

St. Thomas United Church Policies & Guidelines Section 5



St. Thomas United Church
Open Hands – Open Hearts – Open Minds



October 2020

5.01 Policy & Guidelines Approval & Review Dates

Summary

All STUC policies and guidelines have a required review date after **3 years** of approval.

Policies & guidelines can be reviewed and amended by the Council at any time.

Once approval of amendments for a policy or guideline is entered by motion in the Council minutes:

- The approved revisions are updated on the policy and the summary table
 - The last review date is updated to adjust for the new review and expiry dates
 - The last approved revision date is entered or updated, if applicable
 - The next review date is updated accordingly accordingly
- The amendments are entered in the Policy & Guideline section of the Handbook

Section	Policy or Guideline	Original Approval Date	Last Review Date	Last Approved Revision Date	Next Review Date
		Mth/Year	Mth/Year	Mth/Year	Mth/Year
5.05	Behavioral Covenant	Jan/2020			Jan/23
5.06	Baptism Policy	Apr/1979	Feb 2024	Mar/2020	Feb/2027
5.07	Marriage Policy	Apr/2006	Oct/2022	Oct/2022	Oct/2025
5.08	Funeral & Reception Policy	Jun/2016	Oct/2022	Oct/2022	Mar/2025
5.09	Maintenance of Membership Roll Policy	Summer/2004	Jan/2024	Jan 2011	Jan/2027
5.10	Alcohol Policy	Jun/1988	Mar/2024	Dec/2015	Dec/2021
5.11	Computing, Internet, Email & Electronic Equipment Policy	May 2014	Feb/24	May/2014	Feb/27
5.12	Emergency Equipment & Evacuation Procedures Policy	May/2014	Feb/24	May/2014	Feb/27
5.13	Youth Program Guidelines	Feb/2020	Sep/2023	Feb/2020	Aug/2026
5.14	Junior Youth Program Guidelines	Feb/2020	Sep/2023	Feb/2020	Sep/2026
5.15	Scent-free Guideline	August 2014	Aug/2014	Aug/2014	Jan/2022
5.16	Memory Lane, A Place of Peace Policy	Oct/2020	January/2024	Oct/2020	January/2027
5.17	Waste Management Policy	Nov 2018	Nov/2022	Jan/2023	Nov/2025
5.18	Organized Storage Policy	Oct/2020	Sep/2020	Oct/2020	Sep/2023
5.19	Duty of Care	Oct/2022	Aug/2022	Oct/2022	September 2025

5.02 St. Thomas United Church Policy and Guideline Definitions

Definition

The Policy section within the Governance, Bylaws, Policies and Guidelines Handbook of St. Thomas United Church is a record of motions of the Church Council and/or the Congregation which give direction for the operation of St. Thomas United Church.

Limitations

The policies of St. Thomas United Church shall not contravene the Constitution and By-Laws of The United Church of Canada [*The Manual*] or the laws of Canada or Alberta.

Sources of Policy

Policy proposals may come from many sources within and beyond the congregation. However, policies may only be set by a motion or resolution of the Church Council or the Congregation.

Amendments

A policy adopted by a motion or resolution of the Congregation may only be amended or withdrawn by an action of the Congregation. A policy that originated with the Church Council may be amended by either the Congregation or the Church Council may amend a policy that originated with the Church Council.

Definitions:

Policy:

- Is a set of standards and procedures that are mandatory to be followed when an individual, or group at St. Thomas United Church is making a decision that is within the boundaries of the policy. There is a consequence to an individual or group when a policy has not been followed.
- Is a statement that defines the authority required, boundaries set, responsibilities delegated, and procedures, established to carry out a function of the church. In other words, policies are “what” a church does or does the task, why it is done, and under what conditions it is done.
- Provides uniform treatment of a situation, thus achieving continuity of operation. Policies take personalities out of the picture. Decisions are based on the church policy not on the individual, and each situation is treated the same.

Guideline:

- Is a set of actions or procedures that guide (not mandatory) an individual, or group in St. Thomas United Church in making a decision that is within the boundaries of the guideline. It is a recommended piece of advice on how to act in a given situation, but is not mandatory.
- Can change frequently based on the environment and should be reviewed more frequently than standards and policies.
- Is not mandatory, rather a suggestion of a best practice. Hence "guidelines" and "best practice" are interchangeable

Procedures:

- Describe the process: who does what, when they do it, and under what criteria. They series of detailed steps to accomplish an end or step by step instructions for implementation of a policy or guideline.
- Procedures tell "how" a task is done. A detailed listing is made of each step taken to complete the process. A step by step description of the process is used to complete the job.

Standard:

- A defined or quantifiable acceptable level of quality or attainment
- A mandatory action or rule designed to support and conform to a policy.
- A standard should make a policy more meaningful and effective

5.03 Instructions for Completing St. Thomas United Church Policy & Guideline Template

Policy/Guideline Name: Short name of policy/guideline with section # at the beginning .

Example: 4.3 Marriage Policy.

Originally approved at STUC executive council meeting: Month and Year and signed by the **Chairperson:** Name of Chairperson

Policy Creator: Who or what team created the policy/guideline. **Approval Authority:** Church Council and/or Congregation.

Last Review Date: Date the policy/guideline was last reviewed.

Reviewer: Who reviewed policy/guideline.

Next Review Date: Date the policy/guideline must be reviewed by.

Approved Revisions: Date(s) of approvals of any revisions made to the policy/guideline.

Statement Of Purpose: This section describes the policy's/guideline's core provisions, or requirements. It should include the reason for the policy/guideline, i.e. the purpose, rationale and justification, citing any legal or regulatory reasons for the policy/guideline. This section should generally be very brief.

Background: This section can provide additional relevant background information as to why the policy was developed.

Who Does The Policy/Guideline Apply To: In this section, a listing of the individuals or groups that need to be made aware of the policy as it affects their relationship with St. Thomas United Church. In many cases it will be "all members of the St. Thomas United Church community". However, to assist you with this section, some examples are listed below:

- All members of the St. Thomas United Church community
- All staff members of St. Thomas United Church
- Ministers
- Organizations or individuals renting the building or grounds of St. Thomas United Church
- Teams or committees within the St. Thomas United Church organization
- General public, including those visiting St. Thomas United Church.
- Individuals, groups, or organizations utilizing the St. Thomas wi-fi network

Definitions: Define any specialized terms used in the policy/guideline. List terms alphabetically using the format: Term – definition.

The Policy/Guideline: Insert policy/guideline in this section. Use a standard format (i.e., 1.A.1.a).

5.04 Policy and Guideline Template Section Number and Name of Policy or Guideline

Originally approved at STUC executive council meeting: Month and Year and signed by the
Chairperson: Name of Chairperson

Policy Creator:		Approval Authority:	
Last Review Date:		Reviewer:	
Next Review Date:			
Approved Revisions: (Date & Description)			

Statement Of Purpose:

Background:

Who Does The Policy/Guideline Apply To:

Definitions:

The Policy/Guideline:

5.05 Behavioral Covenant

This Covenant states the values that we wish to reflect in all our relationships within the Christian community of St. Thomas United Church (the church). This includes relationships among and between congregants, leaders, staff, and others with whom we may be in conversation.

A. Principles

1. Caring for each other

We seek to develop ways of relating to each other that are consistent with the love and compassion lived and taught by Jesus. For us, this means going beyond ourselves to act for others in the community in supportive and caring ways.

2. Communication

Living as Christians and community means treating one another with respect, honesty and openness, whether in agreement or disagreement; being as willing to listen as we are to speak.

