

## Maxwell United Methodist Church Church Use Rules

- I. Those wishing to use the church building should make their reservations through the pastor at (515) 387-8594 or the pastor's secretary contact Marie Huggins at (515) 290-3944. A lead time of 60 days is requested.
- II. Church functions always have preference over other meetings. If necessary, other meetings will be cancelled for funerals, weddings, etc.
- III. Rental Fees – Church Dining Room and Sanctuary
  - A. **Church Members:** There is no charge to members for any function that meets with approval.
  - B. **Nonmembers:** The rental fee for any function is presently under consideration. If using the tablecloths, the fee shall be \$50 plus a separate refundable deposit of \$50 with a prepaid self-addressed envelope at the time of booking. If the church is left in the same condition (cleaned and garbage removed), the \$50 deposit will be refunded.
  - C. Senior Citizens' groups and supervised community youth groups may use the basement fellowship room (dining room) and kitchen at no charge.
  - D. The above quoted fees are for use of the building only. If a person or group wants to arrange for the UMW to do work in the kitchen, these arrangements must be made with the UMW.
  - E. Donations are appreciated to help in defraying heating and electrical expenses.

#### IV. Rental Fee – Sanctuary

There is no charge for the use of the sanctuary for worship services. Arrangements should be made through the pastor. There is a charge for non-members to use the sanctuary other than funerals, funerals are exempt. See III.B.

#### V. General Rules for Use of the Church Building

- A. The building must be left exactly as found, properly cleaned with the garbage removed.
- B. Any damage to the building or equipment must be paid for by the renter.
- C. Rice throwing at a wedding is not allowed inside of the building.
- D. Smoking is not allowed in any part of the church building.
- E. If you handle the candleholders or cross at the altar, be sure to use a cloth or gloves to avoid tarnishing the brass.
- F. When using the dining room and kitchen, the rest of the building is strictly off limits.
- G. No equipment or furniture may be borrowed from the church for other than church related activities with one exception: old tables may be borrowed for non-church uses with approval of either the pastor or the Administrative Council Chairperson. Applications for other exceptions must be received by the pastor or Chairperson of the Administrative Council.
- H. All rental fees should be paid to the church treasurer or the pastor and made payable to: Maxwell United Methodist Church.

## Miscellaneous

### **Mission Donations:**

The Maxwell United Methodist Church will accept requests from any member to assist with a charitable gift, subject to the following conditions:

- A. Maximum of \$250 for a relative of a member;
- B. Maximum of \$100 for others;
- C. Yearly maximum for all such gifts of \$750;
- D. Each request will be subject to funds being available in the general funds and approval by majority vote of the Ad Council.

**Adopted: Administrative Council – March 3, 2008**

**Final wording adopted: Administrative Council – May 18, 2008**

### **Camp Fee:**

The church will pay one-half of the camp fee up to a maximum of \$200 per member's child for United Methodist Church Camps.

**Adopted: Administrative Council – March 3, 2008**

**Final wording adopted: Administrative Council – May 18, 2008**

### **Custodian Fee:**

The custodian fee shall be \$10 per hour.

**Adopted: Administrative Council – January 20, 2008**

### **Snow Removal Fee:**

A minimum of \$15 for each time snow removal is required. If there is a heavy snow requiring more labor, it will be at the trustees' discretion to increase the payment.

**Adopted: Administrative Council – January 20, 2008**

### **Rental of Church Table Cloths:**

The church owns the following table cloths:

12 White 54 x 120

21 White 80" Round

1 White 60" Round

The table cloths may be rented for other than church functions for a \$5 fee per table cloth and a refundable deposit equal to half of the rental fee. The table cloths are to be laundered and folded before returning. The security deposited will be returned upon satisfactory inspection.

**Adopted: Administrative Council – January 20, 2008**

### Wedding Coordinator

The role of the wedding coordinator is to assist and make sure the wedding party advises of their needs for various items they would like to use at the church; such as, the P.A. system, the pulpit area, clean-up and cost for use of the church. A checklist should be made available to the wedding party when asking to use the church. Items which need to be included in the checklist are: (1) There is a separate charge for the church, and; (2) There is a separate charge for the remuneration for the ministerial services. (Checklist under development)

**Adopted: Administrative Council, October 8, 2006**

The Wedding Coordinator will have a need for two different situations: (1) To handle non-tangible items and (2) Handle tangible items (kneeling bench, candelabras, etc).

**Adopted: Administrative Council, March 4, 2007**

### Trustee Guidelines

List for trustees regarding their duties. See separate list, pages 35-37.

