



BOULDERCREST MINISTRY
POLICIES AND PROCEDURES

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I. Building Use - General

- A. The philosophy for building use is that all church facilities are intended to support the basic purpose and mission of the church, with policies designed to foster the spirit of bringing people to Christ.
- B. Use of the church facilities must align with church policies and procedures. The party utilizing the facilities is responsible for cleaning the area used, removing personal items, and returning the room(s) to their original arrangement.
- C. Regularly scheduled church meetings will have first priority for building use, followed by other church-related meetings. Outside organizations may be permitted to use the facilities when they are not in use by church groups, provided their purpose is approved by the Elders. Please note that profit-making enterprises are not allowed to use the church facilities for any purpose.

II. Building Use - Special Occasions

The Elders have approved the following events to be held at the church building for members of Bouldercrest and members of the Church of Christ. Please note that a building use fee may apply to some of the events as indicated below:

- Weddings*
- Marriage Renewals*
- Wedding Anniversary Celebrations (25-50)*
- Bridal Showers
- Baby Showers
- Retirement Dinners*

*Building use fee applies.

III. Building Use – Birthdays Celebrations

Members of the Church of Christ at Bouldercrest are welcome to use the fellowship hall for birthday celebrations, and the following guidelines will apply:

1. The celebration must be scheduled through the church office and will be granted if space is available and if there are no other scheduled events (e.g., gospel meetings, special programs, ministry meetings). A minimum of four weeks' notice is required for scheduling.
2. Birthday celebrations are open for all ages.
3. Saturday birthday celebrations must be completed by 3:30 pm to prepare the building for Sunday worship and Bible study.
4. Sunday birthday celebrations may be held following worship service and must end no later than 3:30 pm.
5. The area used for the celebration is limited to the fellowship hall. The sanctuary cannot be used. The kitchen may be used to warm food but not for meal preparation.
6. There will be a \$100 fee for setup, breakdown, and cleanup. This fee must be paid one week before the event. The fee will be waived if the celebration is limited to a single classroom.
7. For any items stored at the church for pickup by vendors, the church will be held harmless and will not be responsible for loss or damage to any items. The church will also not be responsible for any loss incurred in preparation during the event or after the event has ended.

IV. Building Use – Funerals/Repasts

Even for Christians, the death of a loved one is a difficult experience. We grieve the loss of someone who has been close to us, but we do not sorrow as those who have no hope (1 Thessalonians 4:13). Through the Word of God, we find hope during the death of a loved one (Romans 15:4). It is our desire and privilege to minister to the families of our congregation in their time of need. This policy is provided to assist our families during a time of grief and to offer clear directions and guidance in planning funeral services.

All members at Bouldercrest are encouraged to use the church building for funeral services. We believe that the best place to hold the funeral service of a Christian is in the sanctuary of the church to which the member belonged, allowing all who attend to be reminded of our hope and assurance in Jesus Christ.

Scheduling

Dates and times for funerals at Bouldercrest are to be arranged in consultation with the Minister and the church administrative office, based on availability and the preferences of the deceased's family.

The minister must approve all funeral arrangements at Bouldercrest.

Funerals outside of the church property that request Bouldercrest's involvement will be coordinated with the minister and the church administrative office.

Funeral services will need to be planned around already scheduled major events such as weddings, conferences, workshops, and events with special speakers.

We appreciate your understanding as we work together to provide support during this difficult time.

The scheduling of the song leader and Audio-Visual Team must also be taken into consideration.

Officiant and Eulogist

The officiant and eulogist will be coordinated with the minister, office staff, and the family.

Whenever possible, the minister of the congregation will conduct all funeral services at Bouldercrest, unless the family prefers another ministerial staff member.

Ministers who are not known by the leadership and non-members of the Church of Christ will not be allowed to serve as an officiant or eulogist for funerals at Bouldercrest.

Structure of the Funeral Service

All parts of the service are to be consistent with the present worship practices of the church. The family may suggest other items to be included in the service, such as solos, poems, etc.

