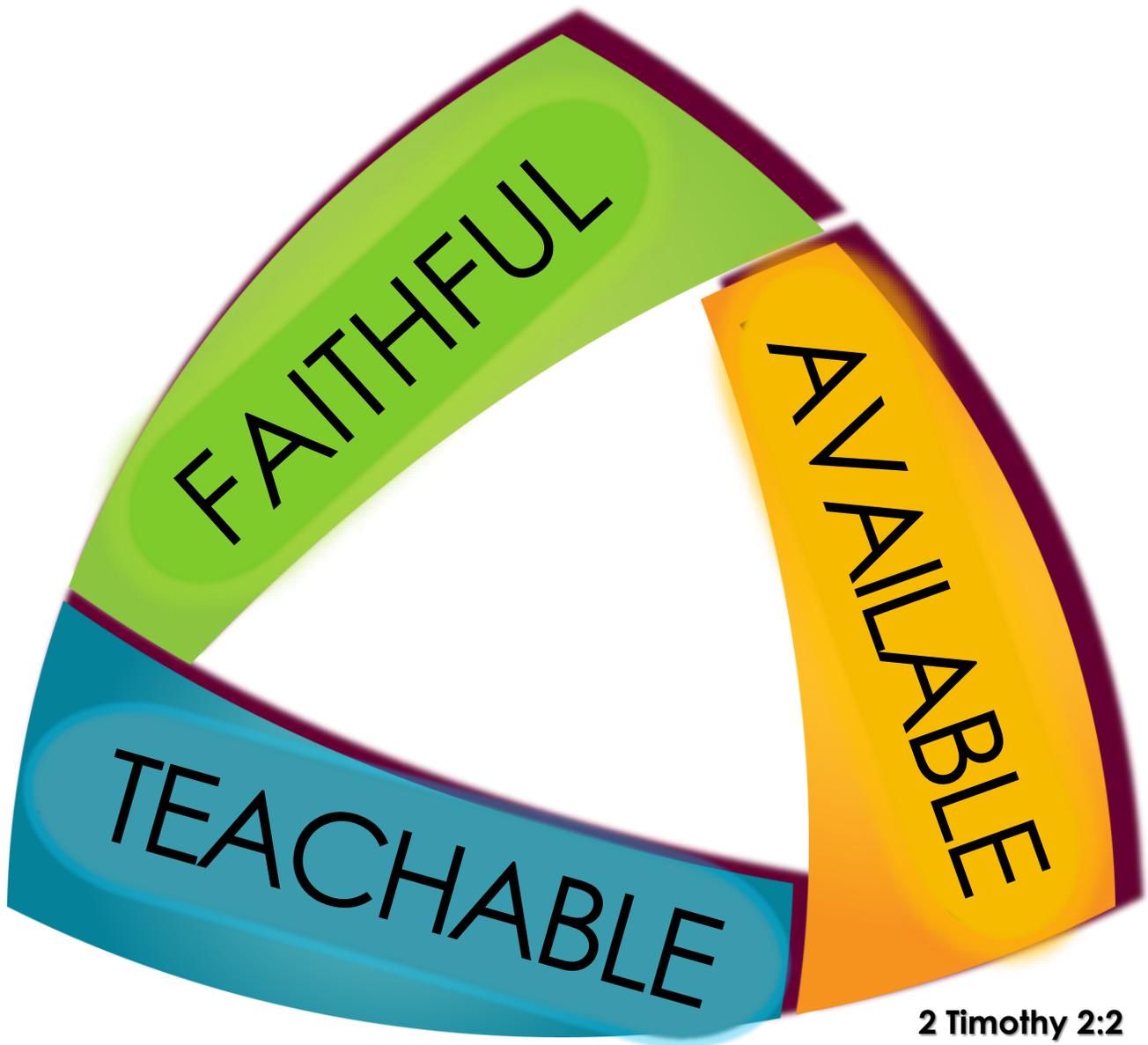




MINISTRY LEADERS HANDBOOK



2 Timothy 2:2

Rev. Delbert A. Mack, Sr., Pastor

1st Edition (December 2016)

MINISTRY LEADERS HANDBOOK

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LETTER FROM OUR PASTOR

Hello Ministry Group Leader,

I thank God for you and your willingness to accept the awesome responsibility of leading a ministry group. The church and I are depending on you to lead the group to achieve its intended objectives. The objective of all ministry groups are aligned with our mission statement, which is included in this handbook. It is imperative that all leaders remember that we lead by example and therefore everything we say and do is a part of leading. Thank you for modeling, as a leader, what is expected of a member.

