

Facility-Use Guidelines and Policies

Please Read Carefully and Comply With All Policies and Guidelines

MISSION STATEMENT

The mission of all church facilities including the Family Life Center and its ministries is to facilitate Christian growth and fellowship for individuals and families of Tabernacle Baptist Church and the Community.

OBJECTIVES

1. Provide opportunities for continuing growth for those who know Christ.
2. Provide opportunities for outreach to those who do not know Christ.
3. Provide opportunities to strengthen and nurture the family and individuals families within the church.
4. Provide a Christian environment that is clean, orderly, safe, and wholesome.
5. Discover and develop leaders for the church.
6. Promote care of the body, mind, and soul.
7. Provide varying activities with broad appeal for church members and community that includes all ages and groups.

GENERAL POLICIES

1. All children under 12 years of age must be accompanied by adults (a person 18 years or older) at least 1 per 5 children at all times or adult leaders sponsoring activities for them.
2. Guests/Visitors are welcome but must be accompanied with a church member (one who has joined Tabernacle Baptist Church) and abide by the policies and procedures of the Family Life Center.
3. If guests/visitors arrive before their sponsoring TBC member the guests/visitors should wait in the FLC assembly area.
4. Guests/Visitors may leave before their sponsoring TBC member but when the TBC member leaves, the guests/visitors must leave also.
5. Guests/Visitors are individuals who are with outside organizations, teams, spectators, party participants, lock-ins, or guests of programs that involve outreach to the community.
6. Guests/Visitors are the responsibility of the church or group with which they are associated. The sponsor of the group is required to sign the "Guests/Visitors Register" supplying the sponsor's name, name of the group, number in the group, and the sponsor's phone number.
7. Guests/Visitors are to stay in the particular area where their group is participating unless prior arrangements have been made.
8. Guests/Visitors must comply with all policies, procedures and regulations.
9. On special occasions, fees are not required, such as Wednesday night dinners, special church functions that would include the community. **Facility Form will still need to be filled out.**
10. Section "R" of the Constitution and By-Laws applies to the use of all church facilities.

Excerpt from the Constitution and By-Laws

R. Marriage and The Family

This is the policy statement of the beliefs of Tabernacle Baptist Church regarding religious beliefs, concerning marriage, family and human sexuality and our policies based upon the necessary application of our faith to life and practice.

What We Believe About Marriage and Human Sexuality

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. We believe marriage is an act of worship to God.

We believe based on the teaching of the Scriptures in both the Old and New Testaments, that marriage is an institution ordained by God from the foundation of the world, and intended as a lifelong union of one man and one woman. This belief is contained in the account of creation in Genesis chapters 1 and 2. Genesis 1:26-28 provides that God created man in His own image, both male and female. The passage teaches that a unity of one man and one woman is necessary to fully represent the image of God to mankind.

Genesis chapter 2 provides a more detailed account in which God created the first man, Adam, and determined that it was not good for him to be alone (Genesis 2:18). God declared that He would make “a suitable helper for him.” God brought all the animals to Adam, but none of them was a suitable helper for him, so God then created Eve, the first woman, from part of Adam himself. God did not create a second man to be Adam’s helpmate, or an assortment of multiple women, but rather only one woman. Together they were man and wife and had “no shame” or sin in their union with each other (Genesis 2:15-25).

Jesus Christ reaffirmed the teaching of the Old Testament when He said, as recorded in Matthew 19:4-6, “Haven’t you read, He replied, that at the beginning the Creator made them male and female and said for this reason a man will leave his father and mother and be united to his wife and the two will become one flesh. So they are no longer two, but one. Therefore what God has joined together, let not man separate.”

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

(Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.)

The Apostle Paul reveals in Ephesians 5:22-32 that marriage is not merely a human institution, but is a holy divine metaphor that illustrates the union of Christ and the church. For this reason also, only a union between a man and a woman can be a proper marriage because a union between two men, two women, or one man and multiple women or any collection of people could not properly illustrate the relationship between Christ and His church.

1 Corinthians 6:9-11 condemns a variety of lifestyles including those associated with adultery, prostitution, and homosexuality. The Bible condemns all forms of sexual immorality and encourages Christians to flee from it because of its destructive effects, and because the body of the Christian is the temple of the Holy Spirit (1 Corinthians 3:16 & 6:12-20).

Romans 1:18-32 makes it clear that it is not only sinful to engage in homosexual unions, but also to approve of such sins in others or encourage their practice. As a result, in order to maintain our consistent Christian witness, we cannot sanction, approve, or promote in any way adultery, fornication (sexual relationship between an unmarried man and woman; i.e. “living together”), pornography, pedophilia, polygamy, bestiality, or homosexual unions. This is made clear also by countless other verses throughout the Old Testament as well as by these and other passages in the New Testament.

