

# DEER LAKE UNITED CHURCH

## POLICY INDEX AND GLOSSARY

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### 1. Introduction

Welcome to the Deer Lake United Church Policies Binder. It contains all of the currently completed DLUC policies and related documents. This index contains several sections designed to make the policies easier to access and understand. It is laid out as follows:

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### 2. Theological Rationale

In keeping with the work we are called to do by God, our Creator, and with specific reference to the United Church Manual, we cite these policies as being integral in helping us to nurture the Christ-centred work of Deer Lake United Church.

### 3. Index of Policies by Group and Policy Number

#### 3.1. Administration Policies

Overview  
ADM001 Church Administration  
ADM002 Safeguarding of Computer Files

#### 3.2. Christian Education Policies

Christian Education Committee Overview  
CED001 Christian Education  
CED002 Nursery Policy  
CED003 Sunday School  
CED004 Youth Christian Education  
CED005 Adult Christian Education  
CED006 Student Ministry Scholarship Fund

#### 3.3. Communications Committee Policies

Communications Committee Overview  
COM001 Newsletter Publication  
COM002 Communications Committee Membership

#### 3.4. Finance Committee Policies

Finance Committee Overview  
FIN001 Control & Safeguard of Assets/Accounting Practices  
FIN002 Charitable Receipting

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FIN003 Audit, Review & Record Retention  
FIN004 Petty Cash  
FIN005 Budgetary Spending and Reimbursements  
FIN006 Ministry Personnel Allowances  
FIN007 Payroll, Honoraria & Contract Fees  
FIN008 Wedding and Funeral Costs and Payments  
FIN009 Preparation of Annual Budget

### 3.5. General Policies

Overview  
GEN001 DLUC Website  
GEN002 Board Meetings  
GEN003 Use of Church Property  
GEN004 Use of Church Computers  
GEN005 Serving & Use of Alcohol  
GEN006 Board Minutes  
GEN007 Use of DLUC Phone List

### 3.6. Ministry & Personnel Committee Policies

M&P Committee Overview  
MPE001 Ministry and Personnel  
MPE002 Raising Concerns and Resolving Differences  
MPE003 Personnel Screening and Selection

### 3.7. Music Team Policies

Music Team Overview  
MUS001 Music Team  
MUS002 Sound System

### 3.8. Outreach Committee Policies

Outreach Committee Overview  
OUT001 Outreach

### 3.9. Pastoral Care Policies

Pastoral Care Committee Overview  
PAS001 Pastoral Care

### 3.10. Policies Review Team Policies

POL001 Policies Review  
POL002 Naming & Storage of Policies & Related Documents

### 3.11. Stewards Committee Policies

Stewards Committee Overview  
STW001 Maintenance and Repair of Church Property  
STW002 Rentals – Long-Term  
STW003 Rentals – Short-Term  
STW004 Building Keys

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STW005 Signage

### 3.12. Trustees Committee Policies

Trustees Overview

TRS001 Board of Trustees

TRS002 Trustees Meetings

TRS003 Trustees Oversight of the DLUC Insurance Program

TRS004 DLUC Building & Contents Valuation for Insurance Purposes

TRS005 Management of DLUC Investment Portfolio

### 3.13. Worship Committee Policies

Worship Committee Overview

WOR001 Worship Committee Terms of Reference

WOR002 Worship Services

WOR003 Funeral & Memorial Services

WOR004 Wedding Services

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### 4. Index of Miscellaneous Documents

#### 4.1. Brochures

FIN001 Funds Open to Donation Through Envelopes

FIN002 Inventory of Available Grants and Funds

#### 4.2. Forms

FIN001 Requisition for Honoraria – Guest Worship Leader

FIN002 Requisition for Contractors

FIN003 Requisition for Honoraria – Weddings & Funerals

FIN004 Requisition for Payment

STW001 Borrow Request

Prayer Request Form

Worship Feedback Form

#### 4.3. Schedules

FIN001 Fees and Payments Excluding Rentals

STW001 Fees for Facility Rentals (excluding wedding & funeral services)

