

SAINT JOHN'S EPISCOPAL CHURCH
Plymouth, Michigan

POLICIES AND PROCEDURES

MANUAL

Adopted February 2010

Adoption

The Vestry adopted this Policies and Procedures Manual on February 23, 2010.

This document supersedes all previous documents and procedures related to the administrative and financial operation of St. John's. The Episcopal Diocese of Michigan Canons and St. John's By Laws adopted on January 20, 2008, take precedence if there are any conflicts with this Policies and Procedures Manual.

These policies and procedures should be communicated, made readily available for reference, and adhered to by all employees and volunteers of St. John's Episcopal Church.

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Forms Section – Reference

- Parish Events Building Use Form
- Memorial Gifts
- Proposal/Activity Form
- Proposed Fund Raising Activity Form
- Travel/Education Request Form
- Travel Expense Report
- Youth Group Behavior Contract and Covenant
- Youth Group Permission/Medical Form
- Church School Registration

Alcohol and Drug Usage Policy

Serving of Alcohol

- Alcohol may not be served in the Church facility or on Church property except for wine used in the Eucharist, unless express permission is given by the Rector or Vestry.
- Alcohol may be served in homes to adults in conjunction with a Church-related event with discretion and good judgment, and with the encouragement of designated drivers.
- The host parishioner is responsible for not serving alcohol to a person who is intoxicated or underage.
- Those parishioners hosting an event at which alcohol is served should offer equally attractive non-alcoholic choices.
- When alcohol is served and minors are present, all adults are expected to act responsibly and to use good judgment.

Use of Drugs

No use of banned drugs is allowed at any Church function, either on Church property or at any other location.

Observed Use of Drugs or Alcohol Abuse

If an adult is observed using drugs or misusing alcohol at a Church event, the Rector, another clergyperson, or the adult in charge of the event must be notified and determine appropriate action. This may include:

- Requesting that the abusing adult leave the event by a safe means
- Providing transportation for the abusing adult
- Attempting to provide appropriate counseling or referral to the abusing adult and his/her family
- Alerting the appropriate authorities in cases that involve violations of the law

If a child or youth under the age of 21 is observed using drugs or alcohol at a Church event, the Rector, another clergyperson, staff member or the adult in charge of the event must be notified and determine appropriate action. This may include:

- Determining the appropriate persons to notify (usually parents) and doing so immediately
- Appointing an adult to supervise the child
- Attempting to provide appropriate counseling or referral to the child and family members
- Alerting the appropriate authorities

Building Use Policy

General Policy

- St. John's encourages the use of its facility for Diocesan, parish, and community activities.
- The facility is available for use for parish events at no cost.
- Rental fees apply for uses other than parish events (See Fee Schedule).
- When use of the kitchen is required, special policies apply. See "Use of Kitchen."
- For weddings and funerals, see the specific policies in this Manual.
- All events, other than scheduled parish events, must be scheduled through the Parish Office Manager.
- All building use contracts should be reviewed by the Chancellor and approved by the Vestry as deemed appropriate.

Parish Events

- Groups are responsible for setting up and breaking down chairs, tables, etc., and returning equipment to its original location.
- A representative from the group is responsible for opening, closing and turning off lights and adjusting the heat or air conditioning, if changed for the event.
- If an event is scheduled during hours that the Sexton or a member of the staff will not be present, an individual designated by the Vestry, Rector, or Parish Office Manager to hold keys to the building must agree to take responsibility for locking up.

Non-Parish Events

- Under Episcopal Church Canon III.9(5)(a)(2), the Rector has control over all uses of Church facilities.
- Repetitive use of the building by outside groups is subject to approval of the Rector, in consultation with the Administration and Finance Ministry Team. A usage agreement may be necessary.
- An event sponsored by a non-parish group must be appropriate for a house of worship. The Rector's decision on appropriate use shall be final.
- Rental fees and a Sexton fee may apply (see Fee Schedule).
- All users of the facility must abide by all building use policies.
- Non-parish users are responsible for providing any supplies needed for the event, such as, cups, coffee, etc.
- If use of the kitchen is required, see the "Use of Kitchen" policy.
- An event may be scheduled by completing a Building Use Request form and making a deposit with the Parish Office Manager. (Reference Forms Section & see Fee Schedule).
- The deposit will be refunded if the event is canceled:
 - 24 hours in advance if the Sexton's presence was not required.
 - 7 days in advance if the Sexton's presence has been scheduled.

Rental Fees

See Fee Schedule.

Sexton Fees

Additional Sexton fees (see Fee Schedule) may be applicable depending on the requirements of the event and are paid directly to the Church. The Church will pay the Sexton according to the payroll structure in place for that employee.

Set-up and break-down time may be estimated and added to the fees when request is completed and submitted.