We will refrain from gossip and offhand or intentional critical comments about a third party in the presence of others. We use email communication with care and refrain from using it in areas of sensitivity and criticism.

3. Meetings: team, executive council and congregation

In our team, executive council and congregational meetings, we seek to be as concerned about how we conduct meetings, communicate with each other and make decisions, as we are about the issues.

We expect our leaders to consider the opinions of the wider congregation in making decisions, but are also cognizant of the need for leadership in decision-making.

We expect our leaders to keep the congregation informed through frequent and open communication, forums, and other ways of staying in touch.

We expect the leaders to honour the confidentiality of their office. In all meetings we use due process when taking initiatives or making decisions.

On a regular basis at the end of team and executive council meetings we review how well we have honoured the Covenant.

4. Outreach (Community of Caring)

In keeping with our vision statement, we focus on creating a community of caring and unconditional acceptance among members of our church community, those who are new to our church community, and those in the broader community. We recognize that our congregation exists within a broader community: locally, nationally, and globally, and we seek to speak and act for the greater good of all.

5. Disagreements

We honour diversity and the uniqueness of each individual. When we encounter change with which we disagree, we will first address our concern with the appropriate person or group.

Mistakes and inappropriate choices are understood as part of a process from which we learn. We recognize that conflict is natural and we view it as an opportunity for growth.

When conflict arises, we acknowledge that it exists; we approach it fearlessly; we address it respectfully and in a timely matter; we seek resolution in positive, non-adversarial ways.

When congregants do not agree with decisions made, dissenting opinions are expressed respectfully, and those who disagree seek to find ways to continue to support the community. Where that is not possible, we conduct ourselves in a manner that does not adversely affect the community or our own integrity.

6. Personal Responsibility and Power

We realize that the life and mission of the congregation is the collective responsibility of all; therefore we offer our share of support in presence, finances, and gifts of time and ability.

We recognize that our strength as a church community is the active involvement of our people. As we encourage community members to be involved and to take on leadership roles in our various teams and initiatives, we acknowledge our joint responsibility to nurture and to provide support and appropriate opportunities for skill development and personal growth.

We celebrate the use of personal power and influence for the empowerment of others and for the development and implementation of community goals. We strive to use our power in ways that respect individuals and the community, leaving room for the participation of others.

We follow due process when taking initiatives or making decisions. We avoid conflict-of-interest in decision-making and dealings on behalf of the congregation.

7. General

We govern and conduct ourselves in ways that are consistent with the ethos and the policy of the United Church of Canada.

B. Affirmations

As followers of Jesus Christ and members of his church, we affirm these things:

- We desire a healthy and vibrant congregational life where love is shared, faith is nourished, and all are invited to grow in the likeness of Jesus Christ.
- We offer to each other and to God prayerful stewardship of our time, talents, and treasure.
- We support and care for one another as individuals and as a congregation. We listen carefully to one another, respecting one another's perspectives while trusting that the group possesses wisdom that is greater than one individual.
- We create a safe atmosphere within the congregation in which we can honestly and openly raise questions and respectfully express our own opinions. When conflict arises we deal directly with the people involved as a first step in problem solving. We avoid personal attacks or blame and seek to resolve conflict at the most direct level. We adhere to the Manual and access resources of the United Church of Canada.
- We honour and trust the contributions of others and express appreciation to one another in specific terms.
- We trust those whom we choose to serve as members of executive council, trustees or team members.
- We participate in the process of decision-making and respect decisions after they are made.
- We support the majority decision.
- We follow the law of the church as set forth in the United Church of Canada Manual. We respect the terms of our Governance Model.
- We conduct the business of the church in an open and transparent manner.
- We are careful stewards of the church's resources.
- We strive to be clear and accurate in our communications with each other.

Adopted by Executive Council Date: January 14, 2020

5.06 Baptism Policy

Originally approved at STUC executive council meeting: April, 1979 and signed by the
Chairperson: Ron Springer

Policy Creator:	Worship Team	Approval Authority:	Executive Council
Last Review Date:	February 2024	Reviewer:	Worship Team
Next Review Date:	February 2027		
Approved Revisions:	October 2, 1979 February 26, 1980 November 20, 2013 – empowerment of Worship committee to process names into the church registry of Baptisms, Weddings, Confirmations and Membership March, 2020 – Baptism policy re-written		

Statement Of Purpose: The intention of this policy is to provide guidance to St. Thomas United Church in the Sacrament of Baptism.

Background: Baptism is an ancient sacrament that symbolizes and illustrates grace; it's less about being "washed clean" than it is about "coming into a new life" through faith; it is a symbolic act of God's "Yes" to us and our "Yes" to God, and the entrance and acceptance into the Community of Faith. It is an act of welcoming, blessing, and belonging.

Who Does The Policy Apply To?: All people are beloved of God and are invited to receive the Sacrament of Baptism.

Definitions: None

The Policy:

The policy says:

- 1) Baptism is a very personal and public act. It should not be done frivolously, or for the sake of meeting cultural or familial obligations.
- 2) Before Baptism will take place the candidate, or if the candidate is an infant or child, the legal guardian(s), must meet with the Minister.

- 3) The legal guardian(s) of an infant or child must give consent for the Baptism.
- 4) Those seeking Baptism, or seeking Baptism for their child, shall give evidence of sincere intent and willingness to be faithful to the promises that accompany the Sacrament.
- 5) Applications for Baptism shall be made to the Minister and shall be approved by the Worship Team. Appeals of the decision of the Minister or Worship Team may be made to the Chair of Executive Council.
- 6) The service of Baptism shall take place at a regular Sunday worship service. The scheduling of services of Baptism shall be at the discretion of the Minister and the Worship Team.
- 7) The service shall include pledges by the candidate, sponsors, and congregation which will affirm their desire to enter into this Community of Faith and strive to follow the way of Christ. The service shall also include the use of water and a blessing in a Trinitarian formula.
- 8) In case of an emergency the Minister shall have the unimpaired authority to administer the Sacrament of Baptism at such time and place as the pastoral circumstances may require. Such Baptisms shall be reported to the Worship Team and recorded in the Baptism Record of St. Thomas United Church.
- 9) Those being Baptized will receive an official Certificate of Baptism signed by the Minister and member of the Worship Team. They will also receive a cross, candle, and prayer shawl when available.
- 10) The St. Thomas United Church Baptism Record will be updated with the pertinent information by the Office Manager.

5.07 Marriage Policy

Originally approved at STUC executive council meeting council: April 2006 and signed by the
Chairperson: Maureen Dodd

Policy Creator:	Executive Council	Approval Authority:	Executive Council
Last Review Date:	October 2022	Reviewer:	Minister(s) of St. Thomas United Church
Next Review Date:	September 2025		
Approved Revisions:	January 2020 – Additional notes and formatting changes October 2022 – Updated fees added.		

Statement Of Purpose: To provide a clear statement of requirements, eligibility and expectations for couples who seek to have a marriage ceremony involving St. Thomas United Church or it's representative(s).

Background: None

Who Does The Policy Apply To: The general public and the congregation, minister(s) and church office of St. Thomas United Church.

