



**Christ Our Savior  
Lutheran Church  
Congregational Use Handbook**

approved by the Voters' Assembly 26 April 2015  
revision 1

## PURPOSE

The purpose of this handbook is primarily consistency. Here is a quick guide book that anyone in the congregation can reference when there are questions regarding the use of the property for events other than worship services, Bible studies, and doctrinal classes. In those events, this handbook aims to provide consistent answers.

For the purposes of worship services, Bible studies, and doctrinal classes the congregation is primarily established and its property solemnly dedicated, and it is expected that the property will be used for them by her members.

---

## GENERAL USE

The use of the property is limited to events and uses that are not in conflict with the doctrinal and confessional standard to which the congregation subscribes in Article 3 of her constitution. Accordingly, meetings and worship services of other religions, benevolent societies, and lodges—such as Muslim, Jewish, Hindu, Buddhist, Latter Day Saints, Jehovah’s Witnesses, Oddfellows, Free Masons, Elks, etc.—are not permitted on this property. For other events and uses, see the specific cases mentioned in this document.

Coincidentally, the congregation reserves the right to refuse the use of the property for any reason not specifically stated in this handbook.

## ALCOHOLIC BEVERAGE SALE, DISTRIBUTION, AND CONSUMPTION

The sale of alcohol will not be permitted on church property. Outside of normal use at the Divine Service, alcohol consumption is permitted, within reason, and the distribution of alcohol to those of legal drinking age would be permitted at such events where its use is customary (e.g., champagne/sparkling wine at wedding receptions, etc.).

## CHURCH BODY MEETINGS

Circuit, district, and synodical meetings are permitted on this property. Normally, in such meetings, our pastors are present, but in the event that they cannot be, a member should be present. Due care and diligence should be paid so that the property is cleaned and returned to a “Sunday-ready” condition after use.

Worship services for such events would normally be officiated by our pastors, though exceptions can be made for another pastor of our church body and confession.

## WEDDING CEREMONIES AND RECEPTIONS

Wedding ceremonies officiated by a pastor or minister not in confession with our congregation are not permitted on the property. Normally, all wedding services performed at our congregation will be officiated by our pastors, though exceptions can be made for other pastors of our church body and confession.

Our pastors will normally perform marriage ceremonies for church members. In circumstances where there may be continuing Gospel Ministry, our pastors may, at their discretion, marry non-members. In both cases, the couples must understand that all counsel and the ceremony will give testimony to God’s gifts in Christ for marriage and for life in Christian community. Non-members who wish to use the property for a reception must fill out and sign a Property Use Agreement which will be kept on file at the church.

All parties seeking to use the property for a wedding service and/or reception will pay due care and diligence to clean and return the property to a “Sunday-ready” condition after use.

We believe that marriage is a sacred union of one man to one woman (Genesis 2:24-25), and that God gave marriage as a picture of the relationship between Christ and His Bride, the Church (Ephesians 5:22-32). We believe that homosexual and pluralistic (a person with more than one spouse) unions come under the categorical prohibition of the Scriptures (1 Corinthians 6:9-10; 1 Timothy 1:9-10) as contrary to the Creator’s design (Romans 1:26-27; Matthew 19:5). Wedding ceremonies of a homosexual or pluralistic nature are not permitted on this property and will not be performed by this congregation’s pastors. Nor will receptions or other such activities for such ceremonies be permitted on this property.

#### MUSICAL CONCERTS AND THEATRICAL PRODUCTIONS

The property may be used for musical concerts and theatrical productions which do not mock or blaspheme God. A request should be made to the pastors or church council. Those wishing to use the property must fill out and sign a Property Use Agreement which will be kept on file at the church. Equipment necessary for the productions may be brought onto and into the property. Chairs in the building may be rearranged as needed and desired. Extreme care should be taken to move the piano if needed. Due care and diligence should be paid so that the property is cleaned and returned to a “Sunday-ready” condition after use. The chancel<sup>1</sup> (which is not a stage) and front offices may not be used for anything, nor should anyone enter them.

#### PARTIES AND MERCHANDISE EVENTS

Members are invited and encouraged to host their events on the property. If a non-member wishes to use the property for such an event, they must make their request to the pastors or church council, and they must fill out and sign a Property Use Agreement which will be kept on file at the church. Commercial entities requesting the use of the property must also supply their own liability insurance that would cover them and their event on the property and should have the certificate available at their event; it is their responsibility to ensure that they are covered. It is preferable that non-member events are attended by a member who could unlock and lock the doors, but this is not necessary. Due care and diligence should be paid so that the property is cleaned and returned to a “Sunday-ready” condition after use. The chancel<sup>1</sup> and front offices may not be used for anything, nor should anyone enter them.

