

# First Christian Church Board Minutes – UNAPPROVED

October 30, 2023, 7:00pm

Name	Position
Pat Malone	At Large Board Cabinet
Don Zobel	At Large Board Cabinet
Linda Stinson	At Large Board Cabinet
Mary Frederick	At Large Board Cabinet
Teanna McMahan	At Large Board Cabinet
Mary Cotton	Clerk of Board
OPEN	Deacon Rep. Board Cabinet
Chuck Varner	Elder Rep. Board Cabinet
Lee Mason	President
Matt Gordon	Sr. Minister
Janet Chenard	Co-VP Finance
Tricia Martin	Co-VP Finance
Beth Baird	Co-VP Personnel & At Large Mbr
Tom Frederick	Co-VP Personnel
Steve Herb	VP Program

## Board Attendees:

Members: Pat, Janet, Teanna, Matt, Beth, Steve, Tricia, Don, Lee, Mary F., Tom F, Mary C.

Absent: Chuck Varner, Susan Latham

Visitors: Emily Herb

## Call to order & Devotion: - Lee Mason

## Approve June 15 minutes – all

Don moved to approved the Jun 15, 2023 minutes. Mary F. 2nd and all approved.

## Approve September 11 minutes – all

Steve moved approved the Sept. 11, 2023 minutes, Tom F 2<sup>nd</sup> and all approved.

## Review/approve the MOU process document – Emily

A concern was brought up that perhaps this should not be a policy and that is certainly not ready to be a completed finished document to follow. It is just a procedure. Discussion & Suggestions ensued. Many of our policies are indeed procedures. That's how we make sure that we do follow our procedures and there is accountability. It seemed to be agreed that it should be a policy eventually.

### Issues:

The process is cumbersome and doesn't flow just yet. It still needs to be worked to become something more permanent. For Matt and Emily this policy is still not ready to be codified. They would like it to be a working document at this point.

One problem as we have more and more documents in Google Docs, is that we don't have a way to manage edits in real time just yet. Revision history is a problem. We need a process that will be the same version shown to each cabinet without it being edited in Google after that version has been approved by a group. It is a positive to leave the edits visible until the bitter end. If not, you miss the conversation. Perhaps release without having everyone be able to edit. Currently there may be differing opinions, and changes can be made back and forth.

Have a group or the committee working on the document be the "owner" of the document and the only one that can make changes. There is an ability to track changes and keep them visible to all. Have comments open to others, but only the "owner" can make actual document changes.

At some point, maybe have a status of a "Approved with Flexibility" so it can move from cabinet to cabinet without being changed in between.

**Don moved that we accept this as a working document and recommend that the committee use it, modify it as needed for 3-5 instances and come back to the Cabinets & Board with a modified version when ready for final approval.**

**Steve 2<sup>nd</sup>. and all approved.**

## Harm Reduction MOU - Emily

An example of issues with the version history of our documents is that we have two version sent out. For the record the one sent out with the original email of materials from the Clerk was the correct one.

Sarah Hartstein made most of the revisions. Unsearched personal belongings are not allowed.

FCC sending Invoices was brought up as a concern that our non-profit status of receiving donations and not rent might be in questions. The MOU does not dictate whether we send an invoice. In fact, they will be donating for a year at a time. It just has a point of contact who will handle invoicing for Benton County. We will not have to be worried about the fact that these are donations and likely will pay annually.

**ACTION ITEM: Emily or Matt**

1. Update the Contacts section of the Harm Reduction MOU and delete this wording. "Send Invoice to".
2. Send updated copy to Mary and Lee please.

Finance moved to accept the document. The VPs of Finance were present to approve the simple deletion above. Lee 2<sup>nd</sup> the Finance motion to approve as amended. All in favor except one abstention.

**ACTION ITEM: All BOARD Members**

It was noted that the best person to ask about MOU, Michelle, is leaving so the only two remaining committee people Matt & Emily are the ones to ask. They need more people to volunteer for this work of developing the MOU process.

One abstention wished to share that she was very active in the homeless population and with the Drop-in Center. She does not like seeing the sharps container in our bathroom (another Board member agreed). It is a complex issue. People need clean needles. But these free needles also help them keep their addiction and overdoses do occur as a result.

