



C.N. JENKINS MEMORIAL PRESBYTERIAN CHURCH **MINISTRY/COMMITTEE HANDBOOK** 2016

RESPONDing to the needs of the community
RECRUITing lost souls
REVIVing the spirit of all people
REJOICing in the name of Jesus Christ!

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G-3.0201 “The Session... c. nurture the covenant community of disciples of Christ. This responsibility shall include...directing the ministry of deacons, trustees, and all organizations of the congregation...”.

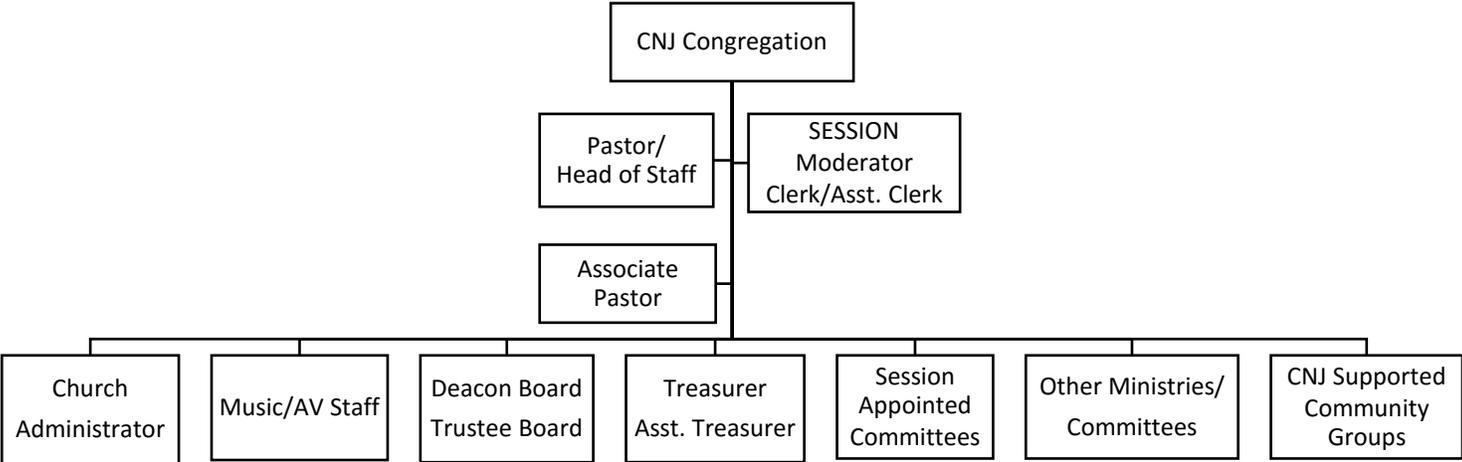


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Date: April 28, 2016

To: C. N. Jenkins Ministry/Committee Servant-Leaders

From: The Session of C.N. Jenkins Memorial Presbyterian Church

RE: Ministry/Committee Handbook 2016

This Ministry/Committee Handbook is designed to provide all Church ministries and committees with general guidance regarding the organizational structure within which we function as a PC(USA) congregation. The Session is assigned many responsibilities by our denomination's constitution; Part II of which is the *Book of Order 2015-2017*, referenced in various places in the Handbook. In addition to G-3.0201 which in part is quoted on the Org charts of C.N. Jenkins found in this Handbook, is the following excerpt from G-3.0106 (Administration of Mission): "...A council may delegate aspects of its tasks to such entities as it deems appropriate, provided that those entities remain accountable to the council. ..."

The C. N. Jenkins Session is a council of the church, as is the Presbytery of Charlotte, the Synod of the Mid-Atlantic, and the General Assembly of our denomination. Because a session often is not able to directly manage all of its constitutionally assigned responsibilities, sessions delegate part of their work per G-3.0106 to other groups or individuals. Thus you note in the organizational chart of CNJ presented here, there are session-appointed committees and Other Ministries/Committees (non-session appointed committees). The session-appointed committees work to support the work of session by carrying out tasks for which session has direct responsibility. These committees remain accountable to session, making recommendations for action to session prior to moving to implementation.

Non-session appointed committees, on the otherhand, are requested to keep the C.N. Jenkins Session informed of their ministry efforts and projects, consistent with G-3.0201 so that scheduling of similar events, multiple fundraisers within the same timeframe, etc. can be monitored, and adjustments made as needed.

MEMBERSHIP AND TERMS OF OFFICE

Each ministry or committee of C.N. Jenkins Memorial PC, session-appointed and non-session appointed, will be chaired or co-chaired by either session-appointed chairpersons/co-chairpersons, or chairs elected by the ministry/committee membership as appropriate. Ministries and committees shall be comprised of a sufficient number of individuals to ensure that duties and responsibilities assigned are met and maintained.

The following are session-appointed committees:

- Budget/Finance
- Christian Education
- Evangelism
- Hospitality
- Session-Personnel
- Worship
- Youth/Young Adults (YOLO)

Session chairperson and co-chairperson appointments, when made, are for one year. Chairs and Co-Chairpersons may be reelected for additional terms. Although presently there is no limit on the number of reappointments, session works to encourage involvement of all CNJ members in leadership positions. A useful framework for considering such appointments may be the three-year term limits in place for church officer classes when possible.

