

Policies of the Vestry of St. David's Episcopal Church, Topeka, KS 2011

**1) Use of Building Request Form
St. David's Episcopal Church
3916 SW 17th, Topeka, KS 66604**

We would like to welcome you to our facility. We hope it will meet your needs and that you will feel comfortable using our facility. We permit some outside use of our building as a service to the community. At the same time, any group using our building, whether they are members of our community or not, means extra janitorial service, staff time, equipment use, utilities expense, and general building wear. We request that all persons supervising such use familiarize themselves with our general rules and make sure that everyone in their group uses our building with respect, care and the utmost of safety.

We believe that our building should be used in a spirit of Godly stewardship and we want to enable groups and persons to use our facilities in ways that we are consistent with the goals and purposes of the Episcopal Church.

To insure that our building is used appropriately and carefully, St. David's requires that every group fill out the Use of Building Request Form. It should be received at least thirty days prior before the activity is scheduled. The Rector will review your request and verify the availability of facilities and equipment needed and determine appropriate security deposits and use fees. The Rector reserves the right to refuse building use.

Groups using the building are responsible for the security of the area they are using. Preferably, the outside door will remain locked during meeting times and someone from the group will wait by the door and admit the proper group members. If the door is unlocked, vigilance must be maintained as to all who enter, and the door must be locked when the group leaves the building. Do not allow unauthorized persons to enter while you are using the facility.

The responsibility for all church functions is vested with the Rector and the Vestry of St. David's Episcopal Church.

General Rules of Usage

1. St. David's does not allow smoking in our building. Possession or use of any illegal drugs is strictly forbidden. Facilities are to be left clean and in good working order. It is the responsibility of each group to report any breakage or damage and pay any fees necessary to replace or repair such items if the cost exceeds the security deposit paid. Any extra custodial (sexton) services required to return the facility to its proper condition will be deducted from the security deposit or billed to the responsible party as indicated on the "Request for Building Use" form.
2. You may serve complimentary wine and beer at social functions with the proviso that non-alcoholic drinks also be provided in like quantity and selection.
3. All security procedures must be followed. Having a key to our center or other doors is not enough. The person unlocking the door needs to be trained in the use of our security system. Ideally the outside doors will remain locked (from the outside) and someone from the group will wait by the door and admit group members. If the door is unlocked, vigilance must be maintained as to who enters. We can arrange a security guard for this purpose for an additional fee. Under no circumstances are doors to be propped open. This compromises the safety of the building itself and everyone inside.
4. Audio Visual equipment is available. Our staff will setup and will assist you in its operation. There is an extra fee for the use of our audio visual equipment with the exception of the PA system.
5. Telephones are available in the building.
6. Permission for use of the building is not blanket permission, and permission for a series of meetings is contingent upon proper use each time.
7. Children must be supervised at all times.
8. St. David's makes its facilities available in a spirit of generosity and good will. Those who use it do so at their own risk and agree not to hold the church liable for any mishap. We ask that anything you do not want thrown out be taken with you when you leave. Outside groups must carry liability insurance and provide evidence of the same before use is confirmed.
9. At the conclusion of use, the group should make sure that all lights are turned off including bathrooms and that all doors are securely shut and locked. Failure to comply with any of these policies will be grounds for termination of this agreement and denial of use by the offending group.

Use of Building Request Form
St. David's Episcopal Church, Topeka, Kansas

Name of Group _____

Point of Contact (Responsible Individual) _____ cell:

Date(s) desired _____ duration of event from _____ to _____

Room(s) desired _____

General purpose of group: _____

Purpose of meeting: _____

Number of chairs _____ Number of tables _____

Extra Equipment Needed _____

Will you be cooking in the kitchen or need use of kitchen equipment _____ if so how: _____

Do you wish to set up tables and chairs yourself _____?

Does your organization carry liability insurance _____ (if so please attach)

Contact information for responsible individual named above:

Address _____ phone: _____

Signature _____ date _____

Your signature indicates that you have read the rules of use and will make sure that your group abides by them.