Kitchen Use Policy

General Policy

- Use of the kitchen for other-than-parish events must be requested through the Parish Office Manager.
- Kitchen use for scheduled parish events takes precedence over any other request.
- When use of the kitchen has been scheduled through a Building Use Request Form (Reference Forms Section), no other group/person may use the kitchen.
- Parishioners may use the kitchen by arrangements through the Parish Office Manager (Building Use Request form) unless the kitchen has been reserved by a group or there is a scheduled parish event. There is no charge.
- Parishioners using the kitchen for personal use are encouraged to make a donation to cover the cost of utilities.
- Anyone using the kitchen is responsible for cleanup.
- Supplies in the kitchen are for parish events only. Anyone using the kitchen for a non-scheduled, non-parish event or personal use must bring his or her own supplies.
- All kitchen equipment may be used by anyone who has requested use of the kitchen.

Kitchen Use for Weddings or Non-Parish Group Event

- The Sexton (or another representative) must be on the premises when the kitchen is used for a wedding or non-parish event, whether the event is catered or not.
- The kitchen may be used for keeping food hot or cold, for preparing coffee, tea, etc.; however, major food preparation is not allowed.
- The cost of using the kitchen is included in the rental of the facility for non-parish groups.
- No kitchen supplies may be used for weddings or non-parish events. Users are responsible for bringing their own supplies (plates, flatware, condiments, etc.).

Church School/Youth Ministry Policy

Staffing

- In keeping with Diocesan guidelines, we are selective in choosing teachers and leaders for children and youth programs.
- The Christian Formation Ministry Team or Associate Priest, with the approval of the Rector, selects volunteer teachers.
- Church School personnel employed by the parish, such as child care directors in the Nursery, are selected according to the policy for hiring staff.
- Teachers may be placed on teams.
- Teaching rooms have windows in the doors.
- All teachers are required to take online child sexual abuse prevention training once every five years.
- All youth leaders/workers must participate in abuse prevention classes.

Attendance/Safety in Church School Classes

- All children in the Nursery must be signed in and out by a parent, or another adult selected by the parent, and identified as the caretaker.
- All children (including visitors) will be welcomed, accepted and nurtured to the best of the staff's ability.
- No children will be released to another child or to an unknown person.
- Teachers will take attendance every Sunday and keep these records on file.
- Teachers will not release individual children during class time unless they are accompanied by a responsible person.

Parental Permission

- Signed permission slips are required in advance for any Church-sponsored activity held outside of the Church unless the child's parent/guardian is attending the event.
- Permission slips (Reference Forms Section) may be generic in form, but must include information about the specific event (time, place, type of activity, etc.)
- During an event that requires permission slips, a responsible adult accompanying the event must retain the permission slips (or copies thereof).
- Permission slips will be filed by the responsible staff person for at least one year after the event.
- Permission slips are required in advance for any overnight trip or event.

Behavior Contracts

- Behavior contracts (Reference Forms Section) are required for any overnight trip or event.
- Medical Forms: All children under the age of 18 participating in any youth group meeting or events must have a completed medical release form (Reference Forms Section) on file at the Church.

Medical/Accident Policy

The health and safety of the child are paramount in dealing with any accident, injury or illness.

When accident, injury or illness occurs at the Church, the teacher responsible for the child should immediately report it to the Church School Director and the child's parent/guardian.

The parent is responsible for determining appropriate action. If the parent is not available, the teacher or staff person in charge must determine appropriate action, which may include:

- Obtaining the assistance of medical personnel on the premises
- Calling EMS or other emergency personnel
- Applying appropriate first aid to the best of the adult's knowledge.
- If the situation does not warrant emergency transport, transporting the child by car to a medical facility

Accidents, injuries and illnesses must be reported on the "Medical Emergency Form" (Reference Forms Section) and must include a description of the accident or injury, the cause and the action taken. Parent(s) and the adult in charge of the child must sign. The form will be filed for at least one year in the Church School office.

Administering any medications (on-site or on away trips) requires written permission and instructions from the parent.

Medications administered off-site must be carried by the adult in charge, not by the child.

Medication permission notes should be dated for each off-site trip. If they apply to on-going on-site needs, they should be renewed every six months.

The Church will maintain a first-aid kit that meets recommended standards. A separate kit will be carried for off-site events. (Kit must include latex and latex-free gloves.)

Discipline

When inappropriate behavior is identified, and it persists, the child is removed from the community and taken to the Church School office for 'time out.' A Church School staff member talks with the child about the behavior, how it affects the class and why it is inappropriate. When the child is ready to conform to expected and acceptable behavior, she/he is invited to return to the classroom.

