

## Mission Control Usage and Reservation Policy

“There’s nothing stronger than the heart of a Volunteer”

### Vision

*The ministry of God through the entire body, **equipping and releasing** every believer into their gifts and callings.*

*A community where every member will be fruitful and fulfilled by making their unique contribution in a meaningful place of service.*

### Purpose

*Creating a facility for supporting, enhancing and launching ministries that further our mission to bring the Kingdom of God to earth.*

He handed out gifts above and below, filled heaven with his gifts, filled earth with his gifts. He handed out gifts of apostle, prophet, evangelist, and pastor-teacher to train Christians in skilled servant work, working within Christ’s body, the church, until we’re all moving rhythmically and easily with each other, efficient and graceful in response to God’s Son, fully mature adults, fully developed within and without, fully alive in Christ. No prolonged infancies among us, please. We’ll not tolerate babes in the woods, small children who are an easy mark for imposters. God wants us to grow up, to know the whole truth and tell it in love-like Christ in everything. We take our lead from Christ, who is the source of everything we do. He keeps us in step with each other. His every breath and blood flow through us, nourishing us so that we will grow up healthy in God, robust in love!

Ephesians 4:10-16 (The Message)

He who descended is Himself also He who ascended far above all the heavens, that He might fill all things. And He gave some as apostles, and some as prophets, and some as evangelists, and some as pastors and teachers, for the equipping of the saints for the work of service, to the building up of the body of Christ; until we all attain to the unity of the faith, and of the knowledge of the Son of God, to a mature man, to the measure of the stature which belongs to the fullness of Christ. As a result, we are no longer to be children, tossed here and there by waves, and carried about by every wind of doctrine, by the trickery of men, by the craftiness in deceitful scheming; but speaking the truth in love, we are to grow up in all aspects into Him, who is the head, even Christ, from whom the whole body, being fitted and held together by that which every joint supplies, according to the proper working of each individual part, causes the growth of the body for the building up of itself in love.

Ephesians 4:10-16 (NAS)

## Policy:

This policy defines the qualifications of a ministry and requirements necessary to reserve time on computers and meeting space in Mission Control. It outlines scheduling procedures, priority, and conflict resolution.

## Comment:

### 1. General Operation

MC will be open for general use Monday-Friday 8:00 am until 5:00 pm except for holidays.

MC will be available nights and weekends as needed. Access will be made available through Volunteer Ministry Heads who will be issued keys to hallway, security gates, and storage.

### 2. General Restrictions

Priority use will be given to established PABC ministries (other than staff who already have office space) as shown on the PABC Organizational Chart.

All ministries, groups, and individuals need to reserve time on computers and space for meetings in order to insure availability when needed.

A MC Reservation form is used to fill out MC calendar and to reserve computer time and meeting space.

All computers and workspace will be available on a first come first serve basis when not reserved.

The MC is not to be scheduled for the personal benefit of an individual.  
Example: Personal Internet research vs. research for a ministry.

### 3. Computer Usage

Each computer will be assigned a number 1 through 6 and a log sheet will be placed at each station. One-hour time slots will be issued at each computer. Computer may be reserved for more than one hour if that is necessary to complete task. Please log in by name and ministry as you begin to use your allotted time. (The purpose of this is for tracking usage in order to best facilitate MC and ministries future needs).

Individuals will be given passwords that enable them to log onto their particular Ministry folder to access information and input data as needed.

Computers may be scheduled on a daily, weekly, or monthly basis. Example: Benevolence Ministry, Weekly, Wednesdays, 9-10 am. If not scheduled

computers may be used on a first come first serve basis. MC Reservation Form must be filled out so that time may be scheduled on the MC Calendar.

#### 4. Space Usage

Conference or worktable space area may be scheduled on a daily, weekly, or monthly basis. Example: Body Ministry, Weekly, Tuesday, 7-9pm. If not scheduled space may be used on a first come first serve basis. MC Reservation Form must be filled out so that time may be scheduled on the MC Calendar.

#### 5. Storage

Ministries may use space in file cabinets and large storage cabinets for their personal ministry needs. This will be made available on a first come first serve basis. (Golden Rule applies) Keys to the storage and file cabinets will be issued to Volunteer Ministry Heads.

#### 6. Office Supplies

Office supplies, i.e. paper, pens, staplers, etc., will be made available to all ministries and placed in an accessible area in MC. Printer cartridges may be obtained through the MM Department or through the person serving as receptionist/scheduler at MC.

#### 7. Conflict Resolution

When a conflict of computer or space usage occurs between ministries or individuals due to time constraint issues (i.e. "I have a meeting in ten minutes and I need the computer") the parties involved should attempt to resolve the conflict. If resolution cannot be made then person scheduled maintains usage until scheduled time is up. Poor planning does not constitute an emergency.

#### 8. Responsibilities

A MC Reservation form must be completed before computer/space will be placed on the calendar for continuous daily or weekly use.

The party using/scheduling the computer/space is responsible for security, clean up, and proper use of the equipment in MC.

The party scheduling is responsible for getting the hallway, security gate and ministry storage keys from their Volunteer Ministry Head if time is scheduled other than regular hours.