

OPERATING BUDGET ACCOUNT

1. A Proposed Budget for the Operating Budget Account shall be prepared by the Finance Committee each Fall.
2. The Proposed Operating Budget shall be submitted to the Vestry for approval no later than the end of November of each year.
3. A document with the Line Item descriptions shall be submitted along with the Proposed Budget.
4. All Operating Income Deposits shall be posted to the appropriate Line Item. If no Chart of Accounts Income Line Item exists, then posted to the appropriate Expense Line Item (i.e. Bottle Sales to Hospitality to offset costs; Pledge Envelope Initial Offering monies to Stewardship to offset cost of the envelope sets).
5. All Operating Disbursements shall be posted to the appropriate Expense Line Item. If no Chart of Accounts Expense Line Item exists, then posted to the appropriate Income Line Item (i.e. Craft Sale material cost to Fund Raisers/ Craft Sale; crate cost to Fund Raisers/Book Sale). **NO EXPENSES SHALL BE POSTED TO A LINE ITEM JUST BECAUSE THERE IS A BUDGETARY BALANCE.**
6. Income & Expense Line Items may be added to the Approved Operating Budget with the recommendation of the Finance Committee and the approval of the Vestry. The Treasurers will be notified to make the necessary changes to the bookkeeping records.
7. The Operating Budget will be reviewed – Line Item by Line Item – each July and at any other times as requested by the Vestry.

Prepared 3-8-16

Vestry Approved 4/17/16

Payment in Absence of Treasurer & Asst. Treasurer

1. The treasurers will notify each other, the office staff, the clergy and the wardens when they are not going to be available.
2. Blank checks will be kept at the church for use during this situation.
3. Payments by check may be made by the Sr. Warden, Jr. Warden or the Rector.
- 4. A copy of the check for the transaction with the required documentation will be placed in the Treasurer's folder.**

Reviewed 3-8-16 Vestry Approved 4/17/16

**St. Martha's Episcopal Church
P. O. Box 1478
Bethany Beach, Delaware 19930**

Receipt of Material Gift

I, the undersigned donor, hereby give, donate and convey to St. Martha's Episcopal Church in Bethany Beach, Delaware, the material(s) described below for unrestricted use in or on its premises as it sees appropriate. All right, title and interest that I possess in the material(s) are hereby conveyed to St. Martha's Episcopal Church.

1. Donor Information:

Name: _____

Address: _____

City/State/Zip: _____

Email: _____ Phone: _____

2. Description of Material(s):

3. Nature of Donor's Rights to Material(s): (e.g. owner, heir, trustee)

4. Terms and Conditions:

The material(s) has/have been reviewed by a representative of St. Martha's and has/have been deemed to be within the focus of the parish. St. Martha's accepts the material(s) gifted subject to the following:

- A. By execution of the Receipt of Material Gift, the Donor expressly represents and warrants to the parish that he/she is the sole lawful owner of the material(s) and that the Donor is fully authorized to make the contribution; that there are not prior pledges or options of the gift

for any of the material(s) and that there are no encumbrances on the material(s) and that the donor has the right to give or transfer the material(s) described above.

- B. The appraisal or establishment of value of the material(s) is the responsibility of the owner.
- C. The Donor acknowledges that upon execution of the Receipt of Material Gift, the title of the donated material(s) transfers to St. Martha's to use the material(s) without restriction.
- D. The location, retention, cataloging, preservation and disposal of the donated material(s) will be at the discretion of St. Martha's.

Signature of Donor:

I represent that I am the sole owner of the material(s) described above and have the full right and power to give the material(s) to St. Martha's Episcopal Church in Bethany Beach, Delaware. I have read the terms and conditions above and agree to them as indicated by my signature below.

Signature

Date

Acceptance by St. Martha's Episcopal Church:

St. Martha's Episcopal Church accepts this gift to benefit the parish with appreciation and agrees to the conditions stated in the Receipt of Material Gift.

