

General Information and Policies For HPUMC Adult Classes 2012

1. The **church school year** for adult classes is January to January (with the exception of those classes who elect officers every six months). Election of class officers and selection of teacher or teachers should be completed one month prior to taking office. A roster of class officers should be given to the Director of Adult Sunday Classes at that time.
2. All **adult class presidents** must be members of Highland Park United Methodist Church.
3. **All class events, meetings and socials** taking place at the church should be scheduled as follows:
 - **Young adult classes (ages 35 and below)** call Gem-Ann Reagan Doenges at 214.523.2210 or email reagandoengesg@hpumc.org.
 - **Single classes (ages 35+)** call Gem-Ann Reagan Doenges at 214.523.2210 or email reagandoengesg@hpumc.org.
 - **All other adult classes** call Vicki Smith at 214-523-2125 or email smithv@hpumc.org.
 - a. When you need to a different set up for your room or to add equipment to your room, call at least a week ahead of time (preferably two). The custodians will set up the room.
 - b. **Singles classes**, call Gem-Ann Reagan Doenges at 214.523.2110 or email reagandoengesg@hpumc.org.
 - c. **All other classes**, call Vicki Smith at 214-523-2125 or email smithv@hpumc.org.
 - d. **To reserve Biggers Gym** for class parties or play group, contact Joy Payne at 214.523.2295 or email paynej@hpumc.org.
 - If your event needs childcare, please let Gem-Ann or Vicki know so they can add it into the setup. Once the event has been scheduled, to arrange for childcare taking place at the church, call the **KidCare hotline** at 214.523.2201 to let them know how many children are coming.
4. In accordance with the spirit of the **Social Principles** of the United Methodist Church and by local church policy, no alcoholic beverages shall be served or consumed at any function or activity related to Highland Park United Methodist Church. The 2008 Discipline of the United Methodist Church states: "We affirm our long-standing support of abstinence from alcohol as a faithful witness to God's liberating and redeeming love."

It has long been a strictly enforced policy of this church that no alcoholic beverages of any type, either opened or unopened, will be allowed on the premises. This policy includes the parking lots adjacent to Church properties. Further, **there will be no alcoholic beverages served at any church function or any function sponsored by any official organization or agency of Highland Park United Methodist Church, whether the function is held in church facilities or in other facilities, including a private home, restaurant or country club.** This policy extends its jurisdiction over groups or parties who are not members of this church but are using church facilities, either on Mockingbird Lane or Hillcrest. There will be no exceptions to this policy, which is expected to be rigidly enforced. Your cooperation is greatly appreciated. Persons making arrangements for use of facilities of this church are responsible for informing their group about this policy.

5. In order to maintain the church building in every respect, please refrain from attaching pictures, and posters to the walls. Please **use the bulletin boards** provided in the classrooms. Classes desiring to change their decorations should call Richard Stanford at 214.523.2249 or email stanfordr@hpumc.org.
6. All classes will be charged for **printing and postage**. Each class has a printing/postage code. Class newsletters need to come to the communications department ready to print. Any special printing projects (postcards, brochures, class lists and so on) must be approved by the Director of Adult Sunday Classes. Communications will not print without this approval.
7. The routine procedure for communication between the church offices and the class is via the secretary/treasurer's "**Class Box.**" This box will be placed in the classroom each Sunday (or Wednesday) and should be checked for any messages, billing statements, etc. The class report, offering, vouchers and messages from the class should be placed in the box and taken to the Business Office by 12:00 noon on Sunday.
8. The HPUMC **Business Office** shall act as treasurer for all classes. That is, the Business Office will receive all class funds and make disbursements for all classes. The "Authorization for Disbursement Voucher" should be signed by the class treasurer or other class officer and have attached support for the disbursement. The proper account number should be placed on the voucher.
9. **Class receipts** shall be divided weekly with 50% going to the operating budget of HPUMC and 50% deposited to the class fund.
10. **ANNUAL AUDIT:** The fiscal affairs of Highland Park United Methodist Church are audited annually by a firm of certified public accountants, and a report of findings and recommendations is made to the Committee on Finance and the Church Council.
11. **OUTSIDE SPEAKERS:** Outside speakers are a wonderful resource for Sunday classes. It is encouraged that classes share the names and contact information of outside speakers with the staff person who works with that class. Speakers for any other group should be approved by the appropriate staff member in charge.
12. **PROPERTY:** Title to all real property of the church is vested in The United Methodist Church. A Board of Trustees of Highland Park United Methodist Church, elected according to the Discipline of the church, holds in trust all real property.
13. **CLASS ROOMS:** Sunday morning classes do not "own" a room. They may be moved depending on the room capacity and needs of the class.
14. **ROTATION POLICY:** HPUMC has officially adopted a policy of rotation on a three year basis. No trustee, Sunday school officer or teacher, committee, council or work area member may serve more than three consecutive years in the same office or position. Persons may serve no more than two consecutive years as the chairperson of a committee, commission, board, task group, age level council or work area.
15. **MISCELLANEOUS POLICIES:**
 - All adult Sunday classes are encouraged to consult with the Director of Adult Sunday Classes before final decision is made on inviting a non-United Methodist speaker. Speakers for any other group must be approved by the staff member in charge.
 - There is to be no smoking in any Highland Park United Methodist Church building.