

MEMORIAL CONGREGATIONAL CHURCH of Sudbury, Inc.
Alcohol/Substance Use Guidelines

The purpose of this document is to set standards for the use of alcohol and other substances at MCC-sponsored events or activities occurring on or off the premises of Memorial Congregational Church (MCC) in Sudbury, Massachusetts. It is intended to promote health, hospitality, and wellbeing in our congregation and the communities we serve.

In developing these guidelines, MCC's Church Council seeks to provide a safe and welcoming environment for all people, including those in recovery, those who choose not to drink, as well as children, youth, and adults of any age. At any event where alcohol is served, it should be consumed responsibly and in moderation.

1. Prior to any MCC-sponsored event of more than 12 people, the use of alcohol must be approved by the Church Council. For each such event, an event coordinator shall be named and provided with a copy of these guidelines in order to ensure that event planners and workers are aware of and make a good faith effort to comply with these expectations. All communications about the event shall notify potential participants that alcohol will be served.
2. Only beer/wine/champagne may be served (no hard alcohol).
3. Food must be served when alcohol is served. Any food or beverage containing alcohol must be clearly labeled as such. Equally attractive and plentiful non-alcoholic food and beverages must also be available.
4. Alcohol must always be served from a central, designated location. Wine/champagne bottles shall not be allowed on tables, and alcohol may not be offered in a self-serve fashion. Alcohol must be served by a TIPS (or equivalent) certified bartender** with the following exceptions: a) For events of 12 people or fewer, alcohol may be served by a designated individual server. b) Wine may be served by the pastor and his/her designees when used for liturgical purposes (defined as use during communion and other worship related events).
5. It is suggested that a non-drinking designated driver(s) be available at on-site or off-site events to offer rides to other participants.

6. Alcohol should not be left in any area of the church that is accessible to children or youth. During events, including set-up and clean-up, alcohol not in use must be stored in monitored, and preferably locked, areas. No alcohol should be stored at MCC prior to the day of the event, and all alcohol should be removed from MCC premises promptly upon completion of events.
7. No alcoholic beverages may be brought out of the building (except in closed containers when they are being removed at the conclusion of the event).
8. The consumption of alcohol on Church premises shall comply with all applicable laws and regulations of the Town of Sudbury and the Commonwealth of Massachusetts. To that end, for events where an admission fee is proposed to be charged or alcohol proposed to be sold, the event sponsor must obtain a one-day liquor license from the Town of Sudbury in accordance with town law. A copy of the town's permit must be provided to the church office a minimum of one week prior to the event, and the event sponsor must make the permit available during the event for inspection by Town officials should one appear and request it. No person under legal drinking age (21 years) is allowed to consume alcohol on premises or at church-related events.
9. Events where alcohol is offered as a prize, such as a fundraising event, are permitted only with prior approval from the Church Council. Prizes are to remain unopened during the event and remaining bottles are to be stored in a locked location.
10. Hosts for MCC-sponsored events (e.g., Guess Who's Coming to Dinner, Women's Night Out, etc.) held in homes or at other off-site locations are charged with monitoring the moderate and responsible consumption of alcohol and doing their best to ensure the safety and well-being of all guests. Any other venue-specific policies should also be observed.
11. Any usage of tobacco, cannabis, vaping products, or illegal substances is prohibited on the church premises, including parking areas and other grounds outside of the building.
12. If youth under 21 years old are on the premises for MCC sponsored events, alcohol may be served under the following conditions:

- a. Supervised childcare is provided in a separate space on the premises and minor children (<21.y.o.) do not participate in the function, or:
- b. The event coordinator establishes procedures to prevent minor children (<21 y.o.) from consuming alcohol. Controls shall be put in place to ensure that designated servers/bartenders provide alcoholic beverages only to those of legal drinking age, that containers/cups/glasses containing alcohol are not left unattended, and that minor children are supervised, and:
- c. Parents of minor children are in attendance and/or give consent for their minor children to be present.

13. This policy does not apply to tenants of the parsonages and their guests while they are within and using the parsonage as a residence.

****Note:** TIPS certification (Training and Intervention Procedures for Servers of Alcohol) trains servers how to identify signs of inebriation and handle those who appear inebriated, how to keep alcohol out of the hands of minor children, and how to follow all applicable state and local laws. The Town of Sudbury regulations require a TIPS certified and insured bartender be provided at events where there is a charge for alcohol in order to comply with its one-day license requirements. We are considering providing TIPS training for volunteer MCC members so that they may serve in this capacity if Council deems it appropriate. TIPS is an online course that requires a 3 hour time commitment and costs \$40.

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