

**FIRST BAPTIST CHURCH OF ALTAVISTA  
MISSIONARY RESIDENCE GUIDELINES AND POLICIES**

**Purpose**

To offer housing accommodations to missionary families who are on furlough.

To provide missionary families a safe place to receive physical, emotional, social, spiritual support, and encouragement.

To enrich the fellowship of First Baptist Church through association with missionary families.

To enhance the belief that an integral part of the mission of First Baptist Church is "reaching out to our community and the world."

**Reserving Missionary Residence**

Reservation requests for the use of the Missionary Residence will be made through the Mission House Committee and will be considered in the order received.

Reservation requests will not be accepted more than one year in advance of the expected occupancy date.

Applicants will expect to be residents for no less than two months and no more than twelve months.

**First Baptist Church Responsibilities**

Completely furnish the Missionary Residence with furniture, appliances, kitchen utensils, and linens.

Provide the Missionary Residence for a nominal monthly rent to assist with electricity and water.

Oversee the maintenance and upkeep of the Missionary Residence.

Adequate insurance will be provided by the church on the Missionary Residence and its furnishings.

Respect the privacy of missionary families.

Acknowledge the need for missionaries to spend time with their families and to be available to speak at other churches during furlough.

**Missionary Residents' Responsibilities**

Relate to and cooperate with the Mission House Committee.

Be responsible for corresponding with the Mission House Committee as to the final details of arrival and departure.

Notify the Mission House Committee as soon as possible if the premises must be vacated earlier than scheduled.

Telephone, computer network connections, and cable television will be the responsibility of the missionary family.

The Missionary Residence is second floor. First floor is for church use only and not for resident use.

Residents will use the front entrance only. Side and back entrances are for church use.

Residents will keep living quarters clean and sidewalks and porch swept.

Adjust thermostat temperature if leaving for more than a day.

Furniture or other items belonging to the Missionary Residence may not be removed from the premises for any reason without the permission of the Mission House Committee. An inventory list and a copy of these policies will be placed in the Missionary Residence and the church office.

Communicate with the Mission House Committee when there is a maintenance issue.

The residence is to be left in the same condition in which it was found upon occupancy.

Damages to the Missionary Residence will be the responsibility of the resident.

Pets may NOT be kept inside or outside the Missionary Residence.

Missionaries will have no official responsibilities to First Baptist Church during their occupancy of the residence, but are expected upon immediate arrival and before departure to attend the worship service of the church.

### **Mission House Committee Responsibilities**

Oversee the application process.

Interpret the guidelines and policies for the use of the residence to missionary families.

Serve as a liaison between the missionary family and the church.

Assist the missionary family in finding the appropriate care for their physical, emotional, social, and spiritual needs during furlough. (Doctors, counselors, spiritual direction, support groups, childcare, schools, exercise, entertainment, etc.)

Communicate with the Buildings and Grounds Committee when repairs to the residence are needed.

Inform residents of trash pick up day, where trash can is located, and where to place can on pick up day.

Keep an inventory of items in the missionary residence and maintain, repair, and update those items as needed.

Respond appropriately to problems and concerns that arise during the missionary families' occupancy.

Inspect the missionary residence from time to time by appointment. Inspect the missionary residence before their departure.

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