Participants in the funeral service who will offer prayer and read scripture must be male members of the Church of Christ. Remarks, reading of the obituary, and acknowledgements are open to both members and non-members. The office staff will offer assistance to the family in selecting participants for the funeral service.

Music

Only music appropriate for a worship service shall be used in the funeral service.

Recorded instrumental and accompaniment music, soloists, and guest singers must have the approval of the minister.

No types of musical instruments will be used in the church building.

Funerals for Non-Members

Funerals for non-members will be approved and scheduled at the discretion of the church leadership along with the minister.

Programs and Obituaries

The creation of programs and the writing of the obituary is the responsibility of the family. The office staff is available to make additional copies as needed.

Video Presentations

If a video is to be a part of the service, the format must meet the specifications designated by the AV team and must be submitted to the church office 48 hours prior to the funeral service for review.

Videos may include recorded instrumental music.

The length of the video should be within 3 to 4 minutes.

Repast Meal

The repast meal is the responsibility of the family. The church will provide a grief support offering to the family.

Building Use Cost

The church will be compassionate in discussions with the family and will be mindful of the stress during this difficult time.

Members: There is no cost for the use of the building.

Non-members with a relative who is a member of the congregation: There will not be a building charge.

For non-members, there is a building charge of \$300 for the auditorium and \$200 for the fellowship hall. This includes the clean-up charge.

Leadership Travel to Out-of-Town Funeral Services

The leadership strongly believes in supporting our members in times of grief. Therefore, when possible, the leaders of the church will attend out-of-town funerals of members and immediate family members. However, there may be occasions when none of the leaders will be able to attend. At these times, other means of support will be provided to the bereaved family.

We are committed to being there for our members during their times of loss and will do our best to offer support in any way we can.

Immediate Family

For purposes of this policy, immediate family is defined as mother, father, sister, brother, children, mother-in-law, and father-in-law.

V. Building Use - Weddings

The Church of Christ at Bouldercrest is a spiritual haven for members and a beacon of light to the community we serve. We use the Bible, biblical teachings, and principles as our primary source and guidance for services rendered. This facility cannot be used for same-sex partnerships/marriages or any other same-sex event (Genesis 2:23-25).

Fees: Facility usage fees are determined by package selection. A deposit of \$200.00 for members and \$500 for non-members is due at the time of booking to secure the selected date. The wedding balance is due thirty (30) days prior to the scheduled event. This agreement covers usage as described in the package selection. Additional rooms (e.g., clothing change for the wedding party) will be assigned on an as-needed basis.

Facility Tour

A one-time tour of the facility will be scheduled for the wedding participants. It is the responsibility of the bride and groom to coordinate a date and time with their wedding coordinator/planner, florist, caterer, decorator, etc., to tour the building. The Facility Coordinator will meet you at the site at the arranged time to facilitate a tour of the building.

If there is a change in the appointment date or time, a 24-hour notice is required. A charge of \$25 is assessed for missed appointments without notification.

Timelines

Occupancy of the facility officially begins two hours prior to the established event time and concludes one hour past the event time. A total of four hours is reserved for each scheduled event. A fee of \$50 per 30 minutes will be assessed for extended time used after the first 30 minutes has expired.

Wedding Ceremony

All weddings (members and/or non-members) are gender-specific (male/female) and must be performed by a minister of the Church of Christ.

Wedding Rehearsal

Rehearsals are not scheduled later than 6:00 PM. Two hours have been allotted for the wedding rehearsals, which must be completed by or before 8:00 PM. If for any reason the rehearsal goes beyond 8:00 PM, a charge of \$50 per 30 minutes will be charged for extended usage after the first 30 minutes.

Rehearsal Dinner

A total of two (2) hours is reserved for the rehearsal dinner. A fee of \$50 per 30 minutes will be charged for time overages after the first 30 minutes. Only covered, to-go containers are allowed outside of the fellowship hall. No cooking is allowed on the premises, and kitchen appliances cannot be used. The wedding party should provide all equipment, utensils, and supplies needed for the occasion. Clean-up (sweeping the floor, cleaning countertops, washing dirty dishes, and leaving the fellowship hall orderly) is the bride's and groom's responsibility.