SCHEDULING OF WEEKLY/MONTHLY EVENTS

1. All weekly and monthly events must be listed on the church's Master Calendar in the church office and on the website by the Communications Administrator.
2. Church members and/or organizations wishing to schedule events for the master calendar for the next year should submit request forms by the **designated time** of the year.
3. The Master Calendar of upcoming scheduled events will be approved by the Session by December 31st for the following year.
4. All programs or events not submitted by the **designated time** of a given year, will be scheduled following procedures outlined in the Facilities Policy.

All organizations/ministries must adhere to the opening hours of the church for their regular meetings unless otherwise previously approved.

Church Operating Hours are:

M - TH 9 a.m. – 9 p.m.

Sat 8 a.m. - 12 Noon and 6:30 p.m. – 9 p.m.

Sun 7:30 a.m. - 2 p. m.

Ministries and members using church facilities are cautioned to allow only authorized persons (Sexton, Trustees, Pastor(s), Minister of Music, Office Staff, Centurions) to provide access to the Church building when the building has been/is locked.

Ministry meetings and events not appearing on the approved Master Calendar will be scheduled as meeting space(s) is/are available per the following guidelines. Church Office staff members add ministry meetings to the Master Calendar if those events occur during the Monday – Thursday workday or other regular Church operating hours. Any requests for facilities use outside regular Church operating hours must be submitted for review and approval on the Church Ministry Event & Set-up Form. These forms are available in the Ministry Event and Set Up Form folder on the wall outside of the Secretary’s office. The completed form should be placed in the same slot, but outside of the folder with the blank forms. All such ministry requests should be submitted at least four (4) weeks prior to the requested meeting date to allow timely review and response. Ministries and members are encouraged to request space as early as possible prior to events to facilitate space usage and avoid conflicts with other church and external requests.

MINISTRY/COMMITTEE MEETINGS

Each ministry/committee, session-appointed and non-session appointed, shall meet at least quarterly at a time to be determined by ministry/committee membership vote, or at the discretion of the chair or co-chairpersons when needed.

Meetings of ministries and committees at the Church, as well as fundraisers or other activities, should ordinarily be scheduled during the normal operating hours of the Church.

Additional ministry/committee activities beyond those submitted to the Communications Administrator may be scheduled if space is available for the desired time/date. The Ministry Event & Set-Up Form (see Appendix A), available from the Church Office, should be completed for all such additional activities and for previously scheduled events submitted to the Communications Administrator if specific set-up arrangements beyond the normal room arrangements are requested. **Please note that a ten (10) working day notice is requested to insure that the requested set-up is available.**

If use of the Church kitchen is requested, the Ministry/Committee must submit separately the C.N. Jenkins Kitchen Use Form (see Appendix C) as well. Every Ministry/Committee is responsible for insuring that they have appropriately kitchen certified members who will oversee kitchen use under their Ministry’s/Committee’s responsibility. The Kitchen Facility Pre-Use Check List and Kitchen Facility Post-Use Check List are to be completed by appropriately certified ministry/committee members with each use. **It is highly recommended that at LEAST two (2) persons per C.N. Jenkins ministry/committee area complete the Equipment Use Training session.**

MINISTRY REPORTS/REPORTING

Each Ministry/Committee should submit a written report on its activities and proposed events or projects **at least quarterly** at a regular stated meeting of Session (usually 3rd Tuesdays monthly) to insure that this governing body is able to carry out its governance responsibilities per G-3.0201c (“...encouraging the graces of generosity and faithful stewardship of personal and financial resources; managing the physical property of the congregation for the furtherance of its mission; directing the ministry of deacons, trustees, and all organizations of the congregation; employing the administrative staff of the congregation; leading the congregation in participating in the mission of the whole church; ...”).

More frequent reports may be made when circumstances suggest the need. Ministries/Committees may also request time on the session docket to present concerns.

FINANCIAL RESPONSIBILITIES AND RECORDS

The Budget/Finance Committee solicits and receives budget requests from Church Ministries/Committees each year for the upcoming year as it prepares the proposed budget submission for Session. The session approved budget is then presented, as information, to the congregation.

Once the budget for the new year is approved by the Church Session and provided to the congregation, Ministries/Committees will be notified of their budget allotment for the year. **It is very important that ministry/committee expenditures are kept within the amount approved for the fiscal health of the whole church body.**

C.N. Jenkins ministries/committees should provide yearly to the Church Treasurer or other authorized entities, upon request, names of ministry/committee members who are authorized to submit vouchers for payment on behalf of that ministry/committee. All subsequent vouchers received should bear the appropriate signature(s). Requests submitted without the appropriate signature information on hand, or with outdated information, may be denied until the appropriate information is provided.

Monthly financial reports are distributed to the Pastor, to Budget/Finance Committee members, and to the Clerk of Session for distribution to Session members. Budget/Finance members, in turn, are available to discuss the ministry's/committee's financial report with designated ministry/committee representatives quarterly.

The Church Treasurer and Assistant Treasurer are also prepared to assist committee chairs or designated ministry/committee members with financial reporting issues.

