds. A check or transfer for an approved amount will be allotted this account each month on the 4th Sunday of the month to be taken from the general account. A separated bank account is used to keep track of deposits and checks written.

General Collections and Tithes. All collections from general offering and tithes will be counted by persons designated by the Trustee Board; totals will be given to the Finance Clerk. All funds collected will be deposited in the appropriate bank account. All deposit slips will show a break out of money collected, example: plate offering, donations, special funds, etc. All deposits are to be made no later than the next business day, or night depository. Any trustee needing training on how to make night deposits will confer with the Trustee Chair or the

Finance Clerk. At the end of each month, the Trustee chair reviews the bank statements after it has been reconciled to verify all deposits and expenditures.

Sunday School funds All Sunday School funds are collected and counted by the Sunday School Secretary or designated member.. The calculated funds are forwarded to the Finance Clerk to secure until church funds are collected and counted. These funds are deposited along with the church funds in the same manner as stated above.

RECORD KEEPING

Records kept in the fireproof cabinet will include but is not limited to: bank statements, current year tithes, historic data to the extent space is available, etc. All official mail for the church will be mailed directly to the Church's P. O. Box. No official mail must come to a church member's home. All regular bill/invoices will be filed under it billed name or grouped by category. Infrequent invoices will be filed in a folder labeled by the "Year". Church ministries with more than one invoice will have a designated folder. Records are kept 7 years after the year closes out.

COMPUTER INPUT (Members/ Family Data)

Membership Data is logged into the Membership Plus Software. When loading family data, the clerk must start with the family screen; otherwise the software will not connect the family information. Information on new members should be logged in the computer immediately after confirmation by baptism or letter.

When loading visitor information (for those making contributions only), the clerk can go directly to the individual module unless the visitor is a prospective member. The Clerk can update member information at any time.

MEMBERSHIP ROLL

The Finance Clerk and the Secretary of the Church will work together to update the membership roll on a period of every year.

Classification of Members:

Active Member-Active members take part in the worship of the church, support the work of the church through the giving of time, talent, and money, and participating in the governing responsibilities of the church where possible. Active church members regularly participate in worship, make a timely annual stewardship pledge and payment, and contribute to the ministries of the church. Note that members of the Church are expected to attend services, unless you have a legitimate reason. For example: If the member is sick, tending to a sick child or job related issues.

Inactive Member-When members, without just cause or reason satisfactory to the church, fail to attend or manifest any interest in the church for a period of six (6) months, will be placed on the inactive list by the church and lose their right to speak or vote at any meeting of the church. The pastor and people of the church shall make every effort to re-establish the member's fellowship with the church. Names remaining on the inactive list for one (1) year shall automatically be removed from the church roll.

FINANCIAL/PROPERTY MANAGEMENT

The required insurance and bonding will be current where applicable. All persons handling money must be bonded. An outside Auditor may audit expenditures, revenues for any special projects the church may have based on need.

KEYS TO PROPERTY

The Trustee Chair will issue all keys. All persons receiving keys must sign for a copy and agreeing that he/she will not make copies without notifying the Trustee Chair.

RENTAL OF CHURCH SPACE AND EQUIPMENT.

Since the Church is considered a 501(c) 3, the CPA will be contacted to confirm the best method for handling fees so that there is no adverse effect on Church's tax status. Fees will be paid by checks or money orders only. The check or money order will be forwarded to the

Trustee Chair with an attached itemization sheet detailing purpose of fees.

ASSEST LIABILITIES AND FUND BALANCE

A list of all assets and liabilities will be shared with the Pastor and Deacon Board monthly.

VEHICLE COVERAGE AND DESIGNATED DRIVERS

All designated drivers must have valid driver's license. A copy of such license will be kept on file in the finance office. The driver must submit a copy of any changes to his/her license to the Finance Chair. Designated drivers DOB and license number will be submitted to the Insurance Company for approval by the Finance Chair. (Any persons having traffic tickets or other violations within a three-year period will not be a designated driver.)

