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# INTRODUCTION TO THE NCN MANUAL

This manual is for you to use as you need. These are not rules but directional guides for you as you plant a church in your community. Feel free to use as much or as little as you want, but know this collection of documents and resources were included because we believe it is the most essential information needed to plant a church.

As you work your way through the booklet, you will find there are four main categories:

- **Informational** - These documents include a lot of the why's and how-to's of church planting. Some are for making decisions and some are for encouragement. Think of this section as a "best practices" part of the booklet.
- **Reach your community** - This section is an attempt to focus on the reason you are planting a church. Your community needs the Gospel and God chose you to point to Jesus. Hopefully you will feel more confident about God wants you to do in your community through definitions, and a Community Needs Assessment.
- **Samples** - As you and your church plant grow, there are many things to consider. These samples are here to make those task easier to produce and gives you access to the "industry standards" for church work. The samples are broken up into financial, family, ministry, and legal documents.
- **Tools** - A spiritual gifts assessment is included that may be reproduced in order to help your church discover their unique gifts in order to serve in the body of Christ.

Some will look at this and be overwhelmed, while others will look at it and wonder where the rest of it is. This is not a comprehensive how-to manual, but a selective collection that should best suit those at every level of planting.

Remember to plug into the [networkchurchnow.net](http://networkchurchnow.net) for more information and wisdom on reaching your community for Christ.

Happy planting,

The Network Church Now Team

# INFORMATIONAL

# INTRO TO NETWORK CHURCH NOW

Network Church Now is dedicated to helping you reach your community with the Gospel. Our hope is to give you all the tools and resources necessary to get you going. God has placed you where you are for a reason and we are honored to be part of the work that He is doing through you. Our commitment to you is to:

- **Resource** you with weekend teaching and small group materials.
- **Develop** you and your team in order to reach your church starting goals.
- **Network** you with other churches and leaders doing what your doing.

To fulfill your commitment as a part of Network Church Now, it's important that you know what it means to be a Network Church. You'll find the specifics in more detail below. As a church within the Network, you commit to:

- **Be unified in content:** Your church will commit to being current with CrossPoint Church's weekly teachings.
- **Be committed to growth:** You'll be responsible for creating and maintaining a Church Metrics account with day-of input of attendance, salvations, and baptism. Additionally, we suggest that you use data in your operations and goal-setting.
- **Be actively engaged in Network Church Now:** Strive to regularly connect with your representative and other church leaders in the Network.

There are 3 levels that you can choose from in Network Church Now family. Most of these have to do with long term intent and you can reassess at any time.

- **House Church:** Most members of Network Church Now will start out this way. It's the most cost effective and easiest to manage. Growth in this model is measured by the multiplication into a group of House Churches.
- **Campus Plant:** The intent of this level is to get started as a house church or church start with plans to join up with a multisite church in the future.
- **Church Plant:** This intent of the level of Network Church is to start a church that will eventually be an independent church. Growth for this level will be measured in the ability to support itself in teaching, leadership development, and relationships.

Contact us to set up a visit and to find out more about what it looks like to become a part of the Network Church Now family.

[networkchurchnow.net](http://networkchurchnow.net)

# NETWORK CHURCH CODE

## BE A TEAM

In addition to the Leader, each church will need to start with a co-leader and a host. It is important that you start with a team that will bear the burden of helping the hurting and the lost in your community.

## BE A FAMILY

Anyone can set up a meeting place, but it takes work to build a family. Healthy families look out for each other. Acts 2:44 says that all who believed were together and had all things in common. The indicator of fellowship is that they were meeting needs, eating, learning, and experiencing the power of the cross together.

## MAKE DISCIPLES

YOU are commanded to go and make disciples, baptize them, and teach them to obey the word. WE share that responsibility. And THEY are dependent upon us sharing the gospel with them. Intentional discipleship relationships are essential to the God honoring church and must be prioritized over all else in the role of the believer.

## BE A CHURCH

There are three distinct things that differentiate the church from any other group that meets to talk about Jesus. The church gathers, observes baptism, and takes the lords supper. We do all of these things in remembrance of Jesus.

## BE THE CHURCH

There will always be the struggle of balancing what happens behind the walls of the church and what happen when we leave. Unfortunately, we have the habit of ditching the later. An effective bible believing church should be measured by the impact that it has on its community, work, neighbors, and each other.

## USE THE NETWORK

You will find that starting a church can be a lonely and hard road to walk alone. The Network is in place so that you don't have to. We all need encouragement and the assurance that we are right where we are supposed to be. Take advantage of the companionship and wisdom of those that are on the journey with you.

# REALITIES OF CHURCH PLANTING

## **You will compare yourself to others**

We all want to know how we are doing, the problem is we have a habit of using the wrong standard to measure against. Ask yourself regularly, “Am I doing what God wants me to do?”

## **You are probably a little idealistic**

It’s one thing to be optimistic, its another to aspire for results that aren't real. Church planting is hard and messy. Ask yourself, “Am I ok with the results that I am getting acting in obedience to God’s plan?”

## **It can be very lonely**

No matter how good your team is and how many of them are your friends, you will experience loneliness. Ask yourself, “Who am I sharing my experience with outside of my team?”

## **You will learn to celebrate the small victories**

The small victories may be all that you have some weeks. It may be all you have for quite a while. Ask yourself, “How did God show up today?”

## **You will be disappointed**

Disappointment may be the the feeling you might fight the most as you plant a church. People, plans, and results will leave you unsatisfied. Ask yourself, “Who do I find my satisfaction in?”

## **It will take way longer than it should to get to know people**

It should be simple. Start a conversation, learn their story, and voila - a deep meaningful relationship. You will find that is is rarely that simple. Ask yourself, “Did I further my relationship with someone today?”

## **You will always feel like you should be doing more**

Most days you will end with a longer list than what you started with. You may even feel guilty some days because you don't know what you should be doing. Ask yourself, “Am I doing any more or any less than the things I absolutely **need** to do?”

## **You will probably think about quitting**

Church planting is an up-hill battle and the battle field is littered with former church plants. The only thing that will sustain you is to know that you are called by God. Ask yourself, “Is God’s calling on my life worthy of sticking it out?”

## **You will have people leave you**

Plan on it. It will never get easy. Don't personalize it and know that God may just be clearing space for the next set of new believers. Ask yourself, “Am I more concerned with people leaving me or leaving the church?”

## **It will be one of the most rewarding things you ever do**

No matter what, its worth it. It’s not just about planting a church. It’s about following Jesus. He will do amazing things in you and through you. Ask yourself, “Could I be doing anything more meaningful that I am right now?”

# HOSPITALITY MATTERS

Chances are that someone that visits your church will have a flood of emotions that they are working through. There is a natural friction that someone will experience when they try something new or are introduced to a new environment. Part of your job is to reduce the friction in their experience and put their minds at ease so that they can hear what they really need to - the gospel. Here are a few things that you can do to reduce the friction in your meeting space:

## HAVE A PLAN

People are deciding what they think about your church the moment they drive up to your church. It is important to know what you are going to do with visitors from the moment they show up. A plan shows them that you were expecting them, that they are important, and that you aren't surprised that they came.

## SMILE A LOT

Personal interactions are key. People want to know you care that they are there and nothing says you don't care like a bulletin hand-off and the silent treatment. Make sure you put your friendliest people at the doors. It could make all the difference when they are deciding whether or not to come back.

## CLEAN UP

This is an easy one to overlook. Of course we will vacuum and make sure the bathrooms are cleaned and stocked, but some times we miss the clutter in the corner or the pile on the counter. Look at your space through fresh eyes each week and pay attention to the little things, because your visitors are.

## BE GREAT

In most cases it is fine to be "good enough", but why be good when you can be great. Don't just put out good coffee, put out great coffee. Don't just send an email to follow up when you could call them personally. Go the extra step to ensure that you visitors know that you care about them and their experience.

## BE CLEAR

Make sure that a visitor knows exactly what is going to go on during their visit and exactly where they need to go. It would not hurt to do a quick tour so they know where to drop off the kids, go to the bathroom, or grab something to drink. Make them feel at home.

## GIVE THEM SOMETHING

It doesn't need to be over the top, but it is always good practice to have them leave with something. More than the gift itself, it gives you another opportunity to interact with them. Besides, who doesn't like free stuff.

## INVITE THEM IN

Make sure that before they leave they know what your church is about and clear state how they can get involved. It might feel more natural to take the "wait-and-see" approach, but most people want to be apart of something - thats probably why they came.

## REMEMBER WHY

Always remember that being hospitable is not the end goal. There are no kingdom rewards for being the friendliest church in town. Hospitality is a gateway to the real reason you want them to worship with you, Gospel transformation.

# ODDS & ENDS

[because not everything needs its own paper]

## GOOGLE APPS

As soon as you are given your Network Church Now email address, you will immediately have access to 7 different Google apps. This will be your main tool for communication with the Network and other Network Churches like you. Please take some time to learn best how to utilize the apps by going to <http://learn.googleapps.com/>

## MAKE A MEETING SPACE PLAN

Put together a plan for setting up your meeting space. This includes:

- TV/projection needs
- Additional sound needs for TV and worship
- Seating capacity (70% fill requires additional services or new meeting space)
- Signage for kids areas and bathrooms
- Decor
- Kids areas
- Hospitality plan (greeting, refreshments, etc)
- Emergency evacuation plan
- Liability insurance
- Parking issues
- Outdoor Signage
- Handicap Accessibility
- Door locks or restricted access signage

## READING IT RIGHT

You will hear “Reading it Right” mentioned many time on the video sermons. Get familiar with the copy included in order to share it with your church. If you would like to order more books or cards, go to <https://squareup.com/market/addimedia>.

## NCN BRANDING GUIDELINES

Included on the thumb drive are Network Church Now logos for your use. There are probably not many instances where you would need them as you will need to come up with an visual identity for your church. We ask that if you use the Network Church Now logo, that you not make any changes unless approved by Network Church Now. If you need more sizes, please ask your Network Church Now representative.