Foyer/Vestibule/Lobby

Movement or changing of any furnishings in the foyer (i.e., tables, chairs, benches, and floral arrangements) is prohibited.

Sanctuary/Auditorium

The sanctuary is our primary place of worship. The appearance of the sanctuary cannot be altered, with the exception of the movement of chairs from the pulpit area, movement of floral arrangements, and the movement of the communion tables, which will be done by church staff. No food or drink is allowed in the sanctuary at any time.

Use of candles, other than dripless, is prohibited.

Use of pins, tape, glitter, glue, or anything that will alter the appearance of any wall surface, wood on the pews, and in the pulpit area is prohibited.

Use of nails or any other hardware to secure items to the carpet is prohibited.

Rice, potpourri, or confetti may not be thrown anywhere in the church building. Bubbles are an alternative and may be used outside only.

Audio/Visual Services

The cost will vary based on the services rendered. Special services will be priced according to the volume and type requested. For audio/visual presentation and related charges, please contact the church office or Johnnie Kemp for more information.

Fellowship Hall

Dancing is not permitted; therefore, the use of bands and DJs is not allowed.

No alcoholic beverages may be served on the church premises at any time.

Use of musical instruments is prohibited; however, recorded music is acceptable. Music should be in keeping with the sacredness and dignity of the wedding service. All music must be approved by the music coordinator at least one month prior to the ceremony/reception.

Only covered, to-go containers are allowed outside of the fellowship hall.

Catering Services

All catering services performed on the premises shall be contracted by the church's selected caterer(s).

Minister's Fee

It is the responsibility of the bride and groom to ensure that the minister's fee of \$200 is paid no later than one week prior to the wedding rehearsal.

Cancellation/Refund Policy

The facility usage fee is fully refundable if written notice is received thirty (30) days prior to the scheduled event. After 30 days, 50 percent of the amount paid will be refunded. A \$50 administrative fee will be assessed upon cancellation.

Disclaimer

Guests and/or parties attending or participating in the scheduled event 'hold harmless' The Church of Christ at Bouldercrest, its leadership, and staff serving in an official capacity from any liability associated with thefts, injuries, and/or mishaps during the scheduled event.

Damage to the church building and/or property will result in compensation of an amount equal to or comparable to the market value to repair and/or replace damaged items.

Failure to adhere to established guidelines will result in unfavorable access for future usage.

Available Packages -

Bouldercrest Members Only

Package #1	Package #2	Package #3
Wedding & Reception - \$800	Wedding Only - \$300	Reception Only - \$500
Administrative Services	Administrative Services	Administrative Services
Foyer	Foyer	Fellowship Hall (Only)
Sanctuary	Sanctuary	Sound/Music Technicians
Fellowship Hall	Sound/Music Technicians	Custodial Services
Sound/Music Technicians	Custodial Services	
Custodial Services		

Non-Members and Other Congregations

Package #1	Package #2	Package #3
Wedding & Reception - \$1,200	Wedding Only - \$500	Reception Only - \$700
Administrative Services	Administrative Services	Administrative Services
Foyer	Foyer	Fellowship Hall (Only)
Sanctuary	Sanctuary	Sound/Music Technicians
Fellowship Hall	Sound/Music Technicians	Custodial Services
Sound/Music Technicians	Custodial Services	Security
Security	Security	
Custodial Services		

VII. Building Use - Displays in the Lobby

It is recommended that easels be used for advertising events in the lobby area. Displays requiring tables or other items must be pre-approved by the leadership team.

VIII. Building Use - Conference Room Reservation

Small group meetings may be held in the Conference Room by contacting the Church Office Administrator for calendar availability. The room may be used without any modifications (movement of furniture).

