

Gulf Cove United Methodist Church
1100 McCall Road
Port Charlotte, FL 33981
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Gulfcoveumc@gmail.com

Church Facilities Policy
Revised: May 14, 2018

A Servant Community of Jesus Christ

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GENERAL PHILOSOPHY

Members of the congregation of the Gulf Cove United Methodist Church are committed to serve the community in a manner that furthers the Gospel of Jesus Christ and will enrich and benefit the lives of the citizens of this community.

We encourage the use of our facilities by our congregation, related church groups, community groups and agencies, which are compatible with the social principles of the United Methodist Church.

This commitment may require that efforts be made to accommodate some groups that are not related to Gulf Cove United Methodist Church (hereinafter, GCUMC).

The first priority of the church is to provide facilities for the extensive programming offered to and by the congregation of GCUMC. Limited parking facilities must always be taken into consideration when scheduling is done.

Secondarily, the facilities may be used for church-sponsored programs that provide educational, spiritual and human-welfare support to both members and nonmembers.

Thirdly, the facilities may be used for nonchurch-sponsored events, which are designed to better our community and its people.

These policies, procedures, and rules supersede all others approved by the Church Council of Gulf Cove United Methodist Church and are in addition to those found in The Book of the Discipline. The Trustees of Gulf Cove United Methodist Church may make minor modifications to these policies as deemed necessary.

*Questions may be directed to:
Dawn Tesauro, Administrative Assistant, (941)697-1747
Monday – Thursday 8:00 a.m. – 3:00 p.m.*

Appropriate Group Examples

- All organizations or groups related to Gulf Cove church programs supervised or sponsored by a church staff or committee member.
- Christian Weddings
- Christian Funerals
- Christian Service Groups - such as Scouts, AA, Al-Anon, Community, Business and Educational Groups - whose income may be from dues but which are nonprofit in nature and whose general practice and membership does not conflict with the purpose/ministry of the Church of Jesus Christ.
- Celebrations – Examples include wedding showers, baby showers, anniversaries

Excluded Group Examples

- Groups with goals unsympathetic to the Gospel of Jesus Christ
- Groups violating principles of Book of Discipline of the United Methodist Church.
- Groups advocating revolution or overthrow of the government of the United States.
- Fund-Raising Groups - The building will be available for fundraising events only for groups that are attempting to fund Christian ministries.

FACILITY USE GUIDELINES

General Guidelines

- Church-related meetings shall be given first priority in building use.
- The size of groups shall not exceed standards that have been established by the Florida State Fire Marshal for the various areas.
- The facilities may be available for use on Monday - Friday from 8:00 a.m. until 9:30 p.m. and on Saturday, 9:00 a.m. until 3:00 p.m. The facilities are not available for use on Sundays or Holidays. Any exceptions to these times are to be approved by the Trustee Committee.
- Groups will be assigned to specific areas and will limit their activities to these areas.
- Use of kitchen facilities is subject to prior approval by the Board of Trustees or the Administrative Assistant.
- Groups are responsible for providing their own supplies (coffee, tea, sugar, paper products, etc.).
- All leftovers must be removed after the event.
- No storage space will be provided for outside groups without prior approval by the Board of Trustees or the Administrative Assistant and subject to availability.
- Groups are responsible for the behavior of participants (no smoking, no alcoholic beverages or drugs, no foul/abusive language, no gambling, etc.)

Supervisor

Each outside group will be assigned a responsible person for the entire event/meeting. The person is either a staff member or lay member of the church and is the liaison between the church and

those in charge of the event/meeting. This person is available to give instructions, as well as to assist in any way possible. Note: If the event/meeting is sponsored by a Ministry of the Church, the Ministry Department Head, or his/her designee, will be the responsible person and no fee will be charged.

Custodian(s)

Custodian(s) will be paid for set up and clean up other than church-related activities. Note: If the event/meeting is sponsored by a Ministry of the Church, the Ministry Department Head, or his/her designee, will be responsible for clean up.

