

Maxwell Methodist Church Church Use Rules

- I. Those wishing to use the church building should make their reservations through the pastor at (515) 387-8594. A lead time of 60 days is requested.
- II. Church functions always have preference over other meetings. If necessary, other meetings will be cancelled for funerals, weddings, etc.
- III. Rental Fees – Church Dining Room and Sanctuary
 - A. **Church Members:** There is no charge to members for any function other than weddings that meets with approval.
 - B. **Nonmembers:** Rental for any function is a \$50 deposit plus a separate **security** refundable deposit of \$50 with a prepaid self-addressed envelope at the time of booking. If the church is left in the same condition (cleaned and garbage removed), the \$50 **security** deposit will be refunded.
 - C. Senior Citizens' groups and supervised community youth groups may use the basement fellowship room (dining room) and kitchen at no charge.
 - D. The above quoted fees are for use of the building only. If a person or group wants to arrange to use the basement kitchen, you must arrange for help in the kitchen. Our UMW no longer provides this service.
 - E. Donations are appreciated to help in defraying heating and electrical expenses.
- IV. Rental Fee – Sanctuary

There is no charge for the use of the sanctuary for worship services. Arrangements should be made through the pastor. There is a charge for non-members to use the sanctuary other than funerals, funerals are exempt. See III.B.
- V. General Rules for Use of the Church Building
 - A. The building must be left exactly as found, properly cleaned with the garbage removed.
 - B. Any damage to the building or equipment must be paid for by the renter.
 - C. Rice throwing at a wedding is not allowed inside of the building.
 - D. Smoking is not allowed in any part of the church building.
 - E. If you handle the candleholders or cross at the altar, be sure to use a cloth or gloves to avoid tarnishing the brass.
 - F. When using the dining room and kitchen, the rest of the building is strictly off limits.
 - G. No equipment or furniture may be borrowed from the church for other than church related activities with one exception: old tables may be borrowed for non-church uses with approval of either the pastor or the Administrative Council Chairperson. Applications for other exceptions must be approved by the pastor or Chairperson of the Administrative Council.
 - H. A Certificate of Insurance from a non-member renters' homeowner's carrier is required listing a minimum liability limit of \$300,000. This is a requirement by our insurance carrier. This requirement is waived for church members.
 - I. All rental fees should be paid to the church treasurer or the pastor and made payable to: Maxwell Methodist Church.

Miscellaneous

Mission Donations:

The Maxwell Methodist Church will accept requests from any member to assist with a charitable gift, subject to the following conditions:

- A. Maximum of \$250 for a relative of a member;
- B. Maximum of \$100 for non-members;
- C. Yearly maximum for all such gifts of \$750;
- D. Each request will be subject to funds being available in the general funds and approval by majority vote of the Ad Council.

Adopted: Administrative Council May 18, 2008

- E. Purchase 2 (two) \$50 gift cards with extended time to have on hand rather than giving cash.

Adopted: Administrative Council – November 24, 2024.

Camp Fee:

The church will pay one-half of the camp fee up to a maximum of \$200 for youth affiliated with SSNOW or Youth Group activities affiliated with our church for Methodist Church Camps.

Adopted: Administrative Council –September 29, 2019.

Custodian Fee:

The custodian fee shall be \$130 per month.

Adopted: Administrative Council – November 24, 2024.

Media Technician:

The Media Technician fee shall be \$130 per month.

Adopted: Administrative Council – November 24, 2024.

Snow Removal Fee:

Maxwell City Council requires snow removal 24 hours after the snow stops. Change to \$25 minimum for each time snow removal is required with the Trustees having discretion if needed when there is a skiff of snow.

Adopted: Administrative Council – November 24, 2024.

Wedding Coordinator

Deleted: **Adopted: Administrative Council – November 24, 2024.**

Trustee Guidelines

List for trustees regarding their duties.

State of Iowa Church Incorporation Filing: New Articles of Incorporation for the Maxwell Methodist Church affiliated with the Global Methodist Church were filed with the State of Iowa on June 9, 2023. To avoid penalties, a Biennial report needs to be filed every 2 years. The first filing of the Biennial Report under new name to be filed January 2025, then every 2 years thereafter.

