



Trinity United Church Policy Book 2024

(A-1) *Trinity United Church Vision:*

To Grow in Faith, Fellowship and Service Through Christ Jesus. We believe that all people are children of God, and we embrace the fullness of our diversity in ability, age, ethnicity, gender, gender identity, race, sexual orientation, social economic status, or any other human division as we unite in worship and full participation in all aspects of our ministry. As a congregation we are committed to surroundings that reflect safety and support in respect of social justice and human rights.

TABLE OF CONTENTS

<i>CHURCH VALUE AND MISSION STATEMENT</i>	<i>A-1</i>
<i>BUILDING RENTAL POLICY & GUIDELINES.....</i>	<i>B</i>
<i>RENTAL POLICY.....</i>	<i>B-1</i>
<i>GENERAL RENTAL RATES.....</i>	<i>B-2</i>
<i>FUNERALS.....</i>	<i>B-2</i>
<i>WEDDINGS</i>	<i>B-2</i>
<i>SHARED USE WITH OTHER CHURCH CONGREGATIONS</i>	<i>B-3</i>
<i>SHARED USE WITH COMMUNITY NON-PROFIT GROUPS.....</i>	<i>B-3</i>
<i>COMMERCIAL RENTAL POLICY.....</i>	<i>B-3</i>
<i>TERMS OF USE</i>	<i>B-3</i>
<i>USAGE GUIDELINES</i>	<i>B-3</i>
<i>FUNDRAISING POLICIES.....</i>	<i>BB</i>
<i>FUNDRAISING BY EXTERNAL ORGANIZATIONS.....</i>	<i>BB-1</i>
<i>MEMBER RELATED POLICIES.....</i>	<i>C</i>
<i>MEMBERSHIP RECORDS.....</i>	<i>C-1</i>
<i>FAMILY LIST.....</i>	<i>C-2</i>
<i>WEDDING POLICY.....</i>	<i>D-1</i>
<i>FINANCIAL.....</i>	<i>E</i>
<i>PURCHASING/TENDERING</i>	<i>E-1</i>
<i>ONLINE PURCHASES</i>	<i>E-2</i>
<i>PAYMENT OF ACCOUNTS.....</i>	<i>E-3</i>
<i>SPECIAL FUNDS.....</i>	<i>F</i>
<i>MEMORIAL FUND.....</i>	<i>F-1</i>
<i>BEQUESTS.....</i>	<i>F-2</i>
<i>TRUST FUND.....</i>	<i>F-3</i>
<i>HUMAN RESOURCES.....</i>	<i>G</i>
<i>WORSHIP LEADER FEES.....</i>	<i>G-1</i>
<i>SCREENING POLICY RE: POSITIONS OF AUTHORITY & TRUST.....</i>	<i>G-2</i>
<i>PERSONNEL POLICIES</i>	<i>G-3</i>
<i>POSITION DESCRIPTIONS.....</i>	<i>G-4</i>
<i>APPENDICES</i>	<i>H</i>
<i>SAMPLE RENTAL CONTRACT, CODE OF CONDUCT</i>	<i>H-1,2</i>
<i>RESCINDED POLICIES.....</i>	<i>I-1</i>



Trinity Building Rental

Trinity United Church is a Community of Faith within the United Church of Canada. Our church building exists to enable Trinity to carry out its activities to achieve its ministry's charitable purposes and objectives. Also, it is a registered Canadian charity and there are several rules it must follow in order to maintain its charitable status.

These charitable purposes include weekly worship services, pastoral care to its members, ministries for all ages, outreach to community needs, support for national and international evangelism and social service projects through the national church, support to other charities for projects of interest to Trinity.

All of Trinity's activities must advance or work toward the Trinity's purposes. Therefore, Trinity's activities will take priority over any rental activity.

For a rental request to be considered, the proposed use of the building and the objectives of the rental organization must be consistent with the objectives of Trinity. Trinity considers any building rental made to be part of its broader religious mission and outreach and not primarily a commercial activity. The proposed use of space and objectives be presented in writing by the proposed renter. We do not rent for birthday parties (*Approved April 8, 2025*).

Trinity has developed a series of building rental rates depending on the part of the building to be rented, whether by individuals or community non-profit groups. These rates will be reviewed, and adjusted if appropriate, periodically. Trinity has also developed terms of use and guidelines for groups using the church facilities.

(Approved by the Official Board February 7, 2017, amended November 8, 2022.)



Building Rental Rates – Trinity United Church

General Rentals (Anniversaries, Teas, Suppers, Fundraisers):

Sanctuary: \$330.00 plus Caretaker \$60.00

Lower Hall: \$220.00 plus Caretaker \$60.00

Lower Hall and Kitchen: \$275.00 plus Caretaker \$60.00

Use of Dishwasher: \$60.00

Note: this is rental for a six (6) hour block of time. Each additional hour required will be charged at the rate of \$25.00 per hour or part thereof.

Note: The dishwasher is to be operated by trained personnel from Trinity UC

Weddings:

Sanctuary \$330.00 plus Caretaker \$60.00 (\$30 for rehearsal).

Honorariums: Minister \$250.00, Pianist \$125.00, and Audio-visual \$30.00/person (or \$60.00 if two visits are required).

Note: If Lower Hall with or without the kitchen is used for Weddings, general rental prices will apply.

Funerals (These fees are usually paid by Funeral Home):

Sanctuary: \$330.00

Honorariums: Minister \$250.00, Pianist \$125.00, Caretaker \$60.00 and Audio-visual \$30.00/person

Funeral Lunches: UCW charges \$8.00 per person for lunch (including coffee, tea, juice, water) with no hall rental fee. UCW menu is a selection of breads, cheese, plus pickles and a dainties platter (Gluten free options are included in the dainties platter).

If food is served and the UCW is not providing it, normal hall rental rates will apply.

(The Wedding and Funeral fees were amended by the Official Board November 12, 2019, November 8, 2022, January 10, 2023, September 12, 2023, January 7, 2024)



Shared Use with other Church Congregations:

Sunday Afternoon (1-5 PM): \$118.00 per week for a 2-hour period, plus storage fees if applicable.

Shared Use with Community Non-Profit Group:

Rent for Designated Area: \$17.00 per hour with a minimum 2-hour block of time per session, plus storage fees if applicable.

Commercial Rental Policy:

Rent for Designated Area: \$26.00 per hour with a minimum 2-hour block of time per session, plus storage fees if applicable.

