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MEMORIALS AND GIFTS GUIDELINES

1. All undesignated gifts are deposited into the General Fund to be used for those purposes.
2. All undesignated memorials are deposited into the Memorial Fund to be used as decided by the Church Council in accordance with the Fund's purpose. The Council may impose or remove a cap as deemed necessary.
3. Any memorial or gift may be designated by the donor to any fund established by the Church Council.
4. At the time of a death, the surviving next-of-kin may designate into which existing fund undesignated memorials are placed. Designations may be printed in the obituary.
5. Projects must be established by the Council. Ideas for consideration are always welcomed by the Council. Therefore, any gift or memorial given for an unapproved project must be applied to the new project after Council's approval, redirected by the donor to a previously approved project, or kindly returned to the donor.
6. Balances (including memorial gift balances) left in any specific, short-term fund* after the project is completed will be used as the Council determines without any restrictions and the account closed.
7. In the unlikely event it becomes necessary for the Church Council to cancel an approved project that has already received memorial donations, the Council shall have the authority to transfer said donations only to other memorial projects. Non-memorial donations to cancelled projects may be sent to any fund except the General Fund.
8. These guidelines are in effect until amended by the Church Council and supersede all previous guidelines.

CHURCH FUNDS FOR DESIGNATED CONTRIBUTIONS

In order to receive tax deductible credit for monetary gifts given for Sunday School offerings, class approved projects, or other designated ministries of Gramling UMC, said gifts shall be given through the Gramling UMC general fund. It is acknowledged that no goods or services are to be received by the donors for these tax deductible gifts. (Make checks payable to GUMC and clearly designate its purpose.)

1. General Fund: Used for all ministries and daily expenses of the church including all budget line items.
2. Capital Fund: Used for large ticket items for property improvements and Trustee maintenance expenses.
3. Memorial Fund: A fund used for purchasing necessary items of long-term use for the church in honored memory of our deceased. All projects are determined by the Church Council. (Ideas are welcomed.)
4. Parsonage Fund: Used for purchasing another parsonage (not upkeep of present one).
5. Benevolence Fund: Used to help people with emergency needs for utilities.
6. Sunday School donations.

FUNERAL POLICY

Even for Christians, the death of a loved one is a difficult journey. We grieve for our loss and yet we do not sorrow as one with no hope. Gramling United Methodist Church considers it a blessing to minister to families of our congregation and our community in their time of need. It is through the Word of God that we have hope at the time of death. This policy is provided to assist our families in planning and providing a Christian funeral. The difference between a funeral and a memorial service? The body of the deceased is at a funeral service whereas the deceased remains or no remains are at a memorial service.

1. Our order of worship, A Service of Death and Resurrection, is a Christian worship suitable for funerals and memorial service. It should be held in the church if at all possible, and at a time when members of the congregation can be present. The church is familiar, designed for worship, and is rich with the symbols of our faith. However, the Pastor will support the family in their decision of where the service will be held - church, cemetery, chapel or funeral home.
2. The pastor of Gramling United Methodist should be notified immediately of the death of a member or constituent of the congregation. (A constituent is someone who attends regularly but is not a member). All arrangements should be made and approved in consultation with the pastor.
3. Pastoral ethics require that Gramling's pastor conduct all funeral services held at Gramling United Methodist. For another pastor or lay person to officiate or assist in the service must be invited by Gramling's pastor.
4. Gramling UMC members and their family are welcome to celebrate the life of their loved one with a funeral in the church. Burial in the cemetery must follow cemetery guidelines (under the Board of Trustees.)
5. The Funeral Director's staff will personally contact the Pastor of Gramling UMC to confirm the date and time of funeral and of all the arrangements. The Administrative Assistant will contact the Food Group responsible for providing the bereavement meal.
6. A Gramling United Methodist Usher, Trustee, or Member of Church Council must be on Gramling UMC grounds for funerals. He/she will open facilities no later than one hour prior to scheduled time to begin funeral, or visitation. He/she will also be available to operate the elevator. They will be responsible for locking all doors and making sure all lights are out.
7. The church does not provide nursery staff for funeral services.
8. A funeral is a service of Christian worship. Therefore, sacred or Christian music is appropriate. The use of congregational hymns or songs is encouraged and may be selected with the pastor in consultation with the family during the worship planning process.
9. An outline of responsibilities:
 - I. Funerals and memorials for members of the church family will be directed by the Pastor, who will work closely with the family in planning the worship.
 - A. It is important that the pastor meet with the family as soon as possible to help with the grieving process and plan the worship.
 - B. The pastor will handle funeral details as follows:
 - i. Contact Administrative Assistant to alert the Food Group, Trustee/Usher and Custodian.
 - ii. Contact musicians
 - iii. Prepare funeral worship bulletins.

