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# POLICY AND PROCEDURE



## MANUAL

FIRST A.M.E. CHURCH OF ALEXANDRIA

8653 RICHMOND HIGHWAY

ALEXANDRIA, VA 22309

First AME Church of Alexandria



# FIRST A.M.E. CHURCH OF ALEXANDRIA

## POLICY AND PROCEDURES MANUAL

Rev. Abraham Smith, Jr., Pastor

8653 Richmond Highway  
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Telephone: (703) 780-0653  
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### POLICY AND PROCEDURE MANUAL REVISION PAGE

Revision	Date	Author	Section	Description
1.1	01/26/2015	N. Thomas	Facility Use Charges	<ul style="list-style-type: none"><li>• Update to address usage for non-members/outside groups, and non- profit organizations.</li></ul>
1.2	01/21/2014	M. McNair	Van Logistics	<ul style="list-style-type: none"><li>• Included additional van information for Accident, Roadside Maintenance.</li><li>• Inserted revised Check list to include van cleanliness and updated to include 1st Aid kit, and a vacuum cleaner.</li><li>• Added section to document pickups and drops for Sunday School.</li></ul>
1.3	02/01/2015	T. Mincey	Facility Rental	<ul style="list-style-type: none"><li>• Updated Rental pricing based on BOD Meeting 02/02/2015</li></ul>
1.4	02/22/2015	M. McNair	All sections. Updated Van Trip and Trustee Check List.	<ul style="list-style-type: none"><li>• Reformatted document to include headers and footers and revision page.</li><li>• Updated Trip attachments to inspect the vehicle exterior before returning keys.</li></ul>
1.5	10/08/2016	M.McNair	Van	



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### 1. STATEMENT

- 1.1. The building and property of First A. M. E. Church of Alexandria (FAMEC) are considered a means to provide opportunities for the congregation to witness and serve the community. This Policy and Procedure Manual has been developed in order to ensure that the facility is utilized in an effective manner.
- 1.2. Usage of this Manual is to govern all uses of the church property (both real and personal) and facilities. It is intended that these policies will direct the use of the FAMEC facilities in a manner that will honor and glorify God and serve to minister to His people.
- 1.3. The terms “facility” or “facilities”, as used in this document, includes all property under the control of the church as well as all buildings/items located on that property. This includes parking lot areas, fences, and grounds.



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## **2. AUTHORITY AND APPROVAL**

- 2.1. The FAME Board of Directors/Trustees must act to ensure that all uses of church property are consistent with the mission and purpose of the church.
- 2.2. Approval of the policies included in this Manual, and revisions thereto shall be by the Pastor and the Board of Directors/Trustees.
- 2.3. The FAME Board of Directors/Trustees will be responsible for maintaining this Manual and subsequent revisions and for its distribution to church staff and other groups.



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### 3. PRIORITY OF USE

- 3.1. **Group A:** Governing bodies of the church, i.e., Steward Board, Board of Directors/Trustees, and Stewards and Finances.
- 3.2. **Group B:** Groups established by the Church, i.e., Men's Fellowship, Missionary Society and Women's groups etc.
- 3.3. **Group C:** Groups with no recognized identification with the church and not accountable to the church, and with no sponsorship or promotion of the church or its outreach, i.e., civic groups, schools, athletic associates, or families holding reunions.
- 3.4. Church sponsored groups or church-related functions will be given priority in scheduling events and meetings. The first priority is given based on group priorities listed above.
- 3.5. If facility space is available, it can be used for a church member's personal use (i.e. private party), a non-church sponsored event serving a non-profit user, a non-member or outside group requesting the use of the facility for meetings and/or gatherings or weddings (members and non-members) given by church members.



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### **4. SCHEDULING FACILITY USE**

- 4.1. Before scheduling an activity requiring a meeting room or other assignment, a request for such space shall be made through the church office, so that all assignments may be coordinated and recorded on the church calendar of events.



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### 5. FACILITY USE CHARGES

- 5.1. Any group that is a part of or sponsored by FAMEC may use the church facilities without charge.
- 5.2. Any group that is a part of or sponsored by FAMEC may use the church facilities without charge.
- 5.3. A fee for the additional amount of custodial effort, utility expense or preparation may be charged for any church sponsored group to offset the expense incurred at the discretion of the FAMEC Board of Directors/Trustees.
- 5.4. Non-sponsored groups must pay a fee to offset expenses incurred such as additional logistical/custodial efforts, utility expense, or preparation.

