

Connection Center Guidelines Mission, Space Requests and Allocation

Mission:

In addition to many useful, informational opportunities that exist with the Connection Center, the primary purpose of the space and its location within sight of the Sanctuary is to facilitate personal interaction with existing members and visitors so that they may feel welcome and a part of our faith community at Christ UMC.

How does a group request a station?

Online: www.christ-umc.org

- Click on *resources* on the left hand side of the page
- Click on *forms* at the bottom of the page
- Click on the *Connection Center Request* form

By phone: Call Kay Villasana (Kay will do the facility request form online)

What is the deadline for requesting space?

9 a.m. on the first Monday of the month prior to the date you are requesting a station

For example:

For any Sunday in October the request is due at 9 a.m. on the first Monday in September.

For any Sunday in November the request is due at 9a.m. on the first Monday in October.

Deadline	For Space Reservation in
Nov 8, 2015	December 2015 (exception)
Dec 6, 2015	January 2016
Jan 4, 2016	February 2016
Feb 7, 2016	March 2016
Mar 7, 2016	April 2016
Apr 4, 2016	May 2016

If your space request includes different months, please provide all dates.

Confirmation of space:

1. When the facility request form is received you will receive a confirmation email that your request has been received.
2. The first week of the month prior to your request you will receive a confirmation email with the dates for your station and the guidelines to follow. This email will include a link to the staffing schedule where you will enter the names of the volunteers from your group who will staff your station. This form will be due Tuesday of the week in which you have been approved for a station.

How will space be allocated? (there will be a maximum of four stations)

Station space will be prioritized and allocated on the basis of four values:

1. Size of the audience impacted or served by the event (congregation, mission, outreach, adults, adults 50+, children, youth, men, women, young adults, college students)
2. Fulfillment of the church mission: Leading people of all ages into fruitful Christian action.
3. Focus on worship, grow, or serve
4. Balance of demographic, ages and activities within our church family
5. Failure to abide by guidelines may effect future approval for ministry stations.

Who will allocate the station space? When will they meet?

A team consisting of the Executive Pastor, the Executive Assistant, the Communication Director, the First Connections Coordinator and the lay director/leader will meet at 10 a.m. on the first Monday of each month. If the Monday is a holiday, the team will meet on the first Wednesday of the month.

How often may a group occupy a station?

A group may be allocated a station for a maximum of 3 weeks at a time if space is available.

Who may request space in the Connection Center?

Any church ministry may request a station. For example, the Mission Team may have a station to recruit volunteers and receive donations for a Habitat for Humanity project, but the Habitat for Humanity organization itself may not have a station independent of the Mission Team.