Our church follows what the Bible reveals as the “sure foundation” of the teachings of Jesus Christ and His Apostles (Matthew 7:24-29 and 1 Corinthians 14:37). The church is called to teach and practice these teachings and is not at liberty to depart from them for a different authority if it is to authentically bear the name “Christian.”

Though we strive to live peaceable with all people and to obey legitimate government authority, in instances involving matters as foundational as marriage we must ultimately obey God rather than man if the two come into conflict (Acts 4:18-22).

Sexual activities outside of marriage, including but not limited to fornication, adultery, incest, homosexuality, pedophilia, polygamy and bestiality are inconsistent with the teachings of the Bible and the church. Lewd conduct, transgender behavior, and the creation or distribution or the viewing of pornography are incompatible with God’s intention.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Tabernacle Baptist Church.

Our Faith Based Policy on Marriage and Human Sexuality

As a result of these above described religious beliefs and our belief in the need for a practice of fidelity to these beliefs, it is our policy that the facilities of this church may not be used for any ceremony that in any way approves of, solemnizes, supports or allows a same-sex union or a polygamist or any union which, in the judgment of the church, is inconsistent with our beliefs. It is also the policy of the church that no pastor or member of the church staff shall officiate at any ceremony designed to solemnize, promote, create, or approve of such a union. Nor may any member of the church enter into such a union without being subject to church discipline.

A civil government’s sanction of a union will be recognized by the church as a proper marriage only to the extent that it is consistent with the definition of marriage found in this Policy Statement.

Church Practices Derived from This Policy

Clergy

1. Ordained clergy or licensed ministers’ employed by the church shall affirm the statement of faith on marriage and human sexuality adopted by this church.
2. Only ordained or duly licensed clergy approved by this church shall officiate marriage ceremonies conducted on church property.
3. Clergy employed by this church shall be subject to dismissal for violating this statement of faith on marriage and human sexuality or by officiating at a marriage ceremony that violates the letter or the spirit of this policy.

Applicants for Weddings Performed by Church staff:

1. Applicants wishing to have a ceremony performed by a member of the clergy employed by this church or clergy or judiciary approved by this church or to use this church’s facilities for their wedding shall affirm the statement of faith regarding marriage and human sexuality and shall conduct themselves in a manner that is consistent therewith. Applicants will also sign a statement, stating that they have read and understand the Wedding Policy and will abide by it.
2. Applicants shall participate in premarital counseling by clergy or counselors employed by this church or other persons who, in the sole opinion of the pastoral staff of this church, have the appropriate training, experience, and spiritual understanding to provide such counseling. All pastoral staff, counselors or other persons providing premarital counseling shall affirm the statement of faith of this church on marriage and human sexuality.

Use of Facilities

1. Any marriage performed on this church premises shall be officiated by an ordained or duly licensed member of the clergy. Any officiant not employed by Tabernacle Baptist Church shall serve at the discretion of the Pastor or Deacons.
2. Clergy officiating marriage ceremonies on church premises, whether or not employed by this church, shall affirm their agreement with the statement of faith on marriage and human sexuality adopted by this church and conduct themselves in a manner that is consistent therewith.
3. Clergy and staff assigned by the church to implement the procedures contained in this Marriage Policy may, in his or her discretion, decline to provide church facilities for, and/or decline to officiate at a ceremony when in his or her judgment, there are significant concerns that one or both of the applicants may not be qualified to enter into the sacred bond of marriage for theological, doctrinal, moral or legal reasons.

Membership, Leadership and Staff:

1. Every minister and employee, hired by this church shall affirm their agreement with the Tabernacle Baptist Church statement on marriage and human sexuality and conduct themselves in a manner that is consistent therewith.
2. Church officers will be asked to affirm their agreement with this policy on marriage and human sexuality and shall conduct themselves in a manner that is consistent therewith.
3. Church leaders, teachers and members are expected to teach and live in a manner that is consistent with this policy.

ARTICLE V. MEMBERSHIP

The membership of this Church shall be composed of persons who have given testimony of regeneration by the Spirit of God, who have been baptized by immersion, who have subscribed to the covenant and constitution of this Church, and who have been received into membership by vote of the Church. The Pastor and/or the congregation has the authority to delay or deny presenting a candidate for Church membership based on his concerns with any of the above.