## Disciples House (DH) & Jackson Street (JS) Update – Emily

Jackson St. is moving the Next Steps program out of DH because they have been the recipient of two free houses for this program. One is in Albany and one is in Corvallis. Albany is up and running but not Corvallis house because of issues with the Corvallis building codes. They can't run all 3 houses with the staff or even with more. They are grateful because DH allowed them to launch the program and get visibility. We still have a very strong relationship.

Currently the Disciples House Advisory Committee is exploring a relationship between FCC, West M and JS. The discussion is to provide housing that is more in line with the goals of when we started DH. It is different in several ways however. It is not targeting the young students, but looking at 21 and up young adults that have perhaps graduated from Next Steps or have other housing issues. We would have a live-in person that is a Community Advisor and not a Resident Advisor as in the past.

The goal would be to provide a supportive environment to intentional community living. It is hoped the workload will be distributed amongst the 3 groups and done in a way that more programming can be accomplished. Donna Keim who is on the DH Advisory committee and on the Board of West Minster is involved in the discussion and very excited about the prospect.

We want to hang on to the non-profit status that allows us the property Tax deferral that we gained through JS. Applications may be people from West M and/or JS, but there will always be a robust application process.

**Questions that came up: (not always with answers of course)**

Who manages the community? Who is the guiding organization

Who manages taxes, rent, applications?

With 3 groups involved, it is extremely important it is clear who is responsible for what. Accountability.

Will there be a guiding committee for the whole program? It has come up and the intention is to have a governing board.

JS says they have the capacity to give staff time to this project. This will be a big need since the other two groups are volunteer.

Maybe we can raise the rent to cover more bookkeeping and the tenant rent/application process?

In the old days, Christian House was run by West M. It was a very different model. We need to be careful to explain that this is a very different model from the last one we had with West M. Rob is actually considering that this is outside the goals and prevue of West M. It is possible that in the final version, the only relationship will be sending us people for renters.

The committee hopes to bring an update to the January Board meeting in 2024.

**New Roof**

Jackson St. just sent us a \$5000 contribution for the roof and the office is handling a thank you note.

## Craft Fair Update - Steve

Approximately \$8700 was donated to the Central Valley Brance of NAMI. We did very well on the first day. Better than usual. Unfortunately, it rained on Sunday and reduced our revenue.

We got some negative feedback from people we gave free space we offered. They were abusive to us and other vendors because they were upset. These are ones that did not like the fact that we have changed our policy to where we choose which vendor gets what spot. We gave them a free spot this year because they didn't get to choose last year. They will not be invited back. They left early both days.

Other vendors have been very accommodating. We had some vendors cancel for illness and our fee is not refundable. Other vendors volunteered to move to fill in. We used to have an option to choose the spot, but we now have a committee to decide which is the best product and vendor put in front. There is a price for back parking lot and another for every other spot.

## **We Care Feedback – Don Zobel**

The cold weather shelter usage brought some concerns about moving through the crowd in the parking lot. Don relayed an incident from one of the We Care volunteers where one of her family was threatened by one of the people in the library on a different day. That same person was in the crowd in the parking lot. He told the volunteers to report incidents ASAP with a lot of detail. If the office is open, they should go to the office right away and let FCC people know this. This was done and We Care appreciated Matt's response that was highly useful and appropriate.

Matt explained that we were not actually open as a cold weather emergency shelter because we had not gone through the approval process from the city and the fire department that is required each and every time. They were gathering in our parking lot to get people shelter.

We have a position description for Kevin replacement. It has been approved, but funding has not been approved yet. It will be brought up in the

## **Replacement Deacon nominations (need 2) – All**

Janet spoke with Christie Clausen. She will serve as long as she doesn't have to do the communion set-up. She's happy to serve during the service and clean-up the communion afterward. She also said that Matthew Clark is willing to serve.

Several people believed that Kelly Jensen would be a Deacon. She has been asked before, but now that she has made a commitment of membership to the church, the consensus was to ask her again and she was likely to say yes.

