

# **BOARD OF TRUSTEES**

Holy Trinity United Methodist Church  
16 Sylvan Street  
Danvers, MA 01923  
978-777-7408

## **RULES & REGULATIONS**

September 2006

### **Our Responsibility**

The Board of Trustees, subject to the direction of the charge conference, shall have the supervision, oversight, and care of all real property owned by the local church and of all property and equipment acquired directly by the local church or by any society, board, class, commission, of similar organization elsewhere granted in the Discipline; provided further, that the Board of Trustees shall not prevent or interfere with the pastor in the use of any said property for religious services or other proper meetings or purposes recognized by the law, usages and customs of The United Methodist Church, or permit the use of said property for religious or other meetings without the consent of the pastor or in the pastor's absence, the consent of the district superintendent; and provided further, that the pews in The United Methodist Church shall always be free; and provided further, that the church local conference may assign certain of these duties to a building committee as set forth in 2543 or the chairperson of the parsonage committee, if one exists.

## About the Trustees

- Board of Trustees - Bob Parks, Chairperson, Bobby Douglass, David Stentiford, Bert Russell, Dick Shepler, Marsha Trott, Loreen Crosbie, Paul Brown, Al Correia
- Contacting the Trustees - The Trustee mailbox is located in the coatroom by the Chester Street entrance. The mailbox is checked on a weekly basis. You may also contact us through the church office or by contacting any of us directly.
- Trustee's Meetings - The Trustees meet the third Wednesday of the month, July-June. All committee chairpersons will be asked to attend a Welcome Back Meeting in September to get a better understanding of the Trustees Rules and Regulations.
- Thank You - While the trustees govern the workings of the church, we could not possibly accomplish all the tasks that need to be done around the church without all the help of the many volunteers, "the unsung heroes." We thank everyone who volunteers their time.
- Communication - Each month in the Trinity Times, we keep you up-to-date on projects that we are working on. If you have an expertise in a certain area, that you feel would be of interest to the trustees, please let us know.

## Parking

- Unfortunately, our parking lot doesn't hold all the cars on Sunday morning. Fortunately, we have plenty of on-street parking on Chester and Sylvan Streets. We're allowed to park next door at the food pantry and across the street at the library on Sunday mornings.
- The trustees ask that you do not park with your tires off the hot top. The tar is being chipped away each time a car drives over the edge. This is causing drainage problems.
- Please do not park in unmarked spaces as this is causing over-crowding and makes it hard for people walking in the lot. There is NO PARKING next to the island, behind the handicap spaces. Cars parked in this area will be asked to be moved, as it is extremely difficult for those parked in the front row against the building.

## Donations

- We, as trustees, are grateful for the many donations that we receive. However, we are encountering a problem that we hope you can help us resolve. We are finding items being left in the kitchen area, coat closets, classrooms, parlor, and fellowship hall. These items are unmarked and we're not sure who to contact about them, or what to do with them, so in most cases they are being thrown away, after 60 days.
- We have limited storage space, and we have a difficult time disposing of some items, as the town charges for certain items, such as computer monitors, large appliances. The dumpster is being overused, disposing of unwanted items. This is an expense to the church.
- If you have something that you think may be useful to the church, please contact a trustee or the church office, before donating it. Please do not just drop it off at church.

---

**Building Use – *The following rules apply to church run events as well as outside events.***

**When planning an event . . .**

- Calendar - Before selecting a date to use the church facility, contact our church secretary, Ruthann Pierce. She maintains the calendar and can tell you if a date is available. She will supply you with a Usage Application to be completed and forwarded to the Board of Trustees. (One is attached)
- Trustees Approval – All requests to use the building whether for a one-day use or on a regular basis, must be approved by the Board of Trustees, regardless whether the event is run by church members or anyone on the outside.
- Building User Fees – Fees may apply to church members and non-church members for usage of the facility, depending on the event. A 25% deposit is due at time of application; the balance is due 14 days prior to event. (A fee schedule can be obtained from the church secretary.)
- Things to Consider – Will the event overlap other events happening before or after? Is there sufficient time between events? Do other committees/groups/departments need to be notified (for example: if classrooms or choir room need to be used)? Will you need to contract with the custodian for clean up?
- Use of Alcohol/Drugs/Cigarettes – The use of alcohol and drugs is prohibited from the building and grounds of the church. The use of cigarettes is forbidden inside the church facility but can be used outside the kitchen door entrance. All cigarettes should be extinguished in the receptacle.
- Responsible Party – The person requesting use of the building must ensure that all rules and regulations are adhered to, including . . . .
  - The building must be returned to its original state, immediately after the event has ended to be ready for the next group to use the facility.
  - The church office should be notified immediately if any damage occurs.
  - All trash must be disposed of in dumpster (key on bulletin board in the kitchen). If you will have excessive trash to dispose of, an additional dumpster pick-up may be needed (this may be an additional fee for non-members.)
  - No **leftovers** can remain on kitchen counters or in the refrigerator. All equipment, dishes, coffee pots, etc. must be washed and put away.
  - All lights must be turned off (including bathrooms), and all windows must be closed.
  - **ALL exterior doors (8) must be checked before exiting the building. You may have opened only one door, but someone else may have opened another one. As the responsible party, you cannot assume that all doors are locked.**

**No Food or Drinks in the Sanctuary**

- We are asking that **no food or drinks** be brought into the sanctuary **at any time**, during or after church service, during rehearsals or play practices. While we can appreciate that small children and those with health issues may need to eat or drink during worship service, we are asking you to step into the parlor just off the narthex where live video of the church service has been reserved for just this purpose.

**Using Church Equipment**

When using church equipment on the premises, please remember that most equipment is shared by many groups. Therefore, you cannot alter any equipment or move it to another area of the church without permission of the Trustees. Church equipment cannot leave the premises without permission of the Trustees.

**Custodian**

The custodian works part-time. She is assigned certain tasks to do around the church. If you need an event set-up or cleaned up, you will need to request her service through the Trustees. Depending on the event, a fee may be charged.

**Building Improvements / Changes to the Building**

**Any changes or improvements to the building, must be pre-approved by the trustees.** A letter must be submitted in writing to the trustees expressing any such changes. The letter should contain detailed information with the request, date to be completed and who will perform the task. This includes, but not limited to: painting of rooms, hanging objects on the wall, adding new furniture, moving furniture from room to room and storing of items.

**Vendor List**

When it is necessary to hire an outside vendor to do a service, please contact the trustees for a referral, as contracts may apply on certain jobs. Many people within our congregation volunteer their craft to help maintain the church. If you wish to appear on the volunteer list please contact the Trustees.

**“Let the Little Children Come Unto Me”**

- God’s most gracious gifts. However, it is important that children are not allowed to play in the class rooms, playground, or other areas of the church unattended. During church, children are cared for by the Sunday school teachers. After church and during other activities the children should be under the supervision of an adult.
- Unfortunately, we are finding toys left out and moved from room to room, supplies being taken out of closets, furniture moved around, doors and windows being opened and not closed, and things being broken.
- If you organize an event where children will be present, please plan for child care. During coffee hour, after worship service, if your child wishes to play in the rooms or outside, please make sure there is adult supervision, and the area is checked after use.
- Children are not allowed in the church office unattended. The use of any equipment must be under adult supervision.

*While we certainly want the children to be able to enjoy their time here at Holy Trinity, it is our expectation that the children are being supervised at all times.*