Leaders are expected to be faithful, available and teachable. Paul advised Timothy in 2 Timothy 2:2, "And the things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also." Timothy was to extend his ministry by enlisting people who were faithful or dependable. When the Apostles were looking for people to help with a ministry project, they listed the requirements for the position. These workers would need to be respected by the congregation, show evidence of the presence of the Holy Spirit in their daily lives and demonstrate the ability to make good decisions. I believe that you, as a ministry leader, meet these requirements.

Ministry group leaders have a two-fold purpose of leading a group to perform a task and minister to people. Exodus 18:13-23 is the biblical record of an organizational structure designed to facilitate a large group of people, achieving their objectives and building stronger relationships. Leaders were meeting needs by solving problems and people were experiencing satisfaction with their membership in the congregation. This church needs you to lead your group to achieve the assigned objective for the group and to care for the members of the group. I thank God that you are willing to do both.

Finally, I want to address the administrative aspect of your leadership. The desire of this ministry is to do things decently and in order. Therefore, this handbook explains the administrative process of COFBC as it relates to ministry groups. This handbook is a result of the collaboration of the Pastor, staff, and various members of COFBC. It is vital that all ministry group leaders follow the process which enables us to work as a team for the glory of God. If you have questions or concerns, please voice them to the contact person(s) listed at the conclusion of each section. You may also contact me if you need more assistance than they can provide. Please provide your full cooperation so that the administrative process goes smoothly, allowing us to focus most effectively in ministering to people.

Again, thank you for being a cooperative and productive member of the team as we serve God by serving people.

Yours In Christ,

Pastor Delbert A. Mack, Sr.

PURPOSE OF THE HANDBOOK

The pages of this handbook provide a general overview of procedures and guidelines that Cathedral of Faith Baptist Church has established for its Ministry Group Leaders & Volunteers. Please read through it carefully.

The handbook should serve as a guide for you as you begin or continue your service at the church. However, it is obviously not possible to anticipate all situations that could arise in ministry or provide information that addresses every possible situation. As a result, the church reserves the right to modify, supplement, rescind, or revise any policy or procedure as necessary or appropriate.

Nothing in this handbook creates a contract of employment. Both traditionally and biblically, churches have relied on unpaid volunteers to fulfill their calls to service—not because of reward or remuneration—but out of a personal relationship with Jesus Christ. Of course, different ministry roles require different skill sets and personality types, and neither the church nor the servant can always predict whether things will be a good fit. Therefore, while we hope that your service is both long-term and rewarding, either you or the church can terminate this relationship at any time.

Finally, it is important that you read and understand the contents of this handbook. If you have any questions or need additional information, please talk with your designated ministry leader and/or church office. If your leader does not know the answers, he or she will find the answers and get back to you in a timely manner.

WE LOOK FORWARD TO YOUR WORK AND SERVICE.

THE BEST IS YET TO COME!

ABOUT OUR CHURCH

Church Motto: REACHING AND TEACHING SOULS FOR CHRIST.

Church Mission Statement:

The Mission of Cathedral of Faith Baptist Church is to be a spiritual worshipping fellowship of obedient Christian ministers, transforming our community and world, by reaching and teaching souls for Christ.

MISSION STATEMENT EXPLAINED

Our mission statement declares what we seek to be, as well as what we seek to do. It is paramount that we understand our mission and its practical implications. Everything we do as a church ought to assist us in accomplishing our mission. The Bible reveals to us that when God forms a people, He gives them a mission.

The first objective of our mission is for our membership to be a spiritual, worshipping fellowship of obedient Christian ministers. This objective can be broken into five major components, which are: 1. We are to be spiritual, which means to be Spirit-led and controlled, as opposed to being worldly. 2. Worship (to love and pursue devotedly) of God leads to greater appreciation for, and commitment to Him. 3. Fellowship describes a group of Christians who are involved with each other and God, in a loving, caring, and sharing relationship. 4. Obedient Christians submit themselves to the Lordship of Christ. 5. Ministers and Christians who are involved in meeting needs in the name of Christ. Therefore, we must realize that not only preachers are ministers.

