

VALUES STATEMENT

Ocean View Presbyterian Church, guided by Scripture, keeps Christ as the center of our thought and action. We value worship as the central act of this congregation. We have a commitment to continue learning through theological inquiry and biblical study, with the freedom to question. We care about each other in times of laughter and sorrow and trust in God's grace. We believe in reaching out as a community to help others and to share our faith in Jesus Christ. (Session, May 5, 2008)

MISSION

The Ocean View Presbyterian Church exists to fulfill Christ's mission in the world. Our church is dedicated to the mission described in our denomination's *Book of Order* that states:

The church participates in God's mission to the world through its ministry and worship. . . . The church in its ministry bears witness to God's reign through the proclamation of the gospel, through works of compassion and reconciliation, and through the stewardship of creation and of life. Signs of God's reign are also manifest in the world wherever the Holy Spirit leads people to seek justice and to make peace. (W-7.1001)

We strive to fulfill this mission through our worship, Christian education, support of missions, community service, and our facilities which we share with individuals and groups within our community. Regarding the latter, we see our church facilities, not as our own, but as a gift from God to use as a means of fulfilling Christ's mission and communicating Christ's love and compassion for the world.

FACILITIES

The main facilities at the Ocean View Presbyterian Church consist of the Sanctuary, the Fellowship Center, and Memorial Hall. All are handicapped accessible. WIFI is available in all buildings.

Sanctuary - The Sanctuary is a charming structure, typical of the small community churches built around the turn of the last century on the Delmarva Peninsula. The interior of the building is divided by a center aisle about four feet wide and 41 feet long, running from the rear aisle to the chancel. Handicap access is afforded by an exterior ramp. The Sanctuary seats approximately 150 people.

The chancel has two small brass flower vases, but there are no candelabra. There is also an Allan organ and a piano which may be used by qualified persons. The church organist must approve the person playing the organ.

Fellowship Center - The Fellowship Center is a separate building located to the rear of the Sanctuary. The Center can comfortably seat about 80 people around tables or accommodate as many as 150 people for a stand-up reception. There are 85 chairs available for meetings. A small kitchen is available for limited food preparation and serving activities. There is a piano available for use with prior permission.

Memorial Hall - This hall provides a meeting place for large groups that can comfortably seat 200 people around tables or as many as 250 people for a stand-up reception. There are 150 padded chairs available for meetings and events that do not need tables. There is a fully equipped certified commercial kitchen. There is a small stage. There is also a piano available for use with prior permission.

FACILITIES USE & AUTHORIZATION

The Ocean View Presbyterian Church makes its facilities available to both individuals and groups. Responsibility for determining the use of church facilities rests with the Session (*Book of Order*, G-10.0102o). The Session must approve all requests for use of the church facilities. The Session also determines the fee that is to be charged for use.

FIRST PRIORITY IN SCHEDULING IS GIVEN TO THE CONGREGATION. Those interested in using the facilities or seeking further information should call the Facilities Coordinator.

FEES

There is no fee for the use of church facilities (with the exception of the \$50.00 cleaning fee) by members of the church or their immediate family. These fees do not include compensation for musical services provided by members of our church.

The church has set the following nominal fees for the use of its facilities. The church's only aim is to cover basic costs. These fees help us maintain the facilities in proper condition so that they can continue to be used by our congregation and others. A list of the current fees follow:

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| Cleaning Fee for all facilities | \$50.00 |
| Sanctuary for Wedding or Funeral (The Fellowship Center is made available) | \$150.00 |
| Use of Organ by outside musician | \$50.00 |
| Fellowship Center | \$85.00 |
| Memorial Hall | |
| Meetings without Kitchen Privileges | \$150.00 |
| Meetings with Kitchen Privileges | \$210.00 |

The Facilities Coordinator must approve any caterer. Fees for the use of church facilities may be changed by the Session at any time without prior notice.

The church believes that the talents and time of our staff who provide services should be fairly compensated. We suggest the following minimum compensation for our services:

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| Pastor | \$150.00 |
| Pianist/Organist for Wedding or Funeral | \$150.00 |

RULES AND REGULATIONS

The following are the rules and restrictions pertaining to the use of the church's facilities. Persons and groups using our facilities should keep in mind that this is a church, thus a place in which reverence is to be shown. It is also expected that persons and groups using our facilities will abide by our rules in the spirit in which they are intended. Please care for this facility as if it were your home.

Insurance - Although the church carries property and liability insurance, we require groups using our facilities to carry their own insurance to protect themselves and their guests.

