

# **NEW LIFE CHURCH MANUAL 2009**

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United Pentecostal Church  
of Austin, Inc.

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## USE OF THIS MANUAL

**Pages of this manual may be copied for a local church's use but not for sale and not for distribution outside the local church.**

This manual is a reference for New Life United Pentecostal Church of Austin, Texas. It contains the legal documents that govern the church as well as important policies, job descriptions, and forms.

A secondary purpose of this manual is to provide resources for other churches. It is important to understand, however, that the manual does not offer specific legal or accounting advice. It is simply an example of one congregation's attempt to organize and operate itself properly. Particular provisions may not be advisable for other circumstances, places, and times. Thus, on specific issues, other churches should consult with a lawyer or an accountant who is knowledgeable in the laws and procedures relative to churches in their legal jurisdiction.

# **VISION AND GOALS**

## VISION STATEMENT

*To evangelize and equip people  
with the gospel of Jesus Christ  
in Spirit and truth  
for the glory of God*

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## GOALS

### **Evangelizing**

- Provide friendly internal and external relations.
  - Promote missions awareness and support.
    - Increase contacts.
  - Promote effective means of follow-up.

### **Equipping**

- Build personal relationships and strong family units.
  - Provide continuous education for everyone.
    - Increase involvement.
    - Promote godly disciplines.

# ORGANIZATION



## **ARTICLES OF FAITH**

### **United Pentecostal Church International**

For the complete Articles of Faith, see one of the following sources:

1. *Manual*, United Pentecostal Church International (ministerial book)
2. *What We Believe and Teach: The Articles of Faith* (brochure)
3. *Understanding the Articles of Faith* by David K. Bernard (booklet)

The following two articles are specifically mentioned in the Bylaws of New Life United Pentecostal Church of Austin, Texas.

#### **FUNDAMENTAL DOCTRINE**

The basic and fundamental doctrine of this organization shall be the Bible standard of full salvation, which is repentance, baptism in water by immersion in the name of the Lord Jesus Christ for the remission of sins, and the baptism of the Holy Ghost with the initial sign of speaking with other tongues as the Spirit gives utterance.

We shall endeavor to keep the unity of the Spirit until we all come into the unity of the faith, at the same time admonishing all brethren that they shall not contend for their different views to the disunity of the body.

#### **HOLINESS**

Godly living should characterize the life of every child of the Lord, and we should live according to the pattern and example given in the Word of God. "For the grace of God that bringeth salvation hath appeared to all men, teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly, in this present world" (Titus 2:11-12). "For even hereunto were ye called: because Christ also suffered for us, leaving us an example, that ye should follow his steps: who did no sin, neither was guile found in his mouth: who, when he was reviled, reviled not again; when he suffered, he threatened not; but committed himself to him that judgeth righteously" (I Peter 2:21-23).

"Follow peace with all men, and holiness, without which no man shall see the Lord" (Hebrews 12:14).

"But as he which hath called you is holy, so be ye holy in all manner of conversation; because it is written, Be ye holy; for I am holy. And if ye call on the Father, who without respect of persons judgeth according to every man's work, pass the time of your sojourning here in fear: forasmuch as ye know that ye were not redeemed with corruptible things, as silver and gold, from your vain conversation received by tradition from your fathers; but with the precious blood of Christ, as of a lamb without blemish and without spot" (I Peter 1:15-19).

We wholeheartedly disapprove of our people indulging in any activities which are not conducive to good Christianity and godly living, such as theaters, dances, mixed bathing or swimming, women cutting their hair, makeup, any apparel that immodestly exposes the body, all worldly sports and amusements, and unwholesome radio programs and music. Furthermore, because of the display of all these evils on television, we disapprove of any of our people having television sets in their homes. We admonish all of our people to refrain from any of these practices in the interest of spiritual progress and the soon coming of the Lord for His church.

# **ARTICLES OF INCORPORATION OF NEW LIFE UNITED PENTECOSTAL CHURCH OF AUSTIN, INC.**

I, the undersigned natural person over the age of eighteen (18), acting as an incorporator, adopt the following Articles of Incorporation of New Life United Pentecostal Church of Austin, Inc. (referred to as the "Corporation") under the Texas Non-Profit Corporation Act (referred to as the "Act").

## **ARTICLE 1**

### **Name**

The name of the Corporation is New Life United Pentecostal Church of Austin, Inc.

## **ARTICLE 2**

### **Nonprofit Corporation**

The Corporation is a nonprofit corporation. Upon dissolution, all of the Corporation's assets shall be distributed to an organization exempt from taxes under Internal Revenue Code Section 501(c)(3) for one or more purposes that are exempt under the Texas franchise tax.

## **ARTICLE 3**

### **Duration**

The Corporation shall continue in perpetuity.

## **ARTICLE 4**

### **Purposes**

The purposes for which the Corporation is organized are to perform charitable activities within the meaning of Internal Revenue Code Section 501(c)(3) and Texas Tax Code Section 11.18(c)(1). Specifically, the Corporation is organized to form a local assembly of Christians; to establish and maintain a place of worship; and to conduct religious, educational, and charitable activities.

## **ARTICLE 5**

### **Powers**

Except as otherwise provided in these Articles, the Corporation shall have all of the powers provided in the Act. Moreover, the Corporation shall have all implied powers necessary and proper to carry out its express powers. The Corporation may pay reasonable compensation to members, directors, or officers for services rendered to or for the Corporation in furtherance of one or more of its purposes set forth above.

## **ARTICLE 6**

### **Restrictions and Requirements**

The Corporation shall not pay dividends or other corporate income to its members, directors, or officers or otherwise accrue distributable profits or permit the realization of private gain. The Corporation shall have no power to take any action prohibited by the Act.

The Corporation shall have no power to take any action that would be inconsistent with the requirements for a tax exemption under Internal Revenue Code Section 501(c)(3) and related regulations, rulings, and procedures. The Corporation shall have no power to take any action that would be inconsistent with the requirements for receiving tax deductible charitable contributions under Internal Revenue Code Section 170(c)(2) and related regulations, rulings, and procedures. Regardless of any other provision in these Articles of Incorporation or state law, the Corporation shall have no power to:

1. Engage in activities or use its assets in manners that are not in furtherance of one or more exempt purposes, as set forth above and defined by the Internal Revenue Code and related regulations, rulings, and procedures, except to an insubstantial degree.
2. Serve a private interest other than one that is clearly incidental to an overriding public interest.
3. Devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise, except as provided by the Internal Revenue Code and related regulations, rulings, and procedures.

4. Participate in or intervene in any political campaign on behalf of or in opposition to any candidate for public office. The prohibited activities include the publishing or distributing of statements and any other direct or indirect campaign activities.

5. Have objectives that characterize it as an “action organization” as defined by the Internal Revenue Code and related regulations, rulings, and procedures.

6. Distribute its assets on dissolution other than for one or more exempt purposes; on dissolution, the Corporation’s assets shall be distributed to an organization exempt from taxes under Internal Revenue Code Section 501(c)(3) to be used to accomplish the general purposes for which the Corporation was organized.

7. Permit any part of the net earnings of the Corporation to inure to the benefit of any private shareholder or member of the Corporation or any private individual.

8. Carry on an unrelated trade or business except as a secondary purpose related to the Corporation’s primary, exempt purposes.

## **ARTICLE 7**

### **Membership**

The Corporation shall have one or more classes of members as provided in the bylaws of the Corporation. The Corporation is a church and the management of its affairs is vested in its members pursuant to Article 1396—2.14 Section C of the Revised Civil Statutes.

## **ARTICLE 8**

### **Initial Registered Office and Agent**

The street address of the initial registered office of the Corporation is 4405 Andalusia Drive, Austin, Texas 78759. The name of the initial registered agent at this office is David K. Bernard. [Note: In 1996 the street address of the registered office was changed to 4001 Adelphi Lane, Austin, Texas 78727.]

## **ARTICLE 9**

### **Governing Body**

The Corporation shall use a governing body called the Church Board to manage the affairs of the Corporation in lieu of a board of directors. The qualifications, manner of selection, duties, terms, and other matters relating to the members of the Church Board shall be provided in the bylaws. The initial Church Board shall consist of three persons. The number of Church Board members may be increased or decreased by adoption or amendment of bylaws. The initial Church Board shall consist of the following persons at the following addresses:

<u>Name of Board Member</u>	<u>Street Address</u>
David K. Bernard	4405 Andalusia Drive, Austin, Texas 78759
B. E. Moore	914 Cripple Creek, Austin, Texas 78758
Danny R. Russo	Route 4, Box 1947, Lufkin, Texas 75901

## **ARTICLE 10**

### **Limitation on Liability of Directors**

A director (i.e., a member of the Church Board) is not liable to the Corporation or members for monetary damages for an act or omission in the director’s capacity as director except to the extent otherwise provided by a statute of the State of Texas.

## **ARTICLE 11**

### **Indemnification**

The Corporation may indemnify a person who was, is, or is threatened to be made a named defendant or respondent in litigation or other proceedings because the person is or was a director or other person related to the Corporation, regardless of the provisions in the Act governing indemnification. As provided in the bylaws, the Church Board shall have the power to define the requirements and limitations for the Corporation to indemnify directors, officers, members, or others related to the Corporation.

## **ARTICLE 12** **Construction**

All references in these Articles of Incorporation to statutes, regulations, or other sources of legal authority shall refer to the authorities cited, or their successors, as they may be amended from time to time.

## **ARTICLE 13** **Incorporator**

The name and street address of the incorporator is:

<u>Name of Incorporator</u>	<u>Street Address</u>
David K. Bernard	4405 Andalusia Drive, Austin, Texas 78759

I execute these Articles of Incorporation on March 4, 1992.

[Signed] David K. Bernard

[Notarized]

*Note:* The corporate address was changed in 1996 to 4001 Adelphi Lane, Austin, Texas 78727

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## **NOTES**

**Note 1:** The articles of incorporation were approved by the Secretary of State in 1992. The State Comptroller's Office gave the corporation an exemption from state franchise taxes in 1992.

**Note 2:** Other churches who wish to incorporate should seek the advice of a local attorney relative to the requirements of their respective states. For instance, the state may require more than one incorporator. (See preamble and Article 13 of the Articles of Incorporation.) References to Texas law would not apply in other states. (See preamble and Articles 2, 4, 7, and 10.) Another state may not have provisions for such things as vesting the management of church affairs in the members, calling the board of directors by another name, and allowing for indemnification of officers. (See articles 7, 9, and 11.)

Even in Texas, there are several other considerations: (1) There may be more than one incorporator, in which case the preamble and article 13 should be modified. (2) Articles 7 and 9 may need to be modified, depending upon the form of church government. New Life Church has only one governing board, while some churches prefer to have two. (3) Article 10 is optional. (4) Article 11 is optional. It can either allow or prohibit indemnification (payment of a legal judgment against a church officer who is sued because of his work for the church).

In Texas, apply to Secretary of State, Corporations Section, Business & Public Filings Division, P.O. Box 13697, Austin, TX 78711-3697. Send two signed copies of the Articles of Incorporation along with the filing fee of \$25.00. After approval, apply for exemption from state franchise taxes to Comptroller of Public Accounts, Exempt Organizations Section, P.O. Box 13528, Austin, TX 78711-3528. The application form is at <http://www.window.state.tx.us/taxinfo/taxforms/ap-205.pdf>. In response to Item 9, include a statement of: (a) your proposed two-year budget (receipts and expenditures), (b) you are a church engaged solely in tax-exempt religious and charitable activities with weekly attendance of \_\_\_\_, (c) and you do not charge for services. Enclose a copy of the approved Articles of Incorporation and proof of a regular service schedule, such as a church bulletin, brochure, or ad.

Existing churches who wish to incorporate should add language similar to the following at the end of Article 2: "The Corporation shall be the successor to an unincorporated religious association named New Life United Pentecostal Church and located in Austin, Texas. The incorporator has been authorized to execute these Articles of Incorporation by the consent of a majority of the members of the unincorporated association."

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## **AFFILIATION**

In its organization meeting on April 3, 1992, New Life Church passed a resolution to "affiliate with the United Pentecostal Church International, headquartered in Hazelwood, Missouri." Its application for affiliation was approved by the United Pentecostal Church International in 1992.

# BYLAWS OF NEW LIFE UNITED PENTECOSTAL CHURCH OF AUSTIN, INC.

## PREAMBLE

In order to establish our work on a more efficient and permanent basis, we, the members of New Life United Pentecostal Church of Austin, Inc. in Austin, Texas, affirm our belief that God's church should be scrupulously set in order, and that God's people should be organized efficiently to carry on the gospel work successfully and handle their business affairs properly.

## PURPOSE

A house divided against itself cannot stand. The main purpose of these bylaws is to provide rules to govern the assembly, according to the Scriptures, so that we may advance in the will of God. (See I Corinthians 12:28; Titus 1:5.)

## ARTICLE 1

### THE ASSEMBLY

Section 1. *Name.* This assembly shall be known as New Life United Pentecostal Church of Austin, Inc.

Section 2. *Purpose.*

1. To establish and maintain a place of worship.
2. To unite people of like faith in the bonds of brotherly love and fellowship (Hebrews 13:1).
3. To meet together to worship God in spirit and in truth and to receive spiritual teaching (John 4:24; Ephesians 4:11-15).
4. To point the lost to the way of life by proclaiming at home and abroad the message of salvation, exhorting believers to be filled with the Holy Spirit (John 1:29; Luke 11:13; Acts 1:8; 2:38).
5. To provide guidelines for Christian conduct, based upon the Word of God (Titus 2).

## ARTICLE 2

### MEMBERSHIP

Section 1. *Eligibility.* Anyone who believes and obeys the Apostolic doctrine as set forth in the Articles of Faith of the United Pentecostal Church International (UPCI), having received the experience of salvation as described in its Fundamental Doctrine, is eligible for membership.

Section 2. *Obligations.* Each member of the assembly must accept the following obligations:

1. To continue to believe and obey the Apostolic doctrine as set forth in the Articles of Faith.
2. To cleanse oneself from all filthiness of flesh and spirit, perfecting holiness in the fear of God (II Corinthians 7:1). This obligation includes adhering to and practicing the teachings in the section entitled Holiness in the Articles of Faith of the UPCI and the holiness teachings of this local assembly.
3. To conduct oneself everywhere in a manner becoming to a Christian.
4. To endeavor to manifest a spirit of brotherly love and fellowship toward all of God's people.
5. To attend worship services faithfully (Hebrews 10:25).
6. To support the work of the assembly with prayer, tithes, and offerings as God enables (Malachi 3:10; I Corinthians 16:2).
7. To maintain family and personal devotions.
8. To abide by the bylaws of this assembly (Hebrews 13:17).
9. In case of moving, to secure a letter of transfer and unite with another church of the same faith as soon as possible.

Section 3. *Admission.*

1. Anyone who is eligible and who accepts the foregoing obligations may become a member of the assembly by completing an application, registering his name and address, and receiving approval from the pastor.
2. No member of another UPCI assembly shall be received as a member of this assembly without a letter or other communication of transfer from his church. If a transfer is requested but not given, this requirement is deemed to be met when the person would be entitled to a transfer under the following Paragraph 3.

3. No person who desires to withdraw his membership shall be refused a transfer unless proven guilty of misconduct by confession or church board determination. When a person guilty of misconduct has made satisfactory restitution to the assembly, he shall be cleared of the matter and can be accepted as a member of another UPCI assembly.

Section 4. *Church Discipline.*

1. Any member who fails or refuses to keep the obligations of members may be suspended by action of the church or church board after first and second admonitions from the pastor (II Thessalonians 3:6; Titus 3:10).
2. If any member is overtaken in a fault, he shall be dealt with according to Galatians 6:1, I John 5:16-17, and James 5:19-20.
3. Any grievance between two or more members shall be dealt with according to Matthew 18:15-18.
4. If a member is proven guilty of misconduct by confession or church board determination, he may be removed from the membership roll. If he truly repents and makes a public confession, his membership may be reinstated.

### **ARTICLE 3 OFFICERS AND OTHER LEADERS**

Section 1. *List of Officers.* The officers of the church shall be as follows:

1. Pastor, who serves as chairman of the church board.
2. Associate or assistant pastor (one or more), when deemed necessary by the pastor.
3. Board members, at least three (in addition to the pastor) and not more than seven.
4. Secretary.
5. Treasurer. (One person may serve as secretary-treasurer.)

Section 2. *Eligibility.*

1. The pastor must have a recommendation from the district superintendent of the UPCI. The district superintendent shall not withhold a recommendation if the minister holds a current UPCI fellowship card, unless there is a question concerning his conduct or qualifications. In such a case the district superintendent shall notify both this assembly and the minister of the nature of his objection.
2. All officers, with the exception of the pastor and associate or assistant pastor, must have been members in good standing for at least one year. However, during the first three years after the formation of this assembly, persons are eligible for office if they have been members in good standing of any UPCI assembly for at least one year.

Section 3. *Pastor.*

1. The pastor shall be chosen by the church board, whose decision must be endorsed by the church. The church vote shall be by secret ballot. However, if less than three church board members are currently serving, the district superintendent of the UPCI, or the district presbyter authorized by him, shall call for the election of a pastor. In such case the method of election shall be the same as in Article IV, Section 5, Paragraphs 1 through 4 of the General Constitution of the UPCI.
2. In a case of alleged mishandling of the pastoral role, the reporting procedure shall be as follows: A member of the church board may report the matter in writing to the district superintendent, by certified mail with return receipt requested, and send a copy to the pastor by the same method. The district superintendent, district presbyter, and one other member of the district board shall investigate the report and take any further action as they deem necessary, subject to the General Constitution and Judicial Procedure of the UPCI.
3. If the pastor resigns, he shall give the church board thirty days' notice. If the church desires, this may be shortened. In either case, the church shall pay his stipulated income for the thirty days following his notice of resignation. Furthermore, the church is immediately at liberty to start negotiations for a new pastor.
4. The following procedure shall govern the dismissal of the pastor.
  - a. Any member of the church board may request that the pastor call a church board meeting to discuss the office of pastor. He must make the request in writing, stating his reason, and send it to the pastor, by certified mail with return receipt requested, with a copy to the district superintendent by the same method.
  - b. The pastor shall call a church board meeting within thirty days to discuss the situation and if possible to resolve the matter.

- c. If this meeting does not resolve the stated problem or difference, then the pastor or church board shall notify the district superintendent.
  - d. The district superintendent shall then arrange a meeting with the pastor and church board to assist in mediation.
  - e. If the district superintendent deems it necessary, the matter shall be brought to the church membership in a duly called meeting, presided over by the district superintendent, in which a vote of confidence on the pastor may be taken. The vote shall be by secret ballot.
  - f. If the pastor does not receive a majority vote, he shall be dismissed as pastor with thirty days' notice. The provisions of the foregoing Paragraph 3 shall apply as if he had resigned.
  - g. If the pastor receives a majority vote, he shall be retained as pastor, and the members of the church board shall resign. The pastor shall appoint a new church board, with the appointments subject to endorsement by the assembly.
5. The foregoing Paragraph 4 shall not apply in the case of the founding pastor, who shall serve until his resignation or incapacitation.
  6. When the pastor gives notice of resignation or the church gives notice of dismissal, there shall be no changes in the bylaws, membership roll, or officers until after the election of a new pastor. When the procedure of the foregoing Paragraph 4 is implemented, there shall likewise be no such change until the matter is resolved.
  7. In case of the resignation or dismissal of the pastor, the church board shall immediately notify the district superintendent of the vacancy, and under his direction, call a business meeting to choose a pastor or transact any other necessary business. The district superintendent, or the district presbyter whom he may authorize, shall preside over the meeting.
  8. The financial remuneration of the pastor shall be determined by agreement between him and the church board. (See Luke 10:7; I Corinthians 9:7-14.)
  9. The duties of the pastor shall be as follows:
    - a. To preach and teach the Word as God gives him ability.
    - b. To visit and pray for the sick.
    - c. To encourage the weak.
    - d. To reprove and warn the unruly.
    - e. To give advice as needed.
    - f. To be ready for every good work. (See I Thessalonians 5:14; II Timothy 4:1-2; Titus 3:1.)
  10. The pastor's authority shall be as follows:
    - a. He shall have the oversight and superintendence of all interests of the church and of all departments of its work, both spiritual and temporal, since he is responsible for the guardianship and watchful care of all who are committed to his trust. He is to feed the flock of God, serving as overseer, not by constraint but willingly, not greedy for money but eager to serve, not as lord over God's heritage, but as an example to the flock (I Peter 5:2-3).
    - b. He shall be consulted regarding all business of any importance pertaining to the spiritual, moral, and material affairs of the church.
    - c. He shall call for and preside over business and church board meetings and shall, with the approval of the assembly, appoint committees.

Section 4. *Associate or Assistant pastor.*

1. The associate or assistant pastor (one or more) shall be appointed by the pastor and endorsed by the church.
2. His duty shall be to assist the pastor in all matters as directed by the pastor.
3. The term of his office shall be determined by the pastor, who has the authority to terminate his services as associate or assistant pastor by giving him thirty days' notice.

Section 5. *Church Board.*

1. The members of the church board shall be appointed by the pastor and endorsed by the church for a term of one year.
2. With the pastor, they shall care for the business affairs of the assembly, submitting all major transactions to the assembly for its approval or disapproval.

Section 6. *Secretary.*

1. The secretary shall be appointed by the pastor and endorsed by the church for a term of one year.
2. The duties of the secretary shall be to take minutes and to preserve records of all business proceedings and all other papers belonging to the assembly.

Section 7. *Treasurer.*

1. The treasurer shall be appointed by the pastor and endorsed by the church for a term of one year.
2. The duties of the treasurer shall be to receive and care for funds of the assembly, make disbursements, and keep an accurate record of transactions.
3. The assembly may call for monthly, quarterly, or annual reports from the treasurer and may audit the books.
4. The pastor, or a member of the church board designated by him, shall approve of all disbursements before the treasurer makes them, with the exception of regular payments such as salaries, utilities, and ordinary expenses. All bills shall be paid by check, credit card, or online transfer.

Section 8. *Other Leaders.* The pastor may appoint other leaders as he deems necessary to assist him and to serve at his discretion.

Section 9. *Dismissal of Officers and Leaders.* Any officer or other leader may be removed from office for (1) manifesting a lack of interest and failing to fulfill his responsibilities for a reasonable amount of time, (2) failing to fulfill the obligations of membership, or (3) misconduct proven by confession or church board determination.

#### **ARTICLE 4 PROPERTY**

Section 1. *Purchase of Real Property.* If at any time the assembly desires to purchase real property, the pastor and church board shall investigate and consider the matter and present their views to the assembly. The assembly must approve of the purchase of real property.

Section 2. *Title.* Title to all church property shall be in the name of the assembly.

Section 3. *Dissolution.* If the assembly ceases to function as a church, all its assets shall be assigned to another nonprofit religious organization. The district board of the UPCI must review and approve of the disposition of these assets.

#### **ARTICLE 5 BUSINESS MEETINGS**

Section 1. *Annual Meeting.* A business meeting shall be held at least once a year. The pastor and the treasurer shall present reports at this meeting.

Section 2. *Notice.* A business meeting of the church must be announced publicly in at least three regularly scheduled services, the first announcement being at least ten days before the meeting date.

Section 3. *Deciding Vote.* A deciding vote shall be the majority vote of the members present and voting at a business meeting.

Section 4. *Voting Age.* Only members who are sixteen years of age and older are entitled to vote.

#### **ARTICLE 6 AMENDMENTS**

Section 1. *Two-Thirds Majority Vote.* These bylaws may be amended by a two-thirds majority vote of the members present and voting at a business meeting.

Section 2. *District Approval.* Amendments must be in harmony with the General Constitution of the UPCI and will not take effect if they are disapproved by the district board of the UPCI.

#### **ARTICLE 7 RECORD OF ADOPTION**

At a duly called business meeting on this day, with a quorum of members present, the membership of New Life United Pentecostal Church of Austin, Inc. adopted the foregoing bylaws by the following vote: 4 for and 0 against.  
April 3, 1992

[Signed] David K. Bernard, Pastor; Vita Sharpe, Secretary; B. E. Moore, Church Board Member & Presbyterian

**Note:** These bylaws are based on the Local Church Government as suggested in the *Manual* of the United Pentecostal Church International, with modifications for the sake of clarity. There are a few changes of substance, such as establishing one church board instead of a board of trustees and a church board.