REVENUE RESOURCES

Revenue/funds coming into the church will be documented according to type and/or special projects. All checks must be identified with a budget category to help eliminate being charged to the wrong account. All unidentified budget category may be charged to misc. until the correct category is identified.

MONTHLY/ANNUAL REPORTS

Financial reports will be printed by the Finance Clerk. If the Finance Clerk is in training, the Volunteer Clerk will assure reports are generated until such time as the Finance Clerk's training is complete (8 weeks tops).

- a. Check register
- b. General Ledger
- c. Trial Balance
- d. Income and Expense
- e. Others as needed.

Annual reports include;

- a. Annual 1099 and forward to CPA
 - 1. Generate the following reports for 1099 (\$600 and over per person)
 - a. All contract/service categories
 - b. All facilities categories
 - c. All Guess speakers and revival budget categories
 - d. All categories “labeled” Pastor.
- a. Donation reports/receipts
- b. Trustee/Finance Committee budget preparation

Reports can be generated from the Church Financial Software. The volunteer clerk will keep statistical data on finances to include graphs, tithes/donation etc. (All finance persons to include the finance committee must understand the process.)

FINANCIAL REVIEWER

The Pastor will recruit a financial reviewer (in-house audit/Finance Committee), who is a member of the church to review reports and offer any financial input etc.

TRUSTEE AND/OR FINANCE CLERK SELECTION

The church should consider having several members of the Trustee Board with good financial background, example: business owner, persons who works in a financial position, retired financial administrator, financial related degree, etc. The Finance Clerk must have a basic understanding of accounting and must be computer literate. Training will be available to the members upon selection (All chosen persons MUST BE TITHERS)

FINANCE COMMITTEE (Advisory Capacity)

The accountability of church funds will always leave a positive or negative impact on members as well as outside donors to include financial institutions. The committee will consist of at least 3 people. The function of this committee will include but is not limited to ; reviewing of monthly reports, budget suggestions, in-house audits, and suggestions on other financial related activities. Membership to this

committee will include persons with some type of financial background, business skills and other financial skills. Liaison members will be the Finance Clerk, and several members of the Trustee Board.

BENEVOLENCE FUND POLICIES AND PROCEDURES

PURPOSE

To manage a benevolence fund and distribute said funds to needy individuals on a case-by-case basis, and provide gift to members for certain life events.

PROCEEDURES

Maintain an appointed committee of three (3) or more people who shall:

- Manage the fund in an independent bank account entitled *TGMBC* Benevolence Fund.
- The Church should transfer a monthly contribution of \$400.00 into the Benevolence Fund account.
- Keep the Church inform regarding the status of the Fund and to seek additional fund if necessary through designated offering from the congregation to maintain an appropriate balance in the account.
- Manage the benevolence requests based on the below guidelines.

GENERAL GUIDELINES

When considering a benevolence request the committee should:

- Discern the difference between helping someone in difficult times and underwriting their irresponsibility or particular lifestyle.
- Discern the difference between “need” and “convenience”, e.g. if someone requests money for housing while they are currently housed with no threat or being homeless, ask the question, “Is this really a need or is this for convenience?”.

- If appropriate, provide financial instruction any time money is provided, i.e. basic financial planning, reference a simple money management book, etc.
- Provide checks or vouchers as opposed to cash whenever possible.
- Members should be considered for assistance before reaching out to non-members. Assistance to non-members should be carefully considered on case by case basis.
- Those requesting assistance that are not members of the church shall be instructed concerning the importance of church membership and regular attendance.
- Make decisions based on a quorum of committee members. A quorum of committee members consists of any three (3) committee members.
- Maintain complete confidentiality regarding benevolence discussions except for pertinent information to the Church Leaders.

