



# Policy Handbook

**Effective Date: April 1, 2009**

To better serve our Church Family and to protect the property owned by the Church it is necessary to have certain policies in place. These policies insure that ministries' access to supplies, property, and buildings are available, clean and in working order when needed.

Due to increases in membership and facility use these policies have been created by the Deacon Ministry Team and Church Council to better assist the needs of the individual ministries.



# Sanctuary Use Policy

The Sanctuary was constructed for the use of Putnam Baptist Church, its organizations, and members in order that its programs of evangelism, training, worship and mission may be strengthened through Christian fellowship.

This building has been dedicated to the spiritual and physical enhancement of each member of our church. Please respect this building by following these guidelines:

## Membership

All members of Putnam Baptist Church and its sponsored program organizations are considered members of the church programs.

## Insurance

Due to the prohibitive costs of accident insurance, the church assumes no liability for injuries received in any event taken place on the premises. Participation is at your own risk!

## Guidelines

1. The building may be reserved through the church office.
2. Reservations should be promptly canceled if plans are changed;
3. The building may be used for non-church related events by members only.  
Therefore, this person is responsible for the enforcement of the rules pertaining to the building.
4. There will be a \$20.00 user fee charged to all persons for all non-church related functions. There will also be a safety deposit of \$50.00 required at the time of the reservation to insure that the sanctuary will be left in the same order it was when you arrived (this includes all sound equipment hooked back up, all furniture replaced, all articles of trash removed from pews and floor, vacuuming, trash emptied, etc.). If any adjustments have to be made by one of our staff members or the custodian, the \$50.00 will go toward their time in doing this. There will be no exceptions.
5. There will be no food, drinks or tobacco products allowed in the sanctuary at any time.
6. The sound equipment may only be use by trained personnel. There will be a \$50 cost per day if you need use of the sound equipment.
7. You will be held directly responsible for any damage done during the time of its scheduled use.

By signing below you agree with all the terms listed above.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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Using the Security System for facility access:

To turn off alarm add "1" to the code below. To reset the alarm use the code and add "2".

Keys Given: \_\_\_\_\_  
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# Fellowship Hall Use Policy

The Fellowship Center was constructed for the use of Putnam Baptist Church, its organizations and members, in order that its programs of evangelism, training, worship and mission may be strengthened through Christian recreation and fellowship.

This building has been dedicated to the spiritual and physical enhancement of each member of our church. Please respect this building by following these guidelines:

## Membership

All members of Putnam Baptist Church and its sponsored program organizations are considered members of the church programs.

## Insurance

Due to the prohibitive costs of accident insurance, the church assumes no liability for injuries received in any event taken place on the premises. Participation is at your own risk!

## Guidelines

1. The Fellowship Hall may be secured upon reservation from the church office. Reservations should be promptly canceled if plans are changed.
2. The Fellowship Hall can accommodate up to 100 people (*see Worship Center for 100+*).
3. The Fellowship Hall may be used by active members of the church for their family use – with member remaining present. Therefore, this person must be responsible for the enforcement of the guidelines pertaining to the building.
4. The Fellowship Hall may also be used by non-profit community social events with approval from staff and/or deacons.
5. The Fellowship Hall may not be used for fundraisers by any group or individual.
6. The Fellowship Hall may not be used by anyone to promote, enhance or train for organizations for profit.
7. The Fellowship Hall may not be used for ongoing use (weekly, monthly, bi-weekly) except for ministry related purposes unless approved by deacons.
8. There will be a \$20.00 user fee charged to all persons for all non-ministry related functions.
9. In using the Family Life Center, we ask that you use metal chairs where possible, however, we do agree that for more formal occasions, the cloth chairs can be used. This decision will be made on a case by case basis.
10. Any tables and chairs in the large closet by the Fellowship Hall may be used for all events held **inside** the facility.
11. The church does not supply decorations, paper products, plastic utensils, condiments, coffee, food items, etc., for non-ministry related functions. These items should not be used.
12. No smoking is permitted in the Fellowship Hall.
13. No alcoholic beverages are permitted in the Fellowship Hall.
14. No dancing is allowed in the Fellowship Hall.
15. For clean up, please use the check-off list.

