

Clifford Baptist Church Policies and Procedures Manual

Facility Usage Policy

Biblical Prerequisites for Facility Usage

Clifford Baptist Church (hereafter called CBC) understands that the buildings and grounds belong to the Lord and not to the fellowship. Consequently, church leadership has attempted to come as close as possible to using the building, or allowing the building to be used, only in activities that can be supported biblically, without running the risk of appearing to be supportive of anything unbiblical.

There are three scenarios that such requests would fall under:

- 1) General Use - Events such as birthday parties, family gatherings, anniversary parties, etc.
- 2) Weddings, Receptions, and Bridal Showers
- 3) Baby Showers

Different agreements are required for each. The Ministry Assistant will determine which agreement applies.

Situations that Would Preclude Someone from Using the Facility

Situation: CBC pastors believe that biblical standards keep us from marrying couples who are living together. (1 Corinthians 6:18-20)

Answer: The couple would agree to marital counseling and agree to no longer live together for one (1) month minimum prior to the wedding.

Situation: A couple is living together, but chooses to have an officiating pastor other than CBC pastors. (1 Corinthians 6:18-21)

Answer: The couple would agree to marital counseling by a pastor of the Christian faith who will perform the wedding. The couple would agree to no longer live together until after the wedding. The officiating pastor would be responsible to contact CBC to schedule the wedding date.

Situation: One or the other of the couple isn't a Christian. (2 Corinthians 6:14)

Answer: It is unbiblical to marry a believer to a non-believer; therefore, the couple would have to agree to marital counseling and the wedding postponed until and if the non-believer has a genuine conversion to Jesus Christ as Savior.

Situation: One or both of the couple wishing to be married have experienced an unbiblical divorce. (Matthew 5:32, Matthew 19:9, Mark 10:9, and 1 Corinthians 7:10-11)

Answer: Biblically speaking, as CBC pastors understand the scriptures, unless the divorce was enacted because of unfaithfulness or abandonment, they can neither marry them nor can the facility be used for the wedding. However, if they will work with pastors on redemptive counseling, pastors may reconsider the decision.

Situation: A CBC non-member wishes to use the church facility for an appropriate event.

Answer: Only immediate family of CBC members are allowed to rent the facility. Immediate family will be defined as parents, children, siblings, and grandchildren of a CBC member. Any requested exception must be brought to the Staff for approval. A non-member is required to have a CBC member in good standing to sponsor the event.

Situation: A member or non-members wishes to use the facility to promote their personal business.

Answer: CBC leadership has chosen not to allow the church property or buildings to be used for financial gain for either individuals or organizations.

Situation: Civic groups ask permission to use the facility.

Answer: Only groups whose activities don't conflict with biblical principles may use the facility. For example, the Boy Scouts and Girl Scouts would no longer be allowed to use the facility because of their leadership's stance on homosexuality. (Romans 1:24-28)

There may be other situations not dealt with specifically here. It is hoped that the intent of CBC is clear in that we love both God and people and wish only to honor the Lord in the way in which Word and property are handled. Church leadership is willing to help anyone in an unbiblical situation to see their way to the biblical position and remove the stumbling block.

If the inquirer's request meets biblical standards, they may avail themselves of either the *Member Facility Usage Agreement* or the *Non-member Facility Usage Agreement*. (For any General events, the form titled "General Events" will be used. See pages 2-3 – 2-5.)

**Member Facility Usage Agreement
SOCIAL HALL FOR GENERAL USE**

Name: _____

Date Requested: _____ Facility Requested: Social Hall

Time of Day Requested: from _____ to _____ (including set up and clean up) _____ Event Time

For the purpose of: _____

Note

- If a member wishes to make a donation to the church for using the facility, simply because they choose to, we will certainly accept it. However, church members are not required to pay for the use of the building that they already own and pay for with their tithes and offerings.

