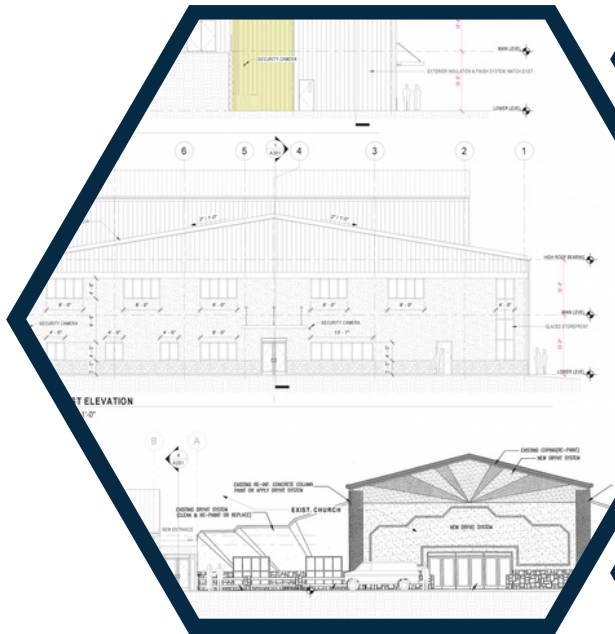


BUILDING ON FAITH

NAVIGATING OUR NEW CHURCH SPACES



Fall/Winter 2023



Calvary Road
Baptist Church



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Dear Church Family,

To God Be the Glory, Great Things HE Has Done,

As we can all see, the opening of our new building is just around the corner. While we do not have an exact time for that yet, we are making preparations. The information contained in this packet is to help us prepare for the changes that will take place when the new facility opens. Please read over every page as each contains important information for moving forward.

If you have any questions or concerns about anything contained in this information packet, please reach out to any one of the staff with those questions or concerns. We anticipate there will need to be changes as we move into the facility, but we have to start somewhere.

We love you all greatly and cannot wait to see what God has in store for us as we move forward by faith.

