

**SHARED MINISTRY COVENANT**

New Covenant (Nuevo Pacto) and Bethlehem Covenant Shared Facilities Use Agreement

**I. PURPOSE. What is the purpose of our covenant?**

*To transform families with God’s power, love and blessing - to be a blessing to one another in our unique ministries within the Twin Cities area.*

We desire to firmly establish New Covenant Church as a vital ministry and will seek to encourage and bless one another in advancing Jesus’ ministry in the Twin Cities. In seeking to share ministry goals, we will also share our time, resources and hearts with one another, bringing to reality the promise of John 13:35:

*“By this all men will know that you are my disciples, if you love one another.”*

Commitment of New Covenant **(New Covenant will add a statement of commitment) ...** through the following agreements:

Commitment of Bethlehem Covenant: To welcome, pray for, encourage, and support the ministry of New Covenant through the following agreements:

**II. SPACE ARRANGEMENTS.**

**A. Time and Location:** Bethlehem Covenant agrees to commit the following spaces to the support of New Covenant ministries. Additional times and spaces can be requested to the office prior to the needed use period, preferably at least a week in advance.

DAY	TIME	ACTIVITY	LOCATION
Sunday	TBD	<b>Weekly Worship Service</b> • <i>Easter, Preview and Celebration Sundays</i>	Main Sanctuary
Sunday	TBD	<b>Pre/Post Worship Fellowship</b>	TBD
Sunday	TBD	<b>Infant/Toddler Child Care</b>	Nursery
Sunday	TBD	<b>Children’s Sunday School K-5</b>	Tree House & Beach Rooms, Fellowship Hall
Sunday	TBD	<b>Children’s Sunday School 2-4</b>	Lower Level Classrooms
Sunday	TBD	<b>Youth?</b>	Youth Room 204
Sat-Sun Mon-Fri	Open After 6:00 p.m.	<b>Playground</b>	Playground
Thursday	6:00-9:00 p.m.	<b>Worship Team Practice</b>	Sanctuary
? Wed Fri Sat	6:00-8:00 7:00-9:00 ?	<b>Youth Team</b>	Youth Room 204
		<b>Once Monthly Fellowship Dinner</b> • <i>Dates coordinated w/ Bethlehem schedule</i>	

**B. Care of Facilities:** New Covenant agrees to use the church facility in a responsible manner, leaving the building clean and in the same condition as it was received. All trash will be removed from the building after each gathering, and any equipment or furnishings that are moved will be returned to their original location.

**C. Use of Resources:** Church furnishings within the spaces committed to support New Covenant ministries are also available for use, subject to the following guidance:

1) **Furnishings Outside of Spaces Provided.** Church furnishings outside of the agreed upon use areas may be available for use on approval of the Property Chair but must not be moved into use areas without first coordinating their use through a proper request.

- (a) Requests for use and set-up may be submitted on the standard Bethlehem request form. It is assumed that equipment provided by Bethlehem will be made available to New Covenant who will provide volunteer support for set-up.
- (b) Additional tables and chairs may be set up in areas of use as needed and should be requested during the prior week, so that they can be made available.
- (c) Space required by New Covenant to store owned items that are used for worship or other ministry (i.e. worship equipment, Bibles, song books, etc.) will be provided to the degree available, request should be made to the office.

2) **Community Room.** New Covenant is welcome to use all room furnishings. New Covenant must return everything to its original location. Use of children's choir supplies to be coordinated with Children's Choir Director.

3) **Main Sanctuary.** New Covenant is welcome to use equipment and furnishings within the sanctuary with the following limitations,

- (a) Electronics, Sanctuary Sound and Lighting, Audio/Visual Presentation Equipment.
  - A liaison for will be provided by New Covenant to work directly with the Bethlehem Sound and A/V contact. This person will be knowledgeable in sound and A/V equipment operations and will be the primary contact for concerns and discussion of sound and A/V needs.
  - The liaison should have an email address and phone number for ongoing communication about the A/V systems.
  - Bethlehem will train the Sound and A/V liaison in use of the church electronic systems and assist in training additional operators if requested. Any changes to the existing system will be identified by the Bethlehem sound and A/V team and supplemental training will be provided when necessary.
  - Any additional operators from New Covenant will be trained by and operate the electronic systems under the supervision of the primary liaison. New Covenant will provide a trained individual to be responsible for operation of the Sound and A/V system at every activity where the system is used. Only trained operators will have access to the Sound and A/V systems.
  - The equipment will be powered off and properly put away at the end of the event.

- Any issue with the equipment should be reported to the Bethlehem Sound and A/V contact immediately after the activity when it is identified. A note will also be taped to the sound board to ensure that communication is received quickly. Reporting equipment failures immediately will allow Bethlehem to arrange for repair, and to avoid unexpected impacts to other sanctuary events.
- (b) Pipe Organ, Piano, and other Musical Instruments
- Because of the sensitivity and temperamental nature of the instruments, the pipe organ will not be available for use.
  - The grand piano, electric piano and Cajon located in the sanctuary are available for use in all services.
  - Any other musical instruments are not to be used unless otherwise permitted.
  - The New Covenant worship and ministry teams will care for all instruments and use them in a responsible manner. Only those individuals on the worship teams should be allowed to play the instruments.
- (c) Communion Service Coordination. Bethlehem communion service trays, glassware, and other utensils are available for New Covenant use as necessary. New Covenant shall coordinate with the Spiritual Life Commission Chair to coordinate use.
- (d) Sanctuary furniture including communion table, baptismal font, candles, cross, offering plates are available for use of all services. If moved, furniture needs to be returned to proper place.