## ORGANIZATIONAL OVERVIEW

### Spiritual Leadership

1. God
2. Pastor (spiritually accountable to congregation, church board, and district and national organization)
3. Associate or assistant pastor
4. Ministry directors

### Legal Authority

1. Congregation (spiritually accountable to district and national organization)
2. Church board
3. Pastor
4. Associate pastor and secretary-treasurer

We have organized the activities of our church in ministries, led by directors. The **Leadership Team** consists of the pastor and his wife, the associate pastor and his wife, and the ministry directors. These leaders plan and supervise the spiritual activities of the church. Leadership Team positions are filled by ministers (elders) and other members in good standing who represent the beliefs and standards of the church.

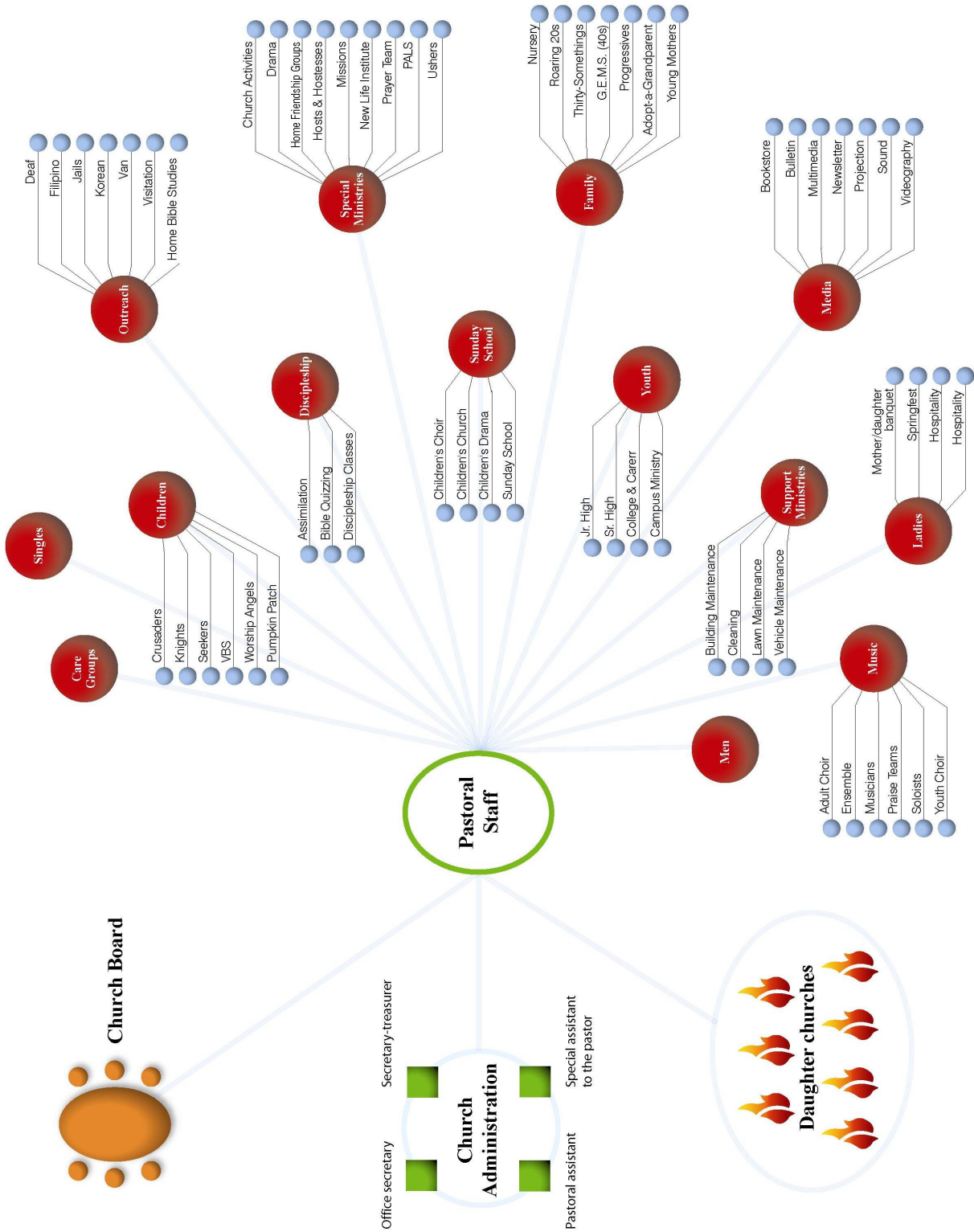
The **Church Board** (deacons) advises the pastor, oversees business matters, and serves as the executive governing board for legal purposes. Church Board positions are filled by members in good standing who represent the beliefs and standards of the church

There are also a number of other tasks that are important to the function of our church. Some ministries have **assistants** who help the director in specific areas. Some functions have **coordinators** who work directly under ministry directors, church administration, or the pastoral staff. Finally every area has need of **volunteer workers**.

The roles of assistant, coordinator, and volunteer worker are not necessarily restricted to legal church membership or spiritual leadership. Many of these roles are open to all regular attendees who desire to assist the church and to work for the Lord in some capacity. There are qualifications and guidelines for leadership and public ministry roles such as teachers, musicians, choir members, ushers, and greeters.

Everyone needs a place of service, and we want everyone who regularly attends our church to become personally involved and committed. If you are interested in helping in one of these areas, or if you have a suggestion, please see the pastor, associate pastor, or a ministry director.

Volunteers work under the supervision of their (1) coordinator (if applicable), (2) ministry director, (3) associate pastor, and (4) pastor, in ascending authority. If they need direction, assistance, or a substitute, they should contact one of the foregoing persons at the first level possible.



## STAFF 2009

### CHURCH ADMINISTRATION

Pastor and Wife.....	David and Connie Bernard
Associate Pastor and Wife .....	Rodney and Stacey Shaw
Church Secretary.....	Vita Sharpe
Church Treasurer .....	Regena Dumas
Office Secretary .....	Lisa Gomez
Pastoral Assistant.....	Johnny Celey
Publicity Coordinator.....	Lisa Gomez
Special Assistant to the Pastor .....	Don and Martha Dobyns
Church Board.....	David Bernard, chairman
Deacons: Steve Damman, Cris DiRuggiero, Chris Hodges, Janet Kinney, Joseph McFayden, Gustavo Salinas, Wayland Wampler	

### MINISTRY DIRECTORS, ASSISTANTS, AND COORDINATORS

1. Care Groups.....	Anthony and Lisa Gomez
2. Discipleship.....	Greg Starks
Assimilation and Discipleship Classes .....	Greg Starks
Junior Bible Quizzing .....	Janet Kinney
Senior Bible Quizzing.....	Janet Kinney
3. Families .....	Michael and Shannon George
Adopt-a-Grandparent .....	Carlotta Carter
LifeAnchor (ages 55+).....	Don and Martha Dobyns
LifeConnections (married, to age 29) .....	Josh and Christina Grooms
LifeCore (married, ages 30-39).....	Chris and Aida Hodges
LifeForce (ages 40-55).....	Mark and LaNell Hanson
Nursery.....	Christine Esquibel
4. Ladies (Temple Keepers) .....	Pat Matthews
5. Media.....	Johnny Celey
Bookstore.....	Linda Kreis
Bulletin.....	Lisa Gomez
CD/DVD duplication .....	Mary Riddle
Service Production (recording, projection).....	Johnny Celey
Sound .....	Craig Crowder
Website .....	Johnny Celey
6. Men (Gate Keepers) .....	Marcos Galvez
7. Music.....	Jared and Rachel Wood
Assistants .....	Nicole Brantley, Shannon George
Adult and Youth Choirs .....	Jared and Rachel Wood
Children's Choir.....	Kimberly Linder
Sign/Stick Choir.....	Danielle Parks
Worship Angels (preteen girls).....	Shaleen Sellers
8. Outreach .....	Jerome Williams
Bible Studies, Street Evangelism, Visitation .....	Aki Belachew
Deaf.....	Diana Urban
Filipino.....	Elias and Pia Lorenzana
Korean.....	
Nursing Homes (Hartland, Oakcrest).....	Jerome Williams
Summit Assisted Living Home.....	Bob Zirpoli

Taylor Jail .....	Roy Celis, Roy Hutton
Travis County Jail .....	Trey Rosenblad
Van.....	Josh Grooms
Visitor Calls .....	Cris DiRuggiero
9. Single Adults (ages 25+) .....	Wayland and Cecelia Wampler
Assistants .....	Ben and Olga Kobasic
10. Sunday School and Children's Ministry.....	Bryan and Courtney Bootka
Children's Church.....	Shana Miller
Vacation Bible School .....	Priscilla Reid
11. Special Ministries .....	Pastoral Staff
Drama.....	Danielle Parks
Home Friendship Groups.....	Paul and Diana Urban
Hosts and Hostesses.....	Martha Dobyms
New Life Institute of Leadership Development.....	Paul Urban
PALS (senior ladies).....	Cecelia Wampler
Prayer Team.....	Arletta Spencer
AM prayer line .....	Arletta Spencer (255-5383)
PM prayer line.....	Carolyn Kinnibrugh 259-0138 (4-8)
Service Coordinator .....	Rich Riddle
Ushers .....	Wayland Wampler
Weddings .....	Christina Grooms
12. Support Ministries .....	Johnny Celey
Building Maintenance.....	Jack Pellegrino
Cleaning .....	Jonathan Hanson
Vehicle Maintenance .....	Jack Pellegrino
13. Youth.....	Seth and Sarah Simmons
Preteen (ages 10-11)	
Activities .....	Esther Fariss, Mila Hill
Knights (preteen boys class).....	Ron Russell
Fusion (ages 12-24)	
College and Career .....	David and Tanya Ross
Junior High.....	Seth and Sarah Simmons
Senior High .....	David and Ruth Snodgrass

## CARE GROUP LEADERS

1. Directors.....	Anthony & Lisa Gomez
2. Assistants .....	Mark & LaNell Hanson
3. Away College and Career .....	Linda Kreis
4. Cedar Park I .....	Carlos & Roeana Hernandez
5. Cedar Park II.....	Ben & Christine Esquibel
6. Central Austin and Eastern Suburbs .....	Ben & Olga Kobasic
7. East Austin.....	Anthony & Lisa Gomez
8. Far North Austin I.....	Wesley & Juliet Lindsey
9. Far North Austin II.....	Bill & Priscilla Reid
10. Far North Austin III .....	Carolyn Kinnibrugh
11. Far North Austin IV .....	Mark & LaNell Hanson
12. French Language Families.....	Christopher & Angelika Jada
13. Georgetown and North.....	John & Dawn Ortega
14. Hutto I and Taylor.....	Roy & Nereida Celis
15. Hutto II.....	Bob & Mary Zirpoli
16. Jonestown and Lago Vista .....	Anthony & Lisa Gomez
17. Leander .....	Michael & Norma Frances
18. North Austin Parmer I.....	Carolyn Kinnibrugh
19. North Austin Parmer II .....	Mark & LaNell Hanson
20. North Central Austin.....	Carmen Guzman
21. North Central Austin.....	David & Heather Spencer
22. Northeast Austin .....	Imee Garcia
23. Northeast Austin II.....	Tina Bradshaw
24. Northwest Austin Balcones.....	Mila Hill
25. Northwest Austin Jollyville .....	Gustavo & Roxanne Salinas
26. Northwestern Suburbs.....	John & Regena Dumas
27. Pflugerville I .....	Brantly & Sheree Robertson
28. Pflugerville II.....	Daniel & Tina Von Ruden
29. Round Rock I West of 35.....	Esther Fariss
30. Round Rock II East 78664.....	Esther Fariss
31. Round Rock III East 78664.....	Israel & Maura Medina
32. Round Rock III East 78664.....	Ben & Cadi Montez
33. Round Rock IV East 78665 .....	Esther Fariss
34. South Austin and Southwestern Suburbs I.....	Steve & Pamala Green
35. South Austin and Southwestern Suburbs II .....	Maria Londono
36. Southeastern Suburbs I .....	Anthony & Lisa Gomez
37. Southeastern Suburbs II .....	Anthony & Lisa Gomez

## **DAUGHTER WORKS OF NEW LIFE UNITED PENTECOSTAL CHURCH**

New Life United Pentecostal Church of Austin, Inc., operates “daughter works,” which are extension worship services under the legal, financial, and ecclesiastical oversight of the mother church. The daughter works are treated as ministries of New Life UPC, much like the music, youth, and Sunday school ministries.

Specifically, the daughter works operate under the articles of incorporation and bylaws of New Life UPC. The pastor of New Life UPC is the senior administrator of the daughter works, the church board of New Life UPC governs the daughter works, New Life UPC receives the income and owns the assets, and New Life UPC pays the bills and is responsible for the liabilities. For internal accounting, each daughter work has its own budget and has its own fund in the general ledger of New Life UPC. The goal is for each work to become autonomous. Attached is the internal church policy that governs the operation of the daughter works.

At present, New Life UPC operates the following daughter works under the direction of the respective pastoral assistants, who report to the senior pastor:

- Austin: Centro Familiar Nueva Vida, Pastor Jesse Romero
- Austin: New Life Korean Church, Pastor Moon Hwan Lee
- Austin: Central and Downtown, Pastor Nate Binion
- Bastrop: Iglesia Nueva Vida, Pastor Miguel Alvarez
- Bertram: New Life Apostolic Church (*approved but currently inactive*)
- Cedar Park: The Sanctuary: A Ministry of New Life Church, Pastor Melvin Reddy
- Fredericksburg: Calvary Pentecostal Church, Pastor Don Steadman
- Hutto: New Life Church, Pastor Rick Latham
- Jonestown: New Life Fellowship (*approved but currently inactive*)
- Luling: New Life House of Prayer (bilingual), Pastor Trinidad Ramos
- Manor: Iglesia Nueva Vida, Pastor Fernando Luna
- Pflugerville: New Life Church, Pastor Chad Harper
- Round Rock: New Life Church, Pastor Cary Baskin

These churches started as daughter works of New Life UPC, but became autonomous:

- Austin: New Life Temple, Pastor Dwayne Shaw
- Austin: Nueva Vida, Founding Pastor Samuel Garcia
- Burnet: New Life Church, Pastor Doug Fowler
- Taylor: New Life Church, Pastor Roy Hutton

The following churches have a pastor who was originally sent from New Life UPC:

- Albuquerque, NM: New Life Church, Pastor Steve Hamilton
- Burnet, TX: Hill Country Tabernacle of Praise, Pastor James East
- Georgetown, TX: Apostolic Lighthouse, Pastor Donnie Huslage
- La Ward, TX: United Pentecostal Church, Pastor Mike Williams
- Tempe, AZ: New Life Church, Pastor Pat Bass

# **POLICIES AND PROCEDURES**

# BUILDING RULES

## GENERAL

1. Treat our building and grounds with respect as the Lord's house.
2. Classrooms, closets, and offices should be locked when not in use.
3. Only authorized persons may operate the sound and musical equipment.
4. No running in the building.
5. No littering inside or outside. Put all trash in the trash cans inside or in the dumpster outside. Do not leave trash bags on the ground outside.
6. No firearms on the premises.
7. No use of offices, classrooms, equipment, or supplies without permission.
8. No removal of wall decorations without permission.
9. A lost-and-found box is in the storeroom adjacent to the gym.
10. If your ministry or group has storage space in the storeroom, use only your designated area and do not clutter the floor. Do not use your space for personal items, but only for specific departmental items. If you need more space, you may store things in containers in the areas above the cabinets. Do not remove things already stored to make room for yours.

## SAFETY

1. Immediately report to the pastor, associate pastor, or pastoral assistant any safety hazards, whether indoors or outdoors.
2. Immediately assist, warn, and report any small unattended children near the parking areas and any unattended children near the detention pond or street.
3. First-aid kits are available in the church office, kitchen, nursery, and Sunday school office.
4. The church is equipped with fire extinguishers, fire alarm pull boxes, telephones, and emergency exits at various visible locations. It also has a full fire sprinkler system. These systems are checked professionally on a regular schedule.
5. Do not store any flammable items in or near the building.
6. Do not store any poisonous, corrosive, or polluting substance anywhere except by approval, in an appropriate container, and in a locked closet or a locked storage shed.

## FOOD AND DRINK

1. Eating and drinking are allowed only in the following areas:
  - a. Fellowship halls and kitchen.
  - b. Classrooms: supervised snacks, followed by cleanup.
  - c. Nursery: bottles, water, crackers, and plain cookies, followed by cleanup.
  - d. Offices: designated areas for office workers.
2. No gum chewing in the building.
3. No tobacco, illegal drugs, or alcoholic beverages on the premises.
4. After serving food or drink, wipe tables and chairs and put them away and vacuum or sweep the floor as needed.
5. Food and drink should not be stored in the refrigerator after use. It should be thrown away or taken home. Food or drink left at the church will be thrown away or used.
6. Red drinks are never to be served. Red dye is impossible to get out of carpet and tile.



## **CHILDREN**

1. Children 10 and under should not leave services unattended.
2. No unattended children in the bathrooms, nursery, classrooms, offices, gym, or parking lot.
3. No unattended children on the platform or in the sound or video booth.
4. Parents or guardians are responsible to pay for damages caused by unsupervised children.
5. No writing on the hymnals, the walls, or the whiteboards.
6. No walking in landscaped areas, construction areas, muddy areas, or detention pond.

## **TELEPHONES AND OFFICES**

1. Only authorized persons may use the telephones in the sanctuary and offices.
2. Limit use of public telephones (hall and kitchen) to five minutes.
3. No unauthorized long-distance telephone calls.
4. *Main Office*. The main office area is for use only under the direction of the pastor, associate pastor, or secretary-treasurer
5. *Copiers*. Only authorized persons may use the copy machines. Copy assistance is provided during office hours and on Sundays.

## **DEPARTMENTAL SPECIAL EVENTS**

1. Schedule and coordinate ministry activities through the ministry director, who in turn schedules them through the leadership team meeting. If it is necessary to schedule an activity before the next leadership team meeting, see the pastor.
2. After every non-service event, those in charge are responsible to clean the areas used, including classrooms and bathrooms. See cleaning coordinator in advance for supplies.
3. For all fundraisers conducted in the building, the hosting department or other entity shall contribute 10 percent of the net income to the church's General Fund for supplies. The treasurer shall deduct and transfer this amount when depositing the funds.
4. *Church furniture and equipment*, including chairs and tables, shall be used only for church functions and shall not be taken off the church premises, except for church functions.

## **CLOSING THE BUILDING**

5. *Turn off all lights*. Don't forget the bathrooms and upstairs.
6. *Reset all thermostats in Phase 1*. Set thermostats at the posted temperature (typically 70 degrees if using the air conditioners and 65 degrees if using the heaters). Don't forget the nursery and upstairs.
7. *Close all interior doors that have door stops*. Do not leave them propped open.
8. *Lock all exterior doors*. The foyer doors in both buildings are locked with Allen wrenches that are stored in the maintenance closet.
9. *Set the alarm after the last event of the evening*. If it refuses to set, an exterior door is ajar or there is movement in the building. Push the star button to find the problem and correct it. Then set the alarm.

# COMPENSATION POLICIES

## COMPENSATION FOR PASTOR AND OTHER WORKERS

The compensation paid to the pastor for the calendar year 1992 shall be seventy-five percent of the tithing received by the church. This designation shall apply to all future years unless otherwise provided. [Church Resolution, April 3, 1992]

Of this amount, \_\_\_\_\_ is hereby designated to be a housing allowance pursuant to section 107 of the Internal Revenue Code. This designation shall apply to calendar year 1992 and all future years unless otherwise provided. [Church Resolution, April 3, 1992. A similar housing allowance resolution has been passed by the church board for all other ministerial employees.]

By mutual agreement, at any time the pastor and treasurer can officially set the pastor's compensation at any amount less than or equal to what the church or church board has previously authorized. [Church Resolution, January 11, 1994]

Be it resolved that the following range be set for the pastor's total annual compensation (excluding health insurance): Range to start at \_\_\_\_\_ and end at \_\_\_\_\_. The range was established by considering the national averages for pastors and factoring in the length of tenure, the level of education and the level of excellence our pastor has achieved. The pastor shall have full rights to all royalties from all personal book or paper sales. [Church Board Resolutions, May 27, 1998; November 6, 2005. Similar resolutions regarding compensation and housing allowance have been passed for other ministerial workers.]

## BENEFITS FOR PASTOR AND OTHER WORKERS

The church will provide the following nontaxable fringe benefits to full-time employees, when the pastor and treasurer jointly determine that such action is desirable and financially feasible and when the necessary funds are included in the annual budget approved by the church board.

1. *Medical insurance.* Payment of medical insurance premiums on behalf of the employee and his family, for a policy or policies to be approved by the pastor and treasurer. To qualify, the employee must not be covered by other medical insurance, such as through a retirement plan, other employment, or a spouse.
2. *Medical cost reimbursement plan.* Reimbursement of all medical costs incurred by the employee and his family that are not covered by insurance. Such reimbursement shall be for the type of medical expenses that a medical insurance policy would ordinarily cover, except for rules regarding deductibles, co-payments, and cost caps. The reimbursement may cover doctor's bills, hospital bills, prescriptions, vision care, and dental care for the employee and his dependents. The maximum reimbursement allowed each year shall be \$5,000. For an employee to qualify, he must have been employed full time for three consecutive years. It is the employee's responsibility to submit medical expenses to the church for reimbursement.
3. *Retirement payments.* Payments to a tax-deferred, qualified retirement plan, equal to ten percent of salary.
4. *Group term life insurance.* Up to \$50,000 of group term life insurance, or the maximum allowed as nontaxable by the Internal Revenue Service.

[Church Board Resolution, January 17, 2001, and December 19, 2004, replacing previous resolutions on benefits]

## NO COMPENSATION FOR BOARD MEMBERS

No church board member, including the pastor, has received or shall receive any compensation for his duties as a church board member.

## CONFERENCES AND SPECIAL MEETINGS GUIDELINES

### HOST RESPONSIBILITIES

The host ministry or coordinator is solely responsible for overseeing their event. This includes providing hospitality for guests, issuing suitable publicity, cleaning the facilities, scheduling adequate and qualified staff, and any other necessary support to ensure the success of the conference or special meeting. Church administration should be consulted during planning, and all final plans should be submitted to the pastoral assistant via this form. All expenses must be approved in the annual budget, and any purchase over \$100 must be preauthorized by the pastor in addition to being budgeted. All publicity distributed outside the church must be approved by church administration. Church administration will coordinate all other events that do not fall under the oversight of a ministry or coordinator.

Event Coordinator: phone:  
Assistant(s): phone:

### HOSPITALITY

Special guest(s) (attach sheet if necessary):

Address:

Phone:

Email:

Social Security # (required by IRS if offering is \$600 or more):

Are the special guests traveling alone?

How will the guests travel to Austin?

If flying, flight #:

Arrival date:

Arrival time:

Departure date:

Departure time:

Who is picking up the guests and taking them back to the airport?

Where are guests staying?

Guest quarters: Hotel: Other:

If a guest is staying in the guest quarters and is arriving outside of normal office hours, who will unlock the building and give them keys to the room? (Obtain keys in advance from the pastoral assistant.)

If things are being delivered to the church, or if guests want to set up, outside of normal office hours, who will unlock the church for them?

Who is providing local transportation?

Who is providing meals for the guests?

Food restrictions and preferences:

Who is preparing gift baskets?

Special needs:

Will there be a hospitality room for special guests?      If so, which room?

Who will staff the room?

What amenities will be in the room?

### **PUBLICITY**

Advertising should be planned well in advance. Direct mail should be used no less than two weeks prior to an event, and multiple mailings may be necessary. Magazine ads should be planned with the respective editors several months in advance. Advertising must be submitted to the office for approval.

What types of advertising will be utilized?

Direct mail\_\_ Magazine\_\_ Radio\_\_ Phone\_\_ Other\_\_

Who will design the ads?

### **PRINTED MATERIALS**

Graphic designer:

What material will you hand out? (notebooks, handouts, programs, name tags)

Where will the material be printed?

Who is putting together the material?

### **BUILDING**

All conferences should comply with the New Life Building Rules Policy.

The building should be opened forty-five minutes to an hour prior to the earliest scheduled event. This includes unlocking all external doors, turning on lights, and adjusting air conditioners. The air conditioners in the sanctuary are programmed and need to be changed by maintenance. Coordinate with maintenance to have these air conditioners set at a comfortable temperature for events in the sanctuary.

The building must be closed after the event, which in general consists of locking all doors that you unlocked and turning off all lights in the building. Specifically, go through the main foyer and the side halls leading to the sanctuary and lock all the glass doors. Check that the doors are locked by pressing on the doors where they come together (not on the door handles). Turn off all lights in the foyer, bathrooms, and sanctuary. Lock the front and back doors of the main hall and turn off the lights in the hallway and bathrooms. Enter the gym area and turn off all lights in gym and kitchen. Be sure to check both upstairs and downstairs to prevent lights being left on.