Serving you gladly,

Pastor John

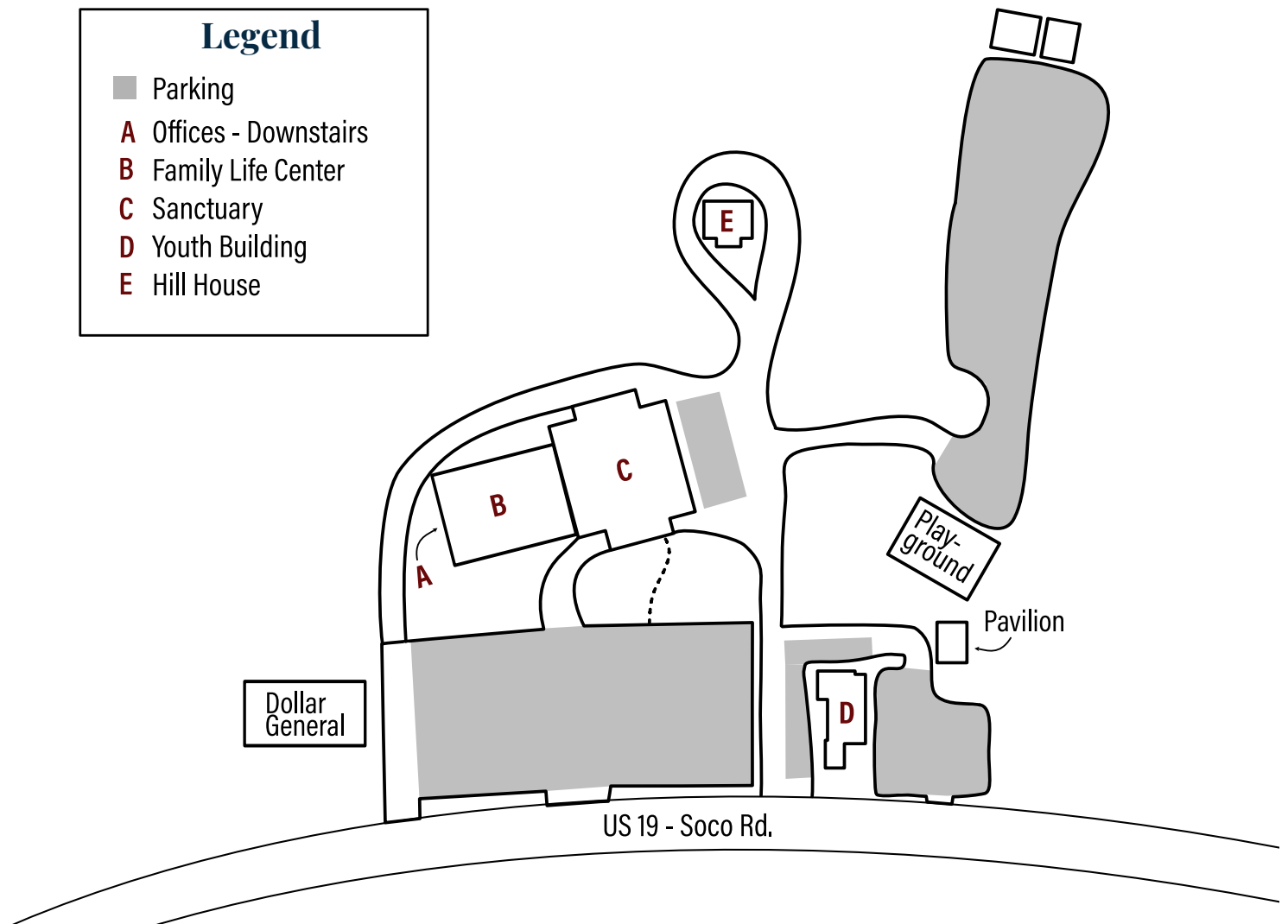


JOHN SWANGER III
SENIOR PASTOR

Campus Map

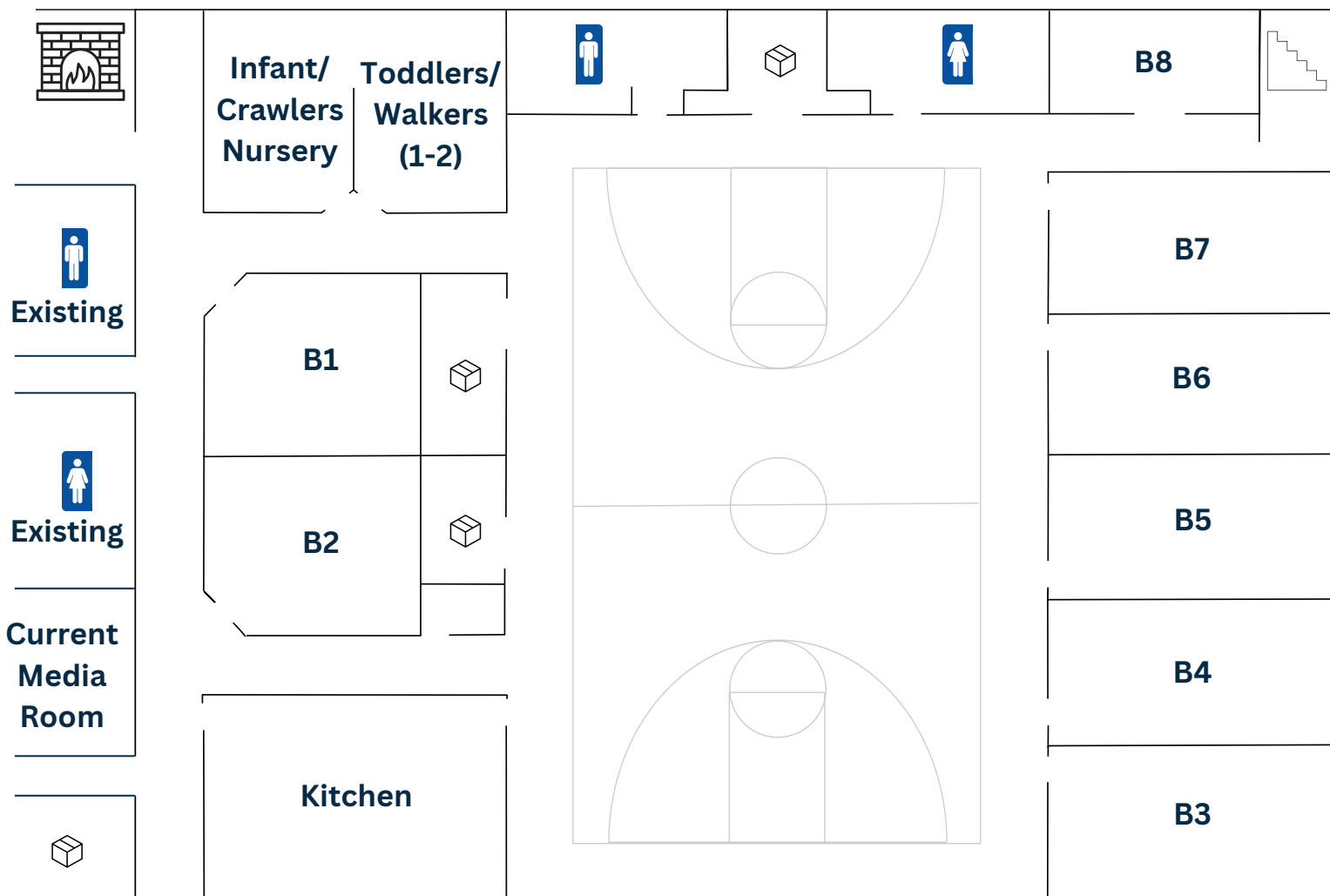
To make it easier to find where classrooms and meeting spaces are at a glance, we have assigned a letter to each building or general space. The following maps lay out some of those designations.