## YOUR CHURCHES VISUAL IDENTITY

As you get ready to plant your church, you will need to decide on a name and a logo that only you use. Logo and branding services are provided upon request. This is a critical step in insuring that you and Network Church Now is protected.

# ORGANIZING YOUR NETWORK CHURCH

What is your church name ?

How will you organize ?

- Spontaneous “unorganized” church
- Autonomous “organized” church
- CrossPoint Campus (requires approval from CrossPoint Board and Executive Team)

How will you handle finances?

- Will not file for church status therefore we will not require finances
- File for EIN number and establish financial procedures and records for IRS purposes (see financial resources)

Will you open a bank account?

- Yes – handle “in house”
  - Assign two authorized signatures other than campus pastor
  - Signors: (choose two)
- No we will remain unorganized

Will you be incorporating with Kansas Nebraska Convention of Southern Baptist?

- No ( if you incorporate yourself you will need to contact appropriate state offices)
- Yes
  - What is mailing address:
  - Who will be official officers: President, Vice- President, Secretary

Have you adopted a constitution? (see suggested constitution form)

- Yes
- No

Checklist:

- EIN #
- Bank account
- Corporations papers filed?
  - Yes
  - No

# LIFE STAGES OF A CHURCH PLANT

GETTING STARTED	BECOMING A CHURCH	CHURCHES PLANTING CHURCHES
Meeting in a home	Gathering in a public space	Send out a church planter
Watching the video	Watching the video	Watching the video
Operating as a small group	Operating as a collection of small groups	Operating as a collection of small groups
Team organized shepherding	Leader organized shepherding	Small group organized shepherding
Team development	Team deployment	Team dispersement
Personal mission mind-set	Personal and team mission mind-set	Personal and team mission mind-set
Does not collect money	Collects tithes and offerings	Collects tithes and offerings
Consensus decision-making	Team decision-making	Overseer decision-making
Family-like childcare	Organized childcare	Organized childcare

# REACH YOUR COMMUNITY

# DISCIPLESHIP DEFINED

Luke 6:46-49

Build Your House on the Rock

*46 "Why do you call me 'Lord, Lord,' and not do what I tell you? 47 Everyone who comes to me and hears my words and does them, I will show you what he is like: 48 he is like a man building a house, who dug deep and laid the foundation on the rock. And when a flood arose, the stream broke against that house and could not shake it, because it had been well built. 49 But the one who hears and does not do them is like a man who built a house on the ground without a foundation. When the stream broke against it, immediately it fell, and the ruin of that house was great.*

## ONE MUST COME TO JESUS.

First, you cannot be a disciple without coming to know him as Lord and having a relationship with him. Second, you must continue to come to Jesus in your worship. This is what it means to love Him with all of your heart, soul, strength and mind.

## ONE MUST UNDERSTAND JESUS' WORD BY HEARING IT AND LEARNING IT.

Study the bible, know the word of God, and commit it to your heart, soul, and mind.

## ONE MUST ACT ON JESUS' WORDS.

You must be on mission with all of your heart, soul and mind and strength, so that you are making new disciples.

## ONE MUST NOT DO THIS ALONE

To know Him, to know His words, and to act on them is like incomplete if done alone. God created us to be in community and to walk through this process together.

## THIS THEN IS THE DEFINITION OF DISCIPLESHIP AS JESUS DEFINES A DISCIPLE:

*A disciple is someone who comes to Jesus by faith and worships Him with all of his or her heart, soul, mind, strength. They will continue in the process of discipleship by understanding His word individually and corporately. Disciples will act on the words of Jesus by making new disciples.*

# NCN SAMPLE DISCIPLESHIP PROCESS

Discipleship is a process. Every network church should be engaged in a process that develops maturing disciples that makes disciples. The mission of the church is stated very clearly in Matthew 28: 18-20.

<sup>18</sup> And Jesus came and said to them, "All authority in heaven and on earth has been given to me.

<sup>19</sup> Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, <sup>20</sup> teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age."

We can summarize this process with three words:

**KNOW**

**GROW**

**GO**

**Jesus tells us a story in Luke 6:46-49 that helps us to understand the discipleship process:**

<sup>46</sup> "Why do you call Me 'Lord, Lord,' and don't do the things I say? <sup>47</sup> I will show you what someone is like who comes to Me, hears My words, and acts on them: <sup>48</sup> He is like a man building a house, who dug deep and laid the foundation on the rock. When the flood came, the river crashed against that house and couldn't shake it, because it was well built. <sup>49</sup> But the one who hears and does not act is like a man who built a house on the ground without a foundation. The river crashed against it, and immediately it collapsed. And the destruction of that house was great!"

**KNOW** - "Come to Jesus", When we come into a relationship with Jesus we come to know almighty God. (John 5:24) When we know Jesus we desire to follow him. The first step is a public declaration of our faith as exhibited with immersion baptism.

**GROW** – Hear his words. If we want to grow in Jesus we must come to understand his word through the Bible and prayer. We engage in the personal disciplines of prayer, Bible study on a daily basis. We also grow together by being a part of Bible studies in small groups and in corporate worship.

**GO** - Act on His word by following the great commandment and the great commission. You must be on mission with all of your heart, soul and mind and strength, so that you are making new disciples as you go into the entire world. (Acts 1:8)

This is the definition of the discipleship process:

*A disciple is someone who comes to Jesus by faith (KNOW). They will continue in the process of discipleship by understanding His word (GROW). A disciple will act on the words of Jesus by making new disciples (GO).*

# 5 WAYS FOR YOUR CHURCH TO MEET YOUR COMMUNITY'S NEEDS & COMMUNITY NEEDS ASSESSMENT

The Church is, by definition, counter-cultural, but that doesn't mean that our churches should be ivory towers cloistered away and out of touch with the needs of the community. In order to reach the lost and broken with the Gospel, each church needs to be aware and reflective of the community's assets and needs around them.

Here are 5 ways for your church to gain awareness of and reflect your immediate community in order to better meet its needs. At the end of the article, we've included a template to help you as you assess your community's assets and needs.

## 1. TAKE A TALK AND WALK.

Map out a radius around your location based on how concentrated the population is in your area (for urban locations, just take on the 2-3 block radius of your location, for more suburban or rural locations, you may want to take a 2-3 mile walk/drive.) Walk around that area with some of your team leaders and key volunteers. Meet the people hanging out at the bus stop, the Starbucks, the local eatery, the daycares, etc. Ask these people about their lives and take notes. Get to know them and the challenges they face. Try to take on the posture of a missionary in a completely foreign place. By starting without assumptions, you'll be better prepared to hear some surprising revelations.

Ask open-ended questions that help you answer the question: How does the surrounding community affect their lives (positively or negatively)? What is their involvement in any spiritual community? What's the familiarity and impression people have of a) religion in general, b) Christianity, and c) your particular denomination/tradition?

Ask about the history of the community; when did the community get its start and under what circumstances? What historical or cultural events and landmarks are important to the community? How has the area evolved? The answers to these varied questions will be powerful indicators to you of how your church fits into the community and the unique challenges you will face reaching the people in it. You'll also have better insights into how to reach people and develop authentic relationships with those in the surrounding community.

## 2. IDENTIFY COMMUNITY ASSETS.

As you walk, take note of medical facilities, homeless shelters, daycares, schools, libraries, different types of housing (high rise apartments, single family homes, public housing, mobile homes, etc.), religious and civic organizations, public transit, gas stations, grocery stores, shopping malls, green space, and recreation facilities, etc. Next, identify these assets on your map. Look first for assets, second for patterns, third for needs.

Some patterns might be that your community is a highly intellectual community filled with research facilities, universities, and libraries. Perhaps the community predominantly uses public transit and commutes, so dry cleaning establishments, restaurants, hotels, and offices are predominant and few people shop or live in the area. Maybe your area has lots of outdoor recreation, wildlife, and parks. Write all these patterns down and begin to draw some conclusions on what this community is centered around and its values. Only then can you assess what they might need physically, relationally, and spiritually based on what is already present and available to them.

## 3. ASSESS THE COMMUNITY NEEDS AND BEGIN DEVELOPING YOUR STRATEGY.

Perhaps there are no grocery stores in your church's area, only corner stores. Maybe you could offer a farmer's market in your parking lot to bring quality, nutritional food to the local residents. Are there many daycares, but mainly overcrowded or under-funded preschools? Consider starting a church school for all those tots about to age out of daycare. It may be as simple as offering a shuttle ministry to allow more people to attend worship services and church events if there are many people without adequate transportation in the area.

What cultures, ethnicities, and languages are represented around you? Is there anyone offering worship services to people within those groups? Try to see past the obvious and easily visible demographics of the neighborhood. There may be many elderly people living in an assisted living or retirement community that you've never noticed. They might love to be a part of your church family if the opportunity is made available. Are there many people with different abilities in your community (those with cognitive disabilities, issues with mobility, sight or hearing impairment, etc.)? Consider making your location highly wheelchair accessible, providing sign language interpreters, and tailoring your worship service production to the needs of all those in your community.

## 4. FILTER AND PRIORITIZE.

After your group shares their thoughts on the community's patterns or needs and you all do some “white-board thinking,” pray and begin to prioritize those assets that your church wants to offer based on what you feel your community needs most. Some initiatives will be simpler than others to start, and you may find that you can easily implement two or three projects at once. Outreach projects are best endeavored one at a time however - usually one a quarter. Try to stagger event dates so that the community isn't confused by an onslaught of announcements and invites that pull their focus in different directions.

## 5. BEGIN SETTING OR REDEFINING YOUR CHURCH CULTURE.

As you assess the community and begin implementing your findings, know that the DNA of your church will naturally change. You will need to constantly reassess how new projects are being received and what your reputation is in the community. It is worth it to make small adjustments strategically, rather than cutting whole initiatives and programs at once when they don't go as expected. Just like in your initial walk and talk, you need to have your “ear to the streets” to be gauging why a service your church offers isn't working well. Perhaps it just needs to be moved to a different time or people need childcare in order to attend. You'll never know if you don't ask (and you can't ask the choir; the people that are involved don't know why others won't come any more than you do). Make small adjustments, keep reassessing, and watch things evolve over time. The less of a gap there is between community needs and the church's offerings, the more people that will be attracted to and enriched by your spiritual leadership.

