

Policy on Facilities Use at St. Paul's Episcopal Church, Cary, NC

Summary of Changes

| Date of Revision | Document Version | Changes made by | What was changed |
|------------------|------------------|-----------------|------------------|
| 5/16/11 | 1.0 | Vestry | Initial Creation |
| | | | |
| | | | |

Document Owner:

This document will be owned by vestry of St. Paul's Episcopal Church, Cary, NC.

Document Approver:

This document, and any subsequent changes, must be approved by the vestry of St. Paul's Episcopal Church

Document Maintained:

The latest version of this document will be stored in the church office.

Policy on Facilities Use at St. Paul's Episcopal Church, Cary, NC

This policy statement sets forth the basis for a policy on facilities use at St. Paul's Episcopal Church, Cary, NC. The policy is set by the Vestry at St. Paul's and is implemented by the rector, clergy, and staff of St. Paul's.

Requirements for a facilities use policy.

There are two requirements that impact on the use of the facilities and resources of St. Paul's Episcopal Church: (1) the Canons of the Diocese of North Carolina¹ (available at <http://www.episdionc.org/Diocese/constitution-canons.html>), and (2) the requirements of the Internal Revenue Service regarding the tax-exempt status of the church. (See, for example, IRS Publication 1828.)

To that end, St. Paul's Episcopal Church, its clergy, wardens, vestry, and staff, shall ensure that its facilities and resources are used to further the mission of St. Paul's² and the Protestant Episcopal Church. The Canons of the Diocese of North Carolina require that the facilities and resources of St. Paul's Episcopal Church shall be used in a manner that is consistent with "the doctrine or discipline of the Protestant Episcopal Church and ... as becomes the house of God." Consistent with IRS requirements, the facilities and resources will also be used in a manner that does not inure benefit to individuals nor provides substantial benefit to private interests.

In addition, all activities that use St. Paul's facilities must comply with any and all federal, state, and local laws and regulations that may apply.

Facility Use Policies established by the Vestry of St. Paul's Episcopal Church.

1. The facilities and property (including data bases, mailing lists, e-mail lists, etc.) of St. Paul's Episcopal Church shall not be used by a commercial venture of any kind, or by any private or non-parish profit-making organization.

2. The use of the facilities by individuals or groups that are not officially recognized by the vestry as programs or ministries of St. Paul's Episcopal Church (for example, usage by community or non-profit groups) requires the prior approval of the rector. In the absence of the rector, the decision shall be made by the Senior Warden.

¹ The text of the Canon 22, Section 3 (b) on Duties of the wardens of the parish, states: "In the absence of the rector, the wardens shall preside in all meetings of the vestry or congregation, in order of their official seniority. As representatives of the vestry, they shall (subject to the vestry's directions and consistent with the rights of the rector) have charge of the church building and they shall see that it is kept from all uses inconsistent with the doctrine or discipline of the Protestant Episcopal Church and, so far as possible, in good repair, as becomes the house of God. The wardens shall see that the church is prepared for public worship and that order is preserved during that worship; that suitable books are provided for the services, vestments for the clergy, and, when necessary, the elements for the Holy Communion."

² The mission of St. Paul's Episcopal Church is: "Acknowledging that all gifts come from God, the mission of St. Paul's Church is to know Christ and to make Christ known."

3. St. Paul's Episcopal Church shall not sell advertising in its electronic or printed publications.

4. Prior reservations are required for use of the facilities. Review of requests to use St. Paul's facilities and scheduling of the facilities shall be the responsibility of the staff member whose duties include facilities management. (See the "Guidelines Governing the Use of St. Paul's Facilities" referenced below.) If keys are needed, arrangements must be made in advance to pick up keys from the Church Office during hours of operation.

5. A room reservation only allows access to, and use of, the room that was reserved for the time of the reservation. Others may be using the room before or after you, or may be using other parts of the facility at the same time: please respect their use of the building.

6. No smoking is allowed in any building.

7. Permission for use of the St. Paul's facilities shall be granted only if the user assumes responsibility for restoring the reserved facility to its original condition, including: re-arranging tables and chairs and restoring them to their original locations after use; turning off lights and heating, ventilation, and air conditioning (HVAC) (wall units only) as appropriate; insuring that the doors are locked upon evacuation; and cleaning up the room as appropriate. (Note: If buildings or rooms are left dirty or damaged, fees will be assessed consistent with the cleaning or repair costs incurred.)

8. Adult supervision of children must be provided at all times.

9. Use of alcohol on church property is strictly governed by St. Paul's Episcopal Church Alcohol Policy. A copy of this policy is located on the church website (<http://www.stpaulscary.org/policies/AlcoholpolicyOctober2002.pdf>). Persons interested in serving alcohol must complete the Request to Serve Alcohol Form (also available from the web site) and must secure the necessary authorization in advance.

10. St. Paul's shall not charge for the use of its facilities. However, donations from community or other non-profit groups are welcomed to offset the expenses of operating and maintaining the facility. (In 2010, St. Paul's spent more than \$100,000 on electricity, water and sewer costs, gas for heat, cleaning costs, and upkeep and maintenance of the campus. Donations are used to offset such expenses.) The staff of St. Paul's may publish, from time to time, "Guidelines Governing the Use of St. Paul's Facilities" that set forth procedures for use of the church's facilities consistent with these policy decisions and may include suggested donation amounts based on current costs for maintaining the various rooms or buildings used. A separate policy on Weddings may also include suggested donations or specific fees for the services of individuals involved in the wedding.

11. Failure to comply with these policies or with the "Guidelines Governing the Use of St. Paul's Facilities" that may be developed by St. Paul's staff may result in withdrawal of permission to use the facility.

Vestry Findings regarding Facility Use by staff and clergy of St. Paul's Episcopal Church.

The vestry of St. Paul's Episcopal Church finds: (a) that the staff and clergy members of St. Paul's are very talented people whose expertise and talents may be sought by parishioners and others; (b) that the staff and clergy must often be on the St. Paul's campus at a diversity of hours -- from normal business hours, to daytime or evening ministry meetings, to liturgical services during the week and on weekends, to overnight or out-of-town ministry meetings; and (3) it is a benefit to St. Paul's Episcopal Church to have the staff and clergy present on the St. Paul's campus often and at various hours. Given these findings, the vestry of St. Paul's Episcopal Church gives permission to the St. Paul's staff and clergy members to tutor or counsel parishioners and others on the St. Paul's campus if the following conditions are met:

- (1) prior permission for the tutoring / counseling is obtained from the rector;
- (2) the tutoring / counseling is provided by the staff or clergy member on a person-to-person basis and is not part of a for-profit commercial enterprise;
- (3) in the opinion of the rector, the tutoring / counseling does not interfere with the duties of the staff or clergy member or with the functioning of St. Paul's as an Episcopal Church; and
- (4) in the opinion of the rector, the tutoring / counseling is consistent with with the doctrine or discipline of the Protestant Episcopal Church and with St. Paul's mission as a house of God.

In the absence of a rector, the decisions listed above will be made by the duly elected Senior Warden.