Name

Title

Signature

Date

REGULARLY OCCURRING EXPENSES

BILL	PURPOSE
ADP	Payroll fee
Artic Heating & Air Conditioning	HVAC
Bethany Fenwick Chamber of Commerce, Southeast Sussex Ministerium, Interfaith Resource Center	Annual Dues
Business Overdrive Inc	Bookkeeping Services
Church Insurance Agency	Insurance/workman's comp
Church Pension Fund	Pension
Coastal Point	Ads
Cokesbury	Scripture inserts
Constant Contact	On line service
Corporate ACH Taxes	Taxes
Delmarva Power	Electricity
Diocese of DE	Pledge, dental / life insurance benefits , loans
Discretionary Account	Monthly transfer to Discretionary Account - \$25
Episcopal Church Clergy & Employees (ECCEBT)	Benefits
Fidelity Investments	403B Withholding from Payroll (Allen)
Florinda Velasquez	Janitor/Cleaning Services
Forward Day by Day	Devotional
Global Exterminators	Pest Control
Hockers	Hospitality Events
JW Pepper	Music
Long Range Capital Improvement	Quarterly transfer to Restricted Account (per budgeted amount) Monthly transfer (former window treatment donation) - \$50
Mediacom	Phone and internet
Music	Quarterly transfer to Restricted Account (per budgeted amount)
Ocean City Florist	Flowers
Outreach	Quarterly transfer to Restricted Account (per budgeted amount)
Rector's travel and phone expenses	Per rector's reimbursement request
Security Instrument Corp	Security system
Staples	Office supplies
Suburban Propane	Utility
Sussex County	Utilities: sewer & Ditch / property tax
Town of Bethany	Utilities
US Bank and Centrix	Office copier

REQUEST FOR DISBURSEMENT/REIMBURSEMENT

PLEASE ISSUE A CHECK AS FOLLOWS:

AMOUNT:

PAYABLE TO: _____

TO BE ISSUED FROM:

ADDRESS: _____

Operating Budget Account

Restricted Funds Account

REASON: _____

(Include copy of applicable, itemized receipts/invoices)

Budget Line Item _____

Restricted Fund _____

SIGNATURE OF AUTHORIZING PERSON

DATE

COMMITTEE MEMBER or ADDITIONAL SIGNATORY DATE

Place Completed Form in Treasurer's Mailbox for Operating Budget or
Restricted Accounts

Revised 10/14/14

REQUEST FOR DISBURSEMENT/REIMBURSEMENT

PLEASE ISSUE A CHECK AS FOLLOWS:

AMOUNT:

PAYABLE TO: _____ TO
BE ISSUED FROM: _____

ADDRESS: _____
Operating Budget Account _____

_____ _____
Restricted Funds Account

REASON: _____
(Include copy of applicable, itemized receipts/invoices)

_____ Budget Line
Item _____

Restricted Fund _____
SIGNATURE OF AUTHORIZING PERSON DATE

COMMITTEE MEMBER or ADDITIONAL SIGNATORY DATE

**Place Completed Form in Treasurer's Mailbox for Operating Budget &
Restricted Accounts**

Revised 10/14/14

Restricted Fund Balances

Long Range Capital Improvements

Funds allocated for major building/maintenance projects; non-budgeted expense. There is to be line item in the budget to assist in covering any future needs.

Engraved Brick Sales

Donations for brick pavers @100.00 per brick. To be subaccount of Long Range Capital Improvements account.

Balance at end of year to be transferred to Long Range Capital Improvements Fund.

Sacramental Wine Fund (JCP Memorial)

Memorial gift given for the specific purpose of funding the cost of the wine used for Holy Communion.

Flower Fund

Gifts designated for parish altar flowers.

Work Camp/ Emergency Home Repairs

Purchase supplies for projects; assist with cost of camp registration.

Sunday School Project

Sunday School Project (s) as approved by the Vestry.