Exterior Map



Interior Map

Front of the church






Current Building

New Building

Legend

B1 - Adult Classroom
B2 - Adult Classroom
B3 - Adult Classroom
B4 - Adult Classroom

B5 - Adult Classroom
B6 - Kids' Classroom
B7 - Kids' Classroom
B8 - Kids' Classroom

 Restrooms
 Stairs to the offices
 Storage/Janitorial



| Sunday School & Service Times

Classes

After more than five years of not having enough classroom space, we can finally offer more classes for Sunday School. On the children's ministry page, we have detailed what that will look like for our kids, and in the coming months, we will lay out the options for adults as well. Some classes will remain in their current rooms, while others will move into the Family Life Center. Classes meeting on Wednesday night will transition to Sunday morning, as we also offer new classes, especially for those who haven't had an option since we have been in Maggie.

While most of our current classes are based on one's age or stage of life, at least one of the new adult classes will be topical and suitable for anyone. It is also important to know that while many of our classes have a focus (senior adult or married with kids, for example), we want you to be with a group that you are comfortable with. So, with few exceptions, attend the class with the group, teacher, or topic that you are excited about.

Service Times

- | | |
|-------------------|--------------------------|
| • Sunday School | 9:15 am (Coffee at 8:45) |
| • Worship Service | 10:30 am |
| • Wednesday Night | 6:30 pm |

Wednesday night will return to more of a midweek worship with music and preaching to give everyone a chance to be recharged and encouraged during the work week. Youth and kids will still meet on Wednesdays though.

Children's Ministry

We are so excited for the Family Life Center to be completed, as it will provide so many fun and exciting opportunities for our children's ministry, while at the same time allowing us to implement procedures to keep our kids even safer. Here is an outline of what it will look like.

All children and volunteers will be checked in and checked out through the Kid Check system located between the sanctuary and the nursery of the new facility. Children will enter down the hallway to their classroom once they have been checked in and their label has been attached to their back. Parents will pick up their child in the same location. Volunteer staff will bring the children to the parents once their name has been called for checkout. Parents will not be permitted to go down the children's wing to promote safety.

Nurseries

Nurseries will be provided for Sunday School, Sunday Morning Worship, and Wednesday night. **Infants and Crawlers** will be in one room, and **Toddlers/Walkers (1-2)** will be in the other room next door. See the map for locations.