If your church truly desires to reach the lost, grow, and send disciples, then you need a clearly defined mission, vision, values, and strategy based on the community you serve. You cannot lead those to a life in Christ without knowing their unique needs and gifts. The Shepherd knows His sheep by name, do you?

# COMMUNITY NEEDS ASSESSMENT TEMPLATE

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Church Name

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City, State

## MAP

Draw a map of the community surrounding your church (or future site). Include major streets, parks, attractions, and label assets as you identify them. You can color code or use a symbol key to help keep things simple.

## HISTORY OF THE COMMUNITY

Make a list of why and when the community was founded and how it has evolved. Include key historical events such as battles, land destruction, political movements, landmarks, natural disasters, changing demographics, etc.

## CULTURE AND DEMOGRAPHICS

List key demographics. Include ethnicities, generations, languages, customs, religions, family structures, political leanings, economics, food, art, clothing, and other self-expressions.

## NONRELIGIOUS ASSETS

List all public or private organizations and services such as banks, medical facilities, schools, libraries, day cares, shopping, gyms, museums, parks, etc.

## RELIGIOUS ASSETS

List all area churches, cathedrals, mosques, temples, home groups, etc., and include what they offer, such as daycare, VBS, free meals, clothes closet, prayer meetings, sign language classes, addiction recovery groups, etc.

## CONCLUSIONS AND NEEDS

What conclusions can you draw about your immediate community based on these demographics and assets? Where do you see needs?

# STRATEGY

Make your plans, set your deadlines, and assign the point people for the new initiatives your church will pursue based on your community’s needs.

Goal One	Action Step One	Action Step Two	Action Step Three
Goal One Deadline:	Deadline:	Deadline:	Deadline:
	Team Member:	Team Member:	Team Member:
	Resources Needed:	Resources Needed:	Resources Needed:
	Volunteers Needed:	Volunteers Needed:	Volunteers Needed:

ADDITIONAL COMMENTS:

<b>Goal Two</b>	<b>Action Step One</b>	<b>Action Step Two</b>	<b>Action Step Three</b>
Goal One Deadline:	Deadline:	Deadline:	Deadline:
	Team Member:	Team Member:	Team Member:
	Resources Needed:	Resources Needed:	Resources Needed:
	Volunteers Needed:	Volunteers Needed:	Volunteers Needed:

**ADDITIONAL COMMENTS:**

<b>Goal Three</b>	Action Step One	Action Step Two	Action Step Three
Goal One Deadline:	Deadline:	Deadline:	Deadline:
	Team Member:	Team Member:	Team Member:
	Resources Needed:	Resources Needed:	Resources Needed:
	Volunteers Needed:	Volunteers Needed:	Volunteers Needed:

**ADDITIONAL COMMENTS:**

<b>Goal One</b>	Action Step One	Action Step Two	Action Step Three
Goal One Deadline:	Deadline:	Deadline:	Deadline:
	Team Member:	Team Member:	Team Member:
	Resources Needed:	Resources Needed:	Resources Needed:
	Volunteers Needed:	Volunteers Needed:	Volunteers Needed:

**ADDITIONAL COMMENTS:**

Adapted from the Vanderbloemen Search Group article by Sarah Robbins

# SAMPLES

## [SAMPLE] MEMBERSHIP COVENANT

We never ask our members to do more than the Bible clearly teaches. We only expect our members to do what the Bible expects every Christian to do. These responsibilities are spelled out in the Membership Covenant.

### THE MEMBERSHIP COVENANT

Having received Christ as my Lord and Savior and been baptized, and being in agreement with this faith community's statements, strategy and structure, I now feel led by the Holy Spirit to unite with this church family. In doing so, I commit myself to God and to the other members to do the following:

#### 1. I WILL PROTECT THE UNITY OF MY CHURCH

- ...By acting in love toward other members
- ...By refusing to gossip
- ...By following the leaders

*"So let us concentrate on the things which make for harmony, and on the growth of our fellowship together." Rom. 15:19 (Ph)*

*"Live in complete harmony with each other — each with the attitude of Christ toward each other." Rom 15:5 (LB)*

*"Have a sincere love for your fellow believers, love one another earnestly with all your hearts." 1 Peter 1:22 (GN)*

*"Do not let any unwholesome talk come out of our mouths, but only what is helpful for building others up according to their needs..." Eph. 4:29*

*"Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be no advantage to you." Heb. 13:17*

#### 2. I WILL SHARE THE RESPONSIBILITY OF MY CHURCH

- ...By praying for its growth
- ...By inviting the unchurched to attend
- ...By warmly welcoming those who visit

*"To the church...we always thank God for you and pray for you constantly." 1 Thess. 1:2*

*"Go out into the country...and urge anyone you find to come in, so that My House will be full." Luke 14:23 (LB)*

*"So, warmly welcome each other into the church, just as Christ has warmly welcomed you; then God will be glorified." Rom. 15:7 (LB)*

### 3. I WILL SERVE THE MINISTRY OF MY CHURCH

- ...By discovering my gifts and talents
- ...By being equipped to serve by my pastors
- ...By developing a servant's heart

*"Serve one another with the particular gifts God has given each of you..." 1 Peter 4:10 (Ph)*

*"God gave...some to be pastors and teachers to prepare God's people for works of ministry, so that the body of Christ may be built up..." Eph. 4:11-12*

*"Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Jesus Christ...who took on the very nature of a servant..." Phil 2:3-4, 7*

### 4. I WILL SUPPORT THE TESTIMONY OF MY CHURCH

- ...By attending faithfully
- ...By living a godly life
- ...By giving regularly

*"Let us not give up the habit of meeting together...but let us encourage one another." Heb. 10:25*

*"But whatever happens, make sure that your everyday life is worthy of the gospel of Christ." Phil. 1:27 (Ph)*

*"Each one of you, on the first day of each week, should set aside a specific sum of money in proportion to what you have earned and use it for the offering." 1 Cor. 16:2*

*"A tenth of all you produce is the Lord's, and it is holy." Lev. 27:30*

# CONSTITUTION AND BYLAWS OF

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## Preamble

We declare and establish this constitution and by-laws to preserve and secure the principles of our faith, and to govern this church body in an orderly manner. This document will preserve both the liberties of each individual involved and the freedom of action of this body in its relationship with other bodies of similar faith and practice.

## Article I - Name

The name of this body shall be \_\_\_\_\_

## Article II - Relationships

Our church will relate in Christian love toward other churches. At times, we will network with other churches to do things that we cannot do by ourselves. We will participate in missions by partnering with other Great Commission agencies including other churches, associations, conventions, networks, para-church and non-profit organizations.

## Article III - Purpose

Our purpose is to provide a means by which believers can encourage and assist one another in fulfilling the Great Commission (Matthew 29:18-20). Our objective is to make disciples that makes disciples.

## Article IV - Leadership/ Officers

Our church will employ shared leadership according to spiritual gifts within the church. Leadership will be recognized and practiced according to scriptures found in Ephesians 4:11-13. Qualifications of leaders are found in I Timothy 3:1-13.

## Article V - Statement of Faith

The Bible (Old and New Testament) is our only authority in matters of faith and lifestyle. (2Timothy 3:16-17) We honor the principles of soul competency and priesthood of believers, affirming together both our liberty in Christ and our accountability to each other under the Word.

## Article VI - Amendments

This constitution and by-laws may be amended by two-thirds vote of those present and voting in a business session. Any proposed changes must be presented in writing not less than one month before the time of the proposed action.

**Article VII - Membership**

Membership is based on commitment to Christ and to His church. We recognize a commitment to a personal and growing relationship with Christ and a public declaration of that commitment through baptism as necessary for membership. A commitment to relationship (living of life together) with fellow believers is vital to growing in relationship to Christ as well the His bride, the church. Each person desiring church membership will be required to attend a “new membership class”.

**Article VIII – Conducting Ministry and Business**

Church decisions will be made by consensus when our church is gathered together at a regular time. We will use wisdom and integrity in all financial matters. We may appoint leadership to help in us appropriately handle tithes, offerings, and disbursements of funds for missions and ministry. Our church will meet regularly for Bible study, fellowship, breaking of bread, prayer, sharing of financial resources, praise and worship, and sharing of spiritual gifts. We will celebrate the Lord's Supper regularly and Believer's Baptism as much as possible. We will meet house to house – storefront to storefront – office to office – school to school and anywhere we can to be a light for the world.

In the event our church stops being a church, we will give any remaining funds away to missions.

The church fiscal year shall run from January to December.

This Constitution and By-laws were approved by \_\_\_\_\_

Signatures:

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





# Network Church Now Sample Budget

Proposed Budget				
Date _____				
Receipts	2015 Budget	Actual	Difference	
Church Members		0.00	0.00	0.00
				0.00
				0.00
Total Receipts		0.00	0.00	0.00
Disbursements		0.00		
Missions		0.00		
Association 4%		0.00	0.00	0.00
KNCSB and Cooperative Program 6%		0.00		0.00
Total New Work Expenses		0.00	0.00	0.00
Leadership Development		0.00		0.00
Training and Equipment supplies		0.00		0.00
Total Leadership Development		0.00	0.00	0.00
Administrative		0.00		
Office Expense		0.00		0.00
Utilities		0.00		0.00
Internet & Phone		0.00		0.00
Supplies		0.00		0.00
Total Expense		0.00	0.00	0.00
Staff		0.00		
Campus Pastor		0.00		0.00
Total Staff Expense		0.00	0.00	0.00
Mischellaneous		0.00		
				0.00
Total Mischellaneous		0.00	0.00	0.00
Total Disbursements				

# MANAGING NETWORK CHURCH FINANCES

If the church begins to collect offerings you must have the following procedures and policies in place.

