

FBC Scottsdale Church Operations Manual

This manual provides policies and guidelines for staff and ministry activities at FBC Scottsdale.

In his first letter to the church at Corinth, the Apostle Paul admonished the believers there to conduct their affairs “decently and in order.” We believe this applies to the operation of our church ministries and the care of the church’s facilities. However, the policies and guidelines in this manual are intended to free the congregation and staff to serve effectively rather than restrict or impede ministry.

Our Mission

The mission of a church is to facilitate life transformation to become ever more like Jesus Christ.

Our Vision

Our vision is to be a light in the community where people can come as they are to worship and explore God, connect with people, and get involved in ministry for the whole person: body, mind, and spirit.

Our Values

Our values are founded in the life, ministry, and teachings of Jesus

- **Community:** Belonging to the Kingdom of God where anyone is welcome and we commit to walk alongside each other
- **Worship:** Honoring God in all we do and offering our whole selves as individuals and in community
- **Teamwork:** Partnering with one another for God who has gifted all of us differently to work together and use our gifts as one unified team
- **Growth:** Becoming more like Christ through the teaching and discipleship of all ages and levels of understanding
- **Action:** Participating in God’s love and compassion for humanity by serving in our community, country, and world

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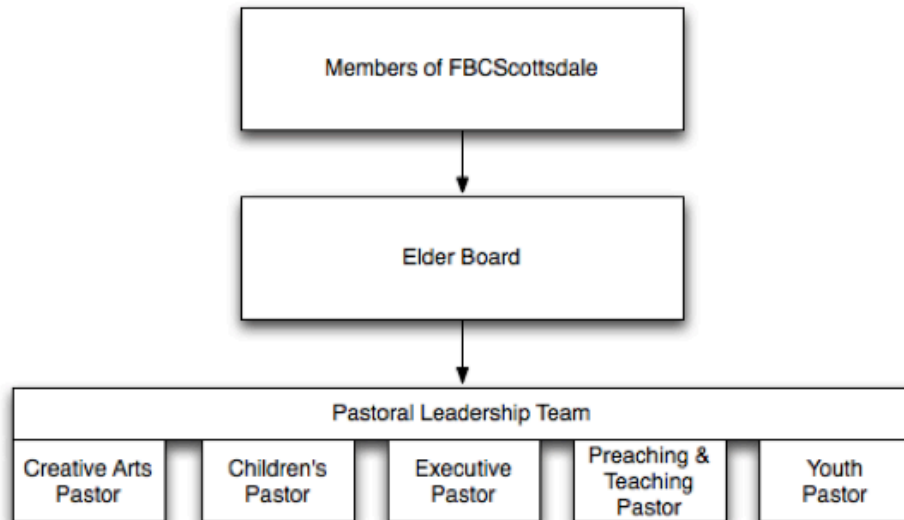
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Organizational Structure

FBC Scottsdale follows a Team Leadership Model.

Below is an organizational chart showing how the model is structured.

Organizational Structure Diagram for Pastoral Team Leadership



The Church Members have the ultimate human authority in the selection and election of the Elders and the Pastoral Team and final approval of major ministry policy decisions and strategic initiatives.

The Elders are elected members of the church who provide general oversight and watchful supervision. They continually evaluate the teaching ministry of the church and review major ministry policy decisions and strategic initiatives. They use their wisdom, discernment, and shepherding gifts to ensure the church remains on a true course biblically. In addition, using the appropriate wisdom from the scriptures and the Holy Spirit, the Elders oversee the necessary legal, financial, and facilities matters of the ministry.

The Pastoral Team leads, designs, and directs the ministries of the church within the policy guidelines adopted by the Elders and the Members. The Pastoral Team will give leadership to the church staff, (including all support staff, part time staff, interns, and pilot ministry project staff) and ministry volunteers.

The Pastoral Team and the Elder Board, as the overseers of the Church, work in concert to discern the Church's mission, vision, values, goals, and implementation strategies. The Pastoral Team leads, trains, and supports the Members to implement the ministries of the church. These ministries are supported by the policies and financial resource allocations determined by the Elder Board. All the activities of the church are carried out under the watchful care and supervision of the Elder Board and ultimate approval of the Members.

