



THE GROVE

BAPTIST CHURCH

BUILDING and KITCHEN

GUIDELINES FOR MINISTRIES

2024

INTRODUCTION

The Grove Baptist Church Ministry Guidelines have been developed for our Ministries and provides a holistic policy to address best practices and values around the building and kitchen use. These guidelines are based on Federal and Queensland legislation and practices set out in The Grove Baptist Church Work Health and Safety Manual and Fire Evacuation Manual.

This manual provides an overview of best practices in regards to health and safety, however, please always refer to The Grove Baptist Church Work Health and Safety or Fire Evacuation Manuals if you require further detailed information regarding any safe work processes and practices. Ministry teams can also refer to their corresponding ministry Risk Assessment for more information about safe work processes during their ministry.

Whilst these guidelines are designed to outline best practices, our focus remains on our people and our Mission to share God's love and connect people into a growing relationship with Jesus Christ.

Our Vision is to build a church for everyONE:

- Where people encounter the life changing presence of God.
- Where people matter to us because every person matters to God.
- Where people of all ages discover and reach their God-given potential.
- Where passion for the gospel inspires sharing the hope of Jesus through word and action to our community and world.

Any comments, questions or suggestions regarding this manual may be addressed in the first instance to:

Melinda Goopy
Administrator

Email: mel@thegrove.org.au

Phone: 0423 206 859

BUILDING USE

Booking

Building use during the week should be booked through the office, whether it is a one-off use or regular ministry to ensure there is no conflict in the use of space. We appreciate that some meetings or gatherings are impromptu and may be organised last minute, however, a quick phone call or text message to Mel or another staff member would be appreciated as a courtesy to ensure any conflicts are addressed quickly. **Tuesday** and **Wednesday** nights are generally unavailable for regular bookings to ensure we have access for church events, small groups and training.

Please communicate with our admin and support staff your needs for the ministry you serve in, for example, if you need help for setup, moving chairs, tech or catering support. Every ministry team is part of the larger team, which is the church, therefore, each ministry is encouraged to seek support rather than struggle with logistical problems alone.

Security

Fob holders are discouraged from loaning their fob to others who need access. If you do not have a fob, please liaise with the office to obtain the code for the keysafe. It is the responsibility of those using the building to ensure that it is fully locked up prior to leaving. This includes all areas of the building, not just the ones you have been using. Please carefully review the lock up instructions in the relevant section below.

Safety

The safety of everyone using church facilities is a high priority so we ask that building users are mindful of potential safety risks and use common sense to ensure the safety of everyone. The safety of our children and vulnerable people is vital, so please refer to our Childsafe policy and procedures. If you or your ministry require training in childsafe processes, please see Mel.

Air Conditioning

Be a wise steward and consider the financial impact of what you use. For example, the main auditorium A/C unit is costly to run so take into account the number of people and length of time it's needed. In particular please do not set the temperature below 22 degrees in summer and above 25 degrees in winter. To rapidly and efficiently cool/heat the downstairs ministry rooms, use the "Powerful" button on the air conditioner remotes rather than setting an extreme temperature.

Please ensure air conditioners are turned off when you are finished with the space.

Lift

The lift is a great blessing for anyone who struggles with stairs, where for physical reasons, or for transporting prams/equipment. However, there is a maintenance cost based on usage. So for the able bodied, we encourage the use of stairs.

The lift to the auditorium stage is kept locked and can be operated when needed by Staff and the Tech Team.

Audio Visual Technology

If you need access to any building audio visual facilities for your ministry please note this when making your booking and contact Scott McClintock for support and advice.

Care & Clean Up

The upper room in the ministry hub is primarily for prayer, training and ministry meetings. Please consider the use of the timber boardroom tables, if you think your ministry use may damage the tables, (eg. if your group is using scissors, texters, paints etc) please use the trestle tables instead.