<b>FEEES</b>	<b>FAMEC MEMBERS</b>	<b>NON-SPONSORED GROUPS</b>	<b>NON PROFIT ORGANIZATIONS</b>
Sanctuary	none	\$150.00	\$25.00
Kitchen	none	\$150.00	\$25.00
Meeting Room	none	\$50.00	\$25.00
Parking Lot	none	\$50.00	\$25.00

**Note:**

- a. There are no fees for funerals.
- b. The above rates are based on a four (4) hour rental.
- c. Fees may be waived at the discretion of the Pastor or the Board of Directors/Trustees.





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### 6. FACILITY USE REQUIREMENTS

- 6.1. There will be no use of tobacco products in the church buildings. No one may be allowed in any of our facilities if “under the influence” of any controlled substance.
- 6.2. The use of nails, screws or adhesive tape is prohibited in all church buildings. Posters, signs, flyers, etc. may not be mounted on walls, doors, windows or any equipment or structure that may be damaged. They are to be posted only on bulletin boards, cork stripping or mounted on tripods. Special request can be submitted to staff or Board of Directors/Trustees for consideration.
- 6.3. After using the facilities, return all furniture and moveable items to their original position; pick up trash and throw into dumpster in back of the church, and turn off all lights.
- 6.4. When leaving, lock all exterior doors, even if there are people remaining in the church.
- 6.5. If a Sunday school classroom or other rooms have been reserved on a Saturday night, the user will return it to the previous configuration prior to Sunday’s worship service.
- 6.6. The keyboard, piano and furnishings in the Worship Center cannot be moved for recitals or concerts except by permission of the Mass Choir President or Pastor.



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### **7. USE OF CHURCH EQUIPMENT/PROPERTY**

- 7.1. It will be the policy of FAMEC that the materials and equipment of the church be used for ministry functions of the church.
- 7.2. If permission is obtained in advance from the Ministerial Staff or Board of Directors/Trustees, materials and equipment may be utilized off-premises for church sponsored events. For periods longer than 24 hours, special permission is required from the Board of Directors/Trustees.
- 7.3. The requesting member is responsible for security, maintenance and return of the materials or equipment to original place and original condition.
- 7.4. The FAMEC administrator will keep a record of materials, and equipment checked out.
- 7.5. The use of equipment by non-authorized persons will not be permitted.
- 7.6. The Mass Choir President must approve musical equipment use.
- 7.7. Non-members of FAMEC will not be allowed to borrow or remove any church property.



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### 8. VAN ADMINISTRATION

The Church Transportation Committee is responsible for the following:

- 8.1. Maintaining a list of approved Church Van drivers that are between the ages of 25 and 70 years with a copy of the appropriate driver's licenses.
- 8.2. Supervising the use of the church vehicle in accordance with the Church Van Rules and Regulations as approved by the Church Transportation Committee.
- 8.3. Maintaining vehicle reports, trip log sheets, and other records as necessary.
- 8.4. The Chairman of the Transportation Committee or his or her designee is responsible for coordinating the following with the designated staff member responsible for Church Van.
  - a. Vehicle has been returned to the designated parking area with the interior cleaned, and all refuse removed.
  - b. Vehicle has not been damaged (interior or exterior) by previous usage.
  - c. Fuel tank is full, motor oil at the proper level, all tires inflated properly, and fluid level checked in the radiator.
  - d. Ensure the vehicle is lubricated at proper time, oil changed as required by Operator Manual and exterior washed and interior cleaned, if needed.
  - e. Report the vehicle usage and any infractions to the Church Transportation Committee and make any recommendations to improve the vehicle operation in the ministry at FAMEC.
- 8.5. For van mechanical issue member of the Church Transportation Committee will use McLean Road Service, LLC. Contact Angie to schedule an appointment in advance.



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8.6. Safety and emission inspection is due annually by the end of January. We are using Woodlawn Gulf service station.