The Church Staff consists of the pastoral team as well as other staff members that are required for the successful operation of the ministry. As new staff members are added, the Elder Board will determine which staff members are part of the pastoral team and which staff members are not. Staff members who will be a part of the pastoral team require a vote by the church membership as established in the church by-laws. Staff members who will not be a part of the pastoral team may be offered employment by the Elder Board without a vote of the congregation.

Job Description: Creative Arts Pastor

Position Overview

The core responsibility of the Creative Arts Pastor is to use the arts to help people connect with one another in performance groups and in worship, grow in their faith and in their art, serve the church in worship by enhancing the message and further communicating vision, and go use their gifts to share the love of God in their community.

Key Responsibilities Include:

- Working with the staff and elders to implement vision and direction.
- Leading the Creative Arts Teams for drama, visual arts, dance, vocal music, and praise bands and using these arts to communicate our vision and complement our messages on Sunday mornings.
- Leading the sermon planning team that plans topics and creative elements for sermons months in advance.
- Administration of all the arts teams including all communication, scheduling, and paperwork associated with these teams.
- Creating the order and flow of Sunday morning worship services. This includes choosing the worship songs, special music, dramas, and other elements to complement the message.
- Leading creative teams that plan and execute special events like worship concerts, Christmas shows, Easter, and other special services.
- Leading a praise band and the congregation as the worship leader. This includes choosing music, rehearsing the band on Wednesday nights and Sunday mornings, and leading every other week.
- Leading the adult choir. This includes choosing music, rehearsing Wednesday nights, and finding appropriate times to perform within the service or at special events.
- Leading the youth choir. This includes choosing music, rehearsing Wednesday nights, and finding appropriate times to perform within the service or at special events. It also includes working with the youth pastor to plan the youth summer mission tour and concert.
- Arts education for youth and adults including Wave band, youth choir, Backstage Performing Arts Summer Camp, Creative Arts Workshops, and small group studies like 'Heart of the Artist' and 'Creative Call'.
- Coordinating with outside arts groups to provide opportunities for our congregation and the community such as Rock Camp, possible tribute shows, and private music lessons.
- Winfield's bands booking
- Writing and arranging music if needed for horn players, Sunday mornings, and special concerts and shows.
- Organization and administration of the music library.

Qualifications

- Committed follower of Jesus Christ
- College degree or equivalent experience
- Gifted with leadership, vision, and ability to communicate clearly and enthusiastically.
- Professionalism and purity in conduct, speech, and in all relationships
- Leadership by example...reflecting and modeling a healthy and fully devoted personal relationship with Jesus Christ
- Skilled Bible communicator
- Values team collaboration and ability to communicate clearly and enthusiastically.

Job Description: Executive Pastor

Position Overview

The core responsibility of the Executive Pastor is to keep the church focused on moving ministry forward by working with the staff and elder board to develop short and long term plans to accomplish the vision of FBC Scottsdale. They will oversee the day-to-day operations of the church, will be responsible for leading staff meetings and will attend elder board meetings.

Key Responsibilities Include:

- Working with the staff and elders to implement vision and direction.
- Leads weekly staff meetings with other staff and interns
- Administrates the Property Management team and associated hired personnel
- Develops and administers policies and procedures concerning the use of all church properties, and facilities.
- Works with staff and organizations in coordinating the assignment of classrooms and church facilities for meetings and activities.
- Develops and manages the Fellowship One database and volunteer teams
- Administrates the Information Technology infrastructure and develops long range IT plans
- Initiate proper background checks and references
- Manages the office volunteers and training
- Works with Elder Board and Finance Committee to develop and execute stewardship campaigns for the general budget and capital campaigns.
- Works with the staff and elders to develop short and long range goals and helps execute those goals.
- Administrates the day to day approval of expenditures with the treasurer and accountant
- Leads the Technical Ministries and training of volunteers.
- Schedules production volunteers for the Sunday morning services and special events
- Works with Creative Arts Pastor on Sunday morning services and flow.
- Is a liaison between the staff and elder board for medical & dental insurance information and questions.
- Works with the Elder Board to maintain the Operations Manual.
- Oversee the Winfield's Director's activities. Responsible for planning of Winfield's vision.

