

Cuchara Chapel Committee Policies and Procedures

August 2013



POLICIES GOVERNING THE OPERATION, USE, AND MAINTENANCE OF THE CUCHARA CHAPEL A CHRISTIAN FACILITY

The bylaws of the Cuchara Chapel state that the chapel exists “to provide opportunity for divine worship and Christian fellowship; and to participate in projects of Christian service.” As a means of preserving the physical integrity and spiritual atmosphere of the chapel, the Board of Directors has established the following policies and procedures governing the use of the chapel. These policies may not be altered or suspended except by action of the Board or its designated representative[s].

Responsibilities of the Cuchara Chapel Board Chair

1. Schedule preachers to lead Sunday services.
 - a. By Feb send out letters of invitation to the preacher list.
 - b. By April begin setting up the schedule and getting responses from those who have not replied.
 - c. Get input from Music Chairman regarding special music scheduled for the services.
 - d. Post the worship schedule on the chapel bulletin board outside.
 - e. The worship schedule should include the ecumenical communion services (last Sunday of each month) and their leaders.
2. Following the election in August, contact committee chairs to determine their interest in serving another year. Appoint new chairs as needed.
3. Plan a board workshop as mentioned in the by-laws (Article IV, d). This may be done in late June in preparation for the July board meeting.
4. In the spring prepare a calendar for the summer so that board members are aware of the schedule of activities. Coordinate with the Chapel Calendar Coordinator for information on the schedule of weddings and other activities.
5. Appoint a coordinator for the monthly communion services or schedule the service leaders.
6. Schedule the person to lead the annual Christmas Eve service. Booklets with the order of service are available in the chapel storage room. Coordinate the organist and special music with the Music Committee Chair.
7. Update the board roster and distribute to all board members. All committee chairs are board members.

Responsibilities of the Vice Chair

1. Identify/schedule presiders for worship services (see Appendix for Presider form).
2. Chair any meetings where the Board Chair is unable to be present.
3. Assist the Chair as requested.

Responsibilities of the Treasurer

1. Manage check books and accounts through the Community Banks of Colorado.
2. Collect and deposit offerings each Sunday and other funds as necessary.
3. Pay bills, keeping all receipts on file.
4. Prepare financial reports for presentation at board meetings or as requested by the Chair.
5. File tax exempt report annually with the State of Colorado.
6. Order chapel supplies from Cokesbury, such as candles, tapers, and envelopes.
7. Pay preachers and organists each week.
8. Coordinate communications and receipt of funds with the committee chairs, such as Memorial Committee Chair and Chapel Calendar Coordinator.
9. Check post office box (#796) periodically throughout the year. This responsibility may be shared with another board member who is living in the community.

Responsibilities of the Secretary

Record, seek approval of, publish and store the minutes of the annual Board of Directors' meetings.

POLICIES GOVERNING THE USE OF CUCHARA CHAPEL A CHRISTIAN FACILITY

The bylaws of the Cuchara Chapel state that the objective for which the chapel exists is “to provide opportunity for divine worship and Christian fellowship; and to participate in projects of Christian service.” As a means of preserving the physical integrity and spiritual atmosphere of the chapel, the Board of Directors has established the following policies governing the use of the chapel. These policies may not be altered or suspended except by action of the Board or its designated representative[s].

GENERAL POLICIES

- The chapel and its furnishings shall be treated with utmost respect at all times by all present.
- The chapel is available for weddings and other events from the Memorial Day weekend through the Labor Day weekend.
- The organ and/or keyboard may be used but may not be moved nor the pedal assembly removed from the organ. In those instances when the organ or keyboard is used, upon completion of the service or event, it must be unplugged.
- The keyboard may not be used outside the chapel except for chapel sponsored events, due to possible damage and insurance issues.
- The sound system may be used but may not be adjusted either in terms of the volume or its location. Users must provide their own speaker system for CDs, IPODs and MP3s.
- The chapel's two brass candelabras, holding five candles each, may be used.
- All candles must be placed on a protective covering, such as plastic sheeting, capable of preventing them from dripping on either the altar table or the floor.
- All floral arrangements must be placed on a protective covering.
- No rice, confetti(including biodegradables), or birdseed may be thrown inside or outside the chapel. Other forms of celebration must be cleared with the Event Coordinator and his/her decision will be final.
- Chapel seating cannot be modified with the exception of the widening of the center aisle by the removal of the folding chair at the end of each pew. The seating shall be returned to its original format upon completion of the service activity. A representative of the contracted party should be assigned to complete this task.
- The American flag and the Christian flag are permanent chapel furnishings and may not be moved from the altar area. Flag coverings should be replaced at the conclusion of the activity.
- The podium and podium chairs are also permanent chapel furnishings and may not be moved from altar area.
- All events, with the exception of the summer's Sunday worship services, shall be scheduled with the Calendar Coordinator. All reservations will be based on availability.
- No more than two events may be scheduled in one day, one before noon and one in the afternoon or evening. No event may be scheduled before 3:00 p.m. on Sundays.
- The bulletin board in front of the chapel shall be used exclusively to promote services and activities that are taking place in the chapel facility.
- The chapel has limited facilities. No water, restroom, or dressing area is available in the chapel. However, portable restroom facilities are located at the south end of the chapel property.

