

## **Guidelines for Removal and Relocation of Furnishings and Hangings**

### **Property Held In Trust**

1. “All properties of United Methodist local church and other Methodist agencies and institutions are held, in trust, for the benefit of the entire denomination, and ownership and usage of church property is subject to the *Discipline*...In consonance with the legal definition and self-understanding of The United Methodist Church, and with particular reference to its lack of capacity to hold title to property, The United Methodist Church is organized as a connectional structure, and the titles to all real and personal, tangible and intangible property held at at jurisdictional, annual, or district conference levels, or by local church or charge...shall be held in trust for The United Methodist Church and subject to the provisions of its *Discipline*. Titles are not held by The United Methodist Church or by the General Conference of The United Methodist Church, but instead...by boards of trustees established for the purpose of holding and administering real and personal, tangible and intangible property.” (§2501).
2. Whereas the Charge Conference of Community United Methodist Church Virginia Beach, with the Approval of the District Superintendent, has empowered the Leadership Team to function as the board of trustee for Community United Methodist Church (Virginia Beach).
3. Whereas the Leadership Team has an expansive role and function within the life of the local church, including the purpose of holding and administering real and personal, tangible and intangible property, the Leadership Team will in specified circumstances choose to delegate some of their authority to pastors, staff, coordinators, ministry leaders, groups, or laity. This delegation of authority will only occur within the parameters established by the Leadership Team and the delegation of authority does not transfer the responsibility of the Leadership Team as trustees for all property real and personal, tangible and intangible on behalf of the Virginia Annual Conference of the United Methodist Church.
4. The following policies and guidelines are the officially delegated authority within which pastors, staff, and coordinators shall function in regards to the removal and relocation of hangings and furnishings for The Leadership Team of Community United Methodist Church.

### **Definitions**

- Removal - There will be circumstances in which it is appropriate to remove furnishing and hangings, because they no longer practically serve a purpose for making disciples of Jesus Christ for the transformation of the world. Removal will

include throwing away or recycling items or donating items to another non-profit organization.

- Relocation - There will be circumstances where the removal of an item is not the appropriate action to take for any number of reasons. In these circumstances, the relocation of an item would be more beneficial to the mission and ministry of the church.

### **General Principles and Guidelines**

- The facilities and property of Community United Methodist Church are primarily meant to be a tool for ministry, practicality is a major factor in whether or not removal and relocation is necessary for the mission of making disciples of Jesus Christ for the transformation of the world.
- If items are broken beyond reasonable and financially responsible repair, they shall be removed.
- Sensitivity to the meaning and value of items to the congregation should be considered, recognizing that the removal or relocation of items will inevitably result in some hurt feelings.
- If there is disagreement between coordinators about the removal or relocation of a particular item, the Executive or Lead Pastor will determine the outcome for the removal or relocation.

### **Specific Facility Guidelines**

#### **Sanctuary**

- The Sanctuary is primarily meant for corporate worship and without question the furnishings and hangings in the sanctuary contribute to the worship atmosphere and may reinforce the message during any particular messages.
- The pastor in charge is the final authority in regards to worship and should be consulted in regards to the removal and relocation of permanent furnishings and hangings within the sanctuary.
- Seasonal and Liturgical Decorations or Visual Elements involving the furnishings and hangs should be done in such a way that respect the field of vision of those in the sanctuary on the ground level. Furthermore, seasonal and liturgical decorations should not require anyone to climb on scaffolding.
- Removal of permanent furnishings within the sanctuary (i.e. Pews, Pulpit, Lectern, etc) require a vote from the Leadership Team

## **Hallways**

- The Hallways are an important part of our hospitality to new people and keeping the hallways free of clutter is important both for safety and for the attractiveness of our hallways.
- If bulletin boards are not changed at least seasonally or they are not maintained regularly by a coordinator or a group, the bulletin board may be removed. It may otherwise be necessary to relocate bulletin boards so that there are few congested areas in the hallways.
- The hangings in the hallways should be missionally relevant and attractive otherwise they need to be removed or relocated.

## **Children's Areas**

- Much of Community's facilities are primarily dedicated for Children's Ministry; however, the temporary use of space may require furnishings and hangings to be relocated temporarily. The rooms used for ministries with children and the preschool should be returned to their original set up.
- The Children's Ministry Coordinator should be consulted before the removal or relocation of items relevant to children's ministry.
- Mother's Day Out utilizes Community's space most of the time and Pastors, Staff, and Coordinators should communicate with the owner of Mother's Day Out before any items are removed from spaces that they use.

## **Multipurpose Purpose Classrooms**

- There are many rooms throughout Community UMC's facilities that are used by multiple groups. Groups should not claim or decorate rooms without permission of the Leadership Team.
- Pastors, Staff and Coordinators shall consult with all CUMC groups that utilize the room before hangings or furnishings are removed. Approval of these groups for removal or relocation is not necessary; however, Pastors, Staff and Coordinators should consider the feelings of all users of the particular space.

## **Parlor**

- The Parlor is primarily utilized used as a gathering space for small groups during the week and families before Weddings and Funerals. Any removal of items from the parlor should consider these uses.

## **Library**

- The Library is primarily utilized used as a gathering space for small groups during the week and is a repository for books that may help people to grow. Any removal of items from the library should consider these uses and the groups that utilize the Library.
- Books that are contrary to United Methodist teachings or books that do not help people to grow in their Christian journey should be removed from the Library.
- Books in poor shape should be removed from the Library.

## **Chapel**

- The chapel is a multipurpose space that hosts some small groups, special events and a space for people to have devotional time during the week. Any removal of an item is should consider these uses and coordinators should consult with the pastors.

## **Office(s)**

- The Office Manager may remove or relocate furnishings and hangings within the church office as long as individual staff members have the furnishings they need for their role.
- Individual Staff Members may choose to decorate their offices with hangings and furnishings at their expense in consultation of the facilities coordinator and office manager. Removal or Relocation of items from their office spaces will be coordinated with the Office Manager.

## **Choir Room**

- The Director of Traditional Music may remove or relocate furnishings and hangings within the choir room for the sake of the mission.

## **Technology**

- There are many technological systems within the church that are vital to Community's functioning. Items related to technology should not be removed by anyone, except the worship leader or a technology team person.