The second objective of the mission is to transform our community and world by reaching and teaching souls for Christ. We seek to bring about change (transformation) in our community and world. It must be our belief that the community and world will be different because of our involvement. Beaumont should not, and must not, remain the same because we are here. This change will come about as a direct result of evangelism and discipleship which seeks to reach and teach souls for Christ. We must look in our homes, schools, jobs and neighborhoods. Once we find the lost, we must tell all who will listen about Jesus Christ. However, those who accept Jesus must be taught how to live for Him. Then they will help us with the mission.

OPEN - DOOR POLICY

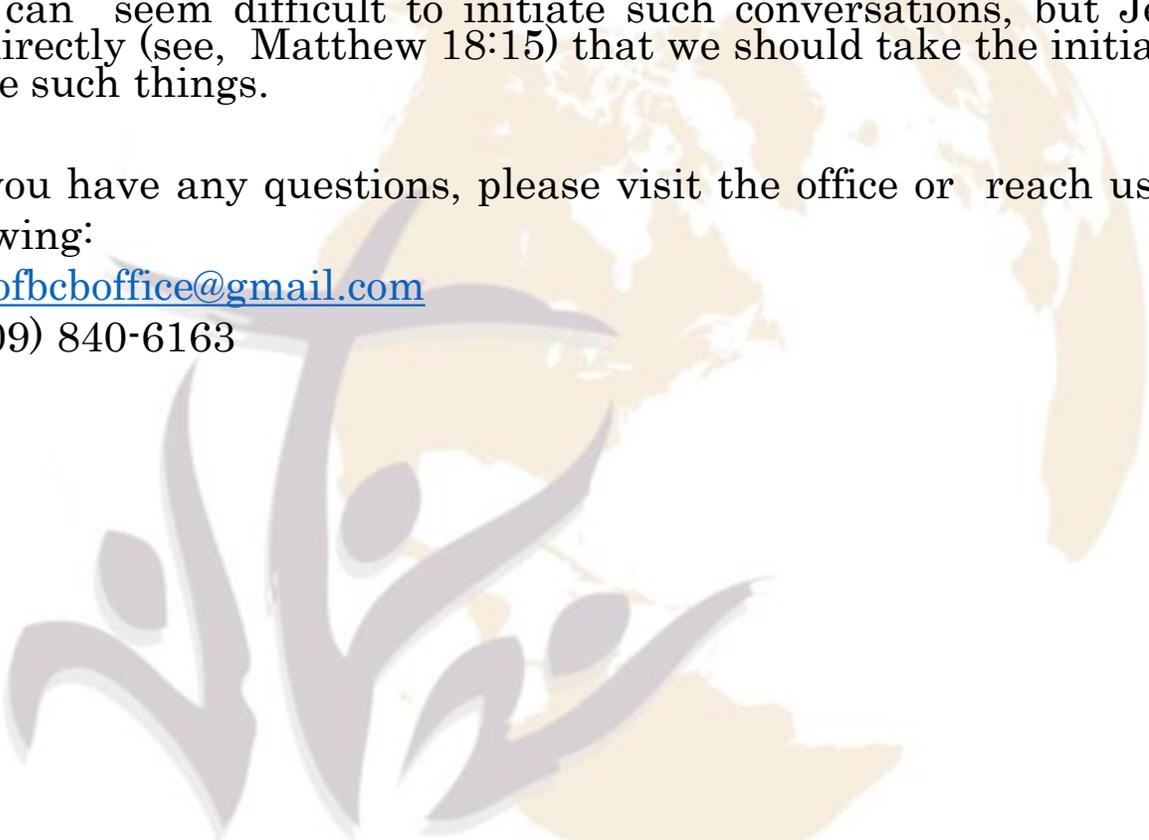
Cathedral of Faith Baptist Church encourages all ministry group leaders to provide input and suggestions concerning both the ministry area in which they serve as well as the overall operation and ministry programs of the church. Your input and suggestions will receive the timeliest attention and action.

This open-door policy is important in increasing the quality of the church's ministries, as well as for correcting problems that may exist in processes or relationships within areas of ministry. The church welcomes all input by volunteers, who should feel the freedom to voice any comments or concerns without fear of retribution or reprisal. We know it can seem difficult to initiate such conversations, but Jesus told us directly (see, Matthew 18:15) that we should take the initiative to resolve such things.

