

Kingwood Church of God Fellowship Center

Application/Reservation Form

5957 Kingwood Road
Markleton PA 15551
814-926-4429 (Church)
814-926-???? (Fellowship Center)

Name of Event: _____

Responsible Person and Phone Number: _____

Responsible Person's Address: _____

Setup: (Arrival Date &Time) _____ Departure: (Date &Time) _____

Event: (Arrival Date &Time) _____ Departure: (Date &Time) _____

Caterer and Phone number (if applicable): _____

Please check all rooms requesting and indicate the number of tables and chairs needed for each room

The diagram shows a floor plan of the Fellowship Center with the following rooms and features:

- Room 1:** Includes checkboxes for reservation, and fields for Chairs and Tables.
- Room 2:** Includes checkboxes for reservation, and fields for Chairs and Tables.
- Room 3:** Includes checkboxes for reservation, and fields for Chairs and Tables.
- Room 4:** Includes checkboxes for reservation, and fields for Chairs and Tables.
- Room 5:** Includes checkboxes for reservation, and fields for Chairs and Tables.
- Room 6:** Includes checkboxes for reservation, and fields for Chairs and Tables.
- Room 8:** Includes checkboxes for reservation, and fields for Chairs and Tables.
- Room 9:** Includes checkboxes for reservation, and fields for Chairs and Tables.
- Room 10:** Includes checkboxes for reservation, and fields for Chairs and Tables.
- Kindergartent:** Includes checkboxes for reservation, and fields for Chairs and Tables.
- Fellowship Hall/Gym:** Includes checkboxes for reservation, and fields for Chairs and Tables.
- Kitchen:** Includes a checkbox for reservation.
- Restroom:** Two restrooms are shown, one between Room 5 and Room 8, and another between Room 9 and Room 10.
- Stage:** Located between the Kindergartent and Fellowship Hall/Gym.

Rooms 4, 5, 8, and 10 contain a large 'X' indicating they are currently unavailable. Rooms 1, 2, 3, 6, 9, and 10 are available for reservation.

Kingwood Church of God Fellowship Center

Application/Reservation Form (Continued)

Other needs:

Kitchen Supervisor	Yes		No	
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Audio/visual Technician	Yes		No	
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Any Other Special Needs

Do Not Write below this line. To be completed by The Kingwood Church of God

Security Deposit	\$
Room Reservation	\$
Kitchen Supervisor*	\$
Audio/Visual Tech*	\$
Setup/teardown extra day charge	\$
Heat Surcharge	\$
Total Due	\$
<small>*These are paid directly to the individual at the event</small>	

Payment Received	\$
Balance Due	\$

ALL fees are due two weeks prior to the facility use date.

Signature of Responsible party and date

By signing this form you agree that you have read and agree to the terms throughout and understand that any violation of these terms will result in forfeiture of the security deposit/funds given and refusal of future use of the KCOG Fellowship Center.

Guidelines for the Kingwood Church of God Fellowship Center

1. Requests to use the Fellowship Center will go through the church office. The scheduling of events at the Fellowship Center will be coordinated through the Church Council. Applications to request to use the Fellowship Center may be mailed or picked up at the church office. All applications will be considered and the church council will provide the final approval for use of the center. Church functions will take precedence over other requests to use the Fellowship Center. The person signing the contract will be the “responsible party” and will act as a liaison for coordination of supervision of the event. The Pastor(s) and/or Church Council will be the enforcing authorities at all events held at the Fellowship Center.
2. The Church Council shall be responsible for granting permission to use the Fellowship Center for other than regular meetings.
3. The following questions will be used in evaluating whether or not the requested use of the Fellowship Center should be approved:
 - a. Does this Glorify God?
 - b. How does it Glorify God?
 - c. Is the opportunity there to expand God’s kingdom, to expand our congregation or does this gathering better our community?
4. Persons using the Fellowship Center must abide by any and all rules as set forth by the Kingwood Church of God inclusive of the KCOG Constitution and By-laws.
5. Persons using the Fellowship Center will be responsible for damages beyond realized normal usage. A security deposit will be required with the signed contract. The security deposit will be returned after the Fellowship Center has been inspected for proper clean up and damage assessment by the Kingwood Church of God.
6. Behavior on the property shall be in accord with Christian conduct. No smoking on the premises, **no alcoholic beverages**, no gambling, no drugs or other inappropriate substances. If such behavior occurs the following penalties will be imposed; the request for all parties to leave the facilities immediately, if warranted law enforcement personnel will be contacted based on the severity of the infraction and any security deposit and or monies will be forfeited.
7. Paper products and kitchen supplies are for church activities. Persons using the Fellowship Center for non-sponsored church activities are required to supply their own paper products and kitchen supplies.
8. A Kitchen Supervisor is required for those who will be using appliances and kitchen facilities to prepare food. Use of kitchen for food storage or light preparations will be included in the standard room fee for all rooms. Please contact the church office for a list of approved Kitchen Supervisors.
9. The Fellowship Center shall not be used for profit making by any individuals or groups. Permission may be granted by the Church Council for special circumstances and each request will be reviewed on a case-by-case basis.
10. Outside groups using the Fellowship Center for sports must provide a rider from their insurance policy.
11. Persons using the Fellowship Center will be responsible for general cleanup of the area(s) used, including kitchen, and equipment if necessary.

