

**Mt. Bethel United Methodist Church
Building/Facility Use Policy**

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References

The book of discipline of the united methodist church. (2008). Nashville, TN:
The United Methodist Publishing House.

The book of resolutions of the united methodist church. (2008). Nashville, TN:
The United Methodist Publishing House.

Mt. Bethel United Methodist Church Mission Statement

The mission of the Mt. Bethel UMC is OUTREACH: Outwardly Utilizing Talents Reverently Extending A Christian Hand. Reaching out to invite people to Jesus Christ, nurture them in their faith, and send them forth into the world to spread the Gospel. Created by the efforts and gifts of many individuals, the Mt. Bethel UMC building and its contents are to be used to the best of our human ability to provide a warm, inviting place, not only for our current members and friends, but also for those friends that we have not yet met. It is intended by design to be a multi-use space, used by many groups, to promote the Kingdom of God on Earth.

Scope

This policy is intended for one-time events. Separate agreements may be negotiated for ongoing regular use as desired by Mt. Bethel UMC.

General Policies

Building/Facility Use Policy, including more detailed policies for the use of certain rooms and/or equipment, is set by the Trustees with Ad board approval. Policy may be amended with Ad board approval.

Administrative Policy Request for space usage

- A. Requests for use of space and/or equipment must be made with the church office. Organizations, groups or individuals shall complete the appropriate *Space Request Form* and submit it to the church office along with calendar deposit \$, as needed.
 - a. Assignments will be coordinated with the appropriate staff member or volunteer chair, and recorded on the official church calendar.
 - b. All Building/Facility use requests require Ad board approval.
 - c. The Pastor along with Wedding &/or Funeral Coordinator have policy guided authority to approve Weddings and Funerals. <Ad Board approved 6/2010
- B. Long-term agreements for building use will be negotiated through the Trustees with approval from Ad Board.
- C. Half of usage monies 50%, are to be designated to Mt. Bethel UMC's General Fund and half-50%, to the special event/mission that supports MBUMC ministry/operations per MBUMC fund raising policy.

Priority for church building/facility and equipment use shall be as follows:

Group 1: Ongoing, current services and ministries of Mt. Bethel UMC.

Group 2: New ministries and programs sponsored by Mt. Bethel UMC.

Group 3: Non-church activities and meetings by members or *regular attenders of Mt. Bethel UMC.

Group 4: Meetings of the Minnesota Annual Conference.

Group 5: Community nonprofit and service groups.

Group 6: Other groups and organizations.

* Regular attender defined as: minimum of worship attending 2x's a month for 6 months. Ad Board amended 7/2012

Building Usage Fees

No charge for Groups 1 and 2 (outlined on page 2)

Group/event Reservation fee of \$50 due upon church calendar entry.

The following fees are based upon 1-5 hours of use:

Ad board approved ___/20__

Capacity	Room	Outside Group	Members, *Regular Attender/Non-Profit (Non-church related activities & Meetings)
120	Sanctuary	\$100	Honorarium
121 - 170	Sanctuary	\$150	Honorarium
	Sound System	\$50	Honorarium
	Fellowship Hall	\$50	Honorarium
	Kitchen –	\$35	Honorarium
	Classroom, aka: Bride's room	\$25	Honorarium

Honorarium: It is appropriate to make a donation/offering to Mt. Bethel UMC for its use.

* Regular attender defined as: minimum of worship attending 2x's a month for 6 months. Ad Board amended 7/2012

Damage Deposit of \$300. Due 30 days prior to event.

A refundable Damage Deposit of \$300 is requested at the time of reservation. The Damage Deposit will be returned after the event date if there are no damages to the facility, furnishings or grounds. Any loss, breakage or damage to the rooms, equipment or other Mt. Bethel UMC property will result in a partial or complete loss of Damage Deposit. If cleaning by Mt. Bethel UMC is required after an event, a custodial fee of \$25/hr. will be charged and deducted from the Reservation &/or Damage Deposit.

