

# First Congregational Church of Haddam Policies and Procedures

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## **First Congregational Church of Haddam Policies and Procedures**

FCCH policy on confidentiality and sharing of pledge and collection data.  
(6/25/2008)

The Collector will use all available means to keep pledge and collection data secure and private in accordance with the non-disclosure agreement signed when assuming the position. However, the collector may share information with the Pastor and the Chairperson of the Stewardship Committee as described below.

The Stewardship Chairperson may be given general information such as a list of pledging or giving units broken down by groups and the percentage of total pledges or giving for each group or similar information that does not reveal the actual pledge or giving amounts of any individual or family unit.

The Pastor may be given general information about any significant changes in an individual or family units giving that could indicate a need for pastoral care, such as the lack of pledge from an individual or family unit who normally pledges, a significant change in a pledge from one year to the next, or a significant variation in actual giving.

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### **FCCH policy on the use of Church properties. (9/24/2008)**

The primary use of the Church properties shall be for religious purposes, but activities that benefit the wider Haddam community shall also be encouraged and allowed. Priority shall be given to Church sponsored functions, with higher priority given to regular and special religious services, weddings and funerals.

The use of the Church Sanctuary for non-Church sponsored functions is restricted to those functions that would respect the Sanctuary as a place of worship and a House of God. Conducting of non-Church sponsored business, political activities and forums, and fundraising in the Church Sanctuary shall be prohibited. The furnishings of the Sanctuary shall not be altered, moved, or covered and shall only be used for their intended purpose. However, minor movement of furnishings may be allowed with the permission of the Prudential Committee. In addition, no smoking, food or drink is allowed.

The Prudential Committee, in consultation with the Pastor and the Diaconate, will approve all non-Church sponsored uses of the Church Properties.

For approved functions, a Use of Church Agreement should be completed by the function's sponsor and given to the Church Secretary along with any applicable damage deposit. If a key needs to be issued for an approved function, the Church Secretary will issue the appropriate key when an executed Key Use Agreement is received. The Church Sexton will complete a Facility Use Inspection Form indicating the condition of the facility after the function. The damage deposit will be returned net of any cost to repair damage.

The FCCH Safe Church Policy will apply to all functions.