**Lee moved that we approve all three should the nominating committee confirm their willingness. Steve 2<sup>nd</sup> and all approved.**

## **Board Member Replacement Needed – All**

Susan Latham has resigned and a replacement is needed.

**Lee moved we approve Donna Mason who had agreed to be on the Board. Tom 2<sup>nd</sup> and all approved.**

## **Trustee Replacement Needed – All**

Michelle Varner was due to be the Lead Trustee in the next cycle. She is currently in her second year as Trustee. She covers insurance which has been a very good fit since she worked in the industry. Carol moved to cover property but has also done insurance.

### **ACTION ITEM – ALL BOARD MEMBERS**

**Trustee Recommendations and recruitment is requested.**

One suggestion was to ask Carol if she wants to fill in for insurance for now at least. Much work was done in the last year to bring us all up to date, and it may be light work for a while. We could possibly ask someone to join for either property or insurance. Or it can be shared. It is really up to the Trustees how they split duties.

## **Office/Communication Manager Job Description - Tom F**

Becca will be leaving by the end of year. We did not previously have a combined Position Description (PD) for both Office & Communication Mgr. The intent going forward is to hire one person for both. We went from two 20 hr./wk. people to one 30 hr./wk. person. It has worked out really well to have one person dealing with people, office work and communication.

Lee appreciated detailing out all the computer skills and other details included in responsibilities. Computer skills are critical now.

**The motion to accept this document came from the Personnel committee. Don 2<sup>nd</sup> and all approved.**

## **Policy update approvals requested - Janet**

Policy 505 – Input from Personnel VP & committee to change from 9 holidays to 11 holidays. Add Juneteenth and a floating holiday. This will help with compensation as an added benefit. Positions affected are Custodian, St. Minister and office/CM. Finance, Steve 2<sup>nd</sup>. All approved

Policy 413 - Changes in blue. Check reimbursement request. Clarifying that check requests from paid staff don't require the ??? but do require the Sr. Minister.

Finance moves we accept. Mary F 2<sup>nd</sup>. All approved.

## **Any questions on written reports? – all**

**Keyless Entry Proposal - Matt**

Matt will send out a quote and keyless approach proposal and estimate after this meeting.

**ACTION ITEM: All BOARD Members**

**Please give feedback regarding keyless access (like a badge) or remote access through a cell phone. It would be the back door. We could get rid of all the grand master keys we are giving out. Please read and reply. It can scale up or down. There's a video.**

**Next meeting dates – Lee**

**Next Board Meeting Thursday January 18, 2024, 7pm**

This meeting will be to approve the budget and the nominating committee in order to present it to the congregation. These meetings are quite compacted in order to give Finance enough to prepare the budge and the Treasurer enough time to prepare any new payroll numbers for the first paychecks of the year.

**Next Congregational meeting Sunday, January 21, 2024, 11am**

This meeting will approve the budget and announce the nominating committee

Respectfully Submitted,

Mary Cotton  
Clerk of the Board

# Appendix

## Program Cabinet Report to the Board

October 22, 2023

- In July the Program Cabinet discussed Family Camp. We looked at possible new sights which might have better accessibility or kitchen options. Lutherwood Camp and Retreat is one option that we are currently investigating. The Belknap's reservation system went offline and we were not able to make reservations for 2024.
- The All Church Bike Ride was well attended. We collected enough to cover the food purchases but not for the shelter rental.
- Open Streets happened with our involvement again and was considered a success by all those who volunteered. We earned approximately \$400 for the Minister's Discretionary Fund.
- Picnics in the Park enjoyed another summer of joyful fellowship over dinner and activities including pinwheel folding, pickleball, kickball, and ice cream floats.
- In August the Cabinet reviewed and approved the working draft of the Harm Reduction MOU.
- The Archive Club was started by Christy Wright to sort the archives and seems to be well attended by dedicated members who are fascinated by our history.
- We passed a motion to the Board to use \$100 of the EFI Mission and Ministry Fund to pay for a substitute Yoga instructor.
- In September the Cabinet discussed at some length the church budget and how we can plan events and understand where the funds come from. We asked Finance to increase various line items for the 2024 budget including; Christian Ed Curriculum and Supplies, Church Growth, Congregational Events and Sanctuary Decoration. We also plan to follow up with our Treasurers so that Program Cabinet better understands the Stared Funds and what those funds are dedicated towards.
- The Sunday School program continues to be creative and flexible to meet the varying number of children that attend each Sunday and yet have an engaging meaningful experience for our children.
- We have planned and look forward to this Sunday's Halloween festivities.
- We are proud to be offering the Harvest Dinner at the conclusion of our Stewardship Season.
- We have begun planning for Advent and Christmas.
- We look forward to next year's Centennial Celebration which is in the planning stages.