12. Audio/visual equipment is available, but an authorized technician must be used. Please contact the church office for a list of approved technicians.
13. Decorating the Fellowship Center is permissible; however it is the responsible party to insure that all decorations have been removed and any adhesive used is non-abrasive. The facility shall be left in the same condition as it was found.
14. All events held in the Fellowship Center must terminate by 10:00 pm. Permission may be granted by the Church Council for special circumstances and each request will be reviewed on a case-by-case basis.
15. A Heat surcharge **may be** required dependent on time used.
16. All lights and heat to be turned "Off" when the building is unoccupied.
17. These guidelines will be reviewed on a periodic basis by the Church Council and may be subject to change.
18. Any exceptions to the above rules for the usage of the Fellowship Center must have approval of the Church Council.

Financial Remuneration

Fees charged are not to be regarded as rental fees, but are for custodial service and utilities.
The following fees were approved May 11, 2015 and are effective as of that date.

	Church Attendee	Not attendee of Church or outside groups
Deposit (due at time of booking)	No Deposit	\$100.00
Fellowship Hall (Gym)	Donation	\$200.00
Custodial Fee	\$75.00 (Option to do own set up and clean up at no custodial fee)	\$75.00 - seating for 100 people \$25 for every 50 people after that
Kitchen Supervisor	\$75.00 (up to 5 hrs. \$15/hr. after that)	\$75.00 (up to 5 hrs. \$15/hr. after that)
Small Social Room (Room 8)	Donation	\$70.00
Custodial Fee	\$75.00 (Option to do own set up and clean up at no custodial fee)	\$75.00
Classrooms (per each)	Donation	\$70.00
Custodial Fee	\$75.00 (Option to do own set up and clean up at no custodial fee)	\$75.00
Audio/Visual Technician	\$75.00	\$75.00

- Any damage that occurs during the use of the room/facility will be assessed, and it will be the Responsible party to repair, replace and or pay for all damages.
- The Kitchen Supervisor is for those who will be using appliances and kitchen facilities to prepare food. Use of kitchen for food storage or light preparations will be included in the standard room fee for all rooms.
- A \$25.00 per day fee will be charged for additional days needed for setup/teardown.

ALL fees are due two weeks prior to the facility use date.

Attachments: Kingwood church of God Constitution and By Laws

CONSTITUTION AND BY-LAWS
OF
THE KINGWOOD CHURCH OF GOD

Adopted

March 17, 1954

1st Revision – February 1976
2nd Revision – September 1982
3rd Revision – November 1987
4th Revision – November 1992
5th Revision – November 1997
6th Revision – November 2002
7th Revision – November 2007
8th Revision – November 2010

Constitution Committee

Dean Hay
Mardelle Duppsstadt
Pastor James L. Monticue

Preamble

Whereas, in the Providence of Almighty God, a people have been called together, bearing the God given name, Church of God;

Whereas, the Churches of God, General Conference accept the Bible as their rules of faith and practice;

Whereas, there exists the necessity for a system of harmony and co-operation for the promotion of the Master's Kingdom;

Therefore, we the members of the Church of God at Kingwood, PA, do hereby declare that we fully accord with the Allegheny Region Conference and the Churches of God – General Conference in accepting the Word of God as our guide for church membership and government;

Therefore, for the above purpose, we, in this congregation shall abide by the following Constitution and By-Laws;

ARTICLE I.

Name

The name of this organization shall be: "The Kingwood Church of God".

ARTICLE II.

Membership

Membership in this church shall be composed of those who have accepted Jesus Christ as their Savior, and promise to observe the Ordinances of the church as God gives them light; to become identified with the Bible study department of the church, and to contribute of their substance as God prospers them.

ARTICLE III.

Organization

Section 1. The members of the church shall meet once a year to elect officers and delegate or delegates to represent them at the Annual Conference Sessions; and to transact such other business as may properly be brought before them. The church council will determine a date for the Annual Congregational Meeting. The Pastor(s) shall make an announcement at least two (2) weeks prior to date of meeting.

