

# FRANKFORT

FIRST CHURCH OF THE NAZARENE

## POLICIES, GUIDELINES AND PROCEDURES

*LAST UPDATED & BOARD APPROVED*

*July 9, 2019*

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YOUR SIGNIATURE ON THE SCHEDULING FORMS  
INDICATES YOUR AGREEMENT TO THESE POLICIES AND GUIDELINES

## CHURCH FACILITIES USAGE POLICIES AND GUIDELINES

### STATEMENT

- The Church Board has approved the following policies and guidelines. We understand that people are not infallible. It is our hope that these guidelines and policies will be used to create a hospitable and enjoyable environment for all those who use it. Decisions were not made in haste, but with prayerful consideration to determine appropriate policies for our church facilities and programs.

### ELIGIBILITY

- *Eligible Users*
  - A "Regular Attender" or "Attendee" is defined as an individual that has attended our services at least two times per month for the past 6 consecutive months prior to making the reservation request.
  - Church buildings will be available for those activities considered extensions of the local church ministry at no cost, provided the events are conducted in accordance with stated church policy and guidelines.
  - In order to allow our local church ministries to have both highest priority and best opportunity to utilize our own facility, private parties are not eligible to reserve a date for the usage of any part of the facility more than 60 days prior to the desired date of the event. (Exceptions may be made in regards to Special Events that require a significant amount of planning such as Weddings).
  - Church members and regular attendees may not schedule events for persons outside the church simply for the purpose of attaining reduced usage fees that are reserved only for those who attend FFCN. This means that the attendee who fills out a request form must actually be the one putting on the event for himself or herself or an immediate family member (defined as husband, wife, mother, father, son, daughter, brother, or sister).
  - Any programmed activity takes priority over free-play use of the gym.
- *Eligible Locations*
  - The Church (including the sanctuary and classrooms) are available for usage, provided all eligibility, deposits, etc. are met.
    - The Rock Room is ONLY available for Church activities, approved by the Lead Pastor and Church Staff.
    - The Café (Foyer) is NOT available for private parties, it is ONLY to be used for church approved activities, or large events (i.e., Weddings, graduations, etc.)

- The CLC (including the foyer and gym) is available, provided all eligibility, deposits, etc. are met.
  - The Youth Area above the foyer is to be used ONLY for Youth Activities or church activities (approved by Lead Pastor and Church Staff).
- The Church Van is ONLY available for Church related functions, or for partnerships (i.e., The Crossing, etc.) approved by Lead Pastor, Staff and Church Board.
- ONLY drivers approved by the Church's insurance are eligible to operate church vehicles.
- *Deposits, Fees and Cancellations*
  - All deposits, fees, donations, and honorariums are to be paid no less than two weeks prior to the event and should be made payable to the Frankfort First Church of the Nazarene (also known as FFCN) for church usage. Any payments made on behalf of cleaning purposes is to be paid to the custodian no less than 2 weeks prior to the event.
  - Any event cancellation by the using party within 7 days of the date of the event may result in the forfeiture of all deposits, fees, donations, and honorariums.
  - FFCN reserves the right to refuse, cancel, or end any event or activity at any time if it should become known that the activity or event is not being carried out in compliance with various laws, codes, and ordinances and/or church policies and guidelines.
- *Various Requirements*
  - The outside group or using party must fill out and sign and / or initial all provided forms.
  - A Senior Pastor approved adult attendee of this church must be found who is willing to serve as the "Sponsor" for the event or activity. This "Sponsor" will supervise and monitor the event providing information and direction and will be in the building the entire time the "Outside" group is present. This "Sponsor" may require compensation in addition to all other mentioned deposits, donations, fees, and honorariums. This additional cost will be determined at the time of booking and will be collected in the same way as are the other donations, fees, and honorariums. The responsibility of the "Sponsor" is to supervise and monitor. The "Sponsor" will NOT be held responsible for damages to the church / property or losses incurred by the church, unless the "Sponsor" is also the using party. Damages to the church / property or losses incurred by the church remains the responsibility of the using party, which is defined as the person whose name / signature appears on the Reservation Form.

