

## **Guidelines for Shared Facilities between First Baptist Church of Marrero and Nueva Vida Spanish Mission**

### **Location**

The Fellowship Hall located in the main building of the First Baptist Church of Marrero.

### **Time**

Sunday afternoon from 12:30 to 3:30 p.m. If a weekday prayer meeting is desired in the facility, it would not be on Wednesday, but arrangements could be made. Any other meetings would have to be scheduled through the church office of First Baptist Church of Marrero at least 30 days in advance of the meeting.

There will be times when First Baptist of Marrero will need to use the Fellowship Hall during times, which are normally used by Nueva Vida Spanish Mission. When this happens, Nueva Vida Spanish Mission will be given a 30-day notice. This may simply mean that Nueva Vida Spanish Mission will have a shorter service. On a few occasions, it may mean that they have to reschedule their service.

Nueva Vida Spanish Mission will have occasions (revivals, Vacation Bible School, etc.), which will require them to use the Fellowship Hall during times, which are normally used by First Baptist Church of Marrero. Understanding that this will not happen but occasionally, First Baptist Church of Marrero will make arrangements to move previously scheduled meetings to other locations. A 30-day notice will be required from Nueva Vida Spanish Mission when these arrangements must be made, but longer notice is preferred.

### **Cost**

First Baptist Church of Marrero is a mission minded church and seeks to assist other congregations as they develop. Because of this commitment, the church will not charge Nueva Vida Spanish Mission any rent.

Since Nueva Vida Spanish Mission is a new mission, they will not be charged for utilities for at least a one-year time period. At the end of one year, the situation will be reevaluated.

### **Worship Center**

Nueva Vida Spanish Mission may use any chairs, musical instruments, and other furnishings/equipment in the worship area. If chairs are removed from Sunday School rooms, they need to be returned to the original location after each service. After each service the furnishings and equipment in the worship must be returned to their original locations.

First Baptist Church of Marrero provides for the cleaning of the facilities, but Nueva Vida Spanish Mission should assist in this cleaning by removing trash such as bulletins and other paper items.

Nueva Vida Spanish Mission will be responsible for their own hymnals and other music supplies. These items will need to be stored in a designated area in the Fellowship Hall.

We trust the Lord to add to His Kingdom through people being saved through the ministry of Nueva Vida Spanish Mission. These people will need to be baptized. Nueva Vida Spanish Mission may use the baptistry of First Baptist Church of Marrero with prior arrangements made through the Missions Development Council. Attempts will be made to have baptisms on the same day, but not same time for the two churches.

### **Sunday School Rooms**

Bible study and other discipling activities are important for all believers. Nueva Vida Spanish Mission will be able to use the Sunday School rooms in the Fellowship Hall. However, since First Baptist Church of Marrero also used the rooms, we must have well defined allowances and restrictions.

Nueva Vida Spanish Mission may use the equipment and furnishings in each room. If the furnishings are rearranged, they must be restored to their original locations after each usage.

Nueva Vida Spanish Mission may not use any First Baptist Church of Marrero's consumable supplies such as chalk, pencils, paper, construction paper, scissors, or Sunday School periodicals. First Baptist Church of Marrero is not attempting to be possessive, but their Sunday School workers should not have to hunt for their supplies and wonder if their supplies are going to be in place. Nueva Vida Spanish Mission will be assigned locations to store their consumable items and First Baptist Church of Marrero will also store their items.

### **Fellowship Facilities**

All congregations enjoy fellowship and eating times. These times strengthen the church and it is expected that Nueva Vida Spanish Mission will also want to utilize the excellent facilities in the Fellowship Hall.

After a fellowship engagement, Nueva Vida Spanish Mission will be expected to completely clean the kitchen, fellowship area, and other areas, which were used. Failure in this area will lead to tensions between the two congregations, which could result in the termination of this shared facility arrangement.

Nueva Vida Spanish Mission may use all tables and chairs in the Fellowship Hall, but these must be returned to their original locations after the fellowship. Nueva Vida Spanish Mission may also use any washable dishes, pans, and utensils. After usage of such items, the items must be washed and returned to their original locations.

Nueva Vida Spanish Mission may not use First Baptist Church of Marrero's consumable items from the kitchen. This would include paper plates, napkins, paper towels, plastic utensils, plastic/paper cups, and other related items.

### **Parking**

The people attending Nueva Vida Spanish Mission will be expected to park in the parking lot around the main facility of First Baptist Church of Marrero and around the school across the street. Under no circumstances should people park in front of people's homes. We need to maintain a good relationship with the community and we must respect the property of others.

### **Church Sign**

A portable sign may be placed outside the Fellowship Hall indicating the location prior to each service, but must be removed after the service. The Pastor or the Minister of Missions at First Baptist Church of Marrero must approve this sign.

If a more permanent sign is desired by Nueva Vida Spanish Mission, they must resent plans which would have to be approved by the Missions Development Council, the Building and Grounds Committee of First Baptist Church of Marrero, and finally the church in church conference.

### **Keys**

The pastor and one layperson of Nueva Vida Spanish Mission will be given keys to building which contains the Fellowship Hall. No duplications of the keys will be allowed.

### **Other Items**

First Baptist Church of Marrero looks forward to a good relationship with Nueva Vida Spanish Mission as we seek together to reach the lost people in Marrero. If all of the terms set forth in this document are followed, there should be a harmonious arrangement.

However, if this arrangement is not followed, it may be necessary for Nueva Vida Spanish Mission to find another location. We do not anticipate this event happening, but if it does happen, First Baptist Church of Marrero will have Nueva Vida Spanish Mission a 30-day notice.

If First Baptist Church of Marrero has complaints with the Nueva Vida Spanish Mission, the complaints will be given in written form through the Missions Development Council to Nueva Vida Spanish Mission. Nueva Vida Spanish Mission will be expected to respond and take appropriate actions to correct the areas of disagreement.

Nueva Vida Spanish Mission may not paint or remodel any of the facilities.

If Nueva Vida Spanish Mission desires nursery facilities, they would need to utilize one of the Sunday School rooms. Due to space limitations and a lack of storage area, the church would have to use folding mats and not use cribs.

Nueva Vida Spanish Mission may have complaints related to the usage of their items and space. If this happens, they should present these to the Missions Development Council. First Baptist Church of Marrero wants to be used of the Lord in this matter and will seek to make this arrangement beneficial for Nueva Vida Spanish Mission.

Nueva Vida Spanish Mission would be invited and encouraged to participate in First Baptist Church of Marrero's annual missions emphasis related to its missions.

Nueva Vida Spanish Mission would be expected to make monthly reports related to attendance, baptisms, and finances. The minister of Missions at First Baptist Church of Marrero must submit monthly reports to the Home Mission Board and the information from Nueva Vida Spanish Mission will be needed to complete the reports. This is required of all the missions with which we work in ministry.

This arrangement is subject to annual renewal by the Missions Development Council and First Baptist Church of Marrero. The Missions Development Council requests that Nueva Vida Spanish Mission submit a plan (verbal or written) for their next year in terms of growth and outreach. Also, Nueva Vida Spanish Mission should submit plans (verbal or written) related to how many years they expect to use the Fellowship Hall. These may be modified but it will help the Missions Development Council in its planning.

\_\_\_\_\_  
*Signature of Pastor or Key Leader*  
First Baptist Church of Marrero

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Signature of Pastor or Key Leader*  
Nueva Vida Spanish Mission

\_\_\_\_\_  
Date

Designed By Dr. Alton James  
Former NOBTS Missions Professor  
Former Minister of Missions at FBC Marrero, Louisiana  
Current IMB Missionary to the Philippines