CEMETERY GUIDELINES

Cemetery Committee Members: Marion Gramling, Donnette Griswold, Dale Morgan & Peggy Pruitt

1. Members of Gramling United Methodist Church, their spouses, and their dependent children shall be allowed to be buried in the cemetery as long as spaces are available.
2. The spouse of a member will be allowed to be buried in the cemetery as long as space is available. Unless special consideration or exception is granted by the trustees.
3. Previous pastors or currently attending pastors and their spouses will be allowed to be buried in the cemetery as long as space is available.
4. A past member that given service to GUMC of ten years or more shall be allowed to be buried in the cemetery as long as space is available. Present church records are definitive.
5. Family members that are not GUMC members may have their cremated remains buried in a plot with a GUMC member. An acceptable marker shall be on the plot.
6. Spaces may be reserved on a first come basis by members of GUMC for the member and spouse only, but will be returned to the Trustees if membership is moved or otherwise terminated before the ten year requirement, as stated in item 4.
7. Unused reserved spaces are non-transferable between members but are to be given back to the Trustees for later use.
8. There shall be an on-going cemetery committee consisting of at least one Trustee and no less than two other members to be appointed by the Board of Trustees. This committee shall meet as needed.
9. There shall be no markers or tombs above ground in Section 2.
10. Cremation urns shall be marked with a flat stone directly where the urn is buried.
11. It is expected that each grave will have a permanent marker within one year of burial. A \$500.00 deposit will be given to GUMC to ensure that a marker is placed on the grave site. The deposit will be returned upon the marker being placed on site as long as it is done within one year of the family member's death. If no marker has been placed within the one-year period then GUMC will purchase a marker to be placed on the grave site and the \$500.00 deposit will be retained by GUMC.
12. All casket graves are required at a minimum to have a concrete liner.
13. These policies shall be in effect until changed by the Trustees, and supersede any and all previous guidelines.

SAFE SANCTUARY POLICY Our **Safe Sanctuary Policy** is required by the SC Conference, and is meant to protect the children and vulnerable adults, as well as our members individually and our church as a whole. Every function for children and youth has to have 2 adults with background checks for each room used. You can help without this check but cannot be counted toward the 2 required helpers. We encourage everyone who wishes to help in these ministries to complete the background check. Contact the church office to apply. The General Conference of The United Methodist Church, in April 1996, adopted a resolution aimed at eliminating any potential for child sexual abuse in the church. The adopted resolution includes the following statement:

Jesus said, "Whoever welcomes a child welcomes me." (Matthew 18:5) Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.

Jesus also said, "If any of you put a stumbling block before one of these little ones . . . it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea." (Matthew 18:6) Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The Social Principles of The United Methodist Church state that "children must be protected from economic, physical and sexual exploitation and abuse." (para. 162C)

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation and ritual abuse (ritual abuse refers to abusive acts committed as part of ceremonies or rites, ritual abusers are often related to cults, or pretend to be) occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation in their churches. Virtually every congregation has among its members adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong. (From The Book of Resolutions of The United Methodist Church. P. 384-386)

Thus, in covenant with all United Methodist congregations, The Gramling United Methodist Church adopts this policy for the prevention of child abuse in our church.