Note: A signed contract is required between the Community/Commercial Group and Trinity UC. See Appendix A for sample contract(s).

Terms of Use: (All Categories)

1. Persons/ Groups renting Church and kitchen facilities must leave the premises clean and orderly.
2. No smoking or vaping in the Church – any smoking outside must be at least 30 feet away from the entrance. All cigarette butts must be placed in a designated container.
3. Deposit of \$50.00 for use of the kitchen which is refundable or applicable to final cost if left in satisfactory condition.
4. There will be a \$100.00 non- refundable deposit for weddings. This deposit is applied to the wedding Rental when the rental fee is assessed. The balance of the fees must be paid no later than one week prior to the wedding date.

Guidelines for Use of Facilities: These guidelines are to assist in the positive use of Trinity UC facilities by individuals and groups for special events as well as regular meetings.

1. The individual or group will, when applying to hold a special event, state which area(s) of the building they wish to occupy. Only the stated areas are to be used.
2. All levels will have adult supervision when occupied.
3. Adult leaders are totally responsible and liable for events which occur when their group is using the facility.
4. If the kitchen is used check stoves, coffee urns, etc. to be sure that all controls are turned off.
5. All doors must be checked before vacating the building. Check to make sure that all lights are off including bathrooms. Note: The Narthex lights are on motion sensors and will go out on their own.
6. Cost of repairs due to damage will be assessed to the responsible party.
7. Groups wishing to use church equipment are required to make arrangements at the Church Office.

(The Other Church Congregations and Community Non-Profit Group fees were amended by the Official Board March 8, 2022, January 10, 2023, December 12, 2023)



Fund Raising by External Organizations

Trinity United Church is a Community of Faith within the United Church of Canada and is a registered charity in Canada. Activities within the Church need to support achieving Trinity's charitable purposes and objectives.

These charitable purposes include weekly worship services, pastoral care to its members, ministries for all ages, outreach to community needs, support for national and international evangelism and social service projects through the national church, support to other charities for projects of interest to Trinity.

The members and adherents of Trinity United Church are regularly asked to support Trinity through the Sunday offering and fundraising events that support Trinity's activities. **Therefore, Trinity will not permit external organizations to fundraise within the church through a ticket selling booth or similar activities.**

Organizations whose objectives are consistent with the goals and objectives of Trinity are permitted to post notices of events. Posting of notices and events must be presented to Church Administrator for posting on the bulletin board in the narthex.

Note: this policy does not preclude individual members of Trinity, who are members of an external organization, from approaching another Trinity member and asking if they would like to support an external organization project.

(Approved by the Official Board November 8, 2022)



Membership Records & Historic Rolls

1. The historic membership roll of Trinity is to include the membership roll and the names of members who have been removed.
2. The Official Board is responsible to ensure that the rolls are kept, and that the membership roll is revised annually to keep it current (Sec. B.3.6 United Church Manual).

Non-Resident Members:

1. When members move to a residence too distant for them to participate in Trinity services and activities, their name should be placed on the non-resident roll with the date this occurred recorded.
2. The non-resident members are to be contacted and encouraged to become members of a congregation closer to their new home.
3. If after a year no request for a transfer of membership or a request to be retained on the membership list has been received with a reason why their name should be retained, a letter is to be sent requesting a response and stating the options:
 - a. Transfer of membership (application enclosed)
 - b. Request to be retained on the roll stating a valid reason
 - c. Request to be removed from the roll
4. If after the second year, no response has been received the member is to be contacted by registered mail. The letter is to be so worded to indicate to the member that failure to reply will serve notice that the member no longer wishes their name to be retained on the roll. In such cases, the member's name should then be removed from the roll by recorded motion of the Official Board.

Resident Members:

Officially there is no distinction between an active and an inactive member. Either a person is a member or not a member and must be reported on the United Church Annual Statistics Report each year. However, for effective pastoral oversight the following shall apply:

1. That the resident membership be broken down into two rolls, active and inactive. The later meaning "those who have been absent for one year without cause" and/or have shown declining concern for the duties of church membership.
2. As soon as a member is placed on the inactive list (date to be included), they are to be contacted by the Pastoral Care Committee to ascertain the reasons for the absence or declining interest. Every effort should be made to encourage or enable their return to active participation in the life and work of the congregation.
3. If despite all efforts, such a member remains inactive for a period of three years, a letter should be sent by registered mail stating that unless we hear from them, their name will be removed from the Roll of Trinity United Church. If no reply is received, then the name should be removed from the Roll by recorded motion of the Official Board.



Family List:

This list shall include the names of any families claiming connection with Trinity, both members and adherents.

1. Names can be added whenever people express a desire to be connected with Trinity. In the case of unlisted children enrolling in Church School, the family is to be contacted and asked whether they would like to be added to our list. Couples married at Trinity should be asked if they wish to have their name put on the Family List. New attendees who provide contact information should be contacted to confirm that they want to be added to the Family Roll.
2. In the case of members, their names can only be removed from the Family List, if they become a non-resident member or are placed on the inactive roll as outlined above.
3. In the case of adherents, their names should be retained on the list until there is a request to have them removed. No formal motion of the Board is required; however, the Pastoral Care Committee should confirm all removals.
4. The names of children of both members and adherents will be recorded and retained on the family list until:
 - a. They reach their 20th birthday after which they will be retained only on request;
 - b. They marry before the age of twenty, at which time, they should be asked if they wish to have their names on the family list;
 - c. They become a member, at which time they will be listed separately from their family and dealt with like any other member.

(Approved by the Official Board May 20, 1980 and reaffirmed by the Official Board January 12, 2016.)



Wedding Policy

A church wedding is a legal ceremony, but it is also an act of worship. To be married in the church is to affirm that the marriage is a gift of God through which the participants make a covenant with one another and with God.

In marriage we offer one another the promise of a lifelong companionship and commitment that needs to be cherished and nurtured. At Trinity United Brandon, we celebrate the choice to be married in our community. We see God present in our relationships with one another, to the community of the church, and the community of family and friends that will be present when people share vows and commitments to one another.

We believe that in Christian marriage the vows that we make are strengthened by God's grace and presence in that relationship. We believe that Christian marriage offers a foundation into their future that is not offered in civil marriage – the foundation found in the support, the love, the commitment of family, friends, and church to support the couple as they begin this new life together. In the United Church, we see each person as a unique, loved creation of God and welcome all people to the full life of Christian community, including marriage. Trinity United Brandon will perform weddings of couples of all genders and orientations and no person will be refused marriage because of their; ability, ethnicity, gender, gender identity, race, sexual orientation, socio-economic status, or any other human division.