- The outside group or using party assumes responsibility for any damage to church property, improper conduct, and the adherence to all church policy.
- All "outside" events or activities will be required to produce a \$300 deposit at the time of the reservation. This deposit will be considered refundable provided that: (a) there is no damage or loss that has incurred to the church or the church property, and (b) The event is not cancelled within 7 days of the scheduled date. (See Financial Policy).
- Insurance is required of any "outside" user. The "outside" user assumes responsibility for all liabilities arising from the occupancy of the facility and the user understands that FFCN assumes no obligations regarding the use of these facilities. A certificate of public liability insurance with limits acceptable to the church must be secured and on file at the church prior to booking. When this insurance is required, FFCN shall be specifically named as additional insured.
- Individuals and / or groups who are granted facility usage are responsible for the repair or replacement of our building and / or contents therein should any damage or loss occur during that usage period.
- *Time Restrictions*
  - The Church facilities are unavailable for usage by non-church ministries on the following days: New Years Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.
  - Saturday: All Saturday events, not relating to our local church ministry, must be out of the main building by 6:00 p.m. and the CLC by 9 p.m. to allow for proper cleaning and set up for Sunday services.
  - Mon. thru Fri.: Events on any other day, not relating to our local church ministry, must be out of either / both building by 10:00 p.m.
  - The timeframes listed or NOT event "ending times," these are the times / deadlines when one must be out of the buildings. It is necessary for an event to end early enough so that one can be out of the building by the time indicated.
  - Sunday: CLC non-church related gym activities will be closed during all major church services
  - Events scheduled for the same day must allow for a 3-hour window in between events for the purpose of cleaning, set-up, and the opportunity for people to disperse. The only exception are the last two-weeks of May and the first two-weeks of June. Given the high demand during graduation celebrations, the following time slots are given during those four weeks: Friday (5:00 – 9:00 p.m.), Saturday (Noon -4:00 p.m. and 5:00 – 9:00 p.m.), Sunday (1:00 – 5:00 p.m.).  
12:30-4:30

- *Adult to Child Ratio*
  - At least one parent or adult per 10 children, plus a sponsoring adult must accompany children 12 years old and younger in the CLC and remain with them in the facility throughout the event. Children 14 years or over must have a sponsoring adult present for activities. If the group is co-ed, there must be at least one adult man and one adult woman present. (A PASTORAL staff member must approve any exceptions to this policy).

#### LIABILITY

- FFCN shall not be held liable or responsible for: (a) any death, personal injury, or abuse of any kind suffered for any reason while on church property, (b) any loss, theft, or breakage of any personal property of any individual or organization that may occur when on church property.

#### CONDUCT

- *Behaviors*
  - The church sanctuary should be treated with proper respect, as if we are guests in God's home.
  - No running, horseplay, etc., in the halls and classrooms
  - No food, drinks, or gum in gym area during activities.
  - No pets or animals are allowed in the building (service animals are an exception)
  - No regulation softballs / baseballs are allowed in any building. Only "indoor-safe" cushioned or whiffle balls are allowed.
  - No kicking of basketballs or volleyballs is permitted.
  - There shall be no hanging from basketball goals, supports, or any other equipment. This includes no climbing on bleachers when bleachers are pushed in against the wall.
  - Paper good and disposable supplies belong the church and are only to be used for church events (trash bags are the lone exception). These items must not be used by "outside" events or private parties. To do so is considered theft.
- *Manners Consistent with Religious Beliefs*
  - Properties and facilities owned by the Frankfort First Church of the Nazarene will only be used in a manner consisted with the religious beliefs of the Church of the Nazarene. To that end, the use of any tobacco product, the drinking of alcoholic beverages, the celebration / acknowledgment of any same-sex (i.e., LGBTQIA, etc.) relationship, and "All forms of dancing that detract from spiritual growth and break down proper moral inhibitions and reserve" (Manual paragraph 34.4) are not allowed on church property.