Specific Guidelines and Restrictions

1. All organizations wishing to use any part of Gulf Cove United Methodist Church facilities are required to submit proof that they have at least \$1,000,000 in liability insurance and listing the church as “Additionally Insured.”
2. Any members, non-members, groups, or organizations wishing to use any part of Gulf Cove United Methodist Church’s facilities for PERSONAL or a NON-FAITH/CHURCH BASED event:
3. Every person and/or group is expected to read, sign and abide by the guidelines and restrictions listed in this document and **are required to fill out a “Facility Use Request.”** This request **MUST** then be approved by either or both the Ad. Council and Board of Trustees.
4. Please notify the church office at least one week prior to date if the event is being canceled.
5. Each user group will be required to indemnify the church for liability resulting from use of church facilities.
6. Adult supervision must be provided for all groups with youth under age 18, using the church facilities.
7. Children and youth groups should not arrive on church grounds more than 15 minutes before scheduled activities begin, and should not remain on church grounds for more than 15 minutes after the activities end.
8. All individuals and user groups using or attending events on the church grounds will be required to abide by the following rules set forth :
9. Alcoholic beverages are prohibited in/on the church property.
10. Drugs are prohibited in/on church property.
11. Foul/abusive language is prohibited on church property.
12. Smoking is not permitted anywhere in the church buildings.
13. Gambling is not permitted on church property. (This includes lottery, bingo, raffles and any other forms of gambling.)
14. Anyone attending a function at the church is expected to stay with their group, in their assigned rooms.
15. Groups are to use only the space and materials requested in their application.
16. User groups must not disturb other users of church facilities.
17. Animals should not be brought into any part of the church building. (Exceptions may be made on church-sponsored ministries or for animals necessary for assistance to a handicapped person.)
18. Room furnishings shall not be moved or changed.

19. New furnishings or fixtures (wall mounted pictures, bulletin boards, etc.) are not to be permanently placed in any rooms.
20. No nails, tacks, staples, pins, etc. are to be driven into the walls of the facilities.
21. No tape, glue, gummed hangers, etc. are to be attached to the walls or windows.
22. Sanctuary chancel furnishings shall not be moved without staff person supervision.
23. Each group using the facilities shall be responsible for the following:
24. **USERS ARE EXPECTED TO LEAVE THE FACILITIES IN GOOD CLEAN CONDITION**
25. Turning off all equipment used: (lights, air conditioners/heat, fans, etc.)
26. The locking of the doors and windows of the room you are using, AND the outside doors if you have been given a key.
27. Leaving the room in the condition required by the custodian.
28. No group/activity time shall extend past 10:00 PM. unless with prior approval from the Board of Trustees.
29. Each group is to remove their trash when the event is over (dumpster is located near the back parking lot, in front of portable #201).
30. Groups using the facility are responsible for any damages to property and/or equipment during their assigned time. Therefore, groups using church facilities are requested to notify the church office of any needed repair work or maintenance work.
31. It is a policy of Gulf Cove United Methodist Church that any literature distributed on church property will be reviewed and approved by the church office.
32. Any and all additional events, beyond events specified on the front page of the application, must have a new request form submitted.
33. Security is critical. To assure security of the church facilities, a church custodian will ordinarily be on premises during each user groups use of the facilities.
34. When kitchen use is included in the agreement, kitchen users must follow directions for equipment use. They must clean the kitchen to the condition in which it was found before the event.
35. Use of sound equipment requires the hiring of one of our AV crew technicians, for a fee as listed in the fee schedule. If such personnel are not available, then the main system is **NOT** available.
36. The Fire Marshall has established maximum capacities for rooms in the church, and they may not be exceeded.
37. If a scheduling conflict should develop with a church program or ministry, the outside group may be asked to move to a different room, seek a different location or cancel the event or meeting.
38. There will be no permanently assigned rooms. Normally, rooms will be assigned on a first-come, first-served basis.
39. No one is permitted to play any of our musical instruments without prior approval by the Director of Music.
40. The following items must be complete and on file with the Administrative Assistant:
41. Facilities Request Form and Security deposit- at time of request. Security deposit will not be refunded if room cancellation in writing is not made 2 weeks prior to scheduled event.
42. Room Set-up Request - 7 days before the event.
43. Required Fees - 7 days before the event.
44. The transfer of permission to use church facilities to those other than to which this agreement was made is strictly prohibited.