Should you have any questions, please visit the office or reach us via the following:

Email: cofbcboffice@gmail.com

Call: (409) 840-6163



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COMMUNICATIONS/INFORMATION TECHNOLOGY

For leaders who wish to promote ministry events, we have compiled the following communication guide as a resource to help you.

1. Information Center

Defined: There are certain display racks / tables throughout the church that are used to hold COFBC ministry event registration forms and certain general church information. The specific locations are as follows:

- Information Center - FLC
- Information Center - Middle Foyer
- Information Center in the Sanctuary

Ministries may also hold registrations and/or sign-ups before and after service on Sunday and Wednesday. ****NOTE: No more than two (2) ministries will be allowed to occupy the Information Center with no more than two (2) ministry members per ministry.**

Guidelines:

- All forms/brochures/flyers, etc. must be approved prior to being displayed on the brochure rack and Information Center locations. An Information Center Usage Form must be submitted with your information, before use of the display table or counter.
- Each ministry is responsible for stocking/maintaining it's information.
- Brochures must be for a COFBC sponsored ministry, support group, or outreach.
- Individual Ministry Brochures: Each major ministry has been or can be supplied with a brochure created to showcase what they are about.
- It is suggested that every ministry group identify a person within the group to handle all administrative duties, i.e. typing letters, creating brochures, etc. If this is not possible, contact the church office for further assistance.
- For ministries that are interested in using the Information Center for advertising or registration, an Information Center Usage Form must be submitted at least two (2) weeks in advance.
- Ministries will be allowed to occupy the Information Center(s) for registration/sign-up for a ***maximum of four (4) consecutive times per event.***

2. Mailing

Defined: A means of distributing information via the U.S. Postal Service.

- We strongly encourage you to use technology (email). However, if you have items that will require mailing, please include the cost of postage in your annual budget.

Guidelines:

- Bring your prepared mail to the church office for postage to be applied. Please make sure that all mail meets COFBC standards.

Deadline: N/A

COFBC Contact Person: Lisa Minix, lhminix@cofbc.org

3. Bulletin Announcements

Defined: A small section in the weekly bulletin used for communicating information to the congregation.

Guidelines:

- Submissions should include the following information: title, date, time, contact information (i.e., phone number). - no graphics or logos. **Exceptions: Only church-wide events, such as the Church Anniversary, will be allowed to use graphics.**
- Submissions may be published in the Weekly Bulletin for a maximum of three (3) weeks.
- Submissions should be sent to COFBC via a COFBC Communication Request form or email.
- As a ministry group leader, we are placing confidence in you that all communications within your ministry are of the standards of COFBC.
- It is recommended that you seek to establish a general communications format within your ministry, such as emails or other type media.

******NOTE: No announcement of a major event will be made until the Event Packet has been submitted in completion.******

Deadline: Tuesday by 12:00 p.m.

- Holiday Season (when office may be closed): Announcements should be submitted a week prior/earlier.
- Church Rest (last two (2) weeks of the year): Announcements should be submitted three (3) weeks in advance.

COFBC Contact Person: Lisa Minix, lhminix@cofbc.org

4. Power Point Announcement

Defined: A communication tool in which events/announcements are briefly displayed on sanctuary screens and building monitors prior to and after each service.

Guidelines:

Graphic Design

- Basic information is displayed: ministry name, event name, date and location.
- Overhead information is taken from room reservations and church calendar information.
- Information must be reviewed prior to graphic design layout. Submit text in a Word document to cofbcweb@gmail.com. **Please submit your information 30 days prior to event and allow a minimum of two (2) weeks for materials to be designed.**

COFBC Contact Person: Andrea Pitre, cofbcweb@gmail.com

5. Pastoral Emphasis

Defined: Pastoral emphasis is a communication tool in which events/announcements are emphasized during services by the Pastor.

Guidelines:

- Must be a specific church initiative.
- Pastoral Emphasis announcements will be made at the discretion of the Pastor.
- NOTE: Due to time constraints of our worship experience, there is no guarantee that a bulletin submission will receive pastoral emphasis, even if it was requested.

Deadline: Noon each Thursday prior to Sunday service.