Restrictions on Use - The following restrictions apply to the use of the church's facilities and surrounding property:

1. No alcoholic beverages shall be served in any of our facilities or consumed on church property.
2. Smoking is not permitted in any of the church facilities. Dispose of smoking materials in the provided outside containers.
3. Gambling in any form is not allowed.
4. Partisan political functions are not allowed.
5. All products used in or around the facilities will be environmentally safe and will be disposed of in a safe and conscientious manner.
6. No tacks or nails shall be used to install decorations or other materials in or on the buildings except for those already in existence.

7. Arrangement for use of the kitchen must be secured in advance.
8. Please park on church property. **DO NOT PARK IN NEIGHBOR'S YARDS.**
9. **The Church shall take priority should a situation arise such as funeral that necessitates church use of the facility you have scheduled.**

Clean-up - Persons or groups using the church's facilities are required to clean up after use. Before leaving the facility, users should do the following:

1. Remove or dispose of all decorations, personal property, and trash. Trash can be placed in the container located outside the east side of the office. Recyclables go into the Blue and Yellow container located outside the east side of the office.
2. Leave the facilities as you found them, with furniture returned to its original position.
3. Turn off all water, lights, stove, air conditioners, and other electrical equipment.
4. The Fellowship Center thermostat is preprogrammed. Memorial Hall thermostats (3) shall be set at 55 degrees with heat on in winter and at 85 degrees with A/C on in summer.
5. All external doors should be closed and locked. All internal doors should be closed except Memorial Hall kitchen and bathroom doors in the winter.
6. Please return the church key as soon as possible.

WEDDINGS

The following guidelines and suggestions pertain to the conduct of weddings at the Ocean View Presbyterian Church.

1. All weddings are performed at the discretion of the pastor.
2. **The pastor or couple must** contact the Facilities Coordinator as soon as possible to arrange for the use of the facilities. A church member will open & close facilities and be on site.
3. The couple is expected to contact the organist/pianist directly as soon as possible.
4. The couple may need to supply specially requested music. Such music must be in the hands of the organist at least 8 weeks prior to the wedding.
5. Music and readings must reflect the sacred nature of the service.

6. At least two counseling sessions with the pastor are required.
7. Special permission is needed from the Session to use candles in the Sanctuary. There are to be no candles placed in the center aisle or near exits. The church does not have candelabra.
8. No bird seed, rice, etc. may be thrown.
9. Disposition of wedding flowers needs to be agreed upon ahead of time.
10. Fees are due on the day of the rehearsal, or if there is no rehearsal, on the day of the wedding.
11. Except for special arrangements made with a professional photographer, there are to be no pictures taken during the service.

FUNERALS

Members of the Ocean View Presbyterian Church and any persons who have had a significant relationship with the church will be offered the funeral luncheon. The family will be advised that the OVPC Sewing Circle offers this service free of charge but that a contribution to the Sewing Circle is appreciated.

CONTACTS

Facilities Coordinator

Mrs. Liz Hobler
(302) 541-0487

Office

(302) 539-3455
Hours: Monday-Friday 9:00 - Noon
e-mail: office@ovpc.org
www.ovpc.org

Emergency Contact

Mr. Herb Sheetz
(302) 539-2827

Organist

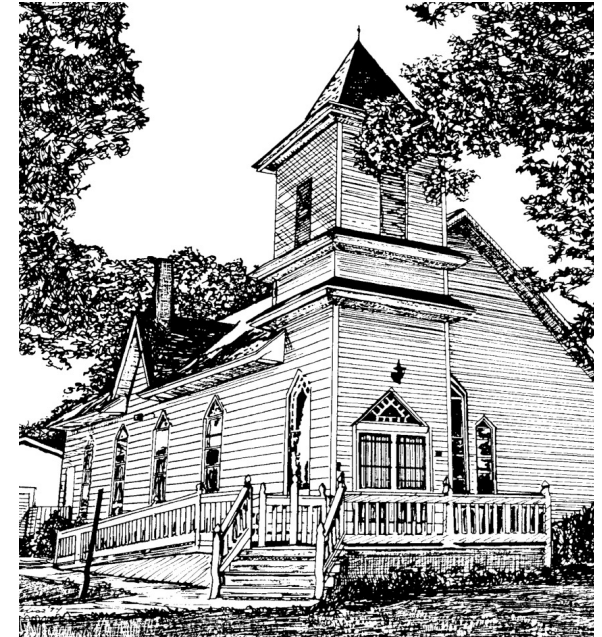
Mrs. Marge Schaefer
(302) 539-7812

Sewing Circle

Mrs. Kathy Sheetz
(302) 539-2827
Mrs. Amy Peoples
(302) 732-3939

Cemetery

Mr. Jim Hartsig
(301) 247-1747



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(302) 539-3455

FACILITIES & SERVICES