

# UNITED CHURCH OF CHRIST CHURCHES OF WICHITA

## POLICIES AND PROCEDURES

Last Updated August 2026

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## **Ensuring Safe Place of Worship**

Wichita UCC is committed to providing a safe place for anyone to worship. We strongly encourage reporting any discrimination, harassment, or abuse, whether perceived or implied to the Pastor, Moderator, or any Board member so that appropriate actions can be taken to address the issue. Following any such report, The Board will convene as soon as possible to reach a resolution on a case-by-case basis. The Board will maintain confidentiality for all parties.

If the incident involves the Pastor the Pastoral Relations committee will be contacted.

Any person elected to a position on the Board of Directors must agree to a background check upon election, and every two years thereafter. All paid staff members must agree to a background check upon hiring and every two years thereafter. Background check results will be confidential and discussed only with those involved.

## **Policy Regarding Behavior**

Misconduct on the part of a member or guest can have harmful effects on other members or guests, the congregation at large, or church staff. Misconduct can take many forms, and is not limited to harassment, exploitation, abuse, or assault. Any behavior that makes someone else uncomfortable should be evaluated for misconduct. Some examples may include, but are not limited to:

- Unwelcome language such as hate speech or bullying
- Inappropriate or unwelcome touch
- Sexual harassment or assault of any kind

Behavioral issues are not limited to those that occur on the church property or in-person events. Misconduct can occur by mail, phone, virtually, or through any channel of communication. The Board will take appropriate steps when the behavior of a member or guest interferes with another person's personal safety and/or spiritual growth. The Board may request additional information when relevant and necessary.

## **Procedure for complaint against Member or Guest**

The Pastor and The Board have the right to exclude or remove from the church premises, by any lawful means, any person whose conduct is so disruptive and/or offensive so as to impair the functioning of the church or safety of members or guests. This conduct may come to Board attention by direct observation or by verbal or written complaint from another member or guest. In the event a person needs to be removed from church grounds, a minimum of two members in good standing shall escort the person off the premises if they are confident they can do so safely.

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Both members and anyone witnessing the event shall contact a member of The Board as soon as possible.

If the complainant or Board member believes the person committing the objectionable behavior is not aware that their actions are disruptive or offensive, the complainant and/or Board member can attempt to resolve the situation by approaching the person in this way:

1. Tell the person what action is disruptive and/or offensive
2. State that you expect the person to stop this behavior
3. Clearly and directly tell the person that if their actions persist, you will file a formal complaint with The Board

If this effort is ineffective or such an approach is deemed unacceptable or inadvisable, the complainant can make a confidential statement, verbally or in writing, to any member of The Board. The Board will meet within ten days of receiving the complaint and attempt mediation and resolution, while respecting the confidentiality of all parties concerned. The identity of the complainant will be kept confidential except for when doing so would incur greater harm. The Board shall issue a decision within ten days of the first meeting of the committee.

The committee may resolve the complaint by any or all of the following actions:

- Permanent or temporary barring of the offender from church premises and functions
- Termination of the offender from any committee, commission, teaching or volunteer positions
- Requirement that offender enter and prove attendance at a therapy program before attending any further church functions
- Removal of offender from church membership
- Filing of formal charges under Local, State and/or Federal law

## **Child Safety and Security**

Wichita UCC's commitment to providing a safe and healthy environment takes additional precautions regarding the safety of children. The church has established the following requirements for all people serving in positions of child and youth ministry.

- All volunteers for children and youth programs will have been members of the church for at least a year
- All volunteers for children and youth programs will be interviewed by the Board and submit to a background check prior to service
- There will be no fewer than two adults present with children at any time except to retrieve a parent, guardian, or other supervisory adult

## **Organized Groups**

The following group's members are not elected positions and do not have a specific number of members. Members may elect to be in one or more of these groups. Members may contact The Pastor or member of The Board for additional information on joining a group.

### **Care Team**

The Care Team is responsible for the general welfare and care of the congregational members. All church members are assigned a Care Team representative. The Care Team meets monthly with the Pastor.

### **Women's Fellowship**

Women's Fellowship is responsible for selecting a member to represent the local church in Church Women United. Women's Fellowship meets monthly to share fellowship and education. Women's Fellowship meets monthly.

