



Congregational Church of New Fairfield
20 Gillotti Road
New Fairfield, CT 06812

Policies and Procedures

Note: This document may be out of date! For the most current document, please request an electronic copy from the church office.

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2 Purpose of this document

The purpose of this document is to define the policies and procedures, which have been enacted for the Congregational Church of New Fairfield. Each of the policies, procedures, and their addendums has been approved by the Executive Council as of the dates specified for each item. Questions about a policy or procedure or how it is to be interpreted should be referred to the Executive Committee.

3 Fundraising Policy

Enacted: February 1999

Last Revised: June 22, 2004

Believing that the Congregational Church of New Fairfield's purpose is to further the work of God among our congregation and the world around us, we believe that the proceeds from events sponsored by the Church should only be used to further that goal. Any private gain resulting from these church-sponsored events is not appropriate.

Therefore, 100% of any proceeds earned by any function, exhibitor, sales person, etc. at any Church event is to be given to the Church. No private income from these undertakings is appropriate or allowed unless specifically authorized in advance by the Church's Executive Committee.

4 Scholarship Fund Policy

Enacted: June 2002

Revised: June 23, 2004

4.1 Eligibility

A person (or persons) actively affiliated with the Congregational Church of New Fairfield. No age limit is to be set. An award could be given to a high school senior, a college or technical school student, or an adult working towards completion of a degree, or where further education is required to obtain a job.

Among the criteria, which may be considered for selection are:

- Service to church
- Service to school
- Service to community
- Financial need
- Scholastic performance

4.2 Procedure

- The Scholarship Committee shall publicize in the Candlelight and announce the availability of scholarship funds at the February quarterly meeting.
- Persons applying for a scholarship shall obtain forms from a member of the Scholarship Committee or the church office.
- The application should be submitted to a member of the Scholarship Committee or the church office no later than April 1.
- A person applying for a scholarship should fill out his or her own application.
- The Scholarship Committee will make final decisions.
- Awards will be announced at the May quarterly meeting.
- The Scholarship Committee shall give a written report to the Executive Committee for publication in the annual report.

4.3 Scholarship Fund Addendum 1: Fund Application

CONGREGATIONAL CHURCH OF NEW FAIRFIELD
SCHOLARSHIP FUND APPLICATION

Name _____ Telephone _____
Address _____ Town, State _____ Zip _____
E-mail Address _____

Name of present school (if applicable) _____
Level in school _____
Program of study _____
Grade point average _____

School you plan to attend _____
Have you been accepted? Yes _____ No _____
Why have you chosen this particular college/university or program? _____

Anticipated area of study _____

Degree of certificate sought _____

ON A SEPARATE SHEET OF PAPER

- A. Please write a paragraph telling why you want to enter the specific vocation or major field of study indicated in the application.
- B. List any awards or honors you may have received.
- C. List community and/or school organizations in which you have been active and indicate offices held.
- D. Hobbies and interests.
- E. List the church activities in which you have participated.
- F. Please describe in what way your participation has been of benefit to you.
- G. Other comments or special considerations.

5 Policy on Sexual Exploitation

Enacted: August 2002

Revised: January 25, 2005

As a congregation we endeavor to speak the truth in the spirit of God's love. We attempt to provide discipline without harshness, contempt or concealment, but with forgiveness, acceptance and justice. Christian fellowship requires that we recognize that discipline is part of pastoral caring and promises healing.

As a gathered community of faith who have covenanted together to minister to all needs, this policy is written to make it clear that all forms of sexual exploitation are prohibited and will not be tolerated. Our members must be able to worship and work together in a climate free from such inappropriate behavior.

Our church has drafted guidelines and procedures dealing with any form of exploitation on the part of the pastoral staff, paid church staff or church volunteers – with youths or adults. It is the intention of this congregation to have a clear policy so as to discourage and seek to prevent such abuses within our Christian community and to promote an avenue for an appropriate response should such problems arise. These procedures will apply to alleged past victims should they choose to come forward at any time. The goal of these reports is to help both the alleged victims and alleged offenders. Through any investigation, God's grace and compassion need to be extended to all parties involved.