Purpose: Our purpose for establishing this Child Abuse Prevention Policy and accompanying procedures is to demonstrate our total and unwavering commitment to the physical, emotional and spiritual safety of all our children, youth, and vulnerable adults.

Covenant Statement: The Gramling United Methodist Church hereby pledges to conduct the ministry of Jesus Christ in ways that assure the physical and emotional safety and spiritual growth of all of our children and youth as well as all of our workers with children and youth. We will follow reasonable safety measures when selecting and recruiting workers; we will implement prudent operational procedures in all areas of programming and care; we will train our volunteers and staff who work with our children, youth and vulnerable adults on our procedures and policies; and we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of South Carolina law.

Staff SELECTION Policies All volunteer and paid staff who work with children and youth at GUMC will be:

- 21 Years old (others may assist but teacher/leader must be present at all times)
- At least 5 years older than the oldest child/youth they will be supervising.
- A member or affiliate of GUMC for at least 6 months.
- Will complete and sign the attached agreement acknowledging familiarity and acceptance of the Safe Sanctuary Policy.
- Those who will have supervisory program responsibility for children/youth will undergo a criminal background check at no expense. Individuals who have been convicted of physical or sexual abuse or neglect may not work in any church-sponsored activity or program for preschoolers, children, youth, or vulnerable adults.

Staff SUPERVISION Guidelines

Whenever supervising activities involving children and youth at GUMC,

- Two non-related adults will be present at all times. If this is not possible, the activity is to be conducted in a room with window visibility and a volunteer or staff member will be posted to randomly observe all rooms during the activity.
- They will have access to a telephone, cell phone, or pager when groups are at or away from the church facility.
- One-on-one interaction with children and youth will be with an open door and visibility to all.

Whenever GUMC sponsors an activity involving children or youth,

- Anyone has the right to visit and observe the children's/youth activity, classroom, or church-sponsored program at any time, unannounced.
- All classroom and office doors will have a window or visibility from hallway or remain open while occupied.
- Windows will be kept free from adornment.

Whenever GUMC transports children or youth away from the church campus,

- Adults should never transport child/youth by self
- Approved and covered by church's insurance company
- Drivers should go through the same screening process as all other paid/volunteer staff.

Whenever GUMC hosts an activity involving children or youth from another church or community organization,

- The groups using the church facility will follow GUMC's Safe Sanctuary's policies and procedures.

GUMC volunteer and paid staff will attend training about Safe Sanctuary policies, procedures and child abuse issues and have a back-ground check every three years. Training will take place as needed for new members, volunteers, and staff.

If a suspected incident of child abuse or neglect occurs at or is revealed to a volunteer/paid staff person at a GUMC sponsored activity, the adult in charge of the activity will:

- Ensure the safety of the child, youth or vulnerable adult
- Call the church pastor or designee (in the event that the pastor is involved in suspected incident, the chair of the Staff Parish Relations committee and the District Superintendent will be notified immediately.)
- Church Pastor or designee will:
 1. Call the Spartanburg County office of Department of Social Services (DSS) 864-596-3001 or 864-585-1445. **This is a requirement of the law.** (Note: Do not attempt an investigation. This should be left to the professionals who are familiar with these cases.)
 2. Provide written documentation concerning the incident if requested by investigating agencies (police department, DSS, CAC, etc.)

Conclusion: In all of our ministries with children, youth and vulnerable adults, this congregation is committed to demonstrating the love of Jesus Christ so that each child, youth and vulnerable adult will be surrounded by steadfast love established in the faith and confirmed and strengthened in the way that leads to life eternal. (Baptismal Covenant II, *United Methodist Book of Worship*, P.96)

Acknowledge and Agreement Form

I have read and understand the policies and procedures of Gramling United Methodist Safe Sanctuary Policy, and I agree to observe and abide by the policies and procedures set forth therein.

