



# Heritage Christian Fellowship

*Exalting Christ Through His Word*

# Ministry Manual 2008-2009

*“We proclaim Him, admonishing every man and teaching every man with all wisdom, so that we may present every man complete in Christ.” Colossians 1:28<sup>NASB</sup>*

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# Purpose of Manual

This manual was created to establish the policies, procedures, and guidelines of Heritage Christian Fellowship, to inform the congregation of these establishments, and to ensure that all functions run as smoothly as possible. It is expected that all those serving at Heritage will follow these policies, procedures, and guidelines in their entirety. Please note that this manual is subject both to change and to periodic updating. The most recent copy can be obtained from the church office.

The first part of this manual contains the Statement of Faith and the Core Values of Heritage. They were written to outline what we believe as a local expression of the body of Christ. The Statement of Faith covers important aspects of the faith that are essential to Christian doctrine. The Core Values cover what is essential in Christian living. The truths contained within these documents should be communicated and upheld within every ministry of our congregation.

The second part of the manual contains the policies, procedures, and guidelines of Heritage, and is meant to inform the congregation of our established method.

This manual was created for the benefit of the entire congregation of Heritage, and specifically, to guide all ministry leaders. Therefore, this manual is meant to guide all Ministry Leadership in what they should uphold (the Statement of Faith), what they should strive for (the Core Values), and what they should follow (Policies, Procedures, and Guidelines). This manual is also meant to inform the entire congregation of the need to plan and organize properly, that all things might be done in an orderly, professional, and God-glorifying manner.

All Ministry Leadership is expected to take great care to read and understand, adhere to, and oversee the application of this material within their ministry.

In Him,

Heritage Christian Fellowship Staff

# Statement of Faith

**The Bible** – The Bible is the Word of God. The Holy Scriptures are inspired by God, (God-breathed), not only in the general sense, but in every word. The Bible is without error and infallible as originally given. Being the written revelation of God, it is the divine, final, and complete authority in all matters pertaining to mankind, salvation, and the church. (**Zechariah 7:12; 1 Thessalonians 2:13; 2 Timothy 3:16; 2 Peter 1:3-4,19-21; Hebrews 4:12-13**)

**God** – There is only one true God who exists in three Persons, Father, Son, and Holy Spirit, who are equal in divine perfection, co-eternal, and execute distinct but harmonious offices. God (Father, Son, and Holy Spirit) is holy, sovereign, and personal. God knows all things, is everywhere present, and is all-powerful. God is love, gracious, and merciful, and in every way good. God is spirit, self-existent, and transcendent. Being the Creator of all things, it is in Him that we live and move and exist. (**Genesis 1:1; Exodus 34:6-7; Leviticus 11:44; Isaiah 9:6; 44:8; 45:5; Jeremiah 23:23-24; Daniel 4:35; Matthew 3:16-17; John 4:24; Acts 17:24-28; 2 Corinthians 13:14; 1 Timothy 1:15-16; 1 John 3:20; 4:8; Revelation 4:11**)

**God the Father** - God the Father is the first person of the Trinity (Godhead) who orders and disposes all things according to His own purpose and grace. His plans and purposes cannot be thwarted. He is faithful to all His promises, works all things together for good for those who love Him, and in His unfathomable grace gave His Son Christ Jesus for mankind's redemption. It was He who sent His only begotten Son, Christ Jesus, to be the Savior of the world, raising Him from the dead, glorifying His Son, and seating Him at His right hand. Recognizing the authority of God the Father, God the Son obeyed the Father in all things. It is also by God the Father that the Holy Spirit has come to dwell in us. God the Father being the only Sovereign, upholds, governs and oversees all creation and creatures, for all exists for His glory. (**Matthew 6:25-32; 28:18; Mark 16:19; Luke 22:39-42; John 1:14; 3:16; 8:27-29; 11:42; 12:49-50; 17:18-23; 14:16-17,26; 15:26; 16:26-28; Acts 1:4; 2:22-24,33; 3:13-15; 5:30-31; 10:39-41; 13:28-34; Romans 8:11; 11:36; 1 Corinthians 8:6; Galatians 1:1; Ephesians 1:3-14,18-23; 4:6; Philippians 2:5-11; Colossians 3:1; 1 Thessalonians 1:9-10; Hebrews 1:3; 2:9; 10:12; 1 Peter 1:20-21; 1 John 4:14**)

**God the Son** – Jesus Christ is the eternal Son of God, fully God and fully man. As God incarnate, He was conceived by the Holy Spirit and born of the Virgin Mary. He therefore lived a sinless life and perfectly fulfilled God's law, imputing this righteousness to those who believe. He glorified God by saving mankind from their sin, taking our sins upon Himself, and dying on the cross under the punishment of God as the atoning sacrifice. Having been raised from the dead, He ascended into heaven and is at the right hand of God where He ever lives to make intercession for His saints. Christ is the only means whereby mankind can be forgiven of their sins and their guilt removed. At the appointed time He will return bodily in power and glory to judge the living and the dead, and to consummate His redemptive purpose.

**(Matthew 5:17; Luke 1:26-33; 2:6-7; John 1:1-3; 5:22-29; 14:6; Acts 4:12; 17:31; Romans 3:21-26; 8:11,34; Ephesians 1:20; Colossians 1:15-18; 2 Thessalonians 2:7-10; Hebrews 9:14; 1 Peter 2:21-24; 1 John 3:5)**

**God the Holy Spirit** – The Holy Spirit is God, possessing all the characteristics and attributes thereof. The work of the Holy Spirit is to glorify the Lord Jesus Christ, to convict men in regard to sin and righteousness and judgment, and to regenerate the sinner. The Holy Spirit baptizes the believer into the body, indwells the believer, and guides the believer into all truth. He instructs and empowers the believer for godly living and service. He is the One who imparts spiritual gifts to the body as He wills for the edification of the body and for various works of ministry in the world. These gifts are to be earnestly desired and practiced in love. **(John 14:16-17,26; 16:7-15; Acts 1:8; 1 Corinthians 6:19; 12:7-13; Titus 3:4-6; 1 John 2:27)**

**The Creation** – The creation (all material things, all mankind, and all angels), exist for the purpose of manifesting the glory of God. He created the physical universe (including mankind), in six literal days. God rules over the entire creation, being the rightful owner and proprietor thereof, bringing all things into conformity with the purpose of His will. **(Genesis 1:1-2:3; Exodus 20:11; 1 Chronicles 29:11-13; Psalm 148; Proverbs 16:4; Isaiah 42:8-12; 1 Corinthians 8:6; Ephesians 1:9-11; Revelation 4:11)**

**Man** – Mankind, male and female, are distinct from all other living creatures, being created in the image of God. Therefore, mankind is of surpassing value before God, this being manifested in the price paid for his redemption, and when created by God was holy and good. Mankind is under God's authority and is accountable to God for his actions, speech, thoughts, and motives. **(Genesis 1:27; Ecclesiastes 12:13-14; Ezekiel 18:3-24; Luke 2:14; John 3:16; Romans 2:16; 3:19; Hebrews 4:12-13)**

**Sin** – Mankind forfeited his original state of righteousness by willfully sinning against God. Sin is either a transgression of God's law or His character. Beginning with Adam and Eve, all have sinned, bringing death (physical and spiritual) on the human race. God holds mankind accountable to pay the debt of their sins, death. Since mankind's nature is corrupt, he naturally desires to do what is contrary to God's will. Mankind is completely incapable of delivering himself, in whole or in part, from either his guilt or corrupt nature. In this condition, mankind is under God's wrath and is liable to all of the miseries of this life, to death itself and to the pains of hell forever. **(Genesis 3:6; 8:21; Ezekiel 18:20; Ecclesiastes 12:13-14; Jeremiah 17:9; Matthew 25:46; Romans 3:9-12,19-23; 5:12-21; 6:23; 7:7-13; 8:6-8; Ephesians 2:1-3; 2 Thessalonians 1:8-10)**

**Salvation** - God is sovereign in all things, which includes the salvation of men. In eternity, God the Father, knowing that all men, if left to themselves, would reject Him, and coming under His judgment would die in their sin, by an act of His own will graciously determined to save a people for Himself. Being a free gift of God, salvation from sin is offered to all men, which God Himself provided by His grace (alone), through the granting of faith (alone),

because of the redemptive work of His Son, Christ Jesus (alone), to His glory (alone). In its broadest sense, salvation includes regeneration, justification, sanctification, and glorification. Regeneration is the divine act of God whereby the sinner is granted the capacities needed to repent and exercise saving faith. Justification is an act of God whereby He declares the sinner righteous based on the merits of Christ and imputes that perfect righteousness of Christ to the sinner. Sanctification is the work of God in which the believer cooperates with God in the practical outworking of his/her new birth. Glorification is the work of God, which is the consummation of one's salvation whereby the believer is given a glorified, spiritual body that is immortal and no longer subject to sin. The believer lives in this state of glory thereafter, forever, world without end. **(John 3:3-6,14-21; 6:37,44,65; Romans 3:19-30; 8:28-30; Ephesians 1:4,11; 2:1-10; 3:10-11; Philippians 1:29; 2:12-13; 1 Thessalonians 4:3-8; 2 Timothy 1:9-10; 2:25)**