COFBC Contact Person: Lisa Minix, lminix@cofbc.org

6. Website

Defined: A COFBC internet website used to communicate information such as service times, calendar of events, special events, prayer requests and other pertinent church information.

Guidelines:

- Each ministry should have a designated person to handle submission of information needed for the website.
- Submit “add or change” requests for ministry advertisement via email below.

Deadline: Two (2) weeks lead time. Please contact Sis. Pitre for information on larger projects.

Online registration:

- For free events, an online registration link can be set up. (Outside links created by ministries are not accepted).
- Requests for online registration must be approved by the Ministry Group leader.
- Approved requests must be submitted to cofbcweb@gmail.com at least seven (7) business days prior to the desired posting date.

COFBC Contact Person: Andrea Pitre, cofbcweb@gmail.com

7. COFBC Ministry Email Addresses

Defined: This is a COFBC email that has been established for and available to each ministry at the church. This email is made available as a resource for ministry leaders to network with other volunteers to discuss ministry and keep each other abreast of upcoming events. This will also assist the ministry group leader in quickly identifying COFBC related emails.

NOTE: All emails sent must be related to COFBC ministry.

Guidelines:

- Ministry leaders/members should NOT use COFBC email accounts for non-ministry-related activities.
- The ministry group leader (and his or her designee) has access to the ministry email. Please delete all junk mail and SPAM upon receipt.
- If you are interested in getting and using the assigned COFBC email, please see contact information below.

COFBC Contact Person: Andrea Pitre, cofbcweb@gmail.com

8. Social-Media/Mobile (Twitter, Facebook, Instagram)

Defined: Forms of electronic communication (for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content.

Guidelines:

Each ministry group leader should:

- Be aware that Facebook, Twitter, and Instagram are social media platforms that have been approved by COFBC.
- Agree to be responsible for what is written or posted. Electronic communication should always be "**TAPed**": **Transparent** - maintain openness, visibility and accountability; **Accessible** - consider all electronic communication to be a matter of record; **Professional** - use correct grammar and tone, choose appropriate subject matter and choose words that are courteous.
- Agree that organizational policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, nondiscrimination, and protecting confidential and/or proprietary information.

COFBC Contact Person : Andrea Pitre, cofbcweb@gmail.com

PROCEDURES FOR PROOFING AND PRINTING MATERIALS

A. PROOFING

A standard procedure has been established for submitting printed materials to the church office for proofing. These procedures have not been created to make life difficult for you; these steps have been created to offer the best presentation of the Cathedral of Faith Church Family and the Senior Pastor, in regards to the circulation of printed materials. Additionally, it will offer clear procedures regarding this matter.

All printed materials that are distributed in the name of Cathedral of Faith, including any of its ministries, groups, teams, etc., must be submitted to the church office for final proofing. This also includes website postings and communications.

The final draft must be submitted by the ministry/group/team leader, after the following steps have been taken:

1. The final draft has been proofed and signed off by at least two (2) people in your ministry area before being submitted to the church office.

2. All printed materials that will be used for an event must be turned in at the same time. Example: **If you have a flyer, a program and a hand-out, all three (3) items must be turned in together.**

3. The request for proofing is turned in at least **one (1) week** before your printing deadline.

****Please note that the actual printing of materials is not what requires time; however, it is the proofing procedure that may delay the processing of the print request.****

4. Once the final draft has been turned in to the church office, the ministry/group/team leader will be the contact person during the proofing period. It will be the responsibility of the leader to communicate any adjustments that should be made to the printed materials. The leader must provide a good contact number and email address.

5. Once the adjustments(s) have been made, the leader must re-submit the revised document for a 2nd proofing before printing takes place.

6. Repeat Step 2 each time adjustments have been made before submitting to the church office.

7. All proofing requests should be submitted to the Administrative Assistant in one of the following ways: email pdf to lpollard@cofbc.org or hand deliver to church office during regular church office hours, Monday - Friday, 9a.m. – 5p.m. (Emailing is preferred.)

COFBC Contact Person: Lola Pollard, lpollard@cofbc.org

PROCEDURES FOR PROOFING AND PRINTING MATERIALS

B. COPYING AND PRINTING SERVICES

If needed, copying and printing services are available through the church office. A copy/print request form is needed for ALL copies requested.