Approved ___ denied ___ on _____ by _____

Security deposit: _____, Total amount charged: _____

Scheduling Procedure

For all meetings or events, contact the church office at 272-5144 or office@stdavidschurch.com and secure a "Use of Building Request" form. All groups are encouraged to schedule events as far in advance as possible.

A security deposit of \$200.00 will normally be required; any requests for waiver of security deposit will be referred to the Rector. Security deposits will be returned in full normally within seven days subsequent to use once it is determined that the facilities used are in good order, items returned to their proper locations and cleaned properly, and that all financial and other obligations of the use have been fulfilled.

When the completed form is received, a tentative reservation will be made until the request is acted upon. You will be contacted within seven days regarding the status of your request. When the request is approved the reservation will be confirmed and entered upon the church's master calendar which is available for viewing via our church website www.stdavidschurch.com. The \$200.00 deposit is due at this time and any special arrangements will be agreed and noted on the request form.

Fees for Use of Facilities by Outside Groups

Parish Hall and Kitchen:	\$250.00
Classrooms:	\$ 20.00 each
Conference Room	\$ 25.00
PA system in Parish Hall:	none
Audio Visual Equipment:	\$50.00 for LCD projector (must be returned in like condition)
Sexton Clean-up:	\$ 75.00
Security Guard:	\$ 20.00 per hour

A separate fee may be required for setup/tear down if the group is unable to do the setup and tear-down themselves.

2) The vestry shall meet the fourth Tuesday of each month at 6:30 P.M. for regular meeting unless agreed to otherwise. Meetings shall begin with worship.

3) The master calendar of events will be kept by the Rector (or person assigned by the rector). All groups within or without the Church should notify the Rector prior to the event. All church meetings are open to all members of the parish.

4) The Clerk shall record how each vestryperson has voted on each decision before the vestry, unless the vote is unanimous.

5) All vestry policies shall conform to the Constitution and Canons of the Episcopal Church of the United States and to the Constitution and Canons of the Diocese of Kansas of the Episcopal Church.

6) All members appointed to serve as youth workers, advisors or sponsors shall undergo the required training in sexual misconduct awareness and racial equality.

7) All regular meetings of the vestry shall not exceed two hours in duration unless an extension of thirty minutes is approved by a majority of the members of the vestry present and voting,

8) The minutes of the vestry meeting shall be made available to all vestry members by the second Sunday following the vestry meeting. Copies shall be posted on-line after they are approved.

9) These policies became effective when ratified by the vestry and remain in effect until the next annual meeting.

10) Policies relating to weddings, funerals, and other special liturgies are published and approved by the Rector.

11)

POLICY REGARDING CLERGY DISCRETIONARY FUNDS

INTRODUCTION

The Episcopal Church has developed guidelines for the benefit of clergy, dioceses, congregations, institutions, and others with authority over funds of the Church. The purpose of these guidelines is to provide information and guidance in the structure and use of a class of temporarily restricted or designated funds generally known as clergy discretionary funds. The Diocese of Kansas has no separate guidelines for use of discretionary funds. The following are the guidelines as they apply to St. David's Church, Topeka, Kansas.

SECTION A. AUTHORITY

The existence and use of clergy discretionary funds rest on the canonical authority of the Almoner's fund described in Title III, Canon 14, Section 2(f), of the Canons of the Episcopal Church:

“The Alms and Contributions, not otherwise specifically designated, at the Administration of the Holy Communion on one Sunday in each calendar month, and other offerings for the poor, shall be deposited with the Member of the Clergy in charge of the of the Parish or Mission or with such Church officer as shall be appointed by him, to be applied by him or under his superintendence, to such pious and charitable uses as shall by him be thought fit. During a vacancy, the Vestry shall appoint a responsible person to serve as Almoner.”

The Almoner's Funds, generally known as clergy discretionary funds, have a long history of customary use in the Episcopal Church. The member of the clergy in charge of a congregation customarily has a special fund made available by the Vestry, the expenditure of which is under the authority of the cleric. The member of the clergy in charge of the congregation also may grant assistant clergy, depending on local custom, permission to expend monies from the discretionary fund, or the Vestry may establish separate funds for the use of the assistant clergy.