5.1 Sexual Exploitation Policy Addendum 1: Procedure for Handling Complaints

PROCEDURES FOR HANDLING COMPLAINTS OR SEXUAL EXPLOITATION AGAINST PASTORAL STAFF, OTHER PAID STAFF OR VOLUNTEERS

These guidelines deal with the specific violation of the abuse of power by authorized pastors and pastoral counselors of the Congregational Church of New Fairfield, who engage in sexual advances toward or sexual contact with those for whose spiritual welfare they are responsible.

SEXUAL ABUSE/SEXUAL HARASSMENT

Sexual harassment is understood as unwanted attention, touching, kissing, hugging, holding and verbal harassment. The harassing behavior of the accused is often aimed at and motivated by the goal of sexual contact. Whether abuse of harassment; such behavior is particularly offensive because of the position of power and authority enjoyed by the pastor.

It is recognized that professionals classify sexual harassment as a form of sexual abuse. The two terms are used as an aid to the reader to appreciate that sexual harassment is no less an offense than sexual abuse.

PROCEDURES FOR HANDLING COMPLAINTS AGAINST PASTORAL STAFF

Assumptions Underlying This Policy

1. Professional misconduct involving sexual harassment and/or abuse is defined as sexual activity or contact (not limited to sexual intercourse) in which the pastor takes advantage of the vulnerability of the parishioner, client, or employee by causing or allowing the parishioner, client, or employee to engage in sexual behavior with the pastor within the professional relationship.
2. Sexual harassment and/or sexual abuse between a pastor and a parishioner, client, or employee with whom the pastor has a professional relationship is unethical and unprofessional behavior and will not be tolerated within this congregation.
3. Persons accused of sexual harassment and/or sexual abuse will be considered innocent until the evidence substantiates the allegation.
4. Pastors are always responsible for knowing the possible impact of their words and actions in caring for the emotional, mental, and spiritual needs of persons who come to them for help or over whom they have any kind of authority. Breach of

this pastoral responsibility is unethical.

5. Because pastors often deal with individuals who are emotionally and psychologically fragile or personally vulnerable, it is imperative that: a) the pastor or pastoral counselor himself or herself be healthy psychologically, emotionally and spirituality and b) that he or she have adequate preparation and education for helping those individuals under their care.
6. The care of those involved, including the alleged victim(s), the accused's family and the congregation, will be maintained throughout the resolution of the allegation.

Range of Allegations

The procedure outlined in this document applies to more than the situation of the female complainant/male pastor.

Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones. This includes:

- Written contact, such as sexually suggestive or obscene letters, notes, invitations, emails;
- Verbal contact, such as sexually suggested or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions;
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

Sexual harassment also includes continuing to express sexual or social interest after being informed directly that the interest is unwelcome, and using sexual behavior to control, influence or affect the career, salary or work environment of another.

It is impermissible to suggest, threaten or imply that failure to accept a request for a date or sexual intimacy will affect a person's prospects. For example, it is forbidden either to imply to actually withhold support for an appointment, promotion or change of assignment, or suggest that a poor performance report will be given because a person has declined a personal proposition.

Also, offering benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications in exchange for sexual favors is forbidden.

In addition, the Congregational Church of New Fairfield, will take all reasonable steps to prevent or eliminate sexual harassment by non-employees and suppliers, who are likely to have contact with our pastoral staff, employees, volunteers, and members of the congregation.

Intervention Committee on Sexual Exploitation

This committee shall be composed of members of the Pastoral Relations Committee, the Moderator and Vice-Moderator. The Moderator shall chair this committee. In the Moderator's absence, the Vice-Moderator shall chair this committee.