****NOTE: Copyrighted materials CANNOT be legally reproduced without a copyright release.**

Guidelines:

- If 100 or more copies are needed, it will be outsourced and the request should be submitted at least two (2) business days before copies are needed.
- Should you need less than 100 copies, a copier will be provided at the church office between the hours of 9 a.m. and 5 p.m., Monday through Friday. For your convenience, we offer extended copy times on Wednesdays until 6 p.m. Please inform the church office if you plan to come during the extended time on Wednesdays.
- Procedures for proofing must be followed. If your original copy needs corrections/adjustments, your request for copies will not be completed. Once the corrections have been made, your request will be processed.
- You will receive an email or call when the copy request is complete.

COFBC Contact Person: Church Office

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FINANCIAL POLICIES AND PROCEDURES

BUDGETS AND CALENDARS

- All budgets, calendars and event packets can be submitted at the same time; it is encouraged.
- Ministry leaders should submit the budget and calendar to the Church Office no later than **the 1st Sunday in October**, for the upcoming new year. Ministry leaders will be notified when budgets have been approved.
- Even though the budget may be approved, it is based on availability of funds. However, the voucher procedure must still be followed.

REQUEST FOR APPROVED BUDGET ITEMS

- To request funds, complete a voucher form. Be sure to attach a breakdown of your expenses. (See example in Appendix B) Voucher forms can be obtained from the church office, the event packet or on the church's website.
- Voucher requests must be turned in to the Administrative Assistant at the church office during regular business hours.
- Voucher requests should be turned in at least seven (7) days before you need the funds, and not seven (7) days before your event.
 - * *For example, if you need the check in hand by December 14th, the voucher should be turned in by December 7th.*
- All vouchers must be signed by the ministry leader.
- All purchases should be pre-approved. **DO NOT SPEND YOUR OWN FUNDS WITHOUT PRIOR APPROVAL.** There is no guarantee of reimbursement.
- Check(s) will be made payable to the vendor when possible.
- Receipts should be turned in to the office no later than one (1) week after the event, to include the completed Check/Voucher Reconciliation form. (See example in Appendix B)
- In the case of EFT (Electronic Funds Transfer) and ACH (Automatic Clearing House) check processing, checks may not be processed for more than the amount stated on the check.
- **Checks are signed once a week.**
- Administrative Assistant will provide notification via phone or email when your check is ready.

****NOTE: EFT/ACH defined:** When the merchant or other party, such as a utility company, changes your paper check into an electronic check.

FINANCIAL POLICIES AND PROCEDURES

REQUEST FOR NON-APPROVED ITEMS

- Follow all guidelines in previous section.

EXCEPTION:

Request for non-approved funds must be turned in at least two (2) weeks in advance.

COLLECTION OF FUNDS FOR AN EVENT AND/OR MERCHANDISE

- All funds collected for an event and/or merchandise may be turned in to the Finance Manager during regular office hours (9a.m. to 5p.m, Monday through Friday).

OR

Funds may be placed in the drop box of the finance office located in the sanctuary on Sundays only. If you use this method, a Ministry Event Collection and Reconciliation Form must be included. *If there is a discrepancy with funds submitted, the Finance Manager will contact the ministry leader.*

- Individual receipts must be given to each person who submits funds for an event/merchandise/product. The receipt book is in three part form: white copy – purchaser; yellow copy – Finance Manager; pink copy – remains in the book for your records. Receipt books are supplied by the church office upon request.

AND/OR

A running spreadsheet must be kept showing the names of all persons who paid, the amount paid, the date paid, and the method of payment. This spreadsheet must be turned in to the Finance Manager **each time** funds are received.

- Ministry leaders should sign a voucher once the purchase is ready to be made and all funds have been collected.
- A check will be written to the vendor(s) for the total amount collected.
- Allow at least one (1) week to receive the vendor check.

EXCEPTION

If the member deals directly with the vendor for purchase of his/her individual products, these guidelines do not apply.

