

**GENERAL POLICIES AND GUIDELINES
FOR FACILITY USE OF
THE FIRST UNITED METHODIST CHURCH, TRENTON, TENNESSEE
May 2005**

PURPOSE

It is the commitment and goal of the Trenton First United Methodist Church to provide our facilities for use in calling persons into a living relationship with Jesus Christ. We seek to meet the spiritual, emotional, social, and physical needs of each individual in this congregation, community, country, and world. As such, we make our facilities available to church and service groups within and outside our congregation. The guidelines and policies that follow are intended only to protect FUMC facilities from unnecessary and non-spiritual situations that perhaps could jeopardize the sacredness of Christian faith and worship on our property.

PRIORITIES

First priority for facility use goes to Trenton First United Methodist Church groups using the facilities as a part of the ministry of the Church. This includes groups, work teams, and committees supported through the Council on Ministries and/or the Administrative Board, as well as member wedding and funeral services.

Second priority is reserved for other United Methodist groups outside of Trenton FUMC's immediate congregation. Use by other United Methodist groups will be welcome as availability permits.

Other denominations, ecumenical, social, civic, service, education, and charitable groups will be considered as third priority for use, based on availability. Formal requests must be made to the Church Office per outlined request procedures.

Trenton FUMC facilities will not be available to partisan political groups nor to groups operating for commercial gain unless pre-approved by the administrative board of the church.

Trenton FUMC facilities will be available for emergency aid, shelter, etc., when circumstances call for such a need.

LIABILITY

SCHEDULING AND REQUESTS

The church secretary maintains the calendar for all Trenton FUMC activities, including the activities of outside groups.

All users must make arrangements or application, as the case may be, with the church office.

Third-priority groups (including one-time uses) desiring to use the facilities are to complete the Request to Use the Facilities Form provided for such use, identifying date, purpose, size, beginning and ending times, frequency, location, special needs, responsible persons, addresses, telephone numbers, etc.

A meeting of church representatives and continuing user group representatives must take place annually to review procedures and to update the information on the Request to Use the Facilities Form.

Bridal teas, baby showers, anniversary celebrations, and other celebrations must be scheduled through the church office and should complete the Request to Use the Facilities Form provided. Completed form information shall include the number of people involved, the date and time, responsible persons, and the part of the facility to be used.

It is expected that usage of the facilities will be terminated by 10:00 PM at the latest unless special circumstances have been previously approved.

Use of the facilities on Saturday and Sunday by outside/third-priority groups will be considered on a case-by-case basis, as the schedule allows, provided it can be determined that the use will not interfere with regular FUMC activities.

Scheduling two weeks in advance is preferred for reservation. Other than for continuing uses, third-priority reservations cannot be made more than 60 days ahead of time. This is necessary since church-related activities have first priority, and often it is not possible to foresee, with accuracy, the church's needs beyond 60 days.

As dictated by priority, the facilities will be available on a first-come-first-served basis. Any exceptions shall require approval by officers and/or the Administrative Board as hereinafter outlined.

Trenton FUMC retains the right to reschedule any events at any time should the need arise due to crisis such as an untimely death, funeral service, wedding of a member, baptism, or inability to staff the building properly because of staff illness, accident, or death.

KEYS

For uses other than staff and daily, one key will be signed out through the church office for each use.

At the conclusion of the use activity, the key must be returned to the key drop box prior to leaving the facility.

Upon leaving the church building, the identified use door as well as all other doors must be locked.

The church office staff is to maintain a current record of assigned keys.

Selected support services shall hold keys as directed by church staff and church officers.

RESPONSIBILITIES

All users must have respect for other users meeting in the facilities at the same time.

Responsible adult supervision must be with the user group at all times.

One-time or occasional-basis users including private or family users must adhere to all guidelines, including those pertaining to keys, utilities, housecleaning, or the meeting area, locking doors, and provisions for childcare.

All users shall leave facility areas as they find them.

Attire should be appropriate for the activity.

Food and drinks are not allowed in the Sanctuary area. Meals and dinners are restricted to the Fellowship Center.

The use of FUMC facilities will be at the risk of the participants. Trenton FUMC does not make any express or implied warranty of the premises, equipment, machinery, fixtures, or furniture.

CHILDCARE

If children will be present during the user activity, they must remain with the group or be supervised by an adult (at least 18 years of age) at all times.

