

ST. PAUL'S UNITED CHURCH OF CHRIST

115 South Cedar, Madrid, IA 50156

515-795-2112

Approved by Official Board March 14, 2010

to be reviewed annually

2010 GUIDELINES FOR USE OF CHURCH FACILITIES AND EQUIPMENT

Executive Board approval is required for use of church facilities and equipment.

- Date must be cleared by Executive Board
- Executive Board identify a qualified church coordinator (church member) to help with needs of requestor (unlock/lock building, candles/candelabras, lights, sound system, fans, organ, pianos, heating system/A/C, communion, church furnishings, etc.)
- No smoking, alcohol or animals (except service animals) on church property
- All food, coffee, punch, ice, paper products, printed bulletins, flowers to be provided by said parties (except for funerals)
- Premises to be left in good condition as beginning of activity (floors cleaned, tables, chairs returned to original location, garbage removed), or use of church custodian for a fee.
- Members wanting to use kitchen items, old tables and chairs sign in and out on sign-up located by back kitchen door.
- Donation for use of facilities and equipment appreciated.

GUIDELINES FOR USE OF FELLOWSHIP ROOM

Donation for use of facility appreciated for utility cost.

GUIDELINES FOR WEDDINGS

Approval by Pastor and Executive Officers necessary for member/non-member wedding

Pastor of St. Paul's to officiate or issue an invitation to a guest pastor chosen by St. Paul's Pastor and the family.

Marriage license must be provided by the time of rehearsal. Appropriate certificates will be provided by the Pastor and Recording Secretary.

Fee for services provided by pastor, organist, pianist, vocalist, etc to be agreed upon by said parties.

GUIDELINES FOR FUNERALS

Pastor of St. Paul's to officiate or issue an invitation to a guest pastor chosen by St. Paul's Pastor and the family. Diaconate Committee to assist family in case pastor of St. Paul's is unavailable.

Donation for services provided by pastor, organist, pianist, vocalist, etc expected.

Funeral luncheon menu and costs to be agreed upon between family, pastor and Lay Life and Work Committee. Donation for services provided appreciated.