

# FAITH MOVERS CHURCH



## Membership Manual

425 Exchange Street  
University Park, IL. 60484  
Phone (708)833-8258  
Fax (708)833-7694  
Moses B. Herring Sr., Founding and Senior Pastor  
[www.faithmovers.org](http://www.faithmovers.org)



## FROM THE PASTOR'S PEN

Greetings and God Bless You!

I am truly excited about what God is doing at Faith Movers Church. He has blessed us so tremendously in such a short amount of time and I give all glory to God. With that knowledge, I understand the importance of being a good steward of God's amazing blessings. Therefore this manual has been created. Enclosed are policies and procedures that will provide you with basic information related to the church. It is my prayer that it will be helpful to you. May God continue to bless you and our church as we continue to be lead of the Spirit and walk by faith.

Amazed By God's Grace,

Pastor Moses

## **Our Church**

Faith Movers Church is a non-denominational, Bible teaching, and Spirit-led church that is dedicated to developing the whole person: body, mind, spirit, and soul.

## **Our Purpose**

The purpose of Faith Movers Church is to lead people to Christ and promote change through relevant ministry.

## **Our Motto**

“The Perfect Church For People Who Are Not”

## **Vision Statement**

It is the vision of Faith Movers Church to be a spiritual institution that provides people with first class ministry as we build lives through faith and establish the Kingdom of God on earth.

## **About This Manual**

***Let all things be done decently and in order.***  
**(1 Corinthians 14:40)**

The Membership Manual of Faith Movers Church is designed to provide all members with a reference manual of policy and procedures that will help them understand how the church functions. Issues related to general membership matters, congregational care, and facility usages are contained within this manual. This manual is intended to be a resource of basic information that will help members more easily navigate through their membership experience at Faith Movers Church.

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# **FAITH MOVERS CHURCH ADMINISTRATION**

## **GENERAL INFORMATION**

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## General Membership Protocols

Faith Movers Church would like to keep clear communication between the members, leaders and administration. In order to make sure that we are able to properly communicate with you and understand the nature of your request, please adhere to the following when contacting the Administrative offices. It is important to note that unless you leave a voice message, we will be unaware that you called.

### LEAVING A MESSAGE (GENERAL)

1. Please wait for the pre-recorded message to end.
2. Speak slowly and clearly.
3. State your first and last name.
4. State your phone number and the best time to reach you.
5. Briefly state the nature of your call.

### SCHEDULING APPOINTMENTS

#### **A. How to Schedule an Appointment**

1. Please call the church office.
2. Inform the secretary that you are calling to request a meeting and the nature of your call (i.e. premarital spiritual guidance, ministry spiritual guidance, personal, etc.).  
**\*\*PLEASE NOTE:** Communicating the nature of your meeting will help with more quickly setting your appointment and directing you to the right staff member to help you. The nature of your meeting remains confidential and is communicated to the staff best able to handle your request.
3. Give the secretary your availability.
4. Give the secretary a good contact number for you and email address.
5. The secretary will reach back out to you via your contact information to schedule and confirm appointment.

#### **B. They Day of Your Appointment**

1. Please arrive 5 - 10 minutes early and let the secretary know that you are present.
2. If you will be running late, please call the administrative offices to inform the secretary.  
**\*\*PLEASE NOTE:** We take your appointment very seriously and want to make use of all the time allotted (one hour maximum) for your appointment so we can best help you. Additionally other meetings have been scheduled to be conducted after your meeting. With this in mind, if you are 15 or more minutes late, your appointment will automatically be cancelled.
3. The secretary will escort you to the meeting area.

### **C. Leaving a Voicemail to Schedule an Appointment**

The voicemail will answer if you are calling after hours or during a busy time during regular office hours. **Please note that appointments are dependent upon the nature of the request i.e. ministry, congregational care, business etc.**

1. Please wait for the prerecorded recording to end.
2. Please speak slowly and clearly.
3. State your first and last name.
4. State your phone number and best time to reach you.
5. State the nature of/reason for the appointment request.

## **REPORTING AN ILLNESS OR HOSPITALIZATION**

### **A. How to Report an Illness/Surgery/Hospitalization**

1. Please call the church office.
2. Inform the secretary that you are calling to inform the church of an illness/surgery/hospitalization.
3. Give the name of the ill/hospitalized person and their contact information (i.e. hospital name, room number, etc.).
4. If it is a surgery, please state the date of the surgery, hospital or facility at which the surgery will be performed, time and date of the surgery.
5. If calling on someone's behalf please give the secretary your contact info.

### **B. Leaving a Voicemail to report an Illness/Surgery/Hospitalization**

The voicemail will answer if you are calling after hours or during a busy time during regular office hours.

1. Please wait for the prerecorded recording to end.
2. Speak slowly and clearly.
3. State your first and last name.
4. State your phone number and best time to reach you.
5. State and spell the name of the person the call is regarding.
6. State if the person is at home or in an institution.
7. If in an institution, state the name of the institution, the room number and the telephone number.

## **REQUESTING A BABY DEDICATION**

Baby dedications are a very exciting experience. At FMC we hold baby dedications every fourth Sunday at the 12 noon service. Please adhere to the following:

### **A. Scheduling a Baby Dedication**

1. Please call the church office.
2. Inform the secretary that you are calling to request a Baby Dedication and the month.
3. Give the secretary the pertinent information needed for the dedication (i.e. baby's name and the names of both parents with the appropriate spelling, baby's birth date).
4. Give the secretary a good contact number for you.
5. The secretary will reach back out and confirm the Baby Dedication date and time.