Who will open and close the building during the conference or event? (Obtain building keys from the pastoral assistant.)

Will you have special or reserved seating?      Where?

How will you mark off the section? (signs, cordon)

### **STAFFING**

Obtain your staff by contacting the appropriate coordinator no later than one month prior to your event. (See the New Life Church Manual for list of coordinators.)

Musicians:

Sound technicians:

Audio/video recording:

Projectionists:

Ushers:

Greeters:

Phone staff before function:

Spanish translation:

Deaf translation:

CD and DVD duplication:

Bookstore clerk to sell CDs and DVDs and other materials:

### **NURSERY**

If you provide nursery services for attendees' children, the nursery must be run according to the Nursery Policy.

### **REGISTRATION**

Who will coordinate?

How many registration tables do you need?

Will there be preregistration?

Will you use a cash box?

Will you need a credit card machine?

### **MONEY**

Fill out Fund Report (either an offering or fundraiser report) for registration money received. At least two people should count the money and sign the report. Give funds to the secretary-treasurer. With the pastor, determine in advance the amount to be paid to the speaker and make arrangements with the secretary-treasurer to get the check for the speaker. Include a list of other checks to be written, amounts, and person or company for reimbursement. Include all receipts of reimbursement.

### **CLEANING**

There is a two-tiered price scale for janitorial service. (1) For \$275.00, church administration will hire a janitorial staff to do the primary cleaning, which includes refreshing the building between services or sessions. You will still be responsible for removing any items that were delivered to the building, replacing any furniture or other items moved, cleaning up all food items, and cleaning the kitchen if used. (Please see the "Cleanup" section of the Kitchen Policy.) (2) For \$125.00, you can provide your own cleaning crew to do the primary cleaning. In addition to the responsibilities mentioned under the first tier, your crew would be responsible for vacuuming or sweeping all areas of the building used; removing trash from all areas used, including the bathrooms; breaking down and storing tables and chairs. The church's cleaning staff will be responsible for all other cleaning. Coordinate with the cleaning coordinator to obtain cleaning supplies. A member of New Life Church's staff will also inspect the building to help the event coordinator ensure that the cleaning has been done adequately.

Do you choose tier 1 or tier 2?

If you choose tier 2, who will be in your cleaning crew?

## COUNSELING AND GUIDANCE POLICY

1. *Religious Counseling Only.* New Life Church offers pastoral, biblical counseling. It does not offer professional counseling in the secular sense. All counseling is based on biblical principles and Christian experience.
2. *Personal Guidance and Advice.* Every church member should be a good witness and example to others and should be able to offer biblically based encouragement and exhortation. Similarly, staff members and other workers should be able to give encouragement and advice within their area of experience, responsibility, and expertise. However, such encouragement, exhortation, advice, and guidance are not deemed to be counseling from the church but simply personal advice.
3. *Referral to Pastor.* Problems that are not quickly resolved by prayer and personal advice should be referred to the pastor. Situations that could be detrimental to an individual attendee, a church-related group, or the entire church should be referred to the pastor. If he is unavailable in an urgent situation, the matter should be referred to the associate pastor.
4. *Confidentiality.* Staff members, including the pastor and associate pastor, are to keep confidential all matters disclosed in confidence. However, note the following exceptions:
  - a. Staff members reserve the right to inform the pastor about matters that could adversely affect others in the church or that otherwise need his attention.
  - b. The law may require staff members to report information about suspected child abuse.
  - c. Staff members reserve the right to disclose information when it appears that there is an imminent risk of harm to a person or an imminent commission of a crime.
  - d. Unless the counselee requests otherwise, it is understood that a minister may inform his spouse, in confidence, of the general nature of a problematic situation so that they can jointly assist the counselee in advice and prayer.
5. *Avoiding the Appearance of Impropriety.* Individual staff members shall not meet in private with a child or a member of the opposite sex. Instead, they shall meet either in the presence of a third person or in an area with visual access to the public. Examples: (1) Meet in the presence of another worker. (2) Meet in an office with an open door with someone else in the vicinity. (3) Meet in a corner of the sanctuary with other people in the room.
6. *Marital Counseling* should be referred to the pastor or associate pastor. Extensive, repetitive, or in-depth marital counseling should be conducted only in the presence of the counselor's spouse or the counselee's spouse.
7. *Child Abuse.* If a staff member obtains information regarding suspected, alleged, or confessed child abuse, he or she shall immediately notify the pastor, who is to ascertain and fulfill all legal requirements. Church attendees and workers shall likewise report to the pastor any case of suspected child abuse or other suspicious behavior. This includes psychological or physical symptoms of abuse that may have occurred elsewhere. In all cases, the matter shall be kept in confidence pending an analysis of the situation and appropriate action. Any statements to the church, the public, or the media must be coordinated through the pastor.
8. *Sexual Harassment or Misconduct.* Any case of suspected or alleged sexual harassment or sexual misconduct associated with church activities or involving a staff member shall be reported to the pastor for investigation. Any complaint regarding the pastor shall be reported to the church board. If necessary, the church board can request the assistance of the district as provided in the church's bylaws. In all cases, the matter shall be kept in confidence pending an analysis of the situation and appropriate action. Any statements to the church, the public, or the media must be coordinated through the pastor.

## DAUGHTER WORK POLICY

1. *Ministry.* \_\_\_\_\_ will serve as the pastor for the approved daughter work of New Life United Pentecostal Church (the mother church) and as a minister on the staff of the church. His primary responsibility will be to evangelize and disciple people in the designated area.
2. *Church Membership.* He and his family will be members of the mother church, and they are encouraged to participate in the main services and activities. They will attend at least one service per week at the mother church.
3. *Accountability.* The daughter work pastor will report directly to the senior pastor, and he is also encouraged to consult the associate pastor for assistance and advice. In the organizational structure of the mother church, he will be considered a pastoral assistant.
4. *Ministerial Responsibilities.* The daughter work pastor's responsibilities are as follows:
  - a. Conduct all daughter work services and activities, coordinating them with the senior pastor. Special services and guest speakers should be approved in advance by the senior pastor.
  - b. Keep records on all visitors (name, address, and telephone), follow up all visitors, and conduct other outreach activities, including home Bible studies.
  - c. Visit and counsel daughter work members as needed.
  - d. Organize and administrate the daughter work congregation.
  - e. Meet regularly with the senior pastor (once a week or as designated by him), inform him of all important developments, and submit a weekly attendance report to him.
  - f. Serve the whole church as one of the ministers on staff, attending the ministers meetings. The daughter work pastor's wife is encouraged to attend the meetings of the ministers' wives.
5. *Participants.* By mutual agreement between the senior pastor and the daughter work pastor, members of the mother church may participate in activities of the daughter work. However, those who primarily attend the mother church shall look to the senior pastor for pastoral leadership and counseling, and will pay their tithes to the mother church. If they come to the daughter work pastor for guidance, he will work closely with the senior pastor to keep him fully informed and to coordinate their counseling efforts.
6. *Service Schedule.* Daughter work services will be at the times and locations agreed upon by the senior pastor and the daughter work pastor.
7. *Building.* Initially the mother church will provide the building, utilities, and supplies for daughter work services. As the daughter work grows and its budget permits, it will assume these financial responsibilities in its budget. If the daughter work shares the use of the mother church's building, it shall be responsible to clean all areas after using them.
8. *Vehicles.* A church van can possibly be available to pick up people for service and to take special trips. Its use must be scheduled according to church policy. The driver must be at least 25 years of age, have a valid driver's license, and have a good driving record. The group using the van is responsible to purchase gas and oil. (Oil should be checked weekly or on each out-of-town trip.) For vehicle maintenance, see the designated maintenance coordinator.
9. *Finances.* All finances received shall be deposited every week with the mother church under the direction of the treasurer, shall be used for the benefit of the daughter work, and shall be accounted for by a separate fund in the general ledger. When there is sufficient tithing income, the daughter work pastor shall receive a monthly housing allowance and/or salary as designated by the pastor. As the income increases, the priorities shall be (a) to support the

pastor full time and (b) to secure land and building. The treasurer will give a weekly offering report and a monthly financial report to the daughter work pastor and the senior pastor, and will provide individual tithing reports upon request. After the first year of operation, the daughter work pastor shall submit an annual budget for approval by the senior pastor and is accountable to operate according to that budget.

10. *Expenses.* The daughter work pastor will be entitled to reimbursement of all his ministerial and church-related expenses in accordance with the accountable expense reimbursement policy adopted by the church, up to a maximum of \$100 per month or the money available in the daughter work fund. Specific types of reimbursable expenses include mileage, gas and oil for the van, entertainment, supplies, research, and ministerial fees. Any expenses over \$100 should be approved in advance by the senior pastor. (See Expense Reimbursement Policy.)
11. *Policies.* Unless otherwise specified, all the policies of the mother church shall be in effect for the daughter work, including Building Rules, Counseling and Guidance Policy, Kitchen Policy, Nursery Policy, Sunday School and Children's Ministry Policy, and Vehicle Policy. The standards for leadership roles in the daughter work congregation shall be the same as for the church as a whole. (See the Guidelines for Leadership and Public Ministry.)
12. *Ministry out of Town.* It is expected that the daughter work pastor will have some speaking or singing invitations from other churches. The scheduling should be coordinated with the senior pastor.
13. *Autonomous Church Status.* Ultimately, the goal is for the daughter church to become solidly established, becoming affiliated with the United Pentecostal Church International as a congregation in its own right. The mother church intends to support such an effort with prayers and finances to the extent possible. When the senior pastor and the daughter work pastor agree that the time is right, the status as a daughter work shall be changed to that of an autonomous church. The assets designated for the daughter church's use, along with any related liabilities, will be transferred to the new legal entity. At that time, if the mother church has invested any funds in land or building for the daughter work, the daughter work shall execute a lien in favor of the mother church for the amount invested. This lien must be paid if the daughter work ever sells its property or disaffiliates from the UPCI. If the new church continues to share facilities with the mother church, it will be expected to pay a monthly use fee for utilities, maintenance, and wear and tear. If the mother church is still paying a loan on land and/or building of the new church, then title shall remain in the name of the mother church, and the new church shall make payments to the mother church. When the daughter church is able to pay off the loan or else secure financing in its own name, then title shall be transferred to the new church, along with the associated equity.
14. Either the senior pastor or the daughter work pastor may terminate the employment of the daughter work pastor by giving thirty days' notice. The time of notice may be shortened by mutual consent.
15. These arrangements may be modified by mutual consent.
16. This policy is not intended to be a legally binding contract, but simply a mutual understanding of the working relationship. If any misunderstandings or disagreements arise and the two ministers cannot resolve them, then the presbyter or district superintendent shall do so by mediation or arbitration.



## **EXPENSE REIMBURSEMENT POLICY**

1. Any minister now or hereafter employed by the church shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the church, if the following conditions are satisfied: (1) the expenses are reasonable in amount; (2) the minister documents the amount, time, place, business purpose, and business relationship of each such expense with the same kinds of documentary evidence as would be required to support a deduction of the expense on the minister's federal income tax return; and (3) the minister documents such expenses by providing the church treasurer with an accounting of such expenses, no less frequently than monthly. In no event will an expense be reimbursed if substantiated more than 60 days after the expense is paid or incurred by a minister.
2. The church shall not include in a minister's W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to the preceding paragraph, and the minister should not report the amount of any such reimbursement as income on his Form 1040.
3. Any church reimbursement that exceeds the amount of business or professional expenses properly accounted for by a minister pursuant to this reimbursement policy must be returned to the church within 120 days after the associated expenses are paid or incurred by the minister, and shall not be retained by the minister.
4. If, for any reason, the church's reimbursements are less than the amount of business and professional expenses properly substantiated by a minister, the church will report no part of the reimbursements on the minister's W-2 form, and the minister may deduct the unreimbursed expenses as allowed by law.
5. Under no circumstances will the church reimburse a minister for business or professional expenses incurred on behalf of the church that are not properly substantiated according to this policy. Church and staff understand that this requirement is necessary to prevent the reimbursement plan from being classified as a "nonaccountable" plan.
6. All receipts and other documentary evidence used by a minister to substantiate the business nature and amount of his business and professional expenses incurred on behalf of the church shall be retained by the minister. The church may, at its election, make copies of such evidence.
7. Business use of a car will be reimbursed at the standard mileage rate currently allowed by the Internal Revenue Service.
8. The church's accountable expense reimbursement plan extends to all church employees and all volunteer workers whom the pastor designates. Their expenditures are subject to advance approval by the pastor.

[Adopted by church resolutions of April 3, 1992, and January 11, 1994.]

### **REQUISITIONS AND CASH ADVANCES**

1. All expenditures under \$100 require approval of the appropriate ministry director, and all expenditures of \$100 or more require approval of the pastor, with use of a requisition form.
2. Cash is only advanced with approval of pastor or associate pastor, for official church purposes. Turn in excess cash to the treasurer no later than the next service.
3. Obtain a tax form from the treasurer. No sales tax should be paid.
4. Pay for personal items (not a church expense) separately with personal funds.
5. Turn in receipt to the treasurer to account for each purchase.

## **FUNDRAISER LUNCH POLICY**

New Life Church supports our various groups hosting fundraiser lunches and wants them to be successful. The following guidelines should help organize the fundraiser lunches, reduce potential disruptions of children's church, and ensure that those who help with fundraisers are still able to attend both Sunday school and the main worship service.

### **SETUP AND PREPARATION**

1. The host ministry should make arrangements to staff the fundraiser before Sunday and make sure that all helpers know exactly what their duties are.
2. Most setup should be done before the Sunday school pre-sessions start at 9:45 A.M.
3. Remaining setup can begin at 12:00 noon. Those who setup should not enter the gym before this time. Children's church typically uses the gym during the main worship service and moves into the chapel shortly before the main service is over for prayer. Though the dividers for the chapel will be partially closed to reduce noise, care should still be taken not to disrupt the children's prayer.
4. Dining tables should be set up or decorated and placed along the sides of the gym before 9:45 A.M. At 12:00 noon, they can be moved into the proper place.
5. Most food can be prepared beforehand and placed in our warmer. (See the "Appliance Manuals" notebook for instructions for using the warmer.) Microwaves and ovens are also available for warming up food.

### **SERVING**

1. Serving should begin no sooner than 12:15 P.M.
2. The serving tables should be configured to keep the line moving smoothly.
  - a. Preferred configuration: Place tables along the west wall of the gym in front of the basketball goal. Should more space be needed, tables can be added along the south wall to form an L shape.
  - b. Alternate configuration: Place tables in the serving room in a U shape. Space tables from the wall so that servers can stand behind the tables to serve or replenish the tables and so that the line can enter the serving room from the gym through the single door near the west wall of the gym. Make sure that the offices in the serving room are still accessible. If necessary, separate drink and dessert tables can be set up in the gym.
3. Those attending the lunches should form a line beginning in the old foyer and extending back into the hallway. The line can enter the gym when everything is ready to serve.

### **CLEANUP**

1. After the lunches are over, all areas used must be thoroughly cleaned.
2. This includes, but is not limited to the following:
  - a. Wipe down and put away tables.
  - b. Clean kitchen. See "Cleanup" section of the Kitchen Policy.
  - c. Vacuum serving room and chapel; sweep kitchen and gym.
  - d. Take out trash.
3. The coordinator for the lunches should inspect the kitchen, serving room, gym, and chapel to guarantee that the cleanup has been done. A member of New Life Church's staff will also inspect these areas to help the coordinator ensure that the cleaning has been done adequately.

## GUIDELINES FOR LEADERSHIP AND PUBLIC MINISTRY

As church leaders and people involved in public ministry, we must have a special dedication so that God can guide and use us as He wills. We need to be good examples and witnesses to fellow church members, to visitors, and to other churches. We do not want to put any stumbling block in people's way that would hinder them from being blessed by our ministry.

In order to fulfill this purpose, our church has established guidelines for people in leadership and public ministry roles. These include the Leadership Team (which includes ministry directors), the church board, emcees, the choir, special singers, musicians, ushers, hostesses, Sunday school teachers, children's church teachers, and other roles designated by the pastor.

Adhering to these guidelines does not guarantee that a person is saved, nor does failing to fulfill them necessarily cause a person to be lost. People who do not meet these criteria are still welcome to be part of our fellowship and to find other avenues of worship and service in our local assembly. The basic guidelines are as follows:

1. Personal faith in Jesus Christ, repentance from sin, water baptism in the name of Jesus Christ, and the baptism of the Holy Spirit with the evidence of speaking in other tongues.
2. Age thirteen or older.
3. Conducting oneself everywhere in a manner becoming to a Christian, including morality, honesty, and integrity in every area of life.
4. Endeavoring to manifest brotherly love and fellowship toward all of God's people.
5. Attending worship services and informing leadership in case of absence.
6. Supporting the work of the assembly with prayer, tithes, and offerings as God enables.
7. Adhering to and practicing the holiness teachings of the local church.

With regard to holiness of life, it is important to understand that holiness is both inward and outward. Holiness must come from God, and it must come from within a person. We cannot make ourselves holy by adhering to a list of rules. For the sake of public ministry, however, we ask that each person pledge to live by the following guidelines regarding outward appearance and conduct. These standards are based on scriptural principles, and some are specifically for the sake of presenting an appearance appropriate to the occasion. (For specific scriptural teachings, see Deuteronomy 22:5; Psalm 101:2-3; Jeremiah 4:30; I Corinthians 3:17; 6:12, 19-20; 11:1-16; I Timothy 2:9-10; I Peter 3:3-4.)

- a. Dress modestly at all times and in a manner appropriate to your sex. Ladies should wear dresses or skirts that cover the knee, and men should wear pants. Sleeves should cover the upper arm. Avoid low necklines; tight, extremely thin, or sheer clothing; and extravagant, showy, or extremely costly clothing.
- b. Ladies should not cut their hair. Men should cut their hair short. Hair should be arranged or combed neatly. Avoid extravagant, showy, or wild hairstyles.
- c. Do not wear ornamental jewelry. (If you desire to wear a wedding ring, please discuss with the pastor.)
- d. Do not use colored makeup or hair dye.
- e. Do not drink alcoholic beverages, use tobacco, use illegal drugs, or abuse legal drugs.
- f. Do not attend theaters that predominantly feature Hollywood movies, and do not possess a television to use for typical commercial programming, because the vast majority of viewing options are not wholesome. In all use of video equipment, computers, the Internet, DVDs, MP3 players, cell phones, or other technology, we should only allow ourselves to view things that are consistent with family and Christian values. In general, we should **not** assume that PG-rated videos are consistent with Christian values. R-rated videos are clearly inappropriate. Likewise, we should **not** assume that T-rated video games are appropriate. M-rated games are clearly inappropriate.

## **GYMNASIUM USE POLICY**

1. Share the court unless the gym is officially reserved and supervised by a department of the church.
2. Do not kick balls in the gym.
3. Do not leave small children unattended in the gym.
4. Do not hang or climb on basketball goals or volleyball system.
5. Do not wear dress shoes, shoes with hard soles, or any other type of non-athletic shoes while playing on the court.
6. Each group that uses the gym is responsible to clean the gym area of any trash, to clean shoe marks on gym floor, and to put any pieces of furniture back to their original location.
7. Do not drag tables or chairs across the floor.
8. All chairs and tables should have protective coverings on the ends of all legs.
9. The basketball goals are available for use whenever the gym is available. Balls, the volleyball system, table tennis paddles, and all other church equipment are available only for official functions scheduled and supervised by a ministry of the church.
10. The gym is usually available when other activities do not conflict. Before using the gym, check the church calendar and the most recent bulletin for conflicts, and then contact the church office.
11. The gym is available until 10:30 PM. The time may be extended by an official function scheduled and supervised by a ministry of the church.
12. If players are the last people in the building, they are responsible to lock the building and to set the alarm.
13. Players should display conduct, language, and dress that uphold a Christian witness and the teachings of the church. Modest clothing includes long pants and shirts for men and modest dresses or skirts for ladies. In the case of visitors, any exceptions are at the discretion of the ministry director who is supervising the activity.

## KEY AND ALARM POLICY

### KEYS

1. The entrance key opens (1) the front and back hall entrance doors, (2) the doors to the interior stairs, (3) closets, (4) the kitchen, and (5) the upstairs Sunday school work area and closet. They are for anyone who needs access to the building.
2. Classroom keys open individual classrooms. They are for teachers.
3. The office key opens the church office and all classrooms. It is only for the office and maintenance personnel and the head usher.
4. All requests for keys should be made to your ministry director or to the pastoral assistant if you are not under a ministry director.
5. Do not make copies of your keys.
6. Do not give or loan your keys to anyone except your spouse.
7. If you lose a key, notify your ministry director or the pastoral assistant if you are not under a ministry director.
8. Turn in your keys to your ministry director or the pastoral assistant if you resign your position.

### ALARM SYSTEM

1. If the alarm goes off, disarm it. Immediately notify one of the following:
  - a. Jack Pellegrino: 297-3728, 740-6432
  - b. The Bernards: 388-4027
  - c. The Sharpes: 218-1144
  - d. The Shaws: 251-5933
2. Do not give a security code to anyone who is not authorized to have it. (Share it only with someone who has already received it from the church.)
3. If the security alarm is on when you enter the building, as indicated by the red light and the warning beep, disarm it by the keypad in the front hall. You have 45 seconds. If it does not work, keep trying.
4. If you are the last person to exit the building at night, arm the security alarm. The green light must be on first, which requires all doors to be shut and no movement in the hall. When you arm the system, the red light will begin blinking and a warning beep will begin to sound. You have 45 seconds to exit and shut the door. Then lock it. You can exit by the front or back hall door.
5. Entrance key users
  - a. Disarming the system: Enter your four-digit code and then punch the number 1, which is labeled "OFF." Doing so disarms the entire building except for the main office area.
  - b. Arming the system: Enter your four-digit code, followed by the number 2, which is labeled "AWAY."
6. Office key users
  - a. If someone other than an office worker has opened the building, such as an usher or teacher, the office alarm will still be set. Therefore, before entering the office area, you will still need to disarm the alarm.
  - b. Disarming the system: Enter your four-digit code and then punch the number 1, which is labeled "OFF." When the panel asks you if you want to disarm everything, answer "YES" by punching 1.
  - c. Arming the system: Enter your four-digit code, followed by the number 2, which is labeled "AWAY." When the panel asks you if you want to arm everything, answer "YES" by punching 1.

## KITCHEN POLICY

1. *Dirty dishes.* Do not leave dirty dishes in the sink or on the counter. The person using any item, such as a spoon or a coffee maker, should wash it and return it to its proper place.
2. *Personal dishes.* Label all personal dishes you bring to a church function and take them home at the end of the function. If any dishes are left, they will of necessity be washed and then placed on the counter. Please take them home as quickly as possible. If any are left for an extended length of time, they will be placed in the cabinets or discarded if there is a lack of space. See maintenance for help in locating them.
3. *Refrigerator and Freezer.* Do not put personal items in the refrigerator or freezer except to preserve them during a service. Be sure to remove them after service. Any food or drinks left in the refrigerator or freezer will be used or thrown away. For some ministry and other special events, it is understood that food or drinks need to be stored for a longer time; in these circumstances, please clearly label the food and drinks to prevent them from being used or thrown away. After the event please take home any unused food or drinks; otherwise they will be used or thrown away.
4. *Food and drinks.* Do not leave them on the counter except while serving. Take them home or place them in the refrigerator while serving and then take home.
5. *Ice.* Never place anything in the ice machine. Do not leave the ice scoop in the machine.
6. *Cleanup.* Clean up all spills immediately. Each ministry or other user should sweep the floor after each function. Mop the floor if it has been soiled and wipe down appliances, counters, and cabinets that have been soiled. If you use the warmer or oven, be sure to wipe them out if there are spills or crumbs. Most of the appliances are stainless steel. We must clean it properly to avoid breaking down the stainless steel's passivity layer, which could allow corrosion. Use only non-abrasive cloths when cleaning. Avoid steel pads, wire brushes, or scrapers. Generally, when you need to clean the front of the appliances, water and dish soap should be sufficient. If it is not, use the cleaning product provided by maintenance for cleaning stainless steel.
7. *Supplies.* Contact the cleaning coordinator if the quantity of any items is low.
8. *Dishcloths.* Put them in the designated hamper in front of the washer and dryer for maintenance to wash.
9. Do not remove any item from the kitchen unless it belongs to you.
10. *Appliances.* If you have any questions on how to properly use the appliances, see the instructions in the "Appliance Manuals" binder, which is located in the same cabinet as the radio.