****Example: The Audio/Visual Ministry wears uniforms. Each member purchases his/her shirt directly from Cotton Cargo.**

FINANCIAL POLICIES AND PROCEDURES

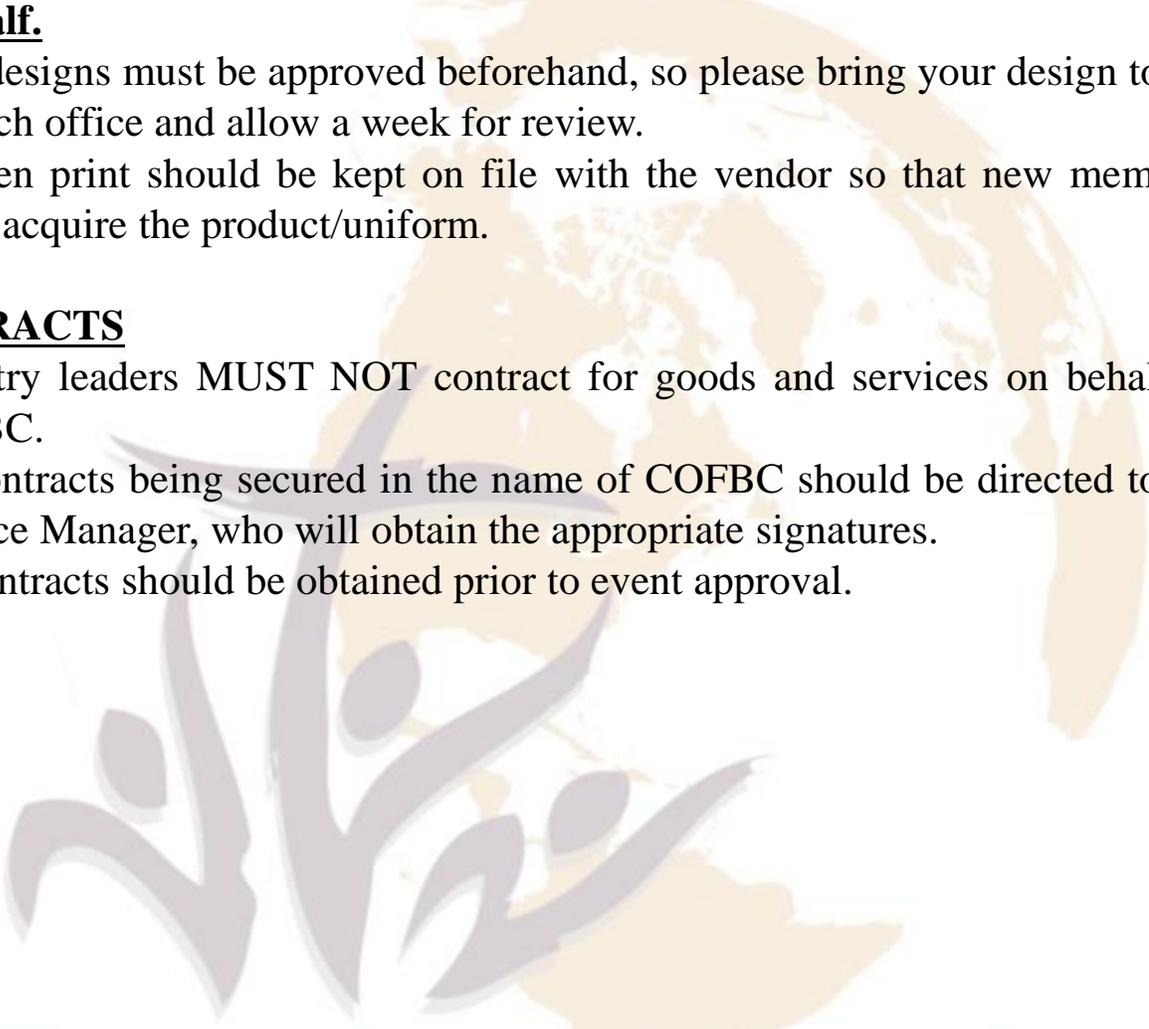
UNIFORMS/T-SHIRT/ROBES/DANCEWEAR, ETC.

Due to budget constraints, we are unable to provide funds for uniforms, costumes, dancewear, etc.

- **Each person must pay in full before merchandise is ordered on their behalf.**
- All designs must be approved beforehand, so please bring your design to the church office and allow a week for review.
- Screen print should be kept on file with the vendor so that new members may acquire the product/uniform.

CONTRACTS

- Ministry leaders **MUST NOT** contract for goods and services on behalf of COFBC.
- All contracts being secured in the name of COFBC should be directed to the Finance Manager, who will obtain the appropriate signatures.
- No contracts should be obtained prior to event approval.