Sunday School

The current **Truth Finders** program will transition to Sunday morning and form the framework for our children's Sunday School program as we systematically teach them the Scriptures.

Group	Room
3-5-year-olds (fully potty trained and not in school)	B8
K-2nd Grade	B7
3rd-5th Grade	B6



Kingdom Builders (During Sunday Morning Worship)

Kids will be dropped off and checked in **before** the worship service begins and will not be in the sanctuary for the beginning of the service. Children attending Sunday School will remain in their class after Sunday School and will not be picked up until after the worship service.

Group	Room
3-5-year-olds (fully potty trained and not in school)	B8

Wednesday Night

Group	Room
3-5-year-olds (fully potty trained and not in school)	B8
K-5th Grade*	Gym

* From September through December, this will be used for Christmas program practice. Throughout the remainder of the year, this service will be combined for the school-age children and will allow for group activities.

Facility Use

As we want to be good stewards of the blessings that the Lord has given us, we have sought to prepare the right sort of policies for the new building as well as our current facilities. Below is a draft of this policy. We have sought to strike a careful balance between making it accessible to the Calvary Road membership and others while also protecting the church as a whole and recouping the costs associated with maintaining a campus of this size. As we approach completion, we will also produce a one-page simplified info sheet, but below is the full policy.

Facility Use Policy and Agreement

I. Introduction

This Facility Use Policy and Agreement ("Agreement") stipulates the terms and conditions governing the use of properties, facilities, or other resources (collectively referred to as "facilities") owned, leased, or managed by Calvary Road Baptist Church (hereinafter "CRBC" or "the Church"). All individuals or entities desiring to use the facilities of CRBC (hereafter referred to as "User") are required to adhere to the provisions of this Agreement, along with any supplementary guidelines or instructions issued by CRBC pertaining to facility use.

II. Reservations

This form serves as an official consent to the policies to use the CRBC facilities. Reservation requests will be made using an electronic form. Upon approval, the event's date and time will be added to the church's reservation calendar. Reservations must be made at least 2 weeks in advance. If there are any changes, users should notify the church at least 24 hours before the scheduled time.

III. Pricing Tiers and Facility Usage Fees

1. Members of CRBC:

- Outside Facilities: Donation encouraged.
- Inside Facilities (includes cleaning fees):
 - Gym and Kitchen: \$100 (\$50 refundable)
- Whole Campus: Discounted rate of \$200.

2. Non-Members:

- Outside Facilities: Minimum of \$50 donation.
- Inside Facilities (includes cleaning fees):
 - Gym: \$150 (\$50 refundable)
- Whole Campus: \$1500.

Facility Use Policy and Agreement (pg. 2)

3. Weddings for church members

- \$500 (includes \$200 for audio/visual equipment and \$300 to cover the facility use)

4. Optional Add-ons

- A/V Tech (required to use CRBC equipment): \$150 minimum - final price dependent on the length of the event.

IV. Usage Procedures, Restrictions, Rules, and Charges

1. Weddings: Reserved only for those with a tangible connection to the church.
2. Funerals: CRBC considers funerals such an important ministry to grieving families and thus will not impose any charges. Funerals will always be given priority scheduling.
3. Approval of Requests: All requests for use of Church facilities are subject to approval by the Church, and approval may be withheld or withdrawn for any reason.
4. Lawful Use: User agrees that they will not use Church facilities for any unlawful purpose and will obey all laws, rules, and regulations of all governmental authorities while using the Church facilities.
5. Recurring Events: Recurring events may be eligible for discounted facility use fees on a case-by-case basis.
6. Commercial Events: Commercial or profit-driven events are strictly prohibited on church premises.
7. Age Requirement for Reservations: To reserve the facilities of CRBC, individuals must be 21 years of age or older.
8. On-Site Supervision: It is the responsibility of the person reserving the facilities of CRBC to remain on the premises and provide active supervision throughout the entire duration of the scheduled event.
9. Conduct and Behavior: The use of profane language, disorderly conduct, tobacco, drugs, and alcohol is strictly prohibited on the church premises.
10. Pets and Recreational Equipment: No pets are allowed. Additionally, roller skates, blades, wheelies, and skateboards are not permitted inside any facility.
11. Music: Any music played within the facilities must receive prior approval from the Pastoral Staff.
12. Damage Responsibility: The party making the reservation is responsible for any damage to the facility or church property that occurs during the event. They will be held accountable for repair costs associated with any damages.
13. Adherence to Church Guidelines: User agrees to abide by all Church guidelines, requirements, rules, and other restrictions set forth by the Church.
14. Safety and Supervision: User agrees to use caution in their activities involving Church facilities and take responsibility for preventing harm to their guests, other people, and the facilities. Adequate supervision must be provided for any children or young people involved in the User's activities in the Church facilities.

