

Guidelines and Regulations

*Gwen Johnston Missionary Residence
Arrow Heights Baptist Church
Broken Arrow, Oklahoma*

Purpose

The purpose for establishing the Gwen Johnston Missionary Residence is to:

1. Expand our support of missions by providing housing assistance to Southern Baptist Missionaries.
2. Enrich the fellowship of Arrow Heights Baptist Church through our association with missionary families.
3. Enhance missions as an integral part of the activities of Arrow Heights Church (AHBC).

Eligibility

Resident – Priority for use of the residence will be given to Southern Baptist missionaries associated with the North American Mission Board and International Mission Board. The residence may be used by Southern Baptist leadership, visiting evangelists/speakers, or others associated with Arrow Heights Baptist Church, during periods of vacancy.

Tenure – Reservations will be accepted for three-to-twelve-month periods up to five years in advance. If a NAMB or IMB missionary applies for use of the missionary residence, they will be given priority up to 4-months prior to the requested move in date. Exceptions will be considered on an individual basis.

Residence

Location – The home is located at 2004 W. Louisville, Broken Arrow, Oklahoma 74012. Broken Arrow is a suburb on the southeast edge of Tulsa, Oklahoma. The residence is in a pleasant neighborhood near schools, shopping, and Arrow Heights Baptist Church.

Description – The home will accommodate a family of six. It is a lovely one-story with three bedrooms, two baths, breakfast area, formal dining, fireplace, central heat and air, patio, two-car garage, and brick exterior.

Furnishings – The home is completely furnished including major appliances, kitchen utensils, vacuum, bed linens, and necessary yard tools. The master bedroom has a queen-size bed. The other two bedrooms have two twin beds in each room.

Schools and Services – Students may attend Broken Arrow Public Schools: Lynn Wood Elementary (K-5), Childers Middle School (6-8), Broken Arrow Freshman Academy (9), and Broken Arrow High School (10-12). Medical and other professional services are easily accessible as are major shopping and entertainment opportunities.

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Church Responsibilities

Coordinator – A Missionary Residence Coordinator will communicate with the missionaries regarding arrival and departure details and oversee the operation of the missionary residence.

Reservations – The Missionary Residence Team will respond to housing inquiries and process approved requests.

Hospitality – The Missionary Residence Team will arrange for the residence to be ready for the arrival of the missionary family.

Rent – The missionary residence will be provided rent-free. The resident will pay monthly utility charges.

Utilities – Utilities include gas, electricity, and water. Copies of monthly utility will be mailed to the missionary resident by the church for prompt payment to AHBC.

Furnishings – The missionary residence will be completely furnished including major appliances (stove, refrigerator, dishwasher, microwave, washer & dryer), kitchen utensils, pots & pans, dishes, vacuum, bed linens, towels, etc. and necessary yard equipment & tools.

Insurance – AHBC will provide adequate insurance on the dwelling and the furnishings owned by Arrow Heights Baptist Church. The residents are encouraged to obtain insurance at their own expense on any personal property they may place in the residence.

Inventory – The Missionary Residence Team will maintain a written and video inventory of the contents of the residence. The Missionary Residence Team will provide a written copy of the inventory to the residents upon their arrival and will receive the inventory at their departure.

Maintenance – The Properties Committee will receive requests for major maintenance & repairs.

Fellowship – Arrow Heights Baptist Church will extend friendship and fellowship to the residents throughout their stay.

Church Rights – Arrow Heights Baptist Church reserves the right to enter the residence to make inspections and repairs and will give 24-hour notice prior to entering for such routine purposes. The resident shall not unreasonably withhold consent to enter. Arrow Heights Baptist Church reserves the right to enter without notice in emergency situations.

Arrow Heights Baptist Church reserves the right to withdraw housing privileges at any time deemed necessary for any reason.

Amendments to these guidelines and regulations may become necessary to reflect changing conditions.

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Resident Responsibilities

Security Deposit – A security deposit of \$250 is required to guarantee the reservation if approved. Security deposit is refunded once tenants move and there no damage, utilities are paid in full, and house is clean. Either pay security deposit by check made out to AHBC or pay online.

Communication – It will be the responsibility of the missionaries to communicate with the Missionary Residence Coordinator regarding arrival and departure details.

Church Membership – The missionaries and their families are welcome and encouraged to become active at Arrow Heights Baptist Church during their residence.

Service – The missionaries are expected to participate in special mission activities of Arrow Heights Baptist Church when needed.

Residence – The missionary residence will be occupied and used by the missionary family for single family dwelling purposes only. Other family members will not remain in the residence after the missionary parents have completed their furlough.

Utilities – Residents will promptly remit payment for monthly utilities to AHBC.

Insurance – Missionary residents will provide insurance on their personal belongings if they desire such insurance.

Housekeeping – Residents will exercise proper housekeeping including keeping carpets vacuumed, spots cleaned, etc. Residents are expected to leave the missionary residence clean and in readiness for their successors. The ovens, refrigerator, cabinets, walls, windows, etc. should be cleaned at departure.

Maintenance and Repairs – Residents are expected to protect and care for the missionary residence. Residents will promptly report any major repair needs to the Missionary Residence Coordinator. Residents will reimburse AHBC for any monetary loss incurred due to negligence or abuse of the residence by the residents or their guests. *Residents will provide minor repairs (under \$30 each) and ALL repairs of damage created by neglect or abuse, including plumbing.*

Alterations – Residents are expected to secure the written approval of the Properties Committee before altering the house of its contents in any manner, including painting, installing wire, hanging fixtures, etc.

Furnishings – Residents are not to remove any furnishing from the residence for any reason without approval from the Missionary Residence Team.

Lawn Care – Residents are expected to maintain the lawn, shrubs, flower beds, and trees by watering, mowing, and edging., etc. Any change of existing shrubs or trees requires prior approval from the Church Properties Committee.

Pets – *Residents will not be allowed pets inside the missionary residence. A small dog may be permitted in the backyard with prior written approval of the Missionary Residence Team.*

Smoking – Smoking is not permitted inside the residence.