

4.0 MINISTRY FURNITURE AND EQUIPMENT

.01 It is the policy of Concord Christian Church that ministry furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the Church will be used exclusively for ministry functions of Concord Christian Church. Furniture and equipment used away from the Church's main campus must be scheduled and checked out. A Church Furniture/Equipment Receipt (4.031) must be completed and properly approved. The requesting individual assumes full responsibility for security, maintenance and return of the items. This individual also assumes full responsibility for the cost of damage repair or replacement. In support of these guidelines, the following procedures apply:

- Ministry furniture and equipment may be utilized off-campus for a 24 hour period for approved Church functions. Longer periods must be specifically approved by the Executive Minister or designate.
- No furniture or equipment will be used off-campus on Sunday without the expressed permission of the Executive Minister or designate.
- Audio or musical items must also be approved by the Worship Minister.