POLICIES FOR SPECIAL EVENTS

Weddings: A wedding ceremony is as much an act of worship as a regular Sunday service and should be conducted accordingly. The following policies shall apply in addition to the General Policies previously stated:

Reservations:

- Forms are to be obtained on the Cuchara Chapel website: www.cucharachapel.org. All information requested must be supplied, and returned with the appropriate fees.
- No date will be considered firm until the form, all requested information, and all fees are in the hands of the Calendar Coordinator.

Fees:

- Fees must be paid in advance and within thirty days of receiving the information form. Checks shall be made payable to CUCHARA CHAPEL.
- Fees are charged to cover the cost of cleaning the chapel before and after the service, utilities, general chapel maintenance, and the work of the Wedding Coordinator.
- Fees do not cover the cost of snow removal in the parking lot or on the sidewalk. If snow removal is necessary, those reserving the chapel are responsible. Names of persons who can provide this service can be obtained from the Calendar Coordinator.
- The Fee Schedule is \$175.00 for a wedding without a rehearsal or \$200.00 for a wedding with a rehearsal. For clergy fees, see the section entitled **Officiants**.
- All fees will be reimbursed in full in the event of the cancellation of the service if the Calendar Coordinator is notified a minimum of seventy-two [72] hours prior to the service time. Exceptions shall be made only in those instances of the incapacity of the bride or groom due to an accident or illness or death of an immediate family member.

Availability of the chapel:

- Rehearsals: The time span of a rehearsal shall be one hour.
- Ceremony: The time span for the wedding ceremony will be four hours, which includes pre-service activities, such as decorating, practicing of service music, the ceremony itself, and post service pictures.
- An Event Coordinator, assigned by the Board, will be responsible for opening the chapel fifteen to thirty minutes before the rehearsal/ceremony and locking the chapel upon completion.

Security

- **Any items or equipment brought into the chapel for the service, such as additional candles, flower arrangements, musical, audio or video equipment, are the responsibility of the contracted representatives and are not the responsibility of the Cuchara Chapel, the Board of Directors or the Trustees. The contracted representatives are solely responsible for the security of these items and equipment. These items and equipment must be removed prior to the time when the Event Coordinator locks the facilities upon completion of the ceremony.**
- **Keys to the Cuchara Chapel are never given to the contracted party.**

Event Coordinator:

- The Event Coordinator shall be either a member of the Chapel Board or the Board's designee.
- The Event Coordinator will be present during the duration of the rehearsal and the wedding, including pre-service and post-service activities.

- The Event Coordinator will assist the wedding party and to assure that the wedding party adheres to the policies set forth in this policy statement. Decisions rendered by the Event Coordinator will be final and not subject to appeal.

Service Music:

- Since the wedding ceremony is a service of Christian worship, the selection of music should be made with this in mind.
- The officiant presiding over the ceremony should approve the music selected.

Officiants:

- Since the wedding ceremony is a worship service, the person officiating should be an ordained or licensed clergy person. Only when an ordained or licensed clergy person is not available should a civil servant preside over the service.
- If the couple requests the services of a local minister from Cuchara and not a minister from their own church or community, the following fees shall apply:
 - a minimum honorarium of \$150.00 shall be mandatory (unless declined by the minister) for weddings where no rehearsal or other preparations are required;
 - a minimum honorarium of \$250.00 shall be mandatory (unless declined by the minister) for weddings where a rehearsal or premarital counseling services are requested in addition to the wedding ceremony. The Chapel Calendar Coordinator shall make the wedding party aware of these requirements.

Other Services or Events:

- The chapel is available for services or events such as memorial services, special worship services, or study events that are designed to benefit the entire community.
- These services or events may be held at no cost to the sponsors or participants.
- A monetary contribution for the purpose of defraying the costs of janitorial services and utilities should be sent to the Chapel Treasurer.
- Entities desiring use of the chapel for an extended period of time must make application to the Board for the purpose of establishing the terms and tenure of the usage.
- The Calendar Coordinator shall refer any questions as to whether a group or person should be allowed to use the chapel to the House Committee.

Committee Policies & Procedures

Altar Committee

The Altar Committee is responsible for maintaining the Altar area at the front of the Chapel. This includes:

1. Candles should be requested by the Altar Committee Chair as needed and ordered by the Treasurer. When supply gets down to two boxes, the Chair should contact the Treasurer to ensure ample time for replacement ahead of needs during upcoming worship services.
 - a. Each candle holder should be checked before each service to ensure plenty of candle is left to last through the service. Candles can be found in the utility room.
 - b. Brass candle holders are to be cleaned whenever necessary. Warm water is best to remove any excess wax.
 - c. Candle holders should be placed on the floor in front of the altar after the last service each Sunday to ensure that the strong summer sunlight does not melt the candles.
 - d. Tapers for the two candle lighting devices should be checked to ensure that they have adequate wick to last through both services. The two brass lighting devices are located on a hook just under the collection box to the right of the Chapel door when exiting. Replacement tapers are

located on the top shelf in the utility room. Replacements will be ordered by the Treasurer whenever the Altar Committee Chair provides notification that they are needed.