1. An assigned EIN.
2. Open checking account
3. Budget process and record keeping program in place.
4. Elect Treasurer and Assistant treasurer to be co-signors on every check.
5. Monthly reconciliation reports presented to the church.
6. 6% of monthly offerings given to Cooperative Program for all SBC aligned church. 4% of monthly offerings given to local Baptist association for SBC aligned church. All other expenses are to be determined by the church.
7. Yearly audit
8. Provide financial updates to Networkchurch.now representatives monthly.
9. Develop a policy handbook on finances as approved by the congregation. The policy should include some kind of statement as to where monies would be designated if the church ceased to exist. (for example, In case of church closure all money would be designated to a like minded mission, church or conference center.)

# BENEVOLENCE

## PURPOSE

To provide appropriate levels of emergency financial assistance to church members and attenders in need.

## POLICIES

### Applicant Considerations:

- A. Emergency financial assistance (“benevolence”) is available to members and attendees of [Your] Church.
- B. Benevolence requests should be initiated by a member or attender (rather than by a staff member).
- C. Benevolence payments should be limited to a maximum of two payments in a 12-month period, totaling a maximum of [\$000].
- D. Pastors should consider using budgeted benevolence funds to purchase copies of Financial Peace (Dave Ramsey) or other financial training materials to distribute to benevolence applicants.
- E. Benevolence requests for staff members should be approved in advance by Human Resources and will be reported as taxable income to the employee.
- F. Pastors should work to establish relationships with local organizations such as food banks, clothing distribution centers, and homeless shelters, so that benevolence applicants who are not members or attendees can be effectively referred to these sources.
- G. Small denomination grocery store coupons or gas coupons can be maintained by the staff, for which no application is required. This form of assistance can be given to a non-member/attender, at the discretion of the pastor.

## POLICIES (continued):

### Qualified Assistance:

- H. Benevolence is intended for emergency food or shelter needs. Emergency shelter includes electricity, gas, water, mortgage or rent assistance. Typically, a bill should be past due as evidence of an emergency situation. Telephone or cell phone bills, car payments, rent deposits, and cable bills are not considered emergency shelter needs.
- I. Benevolence should not be granted for medical bills, taxes, legal fees, fines/penalties, bond posting, court-ordered restitution, alimony, or child support. This list is not all inclusive.
- J. Checks must be made payable to the vendor/creditor (and not to the applicant). Support for amounts requested must be attached to the check request (i.e. utility bill, lease agreement, etc.)
- K. NO cash gifts, including gift cards (i.e., Visa/Mastercard, restaurants, etc.), are to be given as financial assistance.
- L. Financial assistance should not be put on a purchasing card. In the rare event of an emergency with no alternative payment method, prior approval of a pastor must be obtained (and an application completed). Under no circumstances should an applicant ever have access to a purchasing cardholder's card number.

## PROCEDURES

### Application and Review:

1. Applicant should complete and sign a Benevolence Application.
2. Administrator/Coordinator should review the application to ensure:
  - a. Every question is answered and application is signed.
  - b. A copy of the utility bill or lease agreement is attached to the application.
  - c. The date and amount of any previous financial assistance is documented on the application.
  - d. Answers are consistent with any previous answers recorded.
  - e. Current application is logged into Financial Assistance Log.
3. A Pastor should review and approve or deny each application. A Pastor may also choose to hold a personal interview with the applicant, at his/her discretion.
4. Submit approved Benevolence Application by [00:00pm Day of the Week].
5. Check will be processed by [Day of the Week] at 00:00 P.M.

# BENEVOLENCE APPLICATION

Date \_\_\_\_\_

Name \_\_\_\_\_

Spouse's Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

If not employed, when were you last employed? \_\_\_\_\_

Child(ren):

Name/Age \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where do you attend? \_\_\_\_\_ Which experience? \_\_\_\_\_

What steps have you taken to assist yourself with your circumstances and improve your financial situation? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you previously received financial assistance from our church? \_\_\_\_\_

If so, when? (Please list all dates) \_\_\_\_\_

Type of assistance needed \_\_\_\_\_ Amount needed \_\_\_\_\_

Brief explanation: (use reverse if not enough space)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

God has called each of us to bring help and hope to people in need. The information collected from you during the application and/or interview process is consistent with our desire to not only assist our members and attendees financially, but to help them engage in the activities that will develop their relationship with Christ and provide the ultimate solution to their financial situation.

Completion of this application and/or participation in an interview does not guarantee assistance. Please be assured that we will prayerfully consider your request and respond accordingly.

All of the information provided in this application is accurate, and I have not received financial assistance from the church within the last six months.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR STAFF USE ONLY**

Copy of Bill Attached? \_\_\_\_\_ Amount Approved \_\_\_\_\_

Payable To \_\_\_\_\_

Address \_\_\_\_\_

Account # \_\_\_\_\_

Previous financial assistance checked \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Pastor Signature

\_\_\_\_\_  
Date

# RECEIVING THE OFFERING

## PURPOSE

To ensure the safety and security of the offering as well as the usher volunteers and staff members during the collection and sorting of the offering.

## POLICY

- Volunteers must be 18 years or older to serve as ushers.
- Usher volunteers should have background checks prior to serving.
- A head usher shall be assigned to each service. Head ushers should have prior experience as an usher. They ensure that the usher duties are carried out during each worship service and they are responsible for collecting children's offering.
- All ushers serving must sign the usher card or the usher schedule for that service and indicate if they handled the sort. The Head Usher and/or Staff member responsible for the offering should always sign the usher card.
- A minimum of three persons should be present when the offering is sorted which should include the following:
  - The head usher or a staff member
  - A police officer/security guard
- The police officer should not participate in the sort. He/she shall focus on observing those sorting and be ready to react if a threat occurs.
- The offering must be kept secure and placed in a safe immediately after the sort. Access to the safe should be limited to staff members.

## PROCEDURES

### Receiving the Offering:

1. Ushers collect the offering on the signal from the closing pastor.
  - a. Distribute buckets to your RIGHT beginning at the back and moving forward. Each row receives one bucket.
  - b. Once you are to the front, return to the back of the section and help collect the buckets from the LEFT.
2. A designated usher or staff member should observe and walk the aisles to ensure all offering buckets have been collected.

3. Ushers identified to sort the buckets should take the buckets to the specified usher counting area. Ushers should take the quickest route to the room, and avoid walking through or with large crowds when possible.

**Sorting the Offering:**

1. Buckets shall be emptied, sorted and rubber banded as follows:
  - a. Cash
  - b. Checks
  - c. Envelopes
  - d. Communication Cards
2. A designated usher not participating in the sort should go through the emptied buckets to ensure nothing is left in them before they are taken back to the auditorium.
3. Once the offering is sorted, the cash, checks, envelopes, and usher card should be placed in the appropriately labeled bag. Locking bags should be used when the safe is not located in the same room as the sort.
4. Once the bag is locked it should be to the safe.
5. The bag should be placed in the safe and the safe must be locked.

# PERSONAL INFORMATION OF MEMBERS/ ATTENDEES

## PURPOSE:

To ensure the privacy of our members and attendees by protecting their personal information.

## POLICY:

- [Your] Church is committed to protecting the privacy of its members and attendees.
- [Your] Church staff members will not share personal information regarding a member or attendee outside of the [your] Church staff, without the member's or attendee's prior written consent. For this purpose, members or attendees include, but are not limited to, donors, volunteers, members, and employees. Personal information includes, but is not limited to, giving records, home and email addresses, telephone numbers, family members' names, and volunteer service history.
- When a member or attendee requests his or her own personal information (for example, when a donor requests a giving record), the staff member will verify member's or attendee's identity. Common methods of identification include asking for a home address or phone number or other identifying characteristic and comparing it to the contribution records.
- Under no circumstance will personal information be exchanged with a third party who intends to solicit the member or attender for any reason. Examples include, but are not limited to, product sales, financial support of a non- [Your] Church ministry or organization, and financial support for a mission trip.
- Under no circumstance will personal information be sold to a third party.

# OPERATING EXPENSE REIMBURSEMENTS

## PURPOSE

- To encourage good stewardship.
- To be fair and equitable. A staff member should neither gain nor lose personally because he or she has incurred reasonable business expenses. Staff members incurring similar expenses should be reimbursed or not reimbursed consistently throughout the organization.
- To ensure sufficient documentation is maintained to meet standards required by the Internal Revenue Service and other agencies.
- Policies and procedures for travel and personal expense reimbursements (including meals) are addressed in a separate document – Meals, Travel, and Personal Expense Reimbursements. This document addresses all other expense reimbursements including petty cash.

## POLICIES

- A. Incurring operating expenses by team members and seeking reimbursement is the last resort for business purchases. Using a purchasing card, making a check request/wire transfer, or using established vendors should all be considered before resorting to the use of personal funds. The Director of Purchasing or Finance Department should be contacted to make payment arrangements with a new vendor prior to the first purchase.
- B. Benevolence payments should be made via check request only. Benevolence payments made via personal funds will not be reimbursed.
- C. Operating expenses should be incurred by staff members only. Volunteers generally should not incur operating expenses.
- D. Repeated non-compliance is subject to loss of reimbursement privileges.
- E. Employee reimbursements must be submitted within 60 days after the expense is incurred per IRS guidelines (See IRS Publication 463 – Accountable Plan).
- F. Employee reimbursements will generally be paid by the Payroll Coordinator with the employee's regular paycheck.
- G. Petty cash requests/reimbursements will be paid by check and not reimbursed into the employee's bank account.
- H. Petty cash requests received by Tuesday at 5:00 PM CST will be paid by check by 1:00 PM CST on Thursday of the week requested.