**The Lordship of Christ** – The Christian life has at its core the desire to submit to the Lordship of Jesus Christ, always being eager to honor and please God. This is accomplished by the power and ministry of the Holy Spirit in the life of the believer as they walk by faith. Christians are God's instruments to lead others to a saving knowledge of Christ and to nurture and disciple them to maturity. Christians live always and continually striving against sin and by God's grace are being transformed progressively into the image of Christ. Self-sacrificing love to God and others, humility, joy, the desire to seek peace, the ability to forgive others as Christ has forgiven them, are among the fruit which are to be evident in the true Christian's life. Genuine faith will produce good works, although they in no way merit salvation. **(John 20:28; Romans 6:12-23; 2 Corinthians 3:18; Galatians 5:22-24; Philippians 2:5-11; Colossians 1:10-12; 3:12-17; Hebrews 13:21; James 2:14-26; 2 Peter 1:5-9; 1 John 3:21-24)**

**Man's Eternal Future** - The Lord Jesus Christ will one day return visibly and bodily to the earth with His powerful angels and all mankind will be resurrected and face God's judgment. The present heavens and earth will be destroyed and a new heavens and earth created. Those who have not been saved will be eternally damned for their sins in the lake of fire, the penalty demanded by divine justice for sin. Those who have been saved will live eternally in the presence of God, worshipping and enjoying Him. **(Matthew 24:29-31; 25:31-46; John 5:28-29; Romans 6:23; 2 Thessalonians 1:7-10; Hebrews 9:27; 2 Peter 3:10-13; Revelation 20:12-15)**

**The Ordinances** – Baptism and the Lord's Supper are the two ordinances of the church that we observe. Christian baptism by immersion is the public testimony of a believer's faith in the crucified, buried, and risen Savior, and his union with Him in death to sin and resurrection to a new life. It is also a sign of fellowship and identification with the visible Body of Christ. The Lord's Supper is the commemoration and proclamation of His death until He comes, and should be always preceded by solemn self-examination, private confession of sin, and the recognition of our need for divine grace. **(Matthew 26:17-30; Mark 14:12-26; Luke 22:1-23; Acts 2:38-42; 8:36-39; Romans 6:1-11; 1 Corinthians 11:20-34)**

**The Church** – The Church is the universal body of Christ, those who by the regenerating work of the Holy Spirit, and who upon repentance and faith in the Lord Jesus have been baptized into Christ, the only Savior from sin and who are unified in submission to His Lordship and the Word of God, the Bible. At the same time the Church is comprised of autonomous local gatherings of believers who are governed by Christ in accordance with His Word through the service of its officers, the elders and deacons, and accountable to all its members. The Church assembles for the purpose of instruction in the Holy Scriptures, prayer, fellowship, worship, exhortation, encouragement, and the observance of the ordinances. The Church is responsible to propagate the Kingdom of God in the world, through evangelism and discipleship, by the Spirit and through the preaching of the Word, being the only voice of the Gospel message to the nations of the world. The Church is the bride of Christ, endowed with all the gifts and privileges afforded to her by Christ, the head of the Church. She eagerly awaits her triumphant victory when she will be united to Christ forever at His second coming. (**Matthew 28:19-21; Acts 4:12; 15:19; 20:21; 20:28; Romans 10:9; 1 Corinthians 12:13,27; Ephesians 4:7-12; 5:32; 1 Thessalonians 4:13-18; 2 Timothy 4:1-4; 1 Peter 3:15; 5:1-4; Revelation 19:7-8**)

# Core Values

1. **A High View of God** - We value God far above everything, for He is the most worthy and valuable Being that exists. It is imperative to see Him as He really is, the Creator of everything and paragon of all virtue, the Almighty God. It is our utmost desire to glorify God by pursuing a **high view of God**. To know God and to love Him is the all-consuming passion of our lives. The continual proclamation of His character and nature is a fundamental element in our worship. In fact, this is the definition of worship, to ascribe worth to God and to see, comprehend, experience, and exalt the glory of God.
2. **A High View of Scripture** - We value the special revelation of God He has given us in His written Word, the Bible. Since the Holy Scriptures are, in fact, all sufficient, infallible, and inerrant, we seek always to have a **high view of Scripture**. The Scriptures contain all that we need for life, faith, and godly living because they are the true and divine revelation of God Himself. Therefore, we seek always to understand the Bible better and teach the Bible very clearly. Clear and expository Bible teaching is a fundamental element in our worship.
3. **The Cross** - We value the **cross of Jesus Christ**. Christ's atoning sacrifice is the most important event in the history of creation. The cross was the fulfillment of Christ's work as our High Priest and the full payment for the redemption of mankind from his sins. In the cross, we have the complete work of justification, which is available to us by grace alone, through faith alone, in Christ alone. The cross is central to the attitude of Christian living and the supreme example of God's love to mankind. If there ever was an act of divine wonder to worship and glory in, it is the cross of Jesus Christ!
4. **Spiritual Transformation** - We value personal holiness. Becoming like Christ is chief among our pursuits and **spiritual transformation** is something we continually strive for, so that we take on the character and likeness of Christ in our thoughts, words, and deeds. True saving faith in Christ brings about an obedience to God's commandments which powerfully changes our lives. Bearing the fruit of the Spirit in our daily lives is our humble desire. This is the ministry of the Holy Spirit in sanctification, and our cooperation with Him is at the forefront of our worship. Humility and forbearing love are values of importance in our relation to God and to one another.
5. **Discipleship** - We value the ministry of **discipleship** within the body of Christ. This is the biblical method and divine example of true spiritual ministry within the church. The principles of fellowship, teaching, spiritual authority and accountability are vital to the spiritual growth of Christians. Through the mutual encouragement of discipleship and the expression of each of our own personal spiritual gifts, we seek to be effective and productive ministers of the gospel. This is a vital part of the Christian life for all who seek to obey Christ.

# Announcements

1. Approval for an Announcement
  - A. An announcement will be considered only when it meets the following guidelines:
    1. The activity has been approved by the elders.
      - a. To have an activity approved, please follow the appropriate procedure as outlined in the section entitled Calendar or Proposals.
    2. The activity and announcement have been approved by the ministry leader.
      - a. While not mandatory, it is preferable that the ministry leader submit all requests for announcements. This way, the church office can make sure that the ministry leadership is adequately informed of the activity or change, and has approved it.
2. Bulletin
  - A. All announcements for the week's bulletin must be submitted before Thursday at 9:00am, and will be printed only upon the approval of the elders, ministry leadership, and staff.
    1. Submissions can be made by telephone, by email, or in writing to the church secretary. You may also use the *Bulletin/Insert Announcement Form*.
    2. Submissions must be given exactly as you wish them to appear in the bulletin; however, they may be edited for punctuation, spelling, context, or for space available.
    3. All submissions must be turned in with the leader's name and contact phone number.
  - B. Normally, announcements will be placed in the bulletin for two consecutive weeks according to the event's timing and relevance.
3. Inserts (for the bulletin)
  - A. All insert requests must be received before Thursday at 9:00am, and will be printed only upon the approval of the elders, ministry leader, and staff.
    1. Insert request guidelines are the same as bulletin announcement guidelines (see 1 – 3 above).
  - B. Inserts are reserved for special occasions only and normally will not appear in the bulletin as an insert more than two times.
4. Pulpit Announcements
  - A. Due to time constraints, announcements will not be made from the pulpit.
5. Printed Material
  - A. All invitations, printed material, signups, and any other information related to an event must be approved by the church office prior to being printed or distributed.

1. To obtain approval, please give the desired printed material to the church office one week before copies and distributions are made.
  - B. Once the material is approved, the church copy machine is available to make duplicates.
6. Changes
  - A. The church office must be informed of any changes made to any and all scheduled (especially regularly scheduled) activities.
  - B. Informing the church office will allow staff to reflect the changes in the week's bulletin ("Schedule for the Week" section) and church calendar. This will also allow staff to appropriately answer any inquiries.

# Baby Dedication Policy

1. Baby dedications at Heritage Christian Fellowship are performed when requested by an active attending member.
2. The purpose of the dedication is to make known the desire of the parent(s) to bring up their children in a godly home.
  - A. It is not considered a baptism, and is in no way a means of salvation for the baby.
3. In the event that a single parent wants to dedicate his/her child, born out of wedlock, only the custodial parent can be the presenting parent.
  - A. An unmarried couple cannot commit to raising a child to God's glory when they are not following God in obedience in their relationship with each other.
4. Although the baby is being dedicated to the Lord, the dedication is a testimony of the parents that their child(ren) is a gift from the Lord and it is their desire to commit before God and their church family to bring their child(ren) up in a godly home, teaching them and admonishing them in God's Word.
5. As witnesses of the dedication, the congregation is encouraged to participate in assisting and providing for the family, both physically and spiritually.

# Benevolence

## 1. Scriptural Support

A. The Book of Acts mentions the extraordinary love and unity among the first Christians. In Acts 2:44-45, we read:

1. “And all those who had believed were together and had all things in common; and they began selling their property and possessions and were sharing them with all, as anyone might have need.”

B. In Acts 4, these Christians continued their generous display of love and care for one another. Their care for the needy became so extensive that money and goods had to be brought directly to the apostles for effective distribution.

