

Episcopal Church of the Redeemer

Policies and Procedures

Statement of Use

The Policy and Procedure manual of the Episcopal Church of the Redeemer is a living and dynamic document, designed to be updated as the needs of the congregation change and grow.

New documents will be developed, reviewed and approved as needed. Any voting member of the congregation may recommend policies or procedures which may be included, or changes to the existing documents already approved for review and revision.

These Policies and Procedures are used to guide the leadership and membership at the Episcopal Church of the Redeemer as approved and updated by the Vestry of Redeemer.

A quarterly review will be conducted every year in January, April, July, and October. At this time any new documents or modifications to existing documents will be done at that time.

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Acolytes:

Any person, ten years old or older, may volunteer to serve as an acolyte at Redeemer.

Any acolyte, 15 years old or older, may volunteer to be crucifer at Redeemer. Crucifers must have served as acolytes for at least two years.

The crucifer/acolyte schedule is prepared by the person who is serving as coordinator.

Training of new acolytes and crucifers will be held as needed and conducted by the pastor and the coordinator.

Upon first becoming a server, the person will be presented a robe for which he/she will be responsible. This responsibility includes the general upkeep of the robe (cleaning, ironing, mending, etc.)

The schedule for acolytes/crucifers will be posted for a three-month term, in teams of three. If the server cannot be present, the server must secure a substitute or notify the vestry person on duty so that a substitute can be provided.

Alcohol Use on Church Property:

1. Alcoholic beverages, brought by individuals, may be consumed on Church premises, at church functions and/or private rental events.
2. Applicable federal, state and local laws, and Diocesan guidelines are to be observed, including the prohibition against serving to minors.
3. If alcohol is consumed by a renter, the alcohol portion of the contract must be completed and assigned as well as proof of event insurance.
4. The sponsor(s) of the occasion or event (parish, outside organization or individual) must agree to provide transportation or other needed care for anyone who becomes incapacitated due to alcohol consumption.
5. Should the Church sponsor an event in which alcohol is purchased by and served by the Church, prior approval from the Rector and/or the Vestry must be obtained.
6. See number 2 above.
7. Alcoholic beverages and food containing alcoholic beverages must be identified.
8. Food must be served at any Church function where alcohol is served.
9. Non-alcoholic alternatives must be offered at Church sponsored events.
10. Any exceptions to this policy must be approved by the Rector and/or Vestry.

Altar Duty:

To prepare the church for Holy Communion:

1. Remove the linen cover on the altar.
2. Put Brass flower pot, found in the sacristy, on the floor in front of the altar.
3. Place the fresh flowers from the florist into the pot. (These are usually in the Narthex)
4. Fill altar candles and torch candles with Candle Oil found in the bottom cabinet to the right of the sink. Place back in their holders
5. Hymn Board: This information is found in the weekly bulletin and the numbers and words are in the drawer to the right inside the sacristy.
6. Check the church calendar for appropriate color for the Veil and Burse. These are keep in the drawer under the stacked plastic boxes.
7. **Communion Preparation:** All supplies are in the upper right cabinets. Linens are found in the plastic stacked container on the counter.

On the wooden tray and counter place:

1. Two chalices draped with purificators
2. Large silver pitcher with 3/4th cup of wine
3. Small silver pitcher filled with water
4. Paten with host wafer
5. Small glass pitcher filled with wine
6. Water glass half full for Minister
7. Place 85 wafers in the bread Ciborium and cover with top
8. Place 50 wafers in the small silver bread box

9. Pall
 10. Proper Colored Veil & Burse
 11. Corporal
 12. Hand Towel
 13. Hand Bowl
 14. Gospel Book marked with the proper reading found in the bulletin
 15. Prayer Book Stand
8. Setting Altar and Credence Table from the tray: The Altar is set from the back. You will be facing the congregation

Altar

1. Corporal is placed with the cross centered on the table close to your edge.
2. Place one of the dressed chalices in the center of the Corporal.
3. Place Paten with host wafer on next
4. Place Pall
5. Cover with Veil & Burse

Credence Table

1. Place the small silver water pitcher
2. Small silver bread box
3. Chalice covered with purificator.
4. Hand Bowl & Towel

Place the Wine & Ciborium to be presented on the back table outside the sacristy
The Prayer Book Stand goes to the left when facing the congregation.

Place the Gospel Book in the center front of the Altar.

9. Mark the Proper Readings in the Book on the Lectern stand. These

are found in the bulletin and you will need to leave a copy so that the reader has the Psalm.

Clean Up:

1. Move all items from the Altar and Credence Table into the Sacristy. All silver has to be washed in warm soapy water, rinsed, dried and put away. If there is any wine or wafers left they are to be consumed.
2. The dirty linens are to be placed in the clear bowl to the right of the sink and add some cleaning solution to them so that the stains can be easily removed. Place the dirty linen and solution in a baggy so that you can take them home to wash and iron. They need to be returned the following Sunday.
3. Place cover back over the altar.
4. Remove the flowers to the narthex
5. Place brass pot in the sacristy

Preparing for Morning Prayer Service:

1. Remove Altar Cover Cloth.
2. Place Brass Pot and flowers on the floor centered in front of the altar.
3. Fill all candles and torches.
4. Place Prayer Book Stand on the altar.
5. Prepare the Hymnal Board.
6. Mark the Readings on the Lectern.

7. Mark the Gospel Reading and place book on the altar.

Clean Up after service:

1. Place cover back over the altar.
2. Remove the flowers to the narthex
3. Place brass pot in the sacristy

Altar Guild:

Altar Guild members are volunteers who "dress" the church for all services. New Altar Guild members are trained by the present members in the proper preparation of the altar, the eucharist, and the decoration of the church for services.

The Altar Guild works in three teams which rotate through the Sundays. The preparation for Easter, Christmas, and funerals (and any other special occasion) is done by the team which is assigned to the Sunday preceding the "extraordinary" event.

A flower order sheet is posted for members to sign up to purchase flowers for the altar. Special sign up for flowers for Christmas and Easter are also posted.

Vivian Watt handles the purchases of candles, oil, and other supplies needed by the Altar Guild.

Buildings and Grounds:

It is our purpose, our hope, and our prayer that the physical facilities of Redeemer Episcopal Church will always be used to honor and glorify God and to promote the mission of Redeemer. We encourage members, organizations of Redeemer, and other groups to use our facilities for Christian worship and fellowship.

To that end, we, as a congregation, adopt the following guidelines and policies in order to accommodate the numerous and varied request for facilities, to properly scheduled events, and to assure the facilities receive proper care.

GENERAL POLICIES

1. No organization, church related or non-church related, shall conduct any type of sale or entertainment for the purpose of raising money in or on church property without presenting the request first to the Budget & Finance Committee and then obtaining the approval of the Vestry.
2. No sales for the purpose of raising money shall be conducted in the Sanctuary.
3. No gambling of any kind is allowed in or on church property.
4. No disorderly or disruptive content of malicious nature, or illegal drugs are allowed in or on church property.
5. Smoking is prohibited in all buildings and smokers shall use the designated smoking areas.
6. No outside solicitation of funds for non-church related projects are allowed. No signs, posters, or other types of notices promoting non-church related activities may be posted without prior approval of the Vestry. No political advertisements, petitions, and/or personal want ads are allowed on church property.
7. Promotions of church-related programs and/or activities should be posted only on designated bulletin boards.
8. A limited supply of tables and chairs are available to members for use off-site for church related activities (e.g., class parties, Bible studies, etc.) and non-church related activities (e.g., family reunions, birthday parties, etc.). Tables

and chairs should be requested by completing a “Church Facilities Reservation Request Form” no less than forty-eight hours prior to the event. All items should be returned undamaged within two business days.

