



United Church of God Ministries, Inc.

Headquarters Office: 2808 West Temple Street

Los Angeles, CA 90026

--USA Philippines Canada HongKong England India Egypt So. Africa. Zambia Japan South America

RULES AND REGULATIONS PERTAINING TO CHURCH INSTRUMENTS:

1. Each church must maintain a list of all church instruments
2. Each church must designate a Music Director in charge who will be responsible in caring for all musical instruments listed on record.
3. The **Music Director** will be solely responsible in releasing the instruments for practice use and service.
4. All instrumentalists **MUST** take personal accountability of the instrument they handle. **ALWAYS handle all instruments with care.**
5. Music Instruments shall **NOT** be utilized for individual gains particularly for services that are not related to church functions at any time.
6. No musical instruments can be loaned or leased other groups that are non-UCGM members without 80% approval of the National Board members.
7. All UCGM instruments shall be solely used for church ministry functions and services.
8. Children under the age of 18, unless, deemed responsible and approved as a member of the church musical band, will not be permitted to utilize any church instruments unless he/she is under direct supervision of the Music Director of the church.
9. No musical instruments shall be taken home, borrowed, or loaned for any reason.
10. **DO NOT** turn instruments upside down or leave unattended in awkward positions nor should any instruments be left in extreme temperatures.
11. Pad all instruments during transport (*Use towels, blankets, or padded materials, etc., if necessary*) at all times **OR** utilize instrument cases.

AFTER utilization of instruments:

- Always wipe down ALL instruments after use prior to covering and storing.
- **NEVER** leave an instrument unattended for improper use.
- **DO NOT** let children play with guitars, keyboards, drum sets, and microphones.
- **ALWAYS** cover and protect instruments when **NOT** in use.
- Stow away all instruments in storage until next time.
- Keep a key/pad lock for instrument storages.
- All microphones shall be stored away after cleaned and wiped down.
- Tambourines and other handheld instruments shall be stored properly.