#### COMMUNITY MEETINGS AND POLITICAL POLLING

In the event that the community-at-large or a group from the community would like to use the property, the request should be made to the pastors or church council. The host of the event must fill out and sign a Property Use Agreement which will be kept on file at the church. Groups requesting the use of the property must also supply their own liability insurance that would cover them and their event on the property and should have the certificate available at their event; it is their responsibility to ensure that they are covered. It is preferable if such an event were attended by a member who could unlock and lock the doors, but this is not necessary. Due care and diligence should be paid so that the property is cleaned and returned to a “Sunday-ready” condition after use. The chancel<sup>1</sup> and front offices may not be used for anything, nor should anyone enter them.

#### EMERGENCY SHELTER

In the event of an emergency or disaster, members may open the doors to house members of the community-at-large or do so at the request of a reputable charity (e.g., The Red Cross). The charity representative should fill out and sign a Property Use Agreement which will be kept on file at the church.

---

1 The chancel is that area at the front of the church bounded by the rail which includes the altar, pulpit, and lectern.

The congregation would also gladly and willingly allow the property to be used in an emergency or disaster if the duration of the emergency or disaster use runs into the time of her usual worship services. The chancel<sup>2</sup> and front offices may not be used for anything, nor should anyone enter them.

#### FEES AND MONIES

The congregation will collect no fees for the use of the property except as fair compensation in the event the anything of the proeprty is damaged or missing as a result of an event. At their discretion, those using the property may donate a sum of their choosing or some other service to the congregation.

---

#### AMENDMENTS OR ADDITIONS

This document can be changed whenever the need dictates by action of the voters' assembly.

---

2 The chancel is that area at the front of the church bounded by the rail which includes the altar, pulpit, and lectern.



# Christ Our Savior Lutheran Church Property Use Agreement

This agreement is between Christ Our Savior Lutheran Church at 4022 Park Lane in Elizabeth, Colorado, a member congregation of the Lutheran Church – Missouri Synod, and the User listed here:

Name & Organization: \_\_\_\_\_

Complete Address: \_\_\_\_\_

The User wishes to use the church property as listed:

Area of Property: \_\_\_\_\_

Purpose: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Duration of Event: \_\_\_\_\_

It is therefore agreed by and between Christ Our Savior Lutheran Church and the User that,

1. Christ Our Savior Lutheran Church allows the church property to be used by the User as outlined above.
2. User will not use the church property for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the property.
3. User agrees that it will not use the church property for any purpose that is contrary to the mission, purpose, belief, or confession of Christ Our Savior Lutheran Church.
4. User agrees to abide by any rules or regulations for the use of the church property that are attached to this agreement, found in the Congregational Use Handbook or as may be attached to this agreement as an addendum.
5. User promises and warrants that it carries liability insurance, if necessary (\_\_\_\_ [User's initials, if necessary]), and they will provide a certificate of insurance at their event which indicates Christ Our Savior Lutheran Church, 4022 Park Lane, PO Box 738, Elizabeth, CO 80107 as an "additional insured" with respect to the use as described above.
6. User agrees to hold harmless, indemnify, and defend Christ Our Savior Lutheran Church and her members from any and all liability for injury or damage, including, but not limited to, bodily injury, personal injury, emotional injury, or personal property damage which may result from any person using the church property as described above for User's purpose.
7. User agrees to be responsible for any damaged or missing church property which occurs as a result of their use, including that by participants at their event.
8. User agrees to be responsible for preparing for use and returning to "Sunday-ready" condition after use all areas of the church property which the User will use.
9. User agrees to be responsible for the conduct and control of all participants at their event, also ensuring that a responsible adult will be in charge of all children, whether that be the children's parent(s) or through User-provided childcare.
10. This agreement may be canceled unilaterally by either Christ Our Savior Lutheran Church or the User with 7 days written notice to the other party.
11. User agrees that it will not assign or sublet any of its rights under this agreement, and any such assignment or sublease will void this agreement at the sole option of Christ Our Savior Lutheran Church.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ year.  
*day month year*

Signed: \_\_\_\_\_  
*Christ Our Savior Lutheran Church*

\_\_\_\_\_  
*User*

\_\_\_\_\_  
*position at Christ Our Savior Lutheran Church (title)*

\_\_\_\_\_  
*position with User (title)*