## Fellowship Hall Check-Off List

1. \_\_\_\_ Wipe off all chairs, tables and other items used.
2. \_\_\_\_ Fold up and store all chairs, tables and other items unless they were already out.
3. \_\_\_\_ Take all garbage liners to dumpster and replace them with clean ones found in the closet by the kitchen.
4. \_\_\_\_ Sweep and spot mop the floor (including the kitchen).
5. \_\_\_\_ Clean all utensils, kitchen equipment (wash, dry and put away) and work areas.
6. \_\_\_\_ See that commodes are flushed and that the bathrooms are in the same condition they were in before the event.
7. \_\_\_\_ Make sure there is no water dripping from faucets and that commodes aren't running.
8. \_\_\_\_ If you use any recreation equipment, return it to the closet in it's designated area.
9. \_\_\_\_ The air and/or heat will be automatically adjusted. You will not need to try to turn it up, down, or off.
- 10) \_\_\_\_ Turn off all lights and lock all doors.
- 11) \_\_\_\_ Return the key to the office as soon as possible.
- 12) \_\_\_\_ Leave the facility exactly as you found it.

Using the Security System for facility access:

To turn off alarm add "1" to the code below. To reset the alarm use the code and add "2".

Keys Given: \_\_\_\_\_  
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# Worship Center Use Policy

The Worship Center was constructed for the use of Putnam Baptist Church, its organizations and members, in order that its programs of evangelism, training, worship and mission may be strengthened through Christian recreation and fellowship.

This building has been dedicated to the spiritual and physical enhancement of each member of our church. Please respect this building by following these guidelines:

## Membership

All members of Putnam Baptist Church and its sponsored program organizations are considered members of the church programs.

## Insurance

Due to the prohibitive costs of accident insurance, the church assumes no liability for injuries received in any event taken place on the premises. Participation is at your own risk!

## Guidelines

1. The Worship Center may be secured upon reservation from the church office. Reservations should be promptly canceled if plans are changed.
2. The Worship Center can accommodate up to 600 people
3. The Worship Center may be used by active members of the church for their family use – with member remaining present. Therefore, this person must be responsible for the enforcement of the guidelines pertaining to the building.
4. The Worship Center may also be used by non-profit community social events with approval from staff and/or deacons.
5. The Worship Center may not be used for fundraisers by any group or individual.
6. The Worship Center may not be used by anyone to promote, enhance or train for organizations for profit.
7. The Worship Center may not be used for ongoing use (weekly, monthly, bi-weekly) except for ministry related purposes
8. The stage and any items on the stage – musical equipment, plants, podium, etc. – may not be used. Please keep all children and adults off the stage unless you have prearranged to use a sound person to oversee the use of these items. The blue room dividers should be used to discourage access to the stage. There are additional fees for sound personnel (see Costs) and you should advise the Church office 2 weeks before the event if you require this service.
9. In using the Worship Center, we ask that you use metal chairs where possible, however, we do agree that for more formal occasions, the cloth chairs can be used. This decision will be made on a case by case basis.
10. Any tables and chairs in the large closet by the Fellowship Hall may be used for all events held **inside** the facility.
11. The church does not supply decorations, paper products, plastic utensils, condiments, coffee, food items, etc., for non-ministry related functions. These items should not be used.
12. No smoking is permitted in the Worship Center.
13. No alcoholic beverages are permitted in the Worship Center.
14. No dancing is allowed in the Worship Center.
15. You are responsible for any damage to church property during your event and to inform the church of any damage that occurred during your event.
16. For clean up, please use the check-off list

# Worship Center Check-Off List For Events of 100 or more

1. \_\_\_\_ Wipe off all chairs, tables and other items used.
2. \_\_\_\_ Fold up and store all chairs, tables and other items unless they were already out.
3. \_\_\_\_ Place all garbage in garbage cans. (Custodian will take to the dumpster)
4. \_\_\_\_ Clean all utensils, kitchen equipment (wash, dry and put away) and work areas.
5. \_\_\_\_ See that commodes are flushed and that garbage in garbage cans. (Custodian will take to the dumpster)
6. \_\_\_\_ Make sure there is no water dripping from faucets and that commodes aren't running.
7. \_\_\_\_ Return the key to the office as soon as possible.
8. \_\_\_\_ Leave the facility exactly as you found it.

The Custodian will sweep and mop the facility. They will turn off lights and lock all doors. They will check the bathrooms for replacement needs of toilet paper, hand soap, and towels. They ensure that the facility is ready for any church activities.