9. Each Facility Use Request is reviewed and considered on a case by case basis by the Vestry. Any exceptions to these policies are at the discretion of the Vestry.

PARISH HOUSE (FELLOWSHIP HALL)

1. For church related activities (e.g., class meetings, Bible studies, Scout meetings, committee meetings, etc.), a “Church Facilities Reservation Form” must be completed and given to the responsible staff members. If the facility is available on the date requested, the event will be added to the Church calendar. For church-sponsored events, paper goods will be supplied by Redeemer Episcopal Church. Clean-up should be performed per the “Guidelines for Clean-Up of Kitchen/Fellowship Hall.”
2. Redeemer members may use the Fellowship Hall or designated areas of sufficient size for certain non-church related activities for family members (parents, children, grandchildren, and grandparents) including, but not limited to, wedding anniversaries, baby showers, and birthdays. A “Church Facilities Reservation Request Form” must be completed and given to the responsible staff member. If the facility is available on the date requested, the event will be added to the Church calendar. Members have the option of performing their own clean-up per the “Guidelines for Clean-Up of Kitchen/Fellowship Hall” or paying a clean-up fee as determined by the custodial contractor. If the custodial contractor performs the clean-up, the fee must be paid to Redeemer one week before the event.
3. Fellowship Hall equipment, such as tables and chairs, may not be removed from the building.
4. The Vestry will consider the use of the Fellowship Hall by non-members on an individual basis after they have completed and submitted a “Church Facilities Reservation Request Form” to the responsible staff member no sooner than

ninety days and no later than two weeks prior to the event. There will be a charge for the use of the facilities unless determined otherwise by the Vestry. These fees must be paid to Redeemer one week before the event.

5. The Sanctuary and Fellowship Hall will be available to any member, at no charge, to receive friends or to have a meal following the death of a family member. Members are requested to notify the responsible staff member with their wishes to utilize the facilities for these purposes.

KITCHEN

1. In accordance with Mobile City Business License Ordinance, any caterer that uses Redeemer Episcopal Church's facilities must have a copy of their Business License on file in the church office.
2. Caterers using Redeemer Episcopal Church's facilities for church and members' events should meet with the responsible staff member (by appointment) to discuss their responsibility for cleaning the kitchen and to sign the "Caterer's Use Policy" form.
3. Redeemer will provide linens, serving pieces, punch bowls, paper goods, etc. for non-church related functions, as agreed to in the contract.
4. For safety reasons, children are not permitted in the kitchen.
5. Church groups and members may use the kitchen after completing a "Church Facilities Reservation Request Form" and giving it to the responsible staff member. If the kitchen is available on the date requested, the event will be added to the Church calendar. Clean-up should be performed according to the "Guidelines for Clean-Up of Kitchen/Fellowship Hall."
6. Kitchen equipment, such as pots, pans, china, silverware, and linens may not be removed from the building without approval of the Facility Use Committee.

Children's Use of the Playground:

1. Use of the playground must always be supervised by an adult, 21 years of age or older.
2. The gate to the playground will remain closed at all times.
3. Reasonable safety precautions will be taken at all times.

Closing the Parish House:

Lock back door (check it even if you didn't unlock it)

Wipe down tables

Arrange to have tablecloths washed, if necessary

Kitchen:

Set thermostat in kitchen to 80° (if on cool setting) or 60° (if on heat setting)

Unplug small appliances (coffee pots, toaster, etc.)

Turn off and unplug warming oven, if used

Turn off all floor fans

Collect dirty towels, washcloths, aprons, and oven mitts and arrange to have them washed

Shut down dishwasher and wash down food collection screen; wipe dishwasher area clean

Turn off convection oven

Turn off all burners and oven on gas range

Turn off oven fan and light

Turn off pantry light

Lock side/kitchen door

Make sure that the door to the ice machine is completely shut

Take out trash if necessary

Lock both front doors

Turn off all lights (including outside lights)

Check that front doors close securely behind you

Approved by the Vestry, July 10, 2018

Conflict Management:

1. The preferred method for handling a conflict within the church will follow scriptural teaching as found in Matthew 18: 15-17,
 - a. ¹⁵ **“If your brother sins^[a], go and show him his fault in private; if he listens *and* pays attention to you, you have won back your brother.**
¹⁶ **But if he does not listen, take along with you one or two others, so that EVERY WORD MAY BE CONFIRMED BY THE TESTIMONY OF TWO OR THREE WITNESSES.**
¹⁷ **If he pays no attention to them [refusing to listen and obey], tell it to the ^[b]church; and if he refuses to listen even to the church, let him be to you as a Gentile (unbeliever) and a tax collector. (AMP)**
2. If at all possible, the persons involved in the conflict should attempt to handle the issues between themselves in a peaceful manner.
3. If that is not possible, then the individuals should take their issue to the Rector, or those identified by the Rector to function in her/his absence and seek to find a peaceful solution to the disagreement.

CONTRACT FOR USE OF THE CHURCH FACILITIES

As approved by the Vestry of the
Episcopal Church of the Redeemer

7125 Hitt Road

Mobile, AL 36695

251-639-1948

E-mail: redeemer7125@gmail.com

Website: <http://redeemerepiscopalmobile.com>

The Episcopal Church of the Redeemer of Mobile, Alabama (hereafter known as “Church”) is pleased that you are considering the use of our church facilities (inclusive of any and all rooms within the building(s) and the outdoor grounds of our property, and hereafter known as “Facility”) for your event. For the Redeemer family, our property is sacred and is used for us to praise, worship and serve God. Therefore, even though we are pleased that our Facility could serve as a place for your event, we reserve the right to deny the use of our complex if your event is not in line with the Church’s designated use and/or if you object to any of our church use conditions listed below.

Consequently, you need to review the following conditions under which the Church Facility could be made available, and if you are in agreement with these conditions, please work with the Church’s Secretary to finalize this contract and reserve your date(s). Below is the list of conditions under which the Church will make the Facility available to you and these conditions must be followed unless the Rector has given written approval to waive and/or change them.

The terms “User” and “Users” may be used interchangeably hereafter and are both defined as the undersigned and any and all those who will be using the premises based on this contract.

A. INITIAL CONSULTATION

It is required that the prospective User meet with Church personnel and/or the Rector before this contract can be signed. The purpose of this session is to ensure that the planned activity is one for which the Church desires to allow usage of the Facility. This initial session is not to be confused with the Church's sanctioning of the event and/or approval to use the Facility. The sole purpose of this session is for the Church to meet the event's sponsor and/or promoter and for that party to fully explain the event, its details and the manner in which the Church's Facility would be used. The Church Secretary will schedule this meeting so that the Church can advise you of whether or not we are inclined to allow usage of the Facility. Upon notice that the facility is available for use, the User will submit the security deposit and the rental fees. The event will then be placed on the Church calendar and the space is reserved.

B. USE OF CHURCH / RECTOR'S NAME

Assuming that the Church and the prospective User come to terms and the Church Facility is made available for the event, the Church understands that its name and address could be used for promotion purposes. If the Church's name is used for promotion purposes, the advertisement must be pre-approved by the Church, and advertisements may not imply or infer that the Church endorses or sponsors the event without written approval. Moreover, since the event is not a Church event, but simply being held here, under no circumstance is the Rector's name to appear on any verbal, printed or internet advertisement. The Church Secretary or a designated Church representative will serve as your point of contact for advertising questions and/or approval.