SECTION B. SOURCES

At the first Sunday of each month the loose offering, e.g. non-pledged income, at the Holy Eucharist is designated for the clergy discretionary fund. The Vestry may wish to set aside a budgeted amount for the discretionary fund in addition to the traditional source or as a substitute for it.

SECTION C. RECORDS

All checking accounts must be opened using the congregation's Federal Employer's Identification Number. The bank accounts must be in the name of the congregation and not that of the individual member of the clergy. Discretionary funds remain with the congregation when the clergy departs.

St. David's authorizes the use of a separate checking account for the discretionary fund. All income from any source to the fund must be deposited to the congregation's general operating account, recorded on the books of the congregation, and subsequently transferred by the treasurer to the separate checking account. No monies from any source are to be deposited directly into the separate checking account. The co-mingling of personal funds of any kind with discretionary funds is always improper.

SECTION D. ACCOUNTABILITY

1. Clergy who have been authorized to maintain and manage a separate checking account must record in writing, with appropriate receipts attached, the purpose of every check drawn on the account and any cash disbursement made.
2. Monthly bank statements are to be mailed directly to a person of trust other than the individual authorized to make disbursements. The Financial Secretary is this person at St. David's.

3. The Financial Secretary will verify that all deposits made into the account correspond to disbursements from the general operating account to the separate checking account; review all checks as to payee and who endorsed them; reconcile the checking account, and review all back-up invoices and/or letters and will review this information with the Finance Team Chair. The Finance Chair shall bring to the attention of the Vestry such matters as he/she deems appropriate.

4. It is preferable that checks be written to vendors, such as a utility company or landlord, rather than to individuals requesting assistance. Cash disbursements are highly discouraged, and should only be made when there is a real emergency and a check cannot meet the needs. If cash is disbursed, full documentation must be maintained stating to whom the funds were given or a description of the person, such as a parishioner or nonmember, the date given, amount and a full explanation for the expended funds.

5. All clergy discretionary funds are classified as temporarily restricted funds of the congregation. As such, these funds are subject to audit even if they are kept in a separate checking account. However, the individual responsible may be permitted to maintain confidentiality over the expenditures of the fund disbursed for the direct assistance of named individuals. The accounting firm contracted by the parish will audit the Discretionary Fund once annually and verify, without breaking clergy confidentiality, that the policies contained herein are followed. The accountant will issue a copy of the annual report to the Rector and the Finance Team.

SECTION E. USES

1. Payments for food, rent, utilities, medical bills and the like for persons in need are typical uses of these funds.

2. An inappropriate use is to meet expenses which normally should be covered by the operating budget. However, we also authorize these expenditures: attendance at conferences or schools, purchases of books and journals, entertainment of individuals with a purpose directly related to the congregations' ministry and professional membership in organizations related to the ministry, such as the Clergy Association and reasonable gifts to employees or members of the parish. Discretionary funds should not be used to sustain the ongoing operations of the congregation, and must follow the guidelines of the Internal Revenue service for appropriate business expenses. Any books, vestments, equipment, or other tangible business items purchased with discretionary funds, are the property of the congregation and, therefore, must stay with the congregation when the cleric leaves, unless the cleric pays the Fair Market Value for the item to own it.

3. Prohibited uses of discretionary funds are payments for anything that personally benefits the authorized clergy. Therefore, neither personal clothing, food, books, rent, utilities, insurance premiums, medical expenses of the cleric, are appropriate expenditures by or through discretionary fund accounts. This prohibition against personal use does not include items which might be routinely considered ordinary and customary business expenses associated with the business of the parish.

4. This fund is not to be used as a mechanism to be a conduit for the receipt of gifts to the church. Gifts to the parish are to be received by the Vestry, whose policy it is that any gift of real estate or having a value of over \$5000.00 shall first be examined by the Gifts Committee.

