

FACILITY SHARING GUIDE

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.)