Ad Board approved 7/2010

Mt. Bethel United Methodist Church Terms of Use

1. Rates are for 5 hours of use or less.
2. Weddings: There are many logistical tasks requiring many people, such as musicians, photographers, caterers and cleaners, to be involved in the production of a wedding ceremony. A designated Church member, our Wedding & Facility Coordinator (WFC) is available for a fee to guide these tasks while at Mt. Bethel. The Mt. Bethel WFC works in cooperation with Pastor, the engaged couple and/or their designated 'wedding planner'. At a minimum, Mt. Bethel UMC Church requires the engaged couple to counsel with a pastor, and the wedding party must hire one of Mt. Bethel's designated Wedding & Facility Coordinators to assist and oversee the completion of logistical tasks while at Mt. Bethel Church. Details of facility, services, and fees is found in Appendix D.
3. Funerals: There is no charge for the Sanctuary for a funeral service for Church members. Arrangements will be made in cooperation with Pastor, church office staff and Funeral Home facilitator. A light meal reception is an option. The family will reimburse Mt Bethel UMC Woman for reception food purchased and an honorarium for volunteer provided food items (i.e. deserts), preparation, serving and clean-up.
4. Recitals: Excellent acoustic Sanctuary, flexible 120 seating. Main entrance usage, (no food/beverage in this area) a nearby fellowship hall with standard kitchen. 6 foot grand piano with artist bench. Returning the Sanctuary, entry, fellowship hall and kitchen to clean neat condition when placed in your care. Fee is a free-will offering. It is appropriate to make a donation to Mt. Bethel UMC for its use. See Appendix B for Ad Board 8/2009 approved policy.
5. Cancellations: Mt. Bethel UMC reserves the right to cancel a reservation for ministry purposes or unpreventable circumstances. An organization/individual may cancel and receive a refund if a 30-day written notice is given to the Church Secretary.
6. Fundraising: It is Mt. Bethel UMC Ad board approved policy [8/2009] when a group or person of Mt. Bethel UMC is raising finances for a special event/mission that supports Mt. Bethel UMC, half of all fundraising monies (50%) raised to support Mt. Bethel UMC and its ministries go to Mt. Bethel's 'general fund.' When a group or person of Mt. Bethel UMC is rising finances for a special event/mission outside of Mt. Bethel UMC ministry an offering/honorarium be made to the Church's general fund to cover building usage expenses (i.e. electricity, heat/AC, garbage, water, printing/copies).

Mt. Bethel United Methodist Church General Guidelines for Building/Facility Use

- A. Mt. Bethel UMC is a multi-use facility by design. Users are expected to be courteous to the other groups by limiting their use to their assigned areas, supervising children at all times, and by using appropriate behavior and language.
- B. The use of Mt. Bethel UMC Sanctuary sound system & LCD projector is prohibited. If the Sanctuary sound system is needed, the requesting group must hire a Mt. Bethel UMC sound technician for the event. A list of sound technicians can be requested from the Church Secretary.
- C. Non-church groups may not conduct fund-raising on church property.
- D. Mt. Bethel UMC is tobacco free. Tobacco use is prohibited on Mt. Bethel UMC property. This includes all areas of the building and outdoors. The Book of Discipline of the UMC 2008, p112
- E. No alcohol or illegal substances are permitted on Mt. Bethel UMC property. The Book of Resolutions of UMC 2008, P.210-217, sect. 3042. P. 219, sect. 3044.
- F. The United Methodist Church is a weapon free zone. The Book of Resolutions of UMC 2008, P.644, section 5011.
- G. A refundable Group/event Reservation fee of \$50 is due upon church calendar entry. \$300 Wedding reservation policy, see Appendix D.
- H. A refundable Damage Deposit of \$300 is requested at the time of reservation. The Damage Deposit will be returned after the event date if there are no damages to the facility, furnishings or grounds. Any loss, breakage or damage to the rooms, equipment or other Mt. Bethel UMC property will result in a partial or complete loss of Damage Deposit. If cleaning by Mt. Bethel UMC is required after an event, a custodial fee of \$25/hr. will be charged and deducted from the Damage or Reservation Deposit.
- I. Mt. Bethel UMC is not liable for any loss, damage, injury, or illness by the organization-individuals-participants-spectators receiving permission to use Mt. Bethel UMC facilities.
- J. All tables should be cleared off and cleaned after the event. Rooms should be reset in the configuration found in. All trash should be consolidated and taken to the trash receptacle. The trash receptacle is located _____
- K. Please do not mar, deface or make holes in walls or leave any tape residue. The use of glitter and confetti including metallic, paper and plastic types are prohibited. NO: rice, birdseed, real flower petals &/or confetti tossed in celebration. Failure to comply with these rules may result in a partial or complete loss of Damage Deposit.
- L. Any groups whose mission or purpose conflicts with the mission or philosophy of Mt. Bethel UMC may be denied space. References may be required.
- M. Other:

Mt. Bethel United Methodist Church Kitchen Use Guidelines

Our Mt. Bethel UMC community has built this facility and furnishings for everyone's enjoyment. Since there will be many groups using this area, please abide by the following guidelines. Our major concern is cleanliness and safety. The Mt. Bethel UMC kitchen is not a health department approved food preparation facility. Groups are encouraged to use a caterer.

Kitchen furnishings and equipment are church property and are not to be taken outside the facility without prior approval. See Appendix A.

Please do not mar, deface or make holes in walls or leave any tape residue. Candles must have a base or reservoir so as not to damage the tablecloths or carpet. No glitter or confetti.

1. Using group must contact a Mt Bethel United Methodist Woman (UMW) Kitchen Host for training in kitchen usage.
2. The Mt. Bethel kitchen is not a health department approved food preparation facility. Groups are encouraged to use a caterer.
3. Using group is responsible for:
 - a. **Setup** of tables, chairs and equipment. Please do not use unfamiliar kitchen equipment without prior instructions.
 - b. **Cleanup** (supplies are in located _____)
 - i. Thoroughly clean the kitchen area/stoves/countertops/pots/pans, etc.
 - ii. Sweep, spot mop & vacuum Fellowship Hall/Kitchen areas.
 - iii. Wipe off all tables/chairs with damp cloth.
 - iv. All garbage must be taken outside to the dumpster.
 - v. No leftover food or drink items are to be stored in the refrigerator or freezer. Throw items out or take home. Unmarked items will be tossed.
 - vi. Ongoing-group items need to be marked with your group name and stored in your area of the pantry or refrigerator/freezer.
 - vii. All dishes/pots & pans/utensils are to be placed in their proper location.
 - viii. All dish towels/potholders/cloth items are to be laundered by the designated Mt. Bethel UMW kitchen host and returned promptly.
 - c. **Returning** tables, chairs and equipment to original set up. Tables and chairs must be lifted, not dragged, across floor.
 - d. **Close & lock** All windows you have opened.
 - e. **Lock & check** All outside building doors.
 - f. **Keys** are to be promptly returned to church member designee.

Thank you for your cooperation in keeping your church facility clean and safe. Your care is much appreciated.

Borrowing of Church Property by Mt. Bethel UMC members & friends.

Some designated Church property is available for borrow: tables, chairs, and some kitchen equipment. A dated written request outlining property/equipment to be borrowed, date of pick up and date returned must be addressed to trustee chair. The trustee chair will make a copy and give it to the church-scheduling secretary to be documented on the official church calendar.

Appendix A

Request to borrow Mt. Bethel property.

Member / Friend of Mt. Bethel UMC requesting:	Today's date:
Date of request:	Date property returned:
Property/items requested	Quantity of items requested

Approved by _____, Trustee chairperson on ____/____/20____

Appendix B

Application for Music Recital Facility Use of Mt. Bethel United Methodist Church

Date of Application _____ Name of Organization _____

Name of Contact Person _____

Mailing Address _____

Email Address _____

Phone Number -Cell: _____ Home: _____

Phone Work: _____

Date of Use: Mo/Da/Yr _____ Hours: _____ to _____

Type of recital (circle): Instrumental: _____ Piano Voice

Room(s) Needed (circle): Sanctuary, Fellowship Hall, Kitchen

Piano placement description:

Anticipated Attendance # _____

Yes___ No___ Sound System/LCD projector usage \$50. Payable to the Church's qualified soundboard operator. Check payable to: _____ Due evening of recital.