### **Scholarship**

The Scholarship Team is responsible for reviewing applications for scholarship funds, managing scholarship policy and financial longevity of scholarship funds, and submitting approved scholarships to the church Treasurer. More information about the church's scholarship program or how to apply can be found on the church website.

### **Worship**

The Worship Team is responsible for preparing regular and special church services. This includes lining up a liturgist, ushers, greeters, preparing the altar, and preparing elements for communion.

### **Education**

The Education Team is responsible for Christian education planning, curriculum, and teaching for both adults and children. The Education Team also oversees the nursery, youth group, vacation bible school, and adult and children's Sunday school classes. The Education Team meets every other month.

### **Budget**

The Budget Team is responsible for building an annual budget to be presented to the congregation and for planning and executing the annual pledge drive. The Financial Secretary and Treasurer must both serve on the Budget Team. The Budget Team meets periodically starting in early October until the budget is presented in December.

### **Fellowship**

The Fellowship Team is responsible for coordinating and preparing usage of the Fellowship space following worship.

### **Justice and Witness**

The Justice and Witness team is responsible for coordinating the church's activism and education efforts. This includes events such as voter education, group trips to the state capital, and engagement with KIFA. The Justice and Witness team meets monthly.

## **Worship Volunteer Positions**

The following volunteer positions are determined weekly for each worship service. Members may volunteer for these positions using the sign up sheet in the black folder on the table next to the sanctuary entrance.

### **Greeter Duties**

- Welcome everyone as they arrive, especially watch for and greet visitors
- Encourage new visitors to fill out a red communication card
- Assist worshipers as needed, including worshipers with mobility concerns or disabilities
- Encourage both members and guests to wear name tags
- Ensure coffee is made and coffee bar is cleaned and maintained

### **Usher Duties**

- Collect offering following guidelines set forth in the “Usher Flow for Offeratoratory” document in Appendix A
- Distribute communion as applicable
- Report to the Back Deacon as necessary

### **Back Deacon (Head Usher) Duties**

#### **Before Service:**

- Unlock building main doors
- Open sanctuary blinds
- Check that the offering plates are on the Liturgist table
- Check that the Pastor and Liturgist have water
- Recruit Ushers and/or Acolytes if necessary

#### **During Service:**

- Stay seated in the back of the sanctuary to greet and assist late arrivals
- Take headcount and place count in collection plate during offertory
- Collect offering and serve communion with Ushers

#### **After Service:**

- Gather used communion cups and trash
- Ensure all chairs have hymnals
- Close sanctuary blinds
- Lock all doors following fellowship

#### **Emergency Back Deacon Duties:**

- Be familiar with location and use of fire extinguishers, AED, first aid equipment, and the tornado shelter
- Be familiar with and prepared to implement the emergency plans located on the red striped pages in the Policies and Procedures document

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**Audio/Video Team Duties**

Before Service:

- Turn on sanctuary lights
- Turn on sound system and test mics
- Make sure stream is scheduled and ready to begin

During Service:

- Ensure worship is streamed to both Facebook and YouTube, sound and video quality is maintained, and comments are monitored
- See A/V guide located in the AV booth for additional role responsibilities and instructions

After Service

- Turn off sound system
- Turn sanctuary lights off after the sanctuary has cleared

**Liturgist Duties**

- Before the Prelude begins, grab a copy of the bulletin. A copy of the Liturgist Script should be on the pulpit, containing details of what to say during the Welcome, Offering, and Closing Hymn.
- Arrive at the back of the Sanctuary at 9:50 and be seated before worship begins
- Review the scripture ahead of time and practice the wording and pace. If there are words with pronunciation with which you are unfamiliar, ask the Pastor for assistance. Read slowly, while thinking about the emphasis on certain words. The scripture tells a story and provides an opportunity for reflection.
- Read the Offering text in the Liturgist Script after the Prayer has concluded.
- When it is time to collect the offering, hand the plates to the Ushers, and remain standing. When the Doxology begins, the liturgist collects the offering plates, places them on the altar, and then leads the congregation in the blessing of the donations.

## **Emergency Procedures**

### **Active Shooter**

At first sign of trouble, the back deacon shall shout “SHOOTER” to the congregation and immediately call 911. Upon hearing this, the nursery and classrooms will enter into lockdown. The congregation shall respond by exiting the building in the opposite direction of the shooter at the nearest exit.