# LEADERSHIP TEAM BASICS

## TEAM MINISTRY

New Life Church performs ministry as a team. As team members we are to be familiar with and are to follow the Guidelines for Leadership and Public Ministry. Since you are on a team, it is vitally important that you work in harmony with the other ministry directors. You need their support equally as much as you need the support of the pastor and the associate pastor. As a team member you are accountable not only to the pastor and associate pastor but to the entire team. We are all laboring together to fulfill the purpose of the church, and we all count on each other. When planning, think of how your plans will interact, interfere, or enhance the plans of other ministries. It is important to also consider staff involvement and whether the people you lean on have other commitments. There is a limited number of workers, so we have to share the labor pool with the other ministries. This does not mean that you cannot use people with other commitments; it simply means that you should consider the other ministries in order to minimize conflicts.

## NEW LIFE MANUAL

As a department head you should make yourself familiar with the New Life Church Manual. This manual includes all of our legal documents, policies, and job descriptions. For your purposes you need to be familiar with the policies and job descriptions relevant to your ministry. For example, if you use the building, kitchen, or nursery during a meeting or seminar, there are policies for proper use of these facilities. There are also policies on supervising children and many other things that may not seem relevant to your ministry at first glance. Nonetheless, you should be familiar with them in case a situation arises where the policies would apply. Many of the policies will apply at one point or another.

## VOLUNTEERS

Volunteers are crucial to the success of your ministry. Before asking someone to help in your ministry, obtain the pastor's approval of that person. Educate all your volunteers on the policies relevant to your ministry and give them copies of the policies. Make sure that your volunteers have any necessary keys and be sure to give them the Key and Alarm Policy. You should obtain keys from the pastoral assistant rather than having the volunteer ask for them. When a volunteer resigns, collect any keys and turn them in to the pastoral assistant or give them to your new volunteer if one is immediately available.

## PLANNING

You will be responsible for planning the functions and overseeing the operations of your ministry in accordance with your written job description and your personal conversations with the pastor and associate pastor. Consult the church calendar prior to planning an event. There is a copy of the calendar on the church website. After consulting the church calendar, check with the office secretary to verify any recent changes. All dates and scheduled events should be brought to our leadership team planning meetings. These occur at least once per quarter, sometimes more often. As the meetings approach, you will receive an email from the office secretary requesting your dates. She will try to work out any conflicts with the other ministries. This does not mean you cannot or should not discuss your plans in advance with the pastor and associate pastor. However, all dates should be approved at the leadership meetings. In unusual circumstances the pastor or associate pastor will approve dates between team meetings; however, they prefer that most dates go through the meeting. Events approved at the leadership team meeting will automatically appear in the bulletin. If the event is cancelled or changed, notify the office immediately to prevent the event from being announced incorrectly in the bulletin.

## EVENTS

Ministry events held at the church should be conducted according to the relevant policies. Note especially the following: (1) Follow the Kitchen Policy *every* time your ministry uses the kitchen, which always entails cleaning the kitchen after use. The "Cleanup" section of the Kitchen Policy gives important directions for cleanup; especially important are the instructions for properly cleaning the stainless steel to avoid scratching it. Please see the "Appliance Manuals" handbook in the kitchen for basic directions on using the appliances. (2) Conduct fundraiser lunches according to the Fundraiser Lunch Policy. (3) Conduct conferences and any special services sponsored by your ministry according to the Conferences and Special Meetings Policy. (4) The sanctuary should be closed if not directly related to your event, and all access to the sanctuary should be restricted. (5) Children must be supervised at all times by qualified persons according to the "Policy for All Children's Workers" section of the Sunday School

and Children's Ministry Policy. (6) *Always* clean up and lock up after an event. If there are two or more groups using the building at the same time, each should assume responsibility to make sure their area is cleaned and should communicate with the leader of the other groups to make sure the building is closed. (7) Food and drink may be served in appropriate places, but red drinks must *never* be served; red dye is impossible to remove from carpet and tile. (8) If your ministry needs to reserve a room, equipment, or the vans for your event, contact the office secretary to reserve them.

### **AFTER EVENT CLEANING**

Any time you have an event at the church, please clean as follows: (1) Vacuum carpet and sweep hard-surface floors (tile, gym, etc.) in all areas used during your event, including the kitchen and bathrooms. (2) Put up all tables and chairs used. (3) Take out all of your trash, which includes the large trash cans on wheels, the main trash can in the bathrooms, the smaller trash cans in the stalls of the ladies restrooms, and the trash can in the hallway. (4) Flush the toilets. (5) Clean mirrors in the bathrooms if water has been splashed on them. (6) Clean kitchen as follows if you use it (this includes preparing food for Sunday school classes): Clean up all spills immediately. Mop the floor after your event if the floor has been soiled. Wipe down appliances, counters, and cabinets that have been soiled. If you use the warmer or oven, be sure to wipe them out if there are spills or crumbs. Most of the appliances are stainless steel. We must clean it properly to avoid breaking down the stainless steel's passivity layer, which could allow corrosion. Use only non-abrasive cloths when cleaning. Avoid steel pads, wire brushes, or scrapers. Generally, when you need to clean the front of the appliances, water and dish soap should be sufficient. If it is not, use the cleaning product provided by the cleaning coordinator for cleaning stainless steel.

If the building is not left in a good and clean condition after your event, then the church staff is forced to take time away from their responsibilities in order to accomplish this task. If this proves to be necessary, a minimum charge of \$100 will be charged to the responsible ministry, which will be deducted from the ministry's fund. In case of a major event, the charge may be greater.

### **GOALS AND OBJECTIVES**

Each year each ministry is responsible for submitting objectives that outline how the ministry will contribute to fulfilling the stated goals of the church. These objectives outline how the ministry will help to fulfill the goals of the church as stated in the church manual. See the associate pastor for more information.

To help keep ministries on track in fulfilling their objectives, quarterly ministry reports are to be submitted by March 15, June 15, September 15. The annual report is to be submitted by December 15. With each report, please include a list of your current volunteers.

### **BUDGET AND PURCHASES**

In addition to the objectives, each ministry director is responsible for submitting an annual budget by December 15. Once the budget is approved by the pastor, funds can then be accessed. Make all ministry purchases according to the "Requisitions and Cash Advances" section of the Expense Reimbursement Policy. Note especially that a requisition form is required even for purchases already approved in a ministry's budget and that all purchases over \$100.00 require the pastor's approval. In addition, all purchase requisitions must be signed by the ministry director. Submit the requisition form to the secretary-treasurer at least one week prior to the time the money is needed. A check made payable to a specific vendor can be requested in advance, or if an item is purchased with personal funds, a reimbursement can be requested. In no situation should sales tax be paid. Tax exemption forms can be obtained through the office or on the website

### **COMMUNICATION**

Communication is a vital part of successful team ministry. We operate from a position of trust, so it is very important that you approach the pastor, associate pastor, and other staff as needs arise. Do not assume that others are aware of particular issues. If you have a question, dilemma, disagreement, frustration, or problem with another team member, please make the appropriate contacts to resolve the situation. Conflicts should be handled at the lowest level possible. Email and telephone are very effective and are the preferred ways to communicate with the pastor, associate pastor, and office staff for routine matters. However, if you need a face-to-face meeting with the pastor, associate pastor, or a staff member, they are readily available to meet with you in person.

### **PUBLICITY**



Any publicity or advertising outside of New Life Church must be approved by the church office. Announcements for Sunday's bulletin must be submitted via phone or email by noon on Thursday. Announcements for Wednesday night services must be submitted via phone or email by noon on Wednesday.

### **SUPPORT**

The office staff is available to support your ministry. If you need keys to the vans, photo copying, or have other operational needs, contact the office in advance for assistance, and they will either assist you directly or point you to the appropriate person who can help. If you need keys, contact the pastoral assistant. With adequate notice, the office can help with most clerical needs, but with all requests for assistance, please keep in mind that the office staff has regular duties to perform and may not be able to complete your request exactly when you want it done.

## NURSERY POLICY

1. *Workers.* The church provides qualified nursery workers for regularly scheduled church services (Sunday morning, Sunday evening, and Wednesday evening) and some special functions. No one is permitted to take care of children in the nursery unless she or he has submitted an application to the pastor and has been approved by the pastor. Volunteer forms and applications are available in the church office and the nursery.
2. *Supervision.* At least two adult nursery workers must be present before children are allowed in the nursery.
3. *Food and drink.* The nursery will provide Cheerios and goldfish crackers for toddlers. The nursery will also provide spill-proof cups for each child. Parents must bring bottles for bottle-fed infants.
4. *Illness.* Children or nursery workers who feel ill should **not** go into the nursery. Any child with a runny nose, sneezing, fever, vomiting, diarrhea, lice, nits, or any other potentially contagious condition should not come to the nursery. Any child with lice or nits will be asked to follow standard procedures to remedy the situation prior to re-entering the nursery. See the Nursery Health Policy posted in the nursery for more details.
5. *Cleanup.* At the end of each service or a special event, nursery workers should do the following:
  - a. Wipe the changing pad and tables with the disinfectant wipes provided.
  - b. Run the vacuum cleaner where needed.
  - c. Remove dirty sheets and leave them in the labeled container under the sink.
  - d. Supervise the picking up of toys.
  - e. Wipe down everything used by the children.
  - f. Deposit trash from the trash can and diaper containers in the dumpster.
  - g. Report any cleaning needs to the nursery coordinator or office secretary.
6. *Age.* The nursery is available for children up to twenty-four months during regular services. Two- and three-year-olds have a Sunday school class on Sunday mornings. There is also a class for two-year-olds on Sunday and Wednesday nights. If an older child needs to be taken out of the service, the parent (or adult relative/friend who has parental permission) may take the child to the hall and supervise the child there.
7. *Discipline.* Nursery workers do **not** have the authority to administer corporal punishment. If a child needs more discipline than the worker is able to provide, the worker should ask the parent to take charge of the child.
8. *Safety.* Do not allow children to climb on tables, chairs, or any place where they might fall. In case of injury, first-aid kits are available in the nursery, kitchen, and church office. Contact the child's parent. Any accident or injury requires that an accident/incident report be filled out. These forms are available in the nursery and in the church office. One copy is to be given to the parent of the injured child and one copy is for the church office.
9. *Drop-off and pick-up.* Children may be dropped off fifteen minutes before service and should be picked up no later than fifteen minutes after service. Children must be signed in with a nursery worker. Children may only be picked up by the parents of the child unless other arrangements have been made. Older children should not drop off or pick up children from the nursery.
10. *Children's belongings.* Any diaper bags, cups, or other belongings must be clearly marked with the child's name.
11. *Problems.* Report any problems to the nursery coordinator, associate pastor, or pastor, including injury, illness, signs of abuse, or significant discipline problems. Parents should be informed of any such problem regarding their children.
12. *Assistance.* If you need assistance for any reason, call an usher (sound booth) by pressing "Intercom" and "19." In case of emergency, dial 911.

## **SEXUAL HARASSMENT POLICY**

(See also Counseling and Guidance Policy for guidelines regarding actual or potential sexual misconduct)

### **DEFINITION**

Sexual harassment includes any form of unwelcome or nonconsensual sexual advances, request for sexual favors, or other verbal or physical contact of a sexual nature, when (1) submission to such conduct is made explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. It may include but is not limited to:

- Sexually oriented jokes, comments, verbal "kidding," or abuse
- Suggestive, inappropriate, or graphic comments about a person's body, appearance, or actions
- Sexually suggestive gestures or actions, including physical actions such as patting, pinching, constant brushing against another's body, or blocking another's movement
- Subtle pressure for sexual activity or demands for sexual favors, whether or not accompanied by promise of reward or threat of punishment
- Sexual assault
- Condoning any of the above

### **STATEMENT OF CHURCH POSITION**

1. New Life Church will not tolerate sexual harassment of any kind, whether quid pro quo (points 1 and 2 of the above definition) or hostile environment (point 3 of the above definition), and whether committed by an employee or a non-employee.
2. Employees or volunteer workers who are found guilty of sexual harassment will be disciplined immediately. Depending on the severity of the infraction, discipline may range from partial or total suspension of duties up to and including dismissal. However, discipline will not be administered without adequate proof of harassment.
3. Discipline not involving dismissal will be accompanied by a warning that any future incidents of harassment will not be tolerated and may result in immediate dismissal.
4. The church encourages victims to report incidents of harassment.
5. All complaints will be investigated promptly.
6. Persons filing a complaint will not suffer retaliation for doing so.
7. All complaints will be handled confidentially.
8. The church will follow up periodically with victims by asking if there have been any further incidents of harassment.
9. This policy will be communicated to all workers.

### **PROCEDURE FOR COMPLAINTS**

1. A complaint of sexual harassment should be brought to the pastor. He should then take the following steps.
2. Arrange to minimize job-related or other necessary contact between the parties until the situation is resolved.
3. Conduct a complete investigation, including interviews with any other parties who may have knowledge of the incident(s).
4. Make a judgment regarding the allegations; determine and carry out appropriate disciplinary actions; notify accuser(s) of any disciplinary action(s) taken against the accused and of the right to appeal.
5. Alleged victims or offenders who feel that they have not been satisfactorily dealt with during this process may appeal to the church board, by submitting a written request to the pastor. The pastor shall arrange a meeting of the church board, whose decision shall be final.
6. A complaint against the pastor should be brought to the church board.

## SUNDAY SCHOOL AND CHILDREN'S MINISTRY POLICY

Sunday school and children's ministries at New Life are important areas of service. Our goal is to teach God's Word to everyone, to evangelize and disciple them, and to minister to their needs. Thus teachers, children's church workers, and leaders in children's ministry should adhere to the Guidelines for Leadership and Public Ministry.

### SUNDAY SCHOOL

*Staff.* Typically, each class has two lead teachers, one of whom serves as superintendent, and one or two helpers. Guest teachers or substitutes may be used with the approval of the pastor.

We ask each worker to make a commitment for one year if possible. If a worker needs to take a leave of absence or resign, we ask for at least one month's notice if possible.

For children's classes that are fully staffed, we plan to allow one worker to enter the main service each Sunday.

*Attendance.* Teachers should arrive by 9:15 AM for prayer and be in their classrooms after prayer. If a class superintendent needs to be absent, he or she should notify the Sunday school director in advance. If another teacher or helper needs to be absent, he or she should notify the class superintendent. Except for emergencies, we expect at least one week's notice of absence.

Workers should plan to be absent no more than six Sundays a year. They should also plan to attend the quarterly staff meetings and an annual training seminar, if one is available.

*Promotions.* Students will be promoted once a year based on their age as of September 1. If an exception is needed due to a child's development, one can be made with the pastor's approval, particularly for a student whose birthday fall close to the cutoff.

### POLICY FOR ALL CHILDREN'S WORKERS

*Discipline.* Workers are *not* allowed to administer corporal punishment. They should administer discipline as needed by taking the following steps: (1) admonition, (2) in-class timeout or taking away of a privilege, (3) removal from class and return to the care of parent or guardian. If step 3 is necessary, report it to the Sunday School director or other function leader.

*Supervision and Safekeeping.* To ensure qualified help, to maintain proper supervision, to protect against child abuse, and to safeguard against false accusations, the church has adopted the following policy that applies to everyone who works with children and youth (through age 17):

1. The church has a screening process for all children's workers, and it includes referrals.
2. All children's workers must be regular attendees for a minimum of six months at New Life Church or another Apostolic church from which they have received a transfer and recommendation.
3. All activities for children shall be supervised by two adults.
4. Parental permission shall be obtained for participation in all activities. Permission is assumed when parents bring or send their children to regularly scheduled services and events.
5. After Sunday school or other children's activity, workers shall supervise children until they are delivered to the care of their parents or guardians.
6. Children 10 and under should not be allowed to leave services, Sunday school, or other children's activities unattended.
7. Children's workers shall report to the pastor any case of suspected child abuse, sexual misconduct, or other suspicious behavior. This includes psychological or physical symptoms of abuse that may have occurred elsewhere. In all cases, the matter shall be kept in confidence pending an analysis of the situation and appropriate action. As a matter of policy, the church (a) will fulfill all legal requirements in this area and (b) will not allow those who have sexually abused minors to work in any position involving supervision of or ministry to children or youth.

## **TELEPHONE POLICY**

1. Church office schedule: Monday–Friday 9 AM to 5 PM.
2. Pastor’s and associate pastor’s usual office schedule: Tuesday–Friday, 9 AM to 5 PM. Monday is their day off.
3. Use the hall phone (832-7862) to call someone outside the office or to call out. Limit these calls to five minutes.
4. The telephone in the sanctuary is for incoming calls and intercom, not outgoing calls.
5. Feel free to call the pastor or other ministers at home, but limit calls before 9:00 AM or after 10:00 PM.
6. Leave a message on the answering machine (home or church).
7. If there is no answer, let the telephone ring for a while, or call back in fifteen minutes.
8. Before calling the pastor, ask yourself if you really need to consult someone else instead.

<b>CHURCH TELEPHONES</b>	<b>NUMBER</b>
1. Main Office	832-5433
2. Hall	832-7862
3. Fax	832-9108

# TRANSPORTATION POLICY

## MISSION STATEMENT

1. To provide transportation to those who desire to go to church.
2. To evangelize and equip people with the gospel of Jesus Christ in Spirit and truth for the glory of God.

## VAN RULES

1. In order to stay on schedule we are not permitted to make any unscheduled stops. Therefore, the van will pick up and drop off at designated areas only. There will be no stops in between.
2. *No weapons of any kind.*
3. *No smoking* on the van or anywhere on the church property.
4. *No drugs or alcohol.* If you are under the influence of alcohol or any controlled substance, you will not be permitted on the van.
5. *No eating or drinking on the van at any time.*
6. *NO asking for or giving money to anyone on the van.* If there is a need please direct them to the pastor or associate pastor. (Please read the Needs section below.)
7. *Only the van driver and his spouse will ride in the front seat.* If the spouse does not ride in the van, the seat will remain empty. All other passengers will ride in the back.

## NEEDS

Regarding needs such as clothing, housing, food, medicine, and personal items, our facility is not sufficiently equipped to provide these needs; however, we sponsor several agencies that specialize in these needs. We will be happy to give you a referral. To spare any hurt feelings, we cannot give out any individual gifts or do special favors.

## CHURCH ATTENDANCE

We are bringing you to a Christian church service. We want you to come if you desire to attend church, will listen attentively, and are ready to benefit from the preaching or teaching.

Thank you for your cooperation and for joining us in fellowship in Christ. May you receive the blessings of God.

# VEHICLE POLICY

## ALL VEHICLES

1. This policy applies to all vehicles owned by the church and all private vehicles used for church-related activities. The driver and the leader of the activity are each responsible to follow and implement this policy.
2. All drivers must be age 18 or older and have a good driving record, a valid driver's license, and liability insurance.
3. All vehicles must have a valid license, a valid inspection sticker, and a valid liability insurance certificate.
4. Do not transport children or youth (through age 17) without parental permission or without adequate chaperones at all times.
5. **Safety**
  - a. Perform a safety check of the vehicle before departure. Inspect tires for wear and proper inflation.
  - b. Check to make sure a first-aid kit is available.
  - c. Limit passengers to the manufacturer's stated capacity for the vehicle.
  - d. Fasten all seat belts. Drivers are personally responsible to enforce this rule.
  - e. Texas law requires children under 5 and less than 36 inches tall to ride in an approved car seat or booster seat. The law requires that the child be properly secured in the seat according to the manufacturer's guidelines. Infants under 1 must ride facing the rear of the vehicle. All children under 13 should ride in a rear seat.
  - f. Drivers should be well rested. If they become sleepy, they must stop to rest or change drivers.
  - g. Drivers are strictly prohibited from using alcohol, drugs, or medications that can cause impairment or drowsiness.
  - h. Follow all traffic laws, including speed limits. (The church will not be responsible for fines.)
  - i. Drive defensively, courteously, and cautiously. Maintain a speed that is safe under the conditions. Be especially careful on rural and curved roads and in fog, rain, dusk, or dark.
  - j. Avoid distractions to the driver. Stop, if necessary, to end distractions from passengers.

## CHURCH VEHICLES

1. *Use.* Church-owned vehicles are for departmental and official church use only.
2. *Reservations.* Reserve vehicle in advance to ensure availability, using the log in the church office.
3. *Van Drivers.* In addition to the above guidelines, all drivers must be age 25 or older, have experience driving vans, and be oriented in the use of 15-passenger vans due to the higher risk of rollover.
4. *Van Care.* The van should be returned clean and with at least a quarter tank of gas. The key should be returned to the office immediately. The engine oil should be checked every time the van is refueled. Any problems or concerns about the van should be reported immediately to the associate pastor.
5. **Van Safety**
  - a. Review and implement the safety rules for all vehicles (listed above).
  - b. The risk of rollover increases dramatically during sudden or emergency maneuvers, such as a panic response to a tire blowout. Take extra care not to swerve or change lanes abruptly.
  - c. If the van's wheels drop off the roadway, gradually reduce speed and steer back onto the road when it is safe to do so.
  - d. Do not load anything on the van roof.
  - e. Load occupants from the front of the van.
  - f. Preferably carry fewer than 10 occupants.
  - g. Keep the gas tank as full as possible.

## **VISITOR FOLLOW-UP**

### **FIRST-TIME VISITORS**

1. A host or hostess gives the visitor a visitor's card, a pen, and a brochure about the church. The information sought includes name, address, telephone number, who invited, and date of visit. The remaining steps are taken based on this information, unless the visitor is from out of town or from another United Pentecostal Church.
2. Teachers in the Teen, Youth, College and Career, Single Adults, Young Families, Korean, and Spanish Sunday school classes should pass out visitor cards and write the class name on the card.
3. The pastor sends a letter within one week (prepared by secretary).
4. The secretary places the person's information in the church database as a visitor, thereby placing the person on a mailing list.
5. The outreach director or one of his or her helpers calls within one week and reports to the pastor. The call (a) thanks the person for coming, (b) mentions home Bible studies, and (c) invites the person to visit again.
6. The Sunday school class superintendents arrange to contact visitors in their classes (all classes up to the preteen class).
7. Visitors continue to receive information about special events: (a) mail-outs approximately every two months and (b) telephone calls approximately every six months.

### **FURTHER FOLLOW-UP OF VISITORS**

1. The outreach director, Sunday school class superintendent, and leader of the age-based fellowship group arrange for additional follow-up as needed.
2. The outreach director arranges for calls to all visitors for special occasions, about twice a year. Callers report result to him or her, and he or she reports the results to the pastor.
3. The church sends flyers or letters about special events about once every two months.
4. If the visitor does not return within a year or two, or if the telephone number is disconnected, the pastor or associate pastor sends a letter asking if the flyers are being received and if the person wishes to remain on the mailing list. If there is no response, the contact information is removed from the active category.
5. If visitors attend service for three weeks in close proximity or state that they plan to attend regularly, then they are added to the database as a regular attendee, or "regular." This designation is not equivalent to legal membership or the new birth experience, but it is based on attendance.

### **FOLLOW-UP OF REGULARS**

When people are designated as regulars, they are treated as part of the church family, and the following steps are taken:

1. They are assigned to a care group based on their geographical location, and the care group leader begins to follow up with them.
2. They receive a newcomers packet, which contains a list of name and addresses of church people, a list of the church staff including ministry directors and volunteer coordinators, information on home Bible studies, and information on the discipleship class.
3. They are invited to attend the next quarterly potluck dinner for newcomers.



4. They are invited to the Introduction to New Life class, which is a one-night class conducted every two months during midweek service. At this class, they receive a brief introduction to our local church's history, staff, beliefs, programs, and activities; and they take a tour of the building.
5. Their picture is taken and posted on a bulletin board reserved for newcomers and care group leaders.
6. If they miss church on Sunday, they receive a bulletin in the mail. If the reason for their absence is unknown, the pastor or associate pastor calls to check on them.
7. After they have attended for a while, the pastor, in conjunction with departmental directors and activity coordinators, seeks a place of active involvement for them that is compatible with their interests, abilities, and qualifications.

#### **SAMPLE TELEPHONE CALL**

1. "Hello, I am \_\_\_\_\_ from New Life Church."
2. "Pastor Bernard asked me you give you a call and tell you [once again] that we appreciate your visiting our church."
3. "We would like to invite you to visit us again soon." [Provide information about any special services coming up soon, especially if this is a later follow-up call.]
4. "Do you have any prayer requests for our prayer team?"
5. "Our church offers free home Bible studies. Would you like more information?" [If interested:] "I'll ask the coordinator to contact you."
6. [At initial call:] "We would like to schedule someone to stop by your home for a few minutes to drop off a small gift and an information packet. Would \_\_\_\_\_ evening about \_\_\_\_\_ be a good time?"