The committee shall realize that any coercive or exploitive sexual conduct by authorized pastors with parishioners, clients or other persons with whom they are in professional relationships is totally inappropriate.

Any allegations from the past or present of such violation of professional ethics will be immediately addressed.

Should knowledge of an alleged incident involving pastoral staff and an adult come to the attention of the committee, the committee will, in accordance with the *Manual on Ministry* and the *UCC Resource for Conference Staff Persons and Committees On Ministry*, contact the Connecticut Conference of the United Church of Christ (CCUCC) Conference Minister and/or the Regional Minister to request a pastoral intervention. The CCUCC will initiate an investigation following its policy for such matters. Should an allegation arise involving pastoral staff and a youth, and committee should, in addition to notifying the Conference, report the allegation to the appropriate state child protection agency. This is Connecticut law!

Notification of any allegation to the Committee on Church and Ministry of the Fairfield East Association will be handled as agreed upon between both the CCUCC staff and the Intervention Committee.

Additionally, the committee will notify the Church's insurance agent and company of the alleged incident as soon as possible, both verbally and in writing, following the claim reporting procedure.

A complainant may choose to contact the Conference or the Fairfield East Association's Committee on Church and Ministry directly with an allegation. In such case, the Conference or the Association's Committee on Church and Ministry will then contact the church. The Intervention Committee will stand ready to assist both the Conference and the Association.

It is most important that any investigation be handled by, and within the guidelines of, the Manual On Ministry and the CCUCC, which has trained and experienced staff available for this purpose.

In order to avoid the possibility or appearance of a conspiracy of silence, no independent, unilateral investigation will be conducted by members of the Congregational Church of New Fairfield, unless the Intervention Committee deems it necessary. Both the Conference Minister and the Fairfield East Association Committee on Church and Ministry will be informed of any local investigation.

The committee is charged with assisting Conference staff and/or the Fairfield East Association Committee on Church and Ministry in any investigation/resolution process of cases involving alleged sexual exploitation, and acting upon recommendations made by the Conference of the Fairfield East Association during this process.

The Intervention Committee shall keep a log of all events, meetings, contacts, discussions, etc, which are related to the allegation(s). Any minutes or notes should deal with the facts as they are known and not include personal feelings, speculations or conclusions. Subsequent to any initial notification, no 'one on one' meetings should be held between a committee member and the alleged victim or the accused. The committee is charged with exercising 'extreme' care in dealing with any information concerning any allegation.

Should any allegation lead to criminal charges, the committee will keep track of the procedures and the outcome.

Any questions from the media regarding allegations involving pastoral staff involvement with other than youths should be referred by the committee to CCUCC staff. In situations involving youths, the media should be referred to the appropriate state child protection agency.

The committee is specifically empowered to call for and enforce a leave of absence of the pastor or pastoral counselor without prejudice (and with continued salary and benefits), or a redirection of work responsibilities, as deemed appropriate. This can be done in conjunction with, or independent of, related Conference or Fairfield East Association action. During this period, the Board of Deacons will supply the pulpit.

Once a pastor is placed on leave of absence as a result of allegations, the Moderator will advise the congregation by letter stating that "as a result of allegations of exploitation the pastor is on leave of absence or redirected service – without prejudice, and an investigation is being conducted CCUCC at the request of the Congregational Church of New Fairfield. No further details about the allegations should be given.

The congregation will be informed of the results of the investigation at its conclusion.

ALLEGATIONS OF SEXUAL CONTACT WITH YOUTH

The law requires specific individuals and professionals to report suspected cases of sexual abuse or contact with youth. The committee, upon becoming aware of any such allegations, will:

1. Immediately report the suspicion of child abuse to the appropriate state child protection agency. This is required under the laws of Connecticut.
2. Report the allegations to the CCUCC Conference Minister.
3. Report any allegation to our Church insurance agent and the insurance company both verbally and in writing, following the claim reporting instructions.

