

SECONDARY MEDIA CHANNELS

NorthNet:

- *Purpose: A **secondary media channel** in which external announcements (i.e. from congregation members) are shared with congregation and supporters that may/may not pertain to a specific ministry area. Also, a secondary media channel in which church events and announcements will be shared.*
- Best Practices:
 - Congregation members and supporters can submit information they would like to share directly onto site
 - Users should post no more than 1x per day
 - Topics can include personal announcements (sales, help needed, advice, etc), church announcements (pray for parish, small group updates, etc) and community (ways to get involved, support needed, etc)
 - Those posting must be kind to each other and each other's posts – Communications Coordinator will monitor inappropriate postings and will remove any inappropriate user.
 - Ministry leaders and event coordinators will be asked to promote their events/campaigns directly onto the site (as opposed to Communications Coordinator)
 - Church staff can also post information on NorthNet as needed (i.e. numerous updates may be posted in regards to health status of a member, etc)
 - Information will be collected by Communications Coordinator and used in other media outlets (social media, Happenings)

Bulletin Boards:

- *Purpose: A **secondary media channel** in which general church information and additional information from Happenings and E-Newsletter can be shared and posted.*
- Best Practices:
 - Ministry teams should incorporate bulletin board to advertise event as well as publicize after event (i.e. photos from event, event statistics, etc)
 - Ministries should develop a year-round strategy for utilizing bulletin boards; Communications Coordinator is not responsible for developing/implementing bulletin boards, but can help with idea creation as needed

TV Slides:

- *Purpose: A **secondary media channel** in which general church information and additional information from Happenings and E-Newsletter can be shared and posted.*
- Best Practices:
 - Priority will be given to All Church Events/special events or those events engaging large groups of people
 - Picture/caption/text will be finalized by Communications Coordinator – drafts or ideas can be submitted
 - If spots allow, tv slides can be posted 1 month in advance of event
 - If submitting an image, image must be a .jpg measuring 2880x1620 pixels – Communications Coordinator reserves the right to request edits or request original image to edit
 - Must work with Ministry Leader to submit tv slides within the specs/sizes needed and for approval
 - Ministries are encouraged to submit information at least 2 weeks in advance of the targeted start run date to allow for edits
 - Communications Coordinator will regulate the tv slide traffic

In summary, events will typically receive the following support from the Communications Coordinator:

- **Publicity in the eNews 6 weeks out (save the date) and 2 weeks out from event date/registration deadline**
- **Posters/tv slides/Happenings presence 4 weeks prior to the event**
- **2-3 social media placements**
- **Webslider presence (as determined by Communications Coordinator)**

*When an alien resides with you in your land, you shall not oppress the alien.
The alien who resides with you shall be to you as the citizen among you;
you shall love the alien as yourself, for you were aliens in
the land of Egypt: I am the Lord your God.
(Leviticus 19: 33-34)*

*To offer hospitality to a stranger is to welcome something new, unfamiliar,
and unknown into your life-world Strangers have stories to tell which we
have never heard before, stories which can redirect our seeing and stimulate our imaginations.
The stories invite us to view the world from a novel perspective.
(Thomas Ogletree, *Hospitality to the Stranger*)*

Throughout its 75-year history, North United Methodist Church's location at one of the most visible intersections in Indianapolis, has allowed the congregation to be a sanctuary, meeting place, and source of hospitality to friends and strangers throughout the community and around the world. The doors are open twelve to fifteen hours a day. Rarely are there days when the building is closed. Our life is enriched by these interactions, and our heritage as a "public" congregation has developed intentionally. As stewards of this facility, we also recognize we have a duty to maintain our building and land in such a way that these gifts remain as treasures, and not burdens, to our guests and to subsequent generations.

The attached document represents the work of our community in acknowledging the importance of welcoming individuals and groups into our building while also addressing fundamental issues of maintenance, repair, and construction so that our facility may be a place of hospitality. The development of this document has been guided by certain values:

- We believe our building and grounds are gifts from God and an inheritance from our ancestors. As gifts, they are meant to be shared with others as signs of our biblical mandate to welcome the stranger who not only brings other gifts but also expands our understanding of God's realm. These strangers often become partners in education, personal growth, community development, and other shared ministries.
- We believe our facilities and land, like its inhabitants, require care, nurture, and rest. Time and attention must be given to creating a hospitable space by being intentional about how the building is scheduled, maintaining existing property so that guests feel welcome, and anticipating future needs and opportunities not only for the congregation but also the larger community. This stewardship has a financial cost that must either be borne by the congregation or shared with those who use these facilities.
- We believe a theology of abundance allows us to see how much more we can do in partnership with others than we can do alone. Those who share this space often bring hidden gifts and talents to share in exchange for use of the building. We further recognize that sharing our facilities is the way we can contribute out of our abundance to ministries of the larger church, including but not limited to our denomination. We sometimes subsidize the financial costs of sharing our space as part of our missional efforts.

