

**GOOD SHEPHERD OF THE HILLS EPISCOPAL CHURCH
BUILDING USE POLICY
CHURCH AND COMMUNITY GROUPS
JANUARY 1, 2008**

Good Shepherd is most happy to have your organization/group share God's House with us. Our facility is primarily for church related or church initiated meetings or events. The Rector will consider all other requests on an individual basis, and will have the final decision. Church members, as defined as pledging members in good standing at Good Shepherd, are given first priority in any facility use. So that all church members and outside groups can enjoy this facility, all parties must comply with the following rules:

A. SCHEDULING/ACCESS & EMERGENCIES

1. Meetings or activities must be scheduled at least two weeks in advance and marked on the church calendar, through the church office.
2. Call 480-488-3283 between 9 a.m. to 4 p.m., Monday through Friday to schedule the meeting or event and to determine whether a "Building Use Agreement" is necessary (Attachment 1). If required, this agreement must be submitted one week prior to the event.
3. The church office will coordinate facility access by either a lockbox code or a key.
4. In case of emergency, call Fr. Glenn Jenks @ 602-301-2702, Fr. Scott Jones @ 786-376-9002, Rev. Jack Robertson @ 623-742-0302, Ro Vaselaar @ 623-551-5373 or Dan Dooley @480-488-5526.

B. PROCEDURES

1. Determine which areas and/or facilities are required for the event or meeting, and designate the room, time and date to the parish administrator.
2. All events (weddings, funerals, quincineras, art exhibits, etc.) for members and non-members require a Building Use Agreement. Ongoing meetings (1X/week or 2X/month) also require a Building Use Agreement.
3. See the fee schedule for suggested donations for facility use.
4. A separate document covers weddings and is available from the church office.
5. Every non-member group that uses Good Shepherd facilities for one meeting, multiple meetings or events must provide written proof of at least a one (1) million dollar general liability insurance policy with the church listed as an additional insured. This must be presented with and/or attached to the Building Use Agreement.

C. CHURCH PROPERTY

1. Church property will not be loaned, borrowed or removed from the church premises, with the exception of the following items:
 - White plastic folding tables and brown folding chairs may be borrowed by church members only for use outside of the church facilities.
 - Tables and chairs must be returned within 24 hours.
 - The borrowing of any tables and chairs must be coordinated through the church office.
2. Church property such as chairs, tables, table cloths, etc. may be used when using the facility under the policies herein. Requests for such property must be coordinated with the church office one week prior to the meeting date.
3. No groups are permitted to use any of the church's electronic equipment, unless written permission is given by the Rector at least one week in advance.

D. MAITLAND HALL/PATIO/CONFERENCE ROOM USE

1. Maitland Hall and the patio are primarily used for church functions or church sponsored events, but outside groups and community events are allowed. The decision whether to allow any outside use, or the waiver of any requirements may be made only by the Rector.
2. For our own church groups, for affiliated church members and local 501(c)(3) organizations with church members, there are no charges. There is a suggested donation list for all outside groups that meet regularly.
3. For outside groups or community events, the group sponsoring the event must provide the church a certificate of general liability insurance, which specifies Good Shepherd of the Hills Episcopal Church as an additional insured. The certificate must be given to the church office prior to the event.
4. All activities must be appropriately supervised. No smoking or use of illegal substances is permitted in the church facilities, on the church grounds or in the parking lot.
5. No alcohol is allowed in church facilities, church grounds or in the parking lot.

E. FACILITY CARE

1. The church area used by a group must be left clean and orderly with church furniture and property returned to its designated place.
2. After the meeting/gathering is completed, all groups are asked to clean up, check the bathrooms, check for running water, turn off the lights and lock all doors.

3. If a group does not adhere to the facility care rules and there was facility damage or extensive janitorial work needed, then the church will require the group to pay for the repairs or cleanup and may prohibit the group from using the facility again.