1. “And the congregation of those who believed were of one heart and soul; and not one of them claimed that anything belonging to him was his own; but all things were common property to them... For there was not a needy person among them, for all who were owners of land or houses would sell them and bring the proceeds of the sales and lay them at the apostles’ feet, and they would be distributed to each as any had need.” (Acts 4:32, 34-35)

C. The believers’ remarkable love for one another continues to be evidenced in Acts 6, as seen in their efforts to minister to the widows:

1. “Now at this time while the disciples were increasing in number, a complaint arose on the part of the Hellenistic Jews against the native Hebrews, because their widows were being overlooked in the daily serving of food. So the twelve summoned the congregation of the disciples and said, ‘It is not desirable for us to neglect the word of God in order to serve tables. Therefore, brethren, select from among you seven men of good reputation, full of the Spirit and of wisdom, whom we may put in charge of this task. But we will devote ourselves to prayer and to the ministry of the word.’” (Acts 6:1-4)

D. The apostles were busy, and as the church began to grow in size and complexity, so did their work load. In order to relieve their expanding work load, and to enable them to concentrate more of their efforts on prayer and the teaching of the Word, the apostles formed a new body of servants. These newly appointed officials were to give themselves to a ministry of deeds--to provide loving service to needy brothers and sisters in Christ.

E. Further support from Scripture:

1. Warning against greed - Luke 12:15
2. Remember the poor - Galatians 2:10
3. Caring for the poor - Acts 20:34-35; 11:29-30
4. Generosity of the Macedonian churches - 2 Corinthians 8:3
5. Philippians praised for their giving - Philippians 4:10,14-16

## 2. Purpose

- A. To be obedient to God
  - B. To provide for the collection, distribution, and proper management of the money and goods contributed to the needy
  - C. To provide an opportunity for the church to be God's channel of blessing to the needy
  - D. To encourage a spirit of compassion and care for the needy
  - E. To teach the recipients to depend on God more fully, as they trust Him to provide for their needs
  - F. The HCF Deacons Ministry shall take under advisement any financial burden brought to their attention.
3. Requests for Funds:
- A. Submit written or verbal requests to the HCF Deacons Ministry.
    - 1. A Benevolence Fund Request Application is available through the church office.
  - B. Requests for support must have the following information:
    - 1. Name, address, phone, and church affiliation of person(s) requesting assistance
    - 2. Name, address, phone, and church affiliation of person(s) in need (if different)
    - 3. Brief summary of current financial status
    - 4. Statement of need (money, food, housing, etc.)
    - 5. List of references with phone numbers
  - C. Applicants will be advised first to seek financial support from their family, and financial counseling may be suggested.
4. Recipients:
- A. Primary focus is to assist Christians, specifically the church body of Heritage Christian Fellowship (Acts 2:44-45; 4:32-37; 6:1)
  - B. To show love and mercy to all in need, including non-Christians (Luke 10:37; 1 Thessalonians 3:12; Deuteronomy 10:17-19; Leviticus 19:9-10)
5. Distribution:
- A. For any amount \$100 or less, funds may be given upon completion of a Request Application, verification of need, and approval of the majority of the deacons serving on the benevolence ministry (currently two of the three).
  - B. For requests exceeding \$100, approval must be met by the majority of the Deacons Ministry (currently three of the five), and upon completion of a Request Application, and verification of need.
  - C. Determination of support shall be based on need and availability of funds.
  - D. Checks distributed will be designated for a specific purpose (e.g. rent, gas) and so noted on the check.
  - E. The Deacons Ministry will be responsible to the church as to the allocation of funds; however, the names and specific details of each case will be held confidential.
6. Guidelines for Approval
- A. Preference will be given to HCF attendees.

- B. Preference will be given to a first time request versus repeated requests.
- C. Preference will be given if the problem is due to adversity versus mismanagement.
- D. Preference will be given to those that are willing to work or are working.
- E. Preference will be given if it is a necessary living expense.

7. Benevolence Fund Policy

- A. In keeping with its biblical and charitable goals, Heritage Christian Fellowship has established a Benevolence Fund (“Fund”) to assist persons in our community who are in financial need. Donors may suggest beneficiaries of the Fund. However, in keeping with IRS regulations, such suggestions shall be deemed advisory rather than mandatory in nature. The administration of the Fund, including all disbursements, is subject to the exclusive control and discretion of the church. All gifts to the fund are gifts to the church and while the deacons may consider suggested designations, in no event are they bound to follow them.
- B. Checks should be made payable to the church, with a notation that the funds are to be placed in the church’s Benevolence Fund.

# Calendar

1. Functions that need to be approved:
  - A. Any and all events that are church related, including but not limited to:
    1. Those that are starting brand new
    2. Those that do not meet on a regular basis or do not have a fixed and set time of meeting
    3. Those that are taking place outside their regularly scheduled place and time, such as classes going on outings, walks, picnics, to restaurants, or having sleepovers, etc.
2. To obtain approval for a function that is starting brand new and will be ongoing:
  - A. Submit a proposal to the church office for the elders' review.
  - B. Either the church secretary or the elders will inform you of the elders' decision.
  - C. If the proposal is approved, the function will need to be added to the church calendar. To have this done, please follow the guidelines below (see 3.).
  - D. To know how to submit a proposal, see Proposals.
  - E. If you desire to have the approved event publicized, please follow the Announcement procedures.
3. To schedule all other functions:
  - A. All events must be approved as follows:
    1. Complete an *Activity/Calendar Request Form*.
    2. Submit the request to the ministry assistant as early as possible, but at least two weeks prior to the event. Please note that events are approved on a first-come basis.
      - a. If nursery care will be requested, forms must be submitted four weeks prior to the event.
    3. The request will be reviewed within the week.
      - a. All activities need the approval of the ministry leader and the elders.
    4. The ministry assistant will contact you with the response.
  - B. Approved events will be posted on the church calendar.
    1. If necessary, the ministry assistant will help you to ensure access to the building, sound support, and childcare (if guidelines are met).
  - C. Events that are not approved are not a church activity, and are not covered by the church liability insurance policies.
  - D. If you desire to have the approved event publicized, please follow the announcement procedures.
4. Major Events
  - A. Calendar requests for major events should be submitted two months in advance. This will ensure that all the necessary details are cared for in a timely manner.

5. Church Calendar
  - A. The official church calendar is kept by the ministry assistant on the main Outlook church calendar.
  - B. A one-month overview of the church calendar is posted in the Resource Room, and updated by the ministry assistant.
  - C. An overview of the entire church calendar is available on the church website.
6. *Activity/Calendar Request Forms*
  - A. This form is found on page 51 of this manual, and is available in the Resource Room, through the ministry assistant, on the church website, or by e-mail.
7. Changes or Cancellation Notification
  - A. If the need to cancel an event should arise, please contact the ministry assistant as soon as possible, in order that the necessary changes and arrangements can be made.

# Facility Use

1. To use Heritage Christian Fellowship's building:
  - A. The purpose for the use must be approved through an *Activity/Calendar Request Form*. Please specify in the request which rooms will be needed (i.e. the Fellowship Hall, the kitchen, etc.).
2. Furniture, Equipment, and Supplies
  - A. For church-related functions (that have been approved) and will take place within the facility, Heritage has furniture, equipment, and supplies that may be available for use. Such equipment includes tables, chairs, kitchen utensils, and supplies. Sound equipment may be available by making a request with the ministry assistant, and must be run by church-authorized sound persons.
  - B. For church-related functions (that have been approved) and will take place outside of the church facility, a request for the use of church supplies, etc. should be submitted to the church office.
  - C. Approved non-church functions that take place at Heritage may have furniture and equipment available for use upon request only. All requests are to be made to the ministry assistant.
  - D. Non-church functions that take place offsite may be permitted to borrow tables and chairs (see 5. below).
3. Clean up
  - A. All those who use the facility are to ensure the space they are using is left in satisfactory condition before leaving.
    1. No food is to be left out.
    2. All items (especially tables and chairs) must be cleaned and returned to their proper place.
      - a. A diagram of the downstairs classroom setup is posted on the back of the classroom door.
    3. Vacuum as needed.
      - a. If you have met in the nursery area and have served food, it is essential that you vacuum the entire area before leaving. We have children with severe allergies to certain foods, and food crumbs can be a great health risk.
4. Decorations
  - A. Prior to an event, please contact the church office to schedule a time to decorate.
  - B. Thumbtacks, nails, and staples are not to be used.
  - C. The person responsible for a function is also to oversee the removal of all decorations immediately following the event.
5. Borrowing Tables and Chairs
  - A. Policy
    1. Only brown tables and plastic folding chairs will be loaned out for general use. These are all located in the outside storage shed.

2. Plastic tables located in the Fellowship Hall may be loaned only for church activities and if the quantity of brown tables is insufficient (e.g. Home Fellowships, HCF picnic).

3. Cloth-covered (non-folding) chairs located in the Fellowship Hall may be loaned only for church activities, and if the quantity of folding chairs is insufficient.

B. Procedure

1. Place a request for table and chairs with the ministry assistant during regular business hours. Request will be logged by the ministry assistant, and should include name, destination location, borrow and return dates and times, and quantity and type of tables and chairs borrowed.

2. Tables and chairs must be taken from the storage unit first. Tables and chairs may be taken from the Fellowship Hall, if the requirements in the above policy are met.

3. Tables and chairs taken from the Fellowship Hall during the week must be returned and set-up as found, at least one hour before the next regularly scheduled activity (e.g. Wednesday night Adventurers or Sunday morning Sunday School).