The Agreement does “not” include the following:

- The use of any other areas in the church (without prior permission)
- Paper products or other supplies

Regulations

- Music should be appropriate for a church setting
- No dancing
- No alcoholic beverages on the premises, including the parking lot
- No tobacco product use is allowed “inside” the facility but is allowed outside
- Thermostats may not be changed from their settings
- You are invited to use ice from the ice machine
- All functions must be completed (i.e. cleaned up and ready to leave) by 11pm
- The church reserves the right to determine if an activity is appropriate for the church
- All trash from your event must be removed from the premises. Replacement trash bags are available in the closet off the social hall in the metal cabinet.

Additionally

- The renter agrees to hold Clifford Baptist Church free from any liability arising from the renter’s activity.
- The renter agrees to repair or replace any and all items that are damaged as a result of the rental activity. The church reserves the right to determine if repair is sufficient or if replacement is necessary.

Please Note

- The renter assumes all responsibility and liability for the safety of minors on site from any and all danger. Clifford Baptist Church has no on site supervisor and therefore recognizes no liability for unsupervised minors.

Signature: _____ Date: _____

Address: _____ Phone#: _____

Note: Due to the number of requests, this date will be held until _____ (date). If the signed agreement is not returned to the church prior to the above agreed upon date we will release the date to anyone else that may want it.

Please return the agreement to Clifford Baptist Church – Attn: Kim Morcom, Ministry Assistant

**Non-Member Facility Usage Agreement
SOCIAL HALL FOR GENERAL USE**

Name: _____

Date Requested: _____

Facility Requested: Social Hall

Time of Day Requested: from _____ to _____ (including set up and clean up) _____ Event Time

For the purpose of: _____

Non-Member Qualification

- Only immediate family of Clifford Baptist Church members are allowed to rent the facility. Immediate family will be defined as parents, children, siblings and grandchildren. Any requested exception should be brought to the staff for approval.

Sponsor Responsibilities

- The contract will be presented to the sponsor for approval before being presented to the non-member
- A member in good standing with the church must sponsor any non-member wishing to use the church property in order to rent the facility.
- The sponsor must cosign the contract and agree to assume responsibility for any unpaid fees, damage repair, or cleaning costs resulting from the non-members activity.
- **The sponsor must be present during all sponsored activities**
- The sponsor is responsible for making sure all church items are returned to their proper place. (This does "not" include sound equipment).

Retainer Fee = \$200

- The retainer fee is due when the contract is returned in order to reserve the date.
- The \$200 retainer will be returned after the church staff has verified that:
 - All regulations have been kept
 - Any materials brought on site for the activity have been removed
 - Any church items are returned to their proper place
 - And the cleaning was satisfactory
 - The \$200 retainer will be returned to the renter

Rental Cost

- The rental fee should be paid in full at least one month in advance of the date requested.
 - Social Hall **\$300**

The Agreement does "not" include the following:

- The use of any other areas in the church (without prior permission)
- Paper products or other supplies

Regulations

- Music should be appropriate for a church setting
- No dancing
- No alcoholic beverages on the premises, including the parking lot
- No tobacco product use is allowed "inside" the facility but is allowed outside

- Any candles used in the chapel or sanctuary must have some type of drop cloth under them to catch wax drippings
- Thermostats may not be changed from their settings
- Ice from the ice machine "can" be used by the rental party
- All functions must be completed (i.e. cleaned up and ready to leave) by 11pm
- The church reserves the right to determine if an activity is appropriate for the church
- All trash from your event must be removed from the premises. Replacement trash bags are available in the closet off the social hall in the metal cabinet.

Additionally

- The renter agrees to hold Clifford Baptist Church free from any liability arising from the renter's activity.
- The renter agrees to repair or replace any and all items that are damaged as a result of the rental activity. The church reserves the right to determine if repair is sufficient or if replacement is necessary.

Please Note

- The renter assumes all responsibility and liability for the safety of minors on site from any and all danger. Clifford Baptist Church has no on site supervisor and therefore recognizes no liability for unsupervised minors.

Non-Member Signature: _____

Date Signed: _____

Sponsor Signature: _____

Date Signed _____

Address: _____

Phone #: _____

Email: _____

Retainer Check #: _____ Date Received: _____

Rental Cost Check #: _____ Date Received: _____

Note: Due to the number of requests, this date will be held until _____ (date). If the signed agreement is not returned to the church prior to the above agreed upon date we will release the date to anyone else that may want it.