F. KITCHEN RULES

1. The kitchen must be left clean and orderly after use i.e., counters and appliances cleaned, dishes washed and the floors cleaned.
2. Recyclables should be separated and put in the recycle bin, garbage and trash should be bagged and carried to the dumpster and new trash liners should be put in all trash cans.
3. Church supplies are for church events only. All other groups must provide their own supplies.

G. SUGGESTED DONATIONS FOR FACILITY USE FOR NON-MEMBERS

1. 1X/week (continuous) \$100/month; bimonthly \$50; 1X/month or periodic use \$25.
2. For events using Maitland Hall and adjacent facilities, the patio and the kitchen, a \$150/event fee is charged. If set-up is required, then add \$50.
3. The Sanctuary fee is \$300/event.
4. Please note that all non-member events and meeting groups must fill out a Building Use Agreement. The person that signs is responsible for the cost to repair any damages that result from the meeting/event.

H. CHURCH AND SANCTUARY

1. In general, the Church and Sanctuary are not available for use unless coordinated directly with the Rector or his designee. If permission to use the Church and Sanctuary is obtained, the following guidelines apply: The Sanctuary of the church is a holy place, consecrated to the worship of Almighty God. The Church and Sanctuary must be respected at all times and for all uses. No smoking, food or drinks are allowed. The altar table is never to be used as an ordinary table. Nothing may be placed upon it except traditional parchments and floral arrangements. The cross and candlesticks may not be removed.
2. Church sponsored/related events such as Christmas or Easter pageants, children's programs, religious dance performances and music recitals are welcome.

GOOD SHEPHERD OF THE HILLS EPISCOPAL CHURCH

Building Use Agreement

Date: _____

Name of Group: _____

Printed Name of Person Responsible: _____

Signature of Person Responsible: _____

Insurance Company & General Liability Policy # _____

(Current certificate must be attached)

Day Time phone Number: _____

Cell Phone Number: _____

Email Address: _____

Date(s) and Time(s) Requested: _____

Facilities Required: Church/Sanctuary Maitland Hall Patio Conference Room

One-Time Use: Yes _____ No _____

Periodic Use: Yes _____ No _____ How Often: _____

Other church Property Requested: _____

Set-Up Required: Yes _____ No _____

FOR RECTOR/PARISH ADMINISTRATOR USE BELOW THIS LINE

Required Fees: _____

Approved: _____

Disapproved: _____

GOOD SHEPHERD OF THE HILLS EPISCOPAL CHURCH WEDDING POLICIES

At Good Shepherd of the Hills, we believe that in Holy Matrimony or Christian marriage, the man and woman enter into a life-long union, make their vows before God and the Church, and receive the grace and blessing of God to help them fulfill their vows. In The Episcopal Church marriage is a sacramental rite of the Church. It is a solemn and public covenant, a promise meant to be a permanent one.

In order to keep the sanctity of this sacrament it is necessary that marriage not be entered into lightly. It is important that the marriage ceremony is performed in the presence of the Church community, who become witnesses to the vows made before God, and who promise to do all in their power to uphold the couple in their marriage. Christian marriage requires preparation and evidence of commitment. All parties need to enter marriage with eyes wide open and will need the support of the community in maintaining their commitment to one another. That's why we require that couples participate in pre-marital counseling sessions with the priest and be involved in a faith community. Couples that willingly make this commitment are appropriately married with the blessing of the Church. Those that cannot do so are more suitably married by civil authorities.

ELIGIBILITY REQUIREMENTS

Prior to granting permission for a couple to be married in the Church, the bride and groom need to meet the following requirements:

- The Episcopal Church requires that a least one of the parties to be married be a baptized Christian.
- In the case of remarriage after a divorce, the Bishop of the Episcopal Diocese of Arizona must grant written approval. The request for permission to remarry must be received by the Bishop's office at least 60 days prior to the date of the wedding.
- The bride and groom must complete a course of pre-marriage counseling with the Rector prior to finalizing any arrangements.