DISTRIBUTION OF BENEVOLENCE FUNDS

Individuals in Need

The maximum amount that should be distributed to any individual from the benevolence in a calendar year is **\$300.00**. The actual amount given will be based on the individual's needs based on the assessment of the committee. **Request for assistance must be in writing.**

Death of Church Member or Family Member

In case of death of a church member or an immediate family of a church member, immediate family, includes parents, spouse, children, sibling, grandparents, a gift of \$100.00 or a floral arrangement/plant equivalent should be provided to the family. The Church will generally finance the cost and prepare and serve food for up to 75 people for the repast of a church member not to exceed \$300.00 per repast.

Sick and Shut-In Policy

An annual donation of \$50.00 should be provided to any long-term (6 months or greater) shut in members, i.e. home confinement and nursing home,

Hospital Admission

Any member that is admitted to the hospital for an overnight stay or longer will be provided a \$100.00 donation.

Special Circumstances

Fund will be distributed for other special circumstances as deemed appropriate by the committee and church leadership.

BUILDING/EQUIPMENT USAGE

Policy Statement

It will be the policy of *TGMBC* to recognize our church facility as the House of God and it is to be treated with dignity and respect. It will be used principally by this body for the consecrated study of the Word of God and for His holy worship. The building will not be used by anyone whose objective purposes run counter to the objective purpose/mission of our church. The following procedures apply;

1. Regular scheduled ministry programs and activities will take precedence over all other uses of the facility.
2. The posting of signs, billboards, posters and so forth will be on bulletin boards or cork strips. No materials will be taped or affixed to walls, doors, or windows or any other equipment or structure that may be damaged.
4. No furniture or equipment may be removed, relocated or modified except as directed by the Administrative Committee or their delegated authority.
5. No permanent attachments may be made to any wall, temporary structure constructed, or modification made to any space without authorization of the Administrative Committee.
6. Use of the facility by outside organizations will be limited to nonprofit organizations involved in similar activities as *TGMBC*.

Facility User Categories

A. *TGMBC*-Related Groups.

This category includes all *TGMBC* sponsored activities. These groups will not be charged a facility rental fee unless special provisions are deemed necessary by the user or the church.

B. Non Church Groups or Organizations

This group includes those who would like to use the facility for private meetings or social gatherings. A *TGMBC* member or regular attendee must initiate any request from this group. Please see Fee Schedule for applicable fees.

Facility Use Requests:

It will be the policy of *TGMBC* that worthy requests for use of the facilities by members and non-church groups alike will be considered on a case basis. When use is authorized, groups will conform to Christian (high moral and ethical) standards of decorum and activity. No alcohol will be permitted for use on the premises. Possession or consumption of alcoholic beverages or illegal drugs, boisterous conduct, gambling and illegal activities of any kind shall not be permitted in church facilities. Smoking in any of the facilities will not be permitted.

Reimbursement for use of the facility for functions not directly related to the programs and ministries of the *TGMBC* will be on a cost basis. In support of this use policy the following procedures will be utilized:

Terry Grove Baptist Church Organizations

1. Use of the church facilities for non-regular church programs activities will be arranged with the Event Coordinator. Requests for scheduling will be made by completing the Room Reservation Request Form at least one week in advance of the event. When approved, the activity will be placed on the church calendar.
2. The individual signing the facility use request assumes responsibility for the facility when used outside the normal working hours. This includes security of the building during and after the activity; and turning utilities on and off.
3. Rearranging rooms, moving furniture or equipment will be permitted on a request basis and done by Church staff or under their supervision. A user fee may be assessed for extensive room changes.