Definitions: None

The Policy:

- 1) Marriage is the coming together of two individuals who desire to enter into a life-long covenant by committing to each other before God and their families and friends, embodying the kind of love God has for the world in the love they have for each other. It is for this reason that many Christians call marriage a sacrament.
- 2) Eligibility: Couples who may be legally married according to the laws of Alberta may apply to the minister/s of this church for the conduct of a Christian marriage ceremony.
- 3) Presiding Minister: A minister of St. Thomas United Church shall be the presiding minister for all weddings. If the minister is not available, St. Thomas United Church is responsible for arranging an alternate minister from The United Church of Canada to preside. Couples who wish to have other clergy or religious leaders participate in their wedding shall discuss such arrangements with the presiding minister.
- 4) St. Thomas United Church understands that God does not discriminate and therefore neither do we. We provide marriage services for couples of all genders and sexual orientations, as well as previously divorced people, and Interfaith couples (ex: where one person is a Christian, and the other is of a different faith).
- 5) Couples seeking marriage shall apply at least 90 days in advance and have completed a marriage preparation course by the time of their ceremony. In special circumstances the minister shall have the authority to perform a wedding at shorter notice and/or without a preparation course.
- 6) Authority: The decision to conduct a marriage ceremony resides with the minister. If there is an appeal of the decision of the minister, such appeal shall be addressed to the chairperson of the Executive Council.

- 7) Fees: Executive Council will set service fees for weddings. Such fees will cover the cost of the minister, pianist, wedding host/ess, caretaker, use of the church premises, and all required documentation. All or a portion of the wedding fees may be waived at the discretion of St. Thomas United Church or its representatives.

Fees:

Minister: \$500

Musician: \$250

AV: \$100/person

- 8) The marriage ceremony can take place within the St. Thomas United Church building, or at an outside venue. If it is an outdoor venue, the change in applicable fees will be stated.

5.08 Funeral & Reception Policy

Originally approved at STUC executive council meeting: June 15, 2016 and signed by the
Chairperson: Jeff McLean

Policy Creator:	Pastoral Care Committee	Approval Authority:	Executive Council
Last Review Date:	October 2022	Reviewer:	Pastoral Care Committee, Minister(s) of St. Thomas
Next Review Date:	March 2025		
Approved Revisions:	Revised: November 2017 – changed honorarium amount March 2020 – formatting, minor additions to various policy points October 2022 – changed honorarium amount. Gravesite honoraria added		

Statement Of Purpose: The intent of the Funeral & Reception Policy is to ensure that funerals/memorials are done within the values of St. Thomas United Church, and with the utmost care and attention.

Background: None

Who Does The Policy Apply To:

- 1) This policy assists the congregation and general public in understanding the funeral/memorial services of St. Thomas United Church
- 2) This policy guides the minister and church office in handling inquiries and questions from potential loved ones of a deceased individual.
- 3) This policy guides the minister as to the intention of the pastoral charge regarding conduct of funeral services and funeral receptions.

Definitions: St. Thomas means St. Thomas United Church

The Policy:

Celebrating the life of a loved one is an important transition that needs to be observed with ritual, hope and faith. We believe that it is our honour and privilege to provide care and support to individuals and families before, during and after a loved one dies by drawing from the deep well of our Christian heritage.

- 1) Minister(s) will work with individuals and families to find the most appropriate day, time and content for the funeral/memorial service, keeping in mind the Christian nature of the worship experience.
- 2) The service can be held in the church sanctuary, at graveside, at the funeral home, or other suitable place as determined by the minister.
- 3) While it is our policy that one of our ministers will lead the funeral service, individuals/families are welcome to have anyone they would like to participate in the worship celebrating the life of their loved one. If this person will be sharing the sermon/message/reflection, it is our expectation that

they will do so in keeping with the Faith Statement of St. Thomas. **As an Affirming Ministry**, we strive to accept each other as we are and all are welcome regardless of age, gender identity, health, race, sexual orientation, differing abilities, religious or ethnic background, or economic or social circumstance.

- 4) A minister will meet with the individual/family responsible for the funeral of the deceased to carefully plan the service and work with them to reflect the life of their loved one. At the meeting information is gathered to prepare prayers, select music and scripture to appropriately reflect the life of the loved one, and facilitate the grieving process of family and friends.
- 5) **Music & Video:** The Office Administrator at St. Thomas will maintain a list of accompanists with whom grieving individuals/families can work. St. Thomas will ensure recorded music for the service is an option and will maintain the capability to show a video of pictures of the loved one, as well as project all the words of any hymns and prayers being used. St. Thomas will have the ability for the service to be livestreamed and recorded at the family's request.
- 6) **Flowers:** St. Thomas does not provide flowers. The funeral home can help you, or your family can arrange for flowers. It is requested that any flowers used should have a minimal scent. In response to health and environmental concerns, St. Thomas United Church has adopted and formalized a Scent-Free Guideline for our building and ministries. We ask that all staff, volunteers and visitors to St. Thomas limit the use of any artificially scented products when visiting our church.
- 7) A funeral reception can be provided through the church if the funeral service is being held at St. Thomas. The Pastoral Care Committee can provide sandwiches, vegetable/fruit trays, sweets, tea, coffee, and a cold beverage. If the family chooses to provide hot food items, it will be their responsibility to prepare, heat, serve, and clean up. Please discuss this with the minister(s) and ultimately the chair of Pastoral Care. There is no charge for the reception or use of the hall; however, donations to the church are gratefully accepted.
- 8) Alcohol will not be served at a funeral/memorial service reception unless specific approval is obtained from the Executive Council of St. Thomas, and all conditions in the St. Thomas Alcohol policy are met. Please contact one of our ministers or our Office Administrator for further information.
- 9) Any questions with regards to making funeral, memorial service, or celebration of life arrangements at St. Thomas United Church must be made through one of the St. Thomas ministers.
- 10) **Recommended Minimum Honoraria:**

Funeral

- (a) Minister - \$500
- (b) Musician - \$250

- (c) Audio Visual Technician - \$100
- (d) Cheques must be made payable directly to the individuals
- (e) Any donations to the church are gratefully appreciated and can be made payable to St. Thomas United Church.

Committal/Graveside/Interment only

- (a) Minister: \$250

5.09 Maintenance of Membership Roll Policy

Originally approved at STUC executive council meeting: Summer 2004 and signed by the
Chairperson: Maureen Dodd

Policy Creator:	unknown	Approval Authority:	Executive Council
Last Review Date:	January, 2024	Reviewer:	Worship Team, Council
Next Review Date:	January 2027		
Approved Revisions:	January, 2011 – amended point 2 in the policy		

Statement Of Purpose: Provide clarity on the definition of active and in-active members of St. Thomas United Church, along with when and how their names are kept on the Historic Roll.

Background: None

Who Does The Policy Apply To: All current and former members of St. Thomas United Church

Definitions:

That **active member** be defined as a person who, having become a member of the congregation by profession of faith, reaffirmation of faith, or certificated of transfer, **receives ministry** from the congregation, attends worship or participates in the life and work of the congregation.

That **inactive member** be defined as a person who, having become a member of the congregation by profession of faith, reaffirmation of faith, or certificated of transfer, **has not received ministry** from the congregation, attended worship, or participated in the life and work of the congregation for a period of five or more years. These persons may no longer live in the geographical area of the congregation or may have distanced themselves from the congregation through their inactivity.

The Policy:

1. That the roll shall be reviewed annually by the Worship Team or its appointees
2. That members, *resident and non-resident*, who have not been active in any of the *three* or more years prior to the current review be removed from the active list and *retained on the Historic Roll*.
3. That the Worship Team shall consult as widely as possible concerning those persons whose membership is in question before moving their name to the inactive list.
4. That morally, no member's name shall be permanently removed from the list of members record except in those cases, such as transfer or discipline, where removal of membership is required under the policy of The United Church of Canada set out in The Manual.
5. That a certificate of transfer shall be issued to those members who request the transfer of their membership and who are on the active list. Certificates of transfer are issued to members on the active list because they have been in good standing.
6. That a letter shall be issued to those members who request the transfer of their membership and who are on the inactive list. This letter indicates that the person is a member of the United Church, entrust the person

to the care of the new congregation, and indicates that the person has been inactive in St. Thomas and the St. Thomas' is glad that the person has found a new church home.