#### 4.4. Templates

Brochure AAAnnn Booklet Template

Brochure AAAnnn Full Page Template

Checklist AAAnnn Template

Form AAAnnn Template

Policy AAAnnn Policy Template

Procedure AAAnnn Template

Process AAAnnn Template

Schedule AAAnnn Template

RENTAL-1 Long-Form Rental Agreement

RENTAL-2 Short-Form Rental Agreement

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**5. Index of Documents by Subject**

<b>Subject</b>	<b>Document</b>
Access	Policy STW004 Building Keys Policy GEN004 Use of Church Computers
Advertising	Policy GEN007 Use of DLUC Phone List
AGM	Policy FIN009 Preparation of Annual Budget
Alcohol	Policy GEN005 Serving & Use of Alcohol
Audio/video equipment	Policy MUS002 Sound System
Audit	Policy FIN003 Audit, Review & Record Retention
Balance Sheet	Policy FIN001 Control & Safeguard of Assets
Baptisms	Policy WOR002 Worship Services
Benefits	Policy FIN006 Ministry Personnel Allowances Policy FIN007 Payroll Honoraria and Contract Fees
Bible Study	Policy CED005 Adult Christian Education
Board	Policy GEN002 Board Meetings Policy GEN006 Board Minutes
Borrowing church property	Form STW001 Borrow Request Policy GEN003 Use of Church Property Policy GEN004 Use of Church Computers Policy MUS002 Sound System
Budget	Policy FIN001 Control and Safeguard of Assets Policy FIN005 Budgetary Spending and Reimbursement Policy FIN009 Preparation of Annual Budget
Building	Policy STW001 Maintenance and Repair of Church Property Policy STW004 Building Keys
Choir	Policy MUS001 Music Team
Charitable receipt	Policy FIN002 Charitable Receipting
Christian Education	Policy CED001 Christian Education Policy CED002 Nursery Policy Policy CED003 Sunday School Policy CED004 Youth Christian Education Policy CED005 Adult Christian Education
Church Service	Policy WOR002 Worship Services

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Subject	Document
Collection	Policy FIN001 Control & Safeguard of Assets/Accounting Practices
Committees	Deer Lake United Church Committee List
Committee members	Deer Lake United Church Committee List
Computers	Policy ADM002 Safeguarding of Computer Files Policy GEN004 Use of Church Computers
Computer Files	Policy ADM002 Safeguarding of Computer Files
Concern	Policy MPE002 Raising Concerns and Resolving Differences
Conflict	Policy MPE002 Raising Concerns and Resolving Differences
Contract	Form FIN002 Requisition for Contractors Policy FIN007 Payroll, Honoraria & Contract Fees
Counting	Policy FIN001 Control & Safeguard of Assets/Accounting Practices
Data	Policy ADM002 Safeguarding of Computer Files
Differences of Opinion	Policy MPE002 Raising Concerns and Resolving Differences
Distribution List	Policy GEN007 Use of DLUC Phone List
Donations	Brochure FIN001 Funds Open to Donation Through Envelopes
Email	Policy GEN007 Use of DLUC Phone List
Employees	Policy MPE001 Ministry and Personnel Committee Policy MPE002 Raising Concerns and Resolving Differences Policy MPE003 Personnel Screening and Selection
Equipment	Borrow Request Form Policy GEN003 Use of Church Property Policy MUS002 Sound System
Envelopes	Brochure FIN001 Funds Open to Donation Through Envelopes Policy FIN001 Control & Safeguard of Assets/Accounting Practices
Events	Borrow Request Form Policy GEN003 Use of Church Property Policy GEN004 Use of Church Computers Policy GEN005 Serving & Use of Alcohol Policy MUS002 Sound System
Executive	Policy GEN002 Board Meetings

