

Unidos en Cristo Minimum Facility Requirements / Weekend Planning Checklist

This document and the checklist attached will help determine if your church meets minimum requirements for hosting a set of UEC weekends. It will also help UEC leadership prepare for staging UEC weekends at your church in the future.

UEC plans for use of the facility for

- 6-8 weeknight evening team meetings (teams meet to plan the upcoming weekends)
- 2+ overnight team meetings (generally Friday evening through Saturday afternoon)
- 2 back to back Thursday noon through Sunday evening weekends (the weekend events)
- 1 additional evening to host an Ultreya (reunion) 2 weeks following the 2nd (women's) weekend

Facility use

For the two weekend events, UEC needs use, preferably exclusive, of all of the space allotted to us from Thursday at noon until Sunday evening with the following exceptions:

- a. The Sanctuary for normal Sunday services (teams give priority to the services).
- b. Sunday morning Sunday School rooms that were used as sleeping rooms.
- c. Areas not allotted to us.

Please ensure that the facility areas reserved for the UEC weekends do not conflict with any planned church events (i.e., weddings, seminars, etc.) UEC understands that the church exists to serve the community. Unexpected events such as funerals and memorial services will be accommodated.

This is a large time commitment for the use of your building. We understand and appreciate this and want to make sure you understand what you are committing to.

How many people to expect:

- Team members and weekenders = up to 95 who will be present throughout the entire weekend
- Various events bring in visitors, sponsors, spouses, etc.
- For the early Sunday morning event, expect 75+ visitors
- At the Clausura (the closing service), expect 250+ visitors in addition to the 95 team and weekenders. (consider parking when evaluating the facility)

Church Leadership Support:

- Are your pastor(s) and governing board in support of hosting a set of UEC Weekends at your facility?
- Are your pastor(s) and governing board willing to sign an agreement for facility usage (whether church or UEC based)?

Following, please find a checklist of rooms, square footage and amenities needed. If possible, please provide a floor plan drawing of your facility. If there is someone with team experience at your church who would like to label the rooms according to how they may be used on a UEC weekend, we welcome this input (i.e. label where you think the Rollo Room, Palanca Chapel and other rooms listed on the checklist might work best).

If your church can accommodate the considerations above as well as the following checklist and you desire to host a set of UEC weekends, please contact us. The UEC Site Selection Coordinator or a representative of UEC will make an appointment and come to your facility for an evaluation.

Thank you for your consideration of your church hosting a set of UEC weekends!

Neal Powell
Site Selection Coordinator
7839 27th Str. N., Oakdale, MN 55128
651-488-9133 / nealpowell@comcast.net

Unidos en Cristo Weekend Planning Checklist

Please return to: Neal Powell, 7839 27th St. N., Oakdale, MN 55128-4801
Phone: 651-488-9122 E-mail: nealpowell@comcast.net

Please write the names or numbers for rooms in your church that you think might be appropriate for UEC use and check which items apply for that room. (i.e., Rollo Room "Activity Center", Palanca Chapel "Library")

Church: _____

Contact: _____ Phone: _____

ROLLO ROOM _____ (used the entire weekend)

Must have enough space for:

- 6 eight-person round tables and 8 chairs per table
- 2 8-ft. rectangular tables plus 10 chairs
- piano or keyboard and two musicians
- podium plus PowerPoint laptop, projector, and screen

Must have:

- good ventilation and lighting
- outside access for Weekender breaks

DINING AREA _____ (used the entire weekend)

Must have:

- seating for 100
- additional space for 100 standing singers

KITCHEN _____ (used the entire weekend)

Must have:

- oven space for 4 full-size chafing dish pans (2 full size ovens)
- stovetop space (6 burners)
- refrigerator space (40 cubic feet)
- freezer space (20 cubic feet)
- counter top work space (40 square feet)
- 2 sinks
- adequate hot water supply
- dishwasher (not absolutely necessary, but helps with efficiency)

PALANCA CHAPEL _____ (used the entire weekend)

Must have enough space for:

- 30+ seated team and guests
- piano, musician, altar (long rectangular table), kneeling bench

Must:

- have access to Rollo Room for send-offs, but not so close that singing can be heard in Rollo Room
- be away from sanctuary so send-offs will not disturb Sunday worship services

WEEKENDER CHAPEL _____

Must have enough space for:

- 55 people and chairs, keyboard or piano, musician, podium and altar

Must:

- be away from Palanca Chapel
- be away from 4th Day Room

Could do double duty as team sleeping area with curtain and stacked mattresses)

SANCTUARY _____

(used Sunday afternoon/evening, Friday evening for Stations of the Cross, if done stationary)

Must have seating for:

- 250+ people in main sanctuary

Is there a sound system? yes _____ no _____

If so... Is a church sound technician necessary? yes _____ no _____

4th DAY ROOM _____ (used the entire weekend)

Must accommodate:

- 200 square feet (bigger is better)

Must:

- be close to outside entrance
- be away from Rollo Room

SLEEPING AREAS _____ (used until Sunday, 7:00 am)

Must be able to provide rooms for:

- 48 (56) Weekenders / Rollistas _____ (not too close to Kitchen)
- 2-3 Spiritual Directors _____
- 2 Musicians _____
- 4 Leadership _____
- 12 Kitchen Team _____ (close to Kitchen)
- 12 Palanca Team _____
- 12 4th Day Team _____

(30 sq.ft. per person accommodates a 5'x6' mattress and a chair = 3,000 sq.ft. of sleeping space for a weekend)

STORAGE SPACE _____

- Space to store furniture that may have to be temporarily moved.

MISCELLANEOUS _____

- 6 rooms or somewhat secluded areas for Chapel Visits _____ (could be weekender sleeping rooms)
- 3 rooms needed for Pastoral Counseling (used on/off throughout the weekend, can be easily re-located)

STATIONS OF THE CROSS _____ (held Friday evening)

Stationary: Stationary stations are often held in the sanctuary or a smaller chapel ... must accommodate 50+)

Moving: Moving stations move from room to room or area to area (14 areas + sanctuary or chapel are required)

INTERESTING FEATURES

Do you have:

- existing showers: how many? _____
- room for portable showers (i.e., bathroom with a large area close to drain, laundry area with drain, etc.)
- gymnasium or activity center
- air conditioning: some rooms _____ all rooms _____
- Location: inner-city _____ suburban _____ out of TC metro _____
- other _____

RESTRICTIONS

Please explain any restriction we should know about (i.e., current church activities/programs, daycare, preschool, Sunday School conflicts, etc.)

Thank you for your consideration of hosting a set of UEC Weekends at your church!