- e. The candle lighters should be cleaned if they become clogged or when it is difficult to push the taper through the device. Hot water is the best means to loosen wax within the tubes.
2. Flowers should be gathered on Saturday morning and stored in water.
They should be arranged prior to the Sunday services.
 - a. Flowers can be gathered from the Cuchara Parkway flower beds, depending on what is in season.
 - b. After the services, flowers can be donated to people who are ill or to honor someone on a special occasion. Flower bowl should be returned for the next week and should be cleaned and polished as needed. Other containers should be used at the discretion of the Altar Committee Chair.
3. Flags
 - c. Ushers should take the covers off the flags before the service, fold them and place them in the utility room.
 - d. Ushers should cover flags at the end of the second service.
 - e. The covers may need to be washed once per season.
4. Organ
 - f. Ushers should remove the cover before each service and replace it at the end of the second service along with the sign that says "Please place nothing on the surface of this organ."
 - g. Flowers/containers with liquid should not be placed on the organ.

Friendship Committee

On behalf of the Cuchara Chapel, the Friendship Committee Chairperson prepares and sends handwritten notes of appreciation, get-well cards and bereavement cards to friends of the Chapel. The Committee Chair purchases the cards with the hand-drawn image of the Chapel provided by Marnee Camp, secures envelopes and stamps necessary for this function, and obtains reimbursement from the Treasurer.

Greeter Committee

Responsibilities of the Greeter Coordinator are as follows:

1. Secure greeters for each summer worship service.
2. One person or a couple can handle the service when we have only the 11 a.m. service. Two people or couples are needed when we have both the 9:30 a.m. and the 11:00 a.m. services, one couple for each service. Greeters should arrive about 30 minutes early.
3. Ask the greeters to get their name tags from the plastic box in the back of the Chapel and return them after use.
4. Give greeters a phone call a couple days in advance to remind them of their duty day.
5. Maintain the name tags used by the greeters, presiders, and ushers.

Grounds and Building Committee

Responsibilities of the Grounds and Building Committee are to maintain the interior, exterior and grounds surrounding the Cuchara Chapel to ensure the facilities' appearance and durability.

Interior – Maintenance of the interior appearance of the Chapel

The chapel housekeeper shall do cleaning on the following schedule:

- Spring cleaning – This takes place in May before the first service of the summer season, which is the Sunday before Memorial Day. Examples of work to be done include, but are not limited to: vacuuming under wall heaters; turning pews over and eliminating cob webs and spiders; washing pews and light fixtures; dusting rafters; washing windows inside and out.

- Each Saturday during the summer (Memorial Day through Labor Day)
A general cleaning of the chapel is done before each Sunday morning service including: dusting of pews, window sills, altar, and organ; vacuuming; taking out trash; straightening pew cushions and straightening Bibles and hymnals.
- Christmas Eve Service – The chapel is cleaned before the Christmas Eve service.
- Weddings – Before each rehearsal/wedding event, the chapel is cleaned. Before the wedding, the Event Coordinator will notify the housekeeper of the date of the event. After the wedding, the Event Coordinator will notify the housekeeper if cleaning is necessary.

As a person providing contracted services, the housekeeper should provide all supplies necessary to accomplish these tasks. The vacuum cleaner in the chapel is available for use.

The housekeeper should notify the Building Committee Chair or the Board Chair when insect and spider extermination is needed. This may be done with the spring cleaning before the first summer service.

The housekeeper should bill the Treasurer for services on a monthly basis or as appropriate via the Services Rendered Form in the Appendix.

Exterior- Maintenance and restoration of the Chapel

I. Products

- The procedures for maintenance and restoration of the Chapel exterior surfaces are predicated on the use of Perma-Chink products. Perma-Chink, Inc. Western Division is located in Redmond, WA. The telephone number is 1-800-548-1231, and the Colorado Branch is in Rifle, CO. The telephone number is 1-800-433-8781. Walsenburg Lumber Yard also carries Perma-Chink products.
- *Lifeline* is the trade name of their finishes and stains. It is a water-borne formula that forms an elastic, breathable barrier at the wood's surface where protection is needed most, and it provides long-term color retention and ultraviolet protection. Note: Since this is a water-borne product, oil-based stains should not be used on the log surfaces of the Chapel.

II – Process

Four steps are involved in the maintenance procedure: (1) Cleaning the log exterior using Log Wash; (2) Applying Lifeline Ultra-2 stain (Gloss Bronze, #874); (3) Touching-up chinking where stain may have dripped or where chinking is discolored using white Chink-Paint; (4) Applying a clear topcoat of glossy Lifeline Advance.

(1) Mix one cup of Log Wash with one gallon of water. Using a garden sprayer, simply spray solution on log surface beginning with bottom run of logs and continue up to the top. Apply a liberal amount to ensure surface does not dry during the 10-15 minutes the Log Wash solution needs to remove pollen and atmospheric pollution. Scrub gently with a soft brush and then rinse (spray) with a garden hose, starting at the top and working down.