### Church Incorporated Filing:

To avoid penalties, the church Incorporation papers need to be filed every 2 years. Trustees responsibility to file timely. Filed January 2011. Next filing due January 2013.

**Adopted: Administrative Council, February 11, 2007**

### Gifting & Benevolences:

The Discipline of the United Methodist Church encourages the need for wills, bequests and memorials of all which shall be termed gifts hereafter. The following is the Procedure for the Maxwell United Methodist Church.

#### Section I.

- A. The Wills, Bequests and Memorials Committee (hereafter referred to as the "Committee") shall consist of those currently serving on the Finance/Stewardship Committee. In addition, the Pastor shall be a member of this Committee.
- B. The Chairperson of the Finance/Stewardship Committee shall serve as the Chairperson of this Committee.

#### Section II.

- A. The function of the Committee is to encourage the remembering of the Church by Wills, Bequests and Memorials. It shall encourage the writing of wills, but not help in writing wills.
- B. The Committee shall meet a minimum of four times a year or more often if necessary.
- C. It shall assist in selecting suitable memorials. It shall follow the desires of the donor of the memorial whenever possible. If the donor, or the family of the deceased, within a period of one year's time has not designated how the memorial shall be used, it will be placed permanently in the Perpetual Gift Fund (Hereafter referred to as the "Fund") to be used as designated under the Fund Flow Chart.

- D. The Committee shall have a list of memorials that can be used as a selection guide. At least once a quarter, publicity shall be given to this program from either the pulpit or by placing articles in the Church Newsletter.
- E. Application for Fund requests are handled in the following manner. An individual or organization of the Church may prepare a written request. This request is presented to the Committee for their consideration. If approved, their recommendation goes to the Administrative Council for authorization.

### **Section III.**

- A. None of the Fund is to be used for local Church expenses such as maintenance, salaries, utilities, etc. If any monies are used for permanent improvements of the Church building and acquiring of Church property, this will be subject to approval from the Board of Trustees, and a two-thirds vote of the Administrative Council. The Committee shall have the right to place all amounts of money into interest bearing investments and disperse earnings as per the Fund's Flow Chart except as provided below if the corporate Church is dissolved.
- B. Money received as memorials is to be accepted by the Chairperson of Memorials and transferred to the Fund. Wills and bequests and other legal gifts may be accepted by the Board of Trustees and then transferred to the Chairperson of Memorials to be entered in the Fund. The Committee administers all monies and gifts received in the name of the Church pertaining to Wills, Bequests and Memorials. None of the money invested by the Committee shall be used for personal loans.
- C. The Committee shall in no way accept funds or invest funds in such a way as to endanger the tax-exempt status of the Church.
- D. No items shall be bought from the Fund that require interest to be paid from this Fund.

### **Section IV.**

- A. An acknowledgement shall be sent to the family who has remembered the Church or has been remembered by friends by giving to the Fund.
- B. A memorial book shall be used to list all memorials given to the Fund in honor of each deceased person who has either remembered the Church or has been remembered by friends or relatives. This book shall be kept by the Chairperson of Memorials.
- C. A report shall be given at the Charge Conference each year on money received and expenditures made. A quarterly report shall be given from the Chairperson of Memorials to the Finance/Stewardship Committee.