The classrooms and nursery in lockdown will lock doors, close blinds, shelter in the nursery bathroom, barricade the door, and remain as quiet as possible until an all clear signal is given. As shooters become more aware of ongoing active shooter training, any attendants responsible for children should not open or unbarricade the doors until they have verified the all-clear by directly calling 911. Someone claiming to be police by talking through the door should not be considered adequate evidence, as they may in fact be the shooter themselves.

### **Medical**

Medical emergencies are the most common emergencies in most churches. These could include cuts, abrasions, burns, falls, vomiting, fainting, strokes, heart attacks, or allergic reactions. At least one individual who is trained in first aid/CPR/AED should be designated as the First Responder during each worship service. If necessary, the back deacon shall call emergency services (911) with the location and the nature of the victim’s illness/injury and lead the emergency personnel to the person in need. The AED and first aid kit, including EpiPen and Narcan, are located by the door into the sanctuary. The First Responder will render first aid and coordinate care from medically trained congregants as needed. One person should be stationed at the street directing the ambulance/fire truck to the parking lot. Another person should be at the closest entrance to guide emergency personnel to the victim. Anyone not actively assisting should be directed away from the scene to keep the path clear for emergency personnel. If at all possible, the injured or ill individual should not be moved. The Ushers can assist in moving the person to the Fellowship hall if it is safe to do so.

### **Fire**

Fire extinguishers are located throughout the building. The church is equipped with an automatic sprinkler system that will automatically deploy for larger fires. For uncontrolled fires, follow standard evacuation procedures.

### **Evacuation**

In the event of a fire or other need to evacuate the building during a church service, the Back Deacon shall be responsible for making the announcement and for contacting the fire department (911). The other Ushers shall be responsible for directing people to the nearest exits. After the fire department has been contacted, the Back Deacon and ushers shall perform a sweep to ensure the building has been cleared of all people.

### **Thunderstorms and Tornadoes**

During services in threatening weather, the back deacon shall be responsible for monitoring the weather via a live, online weather application. The back deacon will interrupt the service if it

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appears that a severe storm is imminent and announce to members and guests that they need to take shelter in the shelter room, or leave on their own accord to avoid the storm. The church service will be terminated at this point.

The back deacon shall be responsible for informing the Sunday school and Nursery attendants who will be responsible for getting the children back to their parents. The Ushers shall direct and assist with getting people to the shelter.

**Disaster Assistance**

In the event that the neighborhood is struck with a disaster such as a tornado, and the building is not damaged, Wichita UCC shall offer use of its facilities as a shelter or triage center as needed to local emergency agencies. The moderator will be the emergency coordinator. The Care Team may be used as an avenue to get the word out for a call to action for members to volunteer assistance.

**Emergency Contacts as of August 2026**

- Pastor – Not Applicable
- Moderator – Steve Monroe (517) 431-1447
- Pastoral Care – Cypress Brannon (316) 640-0267
- Pastoral Care – Migs Vasquez (316) 302-8991

## Property Management

### Facilities Coordinator

The Event Coordinator is responsible for managing church events that are not internal to the church. This includes use of church facilities for voting, concerts, external meetings, and public events. The Facilities Coordinator and The Pastor shall be the only two members that are given a physical key to the external doors of the church. The Facilities Coordinator is selected by the Pastor with approval by the Board of Directors.

### Use of Facilities

The facilities may be used for weddings, funerals, meetings, concerts, or other functions besides religious services. Any external use of the facilities may not interfere with church functions. All use of the facilities must be approved by the Pastor or Board and put in the church calendar by contacting the Facilities Coordinator. Building use is subject to availability and is not guaranteed. Building use request forms can be found online, in the church office, or in Appendix A of this document. Prior to the event, a designated contact person must complete and submit a building use agreement form.

Wichita UCC is not responsible for providing any food, beverage, or decorations for any event unless explicitly agreed upon prior to the event. The contracting party is required to comply with all food preparation and serving laws and policies. Events containing alcohol are also subject to Wichita UCC's alcohol policy in addition to Local, State, and Federal laws. Food and alcohol policies apply to both members and non-members.

Events are not to exceed the facility's maximum capacity of **X** persons.

### Member Use of Facilities

A \$50 donation to the church is recommended for member use. Depending on the event, the member may be charged an additional clean up fee.

It is the responsibility of the member to restore the space to its original state immediately following the event, and to ensure that doors are locked once that activity is over. Non-compliance may result in denial of future event requests.