- We believe the attached schedule of fees emerges from our current missional priorities and desired relationships with the larger community. We recognize these priorities may change, that exceptional situations may require individual consideration, and that these fees do not cover the full cost to the congregation.

North United Methodist Church is more than a building. As we discern how to share the gift of this building and grounds, we allow ourselves to be challenged by a central Christian mystery: Those groups and individuals who enter our property are both gift and challenge, human and divine. The practicalities of whether and how much to charge these guests as well as how to maintain and care for our facilities reflect our faithful responses to this mystery.

Introduction

The following policies and procedures and accompanying charges have been established by the Trustees and approved by the Board of Directors in order to offset expenses incurred related to the maintenance of Facilities-(including, but not limited to, parking areas, building, and/or meeting room) of North United Methodist Church, located at 3808 North Meridian Street, Indianapolis Indiana 46208 (“Facility” or “Facilities). It is expected that all organizations and persons utilizing the facilities at North Church would treat the property and furnishings in a manner consistent with biblical stewardship principles.

The priority for the use of NUMC Facilities is as follows:

1. Regularly scheduled North Church ministry meetings and events.
2. Other North Church ministry functions not regularly scheduled.
3. Activities and functions of organizations within the United Methodist connectional system.
4. Inter-denominational church meetings and other church and church-related group events and meetings.
5. Other not-for-profit, social service, and community group events and meetings.
6. Events of for-profit organizations and non-members.

The Office of the Business Administrator handles and approves all scheduling of events.

Groups Eligible to Use North United Methodist Church Facilities

Facility use fees are determined based on the classification of the group and are subject to review and approval by the office of the Business Administrator. Please review carefully your category for documents needed and deadlines to be met for your event.

Category A:

NUMC ministry activities supported by the general budget of NUMC

UMC district & conference events

UMC churches, organizations

Coalition ministry groups or Neighborhood Associations in which NUMC maintains a member role

North United Methodist Church is committed to making its Facilities available without fee for all NUMC events and activities, and for use by members of the United Methodist Church connectional system such as District or Conference offices, UMC agencies, and UMC congregations, and for Coalitions ministry groups or Neighborhood Associations in which NUMC maintains an active member role. Category A groups must agree to and follow the *Policies and Procedures for Use of NUMC Facilities* and submit Event Scheduling Information to the church office at least 14 days in advance, if possible.

Outside organizations (not directly affiliated with North UMC) must submit a signed Agreement for Usage of Building; Agreement of Indemnity; Waiver and Release and a Certificate of Liability Insurance no later than 14 days prior to an event. This agreement can be made available via email.

North UMC ministry activities may be scheduled as far in advance as needed. All other Category A events may be scheduled up to 12 months in advance.

Category B:

Member's personal event (e.g., birthday, anniversary, recital, etc.)

Neighborhood Associations in which NUMC does not maintain a member role.

Excludes weddings- (Please see separate wedding policy).

Whenever feasible, and whenever such activities are consistent with its purposes and mission, NUMC desires to support both the activities of neighborhood associations in which NUMC does not maintain an active member role and personal events of active members. The church, through its Business Administrator and/or Senior Pastor, shall determine whether any such activity is consistent with the church's purposes and mission. Facility use fees are determined based upon space used, time requested, set up required, and the type of event scheduled.

Category B groups must agree to follow the Policies and Procedures for Use of NUMC Facilities. A signed Agreement for Usage of Building; Event Scheduling Information, Agreement of Indemnity, Waiver and Release and a Certificate of Liability Insurance shall be filed with the NUMC office no later than 14 days prior to an event. This agreement can be made available via email. A non-refundable deposit in an amount equal to 20% of the total anticipated fees must be remitted at the church office before your event can be confirmed. Checks shall be made payable to North United Methodist Church. The balance of all event fees shall be due and payable at the church office 14 days prior to your event start date.

Failure to make payment in full by the due date may cause cancellation of your reservation. Category B groups may schedule NUMC facilities up to 12 months in advance.

