



Equipment Policy

Revised 10/2020

The Purpose of the Equipment Policy

Equipment is an asset entrusted to the church to be used to advance its mission. All equipment belongs to the church, which has a legal and spiritual obligation to steward it as best serves the interests of the church. Any equipment purchase over \$50 has to be approved by the pastoral team. It is recommended that the pastoral team consult with the Church Finance Committee on any new purchase of over \$500.

Church Staff/Interns Equipment Use

Church equipment may be loaned to or purchased for a church staff member or a church intern, during their employment or internship. This equipment will be the property of the church but will be in the care of the staff member/intern. It is the responsibility of the staff member/intern to take care of the equipment by: ensuring it is in properly running condition, performing updates as needed, keeping the equipment clean and storing the equipment in a secure location at all times. If any additional program or equipment is needed, the staff member or intern must ask the pastoral team for permission before purchasing.

Staff Members and interns may be responsible to pay for any damage or stolen property at any point during their usage of the equipment. It will be at the discretion of the pastoral team if the reimbursement is required. Staff members and interns must sign an Equipment check out form, agreeing to these conditions, upon taking responsibility for any device.

Conditions for Lending Church Equipment

An individual may utilize the church's equipment provided the following conditions are met:

1. Requesting party is a member of the church.
2. Event is held at the church's current facilities.
3. Use of the equipment does not interfere with official church functions. All proposed schedules, alterations to equipment, storage of equipment, etc. must be considered.
4. Use is approved by the ministry leader responsible for the equipment (ex. A/V Team Leader, Youth Leader, etc.).
5. Use is supervised by the ministry leader responsible for the equipment or another team member they designate.



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Requirements for Weddings

In addition to the conditions for use listed above, an individual borrowing church equipment for a wedding must abide by the following:

1. Honorarium of at least \$100 is required for ministry team member selected to supervise equipment usage during a wedding ceremony.
2. Use of church equipment during a wedding reception must be approved separately by the ministry team leader responsible for the equipment. If the gear requires any supervision (turning mics on and off, playing music, etc.), an hourly rate similar to average market rate will need to be negotiated for the member of the ministry team staying to run the equipment and pack it up. Expectations for the reception need to be communicated clearly ahead of time.