CHURCH FUNDRAISING

POLICY STATEMENT: C. N. Jenkins is a church that is thriving and growing. In that respect, there are requests coming from individuals and groups in the church to plan events that will raise funds for a host of reasons including the expansion of particular ministries, and special trips. While the motivation for these fundraising activities is noble and Christ-like, there are instances where these efforts can conflict with the strategic direction of the church and result in congregation members feeling the need to choose whether to contribute to a special event or to the ongoing operational fund of the church.

It is the intent of this policy to articulate fair and consistent guidelines in the area of fundraising, guidelines that will support the overall mission and administration of the church, while accommodating the needs of groups and individuals who serve the congregation. Finally, while fund raising activities are important to the support of the Church's ministries, it is strongly recommended that tithing be the primary method of fulfilling each member's spiritually-based financial obligation to the Church. ***A fundraiser is defined here as "a social event or organized activity sponsored by one or more church ministries or individuals for the purpose of raising funds for church support".***

General Fundraising Guidelines

- All fundraising events made on behalf of the Church, or affiliated groups and/or ministries must be approved by the Session, including
 - fundraising events that are held on Church-owned property
 - fundraising events not held on Church premises, but using the name of the Church, its affiliated groups or ministries
- In general, there should be no more than two fundraising activities going on at any given time
- In general, no fundraising activity will extend beyond a 2-month period
- In general, fundraising activities should not take place on the Sabbath, in commemoration of God's holy day of rest and worship
- Approval for a fundraising activity does not mean that use of the facility is automatically reserved, requesting groups or individuals should follow established church guidelines to gain access and use of equipment and facilities
- In general, fundraising activities should be on behalf of the church or its ministries, not for individual benefit or the benefit of groups not affiliated with the Church
- In general, each approved church organization will be allowed one fundraising event per year. Ministries that are not supported by C. N. Jenkins' budgeted funds are allowed up to two fundraisers during the year.
- Exceptions to any of the Guidelines listed above must be approved by the Session

Approval Process for Fundraising Activities

- Submit a letter to the Session at least one month in advance of your scheduled activity with at least the following information:
 - date, time and place of the scheduled activity
 - purpose of the fundraising activity
 - explanation of how the funds will be used
 - listing of the group or ministry sponsoring this activity
 - detailed description of what will be done to raise funds

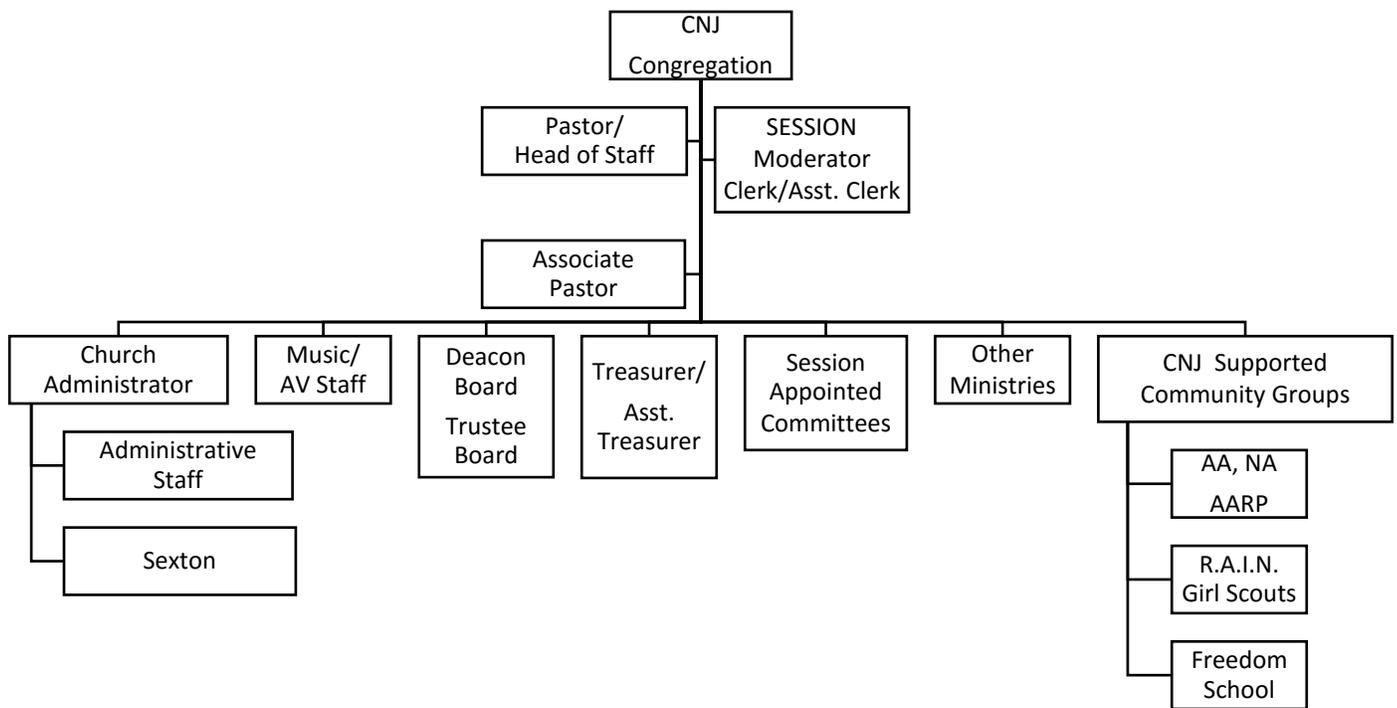
Fundraising 10% Rule. All Ministries/Committees that hold fundraising events to supplement their operational budgets are **required** to donate a minimum of 10% of the proceeds to the Church operational budget. Groups raising funds for the sole purpose of donating the entire 100% to a cause (i.e. Relay for Life, AIDS Walk, Ten Cents a Meal, etc.) are exempt from the 10% Rule.

