

# Shady Grove United Methodist Church

## Guidelines for Volunteer Ministries

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## **Instructions For Groups and Team Leaders**

1. It is your responsibility to set up your room for your study. If you need to come in early to do so please have others come to help you, or designate someone to come in early to set up for your group. If you need tables for your study, please let us know so we can instruct you on where to get them.
2. Shady Grove staff cannot set your room up for you.
3. It is your responsibility to return the room back to the way you found it when you are finished.
4. All trash is to be removed from your room and taken to the garbage can outside the lobby side doors.
5. Front lobby door and all doors are not to be left unlocked while you are having class.
6. Front lobby doors are never to be left propped open.
7. When you leave, turn off all lights in the church and make sure all doors are locked. If you have made coffee, make sure the coffee pot is turned off and pots have been cleaned.
8. Building issues, spills on the carpet, and broken items should be reported to the church office as soon as possible. (Via: e-mail, [sgumc@shadygroveumc.com](mailto:sgumc@shadygroveumc.com)) Emergencies should be reported immediately to the staff person overseeing your ministry.
9. Large screen wall mounted televisions are to be used only with provided DVD players. The connection plugs are delicate so DVD players are to remain connected to the TVs at all times. The tables holding the DVD players are to remain under the TVs and are not to be relocated in the room or moved from the room. If you experience any problems with either the TVs or DVD players, please contact the church office immediately.

## **Bulletin and Newsletter Guidelines**

1. Bulletin information is to be emailed to Rhonda Johnson ([rjohnson@shadygroveumc.com](mailto:rjohnson@shadygroveumc.com)) by Tuesday 9AM, prior to the Sunday the article is to appear. Printing of the bulletin is done on Wednesdays at 12 noon.
2. Newsletter information is to be emailed to Rhonda also. Dates vary from month to month. Please refer to the month's prior newsletter for the exact date. (Usually around the 15<sup>th</sup> of the month, by 9AM)
3. Special inserts in the bulletin are only used for gathering specific responses from the church body. (ie: RSVP's for attendance, signing up for programs and projects) Final decisions for putting inserts into the bulletin will be left up to the discretion of the office staff. Inserts information is due one week prior to the print date.

# **Bus Guidelines**

## **RULES FOR COMPLIANCE WITH INSURANCE POLICY AND STATE OF NORTH CAROLINA**

1. Any driver of the bus must be a Shady Grove member
2. The name and license number for each qualified driver must be provided to the insurance company.
3. The bus registration card and insurance ID card must be kept with the bus at all times
4. Maximum passenger capacity is 30 people for insurance purposes
5. Any trip must be sponsored by an organized Shady Grove group (only exception – emergency)
6. The driver cannot leave the bus unattended while passengers are aboard
7. Any trip coordinator must be a Shady Grove member.

## **SHADY GROVE GENERAL POLICIES**

1. No eating, drinking or smoking on the bus.
2. All bus drivers must be approved by the Bus Committee
3. Child passengers must be seated in appropriate child-safety seats provided by parent or guardian.
4. The trip coordinator and sponsor group should consider out-of-pocket expenses for the bus driver
5. The door of the bus should be locked anytime the bus is not attended by the driver
6. The fuel tank should be filled within 24 hours after the end of every trip (only exception is maintenance trip or less than 10 miles)
7. With the exception of usage by the Children/Youth, fuel will be paid for by passengers if the bus is being used for non-mission/Christian basis.
8. Any group which causes damage to the bus is responsible for its repair
9. Any group causing damage to the bus can be suspended from use by majority vote of the Bus Committee
10. Any minor (under age 18) riding the bus must have written permission signed by the parent or guardian
11. The following items should be kept visible on the bus at all times:
  - A fully supplied first aid kit
  - A fully charged fire extinguisher

- A trash receptacle of adequate size
12. Keys will be kept in the following places:  
The Church office key-box (includes extra keys)

### **TRUSTEES' RESPONSIBILITIES**

1. Keep the bus insured and licensed
2. Keep official papers for the bus in the office file
3. Provide to the insurance company an updated list of drivers and their license numbers
4. Delegate bus responsibilities to the Bus Committee
5. Appoint members to the Bus Committee yearly
6. Review and revise these rules at least annually with revision date on latest copy.

