



Robinson

PRESBYTERIAN CHURCH

9424 Harrisburg Road - Charlotte, North Carolina 28215 - 704 537-5506
www.robinsonpresby.net

Sunday Worship:
9 AM - Fire! Contemporary Service
10 AM - Sunday School
11 AM - Traditional Service



Steward Roles & Responsibilities January 2011

Linkage with Robinson Presbyterian Church (RPC) 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 1-2 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 This requirement can be withdrawn or modified at the discretion of the Facilities Team.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 at \$15 per hour and is aligned with 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 21.
- Stewards must be willing and able to proactively address any issues associated with contracted events and/or the attendees.
- Stewards must be with the event attendees (not in another area of RPC campus).
- Being a steward is considered to be a independent contractor role, any steward is not an employee of RPC during the event or from any occurrence before/after the event.

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.
- Be very familiar with the facility, including phones, rest rooms, exits and other key areas.
- Ensure that the renter contact information is known.
- 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 and stay until all renters have departed.
- 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.
- If anything needs fixing that is vital to the event, contact property team in a timely manner.

During Event:

- Maintain a pleasant and gracious atmosphere that reflects RPC's hospitality and mission statement.
- Be available to assist with any questions that need to be answered.
- Make sure all entrances/exits stay clear. Ensure no doors are blocked open/closed.
- Ensure the renter does not access unauthorized areas of RPC (e.g. food pantry, sanctuary, cemetery, pavilion, etc.).
- Ensure renter does not park on the grass (essential due to our septic system).
- Ensure that no alcohol is brought on RPC property. If this happens, both stewards will approach the contact person and advise them to remove the alcohol or RPC will contact the police.
- Ensure that all contract/agreement provisions are followed at all times.
- Calling, if necessary, Police, Fire, or Medic for any emergencies.

After Event – See Checklist at Bottom of this Document:

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 (this can be accomplished via sending link to agreement on church web site).
2. The reason for 2 stewards for large events 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.
6. If the Stewards don't fulfill their duties, their pay will be docked at the discretion of the Property Team and future Steward assignments will not be a possibility.

Steward Affirmation of Responsibilities:

I have read and understand the roles/responsibilities of being a steward for RPC. Additionally, I have read and understand the provisions of the facility rental agreement, including knowing who my

contact individuals are for the renter and RPC property committee.

I confirm that this work is done on my own accord and I agree to hold RPC harmless regarding any actions, incidents, injuries or other factors attributed directly or indirectly to this event.

It is my responsibility to declare any income derived from being steward to the proper taxing authorities and I am not an employee of RPC.

Steward Name [printed] _____

Steward Signature _____

Date Signed _____

Steward Post-Event Checklist:

Validated (check mark)	Area to be Validated by Steward(s)
	Steward cleans the facility and properly disposes of trash. This includes sweeping and /or spot mopping all floors, if needed.
	Ensuring that trash outside has been picked up and properly disposed of.
	Staying after the event and ensuring that the bathrooms are clean and restocked. Includes emptying of trash cans and placing trash in bins provided at back of Fellowship Hall.
	Ensuring the kitchen is clean and counters are wiped off.
	Taking out any remaining trash. (Note: bag and dispose of garbage in the trash cans behind the Fellowship Hall.)
	Ensuring heat/air is operating as scheduled or turn heat to 62 degrees and air to 85 degrees at conclusion of event.
	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).

Steward Affirmation of Completion of Responsibilities:

I affirm that all the areas above have been properly and completely addressed. This affirmation is a requirement of the compensation associated with this event.

Steward Name [printed] _____

Steward Signature _____

Date Signed _____