

PURPOSE CHURCH Bylaws (Adopted January 19, 2016)

These Bylaws are made part of the Constitution of Prairie Ridge Community Church also known as Purpose Church (the "Church").

Article I Code of Conduct

As Disciples of Jesus Christ, Church staff, Church members, and Church volunteers (the "Purpose Partners") shall dedicate themselves to conduct ministry according to the ethical guidelines and principles set forth in the Bible and enumerated in this Code of Conduct, in order that their service shall be honoring to the Lord, in accordance with the Purpose of the Church, that their service shall be beneficial to the Christian community, and their lives be a witness to the world.

- A. Devotional Life. Purpose Partners shall nurture their devotional life through a regular time of prayer, reading of the Scriptures, and Biblical meditation. They will faithfully use their time and energies as Disciples of Christ.
- B. Accountability. Purpose Partners shall share their worship and spiritual growth experiences (good and bad) with others. We do this for encouragement and not judgment.
- C. Ministry. Purpose Partners shall accept their role as a minister. They will not consider themselves "just a volunteer." If called to serve in God's Kingdom, they are called to minister to God's people, for God's glory.
- D. Prayer. Purpose Partners understand that the enemy (Satan) does not want people to grow in the Lord. The best way to be a warrior for Christ is through prayer. Purpose Partners will make it a habit to continually pray for those to whom they minister, for teammates, and for God's glory in events and gatherings.
- E. Unity. Purpose Partners shall guard their tongues and use words that lift others up rather than tear them down. Thoughts and ideas shall be shared in a respectful manner. When conflicts arise, submission of Prairie Partners to the Holy Spirit and Church Leadership will keep the entire ministry moving in unity. Unity is vital to keep the Spirit of God moving throughout the congregation.
- F. Preparation. Purpose Partners shall prepare for their tasks in advance and become knowledgeable about their particular area of ministry to others.
- G. Finances. Purpose Partners shall be honest and responsible in their finances by tithing and giving generously to the Church, giving also to other God-honoring causes, paying all personal debts on time, and living a Christian lifestyle.
- H. Purity and Blamelessness of Speech. Purpose Partners will be truthful in their speech, never exaggerating the facts, misrepresenting self or others, or communicating gossip.
- I. Attitude. Purpose Partners will seek to be Christ-like in attitude and action toward all persons regardless of race, gender, social class, religious beliefs, or position of influence within the church and community.
- J. Following the Example of Christ. Purpose Partners will seek to be servant-ministers of the Church by following the example of Christ in faith, love, self-sacrifice, wisdom, courage, and integrity.
- K. Walk Carefully. Purpose Partners as Disciples of Jesus Christ are not to live a dissipative lifestyle in regard to the following: drunkenness, substance abuse, addictions, or anything which takes preeminence over Jesus Christ. (Ephesians 5:15-18; Colossians 3:5-11)

- L. Loving Conduct. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Unbiblical behavior or attitudes directed toward any individual or group are to be repudiated and are not in accord with Scripture nor the doctrines of Purpose Church.
- M. Attire. Purpose Partners shall dress modestly, in conformance with one's biological sex.
- N. Use of Facilities. Purpose Partners will use the restrooms, locker rooms, and changing facilities in conformance with one's biological sex.
- O. Sexual Conduct. Prairie Partners will abstain from all intimate sexual conduct outside the marital union of one man and one woman according to the Bible and Article IV of the Constitution.
- P. Agreement with Statement of Faith. All Purpose Partners must read and consider the Statement of Faith of the Church as outlined in Article III of the Constitution of the Church. If disagreement exists, we ask that volunteers not be divisive among the body about that disagreement.
- Q. Teaching. Purpose Partners seeking to participate in ministry as new teachers or home group leaders must receive approval by the board of elders.
- R. Code of Conduct. All Purpose Partners must sign a statement affirming they are willing to abide by the Code of Conduct as outlined in Article I of the Bylaws of the Church.

Article II Member Requirements

Refer to Article V of the Constitution, the membership application, and membership covenant.

Article III Safety Policy for Children's and Student Ministry

The Purpose Church *Safety Policy for Children's and Student Ministry Volunteers* exists to build a safe, nurturing environment in which the church objectives can be accomplished. The principles and requirements set forth herein are mandatory for all volunteers and recommended for the church staff. Outside groups which are hosted at Prairie Community must also comply with these guidelines. In this document, "**youth**" includes all minors from birth through high school seniors. "**Church staff**" refers to the Senior Pastor, Associate Pastor, Children's Ministries Coordinator and Ministry Coordinator. "**Safety Committee**" refers to a group of no more than three individuals who serve to maintain a safe environment at Purpose Church.