### **BUS COMMITTEE RESPONSIBILITIES**

1. Keep a reservation book in the Church office
2. Check the bus at least weekly and if possible after each trip
3. Give approved drivers names and license numbers to Trustees
4. Keep blank copies of permission slips for minor riders on the bus at all times.
5. Ensure maintenance, inspection, and cleaning of the bus as specified by the maintenance policies
6. Keep a no smoking sign in the bus
7. Keep a copy of the following in the reservation book and log book at all times

These rules/policies/responsibilities  
Names of current Trustees  
Names of current Bus Committee  
Names of approved drivers

### **TRIP COORDINATOR RESPONSIBILITIES**

1. Obtain a driver for the trip before making bus reservations
2. Make bus reservations in the Church office with a completed trip reservations form
3. Arrange accommodations for the driver and spouse on any overnight trip
4. Ensure any minor (under age 18) riding the bus has a permission slip signed by the parent or guardian

5. Be responsible for the group, departure times and presence of all passengers
6. Coordinate payment of the trip's fuel (**See Shady Grove General Policy**)
7. Ensure payment of uncovered admission expenses for the driver
8. Report any use of supplies in the first aid kit to the Bus Committee
9. Ensure cleanliness of the bus at the end of the trip
10. Report any bus damage to the driver

### **DRIVER RESPONSIBILITIES**

1. Inspect bus at the beginning of the trip for the following
  - Fuel, water, oil
  - Tires, lights, brakes
  - Cleanliness, damage
2. Report to the Bus Committee any time the fuel tank is not full at a trip's beginning
3. Fully enter the trip in the log book
4. Make sure the trip beginning mileage corresponds with the ending mileage of the last trip and report any discrepancy to the Bus Committee
5. Explain appropriate safety and emergency procedures to passengers which may include
  - Emergency exit locations and proper usage
  - Seat belts and/or child safety-seats
  - Proper actions in case of a breakdown
6. Lock doors on the bus anytime it is not attended and at the end of the trip
7. Fill fuel tank within 24 hours after the end of every trip (only exception is maintenance or under 10 miles)
8. Inspect the bus at the end of every trip and complete Check-off List
9. Record any damages in the log book
10. Report any damages and turn in Check-off List to the Bus Committee within 24 hours
11. Report to the Bus Committee any time the bus is not left clean after a trip
12. Return bus key to Church office within 2 days of trip return

## **BUS RESERVATION POLICY**

1. The trip coordinator should obtain a driver before making reservations
2. Reservations will be on a “first come, first served” basis
3. Reservations should be made two weeks in advance whenever possible
4. Reservations should be made in the reservations book kept in the Church office
5. The following information will be recorded in the reservation book
  - Church group sponsoring the trip
  - Name of trip coordinator
  - Name of the driver
  - Trip destination (facility/city/state)
  - Trip event
  - Estimated number of passengers
  - Estimated time/date of departure and return

## **Van Guidelines**

1. Seat belts are to be worn at ALL times. Anyone not wearing a seat belt will not be allowed to ride in this or any other Shady Grove Van.
2. Seat belts not in use are not to be pushed down into the crack of the seat! It is the driver's responsibility to make sure this is NOT done.
3. NO EATING OR DRINKING!!!
4. Make sure that ALL interior lights are off when you are finished using the van and that any trash is picked up off the floor.
5. Park the van at the house across the street from the Church.
6. Pray with your group before leaving.
7. No one under 21 years of age is allowed to drive the vans for any reason.

