



## **Policy Handbook**

Updated February 2026

## 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.

## E. Weddings

### E.1 Weddings at Christ Community Church

The goal at Christ Community Church is to help couples understand God's design for marriage and to help each party involved prepare to be faithful for better or worse in lifelong fidelity. To this end, Christ Community Church asks all couples to agree to the following expectations, which are intended to help couples build a lasting, beautiful marriage.

- Both parties must demonstrate a genuinely submissive spirit to the pastoral guidance they receive.
- Couples should expect to participate in premarital counseling (typically four sessions). Some of the sessions will require that the couple do reading and homework in preparation for the session. Couples must put forth a good-faith effort to maximize the premarital counseling sessions.
- The couple will be expected to understand and embrace a biblical covenant of marriage (a commitment for life, vowed before God).
- Given the clear statement of Scripture (2 Corinthians 6:14), Christ Community Church cannot marry a believer to one who is not yet a believer.
- Local churches help nurture Christian marriage. Therefore, couples must give evidence of a commitment to actively participate in a local church family.
- Couples are required to seek sexual purity in their relationship. Those who are living together will be expected to establish separate residences and pursue sexual purity for the duration of the engagement.
- Each couple is expected to be truthful throughout the premarital process. Further, if either party has previously been divorced, the circumstances of the divorce should be disclosed.

The aim of the premarital process is to not only prepare for a very special God-glorifying wedding ceremony, but also prepare the couple for a lifetime of healthy marriage. Please contact the church office (309-747-2299) with additional questions about weddings at Christ Community Church.

### E.2 Living Together Prior to Marriage

Couples desiring to get married at Christ Community Church will be expected to agree to a covenant of purity throughout the engagement. Because God gave sex as a gift to be enjoyed between one man and one woman in the context of a marriage covenant, couples will be expected to seek absolute purity until they are married. (Ephesians 5:3).

Additionally, couples who are living together will be asked to establish separate residences until they are married. While establishing separate residences does not guarantee purity and, conversely, living together does not necessarily mean that a couple is sexually active, the Council of Elders believes this to be the wisest course of action for the following reasons:

- The church has the duty and privilege of teaching God's design for marriage, sexual purity, and covenantal love to the local body of believers in Gridley as well as the community at-large. Allowing cohabiting couples to get married in the church sends a mixed message to the local community, and our church members, because it is contrary to our teaching.
- Establishing separate residences sends a tangible message to friends and family that a couple is serious about seeking to enter their marriage in purity. While some may ridicule a couple's

decision to live separately until they are married or find it unnecessary, the Council of Elders believes that this testimony of purity is honoring to the Lord.

- The Council of Elders believes that living together heightens the temptation to break the purity covenant and establishing separate residences is one way of intentionally “making no provision for the flesh.”
- In relation to sexual purity, the Scriptures say, “‘Everything is permissible,’ but not everything is beneficial.” While it may be theoretically permissible to live together, the Council of Elders believes—based on the aforementioned reasons—that it is not beneficial.
- The way that the church can best serve marriages is by upholding God’s standards for our lives in the Bible because His Word is “a lamp unto our feet and light unto our path” (Ps. 119:105). His commands are not intended to steal joy, but to maximize it. When individuals turn from past sins in repentance, and seek to walk in His ways, it leads to abundant life.

The Council of Elders wants to assist couples considering marriage and desiring to commit to purity and establishing separate residences. The church will assist in finding a new place to stay, helping with rent, or finding volunteers to help with the move to separate residences. The church considers it a privilege to invest in Christian marriage!

### E.3 Wedding Application and Guidelines

The church office will schedule all weddings at Christ Community Church. This will alleviate any conflicts or misunderstandings with different groups or activities in the church. The wedding date and rehearsal must be added to the master church calendar.

No weddings or rehearsals will be scheduled during a time that interferes with ongoing church events.

Reservations for use of the Sanctuary and other Church facilities may be made by a Christ Community Church member or regular attender, using the form in Section G.4. Information from and affirmations by the bride and groom shall be completed as part of all wedding reservations, also using the form in Section G.4.

See also Section C.10 for general building use guidelines, Section C.10.1 for rates and Section G.3 for waiver of liability.

#### **Requirements**

Couples desiring to be married at Christ Community Church must complete pre-marital counseling with a pastor or someone agreed to by Christ Community Church pastoral staff. Christian marriage should not be entered into lightly or unadvisedly, and sound pre-marital counseling will be a good investment for the couple. All weddings conducted at Christ Community Church must be approved by the Council of Elders. An individual pastor may decline to officiate a wedding in obedience to his conscience.

A Christ Community Church pastor will officiate all weddings held on the premises. If a couple would like a non-Christ Community Church pastor also to participate in the ceremony, the decision is subject to the approval of the Council of Elders.

#### **Decorating Requirements**

When decorating, the following items should be observed:

1. All candles used must be dripless.

2. Anything secured to the pews, must not scratch, damage or leave an adhesive on the pews.
3. The piano may not be moved from its normal position in the sanctuary.
4. Any item removed from its normal position in the sanctuary, must be replaced after the wedding. The sanctuary and all items in it must be left in the same condition/position as it was prior to the wedding.
5. All music and audio-visual sound equipment will be removed by a representative from Christ Community Church.