4. Tables and chairs must be cleaned and returned in working order.

6. Church yard sales

A. Only brown tables are permitted for use for pre-approved church-related yard sales held at Heritage.

B. No yard sale items are to remain at Heritage after the sale is completed.

# Fundraising

## 1. Fundraising

- A. The purpose of a fundraiser is to raise funds from outside the congregation of Heritage.
- B. If a particular ministry is in need of funding, and would like to gain the funds from the congregation of Heritage, the correct process would be to write a proposal to the Deacons Ministry requesting the funds. For information on how to submit a proposal to the Deacons Ministry, please see the section entitled Proposals.
- C. For information on how to schedule a fundraiser, please see the section entitled Calendar.
- D. For information on using the church facility, please see the section entitled Facility Use.

## 2. Yard Sales

- A. Only brown tables are permitted for use for pre-approved yard sales held at Heritage.
- B. Yard sale items are not to remain at Heritage after the sale is completed.

## 3. Car Washes

- A. Multiple signs should be made that clearly indicate who the car wash is to benefit. The signs can be placed near the street and/or other visible places, but must be recovered after the event.
- B. Participants are not to stand off of the church property nor wave signs at intersections. For safety reasons, this will keep the participants from unnecessarily crossing the streets.
- C. Participants must dress modestly. (Colored shirts must be worn; no bathing suits!)
- D. We recommend you place rags and towels on tables or in buckets. Do not let them lay on the ground where they will pick up dirt and gravel and potentially scratch the car paint. Be aware that you are dealing with another person's property. HCF will not be liable for damages to vehicles due to careless acts of the group members.
- E. There are additional requirements if the car wash is to benefit an organization other than Heritage Christian Fellowship.
  - 1. To get the car wash approved, the requestor must first submit a proposal to the Deacons Ministry.
  - 2. If the deacons approve, an *Activity/Calendar Request Form* must then be submitted to the ministry assistant.
  - 3. The person requesting the facilities must be a Heritage Christian Fellowship church member and be present at the car wash. This person should ensure that the building and property is left clean after the event.

4. The group should provide their own materials (wash buckets, wash and dry rags, soap, etc.). Heritage may provide several hoses, but is unable to provide rags and other items.
5. The person who submits the request must also acknowledge their agreement to adhere to these guidelines by signing the Car Wash Guideline form. This form may be obtained through the ministry assistant.

# Ministry Leaders

## **Elders**

Harry Cisar  
Richard Encinias  
Tim Maxwell  
Shaan Sloan  
Brandon Trujillo

## **Deacons Ministry**

Larry Belcheff  
Rick Bobbin  
Richard Collier  
Greg Christiansen  
Louis Ortega

## **Accountant**

Karen Thomas

## **Adventurers Council**

Kyle and Sydni Bamberg  
Richard and Teri Collier  
Jeremy and Sarah Sloan  
Lance Sloan

## **Care Ministry Coordinator**

Charissa Maxwell

## **Children's Church Leader**

Janice Trujillo

## **College and Career Coordinator**

Brandon Trujillo  
David and Tina Winborn

## **Contributions Coordinator**

MorrieAnn Gardner

## **Discipleship**

Shaan Sloan

## **Face First Youth Ministry**

Brandon and Carol Trujillo

## **Greeters**

Cindy Maxwell

## **Home Fellowships Leader**

Terry Thomas

**Maintenance Coordinator**

Charissa Maxwell

**Sunday School Leaders**

Harry and Sophia Cisar

**Men's Council**

Richard Encinias

Dennis Junick

Chris Rierson

**Ushers Ministry**

Richard Hammond

**Men's Prayer Meeting**

Robert Glaser

**Website and Listserv Ministry**

Sam Lockwood

**Ministry Assistant**

Charissa Maxwell

**Women's Council**

Karen Belcheff

Melba Junick

Karen Thomas

**Missions Council**

Charissa Maxwell

Shaan Sloan

Terry and Karen Thomas

**Women's Meal Ministry**

Melba Junick

**Women's Prayer Team**

Carrol James

**Music Ministry Coordinator**

Ryan Bobbin

**New Believers**

Shaan Sloan

**Nursery Council**

Greg and Danielle Ferreri

Jim and MorrieAnn Gardner

Daniel and Mary Etta Yu

**Secretary**

Karen Thomas

**Sound Ministry**

Sam Lockwood

# Money

## 1. Collections

- A. Money collections include, but are not limited to, offerings, donations, fundraisers, etc.
- B. All monies collected must be reported in the following manner:
  - 1. All monies must be counted and verified by at least two people.
  - 2. The monies must then be placed in an envelope with the total amount written on the envelope, the ministry it is to be credited to (i.e. youth, Women of Heritage, etc.), and the signatures of two of the individuals who counted the money.
  - 3. All collected monies must then be given directly either to the church accountant, the contributions coordinator, or an usher, or else be placed in the church offering plate or the church offering box.

## 2. Usher guidelines for counting money

- A. Count loose cash and envelopes without the donator's name.
  - 1. All monies that is not designated...
    - a. Enter this amount on the "offering box cash" line on the tally sheet.
  - 2. Any loose funds that have been designated...
    - a. Enter the money amount in an "amount" space and write what the money is designated for in the "project/activity" space.
  - 3. Set this money aside.
- B. If money has been collected from any ministry...
  - 1. Make sure the ministry followed the first procedure, listed above (see 1. Collections).
  - 2. Without opening the envelope, enter the money amount that was noted on the outside of the envelope in an "amount" space and write what the money is designated for in the "project/activity" space (ex. Sunday School).
  - 3. Place this collection separately in the safe.
- C. Open all envelopes with the donator's name.
  - 1. Cash
    - a. Mark the outside of the envelopes containing cash with the amount of the cash inside and the word "CASH."
    - b. Write the word "cash" next to the donor's name on the tally sheet. Make sure the name on the offering envelope matches the name on the tally sheet.
    - c. For all contributions that are not designated, enter the amount contributed in the "general" space.

- d. For all contributions that are designated, enter the amount contributed in the “amount” space and write what the money is designated for in the “project/activity” space.
  - 2. Checks
    - a. Place the checks in alphabetical order.
    - b. Enter the check number next to the donor’s name on the tally sheet. Make sure the name on the check matches the name on the tally sheet.
    - c. For all contributions that are not designated, enter the amount contributed in the “general” space.
    - d. For all contributions that are designated, enter the amount contributed in the “amount” space and write what the money is designated for in the “project/activity” space.
- D. Finalize Tally Sheet
  - 1. Total each page of the tally sheet. Enter this total on the bottom of the page.
  - 2. Record each page total on the last page of the tally sheet.
  - 3. At this time, all entries are complete.
- E. Verifying Cash Counting
  - 1. Once all the previous steps are completed, count all of the cash again. Please run a tape on that cash, ensuring that it matches the cash total entered on the tally sheet.
  - 2. Once cash has been counted twice, make sure the totals match. This amount is not to be entered on the tally sheet; it is for verification only.
- F. These guidelines need to be followed so that we are being wise stewards of what God has given to us, and to protect all those who are involved in the counting and entering of money.
- 4. Ministry Department Accounts
  - A. Every ministry that has a designated account within the church accounting system may obtain a report of their balance by contacting the church office.
  - B. End of the month balance information is available at the monthly business meetings.
    - 1. Business meetings are normally held the third Monday evening of every month.
- 5. Money Requests
  - A. All requests for expenditures must be made by purchase order (see Purchase Orders, pages 34-36).
  - B. To make a request for benevolence (see Benevolence, pages 12-14)
- 6. Non-Monetary Donations

- A. According to IRS regulations, a non-cash contribution receipt can be obtained from the church office for all non-monetary goods donated to Heritage.
  - B. According to IRS regulations, non-cash contribution receipts are written in recognition of the item(s) received. The IRS forbids Heritage to assign a value to the items donated. It is up to the contributor to designate the value of the gift.
7. Allocation of Offerings
- A. The purpose of this section is to inform people of how the weekly offerings are allocated.
  - B. The first portion of the offerings goes to pay the mortgage of the property. The mortgage amount is taken out weekly at a rate of approximately \$1075 per week.
  - C. Of the balance, 10% is allocated to the Missions Fund, 10% to the Building Fund for maintenance and repairs, and 1% to the Benevolence Fund.
  - D. The remainder is put in the General Fund for all other expenses.

# Office Procedures

1. Office hours
  - A. Monday – Friday
    1. 9:00am-5:00pm
  - B. Saturday and Sunday- closed
2. Duties of the Eldership
  - A. Oversee the entire congregation
  - B. The elders' main concern is spiritual oversight.
    1. This includes, but is not limited to, the oversight of all pastoral ministries.
  - C. The elders also oversee all proposals that are of a spiritual nature.
  - D. For further detail on elder oversight, please refer to the Eldership Flowcharts.
3. Duties of the Deacons Ministry
  - A. Under the eldership, deacons oversee the non-spiritual matters of the corporation of Heritage Christian Fellowship:
    1. Church finances
    2. Proposals of a non-spiritual nature
    3. Facilities
    4. Benevolence
    5. Policies and Procedures
  - B. For further detail on deacon oversight, please refer to the Diaconal Flowcharts.
4. Duties of the church accountant and secretary
  - A. The church accountant maintains the finances for Heritage and takes cares of secretarial duties for Heritage Christian Fellowship.
5. Duties of the church ministry assistant
  - A. The church ministry assistant oversees particular ministries as assigned by the elders.