Music Fund

Donations specified for the purchase of church music, supplies, vestments, instrument maintenance and Continuing Education Conference. Operating Budget Line Item to support Music Program.

Outreach Fund

Funds used for projects outside the parish. Donations specified for the purpose of supporting the various Outreach projects. Operating Budget Line Item to support Outreach Program.

Sabbatical Reserve

Funds allocated for clergy to participate in a diocesan approved Sabbatical Program. The Sabbatical is funded as follows: 1/3 by Diocese; 1/3 by Parish; 1/3 by Clergy. Maximum to be set aside by Parish is \$6,000. As of 2015, no further funds are to be transferred from Operating Budget.

Memorial Fund

Gifts given as memorials.

UTO – United Thank Offering

Contributions received from the Spring & Fall Ingatherings that are sent to the Diocesan UTO Coordinator.

Pre-Paid Pledges

Pledge payments received in the current calendar year which are designated for the succeeding calendar year. The monies are held in the Restricted Account and then transferred into the Operating Budget Account at the beginning of January of the respective year.

SESM – Lenten Soup & Salad

Monies from the worship service Offering and any Soup Sales are deposited into this fund and then disbursed to the SESM organization. No Vestry approval is required to conduct these transactions.

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Inactive Accounts:
Capital Campaign (est. 2008)

Contributions received in anticipation of new construction to parish building. In 2012, fund closed and monies given to Capital Campaign Savings Account at Fulton Bank.

Insurance Claim Fund

Monies received from the insurance company to make necessary repairs due to the moisture & mold problem. Fund closed in 2012 and monies given to Capital Campaign Savings Account at Fulton Bank.

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Separate Account:
Rector's Discretionary Fund

This fund is used by the rector at his/her discretion and may be funded by a monthly transfer from the Operating Account when necessary.

Revised 3/

RESTRICTED ACCOUNT FUNDS

1. The Treasurer will post all contributions and expenses to the appropriate restricted fund at least monthly.
2. The check-depositor will notify the chairperson of the relevant committee/group when a contribution has been deposited in the restricted fund for their respective committee/group.
3. The monies in each fund may only be used for the purpose of the designation.
4. If a contribution is given to a fund that no longer exists, the monies will be posted to an appropriate fund, if one exists, i.e. donation to Organ Fund posted to Music Fund. When a contribution is acknowledged by the clergy, the change in designation should be noted.
5. If a fund is no longer viable i.e. Brick Sales for repayment of diocesan loan, then with the recommendation of the Finance Committee and with the Vestry's approval, the monies will be designated for a different purpose, when a similar fund does not exist.
6. The congregation will be notified, if a change in designation occurs.
7. When a Restricted Fund has a corresponding Operating Budget Line Item, by the second (2nd) month of each quarter, one fourth (1/4) of the budgetary monies will be transferred to the corresponding Restricted Fund. At the present time, this action applies to Long Range Capital Improvement, Music & Outreach.
8. Each quarter the Treasurer(s) will prepare and distribute to the Committee/Group Chairpersons a Year To Date Report of the Income and the Expenses for the respective fund.
9. The unexpended monies in each Restricted Fund will be carried over from one year to the next.

Form 1099 Recipients

1. Every independent contractor, incorporated or not, (i.e. auditor, consultant, supply clergy, supply musician, grass cutter, plumber, etc.) must complete a W-9 and an I-9 prior to being paid.
2. A folder of blank W-9 and I-9 Forms and a folder of completed W-9 and I-9 Forms will be maintained in the Parish Office for current use and future reference.
3. The Treasurer will be given copies of completed W-9 and I-9 Forms which are to be attached to respective 1099 Forms.
4. Maintenance Contractors, licensed or not, must show proof of liability insurance prior to receiving approval to perform the work.
5. IRS rule states that any person or unincorporated entity that earns \$600 or more during the calendar year must receive a Form 1099 by January 31st of the succeeding year.