Section 2. Special meeting may be called by the council at the written request of fifteen members of the church or by the council at their own option, such meetings shall not be held until due notice has been given the church. No business shall be transacted at a special meeting other than for which the meeting was called.

ARTICLE IV.

Congregational Meetings

Section 1. The annual congregational meeting shall be held on the second Sunday evening in November, unless changed by the church council for extreme circumstances. At all congregational meetings, the President of the council shall be the presiding officer, or in his absence the Vice-President. In all elections a majority of votes cast shall determine an election.

Section 2. It shall be the duty of the presiding officer to act in an impartial manner, to preserve order, to appoint all committees, unless otherwise provided for, to cast a tie breaking vote.

Section 3. The officers to be elected annually are as follows: two (2) elders, two (2) deacons, two (2) trustees and two (2) deaconesses.

Section 4. Elders, Deacons, Deaconesses, Trustees, and Clerk shall hold office for two (2) years. Any board member who has served two (2) terms in any board capacity shall be ineligible for office for the period of one (1) year. The Treasurer shall be appointed by the Church Council and affirmed by the congregation at the annual congregational meeting.

ARTICLE V.

Section 1. The Church Council shall be composed of the Elders, Deacons, Deaconesses, Trustees, Treasurer, Clerk, Sunday School Superintendent, Wednesday Evening President and CGYA President, each member having a vote. The Sunday School Superintendent and Presidents of Lay Organizations may not serve more than three (3) consecutive one (1) year terms after which they will be ineligible to serve in any board capacity for a period of one (1) year. All members of the Church Council must be members in good standing of The Kingwood Church of God. The organization of the council shall be: President, Vice-President and Clerk. The council shall meet the second Monday of each month. A majority of the council members shall constitute a quorum. The Pastor(s) will be an advisory member.

Section 2. It shall be the duty of the President to appoint all committees, when not otherwise provided for, to serve as assistant treasurer in the absence of the treasurer, and to perform such other duties relative to this office, and in his absence the Vice-President shall preside.

Section 3. The council will vote on the Pastor(s) and Treasurer. They will receive any complaint against the Pastor(s) in writing two (2) weeks prior to the Annual Congregational Meeting. They shall report their vote to the congregation for adoption.

Section 4. The church clerk shall keep a correct record of all proceedings of all official meetings, attend to all correspondence and discharge all other duties pertaining to this office.

ARTICLE VI.

Duties of Officers

The Pastor(s). It shall be the duty of the Pastor(s) to perform all duties relative to the Gospel Ministry, as the church may require. He shall be granted at least two (2) weeks vacation. If the church desires services in his absence he shall arrange for this, the church meeting the expense that may be involved.

The Elders. It shall be the duty of the Elders, in connection with the Pastor(s) to attend to the spiritual affairs of the church and to render such assistance to him in discharge of his duties as he may require and strive to fill the requirements of an Elder according to Titus, Chapter 1.

The Trustees. The Trustees shall in conformity to law, control all property belonging to said congregation. They shall keep all church property in good repair. They shall not contract any debt of more than two thousand five hundred (\$2,500.00) dollars on their own, or more than five thousand (\$5,000.00) dollars without consent of the Church Board, for a single project in any six (6) month period without full concurrence of the church.

The Deacons. It shall be the duty of the Deacons to attend to the temporal needs of the church. They shall make an estimated amount of the annual expenditures of the church; inform the congregation of the amount needed. They should take up all offerings unless other arrangements have been made, and to perform such other duties as the temporal welfare of the church may demand. They shall count the offerings at the close of each service and turn the receipts over to the Treasurer. They shall assist the Pastor(s) with ordinance services in the church.

The Deaconesses. They shall make necessary provisions for the observance of the ordinances. They shall visit the sick of the congregation whenever possible. They shall send cards of various forms to persons the Church may direct, submitting the bill of expenses incurred to the church.

The Clerk. It shall be the duty of the clerk to keep a correct record of the minutes and discharge all duties pertaining to his/her office.

The Treasurer. The Treasurer shall receive all money collected or otherwise received by the church, pay all bills authorized by the Council, and make monthly report to the council and a yearly report to the congregation at their annual meeting.

The Pianist. The Pianist, or Organist and Assistant shall be provided by the Music Committee.

ARTICLE VII.

Music Committee. A Music Committee shall be appointed by either the Pastor(s) or the church board. The Committee shall consist of those willing to serve with a minimum of three (3) members; one from the choir, one from the church board, and one member from the congregation. An evaluation of the committee shall be held in the last meeting of the year. Responsibilities and planning of this committee are covered in the following sections.

