

Windsor Baptist Church, 213 Little Conestoga Road, Uwchland, PA 19480

**Church Building and Grounds -- Donation and Storage Policy  
Prepared by the Deacon Board - February 2018**

**INTRODUCTION**

There is a need for better stewardship regarding physical items donated and/or stored in the Church building and upon its grounds. The Deacon Board is the body responsible for the general stewardship of these facilities. Together with the Elders, the following policies and procedures have been established.

**DEFINITIONS**

**Donated Items (excluding monetary donations):**

--- any items brought to or placed within the church building or upon its grounds by a donor, who understands that these items become the property of Windsor Baptist Church once they are accepted by a duly authorized representative of the church.

**Stored Items:**

--- items stored within the church building or upon its grounds which are the property of the church.

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**Special Note:** Items belonging to the Academy, Preschool, or any ministry of the church remain under the control of those departments/organizations with the oversight of the Deacon Board.

**Temporarily Stored Items:**

--- any items brought to or placed within the church building or upon its grounds for temporary use and storage by their owner, who retains ownership. (Temporary items must be removed after their use or the event has concluded.)

**General Inventory of the Building and Grounds:**

--- a written record of all items of value within the Building and upon its grounds; these are items not permanently attached or installed.

**Loan-Out:**

--- property of the church available to be loaned out on a temporary basis.

**Lost and Found:**

--- any items which are inadvertently left in the Building or upon the grounds by their owner, whose intent was neither to store them or donate them.

**Duly Authorized Representatives of the Church (DAR):**

--- WBC Deacon Board

## **PROCEDURES**

### **A. Donated Items (excluding monetary donations)**

1. Any consumable items (such as pens, markers, paper, chalk, etc., useful in classes or for crafts) may be donated through the Christian Education, Academy, or Preschool Director(s) as long as there is existing, adequate storage space.
2. To donate any other items to the church, individuals must receive written permission from the DAR prior to delivery and acceptance.  
(see *Attachment A*)
3. It will be understood that the donated items become the property of the church; the donor relinquishes ownership and authority over the use and disposition of the items, though certainly the donor's wishes will be considered.  
(per language in *Attachment A*)
4. Any donated items not considered consumable will be added to the Church Inventory at the time of donation.

### **B. Stored Items**

1. These items are to be included in the Church Inventory, which is to be maintained by the Deacon Board.
2. Use or disposition of these items is under the general control of the Deacon Board, with respect paid to the views of the Elders, School Administrators, and church ministry leaders. Final disposition, in the event of conflicting views, shall be up to the Deacon Board.

### **C. Temporarily Stored Items**

1. Items defined under this heading may be stored only after the completion of a written agreement signed by the owner of the items and the DAR.  
(See *Attachment B*)

### **D. Lost and Found Items**

1. The Deacon Board will have authority over all items which are left inadvertently in the building or upon its grounds.
2. On a semi-annual basis, the Deacons will oversee the placing of all such items in an appropriate area and publish a general notice about these items in the church bulletin. (Known owners shall be contacted for removal of their items.)

3. Following the posting, all items still remaining in the building or on the grounds after an additional two-week period will become the property of the church, and will be subject to use or disposition by the Deacon Board.

## **E. Loan-Out Policy**

1. Some items belonging to the church have traditionally been made available for temporary outside use. This should continue, as it is good stewardship and outreach to be able to provide for some temporary needs such as camps, reunions, community events, anniversaries, etc.

2. Anyone desiring to borrow any items belonging to the church must contact the DAR, who is to consult with others in the church as needed.

3. If the DAR determines that it would be acceptable to loan out the items, the agreement in Attachment C should be completed prior to the loan out.

Attachment A  
Windsor Baptist Church  
Donation Agreement Form (for non-monetary items)

Name of Donor:

\_\_\_\_\_

Address of Donor:

\_\_\_\_\_

\_\_\_\_\_

Phone # of Donor:

\_\_\_\_\_

I agree to donate the following items to Windsor Baptist Church.

DESCRIPTION OF ITEMS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is my desire that the items listed above be used by the church in the following manner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand, however, that upon acceptance by the church, these items become the property of the church, with use and disposition to be determined by those officials of the church authorized to accept them.

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Church Representative

\_\_\_\_\_  
Date

Attachment B  
Windsor Baptist Church

## Temporarily Stored Items Agreement Form

Name of Owner:

\_\_\_\_\_

Address of Owner:

\_\_\_\_\_

Phone # of Owner: \_\_\_\_\_

I agree to temporarily store the following items in (or at) Windsor Baptist Church subject to the conditions listed below. I agree to not hold the church liable for any claim of damage or loss suffered while these items are in such storage.

### DESCRIPTION OF ITEMS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that I retain ownership of the temporarily stored items.  
I plan to remove these items from the church property no later than

\_\_\_\_\_.

Date

If I do not remove them by that date, I will either make further written arrangements to continue storage, or their use/disposition will be at the discretion of the authorized church officials. If there is a cost to dispose of these items, I understand that I am liable for that cost.

\_\_\_\_\_

Signature of Owner

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Church Representative    Date