<https://sos.iowa.gov/search/business/search.aspx> Business Entity #753041 Trustees responsibility to file timely. 2025 report filed January 3, 2025, Cert. No. A25763041.

Gifting & Benevolences:

THE TRANSITIONAL BOOK OF DOCTRINES AND DISCIPLINE THE GLOBAL METHODIST CHURCH encourages the need for wills, bequests and memorials of all which shall be termed gifts hereafter. The following is the Procedure for the Maxwell Methodist Church.

Section I.

- A. The Wills, Bequests and Memorials Committee (hereafter referred to as the "Committee") shall consist of those currently serving on the Finance/Stewardship Committee. In addition, the Pastor shall be a member of this Committee.
- B. The Chairperson of the Finance/Stewardship Committee shall serve as the Chairperson of this Committee.

Section II.

- A. The function of the Committee is to encourage the remembering of the Church by Wills, Bequests and Memorials. It shall encourage the writing of wills, but not help in writing wills.
- B. The Committee shall meet a minimum of four times a year or more often if necessary.
- C. It shall assist in selecting suitable memorials. It shall follow the desires of the donor of the memorial whenever possible. If the donor, or the family of the deceased, within a period of one year's time has not designated how the memorial shall be used, it will be placed permanently in the Perpetual Gift Fund (Hereafter referred to as the "Fund") to be used as designated under the Fund Flow Chart.
- D. The Committee shall have a list of memorials that can be used as a selection guide. At least once a quarter, publicity shall be given to this program from either the pulpit or by placing articles in the Church Newsletter.
- E. Application for Fund requests are handled in the following manner. An individual or organization of the Church may prepare a written request. This request is presented to the Committee for their consideration. If approved, their recommendation goes to the Administrative Council for authorization.

Section III.

- A. None of the Fund is to be used for local Church expenses such as maintenance, salaries, utilities, etc. If any monies are used for permanent improvements of the Church building and acquiring of Church property, this will be subject to approval from the Board of Trustees, and a two-thirds vote of the Administrative Council. The Committee shall have the right to place all amounts of money into interest bearing investments and disperse earnings as per the Fund's Flow Chart except as provided below if the corporate Church is dissolved.
- B. Money received as memorials is to be accepted by the Chairperson of Memorials and transferred to the Fund. Wills and bequests and other legal gifts may be accepted by the Board of Trustees and then

transferred to the Chairperson of Memorials to be entered in the Fund. The Committee administers all monies and gifts received in the name of the Church pertaining to Wills, Bequests and Memorials. None of the money invested by the Committee shall be used for personal loans.

- C. The Committee shall in no way accept funds or invest funds in such a way as to endanger the tax-exempt status of the Church.
- D. No items shall be bought from the Fund that require interest to be paid from this Fund.

Section IV.

- A. An acknowledgement shall be sent to the family who has remembered the Church or has been remembered by friends by giving to the Fund.
- B. A memorial book shall be used to list all memorials given to the Fund in honor of each deceased person who has either remembered the Church or has been remembered by friends or relatives. This book shall be kept by the Chairperson of Memorials.
- C. A report shall be given at the Charge Conference each year on money received and expenditures made. A quarterly report shall be given from the Chairperson of Memorials to the Finance/Stewardship Committee.