Transportation for Church School/Youth Events

- The Church, but not a driver, is covered by the Church's insurance coverage. Drivers for Church-related events must hold liability coverage for themselves and their passengers.
- Drivers may include clergy, staff or volunteer adults approved by the staff person responsible for the event.
- No driver may be under 25 years old.
- Any person who drives youth or children as part of a Church event, on a regular basis (more than twice in a year), should have a DMV check done through the Diocesan Offices.
- Vehicles used for transporting Church youth must have a seat belt in use for each person.
- When commercial companies are used for transportation, the responsible staff person must approve the selection and contracting of the company, keeping in mind past experience with the company, reputation and experience of the company, and its insurance coverage.

Fundraising Policy

Definition

Fundraising is a group or individual activity for the purpose of procuring money or goods from the parish community on Church property for a charitable purpose or a specific need. It is usually of a short-term duration. It is **not** regular covenant giving, nor meant to supplement regular operating fund covenant giving. Fundraising activities may include:

- Gifts and donations of money or goods, given in response to specific publicity (Yellow Pages, Eagles Wings, Adult Forums, Pulpit Talks) or given casually. Vestry-approved organizations (see Attachment) are excluded from this.
- Sales such as bazaars, Christmas greens sales, bake and book sales, car washes, etc.
- Fellowship-related activities such as dinners, parties, concerts, etc. for which sponsors intend to collect or raise funds in excess of the cost of the activity.

General Policy

- The Vestry reviews and approves all fundraising activity to insure that there is not an excessive amount of fundraising activity that would affect operational giving and sustaining the parish. The Vestry may decide that some proposed activities may be inappropriate.
- Exclusions to Vestry reviews and approvals are donations from all Mission Outreach-sponsored Sundays, and designated organizations for Maundy Thursday and Good Friday offerings.

- Any group or individual proposing a fundraising activity should complete “Summary of Fundraising Activity” (Reference Forms Section) and present the plan to the appropriate staff or Vestry member. Approval of the plan must come from the Vestry.
- No publicity may begin until Vestry has approved the fundraising event.
- Any solicitation of donations or gifts from businesses/agencies outside the parish requires Vestry approval.
- All funds will be remitted to the Parish Office Manager along with a written summary of income, expenses and corresponding receipts.
- Income is to be distributed according to the Vestry-approved purpose(s) of the fundraising activity.
- If a seed money account is necessary for the event, the following should occur: Seed money that is funded out of parish accounts will be separately recorded and identified in the record-keeping and financial reporting (generally as restricted accounts, which are time-certain and/or for a particular purpose). After the fundraising activity is completed, the seed money is to be returned to the parish accounts with the corresponding record-keeping and financial reporting.
- Gambling, pools and games of chance are not allowed on Church property.
- Fundraising for non-Vestry-approved organizations is not allowed. A list of Vestry-approved organizations is contained in an attachment, and any additions must be approved by the Rector and Vestry.

Policy for Holding and Handling Cash in Connection with Fundraising Events

- The Vestry must approve that the holding and handling of cash will occur in connection with the fundraising event.
- When the event is completed, all cash should be returned to the Parish funds with appropriate documentation supporting that the Fund is properly intact and accounted for.

Spending Authority Policy

General Policy

By Diocesan Canon 4.4.1.1 (yr. 2007), the Vestry has the final right and responsibility to appropriate parish funds and authorize their expenditure.

This document supersedes all previous guidance and approval levels.

Guidelines for Administration and Finance Ministry Team Members

The Administration and Finance Ministry Team may be comprised of the following persons for optimum effectiveness in discernment of spending matters that often come before this team:

- Senior Warden
- Junior Warden
- Treasurer(s)
- Building Fund Chairperson
- Vestry member at Large (1 minimum)
- Rector
- Other Confirmed members of Parish at Large having interest in the ongoing work and ministry of the A&F Team

Decision Rule of Administration and Finance Ministry Team

Rule should be in accordance with Vestry governance decision rule.

Check Signing Authorities

- Senior Warden
- Junior Warden
- Parish Treasurer(s)
- One additional designated person from Vestry or Administration and Finance Ministry Team

The Wardens, Treasurer(s) and designated Administration and Finance Ministry Team Member who have signatures on file with the Church's bank may sign St John's checks.

Checks are signed by one person in the witness of one other authorized check signer.

Both the signer of the check and the witness should initial the retained check voucher.

Operating Fund

Budgeted Allocations

- Ministry Teams and staff may spend up to the limits of their year-to-date budget allocations according to amounts designated per month.
- The Vestry may amend designated spending amounts. This may be verbal but the actual budget loaded into the ACS System remains unchanged.
- In case of cash-flow issues, the year-to-date budget authorization to spend may be amended by the Treasurer, in consultation with the A&F Ministry Team or Vestry. In these cases, the Ministry chair and the staff member affected by the curtailment will be notified.
- When spending is curtailed, as above, the A&F Ministry Team/Vestry will review the decision and recommend when, and if, it is possible to remove the spending restrictions.
- The Ministry Team Leaders and Staff must monitor their expenditures and bring any anticipated or actual overages to the Treasurer's/A&F Ministry Team's attention for conversation and resolution.