45. To avoid scheduling conflicts, only the Administrative Assistant will make entries on any portion of the Church room scheduling book.
46. Attendance must not exceed the capacity agreed upon for any space in this agreement.
47. Church equipment in the Sanctuary must be operated by church technicians approved and trained by the Director of Audio-Video Ministries. Charges for technicians are listed in the fee schedule.
48. Church equipment, i.e., TV/VCR, projectors, screens and/or sound equipment is subject to availability and approval and must be included in the agreement.
49. The church reserves the right to schedule other activities and events in other parts of the building.
50. Those using church facilities must confine themselves to permitted areas and to the equipment agreed to under this agreement. It is not permitted to take tables and/or chairs from other rooms and/or areas of the church unless prior arrangements have been made.
51. Normally church equipment, e.g., tables, chairs, kitchen equipment, musical instruments, audio-visual equipment, etc. does not leave the church property. Church equipment is not to be removed from the church premises without prior consent of Administrative Assistant and a signed affidavit assuming responsibility for lost or damaged equipment.
52. Members scheduling facilities for private, non-ministry events (birthday parties, wedding anniversaries, etc.) may be charged a user fee.

Rules for the Use of the Kitchen

1. All property in the kitchen, Serving Room and storage room - including silverware, silver service, dishes, pots, pans, coffee maker, and linens - must remain in the building.
2. The dishwasher is to be operated by a trained person approved by the Kitchen Committee.
3. All spills must be cleaned up. A broom and mop are in the exit of the kitchen. Cleaning materials are found under the sinks.
4. No food is to be left at the church. Leftovers may be taken to the Homeless Shelter
5. Coffee makers are to be left clean. No coffee grounds are to go down the drains. Put cords and basket inside each coffee maker.
6. All water must be turned off.
7. The stove must be cleaned. All burners and ovens must be turned off. Pilot lights must remain on.
8. All dishes, silverware, pots, pans, etc. should be washed and put back in their proper places.
9. All garbage is to be placed in plastic lined containers. Extra liners can be found under the cabinet in the kitchen. Securely tie full bags. Take garbage bags **OUTSIDE** to the dumpster area, in front of portable #201.
10. Any dish towels used are to be washed and returned as soon as possible.
11. The floor is to be swept and mopped thoroughly.

SCHEDULE OF FEES AND CHARGES FOR BUILDING USAGE

Location

Main Building			
Sanctuary			\$250.00
Kitchen			\$350.00
Room #103 Classroom – all day			\$45.00
Room #103 Classroom – ½ day			\$30.00
Classroom #109/110 – all day			\$75.00
Classroom #109/110 – ½ day			\$50.00
Conference Room #114 - all day			\$75.00
Conference Room #114 - ½ day			\$50.00
Portables #201			
Room – all day			\$60.00
Room – ½ day			\$40.00
Custodial Fee (all locations)			\$50.00
(includes set-up, clean-up)			
Security Deposit (Refundable)			\$250.00
<hr/>			
Room Use Fees Total	\$ _____	\$ _____	\$ _____
Security Deposit (-)	\$ _____	\$ _____	\$ _____
Balance Due Two Weeks Prior	\$ _____	\$ _____	\$ _____

Facility Fees for Church Sponsored Programs or Church Organizational Activities

Who are considered Church Organizational Activities or Ministries

- Adult Ministries
- Children s Ministries
- Men’s Ministries
- Stephen Ministries
- United Methodist Men
- United Methodist Women
- United Methodist Youth Fellowship
- Women s Ministries

Sponsoring Group/Committee/Staff member involved is responsible for scheduling, set up and clean up, The Board of Trustees of GCUMC being responsible for total care and maintenance of the physical facilities of the church has adopted a schedule of fees to defray costs of maintenance and utilities. All uses of the building, including church members and staff, are expected to comply with the building use request procedures.

CLOSING CHECKLIST FORM

1. All rooms are left as designated in the building use policy.
2. All trash is removed and placed in the dumpster. Clean trashcan liners have been placed in the can.
3. Responsible party, the one who is designated on the building use request form, has inspected the building. Damages should be noted and reported to the appropriate church representative at the earliest possible time.
4. All linens, tablecloths, kitchen towels, etc. have been cleaned and stored.
5. Check bathrooms to assure they are in a clean and orderly manner. Empty trash. If there are issues such as plumbing or lighting that need to be addressed, contact the office or a designated trustee.
6. Kitchen countertops are clear and have been wiped clean.
7. Tabletops have been wiped clean.
8. Floors have been cleaned. Carpets have been vacuumed, and tile floors have been swept or mopped if there is visible spillage/soiling. If the vacuum cleaners are not operating properly, please report this to the office or trustees.
9. Check out with the Administrative Assistant or other staff person on duty if the church office is open.
10. If you are responsible for children or youth, you must stay until ALL toys, equipment, etc., are picked up. You must also stay until all children or youth are picked up by parents or a responsible party.
11. If the church office is closed or no staff member is on duty, do the following when securing the building:
12. Turn off all interior lights, except those designated to remain on at night.
13. Ensure that all outside doors are locked and properly closed.
14. SHAKE EACH DOOR THOROUGHLY to make sure door is secure and locked.