#### **SAMPLE VISIT**

1. "Hello. I am \_\_\_\_\_ from New Life Church. Pastor Bernard asked me to drop by and give you this gift and an information packet about our church." [Gift idea: a loaf of bread from a bakery. Information packet: (a) *The Biblical Experience of Salvation* or another tract on salvation; (b) information on a Bible study such as *Exploring God's Word* or *Into His Marvelous Light*; (c) Church brochure (if the person did not receive one at church). (d) Option: *Ready to Be Free* CD from General Home Missions or the church. (e) Option: CARE list, tracts, or book on practical living from General Sunday School Division. If the person is not home, the team leaves the packet in an attractive plastic bag hanger with a personal note similar to the above.]
2. "We want you to know that our church is here to help you in any way that we can. Do you have any prayer requests for our prayer team? Would you like to meet with our pastor?"
3. "We offer free home Bible studies. Would you like our coordinator to call you about having one?"
4. "Before we leave, we would like to pray for God's blessings upon your home. Would that be all right?"
5. Make your visit brief, unless the person shows unusual desire.

## WEDDING GUIDELINES FOR MEMBERS

1. Weddings must be scheduled in advance with the pastor and planned with the wedding coordinator.
2. The wedding coordinator will discuss all special needs such as furniture arrangement, sound equipment, musical equipment, and decorations as well as implementation of these guidelines.
3. The wedding coordinator will schedule the rehearsal, typically the night before the wedding.
4. No alcoholic beverages or tobacco products are to be used on the premises.
5. No firearms are allowed on the premises.
6. Dripless candles *only* are to be used in the church.
7. If food is served, all food and dishes must be removed from tables and counters, and all garbage must be placed in the dumpster. If used, the kitchen must be cleaned, and any church dishes, utensils, or kitchen equipment must be washed. This service is not provided by the standard custodial fee.
8. All decorating and reconfiguring or moving of furniture, equipment, and accessories must be approved in advance. All furniture, equipment, and accessories must be arranged as they were before the wedding.
9. No marks or holes should be made on the walls or furniture.
10. The wedding party is responsible to make arrangements for musicians.
11. If the sound system is to be used, the wedding party is responsible to contact the sound coordinator to arrange for the services of a church-approved sound technician.
12. The church is available only during the times mutually agreed by the wedding party and the church.
13. If delivery of equipment, food, or other items is required, a member of the wedding party must arrange to receive them and store them in an approved area.
14. The church is not responsible for any item left on the premises, including rental property.
15. Receptions are permitted in the fellowship hall only. No food or drink is allowed in the sanctuary.
16. Wedding apparel should be modest and must be approved by the pastor or pastor's wife. The wedding party should observe all holiness standards of the church, including those regarding outward appearance. The pastor may grant partial exceptions for participants who are not church members.
17. The ceremony, including all songs, poems, readings, slide shows, and prayers, should be coordinated in writing. The written plans should be given to the wedding coordinator at least two weeks in advance for preparation and approval by the pastor.

### FEE SCHEDULE FOR MEMBERS

Services	Fees	Your Cost
Administrative and accessibility fee .....	\$ 50.00	\$ 50.00
Sound technician (by personal agreement)	_____	_____
Custodial service for sanctuary and foyer.....	175.00	175.00
Custodial service for fellowship hall and kitchen (if used) .....	125.00	_____
Nursery workers (upon request), per person per hour .....	10.00	_____
Wedding director (upon request) .....	_____	_____
Musician(s) (upon request, by personal agreement) .....	_____	_____
Wedding consultant (upon request, by personal agreement) .....	_____	_____
<b>Total</b>		<b>\$ _____</b>

### WEDDING AGREEMENT FOR MEMBERS

I agree to the Wedding Guidelines for the use of New Life United Pentecostal Church. I will pay all fees in advance and will be responsible for any damages to the facilities, equipment, furnishings, or other property of New Life United Pentecostal Church resulting from the wedding or the wedding party.

The rehearsal will take place on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).

The wedding will take place on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).

\_\_\_\_\_  
Representative of wedding party

\_\_\_\_\_  
Representative of New Life Church

# WEDDING GUIDELINES FOR NONMEMBERS

## Scheduling

Weddings should be scheduled with plenty of advance notice. A wedding is not considered *scheduled* until a *wedding agreement* has been signed and the specified fees paid.

## Deposit and Fees

The deposit is refundable if the guidelines are followed and no damages are incurred to the facilities or other property of New Life United Pentecostal Church. A walkthrough of the facilities will be done after the wedding with a representative of New Life United Pentecostal Church and a representative of the wedding party. If a walkthrough is not done, the deposit will be returned in a self-addressed stamped envelope provided by the wedding party. The deposit and fees are due at the time of scheduling.

## Cancellations

Cancellations must be made two weeks or more prior to the wedding. Cancellation less than two weeks prior to the wedding will result in the loss of the administrative and accessibility fee and the deposit.

## Pre-wedding Walkthrough

A representative of New Life United Pentecostal Church will schedule a walkthrough of the facilities with a member of the wedding party prior to the wedding. Specific needs—such as furniture arrangement, sound equipment needs, musical equipment needs, and decoration—should be addressed at this time.

## Rehearsal

The wedding fees include a rehearsal, typically scheduled the night before the wedding. At least one representative of New Life United Pentecostal Church will be present at the rehearsal. If a sound technician, wedding consultant, musician, or other person is required, he or she will also be present. Rehearsals should be limited to two hours.

## Facility Rules

1. No alcoholic beverages or tobacco products are to be used on the premises.
2. No firearms are allowed on the premises.
3. Dripless candles *only* are to be used in the church.
4. If food is served, all food and dishes must be removed from tables and counters, and all garbage must be placed in the dumpster. If used, the kitchen must be cleaned, and any church dishes, utensils, or kitchen equipment must be washed. This service is not provided by the standard custodial fee.
5. All decorating and reconfiguring or moving of furniture, equipment, and accessories must be approved in advance. All furniture, equipment, and accessories must be arranged as they were before the wedding.
6. No marks or holes should be made on the walls or furniture.
7. Use of musical instruments must be authorized in advance. Church musicians may be available for a fee.
8. Use of sound equipment requires the church approval and attendance of a church-approved sound technician.
9. The church is available only during the times that are mutually agreed by the wedding party and the church.
10. If delivery of equipment, food, or other items is required, a member of the wedding party must arrange to receive them and store them in an approved area.
11. The church is not responsible for any item left on the premises, including rental property.
12. Receptions are permitted in the fellowship hall only. No food or drink is allowed in the sanctuary.
13. Any damages to the building, grounds, equipment, or furnishings will be deducted from the deposit. Damages exceeding the deposit are the responsibility of the wedding party.
14. Traditional receptions with cake, punch (non-alcoholic), and moderate decorations are allowed in the fellowship hall. No dancing or elaborate parties are permitted.

**FEE SCHEDULE FOR NONMEMBERS**

<b>Services</b>	<b>Fees</b>	<b>Your Cost</b>
Use of sanctuary.....	\$400.00	\$400.00
Use of fellowship hall, kitchen, and nursery.....	200.00	_____
Deposit* .....	250.00	250.00
Administrative and accessibility fee .....	50.00	50.00
Sound technician (required if sound equipment is used) .....	100.00	_____
Custodial service for sanctuary and foyer.....	175.00	175.00
Custodial service for fellowship hall and kitchen.....	125.00	_____
Nursery workers (upon request), per person per hour .....	10.00	_____
Wedding director (upon request) .....	100.00	_____
Musician(s) (upon request, by personal agreement) .....	_____	_____
Wedding consultant (upon request, by personal agreement) .....	_____	_____
<b>Total*</b>		<b>\$_____</b>

\*The deposit of \$250.00 will be refunded if the guidelines are followed and the facilities are left in satisfactory condition.

**WEDDING AGREEMENT FOR NONMEMBERS**

I agree to the Wedding Guidelines for the use of New Life United Pentecostal Church. I will pay all fees in advance and be responsible for any damages to the facilities, equipment, furnishings, or other property of New Life United Pentecostal Church.

The rehearsal will be on the following date: \_\_\_\_\_ ,  
 at the following time: from \_\_\_\_\_ to \_\_\_\_\_.

The wedding will be on the following date: \_\_\_\_\_ ,  
 at the following time: from \_\_\_\_\_ to \_\_\_\_\_.

The total fees for the use of New Life United Pentecostal Church for this wedding are  
 \$\_\_\_\_\_.

\_\_\_\_\_  
 Representative of wedding party

\_\_\_\_\_  
 Representative of New Life Church

# GUIDELINES FOR YOUTH

## Behavior in Church

1. Youth should sit on the first few rows or with their parents.
2. Young men and young women should sit separately unless engaged to be married.
3. Concentrate on the service. Don't make a habit of talking, passing notes, or cleaning fingernails. Don't text-message or use other electronic devices inappropriately during services.
4. Don't chew gum, eat candy, or open candy wrappers in church. Don't litter.

## Activities and Amusements

1. Parents should establish curfews for youth, and youth should be accountable for their whereabouts at all times. The curfew should be earlier when the next day is a school day or a Sunday. In general, youth should not be out past midnight.
2. We should be careful with regard to the world's places of amusement. While activities such as skating and bowling are not evil in themselves, the atmosphere and environment can be unwholesome. Therefore, we should seek places and times where there is a family atmosphere or where we can exercise control over the situation. For example, we might use a community center or a place with that kind of atmosphere, go on a Christian night, or go with a group and chaperones. We should avoid places that have a nightclub atmosphere or where there is a lot of worldly activity.
3. Participating in organized sports in secular high schools, in colleges, or at the professional level is difficult for many reasons: schedule conflicts with church activities, immodesty of dress, excessive demands on time, ungodly fellowship, distortion of priorities, and worldly atmosphere. Therefore, we recommend that youth not be involved.
4. We ask our people not to attend theaters that predominantly feature Hollywood movies and not to possess a television to use for typical commercial programming, because the vast majority of viewing options are not wholesome. In all use of video equipment, computers, the Internet, DVDs, MP3 players, cell phones, or other technology, we should only allow ourselves to view things that are consistent with family and Christian values. In general, we should *not* assume that PG-rated videos are consistent with Christian values. R-rated videos are clearly inappropriate. Likewise, we should *not* assume that T-rated video games are appropriate. M-rated games are clearly inappropriate.
5. Dress should be modest at all times. Women should wear dresses or skirts that cover the knee, whether sitting or standing. Men should wear pants. Neither should wear shorts.

## Dating

1. Dating is not recommended before age 16.
2. Before age 18, it is recommended that dating be in a group or with two or more couples together.
3. There should be no public displays of affection between unmarried couples.
4. Holding hands, hugging, and kissing are not appropriate for casual dating but should be reserved for serious relationships. Any further intimacy must be reserved for marriage. Specifically, it is not appropriate for unmarried couples to engage in fondling or other sexual stimulation.
5. You should only date fellow believers who share the same spiritual experience and lifestyle. You should let sufficient time pass before dating someone who is new to our church.

## Single Adults

1. If you live at home, you should obey all rules of the home, including curfew.
2. If you live on your own, you should respect the curfew of others who are with you, and you should limit your own late-night activities. In general, you do not need to be out after midnight, especially with a member of the opposite sex.
3. Single adults should not entertain a member of the opposite sex in their home alone. Nor should two young men entertain two young women in their home (or vice versa).

### **Scriptural Teaching**

“It is God’s will that you should be sanctified: that you should avoid sexual immorality; that each of you should learn to control his own body in a way that is holy and honorable, not in passionate lust like the heathen, who do not know God; and that in this matter no one should wrong his brother or take advantage of him. The Lord will punish men for all such sins, as we have already told you and warned you. For God did not call us to be impure, but to live a holy life. Therefore, he who rejects this instruction does not reject man but God, who gives you his Holy Spirit” (I Thessalonians 4:3-8, NIV).

“For the grace of God that brings salvation has appeared to all men. It teaches us to say ‘No’ to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age, while we wait for the blessed hope—the glorious appearing of our great God and Savior, Jesus Christ, who gave himself for us to redeem us from all wickedness and to purify for himself a people that are his very own, eager to do what is good.... At one time we too were foolish, disobedient, deceived and enslaved by all kinds of passions and pleasures. We lived in malice and envy, being hated and hating one another. But when the kindness and love of God our Savior appeared, he saved us, not because of righteous things we had done, but because of his mercy. He saved us through the washing of rebirth and renewal by the Holy Spirit” (Titus 2:11-14; 3:3-5, NIV).

“Put to death, therefore, whatever belongs to your earthly nature: sexual immorality, impurity, lust, evil desires and greed, which is idolatry. Because of these, the wrath of God is coming. You used to walk in these ways, in the life you once lived. But now you must rid yourselves of all such things as these: anger, rage, malice, slander, and filthy language from your lips. Do not lie to each other, since you have taken off your old self with its practices and have put on the new self, which is being renewed in knowledge in the image of its Creator” (Colossians 3:5-10, NIV).

# YOUTH POLICY

## YOUTH WORKERS AND CHAPERONES

1. The church has a screening process for all youth workers, which includes chaperones for any event, and it includes referrals.
2. All youth workers must be regular attendees for a minimum of six months at New Life Church or another church from which they have received a transfer and recommendation, and they must have the approval of the pastor.
3. Youth workers are *not* allowed to administer corporal punishment.
4. Youth workers should report to the pastor any case of suspected abuse, sexual harassment, sexual misconduct, or other suspicious behavior. In all cases, the matter shall be kept in confidence pending an analysis of the situation and appropriate action. As a matter of policy, the church (a) will fulfill all legal requirements in this area and (b) will not allow those who have sexually abused minors to work in any position involving supervision of or ministry to children or youth.

## ACTIVITIES AND TRIPS

1. All activities for youth shall be supervised by two adults or more.
2. On youth trips, adult chaperones should be present in each vehicle, hotel room, and restaurant. The youth should always be in a group (the main group can be divided into several smaller groups), and each group should have a chaperone at all times.
3. Parental permission is needed for all functions. It is assumed when parents bring, or arrange for someone else to bring, their youth to the meeting place at the time of a scheduled and announced function. However, written permission needs to be granted for overnight trips.
4. The church's Vehicle Policy applies when the youth group is being transported, even in private vehicles. Youth must always ride in a group, with adult chaperones, and with a qualified adult driver.
5. Safety rules must be observed for every activity and location.
6. Youth workers should notify the parents of the projected time of completion of the activity.
7. After a youth activity, workers are to ensure that all youth have an appropriate way to get home: either (a) a ride with their parents or someone approved by their parents or (b) a ride with a chaperone of the same sex or otherwise two chaperones. Workers should stay with youth who are waiting to be picked up.

## YOUTH COMMITTEE

1. The purpose of the youth committee is to help plan youth services, social events, outreach, and fundraisers and to assist the youth director as needed. (See job descriptions for officers.)
2. The committee members shall be recommended by the youth director and approved by the pastor.
3. Officers are appointed for a term of one year. Other members are appointed for a term of six months.
4. The youth director or, in his absence, another adult advisor should supervise committee meetings.
5. After the committee meets, the youth director will submit the proposed dates to the leadership team meeting and the proposed plans to the pastor for approval.
6. When proposing a special speaker, the youth committee should submit three names. The pastor will make the final decision, taking into account schedules, responsibilities, and qualifications. The committee should not announce plans or tell speakers that they have been selected until the pastor has approved them.

## YOUTH FUNDS

1. For youth fundraisers and offerings, the youth treasurer and one adult advisor should count the money together, fill out a report form, and turn the money with report to the church secretary-treasurer that same day. If the church secretary-treasurer is not available, the money and report can be given to the associate pastor or pastor.
2. Once a month or as needed, the church secretary-treasurer will give the youth director a report on the balance in the youth fund. The youth treasurer should keep track of any details desired by the youth committee, such as specific income and expense items and funds raised by each youth.

# **JOB DESCRIPTIONS**



## **ASSISTANT CARE GROUP LEADERS**

**Reports to:** Care group leader

**Term:** One year

### **Qualifications**

1. The assistant must be a regular attendee of New Life Church for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The assistant must uphold and support the Guidelines for Leadership and Public Ministry established for New Life Church.
3. The assistant must demonstrate basic leadership skills, communication skills, and problem-solving skills.
4. The assistant must exhibit good social skills and etiquette.
5. The assistant must be approved by the pastor.

### **Responsibilities**

1. Pray for care group directors, leaders, and people in the care group.
2. Keep in contact with care group leaders and people in the care group. Get to know the people in your care group. Try to be aware when someone is absent.
3. Foster a sense of unity, not separation from the body.
4. Be proactive. Offer to help your care group leader make phone calls and send cards. Greet and introduce yourself to new members.
5. Help gather information from new members such as birth dates, anniversaries, addresses, and phone numbers.
6. If you feel you should send out a card to someone in the group or even someone outside your care group, by all means do so. Just remember to inform your care group leader.
7. Offer to do the weekly report. It can be sent to the leader via email, put in their mailbox at church, or delivered in person.
8. Help make calls to arrange meals for members of your group when needed.
9. Keep the care group leader informed of any special needs, prayer requests, or concerns within or even outside your care group. The care group leaders are not always aware of every need that may arise.
10. Inform the care group leader of address and phone number changes, changes in member schedules that may affect church attendance, and occasions when members will be out of town.
11. Most importantly, work under the direction of the care group leader and director, follow the leading of the Spirit, and pray that God will use you to serve and to love the members in your group.

## **ASSOCIATE PASTOR**

**Reports to:** Senior pastor

### **Pastoral ministry**

1. Assist the senior pastor as requested.
2. Coordinate the emceeding of all services including the adult Sunday school class. Normally, he will serve as the emcee for Sunday services.
3. Provide spiritual counseling, hospital visitation, and other pastoral ministry in coordination with the senior pastor.
4. Provide pastoral care and supervise church activities in the senior pastor's absence.
5. Teach and preach as scheduled by the senior pastor, with primary responsibility for the adult Sunday school class in the sanctuary and preach approximately once each month.
6. Supervise ministry directors and coordinators to ensure compliance with stated objectives and budgets and overall alignment with the church's vision.
7. Offer support, advice, and guidance as needed to daughter work pastors.

### **Administration**

1. Supervise office staff in daily operations.
2. Maintain and upgrade the databases as necessary.
3. Maintain the *Church Manual* and *Employee Manual* with adequate policies, procedures, and job descriptions.
4. Have general oversight of the website and other forms of advertising and print media.

### **Campus maintenance and development**

1. Ensure that the building and grounds are maintained to look new.
2. Determine appropriate uses of facilities, establishing priorities and solutions for room assignments.
3. Ensure that equipment throughout the campus is in proper working order and suited to ministry needs. Direct upgrades and new purchases, coordinating major purchases with the senior pastor.
4. Work with the senior pastor on expansion possibilities including strategic planning and need assessment, design options, capital campaign options, and construction management options.
5. Supervise remodeling of current facilities and construction of new facilities to ensure compliance with approved plans, schedule, and budget, informing the senior pastor of any delays or changes.
6. Communicate progress on all renovations and new construction to the leadership team and congregation as needed.

### **Ministry and staff development**

1. Explore new ministry opportunities both within the church and as outreach in conjunction with the vision of New Life Church and in coordination with the ministry directors, potential leaders, and existing resources.
2. Provide support, training, and resources for ministry directors as needed.

3. Coordinate training opportunities for ministry directors, their assistants, and other leaders throughout the church including an annual leadership retreat, periodic leadership meetings, and occasional training for emerging leaders.
4. Make recommendations to the senior pastor for new ministry candidates including ministry directors, assistants to ministry directors, coordinators, and daughter work pastors. As circumstances dictate, interview and screen ministry candidates and make recommendations.
5. Encourage volunteer recruitment.

# CARE GROUP DIRECTOR

**Reports to:** Associate pastor

**Term:** One year

## Qualifications

1. The care group director must be a regular attendee of New Life Church for a minimum of six months at the local church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The care group director must uphold and support the Guidelines for Leadership and Public Ministry.
3. The care group director must demonstrate basic leadership skills, communication skills, and problem-solving skills.
4. The care group director must exhibit good social skills and etiquette.
5. The care group director must be approved by the pastor.

## Responsibilities

1. Fulfill the responsibilities of a ministry director, which includes attending leadership team meetings, helping to plan the annual and monthly calendars, planning the annual ministry budget, and giving a report to the associate pastor and pastor at least monthly.
2. All activities must be approved in the leadership team meeting or by the pastor.
3. Encourage, support, and supervise the work of the care group leaders. Schedule individual and group meetings as necessary to ensure that the leaders are fulfilling their responsibilities.
4. Obtain weekly reports from the care group leaders and summarize in a weekly report to the associate pastor and the pastor, with copies to the pastor's wife and associate pastor's wife. (This can be accomplished by email.) The reports should indicate who has been personally contacted during the week as well as information regarding individual members who need pastoral attention or action, such as sickness, hospitalization, job loss, job interview, death in family, conflicts, needs, victory reports, and so on. Urgent matters should be referred to the pastor or associate pastor immediately, if he is not already aware of them.
5. Serve as care group leader for the care group leaders and their families.
6. Distribute phone lists, absentee lists, and other communications to the care group leaders as needed.
7. Once a quarter, arrange a potluck dinner for newcomers, their care group leaders, the pastor, and the associate pastor.
8. Periodically evaluate the care group divisions and make recommendations as needed.
9. Make recommendations for new and replacement care group leaders. All care group leaders must be approved in advance by the pastor.
10. Make recommendations as needed for changes and enhancements to the care group policy.
11. Coordinate churchwide notifications of schedule changes and other urgent announcements as directed by the pastor or associate pastor.
12. Obtain a list of birthdays and anniversaries from the office secretary on a monthly basis and distribute to the care group leaders. Follow up with the care group leaders to ensure that a card is sent for each birthday and anniversary.
13. Provide birthday and anniversary cards, postage, supplies for showers and approved parties, and other items needed by the care group leaders. The church will purchase necessary items.
14. Communicate frequently with the associate pastor, informing him of the progress of the care groups, and discussing scheduled events, problem areas, successes, and new ideas.

# CARE GROUP LEADER

**Reports to:** Care Group directors

**Term:** One year

## **Qualifications**

1. The leader must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The leader must uphold and support the Guidelines for Leadership and Public Ministry.
3. The leader must demonstrate basic leadership skills, communication skills, and problem-solving skills.
4. The leader must exhibit good social skills and etiquette.
5. The leader must be approved by the pastor.

## **Responsibilities**

1. Pray for group members weekly and stay in personal contact with them.
2. Call, meet, visit, or invite to dinner on a one-to-one basis.
3. Contact absentees informally.
4. Visit the sick.
5. Coordinate special occasions and notify care group director of housewarmings and showers. For each family, the church will give one wedding shower, a housewarming for the first-time home buyer, and a baby shower for the first child. The church will provide a cake for each occasion. Unless the pastor makes an exception due to special circumstances, the church does not give housewarmings for new transfer members, baby showers for unwed mothers, or wedding showers for live-in couples or questionable divorce-and-remarriage situations.
6. Arrange for food or services as needed for the sick, typically for three days.
7. Give special attention to group members at church, such as greeting and praying with them.
8. Alert pastor to special needs.
9. Foster a sense of unity, not separation from the body. Arrange for visit of newcomers as assigned by care group director and outreach director. Other possibilities (coordinate with care group director, outreach director, or pastor): prayer meetings, home Bible studies, outreach.
10. Notify the office of all address and phone number changes. Obtain missing phone numbers, birthdays, and anniversaries.
11. Notify care group of church schedule changes due to inclement weather and other urgent announcements as directed by the care group director or pastor.
12. Send birthday and anniversary cards to group members. The church will provide cards and postage. The cards should say that they are from the pastor and church as well as care group.
13. Work under the direction of the care group director and pastor.
14. Make recommendations to the care group director for assistant care group leaders in your group.
15. Work with the discipleship director and care group director to schedule all new members for a home Bible study.
16. Fulfilling your duties as a care group leader is not intended to create a financial hardship. If you need assistance with care group events, please see the care group director.

# CHILDREN'S CHURCH COORDINATOR

**Reports to:** Sunday School Ministry director

**Term:** One year

## Qualifications

1. The children's church coordinator must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The children's church coordinator must uphold and support the Guidelines for Leadership and Public Ministry.
3. The children's church coordinator should have experience in children's ministries and activities.
4. The children's church coordinator must demonstrate basic leadership skills, communication skills, problem-solving skills, etc.
5. The children's church coordinator must be approved by the pastor.