Print Full Name: _____

Signature: _____ **Date:** _____

RECREATIONAL/GYM BUILDING RULES

1. This building may not be used for activities in conflict with the beliefs and standards of Gramling United Methodist Church.
2. Any and all recreational activities taking place in this building shall be supervised by an adult church member at all times.
3. All lights and fans shall be turned off and all doors locked following use of the building and the log books must be filled out with the appropriate information.
4. Participants in recreational activities will abide by the posted rules in the gymnasium.
5. Non-marking athletic shoes must be worn during play on the court.
6. Scheduled or unscheduled activities under normal circumstances should be concluded and the building vacated by 11:00pm.
7. No equipment of any kind may be borrowed from this building.
8. No alcoholic beverages or other drugs are allowed on this property. No smoking is allowed inside the building.
9. A written request for use of the facility for specific, scheduled events must be placed on file in the church office in order to avoid conflicts. An events calendar will be maintained in the church office. Regularly scheduled church-sponsored events take precedence. Other events to be held in this building must be requested by a responsible adult church member who must schedule the activity on the church calendar as soon as possible prior to the date requested. The responsible sponsoring church member must pick up a key in the church office and return it following the activity.
10. All tables and chairs placed in the recreational area shall be returned to the storage room following their use.
11. Any kitchen equipment used must be left clean and in order. Be sure that kitchen range, coffee pot, or any similar electrical device is turned off.
12. No skate boards, bicycles, or scooters of any kind are allowed inside this building. Indoor roller skates and roller blades are allowed but must be checked to see that they are in good repair and will not damage floor. Outdoor skates and roller blades will not be allowed.
13. Participants in athletic activities are not to take food or beverages onto the playing surface.
14. No profanity or unsportsman-like attitudes or conduct will be tolerated.
15. All recreational equipment must be returned to storage areas following use.
16. The use of this building for functions that benefit the membership that may result in personal profit to a member(s) must receive prior approval from the Church Council.
17. Excessive noise during arrival, use of, or leaving the recreational building and adjacent area is prohibited. Those using the recreational building shall park in designated areas.
18. Any request for use of this building for a purpose not addressed by these guidelines must be directed to the Board of Trustees.
19. Recreational use of this facility is intended for Gramling United Methodist Church members, either for informal or formal team play as part of a league.
20. It is not the intent of Gramling United Methodist Church that this facility become a community recreation center.
21. The gym may be reserved by individual church members for once only events such as birthday parties, but not regularly scheduled, on-going activities, unless approval is given by the Church Council.
22. Scheduling of organized recreational activities for church members shall be under the authority of the Family/Age Level Coordinator, (Paula Rhymer).

Note: This building serves as the location for Gramling precinct voting.

RULES FOR USE OF CHURCH BUS

Guidelines for Drivers:

- 1: Drivers must be trained on safety switches and procedures before using the bus.
- 2: Get the key from church office prior to departure and then return to bus box.
- 3: Drivers must be on the list of drivers submitted to the insurance company.
- 4: Drivers must obey state highway laws and speed limits.
- 5: Drivers should walk around bus and check tires before each trip.
- 6: Drivers should check under bus for oil and coolant leaks before each trip.
- 7: Driver is responsible for returning bus with at least ½ tank of fuel after use.
- 8: Each driver must have a copy of his or her driver's license on file in the church office.
- 9: No driver shall use any electronic device (phone, text, GPS, etc.) while operating the bus.

Trip Information:

- 1: An emergency contact phone number for driver or responsible party should be on file before departure.
- 2: A trip log (located in overhead bin) should be completed for each trip including beginning and ending mileage as well as name of driver.
- 3: Driver should complete the passenger list and place it in the bus box at the church before departing on trip.
- 4: Drivers should complete post-trip checklist and return the keys to the bus box after each trip.

Post Trip Checklist includes any mechanical problems, assurance that bus is clean; the bus must be swept and trash emptied after each trip. Broom and trash bags are provided on bus. Always take trash bag with you to dispose and put new bag in the trashcan. Windows and doors should be closed after bus use and when bus is left in parking areas. Keep an appropriate fuel level.

- 5: Report mechanical problems with the bus to Marion Gramling immediately.