Please return the contract, retainer fee, and/or the rental cost to:

Clifford Baptist Church, Attn: Kim Morcom, Ministry Assistant

Weddings, Receptions and/or Bridal Showers

A different agreement will be required for weddings, receptions and/or bridal showers.

In order to proceed in reserving the facility with these guidelines, the Ministry Assistant will be contacted during office hours for a reservation contract.

MARRIAGE, BRIDAL AND BABY SHOWER POLICY

Biblical Basis for Marriage: “And the Lord God said, ‘It is not good that the man should be alone; I will make for him a helper comparable to him.’”

Genesis 2:18 NKJV

CBC leadership believes strongly that marriage is one of the most important commitments that a person will make in their earthly years, and must not be entered into lightly. Second to their commitment to God, the marriage bond is one that is to be life-long, and lived under the guidance of Biblical principles. As a church body, we are called by God to honor the couple who conducts their courtship and marriage under the authority of the Bible. Therefore, all gatherings that are connected with a couple in a relationship must adhere to Biblical standards and morals. The church, under the guidance of God, cannot honor living together, or emulating family outside of the bond of marriage. This would include wedding and baby showers, as well as wedding rehearsals and ceremonies. (There may be some situations when special living arrangements are agreed upon by the couple and pastoral counselor. However, the Biblical moral and relationship standards will not be compromised.)

Belief:

God has intended that Christians only marry those who are Christian (II Corinthians 6:14). Both the bride and groom will confirm their belief in Jesus Christ as Savior, and honor His Word in their lives prior to entering the marriage relationship.

Purity:

The sexual relationship has been designed for couples who are married; therefore, both engaged individuals are asked to abstain from any sexual relationship until after their wedding. In the case of cohabitation, the couple must live separately for a minimum of one month prior to their wedding. If a couple agrees to live separately, then **during the period of their separation** they will have full access to church facilities for showers. No facility usage may be offered as a couple lives together.

Service:

God’s Word is adamant about believers serving Him. The church is given as an avenue to serve the Lord, but also to strengthen a couple’s walk with Him. It is CBC’s desire that a couple find a church to serve in and pursue faithfulness to God, each other, and His church.

Divorce:

In a fallen world, divorce has impacted many family situations. The Bible permits divorce under certain circumstances, including adultery and abandonment by an unbelieving spouse. If a divorce

has occurred for other reasons, then forgiveness in that situation must be sought from the Lord. Pastors will counsel and lead the parties through this process.

Officiants Who are Not Pastors of Clifford Baptist Church:

If a couple would desire to have an officiant who is not a CBC pastor, that individual must meet with a pastor of CBC to discuss his personal view of theology regarding marriage. The CBC pastor will then give clearance or denial of the officiant's leadership in the marriage ceremony. If a CBC pastor is familiar with the officiant's ministry and theology, he may give consent to the officiant without such a meeting. The officiating pastor will, in most cases, conduct all pre-marital counseling.

Counseling:

All couples getting married must go through counseling with the pastor who is performing the wedding. The pastor will determine the number of sessions that will take place. All couples must complete the enclosed questionnaire prior to counseling sessions, or usage of church facilities.

I have read and agree to the guidelines set forth in this Marriage, Bridal and Baby Shower policy.

Signature _____ Date _____

(In order to proceed in reserving the facility in accordance with these guidelines, sign and return this form to the Ministry Assistant during office hours for the Reservation Contract.)

FOR WEDDINGS,
RECEPTIONS
OR BRIDAL SHOWERS

Clifford Baptist Church

635 Fletchers Level Road Amherst, VA 24521 Phone: 434-946-0555

Sr. Pastor: Rev. Dr. Michael R. Fitzgerald

Associate Pastor: Rev. Clyde M. Mawyer Jr.