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<b>Subject</b>	<b>Document</b>
Fees	Schedule FIN001 Fees and Payments Excluding Rentals Schedule STW001 Fees for Facility Rentals (excluding wedding & funeral services) Policy FIN008 Wedding and Funeral Costs and Payments Schedule of Fees Policy WOR002 Worship Services Policy WOR003 Funeral & Memorial Services Policy WOR004 Wedding Services
Finances	Policy FIN001 Control and Safeguard of Assets Policy FIN002 Charitable Receipting Policy FIN003 Audit Review and Record Retention Policy FIN004 Petty Cash Policy FIN005 Budgetary Spending and Reimbursement Policy FIN006 Ministry Personnel Allowances Policy FIN007 Payroll Honoraria and Contract Fees Policy FIN008 Wedding and Funeral Costs and Payments
Fund	Brochure FIN001 Funds Open to Donation Through Envelopes Brochure FIN002 Inventory of Available Grants and Funds Policy CED006 Student Ministry Scholarship Fund
Funerals	Policy FIN008 Wedding and Funeral Costs and Payments Policy WOR003 Funeral & Memorial Services
Grant	Brochure FIN002 Inventory of Available Grants and Funds Policy CED006 Student Ministry Scholarship Fund
Grievance	Policy MPE002 Raising Concerns and Resolving Differences
Harassment	Policy MPE002 Raising Concerns and Resolving Differences
Hiring	Policy MPE001 Ministry and Personnel Policy MPE003 Personnel Screening and Selection
Honorarium	Form FIN001 Requisition for Honoraria – Guest Worship Leader Form FIN003 Requisition for Honoraria – Weddings & Funerals Form FIN004 Requisition for Payment Policy FIN007 Payroll Honoraria and Contract Fees
Insurance	Policy TRS003 Trustees Oversight of the DLUC Insurance Program Policy TRS004 DLUC Building & Contents Valuation for Insurance Purposes
Internet	Policy GEN001 DLUC Website Policy GEN007 Use of DLUC Phone List

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<b>Subject</b>	<b>Document</b>
Investments	Policy TRS005 Management of the Deer Lake United Church Investment Portfolio
Keys	Policy STW004 Building Keys
Mailing Lists	Policy GEN007 Use of DLUC Phone List
Maintenance	Policy STW001 Maintenance and Repair of Church Property
Minutes	Policy GEN006 Board Minutes
Music	Policy MUS001 Music Team
Newsletter	Policy COM001 Newsletter Publication Policy COM002 Communications Committee Membership
Nursery	Policy CED001 Christian Education Policy CED002 Nursery Policy
Offering	Policy FIN001 Control & Safeguard of Assets/Accounting Practices
Office	Policy ADM001 Church Administration
Outreach	Policy OUT001 Outreach
Pastoral Care	Policy PAS001 Pastoral Care
Payment	Form FIN001 Requisition for Honoraria – Guest Worship Leader Form FIN002 Requisition for Contractors Form FIN003 Requisition for Honoraria – Weddings & Funerals Form FIN004 Requisition for Payment Policy FIN007 Payroll Honoraria and Contract Fees Policy WOR002 Worship Services Policy WOR003 Funeral & Memorial Services Policy WOR004 Wedding Services Schedule FIN001 Fees and Payments Excluding Rentals
Payroll	Form FIN001 Requisition for Honoraria – Guest Worship Leader Form FIN002 Requisition for Contractors Form FIN003 Requisition for Honoraria – Weddings & Funerals Form FIN004 Requisition for Payment Policy FIN007 Payroll, Honoraria & Contract Fees
Personnel	MPE001 Ministry and Personnel Committee MPE002 Raising Concerns and Resolving Differences MPE003 Personnel Screening and Selection
Petty cash	Policy FIN004 Petty Cash
Phone List	Policy GEN007 Use of DLUC Phone List