This policy is not meant to restrict the type and scope of our ministries. Rather, it allows for greater freedom to confidently minister to our youth, knowing that their safety and welfare needs have been addressed. This policy statement is not only for the benefit of our youth, but provides credible witnesses for a volunteer in the event of an allegation.

Adherence to the following policy is mandatory for all persons who wish to become involved in ministry to children and youth at Purpose Church on a volunteer basis. *The church staff members will also endeavor to follow the requirements set forth in the policy, however, it is recognized that there will be circumstances where the church staff members, in carrying out their job duties, will not be able to comply with all of the requirements.*

- A. Application Process. All volunteers must complete an **Application for Children’s or Student Ministry Involvement** and be interviewed by a member of the church staff. Signing the application gives the church staff permission to check references and to verify personal information.
- B. Criminal History Check. All volunteers must complete and sign a **Request for Criminal History Check Authorization** which allows the church to have a criminal history check performed. Passing the criminal history check is required of all our volunteers working with youth no matter their length of ministry at Purpose Church or other ministry.
- C. New Attendees. Current Purpose Church attendees who have successfully completed the application and criminal history check process, but have not been an attendee for a minimum of six months, may still help as an assistant to a Purpose Church teacher in Children’s or Student Ministries.
- D. Team Ministry. Volunteers working with children up to five years of age will form teams of at least two people on duty, one of which must be an adult. Volunteers may individually supervise groups of children over five years of age; however, no volunteer will be allowed to supervise an individual youth. A “junior helper”, a person under the age of 18 years old, who assists the teacher or group leader, will be given responsibilities suitable to his/her capabilities.
- E. Counseling. If a situation exists where a youth needs to be met on a one-to-one basis for counseling, one of the church staff will conduct such a meeting.
- F. Identification. Purpose Church’s child-parent identification procedure will be adhered to by all volunteers.
- G. Over-night youth functions will include proper adult supervision, parental and youth understanding of acceptable behavior and rules, and written parental permission. H. Monitoring. Youth activities will be randomly monitored by the church staff.
- I. Reporting. Each adult volunteer will be instructed in the procedure and criteria by which suspected child abuse must be reported.
- J. Allegations. In the event of an allegation of abuse the volunteer must report the situation in question **immediately** to a church staff member and/or a member of the Elder Board.
- K. Affirmation. Each potential volunteer will read and sign the following statement, indicating that he or she understands and agrees to these policies.

Article IV Required Checks Per Position

The chart below indicates which checks are required for each position.

Personal Information will be kept confidential, locked in a secure location with limited access by the Senior Pastor, Safety Committee, Ministry Coordinator and other key volunteers as necessary. Purpose Church will guard personal information and reputations with the utmost of integrity and Christian love.

Position	Criminal History Check	Credit Check
Senior Pastor	X	X

Associate Pastor	X	X
Ministry Coordinator	X	X
Children’s Ministry Coordinator	X	X
Youth Ministry Coordinator	X	X
Elders	X	
Youth Volunteers	X	
Children’s Volunteers	X	
Accounts Signers and Credit Card Holders	X	X
Safety Committee Members	X	

Article V Staff Members

A. Job Descriptions for staff positions: *(Go to page 12 for Section B)*

Senior Pastor

Job Type: Full Time with benefits and 4 weeks paid vacation
 Location: Purpose Church, Firestone Colorado.
 Overview: Purpose Church is a North American Baptist church that exists to glorify God by worshipping Him, equipping disciples of Jesus Christ and witnessing in and to the world.

Key Areas of Responsibility:

- **Preaching/Teaching.** To faithfully communicate the truth of God’s Word, and to arrange for pulpit supply when necessary.
- **Pastoral Care and Visitation.** To be a true shepherd of the flock (1 Peter 5:2-3), including counseling and visitation, both for special needs as well as regularly scheduled visitation of the membership.
- **Outreach.** To be sensitive to and facilitate strategic missional planning and implementation by helping to equip the church to live the great commandment (Matthew 22:37-40) and fulfill the great commission (Matthew 28:19-20) both locally and globally.
- **Discipleship.** To take an active role in assisting the people in their spiritual growth and development and in the discovery and exercise of their spiritual gifts.
- **Leadership.** To provide overall leadership and direction for the church, serve as an Elder and work closely with the Board of Elders in vision casting.