Guest Pastors, Ministers, Speakers, Artists

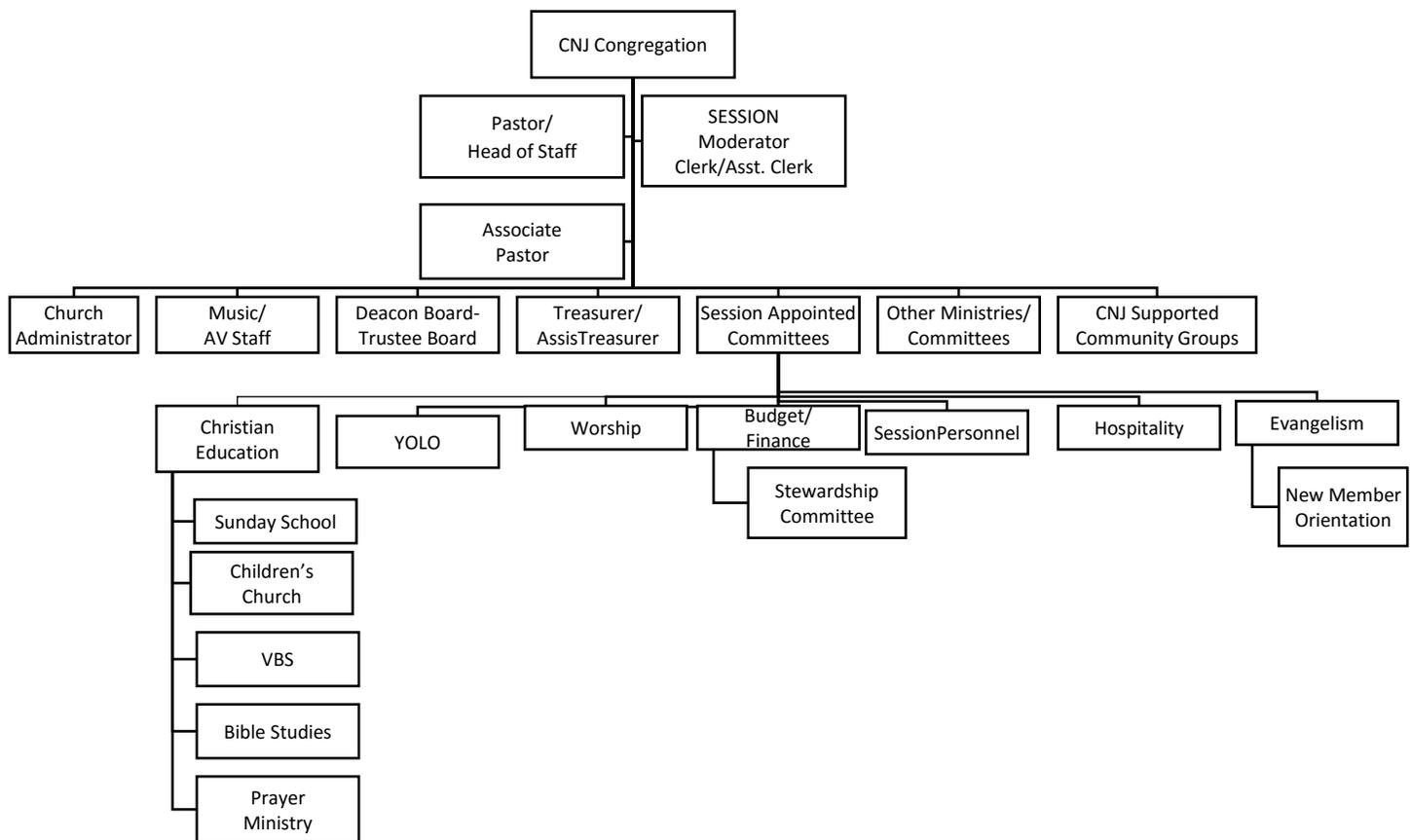
Guest Pastors, speakers and artists can sell their books, CD's, DVD's etc. after services or other activities for which they are guests if approval is provided beforehand by authorized CNJ officers (Session and/or Pastors).

A minimum of ten percent (10%) of these sales must be donated to the church operational budget.

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Session Liaison Policy

Purpose: The purpose of this policy document is to explain the reason and the purpose of the Session Liaison position for church Organizations and Committees. This policy is to make clear the Session's, the Session Liaison's, and Church Organizations and Committee's responsibilities when it comes to the liaison.

