

EAST SHORE BAPTIST CHURCH

POLICY 500-03

LOANING OF MATERIALS/EQUIPMENT

Controlling Ministry: Church Office & Ministry Leaders

Revision: Initial Issue

Effective Date: March 22, 2006

1. PURPOSE

This policy relates to the loaning of church-owned materials and/or equipment to any party (church member or area church/ministry).

2. SCOPE

This policy applies to all pastors, staff, congregational members, and outside parties.

3. POLICY STATEMENT

The Church has been blessed with materials and equipment either through purchase or gifts.

In order to be good stewards with the items that the Lord has entrusted into our care for the furtherance of His Kingdom, this policy will be enforced regarding the borrowing of items.

4. PROCEDURE FOR LOANING MATERIALS/EQUIPMENT

- All requests for materials and/or equipment must be made and approved through the Church Office.
- After the request is received, the Church Office will check with the Ministry Leader(s) that may be responsible for the requested item(s). If the church does not plan to use the item(s) during the period it is to be loaned out, the request may be approved. If there is no Ministry Leader in the specific area, the Pastor(s) will make the final approval.
- The person borrowing the item(s) must complete form 500-03 (form attached).
- In the event the item is damaged or lost while it is in the possession of the borrower, the church may request a replacement or remuneration.

5. LIMITATIONS:

- Because some equipment is essential to the operation of our various ministries, it may not be available for loan (e.g. sound and multi-media equipment is not available for loan).