

BCC Policy: Building Use Guidelines

Approved April 2004

1. General Guidance

- A. Vision Statement -- How does allowing use of the building assist us in "Making Disciple makers of Jesus Christ"
- B. Godly Desires ----- How does allowing use of the building assist us in achieving the Godly Desires we have defined.

2. Long-term Commitments vs. One Time Use

- A. Long-term Commitments such as what we had with the Spanish Church should be reviewed by the Pastoral Staff and approved by the Elders. This can affect goals beyond those set out in our annual Godly Desires.
- B. We are trying to empower a team to handle "One time use" requests. The office staff is currently responsible for these requests.

3. Ministry Requests vs. Non-Ministry Requests

- A. BCC Ministry Requests should take priority over Non-Ministry Requests. When a Non-Ministry event is scheduled that commitment should be honored.
- B. Ministry Events Scheduling is handled by the BCC Calendar control process, and not part of this evaluation process.
- C. BCC Members should not be using the church for Non-Ministry related activities (for example, activities related to a personal business). Marriages, Funerals, Open Houses, etc. should be considered Ministry activities. Non-Ministry events that serve only ourselves are not consistent with our Vision or our Godly Desires, and could create perception problems within the community. We want to be "Above Reproach" in this area.
 - 1) BCC Members are not prohibited from acting on behalf of an outside organization requesting the use of the building.
 - 2) BCC Members are not prohibited in using the church for mixed purposes. Something that provides a service to the body as a whole, or ministers to the community can also serve the individual.

4. "One Time Use" -- Non-Ministry -- Non-Member Requests

- A. Determining Usage
 - 1) Request is not dishonoring to God or does not expose the Church to a perception of impropriety.
 - 2) Request is from a person or organization that will have impact on the group or groups we are trying to reach for Christ.
 - 3) Person or Group requesting the facility, understands and agrees with Usage Guidelines
 - a. Treatment of the facility
 - b. Advertisement
 - c. Impact on surrounding community
 - d. Amount of business activity involved.
 - e. Alcohol use: We discourage the use of alcohol for events in the facility. For consideration of exceptions to this policy, see the office staff.
 - 4) Person or Group does not have an unsatisfactory history with us or other church organization.
 - 5) Person or group does not represent a position or doctrine blatantly against the basic beliefs of BCC.
 - 6) Prayerful consideration of what the Lord's will is with regard to the request. Exceptions are to be reviewed by Pastoral Staff who will decide if Elder involvement is needed.
- B. Evaluating Decision
 - 1) Each request that is approved will be evaluated by the office and pastoral staff with regards to the above usage criteria.

- 2) Where there are no concerns about the decision (i.e. the actual experience met with BCC expectations), a letter should be sent to the requesting person or group expressing our appreciations for their working with us.
- 3) Where concerns about the decision exist, then other appropriate actions need to be taken. These will need to be determined based upon the specifics, but might include one of the following:
 - a. Letter indicating where we thought improvement might be needed if we were to consider future request.
 - b. Letter indicating that the offense was more serious and that it is unlikely future requests would be considered.
 - c. Personal phone calls to discuss the issues prior to coming to any decision. All decisions should be documented and communicated.