Section 1. Admission

A. Profession of Faith – A person who gives testimony of receiving Jesus Christ as his personal Savior, and indicates a desire to be baptized, shall be received into membership after a Church vote and baptism. It shall be the responsibility of the Church to arrange for baptism in conjunction with the Baptismal Committee in keeping with the teachings of Acts 2:41 and Acts 2:47.

B. By Letter – A member of another church of like faith and order (see *The Baptist Faith and Message*) may be received by vote of the Church and contingent upon receipt of a letter of recommendation from that church.

C. By Statement – A person who has once been a member of a church of like faith and order (see *The Baptist Faith and Message*), but who has no letter of recommendation upon statement of personal faith in Jesus Christ and has been baptized by immersion may be received into Church membership by vote.

Section 2. Dismissal

A. Letters may be granted to any church of like faith and order (see *The Baptist Faith and Message*) for members who have requested a transfer. When letters are granted, membership in this Church shall terminate.

B. When a member of this Church joins another church of a different faith and order (see *The Baptist Faith and Message*), a letter shall not be granted, and membership in this Church shall terminate.

C. The Church, after due notice and opportunity to hear the issue and every possible kindly effort to make such action unnecessary may, upon two-thirds of vote, terminate the membership of a person in this body for reasons it considers sufficient to warrant such action. Matthew 18:15-17 shall be used for direction.

D. Failure to abide by Section “R” of this Constitution and By-Laws will lead to disciplinary action and could lead to dismissal from Tabernacle Baptist Church.

ENTERING AND EXITING:

1. When entering the FLC always use the main doors from the portico area or from the sanctuary. All other doors are for EMERGENCY purposes ONLY and are to remain closed at all times.
2. Participants are asked to remain in the FLC. Loitering in the parking lot is not allowed.
3. The FLC is closed except for the area in which the special function or supper is being held.
4. If a member and guest/visitor wish to participate in the FLC after Wednesday night activities are over, they must follow all registration procedures.

DRESS CODE:

1. The FLC is to be used to glorify God.
2. Each person involved should “In all ways acknowledge Him.” Proverbs 3:6
3. The FLC is a ministry of TBC. In the interest of influencing others for Christ, the speech, dress, and conduct of all participants should be in accordance with the highest Christian standards. Any print or writing on clothing must be fitting for a Christian environment.

4. The FLC is a co-ed facility and appropriate clothing must be worn at all time. The activities leader/leaders will determine appropriate dress
5. Men are required to wear shirts.
6. No bare midriff's allowed.
7. Appropriate length shorts, along with other suitable attire, are required at all times by males and females.
8. Appropriate shoes for gym use include tennis, running, basketball, and other soft white sole shoes. Non-marking sole shoes must be worn in the gym area.

BEHAVIOR AND DISCIPLINE:

1. PROFANITY OR COARSE TALK WILL NOT BE ALLOWED, violators' will be asked to leave.
2. Willful violation of any policies, procedures or rules could lead to loss of eligibility to participate in activities in the FLC.
3. No unsportsmanlike conduct will be condoned at any time.
4. Infractions will be handled as follows:
 First infraction: Warning, explanation of rules, and/or suspension.
 Second infraction: Reminder, notification of parents (High school and below) and/or suspension.
 Third infraction: Parent conference (High school and below) and/or suspension.
 Major infractions and serious discipline problems will be dealt with by the Personnel Committee.

WHAT IS ALLOWED IN THE FAMILY LIFE CENTER:

1. Eating and drinking on the gym floor area will be permitted **only** when tables and chairs are set up for that purpose; otherwise, eating and drinking will be allowed only in designated areas.
2. No pets will be allowed, except service dogs.
3. Any activity approved by the Pastor or Staff members.

ITEMS PROHIBITED:

1. These items are not allowed in or on the property of TBC.

Concealed bowie knife, dirk, dagger, slungshot, loaded cane, metallic knuckles, razor, shuriken, stun gun, or other deadly weapons of like kind, as stated by law in N.C. General Statute §14-269.
 Exception, permitted concealed carry as stated by law in the North Carolina General Statute §14-415 is allowed.
 Tobacco in any form
 No alcoholic beverage
 No controlled substances
 Radios, except "Ipods/MP3s" if used with head phones
 Any thing or item that would detract from Christian atmosphere
 Any loud noise while church activities are being held
 Meeting that reflect a partisan political nature or purpose, except Pastor approved Christian Organizational Meetings
 Meeting by product-oriented businesses or organizations operating for profit

RESERVATIONS:

1. TBC groups may make application to reserve specific areas of the FLC through the church office. Using the appropriate reservation form for the FLC.
2. Only organizations of TBC or outside organizations approved by the Pastor or church staff member may make reservations and are to abide by this policy as stated in this policy under "excerpt from the Constitution and By-Laws.
3. All reservations are to be made through the TBC office as soon as a date is set. The reservation form must be filled out with the assistance of the TBC professional staff.