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<b>Subject</b>	<b>Document</b>
Policies	Policy POL001 Policies Review Policy POL002 Naming & Storage of Policies & Related Documents
Prayers	Policy WOR001 Worship Committee Terms of Reference
Privacy	Policy GEN001 DLUC Website Policy GEN007 Use of DLUC Phone List
Projector	Policy GEN003 Use of Church Property Policy GEN004 Use of Church Computers Policy WOR003 Funeral & Memorial Services
Property	Form STW001 Borrow Request Policy GEN003 Use of Church Property Policy TRS004 DLUC Building & Contents Valuation for Insurance Purposes
Reimbursement	Form FIN001 Requisition for Honoraria – Guest Worship Leader Form FIN002 Requisition for Contractors Form FIN003 Requisition for Honoraria – Weddings & Funerals Form FIN004 Requisition for Payment Policy FIN005 Budgetary Spending and ‘Reimbursements Policy FIN007 Payroll Honoraria and Contract Fees
Rent	Policy STW002 Rentals – Long-Term Policy STW003 Rentals – Short-Term Schedule STW001 Fees for Facility Rentals (excluding wedding & funeral services) RENTAL-1 Long-Form Rental Agreement RENTAL-2 Short-Form Rental Agreement
Repair	Policy STW001 Maintenance and Repair of Church Property
Salary	Policy FIN007 Payroll Honoraria and Contract Fees
Scholarship	Policy CED006 Student Ministry Scholarship Fund
Security	Policy ADM002 Safeguarding of Computer Files Policy GEN004 Use of Church Computers Policy STW004 Building Keys
Solicitation	Policy GEN007 Use of DLUC Phone List
Sound System	Policy MUS002 Sound System
SPAM	Policy GEN007 Use of DLUC Phone List

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<b>Subject</b>	<b>Document</b>
Staff	MPE001 Ministry and Personnel Committee MPE002 Raising Concerns and Resolving Differences MPE003 Personnel Screening and Selection
Student	Policy CED006 Student Ministry Scholarship Fund
Sunday School	Policy CED001 Christian Education Policy CED003 Sunday School
Tables & Chairs	Policy GEN003 Use of Church Property
Tenants	Policy STW002 Rentals – Long-Term Policy STW003 Rentals – Short-Term Schedule STW001 Fees for Facility Rentals (excluding wedding & funeral services) RENTAL-1 Long-Form Rental Agreement RENTAL-2 Short-Form Rental Agreement
Volunteering	Deer Lake United Church Committee List
Website	Policy GEN001 DLUC Website
Weddings	Policy FIN008 Wedding and Funeral Costs and Payments Policy WOR004 Wedding Services
Worship	Policy WOR001 Worship Committee Terms of Reference Policy WOR002 Worship Services

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**6. Index of Documents by Group or Role**

This index indicates which documents various individuals should be familiar with. Everyone associated with DLUC should be familiar with the documents listed beside “All DLUC members and adherents”. In addition to those documents, individuals in specific roles and/or serving on committees should familiarize themselves with the documents listed beside those roles and/or committees.

<b>Group or Role</b>	<b>Document</b>
All DLUC members and adherents	Policy ADM002 Safeguarding of Computer Files
	Policy CED002 Nursery
	Policy CED003 Sunday School Policy
	Policy CED004 Youth Christian Education
	Policy CED005 Adult Christian Education
	Policy COM001 Newsletter Publication
	Policy FIN002 Charitable Receipting
	Policy FIN005 Budgetary Spending and Reimbursements
	Policy FIN008 Wedding & Funeral Costs and Payments
	Policy GEN002 Board Meetings
	Policy GEN003 Use of Church Property
	Policy GEN004 Use of Church Computers
	Policy GEN005 Serving & Use of Alcohol on DLUC Premises
	Policy GEN007 Use of DLUC Phone List
	Policy MPE002 Raising Concerns and Resolving Differences
	Policy MUS002 Sound System
	Policy OUT001 Outreach
	Policy WOR002 Worship Services
	Policy WOR003 Funeral & Memorial Services
	Policy WOR004 Wedding Services
	Brochure FIN001 Funds Open to Donation Through Envelopes
	Brochure FIN002 Inventory of Available Grants and Funds
	Form FIN004 Requisition for Payment
Form STW001 Borrow Request	
Schedule FIN001 Fees and Payments Excluding Rentals	
Schedule STW001 Fees for Facility Rentals (excluding wedding and funeral services)	
Board Chair and Past Chair	All