- *Appropriate Attire*
  - Appropriate attire is needed for those participating and enjoying events in the CLC.
  - Boys/Men: (1) Shirts must be worn at all times, (2) Shorts shorter than standard basketball shorts are unacceptable.
  - Girls/Women: (1) Shorts shorter than standard basketball shorts are unacceptable. Bare midriffs are unacceptable. Shorts must be worn over leotards.
  - Shoes: During athletic activities proper shoes should be worn. Any injuries that could occur because of this, is the responsibility of that person.
- *Decorative Items*
  - The only means of attaching anything to any part of the building (walls, ceilings, windows, etc.) is prohibited.
  - The use of hot glue to attach anything to any part of the building (walls, ceilings, windows, etc.) is prohibited.

## EQUIPMENT

- *Church Office*
  - All church office materials are for church business only. All computers, copiers, phones, etc., are for church ministry operations only, and not for personal use.
- *Music & Sound*
  - Any use of the church sound equipment must be scheduled ahead of time, posted through the church office, and utilize one or more of our local church's trained sound technicians.
  - The moving of pianos or other musical instruments, furniture, or sound equipment is not allowed without permission. If and when permission is granted, said furnishings must be carefully moved and moved back by those who made the request under the supervision of Church Staff.
  - Any sound equipment being used that is not the sole property of FFCN needs to be pre-approved by the Pastor.
  - An approved sound person must used for any events being conducted in the sanctuary. The following are approved: Jamie Mohler, Cheryl Carney, Sherri Johnston, Jeff Cox, Joshua Ford
- *Tables & Chairs*
  - All tables and chairs must be used for church related activities ONLY. All tables and chairs cannot be removed from building unless preapproved by the Pastor.
- *Vehicle Usage*
  - Church vehicles are for church related activities (to include our church partnership with The Crossing) and granted on a first come basis. This must be posted in the church office. The size of each group may be considered in the event that the first

requesters need could be met with a different church vehicle without undue inconvenience. Only qualified drivers may drive church vehicles and posted speed limits and applicable laws must be followed. Fines and penalties incurred are the responsibility of the driver. A qualified driver is one that : is at least 18 years of age, has submitted a valid driver's license number to our insurance company, and has not been rejected by our insurance company. It may take up to two weeks, or longer, for insurance company approval.

- *Kitchen*
  - Kitchen furnishings and equipment are not to leave the premises.

### FUNERAL DINNERS

- Funeral dinners will be provided as a service to the family of deceased individuals who were considered active participants in the life of the church at the time of their death at no cost. These dinners will be provided as a service to the family of deceased individuals having family affiliation to our church at the time of death whenever possible. The affiliated family member requesting this service must be an active participant in the life of the church at the time of the request. ~~The family will be required to pay all food-related costs.~~

### CUSTODIAL EXPECTATIONS

- Custodial fees are intended to cover the general cleaning of used areas, the disposal of all trash, and the restocking of supplies. The using party should clean any excessive "messes." (See Financial Policy for fee details).

### CONTACT INFORMATION

- Church Office: 765-654-6387
- Custodian / Peggy Droke: 765-357-5763



## ADDITIONAL POLICY GUIDELINES FOR WEDDINGS

### STATEMENT

- Marriage is an important and sacred moment. God established and sanctified marriage for our benefit. It is a gift. We count it a privilege to be a part of such a momentous occasion. Our desire is to make this a meaningful and worshipful experience. These guidelines are designed to help make the wedding a sacred and meaningful event.

### TIME CONSIDERATIONS

- All Wedding Rehearsals and dates must be approved by the Minister.
- The Custodian will open and close the church at reasonable times of the parties choosing. This will be coordinated with the custodian.

