

C.9 Local Outreach Benevolence Fund Documentation

The Deacon for the Local Outreach team, along with at least one other representative appointed by Local Outreach team, will oversee benevolence giving for Christ Community Church. These people are contacted when a request for financial assistance is received. They are responsible for gathering the information and determining what assistance will be given.

When the team decides to give financial assistance to meet a local need, the Church Bookkeeper is notified via email by one representative with a second representative receiving a carbon copy of the email. The payee, amount, account information and instructions for delivery of the check are given. The email instructions and check stub are kept in a locked cabinet with other church financial records.

Before the end of each month, any written documentation received by the Local Outreach representatives will be submitted to the church office to be kept in the locked cabinet along with the check stub and email documentation.

The Local Outreach Deacon will notify the Council of Elders periodically with information regarding the benevolence decisions so that the Elders may pray specifically and provide shepherding oversight. Information regarding benevolence decisions will be limited to the Local Outreach Deacon, the designated Local Outreach representative, pastoral staff, Treasurer, and the Council of Elders.

This policy provides for the church's shepherding oversight, control of confidential financial records and ensures adequate documentation for financial audits, as well as protects the integrity of the representatives overseeing benevolence on behalf of Christ Community Church.

Purging of old Local Outreach benevolence records will follow the Record Retention Policy.

C.10 Building Use Policy

Christ Community Church has been designed and built for and by its congregation as a house of Christian worship, fellowship and service. Under no circumstances may an activity be scheduled that would violate Christ Community Church's beliefs, therefore, only events that are consistent with the Church's doctrinal beliefs, Statement of Faith, Constitution, Membership Covenant and Policy Handbook, as determined by the Council of Elders, shall be permitted. Although reserving Church facilities for exclusive use is not generally open to the public, Christ Community Church, on a case-by-case basis, may make its facilities available to members and regular attenders as a witness to its faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

The church facilities may also be scheduled for planned activities such as family gatherings, community social activities, seminars, meetings, and other special events. Requests to use the church facilities should be made with as much advanced notice as possible through the church office by completing the Building Use Request form (Section G.2).

The requested activity must be done in reference to the church calendar of events. Church sponsored events take precedence over non-church activities. Scheduling will be done on a first-come first-served

basis. Failure to do so, may preclude the requested date being available. Any scheduling conflict between two church events is to be resolved by the church secretary and/or Sr. Pastor.

Overall Guidelines

1. Church related activities take precedence in scheduling all events. Christ Community Church reserves the right to cancel any event if it is in conflict with a church-related ministry event.
2. The code for entry into the building via the Little Lambs door will be given (if required) prior to the event. Instructions for opening the doors with the allen wrench lock will be provided. The party using the building must lock the building when done.
3. Food is not to be taken into the sanctuary.
4. No tobacco, vaping, alcohol, marijuana, or illegal substances or use thereof are allowed in the Church building or on its premises.
5. Modest attire will be worn at all times. Everyone will wear shirts for all activities.
6. Kitchen use must be requested at the time of reservation.
7. The group representative responsible for the event/activity must ensure that all people present remain in the rooms requested on the building use form.
8. All parties must clean-up the facility and arrange the room chairs, tables, and equipment to the condition prior to the event.
9. The group representative for non-church event/activities must sign a Waiver of Liability form.
10. If accidents occur, they should be reported immediately to the group representative who signed the Waiver of Liability form. The church office should be notified within 24 hours. All damages incurred are the responsibility of those using the facility.
11. Sporting activities require the group representative sign the Waiver of Liability form and each participant must also sign a Waiver of Liability (if under age 18, parent / guardian must sign).
12. At least one adult (21 yrs or older) must be present with minors (under 18 yrs of age). Exceptions, depending on the activity, may be made with permission from the Treasurer.
13. All game activities will be played in a sensible fashion with no excessive force.
14. Music must not contain explicit lyrics and the volume should be keep at an acceptable level.
15. All lights must be turned off when leaving and thermostats set with temperature settings appropriate for the season.
16. Christ Community Church is not responsible for lost, stolen or damaged items.
17. Failure to follow the established building use guidelines may result in the loss of deposit, additional charges, or loss of future building use privileges.
18. Abusive or foul language and violent behavior are strictly prohibited on Church premises. Any person exhibiting such behavior will be required to leave the premises.