Expenses (Limits apply to all funds: Restricted and Non-Restricted)

- Each full-time St John's staff member, or personnel scheduled between 21 and 29-1/2 hours per week, may approve up to \$250 if the expense is within the approved annual budget. Expenses greater than \$250 require the Rector's pre-approval. (Vestry approved 2-26-2008.) Part-time employees (20 hours or less per week) need to obtain the approval of their supervisor prior to making a purchase.
- The Rector may approve up to \$1,000 if the expense is within the approved budget. (Vestry approved 2-26-2008.)
- Travel expenses that exceed \$500 require pre-approval by the Administration & Finance Ministry Team. A Travel & Education Request Form is to be submitted (Reference Forms Section) for approval. A Travel Expense Claim Form will be completed and submitted documenting the total expenses incurred.
- For expenditures not already included in the approved annual budget, the Executive Committee may approve up to \$3,000 (emergencies only) and the A&F Ministry Team may approve up to \$5,000. In all cases, the Executive Committee and/or the A&F Ministry Team should communicate its actions to the Vestry as soon as feasible. Vestry approval is required for all non-budgeted expenditures exceeding \$5,000.

Office Petty Cash Policy

The Office Petty Cash Fund should be maintained at \$200. At any time, available cash and receipts should add up to \$200 exactly.

All requests for petty cash must be made with the Parish Office Manager. Money shall not be removed from the Office Petty Cash Fund in the Parish Office Manager's absence. The person who receives cash must sign a disbursement receipt that will be kept in the Petty Cash file.

Receipts for petty cash purchases should be returned within 24 hours, along with any change. Upon return of remaining cash and purchase receipts, the disbursement receipt will be voided. The Office Petty Cash Fund will be replenished as needed exactly for the total amount of the receipts on hand, in order to bring the Fund back up to \$200 in cash.

Audits of the Office Petty Cash Fund, and other petty cash funds, should occur at least twice during the year by the Treasurer or Vestry/A&F designee. An audit/reconciliation needs to be completed with the Parish Office Manager before he/she leaves the employment of St. John's. The results of the audit should be appropriately communicated by the Administration and Finance Ministry Team to the Vestry.

Building Fund

Intent

This statement of purpose is intended to guide parishioners in their giving and the Vestry and Ministry Teams in the expenditure of funds.

Purpose

The St. John's Building Fund consists of monies set aside from routine operating expenses for major and generally non-recurring alterations, improvements or repairs to the Church building, grounds, or equipment.

The following items would typically be covered by the Fund:

- Repairs/alterations to building structure.
- Repairs/alterations to parking lot and lighting.
- Acquisition of, or service for, furniture, fixtures or equipment.
- Major landscaping projects.
- Loan payments on above listed items.

A new building or major addition would be covered by a separate capital campaign. However, funds for feasibility and architectural studies, as well as other related preliminary costs, may be drawn from the Building Fund.

Revenues

Revenue will come from restricted offerings using the pledge system or from special gifts or bequests specifically identified for the Building Fund.

Expenditures

Expenditures of less than \$1,000 that are for routine maintenance will be drawn from the Operating Fund.

The Chairperson of the Building and Grounds Committee may approve expenditures up to \$1,000, staying within Operating Fund Budgets and available Building Funds.

Proposed Building Fund expenditures from \$1000 to \$5,000 are to be approved as follows:

- The Executive Committee may approve expenditures up to \$3,000, primarily for emergencies only.
- The A&F Committee may approve expenditures up to \$5,000 for emergencies or expenditures within the normal course of operations.
- Any expenditures above \$5,000, whether for emergencies or otherwise, require Vestry pre-approval.

The Executive Committee and/or A&F Team will inform the Vestry of any expenditure it approved as soon as feasible, or at their next meeting.

Transfers

Except as noted below under “Fund Size”, any transfer from the Building Fund to the Operating Fund must be for an exceptional emergency circumstance and must be approved by the Vestry.

Fund Size

Expenditures between the years 2003 through 2008 have averaged \$33,000/year, about 6-8% of Operating Fund expenditures. To continue that level of expenditures and to provide for unexpected expenses, the Building Fund should be maintained at or above \$55,000. In the event that the Fund balance exceeds \$100,000, amounts in excess of \$100,000 may be transferred to the Operating Fund at the end of each year, with the approval of the Vestry.