Section 1. To set up a system of rotation to provide an accompanist for every service including all special services.

Section 2. To be alert to new individuals who have the interest and the ability to play the instruments and to make sure that these individuals are given the opportunity to use their talents. Beginning individuals could be used to present a special number, play the prelude or play the offertory music.

Section 3. To make sure there is special music for services when needed. The committee shall serve as contact people for any talent in the church to be utilized. This would include all forms of music needed and suitable for worship services.

Section 4. The accompanists must approved by the Music Committee.

Section 5. The accompanists will allow and encourage new accompanists to share in the responsibility of the music ministry of the church.

Section 6. The accompanists shall have the basic responsibility of making up their own rotation schedule whatever the number of accompanists there are. The rotation schedule shall be presented to the committee at their regularly scheduled meetings for their approval.

Section 7. Members of the Committee shall be responsible for Sections 2. & 3., under this Article. The Music Committee, the accompanists and the Pastor(s) shall meet once each quarter to make plans for that period or if a special project requires longer planning then that can be cared for as well.

ARTICLE VIII.

Voting Privileges

All members of the Church, fourteen (14) years of age and older in good standing shall have a voice and vote in her business.

ARTICLE IX.

Discipline

If any member offends, it shall be duty of the Pastor(s) and Elders to act as the law in God's Word directs in Matthew 18:15-17. After having done so, if the person persists in the offense, he shall no longer be considered a member of the church.

ARTICLE X.

Vacancies

Any officer resigning shall do so in writing to the President of the Council to be acted upon by the Council. All vacancies shall be filled by the Council.

ARTICLE XI.

Letters of Transfer

Letters of transfer or withdrawal shall be granted only on personal request, and only to those in good moral and financial standing and shall be signed by the Pastor(s) and Clerk.

ARTICLE XII.

Special Collections

Special collections or donations of money shall be solicited from the membership of the church only as authorized or sanctioned by the Church Council.

ARTICLE XIII.

The following shall be the order of business at the Annual Congregational Meeting:

1. Devotions, President in charge.
2. Minutes of last meeting, and report of officers and committees.
3. Election of officers.
4. Election of delegate or delegates to annual conference.
5. Deferred business.
6. New business.
7. Miscellaneous business.
8. Suggestions for the good of the church.
9. Report of the council on the pastoral vote.
10. Prayer and adjournment.

BY-LAWS

1. The Ordinances of the church shall be held at least twice a year under the direction of the Pastor(s) and Elders.
2. The government of the church shall be vested in the church council.
3. The Nominating Committee shall nominate two (2) or more persons for each elective office at least one (1) week prior to the Annual Congregational Meeting. Further nominations can be made from the floor before the vote is cast at the Congregational Meeting.
4. All voting shall be done by ballot, except when otherwise designated. The person or persons receiving the lowest number of votes shall be dropped at each ballot.
5. All officers shall be members of The Kingwood Church of God.
6. All church members and/or honorary officers shall have the right to attend meetings and speak, but not to make motions to vote.
7. Amendments or changes may be made to this constitution providing: they are not contrary to it, they are presented in writing to the council and passed by a majority of the council.
8. To amend this constitution will require a two-thirds vote of the persons attending the congregational meeting.
9. Marriage *
 - a. Marriage is a biblical institution established by God as clearly described in the Scriptures. The Kingwood Church of God clearly and consistently recognizes marriage only as a unique relationship, ordained of God in the Holy Scriptures, (Genesis 1:26-28; 5:1, 2 and Matthew 19:4-6) and existing exclusively between a man and a woman. The Kingwood Church of God encourages the ministry of reconciliation to God through Christ (2 Corinthians 5:18, 19) for deliverance from same gender sexual lifestyles.
 - b. No Pastor(s) of the Kingwood Church of God shall approve, conduct or solemnize same gender civil unions, marriages or other recognized same gender sexual relationships. No leader or lay person of the Kingwood Church of God shall teach, support, or promote same gender civil unions, marriages or other recognized same gender sexual relationships.
 - c. The property and buildings of the Kingwood Church of God shall not be used for the purpose of approving, conducting or solemnizing same gender civil unions, marriages or other recognized same gender sexual relationships.
- * The By-Laws amendments are consistent with the teachings of the Churches of God General Conference (CGGC) and the Allegheny Region Conference (ARC) of the Churches of God General Conference of which the Kingwood Church of God is a member.
10. This constitution shall be reviewed at least once every five (5) years by an appointed committee.

Bylaws amended 08/11/14