CEREMONIAL ARRANGEMENTS

- All arrangements are made through the church office to make sure the date is available for the Rector, the Church and Maitland Hall
- For non-members, a non-refundable deposit of \$100 dollars is needed to reserve a wedding date
- Under no circumstances will the date of the wedding be less than 30 days from the date of the reservation
- All weddings are to be performed in the Church
- The wedding service will be the customary Rite of the Episcopal Church

INITIAL MEETING

After reserving the date and meeting all the eligibility requirements, the bride and groom need to make an appointment to meet with the Rector to discuss the following:

- Establish a course of pre-marriage counseling meetings, setting dates and times with the Rector:
- Identify the wedding party and total number of participants, the ceremony participants such as readers and vocalist, and try to estimate the total attendance at the ceremony and reception
- After the meeting, the Rector will convey the planning details to the Altar Guild, who is responsible for attending to many of the ceremonial arrangements

MUSIC

When wedding music is desired, arrangements must be made through the church's regular organist. If available, the regular organist shall provide music at all weddings requiring music held at the church. The service of other organists may be used only with the permission of the regular organist. In such cases, the regular organist shall receive the normal wedding fee. Guest organists or other musicians shall not be engaged to perform musical functions without the prior approval of the regular organist.

The normal wedding fee for the regular organist is \$175, payable before the wedding service. This fee includes the following:

- Consultation with the wedding party to select music
- If requested, attendance at the rehearsal
- Rehearsal with a soloist immediately prior to the service (music must be received from the soloist at least seven days prior to the wedding to allow for adequate preparation. No photocopies.)
- A short program of organ music preceding the ceremony and a recessional after the ceremony

Additional fees will apply to a separate rehearsal with the soloist, purchase and preparation of special music, etc. (a charge of \$50 for the first half-hour, and \$50 per hour thereafter)

WEDDING REHEARSAL

To ensure a smooth and meaningful ceremony, all participants in the wedding service must be present for the entire rehearsal. The Rector will guide the wedding party through their parts including the coordination of vocalists, readers and bridal party. Family seating and the usher order for mothers, stepmothers and grandmothers will be determined, as well as processional and recessional speed, who carries the wedding rings, whether to use pew ropes, kneeling cushions and so forth. Music changes for the bridal attendants and bride should be well understood.

An Altar Guild hostess will note the decisions made at the rehearsal for guidance to the wedding party at the ceremony.

The marriage license and parish register will be signed at the rehearsal.

FLOWERS

One bouquet is allowed under the cross and must be placed in Good Shepherd Altar vases and remain for Sunday services. No dyed flowers or accent stems are permitted. Please make arrangements with the Parish Administrator to have vase liners picked up by the florist.

Boutonnieres, corsages and bouquets are permitted. All deliveries must be arranged during office hours, ie Monday-Friday 9 am - 4 pm.

PHOTOGRAPHY

Photographs and videos are welcome before and up to twenty minutes after the Church service. There will be no flash photography during the ceremony.

During the service, a video/still camera may be set up in the balcony for use with natural light. All video/cameras must remain stationary during the ceremony. Please remember, the Sanctuary of the church is a holy place, consecrated to the worship of Almighty God and must be respected at all times. The altar table is never to be used as an ordinary table and only traditional parchments and floral arrangements may be placed upon it. If needed, please remind photographers of appropriate dress for a Church wedding.

SERVICES OF THE ALTAR GUILD

Your most frequent contact with Good Shepherd will be with a representative of the Altar Guild. He/she will:

- Find answers to any questions not addressed by the organist or Rector
- Open the Church and Maitland Hall before the rehearsal and wedding
- Regulate the lighting, heat or air conditioning for the facilities
- Set up the altar for the service and re-set for the Sunday Eucharist
- Help the Rector at the rehearsal to guide the family, ushers and wedding party
- Guide the placement of the guest registry book and lectern
- Guide the photographers on Church restrictions
- Receive flowers and help distribute bouquets/boutonnieres
- Provide kneeling cushions for the couple and pew reservation ropes
- Light candles on the altar and alert the couple and attendants 30 minutes before the service
- Remind the Maid of Honor and Best Man regarding their role with the wedding rings
- Give 15 minutes notice to the bride and groom

- Assemble and inform the ushers to escort to seat, prior to the service, the mother of the bride and the groom's parents
- Direct late guests to the balcony
- Assemble bridesmaids in proper order
- Cue the organist and alert the bride
- Guide the procession speed
- Alert the bride and father
- Ring church bell at recessional
- Guide the couple around the Church's side door for re-entry for signing the marriage certificate and taking pictures.