(2) When surface is dry, apply a thin coat of Lifeline Ultra-2 with a 3 or 4 inch brush, starting with the top run of logs. It is very important to stir the stain thoroughly before applying, and continue to stir about every 15

minutes. Try to keep stain off chinking, although Chink- Paint will cover any spots where stain has dripped. Lifeline Ultra – 2 dries fairly quickly, and a second coat, if needed, may be applied three hours after the first coat. Three to four gallons should be sufficient for two coats on all exterior surfaces.

(3) Chink-Paint may be applied over the chinking using a two inch brush. It does not run or drip as the thinner stain does. Chink-Paint comes in different colors if the Chapel Board decides to change from white chinking. Chink-Paint should be applied after stain has dried and before applying topcoat of Lifeline Advance.

(4) Lifeline Advance is a milky-colored topcoat that should be applied over all exterior surfaces after the stained surface is dry, including chinking). A thin coat should be brushed on using 3 or 4 inch brushes. Lifeline Advance dries to a clear, glossy finish. Thoroughly stir before applying. Two gallons should be sufficient for one coat.

Warranty: A 5-year limited warranty is offered if a second coat of Lifeline Advance is applied over the initial 2-coats of Lifeline Ultra -2 within the first three years of initial application.

Notes:

1. The Cuchara Association has given approval to use their long hose stored under the NE corner of the Rec. Center and to connect the hose to the hydrants on the north side of the building. In addition, two 25-foot hoses may be required to reach the sides and front of the Chapel.
2. Brushes can be cleaned using soap and water immediately after use.

Grounds

- Lawn care (Service should be secured before season)
- Fence and signage care
- Snow removal for Christmas Service

Historian Committee

1. Maintain, Store and Preserve:
 - a. Accepted/approved Chapel Board of Directors and Congregation meeting minutes in chronological order.
 - b. Accepted/approved Treasurer's reports.
 - c. Lists of Boards of Directors
 - d. Lists of serving ministers
 - e. Scholarship records
2. Assemble, organize, store and make available items of historical interest to the Chapel:
 - a. Interesting documents/happenings/comments
 - b. Highlights of each decade
 - c. Pictures

House Committee

Calendar Coordinator Responsibilities

The Calendar Coordinator schedules weddings, memorial services and other special events at the Cuchara Chapel. The Calendar Coordinator should be notified of a request for such an event by letter, phone, e-mail, or in person. Following such a request, the Coordinator should take the following steps:

- Direct couple to the website, www.cucharachapel.org, for forms necessary to secure a reservation. These forms include the “Policies Governing the Use of Cuchara Chapel” and the Reservation Form.
- When the individual or couple returns (1) the completed and signed “Policies Governing the Use of Cuchara Chapel” Form and the Reservation Form and (2) the reservation fee, the Calendar Coordinator:
 - Sends a copy of the Reservation Form to the Event Coordinator
 - Sends a copy of the Reservation Form to the Treasurer with the fee check.

****A reservation is not complete until all forms are signed and returned with complete information and the reservation fee is paid.**

Note: A fee is only required for weddings, not for memorial services or other approved events. See “Policies Governing the Use of Cuchara Chapel.”

- In the event of a wedding, the Calendar Coordinator contacts the couple to schedule the use of the chapel and opening of the chapel for the rehearsal and/or the wedding.
- The Calendar Coordinator also contacts the Chapel housekeeper so that the chapel can be cleaned before the event.
- Expenses that the Calendar Coordinator incurs, such as postage, long distance calls, and copying, should be billed to the Treasurer of the Cuchara Chapel periodically as needed.

Event Coordinator Responsibilities

The Event Coordinator is responsible for ensuring that all Policies of the Chapel are followed during the use of the chapel for weddings or any other special functions. Relative policies include:

- The Chapel is to be opened 15-30 minutes before rehearsals/functions.
- The organ may be used, but may not be moved from location and is to be unplugged when finished.
- The sound system may be used and is not to be altered in volume or other sound controls.
- IPOD users must provide their own speakers.
- Floral arrangements are to be placed on protective coverings.
- Flags are not to be moved from the Altar area and should be recovered after the wedding.
- The podium and the podium chairs may not be moved from their location.
- Chapel seating cannot be modified with the exception of the widening of the center aisle by the removal of the folding chair at the end of each pew. The seating shall be returned to its original format upon completion of the service activity. A representative of the contracted party should be assigned to complete this task.
- All events are to be scheduled with the Calendar Coordinator.
- Fees must be paid before a date is final. Fees are \$175 for a wedding without rehearsal or \$200 with rehearsal.
- Rehearsal shall be no more than one hour.
- Ceremony should be no more than four hours which includes pre-service activities, such as decorating, practice, music rehearsal, the ceremony and post service pictures.
- All items brought into the chapel must be removed upon completion of the ceremony.
- No rice, bird seed or confetti may be used at the chapel.
- The Event Coordinator will remain present during the rehearsal and ceremony.

- The Event Coordinator will make sure all lights, heating, fans, and the sound system are turned off and that the back and front doors and all windows are locked.

Note: The Cuchara Recreation Center may also be available for use. Any interest should be communicated directly by the interested party to Resident Treasurer Richard Caraway at 719.742.0221 or see the Cuchara Recreation Center website, www.cuchara.us.