PROCEDURES FOR NON-PASTORAL STAFF AND VOLUNTEERS WHO WORK WITH YOUTH OR ASSIST IN YOUTH ACTIVITIES

Any allegations involving youth shall be referred to the appropriate state child protection agency. If legal charges of sexual exploitation are brought against a non-pastoral staff member or a volunteer who works with youth, such an individual will be removed from his or her duties without prejudice by the chairperson or the appropriate board or committee until the legal proceedings are complete.

In the case of a paid staff member, his or her salary and benefits will continue during the resolution of the complaint, and the individual will be reinstated if cleared. If a volunteer, he or she will be given an opportunity to serve within the church government if cleared.

PROCEDURES FOR COMPLAINTS INVOLVING NON-PASTORAL STAFF OR VOLUNTEERS WITH ADULTS

Perhaps the most difficult situations are allegations of sexual exploitation involving non-pastoral, paid staff or adult volunteers with other adults. When reported, these complaints should be reported to the pastor.

Complaints involving non-pastoral paid staff, and other adults should be referred to the pastor, who will notify the Church's insurance agent and insurance company both verbally and in writing, following the claim reporting procedures.

In all cases above, CCUCC can be called upon to act in an advisory capacity.

CCUCC PROCEDURES FOR DEALING WITH PASTORAL MISCONDUCT

The Intervention Committee should be familiar with the UCC policy and the Manual on Ministry for dealing with cases of exploitation involving ordained, commissioned or licensed pastoral staff.

This document serves as a resource for Conference staff persons and Committees on Ministry in the United Church of Christ, and defines the guiding principles, review and disciplinary procedures utilized in dealing with complaints.

MEASURES TO PREVENT SEXUAL EXPLOITATION

The Congregational Church of New Fairfield shall implement the following preventative measures:

1. Prominently post within the church our opposition to sexual exploitation.
2. The formal policy, and where the draft procedures can be found, will be mentioned annually in the newsletter.
3. Every new member will receive a copy of the Congregational Church of New Fairfield's policy in their new member packet.
4. Screening forms will be completed annually by all paid staff and volunteers who work with youths or assist in youth activities.

5.2 Sexual Exploitation Policy Addendum 2: Background Disclosures

BACKGROUND DISCLOSURES VOLUNTEERS WORKING WITH CHILDREN AND YOUTH CONGREGATIONAL CHURCH OF NEW FAIRFIELD

Name: _____

Address: _____

Day Phone: _____ Evening Phone: _____

Social Security # _____

Position for which you will be responsible: _____

Immediate Advisor/Supervisor: _____

Will you be using a car to transport youth? Yes _____ No _____

If yes, do you have:

A valid driver's license? Yes _____ No _____

If yes, License Number and State _____

A current auto registration? Yes _____ No _____

Valid auto insurance? Yes _____ No _____

Do you have a medical condition that will affect your ability to transport youth?
Yes _____ No _____

If yes, please explain: _____

Do you use illegal drugs? Yes _____ No _____

PLEASE ANSWER THE FOLLOWING AND SIGN YOUR NAME

I affirm that the position, power and authority associated with a volunteer ministry to children and/or youth authorized by the Congregational Church of New Fairfield, extends and participates in the ministry of Jesus Christ is intended to be of benefit to the youth in whose care I am authorized to serve.

True _____

False _____

With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance.

True _____

False _____

I have never been found guilty, pleaded guilty, or no contest to criminal charges. (Does not include civil disobedience).

True _____

False _____

Has your employment ever been terminated because you attempted to or actually engaged in:

Sexual discrimination, harassment, exploitation, or misconduct?

Yes _____ No _____

Physical abuse?

Yes _____ No _____

Child abuse?

Yes _____ No _____

Financial misconduct?

Yes _____ No _____

If yes to any of the above, please explain.

Have you ever terminated your employment or professional credentials in order to avoid facing or avoid being terminated because of charges of actual or attempted:

Sexual discrimination, harassment, exploitation, or misconduct?