## PROCEDURES

1. Become familiar with policies and procedures prior to incurring expenses.
2. Complete the Check Request/PO form. The IRS requires reimbursable expenditures to be supported by adequate records which clearly establish that they were (i) ordinary and necessary, (ii) reasonable in amount and (iii) incurred for a valid business purpose. All of the following criteria must be met to qualify for reimbursement:
  - a. Identity of the payee (requestor).
  - b. Business purpose for the expenditure.
  - c. Date of purchase.
  - d. Original itemized receipts must be attached to the Check Request/PO for all expense items regardless of amount. Credit card receipts without detail/description of items purchased are not acceptable.
  - e. In the rare event that neither a receipt nor proof of payment is available, a Lost or No Receipt form must be provided.
3. Sign your Check Request/PO.
4. Forward the Check Request/PO to your supervisor for approval.
5. Approver reviews the Check Request/PO to ensure proper coding of expenses. They will also review the supporting receipts to ensure each purchase is substantiated. Signature of the approver indicates review and approval of the expenses.
6. Electronically forward approved Check Request/PO to Accounts Payable. A/P will review the reimbursement request and forward to Payroll Coordinator to be included on the next payroll. Employee reimbursements received at least three business days prior to the pay date will be included in that paycheck. Reimbursements received after payroll has been processed will be paid on the next regularly scheduled pay date.

# CHILDREN'S GUIDELINES SAMPLE

(This is a suggested guideline and should be adapted to suit your church)

Please follow these guidelines to ensure that our children are safely taken care of during the services. For ease in reading, Children's Pastors and Children's Directors will both be referenced as Children's Directors in this document.

## Volunteer Selection and Screening:

All volunteers, paid workers, and staff interacting with children are to complete the following steps:

**Application** – All Children's Ministry volunteers must complete a volunteer application, including providing references and signing the consent to background checks.

**Reference Check** – [Your Church] reserves the right to contact references to assess the applicant's suitability/capability for working with children. References may be contacted by phone or by a written questionnaire. A second reference from the reference may be requested.

**Policies and Procedures** – Volunteers will be given a handbook of policies and procedures to review and will be asked to sign the last page indicating that they have read and understood the material and agree to comply with the policy requirements.

**Criminal Background Check** – [Your Church] uses, subscribes, and pays for the services of a reputable public data-screening firm in order to check the background of all volunteers and employees for possible criminal history or registered sex offender information.

Individuals who have been arrested for, charged with, are on deferred adjudication or regular probation for, or have been convicted of sexually oriented or sex related crimes, either misdemeanor or felony, cannot serve in any area of children's ministry. [Your Church] utilizes a comprehensive background check and relies upon the truthful answers of applicants and their references for this information.

Security of background checks is of high importance. All applications will be kept in a locked cabinet indefinitely along with the printed results of completed searches. Background screenings and reference checks can be run by approved staff or assigned personnel. All information is to be confidential. In the event that a concern is found it will be conveyed to the necessary people. Upon completion of background checks, the completion date and any areas of concern should be noted in our church communication system. This allows staff and directors to know whether or not there is a background

check on file. This area of the church communication system is not visible by all persons using the system. Access must be granted.

### Classification of Volunteers:

Lead Teacher – These volunteers are required to not only follow the selection and screening process but also profess to be followers of Christ and have agreed to the membership covenant.

Helpers – These volunteers are required to follow the selection and screening process.

Youth and Children – These volunteers are required to follow the selection and screening process. Youth are defined as those in 7<sup>th</sup>-12<sup>th</sup> grades and not 18 years of age or older. Children are defined as those under 7<sup>th</sup> grade. Children are never included in ratios or the two-person rule.

### Classroom Requirements:

#### Arrival:

Volunteers should arrive 15-30 minutes before the service time (depending on the campus) that they are scheduled to work. Use of phones for calls, texts, or social media during their scheduled service time is discouraged. Full attention should be given to the children they are teaching and their fellow volunteers.

#### Check-In:

A check-in system is in place for child safety. This system will provide the parents and children with nametags and security ID tags. If someone comes to drop off their child without a nametag, they should be directed to the child check-in station. If there is no one at child check-in, the child's name and the name of the person dropping him or her off must be written down. The tags look like the following:

(place sample tag here)

The nametag provides the child's name, their unique security code, and any allergies that the child may have. If further information is needed, such as a phone number in the event of an emergency, the child check-in volunteer may be able to assist in finding that information.

Parents are asked to put the nametags of children ages Kindergarten and younger on their backs where it is harder for them to take them off. Older children may wear them on their front. Diaper bags, cups, binkies, toys and other items need to be clearly marked with the child's name.

When releasing children to parents/guardians, volunteers must verify the child's nametag code to the security code of the person picking them up. If a person requesting a child does not have a security code, the child cannot be released. They can be sent back to child check-in to get a new security tag or to talk with a staff member. Child check-in will then verify the person's identity. A child cannot be released to another child, unless they have the security code and are 5<sup>th</sup> grade or older.

As [Your Church] continues to grow, it is vital to be proactive in making sure that the person picking up the child has a security code. Volunteers cannot assume because it is a person they know that it is okay to release the child to them, even if it is a parent, as there may be custody issues.

In order to quickly identify first time guests, a colored sticker will be placed on the nametag. This will alert the teachers that the child is new and may need additional encouragement. The sticker is also visible to the greeting team.

#### Two-Person Rule:

[Your Church] strives to maintain a two-person per classroom or nursery policy. This means that each room involving children from birth to 6<sup>th</sup> grade has at least two adults or an adult and a youth (7<sup>th</sup> grade and above) working in the class. All volunteers have passed both a KBI and federal background check and the application is on file.

A volunteer should never be alone with a child or youth.

#### Married Couples or Relation:

When married couples or family members serve together, there will be a third unrelated individual serve with them. This is for the safety of all parties involved.

### Parent/Guardian of Child:

Parents, guardians, or older siblings of children are welcome to stay with their child in the classroom (for acclimating new children), but will not be left alone at any time unless a background check is on file. They are not included in the two-person rule.

### Perspective Volunteers:

Those observing in Children's Ministry are not to be left alone at any time unless a background check is on file. They are there to observe, so they can evaluate whether or not they wish to serve in that particular area. They are not included in the two-person rule.

### Adults to Children Ratios:

Infants (2 weeks to 12 months)	1:3	
Mixed class (infants to 6 years)	1:4	
Toddlers (12 months to 2 ½ years)	1:5	
2 years to 3 years	1:7	
3's, 4's, and Pre-K	1:8	
Mixed class (3 years to school age)		1:12
Kindergarten	1:12	
School age	1:16	

### Promotion of Classes:

Toddlers promote out of the nursery when they are 3 years of age and potty trained. Promotion of all other ages will take place the first weekend of June. Children with special needs will be promoted on a case-by-case basis and in conjunction with the parent's wishes.

### Bathroom:

Assistance will be needed when taking toddlers and preschoolers to the bathroom. The main bathroom door should be propped open so there is no question about the volunteer's actions. Hands should be washed before returning to the classroom. If there is an accident, the child should not be scolded. A volunteer should lovingly, help them get changed if clothes are available, put the dirty clothes in a plastic sack, and tell the parent during pick up. A second adult should be present when changing clothes. If no clothes are available, the parent should be notified.

When taking older children to the restroom, volunteers can wait in the hall. If a volunteer needs to enter the restroom and they are the only person besides a child, the outer door should be propped open.

#### Changing Diapers:

[Your Church] asks males not to change diapers when serving. When changing diapers, volunteers should wear the gloves that are available. If the diaper is stinky, there are plastic sacks to put them in before placing them in the trash. When changing cloth diapers, the diaper should not be rinsed out. If there is a lump that is disposable, it can be flushed. Otherwise, the diaper can be placed in a plastic bag and put in the child's diaper bag. [Your Church] will follow the parent's request with the use of ointments or powders. If they do not ask for it to be done, it should not be done. In an effort to show parents their child is being well cared for, every child should be changed during the service time. When they are changed or found to be dry, an "I was" label needs to be placed on the diaper. After each diaper change, the changing table needs to be disinfected with the Clorox wipes. Gloves should be disinfected or changed with each child. The volunteer's hands should be washed or sanitized when they are finished.

#### Safety of Toys and Equipment:

It is important for the safety of the children that the toys are inspected for broken parts, missing pieces, or safety recalls.

It is also necessary to disinfect the toys and equipment that are used on a regular basis in a mixture of Clorox water or Clorox disinfecting wipes. Optimal disinfection would be done once a week and minimal disinfection is done once a month. When notified of a communicable illness, everything should be cleaned as soon as possible.

#### Bedding or Burp Rags:

All bedding, blankets, pillows, and burp rags should be changed with each child's use. In an effort to keep the nursery clean and not spread infection, these items are not to be shared.

#### Sickness Policy:

[Your Church] asks that no children or workers participate in classes or activities if they have been ill in the last 24-hour period. This includes but is not limited to illnesses such as the flu, colds, coughs, temperatures of 99.6 or higher, and conjunctivitis or pink eye. If there are any live lice or nits, [Your Church] asks that you not come until all have been removed from the hair. [Your Church] should be made aware of any other communicable diseases or symptoms so steps can be taken to protect everyone attending.

## Medication:

[Your Church] cannot administer medication without the written request of the parents, which must go through the Children's Director. Children who are at risk of needing medication administered in case of an emergency (EpiPen, inhalers, insulin, etc.) must have this request on file. If a release is on file, it will be noted on the tag with the allergies. Diaper ointments or powders will only be used when requested by the parent.

## EpiPen Procedures

Any child requiring an EpiPen must have this information, along with the specific allergy, recorded in the church communication system. When it is recorded in the system, the security tag will list the allergy and EpiPen. If this information does not appear, the parent should be directed to either the check-in station or the Children's Director. Both the check-in station and the Children's Director can give them the proper paperwork and get the alerts added to the communication system.

The parent will receive an EpiPen "Release and Waiver" form, and it must be signed. The Children's Director will keep this release on file.

The EpiPen will be stored by the classroom teacher in a designated area out of the reach of children. The EpiPen will be returned upon the parent picking up the child each week.

In the event the child has an allergic reaction and it is necessary to administer the EpiPen, immediately call 911, alert the parent, notify security if applicable, and have someone watch for emergency personnel. If there is a health team present, security can alert them of the need for their professional assistance until emergency workers arrive. The release and waiver form on file would authorize staff or volunteers to administer the EpiPen to the child.