Expectations:

- To spend quality time in prayer and study and preparation for the preaching and teaching of God's Word.
- To meet regularly with the Board of Elders, as well as periodically with other committees as deemed beneficial.
- To be willing to abide by the Church Constitution and to fully affirm the Statement of Faith and Code of Conduct of Purpose Church.
- To be supportive of and participate in the life and activities of the North American Baptist Conference (NABC), and to represent the church where pastoral representation is desirable and approved by the Board of Elders.
- To model a genuine Christian lifestyle – both privately and publicly.
- To perform the rites of the church, such as baptisms, weddings (including pre-marital counseling), funerals, Communion, child dedications, and church membership instruction.
- To coordinate a prayer ministry for the church, especially as it relates to adults.
- In cooperation with others, such as the music leader, to give overall direction to the structure and objectives of the Sunday morning worship services.

Qualifications:

- To have a personal and growing relationship with Jesus Christ.
- To have the personal qualities of an elder as described in 1Timothy 3:1-7 and Titus 1:5-9.
- To have a clear and demonstrable sense of calling to ministry.
- To be a team player and have the ability to work well with staff members and church boards/committees.
- To show evidence of a healthy and balanced family life.
- To hold a Bachelors degree (minimum), and a Masters preferred.
- To have received or be willing to seek ordination or licensure by a recognized church body.

Accountability:

- The Senior Pastor is accountable, first and foremost, to God and His Word, then to the Board of Elders and, finally, to the membership of Purpose Church.

Associate Pastor with Worship Ministry Focus

Job Type: Full Time with benefits and 2 weeks paid vacation

Location: Purpose Church, Firestone Colorado.

Overview: Purpose Church is a North American Baptist church that exists to glorify God by worshipping Him, equipping disciples of Jesus Christ and witnessing in and to the world.

Position

Summary: The Associate Pastor will focus on Worship Leadership, oversight of our Youth Ministry Leader, and a partnership with our Senior Pastor in ministry roles. He will passionately follow Jesus Christ with a heart for serving Him, possess a love for the local church, a passion for outreach, and a commitment to excellence.

ROLES & RESPONSIBILITIES:

Associate Pastor:

- Partner with all staff to promote the entire ministry plan of the church
- In the absence of the Senior Pastor, receive his ministerial phone calls, lead staff meetings, oversee and lead ministerial duties
- Oversee ministry counseling needs from the congregation and requests from the community
- Pray with congregants and guests who express difficulties in their life
- Partner with Senior Pastor in visitation ministry
- Conduct weddings, funerals, baby dedications and baptisms as needed

Worship Leader:

- Report directly to and work closely with the Senior Pastor and/or Elders
- Lead worship in Sunday morning gatherings and other events with an emphasis on entering the presence of the Lord
- Lead, shepherd, and train the worship team volunteers
- Actively seek to recruit, mentor and audition new volunteers
- Responsible for all technical and aesthetic aspects of worship and coordinating volunteers who serve in that capacity
- Responsible for the audio / video recording and dissemination of weekly sermons

Youth Ministry Oversight:

- Provide vision, direction and oversight to leaders and volunteers who provide ministry to our youth
- Actively mentor Youth Ministry Leader
- Represent Youth Ministry needs at Staff Meetings
- Serve as liaison for the ministry with Senior Pastor and Elders

EXPERIENCE & EDUCATION

- Bible school degree preferred
- 2+ years of local church ministry, paid or volunteer
- Recent involvement in worship music and youth ministry in a local church, paid or volunteer
- Ability to read music preferred
- Experience with special musical events preferred
- Choir leadership and/or participation preferred
- Supervisory and oversight skills

ESSENTIAL QUALIFICATIONS

- A mature follower of Jesus Christ with a character consistent with 1 Timothy 3:1-7 and Titus 1:5-9
- A passion and calling for ministry and a love for God's people
- A desire to make disciples
- The heart of a shepherd with the ability to teach
- Genuinely humble and teachable, able to learn and be molded and mentored by more mature believers
- A music minister who desires to take gifting to a pastoral level
- Well-versed in current worship technology (A/V and multimedia)
- Able to work as part of a team, desiring to see others succeed, learning from others, loving others and quick to resolve conflict with others in a godly way
- Takes initiative and is highly motivated to serve God
- Strong written and verbal communication skills
- Gifted in vocal and musical skills
- Exceptional in relational skills
- Well organized with administrative acumen
- Able to lead others well
- In agreement with and hold to the Statement of Faith for Purpose Church www.purpose.church/i-m-new
- Comply with eldership requirements (but will not immediately become an elder)

This job description is not exhaustive. The Associate Pastor may be required to perform other related duties as assigned to meet the ongoing needs of the church.

