

## **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 to see the "world as our horizon."

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## **Reserving Missionary Residence**

Reservation requests for the use of the Missionary Residence will be made through the Mission 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.

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## **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 cover 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.

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## **Missionary Residents' Responsibilities**

Relate to and cooperate with the Mission Committee.

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

Notify the Mission 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.

Furniture or other items may not be removed from the premises for storage or other purposes without permission of the Mission 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 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.

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## **Mission 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 Building and Grounds Committee when repairs to the Residence are needed.

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 missionaries families' occupancy.

Inspect the missionary residence before their departure.

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## **First Baptist Church of Altavista**

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Altavista, Va 24517

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### **Staff**

Dr. Michael S. Lee, Pastor

Donna H. Rosser, Director of Music & Organist

Alice Bond, Parish Nurse

Janet Shelton, Director of Children Ministry

Brett Witcher, Director of Youth Ministry

Donna Ruff, Administrative Assistant

# **FIRST BAPTIST CHURCH**

## **Altavista, Virginia**



**“Sabbath Rest”**

**Charles E. Jones Mission House**

**Established September, 2010**

**MISSION HOUSE**  
**GUIDELINES AND POLICIES**