Fueling Procedures

- 1: Get the gas card from Marion Gramling prior to departure.
- 2: Never add fuel to the bus while occupied. Unload all passengers.
- 3: Plan to refill gas tank before returning if possible.
- 4: Give receipts for gas to the church treasurer.

USE OF CHURCH EQUIPMENT/ITEMS

No equipment may be removed from church property other than for use with church-related functions (for example, Sunday School class parties). This policy applies to tables, chairs, table linens, silverware, etc. as well as any other church property. Anyone who needs church property for a church-related function should contact the office in advance to secure the needed items.

RULES FOR USE OF SOCIAL HALL

- The Social Hall is to be used by Gramling Church members and their invited guests.
- Specific uses of the social hall include, but are not limited to: church dinners, drop-ins, wedding receptions, funeral receptions, church group meetings, Sunday school classes, Sunday school class parties, special church speakers or programs, family reunions of members, other church-sponsored events. This building may not be used for activities that are in conflict with the standards and beliefs of Gramling United Methodist Church.
- A church member must schedule any event held in the social hall. Use of the social hall by non-members requires a church member to act as a sponsor, be present, and take full responsibility.
- The use of the social hall for functions benefiting the membership that may result in personal profit to a member(s) must receive prior approval by the Church Council.
- Set-up: Setting up the social hall for a particular function is the responsibility of the member reserving the social hall. After the event is concluded, chairs and tables shall be returned to the places in which they were found.
- Cleanup: the church custodial staff will clean the social hall regularly. However, specific individuals or groups reserving the social hall for use are responsible for returning the facility to the same or better condition than found. Full clean up will include vacuuming, dishwashing, cleaning of tabletops and counters, and removal of trash and garbage from the premises. If dishwasher is used, it should be emptied and left in clean condition. Tables and chairs must be left in their normal arrangement as shown on a checklist posted in the kitchen area. Each person in charge of an activity must complete this checklist.
- The custodian will inform the Board of Trustees of any failure to follow cleanup rules and guidelines.
- Persons using the social hall for other than church-sponsored activities must provide their own paper products, i.e. tablecloths, paper plates, cups, napkins, etc.
- No items from the social hall are to be loaned out.
- No alcohol or other drugs are permitted on church property. No use of tobacco is permitted inside.
- If social hall is used for purposes other than church-sponsored activities, donations are requested to cover the cost of utilities and operations.
- To avoid conflicts, all activities, events, or functions taking place in the Social Hall must be placed on the church calendar as soon as possible in advance of the requested date. Any regularly scheduled church sponsored functions take precedence. The calendar will be maintained in the church office along with a key to the building. In cases of functions not sponsored by the church, a responsible church member may pick up the key prior to the event and return the key the following day.
- Any request for use of this building for a reason not addressed by these guidelines shall be brought to the attention of the Board of Trustees.

WEDDING POLICIES FOR MEMBERS

1. In accordance with God's word and the Discipline of the United Methodist Church, marriages that occur on the grounds of Gramling UMC shall be between a man and a woman.
2. The date for the wedding shall not be set until it has been placed on the Gramling's pastor's calendar.
3. Pastoral ethics require that Gramling's pastor conduct all wedding services held at Gramling United Methodist. For another pastor or lay person to officiate or assist in the service, they must be invited by Gramling's pastor.
4. Four premarital sessions with the minister officiating are required of every couple desiring to be married.
5. Church standards take precedence over purely secular and personal tastes.
6. The minister has final authority regarding details of the service.
7. The minister will confer with the couple as to what church decorations will be most fitting. A plan should be submitted at least six weeks prior to the wedding in order to avoid last minute problems.
8. No tacks, nails, or tape may be used in decorating the church.
9. If no candle covers are used, plastic must be placed under the candelabras to prevent the dripping of wax onto the carpet.
10. No alcoholic beverages or other drugs are allowed on church grounds. No Smoking is allowed in the church building.
11. No rice, birdseed, or bubbles are to be used for safety and clean-up reasons.
12. The minister shall be consulted in choosing music in the tradition of the United Methodist Church. If our organist and/or pianist are not performing the music, a list of potential musical pieces should be submitted to the minister six weeks prior to the wedding.
13. Should the church organist or pianist be asked to play, a fee should be negotiated between the wedding party and musicians.
14. Any organist not associated with Gramling United Methodist Church will consult with the church organist before playing the church organ.
15. The custodian is to receive \$100 for his services rendered. Please make your check payable to Ronnie Brackett and bring to the church office two weeks **prior to** the wedding.
16. No flash photographs are to be taken during the actual service. Video recording is allowed only from the balcony or from an unmanned camera placed in an unobtrusive position near the front of the sanctuary.
17. The flags and the choir chairs are the only pieces of furniture which can be moved in the sanctuary. The kneeling pads are not to be removed.
18. If adjustments are made to the sound system, please return all controls to their previous positions after service.
19. If the Social Hall is used as part of the wedding event, all rules pertaining to this facility shall be followed.
20. These policies for members shall also apply to former ministers and members of their immediate families.