Yes _____ No _____

Physical abuse?

Yes _____ No _____

Child abuse?

Yes _____ No _____

Financial misconduct?

Yes _____ No _____

If yes to any of the above, please explain.

In my judgment, there are no facts or circumstances involving me or my background that would warrant further review before my being entrusted with the responsibilities of ministry on behalf of the Congregational Church of New Fairfield.

True _____

False _____

If false, please explain.

I recognize my responsibility to update this background disclosure in a timely manner should there be a change of status in any of the issues named above.

Signature: _____

Date: _____

THIS FORM WILL BE KEPT CONFIDENTIAL

6 Emergency Contact Policy

Enacted: February 28, 2006

A list of emergency contacts shall be maintained by the Trustees and posted both in the church office and in a prominent place in the building. It shall be made available to the officers, primary team members (Worship, Trustees, Christian Education, and Missions) and various groups that use the church by printed copy or electronically. This list shall be reviewed annually to ensure the information remains current.

7 Inclement weather Policy for Worship Services

Enacted: September 2004

Revised: June 28, 2005

In the event of inclement weather, the following procedure will be followed in the morning of the event to determine whether services will be held or cancelled:

- The Chair of the Board of Deacons and the pastor will confer and decide if church should be cancelled by 7:30 AM.
- At that time, if we are canceling the following broadcast stations will be notified:
 - Radio Stations
 - WDAQ (98.3 FM) Danbury (Tel: 203-743-9898, 203-744-4800)
 - WLAD (800 AM) Danbury (Tel: 203-743-9898, 203-744-4800)
 - WRKI (95.1 FM) Brookfield (Tel: 203-775-9595)
 - Television Stations
 - WFSB (CBS Channel 3) Hartford
 - WVIT (NBC Channel 30) Hartford
 - WTNH (ABC Channel 8) New Haven-Hartford
- The following individuals will be notified of this decision at the discretion of the Chair of the Board of Deacons
 - Members of the Board of Deacons (who may be asked to contact the broadcast stations in the prior section)
 - The Moderator
 - The Church's web master so that a message may be added to the church's web site indicating that services have been cancelled.

8 Gift Policy

Enacted: February 22, 2005

The following is the policy applies to all gifts given to the church by individuals or groups.

8.1 Cash Gifts

8.1.1 Unrestricted Cash Gifts

Unrestricted cash gifts to the general operating fund will always be accepted.

8.1.2 Restricted Cash Gifts

Restricted cash gifts for existing funds and for items already planned for and approved will always be accepted. Restricted cash gifts for a new fund or funds to be established will be accepted upon approval of the Executive Committee.

8.1.3 Memorial Gifts

8.1.3.1 Unrestricted Memorial Gifts

General memorial fund gifts without restrictions will always be accepted. The Board of Deacons will vote on how to use such gifts.

8.1.3.2 Restricted Memorial Funds for Specific Uses

We will always accept cash gifts to existing funds or for existing budget line items. The board or committee responsible for those funds will determine how they will be used. We will also accept cash gifts for new purposes after consultation between the Pastor and the family of the deceased with the advice and council of the Executive Committee. Memorial gifts of personal property will be accepted per the guidelines outlined for personal property.

8.2 Gifts of Property

8.2.1 Real Property

Proposed gifts of real property will be referred to the Moderator, or his or her duly designated representative, who will monitor the following process:

1. The Board of Trustees will consider the proposed gift and make a recommendation to the Executive Committee.
2. The Executive Committee will act on the Trustees' recommendation.
3. The item will be added to the agenda for the next quarterly meeting less than two weeks away or a special meeting will be called by the Church Clerk as determined by the Executive Committee.

8.2.2 Personal Property

Personal property refers to all property other than “real property” and consists of things that are temporary or movable (e.g. a car). We will accept gifts of personal property at the discretion of the Executive Committee with the advice of the Pastor and the appropriate board or committee.