### PASTORAL EXPECTATIONS

- All weddings held in our church building should be officiated by the Lead Pastor of the Frankfort First Church of the Nazarene. The Lead Pastor may permit a qualified associate staff or credentialed minister to perform or assist with wedding at the Lead Pastor's discretion. The Lead Pastor must be consulted in advance.
- At times disagreements or problems arise when planning and implementing a wedding in which decision must be made. The Lead Pastor retains the right to have the final word on all things pertaining to the rehearsal and / or ceremony.
- A wedding is a sacred and religious ceremony. All music must be appropriate music that consists in creating a sacred ceremony. All music and songs must be approved by the Lead Pastor.

### PRE-MARITAL COUNSELING

- A minimum of three pre-marital counseling sessions is required. This includes those who are getting remarried. These sessions must be conducted with the pastor or by a pastor-approved counselor, minister, ministry, or organization.

### PARTICIPANTS

- All who are participating in the wedding are to attend the rehearsal: Wedding coordinator, bride, groom, maid of honor, best man, bridesmaids, groomsmen, flower girls, ring bearers, ushers, musicians, singers, and parents / grandparents of the bride and groom. Please be on time!

YOUR SIGNATURE ON THE SCHEDULING FORMS  
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## WEDDING COORDINATOR

- The Lead Pastor requires that the bride / groom make arrangements to acquire the services of a competent and qualified person of their choice to serve as the official wedding coordinator for the rehearsal and ceremony. It is the wedding parties responsibility to compensate the Wedding Coordinator as both the Coordinator and Wedding Party have agreed. This person will be responsible for the following items:
  - General coordination of all details that pertain to the rehearsal and ceremony.
  - Organize and communicate instructions to all wedding participants.
  - Orchestrate all entrances, exits, and movements during the service by the Wedding Party, ushers, candle-lighters, runner pullers, musicians, audio-visual tech / effects, etc.
  - Coordinate with the Pastor for the Order of Ceremony.

## EQUIPMENT

- Tables and Chairs
  - If tables, chairs, or furniture are moved, the items must be put back in their original positions immediately following the wedding, reception, and / or rehearsal.
- Utensils
  - The wedding party must provide their own utensil items such as plates, cups, glasses, napkins, and silverware.
  - The wedding party is responsible for arranging all tables, chairs, and decorations for their reception.
- Sound Equipment
  - All sound, visual and lighting equipment must be used by a church approved technician.
  - The moving of pianos or other musical instruments, furniture, or sound equipment is not allowed without permission. The exceptions are for the pulpit, altars, or communion table.
  - A Sound-Video-Lighting Tech outside of the approved list may be used if given prior pastoral approval. If approved, it will be the responsibility of the wedding party to compensate this tech.

## VARIOUS REQUESTS

- NO FOOD OR DRINK IS TO BE TAKEN FROM THE RECEPTION AREA!
- Red punch is not allowed in carpeted areas.
- The church does not allow rice or birdseed to be thrown or used inside or outside the building.

- No real flowers may be dropped down the aisle.

#### MARRIAGE LICENSE

- It is the requirement of the bride and groom to obtain a marriage license from the County Clerk. The marriage license will need to be brought to the church. After the license is signed, it is the responsibility of the Wedding Party to provide a person (or themselves) to mail or deliver to the County Clerk.

#### CUSTODIAL EXPECTATIONS

- Custodial fees cover the vacuuming and cleaning of used areas, the disposal of all trash, the moving of approved furniture and equipment, and will reset classrooms for church ministries.
- All Saturday weddings and receptions require custodial cleanup and should be out of the building by 6 PM (8PM CLC) to allow for proper cleaning for Saturday Services. Any exceptions or special arrangements regarding this policy must be made directly with the custodial staff prior to the event.

## ADDITIONAL POLICY GUIDELINES REGARDING SPORTS RELATED PRACTICES

### ELIGIBILITY

- The primary user must be an attendee of FFCN and must arrange his or her own access to the building. Building Usage Guidelines listed still apply.

### CUSTODIAL EXPECTATIONS

- Custodial Fees are waved provided that the kitchen is not used, and that there is no additional clean up following the activity. The facility must be in the exact condition it was found prior to using it in order for this fee to be waved.

### OTHER

- Sports practice users have access to the gym and restrooms ONLY.
- Failure to comply with this policy may result in the loss of building usage privileges.