7. Certificates of transfer cannot be issued for members who have been on the inactive list because we cannot say that they have been members in good standing.

5.10 Alcohol Policy

Originally approved at STUC executive council meeting: June 1988 and signed by the Chairperson: Bill Toner

Policy Creator:	Council	Approval Authority:	Executive Council, Building & Property
Last Review Date:	Mar/24	Reviewer:	Building & Property
Next Review Date:	Mar/27		
Approved Revisions:	Created June 1988 January, 1998 – reaffirmation December, 2015 – addition of PAL insurance policy March, 2024 – authority and links updated		

Statement Of Purpose: To have a clear, consistent, and standard approach regarding the serving and consumption of alcohol at events held at St. Thomas United Church.

Background: St. Thomas United Church recognizes the dangers that come from the abuse of alcohol in our country. That its use enjoys broad social acceptance in our culture does not change its status. Alcohol must be treated with caution and responsibility. It is imperative that prudence in the use and serving of alcoholic beverages be exercised. While the social use of alcohol in moderation is acceptable, the Church has responsibility to those who choose to abstain from the use of alcoholic beverages.

Who Does The Policy/Guideline Apply To? All individuals, teams, user groups, or organizations that are holding an event in the St. Thomas United Church building or on the associated property.

Definitions:

The Policy/Guideline:

- St. Thomas United Church is not a licensed facility. A liquor license must be obtained for each individual event. All federal, provincial and local laws must be adhered to. (See link below).
- Alcohol – may be served at approved church functions within the Mountainview Hall and kitchen with approvals as follows:
 - Approval for wine functions be assigned to B&P
 - Approval for all other alcoholic beverage be assigned to Council
- Outside groups (not a part of St. Thomas) be allowed to consume wine and or beer (no hard liquors) at approved functions held in the church building and that alcoholic consumption be restricted to the Mountainview Hall and kitchen area. Approval to be obtained through the Council.

- The PAL (party alcohol liability) insurance policy should be purchased with a minimum of \$1,000,000 limit of liability. To avoid having to use the church's insurance protection in the event that a user group negligently causes injury, the PAL policy must name Trustees of St. Thomas United Church as "additional insured" for that event. We ask this on all outreach
- User groups' insurance policies as a standard 'rental' agreement. A copy of the insurance policy is to be provided to St. Thomas United Church at least 2 weeks in advance of the event.
- Any beverage which contains alcohol must always be clearly labeled.
- Whenever alcohol is served in any form, non-alcoholic alternatives must be equally visible and available.
- Food must be available at all events where alcohol is to be served.
- Alternative means of transportation should be clearly identified for all persons present. This should include numbers for taxi providers, and also alternative services such as "Keys Please" (See link below).
- Service of alcohol must end no later than 11:00pm.
- Care should be taken in the advertising of activities where alcohol will be served such that it does not appear these activities are encouraging the consumption of alcohol.
- No overnight storage of alcohol at the church is permitted.
- References

<https://aglc.ca/liquor/liquor-licences> www.palcanada.com/index.php?lang=eng

<https://www.calgary.ca/taxis-ride-share/licensed-operators.html> www.keysplease.net/Calgary.htm

5.11 Computing, Internet, Email & Electronic Equipment Policy

Originally approved at STUC executive council meeting: May 2014 and signed by the
Chairperson: Jeff McLean

Policy Creator:	Rev. V. Andrews-Fillier, Jeff McLean, Tom Snowden	Approval Authority:	Executive Council
Last Review Date:	Feb/24	Reviewer:	Communications team, Executive Council
Next Review Date:	Feb/2027		
Approved Revisions:			

Statement Of Purpose: To clarify for employees (see ‘Definitions’ below) of St. Thomas United Church the rules regarding usage of St. Thomas United Church electronic equipment, internet, email and social media.

Background:

Who Does The Policy Apply To: All ‘Employees’ of St. Thomas United Church

Definitions:

STUC means St. Thomas United Church

Employee, for the purpose of this policy, refers to all paid employees, contractors, or members or adherents of STUC that are using church electronic equipment or the church internet.

The Policy:

- **General:**
 - Voice mail, email, and internet usage assigned to an employee’s church provided computer, cell phone, or telephone are solely for the purpose of conducting STUC business. Some job responsibilities require access to the internet and the use of software products. Only people, appropriately authorized, for STUC purposes, may use the church’s internet connection to download additional software.
- **STUC Owned Equipment:**
 - Any device or computer including, but not limited to, desk phones, cell phones, photocopier, fax, tablets, laptops, desktop computers, and iPads that STUC provides for employee use should primarily be used for STUC business. Keep in mind that STUC owns the device and the information in these devices. If an employee leaves STUC for any reason, STUC will require the return of STUC owned equipment on or before the last day of work.
 - It is recognized that limited personal use of STUC equipment may happen from time to time.

- **Internet & Email:**

- STUC internet use, on STUC time, is authorized to conduct STUC business only. Use of STUC provided internet on personal time should be minimal. Internet use brings the responsibility of breaches to the security of confidential STUC information. Internet also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorized people, outside STUC, potential access to STUC passwords and other confidential information.
- Additionally, under no circumstances may STUC owned equipment & computers be used to obtain, view, send or reach any pornographic, or otherwise immoral or unethical material or internet site. Privately owned equipment & computers are also prohibited from using the STUC internet to obtain, view, send or reach any pornographic, immoral, or unethical material or internet site. Doing so can lead to disciplinary action up to and including termination of employment.

- **Social Media:**

- STUC understands that part of what employees do in social media is outreach that recruits new members or provides support to existing members and enhances our STUC brand.
- STUC also understands that the relationship of our paid employees to an online world where you could be connected 24/7 can lead to the blurring of work time and off work time. We strongly encourage paid employees to limit the use of social media to work related content and outreach during work hours.
- Additionally, employees are prohibited from sharing any confidential or protected information that belongs to, or is about, STUC. Employees are strongly encouraged not to share disparaging information that places STUC or their co-workers in an unfavorable light. STUC's reputation and brand should be protected by all employees. The lives and actions of co-workers should never be shared online.
- In social media participation, social media content that discriminates against any protected classification including age, race, colour, religion, sex, sexual preference, weight, national origin, disability or genetic information, or participation in social media sites for the purpose of dating or meeting for sex, from work devices at any time, or from any device during working hours, is prohibited. Any employee, who participates in social media, who violates this policy will be subject to disciplinary action.

- **Ownership Information:**

- All information used to conduct STUC business is the property of STUC and subject to this Policy. Ownership of the information means that such information may be monitored, audited, reviewed or provided to third parties of the government by STUC. This could include information, email, documents, voice mails, software or any other intellectual property created by an employee's personal use of STUC equipment or the STUC internet.

5.12 Emergency Equipment & Evacuation Procedures Policy

Originally approved at STUC executive council meeting: May 2014 and signed by the
Chairperson: Jeff McLean

Policy Creator:	Rev. V. Andrews-Fillier, Jeff McLean, Tom Snowden	Approval Authority:	Executive Council
Last Review Date:	Feb/24	Reviewer:	Building & Property Team
Next Review Date:	Feb/27		
Approved Revisions:			

Statement Of Purpose:

To provide clarity on:

- the responsibility for, and maintenance of safety equipment;
- safety training;
- procedures for evacuation in the event of an emergency;
- third party facility users' responsibilities.

