

Riverchase UMC Sanctuary Choir

Policies & Procedures

*Sharing the Joy of Christ
Through Music*

Riverchase United Methodist Church

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Riverchase UMC Sanctuary Choir

Policies and Procedures

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Riverchase UMC Sanctuary Choir

Officers and Board of Directors

July 1, 2021 – June 30, 2022

Minister of Music/Director - Dr. Jeff Reynolds

Officers

President – Lynn Coffey
Vice-President/President-Elect – Linda Lunsford
Secretary – Barbara Bullock
Treasurer – Roy Tofflemire
Social Chairman – Clark French
Librarian - Dianne Roberts

Accompanists

Pianist - Kathy Wallace
Organist - Walt Rogers

Assistants

Assistant Librarian – Barbara Bullock
Assistant Librarian – Cathy Henry
Robe Coordinator – Dianne Roberts
Facebook Moderator – Beth Chmura

Policies & Procedures

(Restated and Adopted February 4, 2019)

Policies and Activities are the responsibility of the Board. They are maintained in writing and updated whenever adopted, modified or discontinued so all Sanctuary Choir members may be informed of the Board's current operating practices.

A. Choir Fund and Fund Balance

A Choir Fund is maintained by the Board Officers and is used on behalf of the Sanctuary Choir as stated below and for other needs or emergencies that may arise from time to time. A threshold minimum balance of \$500 is kept in reserve for these purposes. Whenever the Choir Fund balance drops below \$500 the Treasurer will solicit voluntary donations from the Sanctuary Choir membership to replenish the funds expended and return the threshold Choir Fund balance to a minimum of \$500.

B. Cares and Concerns

To celebrate with and show concern for each other, a portion of the Sanctuary Choir's funds are used by the Treasurer to pay for (1) greeting cards and postage, (2) memorial gifts, (3) emergency concerns and (4) other recognitions at appropriate times.

1. Greeting Cards

Greeting cards will be sent by the Secretary to a Sanctuary Choir member who is ill, has surgery, welcomes the birth of a baby, and, when known, experiences a death in his/her immediate family (specifically: a Sanctuary Choir member's spouse, child or step-child, parent or step-parent, sibling or step-sibling).

2. Memorial Gifts

Memorial gifts in the amount of \$50 will be made by the Treasurer to RUMC's Music Ministry account, upon the death of a Sanctuary Choir member, the spouse of a Sanctuary Choir member, or the child or step-child of a Sanctuary Choir member.

3. Care Team

To assist Sanctuary Choir members in need, Sanctuary Choir members are encouraged to help with the preparation of a meal after a fellow Sanctuary Choir member's hospital stay or extended illness, send cards, visit hospitals or homes

and assist in transportation to and from medical appointments. Leadership for the Sanctuary Choir Care Team is provided by the Care Team Coordinator.

4. Celebration of Life Memorial/Funeral Service Receptions

Upon the death of a Sanctuary Choir member, the Sanctuary Choir will offer to host a reception before or after any service held at RUMC in an expression of Sanctuary Choir sympathy.

5. Other Events

From time to time Sanctuary Choir members may suggest that the Sanctuary Choir participate in other activities. Any such suggestions may be submitted to the Board for review, consideration and action.

C. Social Events

The Social Chairman organizes Sanctuary Choir fellowship gatherings. These events are open to all Sanctuary Choir members and their spouses/significant others and the Board may invite the church ministers and others to participate in those gatherings from time to time. Sanctuary Choir members requesting reimbursement to cover expenses incurred at such gatherings must receive pre-authorization from the Board and such pre-approved expenses will be reimbursed from the choir's funds. Supporting receipts must be submitted to the Treasurer with any request for pre-authorized/pre-approved reimbursement.

D. Sanctuary Choir Staff Appreciation Recognitions

Funds may be requested from the Sanctuary Choir membership that are, in turn, presented to Sanctuary Choir staff in recognition of and in appreciation for their services. The individual recipients and the amounts distributed are determined by the Board.

E. Emergencies

Unforeseen, unknown and unexpected emergencies may arise among Sanctuary Choir members from time to time. The Board acts on behalf of the Sanctuary Choir membership in considering any Sanctuary Choir response to such situations as soon as they are brought to the Board's attention. Financial consideration may be a component of the Board's response and any monies authorized to be spent on behalf of the Sanctuary Choir in that response will come from the Choir Fund.

F. Communications

1. Board Meeting Minutes

The Secretary will post the minutes of all Board meetings on the bulletin board in the choir rehearsal room for all Sanctuary Choir members to see and read immediately after they are approved by the Board.

2. Website

The Sanctuary and Chamber Choirs Handbook, the Sanctuary Choir Bylaws, the Sanctuary Choir Policies and Procedures, and the Sanctuary and Chamber Choirs Directory can all be found on the Music Ministries page of the RUMC website, under "Choirs." The Sanctuary and Chamber Choirs Directory is password protected. The password is available to all Sanctuary Choir members with the stipulation that the sharing of the password and the password protected document with non-choir members is strictly prohibited.

3. Social Media

A Sanctuary Choir member appointed by the President and designated as the Facebook Moderator maintains a closed-membership Facebook page as another vehicle for communication between and among Sanctuary Choir members and the Minister of Music/Director. Sanctuary Choir members desiring to participate in this communications vehicle need only ask the Facebook Moderator to be added to the group.

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