The person administering the EpiPen should remove the cap and jab it into the fatty upper thigh. They do not need to pull the pants down, as it will go through denim. The time that it was administered should be noted. They should also watch that airflow does not become restricted.

## First Aid:

There are first aid kits located in each classroom used by children. Ice packs should be available on site. As each campus varies, each Children's Director will know their exact locations. There are boo-boo reports to fill out (for minor injuries) to give to parents.

In the event of serious injury such as broken bones, convulsions, fainting, unconsciousness or other serious bodily injury, the child should not be moved. The

volunteer should stay calm and assure the child while someone else helps care for the other children in the class. Someone will need to alert the parent with their unique security code and locate the Children's Director or someone on staff. An accident report will need to be filled out and filed with insurance.

### General Classroom Evacuations

Each volunteer should read and understand the evacuation routes (fire and tornado) for their classroom, which are posted at the exit door of each room.

Before evacuating, the number of children in each class should be taken. An attendance sheet, if available, can be checked to make sure all children in each class are accounted for. Attendance should be taken when arrived safely to the evacuation destination or a tornado shelter area.

Some suggestions for easy evacuation: Infants through toddlers can be placed in cribs and rolled to their designated area. Children ages 2-K can hold onto a rope during evacuation. School age children can line up and follow as a group. All children should stay with their class.

Once evacuated, further instructions will be given by a member of the Children's Ministry staff as to what to do next.

Volunteers should stay with their group at all times. They should not leave to retrieve their own children, to obtain first aid, or for any other reason. First aid will be brought to them if needed.

Children should not be released to their parents (for all ages) during the evacuation process. Parents may walk with their child's class, but children may only be released after they have arrived at their designated location and attendance has been taken. Children may be released to their parents after permission has been given from a member of the Children's Ministry staff.

### Discipline:

[Your Church] uses positive redirection, timeout, and if necessary, removal from the program when administering discipline. [Your Church] does not use corporal punishment. If a child becomes aggressive in their behavior and are at risk of harming themselves or others, the parents will be called.

### Physical Touch:

[Your Church] is committed to protecting the children in their care and recognize that appropriate touch is part of a positive, nurturing environment in a healthy children's ministry. The following is acceptable: side hugs, high fives, fist bumps, handshakes, and a brief, assuring pat on the back or shoulder. Volunteers should suggest that kids sit beside them rather than on their lap.

### Absence:

If a volunteer needs to be absent, they will need to secure their own background check approved replacement. It is possible to trade service dates with someone who already volunteers in the Children's Ministry. The Children's Director should be made known of the change by text or email with at least a week's notice when circumstances allow for it.

### Transportation:

When transporting children, [Your Church] will do so in accordance with the church's vehicle use policy.

The vehicle is to be reliable and serviced before travel. It should be filled with fuel before loading for departure. Brotherhood Mutual recommends not using the back seat in 15 passenger vans when transporting children. When returning the vehicle it is to be in proper form and cleaned of all trash and belongings.

The driver must be 21 or older, have proof of insurability, a clean driving record, a driver screening on file, and agree to no texting while driving.

The passengers will follow the laws pertaining to seatbelts and safety seats. If a safety seat is required, the parent or guardian will need to provide it. A release to transport children will be signed by a parent/guardian and be kept on file for any child being transported. For the safety of all persons, the two adult rule will be followed when transporting those under 18 years of age. Passengers are also expected to be respectful and to conduct themselves in a manner that is not a distraction to the driver.

### Pictures and Social Media:

[Your Church] will follow the guidelines and regulations set forth in COPPA – Children's Online Privacy Protection Act (<http://www.coppa.org>). [Your Church] will make an effort to exceed these regulations in an effort to protect the identity of all children.

All information regarding children in any database is confidential and is never to be released to outside agencies or groups.

No information regarding children will be available on any website or social media site.

Pictures of events in which children attend can be added to the church website, but must not contain any personal information about the children. Photographs or videos may be taken and posted on the [Your Church] websites by [Your Church] staff if:

- a) Pictures or videos taken at a [Your Church] event (camps, summer events, mission trips, small groups, etc.) are related to a children's event that requires a previously signed permission slip including parental approval for pictures or videos to be taken and used for [Your Church] purposes or
- b) Signage is posted that clearly states that photographs or videos will be taken of children during the event.

Workers and staff must not participate in social media interactions with a child. However, workers and staff can participate in social media interactions with parents.

All communication with children should be open and with full knowledge of parents and legal guardians. [Your Church] staff can use mass communication in the form of texts or e-mails to remind children of an event, scheduled meeting, or their opportunity to volunteer. Every parent or legal guardian is to be copied in such communication.

#### Child Abuse Reporting and Procedures:

If a volunteer has reason to suspect neglect, physical, mental, emotional, or sexual abuse, they must report it immediately to the Children's Director.

The volunteer and director will document observations and secure the child's full name, the parent's names, and their address and phone number (check the church community software). They all will record the child's condition, whether the perpetrator still has contact with the child, and any other information that causes them to believe that the child is in danger.

The Children's Director will promptly submit an oral report to the Kansas Protection Support Center (1-800-922-5330). This is a 24-hour hotline, but in the event of an emergency, where the child is in immediate danger, the Children's Director will contact 911 for local law enforcement support.

Before dismissal, a volunteer will assure that the child is being dismissed to a safe place. If arrangements for the child's care need to be made, they will work in cooperation with local law enforcement, Children's Director, and Campus Pastor to make those decisions.

Any reports received from children or parents concerning inappropriate conduct by a volunteer or staff member will be taken seriously and dealt with immediately. Legal council and the local law enforcement will be contacted to review the incident.

If a report is made, the accused will meet with the Children's Director and/or Campus Pastor to address the situation. The accused will be immediately dismissed from their duties and should not participate in children's activities while the incident is reviewed. If advised by legal council, [Your Church] will assist in securing a counselor for both parties involved.

#### Possible Behavioral Indicators of Abuse:

These indicators do not prove abuse or neglect, but tells those involved that they need to learn more about the child's circumstances.

Emotional abuse is characterized by severe depression, withdrawal from activities, severe lack of self-esteem, threatened or attempted suicide, potential speech or eating disorders, high need for adult approval, or extreme passive or aggressive behavior.

Sexual abuse is characterized by advanced sexual knowledge or behavior, depression, crying without reason, promiscuous behavior, withdrawal from activities, running away, walking or sitting difficulties, bruising, bleeding in the genital area, frequent headaches, stomachaches, and extreme fatigue.

Physical abuse is characterized by hostile, aggressive behavior toward others, fear of parents and other adults, destructive behavior (self, others, property, etc.), unexplainable bruises, fractures, burns, facial injuries (often reoccurring), and sexually transmitted diseases.

#### Child Abuse Reporting and Procedures for Children's Director:

If a volunteer has reason to suspect neglect, physical, mental, emotional, or sexual abuse, they must report immediately to the Children's Director.

The volunteer and director need to document observations and secure the child's full name, parent's names, and their address and phone number. They also will record the child's condition, whether the perpetrator still has contact with the child, and any other information that causes them to believe that the child is in danger.

The Children's Director will promptly submit an oral report to the Kansas Protection Support Center (1-800-922-5330). This is a 24-hour hotline, but in the event of an emergency, where the child is in immediate danger, the Children's Director will contact 911 for local law enforcement support.

The Children's Director will immediately document and date any information given to them by the child, any phone calls, and any action taken regarding the incident. Documentation should be kept indefinitely in a secure file.

The Children's Director will contact [Your Church]'s Human Resource Representative to get in contact with legal council.

After the initial oral report, the State of Kansas Department of Children and Families may also request a written report.

Before dismissal, the Children's Director will assure that the child is being dismissed to a safe place. They will work in cooperation with local law enforcement and Campus Pastor to make arrangement for the child's care if arrangements need to be made.

Any reports received from children or parents concerning inappropriate conduct from a volunteer, employee, or staff person will be taken seriously and dealt with immediately.

Once a report is received, the Children's Director will document the report and secure the child's full name, parent's names, and their address and phone number (check the church community software). They will also record the child's condition, whether the perpetrator still has contact with the child, and any other pertinent information. The name, address and phone number of the accused will also need documented.

The Children's Director will immediately get in contact with the Campus Pastor to report the incident. The Campus Pastor will contact [Your Church]'s Human Resources to obtain legal council on how to proceed. [Your Church] will also need to contact local law enforcement and the church's insurance company to make them aware of the incident.

The accused will meet with the Children's Director and/or Campus Pastor to address the situation and will be immediately dismissed from their Children's Ministry duties while the incident is reviewed.

After consulting with legal council, if advised, [Your Church] will offer assistance in securing a counselor for both parties involved.

Child Custody Procedures:

Children may only be released to an adult or guardian who has a security tag with the corresponding security code as the child. Due to the nature of child custody laws, volunteers and staff must be aware of who has rights to pick up a child. Many families have children with various custody situations. If the custodial parent or guardian has legal documents stating court ordered parental custody, they should provide the

Children's Director with a copy of that document. It is the responsibility of the custodial parent or guardian to inform the Children's Director and the teacher of any custody alerts associated with their child. If anyone other than the custodial parent or guardian comes to pick up the child and they do not have the security tag, they will be asked to produce a picture ID. The teacher will then check to make sure they are on the authorized list to pick that child up. If they are not authorized to pick the child up, that child will not be released until the custodial parent or guardian can be reached.

#### Statements to the Media:

If a teacher, volunteer, or member of staff are questioned by someone in the media (e.g., television, radio, newspaper) or asked to be interviewed due to an issue that has been brought to the media (e.g., abuse, prejudice, unbiblical teachings), the person is asked to refrain from answering the media's questions and refer them to a representative for [Your Church] in the Human Resources Department.