### Non-member Use of Facilities

The non-member fee is \$200 for half-day events and \$400 for full day events. A refundable deposit of \$100 will be collected to reserve the facility and returned or applied to the outstanding balance following the event. Renters may request an additional day to setup the venue the day prior to their event for an additional \$50. The cost of the venue includes use of the east side of the building including the sanctuary, fellowship hall, and kitchen. These rooms are not rented separately. Use of the classrooms on the west side of the building may be rented starting at \$50 per classroom per day based on the event. If only the parking lot is used for an event such as a

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car wash, car show, etc. the fee is \$50, however access to the building, even for restrooms, will not be provided.

Based on the nature of the event, non-member renters may be required to provide proof of insurance and/or sign a liability waiver. Wichita UCC reserves the right to designate at least one church member to be present during the event and during any preparations, rehearsals, or cleanup. The Facilities Coordinator will be responsible for issuing temporary passcodes to unlock the office door. The Facilities Coordinator will also be responsible for verifying the facility is in good condition at the conclusion of the event. It is the responsibility of the renters to restore the space to its original state immediately following the event. An additional cleaning fee may be assessed for non-compliance.

### **Audio/Visual Usage**

The audio/visual equipment may be utilized to record events in the sanctuary, however it may only be operated by members of Wichita UCC that are familiar with and trained to use the system. Groups may request that Wichita UCC provide an operator for the AV equipment for an additional fee of \$50 per hour with a minimum of \$100. The church does not guarantee availability of an AV operator unless expressly communicated before the event.

### **Wedding Policies**

Wedding services may be officiated by the church Pastor. The Pastor will assess a fee for their services separate from any building use fees. Audio/Video services may be included in the Pastor's fee subject to their discretion. Wichita UCC does not discriminate based on sexual orientation or gender identity.

Weddings and/or receptions must follow all related use of facilities guidelines.

Some example pricing for weddings includes:

- Half day service and/or reception, with no setup: \$200
- Full day service and reception with prior day setup: \$450
- Half day service with video recording: \$300

### **Funeral Policies and Memorial Funds**

Funeral services are to be coordinated with the Pastor. Funeral services must follow all related use of facilities guidelines, though there is generally no fee for member funerals.

Donations for memorials will go into the Wichita UCC general fund unless discussed in advance with the Pastor. It is not standard practice for the church to provide a meal to the family, but Women's Fellowship or other church volunteers may assist with the reception.

### **Long-Term Building Usage**

Groups may rent building space on a long-term consistent or recurring basis. Pricing for long-term use will be determined based on space requirements and frequency of use. Wichita UCC may elect to reduce or waive building use fees for groups that are aligned with the work of the church. Long term building use request forms and/or building use partnership forms can be found online, in the church office, or in Appendix A of this document.

### **Alcohol**

Alcohol is permitted on church grounds under the following conditions:

- Anyone selling alcohol on church grounds must have a liquor license
- If minors are present, alcohol must be served and monitored at all times (no open coolers)
- A non-drinking monitor that has authority to stop someone from excessive drinking or destructive behavior must be present at all times
- Safe transportation must be provided to anyone who is suspected to be over the legal blood alcohol limit
- No alcohol shall be left on church property following the event

### **Guns**

Wichita UCC does not allow guns on the premises, even for members who have a license for concealed carry. Any member or guest seen with a gun will be asked to leave it in their car. This also applies to police officers who are on church grounds outside of a requested emergency response.

### **Thermostats**

Any changes to the thermostat's programmed settings must be approved by the Board or the Facilities Coordinator. Only the Facilities Coordinator shall have the authority to change the setting temperatures for scheduled occupancy times (church service, choir rehearsal). If a temporary setting is made for an event outside of its programmed timed settings (normally unoccupied time), then it should be reset at the end of the use of the room rather than wait for it to return to its programmed setting. Requests for changing the set temperatures should be directed to the Board.

### **Building Security**

It is the responsibility of the last person to leave a building to make sure it is locked after the building is vacated.

Keypad codes are to be managed and allocated by the Facilities Coordinator with assistance from the Board. Anyone needing a keycode should contact the Facilities Coordinator to get one set up. Keycodes are unique to each person and should not be shared with anyone. Temporary or emergency codes can be issued as-needed. Only the Pastor and Facilities Coordinator shall have physical keys to the external doors. Keys for internal doors such as the Pastor or admin offices

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are to be limited to those who need access. The copier room is to be left unlocked except during non-member events.

