

Activator Policy and Procedure

Purpose: To establish guidelines and procedures for “activating” events at our church in a safe, organized, and efficient manner. This policy aims to provide clarity and consistency to church members, volunteers, and staff regarding the process of event planning, approval, and execution, while also ensuring compliance with legal and regulatory requirements. By outlining the responsibilities, expectations, and protocols for event organizers, this policy seeks to promote the church's mission and values, foster a welcoming environment for all attendees, and enhance the overall quality of our events.

For all initiated activators by members, staff, and others:

1. Activators are simply a REQUEST for the use of facilities, church resources, or church announcements. With that said, they must be approved before the requestor may assume any approval.
2. Announcements or slides for Worship Services, The Happenings, website, bulletin, and other media sources should either be included in an activator or require the creation of one. The Bulletin & Slide Policy is available.
3. Activators are approved/denied by Dr. Michael Davis or discussed and approved/denied at the next CBC Staff meeting (Monday on non Holidays).
4. The receptionist will inform the requestor of the decision when the decision is made.
5. Activators will not be completed by staff via phone. The requestor should complete the form themselves, in advance. Forms are available online at <https://cbcjc.org/activator>, on the app under Contact, and at Connection Central Desk.
6. Activators must be presented at least 7 days before the requested date. Volunteer needs have to be scheduled beforehand.
7. Requestors will never be promised a room or date is available until the Activator is approved.
8. Incomplete activators will be returned and the approval process may be delayed.
9. Contact Michael Davis with any questions or concerns with this policy.
(423-232-2381, mdavis@cbcjc.org)

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Relationships
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One Another,
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