Wedding Date: While tentative dates may be discussed, the date and time are only guaranteed with the payment of a **non-refundable** deposit of \$100.00. The balance of any fees must be paid no later than one week prior to the wedding date. Please refer to the Building Rental Rates Policy for the current fees.

Expectations of the couple:

- At least one of the partners must profess to being baptized in a Christian ceremony.
- They must be desirous of a Christian marriage
- They need to arrange a time to meet with the minister four to six weeks before the wedding date, to discuss wedding details, etc.
- They must obtain a marriage license from the Province of Manitoba, at their expense, and it needs to be given to the church office at least one week prior to the wedding date.
- They must complete the “Request for a Wedding” form, wherein they agree to all the terms in this policy.

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The Service:

- The service must be planned in consultation with the Minister, on the basis of normal United Church liturgical practice, with some optional inclusion of elements of the couple's personal choice.
- It is preferred that the minister at Trinity UC officiate at the service. However, other arrangements may be considered upon consultation. (Please note that the use of a marriage commissioner will not be permitted.)
- The church pianist may be willing to play at the service, subject to his/her availability.
- Where a rehearsal is required, it should not take more than an hour and is usually held the evening prior to the service. All members of the wedding party and others who are taking part in the service are expected to attend.

The Sanctuary:

- It is not permitted to cover or remove any part of the Sanctuary or its contents during the wedding ceremony.
- Use of the Church candles is to be arranged with the minister. For safety reasons, use of any other source of flame is not permitted
- The wedding party may decorate the Sanctuary prior to the service. Decorations used are to be appropriate for a church setting and are to be held in place by a means that will not damage church property. They are to be removed after the service is over.

(Approved at the February 21, 2021 AGM.)



Purchasing / Tendering

Purpose:

- To ensure that Trinity receives good value with its purchases and,
- Particularly with major purchases, to ensure that everyone has a fair opportunity to be considered.

Projects, Single Item Purchases, or Expenses:

Valued up to \$500: Purchase is to be handled by the committee with a report to the Board, if included in the committee's approved budget. If not in the budget, prior approval of Official board is required. No tendering is required

Valued \$501-\$2000: Committee to obtain 2 or more quotes, unless it is a single supplier item, when the item is included in the committee's approved budget. Prior approval of the Official Board is required when not in the approved budget.

Valued \$2001- \$10,000: Committee is to request at least 3 quotes for simple items. For more complex projects, tenders are required unless waived by the Official Board. Board approval of the expenditure is required with the lowest or any tender not necessarily accepted.

Valued over \$10,000: These purchases must be done by sealed tender with the closing time clearly stated. If tender is not publicly advertised, a minimum of three tenders are to be requested. No received tenders are to be opened prior to the stated closing time. Official Board acceptance of the tender is required with the lowest or any tender not necessarily accepted.

Note: All figures above are net of taxes.

(This policy which replaces the June 2000 tendering policy was amended and approved by the Official Board on May 12, 2015, and February 13, 2024.)



Online Purchases for Trinity

Whereas:

- There is a need to have a process for making an on-line purchase for Trinity, without the purchaser using a personal credit card.
- It seems that cheques and purchase orders are no longer being used or accepted by many companies.
- Credit cards must be assigned to an individual and are not transferable, but the United Church of Canada expects us to have two signatures when we use a cheque.

Policy

1. Trinity authorizes the acquisition of two (2) Royal Bank Credit Cards that have minimal annual fees. Each Card to be limited to a \$1000.00 maximum.
2. That the cardholders are not chairs of standing committees but should be the Minister, Official Board Chair or Treasurer or members/adherents who are believed to be responsible persons and comfortable with on-line purchases.
3. That the Treasurer be authorized to proceed with the acquisition of the cards once appropriate persons to hold them have been identified *and approved by the Official Board*.
4. That before a cardholder would make an online purchase requested by a standing committee s/he must receive written authorization, from the Chair/Designated Person of the Committee wishing to make the purchase, stating the name of the Company, the amount of the purchase and the budget line to which it is to be charged.
5. If the cardholder has any concern about the appropriateness of the purchase s/he is being asked to make, s/he can decline to make the purchase or consult with the Church Treasurer or Minister before declining or proceeding with the purchase.
6. Upon making an online purchase, the cardholder must present the authorization forms, noting the total cost, any taxes and date of purchase to the Office Administrator. The credit card outstanding balance will be paid automatically on the due date.
7. Should the cardholder make any purchases not authorized as in Article 4, s/he will be responsible for the cost of the purchase and the credit card will be cancelled.
8. Should the cardholder become ineligible or unwilling to continue to be a cardholder, s/he must return the card to the Treasurer who will arrange for it to be cancelled. Any replacement cardholder would be authorized in accordance with articles 2 and 3.

(Approved by the Official Board September 10, 2013 and amended by the Official Board on May 12, 2015, December 8, 2015 and March 8, 2016.)



Payment Of Accounts

Utility Payments: Will be paid by direct withdrawal wherever possible

Accounts billed by invoice: Will be paid upon receipt of an invoice that has been signed by the chair of the committee or designated alternate if the chair is not available and indicating to which budget line it is to be charged. The invoice needs to show the name of the supplier, what the invoice is for and the full amount to be paid including taxes if any).

Reimbursement based on cash receipts: Where a church member has paid for an item, reimbursement will occur when a claim form is submitted (along with proof of payment) which has been signed by the appropriate committee chair. The committee chair is to indicate the budget line to which the cheque is to be charged.

If several people are involved and have each made purchases, a claim form is to be received from each person indicating their personal claim. At no time is a cheque request to include a claim from more than one person.

Cheque & E-transfer Preparation & Distribution: The Office Secretary is authorized to prepare cheques or e-transfer requests for the signing officers to sign, ONLY when the above clauses have been met. E-transfers are allowed up to \$2000 and require 2-person signature checks prior to e-transfer being made *(Approved December 10, 2024)*.

Once a cheque is signed, the Office Secretary can give the cheque in person to the person to whom the cheque was issued or mail it to the person at their home address.

(This policy was approved by the Official Board on Jan 8, 2013 and reconfirmed May 12, 2015.)



Memorial Fund

Purpose:

This Fund was started in 1972, to provide a way for people to acknowledge the passing of a person who has had an association with Trinity, or to honour an event or achievement of a Trinity member and at the same time support the mission and vision of Trinity United Church, Brandon.