4. Only that portion of the building listed and approved on the application will be available for use by the applicant.
5. Applicants must strictly adhere to event beginning and ending times as approved on application.
6. A staffing fee may be imposed for any activity not part of our church program.
7. Applicants should be prepared to present a copy of the confirmed reservation to the building custodian or other authorized church personnel upon request.
8. When sound equipment or other technical equipment is used, a church operator may be assigned to the function at the current established rate. (Please see Fee Schedule)

Non Church Groups and Organizations

1. A *TGMBC* member or regular attendee may request to hold a non-church sponsored activity. Non Church Groups and Organizations requests will only be considered if they originate and are requested by a *TGMBC* member or regular attendee. Please see fee schedule.
2. Use of the church facilities for non-church programs or activities will be arranged with the Event Coordinator. Requests for calendaring will be made by completing and submitting the Room Non-member Reservation Request Form. When approved, the activity will be placed on the church calendar.
3. Regular and special programs of *TGMBC* will always take precedence over requests by non-church groups activities.
4. The requester will recognize in writing their obligation to prohibit the possession or consumption of alcoholic beverages or illegal drugs, boisterous conduct, gambling and illegal

activities of any kind, the use tobacco, the use of foul or untoward language or activity on the church premise.

5. Rental fees and custodial/aide charges will be in accordance with established church fee schedules. Events of significant size or duration may be assessed additional charges to reimburse the church for facility impact.
6. If the Non Church Group and/or Organization requests any change in room set up, this change shall be done by or under the supervision of church staff.
7. Notification of cancellation must be submitted to the church office at least three (3) working days prior to scheduled time of use to avoid rental charges. Cancellations must be made during working hours, 8 am - 4:30pm. .
8. When sound equipment or other technical equipment is used, a church operator may be assigned to the function at the current established rate.
9. Applicants must present a copy of the confirmed application to the building custodian or other authorized church personnel upon request.
10. There will be no fundraising activities in church facilities by groups not associated with our church.
11. Non church organizations may be required to furnish proof of public liability insurance for activities in the amount of \$500,000 per incident. Said policy must name *TGMBC* as additional insured. A copy of the insurance certification must accompany the completed facility use application.
12. Applicants are required to remove, at their expense, materials or rubbish left after use at church facilities. If not done, the organization to which the permit is issued will be required to

- pay the cost of the removal. The applicants deposit will be used to cover cleanup cost.
13. All equipment, furniture, and other church property will be treated with extreme care and returned to the same location and condition as originally found. If the building or equipment is damaged or left in an unsatisfactory condition, the deposit will not be returned and the responsible group will be billed for the cost of repair or replacement and may be denied future use of the church facilities until payment is received.
 14. Applicant is to report any maintenance problem(s) or concern(s) that may impact their activity to the church office or custodian.
 15. Authorization for use of church facilities shall not be considered as endorsement or approval of the activity, group, or organization, nor the purposes they represent. **TGMBC** reserves the right to reject any application for use of the church facility.
 16. **TGMBC** reserves the right to cancel any request for facility use four (4) weeks prior to the activity and refund any payment previously made for the requested use if it conflict with a scheduled church function, provided the user is given advance notice of the cancellation. The church may cancel any request and provide a refund at any time for a failure to comply with this policy or procedure.
 17. For security and liability reasons, an official church employee must be on premises during usage.

Use of Equipment

It will be the policy of **TGMBC** that the materials and equipment purchased and /or administered by the general and designated funds will be used exclusively for ministry function of **TGMBC**. Materials and equipment cannot be used away from the church.

Use of Sanctuary

The following requirements apply to all visiting groups requesting use of the Sanctuary for a particular event. Please complete all attached information as part of your request. This will be reviewed by Church Staff before a decision can be rendered.

Requirements

- Personnel: We require that you use our trained personnel in the following areas:
Coordinator, Sound Technician, Lighting Technician, Video Technician, Custodian, Sanctuary set-up,
- Platform instruments (i.e. piano, drums, keyboard, organ, etc.) may not be moved or disconnected in any way.
- Platform furniture (i.e. choir risers, pulpit, tables, chairs, plants, etc.) may not be moved.
- Sound equipment anywhere in the Sanctuary should be set-up, operated or moved only by our **TGMBC** trained personnel.
- Sound checks for all musicians, speakers are required 1 hr. prior to the event. This is not a rehearsal. If rehearsal time is needed in the Sanctuary, please make appropriate arrangements.