- **Woodlawn Gulf**
- **8689 Richmond Hwy**
- **Alexandria, VA 22309**

8.7. The designated van car wash is:

- **Mr. Kleen Car Wash**
- **8600 Richmond Highway**
- **Alexandria, VA 22306**
- **(703)-360-1445**
- **HOURS OF OPERATION:**
  - **Monday-Saturday 8:00 am – 6:00 pm**
  - **Sunday 8:00 am – 5:00 pm**



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### 9. CHURCH VAN USAGE

- 9.1. The church van is registered in the name of First A.M.E. Church of Alexandria, and is in the custody of the FAMEC Transportation Committee.
- 9.2. The FAMEC Transportation Committee shall consist of two members of the Board of Directors/Trustees Board. The committee must authorize all repairs/or replacements beyond normal service, inclusive of emergency repairs, and be responsible for adequate insurance, license, emissions, and annual state inspections.
- 9.3. The FAMEC Transportation committee is responsible for maintaining adequate rules and regulations for the van's operation and usage and can restrict any group that is found to be abusive and negligent in its use. Continued operation of/or disposition of the FAMEC Van is contingent upon the decision of the Transportation Committee.
- 9.4. The FAMEC Board of Directors/Trustees reserves the right to amend these regulations at any time.
- 9.5. The use of the FAMEC van will be limited to organized groups and activities related to any FAMEC Ministry.
- 9.6. Van Trip Sheet must be filled out and submitted to the church office at least 48 hours prior to desire usage time.
- 9.7. When a request is approved, van keys and van trip sheet will be provided.
- 9.8. The FAMEC Van will not be used to transport freight, furniture, or other large or bulky items.
- 9.9. The FAMEC Van may not be borrowed for personal use, loaned or leased outside the church.
- 9.10. The FAMEC van key is not to be duplicated. Report lost keys to the Church Office.



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- 9.11. Van reservations may be reserved through the church office on a priority basis, on a first-come, first-served basis, and based on priority (A, B, C,). Contact the FAMEC Transportation Committee to determine if a group is eligible.
- 9.12. If the van is not reserved in advance, access will be on a first come, first served basis. If there is not a reservation, there is no guarantee the van will be available since it may be unavailable due to maintenance, vehicle inspection, or in use by another Church group.
- 9.13. Passengers are responsible for their personal possessions on all trips.
- 9.14. An Equipment Bag with emergency road warning sign and a first-aid kit are located under the rear passenger seat.
- 9.15. If emergency equipment or first aid items are used, the Requestor or the Van driver must report usage on the Van trip report.



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### 10. CHURCH VAN OPERATIONS

- 10.1. The church van is limited to organized groups and activities related to the ministry of FAMEC.
- 10.2. Approved drivers must be between the ages of 25 and 70 years with a copy of a valid driver's license on file in the church office.
- 10.3. Do not exceed 15 passengers, including driver.
- 10.4. All passengers must wear seat belts.
- 10.5. Return the van with clean interior and a full tank of gas.
- 10.6. Submit receipts to Church Administrator for reimbursements
- 10.7. The registration and insurance information are in the van's glove compartment.
- 10.8. No food or drink allowed in the van during local use (within 30 miles of the church).
- 10.9. Limited food or drink allowed in the van during long distance usage.
- 10.10. In case of problems with the van, call a member of the FAMEC Transportation Committee.



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### 11. CHURCH VAN DRIVER RULES

- 11.1. Trips exceeding 200 miles one way require two (2) qualified drivers to be present on the trip if one vehicle is used. If multiple vehicles are taken, one (1) more qualified driver is required than the number of vehicles used.
- 11.2. Any traffic violations incurred while driving the FAMEC Van is the sole responsibility of the driver.
- 11.3. Upon completion of the trip, the driver will fill out and submit the trip sheet to the Church office and return the vehicle to the designated parking area. Vehicle must be returned with interior clean, and all trash removed.
- 11.4. Driver is to complete a Van Trip Sheet, and lock vehicle before returning the key to the Church office.
- 11.5. Driver and/or group leader will have full authority for keeping order and discipline in the vehicle at all times.
- 11.6. A copy of these rules and regulations is to be furnished to all drivers, a copy is retained with Van Trip Sheet reports in the church office, and a copy is furnished to the Transportation Committee.
- 11.7. Report the vehicle usage and any infractions to the Church Transportation Committee.
- 11.8. Provide recommendations to improve the vehicle operation in the ministry at FAMEC.





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### **12. CHURCH VAN SAFETY**

- 12.1. For safety purposes, Emergency Equipment containing a fire extinguisher, first-aid kit and reflective triangles are located in the Van.
- 12.2. The driver should make himself or herself aware of the Emergency equipment location and operation before each trip.
- 12.3. Passenger limitation will be 15, including the driver.
- 12.4. There will be no smoking in the vehicle at any time.
- 12.5. Drivers and passengers must keep their seat belts fastened while traveling.
- 12.6. The Church Van is not to be used for towing.
- 12.7. Children under 8 years of age or 80 lbs. must be in a car restraint, per State law.