Qualifications

- Committed follower of Jesus Christ
- College degree or equivalent experience
- Gifted with leadership, vision, and ability to communicate clearly and enthusiastically.
- Professionalism and purity in conduct, speech, and in all relationships
- Leadership by example...reflecting and modeling a healthy and fully devoted personal relationship with Jesus Christ
- Values team collaboration and ability to communicate clearly and enthusiastically.

Job Description: Preaching & Teaching Pastor

Position Overview

The core responsibility of the Preaching & Teaching Pastor is to equip, train, and assist people in their respective lives with Jesus Christ through connecting them with God and one another, growing them in their understanding of who Christ is through biblical teaching, serving alongside them in various ministries, and going into the world to share the gospel of Christ with those in our community.

Key Responsibilities Include:

- Praying consistently for the FBC Scottsdale community of faith.
- Serving alongside the staff and elders to implement the vision and direction of FBC Scottsdale.
- Providing biblically sound, culturally relevant preaching for both Sunday morning worship experiences.
- Serving on the sermon planning team as we seek to discern topics that we believe the Lord desires to communicate to the FBC Scottsdale community.
- Teaching and facilitating discussion for Wednesday night adult bible study.
- Teaching and leading people through FBC Scottsdale's *vision, FBCS 101, serve, & equip*.
- Encouraging and equipping Sunday morning teachers.
- Providing various Sunday morning electives for the FBC Scottsdale community to engage in as they develop their relationship with Jesus Christ.
- Establishing and overseeing spiritual formation at FBC Scottsdale.
- Visiting and providing pastoral care to those in the hospital.
- Counseling those who are hurting, confused, discouraged, etc.
- Visiting and communicating with new visitors through phone calls, personal visits, letters, etc.
- Overseeing adult ministry and serving as a liaison for the men's, women's, and fitness ministries.
- Growing in my walk with Jesus Christ through prayer, bible study, listening, and journaling.
- Encouraging the staff in our respective ministries at FBC Scottsdale.

Qualifications

- Committed follower of Jesus Christ
- M.Div. or equivalent seminary training with ordination
- Gifted with leadership, vision, and ability to communicate clearly and enthusiastically.
- Professionalism and purity in conduct, speech, and in all relationships
- Leadership by example...reflecting and modeling a healthy and fully devoted personal relationship with Jesus Christ
- Values team collaboration and ability to communicate clearly and enthusiastically.
- Skilled Bible communicator

Job Description: Youth Pastor

Position Overview

The core responsibility is to be a creative and visionary leader with a clear calling from God to be part of a team ministry, and who is especially gifted in reaching out to the next generation (Jr. High – College). Be gifted in preaching and can share the Sunday morning responsibilities.

Key Responsibilities include:

- Administrate student through college ministry, which may include:
 - Recruiting and leading volunteer staff
 - Training volunteers in age-appropriate teaching techniques
 - Creating/supporting small groups/youth life groups
 - Overseeing weekly programming for Sunday morning, Sunday evening, and Wednesday evenings
 - Outreach and missions projects, and special events (e.g., retreats)
 - Partnering with parents
- Sunday morning duties including sharing preaching responsibilities with other staff and volunteers
- Other duties as agreed upon by the staff, elders, and/or church members
- Work with the staff and elders to implement the vision of the church
- Work with other staff members in a team leadership model.

Qualifications:

- Passionate about ministry
- Gifted with leadership, vision, and ability to communicate clearly and enthusiastically
- Relational with Jr. High – college students
- Professionalism and purity in conduct, speech and in all relationships
- Leadership by example...reflecting & modeling a healthy & fully devoted personal relationship with Jesus Christ
- Skilled Bible communicator
- Bachelor's Degree, or equivalent experience
- Values team collaboration and ability to communicate clearly and enthusiastically.

Job Description: Children's and Families Pastor

Position Overview

The core responsibility of the children and families pastor is to equip, train, and assist children and families to build a strong Biblical foundation.