SECTION F. TAX CONSEQUENCES

Gifts for a properly established discretionary fund which is fully accountable to the Vestry, are deductible by donors as charitable contributions.

Contributions made to the discretionary fund for the direct benefit (pass through) of a named individual are not deductible contributions for income tax purposes, and should not be accepted.

When discretionary funds are used to provide a gift to an employee, the value of the gift may need to be reported on the individual's W-2 form.

12) Plaques, awards and other personal recognitions shall not be placed in the public areas of the church without the permission of the vestry.

13). POLICY ON FEEDBACK AND TRUSTING COMMUNICATION

In order to foster a more trusting atmosphere and to build community, these steps will be used in dealing with feedback to the Vestry, committees, teams or other groups, whether the feedback is positive or negative.

- a. Invite the person to attend a meeting of the Vestry, team, committee, or other group concerned to present their position, which can be done in person or by signed communication. If this is refused, then
- b. Offer to bring their concern to the meeting, provided that the person agrees to their name being used. If this is refused, then
- c. Tell the person that we cannot deal with anonymous feedback, but that perhaps they may wish to talk over their concern with the Rector, or Senior Warden. If this is refused, then
- d. This matter is never brought up.

14)

Policy regarding the Procedure for Disbursement of Funds from Endowment Board of St. David's Episcopal Church as requested by the Vestry of St. David's Episcopal Church.

Adopted by the Endowment Board and Vestry

This policy is based upon:

- * The understanding of the legal position of the Vestry
- * That this process replaces any and all earlier policies.
- * This policy has received Episcopal Review by the Bishop of Kansas

Steps:

1. The Need is brought to the Vestry and referred to the appropriate committee.
2. The Committee reports back to the Vestry that the need is significant and the proposal is then referred to the Finance Committee.

3. If the Finance Committee is unable to find funding from the current budget, or other funds under Vestry authority, it reports same to the Vestry.
 4. The proposal, if approved by the Vestry, is sent to the Standing Endowment - Vestry Committee (see below) which will report its recommendation to the full Endowment Board.
 5. The Endowment Board certifies that the proposal meets or does not meet the criteria for proposals to the board and makes determination:
 - a) Are funds available
 - b) Are funds in that criteria area available
 - c) The amount to be distributed
 6. The Vestry is informed of the action of the Endowment Board.
- The Standing Endowment Vestry Committee is composed of five people: two members of the Vestry, two members of the Endowment Board and a Chair appointed by the Rector who is not a member of either the Vestry or Endowment Board

15) THE VESTRY OF ST. DAVID'S EPISCOPAL CHURCH AND THE BOARD OF TRUSTEES OF THE ENDOWMENT FUND OF ST. DAVID'S EPISCOPAL CHURCH GIFTACCEPTANCEPOLICY (As **amended** and approved by the Right Reverend Dean Elliott Wolfe, IXth Bishop of the Episcopal Diocese of Kansas

Purpose

This gift acceptance policy will serve as a guideline to staff members of St. David's Episcopal Church who may be involved in the acceptance of gifts, to outside advisors who may assist in the gift planning process, and to prospective donors who wish to make gifts to St. David's. This policy is intended only as a guide and allows for some flexibility on a case-by-case basis. The gift review *process* outlined here, however, is

Gift Review Committee

Questions which may arise in the review and acceptance of gifts by the Vestry of St. David's, **or by the Endowment Board of St. David's. will be referred to The Gift Review Committee established by each entity. Gifts designated to St. David's will be reviewed by the Vestry Gift Review Committee. Gifts designated to the Endowment Board will be reviewed by the Endowment Board Gift Review Committee. The term "Gift Review Committee" refers to either the Vestry Gift Review Committee or the Endowment Board Gift Review Committee depending on the intention of the gift in question.**

Cash

1. All gifts by check shall be accepted by St. David's regardless of the amount.
2. Check shall be made payable to St. David's. In no event shall a check be made payable to an individual who represents St. David's in any capacity.

