

# BLUE SPRINGS CHRISTIAN CHURCH

## ADMINISTRATIVE POLICY

BSCC POLICY NUMBER: FAC-3

TITLE: MINISTRY RELATED EVENTS

DATE: February 2004, revised September 22, 2010, revised July 2018

**Policy:** The campus (property, buildings, equipment and supplies) of Blue Springs Christian Church (BSCC) is devoted to BSCC's mission, plan and steps. This policy defines guidelines in the use of the campus for ministry related events such as small group meetings.

**Responsibilities:** The physical resources of the church are the joint responsibilities of the Overseers, Finance Team, Building and Grounds Team, Staff, members and everyone who considers BSCC their church home. The use of the campus is to be within the guidelines described in this policy and under the direction of the church's Executive Pastor within his reporting relationship to the Overseers.

### Facility Use:

- A. All church facilities must be requested and approved through the church's facility calendar prior to their occurrence. Group leaders are asked to abide by any room restrictions listed when making room requests. Scheduled BSCC ministry activities and programs will take precedence over all other uses of the facility.
- B. All personal property of the church including, but not limited to, musical instruments, computers, video monitors, furnishings, appliances and other equipment are the responsibility of the respective ministries to which they've been entrusted. Use of the church's personal property must have prior approval of the respective ministry department head. If in doubt the church's administrator should be contacted in advance of its use.
- C. Access to stage areas and all audio visual and lighting booths and enclosures are restricted to authorized individuals only. Groups needing to avail themselves of these resources for events must arrange for departmental technical staffing prior to their event.
- D. Alcoholic beverages and illegal drugs are not allowed on the campus. Smoking is not permitted inside any building.
- E. All groups using church facilities are responsible for returning rooms they used to the condition in which they found them and return all equipment they used to where they found it.
- F. Children under the age of 18 are always to be supervised when on church property. Parents of children below the age of 12 are cautioned that the Student Ministry areas in the Student Center are age specific and not intended for children younger than Middle School age.
- G. Food and drinks are frequently part of meetings and events. However, food and drinks are strongly discouraged near table games, computers and other electronic equipment such as electronic game systems located in the Student Center.

- H. Group or meeting leaders are responsible for making sure that either they or someone else who they have communicated with directly lock any building that they have met in or used outside of the normal office hours for the church.

**Scheduling:** All requests for use of the campus must be approved through either the responsible ministry department head or the Executive Pastor. They will determine the appropriateness of specific requests for use of the BSCC Campus. The church office maintains the building calendar.