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### 13. VAN DRIVERS

- 13.1. Only authorized drivers will be allowed to drive the van.
- 13.2. To obtain authorization, please submit a copy of your driver license to a member of the FAME Board of Directors who will submit a request to the insurance company to designate you as an authorized driver. You must submit your request seven days in advance prior to operating the van.
- 13.3. In event, you need a driver, contact when of the authorized drivers below to check their availability.

- Luther Joyner
- Aaron Polley
- Tammy D. Mincey
- Aloys Bigirimana
- Rondell Paterson
- Diana Lutchey
- Charism Canty
- Margaret Talbot

#### 13.4. Driver Responsibilities

- Driver must be at least 21 years of age.
- Driver must possess a valid driver's license and provide a copy to a Trustee.
- Driver license must be submitted to Guide One insurance agent who will verify driver's driving record is in good standings with the state of issuance.
- Driver should pull over and not use cell phone to talk or text while driving.
- Drivers and passengers are required to wear seat belts at all times.
- Drivers must obey all traffic rules, drive courteously and practice defensive driving techniques.
- Drivers are required to report the following to any Trustee as soon as possible:
  - Traffic violation(s) they receive while driving the Fame Alexandria Church vehicles.
  - Accidents that occur while driving the Fame Alexandria Church vehicles.



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- Drivers may not operate the Fame Alexandria Church vehicles or drive during business hours after having consumed alcohol and or drugs, including legal drugs or medications that may impair their ability to operate a motor vehicle.
- Drivers are required to observe all rules and regulations for safe driving as defined by the state in which they are driving.
- Payment of all violations, including traffic violation payments, parking tickets and/or speeding tickets are the sole responsibility of the driver, not Fame Church of Alexandria.
- Drivers must perform inspection of the vehicle both before and after use and report any damage and/or any needed maintenance while in your possession.
- As a courtesy for the next driver, do not return Church vehicle with gas gauge on empty.



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### 14. VAN ACCIDENT

14.1. In the event of an accident, the driver shall be responsible for filing appropriate police reports, and reporting any accident to the Church office as soon as safely possible. Pertinent emergency telephone numbers are included in the vehicle packet and in this document.

#### WHAT TO DO IN CASE OF AN ACCIDENT

1. Notify police authorities and request medical assistance if necessary.
2. Be sure to obtain the name, address, license plate number and names of insurance companies of any others involved in the accident.
3. Obtain names and addresses of all witnesses.
4. Do not discuss details or fault of the accident with anyone except police or an authorized GuideOne Insurance representative.
5. Report the accident to GuideOne Insurance . . . either your agent, the nearest branch claims office or the Home Office. They will advise you further.

14.2. Contact Guide-One Insurance Claims Department:

VIRGINIA AUTO INSURANCE IDENTIFICATION CARD

**GuideOne Mutual Insurance Company**  
1111 Ashworth Road • West Des Moines, Iowa 50265-9538

<small>POLICY NUMBER</small> <b>BA1778-362</b>	<small>EFFECTIVE DATE</small> <b>12/05/14</b> TO <small>EXPIRATION DATE</small> <b>12/05/15</b>	
<small>YEAR</small> <b>08</b>	<small>MAKE/MODEL</small> <b>CHEVROLET LS 3500 15PS</b>	
<small>VEHICLE IDENTIFICATION NUMBER</small> <b>1GAHG39K281179144</b>		<small>COVERAGES</small> <b>BI PD</b>
<small>INSURED</small> <b>FIRST AME OF ALEXANDRIA</b> <b>8653 RICHMOND HIGHWAY</b> <b>ALEXANDRIA VA 22309</b>		

**YOUR AGENT IS:** CHURCH INS PARTNERSHIP AGY INC      **AGENT PHONE NUMBER:** 301-925-9626

SEE REVERSE SIDE FOR IMPORTANT INFORMATION  
DATE CERTIFICATE ISSUED 11/03/14



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### 15. VAN ROADSIDE ASSISTANCE

15.1. The Church has purchased road service assistance and maintenance. See available services below.

#### Benefit Definitions

For Your convenience, We have included the following general description of Benefits included within Our Fleet Memberships. Not all Benefits are included in all Programs and Benefit Limits vary by Program. Please see Your Membership card and specific and general Program details listed herein for Benefits, Limits and Coverages that apply to Your Membership.