Shady Grove United Methodist Church, Inc.  
Brotherhood Mutual Insurance Company

# **Guidelines and Policies for use of Technical Equipment**

*The technical equipment in the worship centers have as their primary function and purpose the enhancement of the various services of worship held regularly in those facilities. Any use of this equipment that curtails or negatively affects this purpose will not be allowed. Any abuse of this equipment will affect one's ability to use this equipment in the future.*

## **General Principles:**

1. The following rules and policies apply equally to all three worship centers – Sanctuary, Worship Center, and Youth Center.
2. **NO ONE** is allowed to **add, delete, or alter** any software on the computers in the Worship Center or Sanctuary without the approval of the Technical Team Coordinator (Scott Snyder) or the Associate Pastor (Michael Lee).
3. The term “Technical Equipment” refers to the computers, projectors, and sound equipment (instruments, amplifiers, microphones, and speakers) that are found in each of the three worship center technical booths.
4. Also be aware, there is no wireless internet access at Shady Grove.
5. No ministry or persons are allowed to use the broadcast equipment without the express prior approval of the Associate Pastor.

## **Guidelines and Policies:**

1. Programs and ministries of the church are allowed to use this equipment at no cost with the understanding that they must adhere to the following guidelines and policies.
2. The rental of the facilities by other groups does not constitute permission to use the technical equipment. Any other group that desires to use the technical equipment must make that request known to the Office Manager (Donna Snyder) at the time of scheduling the facility, pay an applicable fee, and then follow the following guidelines and policies.
3. The use of any technical equipment must be scheduled through the Office Manager at the time the facility is scheduled. The person in charge of the program will need to fill out and return the appropriate “Equipment Usage Form” prior to the event's date.

4. The only persons allowed to operate the technical equipment are persons who have been trained by the technical team and approved to use the equipment. Any group wishing to use the equipment must contact a person from this list and secure their agreement to operate the equipment during the program. A copy of this list will be supplied by the Office Manager at the time the equipment is scheduled.

a. Church ministries – there is no fee for this person’s time and help. However, it will be the responsibility of the program leader to secure an approved operator and report this to the Church Office on the appropriate form.

b. Non-church ministries or groups – The cost for the operator of the technical equipment is not included in the rental fees for the facility and it is the responsibility of the person in charge of the program to obtain an approved operator for the equipment. It will also be their responsibility to negotiate an agreement as to fees and payment of those fees with the individual approved operator. It will also be the responsibility of the person in charge to share that person’s name with the Church Office on the appropriate “Equipment Usage Form”.

5. Once a ministry or group has scheduled the event, obtained an approved operator, and returned the proper forms to the Church Office, they will be issued a key to the Technical Booth. Should one decide to “break in” the Technical Booth, this action will be seen as a conscious violation of policy and will result in disciplinary actions, which could result in loss of usage privileges.

#### **Use of Stage & Sound Equipment in Worship Center:**

1. **NO** equipment is to be moved from the stage area.
2. **NO** equipment is to be removed from the premises without the prior knowledge of and approval of the Praise Team Leader (Jeff Brooks) who is the supervisor and responsible person for this area.
3. No sound equipment is to be used on the stage area without prior approval and following the above stated technical equipment guidelines and policies.
4. No one is allowed to use the wireless microphones in the worship center without the approval and supervision of the Praise Team Leader.

#### **Use of Stage & Sound Equipment in Sanctuary:**

1. **NO** equipment is to be moved from the Sanctuary.
2. **NO** equipment is to be removed from the premises without the prior knowledge of and approval of the Director of Music Ministries (Keith Dillon) who is the supervisor and responsible person for this area.
3. No sound equipment is to be used on the stage area without prior approval and following the above stated technical equipment guidelines and policies.
4. No one is allowed to use the wireless microphones in the Sanctuary without the approval and supervision of the Director of Music Ministries.

**Use of Stage & Sound Equipment in Youth Center:**

1. **NO** equipment is to be moved from the Youth Center.
2. **NO** equipment is to be removed from the premises without the prior knowledge of and approval of the Director of Youth and Young Adult Ministries (Roxanne Cuff) who is the supervisor and responsible person for this area.
3. No sound equipment is to be used on the stage area without prior approval and following the above stated technical equipment guidelines and policies.
4. No one is allowed to use the wireless microphones in the Sanctuary without the approval and supervision of the Director of Youth and Young Adult Ministries.

