

**Hillsboro First United Methodist Church  
Office & Electronic Equipment Policy**

1. All who use the copy machine should receive proper instructions on operating the machine  
**As a witness to our Christian values, we urge that all who use our copier observe all copyright laws.**  
All usage should be for authorized church activities and ministries  
Any malfunction shall be reported to the pastor/church secretary/trustee.
2. The audio duplicating machine is for church ministry use.
3. Organizations that meet in our church may also use the A/V equipment after obtaining permission and instructions.
4. Only properly instructed persons from the church will be allowed to operate the sanctuary sound system.
5. Use of the church office computer on church related matters should be cleared with the church secretary.