#### Teaching Suggestions:

1. Read lesson early in week, then review the day of.
2. Develop ideas to help in telling story. Rather than just reading it to the kids, make it fun and come to life by using visuals, play act, or voice changes.
3. Explain how the Bible lesson applies to the child's life. Help them see what they can learn from the story, or what God expects their response to be.
4. Warn about transitions to other rooms or when an activity will end.
5. Realize there are four types of learners (visual, kinetic, tactile, and auditory).
6. Become familiar with characteristics and development stages of each age group.
7. Set rules for the classroom with the kids' help, as it will bring ownership to the rules. Post the rules so they can be referenced as needed.
8. Use positive praise.
9. Be consistent and follow through.

I was hurt today (but now Im OK!)

Where was I?

What Happened?

\_\_\_\_\_ helped me by \_\_\_\_\_

\_\_\_\_\_

I was hurt today (but now Im OK!)

Where was I?

What Happened?

\_\_\_\_\_ helped me by \_\_\_\_\_

\_\_\_\_\_

# CHURCH NOTIFICATION OF CHILD INJURY REPORT

Name, age, and gender of child who was injured:

\_\_\_\_\_

Child's Address: \_\_\_\_\_ City/ZIP: \_\_\_\_\_

Name of Parents: \_\_\_\_\_ Phone: \_\_\_\_\_

Date and Time of Accident: \_\_\_\_\_

Describe in detail how the child was injured including location, names and action of all children and adults involved:

Describe the child's injuries and what actions were taken to treat the injury:

\_\_\_\_\_

How and when was the parent notified:

\_\_\_\_\_

Please List names and phone numbers of the witnesses to the injury:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

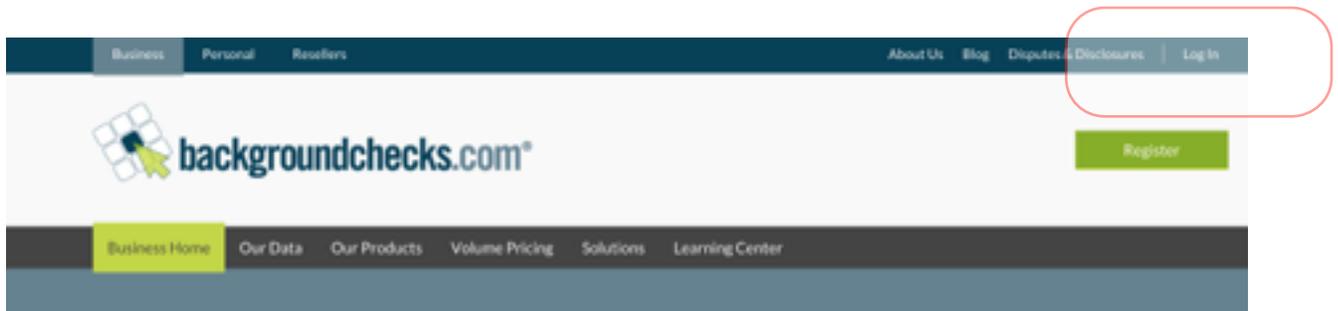
Your name, address, and phone number: \_\_\_\_\_

\_\_\_\_\_

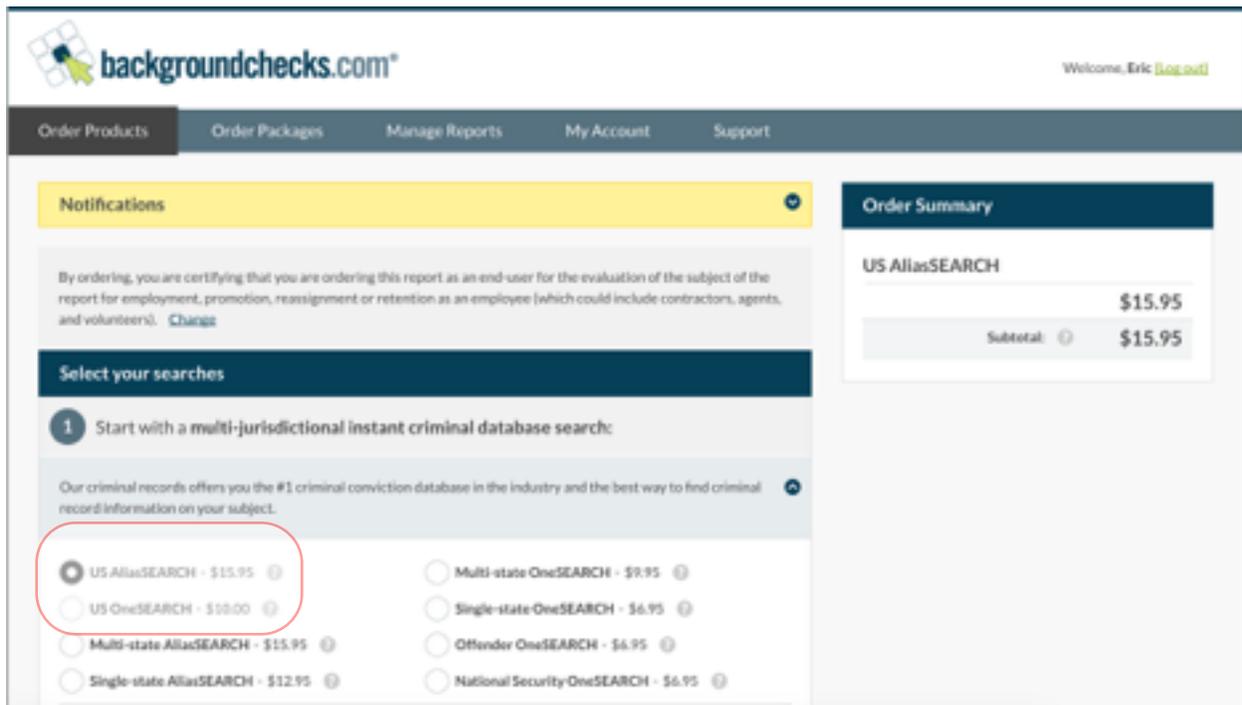
# backgroundchecks.com

How to run a background check step-by-step

Login to [backgroundchecks.com](https://backgroundchecks.com) with your unique username and password



On the initial login, you will be asked to choose your own password as well as several steps to acknowledge the FCRA agreement. Follow the directions on screen until you reach this page:



There are two options on searches that you will most likely need to choose from when running a check on a volunteer. If they have disclosed their full legal name (usually first, middle, last, suffix) then you would probably be ok running the US OneSEARCH for \$10. If they only give you first and last, you will want to run a US AliasSEARCH for \$15.95. The

reports will look for the same in content but the AliasSEARCH will give you every known name that is tied to the volunteers SS number. If you would like, you may run the US AliasSEARCH on everyone if you feel that would be beneficial.

In box 1, all you need to check is the record report that you would like to run. **In box 2 and 3, uncheck all options and move on to “Start your search”**

The screenshot displays the AliasSEARCH web interface. On the left, the 'Start your search' button is highlighted with a red circle. Below it, the 'Subject Information' section contains a 'Change search options' button and several input fields: 'Full legal name' (with 'First', 'Middle', and 'Last' sub-fields), 'Suffix (if any)' (a dropdown menu), 'Gender (optional)' (radio buttons for 'Male' and 'Female'), 'Date of Birth' (MM, DD, and YYYY dropdowns), 'Social Security Number' (a text input field), and 'Work Place State' (a dropdown menu). A checkbox labeled 'Set this state as the default jurisdiction' is located at the bottom of this section. On the right, the 'Order Summary' panel is also highlighted with a red circle. It shows 'US AliasSEARCH' with a price of '\$15.95' and a 'Subtotal' of '\$15.95'.

Fill in all information in the Subject information field except for “add an admitted crime” and the applicants email address. Please notice the Order summary on the right side of the screen. It will keep track of your total order and will help you make sure that you have only the necessary boxes check before you submit the report order.

After you have filled out the Subject information, scroll down to the bottom of the page and click “Proceed to checkout”

You will see the “Order Confirmation” Screen below. Make sure that your order looks correct, click the square in the yellow box to confirm, and then click “Purchase”

## Order Confirmation

	Avg. turnaround time	Fees ⓘ	Price
US OneSEARCH ⓘ			
Eric William Franklin (Primary)			\$10.00
<a href="#">+ Add more searches to this report</a>		Subtotal:	\$10.00
		Total:	\$10.00

**Important:** By placing this order:

- You accept our [Terms](#).
- You agree that we can charge you for the search even if there are no results.
- You acknowledge receiving the Consumer Financial Protection Bureau's "[Notice to Users of Consumer Reports](#)" and "[A Summary of Your Rights under the Fair Credit Reporting Act](#)" (which are also available in the Compliance section of our website).
- You make the Employment certifications in [Report Certification for End-user Purpose of Employment](#) of our Terms.
- You make the No Resale certifications in [Report Certifications for Resale Intent of No Resale](#) of our Terms.

[Go Back to Dashboard](#) [Cancel Order](#) [Purchase](#)

After you click “Purchase” you will be direct to the page below:

backgroundchecks.com® Welcome, Eric [Logout](#)

Order Products | Order Packages | **Manage Reports** | My Account | Support

Inbox | Certificates | Batches

View: **All** | In Progress | Read | Unread | Clean Records | Criminal Records

### Advanced Search

Select All  Print Selected  Archive Selected Name

Subject	Grade	Criminal Records?	Status	Monitor Expires	Report ID	Order Date	Certificate	Notes	Archived?
<input type="checkbox"/> <a href="#">Franklin, Eric</a> , DOB 3/8/XXXX		NO HITS	Complete	<a href="#">Activate Now</a>	117690869	6/24/2015			

There are a few options at this point:

- After you have selected the individual that you would like to see the report for, you can print the report
- After you have selected the individual that you would like to see the report for, you can archive the individuals report for storage.
- Select the name of the individual from the list and you may view the report immediately.

Three things are required of you when you run a report:

1. Review the report immediately to check for red flags or concerns that the applicant may have in their report
2. Save a copy of the report to your computer
3. Print or save another copy off of your computer for back up

Please use discretion with how you store and handle these reports because they are sensitive documents and are not for anyone's eyes but your own. Do not share the files or print offs with anyone else (even on staff).