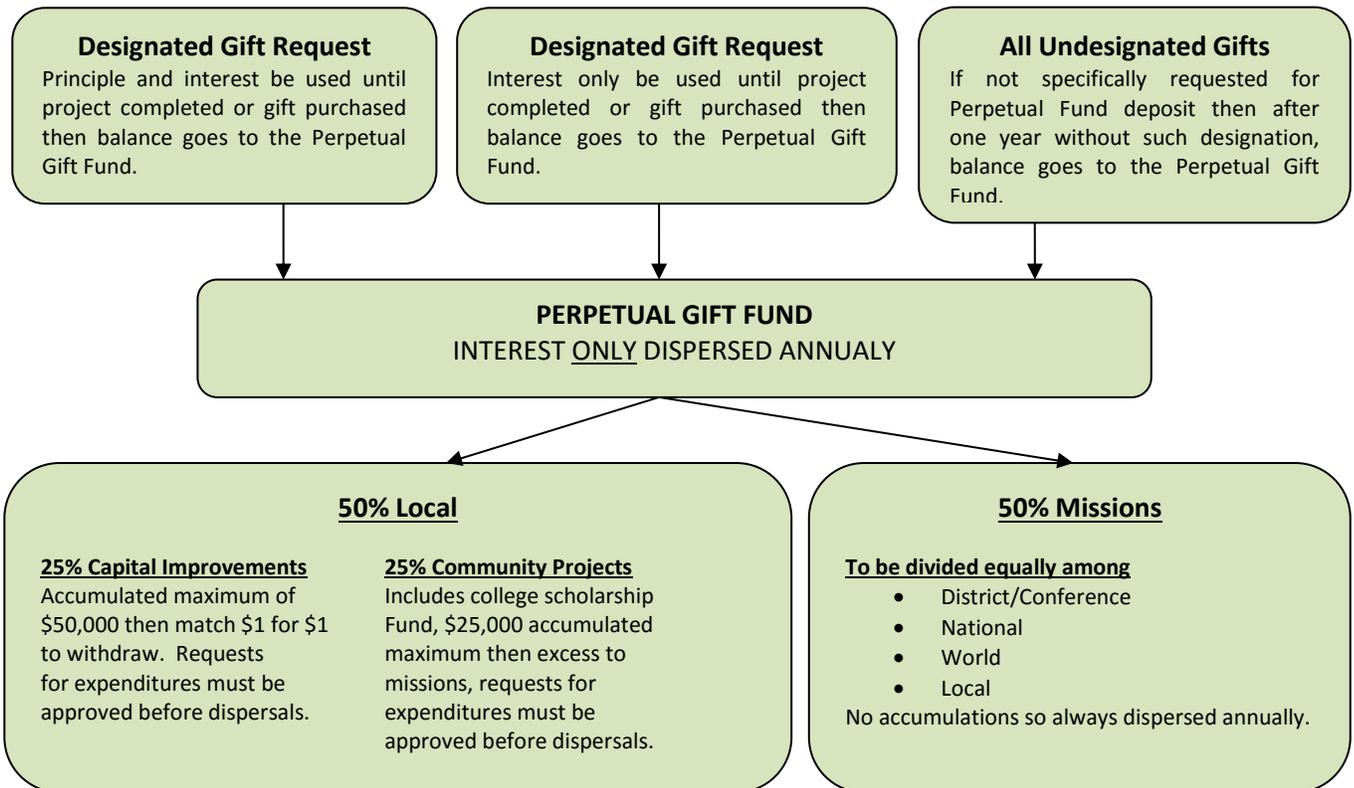
### **Section V.**

- A. It shall take a two-thirds vote of all the members of the Administrative Council to change any of the above by-laws. In the event that the corporate Church structure be dissolved and shall not be succeeded by the surviving corporation, the Fund shall therefore be liquidated and the funds thereof shall follow the disposition of the other property of the church.

**Section VI.**

These **Gifting & Benevolences** by-laws were approved by the Administrative Council of the Maxwell United Methodist Church on January 31, 1988.

**Flow Chart  
Gifting & Benevolences**



**Trustee Handbook of Monthly Duties/Responsibilities**  
(Updated 10/25/07)

**January**

\*Check furnace filters, parsonage quarterly and church monthly; if you use the last one, buy more and submit the bill to Treasurer for reimbursement

\*Take down Christmas decorations parsonage

\*Church Incorporation Papers: File every 2 years. Last filing 2011. Due every 2 years thereafter.

**February**

\*Check smoke alarm batteries and fire extinguisher charges

**Fire extinguisher locations:**

\*Kitchen counter under the breaker panel

\*SE corner Fellowship room above the Baptismal font

\*Base of west entrance stairs just as you go into the Sunday School rooms

### **Smoke alarm locations:**

- \*SE stairwell
- \*Above Lower Dining Hall East doors
- \*Pastor's office
- \*Above Kindergarten S/S entry door
- \*Top of NW stairwell
- \*File online Biennial Report for an Iowa Nonprofit Corp; deadline April 1<sup>st</sup>; refer to prior report form for guidance; no filing fee
- \*Check furnace filters church
- \*Ash Wednesday banner: "Three purple drapes varying lengths"

### **March**

- \*Annual walk-through parsonage; required by Conference; looking for needed repairs
- \*check furnace filters church

### **April**

- \*Check furnace filters, parsonage quarterly and church monthly; if you use the last one, buy more and submit the bill to Treasurer for reimbursement
- \*Red curtains down behind pulpit
- \*Easter Sunday hang banners "Alleluia Christ Arose"; "Christ is Risen (butterflies)"; "Happy Easter (newly purchased); display large tombstone and tomb wall
- \*Daylight savings time; change clocks church