## **B. On the Day of the Dedication**

1. Please arrive to service early.
2. Let the greeter know that you are looking for the Congregational Care Coordinator.
3. Let the Congregational Care Coordinator know that you are present for the dedication.
4. When Pastor calls for the baby, parents, family and friends should come forth.

## **C. Leaving a Voicemail to Schedule a Baby Dedication**

The voicemail will answer if you are calling after hours or during a busy time during regular office hours.

1. Please wait for the pre-recorded message to end.
2. Please speak slowly and clearly.
3. State your first and last name.
4. State your phone number and best time to reach you.
5. State that you are calling to request a baby dedication and the month that you would like for the baby dedication to be done.

## **CONTACTING YOUR FAITH PARTNER**

Your Faith partner is a liaison between you and the congregational care team. If you need some help, your Faith Partner will direct you to the appropriate staff person or provide you with the necessary information to point you in the right direction to get the help you need.

1. Call or email your Faith Partner
2. Provide your name.
3. Ask your question.
4. Your Faith Partner will help assist you and point you in the right direction.



# **FAITH MOVERS CHURCH OPERATIONS**

## **FACILITY USAGE**



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## Facility Rental Policy and Procedures

The facilities at Faith Movers Church are used primarily for the programs and ministries of the Church. The Church will allow certain uses by nonmembers or other groups and individual members of Faith Movers Church. However, the scheduled activities, groups, or individuals must not conflict with the philosophy, principles, or programs of the church. All such events are to be scheduled through the church administrative offices and are subject to the guidelines outlined below. **Please note that the use and cost of the church facilities for weddings, receptions, and funerals is covered under a separate policy. For more information, please refer to the “Facility Usage: Weddings and Receptions” policy and the “Bereavement Policy.”**

### **CONDITIONS OF USE**

1. Facilities are available for use by non-members or groups, and individual members of the Church when not scheduled for use in the various programs and ministries of the Church. However, any use of the facilities of Faith Movers Church must not be in conflict with the vision, mission, principles, and policies of Faith Movers Church.
2. Use of the facilities is subject to a hold harmless agreement signed by the user or an authorized representative of the user organization or authorized person.
3. User accepts full responsibility for any personal injury and/or liability that may occur to them, members of their group, or any guests while on the premises. User’s signature on the Facility Request Rental Form releases the Church from any and all liabilities that may arise from such occurrences.
4. For athletic practices or events, a certificate of insurance will need to be provided.
5. Smoking is prohibited. Use of tobacco in any form in the church building is prohibited. Illegal consumption of alcohol or any illegal drug on the church property (sidewalks, patios/decks, parking lot, soccer field, and any other part of the grounds) is absolutely prohibited. Violations of this policy shall cause the cancellation of this contract and revocation of any fees and deposits.
6. Should the user need to cancel the scheduled event for any reason before the scheduled date, please notify the office as soon as possible. The deposit is non-refundable. Faith Movers Church reserves the right to cancel the use of the facilities at any time with full refund of deposits and/or all fees collected.
7. Should user’s event require the use of music, it is most important that the words of the music do not contradict or appear out of order with the Christian message of faith and Christian practices.
8. Any rearranging of furniture is to be approved in advance. If approval is obtained, the furniture is to be restored to its original configuration by the user immediately after the event.
9. When decorating or posting signs, users may not attach signs or decor to any part of the building in a way that will mar the finish or leave a lasting mark of any kind. No tacks, pins, nails, scotch tape or glue may be used.
10. User agrees to pay for any damages to the building and/or its contents that occur as a consequence of the event. User should care for and leave the facility in the best possible condition and have guests do the same.

## **RESPONSIBILITIES AFTER BUILDING USE**

1. It is the responsibility of those using the facility to set up, clean up and return the facility to the normal setup after the facility usage.
2. If using the kitchen, user should please wash and dry all dishes used and return them to the correct cupboard. User should take all extra food and beverage items with them unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use. Leave used dish cloths and towels in the sink. They will be picked up and laundered. Sweep floors and wipe up all spills.
3. Report any damage to equipment or property promptly to the staff member on duty during the rental.
4. All decorations and/ or signage should be removed after the event.
5. Custodial services will vacuum the sanctuary or chapel, their respective lobby areas, and any other areas used, and will empty trash cans in said areas. Custodial services will clean the restrooms.

## **FEE SCHEDULE**

For certain activities, access fees are charged by the church for set up and cleaning of the requested facility. Additional fees may be required for services of an audio engineer/ sound operator or musician if applicable. Facility rental pricing is below.