Memorials Committee

The Treasurer receives all monies and checks and forwards the information to the Memorial Committee Chair. The Chair, in turn, notifies the honorees and prepares and sends acknowledgements to the donors.

The Treasurer should send the addresses for the honorees and for the acknowledgements, along with the dollar amount, to the Memorial Committee Chair to ensure that the correct information is promptly sent to all parties involved. As with the Friendship Committee, the cards are to incorporate the image of the Chapel. These cards are provided by Marnee Camp.

Any necessary stamps, envelopes and cards as may be needed by the Committee are to be purchased and reimbursement obtained from the Treasurer.

The annual Memorial Service is the 1st Sunday in August. Eighteen (or more depending on Memorial List) long stem, red roses should be ordered from Susan's Flowers in Walsenburg (738-2833). Make sure the florist has advance notice so she can have the quantity needed. The Chair of the Memorial Committee will provide the names of those to be honored at the services (9:30 a.m. and 11:00 a.m.). Two people are needed to perform the ceremony, one person to read the names and one to place the roses in a vase on the altar. After all names have been read, ask the congregation if any others are to be honored. Place a rose in the vase as they give you the name. The roses can be given out after the second service.

Music Committee

Responsibilities of the Music Chair are as follows:

1. Secure a song leader to lead the singing at each of the chapel services.
2. Secure an organist or keyboard player for each of the chapel services.
3. Arrange for "special" music for the chapel services whenever possible.
4. Maintain a budget for the organists.
5. Attend the two Chapel Board meetings held each summer.
6. Obtain the hymn selections of the ministers for each Sunday.

Publicity Committee

The Publicity Chair is responsible for arranging for ads in *The Signature* for Christmas Eve service(s), for *The Signature's Summer Guide*, and for weekly ads during the summer Chapel season. If more than one person is involved, the committee chair is responsible for the actual placement of the order.

The ads should include the Sunday service schedule, name of preacher, and communion service schedule as appropriate. The ad should also include the fact that the Chapel is handicapped accessible.

Approval for the ads (# of ads/ frequency/size/etc.) should be given by the Chapel Chair each year.

Ads are arranged by phone, email or fax.

- Email: ads@signaturenewspaper.com
- Phone: 719-742-5591
- FAX: 719-742-3183

Contact is Renee or Dave Rinehart. The paper usually designs the ad, with input from the Publicity Chairman. The paper has a few pictures of the chapel on file, or a new picture can be taken and sent to them by email.

DEADLINES:

- Weekly ads and Christmas Eve ads: at the LATEST by Tuesday noon of the week the ad is to be in the paper. Allow more time if ads need to be designed by the paper's staff. We usually turn in a list of all pastors/music/communion etc. for the entire summer, and the newspaper inserts the correct information each week...no need to order the ad each week unless a change in the schedule occurs.
- *The Summer Guide* ad should be reserved in February or March.

AD SIZES/FEES:

- Weekly Ads:
2x2 ad in black and white (2 columns wide x 2" tall).
- Christmas Ads:
1/8th page in black and white (2 columns wide x 3.75" tall).
- Summer Guide Ads:
1/8th page in color (2 columns wide x 3.75" tall).
- In addition to these ads, the Publicity Chair will serve as the administrator of the Chapel Facebook page. The Publicity Chair is responsible for any updates and articles on this site. Note: the Publicity Chair must have a Facebook account to access the Chapel account.
- Arrange for billing to be sent to the current Chapel Board Treasurer.
- Any ads requested for other events, such as concerts and fundraisers, must be approved by the Chapel Chair and should be executed by the Publicity Chair only.

Service Committee

The Service Committee consists of the following persons whose duties are described below:

- The Chair is to ensure, before the start of each season, that a schedule is in place providing adequate coverage of one to two ushers (preferred) for each service during the upcoming season. If during a service an usher needs help, he/she may call on a regular attendee to assist as needed for the service.
- Ushers should be present thirty minutes ahead of the start of the Sunday service(s). They are to affix their name tag from the box found at the rear of the chapel.
- Ushers for the first service are responsible for unlocking the chapel, turning on lights, plugging in and turning on the sound system and organ, heat and/or fans as needed, opening/closing windows as needed, before and during the services.
- Ushers are responsible for placing and removing programs/announcements/bulletins to/from seats before and after the service(s).
- Hymnals and Bibles are to be returned to the racks beneath the seats following each service.
- Ushers are to help set up and take down the keyboard/piano. This is on an "as needed" basis and is often left in place through the season. The Music Chair can provide direction ahead of time.