### **May**

- \*Fill the parsonage basketball hoop water-filled base for Holy Cow kids to use
- \*Deep spring cleaning of church; invite the whole church to assist; clean bugs from lights and light covers; use Liquid Gold on all wood surfaces; get cobwebs in high places, good wax job on linoleum floors, stained-glass window care as directed by Viking glass, touch up paint, remove candle wax from carpets, replace bulbs, fan blades dusted, vacuum pews and carpet edges, clean kitchen ovens, clean non-stained glass windows inside and out, etc.
- \*Check furnace filters church
- \*Hang Pentecost banner (Red - flame/dove)

### **June**

- \*Check for needed watering of landscaping plantings at church
- \*Powerwash outside steps
- \*Check furnace filters church

### **July**

- \*Check furnace filters, parsonage quarterly and church monthly; if you use the last one, buy more and submit the bill to Treasurer for reimbursement
- \*Prune the ornamental trees along west side of church
- \*Check for needed watering of landscaping plantings at church

### **August**

- \*Check for needed watering of landscaping plantings at church
- \*Check furnace filters church

### **September**

- \*Fill out the annual Charge Conference Trustee worksheet/report (refer to prior year's sheet for guidance)
- \*Clean/check gutters at both parsonage and church; make sure downspouts and drainpipes are cleared to the street
- \*Check furnace filters church
- \*Hang banner "Grow in grace and knowledge....(sunflower)"

### **October**

- \*Check furnace filters, parsonage quarterly and church monthly; if you use the last one, buy more and submit the bill to Treasurer for reimbursement
- \*Prune the ornamental trees along west side of church
- \*Put red curtains up behind pulpit
- \*Store outdoor garden hose inside prior to freeze

### **November**

- \*Dump the parsonage basketball hoop water-filled base prior to hard freeze
- \*Prune the spent perennial flowers
- \*After Thanksgiving, weather permitting, hang Christmas decorations parsonage
- \*Set out all the Christmas decorations in the North fellowship hall prior to the Hanging of the Greens – can be found mostly in the room behind the pulpit
- \*Check church furnace filters

### **December**

- \*Take Church decorations down prior to the 1<sup>st</sup> Sunday of the new year
- \*Check church furnace filters
- \*Hang “Joy” banner; “A King is Born” banner

## **Weather Driven Duties, No Date Can Be Determined Consistently**

### **Spring:**

- \*Run dehumidifier in basement church when needed
- \*Make arrangements for mowing the church and parsonage lawns

### **Summer:**

- \*Switch thermostats from heat to cool; reprogram automatic thermostat temperatures
- \*Close the doors in the church to the basement during cooling season

### **Fall:**

- \*Switch thermostats from cool to heat; reprogram automatic thermostat temperatures
- \*Open the doors in the church to the basement during heating season; close off North room doors
- \*Discard large outdoor flower pot flowers; store in lower storage room

### **Winter:**

- \*Make arrangement for snow shoveling/salting

### **Miscellaneous:**

- \*Update inventory whenever we purchase something (photo to add to video taken in 2/07 that is stored in lockbox); Dyson '07; Dehumidifier '07; Parsonage refrigerator '07; 12' and 6' stepladders '07
- \*Defrost the basement upright freezer when needed
- \*Biannually, have Neighbors Heating and Cooling inspect the furnaces/air conditioners; 2005 installed the Central Air; record on furnace labels dates of servicing
- \*Ness's signboard lettering announcing any major event and subsequent removal of lettering after event
- \*Arrange for exterior garbage can to street and back (Wednesdays); currently Gardner family does this

- \*Change large wall banners when requested; seasonal
- \*Pick up keys from members going off Trustees
- \*Banners for any season:
  - Beatitudes
  - The Apostles
  - UMW Maxwell Methodist Church 1882-1983
  - Peace/Love

**Other Duties As Assigned (Ad Council Directive)**

1. Projects to be done (not listed in any particular order):
2. Makeover of Wesley room: tear out drop ceiling, expose original tin ceiling, paint it copper like prayer room; hang chandeliers to match sanctuary
3. Basement lower auditorium replace carpet possibly with linoleum/tile; repair drywall west wall
4. Choir lights to match sanctuary; may hang down and obstruct view – caution
5. Upgrade sound system – new podium mic; Bose speakers sanctuary
6. Remodel parsonage lower bathroom/shower
7. Upstairs bathroom church
8. Sunday school room remodel/update; drop ceiling in Sunday School room – caution use plastic see-thru grid tiles down center line under refrigerant lines so no water spots
9. Handicap entry door (electronic like MACC)
10. Refinish floors sanctuary

Flashlight hangs from inside of door on lower closet under South steps; caution – low ceiling, will take out your forehead if you're not careful!