

UBC Move-In FAQ's

General:

1. **What are we calling our new section of the building?**
 - The new section will be called the Auditorium.
2. **What is the date for our first Sunday in the new building?**
 - March 12th!
3. **How many worship services will we have on Sundays?**
 - We are going to start with 2 service times.
4. **What are the new service times?**
 - 9:00am & 10:45am
5. **Will we continue the livestream?**
 - Yes, the livestream will be on Youtube & Facebook during our 10:45am service.

Entry/Exit: (See Parking Map on Page 6)

6. **Where do we need to enter and exit the parking lot?**
 - ENTER @ North Entrance (Closest to the corner of Hanes & Kemp)
 - EXIT @ South Entrance (Furthest from the corner of Hanes & Kemp)
7. **Do we have designated parking areas?**
 - **First-time guests** -
 - i. Along the sidewalk closest to the MPR entrance
 - ii. In the aisle closest to the Auditorium entrance
 - **Handicap** - Designated by Handicap Signage
 - **Volunteers** - Overflow parking lots at UBC Main and at UBC East
8. **When walking in, where should we enter the building?**
 - **Families with Infant - PreSchool age children** - Follow the green signs to the Multi-Purpose Room (Gym)
 - **Families with Elementary age children** - Follow the Navy Blue signs to the new Auditorium Classrooms
 - **Everyone Else** - Enter the Auditorium Entrance under the porte cochere

The New Auditorium:

9. How many seats will we have in the new auditorium?

- We will have approximately 600 seats in the new auditorium (depending on our chair arrangement). This will nearly triple the amount we have in our current sanctuary.

10. Will there be designated areas for handicap seating?

- Yes, there will be multiple spaces designated for wheelchair seating. Feel free to ask a member of our Welcome Team where they are located.

11. Where will the offering boxes be located?

- Giving boxes will be hanging on the walls at the rear exit doors of the new Auditorium.

12. Can I bring my coffee, hot cocoa, tea, etc. into the new auditorium?

- Yes, you can. Please just be mindful to remove your cup when you leave.

Children's Ministries:

13. Where will my infant-pre-school aged children go?

- Infants-Preschool children will remain in the Multi-Purpose Room (Gym) classrooms. We are adding 3 more classrooms to help alleviate our space concerns. Here is the list of classes we will be offering for this group during each service:
 - 1-Infant room
 - 2-One-year-old rooms. Room A and Room B. There is no distinction between these two rooms.
 - 2-Two-year-old rooms. Room A and Room B. There is no distinction between these two rooms.
 - 1-Three-year-old room
 - 1-Four-year-old room
 - 1-Five-year-old room

14. Where will my elementary aged children go?

- All children K-5th grade will be in the classrooms of the new Auditorium section of the building. We will have the following rooms at every service:
 - K/1st grade, Room A105
 - 2/3rd grade, Room A101
 - 4/5th grade, Room A104

15. Where do I check-in my children?

- Families with ONLY Infants-Preschool. Check-in will be the same for you all. Check-in stations will be in the MPR lobby. After you print your labels, you will walk your child to their classroom.
- Families with BOTH Preschool AND Elementary. Check-in will be slightly different for you all. Check-in stations will be in the MPR lobby. After you print your labels, you will walk your child to their preschool classroom. You will then take your elementary age students with you to the Auditorium area and walk them to their new classroom in that section of the building. You will still print your labels for all your children in the MPR lobby.
- Elementary ONLY families. Your check-in procedure will change the most. Since elementary classrooms will be in the Auditorium section of the building, your check-in stations will be in the Auditorium area, just outside of the new classrooms. There is no need for you to go to the MPR section of the building for check-in.

16. How will parents be notified if they are needed during the service?

- This process remains the same. We will use the phone number you provided to text you if you are needed or if we have any questions.

17. What are the safety plans for the U!Kids areas?

- U!Kids Classroom Volunteers are trained in emergency response procedures.
- Emergency response plans are posted in each classroom.
- Safety Team members, UBC Staff Members, and a U!Kids Service Coordinator will be monitoring the halls and spaces surrounding the U!Kids Classrooms.