- At the conclusion of the last service of the season, the keyboard/piano should be stored in its case and placed in the utility room.
- The bell is to be rung by one of the ushers five minutes before the start of each service and at the start of each service.
- Candle lighters are to be selected by an usher from the incoming attendees if no names were provided to the Service Committee Chair in advance.
- The candidates should be children of an age adequate to safely light the candles. The usher is responsible for introducing the candle lighters to the Presider so that that person can make proper mention of their names during the service. The usher will also provide the brass lighter/extinguisher to the chosen candle lighters and guide/prompt/assist as necessary during the service. A box of matches is to be kept in the bin on the left just before the exit from the rear of the chapel.
- The candle lighter moves down the aisle with a lighted candle lighter when it is time to begin the service, assisted as necessary by one of the ushers when lighting the candles in the Altar area.
- Ushers are to stand at the rear of the chapel, assisting people to their seats with a special focus on any with disability and asking for help as necessary in safely seating individuals with special needs and doing so as close to the entrance as possible for safety reasons, keeping an eye on available seats, moving folks further into pews to ensure good seating capacity utilization.
- At the conclusion of the service, the Usher(s) assist any folks with disabilities in their exiting from the service.
- When the chapel becomes crowded, folding chairs may be needed along the center aisle. These are to be set up from the supply located at the rear of the chapel. They are to be taken down and returned to the back of the chapel after each service to expedite entrance and exit.
- At the conclusion of the service (the last service when two are held), ushers are responsible for ensuring that all lights, heating, sound system and organ are turned off. Both the organ and sound system should be unplugged to prevent any damage from lightning.
- When finished, go to the main electrical breaker box in the utility room and move all switches to the off position except Number 9 which illuminates the outside lights and the Master switch at the top of the box.
- The chapel is to be locked by the Ushers at the end of the last service each Sunday.

Scholarship Committee

The Scholarship Committee annually solicits scholarship applications from graduating seniors of Huerfano County high schools, evaluates those applications, and awards scholarships to those deemed most worthy and most likely to become productive citizens.

The committee shall be comprised of a chairman and not less than three members, appointed by the Chair of the Board of Directors from either the Board or the congregation. The Chair shall be responsible for the dissemination of the scholarship information and applications.

- In consultation with the members of the committee, the chair will make necessary changes in the application materials and make sure the counselors of the two Huerfano County high schools purge outdated application materials from their files and incorporate the new or amended documents.
- The chair will maintain contact with the representative counselors to assure a timely distribution of the application materials and be available to answer questions from the counselors and the scholarship applicants.
- The chair is responsible for providing the members of the committee with the documents they will need to evaluate and report on the respective applications and keep the members of the committee updated on issues or problems that may arise during the application process as well as a frequent update on which applications the chairperson and committee members have received and have not received.

- In those cases where the applicants have failed to include required materials, the chair must contact them and inform them of the deficiencies and make sure they understand the latest possible date for their submission.
- It is the responsibility of the chair to consult with the members of the committee in those instances where unusual circumstances exist and solicit a majority opinion on how the matter shall be resolved.
- When all applications are in hand, the chair is to receive a copy of the evaluations the committee members have given to the respective students, tabulate the results and make members of the committee aware of the results without identifying who assigned the respective values
- The chair of the chapel board is to also receive a copy of each committee member's tally sheet.
- The chair is to retain all of the applications received along with all supporting documents. After one year all documents are to be destroyed in a manner that will not compromise the privacy of the applicants' personal information such as their Social Security number.
- The chair will be responsible for ascertaining when the respective high schools will want the scholarships announced, i.e., Awards Day or Graduation.
- The chair will recruit an individual to be present at each of the appropriate ceremonies for the purpose of announcing the recipients and present them with a certificate that has been prepared and provided by the chair.
- Utilizing the sheet submitted by the respective scholarship recipients, the chair will be responsible for scheduling each of the students to be present at a chapel service for the purpose of receiving the scholarship check. In turn the chair should call students during the week prior to their scheduled appearance in order to ascertain whether or not they will be present or need to be scheduled for another Sunday.
- The chair is responsible for providing the Treasurer with a schedule of when the students will be present in a service along with a declaration as to the school each of them will be entering.
- The chair is responsible for maintaining a complete file of all communications with the committee members, the applicants, the respective school counselors and anyone else related to the process of receiving applications, rating applications and awarding of scholarships.
- The chair is responsible for recruiting either a member of the committee or someone from the congregation to introduce each scholarship recipient and provide the presenter with the information needed to make such an introduction.
- Regarding all of the foregoing, the chair is responsible for the dissemination of publicity during the spring setting forth the availability of the scholarships and the deadlines. Also, the chairperson shall provide to *The Signature*, *The Huerfano World* and *The Pueblo Chieftain* an article in which the scholarship recipients are announced immediately following their presentation at school exercises.
- The chair shall submit to the chapel's webmaster a list of the current year's scholarship recipients, the college or university they will be attending, where that college or university is located, and their majors. This should be done in conjunction with the press releases.
- The chair is responsible for preparing regular reports to the chapel board and presenting to the board any concerns, observations or requests for action deemed appropriate by the majority of the committee members.
- The chair will be responsible for recruiting new members of the committee, as needed, and submitting those names to the chairman of the Chapel Board prior to the August congregational meeting.

