

ST. ANDREW'S LUTHERAN CHURCH & CAMPUS CENTER

SEXTON PROGRAM Policies and Guidelines



I. Basic Assumptions

- A. Sextons have a unique opportunity to worship, study, and play in the same place. This program is designed to be a positive experience for all involved with life at the Campus Center.
- B. Please remember that while the Campus Center is your home, it is also a public place for the enjoyment of all UW students, especially those who seek to worship here and grow in their faith.
- C. Those involved in the life of the church also need to remember that the Campus Center is also the primary residence for you.
- D. Regular attendance in worship services, programs, and other activities sponsored by St. Andrew's is encouraged.
- E. This is a unique living situation involving public church spaces and therefore you may be inconvenienced at times (i.e. sharing facilities, regular events that might require flexibility, failure of others to clean up after themselves, etc.).
- F. Please show proper decorum and the suitable conduct, including avoiding foul language in public settings of the church.
- G. The Sextons job is to be considered primary. Any additional outside jobs must not consistently interfere with completion of Campus Center duties. For this reason all outside jobs must be approved by the council's program manager.

II. Terms of Residency

- A. Time Frames
 1. Sextons will apply for a school year and may extend to summer term if approved.
 2. Staying at the Campus Center during school breaks is not required, but sextons should speak with the program manager and other sextons to coordinate dates when they will be away and work together to provide for a clean facility in their absence. Sextons are expected to complete all cleaning duties before leaving for any break.
 3. A refundable room deposit equal to the utility fee is required. This deposit should be paid prior to moving in. The deposit will be returned in full if the following conditions are met:
 - a) Your room is clean and in good condition.
 - b) All food and property is removed from the refrigerator and kitchen cabinets, as well as any other storage areas in the church, unless other arrangements are made.
 - c) All keys to the church property are returned to the program manager or pastor.
 4. Deductions from the deposit may be made under the following conditions:
 - a) Failure to leave your room and kitchen areas clean when moving out will result in a deduction of \$10 per hour to rectify the condition.
 - b) Any damage to church property incurred by you will result in a deduction equal to the cost of the repair.
- B. Fees
 1. Each sexton is required to pay a monthly non-refundable utility fee. The total for each month is to be paid in full before the first day of the month.

- 2. The utility fee will be assessed for the months of September through April.
- C. The utility fee is \$150 for a single room outside the apartment, \$100 per person sharing a room outside the apartment, \$300 for a single person in the apartment, and \$225 per person sharing the apartment.
- D. Room assignments and a center manager will be decided by a council appointed committee.
- E. The center manager will receive a \$50 reduction in the utility fee.
- F. Periodic meetings may be required to foster communication and cooperation.
- G. Discipline Policy
 - 1. If you exhibit poor behavior, you will first receive a warning from the center manager.
 - 2. Any second offenses will be discussed with the council's program manager to discuss potential consequences.
 - 3. If matters are not remedied, the council will be informed to determine what future actions need to be taken. Potential consequences may include extra work, fines, etc.
 - 4. As a last resort, you may be asked to move out of the Campus Center. If such happens, you will have 15 days to vacate your room.

III. Work Requirements

- A. Specific weekly work duties will be assigned as listed on the daily and weekly cleaning sheets.
- B. Daily and weekly cleaning sheets shall be initialized as work is completed.
- C. Sextons are expected to complete all assigned weekly duties with a special emphasis on cleanliness for Thursdays and Sundays which are the most visible times of the week.
- D. You are responsible for arranging your weekend plans with the other sextons so that you are in the Campus Center a minimum of 2 weekends per month and at least 1 sexton is in the Campus Center each weekend during the regular school year.
- E. All church duties must be completed before services, or before you leave for a weekend.
- F. Purchasing Supplies
 - 1. Purchase of supplies should be coordinated by the center manager.
 - 2. You may purchase supplies and be reimbursed by the church. Receipts must be submitted to the church secretary.