Category C:

- Other not-for-profit organizations, churches and denominational groups**
- Religious teaching events and seminars**
- Public and private schools**
- Civic organizations (League of Women Voters, Kiwanis, Rotary, etc.)**
- Government organizations**

Whenever feasible and whenever such activities are consistent with its purposes and mission, NUMC desires to support those NUMC activities that meet the needs of its neighborhood and the larger community. The church, through its Business Administrator and/or Senior Pastor, shall determine whether any such activity is consistent with the church's purposes and mission. Facility use fees are determined based upon space used, time requested, set up required, and scheduled.

Category C groups must agree to follow the Policies and Procedures for Use of NUMC Facilities. A signed Agreement for Usage of Building; Event Scheduling Information, Agreement of Indemnity, Waiver and Release and a Certificate of Liability Insurance shall be filed with the NUMC office no later than 14 days prior to an event. This agreement can be made available via email. A non-refundable deposit in an amount equal to 20% of the total anticipated fees must be remitted at the church office before your event can be confirmed. Checks shall be made payable to North United Methodist Church. The balance of all event fees shall be due and payable at the church office 14 days prior to your event start date. Failure to make payment in full by the due date may cause cancellation of your reservation. Category C groups may schedule NUMC facilities up to 12 months in advance.

Category D:

- For-Profit Organizations**
- Non-Members' Personal Events (Excludes weddings. Please see separate wedding policy.)**

Whenever feasible, and whenever such activities are consistent with its purposes and mission, NUMC supports the activities of non-members and for-profit organizations in the greater Indianapolis Community. The church, through its Business Administrator and/or Senior Pastor, shall determine whether any such activity is consistent with the church's purposes and mission. Facility use fees are determined based upon space used, time requested, set up required, and the type of event scheduled.

Category D groups must agree to follow the Policies and Procedures for Use of NUMC Facilities. A signed Agreement for Usage of Building; Event Scheduling Information, Agreement of Indemnity, Waiver and Release and Certificate of Liability Insurance shall be filed by with the NUMC office no later than 14 days prior to an event. This agreement can be made available via email. A non-refundable deposit in an amount equal to 20% of the total of anticipated fees must be remitted at the church office before your event can be confirmed. Checks shall be made payable to North United Methodist Church. The balance of all event fees shall be due and payable at the church office 14 days prior to your event start date. Failure to make payment in full by the due date may cause cancellation of your reservation. Category D groups may schedule NUMC facilities up to 12 months in advance.

Policies for Use of NUMC Facilities

1. North United Methodist Church reserves, at its sole discretion, the right to grant or refuse the use of the Facility to outside groups.
2. A signed Agreement for Usage of Building; Event Scheduling Information; Agreement of Indemnity, Waiver and Release and Certificate of Liability Insurance shall be filed by Category B, C and D groups with the NUMC office no later than 14 days prior to an event.
3. Facility use fees shall be paid in full 14 days prior to an event. If the group cancels less than 14 days prior to the event, in addition to forfeiture of the deposit, an additional 5% cancellation fee will be assessed.
4. Outside groups using NUMC Facilities shall not use the name *North United Methodist Church* for promotional purposes other than to indicate the location of the event.
5. Outside organizations must carry a current Certificate of Liability Insurance and must file the certificate with the office of NUMC, at least 14 days prior to their scheduled event. The Certificate of Liability Insurance shall be a minimum with at least \$1,000,000 general aggregate liability per incident and minimum of \$5,000 premises medical payment coverage with NUMC listed as an additional named insured on the Certificate.
6. Outside groups using NUMC Facilities and/or property shall be responsible for any damage to NUMC Facilities and/or property caused by the group and shall be responsible for leaving reserved spaces as they found them. Additional fees shall be assessed if greater than normal cleaning is required following a group's event.
7. NUMC will not be responsible for losses or injuries incurred by any member of a group using NUMC Facilities. Any group holding an event at NUMC must advise all event participants to lock any motor vehicles parked in the NUMC lot. Participants must also be advised to remove valuable contents from vehicles or to store such contents out of sight in their locked vehicles.
8. Items of value such as computers, audio-visual equipment, cameras, purses and wallets must not be left in any room unattended. North Church will not be responsible for the security of personal items.
9. Items brought into North Church for an event must be removed immediately following the conclusion of the event. North Church does not insure the security of any items left in the building following an event.
10. Groups shall adhere to their scheduled ending time to allow NUMC staff to reset the space(s) for the next event. Any amount of additional time incurred for set up / tear down may cause additional fees to be charged.
11. All scheduled evening events shall be concluded no later than 8:30 p.m. at which time the building will be closed. A group remaining after 9:00 pm will be charged additional fees.
12. A representative of NUMC – typically a member of its building staff – will be on-site for the duration of all events and meetings.