Date: _____

Responsible person: _____

**FACILITY USE REQUEST FORM
GULF COVE UNITED METHODIST CHURCH**

Date of request _____

Name of Group/Organization _____

Contact person's Name _____

Address _____

Phone _____ Cell _____

Email _____

Type of facilities/room(s) requested _____

Proof of Insurance
Name of Provider _____

Attach Certificate of Liability Insurance for at least one million dollars of liability insurance with Gulf Cove UMC listed as "Additionally Insured."

Estimated number of persons _____

Purpose of Event _____

Meeting dates or days _____

Event start time: _____ End time: _____

Will food/drink be served? _____

Kitchen use Required? _____

How many tables will you need? _____

Chairs? _____

Any additional/extra equipment you need? _____

Type? _____

Permission to hold the activity or event will be subject to the approval of the Board of Trustees and the availability of space and equipment. Special consideration will be given to requests endorsed by one of the various ministry areas of the church.

Signing of this agreement shall constitute willingness to comply to all rules and regulations regarding the use of Gulf Cove United Methodist Church facilities as set forth by the Board of Trustees. Those using church facilities must use utmost care in the use of facilities and agree to protect, indemnify and hold harmless the Gulf Cove United Methodist Church of Port Charlotte, Florida, and its officers and employees from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of the use of the premises covered by this agreement. In the event of damage to church property, those using the facilities shall accept the amount of damage as estimated by Board of Trustees and shall pay for such repair and replacement costs. Any violation of this contract will result in the Trustees refusing the right to use this facility.

This contract is in effect for a 90-day trial period. After the 90-day period, the Board of Trustees has the right to refuse the use of the facility.

Signed: _____ Date: _____

For office use only:	Date security deposit received: _____
Date approved: _____	By: _____
Keys Issued _____	Yes _____ No _____
Condition after use: _____	

SET-UP REQUEST FORM
Gulf Cove United Methodist Church

Event Name: _____

Contact Person: _____ Phone #: _____

Date/Day of Event: _____ Time of Event: _____

Room Assignment: _____

Size of Group: _____ Number of Tables: _____

Number of Chairs: _____ Speakers Podium: _____ (Yes/no)

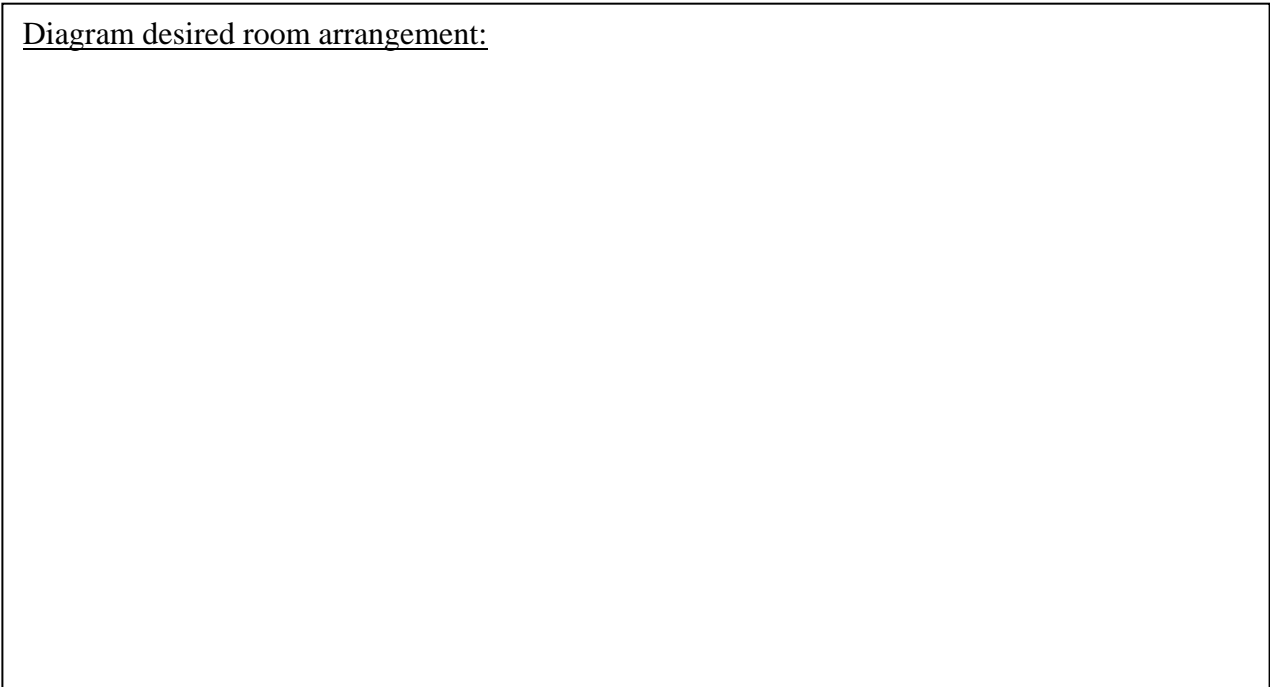
Audio-Visual Needs:

TV/VCR _____ Overhead Projector _____ Screen _____

Sound Amplifier _____ Mics (how many) _____ Tape/CD Player _____

Please be specific about your requests.

Diagram desired room arrangement:



WEDDING POLICY
Gulf Cove UMC
Port Charlotte, FL
(941) 697-1747



A Christian wedding is a service of worship, proclaiming Christian marriage as a sacred covenant. The partners give themselves to each other by solemn vows in the presence of God, supported by the presence of prayers of their loved ones. Whether the service is traditional or newly created, it expresses both the seriousness of the couple's commitment and the joy of their love for each other.

Gulf Cove United Methodist Church is happy to be part of your marriage celebration. We also encourage you to participate in our congregation or another church of your choice. A deep and lasting marriage needs prayers not only at the beginning, but also throughout its life. The church can help you grow spiritually as individuals and as a couple, providing a community of friendship, grace, and support. You are welcome here.

First of all, remember that your wedding is a sacred ceremony "...instituted of God, and to be entered into reverently, discreetly, and in the fear of God." We are sure that you want to keep it this way and not tarnish it with commercialism or inappropriate sentimentality.

Each wedding has its own character and reflects the personality of the couple. Proper attire and practices should be appropriate for the sanctuary. The officiating pastor has complete charge of the service, and all details must be approved by him/her.

Your wedding ceremony is yours to remember and cherish throughout your life together. Let it be a beautiful, dignified, and sacred service. If you have any questions concerning this information or the plans for your wedding, please feel free to call the church.

May God richly bless you both, and may your love for each other grow deeper as you join your lives together.

Use of Building

Couples desiring to enter into Christian marriage are welcome in our facilities. Weddings will be scheduled on a first-come, first-served basis, and according to a pastor's availability. The scheduling of the rehearsal and service times must be approved through the pastor.

Absolutely no alcoholic beverages or tobacco use are permitted in the church building or on church property. Church furniture, including the pulpit and communion table, is not to be moved without approval of the presiding pastor.

The church will be unlocked approximately one-half hour before the rehearsal and three hours prior to the service. If time is needed for decorating prior to the rehearsal, arrangements should be made through the church office. Please make your plans in accordance with these times.

Please do not place anything on the organ or piano. You are not permitted to unplug anything, such as the organ, or remove any of the existing furnishings.

Facilities Available

Room #101 is available to the bride and her party to dress prior to the wedding. The groom and his party should arrive for the wedding dressed and ready.

Clergy

The pastor of Gulf Cove United Methodist Church has sole responsibility for all worship services which take place in the sanctuary, or on church grounds. A wedding is, first and foremost, a service of worship. If you desire to have an outside Clergy perform the exchange of vows, please remember that the pastor of the church will still be the officiating pastor. No other pastor may officiate without the expressed written consent of our pastor.

Organist

Due to the complexity of our organ, only our church organist is permitted to use the organ for weddings. If an outside musician is to do the music, only the piano is permitted to be used. Fees are set by the organists. It is the responsibility of the couple to make arrangements with the organist and to make payments directly to the organist.