# Permission Policy

1. Heritage Christian Fellowship (HCF) has adopted the following policy for all representatives of HCF involved in ministering to youth under the age of eighteen, while participating in any church-sanctioned activity.
2. All representatives of HCF who wish to participate in the teaching and/or ministering to any child under the age of 18, whose parents may or may not be members of HCF, will adhere to these rules to protect each child from any undue harm. In addition, this policy is for the protection of HCF and its members from any litigation resulting from an accident on or off of any property belonging to HCF.
3. An HCF Youth-Sanctioned Activity is defined as:
  - A. An activity that involves children under the age of 18
  - B. An activity which has been approved by the elders and deacons and placed on HCF's church calendar
  - C. An activity that does not meet on a regular basis or does not have a fixed and set time of meeting
  - D. An activity that is taking place outside its regularly scheduled place and time, such as a class going on an outing, walk, picnic, to a restaurant, or having a sleepover, etc.
4. In-town Youth-Sanctioned Activity on HCF property that is not overnight
  - A. All in-town youth-sanctioned activities held on HCF property that are not overnight do not require a permission slip.
5. In-town Youth-Sanctioned Activity that happens away from HCF property
  - A. The **basic permission slip** will be used for all in-town youth-sanctioned activities that are not overnight that happen away from HCF property.
  - B. When a sanctioned activity is not scheduled to take place on HCF property, the ministry leader shall ensure that all those involved (under the age of 18) have completed the basic permission slip.
  - C. If a completed permission slip is not submitted by the time of the event, the individual will not be permitted to participate.
  - D. The ministry leader is to make a photocopy of each permission slip.
    1. The original must be given to the church office, prior to the start of the event.
    2. The photocopy must accompany the leader throughout the entire event.
6. Overnight and/or Out-of-Town Youth-Sanctioned Activities
  - A. The **comprehensive permission slip** will need to be completed for each overnight and/or out-of-town youth-sanctioned activity.

- B. When a sanctioned activity is scheduled to take place over-night and/or out-of-town, the ministry leader shall ensure that all those involved (under the age of 18) have completed the comprehensive permission slip.
- C. If a completed permission slip is not submitted by the time of the event, the individual will not be permitted to participate.
- D. The ministry leader is to make a photocopy of each permission slip.
  - 1. The original must be given to the church office, prior to the start of the event.
  - 2. The photocopy must accompany the leader throughout the entire event.
- 7. Those who are involved in an activity requiring a permission slip will not be allowed to leave with anyone other than the parent, while that child is under the direct supervision of HCF's ministry leader.
- 8. Any activity taking place away from HCF property, not pre-approved by the elders and deacons, and without the prior knowledge of the parents, will not be considered a church-sponsored activity, and HCF will not be held responsible for any damages or injury resulting from the negligence of those involved.
- 9. Persons under the age of eighteen requiring prescription medication during the course of the activity must advise the event leader in advance.
  - A. No one acting on behalf of HCF is allowed to give any child any prescription medicine without the permission of the child's parent or legal guardian.

# Permission Slip

1. Heritage Christian Fellowship has two permission slips.
  - A. The **basic permission slip** shall be used for all in-town activities requiring a permission slip that are not overnight and are held off of HCF property.
  - B. The **comprehensive permission slip** shall be used for all out-of-town and/or overnight activities requiring a permission slip.
  - C. Please note that these permission slips are still under revision.
2. The **Basic Permission Slip**
  - A. The church office will complete the activity information on the basic permission slip.
  - B. Ministry Leaders may then obtain the slip, which they may make copies of and distribute to those desiring to attend the activity.
  - C. The permission slip must be completed in its entirety, so that we might have a record of the child's information, contact information, and parental/legal guardian authorization.
  - D. Parental/Legal Guardian Authorization
    1. By signing this section the parent, adoptive parent, or court appointed legal guardian releases and discharges HCF, its agents, employees, officers, board members, members and volunteers, from all claims, demands, actions, judgments and execution, which the signed and/or child may now have or may hereafter have, or which the signed's heirs, personal representatives, or assigns may have or claim to have against HCF for all personal injuries, known or unknown, and injuries to property, real or personal, caused by, or arising out of, or relating to, directly or indirectly, the described activity. Further, the signed agrees to indemnify and hold harmless HCF and its agents and other volunteers from any liability whatsoever resulting from accident or injury to child while participating in the activities, including any transportation to and from the activity.
    2. Further, the signed certifies as follows:
      - a. That in signing the document, the signed acknowledges that HCF will not be liable for any injuries to the child.
      - b. That the signed grants the permission envisioned in the slip for the child to participate in the activity.
      - c. That the signed has in full force and effect an adequate health insurance or major medical policy to

protect the child from medical treatment costs in the event of injury and that the insurance information listed below is current in all respects. If there is no current and/or adequate health insurance the signed is solely responsibly for all medical expenses.

d. That in signing the document, the signed acknowledges that HCF has the authority to make medical decisions on behalf of the signed for the benefit of the child if such treatment is indicated and the signed cannot be contacted and to control the child's behavior in any manner that a parent would ordinarily control.

f. That in signing this document, the signed consents that agents of HCF may make medical decisions for the best interest of the child if necessary.

3. The signed also understands that the child's participation in the activity is entirely voluntary and takes full responsibility for the decision to allow the child to participate in said activity.

E. Once forms are completed

1. Ministry leaders are to make a photocopy of the completed original.

2. The original must be given to the church office, prior to the start of the event.

3. The photocopy will accompany the leader throughout the entire event.

F. If a permission slip is not submitted, the individual will not be permitted to participate.

G. The basic permission slip expires upon the completion of the event specified within the slip itself.

### 3. The **Comprehensive Permission Slip**

A. The church office will complete the activity information on the slip.

B. Ministry Leaders may then obtain the permission form, which they may make copies of and distribute to those desiring to attend the activity.

C. The Limited Power of Attorney and Authorization to Consent shall be read by the parent or legal guardian.

1. This form must be completed in front of a Notary Public.

2. The church accountant is a Notary Public, and she is available to witness, seal, and sign all permission slip forms completed in her presence during business hours.

- D. The Heritage Christian Fellowship Church Permission, Release, Waiver of Liability, and Certification of Compliance Form shall be read by the parent or legal guardian and child.
  - 1. By signing the authorization on the permission slip, the parent or legal guardian consents to the Permission, Release, Waiver of Liability, and Certification of Compliance Form.
- E. Once forms are completed
  - 1. Ministry leaders are to make a photocopy of the completed original.
  - 2. The original must be given to the church office, prior to the start of the event.
  - 3. The photocopy will accompany the leader throughout the entire event.
- F. If a permission slip is not submitted, the individual will not be permitted to participate.
- G. The comprehensive permission slip expires upon the completion of the event specified within the slip itself.
- 4. All permission slips must be fully completed.
- 5. A copy of each individual's permission slip must accompany the event leader during the entire course of the event.
- 6. The original of each individual's permission slip must be left with the church office prior to leaving for the event.
- 7. For out-of-town events, a list of names and emergency contact numbers of those who do not require a permission slip must be submitted to the church office prior to the event.
- 8. Persons under the age of eighteen requiring prescription medication during the course of the activity must advise the event leader in advance.
  - A. No one acting on behalf of HCF is allowed to give any child any prescription medicine without the permission of the child's parent or legal guardian.

# Preparation for Marriage

1. Heritage Christian Fellowship (HCF) has adopted the following procedure for all engaged couples who desire to be married by an HCF Pastor or at HCF.
  - A. Pre-Marital Questionnaire and Introductory Interview
    1. Engaged couples must make arrangements with the church office to come in and fill out HCF's Pre-Marital Questionnaire.
      - a. Both parties must fill out a separate questionnaire.
      - b. Questionnaires need to be filled out prayerfully, honestly, and independently of each other.
      - c. Once completed, questionnaires are to be left with the church secretary.
    2. Once the couple has turned in the questionnaire, the church secretary will contact Pastor-Elder Richard Encinias.
    3. Pastor-Elder Encinias will contact the engaged couple to set up an appointment for their pre-marital introductory interview.
      - a. Pastor-Elder Encinias will oversee all pre-marital introductory interviews, regardless of which pastor the engaged couple desires to perform the marriage ceremony.
  - B. Once successfully completing the questionnaire and the introductory interview, the engaged couple may begin their marriage preparation classes.
    1. Marriage preparation classes will be arranged by Pastor-Elder Encinias.
    2. Engaged couples must complete the classes and be approved for marriage.
  - C. Engaged couples who do not follow the Preparations for Marriage Procedure (questionnaire, interview, classes, and final approval) will not be approved for marriage by an HCF Pastor or for marriage at HCF.

# Proposals

1. The purpose of a written proposal
  - A. To obtain official action by the church leadership on a specific matter
    1. Note: Only written proposals receive official action.
  - B. To establish what you desire in written form, that it may be communicated to all the leadership
2. Why write a proposal
  - A. To obtain permission to begin a new ministry (i.e. Bible Study, outreach, class, etc...)
  - B. To gain action regarding anything you would like to see changed, improved, or implemented
3. How to write a proposal
  - A. Please use the *Proposal Form*. This is located in the resource room, or obtained through the church office or the church website.
    1. Using the form, state who the proposal is from, to, the date, and what the proposal is in regards to.
    2. The proposal should consist of concise information that answers the following: who, what, when, where, and why, including any financial concerns that might be involved.
4. Who to address the proposal to
  - A. A proposal of a spiritual concern is to be addressed to the elders.
  - B. A proposal of a non-spiritual concern is to be addressed to the Deacons Ministry.
5. Submitting a proposal
  - A. All proposals should be submitted to the church office. Proposals of a private concern should be sealed in an envelope that states who it is from and whom it is to.
  - B. Proposals to the Deacons Ministry must be submitted one week prior to the monthly business meeting. Business meetings are normally held the third Monday evening of every month.
  - C. Proposals to the elders must be submitted one month prior to the date on which you would like to see the proposal enacted.
6. Response
  - A. It is the goal of the elders and the deacons to officially record and respond in written form to every proposal.