FEES

Member:

If the bride, groom or parents of either are members of Good Shepherd of the Hills Episcopal Church, defined as pledging members in good standing, there will be no charge for the use of the Church.

Suggested Honoraria for the wedding:

Rector	\$150
Altar Guild	\$ 50
Maitland Hall	\$100
Organist	\$175

Non-Member:

The following charges apply:

Use of Church	\$500
Rector	\$250
Organist	\$175 (subject to restrictions. See Music section)
Altar Guild	\$100

Maitland Hall is available for use by non-members for the reception. There is a charge of \$250 to defray costs of utilities, janitorial services and cleanup.

A non-refundable deposit of \$100 is required to reserve the date. An additional \$400 deposit is due at the first counseling session. The balance of fees is due prior to the rehearsal.

GENERAL:

1. The bridal party has the option to engage a minister of their own choosing rather than use the Rector of the church. However, this will require prior approval of the Rector.

2. A caterer may use the kitchen facilities, but prior permission will be required for using dishes, plates, silverware, etc.
3. If set-up is required for the reception or patio, then at least two (2) weeks notice should be given to the office with a design and specific setup time.
4. No smoking is allowed in any areas or buildings of the church.
5. No alcoholic beverages may be served.
6. General cleanup is expected from members and non-members, but no resetting of tables or moving of chairs is necessary.

GOOD SHEPHERD OF THE HILLS EPISCOPAL CHURCH FUNERAL POLICY

ARRANGEMENTS

Please call the church office, 480-488-3283, to let the Rector and staff know of your loss. In some cases, arrangements are made through a funeral director, who in turn will consult the Rector. Even though it is difficult and stressful, the Rector encourages members to discuss and plan in advance the options of burial, cremation or donation for medical purposes and to discuss some of the options for the memorial service, ie: hymns, eulogies, readings and the participants.

GUIDELINES

In the Episcopal Church, a funeral may be held with the body present in a coffin or with the ashes present; or a memorial service may be held in the church after the remains, whether in a coffin, or ashes, have been committed to the final resting place. The Rector will be happy to discuss the theological and pastoral considerations for all of these approaches, as well as the timing of the service. The Rector will also be happy to provide or make referrals for grief counseling.

Following the guidelines of our Book of Common Prayer, baptized Christians are properly buried from the church, and we encourage a service to be held at a time when the congregation has the opportunity to be present. You do not have to be a member of Good Shepherd in order for a funeral service to be held here.

PLANNING

The Rector will meet with the family to plan the service, including any music, in accordance with the liturgy provided in the Book of Common Prayer. There is no set fee for a funeral service at the church; however the suggested donations to Good Shepherd are as follows:

Rector	\$150 (non-members only)
Maitland Hall	\$100

Good shepherd can provide space for a reception following a funeral. The Rector and family can discuss the use of Maitland Hall, a caterer and the policies and procedures. Arrangements for flowers for the altar are also made and paid for by the family.

MUSIC

If the services of the regular organist are requested, given his/her availability, a \$150 fee will be charged. The service of other organists or other musicians may be used only with permission of the regular organist. In such cases, the regular organist will receive the normal funeral fee. The regular organist's fee is payable before the service and includes:

- Consultation with the Rector to select the music requested by the family
- A short program of organ music preceding the service and a recessional

When additional services of a soloist or other musicians are required, then the fee is \$175 and will include the above items plus accompaniment and rehearsal. The fees quoted are the minimum and apply to services with modest music.