Wedding Music

All music for the wedding must be discussed with the pastor and the church organist. A church wedding is a service of worship. The music must reflect this. Use of a soloist or instrumentalist requires permission from the pastor. Due to copyright laws, use of professionally produced music (tapes and/or CDs) is permitted only if the recording was intended for use as an accompaniment with a vocalist.

Decorations & Candles

The church facility can be decorated the day of the wedding. If no program is to be held in the sanctuary, it may be decorated the day prior, if the room is available. All decorations, flowers, and equipment must be removed following the ceremony without damaging the facility. If you use flower petals, you must use an aisle runner on the center aisle. No nails, tacks, tape, pins, staples, gum or anything that will mar woodwork or furniture may be used. No equipment may be moved. Rice, confetti, birdseed, bubbles may not be used in the building. Only birdseed and bubbles may be used outside. If the couple wishes to include a Unity Candle in the ceremony, they must provide their own holder and candle.

Rehearsal

The rehearsal is an essential part of your plans if you want your wedding to go smoothly. It is imperative that EVERY member of the wedding party be present at the rehearsal and ON TIME.

Photography/Videography

Remember that this is a sacred ceremony, and anything which will detract from a worshipful attitude is not appropriate. Therefore, flash photography will not be permitted during the ceremony [natural lighting permitted], and no photography which interferes with the concentration and sacred character of the event will be allowed.

Floral Arrangements

You are free to use whatever florist you wish. However, please note that our regular office hours are 8 a.m. through 3 p.m., Monday through Thursday. The office is only open 8 a.m. to noon on FRIDAYS. You should arrange to have flowers delivered in the time period after the building has been opened on the day of the wedding. The florist is responsible for providing vases for all

floral arrangements. If you desire to leave your flowers for the Sunday worship services following the ceremony, please inform the church office, and an appropriate notation will be made in the Sunday bulletin.

Wedding Service Bulletins

The purchase and printing of any bulletins is the responsibility of the couple. Appropriate bulletins can be purchased at several area church supply stores.

Custodial Services

The custodian will prepare for the rehearsal, clean and make the church facilities ready for the wedding service, as well as clean after the service. It is the responsibility of the couple to make payments directly to the custodian.

Sound System

Our sound system is high quality and very complex to operate. Therefore, if you are using tapes/cd's our sound technician needs to be present in order for the system to be utilized. It is the responsibility of the couple to make payments directly to the sound technician.

Payment of Fees

Checks for fees involving the use of the church should be made payable to "Gulf Cove United Methodist Church" and paid to the church office. A deposit of 1/2 of the total fee is to be paid as soon as possible to hold your reservation. The remainder is due no later than one week prior to the rehearsal. Checks for the pastor, custodian, the organist, and the soundboard technician should be made payable to the respective individuals and are also due no later than one week prior to the rehearsal. (See attached for member and non-member fees)

Wedding License

When the service is conducted by one of our pastors, please give your marriage license to the pastor two weeks prior to the rehearsal.

FEEES FOR A CHURCH WEDDING

	Members	Inactive/Non-Member
<input type="checkbox"/> Use of the Church	No Charge	\$250
<input type="checkbox"/> Pastor's Services	(your discretion)	\$200
<input type="checkbox"/> Organist	\$100	\$125
<input type="checkbox"/> Janitorial Services	\$50	\$75
<input type="checkbox"/> AV Person	\$50	\$75

All FINANCIAL MATTERS SHOULD BE TAKEN CARE OF NO LATER THAN THE DAY BEFORE THE WEDDING REHEARSAL.

- Make out church's check to Gulf Cove UMC
- Make out Pastor's check to Rev. Michael Weaver
- Make out Organist's check to Angela Navarro
- Make out Janitorial check to Mike Lackney
- Make AV check to Zak Alvarez

WEDDING INFORMATION

Please have your completed form to our office no later than **ONE MONTH** prior to your wedding.
Applicant has read the "Church Use Policy" and agrees to its conditions.