Yes___ No___ Additional piano tuning outside of Church's tuning schedule. \$110 Payable to: Mt. Bethel UMC, Due 30 days prior to recital date.

I/we agree to abide by the Recital usage policy of Mt. Bethel UMC. Major items regarding policy appear on the back of this form. Users are responsible for adhering to the Recital Usage Policy in its entirety. Fee: Free will offering, it is appropriate to make a donation to Mt. Bethel for its use.

Date: _____ Calendar Deposit fee \$ _____ Check #: _____

Signature _____ Title (if applicable) _____

Administrative Board Approval: _____ Date: _____

Church Rep Signature: _____ Title: _____

Mt. Bethel United Methodist Church

Music Recital Usage Policy Instrumental – Piano - Voice 3239 70th St. East, Inver Grove Heights, MN 55076

Facility: Excellent acoustics Sanctuary, 120 chair flexible seating. Main entrance usage, (no food/beverage in this area) a nearby fellowship hall with standard kitchen.

Piano: 6 foot grand piano with artist bench.

Responsibilities: Returning the Sanctuary, entry, fellowship hall and kitchen to a clean neat condition as when placed in your care.

- Building use is limited to the area requested and the restrooms.
- Liable for damage resulting from use of church property or equipment.
- Use of the sound equipment must be arranged in advance. Sound System/LCD projector usage \$50. Payable to the Church's qualified soundboard operator.
- No Smoking

Facility Fee: Free-will offering. It is appropriate to make a donation to Mt. Bethel UMC for its use.

- \$50 Reservation deposit payable to Mt. Bethel United Methodist Church, Memo: Recital Reservation.
- Reservation - reserved on a first-come-first-served basis and subject to Ad Board approval.
- If circumstances of the facility user require the need to cancel an event, no fees will be due if notification to Mt. Bethel UMC has been received at least 30 days in advance of the event date. Notification of cancellation within 29 or few calendar days will require the payment of a cancellation fee of \$50 unless the circumstances necessitating the cancellation are exceptional and unavoidable.
- \$50 Reservation deposit returned to client upon successful use and care of facility.
- \$300 Damage deposit is waived. Any loss, breakage or damage to the rooms, equipment or other Mt. Bethel UMC property will result in a partial or complete loss of reservation/calendar deposit and possible additional costs of replacement and/or repair of damaged property.
- Instrument tuning is an option available upon request; however Mt Bethel UMC has its pianos maintained/tuned on a regular basis throughout the year. If you choose, a fee of \$110 payable to Mt. Bethel UMC to have the piano tuned outside of the church's regular maintenance/tuning schedule.

Note: Sanctuary Not available Sunday mornings and most Monday evenings due to Worship services

Further information or viewing by appointment, contact Mt. Bethel UMC Secretary, Pam Roesler

Pastor David Brown

Phone: 651-451-3636

Email: mtbethelchurchIGH@gmail.com

Web page: mtbethelchurchigh.org

Office hours: September to May: Mon-Thurs 9-3p.

Summer: June - August: Tues & Wed 9-3p

Office closed over noon hour for lunch.

Space Reservation Application Mt. Bethel UMC

Date of event:	Start time: End time: (Including setup & cleanup)
Group/Organization:	Contact Person:
Address:	Email:
Phone work:	Phone cell:
Phone home:	
Space Requested:	
Setup Requested:	
Equipment Requested:	
Use Total Fee \$	Security Deposit \$ Check #

I/we agree to abide by the facility usage policy of Mt. Bethel UMC. Major items regarding policy appear on the back of this form. Users are responsible for adhering to the facility Usage Policy in its entirety.