Youth Minister: Rev. Jeffrey Campbell

Ministry Assistant: Kim Morcom

Treasurer: Melinda Padgett

Member Facility Usage Agreement

Name: _____

Date Requested: _____ Facility Requested: _____

Time of Day Requested: from _____ to _____ (including set up and clean up) _____ Event Time

For the purpose of: _____

Note

- If a member wishes to make a donation to the church for using the facility, simply because they choose to, we will certainly accept it. However, church members are not required to pay for the use of the building that they already own and pay for with their tithes and offerings.

The Agreement does “not” include the following:

- The use of any other areas in the church (without prior permission)
- Pastors, Media Services, Media Equipment unless previously approved (if approved, the rental party must provide a qualified media technician), Organist, Pianist, Paper products or other supplies.

Regulations

- Music should be appropriate for a church setting
- No dancing
- No alcoholic beverages on the premises, including the parking lot
- No tobacco product use is allowed “inside” the facility but is allowed outside
- Any candles used must have some type of drop cloth under them to catch wax drippings
- Thermostats may not be changed from their settings
- You are invited to use ice from the ice machine
- All functions must be completed (i.e. cleaned up and ready to leave) by 11pm
- The church reserves the right to determine if an activity is appropriate for the church
- All trash from your event must be removed from the premises. Replacement trash bags are available in the closet off the social hall in the metal cabinet.

Additionally

- The renter agrees to hold Clifford Baptist Church free from any liability arising from the renter’s activity.
- The renter agrees to repair or replace any and all items that are damaged as a result of the rental activity. The church reserves the right to determine if repair is sufficient or if replacement is necessary.

Please Note

- The renter assumes all responsibility and liability for the safety of minors on site from any and all danger. Clifford Baptist Church has no on site supervisor and therefore recognizes no liability for unsupervised minors.

Signature: _____ Date: _____

Address: _____ Phone #: _____

Note: Due to the number of requests, this date will be held until _____ (date). If the signed agreement is not returned to the church prior to the above agreed upon date we will release the date to anyone else that may want it.

I have read and agree to the guidelines set forth in the Marriage, Bridal and Baby Shower policy sent to me prior to issuing this contract.

Signature _____ Date _____

Please return the agreement to Clifford Baptist Church – Attn: Kim Morcom, Ministry Assistant

Clifford Baptist Church

635 Fletchers Level Road Amherst, VA 24521 Phone: 434-946-0555

Sr. Pastor: Rev. Dr. Michael R. Fitzgerald

Associate Pastor: Rev. Clyde M. Mawyer Jr.

Youth Minister: Rev. Jeffrey Campbell

Ministry Assistant: Kim Morcom

Treasurer: Melinda Padgett

Non-Member Facility Usage Agreement

Name: _____

Date Requested: _____

Facility Requested: _____

Time of Day Requested: from _____ to _____ (including set up and clean up) _____ Event Time

For the purpose of: _____

Non-Member Qualification

- Only immediate family of Clifford Baptist Church members are allowed to rent the facility. Immediate family will be defined as parents, children, siblings and grandchildren. Any requested exception should be brought to the staff for approval.

Sponsor Responsibilities

- The contract will be presented to the sponsor for approval before being presented to the non-member
- A member in good standing with the church must sponsor any non-member wishing to use the church property in order to rent the facility.
- The sponsor must cosign the contract and agree to assume responsibility for any unpaid fees, damage repair, or cleaning costs resulting from the non-members activity.
- **The sponsor must be present during all sponsored activities**
- The sponsor is responsible for making sure all church items are returned to their proper place. (This does "not" include sound equipment).

Retainer Fee = \$200

- The retainer fee is due when the contract is returned in order to reserve the date.
- The \$200 retainer will be returned after the church staff has verified that:
 - All regulations have been kept
 - Any materials brought on site for the activity have been removed
 - Any church items are returned to their proper place
 - And the cleaning was satisfactory
 - The \$200 retainer will be returned to the renter

Rental Cost

- The rental fee should be paid in full at least one month in advance of the date requested.
 - Social Hall \$300
 - Minnie Stinnett Chapel \$200
 - Main Sanctuary \$500

The Agreement does "not" include the following:

- The use of any other areas in the church (without prior permission)
- Pastors, Media Services, Media Equipment unless previously approved (if approved, the rental party must provide a qualified media technician), Organist, Pianist, Paper products or other supplies.