<b>PLEASE NOTE:</b> (You will only have access to rooms that are scheduled in advance)		
<b>FEE SCHEDULE</b>	<b>NON-MEMBER</b>	<b>MEMBER</b>
SANCTUARY (seats 400)	\$ 450.00	\$ 300.00
MULTIPLEX (gymnasium) – <b>Special Events</b> *Includes use of one Kitchen *Please note: There is not a PA system in Multiplex (Seats 400)	\$ 450.00	\$ 300.00
MULTIPLEX (gymnasium) - <b>ATHLETIC PRACTICES ONLY</b> For athletic practices, a certificate of insurance will need to be provided. For ongoing athletic events (i.e. camps, tournaments, etc.), please contact the church for pricing.	\$ 25.00/ hr	\$ 15.00/hr
YOUTH LOUNGE (seats 150)	\$ 250.00	\$ 175.00
HOLY SPIRIT ROOM (seats 40)	\$ 175.00	\$ 100.00
CLASSROOM	\$ 50.00	\$ 25.00
AUDIO ENGINEER OR SOUND OPERATOR (if applicable) *May be needed if renting Sanctuary or Youth Lounge	\$ Contact office to discuss your needs	\$ Contact office to discuss your needs
MUSICIAN (if applicable)	\$ 100.00	\$100.00
Custodial Fees	INCLUDED	INCLUDED

## **RENTAL PROCEDURE**

- 1) Obtain Facility Rental Request Policy and Procedures Packet. Determine if Faith Movers Church fits your needs.
- 2) Contact the church administrative offices to set-up a time to view the facility.
- 3) Complete the Facility Rental Request Form and Hold Harmless and Indemnification Form and return with a \$25.00 non-refundable deposit. A deposit is due to secure the date. Please make checks payable to Faith Movers Church and write "Facility Rental Fee" in the memo. Full payment is due no later than 10 business days prior to the scheduled event. Please note that a Notary is onsite during office business hours and may be used to notarize the Hold Harmless and Indemnification Form.



## FACILITY RENTAL REQUEST FORM

<b>Applicant Information:</b>		
Organization Name:		
Contact Person:		
Address:		
City:	State:	Zip Code:
Contact Number:	Best Time to Call:	
Facility Type: <input type="checkbox"/> MULTIPLEX (gymnasium) <input type="checkbox"/> SANCTUARY <input type="checkbox"/> HOLY SPIRIT ROOM <input type="checkbox"/> CLASS ROOMS <input type="checkbox"/> YOUTH LOUNGE		
Dates:		Are Dates Flexible <input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please list:		
Event Times:		
Purpose:		
<b>PLEASE NOTE:</b> (You will only have access to rooms that are scheduled in advance)		
<b>FEE SCHEDULE</b>		
<b>Please check all that apply</b>		
	<b>NON-MEMBER</b>	<b>MEMBER</b>
<input type="checkbox"/> SANCTUARY (seats 400)	\$ 450.00	\$ 300.00
<input type="checkbox"/> MULTIPLEX (gymnasium) – <b>Special Events</b> * Includes use of one Kitchen *Please note: There is not a PA system in Multiplex (Seats 400)	\$ 450.00	\$ 300.00
<input type="checkbox"/> MULTIPLEX (gymnasium) - <b>ATHLETIC PRACTICES ONLY</b> For athletic practices, a certificate of insurance will need to be provided. For ongoing athletic events (i.e. camps, tournaments, etc.), please contact the church for pricing.	\$ 25.00/ hr Number of Hours: _____	\$ 15.00/hr Number of Hours: _____
<input type="checkbox"/> YOUTH LOUNGE (seats 150)	\$ 250.00	\$ 175.00
<input type="checkbox"/> HOLY SPIRIT ROOM (seats 40)	\$ 175.00	\$ 100.00
<input type="checkbox"/> CLASSROOM	\$ 50.00	\$ 25.00
<input type="checkbox"/> AUDIO ENGINEER OR SOUND OPERATOR (if applicable) *May be needed if renting Sanctuary or Youth Lounge	\$ Contact office to discuss your needs	\$ Contact office to discuss your needs
<input type="checkbox"/> MUSICIAN (if applicable)	\$ 100.00	\$100.00
<input type="checkbox"/> Custodial Fees	\$ INCLUDED	\$ INCLUDED

FEES		
	Room(s) Requested	Fee
DEPOSIT		\$25.00
1		
2		
3		
4		
TOTALS		

**A \$25.00 non-refundable deposit** is due with the completed form to secure date  
 Make checks payable to Faith Movers Church, please write "Facility Rental Fee" in the memo  
**Full payment is due no later than 10 business days prior to scheduled event.**

I (We) agree to use the facility of Faith Movers Church (FMC) in accordance with the attached policies, and that FMC will not be held liable by me, my guest or my organization for any accidents or injuries while on Faith Movers Church property.

<u>Signature of applicant:</u>	Date:
(Must be signed by an adult 18 years or older)	
<u>Signature of co-applicant</u>	Date:
(Must be signed by an adult 18 years or older)	

**Set up instructions/diagram or special instructions:**

**PLEASE RETURN TO CHURCH OFFICE**  
**(425 Exchange Street, University Park, IL 60484)**

**For Office Use Only:**

Fee: \_\_\_\_\_  
 Deposit: \_\_\_\_\_

Approved by: \_\_\_\_\_  
 Date: \_\_\_\_\_



## Hold Harmless And Indemnification Form

In the event of liability when the premises is under the control or possession of the renting party, the undersigned agrees to defend, indemnify, and hold harmless Faith Movers Church, its officers, agents and employees, individually and collectively, from and against all costs, losses, property damage or otherwise, brought or recovered against any of the above that may arise from or be alleged to be caused by the undersigned's use of the Church facilities, furniture, or equipment.

