

Mizell House Guidelines and Policies

STAPLES MILL ROAD BAPTIST CHURCH, GLEN ALLEN, VA

Purpose

The purpose of the Mizell House is to provide residence accommodations to IMB families sent from Staples Mill Road Baptist Church (SMRBC) who are on a stateside or other U.S. based assignment, while enhancing our membership's understanding of, passion for and support of missions.

Description of House

The Mizell House (9923 Staples Mill Road, Glen Allen, VA 23060) is a one story, brick house (1,342 square foot) constructed in 1956 on a 0.67 acre lot on a divided road in a residential neighborhood adjacent to SMRBC. The property was acquired by Staples Mill Road Baptist Church in April 2018, renovated, and established as the Mizell¹ Mission House by church vote on November 28, 2018. Nearby schools include Glen Allen Elementary, Hungary Creek Middle and Glen Allen High School.

The house is fully furnished and features:

- 2 bedrooms (1 full bed, 2 bunkable twin beds)
- 1 full bathroom
- Living room, eat-in kitchen, laundry room
- 1 den which can be converted into another bedroom with futon
- Parking for 2 cars, with more available in driveway or attached gravel lot when needed
- Back brick patio and small grass yard
- Unattached 2 car garage, with 1 side available for resident use.

Church Responsibilities (Policies and Procedures)

General Responsibilities:

- 1) An on-line version of the Mizell House Guidelines and Policies, Request Form, and Exit Review forms will be kept up to date and available for church members and residents.
- 2) The Mizell House will be provisioned with the following: furniture, window coverings, kitchen appliances, kitchen cookware and utensils, washer and dryer, linens (including sheets and

¹ The Mizell Mission House is designated in memory of Cyd Mizell, a former member of Staples Mill Road Baptist Church who was kidnapped and murdered in 2008 while serving as a relief worker with Asian Rural Life Development Foundation (ARLDF) in Kandahar, Afghanistan. See NBC News article here: (<https://www.nbcnews.com/id/wbna23364064>).

towels), bedding (including pillows, blankets and bed coverings), television with digital antenna and Amazon Fire TV Stick, and Verizon FIOS 100Mbps internet.

- 3) The Mizell House is provided rent free. Residents are responsible for a one-time deposit/cleaning fee of \$150. A monthly utility fee of \$180 will be paid the first day of each month for the duration of their occupancy. Residents who will be keeping a pet (currently limited to dogs) are also responsible for an additional non-refundable pet fee of \$100.
- 4) Adequate insurance will be maintained by the church on the dwelling and furnishings. Residents are responsible for personal property insurance.
- 5) Routine maintenance of the property including plumbing, electrical, HVAC, painting, termite protection, structural repairs, and lawn and shrub maintenance is the responsibility of the church.
- 6) Church members will respect residents' privacy and will not enter the house or schedule repairs without the knowledge and consent of residents, except in cases of emergency.
- 7) Representatives of the Mizell House Committee retain right of entry and will inspect the house bi-monthly (every odd month) to change the air filter and to ensure systems and appliances are working properly.
- 8) The church office will oversee necessary repairs to the property resulting from normal wear and tear. Residents are requested to report all breakage or damage to the church office immediately.
- 9) The church office will ensure that half of the Mizell House garage is available for resident to park one car and/or store things.
- 10) The church office will accept reservations generally on a first come, first served basis (Resident eligibility and final scheduling decisions will be made by the Missions Committee).
- 11) The church office will maintain ongoing contact with residents for logistical and maintenance needs.

Mizell House Committee Responsibilities:

- 1) The Mizell House will be overseen by the Mizell House Committee, a group of 3-5 persons with the committee chair appointed from and by the Missions Committee. Focus of the Mizell House Committee is hospitality, oversight of policy, and ongoing upkeep of furnishings and houseware.
- 2) Chairman will oversee all matters of the Mizell House and represent Mizell House needs to the Missions Committee.
- 3) In the event of damage to the house, the Mizell House Committee will determine appropriate resident responsibility for breakage or damage to the house and/or furnishings.