**4) Child Care and Children's Ministry Areas.** New Covenant is welcome to use all room furnishings located within the assigned children's Sunday School rooms and the nursery. Consumable supplies for Sunday School and nursery activities will be shared and tracked. A tracking plan will be in place. Food items for snacks will be kept separate. The entire facility is peanut free.

**5) Kitchen.** Understanding that shared meals and times of fellowship are an important part of being a church family, the large kitchen and Fellowship Hall are available for use as scheduled. A liaison for will be provided by New Covenant to work directly with the Bethlehem Kitchen contact. Bethlehem will train the liaison in the use of the kitchen equipment. If the kitchen and Fellowship Hall are used, these areas must be thoroughly cleaned and left in the condition they were found. All trash should be removed, especially any food waste, after each event. They will be responsible for washing any dishes, pans, and utensils and returning them to their original location. Any consumable items like paper plates, napkins, paper towels, plastic silverware, paper cups, and other items should be provided by New Covenant for their activities. Consumable items belonging to Bethlehem may be used and then replaced by the New Covenant.

**6) Fellowship Hall.** New Covenant is welcome to use all room furnishings; as the size of worship gatherings increases, additional chairs, tables and sound and A/V equipment can be requested for setup prior to use. New Covenant must return everything to its original location.

**7) Youth Room 204.** New Covenant is welcome to use all room furnishings, chairs, sofas, tables and equipment. New Covenant must return everything to its original location. New Covenant has use of one of the two storage lockers.

**D. Security.**

**1) Access to Church and Resources.** During periods of facility use, New Covenant is responsible for maintaining adequate security of the facility.

(a) Doors that are open for access must be adequately monitored to ensure that non-parishioners are not allowed in the facility.

(b) Group use is limited to one hour before and after the agreed-to time periods.

**2) Keys and Security System Access.** Bethlehem will assign necessary facility keys or security system access cards to Pastor Mauricio and provide instructions for their use. On request, Bethlehem will consider issuance of extra keys or security access cards to other lay leaders at the discretion of Bethlehem leadership.

**E. Signage.** Any signage used for identification of New Covenant Church on-site must be coordinated with Bethlehem to ensure that it meets local city sign ordinances.

1) Generally, only temporary signage is allowed by the city, and may only be kept in place for limited duration before and after activities.

2) Bethlehem permanent signage is a sign board with removable letter and cover by locked glass doors. This sign will be available for use, to be coordinated with Bethlehem Covenant Senior Pastor.

3) Onsite storage for New Covenant temporary signage will be provided by Bethlehem.

**III. COORDINATION OF MINISTRIES.**

**A. Monthly Leadership Meeting.** In order to maintain close coordination of activities and a spirit of unity between the ministries, a monthly leadership meeting will be established. The meeting will provide opportunity for key church leaders to join in prayer, encourage one another, discuss issues, and coordinate ministry efforts.

**B. Sharing Responsibilities.** Bethlehem and New Covenant will be sensitive to the shared responsibilities associated with sharing God's resources to support the individual ministries.

1) Bethlehem commits its facility to shared use with New Covenant and will bear the added incidental costs of supplies and maintenance. New Covenant commits the time and effort necessary to set-up for, and clean up after, all their ministry activities, and to assist in maintenance by providing volunteer labor support to the needs of the facility.

2) This sharing of responsibilities will be re-evaluated periodically and adjustments may be made in order to accommodate new needs that are identified.

**C. Changes to Schedule.** Bethlehem will provide the committed spaces to New Covenant on a regular, weekly basis. If Bethlehem cannot accommodate New Covenant on a certain date, Bethlehem will notify New Covenant as soon as possible but preferably not less than one month prior to the schedule conflict. All changes to schedule will be reviewed during monthly calendar planning meetings.

**D. Office Support for Ministry.** In order to provide a stable community presence, the New Covenant Church may use, as desired, the Bethlehem Covenant Church location as their advertised address in the community. Mail and other communications may be received at the church using the following address,

New Covenant Church  
3141 43<sup>rd</sup> Ave S  
Minneapolis MN 55406

Phone: 612-721-5768

The copier in the church office will be set up with a separate account for New Covenant. The copier will be made available for limited use, along with limited office support as decided through mutual agreement.

Bethlehem Covenant's Wi-Fi access is available to New Covenant.

**IV. AGREEMENT.**

This covenant is subject to review after six months, and renewal annually by the Bethlehem Covenant Church Council and the leadership of New Covenant Church.

If there are issues identified by either partner to this agreement, they will be identified to the senior pastors of the partner churches and addressed through the mutual agreement of Bethlehem and New Covenant leadership.

This agreement may be terminated at any time by either party as circumstances dictate. Except under the most unusual circumstances, Bethlehem is committed to providing at least 60 days' advance notice of intent to terminate the agreement. We prayerfully believe that God, through the imparted wisdom of His Holy Spirit, will use this arrangement to grow the kingdom and grow the Church of Jesus Christ.

**New Covenant (Nuevo Pacto) Church**

**Bethlehem Covenant Church**

\_\_\_\_\_  
Pastor Mauricio Nicolas Dell'Arciprete

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Pastor Ryan Eikenbary-Barber

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Dick Sundberg, President

**TO REVISIT-**

- Indemnification?
- Liability?
- Sanctuary and Office equipment use
- Training & learning opportunities, schedule

#### TIMELINE

- Jan 25 congregational meeting – share current draft of Facilities Use Agreement
- Feb council meeting – vote to approve Facilities Use Agreement
- Easter Sunday – New Covenant to begin worship in shared space