Background:

Who Does The Policy Apply To: All users of St. Thomas United Church

Definitions: AED – Automated External Defibrillator
CPR – Cardiopulmonary resuscitation
STUC – St. Thomas United Church

The Policy:

- 1) First Aid Kits
 - a) First Aid Kits shall be located on each floor of the church. The location shall be prominently marked and highly visible. The Building and Property team is responsible for the initial purchase and installation and listing of contents of the first aid kits.
 - b) All first aid kit contents shall be checked and replenished as required on a quarterly basis. Office administrator is responsible for the quarterly checks.
- 2) AED (Defibrillator)
 - a) AED shall be located on first floor next to the first aid station

- b) AED shall be checked/serviced on an annual basis as a minimum or more frequently if recommended by manufacturer.
 - c) Building and Property team is responsible for purchase, installation and servicing of AED.
- 3) Fire Extinguishers
- a) Fire extinguishers shall be located on each floor in sufficient numbers to be compliant with City of Calgary Building /Fire Code.
 - b) Fire extinguishers shall be well marked and visible
 - c) Fire extinguishers shall be checked annually and recharged if necessary.
 - d) Responsibility for the installation and annual checks is the Building and Property team.
- 4) Alarm Systems & Emergency Lighting
- a) Emergency pull stations and fire/smoke detectors and emergency egress exit lighting shall be located in compliance with fire code.
 - b) Emergency pull stations shall be well marked and visible. Any fire doors that should normally be kept closed shall be labelled.
 - c) Emergency pull stations and fire/smoke detection and alarm system and emergency egress/exit lighting and security system shall be checked annually.
 - d) Building and Property team is responsible for the installation and annual checks of the alarm system (fire and security) and emergency lighting.
- 5) Evacuation Procedures
- a) In the event of an alarm or other manually announced reason to evacuate the building, all shall exit the building using the nearest safely accessible exit. Once out of the building proceed to the muster point at the south east corner of the lowest parking lot and await further instructions.
 - b) Teachers/Nursery caregivers/youth workers and other program leaders of minors are responsible for leading their groups to the muster point.
 - c) In the event of an evacuation, three volunteers shall take on the role of a fire warden (all members of Executive Council and the Building & Property Committee are wardens) and shall put on the fire warden hats located in the narthex. Each warden shall check one floor of the building, if access can safely be done, to ensure all people have left the building. The three wardens shall not leave the building until all three wardens have completed their sweep and have confirmed the safety of the other wardens.
 - d) Any paid employee or executive council member shall be prepared to take on the role of warden.
 - e) An annual evacuation practice shall take place.
- 6) Safety Training & Records
- a) All paid, full time employees are encouraged to have First Aid/CPR/AED training and will be reimbursed by STUC for taking these courses.
 - b) Other members of STUC may be reimbursed for safety training on a case by case basis when approved by Executive Council (example: youth leader).

- c) Within the first 30 days of employment all new employees will receive safety equipment orientation from either another staff member who has been oriented or from the Building and Property team.
 - d) On an annual basis, all paid employees plus the executive council shall receive a refresher orientation that reviews the safety equipment locations and key features. Building and Property team is responsible for conducting the orientation.
 - e) Anyone leading an overnight event at the church shall have had the safety orientation and shall provide a quick overview to participants.
 - f) Master lists of all safety equipment and servicing and maintenance checks including last date of servicing shall be kept by the Office Administrator.
 - g) Local tags/records at key safety equipment shall indicate date of last check and name or initials of person doing the checks.
 - h) Record of usage will be kept by the Office Administrator, forms to be developed by Building and Property team.
- 7) Third Party Facility Users
- a) Regular third party facility users (karate, day care, Muslim prayer group, guiding) are responsible for having their own safety procedures and determining the level of first aid training required and any supplemental safety equipment needed by their group.
 - b) Third party users shall be aware of the safety equipment within the area of the church used by them as well as the STUC evacuation procedure. In some cases it may be preferable for the third party organization to develop an evacuation procedure for their own use (ie. Day Care).

5.13 Youth Program Guideline – Youth Program Duty of Care

Orinally approved at STUC executive council meeting: 02/2020 and signed by the Chairperson:
Linda Miller

Guideline Creator:	Youth Advisory Team	Approval Authority:	Church Council
Last Review Date:	September 2023	Reviewer:	Rev. Vicki McPhee, Ilinca Poon, Rev. Tracy Robertson, Elaine Taylor-Kerr
Next Review Date:	August 2026		
Approved Revisions:			

Statement Of Purpose: To provide guidance to youth leaders, parents and other volunteers with regard to supervision and safety at youth program activities. As of March 2020, St. Thomas United Church and Symons Valley United Church are running a joint youth program.

Background:

Who Does The Guideline Apply To: Youth Leaders, Ministers within St. Thomas United Church and Symons Valley United Church, Symons Valley United Church's Family Ministry Coordinator, the general public, Youth Advisory Committee(YAC)

Definitions: None

The Guideline:

- Youth leaders need to be certified in standard first aid.
- A first aid kit is kept in the youth room and youth cupboard at St. Thomas. One is kept in the photocopy room at Symons Valley. One should be taken to all off-site activities.
- All leaders will have a clean police record check including a vulnerable sectors search.
- There should be a minimum of 2 adults at Friday night events. This applies both when the youth group is meeting in the Church and when it is participating in an activity away from the Church.
 - If some one gets hurt then one person can deal with the injured youth and the other can supervise the rest of the youth.
 - It provides protection for the youth leaders against false accusations if there is always another adult present.

- For off-site activities, a ratio of 1 adult to 10 youth should be maintained at the minimum.
- For on-site activities, a ratio of 1 adult to 12 youth should be maintained at the minimum.
- If only 1 youth is in attendance on a Sunday morning, the program should be run in the foyer at Symons Valley or in the Library at St. Thomas. This is necessary due to Duty of Care considerations.
- The ratio of adults to youth may be increased at the youth leaders' discretion depending on the activity involved or knowledge of special needs youth attending.
- Permission forms are required for all youth participating in all activities.
- The youth leaders will ensure they have a device with them at all off-site events that allows them to access a digital copy of the youth registration forms. These forms include health care numbers, any special health concerns, any known behavioral or emotional issues, and emergency contact numbers. They must also have the numbers of the Symons Valley Family Ministry Coordinator and youth advisory team representatives who have agreed to be contacts in case of an emergency or other issue.
- The means of transportation by which youth arrive at and leave events is the responsibility of the parents or guardians. If drivers are required during youth events, youth with a driver's license will only be allowed to drive themselves and their siblings.
- If a youth is injured, one youth leader will attend to the injured youth while the other youth leader supervises the rest of the group.
 - If first aid is required such that individual attention is required, the youth leader will administer first aid and will arrange a call with the injured youth's emergency contact.
 - If first aid is not sufficient and the youth needs to go to the hospital, the youth leader will use their discretion as to what is appropriate depending on the circumstances. If the injury is serious enough, 911 will be called immediately. Otherwise, the injured youth's emergency contact will be called to determine the next course of action beyond any basic first aid that can be administered.
 - In either case, the youth leader will contact the Symons Valley Family Ministry Coordinator and a designated member of the YAC committee from St. Thomas with information about the incident. The Symons Valley Family Ministry Coordinator will contact the Symons Valley Minister to deal with reporting to Trustees and any insurance concerns from a Symons Valley perspective. The YAC committee member will contact the St. Thomas Trustees to report the incident and will file any necessary reports for the insurance company with the assistance of the youth leader.
- If a youth is lost, one youth leader will remain behind to search for the youth and work with authorities. The other youth leader will enlist the help of parents to secure rides back to the Church for the rest of the youth. The emergency contact for the lost youth will be called.