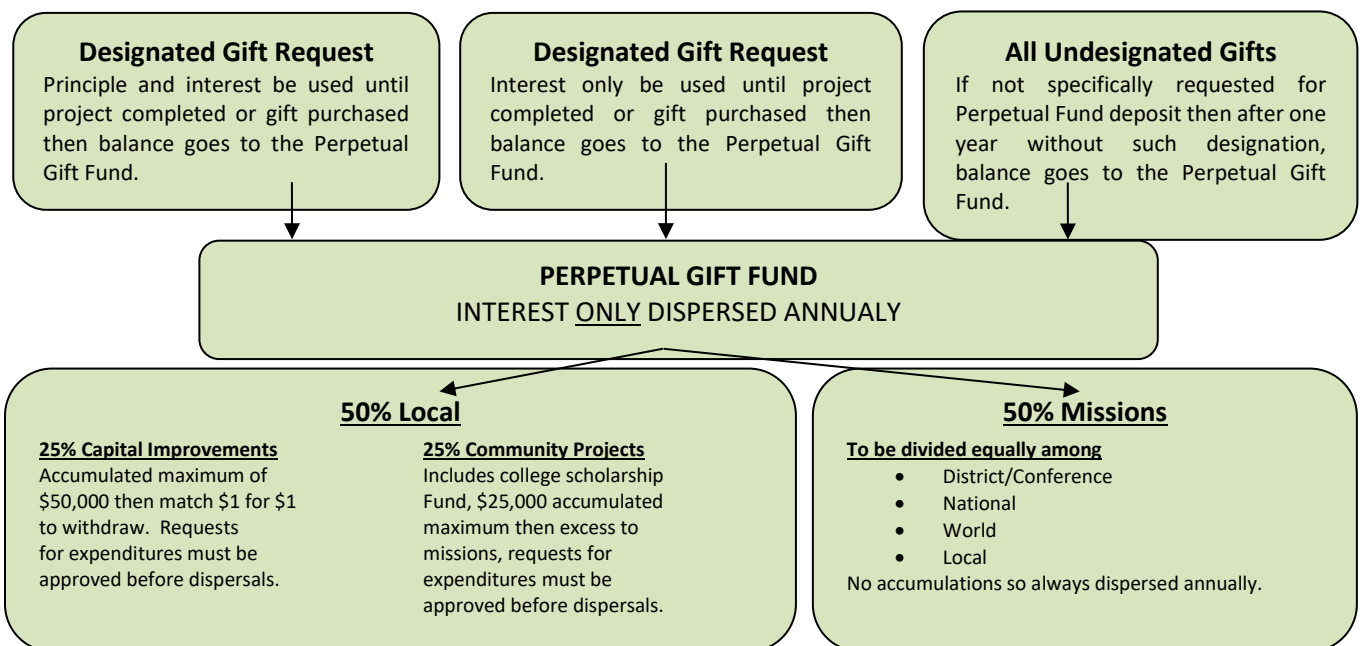
Section V.

- A. It shall take a two-thirds vote of all the members of the Administrative Council to change any of the above by-laws. In the event that the corporate Church structure, be dissolved and shall not be succeeded by the surviving corporation, the Fund shall therefore be liquidated and the funds thereof shall follow the disposition of the other property of the church per the Articles of Incorporation filed with the State of Iowa on June 9, 2023.

Section VI.

These **Gifting & Benevolences** by-laws were approved by the Administrative Council of the Maxwell Methodist Church on January 31, 1988.

**Flow Chart
Gifting & Benevolences**



Monthly Trustee Handbook of Duties/Responsibilities
(Updated December 2024)

January

- Check furnace filters quarterly at parsonage and church (16"x25"x1"); different size at the parsonage; if you use the last one, buy more and submit the bill to Treasurer for reimbursement; the church has some that can be rinsed and reused but we aren't using them currently.
- Take down Christmas decorations if needed, store behind pulpit.
- New Articles of Incorporation for the Maxwell Methodist Church affiliated with the Global Methodist Church were filed with the State of Iowa on June 9, 2023. To avoid penalties, the church Incorporation papers need to be filed every 2 years. The first filing of the Biennial Report under new name to be filed January 2025, then every 2 years thereafter. <https://sos.iowa.gov/search/business/search.aspx> Business Entity #753041 Trustees responsibility to file timely. 2025 report filed January 3, 2025, Cert. No. A25763041.

February

- Check smoke alarm batteries and fire extinguisher charges:

Fire extinguisher locations:

- Nursery (train room)
- Foyer (behind tree)
- Wesley Café
- South door (top of stairs by lift chair)
- Bottom west door
- Basement, kitchen south door

In November of 2029, we will need new extinguishers since by federal law they can no longer be used because of age. Recommendation: do NOT use GF. Rather, we need to purchase 6 new extinguishers in 2029 and again participate with the recharging in 2030. At the six-year mark, all extinguishers have to be emptied, inspected, and recharged if they are still OK. 2029 will be six years!

