

## **Glen Mar Church Policy for the Gathering Place, Lower Gathering Place, and Outside Amphitheater**

The purpose of the Gathering Place is to promote welcome, a worshipful environment, discipleship, hospitality, fellowship, the exchange of information, age-group ministries, fundraising, and ministry awareness. All these functions are important in the life of the church.

The policy provides instruction for the uses of the Gathering Place, Lower Gathering Place, and Outside Amphitheater for events, activities, and ministries of Glen Mar Church at all times. All activities in the Gathering Place shall be consistent with the vision, values, and mission of Glen Mar United Methodist Church. This policy applies to all these activities.

Glen Mar Church will manage the Gathering Place, Lower Gathering Place, and Outside Amphitheater for all users to ensure adherence to this policy. The highest demand for these spaces is Saturday evening and Sunday morning. The Minister for Operations or designee is the point leader for the administration of this policy in collaboration with the Pastoral Team and the Board of Trustees. These spaces provide:

- A permanent presence for a Welcome Center.
- A permanent place for providing information about Glen Mar.
- A regularly scheduled presence for fellowship and refreshments for Saturday and/or Sunday before and after worship.
- A regularly scheduled presence for the Gift Card Program on a weekly basis, except during Festival Services for Christmas and Easter.
- A temporary presence for some activities that have reserved a space in the Gathering Place for a limited period of time.
  - A request for space and/or equipment must be sent by email or other written form to the Minister for Operations at least six working days prior to the first Sunday requested.
  - The number of spaces for ministries will usually be limited to four, including space for Gift Cards.
  - This presence in the Gathering Place may be, but is not limited to, advertising a ministry, drawing attention to opportunities in the Lower Gathering Place and Amphitheater, passively selling or taking orders for items supporting ministries, or passively distributing information flyers about Glen Mar ministries and events. Passive presence and activity at a ministry table include recruiting volunteers, taking donations, selling items or services, registering participants in an event, and/or distributing information about a Glen Mar sponsored activity or mission at a previously reserved table in the Gathering Place. After the last Sunday service, the display materials, sign-up sheets, signs, etc. used in promoting the ministry are to be removed by the ministry.
  - Each program, activity, event, ministry, and/or mission will be limited to two consecutive weeks. Exceptions may be made under unusual circumstances. Weeks need not be consecutive.

- Scheduling for Gathering Place tables is on a first come first served basis, with the understanding that a request from a group which has not had use of the space will be given priority over a group which has previously had a presence in the Gathering Space during the current year.
        - Ministries to be “spotlighted” with announcements in worship, usually as an offering of ourselves during the gifts and tithes presentation, are also requested on a first come first served basis. “Spotlights” include a table in the Gathering Place and may be requested for no more than two consecutive weeks, with the understanding that a request from a group which has not had a spotlight will be given priority over a group which has had one during the current year. Upon receipt of confirmation of a spotlighted ministry, the requestor accepts the responsibility to uphold the Gathering Place policy and to provide coverage before and after each of the church services on Saturday and Sunday, and
        - The requestor agrees to provide a suggested announcement to the Pastor for Worship (presently by Thursday noon) to use in coaching notes for Worship Leaders.
        - The requestor agrees that video announcements may be no more than 2 minutes in length (1 minute is preferable) and must be prescreened. These are due to the Pastor for Worship in sufficient time to allow coordination with the worship component of technology support, which is presently by Wednesday close of business before the Sunday to be used.
      - Ministries and activities must occupy only their assigned space and location.
- The Lower Gathering Place will be the primary location for the collection and distribution of items, and/or used by ministries unable to reserve space in the Gathering Place for a particular week. It must be used for larger items that require additional space.
  - If temporary collection is approved in the Gathering Place or elsewhere, these collected items are to be moved by the ministry to an alternately scheduled or offsite location immediately after Sunday worship.
  - During the collection period, ministry leaders or designated team members collecting items are responsible for safe, unobstructed traffic flow and keeping entrances and exits clear at all times.
- Passive presence and activity are those that occur when ministry representatives at their assigned table interact with a person who has shown interest.

Banners or signs to support the mission of Glen Mar of Praising God, Growing Disciples, and Serving the World are to draw attention to the ministry tables as well as inform guests of Glen Mar’s purpose during the week.

- Display signage for the designated ministry tables is limited to standing signs at the tables and/or signs attached to the tables until alternative hanging methodology is approved by the Board of Trustees.
  - Free-standing and tabletop easels are available if requested with a reservation.
  - Signs, flyers, and other advertising are best if computer-generated, legible, and attractive, as well as consistent with any church-wide publication design guidelines.
  - Signs taped to the windows and doors are not approved.

## Definitions

- The Gathering Place is the space ranging from Room 211 to the grand staircase, and from the Spirit Center to the opposite church entrance and environs.
- Lower Gathering Place (previously called the Lower Narthex). The space from the Youth Lounge across to room 118A and the glass wall and environs. It does not include the interior amphitheater or the space at the bottom of the stairs.
- Outside amphitheater. The brick garden area outside the glass doors.
- Activity. Any function of a ministry of Glen Mar Church or sponsored community event.
- Saturday evening. The period from 4:30 to 6:30 p.m. (one half hour before and after the worship service).
- Sunday morning. The period from when the doors are unlocked to 12:30 p.m. (one half hour after the last service).
- Worshipful environment. An environment of expectation of God's presence where we open our hearts and minds to the Word that God wants to speak to us. It is a setting where one shows, and is surrounded by others showing, honor and respect to God and each other.
- Passive presence and activity are those that occur when ministry representatives at their assigned table interact with a person who has shown interest.

## Responsibilities

- Pastoral Team. Pastors and the Minister for Operations are charged with defining a worshipful environment for engaging people with the life-giving message of Jesus Christ.
- Minister for Operations or designee. This point leader is responsible for administration of the policy and scheduling the spaces and spotlights in the Gathering Place, Lower Gathering Place, and Amphitheater.
- Board of Trustees. Trustees are responsible for safe operations, proper care, and maintenance of the facility. The Board works with the Minister for Operations to accomplish the purpose of this policy.
- Church Council. These elected church leaders are responsible to approve the policy.
- Church staff. The Glen Mar Church staff supports the policy and its administration by the Minister for Operations or designee and the Board of Trustees in their duties. The staff will also familiarize their ministry leaders with the provisions of the Gathering Place Policy, will support

the ministry in the use of the Gathering Place, and be responsible for ministry leaders' adherence to the policy.

- Ministry Leaders. The Ministry Leader or designee is responsible to adhere to the provisions of this policy.

This policy supersedes the previous policy passed by the Church Council in 2010. This policy will be in effect immediately upon approval by the Church Council and will remain in effect until the Church Council amends or rescinds it.

Final - Approved 6/18/13