

FBCNB Building & Room Appearance Policy

Updated: 1/28/23

The Building & Room Appearance Policy applies to all ministries.

Adult Small Groups, Children's Ministry, Student Ministry, Kids Academy, Senior Adults, etc... and all outside organizations using the building.

FBCNB makes a concerted effort to align our building and room usage with our core values. This policy aims to make the building and rooms friendly to all ministries and newcomers. Having decor & supplies out that only one ministry can align with or use makes the space confusing to newcomers and difficult to use for multiple ministries. All spaces need to be viewed as shared spaces. Shared spaces means that any ministry can use a space without the worry of bothering another ministry's items, art, or furniture. Shared spaces are not labeled or claimed for one ministry over another. The FBCNB buildings, rooms, and spaces are ministry tools, and we are expanding to use each of these tools for multiple community-wide ministries, both for our own genuine fellowship and for purposeful evangelism. Each shared space needs to send the visual message that you are welcome in that space, not merely borrowing it from another ministry, and that each ministry is equally welcomed.

Starting Points:

- We are first and foremost a church.
- All spaces are used to glorify God and lead people to Jesus.
- As a church, we have many ministries and outside organizations that function in the building and we are looking to expand in order to use each space to its fullest.
- All spaces are shared spaces. All ministries support one another. We work together as a church to champion the growth of each other's passions, callings, and ministries.

Policies:

Artwork/furniture/room appearance:

1. All ministries are asked to keep the room/space clean and reset in its original formation for the next ministry. Wipe down tables, clean out sinks, tie up trash, leave tidy, and vacuum if necessary. Do not leave any kind of food, crumbs, or supplies out when closing down your event. If your room does not have designated cleaning supplies, please alert your ministry leader.
2. No hallway art, posters, or bulletin boards for your ministry without approval from the Communications Director.

3. Do not add furniture, clocks or other mostly-permanent items to the room without approval.
4. Do not use staples in the walls, on the doors or in the ceilings to hang resources or art.
5. You may only use painter's tape on the floor during your event. Tape must be removed at the end of your event each day. Please do not leave the tape on the floor past your event.
6. Declutter: Please remember these are shared spaces.
7. Desks in rooms: Do not leave items on the desk when resetting the room for the next ministry. If you prefer your desk not be used by other ministries, please push it against the wall and clear the surface to be used as a small table for other ministries.
8. Do not permanently display teachers' names, ministry participants' names or pictures. You may create a temporary and movable display to use while your ministry is actively using the room, but all names and pictures must be removed when resetting the room for the next ministry.
9. Chairs in each room must match one another unless otherwise approved.
10. Artwork: Please do not hang or add artwork, posters, clocks, signs, or gifts without approval from your ministry leader. Valuable/sentimental items are not recommended and are not protected.
11. Resources hung on the wall must not be faded or torn.
12. Please hang resources orderly and parallel to the floor.
13. Resources must be current and pleasing to the eye. Please reevaluate your wall resources every six months.
14. Pre-Approved resources: any posters/artwork that comes with your current curriculum.

Wipe off boards/whiteboards

15. Do not leave resources hung on the whiteboards when your ministry isn't actively meeting.
16. Do not leave writing on the boards. Wipe clean after each day.
17. Leave all wipe off boards ready to be used by multiple ministries.

Carpets/Rugs:

18. Please dispose of any rugs that are stained, frayed, or faded.
19. Rugs must match the decor of the room for all ministry uses, seek approval of the Design Team if unsure.
20. Carpet: If a carpet is stained, please alert the facilities team to help clean it.

Doors/Plants

21. Do not decorate doors. Please keep all doors ministry-neutral. Door decor may be used while your ministry is actively using the room but must be taken down when resetting for the next ministry use. Please do not leave tape residue or hardware exposed. Seek Design Team member or Ministry Leader for clarification.

22. Do not bring in/donate any artificial trees or plants without approval.

Supplies/Resources:

- 23. If your resources have not been used or accessed for one year or more, please remove them from the building. This includes flyers, books, toys & supplies.
- 24. Do not leave piles, projects, or excess books, toys, flyers, etc.... exposed in a room. Keep each room and space tidy and decluttered.

Shared supplies/storage:

- 25. Any supplies or resources left out, unlocked, or unlabeled will be considered a shared supply by all ministries and has the potential to be discarded.
- 26. If you prefer your supplies to not be shared, please lock them up or label them in a kind and pleasing-to-the-eye manner.
- 27. Please be especially mindful of the resources you leave out at a child's eye level, and remember that all resources left out are considered shared resources.
- 28. Do not cover/drape supplies with cloth or other material.
- 29. Do not use see-through containers or cardboard boxes to store supplies in rooms. See-through containers and cardboard boxes are acceptable in closed cabinets and closets only.
- 30. If you need storage space for your supplies, please see your Ministry Leader.
- 31. Bookshelves and other shelves must remain organized, clean, and updated.

Conclusion:

- 32. All spaces are shared spaces.
- 33. All ministries clean and set up for the next ministry.
- 34. Decor is updated, organized, and decluttered.

Please share any questions or concerns with Communications Director Holly Panter, hollyp@fbcnb.org, your Ministry Leader, or the church office.

Thank you for partnering with us as ambassadors to Lead People to Jesus!