## Cost

Facility Rental	\$20 per day
Custodian	\$75 per event
Sound (if needed)	\$50 per day

Total Cost for 1 day is \$145

Total Cost for 2 days is \$ 215

A \$50 deposit is required to secure a reservation.

Using the Security System for facility access:

To turn off alarm add "1" to the code below. To reset the alarm use the code and add "2".

Keys Given: \_\_\_\_\_  
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# Worship Center Check-Off List For Events Under 100 people

1. \_\_\_\_ Wipe off all chairs, tables and other items used.
2. \_\_\_\_ Fold up and store all chairs, tables and other items unless they were already out.
3. \_\_\_\_ Take all garbage liners to dumpster and replace them with clean ones found in the closet
4. \_\_\_\_ by the kitchen.
4. \_\_\_\_ Sweep and spot mop the floor (including the kitchen).
5. \_\_\_\_ Clean all utensils, kitchen equipment (wash, dry and put away) and work areas.
6. \_\_\_\_ See that commodes are flushed and that the bathrooms are in the same condition they were in before the event.
7. \_\_\_\_ Make sure there is no water dripping from faucets and that commodes aren't running.
8. \_\_\_\_ If you use any recreation equipment, return it to the closet in it's designated area.
9. \_\_\_\_ The air and/or heat will be automatically adjusted. You will not need to try to turn it up, down, or off.
- 10) \_\_\_\_ Turn off all lights and lock all doors.
- 11) \_\_\_\_ Return the key to the office as soon as possible.
- 12) \_\_\_\_ Leave the facility exactly as you found it.

## Cost

Facility Rental      \$20 per day  
Sound (if needed)    \$50 per day

Total Cost for 1 day is \$75 w/sound tech; \$20 w/o sound tech  
Total Cost for 2 days is \$140 w/sound tech; \$40 w/o sound tech

A \$20 deposit is required to secure a reservation

Using the Security System for facility access:

To turn off alarm add "1" to the code below. To reset the alarm use the code and add "2".

Keys Given: \_\_\_\_\_  
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## Warehouse 247 Use Policy

**Reservation Policy for Non-Ministry Related Functions:** *The entire warehouse, except for the upstairs, can be used for non- ministry related functions that are preplanned and calendared if there is enough Student Ministry trained personnel at the function. The **stage area, worship area** (inside the petition), and **sound booth** are off limits unless prearranged usage is made with trained sound technicians controlling these areas (e.g. youth interns). The popcorn machine, food or drinks will not be available for use.*

- 1) Secure the reservation through the Church Offices.
- 2) Reservations should be promptly cancelled if plans change.
- 3) The warehouse may be used for the students – 6<sup>th</sup> grade through college age - of the Student Ministry. Adult supervision is required. The person reserving the facility must be an adult and a member of Putnam or the parent/guardian of a warehouse attender. It may also be used for other meetings and ministry related events at the discretion of pastoral or office staff and in conjunction with the church calendar (fees for meetings and ministry related events may be waived)
- 4) There is a \$20.00 user fee charged to all persons for non-ministry related functions for the facility and a \$25 monitor fee for monitoring the game area and \$25 for monitoring the café inventory. The \$50 will be paid to the 2 monitors through the church office. The event can last no more than 2 ½ hours at which time the monitors will close all games. *The office will inform you of the monitors assigned to your event.*

***NOTE: The monitors should stay in the area they are assigned throughout the full extent of the function. They are responsible for checking the equipment for any damage and returning all equipment to the check out area. They are not responsible for any clean up, or replacing any furniture moved for the event.***

- 5) Pick up the key, temporary alarm code, policy & check list in the Church Administrative Offices during office hours (8:30 - 5 Mon – Thurs) after paying for the reservation.
- 6) Paper product and supplies are not provided.
- 7) Use the check list to insure the building is in good order after use.
- 8) All clean up and any damage will be the responsibility of the person reserving the facility. The monitors will report damage to this person and the church office. The church office will help to determine cost of repairs or replacement of damaged items.
- 9) No Illegal Drugs, Tobacco Products, or Alcohol are allowed on the premises.
- 10) No Dancing is allowed.