Vestry Approved: July 14, 2014

**EPISCOPAL CHURCH WOMEN
DIOCESE OF DELAWARE**

TRAVEL EXPENSE REPORT

NAME
STREET
CITY/STATE/ZIPCODE
SIGNATURE & DATE

DATE							TOTAL
MEALS							
BREAKFAST inc TIP							
LUNCH inc TIP							
DINNER inc TIP							
SNACK							
LODGING							
TRANSPORTATION							
AIRFARE/TRAINFARE							
SHUTTLE/TAXI inc TIP							
LOCAL MILES #							
@							
TOLLS							
PARKING							
TIPS (Bellhop, etc.)							
OTHER (Describe)							
TOTAL EXPENSES							

LESS ADVANCE

REIMBURSEMENT DUE

AMOUNT OWED TO BOARD

RECEIVED BY & DATE

ST. MARTHA EPISCOPAL CHURCH BETHANY BEACH, DELAWARE TRAVEL POLICY

PURPOSE

This policy establishes guidelines to be followed by all people traveling on the behalf of St. Martha's Episcopal Church. It also insures fair and equitable reimbursement of travel expenses.

RESPONSIBILITIES

The person traveling has the responsibility of complying with this Travel Policy. It is the intent and responsibility of St. Martha's to reimburse all appropriate and necessary expenses incurred while traveling on behalf of the church. Travel request forms should be completed and provided to the Vestry at least 30 days prior to the expected travel. The Vestry shall pre-approve travel and retain the rights to determine if expenses are allowable under this policy. St. Martha's assumes no obligation to reimburse expenses that are not in compliance with this policy. It is the responsibility of the traveler to report all expenses and provide the original receipts within thirty (30) days of the incurred expense. It is recommended that the traveler inquire about expenses that may not be outlined by this policy.

RESERVATION PROCEDURES

Travelers should request reservations as early as possible. This applies to airfares, train fares, hotels and car rentals. Rates on accommodations are generally less expensive if made **thirty (30)** days in advance. Only under unusual circumstances will travel be authorized with less than **thirty (30)** days notice. Air travel will be via the most direct and economical means. Deviation from the lowest fare must be approved. Nonrefundable fares are recommended. These fares are usually less expensive than refundable unrestricted fares. In most cases, when a trip is cancelled these fares can be credited toward future travel, less a service charge from the airline. **Persons traveling by air or train should use the most economical long term parking lot available.** Travelers on church business should use their personal credit card to reserve accommodations. They will be reimbursed as outlined by this policy. Any request for a travel advance for air or rail travel must be pre-approved by the Vestry and must include a copy of the estimate of cost from the rail/air carrier.

DOMESTIC AIR TRAVEL

All domestic travel reservations should be made in coach class. Travelers are expected to use the most economical and logical airfare available. Upgrades for

domestic flights are permissible at the expense of the traveler. Under no circumstances should upgrades be charged to or billed to the church. Consider your travel plans before accepting “bumps” from an airline. Rearrangement of your travel plans to accept a “bump” are permissible under this policy, but not recommended. St. Martha’s will not reimburse expenses incurred from accepting a “bumped flight”. A traveler may keep the agreement, ticket or other gift, made between them and the airline for accepting a “bump”.

INTERNATIONAL AIR TRAVEL

International air travel arrangements should be made following the same guidelines as for domestic air travel. Expenses incurred in preparation for international travel such as passports, visas and immunizations will be reimbursed.

TRAIN TRAVEL

Travelers should travel at coach rates. Upgrades will not be reimbursed.

AUTOMOBILE TRAVEL

Travel by private automobiles is typically limited to round trips of no more than 600 miles. Travel by private automobile in excess of 600 miles, for which specific exemption has not been obtained, reimbursement will be based on the flat mileage rate or the airfare coach rate whichever is less. Travel by automobile is reserved for those persons holding a valid driver’s license and current comprehensive/liability auto insurance. If the person does not meet these requirements, they will not be authorized to travel on church business by automobile.

