

Line	PSDiC Operating Parameters (4/5/23)
1	The Board and PSDiC leadership will review this document biannually. The first review will be conducted the first week of June, 2023 and November, 2023.
2	Changes to these parameters may be made by the Board in consultation with the PSDiC outside of the biannual review process.
3	
4	PSDiC operations must be in accordance with federal, state, and local ordinances and codes; insurance and liability requirements (TBD); and Church bylaws and policies.
5	The PSDiC is a Church committee and will follow Church systems of operation (TBD).
6	Changes to PSDiC regular scheduled operating hours/days must be approved by the Board.
7	
8	
9	The PSDiC will not operate during the following times: like the week prior to the Gingerbread Fair, the weekend of the Gingerbread Fair, and Christmas Eve. There needs to be a 3-week notice to the PSDiC before a Sunday event in the vestry.
10	The PSDiC will continue to pay for their own consumable goods, cleaning supplies, professional cleanings, and make a monthly financial contribution to the general Church fund for utilities and printings. Amount TBD by Finance Team.
11	
12	
13	The PSDiC will work towards Saturday operation instead of Sunday.
14	
15	
16	
17	
18	
19	
20	The PSDiC will notify the Board when a guest has been issued a No Trespass Order by the police; if action has been taken under the Disruptive Persons Policy; or if they have been counseled and have a Behavioral Contract. Information will be added to a binder for anyone who wants the information. The binder will be kept in the office.
21	The PSDiC entrance will be the keypad door direct to vestry. If there is an event (such as a wedding or funeral), the PSDiC will use the kitchen entrance to go in and out.

22	
23	
24	There needs to be an open/closed sign (similar to a business) on the side vestry entrance door at the top of the glass for PSDiC guests to know when the PSDiC is open.
25	
26	
27	
28	The PSDiC will install a bike rack in a location that does not block or hinder access to any entrance. Location TBD.
29	All trash must be removed from the building after each operation, either offsite or to an on-site dumpster or trash cans (locked and paid for by the PSDiC).
30	All bathrooms used by the PSDiC must be cleaned after each operation.
31	
32	The PSDiC will install new sharps containers at legally required height in all bathrooms used by guests.
33	The PSDiC will continue to follow their internal Training Manual (current version as of 3/20/23), and will inform the Board when changes are made.
34	
35	The PSDiC will continue to make monthly financial reports to the Church's Finance Committee.
36	Hiring staff and subcontractors needs to follow Church process (TBD).
37	Appliance changes that require electrical or plumbing work must be done by professionals.
38	Damaged equipment and Church property will be replaced to the like or repaired by professionals.
39	There will be a designated contact person who can respond if issues arise when the PSDiC is closed.