### **Snow/Ice Days**

The moderator shall make the determination if church will be canceled or if service should be held in an online-only capacity. This decision should be made soon enough to provide sufficient notice to members. The Care Team may be utilized to spread the word more effectively via email or phone calls. Additionally, a Facebook post should be made as further notice.

## **Reimbursement Guidelines**

It is the intent of Wichita UCC to reimburse purchases made on behalf of the church only when there is prior approval. Prior approval may only be given by the Pastor or the Board. Most necessary and regular purchases should be made with an authorized card and therefore not require reimbursement. Cards are only to be issued to the Pastor and Treasurer and may be loaned to members in good standing for one-time usage on pre-approved purchases.

Pre-approved purchases include routine items necessary to church function such as restocking office or custodial supplies, coffee, or communion elements. Monthly McKinney-Vento bagging costs are also considered pre-approved. Purchases such as fellowship snacks or event decorations are not considered pre-approved, nor should they be reimbursed unless there is prior approval.

To submit a pre-approved purchase for reimbursement, the requester should fill out a reimbursement form and submit it to the Treasurer. Reimbursement forms can be found in the church office. Purchasers can also request a tax-exempt form to avoid paying sales taxes. Sales taxes will be reimbursed at the discretion of the Treasurer.

## **Planned Giving**

### **Gifts of Stocks**

Wichita UCC maintains a brokerage account and has the ability to receive investment options such as stocks, bonds, or mutual funds as gifts. Wichita UCC's policy is to not manage donated investments, but to liquidate them upon receipt.

### **Wichita UCC Endowment Policies**

Wichita UCC does not currently maintain an interest restricted endowment fund. Should a donor wish to create an interest restricted endowment fund they should discuss their intentions with the Treasurer.

### **Restricted Gifts**

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Except for accounts outlined included in the church budget or for passthrough accounts, Wichita UCC generally does not accept donor restricted gifts. Infrequent amounts of less than 6 months worth of regularly occurring expenses are designated to general offering. Donors that wish to gift a substantial amount with a restriction, or donate to an account that does not incur regular expenses should discuss their gift with the Financial Secretary or Treasurer prior to donation.

### **Financial Secretary**

The Financial Secretary is responsible for entering donation information into the church's financial software, collecting and cataloging annual pledges, mailing out giving statements, and providing monthly reports to the Board. The Financial Secretary is required to submit to a background check prior to being assigned any responsibilities.

The Financial Secretary shall count the money received with the Treasurer after the church service. The agreed upon total shall be written down and given to the Treasurer. Trusted alternates may be used if the Financial Secretary or Treasurer isn't present to receive the money. Deposits should be made as early as possible to alleviate the Financial Secretary from the responsibility of holding the money. Special fundraising event funds should be given to the financial secretary as soon as practical after the event.

### **Treasurer**

The Treasurer is responsible for providing monthly income and expense reports to the Board, verifying Financial Secretary totals, issuing reimbursements, ensuring bills are paid timely, managing bank accounts and financial investments, and engaging in any required communications with the church's bookkeeping firm. The Treasurer is also responsible for the accuracy and completeness of bookkeeping records. The Treasurer is required to submit to a background check prior to being assigned any responsibilities.

Undeposited checks shall be void after 180 days. The treasurer shall not make reimbursements unless the expenditure has been approved by the Pastor or Board, or it is pre-approved as detailed in the reimbursement guidelines.

### **Retention of Records**

Annual Reports should be retained indefinitely. Treasurer and Financial Secretary monthly reports will be retained for seven years. Board meeting minutes will be retained for seven years. Records of important events should be retained by a church archivist for more permanent retention such as historical scrapbooks.

### **Special Offerings**

The Church supports the UCC's "5 for 5" and a few other special offerings as selected by the Board. Other special offerings currently include McKinney-Vento and Wichita CROP Walk.

## **Guidelines for Providing Neighbor Assistance**

### **Phone Calls**

- All phone calls coming into the Pastor's personal phone will be screened using caller ID. If the caller does not leave a message, the call will not be returned.
- Voicemails left to the church office are checked at least twice a week by the Pastor or designated volunteers. Volunteers are responsible for relaying messages to the related parties when applicable.
- Messages that involve an emergency such as hospitalization or death will be returned as soon as possible.
- Messages that are not an emergency or that are not specific will be returned at the Pastor's convenience or during church office hours.