The Fund is intended to be separate and distinct from all other church funds. It is not intended that money from the fund be used to cover regular and ongoing operational requirements of the church.

Receipts and Acknowledgements:

A charitable giving receipt (for gifts of \$20.00 or more per honoree) and a letter of acknowledgement will be sent to each donor. For regular donors to Trinity, the receipt will be included in their year-end receipt.

For gifts in memory of a person, a letter will be sent to the next of kin, or person named by the donor, stating the names of the persons who have made a donation.

For gifts to honour an individual a letter stating that a donation has been made in his/her honour and naming the donor will be sent to the person being honoured.

The letters and receipt will be sent by the Office Administrator.

Memorial Book:

A Memorial Book that records the names of those remembered and honoured and those who have donated in that person's honour is to be maintained by the Office Administrator

Disbursements:

The money in the Memorial Fund may be dispersed, upon a duly passed motion of the Official Board, for a specific item or project that is consistent with the mission and vision of the congregation and the purpose of this fund.

(This updated policy was approved by the Official Board December 8, 2015 and replaces or supersedes any earlier policies and practices related to the Memorial Fund)



Bequest Fund

Background:

At the June 2021 Official Board meeting the following motion was approved: **The Trustees recommend to the Official Board that the terms for the Trinity Trust Fund be changed to allow the use of both the Principal and Interest to respond to identified needs of Trinity and that the Fund be administered by the Treasurer of Trinity United Church.** The Fund would be administered by the Board and accounted for by the treasurer.

The Trust Fund GIC's with Manulife were closed as of October 18, 2021, when they matured. The funds received, in the amount of \$15,273.25, were transferred to Trinity's General Fund.

The Bequest Fund replaces the closed Trust Fund, and the name of the fund has been changed to better reflect the intent of the fund.

Purpose:

The Fund shall direct the receipt, management, and disbursement of any undesignated funds from bequests or other special gifts received by Trinity United Church. These special gifts may include, but shall not be limited to, life insurance, transfer of securities, real estate, or beneficiary designation of a retirement plan.

Any restriction placed on the use of any bequest must be approved by the Official Board prior to acceptance of the gift. The Board reserves the right to decline or otherwise refuse any gift offered to the church, with or without cause. Reasons for which a bequest/gift may be declined include, but not limited to the following:

1. The Board does not believe it is in the best interest of the church for the Fund to abide by the restrictions placed on the bequest by the donor.
2. The costs to maintain the bequest or to meet the restrictions placed on the bequest by the donor are considered to be excessive for the fund.
3. The bequest is considered to be inappropriate or unrelated to the tax-exempt purposes of the Church or the Fund.

The Fund is intended to be separate and distinct from all other church funds. It is not intended that money from the fund be used to cover regular and ongoing operational requirements of the church.

Disbursements:

The money in the Bequest Fund may be dispersed, upon a duly passed motion of the Official Board, for a specific item or project that is consistent with the mission and vision of the congregation and the purpose of this fund.

(Approved by Official Board on February 8, 2022 and replaces the Bequest statement dated September 11, 2012.)



Trust Fund

The Trust fund, which is administered by the Official Board, was created to invest and keep invested the funds which have been donated to Trinity United Church with the terms that the principal is to be retained in perpetuity.

The net income from the funds invested can be used as approved by the Official Board.

In determining the use to be made of the income of the said trust fund, the Official Board of Trinity United Church shall use as a guideline the mission statement of Trinity United Church.

The Official Board may invest or re-invest the Trust property and may make any investments that they may consider appropriate, including units or other interests of any mutual funds, common trust funds, unit funds or similar investments, without being limited to those investments authorized by law for the Official Board. The Official Board shall not be liable for any loss that may happen as a result of any investments made by the Official Board in good faith. The Official Board may sell (whether by public or private sale or with or without notice, for cash or on credit, or partly for cash and partly on credit), assign, transfer, exchange, pledge, convey, lease, mortgage or otherwise dispose of or encumber any part or all of the Trust Property at any time, and at such price and on such terms, all as the Official Board in their absolute discretion may deem advisable.

The Official Board may make or retain any investment that they consider advisable notwithstanding that such investments may not be in the form of investments in which Official Board are authorized to invest trust funds under the laws of the Province of Manitoba or any jurisdiction of Canada. The Official Board shall not be responsible for any loss which may occur by reason of making of such investments or the retention of the same.

The Official Board may register any property in the names of their nominee(s) or in their own names or unregistered or in any such form that title shall pass by delivery, but without increasing or decreasing their liability as Official Board members.

The Official Board may lend the Trust Property or any part thereof for any security which they in their absolute discretion may deem sufficient.

The Official Board may execute and deliver any instruments necessary in the opinion of the Official Board for the settlement or administration of the Trust, and to execute any such instrument without warranty by or without recourse to the Official Board.

The Official Board may employ and compensate agents, accountants, solicitors, brokers and other assistants and advisors deemed by them to be helpful, for the proper settlement or administration of the Trust, and without any liability for any neglect or default of any such employed person, if such person was selected and retained with reasonable care.

(Amended and approved by the Official Board on February 8, 2022.)



Worship Leader Fees

A lay member of the congregation who agrees to do a worship service will be offered an honorarium of \$75.00 for a Trinity Service.

(Approved by the Official Board on March 10, 2015.)



Screening Policy Re: Positions of Trust & Authority

Principle:

Trinity United Church is committed to providing quality worship and programs to members, adherents, and their children in a loving and respectful environment and to take all reasonable steps to ensure the safety and enjoyment of all while participating in worship and programming at Trinity United Church.

Policy:

Trinity hereby adopts the policy of the United Church as set forth in “Faithful Footsteps Screening Procedures for Positions of Trust and Authority in the United Church of Canada: A Handbook.”

Definitions:

“Screening” means the reviewing of references, criminal record check with vulnerable sector, child abuse registry checks, driver’s abstracts and such further and other investigation deemed necessary and appropriate to the screening committee. The criminal reference check and child abuse registry check must have been completed within the past six months.

“Screening Committee” to be members of Trinity United Church, appointed by the Official Board.

“Employees” has the same meaning as set forth in the Employment Standards Act of Manitoba and includes those hired by Trinity United Church in any capacity to fulfill responsibilities on an ongoing basis for remuneration but does not include ministerial staff.

“Volunteers” are those recruited or solicited by the Nominating Committee or such other representative of Trinity to provide assistance in providing worship or programming at Trinity.

