

Robinson Presbyterian Church Steward Roles & Responsibilities

November 3, 2009

Linkage with Robinson Mission Statement:

Robinson Presbyterian Church is committed to the use of our facilities as part of our total mission outreach to our congregation, our community and our world. Rental of our buildings / facilities may be requested by all individuals and groups that are compatible with denomination principles. In order to continue to provide facilities to many groups, we will provide stewards as part of the rental for one-time facility rentals to ensure that facility usage is consistent with our values and respect of our facilities. These stewards will be compensated as part of the facility maintenance fee.

Role of the Steward:

The Session of RPC has determined that all one-time rentals of church facilities should have at least 2 stewards to oversee, monitor and otherwise assist with events. This requirement can be withdrawn or modified at the discretion of the Facilities Team. Compensation of the stewards is outlined in the RPC facility rental agreement and will be based on the contracted duration of the event.

Responsibilities of the Steward:

Overall:

- Stewards must attend events for the stated duration – commitment to Robinson is essential. Any steward that backs out of an event puts our church at risk since another steward may not be available for a contracted event with short notice.
- Stewards may NOT bring their children to an event for any reason. Children are defined as any individual under the age of 18.
- Stewards must be willing and able to proactively address any issues associated with contracted events and/or the attendees.

Before the Event:

- Be very familiar with the provisions of the facility rental agreement – both general and in alignment with what the renter has contracted for.
- Contact the renter to ensure expectations are clear and facility set-up responsibilities are understood.
- Arrive at the church at least 30 minutes prior to event or at the time agreed upon with the renter.
- Meet with established contact person on rental agreement.
- Make sure the renter understands the church policy on alcohol and behavior inconsistent with the values of RPC (including those listed in the legal agreement).
- Answer any questions the renter may have.
- Set the air/heat thermostat as needed (key to HVAC system will be provided to stewards).
- Make sure the bathrooms are clean, stocked and ready for event.
- Assist with setting up any chairs and tables in any way the contact person needs. It is the responsibility of the renter to set up the facility for their event. Stewards may assist with this activity at their discretion.

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- If anything needs fixing that is vital to the event, contact property team.

During Event:

- Maintain a pleasant and gracious atmosphere that reflects RPC's hospitality.
- Be available to assist with any questions that need to be answered.
- Make sure all entrances/exits stay clear.
- Ensure that no alcohol is brought on RPC property. If this happens, both stewards will approach the contact person and advise them to get the alcohol off the property or RPC will have to call the police.
- Ensure that the legal agreement provisions are followed at all times.
- Calling, if necessary, Police, Fire, or Medic for any emergencies.

After Event:

- Ensuring that the renter cleans the facility and properly disposes of trash. This includes sweeping and /or mopping all floors, if needed.
- Staying after the event and ensuring that the bathrooms are clean and restocked.
- Ensuring the kitchen is clean and counters are wiped off.
- Taking out any remaining trash. (Note: It is the responsibility of the renter to bag and dispose of their own garbage in the trash cans behind the Fellowship Hall.)
- Turn heat and/or air to a reasonable temperature for the night.
- Securing the facility after everyone has left.
- Reporting any damage to the property team.
- Document if this renter should be entrusted for future rentals (last page of rental agreement).

Notes:

1. RPC will ensure that all stewards have an understanding of what is expected of them by providing them a copy of the rental agreement.
2. The reason for a minimum of 2 stewards is to ensure the safety of the stewards and to make sure all tasks can be completed in a timely manner. In a few cases (primarily HOA meetings), only one steward will be present at events.
3. Stewards agree to hold RPC (as a result of volunteering to monitor an event), its representatives, members of the session and all associated RPC parties harmless as a result of any activities leading up to, associated with and after the event.
4. Stewards are accountable for any tax liabilities associated with the compensation paid to them by RPC.
5. Stewards must be at least 21 years of age.