

Responsibilities of Members Sponsoring Outside Groups

Outside groups using the church need a Sponsor to do so. Any person on the Active Membership Roll can be a Sponsor. The advice from Session to members of this congregation is to determine what your commitment will be before agreeing to act as a Sponsor.

A Sponsor is a person who has the following responsibilities:

1. Serves as a point of contact between the group and the congregation.
2. Ensures that the group can get in and out of the church building, which may require you to come in and unlock and lock for them, along with unsetting and setting the alarm.
3. Ensures that the group knows how to operate (or operate for them) air conditioning, heating, sound system, or any other equipment they use.
4. Ensure that the group cleans up after itself properly, leaving the church in the condition they found it and set up in the configuration (chairs and tables etc.) that they are requested to leave it.
5. Acts as Trouble Shooter for ANY and ALL questions, problems, or challenges that may arise.

In short, a Sponsor is an Event Coordinator ultimately responsible for EVERYTHING associated with that group's use of the church building.

A more detailed and complete list of responsibilities of outside groups and their Sponsor can be found on our church website www.1stupnewville.org under the Links and Resources tab or a copy can be obtained from the church office.

On behalf of the Session, Pastor Vern