The user group needing childcare must make their own arrangements.

Only children 6 years and under may stay in the church nursery.

Children are not to wander throughout the building. This request includes before, during, and after the user activity.

Children 8 years of age and under must be supervised by an adult at all times while using the playground area.

HOUSECLEANING

Each bridal tea, baby shower, or member celebration user as well as each third-priority user is expected to clean the meeting area each time it is used. FUMC custodial staff is not responsible for cleaning after you leave. If the area is not cleaned, the responsible contact person will be called immediately. Repeated failure to care for the facilities will result in loss of use.

The tablecloths must be cleaned or laundered immediately after their use and returned immediately to the church.

UTILITIES

Arrangements to heat or cool a specific part of the building must be made when the Request to Use the Facilities Form is submitted.

Users are expected to be conservative in the use of utilities and to turn off all lights when leaving the building.

During periods of energy shortage and like periods of emergency, it may be necessary to refuse use of the buildings to worthwhile activities.

DAMAGES

All damages or lost property will be replaced or repaired at the expense of the user group that is responsible.

Damage should be reported to the minister or church office immediately or no later than the next business day.

REMOVING CHURCH PROPERTY:

Church property, including the punch bowl set, the older tables and chairs, table cloths, silverware, sports equipment, etc., can leave the church facilities only for church-related activities sponsored by church-related groups.

None of this property is available for any private occasions away from the church, except for the wedding or anniversary celebration of church members.

All property that leaves the church facilities must be signed out through the church office staff and a record made of the items removed. All items are to be checked in at the church office by staff when they are returned.

As determined to be practical, church property is to be marked for easy identification.

ALCOHOL, ILLEGAL DRUGS, SMOKING, AND WEAPONS

Alcoholic beverages, illegal drugs, and illegal use of controlled substances are not allowed within the church facilities or on the church property.

Smoking and used of tobacco products are not allowed within the church building.

Firearms and weapons are not permitted within the church facilities or on the church property with the exception of law-enforcement officers.

DECORATIONS

The sanctuary is furnished and arranged to support the regular worship services of the Church. Special decorations will be made for Christmas, Easter, and Thanksgiving per Flower or Decorating committee.

Sunday School classes will have the responsibility for the appearance of their rooms.

Users shall not make changes in the church facilities other than simple chair/table arrangements. All user decorations will be removed immediately after the user activity.

See separate WEDDING POLICY AND GUIDELINES document for specific decoration guidelines.

See separate FUNERAL POLICY AND GUIDELINES document for specific decoration guidelines.

Nails, thumbtacks, scotch tape, etc., are not to be used in the sanctuary or in other areas of the church unless they are being used in supervised activities for church-related functions.

MISCELLANEOUS

The church, through its designated officials and administrative board, reserves the right to make complete and final determination as to whether a group may use the church facilities and buildings.

Upon an emergency basis, the minister and chairman of the administrative board, in consultation, can approve or disapprove a specific request.

A standing sub-committee consisting of the minister and the chairpersons of the administrative board, board of trustees, council on ministries, and finance committee will consider any special requests that do not conform to these stated guidelines.

Guideline violations will be dealt with promptly. Persistent violation of the guidelines will result in loss of privileges.

The board of trustees will evaluate and accept or decline all donations of property offered to the church.

No guideline or policy may be adopted which violates the current Book of Discipline of the United Methodist Church. Caution should be exercised to see that these policies are in harmony with other policies of The United Methodist Church.

HOUSE AND GROUNDS COMMITTEE

This committee was created to serve the church as a minor maintenance and repair in-house group. They will keep the trustee chairman abreast of issues concerning the church building and grounds to be addressed on all levels of need or concern.

The committee will be nominated and appointed at charge conference each year. They will elect a chairman, meet quarterly beginning each January to plan a yearly calendar for meetings throughout the year, and appoint designated committee members to take charge of specific continued maintenance or upgrade for certain periods throughout the year.

Minutes should be kept with each member reporting at quarterly committee meetings and a collective report to the trustees and administrative board when required.

Roof and All Drains

Sup Pump and Basements

Garbage and Maintenance

Parking Lot Maintenance

Perimeter Lighting

General Handyman Projects

Light bulb changes

Light floor or ceiling tile changes

Yard and Landscaping of all church property

Mowing, edging yard, and leaf disposal... Hired

Landscaping...Anyone other than the committee who wishes to plant or make changes should come through this committee, who will in turn try to resolve the matter or turn it over to the trustees.