# Purchase Orders

1. Purchase orders must be made before any funds can be distributed or reimbursed.

A. All expenditures must be formally approved as outlined below, even if a cash account exists for that ministry.

B. Reimbursements will not be made unless a purchase order is approved in advance.

C. All purchase orders must be submitted by the ministry leadership. This will ensure that the purchase is approved by the overseeing persons.

2. The following guidelines are to be used when the submitter desires to make a purchase and be reimbursed.

A. Complete a Purchase Order

1. Obtain and complete a blank purchase order from the Resource Room. The purchase order must have the name and phone number of the person requesting the funds.

2. Please be as thorough as possible. If you do not know the exact amount of the pending purchase, please round the amount up to help the deacons ascertain the ability the church has to pay for the purchase. Please allow for taxes and shipping and handling, if required.

3. Please check the box "Reimburse by receipts," located towards the bottom of the form.

4. In the "Ministry making request" blank near the bottom, enter the name of the ministry (or department) from which the purchase will be paid.

5. Give the completed purchase order to the church accountant at least one week prior to the date you desire to purchase the items.

B. The deacons will review the request, verify the appropriateness of the expenditure and the availability of the funds, and make a decision.

C. The church accountant will notify the submitter with the deacons' decision.

D. If the purchase order is approved for reimbursement...

1. If desired, submitter: Pick up the yellow copy of approved purchase order.

2. Submitter: Make purchase(s) and return yellow copy (if obtained) and receipt(s) to the accountant after purchase.

3. Accountant: Prepare a check made out to payee (P.O. number on check, check number on P.O.), place the check in the deacons' folder for items to be signed, and update the church records with completed information.

4. Deacons: Sign check.

5. Accountant: Notify payee to pick up reimbursement check.
  6. Submitter: Pick up completed check.
3. The following guidelines are to be used when the submitter desires funds to be paid directly to a vendor.
- A. Complete a Purchase Order
    1. Obtain and complete a blank purchase order from the Resource Room. The purchase order must have the name and phone number of the person requesting the funds.
    2. Please be as thorough as possible. If you do not know the exact amount of the pending purchase, please round the amount up to help the deacons ascertain the ability the church has to pay for the purchase. Please allow for taxes and shipping and handling, if required.
    3. Please check the box "Make check payable to:" and write in the blank provided who the check is to be made payable to.
    4. In the "Ministry making request" blank near the bottom, enter the name of the ministry (or department) from which the purchase will be paid.
    5. Give the completed purchase order to the church accountant at least two weeks prior to the date you desire to purchase the items.
  - B. The deacons will review the request, verify the appropriateness of the expenditure and the availability of the funds, and make a decision.
  - C. The church accountant will notify the submitter with the deacons' decision.
  - D. If the purchase order is approved:
    1. Church accountant: Prepare a check made out to a vendor (P.O. number on check, check number on P.O.).
    2. Deacons: Sign check.
    3. Accountant: Notify submitter.
    4. Submitter: Pick up completed check and return receipt(s) to the accountant after purchase.
    5. Accountant: Update the church records with completed information.
4. The following guidelines are to be used when the submitter desires the purchase of the items to be handled by the church accountant.
- A. Purchases to be delivered (on approved purchase orders) can be made by the church accountant.
  - B. At the discretion of the church accountant, she may make purchases that are not for delivery (on approved purchase orders). Please check with the accountant.
  - C. Complete a Purchase Order

1. Obtain and complete a blank purchase order from the Resource Room. The purchase order must have the name and phone number of the person requesting the funds.
2. Please be as thorough as possible. If you do not know the exact amount of the pending purchase, please round the amount up to help the Deacons ascertain the ability the church has to pay for the purchase. Please allow for taxes and shipping and handling, if required.
3. Please check the box "Order from:" and write in the blank provided who the items are to be ordered from.
4. In the "Ministry making request" blank near the bottom, enter the name of the ministry (or department) from which the purchase will be paid.
5. The purchase order must contain the exact information of what is to be purchased, the vendor, and the exact price. If the submitter has received the product information online, they should include a product printout of the exact items they would like purchased. If they have received the product information from a magazine, they should include a photo copy of the exact items they would like to have purchased.
6. Give the completed purchase order to the church accountant at least one week prior to the date you desire the items to be purchased. Give due consideration for delivery time.

D. The deacons will review the request, verify the appropriateness of the expenditure and the availability of the funds, and make a decision.

E. The church accountant will notify the submitter with the deacons' decision.

1. If the purchase order has been approved, the church accountant will also give the expected date of delivery for the product, along with order information.
2. Follow up of product will be the sole responsibility of the submitter.
3. Once the product has arrived, the church accountant will inform the submitter.

# Safety

1. It is essential to watch over everyone's safety.
2. Emergency issues
  - A. **First-Aid kits are available in the nursery bathroom cabinet and in the northeastern kitchen cabinet. (Both cabinets are marked.)**
  - B. Minor injuries
    1. Typically, most minor injuries can be treated with a little loving attention, a cool cloth, or a Band-Aid.
    2. Please treat the child or adult as needed. If a child is injured, please contact the parent as soon as reasonably possible and communicate the facts as to what happened and how the injury was treated.
  - C. Serious injuries
    1. Any serious injury involving, but not limited to, broken bones, convulsions, fainting, unconsciousness, or other serious bodily injury should be treated as follows:
      - a. Call 911 for professional help.
      - b. STAY CALM; keep the injured person as calm as possible. Speak calmly to assure the injured. Do not move the injured, unless they are in harm's way.
      - c. Involve a second "rescue" person if reasonably possible.
      - d. In the case that an injured person is a child, immediately notify the parents, if possible, and allow them to make all the necessary decisions.
    2. Each individual involved with the incident shall complete a *Ministry Incident Report Form* immediately following the emergency, and turn it in to the church office.
  - D. The *Ministry Incident Report Form* is located on page 53 of this manual. Extra copies are also available in the Resource Room.
2. Exiting the building in case of emergency
  - A. If you are in charge of a group, quickly count the number of children/adults in your classroom before evacuating. (Take your Class Roster.)
  - B. Calmly exit the building as quickly as possible, by the safest and nearest route.
  - C. If possible, please assemble at the northwest corner of the parking lot and wait for further instructions.
  - D. If you are in charge of a group, after exiting the building, take a head count to ensure all your children/adults are with you.
  - E. Ground floor exits are the front doors (north side of the building) or the side door (on the east end of the building).

- F. Lower level exits are the west doors and the door at the top of the east stairway.
  - G. Please remain calm; this will help to keep others calm also.
  - H. If you are in charge of a group, do not leave your group until the emergency is over.
3. Fire extinguisher
- A. Fire extinguishers are located in the following places:
    - 1. By the entryway outside the sound room
    - 2. In the nursery doorway for the infants
    - 3. On the east wall in the sanctuary near the light switch
    - 4. In the downstairs hallway outside the men's restroom
    - 5. By the kitchen telephone
    - 6. Next to the drink station in the Fellowship Hall
  - B. PASS acronym:
    - P**ull the pin
    - A**im the nozzle (from a distance of 6 feet)
    - S**queeze the trigger
    - S**weep (right-to-left and back) the base of the flames (the source of the fire)
4. Fire Systems
- A. The fire system is supervised and monitored by Professional Security Consultants, Inc., (PSC) and any questions from the Fire Department, inspectors, or any other authorities need to be directed to PSC. Additionally, any modifications or testing of the system need to be cleared through PSC, as their license and liability insurance is listed on the system. Professional Security Consultants must be the only company making changes or alterations to this system.
5. Food
- A. If your group is going to have food, then all children, twelve years old or younger, whose parents or legal guardian are not present, must have the permission of their parent or legal guardian before the child is to be allowed to eat during any Heritage Christian Fellowship activity.
    - 1. The leadership of HCF does not recommend giving snacks to the children during class time. Snacks are not necessary, and it may take away from the teaching of God's Word.
    - 2. Please be aware that some of the children in our nursery have severe allergies to food. If you do have a child under your supervision whose parents have not allowed them to have snacks, we ask that you do NOT give snacks to any of the children in your class. This will avoid having a child picking up crumbs off of the floor or eating another child's food.
6. Illness

- A. Persons who are ill (with a fever or having a communicable disease which can be transmitted by cough or touch) shall not be permitted into the classroom during the time of their illness.
  - B. If you are in charge of a group, children should be returned to their parent or legal guardian as soon as an illness is discovered. If this is not possible, the person who is ill should be isolated in a safe and non-offensive manner that will allow supervision to continue until they can be returned to their parent or legal guardian.
7. HCF-approved volunteers should never give a child any prescription medicine without the parent or legal guardian's written permission. (Please see Permission Policy #8).