Key Responsibilities include:

- Establish a scope and sequence to provide a strong Biblical framework for kindergarten – 5th grade
- Establish a scope and sequence for birth – pre-kindergarten
- Selection, evaluation, and implementation of curriculum
- Create environments, activities, and programming for each age group that will facilitate learning, and encourage spiritual growth and missions
- Develop a team of volunteer leaders and meet regularly to coordinate, encourage, and equip them for ministry from birth – 5th grade
- Pastoral care for children, families, and volunteers
- Overseeing weekly programming
- Create and implement outreach events
- Inventory supplies for ministry
- Develop, update, and enforce policies and procedures
- Maintain a strategy for reaching and assimilating new children and families
- Continue to research new methods and trends in children's ministry
- Preparing a budget for Children's ministry
- Partnering and equipping children's caretakers to fulfill their roles as primary teachers of the faith
- Develop and administer the Children's Sunday school and Wednesday Night activities.

Qualifications:

- Passionate about Jesus Christ and ministry
- Gifted with leadership, vision, and the ability to communicate clearly and enthusiastically
- Values team collaboration and ability to communicate clearly and enthusiastically.
- Relational with children and their families
- Professionalism and purity in conduct, speech, and in all relationships
- Leadership by example...reflecting and modeling a healthy and fully devoted personal relationship with Jesus Christ
- Skilled Bible communicator
- Bachelor's Degree or equivalent experience

Job Description: Media and Communications Director

Position Overview

Work alongside the pastoral leadership team to support the vision and mission of FBC Scottsdale by leading all components of media and communications.

The Media and Communications Director works with and reports to the Creative Arts Pastor. Position is responsible for and focused on leadership and team development, oversight and execution of all aspects of Media and Communications outlined below.

Key Responsibilities

- Manage all aspects of FBCScottsdale related websites - Content management - Efficient and effective functionality - Artistic and creative excellence
- Lead all efforts related to the creation and development of all websites - May work with web development companies or develop sites internally - Proactively work to make sure FBCScottsdale maintains an effective presence on the web including style/presence, new technology - Assist other staff members in web related issues as deemed necessary

Promotions:

- Develop a system to organize, prioritize, and communicate promotional items related to FBCScottsdale
- Create communication strategies to market, inform, and promote teaching series, big events, and other campaigns.
- Oversee all written materials related to promotions - May require writing or securing writers - Editing and proof-reading for accuracy and appropriateness

Social Media:

- Continued social media presence for FBCScottsdale including but not limited to Facebook, Twitter, and Instagram.
- Manage ongoing social media messaging and communication strategies - Creatively build followings on various social media outlets

Design:

- Lead efforts to design all art and promotional materials related to all church activities with a high standard of creativity, excellence, and effectiveness
- Network with paid and volunteer artists to develop graphic designs

Qualifications

- Committed follower of Jesus Christ
- College degree or equivalent experience
- Values team collaboration and ability to communicate clearly and enthusiastically.
- Professionalism and purity in conduct, speech, and in all relationships
- Leadership by example...reflecting and modeling a healthy and fully devoted personal relationship with Jesus Christ

Committee Policies and Practices

Each FBC Scottsdale Elder works with the church's Nominating Committee to elect a Chairperson to assist with the functioning of their area of responsibility. The Elder and Chairperson work together to select the members of the committee. All committees should follow these guidelines.

- No member should be asked to hold more than one major responsibility (i.e., elected or appointed position).
- No person should hold two offices.
- Candidates must be members of FBC Scottsdale to be considered for elected office.
- Each committee should have a chairperson who is selected by the supporting Elder with the assistance of the Nominating Committee and approved by the Elder Board.
- Each committee should work with the church Treasurer regarding any unbudgeted purchases and these must be approved by the Elder Board.
- Each committee should work with the Executive Pastor for scheduling events on campus and use of the name FBC Scottsdale.
- Each committee should have a designated staff liaison.

Committee Descriptions

Christian Education Committee

The purpose of the Christian Education Committee of FBC Scottsdale is to connect congregation members with an educational experience that allows them to grow in their faith and to develop relationships within our community. We are not only to serve as a Christian Education Committee, but to be the Christian Education source of information and guidance.

The Christian Education committee works to oversee and coordinate all educational activities of the congregation from birth to adult. This includes Children's Ministries, Youth Ministries, Women's Ministries and Men's Ministries. The Committee will ensure the needs of our congregation are served through Christian Leadership. The CE Committee is led by the Chairperson, attended by the Children and Families Pastor, the Youth Pastor, the CE Elder, and selected members.