## FINANCIAL COMPENSATION

### GENERAL BUILDING USAGE (Members and Regular Attendees)

- Deposit: \$0
- Building Usage (Church & CLC) \$0
- Custodial Fees (Church) \$50
- Custodial Fees (CLC) \$50
- CLC Sound System Usage: \$0 No Sound Tech Required

### GENERAL BUILDING USAGE (Non-Member and Non-Regular Attendee Private Functions)<sup>1</sup>

- Deposit: \$150
- Building Usage (CLC) \$200
- Custodial Fees (CLC) \$150<sup>2 3</sup>
- CLC Sound System Usage: \$75
- CLC Sponsor \$50

### GENERAL BUILDING USAGE (Non-Profit, Christian Organization)

- Deposit: \$0
- Building Usage (Church & CLC) \$0
- Custodial Fees (Church) \$150 Reduced Group Size may reduce fee
- Sanctuary Sound System Fee: \$75
- Sanctuary Sound-Video-Lighting Tech: \$75 First 2.5 hours, \$25 more for each additional hour
- CLC Sounds System Usage: \$0 No Sound Tech Required

### GENERAL BUILDING USAGE (Non-Profit, Non-Christian Organizations)

- Deposit: \$300
- Building Usage (CLC) \$350
- Custodial Fee (CLC): \$150
- CLC Sound System Usage: \$75
- CLC Sound Tech: \$75 First 2.5 hours, \$25 more for each additional hour. (See previous policy guidelines about outside tech or systems being used in CLC).

<sup>1</sup> This is for a four hour function (not including a 2-hour set up).

<sup>2</sup> Custodial Clean Up will take place within 24-hours

<sup>3</sup> Custodian cannot exceed \$600 total for building usage in a taxable year, otherwise it will have to be paid from the church to the custodian as per federal taxation according to the CPA.

WEDDINGS (Members and Regular-Attendees)

- Deposit: \$0
- Building Usage (Church and / or CLC): \$0
- Custodial Fee (Sanctuary): \$150 Made Payable to Custodian<sup>4</sup>
- Custodial Fee (CLC): \$150 Made Payable to Custodian<sup>5</sup>
- Sanctuary Sound-Video-Lighting Tech: \$75 First 2.5 hours, \$25 more for each additional hour
- CLC Sounds System Usage: \$0 No Sound Tech Required
- Minister: \$- Minister's Discretion
- Candelabra: \$0

WEDDINGS (Non-Members / Non-Regular Attendees)

- Deposit: \$300
- Building Usage (Church and/or CLC) \$350
- Custodial Fee (Sanctuary): \$150
- Custodial Fee (CLC): \$150
- Sanctuary Sound-Video-Lighting Tech: \$75 First 2.5 hours, \$25 more for each additional hour
- CLC Sound System Usage: \$75
- CLC Sound Tech: \$75 First 2.5 hours, \$25 more for each additional hour. (See previous policy guidelines about outside tech or systems being used in CLC).
- Minister: \$150 Changes applicable at Minister's Discretion
- Candelabra: \$0

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<sup>4</sup> Custodian cannot exceed \$600 total for building usage in a taxable year, otherwise it will have to be paid from the church to the custodian as per federal taxation guidelines and will be subject to tax, this is according to the CPA.

<sup>5</sup> Custodian cannot exceed \$600 total for building usage in a taxable year, otherwise it will have to be paid from the church to the custodian as per federal taxation guidelines and will be subject to tax, this is according to the CPA.

SPORTS RELATED PRACTICES BUILDING USAGE FEE (Member and Regular Attendees ONLY)

- Deposit: \$0
- Building Usage (CLC) \$50 Per hour (defined as up to 90 minutes).  
The 90-minute access allowed access 15 minutes prior to and following the event).  
There is a \$50 charge for each additional hour after the first 90-minutes).
- Custodial Fees (CLC) \$0 See additional related policy
- CLC Sound System Usage: \$0 No Sound Tech Required