

Wakefield Central Baptist Church *Wakefield House Guidelines and Policies*

Wakefield House Ministry

The purpose of the ministry is to provide housing, fellowship, and service opportunities for missionary families on stateside assignment.

Resident Qualifications

North American Mission Board and International Mission Board missionaries shall have first priority for use of the residence. During periods of vacancy, the residence may also be used temporarily by a visiting evangelist, or missionaries from other agencies under the discretion of the pastor and committee.

Wakefield House Reservations

Complete the *Wakefield House Request Form* and mail it to the address below or email the form to the Wakefield House Committee Chair currently listed on the church website.

Wakefield Central Baptist Church
Attn: Wakefield House Committee Chair
308 Proctor Street
Zebulon, NC 27597

- Advance reservations will be accepted for the maximum time allowed for stateside assignment (12 -14 months). Based on availability, an extension beyond that period may be granted for extenuating circumstances.
- First priority will be given to requests for long-term stays of 12-14 months; however, shorter stays may be scheduled, based on availability.
- A refundable cleaning deposit of \$200 is required to confirm the reservation.

Church Responsibilities

1. Wakefield House will be completely furnished, including appliances, kitchen utensils, and linens. Acquiring and maintaining the furnishings inside the house, on the porch, and on the deck will be the responsibility of the Wakefield House Committee.
2. Lawn care will also be provided. The Building and Grounds Committee will be responsible for maintenance to the house and grounds.
3. Wakefield House will be provided rent free, excluding utilities. Internet service is provided.
4. The Wakefield House Committee will keep the church informed as to occupancy and any other pertinent information concerning the ministry.
5. The Wakefield House Committee will complete a quarterly walk-thru of Wakefield House to check for maintenance issues.

Resident Responsibilities

1. Missionary families on stateside assignment are encouraged to participate in special mission activities of the church, in coordination with the pastor, during their stay.
2. Residents are expected to care for and take reasonable precautions to protect the home during their stay, including normal housecleaning. Residents should notify the committee or the church office of any repairs needed or any damage to the house or its furnishings.
3. Residents will be responsible for payment of utilities which include cable, electricity, water, heating fuel/gas, and trash pick up. If residents want land-line telephone service, they must contact the provider and have an account in their name. Utility bills should be picked up at the church office by the 30th of the month and paid within ten (10) days. Checks should be payable to Wakefield Central Baptist Church.
4. Furniture or other items may not be removed from the premises for storage or other purposes without prior approval of the Wakefield House Committee.
5. No pets are allowed in Wakefield House or on the premises.
6. No smoking is allowed in Wakefield House or on the premises.
7. No subletting of the property is allowed. Occupancy is limited to family members listed on agreement form.
8. Renters insurance on personal property is optional.
9. When residents vacate the premises, the house should be in the same condition, except for normal wear, as when they moved in. If not, appropriate charges will be deducted from the deposit if damage occurs or if the house requires extensive cleaning.