Discussion:

What is a liaison? A liaison facilitates a close working relationship between people within an organization or between organizations. C. N. Jenkins Memorial Presbyterian Church Session appoints individuals each year as liaisons for selected church organizations and committees. The liaison is a way to aid in the communications between the Session and internal church organizations and committees. The Session Liaison serves in a non-governing role within the organization to which the liaison is assigned. Should that organization's actions fall outside of the directives of Session, then the Session Liaison is responsible for reporting back to Session for further directions.

Responsibilities:

1. The Session Liaison:

- a. Is a direct link between the Session and church organizations and committees, so this person must be informed of his/ her assigned organization's plans and projects.
- b. Meets with the assigned organization on a regular basis to discuss the group's plans, desires, and intentions.
- c. Communicates Session's directives, desires, and future plans which concern that organization.
- d. Solicits feedback from the organization to assist the organization or committee in communicating its needs to Session.
- e. Informs Session of any foreseeable problems with the Session's directive(s), and if able provides recommendations from the organization/committee for resolution.
- f. Provides guidance, when needed, to aid the organization in achieving its goals (This is dependent on the Liaison's expertise in the area of concern).
- g. Makes suggestions as necessary or as requested.
- h. Acts as a resource on subject matter pertaining to the Session's directives.
- i. Acts as a contact for the organization/committee with Session
- j. The Session Liaison is not responsible for making organizational decisions, controlling the organization, or telling any individual(s) within the organization what to do. The Liaison simply conveys Session directives.
- k. If the organization is not doing what the Session has directed, the Session Liaison should communicate this information to Session, so that Session can determine next steps.

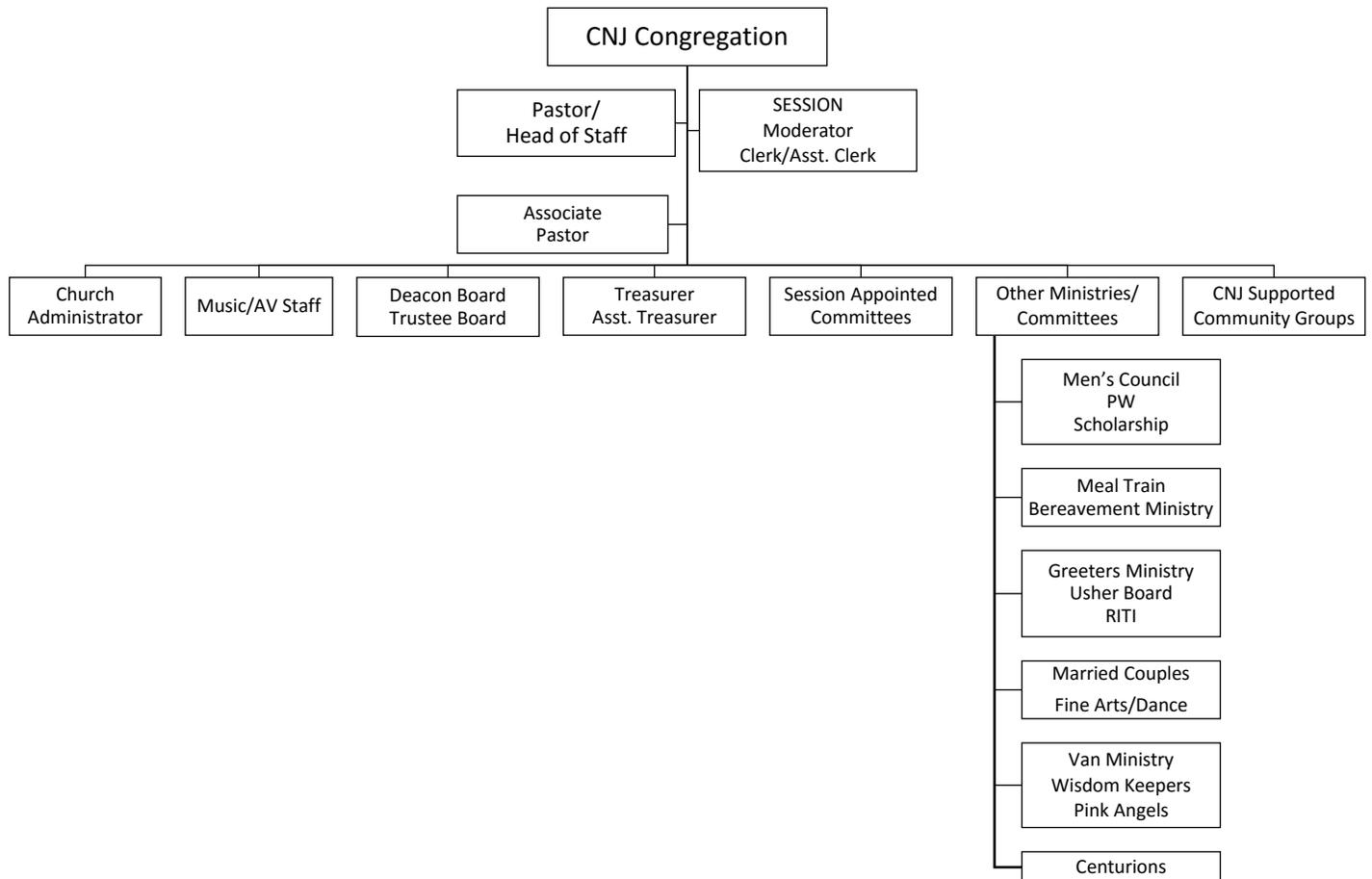
2. Organizations/Committees:

- a. Keep the Session Liaison informed of their directives, desires, and future plans.
- b. Are responsible for including the Session Liaison in their meetings (when possible), notices, emails, and other communications.
- c. Communicate with the Session through their assigned Session Liaison.
- d. When seeking clarification of Session directives, consult first with the Session Liaison.
- e. Treat the Session Liaison as a non-voting member of their organization or committee.
- f. Work to maintain a friendly and inviting working relationship with their Session Liaison.