Ministry Coordinator

Job Type: Full Time with vacation. No benefits.

Location: Purpose Church, Firestone Colorado.

Overview: Purpose Church is a North American Baptist church that exists to glorify God by worshipping Him, equipping disciples of Jesus Christ and witnessing in and to the world.

ROLES & RESPONSIBILITIES:

Ministry Coordination:

- Work with Pastors and staff to create God-honoring ministry at PCC
- Assist with the recruitment, training and coordination of volunteers
- Resource volunteer ministry leaders with appropriate tools for ministry
- Think creatively and suggest ideas to further provide for the needs of congregants and the community
- Consider the functions of church ministries with a critical eye to improve them
- Manage special projects through correspondence, planning, set-up, scheduling, etc.
- Plan or oversee the planning of church-wide events and activities
- Design graphics and promote PCC and its special events
- Work with website administrator for current updates to the website
- Effectively design, and produce weekly bulletins and appropriate weekly communication tools for congregants
- Attend and participate in church services, events, and staff meetings – with an eye to assess and improve their effectiveness

Administration:

- Assist the Senior Pastor in executing his duties as he serves the congregation
- Work with the Chairman of the Board of Elders and Senior Pastor to prepare for Elder Meetings
- Attend monthly Elder business meetings for communication about staff functions. Record minutes of the meetings.
- Handle correspondence with the church and community in a timely, warm, and Christ-like manner
- Maintain / oversee maintenance of data for congregants and members and manage the PCC database
- Maintain / oversee maintenance of the annual PCC Directory of members and attendees
- Create and distribute weekly reports for Elders (or oversee same)
- Maintain or oversee the maintenance of office files and records

- Attend congregational business meetings, prepare meeting packets and record minutes for the meetings
- Purchase supplies for office and church body
- Bless congregants with appropriate outreach during times of celebration or loss

Office Management:

- Manage the daily activities of the office in such a way that PCC upholds its good reputation within its church body and throughout the community – doing business in an ethical way that glorifies God.
- Uphold the reputation of the church, pastors and elders within the church and community.
- Consider the functions of the office with a critical eye to improve them.
- Screen and supervise administrative volunteers
- Manage the Safety Policy information for maintaining background checks on all staff members and volunteers in ministry that have any connection to children and students in any capacity.
- Establish and monitor office budget in corporation with other staff.
- Coordinate with IT and equipment support personnel to maintain office functionality
- Stay abreast of healthcare changes and available options for staff
- Administer service contracts / utilities / services for office
- Serve as liaison with Saint Vrain Valley School District
- Oversee administrative team of office volunteers
- Oversee administration of Home Groups
- Coordinate with webmaster on website development and maintenance

Church Treasurer:

The Treasurer is an advisory position held by a volunteer who is selected by the Elders with no fiduciary obligation to the congregation. They may or may not be an Elder. They advise if the church is following applicable financial procedures, overseeing all disbursements, and keeping an accurate account of all money received and expended. The Treasurer provides financial reports at Member meetings and to the Elders as they request

Specific Responsibilities

- The treasurer will schedule and chair finance committee meetings.
- Vet and make recommendations to the elders for finance committee members.
- Provide financial information to the congregation for Business Meetings.
- Review monthly financial statements
- Be a resource for the church staff and contact bookkeeping to advise and reconcile general ledger entries to line items account numbers on budget
- Provide monthly financial reports to the Elders.
- Facilitate the development annual budget proposal to the elders.
- Work together with the staff and contractors to review and as needed recommend changes to the financial procedure policy.

Church Finance Committee

The committee is composed of members of the Elder Board and other church members. It is recommended but not required to have at least one of the elders on the committee. The committee typically includes three to five members but there are no limits on the size.

- Assist the Elder Board with the preparation and monitoring of the church's budget.
- Prepare a budget proposal for each fiscal year that will be presented at the August Elder Board Business meeting.
- The finance committee should monitor the budget vs. actuals periodically
- Every six months committee presents a report on the financial health of the church to the congregation.
- The committee may be requested to meet and provide recommendations to the elders should extraordinary circumstances require financial action
- On occasion, the committee will review large capital expenditures that are not part of the fiscal budget and bring back recommendations to the elders.