The purpose of the committee is to:

- Assist the pastoral team with curriculum selection
- Maintain the Policy and Procedure Manual for Children and Youth ministries
- Provide an effective means of communication to staff and elder board
- Utilize the church's financial resources effectively
- Avoid overlaps in the content of the programs
- Help the volunteers feel they are part of a larger ministry
- Ensure each ministry fulfills its special role in the educational program
- Provide updated information for website
- Work with the pastoral team to avoid scheduling conflicts

Congregational Care Committee

The Congregational Care Committee exists to support the ministry staff and elder board in the care, love, and support of the entire congregation. Our mission is to work together as one to help meet the spiritual, physical, and emotional needs of our church family.

The committee consists of one chairperson and other volunteers who chose to serve. There is no minimum or maximum number of committee members required.

The committee chairperson is a volunteer who works with the elder board and ministry staff to lead the efforts of the entire committee. The chairperson should be a member of the church in good standing and have giftedness and calling in the areas of hospitality and service. The chairperson is selected and confirmed by the elder board. The general understanding is that the chairperson will serve a term of three years. At the end of the term, the chairperson can offer to serve an additional term with the approval and confirmation of the elder board. Exceptions to the length of service can be made by the elder board.

Other committee volunteers serve at the discretion of the chairperson and are not required to fulfill specific terms of service.

Primary areas of ministry for the Congregational Care Committee include:

- Hospital visitation
- Care and support for home-bound members and those in assisted-living facilities
- Comfort meals for those with special needs (e.g., illness, grieving)
- Transportation assistance to-and-from worship and other church events
- Servants Hearts: financial assistance for food, rent, utilities, and other bills
- Assistance with understanding insurance and medical billing issues
- Emotional and spiritual support for those in need through prayer, cards, and phone calls

Additionally, the committee is responsible for the Wednesday evening church-wide meal and other similar activities that help build community and connect church members together.

Missions Committee

The Missions Committee's purpose is to keep before the church the vision of Christian service beyond the walls of the church—locally, nationally, and internationally.

This entails the following activities:

- Keeping in touch with the mission work that FBC Scottsdale supports
- Keeping the congregation informed about the missionaries that FBC Scottsdale supports as a church
- Providing information about mission activities and opportunities through a variety of means
- Encouraging and supporting participation in mission activities and events
- Develop and approve the annual church missions' budget

- Oversee the four annual special offerings of the American Baptist Churches, USA (ABC): World Mission Offering, America for Christ Offering, One Great Hour of Sharing, Ministers and Missionaries Love Offering
- Oversee the distribution of monies designated by the giver for specific missions and mission projects

Creative Arts Committee

The vision of the Creative Arts Committee is to use the arts to:

- Connect with one another in performance groups and worship
- Worship and explore God and faith
- Serve the church in worship by enhancing the message and further communicating vision
- Help people use their creative gifts to share the love of God and be a light in their community

The principal function of the committee is to assist the Creative Arts Pastor in planning and evaluating the arts programs at FBC Scottsdale.

The committee responsibilities include:

- Assist the Creative Arts Pastor in planning the annual calendar for the church's arts ministries
- Assist the Creative Arts Pastor in organizing arts for special events and ministries of the church
- Receive suggestions, analyze data, and make recommendations to the church concerning the arts ministries
- Assist the Creative Arts Pastor in making recommendations to the Finance Committee on budget needs for the arts ministries
- Serve as the resource team on matters deemed important to the fine arts ministry of the church
- Provide feedback from the congregation about the Sunday morning worship experience and special events
- Serve as leaders of the various arts groups through the church and find other members for those groups who are gifted with creativity in a particular area

Personnel Committee

The personnel committee is comprised of at least 2 members and no more than 3 members including the Personnel Elder. The personnel committee is responsible for doing the annual reviews of all church staff members and updates with them every 3 months. They are also to review employees at the end of their 90-day probationary period.

The committee recommends personnel policies to the Elder Board. The Personnel Committee, in conjunction with the Executive Pastor, will assume major responsibility for review and revision of the personnel policies to make certain the policies are up-to-date, operative, and in compliance with all federal, state, and local laws.

It is the responsibility of the Personnel Elder and the Personnel Committee, acting upon behalf of the Elder Board, to search for capable and competent employees for the employment positions established by the Elder

Board. It is the intent of the Personnel Committee to review each staff member's job description every 3 months, to keep it current with the day-to-day work activities that the position is required to perform.

