



FIRST MCKINNEY
BAPTIST CHURCH

Purpose:

We're committed to keeping our church's shared spaces professional and unified. This guideline helps us display items on walls and in these areas while creating a welcoming environment that reflects our community's values.

Scope:

This process applies to all permanent fixtures in the church's public and community spaces where the congregation and visitors gather (like any walls or areas open to everyone, but not including personal offices). We appreciate everyone following these guidelines to preserve our spaces' beauty, brand aesthetic, and communal integrity.

Procedure Details:

1. Definition of Community Spaces

- Shared spaces include any walls or areas open to the congregation and public, not including personal offices.

2. Request Submission

- Individuals or groups who want to permanently display items should first collaborate with their direct ministry leader.
- The ministry leader will confirm that the request aligns with the ministry's vision and then submit the Work Order Request Form (look sign option), found on the Staff Resource page. This helps ensure everything fits well with our church standards and gets reviewed smoothly.

3. Review Process

- All requests will be reviewed by the Facilities and Communications Departments to ensure items align with the church's branding and messaging.
- Next, the Facilities Department will evaluate the request for feasibility and compliance with safety and architectural requirements.

4. Approval and Scheduling

- Approved requests will be scheduled for installation by the Facilities Department. A timeline will be provided to the requester.
- Facilities will coordinate the placement to ensure it meets safety standards and aesthetic guidelines (including churchwide and specific ministry branding).

5. Installation Standards

- Items will be installed only by authorized facilities personnel to ensure they're secure and professional.
- The use of approved hanging methods and hardware is required to prevent damage to church property.

6. Ownership and Maintenance

- The person or group who requested the display is kindly asked to look after it and keep it in good shape.

7. Removal Process

- When it's time to remove something—whether the display period is over or Communications suggests it—our Facilities team will handle the removal. Just give us a heads-up with a request at least two weeks in advance if possible.

8. Temporary Displays

- Temporary items are those intended to be displayed for the duration of an event or series, not exceeding a semester.
- Displays will be monitored for longevity. If items stay up beyond a reasonable time for the event or series, we'll have a collaborative discussion with Facilities and Communications to keep spaces fresh and relevant.
- Temporary items should be displayed using command strips and hooks to ensure no marks or damage are left on the walls.
- Temporary items should be removed by the requester or designated personnel at the end of the event or series.
 - If an event or ministry uses a space primarily managed by another ministry, both ministries need to collaborate on the temporary display. If items need to be covered or removed temporarily, the hosting ministry must agree first. The visiting ministry is responsible for removing their display and restoring the space to its original condition. (Recommendation: Take a photo of the space before making changes for your event, then use it to return the space to that exact condition.)

9. Exceptions

- If something doesn't quite fit these guidelines, we can discuss it—just get approval from both the Communications and Facilities Directors.

Roles of the Collaborating Committee:

Decider: Final decisions will be made by the Facilities and Communications Directors

Collaborators:

- Student Minister in the Student Building
- Kids Minister in the Kids Building
- Guest Services Director in Guest Services and First Impression spaces
- Groups Minister or Administrative Assistant in Groups classrooms and spaces

To be Informed: Ministry Leaders if not in the direct decision making process

Final Approval: If the collaborator and deciders reach a deadlock in the decision-making process, both parties should consult the Executive Pastor for guidance to help move things forward.