Regulations

- Music should be appropriate for a church setting
- No dancing
- No alcoholic beverages on the premises, including the parking lot
- No tobacco product use is allowed "inside" the facility but is allowed outside
- Any candles used must have some type of drop cloth under them to catch wax drippings
- Thermostats may not be changed from their settings
- Ice from the ice machine "can" be used by the rental party
- All functions must be completed (i.e. cleaned up and ready to leave) by 11pm
- The church reserves the right to determine if an activity is appropriate for the church
- All trash from your event must be removed from the premises. Replacement trash bags are available in the closet off the social hall in the metal cabinet.

Additionally

- The renter agrees to hold Clifford Baptist Church free from any liability arising from the renter's activity.
- The renter agrees to repair or replace any and all items that are damaged as a result of the rental activity. The church reserves the right to determine if repair is sufficient or if replacement is necessary.

Please Note

- The renter assumes all responsibility and liability for the safety of minors on site from any and all danger. Clifford Baptist Church has no on site supervisor and therefore recognizes no liability for unsupervised minors.

Non-Member Signature: _____

Date Signed: _____

I have read and agree to the guidelines set forth in the Marriage, Bridal and Baby Shower policy sent to me prior to issuing this contract.

Signature _____ Date _____

Sponsor Signature: _____

Date Signed _____

Address: _____

Phone #: _____

Email: _____

Retainer Check #: _____

Date Received: _____

Rental Cost Check #: _____

Date Received: _____

Note: Due to the number of requests, this date will be held until _____ (date). If the signed agreement is not returned to the church prior to the above agreed upon date we will release the date to anyone else that may want it.

Please return the contract, retainer fee, and/or the rental cost to:
Clifford Baptist Church, Attn: Kim Morcom, Ministry Assistant

Baby Showers

A different agreement is required for baby showers. The agreement is titled: *For Baby Showers*.

The Marriage, Bridal and Baby Shower Policy on pages 12-7 – 12-8 may be referred to.

In order to proceed in reserving the facility with these guidelines, the Ministry Assistant will be contacted during office hours for a reservation contract.

Clifford Baptist Church

635 Fletchers Level Road Amherst, VA 24521 Phone: 434-946-0555

Sr. Pastor: Rev. Dr. Michael R. Fitzgerald

Associate Pastor: Rev. Clyde M. Mawyer Jr.

Youth Minister: Rev. Jeffrey Campbell

Ministry Assistant: Kim Morcom

Treasurer: Melinda Padgett

Member Facility Usage Agreement For Baby Showers

Name: _____

Date Requested: _____ Facility Requested: Social Hall

Time of Day Requested: from _____ to _____ (including set up and clean up) _____ Event Time

For the purpose of: _____

Note

- If a member wishes to make a donation to the church for using the facility, simply because they choose to, we will certainly accept it. However, church members are not required to pay for the use of the building that they already own and pay for with their tithes and offerings.

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Regulations

- Music should be appropriate for a church setting
- No dancing
- No alcoholic beverages on the premises, including the parking lot
- No tobacco product use is allowed "inside" the facility but is allowed outside
- Any candles used must have some type of drop cloth under them to catch wax drippings
- Thermostats may not be changed from their settings
- You are invited to use ice from the ice machine
- All functions must be completed (i.e. cleaned up and ready to leave) by 11pm
- The church reserves the right to determine if an activity is appropriate for the church
- All trash from your event must be removed from the premises. Replacement trash bags are available in the closet off the social hall in the metal cabinet.

Additionally

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- The renter agrees to repair or replace any and all items that are damaged as a result of the rental activity. The church reserves the right to determine if repair is sufficient or if replacement is necessary.

Please Note

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Signature: _____

Date: _____

Address: _____ Phone #: _____

Note: Due to the number of requests, this date will be held until _____ (date). If the signed agreement is not returned to the church prior to the above agreed upon date we will release the date to anyone else that may want it.