IX. KITCHEN AND FELLOWSHIP HALL

For use of the kitchen and fellowship hall, contact the church office or use the request form on the church website www.bouldercrestcoc.org under the member's tab. Once approved, if a meal is being provided you will need to contact one of the kitchen coordinators to work with you during the event. The monitor is there to ensure that everything is running smoothly and to answer any questions or concerns that may come up regarding the kitchen area. You must have a monitor for the kitchen. The monitor is not there to decorate, cook, or clean up! If you need the monitor to assist you with your event you must get advance approval for their services. Contact the church office if you need the names of the monitors. The event coordinator/ministry is responsible for cleaning-up, setting up, serving food, and decorating for the event.

Area Rearrangement

The office will notify the church maintenance staff of the date of your event and if tables and chairs need to be arranged. Please provide the time of the event, number of people expected to attend, and a drawing of how you would like the chairs and tables positioned. If you do not provide a diagram for seating, they will set up the area based on the number of people attending.

Responsibilities of the Hosting Ministry or Group

- Decorating
- Finding a caterer
- General cleanup of the area
- Discarding all leftover food and drink.

The kitchen is a warming kitchen. It is for warming up food that has already been prepared. Under the supervision of the kitchen monitor, the kitchen warmer and disposable chaffer stands are available upon request. The church does not provide fuel burners, disposable pans, aprons, or hairnets. The church will provide gloves. Please do not store leftover food or drink in the refrigerator or freezer.

After the event is over, the area must be clean. All spills mopped up, food swept from the floor, and tables wiped down so they are free of any food or drink. All trash must be removed from the building and emptied in the dumpsters outside. All trash cans should be free of any boxes or food when you leave the kitchen.

If you have any questions or concerns, please let the office staff know.

X. CHURCH CALENDAR SCHEDULING

The Church Office Administrator maintains the official church calendar, and all requests and changes must be channeled through her. No one else is permitted to enter, delete, or change information on the official calendar.

Church program activities, including meetings, fellowships, and recreation, may be scheduled by leadership, staff, ministry leaders, and committee chairpersons. You can review the calendar online to check for open dates, and it is recommended that you schedule your event at least three weeks prior to the requested date.

Please note that the building closes on Sunday at 3:00 pm, and all events must be completed by that time. Additionally, all events on Saturdays must end by 3:30 pm to prepare the area for Sunday bible study.

The Elders will coordinate the scheduled events for the church calendar at the start of each year that affect the congregation at large. Once those events have been scheduled, the calendar will be open for other meetings and events.

For Sunday meetings, we restrict the number of meetings following worship to three per Sunday. Any meetings that are already scheduled on the church calendar and were pre-approved will take priority.

All requests to use the building for meetings must be scheduled through the church office. To schedule a meeting, you can contact the church office by email or through the church website. If you are scheduling on the website, please go to the members' tab, and click on "Request to use the Church Premises."

Once your event or meeting has been scheduled, a room will be assigned. Please note that room assignments are based on a first-come, first-served basis. We kindly ask that you do not change rooms or times without prior approval from the office. If a change is needed, it must be communicated at least 72 hours prior to the event.

If you have any questions or concerns, please feel free to contact the church office at admin@bouldercrestcoc.org or call (404) 622-4212 during office hours.

The use of the building for activities other than church-sponsored events is subject to the church policy on use and the availability of space. In the event of a conflict, church activities will take priority over sponsored or community activities on a first-come, first-served basis.

If you need to change the date, time, or cancel an event, please contact the church office administrator as soon as possible to ensure the cancellation is noted in the bulletin and announced.

Additionally, program activities and committee meetings should not conflict with the regularly scheduled services of the church.