Date: _____ Calendar Deposit fee \$ _____ Check #: _____

Signature _____ Title (if applicable) _____

Administrative Board Approval: Date: _____

Church Rep Signature: _____ Title: _____

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- I. Mt. Bethel UMC is not liable for any loss, damage, injury, or illness by the organization-individuals-participants-spectators receiving permission to use Mt. Bethel UMC facilities.
- J. All tables should be cleared off and cleaned after the event. Rooms should be reset in the configuration found in. All trash should be consolidated and taken to the trash receptacle. The trash receptacle is located _____
- K. Please do not mar, deface or make holes in walls or leave tape residue. The use of glitter and confetti including metallic, paper and plastic types are prohibited. No rice, No birdseed, No real flower petals &/or No confetti Failure to comply with these rules may result in a partial or complete loss of Damage Deposit.
- L. Any groups whose mission or purpose conflicts with the mission or philosophy of Mt. Bethel UMC may be denied space. References may be required.
- M. Other:

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- A. Our Mt. Bethel UMC community has built this facility and furnishings for everyone's enjoyment. Since there will be many groups using this area, please abide by the following guidelines. Our major concern is cleanliness and safety.
- B. Kitchen furnishings and equipment are church property and are not to be taken outside the facility without prior approval. See Appendix A.
- C. Please do not mar, deface or make holes in walls or leave tape residue. Candles must have a base or reservoir so as not to damage the tablecloths or carpet. No glitter or confetti.
 1. Using group must contact a United Methodist Woman (UMW) Kitchen Host for training in kitchen usage.
 2. The Mt. Bethel kitchen is not a health department approved food preparation facility. Groups are encouraged to use a caterer.
 3. Using group is responsible for:
 - a. **Setup** of tables, chairs and equipment. Please do not use unfamiliar kitchen equipment without prior instructions.
 - b. **Cleanup** (supplies are in located _____)
 - i. Thoroughly clean the kitchen area/stoves/countertops/pots/pans, etc.
 - ii. Sweep, spot mop & vacuum Fellowship Hall/Kitchen areas.
 - iii. Wipe off all tables/chairs with damp cloth.
 - iv. All garbage must be taken outside to the dumpster.
 - v. No leftover food or drink items are to be stored in the refrigerator or freezer. Throw items out or take home. Unmarked items will be tossed.
 - vi. Ongoing-group items need to be marked with your group name and stored in your area of the pantry or refrigerator/freezer.
 - vii. All dishes/pots & pans/utensils are to be placed in their proper location.
 - viii. All dish towels/potholders/cloth items are to be laundered by the designated Mt. Bethel UMW kitchen host and returned promptly.
 - c. **Returning** tables, chairs and equipment to original set up. Tables and chairs must be lifted, not dragged, across floor.
 - d. **Close & lock** All windows you have opened.
 - e. **Lock & check** All outside building doors.
 - f. **Keys** are to be promptly returned to church member designee.

Thank you for your cooperation in keeping your church facility clean and safe. Your care is much appreciated.

Appendix D
Mt. Bethel UMC-Wedding Fee Schedule Worksheet

Name of Bride & Groom _____
 Date of: Wedding _____ Rehearsal _____ Member or Non-member (circle one)
 Bride or Groom Phone: _____
 Bride or Groom email: _____
 Pastor Officiating: _____ Wedding Facility Coordinator: _____