Room use Fees

TGMBC Staff will contact the requester regarding approval or denial of a request and the appropriate fees to be charged. Invoicing for any fees will come thru the accounting office per the rental schedule. All fees must be paid prior to the event.

WEDDING POLICIES AND PROCEDURES

Before you schedule your Wedding and or reception, we would like you to be fully informed about **TGMBC** policies and procedures, and their implications for you as you plan. Please read these polices carefully. We are eager to assist you in planning for this important event.

There are sometimes tensions between what you, the individual, and your respective families want, and the theology and traditions of the church and its leadership. Please understand that as you come with creative ideas to make your reception unique and memorable, **TGMBC** is charged with the responsibility to help you plan a wedding/reception that is first of all honoring to God. You should think of your wedding/reception as a celebration, offering praise to God, who is the Author of life, and who has demonstrated His love toward us in the person and work of Jesus Christ.

As our staff works through this planning process with you, we will be praying and working toward the goal that your wedding/reception will be one that you can look back on with fondness through all of the years to come.

The **TGMBC** Event Coordinator will supervise all wedding/receptions at **TGMBC** including room usage, technical needs, musician arrangements, music appropriateness, facility maintenance, decorations, set-up and clean-up. The finalized order of service should be submitted to the coordinator no later than three weeks prior to the reception. No changes may be made beyond this date.

Use of Facilities

The church is not available for wedding/receptions until after worship services and other major events are completed. Wedding/Reception dates for Non-**TGMBC** attenders must be reserved three months prior to the event. A request form must be completed. See the form on the following page.

Alcohol Use

The entire wedding party and all guests are to refrain from the use of alcoholic beverages or other chemical substances before or during the reception. No smoking is allowed nor is alcohol consumption or recreational drugs allowed on church property.

Prohibit of Weapons/Firearms

Carrying firearms or other items usable as weapons on *TGMBC* is not permissible except by authorized law enforcement officers and/or employed security guards.

Dancing

TGMBC has a “no dancing” policy. This includes the father/bride first dance.

Technical Coordination

- No wedding event dates shall not be approved until availability of a *TGMBC* technical staff person is confirmed.
- The technical staff will meet with the Event Coordinator at the second preparation session to begin planning for the technical aspects of the event.
- The Event Coordinator will be the liaison between the couple and the technical staff.
- The requestor will be responsible to prepare and provide to the technical staff all videos, slide shows and readings to be projected no later than four weeks prior to the reception.
- The requestor will be responsible to digitize any personal pictures to be projected; preferably in a JPEG format (bitmap may also be used). These should be provided to the technical staff no later than four weeks prior to the event.
- The requestor will be responsible to provide a CD of any music that is to be synchronized with projections, no later than four weeks prior to the event.

- The requestor may provide a final Power Point product for projection, no later than four weeks prior to the reception.
- The technical staff will preview all videos, pictures and readings to be projected. Any questionable material will be subject to rejection.
- All technical provisions and plans must be finalized with the Technical Director no later than four weeks prior to the event.

Photography and Videos

Photos and videos may be taken during the reception, but in a manner that will not interfere with the reception or its dignity. Please consult with the Event Coordinator and technical staff prior to the event.

Rice/Fireworks

Rice has been a traditional part of wedding receptions. However, it can damage carpeting and be a hazard to bystanders. We request that no materials be thrown, including bird seed, flower petals, confetti, etc. No fireworks may be used on church property. Any innovations in this regard must have approval by the *TGMBC* Reception Coordinator. Violation of this policy may result in the deposit not being refunded and other possible consequences.

WEDDING/RECEPTION FEE SCHEDULE

Members of Terry Grove Missionary Baptist Church

A \$200.00 refundable deposit is due at the participant's first meeting with the appointed Event Coordinator to cover any unexpected financial overruns or physical damage. Members will not be charge for the use of the Sanctuary, but will be required to pay for the use of the Fellowship Hall. Please see fee schedule for additional fees.