**SUBSCRIBED AND SWORN TO BEFORE ME BY**

\_\_\_\_\_ ( Notary's name)

**THIS** \_\_\_\_\_ **DATE OF** \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
**SIGNATURE OF Notary Public**

\_\_\_\_\_  
**County/State**

**My commission Expires** \_\_\_\_\_

**Notary Seal**

\_\_\_\_\_  
**Signature of person renting Faith Movers Church**

# **FAITH MOVERS CHURCH OPERATIONS**

## **FACILITY USAGE:**

**Weddings  
Receptions**

**425 Exchange  
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## **WEDDING POLICIES AND PROCEDURES**

Faith Movers Church will allow the facility be used as a host venue for weddings. Below outlines how Faith Movers Church will fulfill the responsibility of using the facility to host weddings and receptions.

### **PROCESS FOR SECURING A WEDDING DATE**

The procedures are as follows for **non-members**:

1. Obtain wedding packet from the church office.
2. Read the packet carefully and consider if our church's expectations regarding marriage match your own.
3. Schedule a site visit to view the rooms available for your desired date.
4. Return your completed packet with your deposit to our administrative church office. A deposit will be due to secure the wedding date and rehearsal time.

The procedures are as follows for **members**:

1. Call the administrative church office and schedule a meeting with the Congregational Care Coordinator to begin marital spiritual guidance.
2. Obtain wedding packet from the administrative church office.
3. Read the packet carefully and consider if our church's expectations regarding marriage match your own.
4. Schedule a site visit to view the rooms available for your desired date.
5. Return your completed packet to our administrative church office.
6. After meeting with the Congregational Care Coordinator, if both of you concur, your date will be confirmed on the church calendar.
7. The earlier you begin this process, the better! We suggest that you contact the administrative church office a minimum of six months before your anticipated wedding date. Dates will be entered in the church calendar on a first come, first served basis, and only by following the procedures above.

### **ORDER OF SERVICE - MEMBERS**

Please provide the Pastor with an order of service for the wedding for review and approval. Please inform the Pastor if you would like to have traditional vows of if you will be preparing your own vows.



## **FACILITIES**

Depending upon the type of wedding desired and the number of people likely to attend, you may be married in the Sanctuary, Multiplex, Holy Spirit Room, Youth Lounge, or Chapel.

- Sanctuary – 400 person seating capacity
- Multiplex- 400 person seating capacity
- Holy Spirit – 40 person seating capacity
- Youth Lounge – 150 person seating capacity
- Chapel- 30 person seating capacity

Your service may be formal or informal and simple.

There is no smoking and/or drinking of alcoholic beverages on the church premises, inside or outside. Please instruct ushers and attendants to help carry out these requests so that your guests do not violate the rules set by the church. No rehearsal or wedding will be conducted when any member of the wedding party appears to be under the influence of drugs or alcohol.

Please care for and leave the church building in the best possible condition and have your guests to do the same. It is best to ask your wedding planner to take care of these details for you. Remember, others will be using the church building for worship services. Help us to keep it presentable for them.

Rice, confetti or birdseeds are not permitted inside or outside the church. Fees charged for building use are listed in this document. Fees cover operational costs of the facility, including, but not limited to utilities and additional custodial services.

The request form and the deposit should be submitted to the administrative church office as soon as possible, preferably a minimum of six months before your wedding. The fees will be due no later than two weeks prior to the wedding.

## **MUSIC**

If you have music that you would like played either before, during or after the service, please discuss your selections when reviewing your order of service. Since the wedding ceremony is a Christian Worship Service, it is most important that the words do not contradict or appear out of order with the Christian message of faith and/ or Christian practices.

If you'd prefer to use live musicians, please discuss this prior to the wedding. Should the musicians be from Faith Movers Church, their fees would be paid directly to the church, then the church would pay the musicians. If musicians used will not be musicians of Faith Movers Church and will be utilizing instruments currently located in the sanctuary, please submit who will be playing and what instruments they will be utilizing. Please do not use Faith Movers Church's instruments, if you have not previously requested to do so.

The use of all church-owned musical instruments and special sound equipment by anyone other than staff musicians and audio engineer must be approved.

## **SOUND**

It is required that you use the audio engineer from Faith Movers Church. Fees for audio engineer's services must be paid to the church, then the church will pay the audio engineer directly. Should you have any additional audio needs or special audio needs, please notify the Church no later than two months prior to your wedding to ensure your needs can be accommodated.

## **PHOTOGRAPHY**

We request that the photographer (or family or friends) not in any way detract from the sacredness of the ceremony in their effort to get the perfect shot. The photographer should perform his or her services with professionalism and discretion. Please advise your guests, particularly family members, that guests are asked **not** to take pictures during the service.

## **DECOR**

It is best to keep your floral arrangements simple. Decorations used by your florist or someone helping you may not be attached to any part of the building in a way that will mar the finish or leave a lasting mark of any kind. No tacks, pins, nails, scotch tape or glue may be used. Pew bows may be attached to the chairs along the aisles with corsage pins. All floral arrangements must be in place no later than one and one-half hours preceding the service.

Only dripless candles may be used to prevent the spilling of wax on the carpet. Please note that dripless candles can be rented from your florist or party rental supply; they are not the same as those sold at craft stores or discount stores.

The wedding planner is responsible for making arrangements for the removal of all floral decorations after the ceremony. Rental equipment that may be used must be removed after usage the day of the wedding or additional facility usage fee may be assessed.