# Warehouse 247 Use Policy

## Reservation Policy for Ministry Related Functions:

*The entire warehouse, may be used for ministry related functions that are preplanned and calendared. The **stage area**, **worship area** (inside the petition), and **sound booth** are off limits unless prearranged usage is made with trained sound technicians controlling these areas (e.g. youth interns).*

- 1) Secure the reservation through the Student Pastor and the Church Administrative Offices.
- 2) Reservations should be promptly cancelled if plans change.
- 3) The warehouse may be used for the students – 6<sup>th</sup> grade through college age - of the Student Ministry. Adult supervision is required. It may also be used for other meetings and ministry related events at the discretion of pastoral or office staff and in conjunction with the church calendar
- 4) There must be trained personnel in each area to insure availability of that area. An example – there must be a monitor overseeing caged basketball to make it available for the event.
- 5) The Student Ministry worker reserving the warehouse will be informed of the different monitored areas available and given access as needed. These are the areas and monitors needed for each:
  - 1) Activity/Game room Area (including the caged basketball) needs 1 roaming monitor – watching for misuse of pool sticks, joysticks, controllers, etc.
  - 2) The Café needs 1 monitor – operating popcorn machine (unless there are experienced warehouse workers reserving the facility – who will be approved by the Administrative Offices) and overseeing the activities in the café.

***NOTE: The monitors should stay in the area they are assigned throughout the full extent of the function. They are responsible for checking the equipment for any damage and returning all equipment to its designated area. They are not responsible for any clean up, or replacing any furniture moved for the event.***

- 6) There is no charge for a ministry related function.
- 7) Paper products & supplies are provided only if a request form is completed and returned to the Church Administrative Office – at least 1 week prior to the function. Forms are in the Church Office or on the i-Desk.
- 8) Pick up the key, temporary alarm code, policy & checklist in the Church Office during office hours (8-4:30 Mon – Thurs).
- 9) Use the checklist to insure the building is in good order after use.
- 10) No Dancing is allowed.
- 11) All clean up and any **neglectful** damage will be the responsibility of the person reserving the facility.

## Warehouse 247 Check-Off List

1. \_\_\_\_ Wipe off all chairs, tables and other items used.
2. \_\_\_\_ Return **All Items** (including chairs, tables, etc) to their original location.
3. \_\_\_\_ Take all garbage liners to the trash cans outside the building and replace them with clean ones.
4. \_\_\_\_ Sweep the floors.
5. \_\_\_\_ Clean all utensils, kitchen equipment (wash, dry and put away) and work areas if needed.
6. \_\_\_\_ See that commodes are flushed and that the bathrooms are in the same condition they were in before the event.
7. \_\_\_\_ Make sure there is no water dripping from faucets and that commodes aren't running.
8. \_\_\_\_ Turn off all lights, lock all doors, and set the alarm for the building.
9. \_\_\_\_ Return the key to the office and report any damage or other concerns.
10. \_\_\_\_ Leave the facility exactly as you found it.

Using the Security System for facility access:

To turn off alarm add "1" to the code below. To reset the alarm use the code and add "2".

Keys Given: \_\_\_\_\_  
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# WEDDING POLICY

Your wedding is a sacred occasion. It will be most meaningful to you and your families and friends when there is careful planning. For that reason, the following statements will govern your plans for your wedding here at Putnam Baptist Church. We sincerely believe these policies to be the most suitable and practical for all concerned. Therefore, there will be no exception to these provisions. Please read them fully.

## SETTING THE TIME OF YOUR WEDDING

Careful planning is necessary for all weddings. You will want to plan as early in advance as possible so that the use of the church space can be arranged without conflict. The date of the wedding is set with the Church Office who will clear the date with the church schedules.

It is extremely important that the exact time indicated for the rehearsals and wedding be observed, and care should be taken to have all members of the wedding party in their place at the time indicated.

## CHURCH WEDDING MUSIC POLICY

It is important to keep in mind that a church wedding is a service of the church, and the music must be in keeping with the reverence that is observed upon entering the House of the Lord.

These policies have been adopted by Putnam Baptist Church and have been done so in hope that the wedding music will be a meaningful experience of the praise of God for the union of husband and wife.

