

Checklist for Faith Building Space Sharing

1

Prepare

Preparing to share space in your faith building begins with educating your congregation about what space sharing will involve. Here are a few key steps to consider:

- Meet with the congregation to discuss the goals of space sharing (e.g., financial stability, community outreach, etc.)
- Reach a shared agreement on what space will be offered, when it will be available and who potential partners might be.
- Request diocesan or denominational approval, if required. o Share the plan internally and host meetings to explain the purpose and benefits of space sharing.

2

Plan

Planning to share your faith building involves establishing governance and administrative systems to support the new activities. Key planning steps include:

- Review your governance structure to ensure it is flexible enough to support space sharing. Designate a person or committee to oversee operations.
- Assess your administrative systems to confirm you have a dedicated person and a clear process for managing rentals, income tracking, and renter communication (e.g., databases, email systems).
- Review and update HR policies to accommodate additional staff and space users. Clarify reporting lines.
- Set rental rates and establish procedures for contracts, insurance tracking, and user management.
- Clearly communicate your space sharing policies and procedures to the congregation. Stay aligned with the plan and avoid unplanned changes.

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3

Execute

The execution phase begins when you start engaging community organizations to share your space. Here's how to move forward:

- If you already have potential partners in mind, contact them first to confirm interest and availability.
- Promote your space sharing initiative more broadly – consider hosting a community roundtable, using social media, running local ads, organizing open-house events, or displaying signage (e.g., banners, posters) on the building.
- Make information easy to find. Create a dedicated webpage with details about available spaces, photos, rental terms, and contact information.
- Draft leases and short-term rental agreements with legal guidance.
- Be responsive – return emails and calls within 24 hours, and provide clear, easy to understand answers.
- Track usage and regularly update the congregation on progress.

4

Improve

As strong relationships develop with your space sharing partners, consider their input when making improvements to the building or space sharing agreements.

- Make renovations with partners' needs in mind – especially those that affect accessibility, comfort, or usability (e.g., installing air conditioning for summer use).
- Consult the congregation annually to evaluate the success of the space sharing arrangement and identify areas for improvement.
- Seek additional support – staff, volunteers, or professional services – when needed to maintain or enhance your space sharing journey.