## **REHEARSAL**

A rehearsal is usually held the day before the wedding. All members of the wedding party should be present. If everyone is aware in advance of their place in the wedding, it will save last minute directions. Each wedding is allowed one rehearsal for 90 minutes.

## **RECEPTIONS IN THE CHURCH**

The church facilities are available for receptions. The multiplex center will comfortably seat approximately 400 guests. The youth lounge will comfortably seat 150 guests. We ask that refreshments be handled by a professional caterer or a person responsible for the overall coordination of the reception. There is absolutely no smoking or drinking on the church premises; this includes champagne toasts. Red based beverages such as punch or juice are not permitted in the multiplex center or lounge.

Use of our kitchen facilities and equipment must be cleared in advance with the church office. Kitchen use does not include paper plates, napkins, or other disposable items.

The multiplex center is not outfitted with a sound system, so parties will need to make their own arrangements for sound equipment.

Twenty banquet round tables and rectangular tables are available for your use. Please submit your floor plan. Those using church facilities must accept full responsibility for any damage incurred to the building or equipment during your use.

## RESPONSIBILITIES AFTER BUILDING USE

It is the responsibility of those using the facility to set up, clean up and return the facility to the normal setup after the wedding.

- If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage items with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use. Leave used dish cloths and towels in the sink. They will be picked up and laundered.
- Sweep floors and wipe up all spills. Report any damage to equipment or property promptly to the kitchen coordinator. All decorations should be removed after your event.
- Custodial services will vacuum the sanctuary or chapel, their respective lobby areas, and any dressing areas used, and will empty trash cans in said areas. Custodial services will clean the restrooms.

All monies are due and payable to Faith Movers Church. Payments should be made in full two weeks before the wedding. Please turn in all payments to the church administrative offices.

Saturday weddings should begin no later than 3pm (or 2pm if the reception is also at the church), to permit buildings to be restored to order for Sunday services. A maximum of 4 hours is allowed for your actual event including the reception. For Saturday weddings, the wedding planner will have access to the building beginning at 9am to begin preparation and decorations for the event. Wedding receptions are not available on Sundays.

To prevent scheduling conflicts, the following form should be completed and returned to the church with your deposit as soon as possible.

## FEE SCHEDULE – NON-MEMBER

<b><i>Non-Member FEE SCHEDULE- Wedding Ceremonies and/ or Receptions</i></b>		
	<b><i>Wedding</i></b>	<b><i>Reception</i></b>
Sanctuary (seats 400) (includes use of bridal room and groom room) (includes rehearsal and wedding)	\$650.00	N/A
Multiplex Center (Seats 400) * Includes use of one Kitchen *Please note: There is not a PA system in Multiplex	\$450.00	\$450.00
Holy Spirit Room (seats 40)	\$175.00	N/A
Chapel (seats 30)	\$ 175.00	N/A
Youth Lounge (seats 150)	\$250.00	\$250.00
Custodial Fees	\$ INCLUDED	\$ INCLUDED
Audio Engineer (Rehearsal and Wedding) **Needed for Sanctuary rental; may be required for the Youth Lounge Wedding rental	\$ INCLUDED	N/A
Musician (If Applicable) * <b>Organist</b> carrying major part of wedding, prelude, postlude, etc. *If not using FMC musician, please submit the musicians name for approval.	\$100.00	N/A
Deposit required to secure date* ( <b>nonrefundable- applied toward balance</b> )	\$100.00	\$100.00

**FEE SCHEDULE- MEMBER**

For Members to receive the member rate, the members must go through premarital spiritual guidance at Faith Movers Church.

<b>MEMBER'S FEE SCHEDULE- Wedding Ceremonies and/ or Receptions</b>		
	<b><i>Wedding</i></b>	<b><i>Reception</i></b>
Sanctuary (seats 400)	None	N/A
Multiplex Center * Includes use of one Kitchen *Please note: There is not a PA system in Multiplex (Seats 400)	N/A	\$ 300.00
Holy Spirit Room (seats 40)	None	N/A
Chapel (seats 30)	None	N/A
Youth Lounge (seats 150)	None	\$175.00
Custodial Fees	\$100.00	\$ INCLUDED
Audio Engineer (Rehearsal and Wedding) **Needed for Sanctuary rental; may be required for the Youth Lounge Wedding rental	\$150.00	N/A
Musician (If applicable) * <b>Organist</b> carrying major part of wedding, prelude, postlude, etc. **If not using FMC musician, please submit the musicians name for approval.	\$100.00	N/A
Deposit required to secure date* ( <b>nonrefundable- applied toward balance</b> )	\$0.00	\$100.00



## WEDDING REQUEST FORM

After reading our Wedding Policies and Procedures, if you are interested in having your wedding at our church, please complete this form and submit to: Faith Movers Church, 425 Exchange Street, University Park, IL 60484. You may also send your request via email. Return this completed form with the required deposit amount. Additionally, a minimum of six months notice prior to any requested wedding date is strongly recommended.

Once Faith Movers Church receives this completed form, the master calendar is checked for availability and your request is reviewed. You will be contacted to confirm the date and to make further arrangements.

