

FELLOWSHIP CENTER UTILIZATION GUIDELINE (DRAFT 06/01)

Use Permit: Required from any external parties intending to use the Fellowship Center

1. No use permit will be considered within the first 12 months after the opening of the Center, unless for special occasions, such as joining Gospel meeting, or inter-church activities involving ECCC.
2. No use permit for external parties will be considered for any social, educational and personal uses.
3. Use permit will be considered for Christian groups matching to the faith and practice of ECCC.
4. Any one-time request should be submitted at least 30 days prior to the building manager for approval.
5. Multiple use-request should be submitted at least 60 days early to the Deacons Board for approval.
6. Security deposit, cleaning expense and usage fee will be charged based on the time, frequency and requested space.
7. Use permit usually applies to one or two rooms, not interfering with the routine activity of ECCC. Large capacity meetings or kitchen usage will require Deacons approval.
8. The Deacons will review any long-term external use permit annually.

Hosting Policy: Provide room and board to guests of ECCC and member's relatives.

1. Hosting is limited to guests of ECCC (Fellowship/Bible Study groups), members and their relatives.
2. Hosting period will be usually 1 to 7 days, but under special condition, up to 14 days,
3. ECCC's guests will have the priority over members and their relatives.
4. Hosting of brothers and sisters from other churches needs three members' recommendation.
5. Emergency or charity based hosting will not be allowed, except under earthquake, fire and social unrests.
6. Hosting request by members should be made 30 days prior to the arrangement.
7. Hosting members should be responsible for the living conditions, as well as any damage and abnormal wear and tear.

Internal Usage: Fellowships and Bible Study Groups, Members Personal Requests

1. Priority should be given to Fellowships, Bible Study meeting, and special worships.
2. Members can apply for wedding, and gospel/spiritual related activities.
3. Schedule conflicts arise in internal usage will be resolved by the Deacons.
4. Sign up should be made within 30 days for each event, and routine group meetings should be pre-arranged.
5. Building manager and administrative personnel will adjust and supervise the priority of usage.
6. None transferable keys will be assigned only to Deacons and Fellowship/Bible Study groups routinely using the facility.

Safety Issues: Consider three levels of safety to prevent liability, damage and personal injury.

1. Level One: Building manager will issue, modify and reinforce the safety rules.

2. Safety violators need to explain to the building manager their reason/correction plan.
3. Lock up of the building and final checkup is the responsibility of the last leaving key holder.
4. Safety issues, intruders, and alarms should be reported immediately to building manager, administrative personnel or responsible parties, such as fellowships and Bible study groups.
5. Level Two: Special safety personnel will be assigned by the Deacons to handle complex safety planning and execution.
6. Level Three: Serious injury, accident and fire hazard should bring to the Deacons' immediate attention for remedy.

Fellowship Center Users' Guide

Regular meetings:

Scheduling:

- Each group should inform the secretary of their date, time and room request prior to the meeting, to make sure of no conflict between groups.
- Secretary should be notified as soon as schedule changes occur.
- Each group should have a coordinator to be responsible for opening, cleaning after each use and locking up.
- Room request should match with the size and the function of the group.
- Children's meetings are not allowed in the office, the kitchen and the multimedia room.
- Under normal situations, everybody should leave the Fellowship Center by 11PM.

Security:

- The coordinator of each group should be responsible for opening and locking up.
- Keys are non-transferable and should not be duplicated.
- When leaving the building:
 - All entrances and windows should be locked.
 - All lights, including lights in the bathrooms, should be turned off.
 - Make sure the stoves and ovens are turned off.

Clean-up:

- The coordinator of each group should be responsible for cleaning up the areas occupied after each use.
- Carpet, floor and table tops should be kept clean.
- Garbage should be taken out if food or drinks are served.
- Food and drinks are not allowed in the #100 meeting hall.

Childcare:

- Each adult group should provide supervision to their accompanying children before, during and after meeting hours, i.e. at all time.
- Children's program should be conducted in designated area.
- Children under 13-year-old should not be left without adult supervision. (People over 18-year-old are considered adults.)

Special meetings:

- Group coordinator should contact the secretary before calling the meeting.
- All rules for regular meetings should be followed.

Using the office:

- Office machines, including copier, computer fax machine, etc., should be used for church purposes only.
- While using any machine, the users should follow the manual carefully or seek assistance from the secretary.
- Children are not allowed in the office or to handle office machines without adult supervision.
- Use of telephone is limited to local calls only.
- Personal copies can only be made on the small copier, at 5¢ each.
- Whoever needs to access church files and records should notify the secretary or seek assistance from the secretary.

ECCC Hosting/Housing Policy and Guideline

1. Under normal situations, housing is available for ECCC invited guests only. The length of stay varies according to the invitation.
2. Normal housing period will be one to three nights except during training session; and it should not interfere with normal operation of the center.
3. Housing for brothers and sisters from other churches needs three recommendations from ECCC members for the Hosting Committee to approve.
4. ECCC does not intend to provide frequent or periodic housing, unless recommended by the Deacon's Board.
5. ECCC also does not intend to provide charity housing; housing for emergency situation, such as earthquake, fire and social unrests, is subject to the Hosting Committee's approval.
6. Housing request should be made to the Hosting Committee seven days in advance for approval.

