



MEMORANDUM

DATE: May 28, 2019
TO: ABF Presidents
FROM: Bob Hartman
SUBJECT: Gym and Atrium Access During the Worship Center Renovation

This memorandum is to provide direction and clarification regarding Sunday morning use of the Atrium and Gym as regards elevator, stairway, and kitchen access. My intuition is that most of our ABF members, being aware of themselves and others, would never intentionally interrupt a Worship Service in progress. That said, it is possible that someone, taking the elevator from the A-Wing 2nd floor to the Atrium at 9:10 a.m., may forget that they are likely to walk into the “stage right” of a service in progress! The information below is intended to help prevent things like that.

Please pass this information along to your ABF members.

A. Period. The conventions listed below apply during the period of Worship Center renovation. Throughout this period, Immanuel’s worship will be held in the venues of the Atrium and the Gym. This renovation period is anticipated to apply to the Sundays between June 2 up through August 25, 2019, if necessary.

B. Program. As of this writing the schedule for Sunday morning worship will be as follows:

- 8:00 a.m. – Worship in the Atrium, no service in the Gym. Live music and preaching.
- 9:30 a.m. - Worship in the Atrium, worship in the Gym. Live music in both venues; live preaching in the Gym; sermon via video in the Atrium.
- 11:00 a.m. - Worship in the Atrium, worship in the Gym. Live music in both venues; live preaching in the Gym; sermon via video in the Atrium.
- 12:30 a.m. - (HeC) Worship in the Atrium, no service in the Gym. Live music and preaching.

C. Priority. Among all the normal activities occurring on any given Sunday morning, priority is always given to the Immanuel worship services. While we will endeavor to accommodate all normal educational and body-life ministries on Sunday mornings, access to the Atrium and Gym will be restricted during the worship services to minimize movement, noise, and overall disturbances to the service.

D. Patience and preference for one another. All change results in some kind of friction, and the salve of Christian character will go a long way toward relieving the tension. Our ushers will give every effort to accommodate any true issue of accessibility and of course, and situational emergency.

E. Policy. The following determinations have been made regarding the Atrium and Gym venues.

1. **Short version:** During any worship service in either place, do not enter the venue unless you are attending the service. Both the Atrium and the Gym are fully open in-between services to traverse to other parts of the building.

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2. Detailed, complicated version: Please see the chart.

| TIME | | GYM | GYM | ATRIUM | A-WING | GYM | GYM | GYM | GYM |
|-------|-------|---|---------------------|----------|----------------|----------------------------------|---|---|----------------------------------|
| FROM | TO | KITCHEN | ELEVATOR | ELEVATOR | 2nd FLOOR | STAIRWELL ACCESS TO C-WING | STAIRWELL ACCESS TO A&B-WG 1st FLOOR | STAIRWELL ACCESS TO B-WING 2nd FLOOR | STAIRWELL ACCESS TO ATRIUM |
| 8:00 | 9:10 | Open | Closed to Atrium | Closed | Open to Gym | Open | Open | Open | Closed |
| 9:10 | 9:30 | Open* | Open* | Open* | Open* | Open* | Open* | Open* | Open* |
| 9:30 | 10:40 | Closed | Closed | Closed | Closed | Closed | Closed | Closed | Closed |
| 10:40 | 11:00 | Open* | Open* | Open* | Open* | Open* | Open* | Open* | Open* |
| 11:00 | 12:10 | Closed | Closed | Closed | Closed | Closed | Closed | Closed | Closed |
| 12:10 | 12:30 | Open* | Open* | Open* | Open* | Open* | Open* | Open* | Open* |
| 12:30 | 2:00 | Open | Closed to Atrium | Closed | Open to Gym | Open | Open | Open | Closed |
| | | * = Open subject to service completion. | | | | | | | |

3. There will be no coffee service in the Atrium during the Worship Center reconstruction.
4. Use of the coffee maker in the gym must be subject to the above schedule.
5. Use of the second floor bridge between the A and B wings will remain open at all times. **HOWEVER**, please remain completely silent during the Worship Service in the Atrium. Even whispers can be heard by the congregation.

Finally, I will pass along one other bit of information, one of which I am sure you are well aware. It also starts with “P,” and that is “Prayer.” If you have ever closed a bathroom or a kitchen in your house for a major renovation, you know that it means living “out of sorts” for a while. Some things catch you off guard; inconveniences you didn’t expect. Others are a nice surprise. Years ago, when we remodeled our kitchen, we found a great Italian carry out restaurant. So please pray that the character of Christ is evident in our maturity and attitudes. And pray that the Lord surprises us with something we discover, something which exalts him and increases our faith.

Should you have any questions regarding any of this, please feel free to contact me. My email is hartman@ibc.church. You can also call my office at 703-813-1969.