

**Policy for the Care, Maintenance and Use of the Buildings, Grounds,
and Equipment of Ebenezer United Methodist Church
January, 2019**

The buildings, grounds and equipment of Ebenezer United Methodist Church exist to support the ministry of our congregation and others in our community, nation and world. Our Church property and facilities support this ministry by providing the physical environment for worship, fellowship, missions, outreach and our caring for all of God's people. The policy in this document specifically applies to the care, maintenance and use of the parsonage and the church building, including their contents and grounds. Guidelines defining the care, maintenance and use of the cemetery have been established in a separate document.

The Trustees are responsible for dealing with matters that involve the purchase, sale, mortgage, encumbrance, construction, repairing, remodeling, maintenance, protection and use of any and all property of the Church including the Parsonage. The Trustees are responsible for making all specific recommendations concerning the property and facilities of the Church to the Church Council and for administering the Council's decisions. Trustees are nominated by the *Nominations and Leadership Development Committee*, recommended by the Church Council, and approved by the Charge Conference for a period of three years each. The Book of Discipline clearly defines both the responsibilities of the Board of Trustees and its membership.

Although the Parsonage Committee is an arm of the Trustees, both bodies work together in a cooperative and supportive relationship for the benefit of the Church as a whole. The Parsonage Committee is responsible for the actual care and maintenance of the parsonage, including the grounds, and any parsonage contents that belong to the Church. Parsonage Committee members are nominated by the *Nominations and Leadership Development Committee*, recommended by the Church Council, and approved by the Charge Conference for a period of three years each. Based on recommendations from the Trustees and approval by the Church Council, funds may be allocated to the Parsonage Committee to use at their discretion for maintenance and repairs on the parsonage.

Specific policy for the Church building, grounds, and equipment follows:

1. The Board of Trustees is responsible for the overall appearance of the Church grounds. This includes the planting, removal, or trimming of trees, shrubs, plants, or grass and the removal of debris. Other responsibilities include the installation, removal and maintenance of items such as signs, lighting, sidewalks, and roads, parking areas, barriers, fences and gates. Any changes to the Church grounds must be recommended by the Board of Trustees and approved by the Church Council. The Church Council shall consider for approval any request for continual maintenance or care of the church grounds upon recommendation of the Board of Trustees.
2. All equipment such as computers, copiers, fax machines, audio visual equipment, and kitchen appliances and utensils are intended for the sole purpose of supporting the ministry of Ebenezer United Methodist Church. Any other use must be recommended by the Board of Trustees and approved by the Church Council.
3. Any member wishing to use any part of the Church and/or Church grounds for his or her wedding or wedding reception must notify the Pastor, the Chair of the Board of Trustees, and the Chair of the Church Council. The purpose of this notification is for information and to avoid scheduling conflicts; approval of the event is not required. The use of any part of the Church and/or grounds for the wedding or wedding reception of a non-member must be approved by the Church Council. Although no fee is charged for non-members who are not involved in the ministry or activities of the church, contributions

are greatly appreciated. Any other use (such as anniversary celebrations and family reunions) by either members or non-members must also be approved by the Church Council.

4. Removal or rearranging the pulpit or any of the pews in the Sanctuary is strictly prohibited unless specifically approved by the Board of Trustees and supervised by a member of the Board of Trustees. The pulpit and the pews are very old and, over the years, they have become very fragile and easily damaged.

5. The Board of Trustees and the Church Council encourage the use of our facilities by non-profit community organizations. These organizations are allowed when approved by both the Board of Trustees and the Church Council as long as they do not conflict with use by organizations of the Church and as long as they abide by the *Policy and Guidelines* at all times.

6. The Board of Trustees and the Church Council shall consider for approval any request for continual or repetitive use of any part of the Church, grounds and/or equipment by any individual or non-profit community organization.

7. The individual or organization requesting permission to use any part of the Church, grounds, or equipment is responsible for the following:

- a. Scheduling all events with the Church Secretary or Pastor.
- b. Prohibiting the use of alcoholic beverages or any other drugs within the building and on the grounds and prohibiting smoking within the building.
- c. Behaving in a controlled and respectful manner at all times.
- d. Turning out all the lights, closing all windows and outside doors and returning the thermostats to their original temperatures (Typically 78 degrees when the air conditioning system is being used and 60 degrees when the heating system is being used), and ensuring that the main double door entrance to the Fellowship Hall is locked.
- e. Notifying the Chair of the Board of Trustees of any damage and promptly paying for damages to any of the property or facilities.
- f. Leaving the floor, table tops, chairs, restrooms, appliances, utensils and kitchen area clean. Removing waste, and returning tables and chairs to their original positions
- g. Returning keys when they are no longer needed.

This policy was approved unanimously by all Trustees of Ebenezer United Methodist Church at a meeting on September 8, 2013. The policy was changed in January 2019 to reflect the fact that Buildings and Grounds Committee ceased to exist at the end of calendar year 2018.