- If an incident occurs that would be upsetting to the other youth present, a debriefing session will be held for the youth and their parents. Examples of incidents would include any accident where a member of the St. Thomas and Symons Valley youth group was seriously injured, an accident where a member of the St. Thomas and Symons Valley youth group was involved but someone outside the youth group was injured, etc. The youth leaders could do some or all of the following:
 - Call the St. Thomas on call minister or Symons Valley Ministry Coordinator for advice &/or support. (The St. Thomas on call minister can be determined by calling the church number and listening to the greeting on the answering machine.)
 - Call a YAC committee representative to initiate a call out to the parents of all youth attending that night. The YAC committee member could enlist the help of other parents to get the phone calls made. The parents would be asked to meet the youth back at the Church so both parents and youth could be debriefed on the incident. Privacy laws would need to be considered in the information that is shared. It is important that as much factual information as possible is shared so that rumors don't get started and that concerns are addressed as quickly as possible.

5.14 Junior Youth Program Guideline

Originally approved at STUC executive council meeting: 02/2020 and signed by the Chairperson:
Linda Bouchard

Guideline Creator:	Youth Advisory Team	Approval Authority:	Church Council
Last Review Date:	September 2023	Reviewer:	Youth Advisory Team
Next Review Date:	September 2026		
Approved Revisions:	Reviewed in Sept 2023 by Evangeline Robertson, Sam Abel, and Elaine Taylor-Kerr. No revisions were required.		

Statement Of Purpose: To provide guidance to volunteer Junior Youth Leaders, parents and other volunteers with regard to supervision and safety at Junior Youth program activities.

Background: The Junior Youth group is open to youth in grades 4 - 6.

Who Does The Guideline Apply To: Junior Youth Leaders, Ministers within St. Thomas United Church, the general public, Youth Advisory Committee (YAC)

Definitions: None

The Guideline:

- At least one person needs to be on site who is certified in standard first aid.
- A first aid kit is kept in the Faith Formation office along with other Junior Youth Group supplies.
- All volunteers who assist at a social event will have a clean police record check including a vulnerable sectors search.
- There should be a minimum of 2 adults at social events.
 - If some one gets hurt then one person can deal with the injured youth and the other can supervise the rest of the youth
 - It provides protection for the Junior Youth Leaders against false accusations if there is always another adult present.
- Junior Youth social events are always on site. A ratio of 1 adult to 6 - 8 youth should be maintained at the minimum.

- The ratio of adults to youth may be increased at the Junior Youth Leaders' discretion depending on the activity involved or knowledge of special needs youth attending.
- Permission forms are required for all youth participating in all activities.
- A binder of registration forms, including health care numbers, any special health concerns, any known behavioral or emotional issues, and emergency contact numbers will be kept in the Faith Formation office.
- This is a peanut and nut-free program.
- If food allergies are noted in the registration forms, they will be taken into consideration by the Junior Youth Leaders when supplying snacks to the group.
- Junior Youth Leaders will supervise youth from when youth arrive at the program until they are picked up by adults afterwards.
- A sign in/sign out sheet will be used at each meeting. The person dropping the child off must come into the church, sign the child in and indicate who is allowed to pick the child up. The person picking up the child must sign the child out.
- If a youth is injured, one Junior Youth Leader will attend to the injured youth while the other Junior Youth Leader supervises the rest of the group.
 - If first aid is required such that individual attention is required, the leader will administer first aid and will call the injured youth's emergency contact.
 - If first aid is not sufficient and the youth needs to go to the hospital, the Junior Youth Leader will use their discretion as to what is appropriate depending on the circumstances. If the injury is serious enough, 911 will be called immediately. Otherwise, the injured youth's emergency contact will be called to determine the next course of action beyond any basic first aid that can be administered.
 - In either case, the Junior Youth Leader will contact a designated member of the YAC committee with information about the incident. The YAC committee member will contact the trustees to report the incident and will file any necessary reports for the insurance company with the assistance of the Junior Youth Leader.
- If an incident occurs that would be upsetting to the other youth present, a debriefing session will be held for the youth and their parents. Examples of incidents would include any accident where a member of the St. Thomas Junior youth group was seriously injured, an accident where a member of the St. Thomas youth group was involved but a guest was injured, etc. The leaders could do some or all of the following:
 - Call the on call minister for advice &/or support. (The on call minister can be determined by calling the church number and listening to the greeting on the answering machine.)
 - Call a YAC committee representative to initiate a call out to the parents of all youth attending that night. The YAC committee member could enlist the help of other parents to get the phone calls

made. The parents would be asked to meet at the Church so both parents and youth could be debriefed on the incident. Privacy laws would need to be considered in the information that is shared. It is important that as much factual information as possible is shared so that rumors don't get started and that concerns are addressed as quickly as possible.

5.15 Scent-Free Guideline

Originally approved by STUC council: August, 2014 and signed by the Chairperson: Jeff McLean

Policy Creator:	Worship Committee	Approval Authority:	Church Council
Last Review Date:	August, 2014	Reviewer:	Worship Team, Executive Council
Next Review Date:	January 2022		
Approved Revisions:			

Statement Of Purpose: To provide guidance regarding the use of artificially scented products within St. Thomas United Church and it's ministries.

Background:

In response to health and environmental concerns, St. Thomas United Church has adopted and formalized a Scent-Free Guideline for our building and ministries. Artificially scented products such as perfume, deodorant, body lotion, shampoo, and fabric softener can trigger reactions including respiratory distress, nausea, and headaches.

Why is a Scent-Free Guideline important?

- St. Thomas United Church affirms that we are a place for all and as much as possible, seeks to guarantee participation and access to programs. Part of being able to participate is ensuring air quality and the lack of respiratory triggers.
- Approximately one-third of North Americans report having some type of reaction to fragrances – ranging from watery eyes to extreme health threats such as anaphylactic attacks.
- Approximately 70% of asthmatics develop respiratory difficulties when exposed to perfumes.
- Some people develop other symptoms when exposed to fragrances that can include: headaches, dizziness, rashes, skin irritation, and discolouration, as well as coughing and vomiting, which can affect the central nervous system, causing depression, hyperactivity, irritability, inability to cope, and other behavioral changes.
- Canadians spend upwards of 90% of their time indoors. Air quality indoors can be two to five times more polluted than outdoor air. Fragrances are the most obvious indoor air pollutant, second only to tobacco smoke.
- The US Food and Drug Administration (FDA) has reported that fragrances account for 30% of all allergic reactions, and 70% of asthmatics develop respiratory difficulties when exposed to perfumes. Artificial scents have repeatedly been reported to trigger symptoms in people with asthma and other environmental sensitivities.
- A label containing the word “fragrance” or “perfume” is likely alluding to a concoction of as many as 100 synthetic chemicals.

What types of products contain scents?

Scents are included in a very large range of products including:

- shampoo and conditioners
- hairsprays
- deodorants

- colognes and aftershaves
- fragrances and perfumes
- lotions and creams
- potpourri
- industrial and household chemicals
- soaps
- cosmetics
- air fresheners and deodorizers
- oils
- candles
- diapers
- some types of garbage bags

It is important to remember some products which claim to be 'scent free' may have only masked the scent by use of an additional chemical. Be sure to research the product carefully if using scented products around those who are sensitive.

Who Does The Policy/Guideline Apply To: The general public, and the congregation and staff of St. Thomas United Church.

Definitions: None

The Policy/Guideline:

We ask that all staff, volunteers and visitors to St. Thomas limit the use of any artificially scented products when visiting our church.

Employees and User Groups will be informed of this guideline directly and through signs posted throughout the building. A statement, requiring initialed acknowledgement, will be part of all user agreements.