The Disciples House Committee has met several times with our community partners of Jackson Street and West M to discuss possible future collaborations in the house. Jackson Street is likely to move the Next Steps program out of the house in the Spring of 2024. They are exploring with us the possibility of having residents who graduate from their program become some of our residents at the house after the program moves. West M is considering whether they might have the capacity of organizing programming out of the house common spaces. With the Boards approval the new roof is being installed.

## Personnel Report for October Board Meeting:

- Becca will be leaving our Staff at the end of the calendar year.
  - The Personnel Committee will be working to replace Becca including a two week Training/Overlap time.
- There is a need for more child care personnel, if anyone has ideas about how to find more workers please contact Beth Baird.
  - We continue working to ensure Child Care Coverage when needed
- The Personnel Committee will be providing the Personnel inputs for the 2024 FCC Budget
- Planning for Staff Appreciation:
  - Staff to be included in the Christmas Gifts effort that Pat/Pamella do for Shut-in's and Staff.
  - We plan to remind folks in a Dispatch after Thanksgiving that they should remember the Staff at Christmas, and gift cards or gifts of appreciation for the work that staff does would be great.
  - The Personnel Committee is discussing making a proposal for a Staff Appreciation Month mid-year 2024

## Senior Minister Board Report - October 2023

*Summary:* The summer was full of activity inside and outside our church. I am continually inspired by our community partnerships and how they contribute to the energy and success of our congregation. Craft Fair was a big success in that we recruited many new volunteers this year which contributes to our Craft Fair success, but also gives new folks connection and ownership in our community. I am disappointed to be losing Becca at the end of this year, the organization and competency that Becca brought to our office will be very hard to replace. I want to highlight the landscaping work of Merrill Jensen that was paid for with the Merritt Jensen and Jean Thayer memorial funds. It is a great enhancement to our building.

*Worship Report:* I made some small changes to our worship liturgy this summer, mainly in an attempt to be more inclusive in our language. I am still working on a supplemental hymnal which is a larger task than I expected. Our worship continues to grow and recover from our COVID times. Things continue to go up and I am grateful for that.

*Adult Education:* Wednesday morning Bible study at 10 AM continues. A real highlight for me has been a team taught after church class with John Evans: How We Got Here and Where We are Going?

*Children's Education:* Our CE team continues to put in so much time and effort towards a dynamic and engaging program for our children. I am incredibly grateful to Emily, Miranda, and Christa for their efforts. We continue to meet frequently to plan and organize.

*Personnel Report:* Becca is leaving us at the end of the year, so our search will begin soon for a replacement. We hired a new custodian, Andy, who is doing a great job.

*Pastoral Care Report:* I am trying to visit homebound folks at least once a month and this has been fairly easy because we don't have too many people who are homebound right now. I officiated for a community person's memorial service, provided grief support to some of our houseless individuals who lost a friend in a tragic accident. I did a few hospital visits and many phone calls and cards to people with ongoing health issues.

*Wider Church and Ecumenical:* I am planning on attending a theological conversation retreat the first week of February at a retreat center in Columbia Gorge. I took an online course led by Richard Rohr called, "Breathing Under Water" which explores the connection between spirituality and the twelve step program. I am currently taking meditation classes at the newly opened Marigold Center, an initiative by the center for contemplative studies at Oregon State University.

*Wellbeing Wednesdays:* This program continues much to the support and generosity of our instructors, John Evans and Amber Berger. This has been a real life giving project to support and be a part of.