PERSONAL AUTOMOBILE

A suggested amount for automobile expenses would be the allowed IRS expense per mile (50 cents per mile in 2010 – see IRS *Publication 463, Travel, Entertainment, Gift, and Car Expenses*).

In addition, all tolls and parking fees will be reimbursed from original receipts. It is recommended that a traveler seek reasonable overnight parking, but not jeopardize his/her personal safety.

The Rector shall submit a monthly Travel Expense Log via the form provided for reimbursement by the Treasurer or Assistant Treasurer. The expense to be posted to the Operating Budget Account/Line Item: Travel.

AUTOMOBILE RENTAL

Travelers may request a rental car at their destination when it will be less expensive than other transportation such as taxis, airport shuttles or van service. Reservations should be made as early as possible. Reservations should be made on personal credit cards and are subject to that individual's automobile insurance policy and will be considered only if proof of proper coverage is provided. All automobile rental must be pre-approved by the Vestry.

With proper insurance coverage determined, the driver should decline any additional insurances offered by the rental car company. In any rental car arrangement, the driver is expected to adhere to the regulations and rules of the rental car company. Car type for rentals will be determined by the most economical and appropriate use for the trip. Additional automobile upgrades will be paid by the traveler and under no circumstances will upgrades be reimbursed by St. Martha's. All drivers of the rental car must sign on the rental agreement. Whenever possible, the operator of the car must refill the gas tank prior to returning the car. Reasonable effort must be used to return the car to the same city of rental and on time to avoid additional charges.

OTHER TRANSPORTATION CONSIDERATIONS

Travelers should look for the most economical mode of transportation to and from air or train terminals. Remember hotel shuttles are usually free or very inexpensive. When a taxi is necessary, travelers should consider sharing to keep the cost down. Do not overlook the possibility of metro and bus transportation at your destination. Metro transportation can be quite safe and very punctual. The church would never want you to jeopardize your safety in an attempt to trim expenses for intercity travel. Remember to travel within the city of your destination smartly and safely.

HOTELS

Whenever possible, reservations should be made by the church office to obtain the most competitive or guaranteed convention rates. Holiday Inn, Best Western, Comfort Inn and like hotels are expected to be used, especially those which include breakfast with the room stay. Luxury hotels are only acceptable when the meeting or business will be conducted at the hotel and special reduced rates apply. Travelers are asked to share rooms when appropriate. Requests for single rooms will be considered upon the evaluation of the circumstances prompting the request. The full rate for a single room will not be reimbursed if the traveler did not get approval prior to the stay. Should a traveler take a personal guest on a church business trip and share a room, the church is only responsible for ½ the room rate. A traveler will be held responsible for "no-show" charges by the hotel unless there is sufficient proof of a billing error. The traveler is expected to request, record and retain all cancellation numbers in case of billing disputes.

MEALS

St. Martha's will provide up to \$50.00 for each full of day of travel for each traveler. The amount is intended to cover all expenses for daily meals including gratuities. Itemized receipts for all meals will be required for reimbursement. The cost of alcoholic beverages will not be reimbursed. Each traveler is expected to be frugal and stay within a \$50.00 limit for each full day traveling. Partial days will be prorated.

**REIMBURSABLE
EXPENSES**

Church business calls
 Business office expenses, i.e., faxes
 Car rental
 Gas for car rental
 Hotel rooms
 Mode of travel expense, i.e., air or train fare
 Parking
 Highway tolls
 Ground transportation, i.e., taxi, bus, metro

**NON-REIMBURSABLE
EXPENSES**

No show charges for hotel or car rental
 Laundry/dry cleaning expenses
 Baby sitters
 Pet sitters
 House sitters
 Car washes
 Car repairs
 Salon services
 Excess baggage charges
 Optional baggage insurance
 Personal property insurance
 Optional airline life insurance
 Clothing
 Traffic/parking tickets
 Incidental hotel room charges, i.e.,
 movies, room service, games, gym, mini
 bar, personal phone calls, internet

WEDDING POLICY OF ST. MARTHA'S EPISCOPAL CHURCH

The congregation of St. Martha's Episcopal Church welcomes you and prays God's blessing upon your pending marriage. We look forward to the possibility of being of service to you during this exciting process. This policy is intended to give you the information necessary to make this occasion a meaningful one and assure that the wedding and surrounding tasks run smoothly.