## Responsibilities

1. Oversee the general operations of children's church.
2. Hold children's services as scheduled in conjunction with the pastor.
3. Maintain a schedule for children's church workers.
4. Make recommendations for new children's church workers as needed. (a) Adult workers must be approved in advance by the pastor. (b) Report adult staff resignations to the associate pastor. (c) Youth workers must be approved by the pastor or the youth director. Youth workers should be kept to a minimum in any one service and should not leave their Sunday school class early.
5. Order curriculum and supplies as needed.
6. Report suspicions of child abuse, molestation, criminal activity, or any other inappropriate activity immediately to the pastor. (See Sunday School and Children's Ministry Policy.)
7. Maintain discipline in children's church. (See Sunday School and Children's Ministry Policy.) If it is necessary to remove a child from the service, report the problem to the Sunday School director.
8. Resolve minor conflicts involving students and workers. (Conflicts should be resolved at the lowest level possible.) Unresolved conflicts or problem situations should be communicated to the pastor.
9. Communicate frequently with the associate pastor or Sunday School director, informing them of scheduled events, problem areas, successes, and ideas.
10. In advance of each quarter, submit to the Sunday School director a proposed curriculum.
11. Ensure that workers follow the Sunday School and Children's Ministry Policy.
12. Facilitate a spirit of revival in the services, encouraging children to pray and to receive the Holy Ghost in children's church.

## **CHILDREN'S DIRECTOR**

**Reports to:** Associate pastor

**Term:** One year

### **Qualifications**

1. The children's director must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The children's director must uphold and support the Guidelines for Leadership and Public Ministry.
3. The children's director should have diverse experience in various children's ministries and activities.
4. The children's director must demonstrate basic leadership skills, communication skills, problem-solving skills, etc.
5. The children's director must be approved by the pastor.

### **Responsibilities**

1. Fulfill the responsibilities of a ministry head, which includes attending leadership team meetings, helping to plan the annual and monthly calendars, planning the annual departmental budget, and giving a report to the associate pastor at least monthly.
2. All activities must be approved in the leadership team meeting or by the pastor.
3. The children's director is responsible for overseeing all of the children's ministries of the church with the exception of the Sunday School Ministry. This includes Seekers, Knights, Worship Angels, vacation Bible school, and other ministries.
4. Ensure full staffing of each ministry. Positions below the coordinators should be filled with the recommendations and cooperation of the various coordinators.
5. Report all staff resignations to the associate pastor.
6. Order curricula and supplies as needed. (This may be handled by the coordinators in some cases.)
7. Provide the training, tools, and support for a progressive children's ministry.
8. Report suspicions of child abuse, molestation, or any other criminal activity immediately to the pastor. (See Sunday School and Children's Ministry Policy.) Train workers to recognize such problems.
9. Resolve minor conflicts involving students and workers. (Conflicts should be resolved at the lowest level possible.) Unresolved conflicts or problem situations should be communicated to the associate pastor.
10. Manage the various children's ministries, which are supervised by their respective coordinators.
11. Communicate frequently with the associate pastor, informing him of scheduled events, problem areas, successes, and ideas.
12. In advance of each quarter, submit to the associate pastor a proposed schedule of activities for the quarter, along with a proposed budget for the upcoming quarter. Typically, this will be handled at the leadership team meeting.
13. Ensure that workers follow the Sunday School and Children's Ministry Policy.

## **CHOIR MEMBERS AND MUSICIANS**

**Reports to:** Music Ministry director

### **Qualifications**

1. A participant in the music ministry must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. Participants in the music ministry must adhere to the Guidelines for Leadership and Public Ministry. In addition to these guidelines, when singing or playing instruments, men should wear long-sleeved shirts, and a tie is preferred.
3. Potential participants must possess adequate singing or musical skill and must demonstrate this to the Music Ministry director before participating in the music ministry.

### **Responsibilities**

1. Seek to lead the church in worship and to minister to the needs of people, rather than to entertain people.
2. Be faithful to the scheduled times of practice and public participation. If you are unable to be present, please notify the Music Ministry director.
3. Be conscious of being in a highly visible position during the service. The congregation not only hears you sing or play, they also see how you react and respond in the service; therefore, it is crucial that you be enthusiastic and show interest in the total activity of the service.
4. Spend time in prayer, especially before each service, asking God to anoint your singing, playing, and worship and to use it for His glory and His will.



# CHURCH BOARD MEMBER

**Reports to:** Pastor

## **Qualifications**

1. Spiritual
  - a. Meet the biblical qualifications of I Timothy 3:10-14.
  - b. Be a member in good standing. See Article 2 of Bylaws.
  - c. Adhere to the Guidelines for Leadership and Public Ministry.
2. Have experience, maturity, and wisdom.
3. Be committed to the church and its teachings, welfare, progress, and growth.
4. Share the goals and values of the church's leadership and support the decisions of the board. However, board members should not be yes-men or feel forced to agree on all decisions while in the board meeting.
5. Be willing to give an honest opinion.

## **Responsibilities**

1. Serve as the executive governing board for legal purposes. "The Corporation shall use a governing body called the Church Board to manage the affairs of the Corporation in lieu of a board of directors" (Articles of Incorporation, Article 9).
2. Oversee business matters. "With the pastor, they shall care for the business affairs of the assembly, submitting all major transactions to the assembly for its approval or disapproval" (Bylaws, Article 3, Section 5, Paragraph 2).
3. Advise and assist the pastor in both spiritual and business matters.
4. Act as a liaison between the leadership and the membership of the church.
  - a. Help inspire confidence in the leadership of the church.
  - b. Help explain the operation and decisions of the leadership.
  - c. Provide input from the membership.
5. For the role of the board in times of pastoral transition, alleged pastoral misconduct, or matters of church discipline, see Article 3 of the Bylaws.

## CLEANING COORDINATOR

**Reports to:** Associate pastor

**Advisor:** Pastoral assistant

### Qualifications

1. The cleaning coordinator must be a regular attendee at New Life Church or have attended another United Pentecostal Church for a minimum of six months from which he or she received a transfer and recommendation.
2. As an employee of New Life Church, the cleaning coordinator must abide by the Guidelines for Leadership and Public Ministry.
3. The cleaning coordinator must demonstrate basic communication skills and problem solving skills and must possess the necessary skills and experience to supervise the cleaning of the church building.
4. The cleaning coordinator must be able to work closely with church administration to ensure that the building is in the necessary condition to help fulfill the mission of the church.

### Responsibilities

1. Maintain hours as designated by the associate pastor.
2. Confidentiality: Any information regarding church business or people's personal lives that is learned in the church office must be held in strictest confidence. This information should not be shared with anyone, including your friends or spouse.
3. Schedule other workers as needed. All workers should be approved in advance by the associate pastor.
4. Supervise the cleaning of the entire building. This includes the vacuuming of the main office, conference room, and offices and preparing the guest quarters before the arrival of special guests.
5. Monitor cleaning supplies and equipment. Request routine supplies through the maintenance coordinator. Equipment purchases should be approved in advance by the associate pastor.
6. Office workers are responsible for the overall cleaning of their offices.
7. Teachers are responsible for the regular cleaning of their classrooms.
8. Nursery workers are responsible for the regular cleaning of the nursery, except the bathroom.
9. For special activities, ministry directors or coordinators are responsible for cleaning areas used, particularly the gym, chapel, and kitchen.
10. Coordinate the cleaning of the church after conferences, special meetings, or weddings when the church is responsible for the cleaning. When the church is not responsible, advise the responsible party of where the cleaning supplies are.

# CLEANING ASSISTANT

**Reports to:** Cleaning coordinator

## **Qualifications**

1. The cleaning assistant must be a regular attendee at New Life Church or have attended another United Pentecostal Church for a minimum of six months from which she or he received a transfer and recommendation.
2. As an employee of New Life Church, the cleaning assistant must abide by the Guidelines for Leadership and Public Ministry.
3. The cleaning assistant must demonstrate basic communication skills and problem solving skills and must possess the necessary cleaning skills to properly clean the church building.
4. The cleaning assistant must be able to work closely with the cleaning coordinator and church administration to ensure that the building is in the necessary condition to help fulfill the mission of the church.

## **Responsibilities**

1. Maintain hours as designated by the cleaning coordinator and approved by the associate pastor.
2. Confidentiality: Any information regarding church business or people's personal lives that is learned in the church office must be held in strictest confidence. This information should not be shared with anyone, including your friends or spouse.
3. Clean the church building as directed by the cleaning coordinator. This includes vacuuming the main office, conference room, and offices and preparing the guest quarters before the arrival of special guests.
4. Office workers are responsible for the overall cleaning of their offices.
5. Teachers are responsible for the regular cleaning of their classrooms.
6. Nursery workers are responsible for the regular cleaning of the nursery, except the bathroom.
7. For special activities, ministry directors or coordinators are responsible for cleaning areas used, particularly the gym, chapel, and kitchen.

# DISCIPLESHIP DIRECTOR

**Reports to:** Associate pastor

**Term:** One year

## Qualifications

1. The discipleship director must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he has received a transfer and recommendation.
2. The discipleship director must uphold and support the Guidelines for Leadership and Public Ministry.
3. The discipleship director must demonstrate basic leadership skills, communication skills, problem-solving skills, and organizational skills.
4. The discipleship director must have teaching experience.
5. The discipleship director must have a good understanding of basic Bible doctrines including the Godhead, salvation, holiness, stewardship, spiritual gifts, and interpersonal relationships.
6. The discipleship director must be approved by the pastor.

## Responsibilities

1. Fulfill the responsibilities of a ministry head, which includes attending leadership team meetings, helping to plan the annual and monthly calendars, planning the annual departmental budget, and giving a report to the associate pastor at least monthly.
2. All activities must be approved in the leadership team meeting or by the pastor.
3. The discipleship director is responsible for helping converts reach a higher level of spiritual maturity and biblical proficiency. The director should strive to integrate new converts into the existing structure of the church and its various outreaches and ministries.
4. Teach a discipleship class using a curriculum approved by the pastor, and submit a weekly attendance report to the associate pastor. The pastor or associate pastor should be scheduled to teach occasionally.
5. Encourage new converts to enroll in *Exploring God's Word* by a class, video, or home Bible study. (This can be arranged with the outreach director or home Bible study coordinator.)
6. Supply literature to new converts as needed, particularly *Essential Doctrines of the Bible*, *Essentials of Holiness*, and *In Search of Holiness*.
7. Give personal care to new converts as needed. Significant issues should be communicated to the associate pastor or pastor. Serious issues (e.g., marital issues, relocation, serious conflicts) should be referred to the pastor.
8. Develop a system of accountability in which new converts are paired with seasoned saints for mentoring.
9. Communicate frequently with the associate pastor, informing him of the progress of each student and the class overall. Scheduled events, problem areas, successes, and new ideas should also be discussed with the associate pastor.

## **FAMILY MINISTRY DIRECTORS**

**Reports to:** Associate pastor

**Term:** One year

### **Qualifications**

1. The Family directors must be regular attendees for a minimum of six months at New Life Church or another United Pentecostal Church from which they have received a transfer and recommendation.
2. The Family directors must uphold and support the Guidelines for Leadership and Public Ministry.
3. The Family directors must be a married couple who are able to relate in a contemporary manner to families (up to age 40).
4. The Family directors must demonstrate basic leadership skills, communication skills, and problem-solving skills.
5. The Family directors must exhibit a good marital relationship that is apparent to others.
6. The Family directors must be approved by the pastor.

### **Responsibilities**

1. Fulfill the responsibilities of a ministry director, which includes attending leadership team meetings, helping to plan the annual and monthly calendars, planning the annual departmental budget, and giving a report to the associate pastor at least monthly.
2. All activities must be approved in the leadership team meeting or by the pastor.
3. Promote a spirit of unity and cooperation among the families. Involve as many as possible in outreach endeavors, planning, fundraising, and other activities.
4. Schedule regular spiritual and social activities for the families including: (a) a regular Sunday school class, (b) occasional socials and spiritual activities, and (c) retreats and other activities that promote biblical family values. Curricula should be approved in advance by the pastor. The Sunday school class will operate under the Sunday School Ministry.
5. Schedule fundraisers to aid with the expenses of socials, trips, and banquets as needed.
6. Promote an active program of outreach among the families aimed at attracting new families to the church.
7. Involve families with church and community projects.
8. Develop a committee to assist in planning and implementing the ministry's functions.
9. Communicate frequently with the associate pastor, informing him of scheduled events, problem areas, successes, and ideas.

# HOME BIBLE STUDY COORDINATOR

**Reports to:** Outreach director

## **Qualifications**

1. The coordinator must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The coordinator must uphold and support the Guidelines for Leadership and Public Ministry.
3. The coordinator must have experience in teaching home Bible studies.
4. The coordinator must demonstrate basic leadership skills, communication skills, and problem-solving skills.
5. The coordinator must exhibit a sincere burden for evangelism.
6. The coordinator must be approved by the pastor.

## **Responsibilities**

1. Promote HBS internally by word of mouth, announcements, bulletin inserts, etc.
2. Promote HBS externally by tracts, advertisements, telephone campaigns, the greeters, and other means.
3. Train new teachers from New Life Church.
4. Maintain a list of teachers along with any information that may be relevant to matching the right teacher to the right student, including age, marital status, zip code, prior religious background, special skills, etc.
5. Match teachers with students.
6. Maintain a list of all current Bible studies including the students, teachers, times, etc.
7. Keep inventory of New Life HBS supplies including a checkout system for charts and other durable items.
8. Be aware of the studies and other tools that are available for purchase.
9. Requisition any needed supplies or materials.
10. Investigate new or additional ways that Bible studies can be taught, including the Internet and CD-ROM.
11. Coordinate with greeters, callers, visitation team, Care Group director, and Discipleship director.
12. Communicate and discuss the state of the program with the outreach director on a regular basis.

# HOSTS AND HOSTESSES

**Reports to:** Hosts and Hostesses coordinator

## **Qualifications**

1. A host or hostess must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. A host or hostess must uphold and support the Guidelines for Leadership and Public Ministry.
3. A host or hostess must have basic communication skills, a friendly demeanor, and a desire to make all our guests and members feel welcome at New Life Church.

## **Responsibilities**

1. Be on duty in the foyer 15 to 30 minutes before service and stay there 15 minutes after service begins.
2. Make sure we have adequate supplies in the foyer. If not, notify the church secretary, the head usher, or the pastoral assistant. The following should be available:
  - a. Visitor cards
  - b. Church pens
  - c. Church brochures
  - d. Church cards
  - e. Tithing envelopes
  - f. Prayer request cards
  - g. Church bulletin on Sunday
3. Greet everyone, especially visitors. Direct them to Sunday school classrooms, prayer rooms, and the sanctuary as needed. If they are interested, inform them about the tracts (free), books, and tapes.
4. Give each first-time visitor a visitor's card, a church pen, and a church brochure. Try to get the visitors to fill out the cards and return them to you or to an usher. Give completed ones to the ushers.
5. Give new periodicals to each church family while supplies last.
6. Give every family a bulletin on Sunday morning.
7. If you must be absent on a day you are scheduled, inform the hosts and hostesses coordinator.

# **JAIL MINISTRY COORDINATOR**

**Reports to:** Outreach director

## **Qualifications**

1. The jail ministry coordinator must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he has received a transfer and recommendation.
2. The jail ministry coordinator must uphold and support the Guidelines for Leadership and Public Ministry.
3. The jail ministry coordinator must demonstrate basic leadership skills, communication skills, and problem-solving skills.
4. The jail ministry coordinator must have a good understanding of basic Bible doctrines.
5. The jail ministry coordinator must have experience working in correctional facilities.
6. The jail ministry coordinator must be approved by the pastor.

## **Responsibilities**

1. Maintain good relations between the correctional facility and New Life Church.
2. Plan an appropriate curriculum at least one month in advance for classes. Curriculum must be approved by the outreach director.
3. Ensure adequate staffing for jail services. Provide a copy of the schedule to each worker, the outreach director, the associate pastor, and the pastor.
4. Coordinate recruiting, orientation, and training for all new jail ministry workers.
5. Obtain the approval of the pastor for all new jail ministry workers.
5. Communicate regularly with the outreach director concerning the progress of the program.
6. Ensure that the pastor receives a weekly progress report, including attendance, number of water and Spirit baptisms, prayer requests, and other relevant information. (Outreach reports are available in the church office, the buffets in the foyer, and under “other resources” on the “member services” page of our website.)
7. Consult regularly with the discipleship director about means of establishing converts.



## **JAIL MINISTRY WORKER**

**Reports to:** Jail ministry coordinator

### **Qualifications**

1. The jail ministry worker must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he has received a transfer and recommendation.
2. The jail ministry worker must uphold and support the Guidelines for Leadership and Public Ministry.
3. The jail ministry worker must demonstrate basic communication and social skills.
4. The jail ministry worker must have a good understanding of basic Bible doctrines.
5. The jail ministry worker must complete the orientation provided by New Life Church or an equivalent program approved by the outreach director.
6. The jail ministry worker must be approved by the pastor.

### **Responsibilities**

1. Follow all guidelines established by the correctional facility.
2. Maintain a Christian witness at all times.
3. Conduct worship services, Bible studies, video presentations, and other forms of outreach in correctional facilities as scheduled by the jail ministry coordinator.
4. Report weekly progress to the jail ministry coordinator and the pastor, including attendance, number of water and Spirit baptisms, prayer requests, and other relevant information. (Outreach reports are available in the church office, the buffets in the foyer, and under “other resources” on the “member services” page of our website.)
5. Notify the jail ministry coordinator twenty-four hours in advance if you are unable to fulfill your scheduled responsibilities.

## **LADIES' DIRECTOR**

**Reports to:** Associate pastor

**Advisors:** Pastor's wife and associate pastor's wife

**Term:** One year

### **Qualifications**

1. The ladies' director must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which she has received a transfer and recommendation.
2. The ladies' director must uphold and support the Guidelines for Leadership and Public Ministry.
3. The ladies' director must demonstrate basic leadership skills, communication skills, and problem-solving skills.
4. The ability to work in a team environment is required.
5. The ladies' director must be approved by the pastor.

### **Responsibilities**

1. Fulfill the responsibilities of a ministry director, which includes attending leadership team meetings, helping to plan the annual and monthly calendars, planning the annual departmental budget, and giving a report to the associate pastor at least monthly.
2. All activities must be approved in the leadership team meeting or by the pastor.
3. The ladies' director is responsible for ladies' activities and other jobs specified below. Meals for sick church members are handled by the care groups.
4. Plan and coordinate bimonthly activities for the ladies, alternating between social and spiritual activities as needed.
5. Coordinate and implement Mothers Memorial and other ladies fundraisers.
6. Coordinate the annual LUV Conference trip by: (a) collecting registration forms and fees, (b) arranging for overnight accommodations, and (c) promoting the conference.
7. Organize meals for guest speakers as needed.
8. Communicate frequently with the associate pastor, informing him of scheduled events, problem areas, successes, and ideas.
9. In advance of each quarter, submit to the associate pastor a proposed schedule of activities for the quarter. Typically, this will be handled at the leadership team meeting.
10. Obtain the pastor's approval for all activities.

# MAINTENANCE COORDINATOR

**Reports to:** Associate pastor

**Advisor:** Pastoral assistant

## Qualifications

1. The maintenance coordinator must be a regular attendee at New Life Church or have attended another United Pentecostal Church for a minimum of six months from which he or she received a transfer and recommendation.
2. As an employee of New Life Church, the maintenance coordinator must abide by the Guidelines for Leadership and Public Ministry.
3. The maintenance coordinator must demonstrate basic communication skills and problem solving skills and must possess the necessary mechanical skills and experience to supervise the maintenance of the church building and church vans.
4. The maintenance coordinator must be able to work closely with church administration to ensure that the building and vans are in the necessary condition to help fulfill the mission of the church.

## Responsibilities

1. Maintain hours as designated by the associate pastor.
2. Confidentiality: Any information regarding church business or people's personal lives that is learned in the church office must be held in strictest confidence. This information should not be shared with anyone, including your friends or spouse.
3. *Building Maintenance*
  - a. Change light bulbs.
  - b. Change HVAC filters.
  - c. Coordinate the maintenance of the HVAC system.
  - d. Prepare the HVAC system each November or December for heater use.
  - e. Set the sanctuary thermostats for normal services and special services and conferences.
  - f. Coordinate the inspection of the fire alarm system semiannually.
  - g. Coordinate the inspection of the fire extinguishers annually.
  - h. Coordinate the inspection of the fire sprinkler system annually.
  - i. Paint as needed or requested.
  - j. Coordinate insect and pest extermination.
  - k. Make repairs or obtain them as needed to keep the facilities in proper working order and aesthetically presentable.
  - l. Maintain the baptistry.
  - m. Set the irrigation system for the current season and weather conditions according to landscape professionals' recommendations or per church administration's request.
  - n. Inspect the irrigation system periodically to ensure that it is functioning properly and obtain repairs when needed.
  - o. Make purchases to keep building adequately stocked with supplies
4. *Vehicle Maintenance*
  - a. Fill gas tanks when necessary.

- b. Wash as needed.
  - c. Check fluids regularly and get oil changed and lubrication according to the manufacturer's suggested schedule.
  - d. Check tires regularly and have them replaced when necessary.
  - e. Obtain annual inspection and license renewal.
  - f. Obtain repairs as needed.
5. *Equipment and Supplies*
- a. Supervise storage and maintenance of all equipment and supplies, except for office equipment and supplies.
  - b. Stock vending machines.
  - c. Assemble and install new equipment as requested.
6. For all repairs of the building and vans, notify church administration before calling repairmen. Obtain the associate pastor's approval for repairs or purchases over \$100.

## **MEN'S DIRECTOR**

**Reports to:** Associate pastor

**Term:** One year

### **Qualifications**

1. The men's director must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he has received a transfer and recommendation.
2. The men's director must uphold and support the Guidelines for Leadership and Public Ministry.
3. The men's director must demonstrate basic leadership skills, communication skills, and problem-solving skills.
4. The men's director must be approved by the pastor.

### **Responsibilities**

1. Fulfill the responsibilities of a ministry director, which includes attending leadership team meetings, helping to plan the annual and monthly calendars, planning the annual departmental budget, and giving a report to the associate pastor at least monthly.
2. All activities must be approved in the leadership team meeting or by the pastor.
3. Encourage fellowship and unity among the men.
4. Plan and coordinate activities for the men, alternating between social and spiritual activities as needed.
5. Plan a father/son outing annually.
6. Coordinate the annual South Texas District Men's Conference trip by: (a) collecting registration forms and fees, (b) arranging for overnight accommodations, and (c) promoting the conference.
7. Organize assistance for single mothers, widows, the disabled and the elderly, utilizing the skills of the men in the church. This includes (a) surveying the men to ascertain their skills, (b) maintaining this information in writing or on a computer, and (c) matching the appropriate men with needs as they arise.
8. Organize and supervise work days at the church as directed by the pastor or associate pastor.
9. Communicate frequently with the associate pastor, informing him of scheduled events, problem areas, successes, and ideas.
10. In advance of each quarter, submit to the associate pastor a proposed schedule of activities for the quarter. Typically, this will be handled at the leadership team meeting.

# MUSIC DIRECTOR

**Reports to:** Associate pastor

**Advisor:** Pastor's wife

**Term:** One year

## Qualifications

1. The music director must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The music director must uphold and support the Guidelines for Leadership and Public Ministry.
3. The music director should have significant knowledge and experience in music theory, instrumental music, and vocal music.
4. The music director must have the ability to conduct group performances such as choirs, orchestras, and ensembles.
5. The music director must demonstrate basic leadership skills, communication skills, and problem-solving skills.
6. The music director must be approved by the pastor.

## Responsibilities

1. Fulfill the responsibilities of a ministry director, which includes attending leadership team meetings, helping to plan the annual and monthly calendars, planning the annual ministry budget, and giving a report to the associate pastor at least monthly.
2. All activities must be approved in the leadership team meeting or by the pastor.
3. Provide quality vocal and instrumental music that is conducive to worship.
4. Provide diversity of style in the music of the church.
5. Be aware of new music by attending conferences and workshops and reading various publications. Any reservations, subscriptions, or purchases should be approved in advance by the associate pastor.
6. Uphold the Guidelines for Leadership and Public Ministry for all participants. Communicate any violations of the policy to the associate pastor.
7. Foster spiritual disciplines among the musicians and singers.
8. Schedule special singing for each Sunday and for special services as needed.
9. Communicate frequently with the associate pastor, informing him of scheduled events, problem areas, successes, and ideas.

### *Group presentations*

1. Rehearse adult choir.
2. Work with directors for ensemble, youth choir, and orchestra.
3. Explore various styles of music and groups, such as men's groups, women's groups, quartets, instrumentals, and so on.
4. Work with the drama coordinator to produce musicals and other dramatic presentations.