The Personnel Committee has the responsibility to propose the salary structure, the individual salaries, review all salaries, and make such recommendations to the Elder Board in consultation with the Finance Committee.

Individuals are to propose their sabbatical plan to the Personnel Committee and Pastoral Team for approval. The Personnel Committee can approve these for the Elder Board.

The Personnel Committee and the Elder Board will determine the appropriate discipline to be administered in the event that a staff member requires disciplinary action.

Baptism Policies

Baptism is an important step that any follower of Jesus should take. It's a bold statement to the church and the world of your decision to follow Jesus and should not be entered lightly. The only requirement for baptism is a confession on the part of the individual that Jesus is the Son of God and that he/she has accepted the love and forgiveness of sins that God has offered through the life, death, and resurrection of Jesus Christ.

FBC Scottsdale practices baptism by immersion and only for professing Christians. We do not practice infant baptism.

Individuals who are seeking baptism should ask any member of the pastoral team about baptism. Individuals seeking baptism should meet with the pastoral team member responsible for his/her area:

- Children (up to fifth grade) should meet with the Children's and Families Pastor
- Youth (grades 6-12) should meet with the Youth Pastor
- Adults should meet with the Teaching Pastor

For children and youth seeking baptism, the pastor will discuss the request and practice with the person's parents or guardian.

The pastor will discuss the role and practice of baptism and determine if the individual is ready for baptism. If it is determined that the individual is ready for baptism, a date for the baptism will be decided and the baptism will be scheduled. The pastor should notify the rest of the pastoral team and the elder board of the individual's decision to be baptized.

Baptisms may be performed by any pastor or elder of the church. Family members and other individuals may perform a baptism under the supervision and direction of a member of the pastoral team.

Baptism allows for individuals to become members of FBC Scottsdale.

Wedding Policies

Weddings are more than a civil union recognized by the state; they are a sacred ritual ordained by God where two people pledge themselves to one another before God and the congregation.

Weddings at FBC Scottsdale are primarily for active members of the church; however, people outside of the church can use the facility for their wedding with the approval of the pastoral staff. Church members and non-members who use FBC Scottsdale's facilities for weddings are expected to follow the guidelines listed below.

Members and non-members who intend to use an FBC Scottsdale pastor to officiate the wedding ceremony must complete pre-marital counseling with the pastor. The counseling session(s) helps ensure couples are ready for the commitments of marriage and ensure that adequate planning and preparation go into the wedding.

Wedding Guidelines

There are no building use fees for church members or attendees. We consider it a privilege to be a part of this important event in your life. Members are welcome to make a donation to the church for the use of the facility. Non-members using the sanctuary or chapel for their wedding must pay a facility use fee of \$300. This fee must be paid before the date can be reserved.

Weddings must be reserved at least one month in advance. Preference in dates is given to members over non-members. At the time of reservation, individuals must complete the *Wedding Planning Form* and non-members must pay the facility fee.

FBC Scottsdale provides a Wedding Liaison that must be used to help plan the rehearsal and ceremony. The Wedding Liaison is required for use of the facilities, presides over the rehearsal, and assists the wedding party at the church before and after the ceremony. The Wedding Liaison is not a wedding coordinator. Couples can also use their own wedding coordinator who will work with the FBC Scottsdale Wedding Liaison. The fee for the Wedding Liaison is \$100.

Weddings may be performed by any member of the pastoral team member who has been licensed to do so. FBC Scottsdale pastors do not charge a fee for officiating wedding ceremonies; however, we encourage the couple to give an honorarium to the pastor officiating the ceremony. The suggested honorarium is a minimum of \$100. Family members or friends who have been licensed to perform weddings may perform the wedding with the approval of the FBC Scottsdale pastoral team.

FBC Scottsdale will also have its custodial staff clean the facility before and after the rehearsal and wedding. The custodial cleaning fee for weddings is \$75. Rice and confetti are not allowed.

Because weddings are a sacred ritual, we expect that couples will choose a ceremony format and music that reflects the spiritual nature of marriage through song, scripture reading, and the exchange of vows. FBC Scottsdale will provide a keyboardist for the wedding ceremony. The keyboardist fee is \$100. A guest keyboardist may be used with the approval of the pastoral team. FBC Scottsdale will also provide a sound technician, which is required for the operation of the sound equipment in the sanctuary. The sound technician fee is \$75. All fees must be paid at the time of rehearsal or prior to the wedding.