Non Terry Grove Member

A \$200.00 refundable deposit is due at the participant's first meeting with the appointed Coordinator, to cover any unexpected financial overruns or physical damage. Please see fee schedule for additional fees that will apply.

FUNERAL POLICY AND PROCEDURES FOR MEMBERS

In this time of sorrow, *TGMBC* wants to be available to serve its members, to help ease the burden and to assist in caring for the many needs that arise at the time of the loss of a loved one.

TGMBC provides memorial/funeral services free of charge to members. Therefore, as an expression of our love to you and your family, there is no need for honorariums. It is our ministry and we do it with joy.

The Memorial/Funeral Coordinator will contact the family to schedule a meeting with the Pastor and family. The Memorial/Funeral Coordinator will be checking the availability of the building and *TGMBC* personnel for the service. ***Please*** do not make final plans for *TGMBC* facilities or personal use until availability is confirmed.

The Pastor and Memorial/Funeral Coordinator will meet with the family to help plan the service, which will include the order of service, scriptures to be read and biblical meditation. They will help the family with all necessary details regarding participants in the service, such as musicians, technical issues, programs, logistical issues, etc. and will give final consent for all music and media to be used in the service.

FUNERAL POLICIES AND PROCEDURES FOR NON-MEMBERS

In this time of sorrow, *TGMBC* wants to be available to serve you, to help ease your burden and to assist you in caring for the many needs that arise at the time of the loss of a loved one.

The Memorial/Funeral Coordinator will contact the family to schedule a meeting with the Pastor to discuss the service. The Memorial/Funeral Coordinator will be checking the availability of the building and *TGMBC* personnel for the service. ***Please*** do not make final plans for *TGMBC* facilities or personal use until availability is confirmed. Fees will be discussed at the initial meeting. A list of appropriate fees is provided on the following page. The facilities should be restored to the state in which it was found. Otherwise, the deposit will not be returned. None of *TGMBC* supplies should be use.

The Pastor and Memorial/Funeral Coordinator will meet with you to help you plan the service, which will include the order of service, scriptures to be read and biblical meditation. They will help you with all necessary details regarding participants in the service, such as musicians, technical issues, programs, logistical issues, etc. and will give final consent for all music and media to be used in the service.

Fees for Use of Terry Grove Missionary Baptist Church Facilities

Building Use

Damage Deposit (refundable)	\$200
Sanctuary*	\$250
Fellowship Hall*	\$250

Chairs and Tables

Chairs and tables are not available for Rent

Pastor Honorarium

Negotiable

Wedding/Funeral Coordinator

\$50

(Must be on site during the service)

Technical Staff

\$50

(Must be on site during the service)

Custodian Staff

\$50

*The Fees for the Sanctuary and Fellowship Hall are waived for members of TGMBC for funerals. The Fee for the Sanctuary is waived for members of TGMBC for weddings, but members will be required to pay \$200.00 for use of the fellowship hall. All other fees are applicable.

Responsibilities after Building Use

Please note that it is the responsibility of the group or individual using the facility to set up clean up and return the facility to normal setup after the approved event or activity.

1. Collect all garbage into bags and bring it out to the dumpster located by the drive thru door.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains. **Do not use bleach of any kind in the Sanctuary or Kitchen.**
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
6. Remove any items put up or set out in connection with your event.
7. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Then lock up.

*Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed regularly.

KITCHEN ETIQUETTE

1. Check with church office for availability of date desired.
2. There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you check with the church office before you bring your supplies to the kitchen.
3. In order to keep the odor of cooking to a minimal, please turn the vent on, and close the door and shutters to the kitchen during food preparation.
4. Please return items to designated cupboards.
5. Please take home all food and beverage items. We have limited space to store these in our one refrigerator.
6. **Clean-up:** Please do all dishes, put them away, wipe counter tops and stove, clean sink and sweep floor if needed. Leave used dish cloths and towels in the sink. They will be picked up and laundered. **Trash:** Trash should be put in garbage cans and tied.