

First United Methodist Church  
Van Alstyne, Texas  
Guidelines for Display of Material and Decorations  
Revision 1.1

## **Scope**

This document will provide guidelines to be used to regulate the display of decorations and other material in or on the buildings of the First United Methodist Church. The document, including revisions will be maintained by the Board of Trustees and approved by the Church Council.

## **Authorized Persons**

The following persons are authorized to display notices or decorations in the church buildings:

The pastor and paid church staff  
The choir director  
The members of the Board of Trustees and their designees.  
Sunday School teachers  
Chairpersons of any church committee (or designated representative)  
WEE School Directors, teachers, teachers' aides and committee chairpersons  
President (or designated representatives) of the UMW and the Quilters' Guild

## **Guidelines**

### ***Temporary Notices***

Bulletin boards should be utilized for any information that has a lifespan of less than 2 months. If a bulletin board is required in an area of the church, please bring it to the attention of the Board of Trustees.

Bulletin boards may be designated for specific uses and should be labeled as such.

**Attachment to a bulletin board** may be made with tape, staples or brightly colored push pins. Thumb tacks should not be used.

## ***Decorations***

Decorations are those things that are intended to be displayed for a period in excess of two months. Examples include religious symbols, learning materials, posters, calendars, teachers names, and student names.

Decorations may be applied directly to the walls, interior doors and interior windows in the church buildings. Approved application methods are limited to adhesives that can be removed without damaging the permanent surface.

In rare circumstances, mechanical fasteners (push pins, nails, screws, etc.) may be used to attach more substantial displays to wall surfaces. Mechanical fasteners should not be used on doors or windows or window frames. If the decoration must be removed or relocated and not replaced with another decoration, the fastener must also be removed. Any resulting visible damage to the walls should be reported so as to allow for prompt repair.

Care and planning should be exercised to minimize modifications with a goal of reducing damage to the walls. When in doubt check with a member of the Board of Trustees.

## ***Exterior Signs and Decorations***

Decorations or other displays shall not be affixed to the outside of the building or displayed anywhere outside of the buildings on church property without the permission of the pastor or the chairman of the Board of Trustees.

Exceptions to this guideline are seasonal decorations (see below).

Information to be displayed on the permanent church sign is at the direction of the pastor or a person designated by the pastor.

## ***Seasonal Decorations***

Church decorating committees are hereby empowered to display decorations in the church or on the church property for periods of less than two months following the guidelines listed above for decorations. This includes religious holidays and Vacation Bible School.