Required	Item Rehearsal & Wedding	Member- *Regular attender Fee	Non- Member Fee	Payable to:	Payment Due
X	Reservation-Damage Deposit	\$300	\$300	Mt Bethel UMC	At scheduling of Wedding Date.
X	120 seat Sanctuary	Honorarium	\$300	Mt Bethel UMC	Rehearsal Day
	More than 120 seat Sanctuary	Honorarium	\$350	Mt Bethel UMC	Rehearsal Day
	Removal of band equipment	Honorarium	\$50	Mt Bethel UMC	Rehearsal Day
	Dressing-Staging Room/s	Honorarium	\$25 / \$25	Mt Bethel UMC	Rehearsal Day
	Fellowship Hall- see usage policy	Honorarium	\$50	Mt Bethel UMC	Rehearsal Day
	Kitchen-see usage policy	Honorarium	\$35	Mt Bethel UMC	Rehearsal Day
X	Pastor premarital sessions	Arranged with Pastor	Arranged with Pastor	Rev. John McEachran	Rehearsal Day
X	Pastor rehearsal & wedding	Honorarium	\$300	Rev. John McEachran	Rehearsal Day
X	Wedding Facility Coordinator	\$150	\$175	To Be Determined	Rehearsal Day
X	Organist/piano	\$125	\$125	To Be Determined	Rehearsal Day
	Sound Technician	\$50	\$50	To Be Determined	Rehearsal Day
	Soloist	\$75	\$75	To Be Determined	Rehearsal Day
	Bulletin/program preparation	\$45	\$45	Mt Bethel UMC	Rehearsal Day
	Bulletin/program printing	Honorarium	\$.25 per 2 sided sheet TOTAL:\$	Mt Bethel UMC	Rehearsal Day
X	Custodial Fee: Over 2 hours of work will be billed at \$25/hr and deducted from Damage Deposit.	Honorarium	\$100	Mt Bethel UMC	Day of Wedding

* Regular attender defined as: minimum of worship attending 2x's a month for 6 months. Ad Board amended 7/2012
 I/we agree to abide by the facility usage policy of Mt. Bethel UMC. Major items regarding policy appear on the
 back of this form. Users are responsible for adhering to the facility Usage Policy in its entirety.

Date: _____ Calendar Deposit fee \$ _____ Check #: _____

Signature _____ Title (if applicable) _____

Administrative Board Approval: _____ Date: _____

Church Rep Signature: _____ Title: _____

Weddings: Procedures and Policies

Mount Bethel United Methodist Church

“Christian marriage is a sign of a lifelong covenant between a man and a woman. They fulfill each other and their loves gives birth to a new life in each other. This union of love is possible because Christ is the bond of unity. The Christian marriage confirms this grace-filled equality of female and male in Christ. Marriage is a covenant between equals that celebrates their unity in Jesus Christ.”

At Mt. Bethel United Methodist Church we see our first responsibility as providing witness to God’s love in this world. As such, we make our facilities and congregation available to persons seeking to join their lives in marriage. We understand this time of celebration to be a time of worship in which we claim God’s call to one another in love and hope for a future life together. As such, we encourage couples to seek support and involvement in a faith community such as this one. If you desire to marry in this facility, we also hope you will participate in the whole life of this church, including worship. Our resources are made available to couples seeking marriage on this basis:

Counseling: If you seek to be married here, we require you to participate in pre-marital counseling with the charge pastor.

Lead Time: We anticipate at least one month’s lead-time before a marriage. Longer is preferred. When a wedding date and time have been established, the couple needs to contact one of our Wedding & Facility Coordinators who will assist in coordinating the wedding details at Mt. Bethel Church and familiarize you with our building and policies. The Wedding & Facility Coordinators are Mary Anich (651-451-2580) and Darlene Ashley (651-423-5707).

Scheduling your Date: A refundable Wedding Reservation/Damage deposit of \$300 is due upon church calendar entry. This deposit of \$300 is requested at the time of reservation. The Reservation/Damage Deposit will be returned after the event date if there are no damages to the facility, furnishings or grounds. Any loss, breakage or damage to the rooms, equipment or other Mt. Bethel UMC property will result in a partial or complete loss of Reservation/Damage Deposit. When custodial cleaning by Mt. Bethel UMC greater than 2 hours is required after a wedding, a custodial fee of \$25/hr. will be charged and deducted from the Reservation/Damage Deposit.