# Security

1. It is essential to watch over everyone's security.
2. If you oversee a ministry involving children:
  - A. Sign-in and Sign-out procedures for children 5<sup>th</sup> grade and younger
    1. For those who work in the nursery area: Ensure that every child is checked in, and leaves the area only with the adult who has their corresponding badge.
    2. For those who work in classrooms with elementary school aged children: Ensure that all children are signed in, and that only the adult who signed them in checks them out.
  - Special Note: This policy is in place for the protection of those children whose families we do not know. In the case where the ministry leader personally knows the family, they may, at their discretion, release a child to an appropriate adult other than the one who signed them in.
    - a. Please follow the procedural guidelines of the ministry that you work within.
  - B. Do not leave any children in a classroom unsupervised.
    1. Teachers should be ready to admit children into their classroom and/or supervise their students at least ten (10) minutes prior to the class start time.
  - C. During services, children are not to be allowed to wander around the building without adult supervision. If need be, direct children to their appropriate place. Adults are also not allowed to wander around the children's ministry area during services. If you see any adult who is unknown to you, find out who they are, and if it is appropriate for them to be there, and take appropriate action.
  - D. Do not allow unauthorized persons to stay in or visit the children's classes.
    1. An unauthorized person is someone who does not belong in that class, and is not there as an approved volunteer.
    2. A parent of a child who is in the class is only allowed to visit for two weeks with the teacher's permission. If a parent desires to visit their child's classroom for more than two weeks, they need to go through the Volunteer Requirement Procedures. Please note that the teacher is NOT to leave any children alone with that parent for any length of time until they have completed the Volunteer Requirement Procedures.
  - E. Appropriate touching should be limited to handshakes, "high fives", brief side-by-side hugs, or a brief touch on the shoulder. Physical contact with children should be minimal and only in the presence of other adults. Volunteers should not allow children to sit on their lap.

F. Inappropriate touching should be guarded against at all times. Any such touching should be reported to authorities immediately.

G. No one is ever to hit, shake, spank, or be verbally abusive to any child.

H. All nursery, child care, and babysitting is to be overseen by the Nursery Council, exclusively.

1. The nursery includes care for newborns through 23 months during Sunday School and the second worship service on Sunday morning. It also includes care for newborns through 35 months during the first worship service on Sunday morning and the Wednesday night service. During summer months, nursery care ages and times are different than the rest of the year.

2. Child care includes care for newborns and children during regularly scheduled Bible studies.

3. Babysitting includes care for newborns and children during special events.

4. All those who desire to have nursery, child care, or babysitting for an event or ministry they oversee must follow the Nursery Council's guidelines as listed below:

a. Complete an *Activity/Calendar Request Form*, being sure to mark 'Yes' on the line entitled "Nursery Care Desired," and complete a *Request for Nursery Service* form (located in the Resource Room).

1. It is up to the requesting ministry to provide a meal or snacks.

2. Nursery care for events and Bible studies is limited to children 12 years old and younger.

b. Submit the request to the church office as early as possible. All activity requests in which nursery care is desired must be submitted at least four weeks prior to the event.

1. It will be at the Nursery Council's discretion to establish as many classes as necessary to handle the number of children at the special event or Bible study.

2. At times, the Nursery Council may need to limit the number of children at the special event due to limited staffing and resources.

c. Please do not assume that because you have completed and submitted a request form that childcare will be provided. Please wait until the church office has contacted you with approval.

I. No child under the age of eighteen shall be allowed to leave HCF during regular scheduled classes without the written permission of the parent, unless it is the parent who takes them out of the class.

### 3. Trips

- A. All outside ministry activities must have prior authorization (see Calendar, pages 15-16), and receive a completed permission slip for all individuals seventeen years old or younger.
- B. All events are to be supervised by adults (an adult constitutes as anyone over the age of eighteen).
- C. Please note the following guidelines for trips with individuals seventeen years old or younger.
  - 1. Every individual shall wear a safety belt when traveling in a vehicle.
  - 2. The group must be supervised by an adult at all times.
- D. Original permission slips must be left with the church office. For out of town and/or over-night trips, each vehicle that is transporting individuals seventeen years old or younger must have a copy of each passenger's permission slips. The trip leader is also to have a copy in their possession.
- E. Anyone wishing to drive the church van for an event must be twenty-one (21) years of age or older and must be listed on the church insurance policy. For more information regarding the use of a church vehicle, please read the section titled Vehicle Use.
- F. A list of names and emergency contact numbers of those who do not require a permission slip must be submitted to the church office prior to the out-of-town trip.

### 4. Securing the building

- A. Do not leave the front doors unlocked, unless someone is upstairs to supervise the building.
- B. Do not leave the building without first ensuring that an authorized person is available to secure it.
- C. To secure the building, do the following:
  - 1. Ensure that everyone has left the building.
  - 2. Turn off the air conditioner or heater. If the heating or air conditioning was modified from its original setting, return it to its previous setting. (If you do not know how to work these units, please contact the church office.)
  - 3. Ensure that every outside door is shut and locked.
  - 4. Turn off every light in the entire building. (Note that one light above the office and in the foyer will remain on.)
  - 5. Turn the alarm on, exit the building, and lock the deadbolt.
  - 6. Do not leave without securing the building.
- D. It is the responsibility of the person leading a ministry to ensure that the building is unlocked and locked for their function. If the leader of the event does not have access to the building, arrangements will need to be made with the ministry assistant.

# Service Schedule

1. Sunday morning services
  - A. First Worship Service
    1. Time: 8:00-9:15am (School Year) and 9:00-10:15am (Summer)
      - a. All ministries scheduled during this time are expected to begin and end at the times listed above.
    2. Ministries scheduled during this time
      - a. First service Sunday morning main teaching. This teaching is usually done by Tim Maxwell.
      - b. School Year:
        1. The nursery will be available for newborns through 35 month olds.
      - c. Summer:
        1. The nursery will be available for newborns through four year olds.
        2. A children's Bible class will be available for 5-12 year olds.
  - B. Sunday School (School Year)
    1. Time: 9:30-10:30am
      - a. All ministries scheduled during this time are expected to begin at 9:30am and end at 10:30am.
    2. Ministries scheduled during this time
      - a. All Sunday School classes are scheduled for this time period.
      - b. The nursery will be available for newborns to 23 month olds.
  - C. Second Worship Service
    1. Time: 10:45am-12:00pm
      - a. All ministries scheduled during this time are expected to begin at 10:45am and end at 12:00pm.
    2. Ministries scheduled during this time
      - a. Second service Sunday morning main teaching. This teaching is usually done by Tim Maxwell.
      - b. The nursery will be available for newborns to 23 month olds.
      - c. Sunday School 2-4 year old class will be available. (During the summer, this class may be combined with nursery care.)
      - d. Children's Church will also be available at this time for children 5-12 years old.
  - D. Time Change
    1. Service times will change as follows
      - a. School Year: Sunday after Labor Day to the Sunday before Memorial Day

- b. Summer: Memorial Day through Labor Day
- 2. Wednesday night services
  - A. Time: 7:00-8:30pm
    - 1. All ministries scheduled during this time are expected to begin at 7:00pm and end at 8:30pm.
  - B. Ministries scheduled during this time
    - a. Adult Bible Study- This teaching is usually done by Tim Maxwell.
    - b. The nursery will be available for newborns to 35 month olds.
    - c. Adventurer classes are available for children from 3 to 18 years old.

# Vehicle Use

1. Guidelines for use
  - A. Use of the church van shall be limited to church-related events and needs.
  - B. The vehicle must be reserved through the church office and signed out by the person(s) responsible for the group activity. Van reservations are on a first-come, first-serve basis.
  - C. All drivers must meet the following guidelines:
    1. Drivers must be no younger than 21 years old.
    2. Drivers must attend Heritage Christian Fellowship.
    3. Driver must have a current and valid NM driver's license.
    4. Drivers must be listed on the church insurance.
      - a. Drivers will need to register their full name, driver's license number, and date of birth in the church office ten days prior to use of van. A copy of their driver's license will be required. After review, the insurance company will notify Heritage of the driver's eligibility; at which point the church office will notify the driver.
    5. Drivers must not have a moving violation or an "at fault" accident in the last three years.
  - D. The van key is to be picked up and returned to the ministry assistant during regular office hours. Needed repairs should be noted to the ministry assistant, as well.
  - E. Smoking is not permitted in the van. Eating and drinking are allowed at the discretion of the group leader; however, the van must be returned in the same condition in which it was borrowed.
  - F. The maximum van speed is the speed limit.
  - G. Passengers shall wear a seat belt at all times!
  - H. There are to be no more than 11 passengers, driver included.
  - I. The fuel for the van will be paid for by the ministry requesting the use of the van.
  - J. The majority of the weight in the church van must be in front of the rear axle.
    1. The back seat of the van has been taken out to ensure the safety of all the passengers. Do not replace this seat.
    2. Do not fill the back area where the seat was with objects weighing over 200 pounds. You may fill this area with light objects such as sleeping bags.
2. Requesting use of the church van
  - A. Complete an *Activity/Calendar Request Form*, being sure to write "Yes" on the line entitled "Transportation Needed," and "church van" on the line entitled "Means of Transportation."
  - B. Submit the request to the church office as early as possible. All activity requests must be submitted at least two weeks prior to the

event. Please note that use of the van will be approved on a first-come basis. The request will be reviewed within one week.