18. What should I do if I have a crying baby in the service?

- Prayer Room 122 (Between the Auditorium and the lobby) will serve as a temporary “Crying Babies Room”. There will be a permanent room once the renovation is complete.

19. Will there be any changes to Awana?

- There will not be any changes for Cubbies or Sparks. The only change will be for T&T clubbers. These students will need to be dropped off at

UBC East by 4:45pm and picked up by 6:15pm. They will remain at UBC East for the duration of the Awana time.

Other Ministries:

20. Where and when will the Student Ministry meet?

- Stumin will meet in the new Auditorium from 4:30-6:00PM. Students should enter the Auditorium entrance.

21. How will Adult Classes work?

- Weekly adult classes will take place in the Sanctuary of UBC East.
- Additional classes such as Baptism Class, UBC 101, etc. will take place in Classroom #1 at UBC East.

22. Will there be designated space for the Prayer Ministry?

- The Prayer Team will meet on Sunday mornings in Prayer Room 123 (between the Auditorium and lobby).

Other:

23. What's going to happen with the other sections of our facilities?

- **The Auditorium/ WSC.** This building will house our worship services and older Children's ministry on Sunday mornings and Student Ministry activities on Sunday evenings.
- **The Chapel/Old Sanctuary.** - The first floor of the Chapel building will be reconfigured to provide an enlarged lobby for check-in, four classrooms for the Children's Ministry, two storage rooms, two small offices/meeting rooms, a men's and a women's restroom, and a nursing mother's room. The second floor will remain the same with two offices, three mechanical rooms, a supply room, and a private restroom.
- **The MPR/Gym-Family Center** - This building will focus on Sunday Children's Ministry (nursery and preschool kids in morning and AWANA in the afternoon), multiple other uses during the week and an office across from the kitchen, currently labeled as Room 9.
- **UBC East** - The building will provide offices (north end), classrooms for meetings, a kitchenette for hospitality, and ultimately enlarged, new lobby for reception and fellowship.
- **Parking lots** - We have parking on both the East and West (Main) properties. -We recommend that you park in the lot that minimizes walking across Hanes Road. If you do need to cross Hanes Road, there

is a crosswalk at the corner of Kemp and Hanes. In the parking lot, please use the nearest sidewalks to minimize mixing cars and people on the same pavement. If you need to drop off someone under the Porte Cochere*, please keep a driver in the car so it can be moved once the passengers have left the drive lane. Please obey the painted surface arrows and do not park in the Fire Lane along the curb by the buildings. Also do not park on the cross hatched areas in the lot which are there to allow better clearance for turning cars and emergency response vehicles.

*Porte Cochere = a roofed structure extending from the entrance of a building over an adjacent driveway and sheltering those getting in or out of.

24. Where will the staff offices be located during Chapel Remodeling?

<u>Staff Member</u>	<u>New Location</u>
1. Jarrin	Auditorium Lobby (Information Desk)
2. Rob	Auditorium Lobby
3. Bobbie	MPR Room 9
4. Michelle	MPR Room 9
5. Jamie	MPR Room 9
6. Harry	Chapel Upstairs office 1
7. Ed	Chapel Upstairs office 1
8. Jason	Chapel Upstairs office 2
9. Phil	Auditorium Backstage Green Room
10. Michael	Auditorium Backstage Production Room
11. Jim	East Room 3 (north left)
12. Aldin	East Room 3 (north left)
13. Bill	East Room 2 (north right)
14. Future DoG	East Room 2 (north right)
15. Future PLD	East Room 4 (front left)

25. Are we planning any updates to the exterior of the old build?

- We are exploring techniques to change the color of the brick on the MPR and Chapel to match or complement the Auditorium brick exterior. We have not yet settled on a technology nor a contractor to accomplish this task.



- Handicap Parking
- First-Time Guest Parking

*The Chapel is currently under renovation and is closed to the public.