Publicly Traded Securities

1. Readily marketable securities, such as those traded on a stock exchange, can be accepted by St. David's.
2. For gift credited and accounting purposes, the value of the gift of securities is the average of the high and low prices on the date of the gift.

3. A gift of securities to St. David's normally would be liquidated immediately. However, if the form or designation of the gift allows the possibility that it will be directed to the Endowment Fund, a decision regarding the liquidation of the securities will be deferred until that determination is made. If the funds are to be directed to the Endowment Fund, the certificates will be given to the Fund's secretary/treasurer who then will act on the Endowment Board's decision whether to sell or hold the securities, which decision will be made on portfolio considerations.

Closely Held Securities

1. Non-publicly traded securities may be accepted after consultation with the Gift Review Committee.
2. Prior to acceptance, the Gift Review Committee will explore methods and timing of liquidation of the securities through redemption or sale. The Gift Review Committee will try to determine:
 - An estimate of fair market value
 - Any restrictions on transfer
 - Whether and when an initial public offering might be anticipated
3. No commitment for repurchase of closely held securities shall be made prior to completion of the gift of the securities.

Real Estate

1. Any gift of real estate must be reviewed by the Gift Review Committee, **Vestry and Council of Trustees as per Diocesan Canon.**
2. The donor normally is responsible for obtaining and paying for an appraisal of the property. The appraisal will be performed by an independent and professional agent.
3. St. David's reserves the right to require an environmental appraisal of any potential real estate gift.
4. The appraisal must be based upon a personal visitation and internal inspection of the property by the appraiser. Also, whenever possible, it must show documented valuation of comparable properties located in the same area.
5. The formal appraisal should contain photographs of the property, the tax map number, the assessed value, the current asking price, a legal description of the property, the zoning status, and complete information regarding all mortgages, liens, litigation or title disputes.
6. The property must be transferred to St. David's prior to any formal offer or contract for purchase being made.
7. Depending on the value and desirability of the gift, the donor's connection with St. David's and the donor's past gift record, the donor may be asked to pay for all or a portion of the following:

Maintenance costs

Real Estate taxes

Insurance

Real Estate broker's commission and other costs of sale

Appraisal costs

8. For gift crediting and accounting purposes, the value of the gift is the appraised value of the real estate; however, this value may be reduced by costs of maintenance, insurance, real estate taxes, broker's commission, and other expenses of sale.

Life Insurance

- 1 A gift of a life insurance policy must be referred to the Gift Review Committee.
- 2 The vestry will accept a life insurance policy as a gift only if St. David's is named as the owner and beneficiary of 100% of the policy.
- 3 If the gift is a paid-up policy, the value of the gift for St. David's gift crediting and accounting purposes is the policy's replacement cost.
- 4 If the policy is partially paid-up, the value for gift crediting and accounting purposes is the policy's cash surrender value. (Note: For IRS purposes, the donor's charitable income tax deduction is equal to the interpolated terminal reserve, which is an amount slightly in excess of the cash surrender value.)

Tangible Personal Property

1. Any gift of tangible personal property shall be referred to the Gift Review Committee prior to acceptance.
2. A gift of jewelry, art work, collections, equipment, and software shall be assessed for its value to St. David's which may be realized either by being sold or by being used in connection with St. David's' exempt purpose.
3. Depending upon the anticipated value of the gift, a qualified outside appraiser maybe asked to determine its value.
4. St. David's will adhere to all IRS requirements relating to disposing of gifts of tangible personal property and will provide appropriate forms to the donor and IRS.