**Towing** – When Your Vehicle is Disabled, We will arrange to have it towed to the nearest qualified repair facility of Your choice.

**Extricating / Winching** – Your Vehicle will be extricated / winched when it is within 50ft of a paved road and can be reached from a normally traveled or established thoroughfare.

**Flat Tire Assistance** – If Your Vehicle experiences a flat and You have an inflated spare tire it will be installed to replace the flat tire. If Your Vehicle has two or more flat tires, or You do not have an inflated spare, the Vehicle will be towed in accordance with the Towing Benefit.

**Vehicle Fluid Delivery** – Provides for the delivery of fuel or other fluids needed at the Disablement site. Specific brands or octane ratings cannot be promised. (Does not cover the cost of fuel or fluids.)

**Lost Key / Lock-Out Service** – When You lose Your key or lock them in Your Vehicle, service will be sent to cut new keys or gain entry into Your Vehicle. (Does not cover costs of replacement keys.)

**Battery Service** – When Your Vehicle experiences battery failure We will provide a jump-start.

**Minor Mechanical Adjustments** – Where available, minor adjustments will be made at the Disablement site, in an attempt to allow Your Vehicle to operate safely under its own power. (Does not cover the cost of parts, components or fluids.)

**Accident and Stolen Vehicle Trip Interruption\*** – When Your Vehicle is stolen or Disabled as a result of an accident (not mechanical failure), 100 or more miles from Your residence, We will reimburse You for travel and lodging expenses up to the Benefit Limit.

**Ambulance Assistance Reimbursement\*** – Should You require the need of an ambulance as the result of a Vehicle accident, We will reimburse You up to the Benefit Limit to help offset the cost.

**Legal Defense Reimbursement\*** – We will reimburse You up to Your Benefit Limit for legal fees incurred for an attorney's appearance in court to defend You against conviction for a violation of a motor vehicle law arising out of the ownership or use of Your Vehicle.

**VIP Services** – When You experience a Breakdown or similar Covered Benefit, in addition to dispatching service, We will also provide assistance in arranging airline reservations, alternate transportation, hotel/motel reservations, locating the nearest ATM, locating the local tourist bureau and even call Your spouse or up to 3 people of Your choice



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- 15.2. Call the 24-Hour Emergency Dispatch number found on the front of the Membership card.



- 15.3. In case of a service call, stay with the vehicle. Paragon Motor Club service will not be deliver service to an unattended vehicle.

- 15.4. Be prepared to provide the following information when you call:

- Your membership number and program name (advantage) which is listed on the front of your membership card.
- The company name listed on the front of your membership card and the telephone number you are calling from
- The location of the disabled vehicle (city, state, intersection or landmark)
- The year, make, model and color of the van. Refer to vehicle registration in the glove compartment)
- Your van's license plate number and state of registration (refer to vehicle registration in the glove compartment)
- Type of service needed: tow, flat tire, etc.



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### 16. KITCHEN USAGE

- 16.1. The use of the kitchen by organizations or program groups within the church body will be scheduled on the church calendar at the church office.
- 16.2. If kitchen equipment or materials are used, a responsible individual must be designated and approved by the Church Kitchen Committee, or other authorized personnel. This individual will be accountable for the cleanliness, security, and use of the facility and equipment.
- 16.3. If meals are to be prepared in the church kitchen, a member of the Church Kitchen Committee, or an individual specifically authorized to operate the kitchen equipment, will demonstrate the equipment that will be used to prepare the meal.
- 16.4. All groups are expected to provide consumable items such as plates, napkins, sugar, punch, etc.
- 16.5. Kitchen equipment and materials are for church functions only and are not to be removed from the kitchen and other areas without approval of the Church Kitchen Committee.
- 16.6. Sunday School classes, Bible Study Groups, choirs, etc., are expected to provide their own equipment and refreshments served in their gathering areas.
- 16.7. Borrowed kitchen items must be returned to the kitchen after each use.
- 16.8. Groups and responsible individuals are expected to leave the kitchen and food service areas completely clean. Trash is not to be left in the kitchen overnight. Place trash in the dumpster located outside in the rear parking lot.
- 16.9. If borrowed, towels, dishcloths, potholders and aprons must be laundered and returned to the kitchen within three days.
- 16.10. Wash hands thoroughly before working in kitchen. Use plastic disposable gloves when handling food.