Applicant's Signature

Date

DATE OF WEDDING: _____ **TIME OF WEDDING:** _____

BRIDE:

GROOM: _____

BEST MAN: _____

MAID/MATRON OF HONOR:

PRESENTER OF BRIDE _____ **RELATIONSHIP TO**

BRIDE: _____

CONTACT INFORMATION

Groom's Name

Groom's Phone #

Groom's Address

City

State

Zip

Bride's Name

Bride's Phone #

Bride's Address

City

State

Zip

REQUESTED:

_____ Facility

\$ _____

_____ Pastor

\$ _____

_____ Organist

\$ _____

_____ Janitorial Person

\$ _____

_____ AV Person

\$ _____

Total: \$ _____

OFFICE USE ONLY

Date Received _____

Approved: _____ Yes _____ No

Donation (Amount Received) _____

FUNERAL / MEMORIAL POLICY
Gulf Cove United Church
1100 McCall Road, Port Charlotte, FL 33981
(941) 697-1747

Planning a funeral or a memorial service is a difficult but important part of the grieving process. We hope that these guidelines will help you as you honor God and your loved one. Gulf Cove United Church approved this Funeral Policy to aid you in making difficult decisions and to offer our facility to provide comfort in your grief. We encourage holding the Funeral or Memorial Service in the church as a reminder of God's never-ending presence and our adoption as members of His eternal family.

Definitions:

Funeral-a ceremony of farewell with the body of the deceased present

Memorial Service-a ceremony done in remembrance without the body of the deceased being present

Process:

1. Contact the pastor as soon as you have an idea of when you would like to plan a service for your loved one, for his/her availability and to schedule a time. This is important whether the service will be held at the church or at another location.
2. Call the church office to verify the date and time on the church calendar, if it is to be held at the church. This is important because sometimes the church has other events scheduled which are not on the pastor's calendar.
3. Bulletins will be printed for the worship service if the family desires.
4. You will need to contact our Church Organist, Audio/Visual Team, or Bereavement Team should you desire to use their services.
5. Musical instruments and other equipment may be used with prior approval. Please check with the Pastor.
6. The service itself will be a celebration of your loved one's life, and we encourage you to gather pictures, songs and or other remembrances that will bring honor to God and thank Him for the life of the deceased. There will be a time on the service for the family and close friends to share memories, should you wish. Thank you for allowing us to minister with you during this time.

Gulf Cove United Church wants to be as supportive and caring as we possibly can to those dealing with the death of a loved one. To lose someone we love is never easy, but hopefully, we can find comfort in the community of faith and in the assurance of the life beyond death that our Lord made possible.

“For we are not cast off
by the Lord forever,
Though he brings grief, he will show compassion,
so great is his unfailing love.
For he does not willingly bring affliction
or grief to the children of humankind.”
(Lamentations 3:31-32)

See attached schedule of fees - member and non-members
Adopted by the Board of Trustees on June 2007

Use of Building

Funerals will be scheduled on a first-come, first-served basis, and according to a pastor's availability. The scheduling of the service time must be approved through the pastor.

Absolutely no alcoholic beverages or tobacco use are permitted in the church building or on church property. Church furniture, including the pulpit and communion table, is not to be moved without approval of the presiding pastor.

The church will be unlocked approximately one-half hour before the service. If time is needed for decorating prior to the rehearsal, arrangements should be made through the church office. Please make your plans in accordance with these times.

Please do not place anything on the organ or piano. You are not permitted to unplug anything, such as the organ, or remove any of the existing furnishings.

Clergy

The pastor of Gulf Cove United Methodist Church has sole responsibility for all worship services which take place in the sanctuary, or on church grounds. A funeral/memorial is, first and foremost, a service of worship. If you desire to have an outside Clergy perform the service, please remember that the pastor of the church will still be the officiating pastor. No other pastor may officiate without the expressed written consent of our pastor.

Organist

Due to the complexity of our organ, only our church organist is permitted to use the organ. If an outside musician is used, only the piano will be permitted to be used. Fees are set by the organists. **It is the responsibility of the couple to make arrangements with the organist and to make payments directly to the organist. You can contact Angela Navarro at 941-286-7139. If Angela is unavailable, please let the church office know so we can help you make arrangements to find a replacement.**

Organist Notified on Date _____

Music

All music for the service must be discussed with the pastor and the church organist. Use of a soloist or instrumentalist requires permission from the pastor. Due to copyright laws, use of professionally produced music (tapes and/or CDs) is permitted only if the recording was intended for use as an accompaniment with a vocalist.