# Equipment Usage Form

**Date of Event:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Responsible Leader:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Event:**

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**Location of Event:**

- Sanctuary
- Worship Center
- Youth Center

**Check Items Needed:**

- Computer
  - Projectors
  - DVD Player
  - CD Player
  - Sound Board
  - Microphones
  - Instruments
- Number Needed \_\_\_\_\_

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**Approved Operator** \_\_\_\_\_

**Signature of Approved Operator** \_\_\_\_\_

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**Church Office Use Only**

Date Returned \_\_\_\_\_

Approved \_\_\_\_\_

## **Kitchen Guidelines**

1. Check to be sure of kitchen availability before bringing items into the kitchen before your event. If available, label all items so no one else uses them.
2. After the event, **ALL** items brought in that were not consumed or are leftover are to be removed from the kitchen. This includes refrigerated and freezer items.
3. After the event, all dishes are to be washed and put away.
4. Take home all table cloths and dish towels and cloths and wash. Return them to the church as soon as possible.
5. Check to see that the stove, fans, oven and coffee pot are turned off.
6. Please leave kitchen as clean, or cleaner, then you found it.
7. This is a nut free church. Please do not bring nuts into the church.
8. The closet beside the kitchen is for storage of paper goods and coffee, creamer and sugar. No food is to be stored in this closet.

## **Policies For Use Of Fellowship Hall and/or Sanctuary**

1. Anyone desiring to use the Fellowship Hall must complete the attached reservation form signed by a member of Shady Grove. Reservation is confirmed when approved. Shady Grove reserves the right to refuse the use of the building.
2. The Fellowship Hall or any room in the church will not be rented to any groups (profit or non-profit organizations) for the purpose of fund raisers.
3. Payment is due in full at the time of registration.
4. Everyone who wishes to use the building must fill out a reservation request form.
5. The fee for the use of the building for church members for non-church functions (such as wedding and baby showers, Christmas parties, family reunions, club or community meetings) is \$25. This is to help defray the cost of heat or cooling.
6. The fee for the use of the building by non-members is \$500.00 total. (\$250 for the Sanctuary, \$250 for the Fellowship Hall).
7. There will be no fee charged for Shady Grove church-related activities.
8. There will be no fee charged for wedding functions when the bride, groom, or parents of either, are members of the church.
9. Reservations may not be made more than one year in advance, and will be on a first come, first served basis.
10. The church member who signs the reservation request form for the use of the Fellowship Hall is required to attend the event and is responsible for seeing that the rules are observed.
11. Use of the Church sound equipment, video equipment and computer is not allowed. If you have a need for either of these, see the Office Manager for a listing of trained technicians who will provide this service for a fee.
12. Musical instrument on stage shall not be moved or played.
13. Children must be supervised at all times.
14. No smoking is allowed in the building.
15. Alcoholic beverages are strictly prohibited from the Church premises.

16. Unless otherwise instructed, put all tables and chairs back the way you found them.
17. The white tables, round tables, chairs, kitchen utensils and appliances are never to be borrowed or removed from the building under any circumstances.
18. The old tables and metal chairs may be borrowed. Persons interested in using these tables and/or chairs must reserve them through the church office.
19. The Fellowship Hall must be left clean. (Vacuum carpet, kitchen floor swept and/or mopped if necessary.) If building is not left in satisfactory condition, cleaning services will be obtained and user will be charged.
20. If the Sanctuary was used, it must be cleaned along with the Grooms dressing room and the Brides dressing room. Bathrooms must be left clean also.
21. Key may be obtained from the Office Manager.
22. Building is to be kept locked if you are not in the building.
23. Check to be sure that oven, stove and fans are turned off.
24. Garbage is to be taken to the dumpster located on the right side of the cemetery in the gravel parking lot area.
25. Make sure all lights (bathroom and storage closets, etc.) are off, doors locked, and key returned to the Office Manager as soon as possible.
26. Any damage or problems should be reported immediately to the church office.

revised 05/09)

**Reservation Request Form  
Fellowship Hall/Sanctuary**

Shady Grove United Methodist Church  
167 Shady Grove Ch. Rd.  
Winston-Salem, NC 27107  
336-769-2942

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_

Event: \_\_\_\_\_

Minister (If event is a wedding): \_\_\_\_\_

Additional Comments: \_\_\_\_\_

I have read the Policies "For Use Of Fellowship Hall and Sanctuary" and agree to abide by these guidelines.