4. All groups must have one adult who is in charge of the entire reservation. This person is called the contact person.
5. All groups must have adequate adult supervision, The proper ratio of adults to children are as follows:

Grades K-3	1:5	Grades 4-6	1:8
Grades 7-9	1:10	Grades 10-12	1:15
6. All groups making reservations will be responsible for their own programs. If assistance is needed from staff members, two weeks notice is required.
7. **GROUP USING THE FLC IS RESPONSIBLE FOR CLEANING UP AREAS THEY USE.**
TBC CUSTODIAN'S DO NOT WORK NIGHTS OR WEEK ENDS.
8. For Weddings refer to the TBC Wedding Policies and fees.
9. Reservations should be promptly canceled if plans are changed.
10. The TBC Staff reserves the right to refuse any request for facility use and to withdraw approval if a situation develops at any point to warrant such an action.
11. Facility Forms have to be approved in the Weekly Staff meeting then it is put on the Church Calendar.

CHRISTAIN GROUPS NOT AFFILIATED WITH TBC:

1. All requests for reservations by outside groups are to be reviewed by the Pastor or a member of the Pastoral Staff and then approved or denied.
2. Request for reservations are to be made through the church office and are to be at least two weeks in advance.
3. Fees for the building usage will be charged.

EQUIPMENT:

1. All equipment used in the gym area must be approved by Church Staff & Maintenance Supervisor.
2. Individuals or groups who check out FLC equipment or property will be financially responsible for equipment that is damaged, lost, destroyed or stolen. Exceptions are damage from normal wear and tear.
3. Items that are not TBC issue are not allowed in the FLC unless approved by Church Staff and Maintenance Supervisor. Exceptions: Basketballs and Volleyballs.

LIABILITY:

1. The use of the FLC and all equipment will be at the risk of the participant.
2. TBC does not assume liability or responsibility for any participant.
3. TBC does not make any expressed or implied warranty of the premises, equipment, machinery, or furniture.
4. TBC is not responsible for lost or stolen property.
5. Outside groups using the FLC will be responsible for any damage to the property.
6. A member of TBC or a church staff member will be present during any use of the FLC by an outside group.
7. The use of the kitchen may require the supervision of the Food Service Committee and/or the church hostess.

MEN'S AND WOMEN'S DRESSING ROOMS:

1. For safety reasons it is especially important that under-aged children be closely supervised by their responsible adult while in these areas. A pair of adults is recommended if children 16 years or younger will be showering and changing clothes.
2. Each person is responsible for taking their wet towels, clothing and personal items with them when they leave the dressing room.
3. Participants should not leave valuables in the dressing rooms.
4. No horseplay is allowed in the dressing rooms.
5. No food or drink is allowed in the dressing rooms. Bottled water is acceptable.
6. Any immoral or unchristian acts shall be reported to the church staff immediately.

KITCHEN:

For use of the kitchen and kitchen equipment refer to the posted policies in the kitchen.

STORAGE AREAS:

The storage areas are off limits at all times and no one is to enter the storage areas without first having obtained permission.

INTERPRETATION OF POLICIES AND PROCEDURES:

1. Any situation not specifically covered in this list of policies will be acted upon if and when the need arises at the discretion of the Senior Pastor and his Staff.
2. Policies and procedures will be reviewed periodically by the Building & Ground Committee and church staff.
3. The Building & Grounds Committee and church staff will be responsible for interpretation and enforcement of all rules. If discipline action is required the Personnel Committee will take the appropriate action.

FEES:

1. Fees are for Non-Church sponsored or approved events.
2. All fees are intended to offset equipment maintenance and new equipment costs and help to eliminate a strain on the church budget.
3. Credit will not be extended.
4. All fees are to be paid in advance of activity.

Listed below is the fee schedule.

TBC Members (Custodial Fee only)	
Sanctuary	\$100
Gym	\$75, after 3 hrs. \$25 per hr.
Lobby/Assembly Area	\$50
Kitchen	\$75
Class Rooms	\$50
Kitchenette/Assembly	\$50
Fellowship Hallway	\$50
Audio/Visual Operator	\$15 per hr. per Operator

Non-Members (Facility & Custodial Fee)	
Sanctuary	\$600
Gym	\$175, after 3 hrs. \$25 per hr.
Lobby/Assembly Area	\$100
Kitchen	\$150
Class Rooms	\$100
Kitchenette/Assembly	\$100
Fellowship Hallway	\$100
Audio/Visual Operator	\$15 per hr. per Operator

* For wedding fees see TBC wedding policies which includes ACCOMPANIST FEES.