*Outreach and Other Things:* Our community partnerships continue to grow and enhance our community. I hope you will approve our MOU with Benton County Harm Reduction. They are doing really great work in our community and I am exploring more ways to be a part of what they are doing. The church hosted an Overdose Awareness Training and evening vigil. We will likely be partnering again with Benton County to provide emergency sheltering this winter if the temperatures are below freezing.

## Finance Cabinet – Report to the Board, October 30, 2023

### Items being brought forward for Board discussion/vote:

- Approval of Policy 505.18 Paid Holidays; and
- Policy 413-11 Check and Reimbursement Requests (EH changes)
- MOU for Hold Harmless Benton County (email vote by Finance Cabinet approved 10/23/23)

### Summary of Information:

Since the last "regular" Board meeting was held on June 15, 2023, (no report was prepared by Finance for the special meeting held September 11<sup>th</sup> to discuss financing Disciples House Roof), Finance met in a hybrid format (Zoom and in person) on July 10, Aug 14, Sept 11<sup>th</sup> and Oct 9<sup>th</sup>; highlights of those meetings follow:

### Year to date financial highlights (based on Fin Secretary and Treasurer's Reports):

- As of the end of September, the General Fund balance was \$9,467, with \$183,52 in income and \$189,347 in expenses year-to-date. Building Use and Office Space donations, plus interest income are all ahead of budget. We continue to wait on a Minister's health insurance budget refund that should bring this expense more in line with target; some larger expenses which are currently over budget include electricity (88%), Maintenance & Repair (111%) and payroll for the AV tech and Nursery Attendants.
- As of the end of September collections from the 29 Estimates of Giving for 2023 were at 85% (vs 80% last year), for a total of \$124,382.
- 6 units were on target, 14 units were ahead, and 9 units were behind.
- \$2,160 in faith income (10%) and \$14,701 (74%) in Loose Offerings has been received YTD.
- Stewardship Campaign discussions – "Transformation and Renewal" – Nov.12<sup>th</sup> pledge cards due, possible Harvest Dinner
- On the Personnel front, great new custodial hire of Andy in August. Now exploring new ideas for Nursery care and needing names of good/available childcare workers.
- Highlights of the house and grounds work the past few months were:
  - Addressing rat issue with extermination contract;
  - Obtained a good used computer to replace the Finance Computer – much faster now!;
  - Dealt with two wasp nests at Disciples house; purchased a new washing machine with Disciples House capital funding; and
  - Fixed room 13 window, AV equipment, researched replacements for boiler room sinks, and ensured "ongoing staff knowledge" of church irrigation system.
- Blue Bag Holiday Event announced to congregation – Nov.15<sup>th</sup>-Dec.2<sup>nd</sup> 20% match going on - \$5K giveaway for social media postings will be "attempted" with creative photography and required tagging!
- **Trustees** - The Oak Lawn cemetery plot was finally SOLD for \$600 (less than buying from Oak Lawn); no news on the Boy Scout front, although there was a generous \$5,000 donation from a member towards the fee deficit; disciples house insurance quote came in slightly lower than last year, and Michelle/Carol are waiting on the quote for next year's church property/liability insurance from our new broker. Lastly John Evans is working on a permanent funds' brochure and an archival project of church documents (latter is part of 2022 audit outcomes).
- **Disciples House** – Received bids, paid for permits, and are proceeding with roof replacement. This will impact our cash cushion significantly, but the monies were being saved for this purpose. Talks with WestM continue; rent increase of 2% to Jackson St. while they remain was enacted effective Sept.1<sup>st</sup> (plus \$5K donation to roof).

# First Christian Church, Corvallis, Oregon

## Position Description

Revised October 2023

**Position Title:** Office & Communications Manager      **FTE or Hours:** 20-30 hours/week: 20 in person, 0-10 flexible remote  
**Supervisor:** Senior Minister and/or Vice President of Personnel      **Compensation:** \$16-\$20/hour DOE

### Position Summary

**Organization in which this job exists:** First Christian Church in Corvallis, with a membership of 100+, employs an average of 7 individuals and has many volunteers. The church serves as a community center for many, including 12-step groups, a free HIV/AIDS testing center, and three Stone Soup meals each week. In addition, church activities use the building regularly, and several local nonprofit organizations rent office space.