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<b>Group or Role</b>	<b>Document</b>
Board Members	Policy FIN005 Budgetary Spending and Reimbursements Policy FIN009 Preparation of Annual Budget Policy GEN006 Board Minutes Policy MPE003 Personnel Screening and Selection Policy POL001 Policies Review Policy POL002 Naming & Storage of Policies & Related Documents Policy STW004 Building Keys
Board Secretary	Policy GEN006 Board Minutes
Care Ringer	Policy PAS001 Pastoral Care
Choir Director	Policy MUS001 Music Team See Staff
Choir member	Policy MUS001 Music Team
Christian Education	Policy CED001 Christian Education Policy CED002 Nursery Policy CED003 Sunday School Policy Policy CED004 Youth Christian Education Policy CED005 Adult Christian Education Policy CED006 Student Ministry Scholarship Fund Policy FIN005 Budgetary Spending and Reimbursements Policy FIN009 Preparation of Annual Budget
Church Secretary	Policy ADM001 Church Administration Policy CED001 Christian Education Policy FIN002 Audit, Review & Record Retention Policy FIN004 Petty Cash Policy GEN006 Board Minutes Policy STW001 Maintenance and Repair of Church Property Policy STW003 Rentals – Short Term Form FIN001 Requisition for Honoraria – Guest Worship Leader Form FIN002 Requisition for Contractors Form FIN003 Requisition for Honoraria – Weddings & Funerals Form FIN004 Requisition for Payment Form STW001 Borrow Request Schedule FIN001 Fees and Payments Excluding Rentals Schedule STW001 Fees for Facility Rentals (excluding wedding and funeral services) See Staff

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<b>Group or Role</b>	<b>Document</b>
Communications C'tee	Policy COM001 Newsletter Publication Policy COM002 Communications Committee Membership Policy FIN005 Budgetary Spending and Reimbursements Policy FIN009 Preparation of Annual Budget Policy GEN001 DLUC Website
Contractors	Policy FIN007 Payroll, Honoraria & Contract Fees Policy STW001 Maintenance and Repair of Church Property Form FIN002 Requisition for Contractors
Counters	Policy FIN001 Control & Safeguard of Assets/Accounting Practices Policy FIN003 Audit, Review & Record Retention
Custodian	Policy STW001 Maintenance and Repair of Church Property See Staff
Finance C'tee	Policy FIN001 Control & Safeguard of Assets/Accounting Practices Policy FIN002 Charitable Receipting Policy FIN003 Audit, Review & Record Retention Policy FIN004 Petty Cash Policy FIN005 Budgetary Spending and Reimbursements Policy FIN007 Payroll, Honoraria & Contract Fees Policy FIN008 Wedding & Funeral Costs and Payments Policy FIN009 Preparation of Annual Budget
Funeral Coordinators	Form FIN003 Requisition for Honoraria – Weddings & Funerals See Staff
Guest Worship Leader	Policy FIN007 Payroll, Honoraria & Contract Fees Form FIN001 Requisition for Honoraria – Guest Worship Leader Form FIN003 Requisition for Honoraria – Weddings & Funerals
Library, Photographs & Records	Policy FIN005 Budgetary Spending and Reimbursements
Minister	All
Ministry & Personnel C'tee	Policy FIN005 Budgetary Spending and Reimbursements Policy FIN007 Payroll, Honoraria & Contract Fees Policy FIN009 Preparation of Annual Budget Policy MPE001 Ministry and Personnel Committee Policy MPE003 Personnel Screening and Selection
Music Team	Policy MUS001 Music Team See Staff
Naramata Representative	Policy FIN005 Budgetary Spending and Reimbursements