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- 16.11. Leftover food in the refrigerator more than 7 days will automatically be disposed in the trash.
- 16.12. The food in the refrigerator and freezer may be designated for scheduled events at FAMEC and will be marked. Do not use or remove any of these items.
- 16.13. Groups or individuals, with major activities, using the kitchen must complete a Checklist for Use of Kitchen and return it to the church office, or Church Kitchen Committee.





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### 17. KITCHEN UPKEEP

#### REFRIGERATOR

- 17.1. Do not leave food (perishable) in the refrigerator unless you have received permission from the Church Kitchen Committee to pick it up the next day
- 17.2. Label with date and name of organization
- 17.3. Clean any spills in the refrigerator
- 17.4. Do not leave drinks in plastic pitchers

#### Freezer

- 17.5. Wrap properly any food stored in the freezer
- 17.6. Label with date and name of organization
- 17.7. Food stored in the freezer should be used in a reasonable time

#### Stove

Note: To prevent spills from happening, use pans that are large enough to accommodate the food that's in them. If you're cooking something messy, place a baking sheet on the rack below it to catch grease and food spills.

- 17.8. Clean spills on stove, the oven, and burners.
- 17.9. Empty all drip pans and wash.
- 17.10. Wipe down grates and burner caps with a damp sponge and dry thoroughly.
- 17.11. Wipe down grates and burner caps with a damp sponge and dry thoroughly.  
Normal cleaning can be done with hot, soapy water and a sponge or Scotch-Brite pad
- 17.12. If oven spills occurred:



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- a. Remove the oven racks and place them in a sink full of warm water mixed with a few drops of dishwashing liquid to soak.
- b. Wipe the inside walls of the oven with a damp sponge. Since the oven cleans continuously, it does not need to be heated first. Make sure your oven is cold when you clean it.

17.13. Turn off all burners, oven hood lights, and exhaust fan.

17.14. Return dishes, silverware and utensils to their designated areas

17.15. Extract used trash bags and replace clean bags in trash cans.

17.16. Take trash bags to the dumpster

17.17. Sweep and mop the floor

*By doing these things, you are leaving the kitchen as you would like to find it when you arrive.  
Thank you for your cooperation in caring for this much needed, heavily used facility.*



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### 18. TRUSTEE CHECK LIST

The on Duty Trustee is responsible for arriving on Sundays by 8:15 am to open the building for the Van driver and to perform the building inspection. Copies of this check list can be found in the Trustee's mailbox. Please print duplex.

	Task	Frequency
<input type="checkbox"/>	Building (Winter Only) <ul style="list-style-type: none"> <li>• Turn on space heaters in (kitchen, pastor office, and Meeting Room)</li> </ul>	Weekly
<input type="checkbox"/>	Building <ul style="list-style-type: none"> <li>• Set thermostat temperature to high in the back hallway</li> </ul>	Weekly
<input type="checkbox"/>	Parking Lot <ul style="list-style-type: none"> <li>• Inspect for hazarders or debris</li> </ul>	Weekly
<input type="checkbox"/>	Building Facade <ul style="list-style-type: none"> <li>• Inspect frontal building, lights fixture, frontal sign and walking areas</li> </ul>	Weekly
<input type="checkbox"/>	Sanctuary <ul style="list-style-type: none"> <li>• Inspect Ceiling and lights</li> <li>• Inspect and remove stray furniture and items</li> <li>• Check thermostat for operational and check current and schedule temperature to validate operational</li> </ul>	Weekly
<input type="checkbox"/>	Audio Room <ul style="list-style-type: none"> <li>• Inspect room</li> </ul>	Weekly
<input type="checkbox"/>	Board Room <ul style="list-style-type: none"> <li>• Inspect room</li> </ul>	Weekly
<input type="checkbox"/>	Bathroom #1 <ul style="list-style-type: none"> <li>• Inspect soap and paper refills</li> <li>• Inspect bathroom fixtures</li> <li>• Test flush toilet</li> </ul>	Weekly
<input type="checkbox"/>	Bathroom #2 <ul style="list-style-type: none"> <li>• Inspect soap and paper refills</li> <li>• Inspect bathroom fixtures</li> <li>• Test flush toilet</li> </ul>	Weekly
<input type="checkbox"/>	Bathroom # 3 <ul style="list-style-type: none"> <li>• Inspect soap and paper refills</li> <li>• Inspect bathroom fixtures</li> <li>• Test flush toilet</li> </ul>	Weekly
<input type="checkbox"/>	Kitchen <ul style="list-style-type: none"> <li>• Inspect freezer, refrigerator and sinks</li> </ul>	Weekly