Women's Ministry Leader:

- Encourage women of all ages to grow in their relationships with Jesus Christ
- Regularly pray for the women of PCC
- Create a culture of Christian discipleship within the Women's Ministry that results in multiplication of discipleship
- Teach the Word of God to women by creating curriculum and facilitating Bible studies
- Research and evaluate methods and resources for materials for use in Women's Ministry
- Develop, equip, and oversee other leaders and teachers in Women's Ministry through delegation, training, support, and regular communication
- Oversee and serve as staff liaison for women's leaders in helps, mentoring, and meals ministries of PCC
- Plan, organize and facilitate various women's groups and events that honor Christ and serve as opportunities for Christian outreach
- Prioritize events by adherence to PCC's mission statement
- Foster participation and inclusion of all PCC women and appeal to those in the community as well
- Collaborate with pastors and other ministry leaders in discipleship and scheduling efforts
- Responsible for seeking God's direction and establishing annual ministry plan and associated budget, and adhering to approved expenditure limits

EXPERIENCE & EDUCATION

- 2+ years of local church ministry, paid or volunteer
- 2+ years of professional administrative experience
- Experience with event planning preferred
- Supervisory and oversight skills

ESSENTIAL QUALIFICATIONS

- A mature follower of Jesus
- A passion and calling for ministry and a love for God's people
- A desire to make disciples
- The heart of a shepherd with the ability to teach
- Genuinely humble and teachable, able to learn and be molded and mentored by more mature believers
- Well-versed in current technology (both PC and Mac experience a plus, including MS Word, Excel, Power Point, Publisher, Keynote, Pages, Numbers, etc.)
- Able to work as part of a team, desiring to see others succeed, learning from others, loving others and quick to resolve conflict with others in a godly way
- Takes initiative and is highly motivated to serve God
- Strong written and verbal communication skills
- Exceptional in relational skills
- Well organized with administrative acumen
- Able to lead others well
- In agreement with and hold to the Statement of Faith for Purpose Church www.purpose.church/i-m-new
- Comply with PCC Code of Ethics
- Ability to pray and minister to those who may need ministry
- Ability to bring order to the office, prioritize and multitask well
- Ability to work collaboratively with others, communicating openly, authentically and respectfully
- Ability to maintain confidentiality within relationships, both professional and ministerial

This job description is not exhaustive. The Ministry Coordinator may be required to perform other related duties as assigned to meet the ongoing needs of the church.

Children's Ministry Coordinator

Purpose

Bringing up the children in the Christian faith is a vital ministry in the church. To prayerfully support the mission of Prairie Community's Children's ministry by recruiting and scheduling qualified, Christian caregivers while overseeing their training and the Sunday School Classroom environment.

Responsibilities

- Recruit the following positions –
Qualified, Christian Sunday school teachers and assistants for all church services – including nursery, preschool and elementary age classes
- Post and distribute schedules
- Replenish & organize supply carts with necessary items
- Set up or oversee set up of classrooms on Sundays

- Clean up or oversee clean up of classrooms on Sundays
- Replenish and collect attendance forms as needed
- Promote and/or coordinate special events for children’s ministry. I.E. Easter Egg Hunt, Vacation Bible School, Promotion Sunday, Christmas Programs
- Keep the Children’s Ministry page updated on the PCC Website

Qualifications, Skills and Gifts

- A strong and growing personal commitment to Jesus.
- Strong interest and belief in the value of Christian education for children.
- A heart, passion and love for children.
- Organizational, creative and administrative skills.
- Communication and interpersonal skills – A “people” person.
- Ability to enable and empower others to carry out work of the department’s ministry and be supportive of their efforts.
- A self-starter – able to motivate self to carry on sometimes difficult or thankless tasks.
- Ability to relate well to children, Sunday school teachers and parents.

This job description is not exhaustive. The Children’s Ministry Coordinator may be required to perform other related duties as assigned to meet the ongoing needs of the church.

B. Biblical Justification for Limiting Employment Opportunities:

1. Per the Biblical commands regarding gender:
 - a. The Church shall be led by male Pastors and Elders (1 Timothy 3:1-7)
 - b. Women shall not teach or exercise authority over men within the church (1 Timothy 2:12)
 - c. The Church shall only employ and permit leadership that maintains their God-ordained biological gender and sexuality.

Article VI Finances

- A. Checking Account Limitations. No approved signer on any checking account may sign a check that exceeds \$5,000. Dual signatures are required for checking account expenditures of \$5,001 or over.
- B. All signers on checking or credit card accounts shall undergo a credit check according to Article IV of the Bylaws.