IV. Use of the Facilities

- A. All personal items must be kept in your room. Take them back to your room when you are not using them (i.e. do not leave personal items in the TV lounge or library when you are gone to class, etc.).
- B. Cabinet and refrigerator space in the kitchen will be provided for sextons who would like to use it. Food should be clearly labeled as sextons.
- C. Only small pets (fish, bird, etc.) will be allowed and only after consulting the program manager.
- D. Unless otherwise determined in conjunction with the program manager, the building will be opened every day at 8 a.m. and locked down at 10 p.m.
- E. Hours may vary over breaks but will be decided in conjunction with the program manager.
- F. Sextons will be expected to cooperate in developing a plan for kitchen & shower.
- G. Parking issues will be determined at an initial sextons/managers meeting.
- H. Quiet hours will begin at 11 p.m. (Sunday-Thursday nights) and 1 a.m. (Friday & Saturday nights). However, please be respectful of the needs of other occupants and those who use the facilities even when it is not quiet hours.

V. Guests

- A. Friends are welcome at St. Andrew's and may also use any and all of the public areas of the church along with you.

- B. Friends also need to be respectful of issues of decorum and the suitable conduct expected of church members.
- C. Discretion should be used when inviting a guest to stay overnight. Girlfriends will not be allowed to stay overnight. Any violation of this rule may result in the immediate eviction from the premises.
- D. You must be staying at the Campus Center when your guest stays overnight.
- E. Consult with the program manager and other inhabitants before inviting a guest to stay overnight.
- F. Inform your guest what actions are fitting for staying in the Campus Center, as you are responsible for your guest and their behavior.

VI. Internet and Wireless Usage

- A. The St. Andrew's DSL/wireless network is used by staff in the performance of their duties and is also accessible through the provided passwords to students, congregational members, sextons and others who frequent or visit our facilities.
- B. Sextons are welcome to also use the guest computer provided in the library as needed, provided that its usage is not monopolized.
- C. Activities and downloads that require large amounts of bandwidth are to be limited to times that the building is closed.
- D. Online gaming is prohibited between 8 a.m. and 7 p.m.
- E. No wireless access points, additional routers, or ethernet cables, etc, are allowed to be connected to the church network without prior authorization.
- F. Sextons may plug ethernet cables directly into the network during times that the building is not open to the public provided that there is adequate light so that they are seen, caution is given to avoid tripping hazards, such equipment does not interfere with normal network operations, and all such cables are removed by the opening of the building the next day.
- G. Accessing internet bandwidth from privately owned wireless networks without the express written consent of the owner is illegal & prohibited at all times.
- H. The illegal use of file sharing (through peer-to-peer programs or services such as Kazaa or LimeWire) is prohibited at all times.
- I. Guests of sextons may also make use of the St. Andrew's wireless network and guest computer provided that they also adhere to these guidelines.
- J. It is the responsibility of sextons to make sure that guests are aware of what is permissible according to these guidelines.
- K. Any questions or concerns about DSL/wireless usage or suggestions to improve the network are to be addressed to the president of the congregation, Tim Hu.
- L. Other situations may arise that necessitate further restrictions from time to time as conditions warrant. Notifications will come from Tim Hu if such becomes necessary.
- M. Any violation of these guidelines may result either in the limitation or suspension of internet/wireless privileges, and in the case of illegal activity, the immediate expulsion of the sexton from the premises.

VII. Consumption of Alcohol / Illegal Drugs

- A. Great sensitivity should be exhibited at all times in regard to the use of alcohol on the premises.
- B. If you are 21 years of age or older, you are permitted to have alcoholic beverages. However:
 1. Do not give to minors.
 2. Do not appear intoxicated to visitors.
 3. Alcohol must be stored in the sexton's own room.
 4. Alcohol can only be consumed in the sexton rooms during regular hours.

- C. Alcohol may be used in the public areas of the church after hours though great caution should be used. All other guidelines apply, and any such areas should be cleaned up before going to bed.
- D. If you are under the age of 21, you are not permitted to have alcoholic beverages on the premises.
- E. The possession, use, or distribution of illegal drugs by a sexton is prohibited.
- F. Any violation of Section VI may result in the immediate expulsion of the sexton from the premises.

VIII. Smoking

Smoking is not allowed anywhere inside the premises or in front of the building.

I have read the above and agree to these policies and guidelines:

Sexton Signature: _____ Date: _____