



First Baptist Church of Lexington EJ Mission House Policies and Procedures

Purpose. The purpose of the FBLex EJ Mission House is to provide housing for missionaries on temporary state-side assignment or in transition to and/or from active missionary service.

Resident Qualifications/Eligibility. FBLex supported foreign missionaries and their families will have first priority for use of the residence. During periods of vacancy the residence may also be used temporarily by other non-FBLex supported foreign missionaries and/or visiting evangelists/speakers subject to approval of the FBLex EJ Mission House Board.

Reservations. Reservation requests for the use of the FBLex EJ Mission House should be made through the FBLex EJ Mission House Board by completing and submitting electronic Reservation Form on the FBLex.org website.

- 1) Reservations will be accepted on a first come, first serve basis.
- 2) Reservations will be accepted up to 2 years in advance.
- 3) The length of stay is currently limited to six (6) months, but special circumstances can be considered on individual need basis and/or availability.
- 4) \$100 security deposit will be required within 10 days of confirmation of reservation.
- 5) All reservation requests will be confirmed in writing by the FBLex EJ Mission House Board.

Resident Responsibilities.

- 1) Residents are expected to care for, including normal house cleaning (including garbage removal) and take reasonable precautions to protect the home during their stay. Any needed repairs or maintenance issues should be reported to the FBLex EJ Mission House Board as soon as discovered.
- 2) Any damage to the residence that was caused due to neglect by the resident, the cost of repair will be deducted from the deposit.
- 3) Residents will be responsible to pay usage & upkeep fee of \$20/day, which covers the cost of utilities (electricity, sewer, propane gas, Wi-Fi). **This will be payable to FBLex (cash, check, online) PRIOR TO YOUR STAY.**

FBLex missionaries coming to provide FBLex church family with report or to attend a mission's conference/event, will be able to stay up to 5 days at no charge. Any additional days stay will be charged accordingly and paid prior to stay.

- 4) **NO PETS** are allowed inside or outside of the residence.
- 5) **NO SMOKING** is permitted inside or outside of the residence.
- 6) Furniture and other items may not be removed from the home. Please do not remove anything from the walls or hang anything additional on the walls.

- 7) FBLeX will not be responsible for any personal property loss during the residents' stay.
- 8) Residents are expected to notify FBLeX EJ Mission House Board if they will be away from residence for five (5) days or more. This is for security purposes.
- 9) Residents staying for 30 days or more agree to allow inspection of property and needed repairs, as necessary. These will be scheduled as mutually agreed.
- 10) When residents vacate premises, the condition of the house should be the same as when residents moved in. Any dirty dishes should be placed in dishwasher and started. All bed linens and bath & kitchen towels should be gathered together and placed on top of washer. All garbage should be removed from premises.

FBLeX Responsibilities.

- 1) The house will be completely furnished, including appliances, kitchen utensils, washer & dryer and linens.
- 2) A general checklist for check-out is provided in the Guest Notebook.

House Description. 1158 square foot, single story with 2 bedrooms, 2 full bathrooms, kitchen and living room. Bedroom #1 – King bed; Bedroom #2 – 2 twin (1 with trundle) beds (house can sleep up to 5 people)

HELPFUL INFO:

EJ Mission House Board - [call / text / email]

Debby Matthews – (803) 917-6389 (debby.mathews@gmail.com)

Sandy Perez – (803) 960-4944 (clemson1st@aol.com)

Melissa Schneck – (803) 414-9506 (mschneck@windstream.net)

Church Office – (803) 957-0686

Mission's Pastor (Paul Bishop) – (803) 447-7244 (paul@fblex.org)