

# Indianapolis Church of Christ Building and Announcement Policies

August 2018

## Overall Philosophy

We believe the "Church" is the body of Christ (Romans 12, 1 Corinthians 12). We also believe it is a family that God desires to see grow in unity (John 17) and in size (Matthew 28).

Having a building is a great blessing. In addition, the many ways in which we can stay connected as believers is a great blessing. We want our facilities/resources to be used to their utmost and we want the family to stay connected.

This document was formed by the leadership group in an effort to help our communications and our facilities usage be:

- Sustainable
- Reasonable
- Consistent
- Clear

## Policies/Procedures Regarding the Church Building

- Building resources/supplies
  - Removal and use of building items will only be for ministry-related events and after approval by a staff member
  - Do not borrow any items for personal use
  - Do not permanently move items within the building
  - Donations (excluding coordinated donation drives/events)
    - Do not leave any item viewed as a donation at the building unless a staff member has given approval
    - Once donated, the donor surrenders rights to their donation
- Rental Events
  - Events occurring at the Church building will exclusively be ones that support the Church's mission. Therefore, events will only be ones that promote:
    - Fellowship
    - Prayer
    - Worship
    - Preaching
    - Outreach
    - Mourning/comforting
  - Reservation procedures
    - Reservation requests must be submitted through the Church website
    - Requests must be made at least 30 days in advance of the requested slot
  - All aforementioned items under "Policies/Procedures Regarding the Church Building" apply to rental events
  - Additional policies related to rental events
    - When renting, please work with designated "Event Coordinator"
    - Renters must clean up (checklist available through event coordinator) after events unless cleaning person is included in cost
    - Do not use:
      - adhesives on any walls or floors
      - tacks or the like on any painted walls
    - The use/consumption of alcohol or tobacco is prohibited

## **Building Rental Details**

<b><u>FUNERALS</u></b>	<b>Cost</b>	<b>Included with Use</b>	<b>Notes</b>
Member; Child of Member	Free	For meal in gym: <ul style="list-style-type: none"> <li>• Coffee</li> <li>• Paper products</li> <li>• 100 pieces of chicken (or up to \$100 reimbursement for food purchased)</li> </ul>	<ul style="list-style-type: none"> <li>• AV person paid \$100 from church budget</li> <li>• House church provides food, setup and cleanup</li> </ul>
Parent of Member	<ul style="list-style-type: none"> <li>• Space—free</li> <li>• AV person—\$200</li> <li>• Cleaning—\$50</li> </ul>	Paper products	Nothing more provided
Others/Community	<ul style="list-style-type: none"> <li>• Space—\$200</li> <li>• AV person—\$200</li> <li>• Cleaning—\$50</li> </ul>		Nothing provided

<b><u>WEDDINGS</u></b>	<b>Cost</b>	<b>Included with Use</b>	<b>Notes</b>
Member	<ul style="list-style-type: none"> <li>• Space—free</li> <li>• AV—\$100 (1-day)</li> <li>• AV—\$200 (2-day)</li> <li>• Cleaning—\$50</li> </ul>		<ul style="list-style-type: none"> <li>• All chairs, furniture, etc., must be returned to their locations</li> <li>• Any food, etc., is covered by those using building</li> </ul>
Family of Member; Community	Not available for use		

<b><u>OTHER EVENTS</u></b>	<b>Cost</b>	<b>Included with Use</b>	<b>Notes</b>
Member Vow Renewal	<ul style="list-style-type: none"> <li>• Space—free</li> <li>• AV person—\$200</li> <li>• Cleaning—\$50</li> </ul>	Paper products	No food provided
Member Going Away Party Bridal Showers Engagement Parties	Space—free	Paper products	<ul style="list-style-type: none"> <li>• House church provides food, setup and cleanup</li> </ul>
Anniversaries Birthdays Baby showers Graduation parties Non-ministry events Personal entrepreneurial events		Not available for use	

## Policies/Procedures Regarding Announcements and Communications

As the family of Christ, it is edifying, unifying and encouraging to stay connected with each other. We want to support each other in times of need and we want to celebrate each other's victories (1 Corinthians 12:26). The goal is for our policies on Church-sponsored methods of communication to be:

- Sustainable
- Reasonable
- Consistent
- Clear

The Church-sponsored methods of communication in a given week include:

- Sunday service announcements
- Church text service
- Church Facebook page
- Weekly email service
- Weekly bulletin
- Scrolling announcements on lobby TV screens

If you would like to have your announcement sent out through one of the possible methods, please email the Church administrator ([indy@icoc.us](mailto:indy@icoc.us)) as soon as possible. You will be alerted if the request was submitted without sufficient time.

		<b>Sunday Announcements</b>	<b>Church Text</b>	<b>Church Facebook</b>	<b>Weekly Email</b>	<b>Bulletin</b>	<b>Lobby TV screens</b>
Accomplishments	Member	X				X	X
Moving • final Sunday • moving party	Member	X				X	X
Serious illness/injury	Member	X	X	X			
	Parent, child, sibling of member	X					
Death/Funeral Info	Member	X		X	X		
	Parent, child, sibling of member	X		X			
Wedding	Member	X			X	X	
Physical suffering (surgery, injury, etc.)	Member	X					

In the effort to have our Church-sponsored methods of communication meet the aforementioned goals, the following items in addition to any non-stated will not be announced:

- Sickness/Death of non-immediate family member or friend
- Business or entrepreneurial ventures
- Requests for moving help

Any items not discussed herein will be decided by the elder and evangelist group.

## **Miscellaneous**

- Cancellations for inclement weather will be communicated via the Church Text and Church Facebook
- Lost and found
  - Items will be stored in the designated “Lost and Found” location
  - Items will be cleared out on a monthly basis
  - Items with an estimated value exceeding \$100 will be locked in a designated area, and can be inquired of by speaking with a staff member

*The policies are continually open for review and revision. Any concerns should be directed to a member of the leadership group. As stated, the desire is to have sustainability, reasonability, consistency and clarity. The Indianapolis Church of Christ is an outstanding congregation that desires to maximize its resources to promote the cause of Christ and see God glorified in great ways. May His hand be upon all we do!*

*With love,*

*The Indianapolis Church of Christ Leadership Group*