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<b>Group or Role</b>	<b>Document</b>
Observer Representative	Policy FIN005 Budgetary Spending and Reimbursements
Organist	Policy MUS001 Music Team Form FIN003 Requisition for Honoraria – Weddings & Funerals See Staff
Outreach C'tee	Policy FIN005 Budgetary Spending and Reimbursements Policy OUT001 Outreach
Pastoral Care C'tee	Policy FIN005 Budgetary Spending and Reimbursements Policy PAS001 Pastoral Care
Policies Review C'tee	All
Presbytery Representative	Policy FIN005 Budgetary Spending and Reimbursements
Signing Officer	Policy FIN001 Control & Safeguard of Assets/Accounting Practices Policy FIN003 Audit, Review & Record Retention
Staff	Policy FIN005 Budgetary Spending and Reimbursements Policy FIN007 Payroll, Honoraria & Contract Fees Policy FIN008 Wedding & Funeral Costs and Payments Policy STW004 Building Keys
Stewards	Policy FIN005 Budgetary Spending and Reimbursements Policy FIN009 Preparation of Annual Budget Policy STW001 Maintenance and Repair of Church Property Policy STW002 Rentals – Long Term Policy STW003 Rentals – Short Term Policy STW004 Building Keys Policy STW005 Signage Form FIN002 Requisition for Contractors
Student Ministers/Theology Students	Policy CED007 Student Ministry Scholarship Fund Policy FIN005 Budgetary Spending and Reimbursements
Sunday School/Nursery	Policy CED001 Christian Education Policy FIN005 Budgetary Spending and Reimbursements
Tenants	Policy STW001 Maintenance and Repair of Church Property Policy STW002 Rentals – Long Term Policy STW003 Rentals – Short Term Policy STW004 Building Keys Policy STW005 Signage

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Trustees	Policy FIN001 Control & Safeguard of Assets/Accounting Practices Policy FIN003 Audit, Review & Record Retention Policy FIN005 Budgetary Spending and Reimbursements Policy FIN009 Preparation of Annual Budget Policy TRS001 Board of Trustees Policy TRS002 Trustees Meetings Policy TRS003 Trustees Oversight of the DLUC Insurance Program Policy TRS004 DLUC Building & Contents Valuation for Insurance Purposes Policy TRS005 Management of the DLUC Investment Portfolio
Wedding Coordinators	Form FIN003 Requisition for Honoraria – Weddings & Funerals See Staff
Worship C'tee	Policy FIN005 Budgetary Spending and Reimbursements Policy FIN009 Preparation of Annual Budget Policy WOR001 Worship Committee Terms of Reference
Youth Group Leader	Policy CED001 Christian Education See Staff

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# DEER LAKE UNITED CHURCH

## POLICY INDEX AND GLOSSARY

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### 7. Glossary

**Adherent:** Anyone regularly attending and supporting DLUC.

**Adult:** 18 years and older.

**AGM:** The Annual General Meeting of the DLUC congregation, usually held in February.

**Amplifier:** The Peavey amplifier at the front of the church (under the pew behind the pulpit)

**Arm's Length:** Describes a relationship where persons act independently of each other, or who are not related

**Benevolent Fund:** A small fund whose budget is set annually, to be used at the discretion of the minister for the care of others

**Board:** The Official Board of DLUC, comprising the Board Executive and members at large of all DLUC committees. Please refer to the current Committee List for a complete list of Board members.

**Board Executive:** Comprises the Chairperson, Vice Chairperson, Minister, Board Secretary, Treasurer, Envelope Secretary and the Chairpersons of the Committees.

**Board Meeting:** DLUC Board meetings are meetings of the Board Executive, which committee members and congregants are welcome to attend and participate. Meetings are held monthly from September to June, generally on the third Tuesday of the month. organizational actions, activities and behaviours that occur to carry out the Mission of DLUC.

**CE Committee:** Annually elected members of the Christian Education Committee

**Charitable gift:** a voluntary and irrevocable transfer of property (usually money) with no expectation of benefit in return

**Church Secretary:** The person employed to perform administrative duties determined by the Board

**Church Staff:** Employees or Volunteers of DLUC, Presbytery, or the United Church of Canada

**Communion Coordinator:** The person selected by the Worship Committee who organizes and prepares for the offering of Communion to the Congregation of DLUC.