I have read and agree to the guidelines set forth in the Marriage, Bridal and Baby Shower policy sent to me prior to issuing this contract.

Signature _____ Date _____

Please return the agreement to Clifford Baptist Church – Attn: Kim Morcom, Ministry Assistant

Clifford Baptist Church

635 Fletchers Level Road Amherst, VA 24521 Phone: 434-946-0555

Sr. Pastor: Rev. Dr. Michael R. Fitzgerald

Associate Pastor: Rev. Clyde M. Mawyer Jr.

Youth Minister: Rev. Jeffrey Campbell

Ministry Assistant: Kim Morcom

Treasurer: Melinda Padgett

Non-Member Facility Usage Agreement

Name: _____

Date Requested: _____

Facility Requested: Social Hall

Time of Day Requested: from _____ to _____ (including set up and clean up) _____ Event Time

For the purpose of: _____

Non-Member Qualification

- Only immediate family of Clifford Baptist Church members are allowed to rent the facility. Immediate family will be defined as parents, children, siblings and grandchildren. Any requested exception should be brought to the staff for approval.

Sponsor Responsibilities

- The contract will be presented to the sponsor for approval before being presented to the non-member
- A member in good standing with the church must sponsor any non-member wishing to use the church property in order to rent the facility.
- The sponsor must cosign the contract and agree to assume responsibility for any unpaid fees, damage repair, or cleaning costs resulting from the non-members activity.
- **The sponsor must be present during all sponsored activities**
- The sponsor is responsible for making sure all church items are returned to their proper place. (This does "not" include sound equipment).

Retainer Fee = \$200

- The retainer fee is due when the contract is returned in order to reserve the date.
- The \$200 retainer will be returned after the church staff has verified that:
 - All regulations have been kept
 - Any materials brought on site for the activity have been removed
 - Any church items are returned to their proper place
 - And the cleaning was satisfactory
 - The \$200 retainer will be returned to the renter

Rental Cost

- The rental fee should be paid in full at least one month in advance of the date requested.
 - Social Hall **\$300**

The Agreement does "not" include the following:

- The use of any other areas in the church (without prior permission)

- Pastors, Media Services, Media Equipment unless previously approved (if approved, the rental party must provide a qualified media technician), Organist, Pianist, Paper products or other supplies.

Regulations

- Music should be appropriate for a church setting
- No dancing
- No alcoholic beverages on the premises, including the parking lot
- No tobacco product use is allowed "inside" the facility but is allowed outside
- Any candles used must have some type of drop cloth under them to catch wax drippings
- Thermostats may not be changed from their settings
- Ice from the ice machine "can" be used by the rental party
- All functions must be completed (i.e. cleaned up and ready to leave) by 11pm
- The church reserves the right to determine if an activity is appropriate for the church
- All trash from your event must be removed from the premises. Replacement trash bags are available in the closet off the social hall in the metal cabinet.

Additionally

- The renter agrees to hold Clifford Baptist Church free from any liability arising from the renter's activity.
- The renter agrees to repair or replace any and all items that are damaged as a result of the rental activity. The church reserves the right to determine if repair is sufficient or if replacement is necessary.

Please Note

- The renter assumes all responsibility and liability for the safety of minors on site from any and all danger. Clifford Baptist Church has no on site supervisor and therefore recognizes no liability for unsupervised minors.

Non-Member Signature: _____

Date Signed: _____

I have read and agree to the guidelines set forth in the Marriage, Bridal and Baby Shower policy sent to me prior to issuing this contract.

Signature _____ **Date** _____

Sponsor Signature: _____

Date Signed _____

Address: _____

Phone #: _____

Email: _____

Retainer Check #: _____ Date Received: _____

Rental Cost Check #: _____ Date Received: _____

Note: Due to the number of requests, this date will be held until _____ (date). If the signed agreement is not returned to the church prior to the above agreed upon date we will release the date to anyone else that may want it.

Please return the contract, retainer fee, and/or the rental cost to:

Clifford Baptist Church, Attn: Kim Morcom, Ministry Assistant