PLANNING:

1. Contact Parish Administrator/Church Office to inquire about the policies and procedures of St. Martha's Episcopal Church and potential date(s) for wedding, including related events (rehearsals, ceremony and reception). By Canon Law, a **thirty (30) day notice** is required for a marriage to be held in the Episcopal Church. Therefore, contact with the Parish Administrator/Church Office at St. Martha's a minimum of **thirty (30) days** prior to the date you have chosen.
2. The Parish Administrator will provide a packet of information, application, and policies; check the Church calendar and schedule an appointment with the Rector. No announcement should be made until it has been cleared with the Rector.
3. A \$50 non-refundable deposit is required to secure your wedding dates. The check is due when the date is confirmed by the Parish Administrator. The check must be payable to St. Martha's Episcopal Church and must be delivered to the Parish Administrator or the Rector.
4. The Parish Administrator will be your general contact person for facility usage.

REQUIREMENTS for persons desiring to be married at St. Martha's:

1. At least one of the persons must be **baptized**. Baptism in any church which uses water and the name of the Trinity is recognized.
2. If either of the persons desiring to be married is **divorced**, counsel with the Rector must be sought. Following this counseling, a letter must be sent to the Bishop seeking his approval for the wedding. This must be secured before announcements or invitations are printed. One year is strongly recommended as the period of time before remarriage occurs.
3. Canon Law in The Episcopal Church requires **premarital counseling sessions**. Both parties must be available for these sessions. These sessions will enable the Rector to become better acquainted with you and determine the suitability of having your marriage blessed in and by this Church.. Present evidence before the wedding date of having completed premarital counseling with a minister or a qualified counselor, if approved by the Rector.
4. A **license** from the State of Delaware must be obtained no more than **thirty (30) days** prior to the wedding. Without this license, the clergy cannot perform the wedding. It will be requested at the rehearsal.
5. At least one of the parties must have a close connection to St. Martha's at the time of application.

6. If **Holy Eucharist** is desired in conjunction with the marriage service, this may be done either in the context of the wedding service with the entire congregation invited to receive or privately (earlier in the day of the wedding) with only the couple and invited friends attending.
7. **Guest ministers** are sometimes invited to assist the Rector in the service. If the couple has a relative or friend they wish to have participate, the following procedure should be followed: (1) Consult first with the Rector at St. Martha's before asking the guest minister; (2) Obtain consent and give him/her the guest's name and mailing address; (3) The Rector will then issue a formal invitation to the guest minister.
8. Regardless of anything else involved, final approval of all details and arrangements for all services in the church rests with the Rector.

FACILITIES:

1. The foyer, sanctuary, fellowship hall, rest rooms, and kitchen are the facilities normally used. The piano, organ, sound system, tables, and chairs are examples of equipment normally used.
2. For weddings or rehearsals scheduled after 5:00 p.m. on Saturdays, responsibility for cleaning and set up immediately afterwards must be borne by the wedding families.

REHEARSAL:

1. The Rehearsal for your wedding is normally held at 5:00 p.m. the evening prior to the wedding. It begins promptly at 5 p.m. and lasts about 45 minutes.
2. The persons to be involved (all members of the wedding party including bride, groom, attendants, ushers, and parents) should be present.
3. The Organist will also be present at this rehearsal. If there is to be a rehearsal dinner, it should follow the rehearsal.
4. Please be on time for the rehearsal, and bring the Marriage License with you at this time.
5. The Rector will conduct the rehearsal.

ALL FEES must be paid at the time of the rehearsal. Please refer to the section entitled "Fees" for this information.