13. Groups of students 19 years or younger shall have at least one adult chaperone per ten youth on the premises at all times.
14. No smoking, alcoholic beverages, illegal substances, or weapons shall be permitted in the building, on the grounds, in the parking lot or any part of the Facility at any time. Any participant in an event arriving under the influence of alcohol or drugs shall be asked by the group's leader to leave the premises immediately.
15. No gambling activities are permitted on the church property.
16. No food or drink, other than juice and bread used for communion, is allowed in the Sanctuary or Chapel at any time.
17. Candle usage requires close supervision. If your group chooses to use candles, please ensure that they are contained in a proper glass candle container that fully ensures the safety of those objects around the candle and protects the floor or furniture from heat, fire damage and dripping wax.
18. Kitchens are to be used for catering staging only. Groups serving food or refreshments must provide necessary paper goods, dishes, glassware, and silverware. Use of NUMC dishes, dishwashers, stoves, refrigerators or other appliances by outside organizations is prohibited.
19. The church has some AV equipment (DVD, VHS, CD players, TVs, projection screen, flip charts and markers, etc.) that can be rented by groups scheduling use of the Facility. AV equipment must be reserved at the time of booking. Laptop computers are not available. Wifi is available in some rooms with limited capacity.
20. No group using the sanctuary on a Saturday or on the day prior to any other scheduled North UMC worship service (including weddings, funerals, etc.) may move anything located in the chancel, alter, or choir loft areas, including but not limited to, chairs, communion table, baptismal font, items related to musical performance, banners, other art objects, candle holders, and other items intended for use or display during worship.
21. North Church has established a tradition of special sanctuary decorations throughout the year in various liturgical forms, including the baptismal font, candle sticks, altar cloths or banners, poinsettias, lilies or other floral or symbolic decorations placed on and around the altar. Such decorations are a vital part of the congregation's worship life together and may not be moved or rearranged.
- 22. The church reserves the right to cancel a reservation at the last minute should an emergency situation such as a funeral require it. In such cases, NUMC will make every attempt to give as much notice as possible to groups holding such a reservation.**
23. A group may use only rooms and resources it reserved. Other rooms, even if unoccupied, may not be used without permission of NUMC staff.
24. The sanctuary and chapel organs may be used only with the express written consent of NUMC's Staff Organist and/or Director of Music.

Procedures for reserving NUMC Facilities

Step One: Schedule a date(s) and time(s)

Contact the scheduler in the church office at (317)924-2612 to determine whether your proposed date is available. Dates including Holidays, Holy Week, Christmas Eve through New Years and dates adjacent to other holy days are available only to NUMC groups due to heavy scheduling of ministry and seasonal activities.

Note that no event will be scheduled beyond 8:30 p.m.

Arrangements for events cannot be confirmed more than 12 months prior to the event date. Groups shall not publicize any event to be held at NUMC unless and until the reservation of NUMC Facilities has been fully confirmed by our staff.

It is important that you are aware that North Church is a very active place every day and evening of the week. Therefore, as you reserve the facility, be aware that other activities can and will be scheduled in other rooms during the time of your event.

Step Two: An Event Planning Session

Depending on the size and complexity of your event, you may need to meet with the Event Scheduler or Business Administrator to plan for your use of the North Church facility. It is during this meeting that requisite fees will be determined. Because of the importance of such a meeting, the church will not schedule your event date until such planning is completed.

Step Three: Facility Use Agreement and Payment of Fees (categories B, C, D)

An Agreement for Use of the Building; Agreement of Indemnity, Waiver and Release; Certificate of Liability Insurance; Event Scheduling Information and a non-refundable deposit in an amount equal to 20% of the total anticipated fees must be remitted at the church office before your event can be confirmed. Checks shall be made payable to North United Methodist Church. The balance of all event fees shall be due and payable at the church office 14 days prior to your event start date. Failure to make payment in full by the due date may cause cancellation of your reservation.

When clearing snow and ice we always make the West Entry a priority and strongly urge drivers to drop off passengers under the canopy when conditions are poor.

North Church normally remains opens except when the following conditions apply:

- When a snow emergency is declared
- If IPS closes because of heavy snow and/or ice
- If either IPS closes or a snow emergency is declared after the church has opened, North Church building will close, and employees will be sent home and all events will be cancelled.

When possible North Church will do the following to communicate the building is closed:

- Send an email notice to followers on Northnet
- Update our phone greeting on the message system (this can only be done from inside the building)
- Post closings on Channel 8 (WISH) and on Channel 13 (WTHR) and Channel 6 (WRTV). However, Channel 6 only shows church closing on their website.