Publications

The current status of the Building Fund will be shown periodically in *On Eagles Wings* and in the Yellow Pages.

Projects

The Project Manager is responsible for controlling expenses to the Vestry’s pre-approved project total expenditure levels. Monthly reports are required showing expenditures to date versus budget and the expected remaining expenditures. Related policies contained in the “Outside Work Contracts” section should be followed.

Memorial Fund

The General Memorial Fund #6-100 has come from undesignated memorial donations and previous accumulations of Fund interest income. It can be used to support any

appropriate Memorial Garden maintenance expenditure as agreed to by Vestry or designated authorities. The Memorial Committee, including Rector, a Warden and a Vestry Member and/or Administration and Finance Ministry Team member shall pre-approve all General Memorial expenditures.

The Memorial Garden Renovations Fund # 6-150 is comprised of amounts that are remaining from previous renovation capital projects and can be used for future garden renovations with appropriate approvals.

Any expenditure that exceeds \$1,000 follows the established approval level protocol.

During funeral planning sessions, family members will be given a Memorial Donation Form (Reference Forms Section) to designate their wishes for the use of monies donated in memory of their loved one. This Form can be completed immediately, or the family may wish to take the Form with them to complete and return within 60 days. If the Form is not returned within 60 days, the funds can be used at the discretion of the Rector, in coordination with the Memorial Committee and A&F Committee.

A copy of the Form should be provided to the Treasurer and the Memorial Committee Chairperson, and will be referenced when considering disbursement of these funds.

As a courtesy to the deceased member's family, the Rector and/or the Memorial Committee Chairperson should write a letter to the family informing them of the usage of the funds.

Outside Work Contracts/Leases

Approval for contractors, leases, maintenance service agreements including property-related expenditures, must be signed as per St. John's By-Laws (3.6.2 yr. 2008) and Diocesan Canons (4.4.1.1.1 yr. 2007). Only a Warden and Treasurer, or other Vestry designated representative, can legally bind the parish.

Outside work/purchases costing more than \$1,000 require a minimum of three competitive quotes. One quote can be a "No Quote" response. The Administration and Finance Ministry Team reviews proposed contracts for outside work and makes a recommendation to the appropriate authority. A St. John's Proposal/Activity Form (Reference Forms Section) should be completed and presented to the A&F Ministry Team and Vestry to assist in evaluating and approving the proposed work.

In an emergency, the three-quote requirement can be waived with the approval of the appropriate Ministry Team chairperson and the Junior or Senior Warden.

Employee Policies

Diocesan Canons, and the EDOMI Clergy and Lay Employee Handbook, should be followed for salary and related discernment, specifically EDOMI Canons 4.4.4. and 5.5.2 and other related canons (yr 2007).

Canon 4.4.4 Relations with Layperson Employees, Generally

The relationship between the Governing Body (Vestry for St. John's as it is a parish) and a layperson hired by the congregation is that of employer and employee or independent contractor. The employer of all lay persons hired by the congregation shall be the Governing Body, which alone shall have authority to determine compensation and benefits. The Governing Body shall provide compensation and benefits to all employees in accordance with the compensation and benefit policies adopted, and from time to time amended, by the Diocese and required by applicable law. It is expected under ordinary circumstances that all staff of a congregation is under the general supervision of the member of the clergy in charge except as otherwise agreed between the member of the clergy in charge and the Governing Body.

Canon 5.2.2 Compensation and Benefits

The Governing Body of the congregation shall be responsible for compensating the member of the clergy in charge and assisting clergy in accordance with the compensation and benefit policies adopted, and from time to time amended, by the Diocese.

Other

- Annual salary compensation changes, both merit and cost-of-living for staff, will be suggested jointly by the Rector and the Vestry, subject to approval by the full Administration & Finance Ministry Team and the Vestry. The Vestry determines merit and cost of living changes for the Rector.
- The Chancellor must review and approve the legal terms of employee contracts/agreements or covenants of call prior to their being offered to employees or potential employees.
- The Senior and Junior Wardens will negotiate any clergy Letter of Agreements/Covenant of Calls and compensation in consultation with the Vestry. Agreements/Covenants should be reviewed each year or as specified by the agreement/covenant.

Hiring of Family Members and/or Parishioners

The hiring of family members and/or parishioners may be reviewed on a case-by-case basis as necessary; however, the following serves as a preferred guideline:

- Family members of all employees, or any parishioners, are not eligible for salaried positions or part-time employment.
- Parishioners cannot be hired for short-term work without approval from the Vestry.

Sexual Harassment and Abuse Policy

As Christians, we are committed to respect the dignity of every human being. In accordance with the policies of the Episcopal Diocese of Michigan, it is our intent to provide and maintain an environment free from harassment of any kind within the Church by Church personnel (as defined below).