3. The Session:

- a. Appoints a Session Liaison to internal church Organizations and Committees as desired or needed.
- b. Allows the Session Liaison to communicate Session directives and plans to their assigned church organization, committee, and the like.
- c. Requires feedback from the Session Liaison as needed.
- d. Is open to information provided by the Session Liaison, receiving the information as constructive feedback from church Organizations and Committees.
- e. Communicates its directives to Organizations and Committees through the group's assigned Session Liaison when present.

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VAN USE POLICY

Church Van Trip Request Guidelines

1. All ministries must fill out and return a Transportation Request Form 14 days prior to the date needed. Requests that are not made 14 days in advance risk not getting approved.
2. Request forms for out of town use must be submitted at least 15 days in advance.
3. Out of town trips not returning by Sunday morning service, see additional requirements.
4. Request forms will be reviewed on a first come, first serve basis.
5. After reviewing the request, a designated trustee will check the calendar to see if the van is available and will contact the contact person to let them know whether or not the requesting ministry will be able to use the van.
6. Replies will be given within 72 hours of the submittal of the form.
7. It is the responsibility of the ministry using the van to make arrangements with a trustee to pick up keys prior to the scheduled trip and return keys to a trustee after the trip.
8. Each driver must be qualified to drive (see driver requirements) and have a clean driving record.
9. Each driver must perform a pre-trip and post-trip condition inspection of the van interior and exterior accompanied by a Trustee.
10. Each driver must fill-out the vehicle log-sheet, which is located in the logbook.
The vehicle must be returned in the same condition as received. This includes the interior and exterior.
11. Because of the rising cost of gas, we ask that each ministry return the van with the same amount of gas that was in it before your trip
12. Keys are to be returned to the trustee on duty within 24 hours of parking the vehicle in the fenced area
13. Children under the age of **8** and/or under **80** lbs. must ride in an approved car seat or booster seat as appropriate. Responsibility for the provision of an appropriate approved seat and the correct securing of that seat in the church van resides with the parent(s)/guardians or their designee. The Church nor Church Session takes responsibility for either the appropriateness of the seating, nor its proper securing.

Additional Requirements for Trips That Will Be Held During Sunday Worship

1. The out-of-town/state travel areas for the van are Virginia, North Carolina, South Carolina and Georgia. Any other destinations must be approved by the session.
2. Organization/group will be responsible for supplying a rental van for Sunday worship.
3. Organization/group will be responsible for return of the rental van.
4. Organization/group will be responsible for the rental expense of the rental vehicle.

Church Van Requirements for Sunday Morning Pick-Up

1. The van will leave for first stop at 9:30 a.m. (Rebound) and continue as directed by the pick-up requests.
2. The van will not double back to pick-up anyone not ready when the van first arrives.
3. The van will arrive at the church no later than 10:45 a.m.
4. The church/driver will not be responsible for any items left on the van.
5. There will be NO smoking allowed on the van.
6. Departure for the van will be no later than 30 minutes after the end of the 11 a.m. service. Van drivers are to maintain a log of riders coming to church that will be checked prior to leaving the parking lot after service to insure that no one is left without transportation. Individuals riding the van to church and who then make other arrangements for returning home should notify the van driver prior to the time the van is scheduled to leave.

Van Drivers Requirements

1. Driver must have a valid North Carolina driver's license.
2. Driver must have a clean driving record.
3. Driver must have Class A defensive driving course with certificate.
4. Driver must be added to the church's automobile insurance policy.
5. Driver must be responsible for the care of the van while in their possession.
6. Driver must perform a pre-trip and post-trip inspection of the interior and exterior accompanied by a Trustee.
7. Driver must complete the log sheet in the logbook, located in the van.
8. Driver must return the van in the same condition as it was given to them including gas levels except for Sunday pick-ups.
9. Driver must immediately report all accidents to the proper law enforcement, insurance company, and the Trustee Board.
10. Driver must inform the Trustee Board of any changes in his/her driving record.
11. All contact numbers and information concerning Church transportation (VAN) will be located in the back of the logbook.
12. Drivers must submit personal information for purpose of the church obtaining their driving record to determine insurability.

NO ONE WILL BE ALLOWED TO DRIVE THE VAN IF THE ABOVE REQUIREMENTS ARE NOT MET.

**C.N. Jenkins Memorial Presbyterian Church
Ministry Event & Set-Up Form**

Received by _____

Date _____

This form should be completed in its entirety at least **ten (10) working days** in advance for each activity/ event. Completed forms must be submitted to the church office. Please contact the church office at (704) 332-9137 or admin2@cnjenkins.org for additional questions and information.