Wedding & Facility Coordinator’s (WFC) main responsibility is to represent the church. Their responsibility does not include “wedding planning.” They will be present and oversee all facility needs during the wedding process, including rehearsal, directing the wedding party to dressing/staging room/s, directing the florist, photographer, videographer, &/or caterer before, during, and after the wedding ceremony. This is to insure that all church policies regarding the wedding are being followed. The WFC will be responsible for scheduling church staff and will be present to over see kitchen operations. The WFC will see that the florist, photographer, decorations, planners and other personnel have removed all of their materials & equipment from the church and that all areas are cleaned and returned to their original condition. The WFC will report any damages done by the wedding party or helpers.

Other Persons: The involvement of other persons in the service, lay or clergy, will only be allowed with the consent of the charge pastor. In the case of clergy, the charge pastor must agree to invite them to participate.

Recording: Audio, video, or photographic recording is permitted only when it does not detract from the religious emphasis of the service. Flash photography is permitted only during the processional and recessional, but *not* at other times. The pastor will be happy to re-enact portions of the service for the photographer upon your request.

Ad Board approved 7/2010

Smoking, alcohol and illegal drugs: We expect that all members of the wedding party will have respect and consideration for the traditions of our facility and refrain from use of these on church premises. Smoking, alcohol and illegal drugs are prohibited on the church property. No use of alcoholic beverage/illegal drugs is allowed in our building or on the church property at any time. Should you or members of the wedding party choose to partake in the use of alcohol or illegal drugs before participating in the service, it will be cause for those individuals to be forbidden to take part in the service or for cancellation of the wedding.

Marriage License: The marriage license should be provided to the pastor at the last counseling meeting.

No: rice, birdseed, real flower petals &/or confetti is to be tossed, sprinkled or dropped in or outside of Church. No isle runner.

Personal Belongs: All personal belongs will be removed from the church *prior to the start* of the ceremony. Personal belongs need to be removed from dressing/staging room/s, kitchen & fellowship hall prior to the start of the wedding ceremony.

Music: It is important to keep in mind that a Christian wedding is a very sacred service and should be centered in the Christian faith. All music should reflect this fact. The Pastor of Worship reserves the right to advise in matters he/she deems necessary and refuse use of certain types of musical selections. Your wedding is an occasion of worship. Sentimental love songs would be more appropriate at the reception than in the ceremony. Music before the ceremony usually begins twenty minutes before the bride comes down the aisle. Vocal solos and the use of instruments other than the organ and piano are an optional part of the music selections.

Reception hall: The Mt. Bethel UMC kitchen is not a health department approved food preparation facility. Groups are encouraged to use a caterer.

Policy for Using Social Media as an Outreach Tool

"Social media" examples of but not limited to: blogging, Facebook, Twitter, YouTube.

"Social media" purpose: to reach out to certain groups or to promote special events.

This policy will now be a part of Mt. Bethel’s policy documents, and all employees and individual church members who utilize social media on behalf of Mt. Bethel UMC are requested to abide by and sign the policy as stated below. It reads:

The Mt. Bethel UMC Administrative Council recognize that the use of Social Media sites is a valuable ministry tool for recruitment, dissemination of information, celebration of accomplishments, sending invitations, etc.

Caution needs to be exercised by the user of these sites. On these sites you are viewed not just as a private person, but also as a ministry professional of Mt. Bethel UMC.

Respect and Privacy Rights Components of the Blogging Policy:

- Speak respectfully about Mt. Bethel UMC and our current and potential employees and members. Do not engage in name-calling or behavior that will reflect negatively on the church's reputation.
- Note that the use of copyrighted materials, unfounded or derogatory statements, or misrepresentation can result in disciplinary action up to and including employment termination.
- Mt. Bethel UMC encourages you to write knowledgeably, accurately, and using appropriate professionalism. Despite disclaimers, your Web interaction can result in members of the public forming opinions about you, about Mt. Bethel UMC and its employees, and church members.
- Honor the privacy rights of our current employees by seeking their permission before writing about or displaying internal church happenings that might be considered to be a breach of their privacy and confidentiality.

Print Name: _____ **Title:** _____

Signature: _____ **Date:** _____