## WEDDING COMMITTEE

The purpose of the wedding committee is to make sure all the policies of the church are followed. This is not so much for church members but, non members who choose to use the church's facilities. When a person contacts the church office to schedule a wedding date the church office will set up a meeting to give you a copy of the policy and wedding application form. The wedding application form must be signed, agreeing that they will comply with the foregoing rules. Reservations for the building will be considered firm when the wedding application form has been filled out and turned into the church office along with the necessary deposit. (Refer to Deposits and Fees)

A member of the wedding committee must be present at all times when non-members are using the facilities. (They will be in charge of the key and you must make arrangements with this person when you need to get in the building.) This can also be done for church members if wanted but is optional. You will note on the list of fees there is a fee for the wedding committee member's service.

## FLOWERS AND DECORATIONS

In the Sanctuary there exists a setting for a sacred service, which is dignified and beautiful. A minimum of decorations is required and this should be carefully planned. It is the responsibility of the bride and/or groom to arrange with a florist for decorations.

Whenever candles are used, they must be of the dripless variety and must be in candelabras which will catch and contain all drippings. Please explain to your florist that they will be held directly responsible for the cleaning of wax from all floor coverings and furniture in every case. **SPECIAL NOTE:** You may not use ANY candles belonging to the church. Please furnish your own candles.

Under no conditions shall decorations be attached to the pews or other furniture by pinning, gluing or nailing.

Florists and their employees must refrain from the use of irreverent language, discourteous actions or from smoking inside the buildings.

The florists should remove all of their property within 4 hours from the start of the wedding.

### THE CHURCH SANCTUARY

\*\*In the case of a death of a church member or a member's family, some adjustments may have to be made if the funeral is to take place at the church. All efforts will be made to accommodate both events – wedding and funeral.

The pulpit stand and the Lord's Supper table may be removed as well as chairs and other furniture on the platform. Request for the removal of furniture must be cleared through the Church Office. Furthermore, the bride and groom must make prior arrangements with members of the wedding party to place all the furniture back. This should be done after the wedding festivities but within 4 hours from the start of the wedding.

The sound equipment is to be used only by authorized Putnam Baptist Church sound techs.

Please do not allow smoking, food or drink in the Sanctuary.

The Bride and/or Groom will assume responsibility for any damages made.

Please do not use rice or birdseed in the building.

Please do not use confetti on the property - inside or outside. It is very difficult to clean. The Bride and/or Groom will be responsible for cleanup of this.

### FAMILY LIFE CENTER

Use of this building must be pre-arranged through the Church Office and cleared on the Church calendar.

The Bride and/or Groom are expected to make arrangements for general clean up of the area, putting all tables and other furniture back up, leaving it like it was when they arrived and to make financial arrangements through the Church office to have the Church custodians complete the cleaning (see fees).

The stage and any items on the stage – musical equipment, plants, podium, etc. – may not be used.

The sound equipment is to be used only by authorized Putnam Baptist Church personnel so be sure to make arrangements with the sound tech if you require this service.

If you want music, we highly recommend you use instrumental music only. This will eliminate any possible language or suggestive lyrics often found in secular music.

No dancing is allowed.

Please do not allow smoking or alcoholic beverages in the Family Life Center.

The Bride and/of Groom will assume responsibility for any damages made.

Please do not use rice or birdseed in the building.

Please do not use confetti on the property - inside or outside. It is very difficult to clean. The Bride and/or Groom will be responsible for cleanup of this.

**DEPOSITS & FEES**

To secure the date for the wedding, rehearsal and/or reception, a \$100.00 deposit is required on the initial consultation with the church secretary. The remainder of your fees is due 30 days prior to your wedding date. Musicians or other persons hired by the wedding party shall be paid directly by the bride. It is then understood that the church is in no way responsible for any legal obligations that may arise from hiring of such persons.

Wedding fees are divided into two categories, depending on whether or not the participants are members of the Church. Unless otherwise specified, the fees are the responsibility of the bride and they are as follows:

- (A) FOR MEMBERS: (Bride or Groom must be members of this Church) Total: \$245.00
  - 1. Use of Facilities \$ 20.00
  - 2. Custodians-Sanctuary \$ 50.00
  - Family Life Center \$ 75.00
  - 3. Sound Personnel \$100.00
  - 4. Wedding Committee (Optional) \$150.00

- (B) FOR NON-MEMBERS: Total: \$575.00
  - 1. Use of Sanctuary \$100.00
  - 2. Use of Family Life Center \$100.00
  - 3. Custodian-Sanctuary \$ 50.00
  - Family Life Center \$ 75.00
  - 4. Sound Personnel \$100.00
  - 5. Wedding Committee \$150.00

Fees will be charged for weddings immediately following Sunday Services only if they use the Family Life Center.