EVENTS ANNOUNCEMENTS AND PROMOTIONS

Flyers

All flyers for events sponsored or at the church must be approved by the office administrator. If you need a flyer, please be sure that all pertinent information, i.e., date, starting time, type of event, location, contact name and telephone number, and activities) are included. Send the information to the church office via email to admin@bouldercrestcoc.org. The office will forward your information to Korey Gobin, who will create the initial flyer. He will send you an initial draft of the flyer. If any revisions or changes are needed, please forward them back to Korey at the email address that he provides to you. Upon completion, Korey will email the final revision directly to you for your approval. The office will make copies of the final draft that you have approved. Please email the office with how many copies you will need. Please send the information for the flyer at least two weeks before they are to be distributed. Remember that not all events and meetings require a flyer. Most of them can be announced in the bulletin or announced from the pulpit.

Announcements

All announcements must be approved by the church office administrator or an elder before they can be publicized or announced. We kindly ask that announcements be sent to the office at least two weeks prior to when they are to be given.

You can email your announcements to admin@bouldercrestcoc.org or submit them online through the church website. To submit online, please visit the church website, click on the "Members" tab, scroll down to the section for completing an announcement form, and click there. Once your announcement has been received, you will receive an email confirmation.

XI. USE OF THE CHURCH LOGO, IMAGE, OR LIKENESS

We kindly ask that no one use our name, image, logo, or likeness without obtaining consent from the church office. The church office is here to assist in making your announcement or event a success, so please reach out to them for guidance. They will gather the necessary information from you and provide details on the process and steps involved.

Please note that unauthorized use of the church's name, image, logo, or likeness may result in the cancellation of your event or announcement.

XII. Keys Usage and Distribution

Only authorized individuals with prior approval from the elder(s) or deacon(s) are permitted to possess a key to the internal and external doors of the church.

Bouldercrest key holders are prohibited from duplicating keys. Duplication will only be performed by the elder(s) or deacon(s) upon written request.

Key holders are not allowed to loan or share keys with anyone unless the elder(s) or deacon(s) have granted prior approval responsible for building oversight.

In the event of a lost or stolen key, key holders should report it immediately. A lost key form must be completed, and a fee of \$3 per key must be paid before any replacement keys will be issued.

Any key holder who is no longer affiliated with the Church of Christ at Bouldercrest should return their keys to Michael Wood or another designated person immediately. Additionally, all key holders with keys

for specific tasks should return those keys to the key manager immediately after the task has been completed.

XIII. FISCAL MANAGEMENT

All ministries, committees, staff, and individuals are required to abide by these Policies and Procedures.

The Elders will administer the financial program of the church. All budgeted expenditures must be approved by the Elders and/or the Treasurer. Additionally, all budgeted expenditures must receive Finance Committee approval before any expenditures are made.

The Elders will make decisions regarding all non-budget expenditures or will provide recommendations about these expenditures to the church. The church holds the authority concerning non-budget expenditures and will only be responsible for authorized expenditures, which are those approved by an Elder.

Any ministry, committee, or individual wishing to make an expenditure must obtain a Check Request Form from the church office. The request should then be submitted to the minister, elder, or deacon for approval. Only after receiving approval from a member of the leadership team will the expenditure be processed.

Please note that all checks will require two signatures.

XIV. CHECK REQUESTS

All requests for reimbursements must be approved prior to making any purchases or expenditures. Ministry coordinators are responsible for obtaining leadership (deacon or elder) approval before implementing any expenditures. Once approval has been granted, the expenditure is considered approved.

If there are other individuals within the ministry who make purchases, those purchases must also receive prior approval from leadership (deacons or elders).

XV. TRANSPORTATION - Church Van Use

The policies for van use state that all church equipment, including the van, shall be utilized to carry out the basic purpose and mission of the church.

The van specifically serves as a means of transportation to and from worship for members living within a 10-mile radius of the church building.

XVI. GUEST SPEAKERS

Guest speakers for any occasion will not be confirmed until they have been presented to the elders and the pulpit minister at a scheduled meeting. The selection of speakers will be based on the following criteria:

- Doctrinal soundness
- Known by at least two church leaders (elders or minister)
- Leadership structure in the speaker's congregation
- Reputation in the brotherhood (no known moral or controversial issues)