**Purpose of this position and how it works within this organization:** The primary purpose of this position is to coordinate and oversee administrative duties in the office, and ensure current and accurate information is shared with the congregation and public. This position provides administrative support to the Senior Minister.

**Required and Preferred Qualifications:** Required qualifications include excellent organizational, communication, and time management skills, self-motivation, solid proof-reading capability, willingness and ability to work successfully with teams and individuals, and a demonstrable commitment to promoting and enhancing diversity. Required computer skills include managing Google Apps (Drive, Docs, Sheets, Calendar, Groups), social media (Facebook and Instagram), organizational website and newsletter platforms. Preferred qualifications are experience using the specific software of Wordpress, Mailchimp, Square, Canva, and Church Windows; general office equipment including copiers; a general ability to photograph; experience working with populations in need or experiencing homelessness.

### Responsibilities

**Design & Publications (0.50):** Maintain up-to-date, accurate, and relevant information on church happenings. Use design platforms to create and publish weekly church email newsletter and worship bulletin online and in print. Maintain relevant, active presence on social media and church website. Create and distribute graphics and posters for church events, programs, and annual Craft Fair. Maintain consistent church identity across logos, fonts, and language.

**Facilities Coordination (0.20):** Serve as contact for partner organizations sharing our building. Manage building and room users including fees, key and keycode access, and security training. Maintain public and internal Google calendars. Coordinate with service providers including utilities, security, fire, and elevator. Work with Custodian to track custodial supply inventory and order as needed. Keep physical signage, bulletin boards, and other building postings up-to-date.

**Administrative Support (0.10):** Support church programs including annual Craft Fair by managing volunteer sign-ups, participant communications, and more. Maintain directory of church members and participants. Schedule volunteers to serve in worship services. Send reminders to staff and volunteers of various responsibilities. Support Treasurer and Financial Secretary as needed in tracking finances using Square and Church Windows software.

**General Office Management (0.10):** Monitor office supply and order as needed. Monitor health of copier and other office equipment, schedule service when needed. Receive and sort incoming mail daily, manage outgoing mail. Maintain updated, organized digital and hard copy files and records, including meeting minutes and policies.

**Office Reception (0.05):** Welcome, greet, and assist in-person visitors. Answer office phone, respond to voicemails. Monitor and respond to office and Craft Fair email accounts including web contact form. Represent the church with welcome and professionalism, including showing care to people in need or experiencing homelessness.

**Other Duties as Assigned (0.05):** Duties not otherwise listed due to infrequency, but which fall under the umbrella of the position description. Assigned by Supervisor, Board President, Treasurer, or other volunteer church leaders.





**First Christian**  
Disciples in the Heart of Corvallis



**Benton  
County**  
OREGON

## Memorandum of Understanding (MOU)

Between First Christian Church of Corvallis 501(c)(3) and Benton County Harm Reduction, a program of the Benton County Health Department.

### 1. Background and Purpose

First Christian Church is a diverse, inclusive community providing a living witness to the compassionate Christ. From our central location in the heart of Corvallis, we seek out, develop and support ministries to meet the human needs for physical and spiritual wholeness. On the basis of our Disciple heritage, we embrace the ecumenical movement, develop lay leadership and promote intellectual freedom in the pursuit of truth.

The Benton County Harm Reduction Program helps people stay safe when they have sex or use drugs. Free services provided by harm reduction include: non-judgmental peer support, rapid HIV testing, rapid Hepatitis C testing, syringe exchange, Narcan/naloxone, help with Oregon Health Plan, and connection to care and social services.

First Christian Church and Benton County Harm Reduction began working together in 2012 to provide HIV testing on Tuesday afternoons and occasional other assistance. In 2021, we began partnering with Harm Reduction to provide additional services and storage space for their supplies. As the need for services increases, the need for supply storage has also increased.

Throughout this document, the terms “BCHR” and “Tenant” are used to describe Benton County Harm Reduction and the terms “FCC” and “Landlord” are used to describe First Christian Church.