The EDOMI has adopted a Sexual Misconduct Policy, and also addresses policies concerning abuse and harassment in the Diocesan Canons. These procedures are intended to help the Church deal sensitively and responsibly with allegations of professional misconduct of a sexual nature by Church personnel.

For the purposes of this Policy, the following are included in the definition of Church Personnel when they are functioning in their respective roles for the Church:

- All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the Church.
- All paid personnel, whether employed in areas of ministry or other kinds of services by the Diocese, or its congregations. Examples include Church Administrators, Sextons, Directors of Religious Education, Bookkeepers and any contracted personnel.
- Volunteers, including any person who enters into or offers him/herself for a Church-related service, or who actually assists with or performs a service (not limited to worship services), whether or not they have been selected or assigned to do so. Volunteers include, but are not limited to, members of advisory boards, Vestry members, Lay Eucharistic Ministers, ministry team members, and/or all persons who regularly work with or around children or youth.

All of the above-mentioned Church personnel who exercise authority within the life of the Church must recognize appropriate boundaries for their relationships with those among whom they minister, and must hold themselves accountable for seeing that these boundaries are not violated. Therefore, all St. John's clergy, staff, Vestry members, and all persons who regularly work with or around children are required to attend the Diocesan Sexual Harassment training class.

The prohibited conduct includes, but is not limited to:

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment. Sexual harassment may include, but is not limited to, unwelcome sexual advances or sexual flirtations; physical conduct of a sexual nature; undesired physical contact; request for sexual favors; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual, including sexual nicknames; sexually oriented jokes, objects, pictures or cartoons.

Other Harassment

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, weight, height or disability, military status, sexual orientation or marital status.

Harassing conduct includes, but is not limited to, name calling, slurs, negative stereotyping or threatening, intimidating, or hostile acts that relate to one's race, color, religion, gender, national origin, age, weight, height, disability, military status, marital status or sexual orientation; or written or graphic material that defames or shows hostility or aversion toward an individual or group because of the foregoing characteristics via electronic mail or circulated or displayed on the Church premises.

Procedure

Any person who believes that she or he has been sexually abused, harassed or exploited, or has knowledge of alleged sexual misconduct is to report this information immediately to the Rector, Clergy Person in Charge, Assistant Rector, or the Senior Warden. If you are uncomfortable reporting to those individuals, you must file a complaint with the Bishop, or if the Bishop is not available, the report is to be made to the Canon to the Ordinary.

All complaints will be taken seriously and investigated immediately by the Rector, or the person to whom the incident was reported, in as confidential a manner as possible. If it is determined that there is cause to proceed (the complaint has sufficient merit), the Bishop's Office will be notified, and the Diocesan policies and procedures for responding to these allegations will be followed. (See related Canons and/or EDOMI Policies and Procedures for Responding to Allegations of Misconduct by Church Personnel Involving Sexual Abuse, Exploitation and/or Sexual Harassment).

If the accused is a Church volunteer, he or she will be temporarily restricted from participating in any leadership or ministry positions at St. John's, pending the outcome of an investigation.

An act found to constitute harassment will result in disciplinary action and can result in discharge of a Church employee, lay person, or contractor. In the case of clergy, the application of the Ecclesiastical Disciplinary process may occur as well.

If, after an appropriate investigation, the Diocese or Vestry Executive Committee finds the act of harassment did occur by a volunteer, that person will be immediately removed from all of the volunteer positions that they were entrusted to by the Church with the authority and responsibility of leadership, and/or selected or assigned to perform within the congregation.

Given that the Christian community is based on reconciliation and redemption, the future involvement of any given offender will be determined on a case-by-case basis by the acting Vestry Executive Committee.

Vestry Governance

Quorum

A quorum for Vestry Meetings is 2/3 of the existing membership. St. John's Vestry consists of twelve members. In cases where there are fewer than twelve Vestry members, a quorum is 2/3 of the existing membership rounded down to the next whole number applies.

Meeting Protocol

Robert's Rules are to be followed during Vestry meetings.

Decision Rule

The Vestry operates under a strong majority concept. Abstention(s) from voting are discouraged and are considered a "**No**" vote. A measure is disapproved if there are **two or more** negative votes, including abstentions.

Election of Wardens

The election of Wardens for the next Vestry class will take place in November, or at the last Vestry meeting of the year. The Vestry elects the Senior Warden and Junior Warden for the following year. The new Vestry, which is seated in January, must confirm the election of Wardens within 14 days of the Annual Meeting. This is in compliance with Diocesan Canons.

Resident Agent

Each year the State of Michigan requires that the Resident Agent is identified for St. John's, as well as registration as an on-going corporation. The Senior Warden is the Resident Agent for St. John's.