The signs will include the phrase:

“St. Thomas United Church has developed a Scent-Free Guideline. Scented products such as hair spray, perfume, and deodorant can trigger reactions such as respiratory distress and headaches. Staff and visitors are asked to limit the use of the products when at the church.”

The Building and Property Committee will be responsible for including the Scent-Free Guideline statement in all contracts and ensuring that people initial that they have read and understand the policy. Special exceptions can be made at the discretion of the committee and will require a sign to be posted on the doors to that space stating what fragrance is in use, for example: “Incense in Use” to ensure awareness.

The Worship Committee will have responsibility for oversight and implementation of the guideline for activities related to worship, including such items as flowers, candles, scented oils, and decorations.

The Executive Council will review the guideline on an annual basis and make adjustments as necessary.

5.16 Memory Lane, a Place of Peace Policy

**Originally approved at STUC executive council meeting: October 2020 and signed by the
Chairperson: Linda Bouchard**

Policy Creator:	Pastoral Care Team	Approval Authority:	Executive Council
Last Review Date:	January 2024	Reviewer:	Richard Taylor-Kerr, PC Chair, Minister(s) of St. Thomas United Church
Next Review Date:	January 2027		
Approved Revisions:	No Changes for 2024 review.		

Statement of Purpose: To provide a clear statement of guidance and directions, requirements, eligibility, and expectations for families who seek to have their loved ones ashes interred into a pot placed on the rocks under the main church sign of St. Thomas United Church.

Background: Request from congregant.

Who Does the Policy Apply To: The congregation, minister(s), Pastoral Care and Building & Property Teams, church office of St. Thomas United Church, and in rare cases, the general public.

Definitions: Internment: the laying to rest of a loved ones remains; in this case ashes only.

The Policy:

St. Thomas United Church shall provide a place of interment of cremated remains in tribute and remembrance, and shall assure congregants, the community, and future generations a sacred place to remember them (note: as long as the church is on its current site). This policy covers the usage, interment process, development and maintenance, and registration of names for this area.

Interment

A shallow hole is dug in the soil of a pot located in the specified location and the cremated remains (ashes) are poured loose into the hole. A plant (purchased by the family) is put over the ashes and covered with earth. Urns or other containers are not permitted. The annual plant in the location of the interment is temporary and will remain for the season only

Plots are not assigned and markers are not permitted. A seasonal spring-to-fall interment plot map will be maintained by the Office Administrator in order to avoid interment location duplication in one season. Plot maps will be discarded at the end of each season.

There is no fee for interment in the garden.

Interment services

There will be no official service or minister provided for internment, rather, the family will be encouraged to host a private and informal gathering.

5.17 Waste Management Policy

**Originally approved at STUC executive council meeting: November 2018 and signed by the
Chairperson: Name of Chairperson**

Policy Creator:	Building & Property Committee	Approval Authority:	Church Council
Last Review Date:	January 2023	Reviewer:	Building and Property
Next Review Date:	November 2025		
Approved Revisions:	<u>Kitchens (Mountain View Hall, Narthex, Sunday School) – Compost section revised January 2023</u>		

Statement Of Purpose: The purpose of this policy is to document how the different types of waste produced by church are to be collected and disposed of in an environmentally acceptable manner.

Background: All waste produced by the church must be managed in accordance with the City of Calgary Waste Management Bylaw 20M2001 as revised.

Who Does The Policy Apply To:

- All members of the St. Thomas United Church community
- All staff members of St. Thomas United Church
- Organizations or individuals renting the building or grounds of St. Thomas United Church
- Teams or committees within the St. Thomas United Church organization
- General public, including those visiting St. Thomas United Church.
- Building and yard maintenance personnel

Definitions:

Compostible Materials:

- Paper towels from washrooms
- Soiled/dirty paper
- Plate scrappings
- Meat, fish and bones
- Fruits and vegetables
- Bread and noodles
- Egg shells and dairy products
- Coffee filters and tea bags
- Paper plates, tissues and napkins
- Cooking oils, sauces and grease

- Grass clippings and sod
- Branches (shorter than 1.25m and 15cm in diameter)
- Plants and weeds
- Leaves

Hazardous Waste:

- Paints and stains
- Cleaning products
- Yard chemicals
- Pressurized tanks and bottles
- Health care products
- Automotive products
- Electronic batteries

Recyclable Materials:

- Clean paper and cardboard
- Shredded paper in a clear, sealed plastic bag
- Glass jars and bottles
- Plastic food containers, jugs and bottles (recycling symbols 1 – 7)
- Food cans and foil
- Beverage containers
- Bundled plastic bags/bubble wrap

Furnishings:

- Rugs
- Pictures
- Electronic equipment (computers, monitors, televisions)
- Desks, chairs, tables

The Policy:

Washrooms

- Paper towels are to be deposited only in the plastic bags located in the bins labelled “Paper Towels Only”
- The janitorial staff will collect the plastic bags containing the paper towels and empty the paper towels into one of the green bins located outdoors beside the garden shed. The plastic bag will be reutilized and replaced once per week.
- All other washroom waste is to be deposited into the container labelled “Garbage”
- The janitorial staff will collect the “Garbage” in plastic bags and dump it into the garbage bin the garden shed. The plastic bags will not be reutilized.

Kitchens (Mountain View Hall, Narthex, Sunday School)

- November 2022 Compostable materials are to be deposited in bins for compostable materials. Small 7 L bins are to be used for regular day use. Larger 45 L bins should be used for larger events (Sunday services, receptions, rentals, etc.) Appropriate sized compost bags will be supplied for the 2 sizes of bins. Janitorial staff are to check the bins daily. If the bags are full, they are to be removed and deposited in one of the green bins by the outdoor garden shed and a new compostible bag placed in the kitchen bin.
- Recyclable materials are to be deposited in the bags in the blue bins.
- Janitorial staff are to empty the bags in the blue bins into the recyclable material bin by the garden shed. The bag itself is to be reused unless damaged but replaced once per week. The “used bags” should be bundled and discarded into the recyclable bin in the garden shed.
- All other kitchen garbage should be bagged in the kitchen. When the bags are full, the janitorial staff will discard them into the garbage bin in the garden shed and install a new bag.
- Any recyclable pop and juice tins should be saved for the youth group and stored in the cupboard beneath the counter in the Narthex or Mountain View Kitchen.

Offices

- Janitorial staff empty the recycling and garbage from staff offices on a daily basis
- Janitorial staff empty recycling and regular garbage from the Karate office on a daily basis.

Furnishings

- The chair of the Building and Property Committee should be advised of any furnishings that are surplus to the needs of the church and appropriate arrangements will be made for disposal or donation.

Hazardous Waste

- If assistance is required, notification should be given to the chair of the Building and Property Committee
- Stored in the garden shed until disposal

Yard Waste

- Leafs and grass clippings should be deposited loose in one of the green bins adjacent to the garden shed
- Branches, twigs and prunings cut into short lengths should be deposited loose into one of the green bins adjacent to the garden shed.
- Paper, bottles, etc. to be deposited in the garbage bin in the garden shed.

Commerical Garbage Bins (Inside and Adjacent to the Garden Shed)

- Bins are never to be over-filled as the church has to pay a surcharge for extra handling. If the volume of waste exceeds the volume of the storage bins it should be stored beside the bins until space is available.

5.18 Organized Storage Policy

Originally approved at STUC executive council meeting: November 2018 and signed by the
Chairperson: Linda Miller

Policy Creator:	Building & Property Committee	Approval Authority:	Church Council
Last Review Date:		Reviewer:	
Next Review Date:	November 2022		
Approved Revisions:			

Statement of Purpose: The Purpose of this Policy is to assign responsibility for designated church storage space to church committees & renters.