Procedure:

1. All employees of Trinity will be subject to screening and employees hired after the effective date of this policy shall be responsible for the costs associated with such screening.
2. For each volunteer position, a position description is to be developed including a risk assessment to vulnerable persons. The risk assessment definitions are:
 - Low Risk: Minimal or no contact with children or other vulnerable persons or programs take place in large groups
 - Medium Risk: Activities with vulnerable persons but no private or one-on-one sessions.
 - High Risk: Position presents opportunities to be alone with children or vulnerable persons, or opportunities to exert influence over youth or seniors.
3. For volunteer positions deemed to be high risk situations, each applicant will be subject to screening. Any conviction for violent crime or sex related crime or drug or alcohol related, or child abuse in the last five (5) years will be automatic grounds for exclusion from eligibility for the position.
4. For volunteer positions deemed to be medium risk situations, the screening committee will decide what checks are necessary.

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5. For volunteer positions deemed to be low risk situations, a criminal reference check and child abuse registry check will not be required provided that there will not be one-on-one sessions with vulnerable persons.
6. Regardless of the risk assessment level, people who are asked to drive children or other vulnerable persons to events will be required to affirm in writing to the Office Administrator that they have a valid driver's license.
7. Trinity will reimburse the volunteer for the costs of any required check related to this policy, except when any convictions are in the area of exclusion.
8. All screening will be completed by the Trinity Screening Committee. The Committee shall obtain and review all screening materials and shall determine whether the employee or volunteer is eligible to be considered for the position. M&P for employees or the Board Committee responsible for the volunteer position shall determine the best candidate for the position. Decisions of the Screening Committee as to the eligibility of candidates are final and not subject to review.
9. The committee shall consist of no less than two members and no more than five members of Trinity. Members of the committee shall serve a two-year term subject to re-appointment for two years.
10. All members of the Screening Committee shall execute a Confidentiality Agreement to maintain in absolute confidence all information obtained by the member in the course of their roles as a committee member. The confidentiality agreement to be in the form set forth in the Faithful Footsteps Handbook.
11. All information obtained by the Screening Committee shall be retained at Trinity in a secure manner to maintain the confidentiality of the material for so long as the individual employee or volunteer continues in the role for which the screening was completed. When the individual employee or volunteer is no longer in the role for which they were screened, the material obtained by the screening committee shall be retained for a further two years after which it shall be destroyed by shredding.
13. Prior to shredding material a record shall be created and kept in a secured and confidential record. This record shall include the name of the individual screened, the date the material was obtained, by whom it was reviewed and the date upon which it was destroyed. This ledger shall be maintained by the screening committee.
14. This policy shall become effective on April 11, 2017. Current employees and volunteers on the date the policy becomes effective will have one year to complete the appropriate screening.

(Approved by the Official Board March 8, 2016 and amended on April 11, 2017).



Personnel Policies

1. Minister is called or appointed to the congregation and is not an employee of the congregation. The Minister's salary and benefits must at least meet the minimums set by the National Church and the terms of his/her call.
2. Employees who work, on average, 14 hours or more per week are eligible to participate in the United Church pension and benefit plans.
3. A) Employees shall be provided with a letter of employment outlining their initial salary, benefits if any, and the lines of supervision. They are required to sign a copy of the letter of employment confirming that they have read and understand it. They shall also be given a copy of their position description.

B) Employees will perform an annual review of their position description and note any changes.

C) Employees will participate in an annual review of their performance with representatives of the Ministry and Personnel Committee and other Committee Chairs if appropriate. The employee will be provided with a written report after the review and will be required to sign that s/he has read the report. If the employee has concerns about anything that is in the report s/he can add their comments. This annual performance review will be deemed to be the annual review of his/her letter of employment.
4. Employees are required to complete and submit a time sheet for each pay period.
5. Employees who work less than full time, if they are required to work more than their scheduled hours, shall be paid at their regular rate of pay up to the equivalent of full time. Any hours beyond that in a pay period will be paid at time and one half.

(This policy was approved by the Official Board February 9, 2016)



Position Descriptions: Caretaker *(reviewed January 2024)*

General Job Description:

The caretaker is responsible for the care and maintenance of Trinity United Church both inside and outside the building. These duties include but are not limited to the following: cleaning of the floors, windows and fixtures, cleaning of the washrooms, shoveling/sweeping the sidewalks, emptying of the waste baskets, clean and maintain light globes and bulbs, check the emergency lighting, and report to property chairman. Set up and take down table and chairs for church functions such as Sunday school, fellowship, teas, suppers etc., provide caretaker service for church rentals such as weddings and funerals i.e. set up and cleanup (the caretaker receives an honorarium as listed in the Rental Policy) and minor repairs and additional tasks as may be required from time to time.

Hours of Work:

This work requires approximately thirteen hours per week although the actual time required to complete these tasks may vary from week to week and seasonally.

Daily Duties:

- shovel snow/ sweep exterior entrances as required
- check and replace light bulbs as required
- minor repairs and tasks as required from time to time
- empty waste baskets as required
- check washrooms
- sweep/mop interior entryway and vacuum narthex as required
- sanitizing as per Covid-19 Provincial Health regulations

Weekly Duties:

- vacuum and dust lower hall weekly and after all functions
- vacuum and dust sanctuary weekly and after all functions
- clean washrooms weekly or more frequent if required
- clean and dust second floor weekly if required
- vacuum narthex and stairs weekly or more frequent if required
- vacuum and dust offices and board room of new addition weekly
- check candelabra in sanctuary to ensure candles are ready to burn
- check elevator to insure it is in good working order
- sweep and scrub kitchen floor weekly if required

Monthly Duties:

- check emergency lighting and report to property chairman
- check and clean furnace filters if necessary
- check and clean windows as required
- scrub, wax and polish kitchen, washroom, and entrance floors

(contd.)

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Other Duties:

- Set up tables and chairs for Sunday school and fellowship prior to Sunday services at 10: 00 A.M.
- Set up tables and/or chairs for Trinity functions such as fowl suppers, teas, festivals ect.
- Set up tables and/or chairs and clean up following for Trinity rental functions such as weddings, funerals etc.

Accountability:

- The caretaker is accountable to and works closely with the convenor of the Property Committee for the day-to-day workings, care and maintenance of the church and to the convenor of the M&P Committee for items pertaining to staff relations of the Church
- The caretaker will receive a \$60 fee for church rental functions or a \$30 fee for wedding rehearsals in addition to regular salary. It is understood that remuneration for Trinity functions are included in the salary.