Use of Property

No furniture or equipment may be taken from the premises without first obtaining permission from the Facilities Deacon.

C.10.1 Building Use Rates

Following are Building Use Rates, intended to cover the Church’s costs (electricity, heating/cooling, water, sewer, custodial, building wear and tear, etc.)

Room	Member/regular attendee Rates	Notes
Sanctuary & Fellowship Hall	\$250	Only available for weddings. Includes wedding-day ceremony and rehearsal. Also includes room for bride and bridesmaids, and room for groom and groomsmen to use for prep. Does not include reception or rehearsal dinner.
Fellowship Hall	\$100	Not available for children’s birthdays; use Family Center.
Family Center	\$50	
Family Center w/ Kitchen	\$100	
Flex Space w/ Kitchen	\$50	
Entire Church Facility	\$500	
Classroom	\$25	
Wedding & Wedding Reception	\$500	

*The wedding rate includes a rehearsal and wedding-day use of the church. The rate does not include use of the building for a rehearsal dinner. For rehearsal dinner fee, please refer to building rental fees in the chart above.

**If you would like to livestream the ceremony, you must make arrangement with the church to ensure that someone from church is available to be at the ceremony to livestream. The equipment is to be operated by trained personnel only.

***Separate check should be written for the support personnel and given to the individual or the church secretary.

****Weddings will not be added to the church calendar until wedding rental application and rental fees have been turned into the church office.

***** Building use payments made via check to “Christ Community Church” and given to Church Administrative Assistant. See Section E for additional information on Weddings. Note that the Sanctuary seats approximately 650 people.

G.2 Building Use Request

G.2. BUILDING USE REQUEST

Requester _____ . CCC member / / CCC regular attender / / (check one)

Phone _____

Group/Individual Representative (if different from above)

Phone (if different from above) _____

Purpose

Room(s) requested

Date/times of intended use _____

Special requirements/Support needed

1. _____
2. _____
3. _____
4. _____

Key issued (Y/N). Date returned _____

Fee received (Y/N). Date received _____

Affirmation of Group/Individual Representative:

I acknowledge that Christ Community Church does not make reservation of its facilities open to the general public, but only in accordance with its doctrinal beliefs, Statement of Faith, Constitution, Membership Covenant and Policy Handbook, specifically Policy Handbook Sections C.10 (Building Use Policy), C.10.1 (Building Use Rates), and G.3 (Waiver of Liability), copies of which I have read and understood. I affirm that my use of the facilities will not conflict with any of the above, and that my use is subject to the approval of the Council of Elders. I further acknowledge that I will be responsible for any damage to the Church arising from this proposed use.

Group/Individual Representative's Signature _____

Date _____

G.3 Waiver of Liability

Christ Community Church has been designed and built to serve not only its congregation but also the surrounding communities subject to Section C.10 (Building Use Policy). However, it cannot accept liability above what is covered by its existing insurance policies. To enable building use beyond its members, this waiver of liability must be signed by the individual or group representative requesting use of the facilities. Although the congregation welcomes and even encourages the facilities to be used by non-members, the congregation cannot accept liability risk beyond what is covered by existing insurance policies. To enable building usage beyond its members, this waiver of liability must be signed by the individual or group representative requesting to use the facilities.

By signing this document, Christ Community Church and its membership will be held harmless by the Group/Individual Representative signing the Building Request Form or by the Bride and Groom for a Wedding Reservation Application in the case of accident, injury, death, or property damage arising from use of the Church's facilities. In addition, signing this document indicates property/casualty insurance coverage is in force for the group and/or individual. Under no circumstances shall Christ Community Church be responsible or liable for any loss, damage or costs to the person or persons utilizing the church facilities.

Group _____

Activity / Event _____

Planned Date(s) _____

Group Representative _____ Telephone _____

Signature _____ Date _____

Participant Name _____

Signature _____ Date _____

If participant is under 18 yrs of age, Parent / Guardian signature required.

Parent / Guardian name _____

Signature _____ Date _____

Church Representative _____ Date _____

Questions: Call (309) 747-2299

For requests to reserve Church facilities for weddings, this form will be signed by the bride and groom.