9 Expense Reimbursement Policy

Enacted: February 28, 2006

The following policy applies to all expense reimbursements for individuals. This policy does not apply to regular expenses, those incurred by an authorized party, or expenses not reimbursed to individuals (e.g. Salaries, office supplies where the church has an account, etc.).

1. All expenses subject to individual reimbursement by an unauthorized party shall be approved prior to expenditure.
2. If an expense is identified in the current budget, approval shall be obtained at the level of budgetary control (Worship, Trustees, Christian Education, and Missions) or their delegate.
3. If an expense is not identified in the current budget and is within the discretionary limit specified by our by-laws, then approval shall be obtained from the Trustees.
4. If an expense is not identified in the current budget and is not within the discretionary limit specified by our by-laws, then the expense shall be proposed to the Executive Council who at their discretion will either bring it to the congregation to approve or reject the expenditure.

Should an individual expense be submitted for reimbursement without prior approval, acceptance will be at the discretion of the responsible person(s) as outlined above. If not approved, the Church's Treasurer or Financial Secretary will provide a donation receipt for the amount submitted.

10 Confidential Form Policy

Enacted: April 25, 2006

In the process of conducting normal church business, there are certain documents that contain personal information that some parishioners would like kept confidential. It is the intent of the Executive Council of the Congregational Church of New Fairfield to maintain confidentiality for all these documents. Therefore, confidential forms shall be kept in a locked cabinet or off site with access limited according to the following guidelines:

Form Name	Location	Generally Accessible to	Exceptions
Volunteer Background Disclosure Form	Pastor's office	Pastor, Officers	By approval of the Executive Council
Scholarship application form	Church office	Scholarship Team	By approval of the Scholarship Team
Employment forms	Church office	Officers, Worship team (for Pastor, Organist), Christian Education team (for CE Director), Trustees team (all)	By approval of the Executive Council
Employee tax records	Treasurer	Treasurer, Trustees team	By approval of the Executive Council
Pledge records	Financial Secretary	Only the Financial Secretary	By approval of the individual who made the pledge

Any other form containing personal information will also be subject to this policy and will remain confidential. By default, such forms will be generally accessible to the Executive Council and the party deemed responsible for the form.

11 Church Use Policy

Enacted: June 28, 2005

The following rules govern the use of the church building:

1. Obtain permission to use the church building by writing or calling the church office or a member of the Board of Trustees at least seven days prior to the request date.
2. A group may reserve the meeting hall for no more than one meeting per week for program year, starting September 1st. This means that if a group wishes to use the building for regular weekly meetings, or monthly meetings, reservation for a meeting room will be on a first come, first served basis, starting September 1st. Any exceptions to this rule must be approved by the Board of Trustees.
3. The capacity of Pilgrim hall is 200 persons for banquets and dinners with tables, 333 persons for dancing or seating with chairs.
4. The walls are not to be marked, nor is *anything* to be affixed to them, without the approval of the Board of Trustees.
5. Groups using the kitchen are to leave it clean, no food is to be left in the refrigerator. Utensils are to be returned to their proper places. The counters are to be left free of all loose objects.
6. Groups using the building and grounds must be responsible for cleaning them promptly. If this is not done to the satisfaction of the Board of Trustees, the cost of hiring a cleanup crew will be billed to the responsible group. This applies to Rules 4 and 5 also.
7. All trash must be collected and dumped in *outside* containers.
8. Before leaving the building, all windows are to be locked, thermostats set at 55 and *all* lights turned off and doors locked.
9. Damage to the building, grounds, major appliances, or any other equipment must be reported to the Board of Trustees the day following the meeting at the latest.
10. NO ALCOHOLIC BEVERAGES OR DRUGS are allowed on the premises.
11. NO SMOKING IS ALLOWED in the building.
12. The church is not responsible for articles left in the building or on the grounds.