Floral Arrangements

You are free to use whatever florist you wish. However, please note that our regular office hours are 8 a.m. through 3 p.m., Monday through Thursday. The office is only open 8 am to noon on FRIDAYS. You should arrange to have flowers delivered in the time period after the building has been opened on the day of the wedding. The florist is responsible for providing vases for all floral arrangements. If you desire to leave your flowers for the Sunday worship services following the ceremony, please inform the church office, and an appropriate notation will be made in the Sunday bulletin if at all possible.

Funeral/Memorial Service Bulletins

The church office will print basic memorial bulletins provided there is a sufficient notice before the service for the office to compile the information.

Custodial Services

The custodian will prepare before and after the service. It is the responsibility of the family to make payments directly to the custodian.

Sound System

Our sound system is high quality and very complex to operate. Therefore, if you are using tapes/CD's/DV's, our sound technician needs to be present in order for the system to be utilized. It is the responsibility of the family to make payments directly to the sound technician.

Bereavement Luncheon

If you would like light refreshments, i.e., cookies and drinks or a light meal served after the service, please contact Gwen Miller at 698-2997. Policy is that the Bereavement Committee is reimbursed for out of pocket expense.

Bereavement Committee Notified on Date _____
 _____ Luncheon or _____ Light Refreshments

Payment of Fees

Checks for fees involving the use of the church should be made payable to "Gulf Cove United Methodist Church" and paid to the church office. Checks for the pastor, custodian, the organist, and the soundboard technician should be made payable to the respective individuals and are also due no later than the day of the funeral/memorial.

FEES FOR A CHURCH FUNERAL

	Members	Inactive/Non-Member
<input type="checkbox"/> Use of the Church	No Charge	\$150
<input type="checkbox"/> Pastor's Services	(your discretion)	\$100
<input type="checkbox"/> Organist	\$100	\$125
<input type="checkbox"/> Janitorial Services	\$25	\$50
<input type="checkbox"/> AV Person	\$25	\$50

ALL FINANCIAL MATERS SHOULD BE TAKEN CARE OF NO LATER THAN THE DAY BEFORE THE FUNERAL/MEMORIAL.

- Make out church's check to Gulf Cove UMC
- Make out Pastor's check to Rev. Michael Weaver
- Make out Organist's check to Angela Navarro
- Make out Janitorial check to Mike Lackney
- Make AV check to Zak Alvarez

FUNERAL INFORMATION

DATE OF FUNERAL/MEMORIAL: _____ **TIME OF SERVICE:** _____

Please have your completed form to our office no later than **ONE WEEK** prior to the service.

Applicant has read the "Church Use Policy" and agrees to its conditions.

Applicant's Signature

Date

Full Name of Deceased _____

Date of Birth _____

Date of Death _____

Information for Service

Father's Full Name _____ living/deceased (circle one)

Mother's Full Name _____ living/deceased (circle one)

Marital Status _____ Married _____ Single _____ Widowed _____ Divorced _____

Marriage Date _____

Spouse's name _____ deceased?

Names of Children and cities of residence:

Names of Siblings

Grandchildren: _____

Great grandchildren: _____

Occupation (include name of firm/company address, position, dates employed): _____

Military Service: _____

Branch of service: _____ Date enlisted: _____

Rank: _____ Date discharged: _____

Serial or service number: _____

Interest or Hobbies: Historical societies, service organizations, clubs, church activities:

Section IV: The Funeral/Memorial

The Funeral Home _____

Phone number _____

Music is often an expression of the hope and faith of the Christian Burial. It is not, however, required at funeral/memorial.

Would you like organ music? Yes: _____ No: _____

Hymns _____

Scripture Readings _____

Do you have any special requests concerning prayers? _____

Other requests concerning the funeral/Memorial: _____

REQUESTED:

_____ Facility	\$ _____
_____ Pastor	\$ _____
_____ Organist	\$ _____
_____ Janitorial Person	\$ _____
_____ AV Person	\$ _____
	Total: \$ _____

OFFICE USE ONLY

Date Received _____ Approved: _____ Yes _____ No _____
Donation (Amount Received) _____ Received by _____
Date Funeral/Memorial was put on church calendar _____
Date Organist was notified _____
Date Bereavement Committee was notified _____ Luncheon ___ Light Refreshments ___
Date Janitorial Person was notified _____
Funeral/Memorial Bulletin _____ Yes _____ No _____