### BRIDE'S INFORMATION

Bride's Full Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Numbers: Cell \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

Church Membership: Member of Faith Movers Church?  Yes  No

If no, what is your church affiliation? \_\_\_\_\_

Your current pastor's name, address, phone: \_\_\_\_\_

### GROOM'S INFORMATION

Groom's Full Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Numbers: Cell \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

Church Membership: Member of Faith Movers Church?  Yes  No

If no, what is your church affiliation? \_\_\_\_\_

Your current Pastor's name and phone number: \_\_\_\_\_

### YOUR WEDDING

Approximate number of guests you anticipate will attend: \_\_\_\_\_

Total number in bridal party: \_\_\_\_\_

**Dates Requested—1st Choice:**

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reception Location: \_\_\_\_\_

If your reception will be held at the church, will a meal/food be served?  Yes  No If yes, will it be catered Pot-luck type**Dates Requested—2nd Choice:**

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reception Location: \_\_\_\_\_

If your reception will be held at the church, will a meal/food be served?  Yes  No If yes, will it be catered Pot-luck type**Rental Space Request**

Please indicate which of the following church facilities are being requested to be reserved. You will only have access to rooms that are scheduled in advance.

\*\*\* Please note that pricing is subject change due to the nature of the request

**FEE SCHEDULE:****Please check all that apply**

	Wedding		Reception	
	Non Member	Member	Non Member	Member
<input type="checkbox"/> SANCTUARY (seats 400) *includes use of bridal room and groom room *includes rehearsal and wedding	\$ 650.00	None	N/A	N/A
<input type="checkbox"/> MULTIPLEX (gymnasium) (Seats 300+) * Includes use of one Kitchen *Please note: There is not a PA system in Multiplex	\$ 450.00	None	\$ 450.00	\$ 300.00
<input type="checkbox"/> HOLY SPIRIT ROOM (seats 40)	\$ 175.00	None	N/A	N/A
<input type="checkbox"/> CHAPEL (seats 30)	\$ 175.00	NONE	N/A	N/A
<input type="checkbox"/> YOUTH LOUNGE (seats 150)	\$ 250.00	NONE	\$ 250.00	\$ 175.00
<input type="checkbox"/> CUSTODIAL FEES	\$ INCLUDED	\$ 100.00	\$ INCLUDED	\$ INCLUDED
<input type="checkbox"/> AUDIO ENGINEER- *includes one rehearsal and ceremony	\$ INCLUDED	\$ 150.00	N/A	N/A

<input type="checkbox"/> MUSICIAN (if applicable) **Organist carrying major part of wedding, prelude, postlude, etc. **If not using FMC musician, please submit the musicians name for approval.	\$100.00	\$100.00	N/A	N/A
<input type="checkbox"/> DEPOSIT required to secure date (nonrefundable- applied toward balance)	\$ 100.00	\$0.00	\$100.00	\$ 100.00

**FEES**

Room(s) Requested	Wedding or Reception	Fee
1		
2		
3		
4		
TOTALS FOR RENTAL	-----	
DEPOSIT (non-refundable)	-----	
REMAINING BALANCE	-----	

- **A non-refundable deposit** is due with the completed form to secure date and **will be applied toward your balance.**
- Make checks payable to Faith Movers Church, please write "Wedding Rental" in the memo
- **Full payment is due no later than two weeks prior to the wedding.**

**Set up instructions/diagram or special instructions:**

**ACKNOWLEDGEMENT**

I have read the Wedding Policies and Procedures. I understand this is a building designed for Christian usage and I pledge to abide by the rules of the church. I further understand that failure to abide by any of the procedures that have been set may result in the revocation of my rental application.

\_\_\_\_\_  
Signature of the Bride or Groom

\_\_\_\_\_  
Date

**PLEASE RETURN TO CHURCH OFFICE  
(425 Exchange Street, University Park, IL 60484)**

**For Office Use Only:**

Fee: \_\_\_\_\_

Approved by: \_\_\_\_\_

Deposit: \_\_\_\_\_

Date: \_\_\_\_\_



## Hold Harmless And Indemnification Form

In the event of liability when the premises is under the control or possession of the renting party, the undersigned agrees to defend, indemnify, and hold harmless Faith Movers Church, its officers, agents and employees, individually and collectively, from and against all costs, losses, property damage or otherwise, brought or recovered against any of the above that may arise from or be alleged to be caused by the undersigned's use of the Church facilities, furniture, or equipment.

**SUBSCRIBED AND SWORN TO BEFORE ME BY**

\_\_\_\_\_ ( Notary's name)

**THIS** \_\_\_\_\_ **DATE OF** \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
**SIGNATURE OF Notary Public**

\_\_\_\_\_  
**County/State**

**My commission Expires** \_\_\_\_\_

**Notary Seal**

\_\_\_\_\_  
**Signature of person renting Faith Movers Church**



# **FAITH MOVERS CHURCH CONGREGATIONAL CARE**

## **BENEVOLENCE POLICY**

**425 Exchange  
University Park, IL. 60484  
Phone (708)833-8258  
Fax (708)833-7694  
Moses B. Herring Sr. Founding and Senior Pastor  
[www.faimovers.org](http://www.faimovers.org)**



## Benevolence Policy and Procedures

Faith Movers Church understands that there are times in an individual or family's lives when there are hardships and financial setbacks. Therefore Benevolence has been set aside for the purpose of aiding individuals or families during a time of hardship or crisis by temporarily assisting them with their basic needs.

