

Ministry Center Use Guidelines

Conestoga Mennonite Church (CMC)

Joyfully Living Christ's Story to Benefit Others

The church is people – the community of faith. Gathered under the Lordship of Christ, we are called to serve our Lord by serving each other as well as those outside the community of faith. Our Ministry Center was built as a gathering place to enhance our worship, ministry and service. We hope the following guidelines will promote the appropriate use that would honor our Lord and respect our members. *Thank you for your cooperation on these matters.*

General Guidelines

1. You will be expected to ***clean up*** after your activity and leave the facility in the condition you found it. Please contact the church before relocating furniture.
2. You will be expected to ***supervise children***. Children should not be exploring areas of the church which have not been reserved.
3. Food and drink are not permitted in the Sanctuary.
4. **Moveable wall partitions** are only to be moved by a Conestoga Trustee.
5. Worship instruments such as the **piano and drum set** are NOT to be moved.
6. **No smoking** is permitted inside our Ministry Center.
7. **No alcohol or drug use** is permitted on any part of the church property.
8. Please respect our Security Staff by making every effort to hold to the times stated on the reservation form.
9. Discovered **damages** to the building or equipment shall be reported in writing to the Church Office before leaving the Ministry Center. Applicants are responsible for damages; whether incurred by the rental party or by their guests.
10. Kitchen **dishwasher** and Sanctuary **audiovisual equipment** will be used by CMC Staff only so must be reserved as needed. The fellowship hall basic (one live mic) sound system is available for general use; as outlined on our Reservation Form.
11. Conestoga Mennonite Church reserves the **right to reject** a ministry center application with no explanation required.

Additional Guidelines For Use of Kitchen and Fellowship Hall

1. Users are responsible to provide their own paper products (i.e. plates, cups, napkins, etc.).
2. Empty refrigerators of all you brought.
3. Refill ice cube trays and containers.
4. Sweep the fellowship hall carpet. (Central Vac hose and attachments located in closet next to Sanctuary.) Mop any soiled portion of the kitchen floor. Wipe off all used counter tops before you leave.
5. Place used dishcloths and tea towels in the laundry basket in the pantry for a member of the Kitchen Committee to pick up.
6. Place all used garbage bags inside the dumpster outside the fellowship hall on the northeast (back) corner.
7. Please monitor our “no food and drink out of the fellowship hall” policy.
8. Children need direct supervision if in the kitchen. The kitchen has materials which are dangerous.

(Additional guidelines on back for wedding services)

Additional Guidelines for Wedding Services

Marriage was established by God from the beginning of time. (Gen. 2:23-25) We believe that God intends marriage to be a covenant between one man and one woman for life. We believe Christian marriage is a mutual relationship in Christ, a covenant made in the context of the church. (Eph. 5:21) Scripture is clear that right sexual union takes place only within the marriage relationship. Marriage is meant for intimacy, companionship, and the birth and nurture of children. A ceremony shall be planned that reflects biblical principles, honors our Lord, and respects members of this congregation who steward this Ministry Center.

1. Guest ministers officiating a wedding at CMC must contact Pastor Bob Petersheim (leadcmc55@gmail.com) to confirm that the following conditions are respected for using our Ministry Center for a wedding ceremony:
 - a. Both the future husband and wife shall acknowledge Christ as their Lord. (I Corinthians 7:39)
 - b. Couples must receive premarital counseling, the number of sessions as specified by the officiating pastor.
 - c. Couples that live together prior to marriage must be willing to have the officiating pastor state a confession on their behalf at the beginning of the ceremony so God's blessing can be released upon the union.
2. There shall be NO rice, birdseed, or confetti anywhere on the premises.
3. All candles MUST have a protection under them to prevent wax from contacting carpets, pews, furniture, etc.
4. A runner must be used under flower petals so not to stain floors/carpets when crushed.
5. No thumbtacks, staples, scotch tape, or masking tape may be used on the furniture or walls.
6. Signing the CMC Reservation Request Form means the applicant agrees to compensate the church in full for all damage to the church property caused by any member of the wedding party or guests. The first cost of damages will come out of security deposit. Additional damage would be billed.
7. Reserving our Ministry Center for a wedding grants access to decorate the day prior to the ceremony (Sunday exception). Any additional time requested will require an open CMC schedule and additional payment of \$200.
8. Please consider deliveries for meals, flowers, decorations, etc when filling out the "Desired Time for facility to be open" on the "CMC Reservation Request Form" so CMC Staff can ensure church is unlocked when necessary. The CMC Office is staffed Tuesday through Friday 9-3.

I have read the **Ministry Center Use Guidelines**, understand, and will abide by the terms and guidelines.

Signature: _____ Date: _____

Relevant Seating Data:

Sanctuary: designed to seat 300 in benches. The overflow partitions may not be moved by anyone other than CMC Trustees.

Fellowship Hall:

- Our 30 round tables with 8 per table seats 240 very nicely
- The 30 round tables plus 8 rectangle tables with 8 per table seats 304 comfortably
- The 30 round tables plus 14 rectangle tables with 8 per table seating 352 is doable but cozy

Summary: We are pleased that God has granted us stewardship of this Ministry Center and pray that if you choose to have your event here you will find it a meaningful and rewarding experience. Kindly inform our office if there are ways we can better serve you so all reasonable requests can be accommodated!

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- CMC Pastor and Leaders