

## **7.0 POSTING MATERIALS IN FACILITY HALLS**

.01 Leadership feels that a clean, uncluttered image in the facilities will compliment Concord Christian Church's philosophy of doing ministry in an excellent manner.

.02 The use of easels and ceiling hung posters may be used if approved by the ministry Department Head over that area of the facilities. Items to be displayed in the atrium must be approved by the Executive Minister.

.03 The inside of the classrooms are open for the posting of such materials. Plasty-tack shall be used if at all possible. Staples, glue, nails, cellophane tape or any other materials that could cause damage to the walls should be avoided.

.04 Slat boards are located throughout the building in the atrium, Family Life Center, and Foundation. These are available for CCC Ministries to provide information to the congregation and to promote upcoming events. Guidelines for the use of these boards:

- Contact respective Ministry Leaders or the church office to utilize the space
- Boards may only be used to promote CCC sanctioned or missions supported events
- There are no specific timelines on the posting. Posters and information will be posted as space is available as long as space is available being sensitive of the needs of other ministries.

.05 A Community board is available in the center hallway near the restrooms. Guidelines for the use of this board:

- Items must be submitted to the church office for approval before posting.
- Information and posters must be religious in nature and germane to the congregation of CCC. No political or social promotions will be permitted.
- Unauthorized items will be removed from the board.

## **7.1 Atrium Information and Displays**

.01 A clean uncluttered image in the facilities will compliment Concord Christian Church's philosophy of doing ministry in an excellent manner. Sundays are meant to provide an environment of worship. Overcrowding and traffic congestion detracts from excellent ministry practices.

.02 Display tables are primarily used to display information. Normally, all displays and sign-ups will be provided through the Impact Ministry's Information Center. Requests for space must be made two weeks in advance to the Impact Ministry using the Request for Display Space form (4.004). This will apply for any publications, sign ups, and other forms of information. However, there is an occasional need to provide a "sign up" or "registration" table for special classes or events. The use of tables for display purposes may be used if approved by the Executive Minister. No table is to be set up without prior approval. Tables must be manned fifteen minutes prior to an after each service. Unmanned tables may be removed without notice.

.03 Dates for display tables must be approved in advance as part of each ministry's annual communication plan submitted during the budget evaluation time each year. Other dates that arise for special occasions not planned for must be submitted to the Executive Minister two weeks prior to the requested date.

.04 Tables used for fundraising activities will be limited to those relating to Concord Christian Church scheduled mission trips. Fundraising events must be approved by the Mission Trip Team and the Executive Minister. No fundraising for outside organizations or missions already supported by Concord Christian Church's mission support team will be allowed.

.05 Concord Christian Church makes every effort to maintain a clean and functional environment for its' members and guests. Gifts and other materials should not be left on any displays or furniture in the atrium and Worship Center for later pick up by individuals. Items left and unaccounted for may be removed without notice.