Oversee Building Structure and Floors with referrals to trustees. Anyone other than the committee who wishes to make changes should let it be know to this committee and/or the trustees.

The committee may solicit help from other church members at no cost.

Any job requiring professional help will be the concern of the trustees and the house and grounds committee.

WEDDING POLICY AND GUIDELINES

FIRST UNITED METHODIST CHURCH OF TRENTON, TENNESSEE

Introduction:

The Christian marriage ceremony is a service of worship before God. Marriage is the uniting of a new family through the union of two individuals. Since marriage is to be a sacred and meaningful time between two people and God, it is the purpose of First United Methodist Church to help make it a time of deep spiritual meaning. The members and the staff of Trenton FUMC wish to extend every possible assistance to you in order that your wedding in the church will be a wonderful memory for you and your families.

FUMC's Wedding Policy and Guidelines have been approved by our church council. The reasoning for this document is to give some guidelines in planning your ceremony and events related to your wedding so that everything will work together to make a happy beginning of a lifelong relationship.

The First United Methodist Church Policy:

The SANCTUARY of First United Methodist Church is available for weddings at any time unless there is a conflict with scheduled worship service or activity. There is no fee for use of the sanctuary for the wedding of a church member or long-term attendee. For a wedding of nonmembers or those who do not attend here, there is a fee of \$500 for the use of the sanctuary and dressing rooms.

If the use of the sanctuary is required, the wedding party and their coordinator/consultant are required to confer with the minister for the purpose of maintaining the integrity of the worship service and the church facility.

A DRESSING ROOM for the bride and her attendant/s is provided in the upstairs lounge. The room for the groom and groomsmen is a designated Sunday School room or rooms.

Consistent with THE BOOK OF DISCIPLINE OF THE UNITED METHODIST CHURCH and the Social Principles included there, NO ALCOHOLIC BEVERAGES nor illegal drugs of any kind, form, or fashion will be allowed in the church building or on church grounds, nor will it/they be incorporated for use during rehearsal suppers or receptions at the church.

The KITCHEN AND FELLOWSHIP HALL of the church are available for receptions. The use of these facilities will be cleared for use during the initial planning meeting with the minister. There is no fee for use of the kitchen and fellowship hall for wedding of a church member or long-term attendee. For weddings of nonmembers or those who do not attend here, for the use of the kitchen and fellowship hall, there is a fee of \$150.

CONFERENCE WITH THE MINISTER

The bride and groom will confer with the minister as soon as they begin to make plans. No dates or arrangements will be announced publicly (newspaper, engraved invitations to wedding rehearsal supper, reception, etc.) until after this conference and after the pastor has agreed to the date and time. The date of the wedding will officially be placed on the church calendar at this time. No programs will be printed without pastoral review. Dates for pre-marital counseling will be set at this time. Before another minister is asked to participate in the wedding ceremony, approval must be obtained from the minister of First United Methodist Church, and if approval is granted, the minister will contact the guest minister to issue him or her an invitation to participate or direct.

Due to the fact this is a Christian ceremony, all personal vows or expressions must be arranged with the minister four weeks before the service, for evaluation.

Our church's Christian, Wesleyan heritage holds that if HOLY COMMUNION/THE LORD'S SUPPER is to be part of the worship service, it will be made available to the entire congregation, not just the bride and groom.

MUSIC

The organist of Trenton First United Methodist Church **MUST** be consulted immediately following the consultation with the pastor. Musicians not regularly affiliated with the Trenton First United Methodist Church must consult the organist, respective of the Policies and Guidelines for Facility Use of the Trenton First United Methodist Church, to participate in the wedding. The organist is available in selecting music.

Please keep in mind that your wedding at First United Methodist Church is a Christian worship service. Only such music, pre-recorded or otherwise, as is appropriate to Christian worship will be allowed. If there are any questions concerning the music to be used, the organist must be consulted. Great care should be taken in selecting the music, remembering that the wedding is a worship service focused on God.

REHEARSAL

A rehearsal, if desired, should be scheduled on the evening prior to the wedding. The time of the rehearsal will also need to be cleared with the minister at the initial meeting.