Salary and Benefits

- For details regarding salary and staff benefits please refer to the "Employment Agreement Letter "which each support staff signs.



Position Descriptions: Music Director *(reviewed January 2024)*

General Job Description:

Planning and providing musical leadership for the choir and the congregation. This will include but not be limited to the following: The development of the choir as a musical ensemble, scheduling and facilitating of rehearsal times, regular meetings with the minister and the worship committee convenor for planning of services and special musical events, collaboration with the church pianist, responsible for the choir budget supply, recruitment of new choir members from the congregation, maintaining and increasing available Trinity choral music, recruitment of paid special musicians for special music events, and attend worship committee meetings, arrange for replacement music director for days of absences and additional tasks as may be required from time to time.

Hours of Work

Variable, but will generally include a two-hour choir practice on Thursday evenings from 7 to 9 PM. Christmas concerts, cantatas, and other special events are held by Trinity from time to time and for these occasions, the music director's services are required.

Choir Responsibilities:

- When choir resumes, rehearsals prior to Sunday Service and in-person performances.
- The direction of the choir at Sunday services and special events such as concerts and special performances of the choir for/at Trinity.
- Facilitation of efficient, musically challenging, educational, and spiritually meaningful rehearsals on Thursday evenings and Sunday mornings.
- Scheduling of rehearsal times, both regular and extra due to increased level of involvement or special projects (e.g., cantatas, concerts)
- Selection and ordering of appropriate new choral music
- Responsible use of the choir's supply budget
- Preparation of scores
- Occasional arrangements/rearrangements of music for the choir's use
- Introduction and teaching of new congregational music for individual services (hymns, chorused, etc.)
- Development of a positive, worshipful, and supportive attitude among choir members, providing time for the choir to examine its role as worship leader, and time for choristers to worship together -in rehearsal and service
- Encouragement of the congregation and community to join the choir
- Encouragement of choir to take an active role in the church community (e.g. choir services, pancake suppers, etc.)
- Development of the choir as a musical ensemble, and seeking assistance in their growth (i.e. through festivals, workshops, joint-choir projects, etc.)
- Professional work to develop and improve the conductor's own leadership skills (church choir workshops, conducting master classes)

(contd. on following page)



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-Maintaining and increasing awareness of available music/creative leadership resources within the United Church of Canada, as well as from other denominations.

Other Music Responsibilities:

- Regular meetings with the minister/worship coordinator for both short and long-term service planning - this includes themes, discussion regarding appropriate music, hymn selection, etc.
- Communication with the church pianist regarding service music needs and plans
- Participation on the church's worship committee
- Recruitment of musicians to participate in services throughout the church year in collaboration with the minister.
- Consultation with the minister/worship coordinator regarding the amount of special music to be used in a service, as well as at which points music is most appropriate
- Distribution of the special music budget and the selection of paid musicians (worship budget)
- Coordination of the special music schedule - aside from recruiting musicians from within or outside of the church community, this most often involves the selection of appropriate music, and some coaching or instruction, as well as getting the music to an accompanist (most often the church pianist)
- Consult with the Sunday School Coordinator regarding the participation of the children in special musical presentations during the year.

Accountability:

- The music director is accountable to and works closely with the convenor of the worship committee and the minister for the organization and planning of the music for services and programs and the direction of the choir.
- The music director is also accountable to the ministry and personal committee convenor for items pertaining to staff relations of the church.

Salary and Benefits:

For details regarding salary and employee benefits please refer to the "Employment Agreement Letter" which each staff member signs.



Position Descriptions: Pianist *(reviewed January 2024)*

General Description:

The Pianist is to play for Church services and Choir rehearsals. The Pianist will determine and provide prelude and postlude music for church services as well as provide any solo music necessary during the worship, (e.g. offertory). The role of the Pianist is to work as part of the music and worship teams to provide musical leadership for the congregation. The Pianist will collaborate with the Music Director, the Minister, and the Worship Committee to provide such musical leadership.

Working Hours:

Hours of work: Variable but will generally include Choir practice on Thursday evenings from 7 – 9 PM and Choir rehearsals and church service on Sunday mornings from 9:15 -11:15 AM. From time-to-time Christmas Concerts, Cantatas, and other special events are held at Trinity and the Pianist's services are required.

Areas Of Responsibility:

- Church Musician: The pianist will accompany the choir in the preparation of Sunday morning anthems and any other additional music for worship. (Rehearsals will require sight-reading and score reading of music)

- Church service Accompaniment: The pianist will provide prelude and postlude music for the church services as well as provide solo music necessary during worship for example during offertory. At various times in the church season, the number of rehearsals and church services may increase. The accompanist should be available for these additional services and rehearsals.

- In collaboration with the Director of Music, the Pianist will lead the choir and congregation in the singing of hymns.

- The Pianist will have the opportunity to accompany any additional performances, which may be participating in the music worship.

- The Pianist is responsible for finding a replacement for church service and choir rehearsal if the accompanist is unable to attend these services. In case of illness such replacements will be the responsibility of the church administration.

- The pianist may be invited to attend meetings with the musical director, Minister, and Worship Convener for both short and long-term service planning. This includes themes, discussion regarding appropriate music, hymn selection. etc.

- The Pianist will be given first consideration for weddings and funerals that are hosted by the church and joint services held in other venues, with accompanists having the option to accept or defer. If this this extra accompaniment is declined, the task of finding a musician is the responsibility of the church administration.

Accountability:

- The pianist is accountable to and works closely with the musical director, minister, and the worship committee for the organization, planning and performing of the choir music for Sunday services,
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rehearsals and other musical programs which may be required.

-The pianist is also accountable to the ministry and personal committee convenor for items pertaining to staff relations of the church.

Salary and Benefits:

For details regarding salary and staff benefits please refer to the "Employment Agreement Letter" which each staff signs.



Position Descriptions: Office Administrator *(reviewed January 2024)*

General Job Description:

To aid and support with the daily, weekly, and monthly routine of the main church office. Work independently and in collaboration with the Minister, Church Boards and Committee members with church activities and events. Prepare weekly church PowerPoint presentations for Sunday service. Review, correct or compose announcements for the Announcement PowerPoint presentation and community posters. Ensure all hymns are displayed correctly for continuous use. Record church deposits and prepare cheques for all payable charges for the church in QuickBooks. Keep all paperwork pertaining to deposits, cheques, and payables. Create tax forms for the congregation at the end of the year. Assist in month/year end reconciliation. Compile monthly/annual committee reports for board submission and post to Church website. Keep Church website current with events and news. Order and maintain supplies for the Church's various departments, as well as continue any subscriptions for the Church Library. Maintain an active and up-to-date list of congregants and maintain a calendar of events for the Church. Assist in arranging events for the Church. Collect rent monies and liaise with tenants. Field phone calls from the public in need of care and guidance when no one else is there to assist.