C. EVENT PARKING

For all events to be held at the Church, the Church allows the Users to park in any of its parking lots. The Church does not provide any security for these lots, nor is it responsible for any loss or damage that may occur to any vehicle parked on these lots. Users may not park on the main driveway unless legally parked in the designated handicap spaces. Street parking is not permitted, nor is the Church responsible for any patron parking violations.

D. CHURCH FURNITURE

For all events to be held at the Church, the Church does not allow the sanctuary furniture to be moved without prior written consent from the Rector or designated Church representative. The moving of any furniture without written consent may result in forfeit of the security deposit. Moreover, if any Church furniture is damaged as a result of this event, the User will be assessed a fee to repair or replace damaged item(s) and applicable fees. The User agrees to pay any costs that exceed the security deposit.

E. USE OF MUSICAL INSTRUMENTS

For all events to be held at the Church, the Church does not allow the use of its grand piano, upright piano, or any other instrument without prior written consent from the Rector or designated Church representative. The use of the instruments may result in forfeit of the security deposit.

F. MICROPHONES AND SOUND SYSTEM

For all events to be held at the Church, the Church does not allow the use of its microphones and/or sound system without prior written consent from the Rector or designated Church representative.

G. SUPPLIES AND FOOD

For all events to be held at the Church, the Church does not allow the use of any of its supplies or food (to include, but not limited to, pantry items, refrigerator items, office supplies, art supplies, books, etc.) without prior written consent from the Rector or designated Church representative.

H. SPACE USED

This contract entitles the User to use of the space(s) listed below:

The User is not entitled to use any additional space in the Church not listed above without prior written consent from the Rector or designated Church representative.

NOTE: Normal use of bathroom facilities is allowed for any indoor event.

I. KEY POLICY

Depending on the circumstances of the event, the Church may issue a key for the building(s). If a User is issued a key, the User agrees to refrain from making any copies of the key and agrees to practice reasonable security measures to keep the key from being lost or stolen. Prior to receiving the key, you will complete a walk-through with the designated representative to orient to the facilities and to note its condition. A post rental walk-through will be conducted to determine any damage to the facility.

J. DECORATIONS / RENTAL EQUIPMENT

Decorations and the use of rental equipment from an outside agency are allowed but must be approved no later than one week prior to the event by Church personnel. Any means of adhering items to chairs, walls, ceilings, trees, etc. that will leave damage (adhesives, tacks, nails, non-masking tape, etc.) are not permitted. All decorations and rental equipment added must be removed immediately after the event unless prior written consent from the Rector or designated Church representative states otherwise.

K. SMOKE-FREE FACILITY

Users are forbidden from smoking or using tobacco products in all indoor portions of the Church Facility.

L. USE OF OUTDOOR GROUNDS

Users should specify in section H if use of The Labyrinth, Outdoor Chapel and/or Butterfly Garden is desired for the event. These areas are available, with the understanding that the spaces will be respected for their purposes. Nothing that causes damage to the exterior spaces will be allowed.

The Memorial Peace Garden is a sacred burial space and is off limits for casual use. If a User has a particular need of this space, prior written consent must be obtained from the Rector.

M. HOLD HARMLESS / LIABILITY RELEASE CLAUSE

In consideration of the Church allowing its Facility to be used by the User, the User hereby releases, forever discharges and agrees to hold harmless the Church, its Rector, Vestry, officers, agents, employees and members from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the User that occurs while said User is using the Church Facility. The User further hereby agrees to hold harmless and indemnify said Church, its Rector, Vestry, officers, agents, employees and members for any liability sustained by said acts of the aforementioned Church parties, including expenses incurred attendant thereto.

N. SERVING OR CONSUMPTION OF ALCOHOLIC BEVERAGES

The serving or consumption of alcoholic beverages is allowed, provided that the User completes and signs Addenda A to this contract on the following page. If Addenda A is not signed by the User, the serving or consumption of alcoholic

beverages in the Facility is prohibited, and the user will forfeit the security deposit if evidence of the serving or consumption of alcoholic beverages is found or seen in any part of the Facility before, during or after the event.

O. SECURITY DEPOSIT

The security deposit may be forfeited if the User violates this agreement, causes damage to the grounds or facilities, and/or fails to return the grounds and/or facilities in the pre-use condition. The security deposit is not in lieu of rental payment.

P. EVENT INSURANCE

The User must provide a copy of event insurance. This may be through the User's personal insurance agency or through another commercial entity. See section M and N above.

I have read and understand the aforementioned Church guidelines and policies.
My signature constitutes my agreement to abide by them.

Signature: _____ Date Signed: _____

Name: _____ Title or Role: _____

Address: _____

City, State, ZIP: _____

Telephone #: _____ E-Mail: _____

Date(s) of Event: _____ Start Time: _____ End Time: _____

Key issued? (initial the appropriate block) _____ Yes _____ No

Will alcohol be served or consumed? _____ Yes _____ No

(initial the appropriate block) Addenda A required

Designated Church Representative

Name: _____

Signature: _____

_____ \$250 _____ deposit holds the reservation (refunded pending no breakage/damage)

_____ refund requested _____ amount

_____ \$50 _____ cleaning fee (non-refundable)

_____ rental payment - \$50 per hour after 4 hours

_____ kitchen – cooking done off site, china, linens, glassware, etc.

_____ kitchen – cooking done on site, china, linens, glassware, etc.

_____ other - specify

_____ special instructions/misc. items needed (**event insurance**)

_____ total amount received by _____

CONTRACT FOR USE OF THE CHURCH FACILITIES

ADDENDA A

As approved by the Vestry of the
Episcopal Church of the Redeemer
7125 Hitt Road
Mobile, AL 36695
251-639-1948

E-mail: redeemer7125@gmail.com

Website: <http://redeemerepiscopalmobile.com>

HOLD HARMLESS / LIABILITY RELEASE CLAUSE SPECIFICALLY FOR THE SERVING OR CONSUMPTION OF ALCOHOLIC BEVERAGES

In consideration of the Church allowing the User to serve and/or consume alcoholic beverages at the Facility, the User hereby releases, forever discharges and agrees to hold harmless the Church, its Rector, Vestry, officers, agents, employees and members from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the User that occurs from said User serving or consuming alcoholic beverages while using the Church Facility. The User further hereby agrees to hold harmless and indemnify said Church, its Rector, Vestry, officers, agents, employees and members for any liability sustained by said acts of the aforementioned Church parties, including expenses incurred attendant thereto. Additionally, the sponsor(s) of the occasion or event (parish, outside organization or individual) must agree to provide transportation or other needed care for anyone who becomes incapacitated due to alcohol consumption.

Signature: _____ Date Signed: _____

Name: _____ Title or Role: _____

Designated Church Representative

Name: _____

Signature: _____

Effective April 11, 2010 / Updated August 5, 2018

Crisis Management in the Absence of the Priest:

It is the expressed desire that the buildings and grounds of Redeemer be a safe and peaceful place for all.

1. Notify the Sr. Warden immediately, and if not available, the Jr. Warden.
2. (S)He will in turn reach out to one of the people in the congregation with the appropriate training as the need requires, i.e. Social Work or Registered Nurse.
3. Involvement of Law Enforcement will be determined at the discretion of the Sr/Jr Warden in collaboration with others involved.
4. For liability insurance purposes, it is inappropriate for lay persons to handle crisis situations.

Electronic Sign:

The Vivid software and sign content files are located on the PC in the front office. There is a user reference manual in the back office on one of the shelves.