Background: Storage areas have been catch-alls for items in disorder making access difficult & dangerous for designated materials.

Who Does the Policy Apply To: All church committees & renters. This Guideline assists the church office & Building & Property Committee to be aware of available space for committees & renters.

- All members of the St. Thomas United Church community
- All staff members of St. Thomas United Church
- Organizations or individuals renting the building or grounds of St. Thomas United Church
- Teams or committees within the St Thomas United Church
- Building and yard maintenance personnel

Definitions: None

The Policy:

1. Storage areas are assigned to committees/renters per attached table.
2. Storage to be kept in an orderly fashion & to use available shelving as much as possible.
3. Guidelines to keep order in areas to help avoid injury.
4. Committees/Renters to review area quarterly, keep inventory & determine life of the items to be stored & dispose of unnecessary items following Waste Management Policy.
5. Short term storage of items must be labeled with contact information. The responsible committee/group may discard any new items that are not labeled if the space is required or the item poses a hazard.

STUC STORAGE AREAS

ROOM NAME	ROOM NUMBER	COMMITTEE(S)	CONTENTS
Banner Room	Narthex	Worship	Banners, Worship needs
Narthex Storage Room	Narthex	Stewardship	Coffee, quilting items, tables, Preserves
Janitor Room	Narthex	B&P	Janitor materials, ladders
Furnace Room 1	Main floor	B&P	no storage
Elevator Control Room	Main floor	B&P	Playschool items
Sunday School Storage Area	Main floor	Sunday School	Sunday School & Play School items
Furnace Room 2 / Storage room	Main floor/ in Sunday School area	B&P	Paint, Decorating, Risers, Costumes
Office area hall storage room	2 nd floor	Office Manager	Office supplies & Financial records
Mountain View Pie Room	2 nd floor	B&P	Chairs, quilting & knitting supplies, renters Bridge tables, cards and table cloths Portable sound system (podium, speakers and stands)
Mountain View Janitor Closet	2 nd floor	B&P	Janitorial supplies
Mountain View Table Storage Room	2 nd floor	B&P	Tables, Karate storage
Loft	3 rd floor	B&P	Finance, Music
Loft Storage Room	3 rd floor	B&P	Musical instruments, Finance
Decoration Storage room	3 rd floor	Decorating	Decorations/Archives
Preschool/Sunday School Entry	Main floor	B&P	Preschool Toys
Outdoor Shed/unlocked		B&P	
Outdoor Shed/locked		B&P	

2018/10/08

5.19 Duty Of Care Policy

Originally approved at STUC executive council meeting: 10/11/2022 and signed by the
Chairperson: Linda Bouchard

Policy Creator:	Robin Galey, Marj Aucoin & Tracy Robertson	Approval Authority:	Executive Council
Last Review Date:	August, 2022	Reviewer:	Executive Council and Staff
Next Review Date:	September 2025		
Approved Revisions:			

Statement Of Purpose: To provide St. Thomas United Church (STUC) staff and volunteers a set of standards to be able to take reasonable care to avoid causing harm to another person or their property.

Background:

STUC has developed the Duty of Care Policy to demonstrate that we take seriously our obligation to provide a safe and nurturing environment to our community of faith engaged in service, worship, and personal growth.

STUC believes the church has a legal, moral, and spiritual obligation to care for and protect all individuals who receive services in STUC or in programs overseen by STUC staff or volunteers.

This policy explains how Duty of Care works with the STUC ministry team to set appropriate standards and administer a cycle of monitoring to ensure compliance with those standards.

STUC is an inclusive community where we strive to live with Open Hands, Open Hearts, and Open Minds. The church, like all non-profit and voluntary organizations working with children and other vulnerable populations, must exercise a duty of care to ensure the quality and integrity of its programs and services. While our intention is to do good, we acknowledge there are risks, particularly in working with people who may be vulnerable or have immediate needs. But we feel called to step out in faith, acknowledging the risks, because the heart of God's mission is to serve others.

Who Does The Policy/Guideline Apply To: Trustees, Executive Council members, staff, Team/Committee Chairs, and volunteers within STUC programs.

Definitions:

Duty of Care, with respect to St. Thomas United Church (STUC) staff and volunteers, is the obligation to take reasonable care to avoid causing foreseeable harm to another person or their property.

Duty of Care, in the administration of specific ministries, is the responsibility of Trustees, Executive Council members, staff, Team/Committee Chairs, and volunteers to exercise the care, diligence, and skill of a reasonably prudent person in the oversight of the church's governance.

The Policy:

Policy Oversight: The Duty of Care Policy is very wide in scope, involving diverse policies and teams. The Executive Council will be responsible for ensuring this policy is understood, there is compliance with the policy, and the policy is regularly reviewed and updated.

STUC demonstrates duty of care in various ways depending on the type of ministry being undertaken. Some of those ways are:

- Police record checks for specific staff and volunteer positions are completed with oversight provided by the Team/Committee Chairs. Hard copies of these police record checks are filed in the administrative offices at STUC.
- We adhere to the United Church of Canada's policy on Workplace and Discrimination, Harassment, and Violence Prevention, found at <https://united-church.ca/sites/default/files/2020-10/harassmentpolicy-2020.pdf> and expect all staff and volunteers who are working with vulnerable populations to acknowledge that they have read and understood this policy.
- Staff are treated with dignity and in compliance with the appropriate rights, protections, and obligations under employment standards and human rights codes.
- The contributions of volunteers are treated with respect and celebrated through (but not limited to) Newsletter Bouquets, Giving Thanks during Sunday morning worship services, cards and gifts, social media, and volunteer appreciations hosted by staff.
- Privacy is protected.
- Reviews are conducted of the following:
 - Facilities are in compliance with building, fire, public health, and other codes.
 - Rental agreements are comprehensive and current.
 - Health, safety, and emergency procedures are in place, with regular training and upgrading.
 - Appropriate insurance is purchased for all areas.
 - Sound financial management is practiced, and books are regularly reviewed.
 - Role descriptions are current and accurate.
- The Minister responsible for Duty of Care will ensure all necessary follow up happens, and that all documentation has been received; as well as develop, review, and revise policies to meet the needs of STUC and ensure compliance.

Areas of Focus

Governance

Governance is the exercise of authority, direction, and control of an organization to ensure that its purpose is achieved, and proper accounting is given for results. This responsibility resides with the STUC Executive Council.

As part of governance, the Executive Council is responsible for ensuring that due diligence has been exercised in the organization. This due diligence includes not only providing a safe environment but also protecting the assets of the organization through good business practices.

Health and Safety

STUC is committed to providing a safe and healthy workplace for all staff, volunteers, renters, congregants, and the public, and has policies in place to that effect. Wherever a paid employee exists, there is an obligation to meet the provincial regulations related to health and safety. In addition to the general health and safety policy and program, STUC should be conducting regular inspections as per approved policies.

Caring Community

One element of exercising due diligence is ensuring the environment in which we provide our ministry is safe and welcoming. We achieve this through both the application of our [faith statement https://stthomasunited.ca/affirming-statement/](https://stthomasunited.ca/affirming-statement/) and compliance with legislation.

Reporting of an Incident:

Should an incident arise in contravention of STUC's Duty of Care policy, it should be addressed immediately with the appropriate person of authority for the STUC program or service, and if required, the appropriate civil or law enforcement agency. The Executive Council and Trustees are also required to be informed, and a report of the incident (if warranted) and subsequent resolution is to be archived.