If the wedding reception is held on property, individuals must also reserve the kitchen and reception area separately. Again, there is no charge for members or attendees to use the facilities. For non-members, use of the kitchen and facilities for the reception requires an additional facilities fee of \$200. Persons reserving the kitchen and reception area are responsible for the care of the facility during the reception and the clean-up afterwards. Food and drinks may be served; however, alcoholic beverages are not allowed for weddings or receptions held at FBC Scottsdale. Smoking is not allowed inside any FBC Scottsdale facility. Smoking is only allowed outside and in designated areas.

Individuals interested in having their wedding at FBC Scottsdale should contact the Executive Pastor for more information and a copy of the *Wedding Planning Form*.

Wedding Fees

The following are a summary of wedding fees for couples using FBC Scottsdale facilities for their wedding.

- Sanctuary or Chapel Use: Free for members; \$300 for non-members
- Kitchen and Reception Use: Free for members; \$200 for non-members
- Pastor (Officiant): The suggested honorarium is a minimum of \$100
- Wedding Liaison: \$100 (required for use of the facility)
- Keyboardist: \$100
- Sound Technician: \$75
- Custodian: \$75

All fees are to be paid at the time of rehearsal or prior to the wedding.

Facility Use Policies

FBC Scottsdale strives to be a light in our local community. As such, facilities on the campus of FBC Scottsdale are intended for use with both church-specific ministries and community activities. While priority is given to specific church-sponsored events, other local groups can use the facilities for their activities with approval.

FBC Scottsdale-based ministry groups who need to use campus facilities for their meetings or activities must complete a *Room Use Form* at least two weeks prior to the event. Exceptions can be made to the two-week requirement based on extenuating circumstances (e.g., funeral, unplanned emergency) by contacting a member of the pastoral team. Non-FBC Scottsdale groups from our community who wish to use campus facilities must complete the *Facility Use Request Form*.

Church groups, religious groups, and community groups which seek to use FBC Scottsdale campus facilities for meetings and activities should contact the church office for information and instructions on how to reserve the facility and policies related to facility use. In most cases, there will be fee for the group to use our campus facilities and the fee is determined by the scope of the event.

FBC Scottsdale ministry groups as well as community groups who use campus facilities are required to treat the facilities with care and respect. Any trash should be disposed of and every effort should be made to leave the facility in a similar state and condition in which it was found. Any issues with the facility or any damage to or destruction of property should immediately be reported to the pastoral team or staff member.

We expect groups (both FBC Scottsdale ministry groups and any other group) to follow these guidelines:

- Complete and submit a request form at least two weeks prior to the event. The form should include pertinent contact information, start and end time, and any special requests for equipment or setup.
- Any trash should be picked up and disposed of properly. The group should not leave any materials or resources in the room after the event.
- Events must end on time.
- Groups should follow safe practices to avoid injury or damage to property.
- Report any incident that involves injury or damage to property immediately to the church office.

FBC Scottsdale reserves the right to refuse facility use and access to any group requesting it.

Note: Groups using either the kitchen facilities or facilities that require use of the sound system (either the Sanctuary or Currie Hall) must also follow the guidelines for these facilities (see below).

Kitchen Use

FBC Scottsdale groups and other local groups who wish to use FBC Scottsdale's kitchen facilities must complete a Facility Use Request Form at least two weeks prior to the event. Exceptions can be made to the two-week requirement based on extenuating circumstances (e.g., funeral, unplanned emergency) by contacting a member of the pastoral team.

Groups that use the kitchen facilities are required to treat the facilities, equipment, and supplies with care and respect. If dishes are used for food preparation or serving, they must be washed and put away before leaving

the facility. If the stove top is used for food preparation, they must be turned off and cleaned before leaving the facility. If the oven is used for food preparation, it must be turned off and, if any food spills or accidents happen in the oven, it must be cleaned. If tablecloths are used from the church's supply, the group using them is responsible for cleaning and returning them to the kitchen. All food items should be stored or disposed immediately following the event. Items are not to be left in the serving area or on the kitchen counters. If the beverage dispensers are used, they must be emptied and stored properly before leaving the facility.