Open the software and select File or Open on the upper left-hand corner. The windows browser should take you to the folder containing the current and past content files. Open the current file (usually the file with the latest date modified). If significant changes are needed, save the file with a different filename.

You can add, modify or delete frames and you can change the sequence of the frames. To test the file, choose Command from the menu and select Preview All Frames.

When the content file is complete, press 'Command' from the menu and select 'Send'. If you receive a message 'Cannot connect to sign', take a Philips head screwdriver out to the sign. At the base of the sign is a switch box. Loosen the screen that locks the cover and power the sign down for about 1 minute. Turn it back on and retry 'Command – Send'. Usually this works the first time, but it may require a second reboot.

Emergency Worship in the Absence of Priest or Musician:

1. In the event of no musician available for the service, the service will be a “said service” and there will be no music.
2. Should the Priest have to be absent in the event of an emergency or illness either morning prayer or the service as written in the bulletin up to the Eucharist will be done. This service will be arranged by the Senior or Junior Warden.
3. If the Rector is able to provide the sermon as prepared to someone of her/his choosing, this will be delivered as written.

Eucharistic Visitors:

1. Redeemer Episcopal has 2 lay visitors in addition to the Priest.
2. Their function is to take the Eucharist to those unable to attend Sunday services, as an extension of the service and ministry to the congregation.
3. Lay visitors are approved by the Rector and licensed by the Diocese.

Finance and Insurance Policies and Procedures:

All employee and volunteer actions will comply with the requirements of the insurance coverage mandates.

1. All those working with minors will have a background check.
2. All those working with minors will complete the required online courses.
The certificate of completion will be given to the appointed Vestry person.
3. All Vestry members will complete their online requirements each year with the certificate of completion given to the Senior Warden.

All those working with money of the church will comply with the requirements of our bonding coverage.

1. Counting volunteers shall be members in good standing.
2. Responsibility for counting shall be rotated on a weekly basis
3. All funds will be counted by two people, not from the same household.
Funds will be recorded on the proper forms with signatures.
4. Counters will maintain confidentiality with regard to the giving of individuals.
5. All checks issued for amounts over \$1,000 must be countersigned.
6. Funds will be deposited into the church bank accounts as quickly as possible. The use of an after-hours depository or next day deposit services is acceptable
7. Bank accounts are to be reconciled by someone not authorized to deposit or withdraw funds.
8. An annual audit will be done.

All buildings and their contents will be insured and processes will comply with insurance requirements.

- 1 A photographic record will be made each year showing ALL contents in buildings.
- 2 A photographic record will be made each year of all buildings inside and out.

- 3 Anyone renting the Parish Hall will be required to have a “Certificate of Liability Insurance” naming Redeemer as “Additional Insured”. This Certificate will be given to the appointed person at least 1 (one) week before the scheduled event.
- 4 Insurance will be reviewed every 3 years and bids asked for from other companies for the same or better coverage.

A stewardship committee will be formed to support the general welfare of the church by promoting, educating, and encouraging the biblical concepts of stewardship. Stewardship involves giving time, talents and treasures (tithes and offerings) to God.

- 1 An updated list of members will be given to said committee.
- 2 The committee will develop a plan as to how they will approach church members about stewardship.
- 3 The plan will be presented to the Priest and Vestry for approval
- 4 Once the plan is approved it will be put into place by Oct.1
- 5 In the pursuit of privacy unopen pledges will be submitted to the treasurer.

A budget should be designed and prepared to direct the most efficient and prudent use of the church’s financial and human resources. A budget is a management commitment to a plan for present and future organizational activities that will ensure survival and growth. Preparing a budget provides an opportunity to examine the composition and viability of the church’s programs and activities in light of the available resources.

The budget for the church shall be set annually with the process beginning in Oct and concluding with the Vestry meeting held in Dec. The budget will take effect on Jan 1.

- 1 The budget will be prepared by the finance committee.
- 2 The proposed budget must be a balanced budget

- 3 The budget proposal must include a comparison of the proposed budget to the previous year's budget and must contain a listing of the current year's actual income and expenses to-date.
- 4 The budget will be based on pledges received by the treasurer, passed budgets, possible foreseen future expenditures.
- 5 The Vestry will schedule and host at least one membership forum for the purpose of discussing the proposed budget.
- 6 The Vestry may make revisions after Jan 1 if there is a change in the amount pledged.

Designated funds are funds that have been donated for a specific purpose. These funds can only be used for this purpose and not for anything else. No one has the right to use these funds in any other way.

- 1 Funds that have been designated and accepted by the vestry will be used first for that item before the general funds are used.
- 2 The use of these funds must be approved by the vestry at which time the treasurer may disburse the funds.
- 3 Receipts must be presented to the Treasurer for his/her records as the funds are spent.

The Rector's Discretionary Fund is a discretionary fund established to assist in meeting the immediate needs of people and groups/programs in the community. Such funds may be used to cover direct services (i.e., housing, clothing, personal care items, transportation, utilities, medication, and food) or other needs as approved by the Rector or the Rector's designee. All fund transactions will balance the need for financial accountability with the need for confidentiality. Rector's Discretionary fund will be a part of the budget.

- 1 The Rector or the rector's designee is accountable for all transactions and shall arrange for the fund's activity to be reported monthly to the Vestry.
- 2 Names of individuals involved in the various transactions will be kept confidential.

- 3 The Treasurer is responsible for maintaining the financial records and the bank account of the fund.
- 4 Any cash disbursements shall be accounted for by a voucher signed by the Rector or designee.
- 5 Disbursements up to \$250 may be made at the discretion of the Rector or designee.
- 6 Disbursements greater than \$250 may be made only on approval of the Rector or designee and the Treasurer and Senior Warden. If consensus among these three is not possible, then the full Vestry shall be polled for majority decision.

Fundraising activities serve at least two important purposes beside the obvious one of raising needed money for church ministries. First, they highlight the specific mission, importance and needs of the organization which is raising funds. Second, they help to build community within the church and enthusiasm for its ministries.

- 1 All fundraising proposals will be presented to the Vestry for approval. Any fundraiser not receiving Vestry approval will be stopped immediately.
- 2 The Vestry will receive a complete proposal that shows activity, space used, time, date, expected outcome and which members will be leading this project.
- 3 After Vestry approval the event can be advertised.
- 4 The Vestry will receive updates periodically at an actual vestry meeting or by email to the appointed vestry member.
- 5 After the event a written report will be given to the vestry.

McKemie Place:

We serve McKemie Place on the 4th Thursday of each month. There are 50-65 ladies. We ask for volunteers for preparing a portion of an item and/or to help serve the meal. Redeemer served the first meal to the ladies of McKemie Place when it opened in March, 2007 and has provided a meal every month since that time. It is suggested, but not required, that each person who volunteers go 1 time to serve to see this ministry in action. There are 3 coordinators to assist with this ministry. Val Wilhelm is the senior coordinator.

Approved by the Vestry, July 10, 2018

Medical Emergency:

1. Usher to ask for assistance from MD's/RN's/Paramedics in the congregation.
2. Usher to be responsible for dialing 911 as prompted by the medical persons or as deemed appropriate if no medical person is present.
3. Initiate CPR as needed
4. Remove victim from the sanctuary if possible.
5. Allow EMT's/Paramedics to take over all medical issues on their arrival
6. Have a church liaison accompany the victim's family to the hospital and remain in contact with the Rector.

Any church member who requests to be a "Do Not Resuscitate" should identify themselves to the Vestry and Parish Nurse. A purple armband can be provided by the church to assure the wishes of the individual and their family are honored. If at any time the individual or family revokes this status or instructs the church members to assist in resuscitation efforts, the medical emergency policy should be followed.