APPENDIX

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CUCHARA CHAPEL –POLICIES STATEMENT & RESERVATION FORM

HOUSEKEEPER REIMBURSEMENT FORM

Service fees agreed upon:

_____ /hour (spring cleaning)

_____ /cleaning)Saturday or single event

Signature – Housekeeper

Date

Signature – Chapel Board Chair

Date

CUCHARA CHAPEL AGENDA FOR PRESIDERS

1. **GOOD MORNING!** Introduce yourself
2. **WELCOME** everyone to our beautiful chapel and the valley
3. **RECOGNITION** of all first-time visitors. Ask them to stand and introduce themselves by name and hometown. Do one side, then the other. Encourage them to sign the “membership register” on their left as they exit.
4. Point out that we take **NO FORMAL OFFERING**, but if they would like to assist in the maintenance and repairs of the chapel, there is a contribution box on the right as they exit as well as a replica of the chapel on their left outside the chapel.
5. **CUCHARA CHAPEL SCHOLARSHIP FUND.** Point out that the chapel gives \$1000 scholarships to graduates of Huerfano county high schools each year and that the level of contributions each year determines the number of scholarships given. There are contribution envelopes in the hymnals and hymnal racks.
6. **MEMORIALS.** Instruct them to provide the information requested on the Memorial Form in the back of the hymnal and give it to one of the ushers or board members.
7. **ANNOUNCEMENTS:**

Next Sunday our guest speaker will be: (Denomination, From, Connection to Cuchara)

8. **TODAY’S USHERS:**

9. **TODAY’S GREETERS:**

10. **TODAY’S CANDLE LIGHTERS:**

11. **FLOWER ARRANGEMENT:**

12. **ORGANIST:**

13. **SONG LEADER:**

14. **SPECIAL MUSIC:**

15. **Our GUEST SPEAKER today, who will be in charge of this service and bring the message, is** _____ . (Ascertain before the service what family members of the speaker are present and introduce them to the congregation before turning the service over to him/her). Give a brief bio of the speaker before turning over the service.

NOTE: It is advisable to be at the Chapel a minimum of 20 minutes before the service to get all the information you need for the service.

On behalf of the Cuchara Chapel board, thank you for providing this crucial leadership for the services.

CUCHARA CHAPEL USHER SCHEDULE

The head usher for _____ is _____.

Date	The assisting ushers are:
_____	Phone # _____
_____	Phone # _____
_____	Phone # _____
_____	Phone # _____
_____	Phone # _____
_____	Phone # _____
_____	Phone # _____
_____	Phone # _____
_____	Phone # _____
_____	Phone # _____

Note: All ushers should report for duty at 9:00 for the 9:30 service and 10:30 for the 11:00 service.

A. Opening Chapel

1. Turn on power at the master switch at the top of the breaker box.
2. Undrape flags.
3. Undrape altar.
4. Place candle holders on altar.
5. Place portable collection box outside chapel entrance.
6. Ring bell 30 minutes AND 5 minutes before service begins.
7. Arrange for candle lighters to light candles 5 minutes before the service begins.
8. When chapel is full, place one chair in the aisle on each row.
9. Remove chairs during concluding hymn.
10. Take fan controls from the front of the church to the back podium so that fans can be controlled from the back of the church.

B. Closing Chapel

1. Drape flags.
2. Drape altar.
3. Put candle holders on the floor in front of altar table.
4. Return Bibles and hymnals to racks.
6. Close any open windows.
7. Bring portable collection box and handicap parking signs inside.
8. Place all chairs in their proper place.
9. Return fan controls to the rack in the front.
9. Check back door to be sure it is locked.
10. Turn off power at the master switch.
11. Securely lock the front door.

**CUCHARA CHAPEL
POLICIES GOVERNING USE OF CUCHARA CHAPEL
AND
RESERVATION CONTRACT**

Wedding ceremonies and memorial services are as much acts of worship as a regular Sunday service and should be conducted accordingly. The following policies shall apply to these events:

Reservations:

- The chapel is available for weddings and other events from the Memorial Day weekend through the Labor Day weekend.
- Forms necessary for reservations are found on www.cucharachapel.org.
- **All information requested must be supplied and returned with the appropriate fees. Signatures are required on the “Policies Governing the Use of Cuchara Chapel” form.**
- **No date will be considered firm until the forms, all requested information, and all fees are in the hands of the Calendar Coordinator. All reservations will be based on availability.**

Fees (For weddings only):

- Fees must be paid in advance and within thirty days of receiving the information form. Checks shall be made payable to CUCHARA CHAPEL.
- Fees are charged to cover the cost of cleaning the chapel before and after the service, utilities, general chapel maintenance, and the work of the Event Coordinator.
- Fees do not cover the cost of snow removal in the parking lot or on the sidewalk. If snow removal is necessary, those reserving the chapel are responsible. Names of persons who can provide this service can be obtained from the Calendar Coordinator.
- The Fee Schedule is \$175.00 for a wedding without a rehearsal or \$200.00 for a wedding with a rehearsal. For clergy fees, see the section entitled **Officials**.
- All fees will be reimbursed in full in the event of the cancellation of the service if the Calendar Coordinator is notified a minimum of seventy-two [72] hours prior to the service time. Exceptions shall be made only in those instances of the incapacity of the bride or groom due to an accident or illness or death of an immediate family member.

Availability of the chapel:

- Rehearsals: The time span of a rehearsal shall be one hour.
- Ceremony: The time span for the wedding ceremony will be four hours, which includes pre-service activities, such as decorating, practicing of service music, the ceremony itself, and post service pictures.
- The Event Coordinator, assigned by the Board, will be responsible for opening the chapel fifteen to thirty minutes before the rehearsal/ceremony and locking the chapel upon completion.

