

GUIDELINES AND POLICIES FOR MISSION HOUSE RESIDENCE



Thompson Station Church
2624 Thompson's Station Rd
Thompson's Station, TN 37179

The Purpose Of The House For Missionaries:

Is to provide adequate housing for missionaries on home assignment or in transition within the context of a loving and resourceful church community for God's Glory. The home may also be used as a temporary residence for church staff in transition. Other uses may be defined as well by the Senior Staff of TSC or GO Team.

Eligibility

Missionaries who are members of TSC
Missionaries who are financially supported by TSC
Non-TSC supported missionaries
Special requests

Reservations:

- a) Priority is given to TSC-sent missionaries and Southern Baptist missionaries.
- b) Reservations for the home should be made through the Missions Pastor. Request an application by emailing dmurray@tsclife.org
- c) Reservations of more than two years in advance will not be accepted. **Length of reservation is currently limited to 6 months.**
- d) Applicants for residence must submit an application to the Missions Pastor and GO Team evaluate the request and assign the occupancy.

Residents' Responsibilities:

- a) They are encouraged to attend Thompson Station Church as much as possible while here and using our residence.
- b) Missionaries will be expected to give the church some time during the Global Impact Conference if here in the month of November, or possibly another calendared mission's event or two.
- c) Residents are expected to exercise care and take normal precautions in protecting the home during their stay and report any needed major repairs to the Missions Pastor, or to House Manager (currently Al and Bobbi Nickel) by emailing them at alnickel@windstream.net.
- d) It will be the responsibility of the residents to correspond with the House Manager as to the final details of their arrival and vacating the residence.
- e) TSC-sent residents will pay a utilities fee of \$275 per month. This will include all utilities, internet, and basic cable. Long distance calls must be made with the resident's cell phones.

- f) Rent will be only the utility fee for TSC missionaries. An additional \$225 per month will be the rent for non-TSC missionaries. Both the utility fee and rental fee (if applicable) can be made payable to Thompson Station Church. Payment is requested by the 15th of each month.
- g) Residents are expected to leave the house in good condition ready for the next occupants.
- h) Pets are not to be kept at the residence. Unless under special circumstances made in advance by the Missions Pastor.
- i) Smoking or alcohol is not permitted on the residence inside or outside.
- j) If maintenance is needed, the guest should contact the church office for assistance.
- k) The occupants should make a list of any known repairs, items needed, or suggestions related to the house when vacating.

l) Cleaning Guidelines

- 1. The guest is to leave the home clean and in order.
- 2. Major appliances such as range, oven, and refrigerator are to be cleaned.
- 3. The garbage and trash are to be removed weekly or more frequently as needed. The garbage needs to be taken weekly to the church dumpster located on Thompson Station Rd. and dumped there. This is the responsibility of those staying at the house.
- 4. All linens are to be washed, dried and folded.
- 5. The guest is not to leave behind anything without the direct consent of the housing manager.

Church's Responsibilities:

- a. The house is to be completely furnished, including kitchen utensils and linens. (Please inquire about such furnishings that may be specific to your needs.)
- b. Adequate insurance will be provided on the dwelling and furnishings. Families will need to provide insurance for their personal property.
- c. The Missions Pastor/House Manager will report the need for major repairs to the Building and Grounds Team/Executive Pastor for approval.
- d. The Building and Grounds Team is to take responsibility for insurance coverage, taxes, major maintenance and working with the Missions Pastor to accomplish routine maintenance projects.
- e. Lawn upkeep and landscaping will be maintained by the church.

Other Information:

- a) House Address: 2624 Thompson's Station Rd
 Thompson's Station, TN 37179

- b) Williamson County School Zones:
 Heritage Elementary
 Heritage Middle School
 Independence / Summit High School

House Descriptions:

Side 1: Three Bedrooms

- Master – King Bed
- Room 1 – 2 Twin beds
- Room 2 – Bunk beds
- Two full bathrooms

Side 2 Lockout:

- One Studio w/ bath (Double Bed provided)

Helpful info: (Under Construction)

- **Emergency numbers**
 - ❖ Housing manager (615) 521-9207
 - ❖ Church office (615) 791-8319
 - ❖ Missions pastor (615) 403-3474
 - ❖ Family doctor (615)
 - ❖ Police (911)
 - ❖ Fire Station (615)
 - ❖ Garbage pick-up (615)
- **Instructions for the use of things in the house**
 - ❖ Air conditioner/Heating unit
 - ❖ Circuit breaker
 - ❖ Water shut-off valve(s)

Management: Responsibilities of the Housing Manager

- Provide a “Welcome Touch”
- Prepare the house for the subsequent guests
- Communicate the guidelines/instructions with the occupants before their arrival, including the process for getting the key to the house and for moving in
- Personally welcome the occupants within a day or two of their arrival and answer any questions they might have



APPLICATION FOR HOUSING

2624 Thompson's Station Rd
Thompson's Station, TN 37179
(615)791-8319 office (615)791-8409 fax

Family Name: _____

Head of Household: _____ Spouse: _____

Children's Names and Ages, if staying in the house with you:

Number of adults and children to be housed: Adults: _____ Children: _____

Dates you are requesting:

Arrival Date: _____ Departure Date: _____

Permanent Address: _____

Phone Number: _____ Cell Phone: _____

Email Address: _____

Sponsoring Organization: _____

Address: _____

Supervisor: _____ Phone: _____

Emergency Contact Name: _____

Address: _____

Phone: _____ Work Phone: _____ Cell: _____

I, _____, agree to pay the amount requested by
Thompson Station Church for rental of the house at 2624 Thompson Station Rd.

Signature: _____

References: Please list at least two or more.