The bride, groom, and minister will establish the order of service of the wedding. Once agreed to, the order will not be changed except by agreement of the bride, groom, and minister. The minister will conduct and direct the rehearsal as well as the wedding and may be assisted by one person of the bride's choice. Any marriage consultant, florist, or anyone considered to help direct the wedding may not change or alter any part of the wedding service without the approval of the minister.

The rehearsal should begin on time, and one hour should be allowed for a well-planned rehearsal.

DECORATIONS AND USE OF BUILDING AND EQUIPMENT

Flowers are an important part of any wedding ceremony. While there are no restrictions of the use of flowers, no floral arrangement/s will, in any way, block the view of the altar and communion table. Flowers may be placed in vases used by the florist that meet safe-use requirements, so that they do not tip over. Due to the problem of staining, we cannot allow live flower petals to be dropped in the aisle during the ceremony. Artificial flower petals that will not stain the carpet must be used.

No glitter, nails, pins, tape, or florist wire, etc. (as indicated in the General Guidelines for the use of the church facility) of any kind will be used to hold floral arrangements or other decorations in place. All wedding decorations should be placed to the glory of God in keeping with the worship service. Candles with globes that are on stands should be attached to the pews with properly padded clamps so as not to mar the pews. Only candle stands that are shoulder level or above may be used. Candle stands that are lower present a fire potential as members of the wedding party walk down the aisle (clothing is extremely close to candles in this situation).

Bound carpet remnants provided by the church will be placed under all candles at the altar, and all care will be taken to protect the carpet. Dripless candles must be used. All candles will be extinguished properly with candle snuffers. Florists will be responsible for cleaning wax from the carpet or furniture after the wedding.

No candles, flowers, or greenery are to be placed on the communion rail or communion table.

The communion table may be moved from floor level to choir level. Under no circumstances will the cross, candles, Bible, or vestments upon the communion table be rearranged in any way or removed from the communion table as part of the service. The piano and organ may not be moved. The pulpit and altar chairs may be moved from the sanctuary for the purpose of the wedding worship service. The moving of any other furniture or items from the chancel area must have the approval of church liaison or pastor.

THE WEDDING PARTY IS RESPONSIBLE for the moving, proper storage, and proper replacement of any and all church furniture before and after the wedding. (This includes choir chairs.) Foyer tables which may be used must be properly covered with appropriate cloths. Hymnals will not be removed from the sanctuary at any time.

The acoustical property of the sanctuary requires use of the sound system. **CHURCH SOUND TECHNICIANS** must be contacted concerning scheduling and usage. No one may use the sound system at any time without prior permission from one of the church sound technicians or someone approved by them. Technicians' participation must be scheduled after the couple's initial consultation with the pastor.

If the church kitchen and fellowship hall are to be used, those using the kitchen will be responsible for insuring its immediate clean-up and removal of all trash **FROM THE CHURCH BUILDING AND PREMISES TO THE TRASH CANS OUTSIDE THE KITCHEN**. If the services of the church custodian are desired, the church custodian must be contacted after the couple's initial consultation with the pastor to secure proper clean-up and supervision of the same. Please see separate sheet titled "CUSTODIAN SERVICES FOR HIRE." Church members have the option of their own clean-up, which must meet the church's standards and specifications.

Florists and caterers must clean up and remove their supplies and equipment the day of the wedding. Although the florist is responsible for his or her clean-up, the wedding party is ultimately responsible for the care of the church facilities.

Remembering to be faithful stewards of God's creation as noted in THE BOOK OF DISCIPLINE OF THE UNITED METHODIST CHURCH, we discourage allowing cars to be decorated with cloth, paper, or any other material that is not immediately biodegradable and that may fly from the car and land in yards of the immediate church neighborhood. The couple has the responsibility to see that the church yard, parking lot, and surrounding area are cleared of all debris before the wedding party leaves the premises or to arrange with the custodian concerning the manner in which the area will be cleaned.

Rice, beans, confetti, and other materials that take a long time to degrade are not allowed. Bird seed, sunflower seed, or bubbles are allowed outside the building. The ringing of bells is acceptable within or outside the building.

FEES:

FOR MEMBERS OR THOSE AFFILIATED WITH THE CHURCH:

Additional services which may be utilized are:

*Church Custodian	
Cleaning Sanctuary	\$ _____
Cleaning Fellowship Hall	
Rehearsal Dinner	\$ _____
Reception	\$ _____
*Sound Technician	\$ _____
*Organist/Pianist	\$ _____

Payments are due 1 week prior to the wedding.