RECEPTION:

1. St. Martha's does not provide a catering service for wedding receptions. However, the multi-purpose space located by the kitchen area may be used if it is available. It should be reserved at the time the calendar date for the wedding is reserved.
2. No hard liquor may be served at receptions at St. Martha's; however, wine, beer, and champagne are permissible as long as alternative, non-alcoholic beverages are prominently provided.

PHOTOGRAPHS:

1. Taking of pictures is permitted before and after the service. Limited, discreet picture taking is permitted during the service. Guests and professional photographers should be advised of this guideline.
2. Photographic sessions should be arranged with the Rector for a time before or after the service. It is preferred that photographic sessions are held before the service to avoid delaying the reception. Photographic sessions after service are expected to last no longer than **30 minutes**.
3. Professional photographers **must** clear all photography with the Rector beforehand.
4. Videotaping is permitted under special arrangements with the Rector.

RECEIVING LINE AND GUEST REGISTER:

1. Many couples wish to have guests registered as they enter the church. A book stand near the entrance will be provided for this if desired. Guests may, of course, be registered at the reception.
2. Many couples prefer to have a receiving line form at the rear of the church following the service so that guests may greet the bridal party as they exit, continuing on to the reception while photographs are being made after the service.
3. The receiving line may be outside of the church or in the entry.
4. **No items including rice, bird seed, or flower petals may be thrown/used.**

FLOWERS AND DECORATIONS:

1. St. Martha's is a beautiful setting for a wedding. Flowers and other church arrangements should be worked out with the Flower Committee.

2. The florist engaged by the couple should contact the church Flower Committee assigned for instructions for allowable decorations and timing.
3. None of the church or altar appointments may be moved by photographers, florists, or others without specific permission from the clergy.
4. No one, other than the clergy or Flower Committee is permitted in the sanctuary prior to, during, or after the ceremony.
5. Live or dried flower arrangements are permitted in the sanctuary; however, there should be no bows or ribbons on the vases.
6. If the wedding is a late Friday or Saturday affair, the couple might wish to arrange for the flowers to serve also as the Sunday flowers for the church. The Flower Committee should be notified and work this out together. If such arrangements are not made, the couple should take the flowers with them.
7. Boutonnieres are never needed for clergy, the Organist or soloists as they will be wearing vestments.

MUSIC:

1. The Parish Organist is utilized at all weddings requiring organ music. The services of other organists may be used only with the permission and approval of the Organist. If the services of another organist will be used, the guest organist will be asked to meet with the Organist to discuss the use of the instrument.
2. The couple must contact the Organist to make an appointment to discuss the music for the wedding soon after the first meeting with the clergy. The Organist will consult with the couple about the music and be present at the rehearsal to rehearse with any soloists.
3. The Episcopal Church has specific guidelines and customs concerning the music of its service. Bear in mind that some music considered to be “traditional” for weddings is actually secular or too light for the sacred nature of the wedding ceremony. Popular and/or sentimental music and texts are not appropriate for weddings in the Episcopal Church.
4. At the time of the music appointment, the Organist will provide the couple with a list of appropriate organ and solo literature. The choices for the prelude can be made by the Organist with suggestions from the couple for particular sacred pieces which they might like. The choices of music for the processional and recessional can be chosen by the Organist or by the couple from this list.
5. If the couple desires to have a soloist, solos may be sung during the prelude, within the ceremony between the reading of the lessons, or at the offertory (if the

wedding includes Holy Eucharist). The soloist should plan to rehearse with the Organist before the rehearsal. The Organist will provide a soloist from the church for an additional fee payable to the soloist if the couple does not supply one.

6. If an appointment to discuss the music has not been made within **2 weeks** of the wedding, the Organist will choose all the music.

WEDDING BULLETINS:

A bulletin listing the music, order of service, names of the wedding party and a short personal message may be printed via request to the Rector and Parish Administrator at least two (2) weeks prior to the wedding. The Parish Administrator will provide an estimate of such cost.