CLEANING:

1. Cleaning priority will be given to the kitchen and bathroom areas by using participants.
2. Table and Chairs should be cleaned and returned to their storage area unless janitorial service has been requested and fees paid. (See storage area rules).
3. Participants should check all used areas for left behind items and personal items.
4. All lights should be turned off with the exception of continuous burning ones.
5. Any damaged property or items should be reported immediately.
6. Food left over from outside participants should be taken with them unless other plans have been made with the TBC kitchen members. Food left over from church-sponsored events will be either frozen and kept at the church for future use or given to the Unity Group for Unity meals.

Request for Use of Church Facility

Today's Date: _____

Date of Event: _____

Name of Event: _____

Actual Time of event _____ (Time needed for set-up _____ to _____)

Person Completing Request: _____

Address: _____ Telephone: _____

Organization of Group Requesting Use: _____ Is this a Church sponsored event? _____

Is a member of this church involved in this organization/activity? Yes _____ No _____

If yes, who? _____ Who will be responsible for locking doors? _____

Person making request is responsible for cleanup; if another person, please note who: _____

Areas Needed: (Check areas needed)

_____ Sanctuary

_____ FLC Gym

_____ Class Rooms (Specify) _____

_____ FLC Lobby/Assembly

_____ Nursery

_____ FLC Kitchen

_____ FLC Fellowship Hallway

_____ Kitchenette/Assembly Area (FLC Upstairs)

Special instructions for room layout

How many people will attend? _____ Will meals/food be served at the event? Yes _____ No _____

If yes, will it be _____ catered _____ pot-luck type _____ prepared on the premises

Supplies or Equipment of Church Requested:

Is Childcare needed? _____ Yes _____ No How many Children? _____ Age of children? _____

1. Childcare request must be received 2 weeks prior to event
2. Childcare will only be provided for 3 or more children
3. Two childcare workers must be present for any and all events
4. Childcare wages are \$15/hour per worker
5. Wages are paid from the ministry that is hosting the event

**If you require any Audio/Visual Equipment or an A/V Operator, contact
Rev. John Strickland john@tabernaclebaptist.com
See back page.**

Signed by Requesting Person:

I have read the attached Church Facility Policies and personally and on behalf of the requesting organization/group, if any, agree to abide by these policies.

Name: _____ Date: _____

PLEASE RETURN FACILITY FORM TO THE CHURCH OFFICE FOR APPROVAL

Media and Technology for Events

We want to help make the audio/visual portion of your event or program run smoothly! Excellence in the use of technical elements such as audio engineering and visual media— slideshow presentations and video—requires adequate preparation, setup, and design. Depending on the location, size, and complexity of your event/program, we may make suggestions or determine alternative methods to help you accomplish your goals.

You must submit a copy of your written event plan when you submit the facility request form to the church office. This event plan should outline all elements you plan to include in your program. Be as detailed as possible. We need your complete program plan before we can design a setup to fit your needs. If your final program is not complete, include a draft or detailed outline. *Even if you do not plan on printing a program for your attendees, we need a written plan for your event.* It's okay if something changes along the way—just submit updates to your program as soon as possible.

We want to serve you well, but please remember that tech operators are not magicians! But, with the right amount of planning and communication, we can make your event run smoothly and help you communicate effectively.

Submission Checklist

Submit the following with the Facility Request Form

✓ **Written Event Plan**

- Helpful Questions:
 - Who will be speaking?
 - Will you have live music? Who is singing? Who is playing instruments?
 - Will the audience/congregation be singing?
 - Will you have recorded music? Is it on a CD? Is it on a computer? Is it on YouTube?
 - Will you play any videos? Is it on a DVD? Computer? Online?
 - Will you have a slideshow of pictures? Are they on a computer?
 - Will you have slides for a presentation? Is it in PowerPoint?
 - Are you planning to have a rehearsal? When? Who will be there?

*If you are unsure about this step or have any questions,
please contact john@tabernaclebaptist.com as soon as possible.*

Submit the following at least 7 working (business) days prior to event

✓ **Final Event Plan, Program, or Order of Service**

✓ **All Media—videos, slideshows, pictures, song recordings, etc.**

- Possible ways to submit media:
 - E-mail: john@tabernaclebaptist.com
 - Online file sharing (Google Drive, Dropbox, OneDrive)
 - Send links to online content
 - Bring physical media to the church office—CDs, DVDs, USB Drives, SD Cards, etc. (Make sure it is labeled so we can return it to you.)