



Policies & Procedures Manual

The Missouri City Church of Christ Policies and Procedures Manual contains all current church wide policies for this congregation.

Content is subject to change without notice and at the discretion of Leadership.

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Weddings

The building may be used for weddings for members and non-members (at Leadership's discretion) for a fee. After Leadership approval, the Facility Management will be responsible for coordinating with the wedding participants the times and dates the building will be in use.



1. **Advance Notice:** Must give at least a 30 day notice to hold the event.
2. **Music:** All music on CD's for the ceremony must be pre-approved by Leadership. No mechanical instruments may be brought in. No DJ's or dance music/dancing in the Fellowship hall. A MCCC Sound Technician must operate our equipment.
3. **Fees:** Fees must be paid at least 10 days prior to the event date.
- Member fee: \$100 - Non-member fee: \$200.00.
4. **Cancellations:** A 48 hour notice of cancellation is required.
5. **Refunds:** All fees will be refunded within 10 days if canceled within the 48 hour requirement.
6. **Minister:** Both the bride and groom must be members of the body of Christ for Bro. Amram to perform the ceremony. Fees will be discussed on a case by case basis. Couple must also attend a minimum of four pre-marital counseling sessions with Bro. Amram.
7. **Decorations:** All decorations must be removed immediately following the ceremony. ONLY drip-less candles may be used in the sanctuary.

Funerals (No Denominational Funerals)

The building may be used for funerals of members and their families. At the discretion of Leadership, services for non-members that have family that attend here will be considered. Facility Management will be responsible for coordinating with the family and/or funeral directors as to dates and times of building use.



1. **Plants:/Floral Arrangements:** Cost for plants or floral arrangements will be as follows:
 - A. \$100 maximum (including delivery)
 - B. Will be sent for: Members, Spouses, Children of members, Parents and Grandparents
2. **Member Funerals:** Leadership will conduct the services for members.
3. **Non-Member Funerals:** Other members of the body of Christ may use the facility for a fee.

Funerals Continued....

4. **Bereavement Committee** handles all preparation and hospitality details related to MCCC wakes and funerals. They will also coordinate Repast meals with the Fellowship Ministry.
5. **Leadership Attendance:** At least one person from Leadership (Minister, Elders, Deacons) will attend funerals of immediate family of members (parents, grandparents, children) as a representation of Leadership.

Celebrations

The building may be used for member celebrations. Facility Management will be responsible for coordinating the dates and times. The room must be broken down and cleaned after use. (See #7 under weddings)

Standard Fee: \$100.00

The Ladies Steering Committee will coordinate the showers for 1a and 2a.



1. **Bridal Showers:**

a) MCCC will sponsor a shower if the following criteria is met:

- Must be a member at MCCC
- This is your first marriage since becoming a member at MCCC and
- Upcoming marriage is in line with Jesus' biblical teachings.

b) The facility can be used for subsequent showers for the standard fee.

1. **Baby Showers:** a) MCCC will sponsor a shower for a married member's first child. B) The facility can be used for subsequent showers for the standard fee.

2. **Other:** Graduation, Anniversary and Birthday celebrations may be held at the building for the standard fee.

****NO DANCING OR LOUD MUSIC PARTIES ALLOWED.**

Set-up/Break-down/Clean-up: (ALL FUNCTIONS)

1. There is an additional \$50 fee for Facility Management to set up and breakdown the tables.
2. If you do your own set-up, the room must be put back the way you found it.
3. All trash containing food must be removed from the building to the trash area on the side parking lot.

VAN TRANSPORTATION



The van is available for transportation with the following criteria:

- ⇒ Minimum 24 hour notice
- ⇒ Must live within a 12 mile radius of the building.

Contacts: Tony Jones - 713-398-2790 or Cedric Ames - 832-452-7146

To use a van for ministry outings, there must be a minimum of six (6) passengers. Contact Tony Jones for scheduling.

Equipment Usage



Tables & Chairs

Members may borrow tables and chairs (folding brown) as long as the church is not having an event at the same time that they are needed. Facility Manager is responsible for coordination of the borrowing and returning of equipment.

1. **Advance Notice:** A one week advance notice must be given.
2. **Condition:** Tables and chairs must be returned clean and in good condition.
3. **Damages:** Damaged equipment must be replaced at the users expense.
4. **Transport:** User is responsible for pick-up and return of equipment in a timely manner.

Member Care



Sick and Shut-In

1. The **Family Care Ministry** is responsible for visiting our sick and shut in.
2. The **Pastoral Care Ministry** is responsible for administering a brief worship service on Sundays to those who are sick and shut in with a 72 hour advance notice. Contact Victor Scott Sr. at 281-804-4821 or victor.j.scott@gmail.com
3. At least one person from Leadership will visit as a representation of Leadership.

Hospital Visitation



1. Leadership will visit members who are hospitalized after having assessed the family situation.
2. Non-member family of members who are gravely ill will be visited at Leadership's discretion.