### *Praise singers*

1. Schedule praise singers for each service, including at least one singer for each part.
2. Instruct praise singers to be on the platform five minutes prior to each service.
3. Instruct praise singers to assume the position of any absent or missing praise singer.
4. Rehearse worship choruses with praise singers.

### *Soloists and musicians*

1. Rehearse soloists.
2. Have periodic musician rehearsals for group performances as well as worship choruses.
3. Schedule musicians for each service (in coordination with the pastor's wife).

## **NURSING HOME MINISTRY COORDINATOR**

**Reports to:** Outreach director

### **Qualifications**

1. The nursing home ministry coordinator must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The nursing home ministry coordinator must uphold and support the Guidelines for Leadership and Public Ministry.
3. The nursing home ministry coordinator must demonstrate basic leadership skills, communication skills, and problem-solving skills.
4. The nursing home ministry coordinator must have a good understanding of basic Bible doctrines.
5. The nursing home ministry coordinator must have experience ministering in convalescent, assisted living, or retirement facilities.
6. The nursing home ministry coordinator must be approved by the pastor.

### **Responsibilities**

1. Maintain good relations between the facility and New Life Church.
2. Ensure adequate staffing for services. Provide a copy of the schedule to each worker, the outreach director, the associate pastor, and the pastor.
3. Coordinate recruiting, orientation, and training for all new nursing home ministry workers. Obtain the approval of the pastor for all new nursing home ministry workers.
4. Communicate regularly with the outreach director concerning the progress of the program.
5. Ensure that the pastor receives a weekly progress report, including attendance, number of water and Spirit baptisms, prayer requests, and other relevant information. (Outreach reports are available in the church office, the buffets in the foyer, and under “other resources” on the “member services” page of our website.)
6. Consult regularly with the discipleship director about means of establishing converts.

## **NURSING HOME MINISTRY WORKER**

**Reports to:** Nursing home ministry coordinator

### **Qualifications**

1. The nursing home ministry worker must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The nursing home ministry worker must uphold and support the Guidelines for Leadership and Public Ministry.
3. The nursing home ministry worker must demonstrate basic communication and social skills.
4. The nursing home ministry worker must have a good understanding of basic Bible doctrines.
5. The nursing home ministry worker must be approved by the pastor.

### **Responsibilities**

1. Follow all guidelines established by the facility.
2. Maintain a Christian witness at all times.
3. Conduct worship service, Bible studies, video presentations, and other forms of outreach in nursing home facilities as scheduled by the nursing home ministry coordinator.
4. Report weekly progress to the nursing home ministry coordinator and the pastor, including attendance, number of water and Spirit baptisms, prayer requests, and other relevant information. (Outreach reports are available in the church office, the buffets in the foyer, and under “other resources” on the “member services” page of our website.)
5. Notify the nursing home ministry coordinator twenty-four hours in advance if you are unable to fulfill your scheduled responsibilities.



# OUTREACH DIRECTOR

**Reports to:** Associate Pastor

**Term:** One year

## **Qualifications**

1. The outreach director must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The outreach director must uphold and support the Guidelines for Leadership and Public Ministry.
3. The outreach director must demonstrate basic leadership skills, communication skills, problem-solving skills, and organizational skills.
4. The outreach director must have a good understanding of basic Bible doctrines, including the Godhead, salvation, holiness, stewardship, spiritual gifts, and interpersonal relationships.
5. The outreach director must demonstrate a sincere burden for lost souls.
6. The outreach director must have experience in personal evangelism.
7. The outreach director must be approved by the pastor.

## **Responsibilities.**

1. Fulfill the responsibilities of a ministry director, which includes attending leadership team meetings, helping to plan the annual and monthly calendars, planning the annual ministry budget, and giving a report to the associate pastor at least monthly.
2. All activities must be approved in the leadership team meeting or by the pastor.
3. The outreach director is responsible for maintaining the various outreaches of the church that have not become their own department, including but not limited to Deaf, home Bible studies, jail, nursing home, outreaches to other language groups, and visitor follow-up. The goal is for each outreach to have its own coordinator. The director should also explore new avenues of outreach.
4. Provide assistance and guidance to the various outreach coordinators.
5. Be available to teach home Bible studies.
6. Coordinate follow-up of visitors. (See Visitor Follow-Up Policy.)
7. Promote personal evangelism within the church.
8. Schedule, staff, and coordinate outreach endeavors with assistance of various coordinators.
9. Keep a current teacher/speaker schedule on file for all outreach services and meetings. These schedules can be created and maintained by the various coordinators.
10. Provide adequate training for the various outreaches including home Bible study training, altar worker instruction, jail worker orientation and certification, A.C.T.S. teacher and volunteer training and certification, and other training as necessary.
11. Communicate frequently with the associate pastor, informing him of the progress of each outreach, and discussing scheduled events, problem areas, successes, and new ideas.
12. Obtain the pastor's approval for all new staff members.
13. Attempt to schedule Bible studies with visitors and contacts, in conjunction with the home Bible study coordinator.

# **PASTORAL ASSISTANT**

**Reports to:** Pastor and associate pastor

## **Qualifications**

1. The pastoral assistant must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The pastoral assistant must uphold and support the Guidelines for Leadership and Public Ministry.
3. The pastoral assistant must demonstrate basic communication skills, problem-solving skills, and organizational skills.
4. The pastoral assistant must be proficient in basic office computer programs and able to use common office equipment.
5. Other skills may be required depending on the specific tasks assigned to a pastoral assistant.

## **Responsibilities**

1. Maintain office hours as designated by pastor, typically 9 AM to 5 PM, Monday through Friday.
2. Support the pastor and associate pastor with administrative duties and projects as assigned.
3. Work with associate pastor to produce church publicity including quarterly newsletter, newspaper ads, mail-outs, and the website.
4. Do research and make recommendations as needed.
5. Provide computer support as needed including server maintenance, occasional upgrades, website maintenance, and monitor licensing compliance.
6. Manage building and grounds including special conferences and construction.
7. Maintain a list of storage cabinet assignments.
8. Provide necessary keys for church members.
9. Answer correspondence as directed by the pastor.
10. Oversee Media Ministry and Support Ministries.

## **Confidentiality and security**

1. Conversations, faxes, files, computer files, letters, email messages and other items in the church office may contain confidential information. Any information regarding church business or people's personal lives that is learned in the church office should be held in strictest confidence. This information should not be shared with anyone, including your friends or spouse.
2. Confidential files, both computer and paper, should not be accessed except at the request of the pastor or associate pastor. All financial files and files relating to individuals are confidential.
3. Keys, computer passwords, and building security codes should not be given to anyone without the consent of the pastor or associate pastor.

# PRAYER COORDINATOR

**Reports to:** Special Ministries director

**Term:** One year

## Qualifications

1. The prayer coordinator must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The prayer coordinator must uphold and support the Guidelines for Leadership and Public Ministry.
3. The prayer coordinator must have a consistent prayer life, a burden for prayer, and time to pray and make telephone calls.

## Responsibilities

1. Promote prayer awareness by maintaining a prayer-oriented bulletin board. Occasionally, announcements or inserts can be placed in the weekly church bulletin.
2. Encourage participation in prayer and fasting by maintaining a sign-up sheet for prayer and fasting. (This can be done on the bulleting board or on the wall in the fellowship hall.)
3. Communicate with the Worldwide Network of Prayer (WNOP), preferably via the Internet, to obtain and post urgent prayer requests.
4. Share with the congregation special prayer requests, testimonies, and other special presentations as scheduled with the pastor.
5. In conjunction with the pastor, schedule and promote the following: (a) special times of churchwide prayer and fasting, (b) all-night prayer meetings from time to time on Friday nights, and (c) a continuous prayer chain for specified times. It is understood that the coordinator will not be personally responsible to oversee the prayer meetings.
6. Oversee the operation of the prayer line and prayer teams. Make sure that there is adequate participation and churchwide awareness of this effort.

## Prayer Line and Prayer Teams

1. *Prayer Line.* Someone is designated in the morning, afternoon, and evening to receive urgent prayer requests.
2. Individuals may call the prayer line during the week to submit urgent prayer requests. The pastor and office staff will also communicate urgent needs to the prayer line.
3. The prayer line operator contacts the church office and the prayer team leaders to notify them of prayer requests. The team leaders should have time available to make calls as well as to pray.
3. The team leaders then contact their respective prayer team members. The members should be able to commit themselves to significant prayer time.
5. Everyone in the process needs to understand the importance of being discreet and respecting privacy. Some information should be kept confidential. Some situations may be appropriate to share with the prayer teams but not with the congregation publicly.

## **RECEPTIONIST**

**Reports to:** Associate pastor

### **Qualifications**

1. A receptionist must be regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. A receptionist must uphold and support the Guidelines for Leadership and Public Ministry.
3. A receptionist should have an overall good demeanor and neat appearance.
4. A receptionist must demonstrate basic communication and social skills.
5. A receptionist should be familiar with office equipment.
6. A receptionist must be approved by the pastor.

### **Responsibilities**

1. Maintain office hours as scheduled.
2. Notify the church secretary, associate pastor, or pastor well in advance of absence.
3. Answer incoming phone calls.
4. Sort mail.
5. Make copies, mail letters, and send faxes as requested by pastor, associate pastor, youth director, pastoral assistant, or secretary.
6. Perform other clerical work as needed.

### **Confidentiality and security**

1. Conversations, faxes, files, computer files, letters, email messages, and other items in the church office may contain confidential information. Any information regarding church business or people's personal lives that is learned in the church office should be held in strictest confidence. This information should not be shared with anyone, including your friends or spouse.
2. Filing cabinets should not be accessed except at the request of the pastor, associate pastor, or church secretary. Likewise, only designated computer programs and files should be accessed.
3. The office area should not be used unless you are here to work. Do not loan your office key.
4. Computer passwords and building security codes should not be given to anyone without the consent of the pastor or associate pastor.

## **SECRETARY, OFFICE**

**Reports to:** Pastor and associate pastor

### **Qualifications**

1. The office secretary must be regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The office secretary must uphold and support the Guidelines for Leadership and Public Ministry.
3. The office secretary should have an overall good demeanor and neat appearance.
4. The office secretary must demonstrate basic communication, social, problem-solving, and organizational skills.
5. The office secretary should be familiar with office equipment and any computer programs necessary for fulfilling common tasks.
6. The office secretary must be approved by the pastor.

### **Responsibilities**

1. Maintain office hours as scheduled. In case of absence, arrange for an approved substitute, if possible, and notify associate pastor or pastor well in advance.
2. Receive visitors and answer incoming phone calls.
3. Receive and sort mail, make copies, mail letters, send faxes, answer email, and perform other secretarial duties as requested by pastor, associate pastor, youth director, or pastoral assistant.
4. Visitor and absentee follow-up (first of week).
  - a. Provide information on absentees and first-time visitors to pastor and associate pastor.
  - b. Mail bulletins to absentees.
  - c. Send letters to contacts, visitors, and repeat visitors.
5. Database.
  - a. Maintain current information for regular attendees, visitors, and contacts.
  - b. At the first of the week, forward updated files of the regular address list and the leadership phone list to the pastoral assistant for posting on the website.
  - c. At the first of the month, print a new telephone and address list of regulars for leadership team. Make additional copies available in foyer.
  - d. At the first of the quarter, print new telephone lists of regulars and visitors for leadership team.
6. Supervise cleaning of office area.
7. Maintain office supplies. Order new supplies through secretary-treasurer.
8. Supervise the operation and maintenance of office equipment.
9. Prepare, copy, and mail promotions as directed by pastor or associate pastor.
10. Prepare the weekly bulletin (if not assigned to someone else).
11. Take minutes at leadership team meetings.

### **Confidentiality and security**

1. Conversations, faxes, files, computer files, letters, email messages and other items in the church office may contain confidential information. Any information regarding church business or people's personal lives that is learned in the church office should be held in

strictest confidence. This information should not be shared with anyone, including your friends or spouse.

2. Confidential files, both computer and paper, should not be accessed except at the request of the pastor. All financial files and files relating to individuals are confidential.
3. Keys, computer passwords, and building security codes should not be given to anyone without the consent of the pastor or associate pastor.

# SECRETARY-TREASURER

**Reports to:** Pastor

**Term:** One year

## **Qualifications**

1. The secretary-treasurer must be regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The secretary-treasurer must uphold and support the Guidelines for Leadership and Public Ministry.
3. The secretary-treasurer must demonstrate basic communication, social, problem-solving, and organizational skills.
4. The secretary-treasurer should be familiar with office equipment and any computer programs necessary for fulfilling tasks.
5. The secretary-treasurer must be approved by the pastor.

## **Responsibilities**

1. *Finances*
  - a. Count all offerings with the head usher and report them promptly to pastor per procedure.
  - b. Ensure that all money collected from fundraisers and other events is turned in immediately.
  - c. Make all bank deposits in a timely manner.
  - d. Pay all regular bills of the church by check when due. Coordinate cash flow with pastor.
  - e. Pay other church expenses by check as authorized by pastor or board member he designates.
  - f. For expense reimbursements, proper receipts, invoices, or statements must be received.
  - g. Keep accurate records of all financial transactions on paper and on computer.
  - h. Update financial information on computer for pastor once a week or as requested.
  - i. Prepare and submit all necessary tax forms and payments.
  - j. Prepare individual contribution statements in January, April, July, and October.
  - k. In conjunction with pastor, prepare annual financial statements in January. Prepare quarterly or semiannual statements as requested by pastor, church board, or assembly.
  - l. Purchase office supplies as needed.
2. *Records*
  - a. Maintain files for all church business and papers.
  - b. Take minutes at church business meetings.
  - c. Maintain attendance records. Report Sunday absentees and first-time visitors to the office secretary by Tuesday.

## **SERVICE COORDINATOR**

**Reports to:** Associate pastor

### **Qualifications**

1. The service coordinator must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The service coordinator must uphold and support the Guidelines for Leadership and Public Ministry.
3. The service coordinator must demonstrate basic leadership, communication, problem-solving, and organizational skills.
4. The service coordinator must be approved by the pastor.

### **Responsibilities**

1. Oversee the successful planning and production of services.
2. Facilitate communication between all parties involved in the production of services through preproduction, production, and postproduction meetings.
3. Create and maintain the service schedule.
4. Relay instructions and information prior to and during production among pastors, sound, lights, projection, camera, music, and any other presenter.
5. Create service logs and ensure proper completion for tracking and record keeping and ensure that they are properly reviewed during postproduction.
6. Maintain attendance records for all service-time participants, updating the credentials sheet for record keeping.



## **SINGLES DIRECTOR**

**Reports to:** Associate pastor

**Term:** One year

### **Qualifications**

1. The singles director must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The singles director must uphold and support the Guidelines for Leadership and Public Ministry.
3. The singles director must be able to relate in a contemporary manner to single adults 25 and older.
4. The singles director must demonstrate basic leadership skills, communication skills, and problem-solving skills.
5. The singles director must be approved by the pastor.

### **Responsibilities**

1. Fulfill the responsibilities of a ministry director, which includes attending leadership team meetings, helping to plan the annual and monthly calendars, planning the annual ministry budget, and giving a report to the associate pastor at least monthly.
2. All activities must be approved in the leadership team meeting or by the pastor.
3. Promote a spirit of unity and cooperation among the single adults. Involve as many as possible in outreach endeavors, planning, fundraising and other activities.
4. Schedule regular spiritual and social activities for the single adults including: (a) Bible study, prayer meeting, and/or fellowship once every two weeks on average and (b) retreats and other activities as desired. Any special study curricula should be approved in advance by the pastor.
5. Schedule fundraisers to aid with the expenses of socials, trips, and banquets as needed. (Implementation of fundraisers can be delegated to others.)
6. Work closely with the teacher(s) of the Single Adults Sunday school class to ensure a harmonious, well-rounded ministry to singles. The Sunday school class will operate under the Sunday School Ministry.
7. Promote an active program of outreach among the single adults.
8. Involve the single adults with church and community projects.
9. Communicate frequently with the associate pastor, informing him of scheduled events, problem areas, successes, and ideas.
10. In advance of each quarter, submit to the associate pastor a proposed schedule of activities for the quarter. Typically, this will be handled at the leadership team meeting.

## **SOUND MINISTRY COORDINATOR**

**Reports to:** Associate pastor

**Term:** One year

### **Qualifications**

1. The sound coordinator must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The sound director must uphold and support the Guidelines for Leadership and Public Ministry.
3. The sound coordinator should have extensive experience in sound reinforcement systems and mixing live music. A background in music is preferred.
4. The sound coordinator must demonstrate basic leadership skills, communication skills, and problem-solving skills.
5. The sound coordinator must be approved by the pastor.

### **Responsibilities**

1. Provide general oversight of the sound ministry, with a goal of maintaining a positive worship experience. This includes sound that is not too loud, yet mixed evenly, so that all parts and instruments are distinguishable, the spoken word is intelligible, and where preference is always given to the quality of the house sound.
2. Recruit and train technicians to mix live worship services. This includes in-service training, private instruction, distributing literature, recording and playing back mixes, outside seminars, and by other means as necessary. Recommendations for new technicians should be approved by the associate pastor.
3. Maintain a schedule for sound technicians so that all services are adequately staffed. Schedules should be distributed monthly to all technicians and posted on the church web site.
4. Monitor the church calendar to make sure all special events, funerals, and weddings are staffed by approved sound technicians. The coordinator is not expected to attend all functions.
5. Maintain the equipment in proper working order. This includes keeping an inventory of equipment, arranging for repairs of broken equipment, scheduling outside professional assistance as needed, making recommendations for new equipment, and monitoring the removal of equipment from the premises.
6. Ensure that sound checks are performed prior to each service.
7. Work in coordination with the director of Music Ministry and the video projection staff to make the overall worship experience a positive experience for the congregation.
8. Resolve minor conflicts involving technicians, music staff, and others. (Conflicts should be resolved at the lowest level possible.) Unresolved conflicts or problem situations should be communicated to the associate pastor.
9. Communicate frequently with the associate pastor, informing him of problem areas, successes, and ideas.
10. Provide an annual budget projection for the maintenance and upgrades of the sound reinforcement system.
11. Ensure that technicians follow the Sound Ministry Guidelines.
12. Stay informed of developments in technology relative to sound reinforcement systems and how these developments might enhance worship.

## **SPECIAL ASSISTANT TO THE PASTOR**

**Reports to:** Pastor

### **DESCRIPTION**

The function of the special assistant is to provide individual ministerial care through calls, visits, prayer, exhortation, and encouragement. He can potentially minister to any member or visitor as the need arises and in coordination with the pastor.

### **RESPONSIBILITIES**

1. Approximately once a week the pastor will give the special assistant some names of people to contact by telephone or personal visit, such as the following:
  - a. Visitors
  - b. Absentees
  - c. Sick, hospitalized, or shut-ins
  - d. People who need Christian advice and prayer
2. In addition, the special assistant may feel led to contact people in these categories or may be approached by people in these categories.
3. The assistant should contact these people to the extent possible, minister to their needs, and encourage them in serving God.
4. He should give a weekly report to the pastor by memo or email that briefly states the results of his contacts.
5. He should alert the pastor to any problem that is not quickly resolved and to any special needs.
6. He should follow the Counseling Policy of New Life Church. As explained in that policy, he will not provide professional counseling or counseling from the church, but he will provide biblically based encouragement, exhortation, and advice on a personal basis.
7. If the special assistant needs to go out of town for a week or more, he should inform the pastor of his intended schedule.

### **WORKING AGREEMENT**

The church will provide a monthly housing allowance to the special assistant, to be agreed upon mutually. The pastor will attempt to regulate the number of contacts per week so that it is a reasonable workload and in reasonable proportion to the compensation.

# SUNDAY SCHOOL DIRECTOR

**Reports to:** Associate Pastor

**Term:** One year

## Qualifications

1. The Sunday school director must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The Sunday school director must uphold and support the Guidelines for Leadership and Public Ministry.
3. The Sunday school director should have extensive knowledge and experience in Sunday school programs.
4. The Sunday school director must demonstrate basic leadership skills, communication skills, and problem-solving skills.
5. The Sunday school director must be approved by the pastor.

## Responsibilities

1. Fulfill the responsibilities of a ministry director, which includes attending leadership team meetings, helping to plan the annual and monthly calendars, planning the annual ministry budget, and giving a report to the associate pastor at least monthly.
2. All activities must be approved in the leadership team meeting or by the pastor.
3. Ensure full staffing of all classes at all times. Recommendations for staff changes should be submitted to the pastor for approval prior to all appointments.
4. Report all staff resignations to the pastor.
5. Order curricula and other supplies.
6. Provide the training, tools, and structure for a progressive, fresh, and effective Sunday school program.
7. Plan and promote teacher training seminars, with the goal of having every teacher attend at least one a year, either at New Life Church or at another church. Promote the teacher certification program of the UPCI Sunday School Division with the goal of certifying all teachers.
8. Resolve minor conflicts involving students and teachers. (Conflicts should be resolved at the lowest level possible.) Communicate unresolved conflicts or problems with the associate pastor or pastor.
9. Report suspicions of child abuse, molestation, or other criminal activity immediately to the pastor. (See Sunday School and Children's Ministry Policy.) Train workers to recognize such problems.
10. Establish and implement policies and programs as needed. Recommendations for new policies and programs should be submitted to the pastor prior to implementation.
11. Ensure that rooms are properly equipped, decorated, and clean.
12. Meet with teachers at 9:15 A.M. each Sunday for prayer, exhortation, and planning. Conduct staff meetings once a quarter.
13. Coordinate annual promotions on the first Sunday in September.
14. Organize and oversee day-to-day operations of Sunday school.
15. Oversee children's church on Sunday.
16. Communicate frequently with the associate pastor, informing him of scheduled events, problem areas, successes, and ideas.
17. Ensure that all workers follow the Sunday School and Children's Ministry Policy.

# USHERS

**Reports to:** Special Ministries Director

## **Qualifications**

1. An usher must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he has received a transfer and recommendation.
2. An usher must uphold and support the Guidelines for Leadership and Public Ministry.
3. An usher must demonstrate basic communication and social skills.
4. An usher must be approved by the pastor.

## **Responsibilities**

1. Be on duty 15 to 30 minutes before service.
2. If you must be absent on a day you are scheduled, inform the scheduler or head usher well in advance of service if possible.
3. Assist with parking, greeting, and seating people as needed.
4. Help obtain visitor cards from visitors, particularly from latecomers.
5. Sit in the back of the auditorium.
6. Assist in controlling flow of people, noise, and any disturbances.
7. Deliver messages to pastor or associate pastor as needed, including prayer and visitor cards.
8. If directed by the head usher, regulate the air conditioners and heaters during service.
9. Receive the offering.
  - a. Provide envelopes to those who need them.
  - b. Count the loose cash while the secretary counts the envelopes and checks.
  - c. Fill out report for pastor and leave it in the office.
  - d. Maintain strict confidentiality of any financial information observed.
10. Maintain security and order.
  - a. Be aware of everyone who enters the building, particularly strangers.
  - b. Be aware of children alone or not with a relative, especially in the bathroom. Children 10 and under should not leave services unattended.
  - c. Help maintain order in the halls, bathrooms, classrooms, and foyer.
  - d. In case of serious disturbance, obtain assistance from other ushers and look to pastor. In all cases seek a calm, peaceful resolution. But if necessary, call 911.
11. Dress when ushering: long-sleeved shirt and slacks; usher tag; coat and tie on Sunday.
12. Opening the building: Unlock the front and back doors and open the foyer doors with Allen wrench. The maintenance coordinator sets the thermostats in the sanctuary to the correct temperature for the season. If you think the thermostats need adjusting, check with the head usher who will determine if they do.
13. Locking Up: Check with the associate pastor, pastoral assistant, maintenance coordinator, or pastor about locking up. The procedure is as follows:
  - a. Phase 1 building only: Reset thermostats as posted (three in gym, one in serving room, one in Teen Sunday school classroom, one in nursery, two upstairs). The secretary, associate pastor, pastoral assistant, or pastor should lock the office and reset thermostat there.
  - b. Turn off all lights, including bathrooms and exterior lights.

- c. Lock the foyer doors with Allen wrench.
- d. Lock the back hall door.
- e. Set the alarm (at night only). If the alarm refuses to set, check the emergency exit doors to make sure they are closed.
- f. Lock the front hall door (both sides) upon exit.

**Additional Responsibilities of Head Usher**

1. In each service, check to make sure the scheduled ushers are present and fulfilling their duty.
2. Supervise their efforts, giving guidance and making decisions when needed.