13. Adult supervision of baby-sitters is required when any section or rooms of the church are used.
14. General liability insurance in the amount of *at least* \$300,000 for church members and \$500,000 for non-members to cover accidents and illness must be provided. Certificate of insurance is to be filed with the church office at least two days prior to function. Those who are members of the church need only show the church a photocopy of the liability portion of their own home policy which should be at least \$300,000. All others must procure a "One Day Event" policy with limits of \$500,000 to \$1,000,000 and also show evidence of this policy when renting. (Group's Name) agrees to indemnify and hold harmless the Congregational Church of New Fairfield from any accidents or injuries resulting from the use of these premises.
15. Groups found to be repetitively abusing the above rules (in particular, items 4 through 11), will be denied use of the church building for future meetings.
16. Only those groups which in the opinion of the Board of Trustees, actively seek to promote a better Christian life will be permitted the use of the church building.
17. Borrowing and/or use of any or all physical property of the church must be cleared by the Board of Trustees.

11.1 Church Use Policy Addendum 1: Application for Use

APPLICATION FOR USE OF PILGRIM HALL OR FELLOWSHIP HALL AT THE CONGREGATIONAL CHURCH OF NEW FAIRFIELD

The undersigned makes application for use of the (upstairs/downstairs) _____

hall on _____ Hours _____ to _____
Date *(if more than one list below) From To

Indicate type of activity _____

Person(s) in charge _____ Phone _____

_____ Phone _____

Number of chairs needed _____

Number of tables needed _____

Use of kitchen (yes/no) _____

Note: The kitchen dishwasher is NOT to be used unless a member of the church is present who knows its operation.

Name of organization applying _____

Date of Application ____ / ____ / 20____

Signature of Applicant

Phone

The use of church facilities to organized groups will be subject to the approval of the Board of Trustees.

Church affairs will have scheduling preference. Application forms are to be submitted to the church office preferably one month prior to the date of usage. Confirmation will be provided. Scheduled activities are to be posted in the Parish Secretary's office. Notice of any cancellation is highly desired.

Regulations: Please see the rules governing the use of the church building.

The Board of Trustees has the authority to prohibit subsequent usage of the church building if any violation of regulations occurs.

***Additional Dates:**

- | | | | |
|-------------------|--------------------|--------------------|--------------------|
| 1. ____/____/____ | 9. ____/____/____ | 17. ____/____/____ | 25. ____/____/____ |
| 2. ____/____/____ | 10. ____/____/____ | 18. ____/____/____ | 26. ____/____/____ |
| 3. ____/____/____ | 11. ____/____/____ | 19. ____/____/____ | 27. ____/____/____ |
| 4. ____/____/____ | 12. ____/____/____ | 20. ____/____/____ | 28. ____/____/____ |
| 5. ____/____/____ | 13. ____/____/____ | 21. ____/____/____ | 29. ____/____/____ |
| 6. ____/____/____ | 14. ____/____/____ | 22. ____/____/____ | 30. ____/____/____ |
| 7. ____/____/____ | 15. ____/____/____ | 23. ____/____/____ | 31. ____/____/____ |
| 8. ____/____/____ | 16. ____/____/____ | 24. ____/____/____ | 32. ____/____/____ |

END OF CHURCH USE APPLICATION FORM

12 Mass Email Policy

Enacted: November 9, 2010

The use of the CCNF ACS Mass Email list is intended to augment/improve existing means of communication to church members and friends. It will be limited to events, notices, and general information pertaining to the church. Mass Emails from Teams and/or individuals not directly related to CCNF information needs to be approved by the Moderator and Pastor prior to sending. All Mass emails have to be sent via the Church Office Computer. Teams may submit information to be included in the weekly Mass Email, however this should not be in place of newsletters, bulletins and other established documents. Sending of Mass Emails should not exceed a reasonable number (use good judgment, and be sensitive to professional, personal, and general email protocols). Teams are always free to send out emails to their members without special approval from their own email accounts.