

Asbury United Methodist Church

Policy Manual

6200 Hallway Displays

Effective Date: 10/15/2013

Revision Date:

PURPOSE

Asbury United Methodist Church's mission is to remain challenged and equipped to grow more disciples for Jesus Christ by continually growing in the five practices of:

- Radical Hospitality
- Passionate Worship
- Intentional Faith Development
- Risk-Taking Mission and Service, and
- Extravagant Generosity

One of the key aspects of Radical Hospitality is to insure that our facility is inviting and welcoming.

BACKGROUND

Every ministry is enthusiastic about their particular cause, needs being met, or purpose. This enthusiasm has led to a proliferation of sign-up tables, collection tables, and general displays. There has been no uniformity in displays and, unfortunately in some cases, no consideration of the appearance of the display.

POLICY

This policy establishes the location of the display space, the procedures for requesting, display space and guidelines for setting up and manning displays.

1. The designated display space will be in the upper level hallway adjacent to the Christian Life Center.
 - a. There are 5 available six foot display areas.
 - b. These display areas will be made available on a first-come/first-served basis.
 - c. Requests for display space must be submitted via email to the Facility Coordinator at mcarr@asburyonline.org at least one week prior to the desired display time.
 - d. Displays may be up for a maximum of three weeks.
 - e. The only permanent display that shall be grandfathered an exception is the on-going Food Pantry drop-off.
2. Displays shall be professional looking. A display shall consist of a table and the bulletin board space immediately behind the table.
 - a. Display tables shall utilize the provided table cloth.

Asbury United Methodist Church

Policy Manual

- b. Displays shall be manned before, after and between worship services on Sundays.
 - c. No item in a display may extend beyond the table into the hallway or infringe on the adjacent display spaces.
 - d. Items that are dropped off at the display must be removed before they exceed the capacity of the display and no less frequently than every three days. Have a plan for handling dropped off items before requesting a display space and before announcing a need.
3. Responsibilities. It is the responsibility of the requestor to insure the compliance with this policy.