**Computer Administrator:** A person who has sufficient technical knowledge and experience to install and configure hardware and/or software, and troubleshoot computer and network problems. There should be at least one, preferably two, and not more than three Computer Administrators. One of these may be an external contractor.

**Computer file:** A digital file used to store information. A computer file is created and modified using a computer program (EG: Excel, Outlook, PowerPoint, Windows Media Player, Word).

**Congregant:** An individual who is either on the official roll of DLUC (full member) or who regularly attends and supports DLUC (adherent).

**Congregant:** Any individual (either full member or adherent) who attends DLUC.

**Contract Workers:** those paid a fee for service by DLUC, either on a casual basis or under written contractual agreement

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# DEER LAKE UNITED CHURCH

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**Core components:** The core components of the sound system are the pulpit microphone and attached microphone cable, the second microphone cable for a hand microphone (but not the hand microphone), the amplifier, and the front speakers in the DLUC Sanctuary.

**CRA:** Canada Revenue Agency

**Custodian:** the individual responsible for maintaining the petty cash fund according to policy (Church Secretary)

**DLUC:** Deer Lake United Church

**DLUC congregation:** The congregation that owns the DLUC building.

**Dual Custody:** Involving two people, both of whom are equally responsible for the action

**Computer file:** A digital file used to store information. A computer file is created and modified using a computer program (EG: Excel, Outlook, PowerPoint, Windows Media Player, Word).

**DLUC:** Deer Lake United Church

**DLUC computer file:** A computer file containing information pertaining to DLUC affairs.

**Employees:** those paid a salary by DLUC

**Ex-officio member:** A person who is a member of a committee by virtue of office or position. Ex-officio members have exactly the same rights, privileges and responsibilities as do all other members, including, of course, the right to vote.

**Financials:** all paper and computer records of all activity within all accounts of DLUC, along with cheques, requisitions, count sheets, deposit books, and all supporting documentation

**Full member:** An individual on the official roll of DLUC.

**Funeral Coordinator:** The person who communicates and coordinates funeral or memorial service arrangements at DLUC.

**Gift-in-Kind:** a gift of property other than cash

**Guideline:** Any document that aims to streamline particular processes according to a set routine. By definition, following a guideline is never mandatory

**Lakeshore Lines:** The current name of the DLUC newsletter

**Long-term rental:** A rental of at least one calendar month's duration.

**Long-term tenant:** A person or organization who has signed an agreement for a long-term rental of part or all of the DLUC building

**M&P:** Ministry and Personnel

**Maintenance & Repairs Coordinator:** A member of the Stewards Committee who organizes projects involving maintenance and repairs of DLUC property. There may be one or more such members on the Stewards Committee.

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# DEER LAKE UNITED CHURCH

## POLICY INDEX AND GLOSSARY

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**Member:** For the purposes of weddings and funerals, “member” refers to full members on the roll of DLUC, adherents who support the church financially or with time or talent, and members of their families

**Music Team:** Comprises the Choir Directors and Organist.

**Non-core components:** Any components of the sound system that are not part of the core components.

**Nursery:** Under 4 years of age.

**Nursery Caregiver:** An adult who has accepted the responsibility of supervising and providing care to the children in the nursery.

**Organist:** The person(s) selected to accompany worship music and other special events

**Other congregation:** Any congregation that rents part or all of the DLUC building for its worship services.

**Outreach:** responding to local and global needs

**Petty Cash Fund:** a small fund which exists as a convenience to those who incur small out-of-pocket expenses on behalf of DLUC

**Phone List:** A printed document containing the names, street addresses, phone numbers and email addresses of DLUC congregants and employees.

**Policy:** A document that guides decisions and actions.

**Policy Coordinator:** The person responsible for coordinating the creation, modification, storage, approval and communication of DLUC policies and related documents.

**Prayer Writing Team:** A small group of DLUC congregation members who meet to review and maintain the Prayers of the People.