The pantry, freezers, and refrigerators are shared resources for all FBC Scottsdale ministries that use the kitchen (e.g., men's prayer breakfast, Wednesday church meals).

In the pantry, the church provides generic supplies that all church groups can use (e.g., paper plates, napkins, plastic cups, plastic utensils). Specific items for specific ministries that are stored in the pantry must be labeled. Groups are expected to be respectful of the items in the pantry that are labeled for other ministries and not use them without the permission from the group responsible or without replacing them. Local groups using the kitchen facilities should bring their own supplies and not use generic or specific supplies from the pantry.

Items placed in the refrigerator or freezer should be labeled with the group name and date. Refrigerator and freezer contents will be reviewed regularly and items not labeled or past expiration date will be discarded. Local group using the kitchen facility should only plan to use the refrigerators and freezers leading up to the event. After the event, local groups should not store any leftovers in the church's refrigerator or freezer.

All groups using the kitchen facilities are expected to remove any trash from the area and dispose of it in the garbage dumpsters on the church property. Local groups that use the kitchen facilities but don't clean up after the event, remove trash, or leave items behind after the event will be subject to a cleaning surcharge of \$250.

Any damage to equipment or facilities must be reported immediately to the Executive Pastor or the Elder for Properties and Facilities. If any equipment is damaged by a local group using the facility, they will be responsible for repairing the damage or replacing the equipment at their own expense.

Sound and Video Equipment Use

Many of the facilities and rooms at FBC Scottsdale have audio and video sound equipment (e.g., Sanctuary, Currie Hall). Groups who need use of the audio and video equipment for the event should note that on the Facility Use Request Form when it's submitted. Only someone who has been trained and is qualified to operate the sound and video equipment can do so. Depending on the scope and needs of the event, a technician may be required to operate the equipment at an additional expense.

For more information about using the church's sound and video equipment, contact the Executive Pastor or the Media and Communications Director.

Media Policies

FBC Scottsdale provides electronic and print media support for church worship and ministry activities. Media support includes, but is not limited to, the church's website, email newsletter, videos, bulletins, and postcards. This section outlines how and when to submit requests for media assistance to the church's Media and Communications Director.

Sanctuary Slides

Request for slides for ministry announcements during worship must be submitted at least 7 days in advance of the first Sunday that they're to be shown. Media requests must include all information and logos required and should be submitted via email to the Media and Communications Director.

Church Website

The church's Media and Communications Director maintains the content and design of the church's website. Requests to add events or information to the website must be submitted at least 7 days in advance and must include all information, logos, and graphics required. Requests should be sent via email to the Media and Communications Director.

Email Newsletter

FBC Scottsdale sends an email newsletter to the congregation two times each month on the first and fifteenth of the month. Requests for information to be included in the newsletter must be received at least 5 days before the newsletter distribution date. The information must be written in article format and any graphics or logos required should be sent as separate attachments. Request for email newsletter additions should be sent via email to the Media and Communications Director.

In the Loop (Announcement Videos)

Requests for items to be included in the church's announcement video (In the Loop) must be received at three weeks prior to when the item needs to be shown. This deadline takes into account any filming needs including script writing and editing. Requests for In the Loop announcements should be directed to the Media and Communications Director.

Church Bulletin

Requests for items to be included in our weekly printed church bulletins must be received by Tuesday at 11:00 a.m. in order to be included in that Sunday's bulletin. Requests for bulletin announcements should be sent via email to the Media and Communications Director.

Postcards and Printed Materials

Requests for the church to produce postcards or printed materials to support a ministry activity or event must be received at least 21 days prior to the date you need the final product. This deadline takes into account any editing, printing, and production activities. Requests for printed materials should be directed to the Media and Communications Director.

Videos

FBC Scottsdale will often use or create videos to support sermons, ministry activities, and events.

If you need video assistance including scripting, actors, and editing, you must submit your request at least four weeks prior to when you need the video complete. If you already have your script written and are providing your own actors, you must submit your filming request at least three weeks prior to when you need the video complete.

If you request to use a commercial video during a worship service or event, you must submit the request at least five days prior to usage and you must ensure that the video is covered under the church's CVLI license.