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Using the Security System for facility access:

To turn off alarm add "1" to the code below. To reset the alarm use the code and add "2".

Keys Given: \_\_\_\_\_  
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# Putnam Baptist Church Wedding Application

Date of Application \_\_\_\_\_ Deposit: \_\_\_\_\_ Balance Due: \_\_\_\_\_

**Bride:** \_\_\_\_\_

Present Address: \_\_\_\_\_ Phone \_\_\_\_\_

**Groom:** \_\_\_\_\_

Present Address \_\_\_\_\_ Phone \_\_\_\_\_

**Couple's New Address:** \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

Is either a member of Putnam Baptist Church? Yes \_\_\_\_\_ No \_\_\_\_\_

## **Please reserve for us: (include ANY time needed to decorate or prepare)**

Sanctuary - Dates/Times: \_\_\_\_\_

Family Life Center – Dates/Times: \_\_\_\_\_

## **Specific Wedding Information:**

Time of Rehearsal - Date \_\_\_\_\_ Time \_\_\_\_\_

Time of Wedding - Date \_\_\_\_\_ Time \_\_\_\_\_

**Minister** \_\_\_\_\_

**Instrumentalist** \_\_\_\_\_

**Florist** \_\_\_\_\_

**Director** \_\_\_\_\_

*We agree to comply with the rules and regulations of Putnam Baptist Church, regarding church weddings and church receptions.*

Bride \_\_\_\_\_ Date \_\_\_\_\_

Groom \_\_\_\_\_ Date \_\_\_\_\_

## **Advertising with Signs on the Putnam Campus Policy**

Signs or posters may be used for advertising on the Bulletin Board in the Family Life Center for **Church Wide Activities**. The signs must be submitted to the office by the 20<sup>th</sup> of the month prior to the month in which you need the advertisement, to be approved and added to the board. The signs should not be larger than 8 ½ x 11 in size. For any other size, we will need to evaluate the complete need for space before approving the poster or sign.

There is a poster track on the wall opposite The Connection door for all Non-Church or Community Activities. These signs should also be submitted to the office for approval. We will only allow signs promoting Christian or Community activities or personal celebrations of our church family (i.e. showers, receptions, etc. given by family members or friends).

In lieu of using windows, doors, or walls for displaying posters or signs, and in addition to the poster track described above, you may present information to individual Connection Groups.

## **Wedding/Baby Shower Policy**

Our church is blessed each year with many weddings and births. We want to honor these with a shower. The showers will be sponsored by the Connection Group Ministry following the instructions below.

The church will promote a shower for

- 1) the first child born in the church of a member of a Connection Group
- 2) any wedding of a member of a Connection Group
- 3) a wedding or a child born of someone to whom a Connection Group chooses to minister.

The showers should be scheduled with the church office at least 1 month in advance by the Connection Group.

The information for the bulletin should be in writing and given to the church office (via the brown boxes in the lobby or the Family Life Center or in The Connection.) no later than the Wednesday before the bulletin in which you want the announcement to appear. We will promote the shower the week prior to the shower and the day of the shower.

On the occasion that the church is invited to any other shower given for a member (by the family, friend, etc.) They may create a poster/flyer and place it on the communication wall just outside The Connection.

## **Wedding/Shower Advertising Policy**

No Wedding or Shower announcements will be placed in the newsletter.

These announcements may be placed in the bulletin in the form of a small note. The announcement may be placed in the bulletin on the Sunday before the shower and the Sunday of the shower.

These announcements must be for members, former members or bride-elect or wives of members or former members.

The wedding announcements will be in the bulletin for weddings of members or former members only.