To Our Guests

1. Safety rules require all guests to follow check-in and check-out procedures.
2. Please keep the kitchen and bathroom clean at all times.
3. Please use the phone for local calls only, long distance calls should be charged to personal calling card.
4. No smoking is allowed; alcohol, excess noise, loud music and hazardous items are also prohibited.
5. Please keep children off the neighbor's property and the front yard for safety.
6. Please be back before midnight for safety.
7. Before checking out, please stack pillowcases, towels and sheets in the laundry basket.
8. When checking out, please return the key to the Hosting Committee or leave the key in the designated spot.
9. When departing, please leave the lighting, temperature and furniture arrangement the same as you arrive.
10. Visitors are not allowed to stay overnight without the Hosting Committee's approval.
11. Please contact the Hosting Committee for problems during your stay. Phone No. 425-865-0401.
12. Thank you for your cooperation, and enjoy your stay!

ECCC Marriage/Wedding Guideline (Draft 07/2002)

1. Practice of marriage will be based on spiritual principles of the Scriptures, not governed by traditions or social/cultural influences.
2. Couples should have clear understanding about the nature of marriage and the will of God in their marriage, through a series of studies, counseling, and guidance with the help of marriage counselors.
3. Marriage counselors at ECCC should consist of the planning group members and brothers/sisters burdened or responsible to the spiritual welfare of the couple.
4. Marriage counselors will coordinate and recommend appropriate actions and choices in pursuing of the marriage, according to the specific situation and needs of the couple.

Wedding Ceremony

1. Wedding ceremony will be performed to unite a man and a woman in the Lord in front of the witnesses.
2. Wedding ceremony can be performed at an appropriate location, including the Fellowship Center with a fee. (Free-will offering, if ECCC members.)
3. When a marriage certificate is unavailable from the ceremony, the couple can obtain the document prior to or after the ceremony through other civil services.

Marriage Thanksgiving Service

1. For couples already legally married, consummated their marriage, or recently had wedding ceremony elsewhere, they'll be encouraged to arrange a Marriage Thanksgiving Service for thanksgiving, testimony and celebration.
2. Thanksgiving Service acknowledges the after fact of a recent marriage by providing the opportunity for testimony, reassurance of commitments in the Lord, and celebration with relatives and friends.
3. Marriage Thanksgiving Service can be perform at an appropriate location, including in the Fellowship Center. (with no fee)

Marriage Thanksgiving Service: Focusing on the testimony and mutual commitments in the Lord. Since it is not a wedding ceremony, there will be no bridesmaid, bestman, and proclamation, etc.

1. Prelude
2. Entering
3. Announcement
4. Scripture Reading
5. Hymn
6. Testimony
7. Assurance of Commitments/Light the Candle
8. Message
9. Hymn
10. Benediction

ECCC Memorial Service Guidelines (Draft 12/2005)

1. Practice of Memorial Service at ECCC will be an opportunity to bear witness for Christ, based on spiritual principles of the Scriptures, not governed by traditions or social/cultural influences,
2. The memorial service is provided only for brothers and sisters and their relatives whom are Christians.
3. The facility and memorial service should not be used for funeral and burial services, or other similar services not conducted by ECCC.
4. There is no fixed format for the memorial service, and is based on the wishes of the family within the resources of ECCC.
5. Free will offering for the memorial service is encouraged, just as other services conducted by ECCC.

Definition for clarification purposes:

Memorial Service: A worship dedicated only to God for thanksgiving and testimonial of the life of Christ in the deceased saints. This worship service is conducted by the family of God and has the characteristics of other worship services of God's family, including praise, hymn, scripture reading and message.

Funeral Service: A ritual or ceremonial with the presence of body for praising of the dead, and comforting the living with flowers and other decorations. This is also an opportunity to say goodbye and pay respect to the dead. The funeral service is primarily designed and conducted by the family of the deceased one or by the professional religious people according to their beliefs and traditions. The location is usually at a funeral home where all kinds of services are provided professionally with a fee.

Burial Service: To be conducted at the burial sites for the family to witness the burial procedure.

Note: In practice, it may combine or overlap different services in one occasion or at one place. However, ECCC dedicates the Fellowship Center facility for worship and fellowship only. It is not appropriate for the funeral service usage which is handled by the professionals at specific sites.

For example: Sister Dora Wang had the Memorial Service at ECCC and her Funeral Service at a Funeral home near the burial site. Her remains were present during the family's funeral service with gifts and flowers, but not at the ECCC's memorial service at the Fellowship Center. The funeral service was conducted by an invited pastor from the local church, however, the memorial service was led by a group of brothers and sisters in the Lord. Most of her unbelieving family members were not invited to the Memorial Service, but they were in her funeral service.