Deferred Gifts

1. St. David's encourages deferred gifts in its favor through any of a variety of vehicles:
 - _ Charitable gift annuity (or deferred gift annuity.)
 - _ Pooled income fund
 - _ Charitable remainder trust
 - _ Charitable lead trust
 - _ Bequest
 - _ Retained life estate
2. St. David's (or its agent) shall not act as an executor (personal representative) for a donor's estate.
3. St. David's (or its agent) shall not act as trustee or co-trustee on a charitable remainder trust.
4. When appropriate, St. David's will encourage prospective donors to take advantage of the gift vehicles offered by The Episcopal Church Foundation (specifically, Charitable Gift Annuities and the Pooled Income Fund) as well as its investment services.
5. When donors are provided planned gift illustrations or form documents, these will be provided free of charge. For any planned gift related documents, materials, illustrations, letters or other correspondence, the following disclaimer should be included:

6. *We strongly urge that you consult with your attorney, financial and/or tax advisor to review find approve this complimentary information. This information in no way constitutes advice. We will gladly work with your independent advisors to assist in any way.*

7. All information obtained from or about donors/prospects shall be held in the strictest confidence by St. David's, its staff and volunteers. Neither the name, the amount, nor the conditions of any gift shall be published without the express written or oral approval of the donor and/or beneficiary.

8. St. David's will seek qualified professional counsel in the exploration and execution of all planned gift agreements . St. David's recognizes the right of fair and just remuneration for professional services

9. The Vestry, upon the advice of the Gift Review Committee, reserves the right to decline any gift that does not further the mission or goals of St.David's, **or the Endowment Board**. Also,any gifts that would create an administrative burden or cause St. David's to incur excessive expenses may be declined.

Adopted by the Vestry August 19, 1999.

Reviewed, Amended and Accepted by the Bishop of Kansas, December 12, 2006

16.

ST. DAVID'S POLICY REGARDING BIDS AND QUOTATIONS REQUIREMENTS

All purchases for any item or project in excess of \$5,000 or any items or projects where the cumulative total is in excess of \$5,000 shall require a competitive, sealed bid. St. David's shall develop and maintain a list of potential suppliers. Any supplier may be included in the list upon request. Bid lists shall be used to notify potential bidders.

All bids and supporting documentation shall be retained in the district office with the clerk for a period of three years after bids have been opened.

All bid specifications shall be approved by the rector. Specifications shall include, when necessary: required performance, surety, bid and statutory bond information; the vestry's right to reject any or all bids; compliance with all federal, state and local laws, ordinances and regulations; the date, time and place for the opening of bids; and other items as the vestry directs.

The Vestry shall avoid negotiation of bid specifications after bids have been accepted and shall correct specifications if they are inadequately written and request new bids. If an error is discovered in the bid specifications all bids shall be returned unopened and the project shall be rebid using corrected and/or amended specifications. All bids must be submitted to the Rector, or designee in sealed envelopes with the name of the bidder and the date of the bid opening plainly marked in the lower left-hand corner of the envelope. All bids shall be opened publicly on the stated day and time. All bidders and other interested persons may be present when the bids are opened. Bids shall be opened by the Vestry or its designee. In the case where it is the designee of the Vestry, the designee will make the final recommendation to the Vestry. All bids shall be awarded to the lowest responsible bidder. The vestry remains the sole judge of whether or not a bidder is "responsible." Criteria that may be used to judge

“responsible,” by way of illustration and not limitation, are: financial standing, reputation, experience, resources, facilities, judgment and efficiency. Any bid may be withdrawn and/or corrected prior to the scheduled time for opening of bids and no later than two days after the bids have been opened if a nonjudgmental error has been made.

17)

POLICY REGARDING PURCHASE ORDERS

All purchases (cash or credit) of more than \$25 require a purchase order unless they are everyday operating costs for St. David's. No reimbursements or payments will be made for non-approved purchases. Purchase order forms will be made available by the Financial Secretary or online. Purchase orders will be approved by the Vestry Treasurer or a designee of the Vestry.

Resolution of the Vestry concerning the Vestry's Executive Committee

"The Vestry of St. David's Episcopal Church meeting in regular session on June 22, 2010 authorizes the Executive Committee to conduct the business of the vestry between meetings of the vestry.

Further that the Rector or Senior Warden give a complete written report to the Vestry of any action taken by the Executive Committee at the next meeting of the Vestry following such action.

Further that all canons, regulations and policies appertaining to the Vestry apply to the Executive Committee, and that this statement be published with the policies of the church."