Knowledge:

Proficient in Microsoft Office, including Excel, Outlook, PowerPoint, and Publisher. Filing, photocopier and fax machine operation and management and QuickBooks. Some knowledge in HTML & CSS website management would be an asset.

Working Hours:

Normal working hours are Monday, Tuesday, Thursday, Friday- 9am –Noon, 1pm- 4pm
Occasionally some overtime hours may occur.

Areas Of Responsibility:

Daily:

- Open & close main door & office
- Answer phone /send and receive faxes and action if required.
- Sort/date stamp and distribute mail internal/external.
- Answer incoming/outgoing correspondence and authorize or have authorized by proper church representatives.
- Keep up current manual/data filing system.
- Maintain office appearance.
- Assist Minister/ members with church activities.

Weekly:

- Assist in preparation of weekly PowerPoint presentations and announcements.
- Record weekly church collections in QuickBooks as submitted by the BA depositor.

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Continuous Duties:

- Schedule appointments through minister for baptisms/weddings/visits/meetings/funerals.
- Maintain church data base and QuickBooks with new members/changed numbers/address changes, etc.
- Enter all monies/donations/deposits into QuickBooks as submitted by the BA depositor's
- Create cheques for all church invoices and bills for /committee reimbursement payments/staff replacements/special guests/ contact authorized people for required signatures for cheques.
- Enter all monthly bills that are auto paid into QuickBooks
- Record weddings/baptisms/deaths in proper church registers.
- Order/pick up/drop off church/office supplies/mail and parcels.
- Assist with dates for hall rentals, weddings, funerals, concerts etc. (from Minister and various committees.)
- Prepare/send out invoices for funerals/weddings/building rentals when required.
- Make all necessary changes to direct deposit (PAR)/send info into Toronto.
- Assist committee members/church members when possible.
- Maintain list/sell tickets, handle cash for church functions and minister's study groups.
- Collect/ and assist with (type/photocopy) annual report for Trinity
- Compile and send out yearly tax receipts.
- Send out acknowledgments for donations from in memory continuations. (family and contributor)
- Assist with yearly stewardship pledge drive and yearly audit
- Research ways to make Church a better place ie: friendlier to community, safer for congregation, fresher paint/more eye-catching etc.
- Research ways to make PowerPoint more visually impacting.
- Order and prepare yearly church envelope boxes.
- Assist in typing/sending out ongoing church correspondences.
- Report requests/questions to proper board/committee members.
- Correspond with outside agencies for church business when required and authorized.



Position Descriptions: Minister *(reviewed January 2024)*

Position Profile

Full-time Part-time

If part-time, hours per week _____

Solo Team ministry

If team, describe full ministry complement

Position Summary:

Trinity United Church (TUC) is transitioning from a 90 – 10 split with Alexander United to a single point full-time ministry that has gained over 50 new members from another church closure. TUC requires a minister that can lead and guide this evolving community of faith in its mission as disciples of Christ in an Affirming Ministry.

Autonomy in Decision-Making

TUC trusts that its minister will be sensitive to the needs of its community and use their faith, knowledge, experience, and skills to be the spiritual leader in the manner to best meet those needs.

Any expenditures on appropriate line items over \$200 must be approved by the official board (as per policy.)

The minister is in a covenantal relationship with the congregation of Trinity United Church Brandon and The United Church of Canada and is under the discipline and oversight of The United Church of Canada.

Principal Areas of Responsibility and Associated Duties

Administration – 15%

- Regular meetings with staff and support personnel to consult and clarify expectations and programming
- Communications: Letters, phone calls, emails
- Plan and prepare for meetings
- Attend Official Board meetings
- Act as ex-officio member of other teams and committees
- Day-to-day support and guidance of church staff
- Provide guidance to other staff for educational needs and programming as requested.
- Manage the technology needs for the ministry
- Paid administrative support is provided at 24 hours per week

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(contd.)

Community Outreach and Social Justice – 5%

- Leadership to discern and support outreach objectives
- Leadership to discern and support social justice initiatives
- Support resource for Equity & Diversity committee
- Be a voice of this ministry internally and externally
- Be a positive role model for TUC and the wider community

Continuing Education – 10%

- Pursues personal, vocational, and professional goals for continuing education in consultation with the M&P Committee

Denomination and Communities – 10%

- Is actively involved in the life of the regional council and/or General Council which may include entities like UCC colleges of theological education
- Participate in Assiniboine clergy group initiatives

Faith Formation and Christian Education – 10%

- Leadership to discern and support related initiatives
- Support and guide youth ministries e.g., Sunday school, Messy Church, etc.
- Lead adult Bible study

Pastoral Care – 20%

- Provide emotional and spiritual support to members of the congregation
- Provide support and training for the Pastoral Care Team
- Share in communication strategies of the congregation
- Visit and provide counselling and guidance in crisis situations such as death or severe illness
- Conduct weddings and funerals as needed
- Provide seasonal care home services

Worship – 30%

- Prepare and lead meaningful and relevant worship incorporating scripture and music most Sunday and special services, as well as the sacraments of communion and baptism
- Encourage and co-ordinate congregation members' participation in services
- Collaborate with the music director to provide a strong and integrated musical dimension to worship. Be open to new opportunities for music in worship
- Explore a variety of worship experiences which include aspects of traditional and contemporary services to meet the differing needs/ages of our congregants
- Ability to interpret the Bible and make it relevant to today's world
- Be a dynamic speaker who can inspire and challenge the congregation

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(contd.)

- Be proficient with various technology platforms (including Microsoft Office) to plan and deliver worship
- Have the ability to use technology for the purpose of broadening Trinity's ministry reach e.g., streaming, website, YouTube channel, social media etc.