WEDDING POLICIES FOR NON-MEMBERS: In the event that a non-member would like to use the church for a wedding, a request must be made to the church by a sponsoring church member who must tentatively reserve the church for the date in question.

Wedding Sponsor Duties:

- See that fees are paid. (See rule 2)
 - Set the thermostats early for the rehearsal, wedding and reception as needed and open doors.
 - Attend each event making sure all wedding policies and Social Hall rules are kept.
 - Oversee the set up and return of tables and chairs. (See Social Hall rule #5). The very chairs and tables from the gym or social hall must be the same ones taken back. They are marked on the underside.
 - See that the building and premises are cleaned and cleared of all decorations and garbage. (See Social Hall rule #6).
 - Cut off lights, reset thermostats and lock doors.
1. The date for the wedding **will not** be placed on the church calendar definitely until a, b, and d fees have been received. The fees are as follows:
 - (a) security deposit--\$500.00 (to be refunded upon no damage after the wedding)
 - (b) church use fee----\$800.00
 - (c) If our musicians are to be used, a fee will be negotiated with them and paid to them before the wedding
 - (d) Custodian-----\$100 Please make your check payable to Ronnie Brackett and bring to the office.
 2. In accordance with God's word and the Discipline of the United Methodist Church, marriages that occur on the grounds of Gramling UMC shall be between a man and a woman.
 3. Church standards take precedence over purely secular and personal tastes.
 4. The minister has final authority regarding details of the service.
 5. Counseling sessions are required as determined by the pastor, and should be finished one month before the wedding.
 6. The minister shall be consulted in choosing music in the tradition of the United Methodist Church. If our organist and/or pianist are not performing the music, a list should be submitted to the minister six weeks prior to the wedding.
 7. The minister will confer with the couple as to what church decorations will be most fitting. A plan should be submitted at least six weeks prior to the wedding in order to avoid last minute problems.
 8. If the couple desires another minister to assist in, or perform the service, the pastor of the church must grant a letter of permission.
 9. Due to the unpredictable timings of weddings, there may be a limit on the number of weddings that will be allowed during the months of June and December. The minister will make this decision.
 10. Any organist not associated with Gramling United Methodist Church will consult with the church organist before playing the church organ.
 11. No flash photographs are to be taken during the actual service. Video Recording is allowed only from the balcony and/or from an unmanned camera placed in an unobtrusive position near the front of the sanctuary.
 12. The flags and the choir chairs are the only pieces of furniture that can be moved in the sanctuary.
 13. The kneeling pads are not to be removed. The piano is not to be moved at all.
 14. If adjustments are made to the sound system, please return all controls to their previous positions after the service.
 15. If no candle covers are used, plastic must be placed under the candelabras to prevent the dripping of wax onto the carpet.
 16. No tacks, nails, or tape may be used in decorating the church.
 17. No rice, birdseed, or bubbles are to be used for safety and cleanup reasons.
 18. No alcoholic beverages or other drugs are allowed on church grounds. No smoking is allowed.