

## RECORDING SERVICES

### Policy

Members of the Metropolitan United Church Men's Club record and distribute audio and video recordings of our Sunday morning traditional services of worship. The Recording Desk is a branch of the Men's Club and has been in existence since the ministry of Dr. George Goth.

### Procedures

1. On every Sunday from September through June, audio and video recordings are made of the eleven o'clock worship service. Copies are made available to borrow or purchase at the Recording Desk in the Great Room during Café Metro and after the 11 a.m. service of worship.
2. Alternatively, CDs and/or DVDs may be requested through our website at [metropolitanchurch.com](http://metropolitanchurch.com) and picked up the following Sunday morning at the Recording Desk.
3. Audio CDs of a service or sermon are available; video DVDs of a service are available. There is a small charge to cover purchased materials. Copies may be ordered and picked up the following Sunday.
4. The proceeds from the sale of CDs and DVDs are recorded and deposited regularly to the Metropolitan Men's Club bank account by the Recording Desk attendant.
5. In November each year, the Men's Club reviews this policy with its members. If changes are recommended, a revised policy is then submitted to the Board of Elders for approval.

### Related Metropolitan Policies

Men's Club Terms of Reference

RECORDING SERVICES	
Approval Meeting of the Board of Elders:	February 2014
Approval by Men's Club:	November 2013
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Group/Committee Responsible:	Men's Club