Facility Use Policy and Agreement (pg. 3)

15. Cleanliness and Order: After use, the facilities must be returned to a clean and orderly state. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises they will use, including entrances and exits.

16. Pre-Use Inspection: Prior to each use, the User must conduct a visual inspection of the premises, including entrances and exits, and warrants that the premises will be used only if they are in a safe condition.

17. Cancellation and Refunds: This agreement may be canceled by either party with written notice to the other party. If the Church cancels, the User will be entitled to a refund of any deposit they have paid. However, the Church will not be liable for any lost profits or damages arising out of the User's inability to use the premises.

18. Liability and Indemnification: The User agrees to indemnify and hold harmless the Calvary Road Baptist Church, its officers, employees, members, and representatives from any claims, liabilities, losses, damages, actions, costs, and expenses arising out of the User's use of the Church's facilities. In case of damage by the User, they shall accept the repair/replacement costs determined by the Church and pay on demand.

19. Permission and Activities: Permission for use is exclusive to the User, and they cannot grant it to others without the Church's explicit consent. Any activity connected to alcohol, drugs, tobacco, gambling, indecency, or disrespectful behavior is strictly prohibited. The Church has the authority to determine violations.

20. Tax-Exempt Status: The User must not engage in activities that could endanger the Church's tax-exempt status.

21. Assignment: The User may not assign any of their rights under this agreement. Any such assignment will void the agreement at the Church's discretion.

22. Dispute Resolution: Any disputes arising under this agreement will be resolved via mutual agreement. If no agreement is reached, the dispute will be submitted to a three-member arbitration panel selected by the deacon body, Senior Pastor, and Executive Pastor.

V. Description of Facilities

The church's facilities are diverse, and each has its unique features, purpose, and capacity. The following is a brief description of the facilities available for use:

- Outside Facilities: This includes the portico, playground, parking lot, and pavilion. These areas are suitable for outdoor events, gatherings, or activities that don't require indoor amenities.
- Sanctuary: The main church building is used primarily for worship services. It has a seating capacity suitable for larger gatherings, audio-visual equipment, and a stage.
- Gym: An indoor court suitable for sports activities, physical exercises, or any event that requires a spacious indoor area.
- Kitchen: A fully equipped kitchen suitable for meal preparations, cooking, and serving.
- Training Room: Suitable for classes, meetings, workshops, or small group activities.

Facility Use Policy and Agreement (pg. 4)

VI. Liability & Insurance (For Non-Members)

Non-member users assume full responsibility and liability for anyone accessing the church facilities under their permission. Such users must also provide a current Certificate of Liability insurance, offering a coverage of \$1,000,000.00, and naming Calvary Road Baptist Church as additionally insured.

VII. Payment

All payments related to the reservation and use of the facilities should be made promptly. A deposit will be required to secure your reservation, with the balance due prior to the event. Specific payment details, including amounts, due dates, and methods, will be communicated upon approval of the reservation.

VIII. Office Hours and Event Hours

While events, activities, or reservations can occur outside of regular office hours, communications and coordination with the church staff should ideally occur during office hours. These hours are from 8:00 AM to 2:30 PM, Monday to Friday. It's important to note that events scheduled on a Saturday must conclude by 5:00 PM to allow for cleanup and to avoid conflicts with church services on Sunday.

IX. Agreement

By using the facilities of Calvary Road Baptist Church, the User acknowledges that they have read, understood, and agreed to abide by all the terms and conditions set forth in this Facility Use Policy and Agreement.