## **Flower Delivery Policy**

Due to the size of our membership, we are only able to send flowers in the case of the death of the following:

- 1) member
- 2) spouse, child, mother or father of a member
- 3) a person living in the home of a member

## **Benevolence Policy**

The benevolence committee consists of a group of people dedicated to the families of those who are deceased within our church body. There are 2 teams who provide food on a rotation basis after the Church Office determines the need in each of the following cases:

- 1) If the deceased is a member of Putnam Baptist Church
- 2) If the deceased is the Mother or Father of one of our members and lives in the Shelby area
- 3) If the family of the deceased is at the home of one of our members
- 4) If there is a need in a family where death has occurred

## **Church Property Use Policy**

Due to the number of members here at Putnam, we have found it impossible to accommodate everyone in the use of church property. We can not loan out coolers, tables, chairs, projectors, sound or media equipment, kitchen utensils, kitchen equipment, sports equipment, office supplies, or any other item belonging to Putnam Baptist Church to individuals for personal use. Individuals overseeing ministries within the church may use this property for ministry related events by contacting the church office to insure the availability of the property. In addition, the church will provide paper products to these ministries by contacting the church office at least one week prior to the ministry event.

# **Worship Arts Ministry Policy on Special Music Participation**

The Worship Arts Ministry consists of the following ministries:

1. Celebration Worship Team Vocalists
2. Celebration Worship Team Instrumentalists
3. Media Team (Audio/Video) Technicians
4. KIDS Church Leaders
5. VBS Program Leaders
6. Youth Leaders (6<sup>th</sup> – 12<sup>th</sup> grades)

Our church is blessed with much musical talent. The solos, duets, trios, etc. used in our weekly celebration services (for the offertory or otherwise) are chosen from those who are actively involved in one of the ministries listed above, possess a sincere desire to follow Christ in their daily lives, and personally request to be used in this capacity. The Worship Pastor is responsible for the ongoing schedule for special music. Anyone who wants to participate in this regard should contact the Worship Pastor at the church office, and will be required to conduct a personal interview and musical audition.

We may schedule other musical guests for special events, but this would be arranged outside the normal pool of worship ministry participants, and normally require a cost to the church. Any soloist or group who is interested in one of these events should send a musical demo to the coordinator of the event or to the Worship Pastor for the presentation of church wide concerts.

## **Fundraising Policy**

At Putnam we emphasize worshipping God through our giving tithes and offerings. We believe God has supplied His servants with all the resources necessary to accomplish His work. If there is ever a shortage of resources to accomplish a task, then we are either being disobedient to God in bringing the resources God has provided; it isn't the right task, or it isn't the right time for that task.

Because of this belief, we have chosen not to have "fundraising" activities in or associated with our church. By "fundraising activity" we mean any activity where admission is charged or a donation is expected in order to participate or something is sold as a part of the donation. Examples of the types of activities we want to avoid include, but are not limited to, car washes, yard sales, bake sales, spaghetti suppers, etc. We do, however, want to inform people of Putnam about ministry needs and encourage them to give as God leads them.

## **Guidelines for Charitable Contributions**

The following ruling from the IRS has prompted our church to evaluate our current system of distributing contributions for individuals through our church:

### **The following IRS language is cited:**

If contributions to the fund are earmarked by the donor for a particular individual, they are treated, in effect, as being gifts to the designated individual and are not deductible. However, a deduction will be allowable where it is established that a gift is intended by a donor for the use of the organization and not as a gift to an individual. The test in each case is whether the organization has full control of the donated funds, and discretion as to their use, so as to insure that they will be used to carry out its functions and purposes. *Revenue Ruling 62-113*

### **Concerning Contributions to Missions:**

If a donor contributes funds for a Mission Trip sponsored by Putnam Baptist Church, they can identify their suggestion for whom the contribution is to be used on an envelope, card or other paper, but not on a check. These funds are fully controlled by the church at its discretion and can be tax deductible.

If a donor contributes funds for a member of the church who is participating in a Mission Trip that is not sponsored by Putnam Baptist Church, they can identify their suggestion for whom the contribution is to be used and also the Mission Trip in which they will participate on an envelope, card or other paper, but not on a check. These funds will be distributed by Putnam directly to the organization sponsoring the trip or, with receipts from the trip, to the participant. This will enable the church full control of the funds.

### **Concerning Contributions to Individuals in Crisis or Hardship:**

If a donor contributes funds for an individual in crisis or hardship, they can identify their suggestion for whom the contribution is to be used on an envelope, card or other paper, but not on a check. The money will be held in a fund and distributed by 1) paying a bill or need directly to an approved business or 2) reimbursing the person in need upon receiving receipts of payments for approved necessities. The approved businesses and necessities will be decided by the church office on a case by case basis. This is solely to protect the integrity of the church, our church personnel and the donor.