A first aid kit is available in the Parish Hall kitchen. Minor cuts, scrapes, and burns can be handled there. The first aid kit will be assessed every 6 months or as needed by the Parish Nurse. All injuries that occur on church property should be reported to a member of the Vestry and a short report filed on the "Report of Accident or Injury on Redeemer Episcopal Church Property."

Midweek Newsletter:

The Midweek is the church newsletter that is published on the church website Wednesday mornings. This publication lists the Eucharistic ministers for two weeks, prayer requests, and general announcements of interest to the congregation.

1. Announcements/prayer requests for publication should be received on Tuesday for Wednesday publication
2. Only announcements pertinent to the congregation should be published
3. No political publications/statements will be published
4. Church photographs for publication are accepted. Individuals **not** wanting their photo published should notify the church or photographer
5. First names only of youth should be used
6. Phone numbers/email addresses/physical addresses for parishioners should not be listed unless specified by the individual

Music Ministry:

- Music is selected per season of church calendar (ordinary time, feast days, high holy days, etc.) and in conference with the Rector/Priest. The Episcopal Musician's Handbook is used as a guide for hymn selections based on Year A, B or C.
 - The Handbook may be found on Secretary desk or on music stand by the piano in Sanctuary.
- Substitution Musicians
 - Sub pianists should be paid accordingly
 - \$125 for one service on Sunday
 - \$150 for one rehearsal prior to service and the service on Sunday
 - The following pianists have acted as sub musicians in the past and are familiar with our service and worship:
 - Jan Neverdahl
 - jneverdahl@stmaryshomemobile.org
 - 251.377.5799
 - Teresa Fleming
 - Tfleming96844@yahoo.com
 - 251.634.1053; 251.689.4201;251.414.3042
 - Musicians should arrive at least 30 minutes prior to service
 - Hymns and service music is selected by Director of Music prior to sub-musician being contacted.
 - Service Music (Gloria, Sanctus, Kyrie, etc.) is "said" when sub musician is visiting.
 - In case of emergency and music has not been selected prior to service, the sub musician should be given access to the Episcopal Musician's Handbook, along with access to Priest and after conferring with Priest, be allowed to make selections according to scripture, readings and season
 - The order of music for service to be played by musician is as follows
 - Processional
 - Sequence
 - Offertory (solo piano, or if the sub has met with choir in rehearsal, a choral anthem may be sung

- Communion Songs – 2 Or 3 usually suffice
 - Recessional
 - Postlude
- Guest Musicians
 - Visiting musicians invited to participate in a special service or at the request of the Director of Music for variety in music selection
 - Guest Instrumental Musicians should be paid on a per contract basis at discretion of Director
 - \$150 for a full service of accompanying. This payment includes all rehearsals.
 - Guest Vocalists
 - \$50-\$100 at discretion of Director. Rate is based on number of songs sung, participation in service, preparation and rehearsals.
- Fees
 - Weddings
 - Parish Members
 - \$200/Wedding Only
 - \$250/Rehearsal and Wedding
 - Non-Parish Members
 - \$250/Wedding Only
 - \$300/Rehearsal and Wedding
 - Funeral and Memorial Services and other special events and celebrations requesting music should be discussed with Director of Music to determine specific fees.
- Other
 - Piano should be tuned at least twice yearly
 - CCLI license to be paid annually.

Parish Hall Television

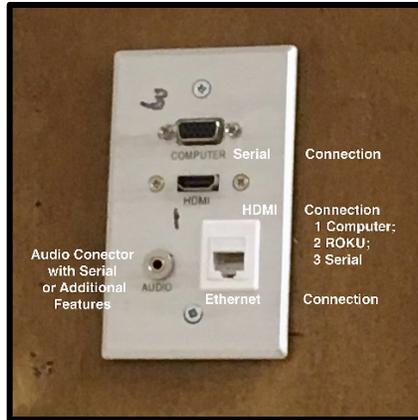
The Parish Hall television was donated for two purposes: 1) for educational/guest presentations, and 2) entertainment for our overnight guests/groups, such as Habitat for Humanity, Bike and Build, Hurricane evacuees to name a few.

The television is a 55-inch Phillips, with 3 HDMI connections, a serial (computer) connection with accompanying audio connector, an Ethernet connection, a USB connection, and is setup for *Wi-Fi* with our high-speed modem. (The public has access to the 2.4 GHz speed, and the church and Parish House television has access to the 5 GHz speed).

A cabinet was specially built for the television. On the right side is a hook for the key to unlock the cabinet. On the left side of the cabinet is an external connection plate for HDMI, Serial, and an Ethernet connector. (The television already has an Ethernet connector attached directly from the high-speed modem.) Inside the cabinet is a ROKU streamer with remote controller, television remoter controller, Ethernet connector, a 10-foot long HDMI cable, and a power supply with two USB charging connections.

Pictures with the connections explained:





Close up of the Computer Connection Plate



Cabinet doors open: HDMI cable connected, best for presentations

SOURCE SELECTION: In order to select any of the 6 Inputs/Sources, you must use the Remote Control, and select Sources. Then use the Right arrow button to move to the needed Source. Below is the information page for the Phillips remote.

8 Using the remote control

Uso del mando a distancia
Utilisez la télécommande



NETTV

Opens **NetTV** home screen.

- Ⓢ Abre la pantalla de inicio de **NetTV**.
- Ⓡ Ouvre l'écran d'accueil de **NetTV**.

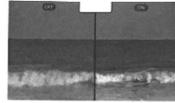
Ⓜ (HOME button) Ⓢ boton de HOME Ⓡ bouton de HOME

Opens the main on-screen menu.

- Ⓢ Abre el menú principal en pantalla.
- Ⓡ Ouvre le menu principal à l'écran.

To turn off the Retail Demo

- Ⓢ Para apagar la demostración de tienda
- Ⓡ Pour éteindre la démo de détail



Ⓜ INFO

Displays information about the current program.

- Ⓢ Muestra información sobre el programa actual.
- Ⓡ Affiche les renseignements sur l'émission en cours.

Ⓜ OPTIONS

Displays a list of menu items applicable to the highlighted object or screen.

- Ⓢ Muestra una lista de opciones de menú aplicables a la pantalla o al objeto resaltado.
- Ⓡ Affiche une liste d'articles du menu applicable à l'objet ou à l'écran sélectionné.

Ⓜ SOURCE

Selects connected devices.

- Ⓢ Selecciona los dispositivos conectados.
- Ⓡ Sélectionne les appareils connectés.