Smoke alarm locations:

- SE stairwell - Above Lower Dining Hall East doors
- Pastor's office
- Above Kindergarten S/S entry door
- Top of NW stairwell
- Hang Ash Wednesday banner: "Three purple drapes varying lengths"

March

- Walk-through parsonage; required by Conference; looking for needed repairs; fill out trustee form and sign.
- Change all the clocks to daylight savings time when Daylight Savings Time begins (don't forget programmable thermostat clocks).

April

- Check furnace filters quarterly at parsonage and church; if you use the last one, buy more and submit the bill to Treasurer for reimbursement; church ones can be rinsed and reused though we're not currently using these.
- Easter Sunday hang 4 banners: "Allelujah Christ Arose", "Christ is Risen (butterflies)", "Happy Easter, and "Christ on cross"; display large wooden cross.
- Bring up outside garden hose from furnace room and connect; valve to turn water on is in men's bathroom downstairs.

May

- Deep spring cleaning of church; invite the whole church to assist; clean bugs from lights and light covers; use Liquid Gold on all wood surfaces; get cobwebs in high places, good wax job on linoleum floors, stained-glass window care as directed by Viking glass, touch up paint, remove candle wax from carpets, replace bulbs, fan

blades dusted, vacuum pews and carpet edges, clean kitchen ovens, clean non-stained-glass windows inside and out, etc.

- Hang Pentecost banner (Red - flame/dove)

June

- Water 3 potted landscaping plantings at church weekly
- Power wash outside steps if needed; Larry Jacobson has washer
- Reverse fan directions sanctuary. Summer: Counterclockwise, Winter: Clockwise

July

- Check furnace filters quarterly at parsonage and church; if you use the last one, buy more and submit the bill to Treasurer for reimbursement; church ones can be rinsed and reused though we're not using these currently
- Prune the ornamental trees along west side of church
- Water 3 potted landscaping plantings weekly at church

August

- Water 3 potted landscaping plantings at church weekly

September

- Hang banner "Grow in grace and knowledge....(sunflower)"
- Water 3 potted landscaping plantings at church weekly

October

- Check furnace filters quarterly at parsonage and church; if you use the last one, buy more and submit the bill to Treasurer for reimbursement; church ones can be rinsed and reused though we're not using these currently
- Water 3 potted landscaping plantings at church weekly

November

- Prune the spent perennial flowers both in the 3 large pots and deadhead all the plantings landscaped around the church on the west and south sides
- Set out all the Christmas decorations in the north fellowship hall prior to decorating for Christmas– can be found mostly in the room behind the pulpit
- Change all the clocks when Daylight Savings Time ends (don't forget programmable thermostat clocks)
- Reverse fan direction sanctuary; Summer: Counterclockwise, Winter: Clockwise
- Disconnect and drain outside garden hose, store outdoor garden hose inside prior to freeze
- Every two years contact Roto Rooter to check the tile in the basement to prevent backup in the basement fellowship room. Do every **odd numbered** year in November. Due 2025.

December

- Hang "Joy" banner; "A King is Born" banner

Weather driven duties, no date can be determined consistently

Spring

- Verify mowing arrangements. Renters Justin & Alexandra Stromley mow and snow removal at the parsonage

Summer

- Switch thermostats from heat to cool; reprogram automatic thermostat temperatures
- Close the doors in the church to the basement during cooling season

Fall

- Switch thermostats from cool to heat; reprogram automatic thermostat temperatures.
The church has 3 separate heating/cooling systems;
 - (1) The thermostat in the pastor's office controls the office and the basement.
 - (2) The choir loft thermostat controls the sanctuary.
 - (3) The Wesley Cafe is on its own thermostat.
- Open the doors in the church to the basement during heating season; close off north room doors

Winter

- Arrange for snow shoveling; salting; currently Larry J. takes on the heavy stuff w/tractor; we hire the sidewalks and steps after each snow

Miscellaneous

- Update inventory whenever we purchase something (take photo to add to video taken Fall 2024).
- Biannually, have Neighbors Heating and Cooling inspect the furnaces/air conditioners; record on furnace labels dates of servicing
- Ness's signboard lettering announcing any major event and subsequent removal of lettering after event
- A To-Do-List is posted behind the sanctuary door.