Signed: \_\_\_\_\_

Signature of Sponsoring Member: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Check # \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

# **SHADY GROVE UNITED METHODIST CHURCH RULES GOVERNING THE CEMETERY**

Revised: NOVEMBER 1, 2004

## **I. WHO MAY BE BURIED IN THE CEMETERY:**

- A. All church members who give a minimum of \$500 per family annually into the general budget and contribute \$25 annually to the Cemetery Fund.
- B. All single members who give a minimum of \$200 annually into the general budget and contribute \$5 annually to the Cemetery Fund.
- C. Any children of church members, if those children are under legal age at time of death, or any child whose home is with parents or confined to intermediate or long-term institutional health care at the time of death, who meets requirements in "A". This includes children temporarily in the armed service and students.
- D. The husband or wife of a church member who meets requirements in "A". If either member or non-member should die, the mate may be buried by his/her side.
- E. The cost of a plot for non-members is \$2,000 per plot, payable before opening the grave (no plots will be reserved), with the exception of those who are under the grandfather clause (those with spouses already there), will be \$1,500.
- F. There will be no reserved plots until death except when a spouse or a dependent child is already buried in the cemetery.

## **II. WHO WILL GOVERN THE CEMETERY:**

- A. The administration of the rules governing the cemetery will be by the Cemetery Committee.
- B. The Cemetery Committee will be operated under the Jurisdiction of the Administrative Board.
- C. The Committee will be composed of three committee members. Committee members will serve three years with one member rotating off each year.
- D. The committee member serving his/her third year shall be chairman.

- E. The Treasurer of the committee will keep an account for the Cemetery Committee.
  - 1. Cemetery dues are to be paid each year by Homecoming Sunday, to the Treasurer.
  - 2. The Treasurer will report Cemetery Fund status upon request.

### **III. RULES TO BE OBSERVED BY THOSE BURYING IN THE CEMETERY:**

- A. Permission must be obtained before burial from a member of the Cemetery Committee.
- B. Location of each plot will be made by the Cemetery Committee.
  - 1. The northern boundary of the cemetery will be aligned with the Jacob A. Reece and Walter Flinchum family plots.
  - 2. Burials will follow a north to south alignment paralleled with present plots.
- C. Footstones are forbidden unless placed even with the ground. Headstones cannot be placed without approval of a cemetery Committee member. The headstones shall not exceed seven feet in length for a double plot or 3 ½ feet in length for a single plot.
- D. Railing or forms around graves are prohibited.
- E. No trees or plants are to be planted in the cemetery.
- F. When permission has been secured for burial, the grave may be opened by whomever the family chooses, with the Cemetery Committees approval. The funeral home or grave digger shall be responsible for any damage to the cemetery. Excess dirt shall be moved to the designated area. Any expense to correct the above may be charged to the funeral home.
- G. Flowers are to be removed from the grave within these prescribed periods: In the summer, fall or spring, they are to be removed within a week. In the winter, they may remain as long as ten days after the funeral. If the family does not remove them within this period, the church facilities manager will remove them. The church has the right to remove all flowers that are on the cemetery grounds on the last Friday of each month. The Cemetery Committee may make exceptions on special occasions.

- H. It is the responsibility of the family heirs to repair headstones. The Cemetery Committee will make every effort to contact the family heirs of the deceased about a broken or damaged stone. If they are unable to make contact with the family heirs, the stone will be repaired or removed within six months.
- I. Final decisions of the cemetery shall be made or presented to the Administrative Board for a decision by the three rotating Cemetery Committee members.