### **Transportation**

- The church will provide transportation to worship services and church activities to the extent possible by church volunteers. Members may reach out to their Care Team representative to assist with coordinating transportation.
- The Pastor is not available to provide transportation to other destinations except in cases of emergency.

### **Assistance for Utility bills or Rent**

- The church will provide referrals to agencies that can help with rent and utilities. The church does not provide monetary support for personal bills, nor does it have a discretionary fund.

### **Groceries**

- The church will provide referrals to local food banks.
- Food should not be taken from McKinney-Vento supplies.

## **THE CHURCH DOES NOT GIVE CASH ASSISTANCE**

### **McKinney-Vento**

The McKinney-Vento Homeless Education Program reports directly to The Board. Income and expenses for McKinney-Vento are tracked in the church's financial software as separate line items, however it is not included in the church budget since it is not related to the church's general operations. The current McKinney-Vento balance may be requested from the Treasurer at any time.

No one should bring any person(s) into the building to get food. This is due to safety concerns for people and to safeguard supplies in the room. Food should not be taken out of the McKinney-Vento supplies.

## **Nursery Care**

A minimum of two adults shall serve as nursery attendants during worship or any time the nursery is being utilized. Nursery attendants are required to be members in good standing for at least one year and have completed a background check. From time to time attendants may be required to complete additional safety training.

Diaper changes and bathroom assistance are to be done by parents only. If a diaper change or bathroom assistance is needed one attendant will contact the parent to assist.

The nursery attendant(s) will keep a log of kids checked in/out with their guardian's emergency contact information.

## **Policy Changes**

This document is a work in progress. The Pastor or the Board can make changes to these policies at any time. Emily Little-Rix is the current editor of the Policies and Procedures. Contact them to make proposed changes and distribute copies to the Board. A copy will be kept in the office. Additional copies will be provided upon request.

## **Officers and Board Members**

|                      |                  |
|----------------------|------------------|
| Moderator:           | Steve Monroe     |
| Secretary:           | Irish Gibson     |
| Treasurer:           | Emily Little-Rix |
| Financial Secretary: | Mike West        |
| At Large:            | Kimberly Rix     |
| At Large:            | Migs Vasquez     |
| At Large:            | Dana Miller      |
| At Large:            | Alan Vancil      |

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## Appendix A

### FORMS

**Employee Counseling / Review**

Employee: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

**Staff / Church Leadership Present:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason for Meeting:** \_\_\_\_\_

**Proposed Resolution / Plan for the Future / Review Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Feedback / Notes / Comments:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Moderator Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Employment Exit Interview**

**Employee Full Legal Name:** \_\_\_\_\_

Exit Interview Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Confirm Mailing Address:**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

☐ Facility Key(s) Returned (if applicable)

☐ Other Property (i.e. laptops, shirts, etc.)

**Exit Interview Notes:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Witness #1 Signature (Opt.)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
**Moderator Signature**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Witness #2 Signature (Opt.)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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REIMBURSEMENT FORM

**Building Use Request**

Today's Date: \_\_\_\_\_

Directions:

1. Contact the WUCC Office to determine availability of the requested space(s) and time.
2. Complete this form and return to the church office for approval.
3. WUCC will approve or deny your request in a timely manner.
4. If the request is approved, the event contact will then complete the appropriate Building Use Agreement contract and any additional required forms.

.....  
Today's Date \_\_\_\_\_

Organization/Group (User) \_\_\_\_\_

1. Contact person(s) for User:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

2. Date(s) or day(s) requested: \_\_\_\_\_

3. Is this a long-term or recurring event? \_\_\_\_\_

If yes, Describe: \_\_\_\_\_

4. Time: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

5. Approximate number of people attending \_\_\_\_\_

6. Will you be charging an admission/registration fee for this event? \_\_\_\_\_

.....  
\_\_\_\_\_ Request Approved \_\_\_\_\_ Request Denied \_\_\_\_\_ Partnership Form Offered?