Ministry Name _____

Contact Name _____

Phone Number _____ Email Address _____

Name of Event _____ Estimated Attendance _____

Event Date(s) _____

Start Time _____ AM PM End Time _____ AM PM

Requested Room(s) _____ Alternate Location(s) _____

Event Description (Describe the type of activity that is taking place.) _____

Set-Up Requirements

#____Round Tables #____Rectangle Tables ____Podium #____Chairs ____Easel Stand

Audio/Video Requirements

____Wired Microphone ____Laptop ____Flat Screens
____Wireless Microphone ____Portable Screen ____Portable Projector
____Floor Model PA System ____Bull Horn

Please sketch your room set-up request below or on the back of this form to ensure clarity

Kitchen Use Guidelines

C.N. Jenkins Memorial Presbyterian Church

The guidelines which follow for use of the renovated kitchen and pantry areas are designed to insure that these refurbished spaces, funded by the generosity of so many C.N. Jenkins members and some nonmembers as well, remain in guest-ready condition for a long time.

GENERAL GUIDELINES

Cleaning, Upkeep and Inventory - The Hospitality Committee will provide leadership quarterly, with the assistance of the Trustee Board, in the cleaning of the kitchen and pantry areas.

Equipment Use Training - The Hospitality Committee Chairperson will offer two (2) training sessions every six months for C.N. Jenkins church members wishing to be certified as Trained Kitchen Personnel. Any person operating or desiring to operate CNJenkins kitchen equipment need to complete Equipment Use Training prior to serving in the kitchen.

It is highly recommended that at LEAST two (2) persons per C.N. Jenkins ministry area complete the Equipment Use Training session.

Standard Operating Procedure (SOP) for Kitchen Use

The main kitchen doors and the pantry doors will remain locked at all times. There should be no thru traffic involving the kitchen during kitchen use or on Sundays in accessing other areas of the facility. This will allow the Hospitality Committee members and/or others working in the kitchen to work more efficiently and enhance security.

ALL groups or individuals requesting use of the kitchen need to confer with the Hospitality Committee chairperson, a designated Hospitality Committee member, or a designated Trained Kitchen Personnel member prior to kitchen use.

To facilitate this collaboration, an approved Kitchen Use Form should be completed and submitted by the requestor or requesting group, along with the C.N. Jenkins Facilities Use Request Form or C.N. Jenkins Memorial Presbyterian Church Ministry Event & Set-Up Form, whenever the C.N. Jenkins kitchen is requested for use. Upon approval of the facilities request and the event's placement on the church calendar, a copy of the calendar along with the completed C.N. Jenkins Kitchen Use Form should be sent to the Hospitality Committee Chairperson. When calendar changes are made, the Hospitality Committee Chairperson should be sent an updated calendar.

- **CNJ Ministries**-Complete Kitchen Use Form if providing a meal or snack of any kind, regardless of the purpose. Children's Church will have their own locked cabinets within the kitchen, thus they will not need to access the pantry area.
- **Weddings**- The certified caterer should speak with the Hospitality Committee Chairperson to ensure proper use of equipment, etc. This conversation should occur 3-4 weeks prior to the wedding and/or rehearsal dinner.
- **Outside Vendors/Community Organizations**- Outside vendors or community organizations approved to use the kitchen for events should contact and speak with the Hospitality Committee Chairperson prior to kitchen use.

FUNERAL SERVICES

The Hospitality Committee provides a meal after funeral services for all members in good standing desiring this service, at no cost to the family. This free Standard Service is for up to 50 family members and/or friends. If the family requests meal service for individuals beyond the 50 covered in the Standard Service, the family will be charged a fee of \$7.00 per person for each additional guest.

If outside food is donated for the family at the family's request, the food should be delivered to kitchen personnel prior to the beginning of the funeral service. If additional food preparation or serving staff are offered by the family, their use will be determined by the Hospitality Committee Chairperson or his/her appointee.

C. N. JENKINS KITCHEN USE FORM

-(Print or Type Form for legibility to avoid delay in response)

Place completed form in the letter holder outside the Secretary's office for review and consideration for approval.

Person Requesting _____ Use of Kitchen
LAST FIRST

Contact Phone Number _____

Select *MINISTRY* *WEDDING* *OUTSIDE VENDOR*
 Appropriate *COMMUNITY ORGANIZATION* *OTHER (SPECIFY) _____*
 Response

Requesting Date/Time _____

Alternate Date/Time _____

Purpose of Kitchen Use _____

Specific items/areas to be used (ie. Stove, Refrig, Freezer, Dishwasher, etc. or Entire Kitchen)

Select Other Areas of Use:

- Fellowship Hall Auditorium Conference Room Class Room(s)

<u>FOR OFFICE USE</u>	RECEIVED BY _____	DATE _____
APPROVED BY _____		DATE _____
DENIED BY _____		DATE _____
HOSPITALITY CHAIR NOTIFIED _____		DATE _____
PLACED ON CHURCH CALENDAR BY _____		DATE _____
PERSON REQUESTING NOTIFIED BY _____		DATE _____

-(Print or Type Form for legibility to avoid delay in response)

**C. N. JENKINS MEMORIAL PRESBYTERIAN CHURCH
KITCHEN FACILITY PRE-USE CHECK LIST**

Prior to any organization of event usage of the kitchen facility, please **COMPLETE an OPENING** assessment to ensure the kitchen is safe and appropriate for use. Any area(s) below that **FAIL** requires notification of Hospitality Chair, Sexton, or Trustee on duty prior to usage of the kitchen facility. If **FAIL** and considered **UNSAFE** this may forfeit the use of the kitchen facility.