An honorarium to the pastor is not required; however, it would be appreciated.

*If the bride and groom wish to use other or additional service support persons, they may secure prior approval through the church office. Fees for those persons are negotiable between the persons and the couple to be married. This is a service offered to you by the church.

CUSTODIAN SERVICES FOR HIRE

IF YOU USE OUR CHURCH FOR YOUR FAMILY OR OTHER GATHERINGS THAT ARE NOT CHURCH ORIENTED, YOU ARE EXPECTED TO CLEAN UP ALL THE FOLLOWING THINGS AFTERWARD, OR YOU CAN HIRE THE CHURCH CUSTODIAN TO DO THE FOLLOWING CLEAN-UP CHORES.

IF YOU WANT TO HIRE THE CHURCH CUSTODIAN TO CLEAN UP FOR YOU, HE OR SHE NEEDS **AT LEAST ONE MONTH'S NOTICE**.

1. TAKE OUT TRASH.
2. RELINE TRASH CANS.
3. SET UP FOR SUNDAY FELLOWSHIP TIME (SET UP 60 CHAIRS ARRANGED AROUND 10 TABLES).
4. TAKE OUT TRASH FROM LADIES' ROOMS.
5. TAKE OUT TRASH FROM MEN'S ROOMS.
6. CLEAN ALL SINKS.
7. SWEEP ALL FLOORS.
8. WET MOP ALL RESTROOM FLOORS IF NEEDED.
9. VACUUM THE CARPET IN THE FOYER AND SANCTUARY.
10. IF YOU USE THE KITCHEN, SWEEP AND MOP THE KITCHEN FLOOR.
11. WIPE THE STOVE, REFRIGERATOR, AND COUNTERTOPS.
12. IF YOU USE DISH TOWELS, LAUNDRY AND RETURN THEM.
13. PUT THINGS BACK IN ORDER.
14. IF YOU USE THE NURSERY, TAKE OUT THAT TRASH, VACUUM THE FLOOR, AND PICK UP THE TOYS TO MAKE THE NURSERY READY FOR SUNDAY.
15. CLEAN UP AND TAKE OUT TRASH FROM LADIES' AND MEN'S DRESSING ROOMS.
16. CLEAN UP OUTSIDE THE FOYER DOORS (RICE, ETC.).

CLEAN-UP OF THE PARKING LOT IS NOT INCLUDED IN THESE CUSTODIAN SERVICES.

PASTOR'S PERSONAL WEDDING INFORMATION

(Please fill this out so the pastor and church will be able to assist you when it comes to counseling, building requirements, and the wedding service itself.)

Name of Groom _____

Address _____

Phone Number (home) _____ (work) _____ E-mail Address _____

Is this your first marriage? Yes _____ No _____

Name of Bride _____

Address _____

Phone Number (home) _____ (work) _____ E-mail Address _____

Is this your first marriage? Yes _____ No _____

Minister/s officiating the wedding: (Please give the name, address, e-mail and phone number of each minister in space provided here:

Rehearsal information:

Projected date _____ Projected time _____

Projected place of rehearsal supper _____ Projected time of rehearsal supper _____

Will the rehearsal supper be catered? Yes _____ No _____

If yes, please give the name, address, and phone number of caterer in space provided here:

Wedding service information:

Projected date _____ Time service begins _____

Projected time music begins _____ Will the reception be catered? Yes _____ No _____

If yes, please give the name, address, and phone number of caterer in space provided here:

Will this be a single ring or double ring ceremony? (Circle one.)

In the ceremony, do you wish traditional vows or personal vows to be used (Circle one.)

Will there be a unity candle? Yes _____ No _____

Will there be a kneeling bench? Yes _____ No _____

Do you wish Holy Communion to be apart of the service? Yes _____ No _____

(In the tradition of our church, all people present must be welcomed to be served.)

Will the Lord's Prayer be said or sung? (Circle one.)

Will the bride be presented for marriage? Yes _____ No _____ By whom? _____

Will the couple be present by each family for marriage? Yes _____ No _____

(PASTOR'S PERSONAL WEDDING INFORMATION: Continued)

Wedding Service Support Team:

Photographer (name) _____

Address _____

Phone Number _____ E-mail Address _____

Florist (name) _____

Address _____

Phone Number _____ E-mail Address _____

Consultant/coordinator if other than florist (name) _____

Address _____

Phone Number _____ E-mail Address _____

The best man will be _____

The maid of honor of will be _____

There will be _____ groomsmen. (In the space provided below, please list their names.)