### 2. Occupancy

**2.1 Room Use Donation and Utilities.** Suggested room use donation is based on usable square footage. Room 17 measures 224 square feet, but 48 feet is unusable because of the required pathway (taped off area) to the elevator mechanical room, making usable space 176 square feet. Our fair market value calculation is \$1.50 per square foot. The suggested room use donation is \$264 per month (\$3168 annually). All utilities will be paid by First Christian Church.

**2.2 Shared equipment, shared repair costs, operation cost.** FCC agrees to provide cleaning equipment, trash bags, vacuum supplies, recycling containers, paper towels, toilet paper, and other miscellaneous cleaning items needed.



**2.3 Security Deposit.** No security deposit shall be required at this time, but the tenant shall be held responsible for damages outlined below upon expiration or termination of this agreement.

**2.4 Permitted Use.** Tenants are allowed use of Room 17 for storage of the accepted items outlined below, with the exception of the floor space marked in room 17 to allow access to the elevator and organ room. The tenant is allowed to access the space as needed. Additional shared space includes access to downstairs hallways and bathrooms. No storage of any items will be allowed in the hallways. Boxes or other items may be temporarily moved into the hallway in the process of organizing Room 17 when necessary, only while BCHR staff are present.

- (1) Storage of Acceptable items: All items will be organized to ensure the health and safety of this space. Items will be organized and held in permanent containers (totes) or placed in an organized manner on shelving. Shelving or totes will be placed or stacked safely in an organized arrangement against the existing walls of the room.
- (2) Acceptable items: HIV, STI, and Hep C rapid test kits and testing supplies, personal protective equipment (PPE), Covid test kits, safer sex supplies, basic first aid supplies, new syringes for exchange, sharps containers, fentanyl test strips, overdose reversal medication (naloxone, Narcan), , promotional and educational materials, outreach equipment (e.g., tent, table, chairs), and basic need items (e.g., clean clothing, sleeping bags, tarps, menstrual supplies, deodorant, etc.) for distribution.
- (3) Unacceptable items: used syringes, unsearched personal belongings, perishable food of any kind, other items that violate church policies as outlined in **section 2.5**.

Exceptions to this may be in case of weddings or memorials, special events, necessary repairs, or other unforeseen circumstances. In the event of an exception, FCC will give every attempt to give one week's notice that BCHR is unable to use the space. **Any additional usage of other spaces in the building must be approved by the church office.**

**2.5 General Restrictions on Use.** In connection with the use of the Premises, Tenant shall:

- (1) Conform to all applicable laws and regulations of any public authority affecting the Premises. Any failure of compliance created through Tenant's fault or by reason of Tenant's use, shall be corrected at Tenant's expense.
- (2) Refrain from any activity that would make it impossible to insure the Premises against casualty, would increase the insurance rate, or would prevent Landlord from taking advantage of any ruling of the Oregon Insurance Rating Bureau or its successor; allowing Landlord to obtain reduced premium rates for long-term fire insurance policies, unless Tenant pays the additional cost of the insurance.
- (3) Refrain from any use that would be reasonably offensive to other tenants or owners or users of neighboring premises or that would tend to create a nuisance or damage the reputation of the Premises.
- (4) Refrain from loading the electrical system or floors beyond the point considered safe by a competent engineer or architect selected by Landlord.
- (5) Refrain from making any marks on or attaching any insignia, antenna, aerial, or other device to the exterior or interior walls, windows, or roof of the Premises without the written consent of the Landlord.
- (6) Tenant shall not cause or permit any Hazardous Substance to be stored, spilled, leaked, disposed of, or otherwise released on or under the Premises.
- (7) Refrain from storing unsearched personal belongings (backpacks, bags, bikes, bike carts, clothing, etc.)
- (8) Refrain from storage of recreational drugs or alcohol.

(9) Distribution of keys and keycodes to Tenant staff and volunteers will be governed by FCC key policy. A single back door key will be issued to a Benton County employee. The keypad will be programmed with a unique code and access will be limited to no more than 5 individuals; those individuals will be required to fill out the key form at the FCC office. If keypad access is revoked for an individual, BCHR will notify the office and a new code will be issued. Staff and volunteers will also agree to follow additional rules and restrictions as outlined in the FCC Key Policy (attached as appendix 1).