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<input type="checkbox"/>	Back Hallway	<ul style="list-style-type: none"> <li>Inspect and secure back door</li> </ul>	Weekly
<input type="checkbox"/>	Stewardess Office	<ul style="list-style-type: none"> <li>Inspect room (Lights and Ceiling)</li> </ul>	Weekly
<input type="checkbox"/>	Choir Room	<ul style="list-style-type: none"> <li>Inspect room (Lights, Ceiling and Contents)</li> </ul>	Weekly
<input type="checkbox"/>	Copy Room	<ul style="list-style-type: none"> <li>Inspect and verify copier is powered off( Lights and Ceiling)</li> </ul>	Weekly
<input type="checkbox"/>	Outside Perimeter	<ul style="list-style-type: none"> <li>Perform a walk around of the building. Inspect lights, roofs, building walls, and parking lot looking for issues requiring corrective action.</li> </ul>	Monthly
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Close Out Steps	<ul style="list-style-type: none"> <li>Turn-off space heaters (Winter only)</li> <li>Turn thermostat in the back hallway to the lowest settings</li> <li>Verify backdoor is secure</li> <li>Turn-off lights</li> <li>Lock front-door</li> </ul>	Weekly

Notes:

<b>Trustee Name:</b>	<b>Date:</b>



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### 19. COMMITTEE MEMBERSHIP

#### 19.1. FAMEC Transportation Committee

Name	Phone	Email Address
Michael McNair	703-850-4659	<a href="mailto:mikemcnair@msn.com">mikemcnair@msn.com</a>
Luther Joyner	919-795-0388	<a href="mailto:louioyner@gmail.com">louioyner@gmail.com</a>
Pastor Abraham Smith Jr.	301-928-9850	<a href="mailto:vickysmith23@comcast.net">vickysmith23@comcast.net</a>

#### 19.2. Kitchen Committee Members

Name	Phone	Email Address
Tammie Mincey	571-298-7447	<a href="mailto:Mincey15395@aol.com">Mincey15395@aol.com</a>
Margaret Talbot	803-467-0184	<a href="mailto:Tainoel05@yahoo.com">Tainoel05@yahoo.com</a>
Nat Thomas	703-966-2535	<a href="mailto:NThomas816@gmail.com">NThomas816@gmail.com</a>



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### ATTACHMENT 1: FACILITY REQUEST FORM

Date \_\_\_\_\_

Name of Person Completing Form \_\_\_\_\_ Phone \_\_\_\_\_

Date of Function \_\_\_\_\_ Day of Week \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Name of Group \_\_\_\_\_

Event Description \_\_\_\_\_

Contact Person (must be present at function) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Vehicle/Equipment:** Van \_\_\_\_\_ Mics/Audio Equip \_\_\_\_\_ Projector and Screen \_\_\_\_\_

**Main Bldg.:** Sanctuary \_\_\_\_\_ Room # \_\_\_\_\_ Room # \_\_\_\_\_

**Kitchen** \_\_\_\_\_ Meeting Room \_\_\_\_\_

Media Room \_\_\_\_\_ Room # \_\_\_\_\_

**Outdoor Facilities:** Parking Lot \_\_\_\_\_

Fee: \$ \_N/A\_ Amount Paid: \$ \_N/A\_ Check Nbr: \_N/A\_ Date Paid: \_N/A\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Church Administrator

Complete this form and return to the Church Office for approval before announcement of the event. On-going reservations expire after 1 year. Notify the Church Secretary as soon as possible if your activity or event is cancelled.

Groups are responsible for set-up of tables, chairs, etc., as well as cleanup. Use of sound equipment must have advance approval from the Board of Directors/Trustees or other appropriate staff members.





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### ATTACHMENT 3: VAN TRIP SHEET

The van must be checked out through the Church Office during normal office hours. When request is approved, you will receive the Van keys and this trip sheet.

Before starting the engine, check the oil while the engine is cold and record all pertinent beginning information. Take a visual inspection of tires, lights, and fluid leaks before, during, and after return from the trip. Record all pertinent information when you return the van.