DATE ____/____/____ TIME ____:____ A.M/P.M.

PLEASE INSPECT EACH AREA (CHECK PASS OR FAIL)	PASS	FAIL	<u>COMMENTS/ CORRECTIVE ACTIONS</u>	<u>INITIAL IF FAIL</u>
1. All ceiling lights working				
2. Floors free of water, spill, trash, etc.				
3. Trash cans in place, empty of trash, lids on cans				
4. All sinks free of dishes, leftover food particles, etc.				
5. Counter tops/ Tables free of dishes, leftover food, etc.				
6. All commercial equipment working properly:				
a. Refrigerator (doors, inside light, Temp 36° -45° C)				
b. Freezer (doors. Inside light, Temp -6°-0° C)				
c. Ice machine (making ice, scooper in holder)				
d. Stove (doors, grates, griddle, knobs TURNED OFF				
e. Stove Hood (turn on fan and light to ensure proper working condition)				
f. Warmers (empty, unplugged from outlet, plug prongs look normal)				
g. Steam Table (clean, well pan and covers in place)				
h. Microwaves (clean, food cover inside)				
i. Dishwasher (Turned OFF, empty of dishes)				
7. Carts (4- 1 lg., 3 sm.) in proper place				
8. Dirty linen basket empty				
9. Pantry door locked Unlock -Check pantry for neatness/cleanliness Appears all utensil in proper place *No items blocking electrical panels				
10. Back door closed tightly/locked				

TEAM LEAD SIGN/DATE

TRUSTEE/HOSPITALITY CHAIR/SEXTON SIGN/DATE

*******COMPLETE KITCHEN POST USE CHECKLIST*******

C. N. JENKINS MEMORIAL PRESBYTERIAN CHURCH

KITCHEN FACILITY POST-USE CHECK LIST

Prior to any organization or event closing the kitchen facility, please **COMPLETE a CLOSING** assessment to ensure the kitchen is clean and returned to proper order. Any area(s) below that **FAIL** requires notification of Hospitality Chair, Sexton, or Trustee on duty prior to closing the kitchen facility.

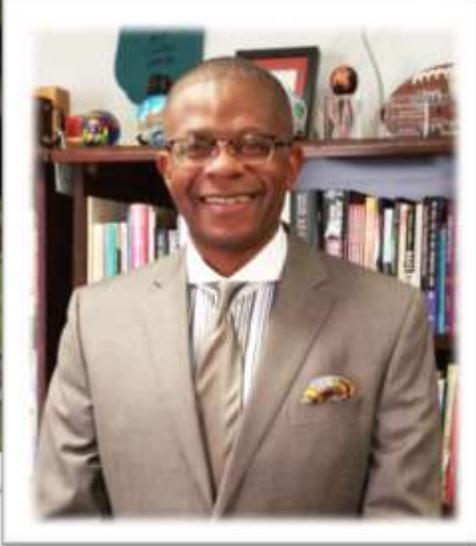
DATE _____/_____/_____ TIME _____:_____ A.M/P.M.

PLEASE INSPECT EACH AREA (CHECK PASS OR FAIL)	PASS	FAIL	<u>COMMENTS CORRECTIVE ACTIONS</u>	<u>INITIAL IF FAIL</u>
1. All ceiling lights working TURN OFF UPON CLOSING				
2 Floors free of water, spill, trash, etc.				
3. Trash cans in place, empty of trash, lids on cans				
4. All sinks free of dishes, leftover food particles, etc.				
5. Counter tops/Tables free of dishes, leftover food, etc.				
6. All commercial equipment working properly:				
a. Refrigerator (doors, inside light, Temp 36° -45° C)				
b. Freezer (doors. Inside light, Temp -6°-0° C)				
c. Ice machine (making ice, scooper in holder)				
d. Stove (doors, grates, griddle, knobs TURNED OFF				
e. Stove Hood (turn off fan and light)				
f. Warmers (empty, unplugged from outlet, plug prongs look normal)				
g. Steam Table (clean, well pan and covers in place)				
h. Microwave (clean, food cover inside)				
i. Dishwasher (Turned OFF, empty of dishes)				
7. Carts (4- 1 lg., 3 sm.) in proper place				
8. Dirty linen basket empty				
9. Back door closed tightly/locked				
10. Pantry -Check pantry for neatness/cleanliness Appears all utensil in proper place No items blocking electrical panels DOOR LOCKED upon closing				

TEAM LEAD SIGN/DATE

TRUSTEE/HOSPITALITY CHAIR/SEXTON SIGN/DATE

*******PLACE COMPLETED FORM ON KITCHEN MEMO BOARD UPON CLOSING*******



Rev. Dr. Jerry L. Cannon, Senior Pastor
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