C. Please do not assume that because you have completed and submitted a request form that the use of the church van has been approved. Please wait until the church office has contacted you with an approval.

3. Use of personal vehicle for ministry functions

A. The driver must have a valid driver's license, current insurance, and current vehicle registration.

B. The driver must be the owner of the vehicle.

C. The driver/owner of the vehicle must be willing to assume liability.

D. The ministry leader is expected to ensure that anyone who is volunteering to drive is well-known to the congregation, and known to be a safe and responsible individual.

# Volunteer Requirements

1. Ministry leaders are to ensure that every volunteer working within their respective ministry meets the following requirements and abides by them.
2. For the protection of the children, all who participate in any ministry of any kind to children seventeen years old or younger will adhere to the following rules. In addition, this policy is for the protection of Heritage and its members from any litigation resulting from an accident on or off of any property belonging to Heritage.
  - A. This would include, but is not limited to, all ministry leadership, teachers, substitutes, counselors, workers, helpers, chaperones, child-care workers, babysitters, and anyone who desires to sit in on a class as a helper.
  - B. All potential volunteers must have attended Heritage Christian Fellowship consistently for a minimum of six months before being considered for volunteer service.
    1. An exception to this rule has been established for Camp Adventure volunteers only. (Please see #3 Camp Adventure Volunteers.)
  - C. Before a ministry leader asks anyone to work as a volunteer, they must first ask for the approval of the eldership. Approval may be obtained by contacting the church ministry assistant who will submit the request to the eldership.
  - D. Before a person serves, they must complete a *Volunteer Application* and a *Police Background Check*. These forms are available through the church office.
  - E. These forms must be completed and turned into the church ministry assistant.
  - F. The church ministry assistant will review the Volunteer Application and submit a request for the Police Background Check. If they are approved, the church ministry assistant will notify the ministry leadership. At this point, the volunteer will be allowed to serve.
  - G. It is vital that a prospective volunteer not be allowed to serve until this process is completed and they have been approved.
  - H. It is expected that all ministry leaders ensure that those who serve under them are trained in, and informed of, the church policies and procedures for children.
  - I. For a list of those who have been approved to work with children, please see the church office. Keep in mind that just because someone has been approved as a volunteer, it does not mean they are trained. All volunteers must be trained for their respective ministry.

J. All pre-approved volunteers have only been approved to work in certain ministries. Therefore, each volunteer must have the eldership's approval before they are allowed to minister in another area of ministry.

Special Note of Concern from the Elders: The safety and care of the children of Heritage is essential. All who participate in any ministry of any kind to children seventeen years old or younger will adhere to the established rules. This will not only help to ensure the safety of our children, but also the protection of our volunteers. Ministry leaders must realize the importance of this issue and make certain that it is followed within their prospective ministry. The safety of our children is more important to us than giving someone an opportunity to serve or filling a space where a volunteer is needed. Again, it is vital that a prospective volunteer not be allowed to serve until the process previously established is completed.

### 3. Camp Adventure Volunteers

A. All adults (eighteen years old and older) who participate in, or go to, Camp Adventure, and will remain at the camp "overnight," shall be considered a volunteer, and will go through the previously established volunteer requirements (see #2 above and the exception B below).

B. In an effort to accommodate those who do not attend Heritage Christian Fellowship but desire to participate, go to, or volunteer at Camp Adventure, an exception has been established.

1. The original rule states: All potential volunteers must have attended Heritage Christian Fellowship consistently for a minimum of six months before being considered for volunteer service.

2. The exception is as follows: All potential volunteers for Camp Adventure that do not attend Heritage Christian Fellowship must faithfully attend another Christian congregation, and must be known very well by a member of our congregation. The ministry assistant will verify this information.

### 4. All volunteers are to ensure the space they are using is left in satisfactory condition.

A. No food is to be left out.

B. All items must be returned to their proper place.

C. Vacuum as needed.

1. If you have met in the nursery area and served food, it is essential that you vacuum the entire area before leaving. We have children with severe allergies and one crumb on the floor can be a great health risk.

D. All furnishings are to be returned to their proper place.

### 5. Volunteer restrictions

- A. No volunteer will be permitted to work with children seventeen years old or younger if he or she has been convicted of child neglect, child abuse, or any other misconduct involving children.
  - B. People that do not profess faith in Christ will not be allowed to minister as a volunteer.
  - C. Positions that require spiritual maturity will not be granted to new Christians or immature Christians.
  - D. Single men (including youth and boys) will not be permitted to work in the nursery (that is, with children under the age of two).
  - E. Men (regardless of age) are not permitted to change diapers or take children to the restroom. (They may escort, but not go into the restroom.)
  - F. Young women must be thirteen years old or older to work in the nursery (that is, with children under the age of two).
6. No adult, child, or youth will be allowed in the nursery area unless:
- A. The adult is the parent of one of the children within the nursery, and the child is requiring their attention.
  - B. The adult is unable to use the downstairs restroom.
  - C. The adult is volunteering within the nursery area and has been approved.
  - D. The child is attending a class within the nursery area.
  - E. The youth is volunteering within the nursery area and has been approved.
7. Ministry leader's responsibilities in regard to the volunteer requirements
- A. The ministry leadership is directly responsible for the implementation and fulfillment of all policies and procedures at Heritage Christian Fellowship within their respective ministry.
    - 1. All volunteers must have prior approval from the eldership. Approval may be obtained by contacting the church ministry assistant, who will submit the request to the eldership. If the volunteer will be working with children, they will also need to follow the requirements previously stated (see #2 above).
    - 2. All those involved within your ministry must be trained in the policies and procedures of Heritage Christian Fellowship.

# **Agreement**

## **To be fulfilled by all ministry leaders**

That we might glorify God, one of the goals at Heritage Christian Fellowship is to provide a safe, loving environment for each individual. This Ministry Manual reflects our desire to achieve this goal. Anyone who volunteers or works at Heritage Christian Fellowship is expected to adhere to the policies, procedures, and guidelines set forth in this manual. Failure to do so may result in dismissal from your position.

1. By signing below, I acknowledge that I have read and understood the entire document entitled "Ministry Manual 2008-2009."
2. I hereby agree to abide by these policies, procedures, and guidelines in full.
3. I hereby agree with, and will uphold, the Statement of Faith and the Core Values of Heritage Christian Fellowship.

If you do not fully agree with these documents, please note your concern below. Your concern will be brought to the attention of the elders for review.

Ministry Leader's Printed Name \_\_\_\_\_

Ministry Leader's Signature \_\_\_\_\_ Date \_\_\_\_\_

Concerns: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Activity/Calendar Request Form

Date Request Submitted: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Person in Charge of Event: \_\_\_\_\_

Phone: Day - \_\_\_\_\_ Evening - \_\_\_\_\_

Activity: \_\_\_\_\_  
\_\_\_\_\_

Purpose: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time Event Starts: \_\_\_\_\_

Time Event is Finished: \_\_\_\_\_

Event Location: \_\_\_\_\_

(If the event will be held at HCF, please specify which room(s) will be used.)

Sound Assistance Needed (Recording/Reinforcement):  YES  NO

Nursery Care Desired (Childcare/Babysitting):  YES  NO  
(If Nursery Care is desired, please additionally complete a *Request for Nursery Services* Form.)

Transportation Needed:  YES  NO

Means of Transportation: \_\_\_\_\_

Total Cost: \_\_\_\_\_ Whom it is to be Paid By: \_\_\_\_\_

Cost Includes:  
\_\_\_\_\_  
\_\_\_\_\_

Details of Event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

----- (For Office Use) -----

Approved by Elder \_\_\_\_\_ Date \_\_\_\_\_

Approved by Ministry Leader \_\_\_\_\_

Post \_\_\_\_\_ Inform \_\_\_\_\_ Pastor \_\_\_\_\_

# Bulletin/Insert Announcement Form

Name of the Group \_\_\_\_\_

The Date(s) of the Activity \_\_\_\_\_ Time \_\_\_\_\_

Circle One: Bulletin Announcement    OR    Insert Announcement

Where the Event is to be Held: \_\_\_\_\_

What the Group Will be Doing \_\_\_\_\_

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Contact Name \_\_\_\_\_

Phone Number- Day: \_\_\_\_\_ Evening: \_\_\_\_\_

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# Bulletin/Insert Announcement Form

Name of the Group \_\_\_\_\_

The Date(s) of the Activity \_\_\_\_\_ Time \_\_\_\_\_

Circle One: Bulletin Announcement    OR    Insert Announcement

Where the Event is to be Held: \_\_\_\_\_

What the Group Will be Doing \_\_\_\_\_

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Contact Name \_\_\_\_\_

Phone Number- Day: \_\_\_\_\_ Evening: \_\_\_\_\_

# Ministry Incident Report Form

Date of Incident: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Filed By: \_\_\_\_\_

Description of Incident:

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Names of any and all Heritage (Teachers/Helpers/Leaders/Staff) involved:

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Names of any and all students and/or parents involved:

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Action Taken:

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Parent(s) Names Spoken To:

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Parent(s) Phone Number(s):

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Parent's Response:

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Further Notes:

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Once completed, please turn in this form to the church office.

# Proposal Form

Submitted By:

Submitted To:

Date:

Proposal is in Regards To:

Total Finances Requested:

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(Please concisely write below the information in regards to your proposal that answers the following: who, what, when, where, and why, including any financial concerns that might be involved.)