**The Benevolence Fund is intended as a source of last resort, to be used when the individual or family requesting assistance has explored all other possibilities of assistance from appropriate sources (i.e., family, savings, investments, etc). All requests for assistance are confidential in nature, and will be handled on a case-by-case basis.**

### **TYPES OF ASSISTANCE**

Because Benevolence is intended to cover an individual's or family's basic needs, generally, assistance from the Benevolence Fund is limited to Housing and utilities (electric, gas, water).

Needs that are **not** met by the benevolence fund include, but are not limited to:

1. Private school fees, tuition, school expenses, and or daycare expenses
2. Business ventures or investments
3. Car notes/ payments
4. Car insurance
5. Car repairs
6. Cable Bills/Phone Bills (including Cell phone bills)/Internet bills
7. Reconnection fees
8. Deposits
9. Paying off credit cards
10. Needs of individuals who are wanted by the law
11. Paying fines as a result of breaking the law
12. Legal fees and/or attorney fees
13. Projected or future needs
14. Anything that brings financial profit to the person or family requesting the benevolence

Review and approval of the Application, as well as communication of the amount and form of assistance, shall be done at the earliest practicable date.

## **APPLICATION PROCESS AND APPROVAL**

Individuals or families seeking assistance from the Benevolence Fund shall follow the steps below:

1. Obtain a Benevolence Form from **Faith Movers Church administrative offices**.
2. Return the Benevolence Form to **Faith Movers Church administrative offices** in the confidential envelope provided.
3. Provide and turn in all documents and information requested with the Benevolence Form to Faith Movers Church administrative offices.
4. The person requesting benevolence will be contacted about the decision.

Review and approval of the Application, as well as communication of the amount and form of assistance, shall be done at the earliest practicable date. Please allow at least 7 to 10 business days from the date of submission for a response.

**PLEASE NOTE:** Please do not go to the Senior Pastor, Congregational Care Coordinator, or staff member to request benevolence.

## **ACCURATELY COMPLETING THE APPLICATION**

Applicants seeking assistance must fill out the application completely and in its entirety. Supporting documentation must be submitted with the application. Applications without proper supporting documentation are considered incomplete and will not be processed until the application is completed entirely and the supporting documentation submitted. Applicants may be asked to offer additional or other pertinent information or additional documentation which may help the Benevolence team make a decision. Failure to provide the additional information or additional documentation could result in the application being denied. We will make three attempts to contact you to acquire the additional information. If we fail to reach you after three attempts, your application will automatically be denied. Applications with suspect documentation will not be considered for benevolence.

Additionally, the name and address on the application must match the name and address on the bill to be paid in order for paperwork to be processed. If the name and address on the bill does not match the name of the individual requesting the funds, then the application will be considered void and denied. The benevolence team reserves the right to decline assistance without explanation.

## **REMITTING BENEVOLENCE FUNDS**

Benevolence funds will be remitted according to the manner specified below.

1. Faith Movers Church makes checks payable directly to the third party.
2. Faith Movers Church remits payments via check.
3. Applicants will be notified when their benevolence check is ready and may pick it up from the church administrative offices.

The disbursements from the Benevolence Fund may not be made in the form of a loan. Under no circumstance is assistance from the Benevolence Fund to be considered a loan. Benevolence may not be repaid, either in part or in full, in money or in labor.



## Benevolence Form

**Instructions: Please complete this form in its entirety. Additionally, please provide a copy of the bill for which you are requesting benevolence and supporting documentation.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you a member of Faith Movers Church?  Yes  No How long have you been a member? \_\_\_\_\_

Statement of Need: (utilities, rent/mortgage, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Amount Requested: \_\_\_\_\_ When Needed: \_\_\_\_\_

Have you received help from us before? \_\_\_\_\_ If so, when? \_\_\_\_\_

Household Info: Total Number of Household Members: \_\_\_\_\_ # of children: \_\_\_\_\_ # of adults: \_\_\_\_\_

Relationship:  Married  Single Total Income (includes everyone residing in the home): \$ \_\_\_\_\_

Employment/ source of income: \_\_\_\_\_

Circumstances that created need (please use the other side of the form, if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What other measures have you tried (i.e. deducting from your savings or investments, acquiring a loan, etc.)?

\_\_\_\_\_

What other agencies have you contacted for assistance? \_\_\_\_\_

What other assistance have you been approved for or given? \_\_\_\_\_ Amount given/promised \_\_\_\_\_

Additional Information/ Comments (please use the other side of the form, if needed):

\_\_\_\_\_

### **CERTIFICATION**

By signing this form, I certify that the information included in this form is true and accurate. Further, I have read and understand the Benevolence Policies and Procedures. I further acknowledge that I have provided supporting documentation, but may need to provide additional documentation if necessary.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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Office Use Only

Name of Applicant: \_\_\_\_\_

Assistance provided:     Yes     No

If no, reason application was denied:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Check #	Payable to	Amount

Total Amount of Benevolence Distributed: \$ \_\_\_\_\_

# **FAITH MOVERS CHURCH CONGREGATIONAL CARE BEREAVEMENT POLICY**

**425 Exchange Street  
University Park, IL. 60484  
Phone (708)833-8258  
Fax (708)833-7694  
Moses B. Herring Sr., Founding and Senior Pastor  
[www.faithmovers.org](http://www.faithmovers.org)**



## **Bereavement Policy**

Faith Movers Church stands ready to assist bereaved families. The church wishes to provide care, spiritual presence, and grief support during end-of-life experiences, death, and other significant loss. Faith Movers Church members' families are encouraged to have funeral services on our campus so that praise and worship can be offered to God and ministry services can be provided.