### 3. Alterations

**3.1 Alterations Prohibited.** Tenant shall make no improvements or alterations on the Premises of any kind without first obtaining Landlord's written consent. All alterations shall be made in a good and workmanlike manner, and in compliance with applicable laws and building codes. As used herein, "alterations" includes the installation of computer and telecommunications wiring, cables, and conduit.

**3.2 Ownership and Removal of Alterations.** All improvements and alterations performed on the Premises by either Landlord or Tenant shall be the property of Landlord when installed, unless the applicable Landlord's consent specifically provides otherwise. Improvements and alterations installed by Tenant shall, at Landlord's option, be removed by Tenant and the Premises restored at the termination of this Lease, unless the applicable Landlord's consent specifically provides otherwise.

### 4. Insurance

**4.1 Insurance Required.** Landlord shall keep the Premises insured at Landlord's expense against fire and other risks covered by a standard fire insurance policy with an endorsement for extended coverage. Tenant shall bear the expense of any insurance insuring the property of Tenant on the Premises against such risks. Each party, at its sole cost and expense, shall carry insurance to cover its activities and connection with this MOU which includes liability, fire, damage, accidents, and mechanical equipment insurance. A copy of said insurance will be provided to FCC on an annual basis.

**4.2 Waiver of Subrogation.** Neither party shall be liable to the other (or to the other's successors or assigns) for any loss or damage caused by fire or any of the risks enumerated in a standard fire insurance policy with an extended coverage endorsement and, in the event of insured loss, neither party's insurance company shall have a subrogated claim against the other. This waiver shall be valid only if the insurance policy in question expressly permits waiver of subrogation or if the insurance company agrees in writing that such a waiver will not affect coverage under the policies. Each party agrees to use best efforts to obtain such an agreement from its insurer if the policy does not expressly permit a waiver of subrogation.

**5. Terms and Conditions.** It is mutually understood and agreed by and between the parties that:

**5.1.** Any modification of the MOU must be added in writing and agreed upon in writing by the signing representatives of all parties. Failure to comply may result in the termination of agreed partnership.

**5.2.** Without providing a cause or reason and without legal repercussions, either party may terminate this MOU. A minimum of a 60-day notice is required. The notice must be in written form and received by the second party before the 60 days initiates.

**5.3.** Each party takes legal and financial responsibility for the actions of its respective employees, officers, agents, representatives, and volunteers. Each party agrees to indemnify, defend and hold harmless the other to the fullest extent permitted by law from and against any and all demands, claims, actions, liabilities, losses, damages, and costs.





## Policy 413 CHECK/REIMBURSEMENT REQUESTS FOR CHURCH RELATED EXPENSES

Requests for checks to individuals or businesses when the church was not invoiced directly or requests from individuals for reimbursement from the church are subject to the following requirements:

1. Requests are to be submitted on the official *Check/Reimbursement Request Form* and reimbursements must be claimed within six months of the expense.
2. Receipts or detailed mileage itemization must be attached for individual reimbursement, or a purchase order, registration or guest speaker information must be attached for a check.
3. An explanation of the purpose of the expense must be entered on the request form.
4. The request form must be signed by the person making the request, signifying that the request is accurate, and that the individual has not been previously reimbursed for any of the items listed.
5. The requests are to be approved and signed by a member of the Finance Cabinet (other than a treasurer). Individuals seeking reimbursement are not allowed to approve their own request.
  - a. It is the responsibility of the person approving the request to check that the request is accurate, reasonable, and appropriate.
  - b. If there is a question, the one approving the request should return the form to the requestor and ask for supporting documentation.
6. Check requests from paid staff require Supervisor/Senior Minister approval, but do not require a Finance Cabinet member's signature.
7. Check requests in excess of \$500 from staff or members require Finance Cabinet approval.
8. It is the responsibility of the Treasurer to disperse payment from the appropriate fund and account and to file the request with accompanying documentation. If the Treasurer has concerns about the request, he/she will bring the request to the Finance Cabinet for discussion before a check is issued.

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Adopted by the Board Month, Day, Year