

Parish Policies

St. Stephen the Martyr Anglican Church, Thunder Bay

Policy F3: Booking the Church Building

Adopted by the Parish Council March 14, 2022, amended January 8, 2024

The purposes of this policy are to:

- ensure that complete information is gathered for the booking: date, time, name of event/meeting, name of the group and contact person;
- help the Incumbent/Pastor manage his time;
- that if needed, ensure that an announcement in the bulletin, Eletter and/or newsletter is published regarding the event or meeting taking place in the building;
- avoid scheduling conflicts between users of the building; and
- that if required, ensure that other users of the building are notified if they have to be rescheduled or advised not to be in the building for a specified period of time.

The policy takes into account that a request for a funeral comes up on short notice; in this case rescheduling users may be necessary. As there is not much privacy in the building, the Incumbent may want privacy when scheduling a meeting of a pastoral nature with an individual or family.

Some preparations may be required to make the building ready to receive people and allow the meeting event/meeting to take place: snow shoveling, heat on. People could be working on something in the Parish Hall that needs to be cleaned up. The zoom equipment may need to be set up or put away.

1. To book the building, contact the Incumbent/Pastor or Admin Assistant:
 - a. Exceptions: The Altar Guild, Cleaning Team, Treasurer, Envelope Secretary and Assistant, and those doing maintenance on the building that takes less than 4 hours, do not have to book the building.
 - i. A table showing the times when the Vestry room is reserved for people, who need to use it, is posted on the Vestry bulletin board.
 - ii. In the case of maintenance that will take longer than 4 hours, the work plan must be discussed with the Incumbent.
 - b. If the booking request is less than 1 weeks' notice, the Incumbent must be contacted.
 - c. In the case of a booking request from a group that is not part of St. Stephen's, but which would be considered part of the Anglican Church such as the Mission to Seafarers, or a Deanery committee or group, the Incumbent must be contacted.
 - i. A Certificate of Liability Insurance would not be required.
 - d. In the case of a request for a hall rental, the Incumbent and Church Wardens must approve it.
 - i. If the Incumbent or a Church Warden has a conflict of interest with respect to the group or individual requesting a rental, the Parish Council would approve it.
 - ii. The Pastor or a Church Warden would loan a person a building key; arrange to have the building opened; or arrange for someone from St. Stephen's to open

the building and be present to assist. Having someone assist may be necessary when the kitchen will be used.

- iii. The group will provide a Certificate of Liability Insurance.
 - iv. The Incumbent in consultation with the Church Wardens may waive or reduce the fee if the couple/family is an identified financial supporter of the parish or in the case of financial need. An example would be a funeral reception.
 - v. The Parish Council may waive or reduce the fee if it considers it to be a ministry of St. Stephen's. This has been done for an AA group, a women's group and the Current River Churches Food Cupboard.
- e. Only the Incumbent can authorize the use of the nave. Diocesan policy would apply for a group not part of St. Stephen's that wishes to use the nave for worship.
2. The Incumbent and Admin Assistant are responsible for updating the Vestry calendar.
 3. The Incumbent and Church Wardens may cancel a booking of St. Stephen's building for a user.
 - a. If St. Stephen's needs the use of the building, four (4) weeks' notice will be given, except for a funeral.
 - b. The Incumbent is responsible for ensuring that users are notified if they must be rescheduled or advised not to attend the building.

If the Incumbent is on vacation, a Church Warden fills his role in this policy, except for authorizing the use of the nave.