### **CONTACT LIST**

Upon the death of a family member please follow this protocol:

Contact the Church Administrative Office at (708)-833-8258 and request to speak with the Congregational Care Coordinator.

Contact your local funeral director

Contact other relatives and friends of the deceased.

### **PROTOCOL FOR THE FAMILY OF THE DECEASED**

Funeral service times must be arranged with the Congregational Care Coordinator in consultation with the family and Funeral Director. Please call the Church immediately upon the death of a loved one. In planning the funeral service, we ask that the family choose a designated spokesperson that will work with the Church Staff to prepare a list of suggested songs, Scripture readings and service theme.

All visiting musicians, organists, soloists, ministers or others involved in the funeral service must be contacted by the designated spokesperson and confirmed by the Congregational Care Coordinator before participating in the service. Efforts will be made to do everything possible to accommodate the family's preferences in planning the funeral service. Any special requests should be directed to the Congregational Care Coordinator as soon as possible. The final draft of the order of worship should be reviewed with the Congregational Care Coordinator or designee no later than 48 hours prior to the service.

## **PROTOCOL FOR FUNERAL SERVICE AND GRAVESIDE RITES**

The Pastor has the prerogative of presiding over all funerals and preaching the eulogy of all members of Faith Movers Church. Our Associate Ministers, Deacons, members, Ushers, Greeters Music Ministry and other members will provide all ministry services for funerals held at Faith Movers Church. Any deviation from this protocol must be pre-approved. In addition, any activities to take place before the funeral service, such as family visitation or rites conducted by social or fraternal organizations, must conclude no less than fifteen minutes prior to the commencement of the funeral service.

Military rites, if applicable, may be conducted at the graveside immediately after religious rites have been completed. Rites by Veterans of Foreign Wars are encouraged to be held at the graveside to honor Christians with military service.

Graveside Rites will include:

- Opening Prayer
- Committal of Body
- Final Benediction

## **FUNERAL MEAL**

FMC member's families are offered a Prepast or Repast meal. Please confirm which you would prefer with the church staff when discussing the homegoing arrangements so appropriate accommodations can be made. Please have an estimate of how many people are expected at the repast or prepast meal.

The use of the facilities, cleanup, meal preparation and serving of food for funerals are provided without charge to the family and guests of deceased FMC members. The church will be responsible for feeding up to 100 family members.

## **PROTOCOL FOR ALL FUNERAL DIRECTORS**

When it involves the use of Faith Movers Church, all funeral directors must follow the established funeral protocol of Faith Movers Church.

Funeral directors should confirm funeral service arrangements with the Pastor or his representative. It is our desire to help guide the family in making appropriate decisions that will reflect the desires and the dignity of the deceased, and are consistent with the theological commitments of our faith community.



## **FUNERAL GUIDELINES AND FACILITY USAGE**

The church will make all necessary buildings, equipment, and grounds available for funerals, along with a prepast or repast without cost to church members in the loss of their immediate family member. Immediate family members include: spouse, children and parents. The church will be responsible for feeding up to 100 family members. All funerals must be scheduled through the Church's Office based on the availability of the facilities.

The provision of the facility does not include a cemetery plot, fees to the funeral home, etc.

No benefits are extended to members or their immediate family if they want to be funeralized at another church or facility. Benefits do not extend beyond facilities at Faith Movers Church.

Any other family members not mentioned above, can lease the church for a fee to be determined upon request to the Administrative Office.

## **TIMELINE OF EVENTS**

- a. The Church is notified of the transition of the loved one**
- b. Family gathers information for funeral services**
- c. Approval of date and eulogist is confirmed**
- d. Program is approved for printing**
- e. Home Going service program and committal is performed and completed**

## **ORDER OF SERVICE**

The order of service has been established in order to give careful consideration to the grieving family. With this in mind, please adhere to the following and the order of service provided.

Resolutions:

1. All resolutions should be turned in at the beginning of the funeral to the Congregational Care Coordinator.
2. A person designated by Faith Movers Church will be reading the resolutions.
3. The names of the churches and organizations who submitted resolutions will be stated.

Reflections:

1. Only three (3) people who have been preselected by the family will be allowed to give reflections.
2. Reflections are limited to two (2) minutes.
3. Reflections are limited to the people listed on the program. There will be no "open mic" or "open remarks" for reflections. Please, no reflections by persons not listed on the program

Lastly, there will not be a reviewal period at the conclusion of the funeral services. Once the casket has been closed, it will not be reopened to view the remains.

# ORDER OF SERVICE

THE INVOCATION \_\_\_\_\_

THE SCRIPTURE

The Old Testament \_\_\_\_\_

The New Testament \_\_\_\_\_

THE SELECTION/SOLO \_\_\_\_\_

THE ACKNOWLEDGEMENTS/ RESOLUTIONS \_\_\_\_\_

THE REFLECTIONS (2 minutes)

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THE OBITUARY (Read Silently)

THE SELECTION/SOLO \_\_\_\_\_

THE EULOGY \_\_\_\_\_

THE RECESSIONAL (Specify song) \_\_\_\_\_