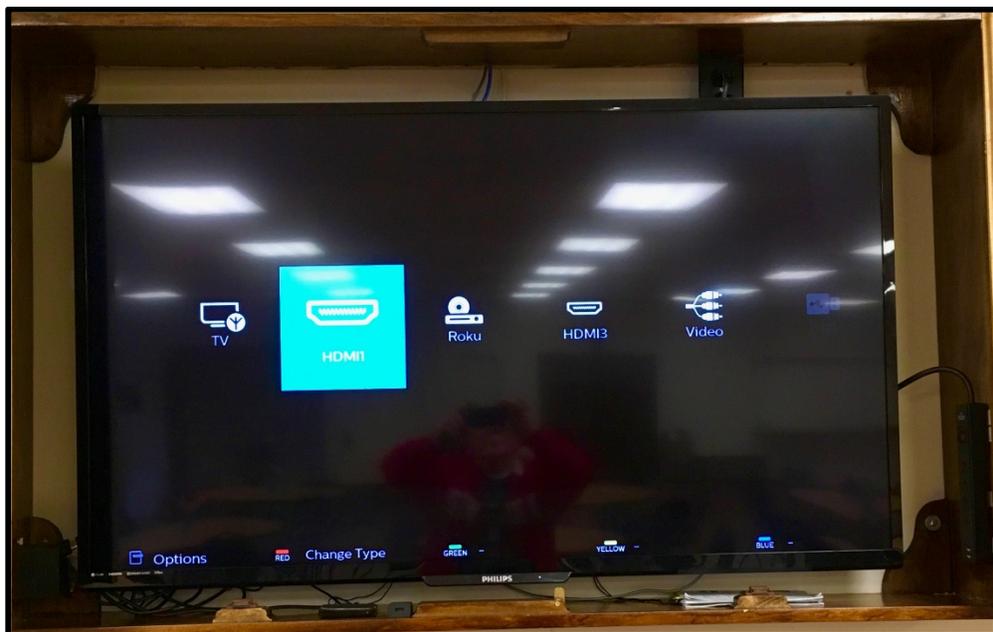
Ⓜ FORMAT

Adjusts the picture size on the TV screen.

- Ⓢ Ajusta el tamaño de imagen en la pantalla del televisor.
- Ⓡ Régle la taille de l'image sur l'écran du téléviseur.



The **first** Source selection is the Wi-Fi from the Parish House router. This will have the local channels.



The **second** Source is the HDMI. This is the **first of the three HDMI choices**. This is what the presenter will mostly use when using the 10-foot HDMI cable connected to the computer's HDMI connector. The image is automatically displayed on the

television screen as well as the Presenter's computer screen. There may need to be some small adjustments for the screen image to be seen as the Presenter sees the screen.



The **second** HDMI selection is the ROKU streaming box.





The ROKU main screen. Netflix is the active account.



The **third** HDMI selection is the “serial” or computer connection. Presenters will need to bring their own 10-foot serial cable with the audio connection attached or unattached. We have the necessary audio cable.



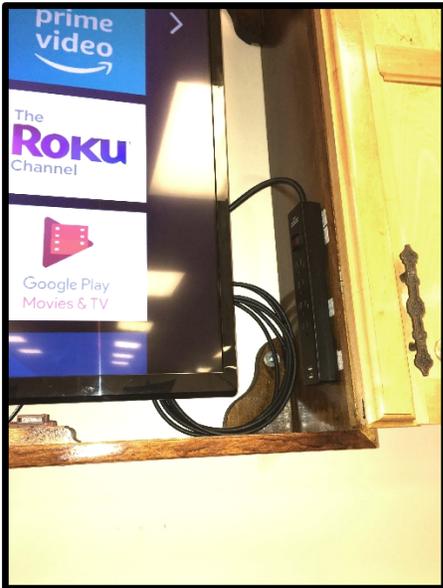
The **fourth Source** selection is the AV three-RCA connector cable. This is used for DVD players and gaming devices. This cable must be plugged directly into the LEFT side of the television set.



The **last Source** selection is the USB connection. This also plugs directly into the LEFT side of the television. A presentation can be loaded into the USB drive and used as a backup or a main presentation device. The television remote must be used to control the USB information.

The 10-foot HDMI cable is kept inside the RIGHT side of the television for easy access.

This last picture shows a power supply with 2 USB charging connections.



(Should you need more information, the television manual is located inside the cabinet along with the two remotes.)

Parish House/Common Room/Sanctuary/Classroom Rentals:

1. Return prospective renter's phone call to let them know availability and price - \$250 for 4 hours (prices subject to change)
2. Meet with prospective renters to show them the parish house and facilities
3. \$250 deposit for rental holds the date
4. Sign contract – indicate what is being rented – parish hall only, kitchen without cooking, kitchen with cooking, table cloths, dishes etc. Increased charges for rental of other items.
5. Place date on church calendar
6. Client must obtain event insurance and provide church a copy
7. Alcohol clause must be signed if alcohol is being served
8. Two weeks before event – final payment for event should be received – indicate such on front page of contract
9. Have curtains hung before event
10. Notify sexton of event
11. Meet client (usually) day before the event to give key and explain how the doors work and where to leave key upon leaving
12. Inspect parish house for any damages
13. Complete a check request for security deposit
14. Treasurer issues check for refund

Additional Notes:

Parish House/Common Room/Sanctuary may be rented

We do not charge for community/public meetings – a donation may be offered/collected

All events/rentals should be placed on the church calendar

Rental space available for:

- Meetings
- Conferences
- Workshops
- Receptions
- Parties
- Piano/Voice Recitals
- Other

Our facilities include:

- 6,000 square foot parish House with 2,400 square-foot Main Hall
- Seating for 100-125
- State-of-the-art kitchen
- 5 break out /meeting rooms
- Outdoor Chapel
- Labyrinth

Parish Hall Only (4 hours) \$250.00

Each additional hour \$100.00

Kitchen — Catered \$100.00 (most cooking done off site)

Kitchen — Cooking \$200.00 (most cooking done on site)

Cleaning Fee — \$50.00 required

Security Deposit/damage fee— (\$250.00 refundable)

Rentals also available—hourly, daily, weekly, longer term

Public Assistance Requests

- 1) All financial requests up to \$100 must be approved by priest-in-charge, senior warden, or person designated by vestry to handle such requests (currently M. Cepeda).
- 2) All requests over \$100 must be approved by vestry. Such votes can be done by best possible way (in person, e-mail, text, or verbal approval).
- 3) Persons requesting assistance are granted assistance only once per month regardless of amount, unless approved by vestry.

Approved by the Vestry, July 10, 2018

Redeemer Scrip Program

Redeemer offers gift cards for sale to members and friends through the Great Lakes Scrip Program. Individuals pay face value for the gift cards and the GLSC sells the cards to the church at a discount, yielding a profit to the church.

All scrip program funds are channeled through a separate checking account (Redeemer Scrip Account) so that GLSC may access the account directly to remove funds for scrip ordered. A Redeemer scrip coordinator monitors all activity in the scrip checking account to ensure that funds are deposited into and transferred out of the account properly. The scrip coordinator will provide a monthly journal entry to the Treasurer to reflect the activity through that account.

The balance in the scrip account is always available to spend on church operations and may be moved out of the scrip account and into the church operating account at the discretion of the vestry, after notifying the scrip coordinator that the funds are being moved.

The scrip order is currently placed once per month, usually on the first Tuesday of the month.

Redeemer Scrip Order Form

							\$25	\$50	\$100	\$250	Total
Grocery Stores											
4%	Winn Dixie										
3%	Whole Foods Market										
Automobile			\$10	\$20	\$25	\$50	\$100	\$250			
1%	Chevron/Texaco										
1%	Exxon/Mobil Gas Card										
7%	Advance Auto Parts										
4%	Pep Boys										
1.5%	BP Gas Card										
2%	Shell Gas Card										
Local Retail Stores		\$3.79	\$5	\$10	\$15	\$20	\$25	\$50	\$100	\$250	
4%	Ace Hardware										
10%	American Eagle Outfitters										
9%	Bass Pro Shop										
13%	Bath & Body Works										
7%	Bed, Bath and Beyond										
8%	Belk										
4%	Best Buy										
8%	Burlington Coat Factory										
9%	Claire's										
6%	CVS Pharmacy										
8%	Dick's Sporting Goods										
9%	Dillard's										
8%	Dress Barn										
10%	Express/Structure										
14%	Gap/Gap Kids/Baby Gap										
8%	Gander Mountain										
4%	Home Depot									\$500	
13%	J. Crew										
5%	JC Penney										
6%	Jo Ann Fabrics										
10%	Journeys										
4%	K-Mart										
4%	Kohl's										
8%	Lane Bryant										
9%	The Limited										
4%	Lowe's Home Center									\$500	
8%	Men's Wearhouse										
4%	Michael's										
5%	Office Depot/OfficeMax										
14%	Old Navy										
13%	Payless Shoe Source										
4%	PetSmart										
9%	Pier 1 Imports										
8%	Pottery Barn (Wm-Sonoma, Hold Everything)										
8%	Regis Salons***										
4%	Rite Aid										
8%	Ross Dress for Less										
12%	Sally Beauty Supply										
5%	Sephora										
5%	Staples										
7%	Steinmart										
13%	Talbot's										
7%	T.J. Maxx/Marshalls/Home Goods										
8%	Tanger Outlets										
2.5%	Target										
3%	Toys 'R' Us/Babies R Us										
4%	ULTA										
6%	Walgreen's										
2.5%	Walmart/Sam's Club										
10%	Zoghby's Uniforms										