\_\_\_\_\_  
Representative of Wichita United Church of Christ

\_\_\_\_\_  
Date

Explanation of request denial (if necessary):

**SHORT-TERM BUILDING USE AGREEMENT**

Today's Date: \_\_\_\_\_

Wichita United Church of Christ, or as may hereafter be referred to as WUCC, which owns the property at 5200 E. 31st St. S., Wichita, KS 67210 (church building) and \_\_\_\_\_, or as may hereafter be referred to as User, agree to facility use of above premises and specified property under the following terms:

1. Contact person(s) for User:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

2. For the use of the following rooms/space: \_\_\_\_\_

**Event:** \_\_\_\_\_

3. On the following date(s) or day(s): \_\_\_\_\_

4. Time: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

5. Approx. number of people attending \_\_\_\_\_

6. Will you be charging an admission/registration fee? \_\_\_\_\_

7. Usage Fee: \_\_\_\_\_ **Cleaning/Damage Deposit: \$100**

\*Per Usage fee schedule as set by WUCC, available in the Church Office. The Cleaning/Damage Deposit will be fully refundable provided the premises are left in a clean, orderly, and undamaged condition. Additional fees may be charged, per the terms of this agreement.

8. Temporary Key Code Issued? \_\_\_\_\_ Six digit key code: \_\_\_\_\_

9. Insurance Required? \_\_\_\_\_; If so, Certificate of Insurance received? \_\_\_\_\_

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This agreement is granted upon and subject to these additional terms and conditions:

1. This agreement is consistent with the goal of Wichita United Church of Christ to further its Christian mission in the community of Wichita.
2. A material condition of this agreement is that User will show “good faith” in its actions and conduct its use of the premises at all times in a manner to demonstrate high regard for WUCC's property. User shall comply with all use requirements and “house rules” as requested by WUCC. The sanctuary and all other property of WUCC shall be treated with respect and high regard. It is a material provision of this agreement that all minors shall be under the direct supervision of an adult at all times.
3. User agrees to be legally and financially responsible for any injury to person or damage to property of User, any of its members, guests, or others coming onto the said property as a result of User's activities. User agrees further to indemnify and hold harmless Wichita United Church of Christ from any and all liability, damage and expense arising from or out of its use of any portion of said property, including the parking lot. User agrees further to waive all legal claims on account of any loss, damage, or injury to person or property of User, its members, guests or others coming onto said property, including the parking lot, as a result of User's activities. This hold harmless and waiver clause is a consideration upon which this Use Agreement is granted. The absence of a demand by Wichita United Church of Christ that User provide the evidence of liability coverage does not relieve the User of responsibility under this clause.
4. User is responsible for all set-up needs and return of space to its original condition. User shall leave all spaces and property of Wichita United Church of Christ clean, orderly, and undamaged. The Cleaning/Damage deposit of \$100 is refundable to the extent that User complies with this clause. This deposit does not preclude further monetary demands by WUCC in the event damage occurs, by whatever cause, during use of the said premises by the User, its members, guests, or others coming onto said property, including the parking lot, as a result of User's activities.
5. User will have responsible use of WUCC personal property as expressly agreed to by WUCC. It is agreed further that the kitchen area is space usable by the User, but the User expressly warrants that there will be no cooking or use of WUCC's equipment or property without WUCC's expressed consent.
6. WUCC may, at its discretion, require User to provide evidence of liability insurance. If WUCC does not require said coverage from User, it does not mean that WUCC waives its right to do so at any time and it may require, at its discretion, said coverage for specific events of User. In the event WUCC so requires, liability coverage shall be for not less than \$1MM CGL and shall be in effect for the length of User's event which gives rise to WUCC's demand.

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7. WUCC is not responsible for lost or stolen articles. User is responsible for the security of all valuables and other items brought onto the church property.
8. User shall be responsible for any property loss or damage caused to the premises by their use, whether or not insurance coverage is in effect.
9. WUCC enters into this agreement with the “condition” that use of space of property by User is subordinate to WUCC's need for the space or property at any time. WUCC will act in good faith to minimize disruption of User’s use of space and property.
10. User may be provided, at the discretion of WUCC, temporary key codes and/or physical key(s) to entry doors and all other spaces for which use is agreed.
11. User is expected to follow User Group Checklist provided by the church office.
12. No other portion of the premises or property or time of use other than expressly agreed to above is permitted without express consent of WUCC.
13. No smoking is ever allowed in the building and alcoholic beverages are allowed on the premises only with the express consent of WUCC following WUCC’s alcohol policy and all Local, State, and Federal liquor laws.
14. Usage fee is non-refundable, but may be returned by WUCC at its discretion in the event User provides WUCC timely notice of the cancellation or postponement in its use of the premises, as agreed above.
15. The Pastor or Church Board or may require renters to pay for additional services, such as additional set-up or cleaning services, operation of the sound system, or clerical tasks such as printing programs or posters.