## **YOUTH COMMITTEE PRESIDENT**

**Reports to:** Youth director

### **Qualifications**

1. The youth committee president must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The youth committee president must uphold and support the Guidelines for Leadership and Public Ministry.
3. The youth committee president must demonstrate basic leadership skills, communication skills, and problem-solving skills.
4. The youth committee president must exhibit a sincere desire to live for God.
5. The youth committee president must be approved by the pastor.

### **Responsibilities**

1. Promote a spirit of unity and cooperation among the youth group.
2. Work with the youth director to schedule and lead monthly meetings of the youth committee.
3. Lead the committee in making recommendations to the youth director concerning social, spiritual, and fundraising activities.
4. Solicit input from the youth concerning social, spiritual, and fundraising activities.
5. Promote scheduled events.
6. Coordinate youth events as directed by the youth director.

## **YOUTH COMMITTEE VICE PRESIDENT**

**Reports to:** Youth director

### **Qualifications**

1. The youth committee vice president must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The youth committee vice president must uphold and support the Guidelines for Leadership and Public Ministry.
3. The youth committee vice president must demonstrate basic leadership skills, communication skills, and problem-solving skills.
4. The youth committee vice president must exhibit a sincere desire to live for God.
5. The youth committee vice president must be approved by the pastor.

### **Responsibilities**

1. Promote a spirit of unity and cooperation among the youth group.
2. Work closely with the youth committee president to lead the committee in making recommendations to the youth director concerning social, spiritual, and fundraising activities.
3. In the absence of the youth committee president, work with the youth director to schedule and lead monthly meetings of the youth committee.
4. Solicit input from the youth concerning social, spiritual, and fundraising activities.
5. Promote scheduled events.
5. Work closely with the youth committee president on all tasks as directed by the youth director.



## **YOUTH COMMITTEE SECRETARY**

**Reports to:** Youth director

### **Qualifications**

1. The youth committee secretary must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The youth committee secretary must uphold and support the Guidelines for Leadership and Public Ministry.
3. The youth committee secretary must demonstrate basic leadership skills, communication skills, and organizational skills.
4. The youth committee secretary must exhibit a sincere desire to live for God.
5. The youth committee secretary must be approved by the pastor.

### **Responsibilities**

1. Promote a spirit of unity and cooperation among the youth group.
2. Record the minutes of all youth committee meetings and submit them to the youth director.
3. Publicize approved events with bulletin announcements, flyers, posters, newsletters, and other means.
4. Track individual attendance and participation in youth services, fundraisers, and other youth functions, and report the results to the youth director.
5. Solicit input from the youth concerning social, spiritual, and fundraising activities.
6. Promote scheduled events.

## **YOUTH COMMITTEE TREASURER**

**Reports to:** Youth director

### **Qualifications**

1. The youth committee treasurer must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The youth committee treasurer must uphold and support the Guidelines for Leadership and Public Ministry.
3. The youth committee treasurer must demonstrate basic leadership skills, communication skills, and organizational skills.
4. The youth committee treasurer must exhibit a sincere desire to live for God.
5. The youth committee treasurer must be approved by the pastor.

### **Responsibilities**

1. Promote a spirit of unity and cooperation among the youth group.
2. Record all receipts and expenditures of youth projects and report them to the youth director.
3. Provide periodic financial reports to the youth leader, youth committee, and the youth group.
4. Keep track of any details that the youth committee desires, such as specific income and expense items and funds raised by each youth.
5. Solicit input from the youth concerning social, spiritual, and fundraiser activities.
6. Promote scheduled events.

# YOUTH DIRECTOR

**Reports to:** Associate pastor

**Term:** One year

## Qualifications

1. The youth director must be a regular attendee for a minimum of six months at New Life Church or another United Pentecostal Church from which he or she has received a transfer and recommendation.
2. The youth director must uphold and support the Guidelines for Leadership and Public Ministry.
3. The youth director must be able to relate to teenagers and single adults up to 24 in a contemporary manner.
4. The youth director must demonstrate basic leadership skills, communication skills, and problem-solving skills.
5. The youth director must exhibit a sincere burden for youth.
6. The youth director must be approved by the pastor.

## Responsibilities

1. Fulfill the responsibilities of a ministry director, which includes attending leadership team meetings, helping to plan the annual and monthly calendars, planning the annual departmental budget, and giving a report to the associate pastor at least monthly.
2. All activities must be approved in the leadership team meeting or by the pastor.
3. Promote a spirit of unity and cooperation among the youth group.
4. Schedule regular spiritual and social activities for the youth including: (a) a weekly youth function, alternating between spiritual and social emphases when necessary, (b) sectional youth rallies and fellowships, and (c) district and national youth functions.
5. Ensure sufficient fundraisers for youth projects, trips, and offerings. (Implementation of fundraisers can be delegated to other supervising adults.)
6. Promote an active program of outreach among the youth including Bible studies and other means of inviting new people to church.
7. Involve the youth with church and community projects.
8. Organize and supervise a youth committee to help plan youth services, social events, outreach, and fundraisers. Suggested offices are president, vice president, secretary, and treasurer.
9. Chair an advisory committee of parents and other adults who have an interest in youth. Periodically meet with all the parents to communicate plans and solicit input.
10. Communicate frequently with the pastor and associate pastor, informing them of scheduled events, problem areas, successes, and ideas.
11. In all youth activities, implement the church's Youth Policy and ensure that all workers follow this policy.

# FORMS

**CHANGE OF ADDRESS OR TELEPHONE**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_  Unlisted  
Other Telephone: \_\_\_\_\_  Unlisted  
Email: \_\_\_\_\_  Unlisted

**CHANGE OF ADDRESS OR TELEPHONE**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_  Unlisted  
Other Telephone: \_\_\_\_\_  Unlisted  
Email: \_\_\_\_\_  Unlisted

**CHANGE OF ADDRESS OR TELEPHONE**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_  Unlisted  
Other Telephone: \_\_\_\_\_  Unlisted  
Email: \_\_\_\_\_  Unlisted

**CHANGE OF ADDRESS OR TELEPHONE**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_  Unlisted  
Other Telephone: \_\_\_\_\_  Unlisted  
Email: \_\_\_\_\_  Unlisted

## **Children and Youth Worker Application New Life United Pentecostal Church of Austin, Inc.**

Anyone who works with children and youth on behalf of the church, whether volunteer or paid, must complete this application and receive pastoral approval. Although this application may seem somewhat intrusive, especially when we are asking for volunteer service, in our society such a procedure has become necessary to provide proper supervision, to reassure parents (especially visitors), and to fulfill the church's legal obligations. Thank you for your understanding and cooperation.

By completing and signing this application, you are affirming that your answers are truthful and accurate. If you do not wish to answer a particular question, or if you wish to discuss a question further, please talk to the pastor. The applications will be confidential.

### *Personal Information*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Age: \_\_\_\_\_

Driver's License # \_\_\_\_\_

Have you ever been arrested, been convicted, or pleaded guilty to a crime?     yes     no

If yes, please explain:

Have you ever committed or been accused of or charged with any act of neglecting, abusing, or molesting a child?

yes     no

If yes, please explain:

Has your driver's license been suspended or revoked within the last seven years?     yes     no

If yes, please explain:

Have you received a traffic ticket for a moving violation in the past three years?     yes     no

If yes, please explain:

Is there any fact, circumstance, or pattern involving your background that would make it inappropriate for you to serve with minors or would compromise the integrity of the church?     yes     no

If yes, please explain:

Personal reference (not a relative): \_\_\_\_\_

Telephone number: \_\_\_\_\_

### *Church Background*

Do you attend New Life weekly?     yes     no

If no, please explain:

Month and year you began attending New Life: \_\_\_\_\_

Prior church attended (if any): \_\_\_\_\_

Length of attendance at prior church: \_\_\_\_\_ years \_\_\_\_\_ months

*Employment*

Place of employment: \_\_\_\_\_

Length of current employment: \_\_\_\_\_ years \_\_\_\_\_ months

Supervisor: \_\_\_\_\_

Telephone number of supervisor: \_\_\_\_\_

*Child Care Experience*

Have you ever been a child care worker elsewhere (volunteer or paid)?  yes  no

If yes, please answer the following for each place you have worked with children:

Where? \_\_\_\_\_

How long? \_\_\_\_\_ years \_\_\_\_\_ months

Supervisor: \_\_\_\_\_

Telephone number of supervisor: \_\_\_\_\_

Were you discharged or terminated from this job?  yes  no

If yes, please explain:

You have my permission to obtain a background check of my personal record. (If you are not a regular attendee of New Life, you must fill out a "Notice, Authorization, and Release" form.) In addition, I authorize any references or churches listed in this application to give you any information (including opinions) that they have regarding my character and fitness for working with children and youth.

I agree to live by the understanding that, as a person in authority, it is my responsibility to avoid sexual contact with children and/or youth, even if they attempt to initiate contact.

I will find alternative ways to discipline, agreeing that under no circumstance will I use any form of corporal punishment (spanking, neck or choke holds, ear or hair pulling, etc.) as a means of discipline.

I agree to abide by all of the church's written policies regarding children and youth.

I certify that the information I have provided is true and correct. If it is found that the answers given are untrue, I understand it may be cause for dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

Background check completed?  yes  no Date: \_\_\_\_\_

Approved  yes  no

Pastoral Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CHILDREN'S ACTIVITY CONSENT FORM

Name of child \_\_\_\_\_  
Name of parent(s) or guardian(s) \_\_\_\_\_  
Address \_\_\_\_\_  
Home telephone \_\_\_\_\_ Work telephone \_\_\_\_\_  
Other person and/or number to call in emergency \_\_\_\_\_

## Medical Information

Is your child presently being treated for an injury or sickness or taking any medication?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain. \_\_\_\_\_

Does your child have a physical handicap or illness that would prevent him or her from participating in normal rigorous activity? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

## Consent and Certification

I, the undersigned, being the parent or legal guardian of the child named above, do hereby consent to the participation of my child in the following activity conducted by New Life United Pentecostal Church of Austin, Texas: \_\_\_\_\_

I certify that my child is physically fit and adequately prepared to participate in this event.

## Medical Treatment Authorization

I understand that I will be notified in the case of a medical emergency. However, in the event that I cannot be reached, I authorize the calling of a doctor and the providing of necessary medical services in the event that my child is injured or becomes ill. I authorize one or more of the following persons to make emergency medical care decisions on behalf of my child, if required by law or a health care provider: \_\_\_\_\_

or another adult chaperone designated by the pastor. I authorize these persons to act in my place to consent to all necessary and appropriate x-ray examinations, anesthetic, medical or surgical diagnosis or treatment, and hospital care.

I understand that New Life UPC will not be responsible for medical expenses incurred solely on the basis of this authorization. I also understand that the designated adult chaperones reserve the right to restrict my child from any activity that they do not feel is within the physical capabilities of my child.

\_\_\_\_\_  
**Signature of Parent or Guardian**

\_\_\_\_\_  
**Date**



# DEPARTMENTAL QUARTERLY REPORT

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Report is due on March 15, June 15, and September 15. The leader's annual evaluation form is due on December 15.

## Calendar Revisions

Event	Date	Explanation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Budget Revisions

Expense category	Current amount	Revised amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Objective Fulfillment

Objective	Percent fulfilled
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FUNDRAISER REPORT

Fund \_\_\_\_\_ Date \_\_\_\_\_

Coordinator \_\_\_\_\_

Total Receipts	\$ _____
Expenses Already Paid	( _____ )
Expenses to be Paid	( _____ )
Net Income	\$ _____
10% to General Fund	\$ _____

### Instructions

1. For expenses, attach receipts or bills. List the name(s) of anyone who needs to be reimbursed along with the amount. \_\_\_\_\_  
\_\_\_\_\_
2. Report and funds need to be turned in to the church secretary-treasurer on the same day of receipt. If other arrangements need to be made, contact the secretary-treasurer immediately.

## FUNDRAISER REPORT

Fund \_\_\_\_\_ Date \_\_\_\_\_

Coordinator \_\_\_\_\_

Total Receipts	\$ _____
Expenses Already Paid	( _____ )
Expenses to be Paid	( _____ )
Net Income	\$ _____
10% to General Fund	\$ _____

1. For expenses, attach receipts or bills. List the name(s) of anyone who needs to be reimbursed along with the amount. \_\_\_\_\_  
\_\_\_\_\_
2. Report and funds need to be turned in to the church secretary-treasurer on the same day of receipt. If other arrangements need to be made, contact the secretary-treasurer immediately.

# LEADER'S ANNUAL EVALUATION FORM

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Attach an annual budget to this report and turn in to the associate pastor by December 15. A follow-up meeting may be scheduled to discuss this report and the budget prior to the end of the year. Attach a list of all volunteers in your department. Additional pages may be attached.

Personal job satisfaction (low) 1 2 3 4 5 6 7 8 9 10 (high)

**Strength areas**

- 1. \_\_\_\_\_ 3. \_\_\_\_\_
- 2. \_\_\_\_\_ 4. \_\_\_\_\_

**Growth areas**

- 1. \_\_\_\_\_ 3. \_\_\_\_\_
- 2. \_\_\_\_\_ 4. \_\_\_\_\_

**Action plan for improvement**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

## Objective Fulfillment

Objective	Percent fulfilled
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Associate Pastor

\_\_\_\_\_  
Leader

# MEDIA ORDER FORM

Media Order Form  
Check the Selections You Wish to Order

All Orders Must be Prepaid

Service	Date	Speaker	CD (\$3.00)	DVD (\$6.00)	TOTAL
Adult Sunday School					
Sunday Morning					
Sunday Evening					
Wednesday Evening					
Special Service					
Shipping (\$1.00 per CD/DVD/Cassette)					
<b>ORDER TOTAL</b>					

<b>Name:</b>
Address (if shipping):
Phone (if shipping):

Media Order Form  
Check the Selections You Wish to Order

All Orders Must be Prepaid

Service	Date	Speaker	CD (\$3.00)	DVD (\$6.00)	TOTAL
Adult Sunday School					
Sunday Morning					
Sunday Evening					
Wednesday Evening					
Special Service					
Shipping (\$1.00 per CD/DVD/Cassette)					
<b>ORDER TOTAL</b>					

<b>Name:</b>
Address (if shipping):
Phone (if shipping):

## MEMBERSHIP APPLICATION

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_
2. Do you believe that the Bible standard of full salvation is repentance, baptism in water by immersion in the name of the Lord Jesus Christ for the remission of sins, and the baptism of the Holy Spirit with the initial sign of speaking with other tongues as the Spirit gives utterance? (See Acts 2:38.)  yes  no
3. Have you received this experience?  yes  no. If yes:  
a. When were you baptized in the name of Jesus? \_\_\_\_\_  
Where? \_\_\_\_\_ By whom? \_\_\_\_\_  
b. When did you receive the Holy Spirit with the sign of tongues? \_\_\_\_\_  
Where? \_\_\_\_\_
4. Were you a member of another United Pentecostal Church, or another church that teaches the plan of salvation as in question #1, when you began regularly attending this assembly?  
 yes  no. If yes:  
a. What church (name and city)? \_\_\_\_\_  
b. Who was your pastor? \_\_\_\_\_  
c. Did you request a transfer?  yes  no  
d. Did you receive a transfer?  yes  no. If not, please discuss with Pastor Bernard.
5. Do you accept the obligations of membership as set forth in Article 2, Section 2 of the Bylaws of New Life Church? (See Hebrews 12:14; I Peter 1:15-16. For further explanation of the holiness teachings to which Article 2 refers, see the section entitled "Holiness" in the Articles of Faith and see *Essentials of Holiness* by David K. Bernard.)  yes  no
6. In consideration of membership, do you agree to follow biblical principles for resolving any dispute with the church body, a church leader, or another church member, rather than by a lawsuit? (See Matthew 18:15-18; I Corinthians 6:1-7.) Specifically, in such a case, do you agree to follow, as applicable, the procedure established by the bylaws, pastor, and church board of New Life Church; the constitution and board of the South Texas District; the constitution, general board, and judicial procedure of the United Pentecostal Church International; and if necessary, mediation or binding arbitration?  yes  no

Signature: \_\_\_\_\_

### CHURCH USE ONLY

1.  Approved as a member of the Sunday School roll  
2.  Approved as a member of the church with voting rights  
Effective Date: \_\_\_\_\_ Approved by: \_\_\_\_\_, Pastor  
Note: The pastor may accept this application orally or request it in writing.

## OFFERING REPORT

Give form to secretary-treasurer after service and then to the pastor

Date \_\_\_\_\_ Undesignated Cash: \$ \_\_\_\_\_  
Usher \_\_\_\_\_ Envelopes & Checks: \$ \_\_\_\_\_  
Treasurer \_\_\_\_\_ Total: \$ \_\_\_\_\_

## OFFERING REPORT

Give form to secretary-treasurer after service and then to the pastor

Date \_\_\_\_\_ Undesignated Cash: \$ \_\_\_\_\_  
Usher \_\_\_\_\_ Envelopes & Checks: \$ \_\_\_\_\_  
Treasurer \_\_\_\_\_ Total: \$ \_\_\_\_\_

## OFFERING REPORT

Give form to secretary-treasurer after service and then to the pastor

Date \_\_\_\_\_ Undesignated Cash: \$ \_\_\_\_\_  
Usher \_\_\_\_\_ Envelopes & Checks: \$ \_\_\_\_\_  
Treasurer \_\_\_\_\_ Total: \$ \_\_\_\_\_

## OFFERING REPORT

Give form to secretary-treasurer after service and then to the pastor

Date \_\_\_\_\_ Undesignated Cash: \$ \_\_\_\_\_  
Usher \_\_\_\_\_ Envelopes & Checks: \$ \_\_\_\_\_  
Treasurer \_\_\_\_\_ Total: \$ \_\_\_\_\_

## OUTREACH REPORT

Please turn in to the outreach director, pastoral assistant, or office by Sunday night

Daughter Work or Outreach Name: \_\_\_\_\_  
Date of Meeting: \_\_\_\_\_ Meeting Coordinator: \_\_\_\_\_  
Total Attendance: \_\_\_\_\_ Extra Attendance: \_\_\_\_\_  
(not at New Life Church on Sunday)  
Victory Reports: \_\_\_\_\_  
Special Prayer Requests: \_\_\_\_\_  
Other Comments: \_\_\_\_\_

## OUTREACH REPORT

Please turn in to the outreach director, pastoral assistant, or office by Sunday night

Daughter Work or Outreach Name: \_\_\_\_\_  
Date of Meeting: \_\_\_\_\_ Meeting Coordinator: \_\_\_\_\_  
Total Attendance: \_\_\_\_\_ Extra Attendance: \_\_\_\_\_  
(not at New Life Church on Sunday)  
Victory Reports: \_\_\_\_\_  
Special Prayer Requests: \_\_\_\_\_  
Other Comments: \_\_\_\_\_

## OUTREACH REPORT

Please turn in to the outreach director, pastoral assistant, or office by Sunday night

Daughter Work or Outreach Name: \_\_\_\_\_  
Date of Meeting: \_\_\_\_\_ Meeting Coordinator: \_\_\_\_\_  
Total Attendance: \_\_\_\_\_ Extra Attendance: \_\_\_\_\_  
(not at New Life Church on Sunday)  
Victory Reports: \_\_\_\_\_  
Special Prayer Requests: \_\_\_\_\_  
Other Comments: \_\_\_\_\_

## PURCHASE REQUISITION

<b>REQUESTOR</b>		All purchases require prior approval. List a price estimate for large and unusual purchases. Purchases under \$100: submit to ministry director for approval and then submit to office. Purchases \$100 and over: submit to office for pastor's approval.			
Date of request	Name of requestor				
Department					
Authorizing signature					
Quantity	Item Description	Price			
Sales tax will not be reimbursed. See the office secretary for tax exemption forms. If purchase requires a church check, indicate: Pay to: _____ Amount: _____. Requests for checks should be submitted one week in advance. Place requests in secretary-treasurer's mailbox.					

## PURCHASE REQUISITION

<b>REQUESTOR</b>		All purchases require prior approval. List a price estimate for large and unusual purchases. Purchases under \$100: submit to ministry director for approval and then submit to office. Purchases \$100 and over: submit to office for pastor's approval.			
Date of request	Name of requestor				
Department					
Authorizing signature					
Quantity	Item Description	Price			
Sales tax will not be reimbursed. See the office secretary for tax exemption forms. If purchase requires a church check, indicate: Pay to: _____ Amount: _____. Requests for checks should be submitted one week in advance. Place requests in secretary-treasurer's mailbox.					



# WORSHIP SERVICE FORM

**Date:** \_\_\_\_\_ **MC:** \_\_\_\_\_

(Note: Order of items may vary. Responsibilities are identified by initials at left margin.)

\_\_\_ **Opening of Service**

\_\_\_ **Congregational Singing** (Note: Songs are options only; not all songs need to be used, and MC may use others. MC should mix songs with other items.)

**Choruses:** \_\_\_\_\_

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**Hymns** (with numbers): \_\_\_\_\_

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\_\_\_ **Greeting of Visitors** (see cards). Special notes: \_\_\_\_\_

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\_\_\_ **Testimonies** (see bulletin and cards). Special: \_\_\_\_\_

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\_\_\_ **Prayer Requests** (see bulletin and request cards). Other: \_\_\_\_\_

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\_\_\_ **Offering** (see bulletin for special offerings; missions offering on first Sunday of month)

\_\_\_ **Announcements** (see bulletin). Other: \_\_\_\_\_

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\_\_\_ **Special Singing:** \_\_\_\_\_

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\_\_\_ **Message and Prayer** (Speaker may appeal for prayer, turn service to MC, or dismiss.)

# YOUTH ACTIVITIES CONSENT FORM

Name of youth \_\_\_\_\_ Birth date \_\_\_\_\_  
Name of parent(s) or guardian(s) \_\_\_\_\_  
Address \_\_\_\_\_  
Home telephone \_\_\_\_\_ Work telephone \_\_\_\_\_  
Other person and/or number to call in emergency \_\_\_\_\_

## Medical Information

Is your youth presently being treated for an injury or sickness or taking any medication? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain. \_\_\_\_\_

Does your youth have, or has your youth ever had, any of the following? (Circle and explain below.)

Asthma

Hay fever

Kidney disease

Diabetes

Heart murmur

Seizure disorders

Please explain. \_\_\_\_\_

Does your youth ever sleepwalk? Yes \_\_\_\_\_ No \_\_\_\_\_

Youth's blood type \_\_\_\_\_ (if known)

Does your youth have a physical handicap or illness that would prevent him or her from participating in normal rigorous activity? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

Family Doctor \_\_\_\_\_ Doctor's Telephone (\_\_\_\_\_) \_\_\_\_\_  
Insurance Co. \_\_\_\_\_ Policy No. \_\_\_\_\_

## Consent and Certification

I, the undersigned, being the parent or legal guardian of the youth named above, do hereby consent to the participation of my youth in all the scheduled youth activities of New Life United Pentecostal Church of Austin, Texas, and any other supervised activities customarily associated with its youth group, including youth rallies and overnight or weekend youth trips. Further, I certify that my youth is physically fit and adequately prepared to participate in all recreational and sporting events. If I wish to revoke this consent for any reason, I will promptly notify the youth leader in writing.

**Note to Parent:** If giving consent for one activity only, or if this consent is otherwise restricted, please specify:

\_\_\_\_\_  
\_\_\_\_\_

## Medical Treatment Authorization

I understand that I will be notified in the case of a medical emergency. However, in the event that I cannot be reached, I authorize the calling of a doctor and the providing of necessary medical services in the event that my youth is injured or becomes ill. I authorize one or more of the following persons to make emergency medical care decisions on behalf of my youth, if required by law or a health care provider: Seth and Sarah Simmons, another adult chaperone designated by the pastor, and \_\_\_\_\_. (**Note to Parent:** you may add or delete a name as desired.) I authorize these persons to act in my place to consent to all necessary and appropriate x-ray examinations, anesthetic, medical or surgical diagnosis or treatment, and hospital care.

I understand that New Life UPC will not be responsible for medical expenses incurred solely on the basis of this authorization. I further agree to notify the youth director in writing of any health changes that would restrict my youth's participation in any normal youth activities. I also understand that the youth leader and designated adult chaperones reserve the right to restrict my youth from any activity that they do not feel is within the physical capabilities of my youth.

\_\_\_\_\_  
**Signature of Parent or Guardian**

\_\_\_\_\_  
**Date**

## Youth Pledge

I hereby pledge to uphold all policies of the Youth Department of New Life UPC. During all youth activities and all youth trips, I pledge to follow all instructions of the youth leader and the adult chaperones, including safety instructions.

\_\_\_\_\_  
**Signature of Youth**

\_\_\_\_\_  
**Date**