**Privacy Policy:** All personal information collected for the Sunday School, Nursery and Youth Registers is confidential.

**PRC:** Policies Review Committee

**Procedure:** A series of activities, tasks, steps, decision, calculations and other processes, that when undertaken in the sequence laid down produces the described result, product or outcome. Following a procedure should produce repeatable results for the same input conditions. For this reason, formal written procedures are usually used to ensure safety and consistency. However, due to the detailed nature of written procedures, regular review and update is advisable to ensure they remain accurate in the face of changes in supplies, technology or related work processes.

**Process:** A sequence of operations or events that produces an outcome. A process may be identified by the changes it creates in the properties of one or more objects under its influence.

**Property:** Any item belonging to DLUC or being purchased by DLUC on a payment plan. Typical items that persons might wish to use or borrow are tables, chairs, coffee percolators, dishes, cutlery, audio/visual equipment, etc.

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# DEER LAKE UNITED CHURCH

## POLICY INDEX AND GLOSSARY

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**Pulpit Supply:** a guest worship leader providing coverage in the absence of DLUC's regular minister.

**Quorum:** The minimum number or subset of officers or members of a body that, when duly assembled, is legally competent to transact business. For the purposes of the DLUC Board, a quorum consists of:

- the DLUC Minister or other Presbytery representative
- the DLUC Board Chairperson or Vice-Chairperson
- the DLUC Board Secretary or delegate
- at least two DLUC committee chairpersons or delegates

**Removable storage device:** Any medium or device capable of storing data that can be removed from a computer without disassembling it. (EG: diskette, CD, DVD, DAT tape, external hard drive, USB key)

**Requisition:** standard office form, describing the amount and type of work performed, the amount owed and the name of the person requiring payment

**Requisition for payment:** standard office form describing the amount, payee, expense category (with particulars if necessary), and information regarding cheque dispersal

**Ringee:** A congregant of DLUC who is on the contact list of a ringer.

**Ringer:** A member of the Care Ringers who is responsible for calling the people on their contact list

**Short-term rental:** A rental of less than one calendar month's duration.

**Signing Officer:** Any member or employee of DLUC who has been given Board approval to have authority over the church's banking transactions, and whose signature authorizes withdrawals from the church's accounts

**Sound system:** The DLUC sound system comprises any and all microphones, cables, cords, connectors, patch boxes, amplifiers, mixers and speakers belonging to Deer Lake United Church.

**Staffing Costs:** refers to honoraria paid to minister, organist and hostess for a wedding or funeral

**Standard:** A specification for achieving a specific task according to defined parameters. Following a standard is mandatory.

**Stewards Chairperson:** The member of the Stewards Committee who organizes budgeted projects, prepares records, liaises with the Board, liaises with the Caretaker and liaises with the Stewards Tenant Coordinator.

**Student Ministry Scholarship Fund:** a fund which exists to help ministry candidates defray the cost of their education.

**Sunday School:** 4 to 12 years old

**Supplies Coordinator:** A member of the Steward Committee who organizes and orders cleaning supplies for the Caretaker.

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## DEER LAKE UNITED CHURCH

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**Tenant:** Anyone renting DLUC facilities. This term normally refers to long-term rentals (a month or more), but may refer to anyone paying rent for the use of DLUC facilities, regardless of duration.

**Tenant Coordinator:** A member of the Stewards Committee who oversees rental agreements, the rental fee schedule, rental increases, and all tenant inquiries

**UCC:** United Church of Canada

**Web Administrator:** The person responsible for the technical details, programming and maintenance of, and content uploads to, the DLUC website. This person also liaises with the ISP (Internet Service Provider) that hosts the DLUC website.

**Wedding Coordinator:** The person who communicates and coordinates wedding arrangements at DLUC

**Youth Group:** 13 to 18 years old

**Youth Leader:** An adult who may be hired by the Ministry & Personnel Committee in consultation with the Minister and a Christian Education Committee representative to provide programming for Youth aged 13 through 18 (grades 7 through 12)

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