

DUKE MEMORIAL METHODIST CHURCH

GENERAL RULES FOR USE OF CHURCH AND CHURCH PROPERTY

Duke Memorial Church and its facilities are consecrated to the worship of Almighty God and are to be used in a manner in keeping with this purpose and related Christian activities. It is with this in mind that the following general rules are established.

1. Use of the Sanctuary

Since the sanctuary has been consecrated to the worship of Almighty God, all meetings held in it are to be religious in nature. It is not to be used by secular groups.

2. Use of the Fellowship Hall

It is dedicated to the total program of the church. Meals may be served in it to any group within our church, and to any group of which our church is a part. Meals may be served to other groups which have the approval of the Committee on use of Church and Church Property and shall be served under the supervision of the appropriate church personnel. No group at variance with the standards of the church may have a meeting in it.

3. Use of church equipment and facilities

All groups within our church may use the church facilities and equipment for church and church related purposes, but with the proper arrangements and scheduling through the church office. Breakable equipment, however, such as kitchen equipment, china, movie and slide projectors, etc. may be used only after clearing with the church office. Facilities may be used by other groups on approval of the Committee on Use of Church and Church Property. Charges are to be set by the Committee.

No church furnishings, equipment, or property may be removed from the church for private use, or for use by any outside group. Church equipment may, however, be loaned to approved groups for church purposes, provided they secure permission from the Committee, and provided further that some responsible official from the borrowing group signs for the equipment prior to borrowing it.

Any group using the kitchen to serve food must first contact the church hostess as well as the church office for permission and instructions concerning the use of equipment, and for obtaining the necessary help. Equipment such as dish washer and coffee urns are operated only by authorized custodial staff. Each group making use of these facilities will be required to arrange for cleaning, washing, and restoring dishes, silver, etc. at the end of the event. It is to be understood that the group will be responsible for paying for the help and for possible damages. This is to include payment for laundering of linen used.

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DUKE MEMORIAL METHODIST CHURCH

GUIDE

TO OUR PROSPECTIVE BRIDES

WEDDINGS

Marriage is an institution of God and your church rejoices with you in the approaching event that will mean so much to you and your life partner. We want to do all in our power to make your wedding a happy and a meaningful experience. To that end we offer the following suggestions concerning certain details that are a normal part of wedding plans.

To prevent any confusion, the date and hour of the wedding and the rehearsal should be fixed with the minister and the church office as early as possible in order that these may be put in the church calendar. If a reception or other wedding function is to be held at the church, this should be cleared in every detail with the minister and church hostess. This includes arrangements for the necessary janitor and maid service which must be worked out with the hostess but paid for in the manner outlined below.

CERTAIN EXPENSES

There are certain costs involved that are the responsibility of the bride. We list them in order that there may be no misunderstanding:

The bride will make her own arrangements with the organist and soloist (if either or both are desired). When an organist is desired, it is customary to use the one employed by the church. If other than the church organist is desired, the bride should discuss this with the minister and receive his approval. A suggested fee for the organist for the rehearsal and wedding is \$15.

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It is necessary for the janitor to prepare the sanctuary for the rehearsal and the wedding and to set it in order after the wedding. For such service a payment of \$3 for the rehearsal and \$5 for the wedding for each janitor or maid required. If the Fellowship Hall is used for a reception an additional minimum payment of \$5 per person (janitor or maid) shall be paid for the care of this room. Fees suggested in this paragraph should be paid to the church hostess.

THE FLORIST

The bride or her representative will make arrangements with the florist with the following understanding:

- (1) No plants, palms, candlelabra or tape are to be placed on any pews or chancel furniture.
- (2) No greenery or flowers may be attached to furniture or columns.
- (3) No tape, tacks, or adhesive may be used for pew markers.
- (4) Candles used in candlelabra must be effectively shielded by the florist to prevent dripping on carpet or furniture.
- (5) No furniture in the sanctuary may be moved.
- (6) Immediately after the wedding, the church is to be cleared of all greenery, flowers, candles and other materials used in the decorating.
- (7) In case of damage, the florist or parties decorating will be held responsible. The church will have damages repaired and the bill will be sent to the florist responsible.

WEDDING PICTURES

- (1) The Bride will make the arrangements for having pictures made.
- (2) There will be no pictures made during the ceremony.
- (3) After the ceremony, the wedding party may return to the chancel for pictures.

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- (1) No plants, palms, candelabras or tape are to be placed on any pews or chancel furniture.
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In the course of the wedding preparation, performing, and the restoration or clean-up, it is to be kept in mind the church and its sanctuary is consecrated to the worship of God and for the Performance of His Holy Sacraments.

CHURCH PARLOR, BRADSHAW ROOM, AND FELLOWSHIP HALL

The Church Parlor or the Bradshaw Room may be used for a receiving line. The two doors to either of these offers a good entrance and exit for wedding guests. It is considered advisable to use these rooms for the receiving line and that refreshments be served in the Fellowship Hall. This usage is predicated on the understanding that a minimum of furniture rearrangement will be permitted and no greenery or floral decorations will be used other than a limited number of table pieces approved by the church hostess.

The Fellowship Hall offers an attractive place for the serving of refreshments and for the fellowship hour that is enjoyed by the wedding guests.

Those wishing the use of the Parlor or the Bradshaw Room and the Fellowship Hall will consult with the church hostess and the church office concerning their use.

CATERING SERVICE

The church hostess may be available for rendering catering service if this is desired. Such service is paid for as one would pay for any caterer. Other caterers approved by the church hostess may be used if this is desired. Such caterers must consult with the church hostess about the use of the Hall and any supplies desired. The caterer so used is responsible for leaving the building in perfect order following the event for which he is serving. In any case, a member of the church custodial staff shall be required to be present and must be paid as outlined above.

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*This material to be reviewed & retyped
& copy made a part of these minutes*

*See 8th paragraph of
Dec 8, 1964*

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GENERAL METHODICAL CHURCH

SECRET

THE METHODICAL CHURCH

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THE PROSPECTIVE VALUE

OF THE PROSPECTIVE VALUE

THE PROSPECTIVE VALUE

When an individual of God and your character, which is the
 most important thing in your life, is called to you and
 to the power to lead you and to a happy and successful
 life, you should be prepared to accept the call. It is
 not a matter of choice, but of duty. You should be
 prepared to accept the call at any time and in any
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Other charges for facilities:

Parlor, Fellowship Hall, and Kitchen (including linen)
for Reception - \$25.00 (payable to the church office).
Catering and assistance - extras as indicated below

out

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1957
The following information was obtained from the files of the
Department of the Interior, Bureau of Land Management, on
the subject of the above-captioned land.

The land in question is situated in the
County of _____, State of _____, and is
owned by _____, who is the
sole owner of the same.

The land is situated in the
Township of _____, Range of _____,
County of _____, State of _____, and is
owned by _____, who is the
sole owner of the same.

The land is situated in the
County of _____, State of _____, and is
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The land is situated in the
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cost of Arch

\$451,000

Pd. in 381,000

Bal. 70,000
due

71,000