Cell Phone Policy

St. John's provides cell phones to the clergy for their convenience and efficiency in conducting the affairs of the Church. As a benefit, the phones may be used for personal calls, including long distance.

When personal and monthly long distance cell phone calls cause usage to exceed the contracted level, and cause additional charges, the clergy person will be responsible for reimbursing St John's for any overage.

Wedding Policy

Arrangements

All arrangements to be married at St. John's must be initiated with the Rector. A date must be set at least six months before the wedding. Four months prior to the wedding, one of the clergy from St. John's will be assigned to you. All liturgical arrangements are to be made with the assigned priest. Our wedding consultants will assist you with the bridal party, and all hospitality arrangements at the Church.

Requirements

The following requirements must be met before you can be married at St. John's:

- At least one of the parties is a member of record at St. John's.
- At least one of the parties has received the Sacrament of Holy Baptism.
- The couple shall receive instruction as specified by the priest as to the nature of Christian marriage.
- If either party has been married previously and the former spouse is still living, the priest must receive the permission of the Bishop. The approval process generally takes two months. If either party has been divorced two or more times, the Bishop requires the couple to attend outside professional counseling before approval.

Pre-Marital Counseling/Instruction

This is a requirement for all couples being married at St. John's. The priest officiating at your wedding will do the pre-marital counseling. Discuss specific scheduling with your priest. Pre-marital counseling must be completed at least six weeks prior to the wedding.

Banns of Marriage

When requested by parishioners or children of parishioners, the Banns of Marriage will be published in the Sunday bulletin/announcements prior to the wedding date.

Marriage License

Your marriage license must be brought to the Parish Office **at least seven days prior to the wedding**. Bring the license, the mailing envelope, full given names and complete mailing addresses for your witnesses (normally, the Best Man and Maid/Matron of Honor). There is a part of the license that must be filled out by the Church; this is to be done in the office during normal working hours Tuesday through Friday, 9:00 a.m. to 2:00 p.m.).

Lent and Holy Week

Weddings will not be performed during Lent or Holy Week.

Flowers and Decorations

- Due to the natural beauty of our Parish garden, artificial decorations such as bows on the pews are generally unnecessary. Should you desire an exception, be sure to discuss this with your wedding consultant.
- To help coordinate effectively, please inform the wedding consultants of the name of the florist you are using. The wedding consultants will be happy to review with you the appropriate floral arrangement locations in the Nave.
- Rose petals are allowed down the center aisle.
- Pew end candlestick holders and candles are available for an additional fee. (See Fee Schedule; checks made payable to St. John's Episcopal Church)

Aisle Runner

If you would like a runner for the center aisle in the Nave, you must order a 50-foot runner from your florist.

Confetti, Rice, and Guest Books

For environmental and safety purposes, only rose petals, bubbles or grass seed may be thrown outside the building. Guest books for signature are appropriate for a reception and hence, not encouraged for use at the Church.

Music

- The music for all services in the Church must conform to the standard set by the parish Minister of Music, who must be consulted before any music is selected.
- The music used should be related to the occasion: a sacramental rite of the Church, and should be free from secular and sentimental associations, whether instrumental or vocal. The so-called traditional wedding marches are not permitted.
- The Lord's Prayer is the prayer of the people and should be said or sung by the people.
- Should you wish a soloist or instrumentalist to participate in the wedding service, please discuss this with the parish Minister of Music at the time of your meeting. Generally, a rehearsal is necessary when a soloist and/or instrumentalist is scheduled.
- The organist fee includes the initial consultation, as well as both the rehearsal and wedding. Additional fees for soloists or instrumentalists should be paid directly to the individual musician. The organist at the consultation will explain these fees. Please be aware that additional fees will apply if additional rehearsal time is required for the organist to coordinate with additional musicians. (See Fee Schedule)
- If you wish to employ an organist other than St. John's Minister of Music, our organist must approve that person. A fee must still be paid to our organist, as it is his/her responsibility to meet with the organist playing the wedding and coordinate all music and liturgical issues. Any additional fees must be worked out directly with the alternate person selected. (See Fee Schedule)

Rehearsal

The rehearsal is scheduled with your priest, and must begin no later than 5:00 PM. All readers, parents and members of the bridal party must be present at the rehearsal. The rehearsal lasts about an hour.

Sexton

The Sexton arrives two hours before the wedding to unlock the Church, prepare the bride's room, and assist with flowers. The Sexton remains at the Church throughout the wedding service and during the hour after the wedding, cleans up and secures the Church facility for closing. (See Fee Schedule)

Clergy Honorarium

Many people ask about the proper honorarium. (Please refer to the Fees and Honorarium sheet).