There will be _____ bridesmaids. (In the space provided below, please list their names.)

There will be _____ ring bearers. (In the space provided below, please list their names.)

There will be _____ flower girls. (In the space provided below, please list their names.)

The music will be live or prerecorded. (Circle one.) If live, please give the name, address, phone number of organist/pianist in the space provided below.

The sound technician will be _____. Please give the name, address, phone number of sound technician in the space provided below.

Please share with the minister any special music concerns (soloists, duets, instrumentation, etc.) that will be a part of the service.

Also, please provide the names, addresses, and phone numbers of other participants (readers, etc.) whom you may wish to be involved in the service.

FUNERAL POLICY AND GUIDELINES
FIRST UNITED METHODIST CHURCH TRENTON, TENNESSEE

A funeral is a worship service celebrating the power of Jesus' death and resurrection. In this service, we witness to the power of God for the transformation of grief to hope, loss to Faith, and death to eternal life. We also witness to and celebrate the faith and the life of the person who has died in faith.

The Trenton First United Methodist Church encourages the use of the sanctuary for funeral services. It is the most appropriate place to find comfort for grief, healing for loss, and celebration of life, God's gift to humankind.

The music should be tastefully appropriate to the occasion. The music should meet with the approval of the minister and the choir director. If the church organist or pianist is asked to play for the service, he or she should be paid accordingly with a minimum fee of \$50.00. The fee shall be reviewed yearly.

The minister in consultation with the family shall be the coordinator of the service.

There shall be no charge for funeral service held at the church.

Clean-up: See custodian job description.

KITCHEN INVENTORY AND SIGN-OUT SHEET

First United Methodist Church Trenton, Tennessee

NUMBER SIGNED-OUT RETURNED	NUMBER
_____ TABLES AND CHAIRS	_____
_____ TABLECLOTHS	_____
_____ PUNCH BOWL	_____
_____ PUNCH CUPS	_____
_____ GLASS PLATES	_____
_____ CHINA PLATES	_____
_____ CHINA CUPS AND SAUCERS	_____
_____ CHINA SALAD/BREAD & BUTTER PLATES	_____
_____ SOUP BOWLS	_____
_____ LARGE COOKING POTS	_____
_____ PREPARATION KNIVES	_____
_____ COOKING SPOONS	_____
_____ FORKS	_____
_____ SPOONS	_____
_____ TABLE KNIVES	_____
_____ SOUP SPOONS	_____
_____ CANDLE LIGHTER & SNUFFER	_____

SIGN-OUT:

Signature: _____ Date _____

RETURN:

Signature: _____ Date _____

FLORAL SUPPLIES SIGN-OUT SHEET

First United Methodist Church Trenton, Tennessee

<u>NUMBER SIGNED-OUT</u>	<u>NUMBER</u>
<u>RETURNED</u>	
_____ VASES (4 WHITE, 2 BRASS, 2 GLASS)	_____
_____ SINGLE-ARCH CANDLE STAND (2)	_____
_____ METAL CANDLES	_____
_____ AUTUMN FLORAL ARRANGEMENTS	_____
_____ SPRING FLORAL ARRANGEMENTS	_____
_____ SUMMER FLORAL ARRANGEMENTS	_____
_____ WIRE ANGELS W/HURRICANE AND CANDLE	_____
_____ GLASS HURRICANE SHADES	_____
_____ 24-INCH CHRISTMAS WREATHS	_____
_____ 36-INCH CHRISTMAS WREATHS	_____
_____ 48-INCH CHRISTMAS WREATHS	_____
_____ 24-INCH CHRISTMAS WREATHS	_____
_____ CHRISTMAS GARLANDS	_____
_____ CHRISTMAS SPRAYS	_____
_____ WHITE CHRISTMAS LIGHTS	_____
_____	_____
_____	_____

SIGN-OUT:
 Signature: _____ Date _____

RETURN:
 Signature: _____ Date _____

IN CASE OF CHANGES SUGGESTED BY LEGAL ADVISOR:

If an attorney acting as legal advisor to Trenton First United Methodist Church, suggests any changes or additions to these policies and procedures, I support the adoption of said changes and additions.

Signed _____ **Date** _____