### **Clean-Up**

No confetti or rice is to be thrown inside or outside of the building. Birdseed, flower petals or bubbles outside the building are recommended. Flower petals for the aisle cloth may be used in the processional. No food may be taken into the sanctuary.

The couple should designate someone to be responsible for all items and clothing brought into the church. All areas used for the wedding must be restored to their original state.

### **Guidelines**

The guidelines stated in the Building Policy (Section C.10) apply to weddings, rehearsal dinners, and receptions taking place on the premises of Christ Community Church.

## **E.4 Marriage and Human Sexuality**

God's holy design for marriage is the joining of one biological (determined at birth) man and one biological (determined at birth) woman for life. Marriage was created by God and is a holy and divinely established covenant between man and woman to be a representation of the relationship between Jesus Christ and His church. We believe that God created sexual intimacy to be enjoyed exclusively between one man and one woman who are married to one another. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage covenant between one man and one woman. We believe that any form of adultery, pornography, homosexuality, lesbianism, bisexuality, incest or fornication is a sinful distortion of God's good gift of sex. We believe that any attempt to change one's sex or disagreement with one's biological sex at birth is contrary to God's design and how He has knit us together. We further believe that God "demonstrated His love to us in that while we were still sinners, Christ died for us" (Romans 5:8). This means that all who follow Christ are to likewise initiate loving relationships with all people even and especially while a person is in sin. To love someone does not mean that one affirms sinful actions, but it does mean extending kindness, grace and truth for the good and holiness of others. We also believe that all people are called to repent of sin and are offered the free grace of God in Christ which is sufficient for the forgiveness of sins. Further, the Holy Spirit who dwells within believers provides ongoing conviction of sin and power to walk in purity of mind, soul and life.

Genesis 1:27-28, 2:22-24; Psalm 139:13-16; Matthew 19:3-9; Romans 1, 7:2; 1 Corinthians 5:7-10; Ephesians 5:22-25; 1 Thessalonians 4:1-8; Hebrews 13:4.

### 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.

## G.4 Wedding Application

This application should be completed and returned to the Church Office at least six weeks prior to the desired wedding date.

I am a //member or // regular attender (check one) at Christ Community Church, and request reservation of the following spaces for a wedding:

Sanctuary and Fellowship Hall \_\_\_\_\_

Family Center \_\_\_\_\_

Kitchen \_\_\_\_\_

Requested date: \_\_\_\_\_ . Time: \_\_\_\_\_

Rehearsal date: \_\_\_\_\_ . Time: \_\_\_\_\_

Bride: \_\_\_\_\_ . Phone: \_\_\_\_\_

Groom: \_\_\_\_\_ . Phone: \_\_\_\_\_

Minister/Pastor and denominational affiliation (if non-CCC Pastor):  
\_\_\_\_\_ Phone: \_\_\_\_\_

Will the reception be held at the Church? Yes. No. Reception Time: \_\_\_\_\_

### A/V Support for Ceremony:

1. CCC A/V Technician (mandatory): Do you have a CCC A/V technician to run sound for the ceremony? Yes. No. If yes, please list. \_\_\_\_\_
2. CCC A/V Technician for livestream (optional): Do you have a CCC A/V technician to run the livestream for the ceremony? Yes. No. N/A (we do not need to livestream). If yes, please list.  
\_\_\_\_\_
3. Do you need lyrics projected to the screen? Yes. No.

Notes:

\*One technician is required to run sound and two are necessary if the livestream option is chosen.

\*A separate check should be written to each support personnel and given to the individual. (See below).

Requester: \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Affirmation of Bride and Groom:

We 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), E. (Weddings), G.3 (Waiver of Liability) and G.4 (Wedding Reservation Application), copies of which we have read and understood. We affirm that our use of the facilities will not conflict with any of the above, and that our use is subject to the approval of the Council of Elders. We further acknowledge that we will be responsible for any damage to the Church arising from this proposed use.

Bride: Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Groom: Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Other Services**

Separate checks should be written for the pastor, wedding coordinator, pianist, and audio/visual support. These checks may be given to the individual or the church secretary.

Pianist (optional) – Honorarium is decided by the bride and groom.

Vocalist (optional) - Honorarium is decided by the bride and groom.

Audio Support (required) - \$100 \*Audio Support will attend both the rehearsal & the wedding.

Live Stream/Slides (optional) - \$50 \*Visual Support will attend only the wedding ceremony.

**Wedding Coordinator:** Specific arrangements should be made with the coordinator.

**Pianist:** The church can assist in providing a pianist given sufficient time. If using a pianist from outside of the church, he/she will need to check with the Church Office to receive instructions to use the electronic grand piano.

**Vocalist:** The church can assist in providing a vocalist given sufficient time.

**Audio/Visual Support:** Church representative is required to operate the A/V equipment.