- 4) Chairman, with help of the committee and church staff, will inform the church about needs related to the Mizell House and residents, including, but not limited to:
 - a) Recruiting Life Groups to sponsor each family that resides in the house to provide support and encouragement, including welcoming events like a “pounding” of non-perishable food items, cleaning supplies, paper products and gift cards.
 - b) Informing church members of projects related to furnishing and outfitting the home.
- 5) Chairman, with help of the committee and church staff, will provide information to residents by:
 - a) Developing and maintaining a Mizell House Guest Book.
 - b) Updating and making available the Guidelines and Policies documents, and providing a current copy in the Mizell House notebook.
 - c) Developing a checklist to oversee preparations for new residents, including, but not limited to: cleaning, restocking, reviewing maintenance needs.
- 6) Chairman will make arrangement for and supervise cleaning between resident stays.
- 7) Mizell House Committee will provide contact information for residents for maintenance, support, and emergencies.

Financial Responsibilities:

- 1) Church financial secretary will keep a record of income and operating expenses for the Mizell House and inform appropriate committees so that expenses can be reviewed, budget needs addressed, and policies updated.
- 2) Utilities will be paid for by the church, including: electricity, water/sewer, and internet. Residents will pay a monthly utility fee of \$180 to cover utility costs.
- 3) Collection of deposit/cleaning fee and monthly utility fees will be handled by the church office.
- 4) Church office staff and the Finance Committee will oversee payment of insurance, taxes, and other expenses related to the Mizell House.

Maintenance Responsibilities:

- 1) Church Properties committee will incorporate maintenance of the Mizell house as part of regular church maintenance and upkeep.
- 2) Representatives of the Mizell House Committee will inspect the house quarterly to ensure systems and appliances are working properly and will work with appropriate committees to address safety and/or maintenance needs.

Resident Responsibilities, Policies, and Procedures

- 1) Resident applicant will fill out request Form and submit as directed on form.
- 2) Upon approval of resident's request, residents will pay a non-refundable \$150 Reservation/Cleaning fee and, if keeping a pet (currently limited to dogs) at the premises, an additional non-refundable \$100 pet fee. Upon receipt of this or these fee(s), the reservation is secured.
- 3) Residents will confirm arrival date with the church office 1 month in advance of their arrival.
- 4) Residents are responsible for a monthly \$180 utility fee. This fee is intended to offset the cost of utilities (electricity, water/sewer, and internet).
- 5) Residents are expected to honor the following restrictions: No alcohol, tobacco products, or use of non-pharmaceutical drugs is allowed in the house.
- 6) Residents are expected to abide by IMB's MFP-226 Accountability guidelines.
- 7) Residents should not remove furniture. If furniture is moved within the home, we ask that you put it back in its original position upon your departure.
- 8) Residents should place household trash in the dumpster at the rear of the church.
- 9) Residents are expected to perform regular house cleaning on the interior of the residence and to exercise due care to prevent damage, neglect, and destruction of residence and contents.
- 10) Residents are expected to pay for damages to property and furnishing that are not considered normal wear and tear. Pet damage is not considered to be covered by the \$100 pet fee and must be paid for by residents as well.
- 11) Residents will not sign up for additional cable or FIOS subscriptions.
- 12) Residents are responsible for insuring personal items.
- 13) Residents should inform contact person in the church office when planning to be away from the home for more than one week.
- 14) When parents check out of the house, no dependents of any age may remain in the house.
- 15) No minors are to spend the night in the house without adult supervision.
- 16) Residents should inform the church office if anything needs to be repaired or replaced.
- 17) Residents should do the following in preparation for departing the house:
 - a) Confirm departure date with church office two weeks in advance of departure.
 - b) Settle all outstanding expenses with the church office.

- c) Submit a change of address to the post office and leave a forwarding address with the church office.
- d) Sign and leave a prayer card in the Mizell House guest book, if desired.
- e) Remove all perishable and/or opened food items from kitchen cabinets and refrigerator. Staples, such as oils and spices can remain.
- f) Remove all personal items from closets, storage areas, and garage. Check under, in, and behind washer, dryer and furniture, and in closets and cabinets for personal items.
- g) Remove all personal account settings, registrations, or payment data from Amazon Fire TV stick, if used.
- h) Remove bed linens and place in laundry basket in utility room.
- i) Leave wet towels hanging in bathroom/kitchen.
- j) Remove all trash to the church dumpster.
- k) If leaving in the winter, set the thermostat to 60 degrees. If leaving in the summer, set the thermostat to 78 degrees.
- l) Complete an Exit Review document, found in the Mizell House Information Notebook.
- m) If the resident is checking out during church hours, please return all Mizell House keys, exit review document, and Information Notebook to the church office. However, if the resident is departing on a weekend or evening, the keys, notebook, and exit review document can be left on the kitchen table.
- n) Close and lock all windows and doors.