\_\_\_\_\_  
Signature of Representative for  
Wichita United Church of Christ

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Representative for User

\_\_\_\_\_  
Date

Chklst rec’d \_\_\_\_\_

United Church of Christ Churches of Wichita  
5200 E. 31<sup>st</sup> Street South, Wichita, KS 67210

## **LONG TERM BUILDING USE AGREEMENT**

### **Building Use Partnership**

Purpose of Partnership: To provide a means to encourage a variety of groups to use Wichita UCC's facilities, not just those with significant budgets. It also allows the Pastor or appointed staff to respond to requests quickly and provide accurate information/fees in a timely manner. Finally, it assists WUCC in tracking its involvement and financial support within the community through the use of its space.

*Note: Each use of the partnership application will be reported to the Church Board at their next meeting.*

#### **Policy:**

Wichita United Church of Christ may, on a case-by-case basis, partner with and lower the standard usage fee to applicants who meet the following criteria:

- The group/organization is not a for-profit entity.
- The group/organization's purpose, mission, and activities are in keeping with the WUCC mission, especially by support of the arts, education, social justice and welfare, and/or the health and wellness of participants and the community.
- Appropriate and approved admission or participation fees may be collected for the event/facility use, and will not affect the level of partnership available.
- The group/organization will not engage in religious proselytizing or any partisan political action while on WUCC property and during the time of their event.

#### **Process:**

1. The contact person will submit the completed partnership application.
2. The Pastor or designated staff will evaluate the application in cooperation with the WUCC Church Board.
3. If a WUCC partnership is approved, the adjusted fee will be reflected on the Building Use Agreement.
4. Approval of Partnership Agreement does not guarantee final approval of Building Use Agreement.

**Building Use Partnership**

Today's Date \_\_\_\_\_

Name of Group/Organization \_\_\_\_\_

Contact person(s) for User:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Description of the Event: What will take place? Who will participate?

A brief statement as to why your group would benefit from a partnership with Wichita United Church of Christ.

.....

Partnership Approved \_\_\_\_ Yes \_\_\_\_ No    WUCC Partnership Level (%) \_\_\_\_\_

\_\_\_\_\_  
Representative of Wichita United Church of Christ

\_\_\_\_\_  
Date

Explanation of request denial (if necessary):

**Direct Deposit Form**

**Personal Information**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Financial Institution**

**Name of Bank:** \_\_\_\_\_

**Routing Number:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Type of Account:**

- Checking
- Savings

- I would like to donate my reimbursement / compensation back to Wichita UCC.
- I would like to request checks be mailed to me instead of using direct deposit.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_

**Scholarship Payment Form**

Date: \_\_\_\_\_

Semester(s) applied to: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Dollar amount awarded: \$\_\_\_\_\_

Address check to (Person or Institution): \_\_\_\_\_

Address check to (Address): \_\_\_\_\_

\_\_\_\_\_

Additional information / Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Scholarship team approval: \_\_\_\_\_

Treasurer signoff: \_\_\_\_\_

### USHER FLOW FOR OFFERTORY

- 1) Line up in 2x2 at rear center prior to the offertory
- 2) At start of offertory walk down center aisle in 2x2 formation
- 3) When you get to the steps, the back 2 ushers will line up on the outside of the front ushers forming 1x4.
- 4) The Liturgist will hand the ushers the collection plates.
- 5) The outside ushers will turn and go to the outside chairs on the front row on their side. The center ushers will turn in and go to the chairs by the center aisle on the front row.
- 6) Ushers will alternate rows passing the plates between the outside and inside working their way to the back. If there's a big gap of empty chairs, you do not have to pass the plate across.
- 7) Ushers will line back up in a 2x2 formation in the back center and wait for a cue by the pastor or liturgist.
- 8) On cue, the ushers will proceed back down the center aisle and fan out in a 1x4 formation similar to step 3.
- 9) Hand the plates to the Liturgist or Pastor and return to the 2x2 formation (turning inward) and proceed to the back.