Name of Group \_\_\_\_\_ Date \_\_\_\_\_

Number of persons in Van \_\_\_\_ Driver \_\_\_\_\_ Driver's License # &  
State \_\_\_\_\_

Destination \_\_\_\_\_

Beginning Mileage \_\_\_\_\_ Gas Level \_\_\_\_\_ Oil Level \_\_\_\_\_

Ending Mileage \_\_\_\_\_ Gas Level \_\_\_\_\_ Oil Level \_\_\_\_\_

Miles Driven \_\_\_\_\_ Cost per mile (x .40 cents) = \_\_\_\_\_ Total Charge \$ \_\_\_\_\_

( ) Amount Paid \$ \_\_\_\_\_ OR ( ) Charge to Any FAMEC Account # \_\_\_\_\_

Note: Following you trip please check or update:	
<input type="checkbox"/>	Remove cups, bottles and other items and dispose in the trash. A vacuum cleaner is present under the front seat to remove dirt and crumbs.
<input type="checkbox"/>	Do a van walk around to check for road or parking damage and to verify all windows and doors are secured.
Please describe any materials used from the Emergency Equipment bag or the First Aid kit.	
Please list any observed repairs or conditions to be corrected.	





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## ATTACHMENT 4: SUNDAY CHURCH TRIP REPORT

Driver Name:	
Date:	
Helper Name:	
Gas Level:	
Oil Level:	
Gas Purchase:	
Beginning Mileage:	
Ending Mileage:	

<input type="checkbox"/>	YES	<input type="checkbox"/>	No	Indicate if Van was cleaned when you received it.
Number of Adults Picked Up				
Number of Young Adults and Children Picked Up				

Please describe any problems you might have had with the Van

Please describe any materials used from the Emergency Equipment Bag

Notes/Comments:

Note: Following you trip please check.

<input type="checkbox"/>	Remove cups, bottles and other items and dispose in the trash. A vacuum cleaner is present under the front seat to remove dirt and crumbs.
<input type="checkbox"/>	Do a van walk around to check for road or parking damage and to verify all windows and doors are secured

Driver Signature:		Date:	
Helper Signature:		Date:	



# First A.M.E. Church of Alexandria

## ATTACHMENT 5: KITCHEN CHECKLIST

Before leaving the kitchen, initial each item to check you have done the following, and return to the Church Office.

#	CLEANUP ITEM	Completed (Y/N)
1.	Remove all leftovers and clean up spills from the refrigerator. If they are to be used within the next week and can be frozen, put them in the freezer, if not, take them home with you, discard, or give to a charity organization. Remember: Anything left must be properly labeled (the church will provide labels). Never leave coffee or tea. These must be emptied after each meal. No food shall be left in the freezer and refrigerator without prior approval of the Church Kitchen Committee.	
2.	Wiped table and counters.	
3.	Washed dishes, glassware, silverware, all cooking utensils, pots and pans thoroughly, rinse, dry and return to proper storage areas.	
4.	Cleaned and sanitized (2T Clorox per gallon of water) counter area tops small appliances, (mixers, etc.) and return to designated areas.	
5.	Cleaned and rinsed out sinks and drains.	
6.	Turned off all equipment i.e. stove, oven, microwave, etc.	
7.	Cleaned all spills and wipe down stove top, burners, drip pans and ovens and clear stove of all food and utensils.	
8.	Trash cans must be emptied and trash liners put back in trashcans. Bags of trash must be taken to the dumpster in the rear of the church.	
9.	Coffee urns unplugged, emptied, rinsed and dried. Serving coffeepots emptied, washed and dried and stored properly.	
10.	Washed and dried serving trays thoroughly before stacking.	
11.	Returned pots, pans, dishes, and silverware to proper storage area.	
12.	Floor cleaned of any spills- swept and/or mopped. Empty mop buckets outside. Rinse and wring out mop. Do not leave mop in mop bucket. Place upside down in storage area.	
13.	Make sure pantry is orderly. Nothing placed on the floor. Your designated area should be organized and neat. The "general supply area" is also to be left organized and neat. Make sure any paper goods are closed or wrapped so that they may be used in the future.	
14.	Fans turned off, lights off and all doors closed.	

Flip page to sign off.



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*By doing these things, you are leaving the kitchen as you would like to find it when you arrive. Thank you for your cooperation in caring for this much needed, heavily used facility.*

Group  
Name \_\_\_\_\_

Representative's  
signature \_\_\_\_\_

Date \_\_\_\_\_