## VOLUNTEER APPLICATION

This application is to be completed by all applicants for any position involving the supervision or custody of minors. This form is also available online at [oakleafchurch.com/volunteer](http://oakleafchurch.com/volunteer).

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Occupation: \_\_\_\_\_

I would like to work with: (circle one)

Preschool      Elementary      Kid's Check-In      Students      Other: \_\_\_\_\_

Describe how you became a Christian:

Have you been baptized? Yes No If yes, when? \_\_\_\_\_

Describe how you arrived at [Your Church]

How long have you been attending? \_\_\_\_\_

List any previous experience you've had working with children/students. (Other churches, training, education)

Please list two personal references that are not related to you.

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

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

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

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

Have you ever been charged with, indicted for, or pled guilty to an offense involving a minor?

Yes No

If yes, please describe all convictions for the past five years:

Background checks are performed on every person that works with children or students or is interested in working with students. This information will be used to obtain the background check and will be kept confidential.

Maiden Name or Any Aliases used in the past: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

In connection with this request, I hereby authorize all corporations and law enforcement agencies to release information they may have about me to Clear Investigative Advantage, LLC, the agent acting on behalf of River Church.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# TOOLS

5 = Definitely me 4 = Very much like me 3 = Somewhat like me 2 = Not much like me 1=Not me at all

1	I regularly encourage others to trust God, even when circumstances seem bleak.	
2	Others see me as a caring and sensitive, and open up to me about their feelings.	
3	I willingly accept responsibility for leading groups that lack direction or motivation.	
4	I feel compelled to tell others about the inconsistencies I see and their impact.	
5	I seem better able than most people to sense when others are in need of a lift.	
6	I find it easy to engage non-believers in conversations about spiritual matters.	
7	I feel like a partner with the people and organizations I support financially.	
8	Others often ask me to research topics they want to understand more fully.	
9	I enjoy guiding and supporting individuals and groups seeking to learn and grow.	
10	Others see me as highly organized and look for my help in managing projects.	
11	I find that I am more adventurous and willing to take more risk than most people.	
12	I enjoy analyzing difficult problems and discovering simple, practical solutions.	

5 = Definitely me 4 = Very much like me 3 = Somewhat like me 2 = Not much like me 1=Not me at all

13	I often seem to see matters of injustice or unfairness more clearly than other people.	
14	I enjoy working unrecognized behind the scenes to support the work of others.	
15	When I teach, I communicate clearly , and find it easy to engage people in learning.	
16	I am confident that God helps us do great things when we trust Him.	
17	I am easily moved by others' experience of heartache or suffering.	
18	I adjust my leadership style to work well with a variety of individuals or groups.	
19	I seem better able than most people to see the truth of what is really going on.	
20	Others see me as a positive, optimistic person who can make others feel good.	
21	I seem to be more concerned than most to share the gospel with non-believers.	
22	I feel deep satisfaction knowing my giving is really making a difference.	
23	I enjoy becoming more of an expert on a topic, and sharing my knowledge with others.	
24	I am more willing than other people to invest time in helping others grow as believers.	

5 = Definitely me 4 = Very much like me 3 = Somewhat like me 2 = Not much like me 1=Not me at all

25	I enjoy being relied upon to organize people and task to meet a goal.	
26	Others see me as a change agent and look to me to lead new undertakings.	
27	I frequently am able to see potential solutions to problems that others cannot.	
28	Others see me as a person of strong convictions and willing to speak out.	
29	I find fulfillment in faithfully performing tasks others see as unglamorous.	
30	I am confident in my ability to help others learn and apply knowledge and skills.	
31	I enjoy making sure that everyone in my home and church knows that I care about them.	
32	I think I am more confident than most in trusting God, even in the hard times.	
33	I enjoy helping people that others may regard as underserving or beyond help.	
34	I can successfully motivate, guide, and manage others to reach important goals.	
35	Others see me as insightful, a good judge of people and situations.	
36	People often seek me out when they are looking for affirmation or encouragement.	

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37	Others see me as being confident in my faith, and ready and willing to share it.	
38	I give more generously than most people to church and other worthwhile causes.	
39	I share what I know confidently and clearly, helping others to understand.	
40	Others see me as a patient, supportive person who brings out the best in others.	
41	I am skilled at planning, organizing, and managing even complex projects.	
42	I am good at recognizing when someone is uncomfortable or needs to be included.	
43	I am always looking for new experiences and love bringing about change.	
44	When asked to help solve a problem, people usually end up taking my advise.	
45	I feel a strong sense of responsibility to take a stand for what is right and true.	
46	I can see how my support with the little thing helps others accomplish more.	
47	I believe I am more motivated to want to help others learn than most people.	
48	Others see me as having strong faith, able to provide spiritual encouragement.	

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49	It makes me happy to bring comfort, hope, and joy to people facing difficulties.	
50	I seem better able than most to help a group work together to achieve it's goals.	
51	I always look below the surface to try to see the truth about people and situations.	
52	I am drawn to people who are confused or troubled, and try to cheer them up.	
53	In my relationships with non-believers, I regularly find way to share my faith.	
54	It is important to manage my finances well so I can support causes I can believe in.	
55	I like sharing knowledge that improves others' understanding and effectiveness.	
56	I willingly help others grow in their faith and to improve their Christian walk.	
57	I enjoy helping a group to work efficiently and effectively to complete a project.	
58	I enjoy the challenge of trying new things, despite the unknowns or the risk involved.	
59	I seem to see practical solutions to problems more readily than others.	
60	I am willing to speak out on matters of right and wrong even if unpopular.	

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61	I think it is important to always have a clean house in case someone stops by to visit.	
62	I seem more willing to pitch in whenever I can without being asked.	
63	Others see me as someone who can make difficult concepts easier to learn.	
64	I find it natural and easy to trust God to answer prayer for myself and others.	
65	I seem more compassionate than most, especially with people who are hurting.	
66	Others naturally look to me to lead, especially when facing big challenges.	
67	I can see through phoniness, deception, or error, usually before others are able to.	
68	I challenge people to look for and affirm the good in themselves and others.	
69	I believe that first impressions are important to starting meaningful relationships.	
70	I like people to know I am a Christian and want them to ask me about my faith.	
71	I willingly contribute to projects needing my support or people in financial need.	
72	I think I am better than most people at gathering and sharing information.	

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73	I see the things that hold people back and find ways to help them overcome.	
74	I think I am more organized than most, better able to manage complex task.	
75	My ability to adapt to new situations makes me comfortable with change.	
76	Others see me as having a lot of common sense and ask me for advice.	
77	I am comfortable challenging others to change their thoughts and actions.	
78	Others see me as always willing to pitch in and do even the smallest routine task.	
79	I enjoy preparing to teach - organizing and planning interesting learning experiences.	
80	I find it natural to remember names and stories so that I am able to start a conversation right where it left off.	

5 = Definitely me 4 = Very much like me 3 = Somewhat like me 2 = Not much like me 1=Not me at all

					Totals
1	16	32	48	64	
2	17	33	49	65	
3	18	34	50	66	
4	19	35	51	67	
5	20	36	52	68	
6	21	37	53	70	
7	22	38	54	71	
8	23	39	55	72	
9	24	40	56	73	
10	25	41	57	74	
11	26	43	58	75	
12	27	44	59	76	
13	28	45	60	77	
14	29	46	62	78	
15	30	47	63	79	
31	42	61	69	80	

5 = Definitely me 4 = Very much like me 3 = Somewhat like me 2 = Not much like me 1=Not me at all

	<b>Gift</b>	<b>Description</b>
1	Believing (Faith)	Believing is a special God-given ability to trust God's will and act on it.
2	Comforting (Mercy)	Comforting is a special God-given ability to understand and come alongside people who are troubled or suffering.
3	Directing (Leadership)	Directing is an ability to instill vision, motivate, and guide people to work together to achieve worthwhile goals.
4	Discerning (Discernment)	Discerning is an ability to distinguish between truth and error, and to show good judgement in matters involving character.
5	Encouraging (Exhortation)	Encouraging is an ability to affirm, uplift, and restore confidence to individuals who are feeling discouraged.
6	Evangelizing	Evangelizing is an ability to effectively communicate the Good News of Jesus to non-believers so they may respond.
7	Giving (Contributing)	Giving is an ability to contribute cheerfully, generously, and regularly to the church and other important ministries/causes.
8	Learning (Knowledge)	Learning is an ability to gather, analyze, and share information appropriately with others, leading to greater understanding.
9	Mentoring (Shepherding)	Mentoring is an ability to guide and support individuals or groups as they grow in their faith and in their capacity for ministry.
10	Organizing (Administration)	Organizing is an ability to plan, organize task, and follow through so that complex projects are completed effectively.
11	Pioneering (Apostleship)	Pioneering is an ability to launch new ventures or lead change, confidently moving forward despite uncertainty or risk.
12	Problem-Solving (Wisdom)	Problem-solving is an ability to provide practical advise that leads to timely, effective resolutions of problems.
13	Speaking Out (Prophet)	Speaking Out is an ability to declare God's truth boldly and publicly for the purpose of correction or instruction.
14	Supporting (Helps)	Supporting is an ability to provide practical, behind the scenes help that frees others to accomplish more.
15	Teaching (Teacher)	Teaching is an ability to organize and clearly communicate knowledge and skills to others, and to motivate them to apply it.
16	Hospitality	Hospitality is an ability to make people feel welcome and special in order to build important, long lasting relationships.

# NETWORK CHURCH NOW LICENSE AGREEMENT

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c. You agree to notify a Network Church Now/CrossPoint Church staff member in advance if and when you decide to terminate this agreement and discontinue your participation as a Network Church.

d. Because we are committed to growth, You agree to consistently utilize the tools located at churchmetrics.com during the term of this Agreement including inputting attendance, salvation and baptism numbers (the “Metrics”) on the day of Your services. You hereby grant to CrossPoint Church, at no charge, the right to use, store, reproduce, and display Your Metrics during the term of this Agreement. CrossPoint Church agrees that it will not disclose Metrics to others without Your prior written consent, both during the term of this Agreement and after the termination of this Agreement.

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