Photographer and Videographer

Please advise your wedding consultant of both your photographer's and videographer's names. Photographers and videographers should confer with the priest no later than one hour before the ceremony. Talk with the priest regarding appropriate video camera placement. No special lights may be used for these cameras during the service. Two letters will be provided, which you are to give to your photographer and videographer. It is very important that your photographer understand that you have only one hour from the conclusion of the wedding to complete any photo session.

FLASH PICTURES ARE NOT ALLOWED DURING THE SERVICE. PLEASE NOTIFY YOUR FAMILY, GUESTS AND PHOTOGRAPHER.

Alcoholic Beverages on Church Property

No drugs or alcohol of any kind are allowed on Church grounds or within Church buildings at any time during the rehearsal or wedding. This includes the parking lots. There is NO SMOKING within the Church buildings. Smoking is permitted outside the building.

Decorated Cars In the Front of the Church

Decorated cars are not allowed to be parked in front of the Church by order of the Plymouth Police Department. You can be dropped off in the front and/or picked up in the front of the Church; however, the car must be parked in the back parking lot.

Wedding Receptions at the Church

We do not have the staffing to host receptions at the Church. If you wish, you may speak to the Rector regarding any possible exception.

Additional Information

- The bride's family is customarily responsible for all fees except the honorarium for the clergy, which is traditionally taken care of by the groom.
- Gift exchanges are customarily done at the rehearsal dinner.
- You are encouraged to bring any programs and maps to the rehearsal.
- Our building has separate facilities for the bride, and the groom, to dress at the Church. There is no charge for this. Your wedding consultant can show these facilities to you.
- The groom and all groomsmen should be ready at least 45 minutes before the start of the wedding. The ushers should be on duty in the Narthex at least 25 minutes before the start of the service and begin seating people as they arrive. The bridal party should be at the Church at least 45 minutes before the wedding. Allow more time if taking pictures prior to the ceremony. Please notify your consultant of your planned arrival time. Also notify your photographer of your timetable. Weddings start on time at St. John's!
- Wedding services at St. John's are performed from the Book of Common Prayer or the New Zealand Prayer Book.
- St. John's clergy are honored to officiate at your wedding and will be assigned by the Rector. The participation of other clergy is welcome, in consultation with the Rector.
- Wedding consultants are St. John's parishioners whose ministry is to assist you in your wedding planning. Consultants will be present at both wedding and rehearsal to help with the final preparations and details. We ask that you extend every courtesy to your consultants, as they are here to help you.
- When sending your invitations, please include directions or some sort of note about the confusion between the St. John's Conference Center and our Church. Guests often end up at the wrong facility when this is not clarified.

REMINDER:

FEES AND MARRIAGE LICENSE ARE DUE IN THE CHURCH OFFICE ONE WEEK PRIOR TO THE WEDDING.

SEPARATE CHECKS SHOULD BE MADE OUT TO THE CLERGY, THE MINISTER OF MUSIC, AND THE SEXTON.

ST. JOHN'S EPISCOPAL CHURCH
2010 POLICIES AND PROCEDURES MANUAL
ATTACHMENT "A"

FEE SCHEDULE
Adopted February 2010

Building Rental Fees

The fees below are based on 4 hours of use. An additional \$25.00 will be added for each additional hour of use.

Room	Public Use	Non-profit Use	Deposit
Parish Hall	\$150 per event	\$20 per hour	\$50
Gathering	\$150 per event	\$20 per hour	\$50

Sexton Fees for Building Rental

Additional Sexton fees of \$20 per hour may be applicable, depending on the requirements of the event and are paid directly to the Church.

Set-up and break-down time may be estimated and added to the fees when request is completed and submitted.

Wedding Fees

- The fee for pew-end candlestick holders, candles, and set-up is \$50.
- The Minister of Music's fee is \$250, which includes the initial consultation, as well as both the rehearsal and wedding. A fee of \$100 must be paid to St. John's Minister of Music if you wish to employ an outside organist.
- The Sexton fee is \$150.
- If you are not a parish member of St. John's, there will be a \$500 fee for the use of the Church building for your wedding ceremony.

***This Fee Schedule is to be reviewed annually by the Administration and Finance Ministry Team.**

**ST. JOHN'S EPISCOPAL CHURCH
2010 POLICIES AND PROCEDURES MANUAL**

ATTACHMENT "B"

**VESTRY-APPROVED ORGANIZATIONS
FOR FUNDRAISING PURPOSES**
Adopted February 2010

- Adopt-A-Child
- Alternative for Girls
- Church of Jerusalem
- Crossroads
- Detroit Rescue Mission
- Episcopal Appalachian Ministries (EAM)
- First Step
- Gleaners
- Mariners Inn
- St. Leo's Soup Kitchen
- Salvation Army
- Society of Anglican Missionaries and Senders (SAMS)
- United Thank Offering (UTO)