

Alcohol, Smoking, Cannabis and Prescription Drug Use Policy at St. Timothy's



In accordance with the requirements and recommendations of the Diocese of California, St. Timothy's Episcopal Church observes the following policy regarding the presence of alcohol and other substances at church functions and on church property:

1. Alcoholic beverages and food containing alcohol shall not be used when the business of the Church is being conducted, or to promote attendance at any business function.
2. Smoking is only authorized in designated areas.
3. Cannabis in any form is not be used, offered or sold at any St. Timothy's functions or by any outside groups using the facility.
4. All prescription drugs must unavailable to others besides the prescription holder or designated adult.
5. If anyone shows substance impairment, the leadership and clergy will take every step to insure they are not driving.
6. When alcohol is served, it must be monitored and those showing signs of intoxication must not be served. Whenever alcohol is served, the rector, or priest-in-charge must appoint an adult to oversee its serving. That adult must not drink alcoholic beverages during the time of his or her execution of his or her responsibilities and must take responsibility for intoxicated persons (which may include providing transportation home).
7. The groups or organizations sponsoring the activity or event at which alcoholic beverages are served must have permission — in writing — from the clergy or the vestry. This permission is to include the name of the designated overseer/monitor.
8. All applicable federal, state and local laws should be obeyed, including those governing the serving of alcoholic beverages to minors. In California this also includes evaluating whether a temporary liquor license is necessary to serve alcoholic beverages. (Required when, *among other circumstances*: walk-in attendance of the public is allowed, a fee is charged for drinks or admission, fundraising activities occur, etc.) Full information and applications can be found at <http://www.abc.ca.gov/Forms/PDFSp.html>
9. If hard liquor is served, a California Responsible Beverage Service (RBS) certified server is expected and encouraged for beer and wine service.
10. Alcohol should not be available or served at congregational events *specifically for minors*. If minors are present at events, alcohol must be served at a separate station that is monitored at all times to prevent underage drinking.
11. The serving of alcoholic beverages at church events should be publicized as an attraction of the event on a very limited basis. "Wine and cheese reception," "cocktail party" are discouraged.
12. When alcoholic beverages are offered, non-alcoholic beverages must also be made available, and food must be served. Non-alcoholic beverages must be served in an equally prominent and accessible manner as alcoholic beverages.
13. Any food or beverages made with alcohol must be clearly labeled. This includes any food in which alcohol has been cooked-out.
14. Invitations to events where alcohol is served shall be made only to members of the parish, guests and friends, never to the general public.
15. Any alcohol stored on church property should be in a locked cabinet, room, or closet. Key access should be limited and restricted to members of the clergy and church wardens or appropriately designated person. As with all congregational keys, this key holder must be current with safe church certification.
16. This policy is to be made available to all members of the congregation and shall be disseminated to all users of church facilities. It shall also be part of the use agreement for persons or organizations using St. Timothy's space.
17. The final responsibility for the distribution of and adherence to these guidelines lies with St. Timothy's clergy, wardens and vestry.