

FACILITY SHARING GUIDE **(Chinese/Mandarin Translation on Pages 3-4)**

Imagine the potential growth of the Foursquare Church if facilities were shared with other congregations or new church plants. This basic guide is directed primarily towards churches sharing facilities with other congregations. Some of the principles and questions could also be utilized in sharing facilities with non-profits.

A Word About Expectations

One of the leading causes of relationship breakdown is “unmet expectations.” When agreements are entered into without communicating expectations appropriately, the chance for conflict will rise. When different cultures or church denominations are added, the opportunity for conflict is even more likely. In some cultures, a filled-out form or a contract is the highest level of communicated expectation, but in others, a meal together and a person’s word may be higher, for example.

Philosophy of Ministry Partnership in Expectations

There is a spectrum of ideas about what facility sharing may look like. On one end is a basic “Landlord/Tenant” relationship, mainly business-like with little or no congregational interaction. At the other end of the spectrum is a “ministry partnership” type arrangement where two or more congregations may be part of one church registration and staff. Most find themselves somewhere in between these two.

It is vital to clarify the relationship each congregation or group expects. This clarity will assist in determining how two congregations can best experience The Kingdom of God in their midst. With a closer partnership in ministry comes less of a need for seemingly detailed questions on the Expectation Guide. The guide is merely designed to help ask questions ahead of time.

Pastoring Tips

Inconveniences are going to occur. These can be the smells of Kimchee, Curry, or Clam Sauce, or there can be a total soundboard re-arrangement. It will require grace and some extra work., but it’s worth it. Pastors must take the lead as they help everyone see the benefit of expanding God’s Kingdom through another congregation. They’ll need to demonstrate grace, patience, and partnership.

This respectful relationship will be more manageable by bringing the pastors together privately and publicly and fellowshiping together as congregations.

It’s vital to help everyone see that they need one another and that they’ll be better as they partner in the gospel.

At the onset of this partnership, more frequent meetings and feedback loops with staff, members, and the guest pastor will be helpful.

EXPECTATION GUIDE

Relational

- Is the “guest” or “tenant” pastor to be a part of the “host” pastor’s team or staff?
- Are the pastors expected to attend specific meetings?
- Are the congregations legally separate?
 - This is important for insurance, licenses, and safety issues.
- If the guest or tenant pastor is not a Foursquare pastor, is there any expectation that this relationship will result in them joining Foursquare?
- If the guest or tenant pastor is a Foursquare pastor, what expectations might exist of the host congregation or pastor providing things for free or at a discount?
- Will there be times when congregations meet together?

Financial and Administrative

- Is there a monthly rent?
 - Will it be based on usage and utilities?
 - What if this rent is not paid?
 - What is covered by the rent? Does it include yard maintenance or cleaning?
- Are the congregations under one registration?
 - If not, does the guest congregation have a separate EIN?
 - If so, what is the financial relationship?
- Does the guest congregation have insurance?
- Is this relationship reviewed annually?

Facility

- What is the basic protocol for using the facility?
- Who has the keys?
- What is the expectation for facility maintenance?
- Is there a protocol for the use of
 - Soundboard and musical equipment?
 - Kitchen and supplies?
 - Copy machine and office items?
 - Children’s classrooms and office space?
- Are there certain usage hours?
- What types of facility customization can occur? (e.g., bulletin boards, info racks, painting, signage, etc.)

Facility Sharing Guide 设施共享指南

想象一下，如果四方教會与其他教会或新植教會共同使用设施，四方教會的潜在將增长許多。本基本指南主要针对那些与其他教会会众共享设施的教会。一些原则和題问也可用于与非营利機構共享设施。

关于期望

关系破裂的主要原因之一是“未达到期望”。如果在没有适当的溝通期望的情况下达成协议時，冲突的机会就会增加。若又添加上不同的文化或不同教会宗派时，发生冲突的可能性就更大。在某些文化中，填写表格或合同是传达期望的最高水平，但是在另一些文化中，一起吃饭和某一个个人的溝通可能更有果效。

事工中伙伴关系的期望的哲学

关于设施共享的外观，存在各种各样的想法。一方面是一种基本的“地主/租户”关系，其中该关系主要是商务式的，很少或没有会友間的互动。

在另一端是“事工伙伴关系”类型的安排，其中两个或两个以上的教会，实际上，可能是屬於同一个注册的教会並且也可能是同事。

大多数是介于以上两者之间。

弄清每个会众或团体期望什么样的关系至关重要。这将有助于确定两个教会如何能最好地經驗他们中间的神的国度。在事工上建立更紧密的伙伴关系后，对“期望”指南中看似详细的问题的需求就减少了。该指南仅為此目的而設計：帮助提前提出问题。

牧師提示

带来不便將會發生。这些可能是泡菜，咖喱或蛤酱的味道；或是进行整体音板重新布置。这需要有恩典和一些额外的工作，但这是值得的。牧師需要带头，因为他们可以帮助每个人看到通过另一个教会扩展神国的益处。他们需要示範出恩典，耐心和伙伴关系。

通过将牧師私下和公开地聚集在一起，以及与会众团契在一起，这种相互尊重的关系将变得更加輕省。

重要的是要帮助每个人看到他们彼此真正的需要彼此，并且彼此会变得更好，當在福音中结伴时。

在建立这种伙伴关系之初，与同工，會友和租方牧師的更频繁的会议和反馈，将有所帮助。

期望指南

关系類型

- “客方”或“承租人”牧師是否是“房東”牧師的团队或同工的一部分？
- 期望牧師們参加某些会议吗？
- 兩方会众在法律上分开吗？
 - 这对于保险，许可证和安全问题很重要。

- 如果客方或承租方牧师不是四方教會牧师，是否有期望这种关系將引导他/她加入四方教會？
- 如果客方或承租方牧师是四方教會牧师，会有什么期望会众或牧师提供免费或折扣事或物的存在？
- 会众有时会聚在一起吗？

财务和行政

- 是否有月租？
 - 它会基于使用情况和水电瓦斯等費用吗？
 - 如果没有支付租金時怎么办？
 - 租金包括什么？是否包括院子维护或打扫？
- 会众是否同在一个注册名下？
 - 如果不是，那么承租教会是否有自己单独的 EIN 号码？
 - 如果是，财务关系是什么？
- 承租教会有保险吗？
- 是否每年审查一次这种关系？

设施

- 使用该设施的基本协议是什么？
- 谁有钥匙？
- 对设备维护的期望是什么？
- 是否有使用...的协议
 - 音板和乐器设备
 - 厨房和使用品
 - 复印机和办公用品
 - 儿童教室和办公室空间
- 是否有某些使用时间？
- 哪些类型的设施事先定制？例如 公告板，信息架子，画作，招牌等。