*** - includes Headstart Hair Care, MasterCuts, SmartStyle & Trade Secret

11/1/2016

Redeemer's Memorial Peace Garden

For the mutual protection of every subscriber, hereafter referred to as a "Subscriber", for the interment of their ashes in Redeemer's Memorial Garden, hereinafter referred to as "Garden", the Redeemer Peace Garden hereby adopts the following Rules and Regulations:

1. All subscribers shall be subject to the said rules and regulations, and subject further, to such other rules and regulations, amendments, or alterations as shall be adopted by Garden from time to time; and the reference to these rules and regulations in the Subscription agreements shall have the same force and effects as if set forth in full therein.
2. When a space has once been subscribed to and purchased within the enclosure of the Garden, it becomes for all time the property of the purchaser and cannot be taken for debt, or sold for secular uses, and the space and provisions for the scattering of the ashes of subscriber cannot be encroached upon for any purpose.
3. Subscription of the purpose of scattering of ashes in the Garden consists of the right of scattering said ashes. Should an owner of the subscription die without a devise or any known kindred, and should said subscription not be used, then and in that event, said subscription shall revert to the Garden.
4. A certificate of subscription shall be issued to each subscriber on full payment of the purchase money of such subscription. Each subscription shall be subject to the rules, conditions, and restrictions made by the Garden, for the government and conduct of the operation of the Garden.
5. It shall be the duty of the subscriber to notify the Garden of any change in his post office address. Notice sent to a subscriber at the last address on file in the office of the secretary of the Garden shall be considered sufficient and proper legal notification.
6. The certificate of ownership of subscription and the rules and regulations and any amendments thereto shall be the sole agreement between the Garden and the subscriber.
7. The Garden shall provide an area on which a metal plate of material suitable to the Garden may be affixed. The Garden shall be responsible for the proper placement of the metal plate to the space provided by the Garden.
8. The following rights and privileges are hereby expressly reserved: At any time and from time to time to resurvey, enlarge, diminish, replant, alter in shape

and *size* or otherwise change all or any part, portion of the property hereby mapped and platted (including the right to layout, establish, close, eliminate, or otherwise modify or change the location of roads, walks, or drives), and to file amended maps or plats thereof; to use the same for the erection of structures, or for any purposes or uses connected with, incident to, or convenient for the care, preservation, or preparation for the scattering of ashes or subscribers, together with easements and rights of way over and through said premises for; and, the right and privilege of, installing, maintaining, and operating pipelines, conduits, or drains for sprinkler, drainage, electric or for any other purposes.

9. No easement or right of interment is granted to any subscriber in any road, drive, alley, or walk within the Garden, but such road, drive, alley, or walk may be used as a means of access to the Garden or structure, as long as the Garden devotes it to that purpose.
10. Subscribers, their families and friends shall be allowed access to the grounds of the Garden at all times, observing the rules which are or may be adopted for the regulation of visitors; provided, however, Garden shall reserve the right to set and limit times of visitation. The Garden may take and hold any subscription conveyed or devised to it by any subscriber so that it will be inalienable, and scattering shall be restricted to the persons designated in the conveyance or devise.
11. No transfer or assignment of any subscription or interest therein, shall be valid until the consent of the Garden has been endorsed thereon and the same has been recorded on the books of the Garden.
12. Garden may refuse to consent to a transfer or to an assignment so long as there is any indebtedness due the Garden from the record subscription of the owner.
13. The right is reserved by the Garden to insist upon at least 48 hours' notice before any scattering of ashes.
14. No service of scattering of ashes shall be permitted on any of the following holidays: New Year's Day, Independence Day, Labor Day, Armistice Day, Thanksgiving Day, Christmas Eve, Christmas Day, and Good Friday. When any of the before-mentioned holidays falls, or is legally observed, on a Saturday, committal will be received on the last business day proceeding the holiday up to 12 o'clock noon, but no further or final disposition will be made.
15. Garden may refuse to make a scattering until a more expedient time if the ashes of the subscriber arrive at the Garden after 2 o'clock p.m.

16. Garden shall be in no way liable for any delay in the interment of ashes where a protest to the scattering has been made, or where the rules and regulations have not been complied with, and further, Garden reserves the right under such circumstances to place the ashes in a receiving vault until the full rights have been determine. Garden may require any protest be in writing and to be filed in the office of the Garden.
17. Garden shall not be held responsible for any order given by telephone, or for any mistake occurring from the want or precise and proper instructions.
18. Garden shall not be liable for the scattering permit nor for the identity of the person sought to be interred.
19. Garden shall not be liable to any subscriber for damage caused by malicious mischief, acts of God, war or civil disturbances.

Report of Accident or Injury on Redeemer Episcopal Church Property:

Date: _____ **Time:** _____

Location of accident or injury:

Name: _____

Birthday: _____

Phone Number: _____

Name of church member(s) in attendance:

Short Summary of events:

Was an ambulance called? If so, which one?

Outcome:

Approved by the Vestry, July 10, 2018

REQUEST FOR PASTORAL CARE:

1. The following persons are designated as contact persons: Rev. Joy Blaylock, Marilyn Cepeda, and Beth Gillion.
2. All requests by telephone to the church for assistance are received and processed by Marilyn Cepeda, or her designee, as determined to be appropriate.
3. Requests for appointments with the Rector are handled through direct contact with the Rector via email or phone call.

Approved by the Vestry, July 10, 2018

SAFEGUARDING / RISK MANAGEMENT:

1. The Episcopal Diocese of the Central Gulf Coast is committed to providing a healthy, safe and nurturing environment where the full work of the Church can be carried out.
2. Sexual misconduct on the part of any clergy person, employee, or volunteer of any congregational activity will not be condoned. Anyone found to be acting in any way which can be considered to be inappropriate in any way will be removed from their position and, if applicable the authorities will be notified.
3. Prior to any employment as a worker with children or youth a background check will be done either at the level of the local church or diocesan level.
4. Anyone working with youth or children, paid or volunteer, as well as the Vestry and church staff must take the Safeguarding classes on line as required by the Diocesan office.

Scattering of Ashes in the Peace Garden

In a beautiful area, framed with tall pines and azaleas, The Episcopal Church of the Redeemer has set aside a Peace garden for the ashes of persons who have been cremated. Cremation has always been acceptable in our Anglican tradition which prefers the beauty and reverence of the Prayer Book's service over costly and elaborate generally traditional funeral. The intention of Redeemer in creating the Garden is to offer as a service to the community a serene, beautiful place for prayer and meditation on the church grounds, perpetually cared for and always open to those who wish to visit. The Hope and Promise of Resurrection is the real sense of the Garden.