Required Knowledge, Skills, and Abilities

Formal theological training as an ordained minister

Valid drivers' licence and access to car

Proficient computer skills and the openness to embrace emerging technologies

Sense of humour

Ability to provide a friendly and welcoming atmosphere and to be approachable to all age groups

Ability to work in and facilitate a team environment

Will work with the congregation to encourage growth in our membership

Is creative, flexible and inspires innovation

Has good communication skills

Ability to bring awareness and knowledge of the mission, processes, and policies of the UCC to the congregation's life and decision making

Leadership

- Provides strong, charismatic leadership and direction to others
- Servant leader—motivates, encourages, and supports others to share their own gifts for ministry
- Highly personable approach to leadership—e.g., builds relationship and consensus, delegates and shares leadership appropriately
- Leader not afraid to take risks, to try new things, and learn through both successes and mistakes

Self-Care

- Sets goals for ongoing self-care by maintaining a healthy balance of their own physical, emotional, and spiritual well-being to include rest, recreation, and professional development
- Collaborates with the M&P Committee to meet goals

(contd. on following page)



(contd.)

POSITION TERMS

The terms of this position were developed in compliance with the standards of remuneration and benefits as approved by the General Council Executive of the United Church of Canada.

Salary: The salary will be based on the increment category of the UCC 2023 Minimum Salary Schedules. Please refer to the United Church's 2023 Minimum Salary Schedules for Ministry Personnel as found on the UCC website. Up to Category F COL3 for diaconal and ordained ministers.

Travel Allowance: As set by the UCC Minimum Salaries & Reimbursements for Ministry Personnel, currently \$0.55/km for 2023.

Telephone: A telephone allowance of \$40 per month will be provided.

Continuing Education, Learning Resources and Study Leave: Trinity United Church will provide an annual education allowance of \$1,543 per year based on the UCC Minimum Salaries & Reimbursements for Ministry Personnel (2023). Paid study leave will be three weeks per year.

Hours of Work: This is a full-time position of 40 hours per week. Specific duties and work times will be negotiated with the Ministry and Personnel Team.

Vacation Leave: The minister will receive paid vacation leave in accordance with UCC guidelines. Timing of vacation is to be negotiated with the Ministry and Personnel Team.

Sabbatical Leave: For members of the Order of Ministry and recognized designated lay ministers, a minimum of three months of sabbatical leave after five consecutive years of service to the pastoral charge/ministry unit.

Support: The minister will have adequate furnishings and technology resources in a private office in the church building. Administrative assistance (24 hours weekly) provides limited support to the minister.



Appendix A

Rental Agreement

Between

Trinity United Church, 1515 - 6th Street, Brandon, Manitoba R7A 6B3

and

(name)

(address)

Trinity United Church ("TUC") agrees to rent TUC's (sanctuary, common spaces on the entry level/downstairs hall and downstairs washrooms) (and/but including/excluding the downstairs kitchen/the audiovisual equipment in the sanctuary) at 1515 Sixth Street, Brandon, Manitoba to (name).

The rental period shall be (times) for (purpose).

(#) people shall be the maximum attendance at (name)'s events.

The rental amount shall be (\$118 per week/\$26 per hour for (purpose) plus \$17 per hour for two hours for (purpose)/\$15 per month for storage of items in (location), payable by cash, cheque or e-transfer to TUC by the first day of each month commencing (date). E-transfers should be made to trinityucbdn@wcgwave.ca or cheques should be payable to Trinity United Church. TUC will prepare a monthly invoice. Failure to make any payment within 10 days after the due date will immediately terminate this agreement.

The rental period is 12 months commencing on (date) and expiring on (date). This agreement shall be reviewed annually before the expiry date, when it may be renegotiated and/or renewed. This agreement may be terminated by either party with 60 days' written notice.

TUC's activities take priority over any of (name's) activities. If TUC requires the space normally used by (name), TUC will provide (name) with two days' advance notice.

The parties may negotiate additional usage times, locations, and rates for special events.

With the issuance of two keys to TUC's premises, (name) assumes total responsibility for the care, cleanliness, security, and compliance with all public health orders on the premises throughout the times of occupancy. (Name) will be responsible for any damage or loss caused to TUC's facilities and/or equipment. (Name) will abide by their proposed use of space and the Code of Conduct below.

Any concerns must be reported to the TUC office at trinityucbdn@wcgwave.ca or 204-728-4796.

(Name) shall provide TUC with proof of appropriate liability insurance for the entire term of this agreement, before the commencement of occupancy. Failure to comply shall immediately terminate this agreement.



(Name) will indemnify TUC and its members, trustees and employees against any claim for loss, damages or injury which may be made by any person using the TUC facilities or equipment during the rental period.

Signed _____, 2025

_____, 2025

On behalf of TUC

On behalf of (name)

Name

Name

Signature

Signature

Phone: 204-728-4796

Address: 1515 6th Street,

Brandon MB R7A 6B3

e-mail: trinityucbdn@wcgwave.ca



Code of Conduct

1. All occupants of Trinity United Church (TUC) are expected to be respectful of the wishes and safety of all other occupants, and of the security of the premises.
2. Throughout the period of occupation of the building, any unlocked entrances shall be continuously monitored for any individuals entering the building after the event has begun. If an entrance door cannot be monitored, that door must be locked. Late arrivals should ring the door bell outside the main entrance. The monitor must determine whether to allow the individual to enter the building.
3. Adult leaders are totally responsible and liable for events which occur during their use of the premises. All levels of the building must have responsible adult supervision while occupied.
4. TUC equipment, including the audiovisual system in the sanctuary, may only be used by prior arrangement with TUC.
5. The premises must be left clean and orderly at the conclusion of every event.
6. When first applying for a rental agreement or to hold a special event, each occupant shall state which areas of the building they wish to occupy. Only the areas stated in the rental agreement shall be used during the rental period.
7. The kitchen facility shall only be used if pre-arranged for rental and appropriate fees paid. A \$50.00 deposit is required, which is only refundable if the facility is left in a satisfactory condition, or may be applied to the cost of any cleanup or repairs required.
8. No smoking or vaping is permitted within the church building. Smoking outside the building must be at least 30 feet (9 meters) away from the entrance. All cigarette butts must be placed in the designated waste container outside the building.
9. Before vacating the building at the conclusion of any event:
 - (i) all exterior doors must be closed and locked;
 - (ii) all water taps in the washrooms must be turned off;
 - (iii) all lights (including the washrooms, but excluding the narthex) must be turned off.
 - (iv) if the kitchen is used, the stoves, coffee urns, and water taps must be checked to ensure that all controls are turned off.



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Rescinded Policies

Member Recognition

1. Long Term Members moving from Brandon (December 8, 2015)
2. Memorial Gifts (December 8, 2015)