Please consider others when using the building by leaving your space clean and tidy after use. In particular, please ensure any food crumbs etc are cleaned up in order to discourage the ants and any rubbish is removed and placed in the bins within the bin enclosure.

Opening Up Process

Opening the building is a fairly straightforward process, however, there are a few key things you need to know, as outlined below:

- Please ensure you have let the office know before you use the building.
- If you do not have a fob and the office is closed when you are using the building, please ask the office for the code to the keysafe.
- The keysafe is located in the bin enclosure. As you open the enclosure doors, the keysafe is straight ahead and mounted on the back wall of the bin enclosure.
- The fob from the keysafe will allow you access into the main building, the stairwell and the cleaning cupboard. If you require access to any other spaces, please check in with the office.

Locking Up Process

The security of the building and property is vital to the safety of all ministries, and therefore it is important to ensure the building is secure before you and your ministry leave the premises. Please see below the process for locking up, however, if you would like a staff member to walk through this process with you, please contact the office.

- Turn off all air conditioning units.
- Turn off all lights, including the carpark and deck lights.
- Lock all the toilet doors.
- Ensure all electrical items used in the kitchen, such as the urn are turned off at the powerpoint.
- Ensure all doors and windows, including downstairs are locked. Even if you didn't use any downstairs spaces, please do a quick sweep of the area to ensure all doors and windows are still closed and locked.
- If using the ministry hub upstairs, please ensure the hallway door is closed when you leave the space.
- If you opened any doors with your fob, such as the reception, tech room or the copier room, please ensure these doors are closed before you leave the space.
- If you accessed the fob from the key safe, please ensure you return the fob as you leave.

KITCHEN AND FOOD SAFETY GUIDELINES

A church that is selling or handling food and beverages is considered to be a food business under the Food Act 2006, and as such is considered a commercial kitchen and required to meet food safety standards. This involves ensuring all food handled, sold or given away is safe and suitable for consumption and is compliant with the provisions of the Act and the Food Standards Code.

The Grove Baptist Church kitchen is used by all ministries and we understand that various ministry groups function differently in their practices for serving food and drinks. However, the following overarching guidelines will ensure sanitation and best health practices.

Please be mindful to leave the kitchen in the condition you found it (and in some cases, better than you found it) ready to be used by the next ministry group.

Access to the Kitchen

- Access to the kitchen is restricted to ministry leaders or those who ministry leaders appoint.
- Access to the kitchen is restricted to rostered volunteers and staff during Sunday services.
- No children are allowed in the kitchen, unless under direct adult supervision.
- It is best to keep the kitchen door closed to discourage general entry.
- Identify and address the need to access the kitchen. For example, our lack of water bubblers means a water station setup early is important.

Note: Our core values of grace and humility mean we don't want to create gatekeeping or policing type responses when people do enter the kitchen, rather we want to create a culture of safety and awareness of best practice.

Cleanliness of the Kitchen

Cleanliness of the kitchen is directly related to the wellbeing of those we serve and as such it is important to leave the kitchen in a certain condition to ensure the health and safety of our ministries.

- Benches are wiped down with spray and wipe;
- Floors are mopped with floor cleaner. Please leave the wet mop out on the back deck to dry. A member of staff will bring the mop back inside.
- All rubbish is to be removed from the kitchen following use and should be disposed of in the bins located in the bin enclosure (in the carpark).
- Please do not leave dishes or food items on benches. All benches should be clear at all times, unless in use.

- Please ensure no dishes are left in the sink. The sink should be rinsed and cleaned with spray and wipe after use.
- Sanitation spray is kept near the sink to spray on stainless steel surfaces after use. Spray surfaces and leave to dry - do not wipe surfaces after spraying.

Tea & Coffee

The Grove Baptist Church will supply the following tea and coffee options, however, if a ministry wishes to provide an alternative option, they are welcome to provide those items from their own budget. If you require assistance with ordering of supplies, please contact the office.