CLEANING SERVICE/ALTAR GUILD

Cleaning services are always required. The controlling factor is that our church must be neat and clean for services on Sunday. For this reason, we prefer that Saturday weddings be in the morning or afternoon so as to lessen the difficulties caused the Cleaning Service/Altar Guild members in preparing for the Sunday services.

WEDDING FEES

ORGANIST: \$175 Payable to Organist.

SOLOIST: \$150 Payable to Soloist.

SUGGESTED CONTRIBUTIONS

PARISH HALL USE: \$300 Payable to St. Martha's Episcopal Church.

CLERGY: \$250 Payable to Rector's Discretionary Fund.

BULLETIN PREPARATION: \$ 25 Payable to St. Martha's Episcopal Church.

**CARE AND USE OF THE FACILITIES
DURING THE WEDDING AND RECEPTION**

1. Smoking is not permitted anywhere in the facility.
2. The church furniture in the sanctuary may only be moved under the supervision of staff members. The wedding party is responsible for returning the furniture to the original location after the wedding.
3. No tape is to be placed on any walls or furniture anywhere in the facility. You can choose to use sticky tac if you wish.
4. Parking restrictions of the Town of Bethany Beach must be followed or arrangements made through the Town Hall.
5. If candles are to be used they must be dripleless candles.
6. The church tables and chairs may be used by the wedding party. Extra chairs and tables can be brought in by the wedding party and are the responsibility of the wedding party.
7. The church does not provide flowers, decorations, tablecloths, punch bowls, tableware, or other such equipment. These are the responsibility of the wedding party.
8. The kitchen is a catering kitchen only. No cooking or preparation of food may be done on the premises. However, food or drink may be served; this may occur only in those rooms having kitchen facilities or those specifically permitted in the Agreement. The kitchen must be cleaned afterwards by the wedding party.
- 9. No items including rice, bird seed, or flower petals may be thrown/used.**
10. If cars are decorated by the family and friends, the couple should arrange to remove any debris from the parking lot.
11. If after reading these policies you desire to be married in St. Martha's Episcopal Church, please call the church office to schedule an appointment with the minister and/or Office staff, who will show you the facilities and make additional arrangements with you.

AGREEMENT

We have read the **WEDDING POLICY OF ST. MARTHA'S EPISCOPAL CHURCH** and agree to abide by them.

Full Name:

Signature:

Home Phone: _____ Cell phone:

Mailing address:

Email address:

Dated: _____

Full Name:

Signature:

Home Phone: _____ Cell phone:

Mailing address:

Email address:

Dated: _____

Wedding Plans:

Day, Date and time of Wedding:

Day, Date and time of Rehearsal:

Reception at Church: _____ Estimated Number: _____ Time of Reception:

*****FOR CHURCH USE ONLY*****

Application received on _____ by

Approval by Rector:

Deposit Received: \$ _____ on _____ (date).

Wedding scheduled for:

Rehearsal scheduled for:

Notice provided to Organist on:

Notice provided to Flower Committee on:

Notice provided to Altar Guild on:

REIMBURSEMENT

As mentioned above, all receipts should be turned into the Treasurer with completed Reimbursement Request Form no later than 30 days following the end of the travel. The Treasurer will issue a reimbursement check within 15 days of receipt of the reimbursement request for all valid approved expenses.

1-17-2011

Revised: May, 2011; July, 2014

Year End Contribution Instructions

QuickBooks Program

Go to:

Reports

Sales

Sales by Customer Detail

Customize Report

Display

Dates

Report Basis-Cash

Columns

Place check mark on following columns:

Date

Name

Memo

Item

Paid Amount

Check #

Print

Report

Settings

Check Page break after each major grouping

Print

The above should give you a separate report for each Donor for the dates requested. Have Parish Administrator print a set of mailing labels to mail statements prior to Janua

Revised 3/19/15

Vestry Approved 4/17/16