In permitting the scattering of ashes in the Garden, the Vestry acts with the intention that Redeemer Church continue on this site and that the reverence due a consecrated church and grounds will be practiced. This does not preclude the Vestry from doing such maintenance to buildings and grounds as it decides. Nor does it preclude the right of the parish to relocate, subject to Ecclesiastical Authority. In the event of such a relocation, the Vestry would not attempt to move any ashes to a new site.

All services of scattering of ashes will be recorded in the Register of the parish in accordance with canonical requirements. Sufficient notice of the need for a funeral service and the scattering of the ashes (generally 48 hours) will be provided to the church. All reasonable efforts to accommodate needs of the Subscriber's family and the church will be made.

The site for the scattering of ashes and the placement of the metal plaque will be determined by the Rector, or the Senior Warden in the absence of the Rector. The site will not be marked. A common marker A common marker will be provided in the Garden upon which will be recorded the names of persons whose ashes are in the garden.

The subscription fee at this time is \$500 for members of Redeemer and \$400 for each additional family member. The fees include the scattering of ashes, placing the names and dates on the plaque and the perpetual upkeep of the Garden. There is no other fee involved. Non-members can subscribe for a fee of \$800 with \$600 for additional family members. There is a pre-payment plan available for ten

percent down with installments in ten equal monthly payments. Fees are non-refundable and non-transferable and must be paid in full prior to funeral service.

This policy is subject to change by the Vestry of the Episcopal Church of the Redeemer.

Application to Subscribe

I request scattering of the ashes of _____
First Name Middle Name Last Name

NAME (print) _____
(Please show name exactly as you wish to see it on plaque)

Date of Birth (Month/Day/Year) _____

Date of Death (Month/Day/Year) _____

I have read the policy of the Garden and agree to the terms.

NAME (print) _____

NAME (signature) _____

ADDRESS _____
Street City State Zip

Phone (____) _____

Check must accompany application. Should additional subscriptions be desired at this time, please enclose above information on a separate sheet of paper.

Effective August 10, 2003 / Reviewed July 10, 2018

SUNDAY MORNING ANNOUNCEMENTS

“Good Morning, I’m _____, a member of the Vestry here at Redeemer.”

“I would like to welcome our visitors to our service. If you would please sign our guest book in the narthex or fill out a welcome card in the book in front of you. Feel free to join us for coffee and snacks after the service so we can get to know you.”

“Our celebrant today is The Reverend Joy Blaylock.”

OR

“Our (guest) celebrant today is _____”

“We have a few announcements this morning:”

- Please turn off/silence any electronic devices

“And now, please take a moment to be still and know that God is God...”

Updating Parishioner Information Form:

Please complete all that apply

Individual Name:

Title	First	Middle	Last
-------	-------	--------	------

Title	First	Middle	Last
-------	-------	--------	------

Address: _____

Name: home phone: _____ cell: _____

Name: home phone: _____ cell: _____

Name: _____ Individual email: _____

Name: _____ Individual email: _____

Dates: Name: _____ birthday _____

anniversary _____ baptism (if known) _____

Name: _____ birthday _____

anniversary _____ baptism (if known) _____

Emergency Contact: Name: _____ phone: _____

Children (minors): Name: _____ birthdate: _____

Children (minors): Name: _____ birthdate: _____

Children (minors): Name: _____ birthdate: _____

I am interested in having my letter moved from my previous church
Name & Address of previous church _____

I am not interested at this time in having my letter moved from my previous church

I/We would like to speak to the priest about our options at Redeemer.

Approved by the Vestry, July 10, 2018

Use and Maintenance of the Library:

1. Written materials in the Library are maintained by Beth Gillion and Marilyn Cepeda.
2. Anyone wishing to donate books for the Library should place them in the box in the Library, not on a shelf.
3. Materials will be screened for inclusion in the Church Library.
4. Books may be checked out using the honor system

Use of Redeemer's Name, Logo, or Likeness:

- 1)The use of redeemer's name, logo, likeness on any form of advertisement (print media, television, internet, or any situation where the redeemer's intellectual property can be seen by the public must be approved the vestry.
- 2)Vestry can request a copy or demo of advertisement before approving usage.
- 3)Requests must be made at least 2 weeks before release of advertisement.

Approved by the Vestry, July 10, 2018

Use of Media:

The following multi-media is available for use:

1. There are two televisions that may be used by parishioners/renters in the parish house. One has a VCR/DVD player on the cart. The other is mounted to the wall and may have a personal computer attached for video streaming. Either may be requested with rental/event. (Indicate on the rental contract any media being requested/used)
2. Sound system with microphone
3. Video projector that may be hooked to one's personal computer
4. Overhead projector
5. Wi-Fi is available
6. See policies and procedures for copyrighted materials if using copyrighted materials with a group (movie night, etc.)

Ushers Responsibilities:

Arrive approximately 20 minutes before service.

Place a bulletin in each of the chairs where, Joy, Lay Ministers and Acolytes sit.

Greet members and guest as you hand out bulletins.

Once service begins, take a head count of everyone including the Nursery. Write on a small piece of paper to give the acolyte when the wine and bread are presented.

When the Peace is being done this is the time to get the wine and bread from the back table. Once you see the acolyte coming forward walk to the front and hand them the wine, bread and head count.

Continue standing and wait for the collection plates. You will keep these moving through the congregation. Once the music starts for the collection blessing bring the offering plates to the front again and remain there till the song is over.

During communion you will let the congregation know when to go up to the altar. Usually about 10 from each side.

At the beginning of the last Hymn you will prop open the doors.

After the service walk through the church picking up bulletins and trash. Place the books back in the holders.

Weddings:

Parishioners –

First contact should be with the Parish Priest. The Priest will determine, at his or her discretion, what premarital counseling is appropriate. It will also be the Priest who will navigate when to perform a ceremony between a parishioner and a non-parishioner.

Once the Priest has determined she or he is comfortable with providing the sacrament, the couple will need to coordinate with vestry members to determine a date that is not in conflict with other church functions. The couple will then need to coordinate with the director of music to determine his or her availability for any date chosen. A stipend is appropriate for director of music and should be arranged with her or him before the ceremony.

If the couple wishes to include elements in the service that are non-traditional they will consult with the Priest to determine suitability.

If the ceremony is between two parishioners or a parishioner and a non-parishioner there is no fee for the sanctuary or parish hall. Event insurance is required to protect our liability.

Non-parishioners –

As Episcopalians, and especially as members of Redeemer, we strive to be open, welcoming, and to reach out to communities beyond our own. Part of our outreach may include holding wedding ceremonies for non-parishioners.

First contact again will be with the Parish Priest. The Priest will determine if she or he is comfortable with performing the ceremony and what premarital counseling is appropriate. The Priest will decide what stipend he or she wishes for the ceremony and arrange this with the couple.

Once the Priest has determined she or he is comfortable with providing the sacrament, the couple will need to coordinate with vestry members to determine a date that is not in conflict with other church functions. The couple will then need to coordinate with the director of music to determine his or her availability

for any date chosen. A stipend is appropriate for director of music and should be arranged with her or him before the ceremony.

Since the couple is not part of our faith and traditions, they should give a complete outline of ceremony elements to the priest before the service. She or he will determine suitability.

The couple will need to pay appropriate rent for sanctuary before the ceremony and provide event insurance.

If the couple wish to use our Parish Hall for the wedding and/or reception it will carry the normal event rental and they will need to provide event insurance.