- Instant coffee and tea is always complimentary and should be an available option.
- Tea options include, black tea, green tea and lemon & ginger tea. All tea is wrapped in individual envelopes. Please do not purchase tea which is not individually packaged, as this tends to attract critters.
- Full cream, light and alternative milk is available in the fridge for ministry use.
- Barista-made beverages when available are for purchase only. However, we charge at a reduced rate (currently \$4.00ea).

Crockery and Cutlery

The Grove Baptist Church ministries are required to use disposable cups, plates and cutlery. The church has a range of china cutlery and stainless steel crockery, however, please seek approval from the office before using this for your ministry as further guidelines apply in regards to cleaning and sanitation.

The Grove Baptist Church will supply the following disposable options, however, please contact the office if your ministry requires specific items.

- Disposable 200ml clear plastic water/cold drink cups.
- Disposable 8oz double walled coffee cup with lids.
- Disposable large and small plates.
- Disposable bowls.
- Disposable forks, knives and spoons.
- Disposable stirrers.

Pantry, Fridge and Freezer

The pantry, fridge and freezers are available for use by all Ministries, however, please be mindful of others when utilising these spaces.

- All shelves in the pantry are labelled and items should be put away in their appropriate places where possible.
- There are two large fridges, however, the fridge on the right (closest to the walk-in pantry) is only turned on for large events or when there is no space left in the main fridge. Please let the office know if you think you will require this fridge as they can ensure it is turned on and off at the appropriate times.
- There is one small freezer located next to the walk-in pantry. Please label and date anything you place in the freezer.
- Please do not store anything on the floor in the walk-in pantry. If you require more storage, please see either Mel or Sandy.
- Please do not place opened food in the pantry, unless you intend to use it the following week, or it is placed in an airtight container.
- Please do not place expired food items in the pantry. All expired food items must be removed from the premises or thrown away.

Handling Food and Beverages

The only situation in relation to Churches, when compliance with the Act is NOT required, is when a person handles food at their own home, with the intention to give it away to the church, for that church to sell or give away.

All people handling food will:

- Wear disposable gloves;
- Prevent unnecessary handling of food by using tongs, spoons etc.;
- Wear clean clothes;
- Tie hair back away from face, or wear a cap;
- Wash hands with soap and water before handling food, and after going to the toilet, smoking, handling garbage, using a handkerchief or tissue, handling raw food, or handling any item that may contaminate the hands, e.g. money;
- Store all personal items such as clothes or bags away from food preparation surfaces;
- Keep cooked foods away from raw foods;
- Use clean utensils and cutting boards for different foods eg. meats and fruit;
- Label packaged food with date that it was made, and ingredients that it contains;

- Protect displayed food from contamination by customer contact, eg. touching, feeling, sneezing or coughing. Where practicable, it should be kept 1.5 metres from customers;
- Bacterial contamination is prevalent between 5 degrees and 60 degrees, so aim to keep foods requiring refrigeration below 5 degrees and hot food awaiting sale above 60 degrees. If a supplier is being used, ask them how they plan to control their temperature and what method they use to measure this control.

Ordering Supplies

The Grove Baptist Church administration team is responsible for ordering supplies. Please see either Mel or Sandy if you notice certain supplies need to be replenished.

Items that will be kept in stock in the kitchen and are for ministry use include:

- Sponges / dishwashing cloths
- Tea towels
- Cleaning products, including spray and wipe and dishwashing liquid
- Paper towel
- Garbage bags
- Gloves (food grade)
- Plastic wrap and foil
- Hand sanitiser
- Disposable hot/cold cups, including lids
- Disposable plates / bowls
- Disposable cutlery, including knives, forks and spoons
- Napkins
- Table cloths (cloth and plastic)
- Instant coffee, tea (inc. black, green, lemon & ginger), sugar and stirrers
- Milk, including full cream, light, oat, soy, zymil and almond