General policies:

- The chapel and its furnishings shall be treated with utmost respect at all times by all present.
- The chapel's two brass candelabras, holding five candles each, may be used.
- All candles must be placed on a protective covering, such as plastic sheeting, capable of preventing them from dripping on either the altar table or the floor.
- All floral arrangements must be placed on a protective covering.
- No rice, confetti (including biodegradables), or birdseed may be thrown inside or outside the chapel. Other forms of celebration must be cleared with the Event Coordinator and his/her decision will be final.

- Chapel seating cannot be modified with the exception of the widening of the center aisle by the removal of the folding chair at the end of each pew. The seating shall be returned to its original format upon completion of the service activity. A representative of the contracted party should be assigned to complete this task.
- The American flag and the Christian flag are permanent chapel furnishings and may not be moved from the altar area. Flag coverings should be replaced at the conclusion of the activity.
-

Event Coordinator:

- The Event Coordinator is either a member of the Chapel Board or the Board's designee.
- The Event Coordinator will assist the wedding party and assure that the wedding party adheres to the policies set forth in this policy statement.

*****Decisions rendered by the Event Coordinator will be final and not subject to appeal.**

Initials _____

- The Event Coordinator will be present during the duration of the rehearsal and the wedding, including pre-service and post-service activities.

Service Music and Equipment

- Since the wedding ceremony or the memorial service is a service of Christian worship, the selection of music should be made with this in mind.
- The officiant presiding over the ceremony should approve the music selected.
- The organ and/or keyboard may be used, but not moved from location and are to be unplugged when ceremony or service is completed.
- The sound system may be used but is not to be altered in volume or other sound controls.

Users must provide their own speaker system for CDs, Ipods and MP3s.

Officiants:

- Since the wedding ceremony is a worship service, the person officiating should be an ordained or licensed clergy person. Only when an ordained or licensed clergy person is not available should a civil servant preside over the service.
- If the couple requests the services of a local minister from Cuchara and not a minister from their own church or community, the following fees shall apply:
 - a minimum honorarium of \$150.00 shall be mandatory (unless declined by the minister) for weddings where no rehearsal or other preparations are required;
 - a minimum honorarium of \$250.00 shall be mandatory (unless declined by the minister) for weddings where a rehearsal or premarital counseling services are requested in addition to the wedding ceremony. The Chapel Calendar Coordinator shall make the wedding party aware of these requirements.

Security:

- **Any items or equipment brought into the chapel for the service, such as additional candles, flower arrangements, musical, audio or video equipment, are the responsibility of the contracted representatives and are not the responsibility of the Cuchara Chapel, the Board of Directors or the Trustees. The contracted representatives are solely responsible for the security of these items and equipment. These items and equipment must be removed prior to the time when the Event Coordinator locks the facilities upon completion of the ceremony.**

***** Initials** _____

- **Keys to the Cuchara Chapel are never given to the contracted representatives.**

Additional Information

- The chapel has limited facilities. No water, restroom, or dressing area is available in the chapel. However, portable restroom facilities are located at the south end of the chapel property.
- The Cuchara Recreation Center may also be available for use and any interest should be communicated directly by the interested party to Resident Treasurer Richard Caraway at 719.742.0221, email him at jcaraway@centurytel.net, or see the Cuchara Recreation Center website at www.cuchara.us.

I HAVE READ THE “POLICIES GOVERNING THE USE OF CUCHARA CHAPEL” AND GUARANTEE COMPLIANCE IN EVERY DETAIL. I FURTHER UNDERSTAND THAT A VIOLATION OF THESE POLICIES CAN RESULT IN TERMINATION OF THE EVENT SCHEDULED AND FORFEITURE OF ALL FEES.

SIGNATURE OF RESPONSIBLE PARTY: _____ DATE: _____

CUCHARA CHAPEL – FACILITY RESERVATION FORM

"Cuchara Chapel exists for the purpose of providing opportunities for divine worship, Christian fellowship, and participation in projects of Christian service." (Bylaws)

NAME(S) _____

HOME ADDRESS _____

HOME PHONE #: _____ CUCHARA PHONE # _____

EMAIL ADDRESS: _____

TYPE OF EVENT: _____

DATE REQUESTED: _____ TIME: _____

NUMBER EXPECTED: _____ (Chapel seats 100)

USE OF ORGAN: YES [] NO [] USE OF PIANO KEYBOARD YES [] NO []

USE OF 2 BRASS CANDELABRA: YES [] NO []

(THIS SECTION IS COMPLETED FOR WEDDINGS ONLY)

REHEARSAL; YES [] NO [] DATE: _____ TIME: _____

BRIDE: _____ GROOM: _____

PERSON WHO WILL OFFICIATE: _____

WORK PHONE: _____ HOME PHONE: _____

PLEASE NOTE:

- **No firm reservations will be made on the chapel calendar until all fees are paid in full and all relevant information has been provided on this form. No exceptions will be made.**
- **All reservations will be made on a first-come, first-served basis.**