Article VII Facility Use

A. Purpose Statement. The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice. Use of church facilities is a privilege given, and may be revoked at any time without explanation or provocation.

Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the Bible and therefore the Church's faith or moral teachings, which are summarized in, among other places, the Church's Constitution and Bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the Bible, the church's faith or moral teachings. The Elders, and pastors, are the final decision-makers concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not, in good conscience, materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the Bible and therefore, this church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice. (2 Cor 6:14; 1 Thes 5:22.)

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ and the Bible. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the Bible and therefore this Church's faith use any church facility. Nor may church facilities be used in any way that contradicts the Church's faith. This policy applies to all church facilities, regardless of whether or not the facilities are connected to the church's sanctuary, because the Church sees all of its property as holy and set apart for the worship of God. (Col 3:17.)

B. Approved Users and Priority of Use. The pastors and Elders must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

C. Facility Use Policy.

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the Church's faith and practice.
2. The group or person seeking facility use must submit a signed "Church Facility Reservation Request and Agreement" form.
3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

D. Facility Use Hours

Facilities are available between the hours of 8 a.m. and 9 p.m. Use outside these hours may be approved by the pastors or Elders.

E. Scheduling Events

Facility use requests shall be made to by submitting the "Church Facility Reservation Request and Agreement" form to the Church office. The event will be reserved and placed on the church calendar only when the pastor or official designee approves the use.

F. Fees.

Use of church facilities may be subject to a use and maintenance fee to pay for the upkeep of church facilities. Church members are not required to pay a fee for usage because maintenance of the facilities are derived from member tithes and offerings.

G. Facility Use Guidelines.

1. Alcohol Policy: No alcohol may be served in church facilities.
2. Smoking Policy: Smoking on church property is prohibited.
3. Groups are restricted to only those areas of the facility that the group has reserved.
4. Food and beverages in classrooms, worship space, and meeting facilities is not allowed without proper, well-fitting lids. All spills should be cleaned up by the users as soon as possible.
5. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
6. All lights must be turned off and doors locked upon departure.
7. Clean-up is the responsibility of the person or group using the facility. All areas must be returned to their original condition, normal wear and tear excepted. A walk through will be performed at the conclusion of the event. If appropriate clean-up has not been performed, a cleaning fee of \$25 per hour may be assessed.
8. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.

9. Any person or group must sign the “Church Facility Reservation Request and Agreement” form prior to reservation of church facilities.
10. Any damage to property or equipment is to be reported as soon as possible to the church staff.

H. Insurance. For all non-church-sponsored events, the group or person using the facilities may be required to obtain liability insurance coverage as deemed necessary by the pastors or elders. The user must also sign a “Facility Use and an Indemnity and Hold Harmless Agreement.”

1. For non-church sponsored events, users may be required to sign a “Facility Use and Indemnity and Hold Harmless Agreement” as deemed necessary by the pastors or elders.

Church Facility Reservation Request and Agreement

Name of person or organization requesting use of facilities: _____

Please state whether you are a:

Church Member Church-Sponsored Ministry Non-Member Non-Member Group/Organization

Contact Information:

Address:

Phone Number:

Email Address:

If the requested use is by an organization not affiliated with the church, please briefly state the organization’s purpose and mission:

Please list the organization’s website, if any:

Please list the names of the organization’s office-holders and leaders:

Regardless of type of user, please describe which church facilities you are requesting use **of and the purpose for which you intend to use the facilities:**

What date(s) and time(s) are you requesting to use the facilities:

If you are requesting use of the church’s facilities for a wedding and/or wedding reception, please list the names and contact information of the bride and groom:

Bride:

Groom:

Please list the name, contact information, and religious affiliation of the person officiating the wedding:

Please describe the marriage preparation counseling or training undertaken by the bride and groom:

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the Bible and therefore, this church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff. (Failure to do so may result in immediate termination of my event without any redress from the church).
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the Bible and beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. (Non-Church Members Only) I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$250.00, a certificate of insurance for at least \$1,000,000.00 of coverage, and any other fees required by the church.
5. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the pastor's or Elders approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood. Using the church facilities is a privilege and I have no rights whereby I can make demands or seek redress from the church for anything resulting from use of the facilities, or the denial of use due to conflicts I or the organization requesting use may have with the beliefs of the church.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities. I agree to pay for any such damages upon notification by the church.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Signed: _____

Printed Name: _____ Date: _____

Article VII Amendments

These Bylaws may be amended from time to time by 2/3 majority of the Board of Elders voting.