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COFBC FACILITY USE AND SERVICES

In order to use ANY room or building on the COFBC campus, a “Building Use” form must be completed.

- **Room Usage:** Rooms will be assigned and made available based on information given on the Building Use form. It is of vital importance that room reservations be well planned due to A/C and heating zones. You may request your room(s) of choice. However, the church office will determine the final room assignment. No additional rooms will be made available on the day of your event.
- **Set-up:** Whenever possible, church custodians will set up reserved rooms with tables, chairs and requested equipment during the weekdays. Any evening or weekend activities may require ministry leaders to make arrangements to set up the room due to time limits on church staff. For example: If a room has been requested in the evening and there is another activity in that same room in the afternoon, there may not be a custodian available to re-set the room for the evening event. Or if you have a room reserved for the weekend and there is another activity prior to yours, there may not be a custodian available to re-set the room for your event. If your room is not set up, requested equipment will be in the room or nearby.
- **Decorating:** It is the ministry leader’s responsibility to make arrangements for set-up and teardown of all decorations. Each ministry is responsible for supplying their decorations. No room décor such as plants, pedestals, wall hangings, etc., may be moved from the room they are in. If you are using the room where they belong, they may be used; however, be sure to put all items back where you found them and in the condition you found them. You may use the property of other ministries only with their permission.
- **Child Care:** When child care is needed for your event, it is the responsibility of ministry leader to coordinate with the Nursery ministry prior to event.
- **Equipment:** Any chairs, tables, flip charts, dry erase boards, stools, music stands, overhead projectors, and any other item you need supplied by the church must be listed on the Building Use form. For use of the kitchen or kitchen tools, please see section on Kitchen Use.
- **Multi-Media Needs:** All ministries with multi – media needs must indicate so on the Building Use form. Only authorized technical operators may set up, operate and tear down all technical equipment. This includes lighting, sound and visual needs anywhere in the church facilities.
- **Music Ministry Needs:** All ministries that require any assistance from the Music Ministry must indicate so on the Music Ministry Request form. This form must be turned in at least one month in advance. (See Appendix B for form)
- **Clean Up:** All ministries are responsible for cleaning the area used during their scheduled event. This includes wiping tables and chairs, picking up trash from flooring and counter tops, wiping down all other equipment used, and straightening up furniture.
- **Breakdown:** All ministries are responsible for putting chairs, tables and equipment away after their event (i.e. back in storage or their original position before the event). For large events, chair and table racks will be provided, and it is the ministry leader’s responsibility to form a crew to put all items away. For example: If a room is set up with tables and chairs for an eating area, the ministry leader must make arrangements to have chairs and tables put on racks and equipment returned to an agreed-upon location. If possible, a custodian will be available for direction in these areas. Turn off lights when you leave a room (even for only a few minutes) and especially when your event is finished. Remember to close the doors to the room when your event starts and finishes. Finally, remember to ensure the exterior doors to the building are locked in the evening when your event is finished.

COFBC FACILITY USE AND SERVICES

• Kitchen Use:

CULINARY MINISTRY

Procedures/Rules For Use Of Kitchen

Request for Use of the Large Kitchen:

1. Must complete a Kitchen Use Request Form and turn it in to the church office. The church office will contact the Culinary Director regarding your request.
2. The following information should be provided and/or met:
 - A. Explanation of why you will need the large kitchen
 - B. Start and end time of event.
 - C. Turn in request at least seven (7) days if no servers are need and fourteen (14) days in advance if servers are needed.
 - D. Food manager must be on site for warming food or any use of the large kitchen.
 - E. Any utensils needed must be listed on the kitchen usage form.
 - F. Anything that is used from the kitchen must be washed and put back into its respective place the night of the event.
 - G. If you need ice, be sure to indicate this on the form.
 - H. The Culinary/Kitchen Staff only cooks for funerals or church events.

Request for Use of the Small Kitchen:

1. Must complete a Kitchen Use Request Form and turn it in to the church office. The church office will contact the Culinary Director regarding your request.
2. The following information should be provided and/or met:
 - A. Explanation of why you will need the large kitchen.
 - B. Start and end time of event.
 - C. Turn in request at least seven (7) days if no servers are need and fourteen (14) days in advance if servers are needed.
 - D. Food manager must be on site for warming food or any use of the large kitchen.
 - E. Any utensils needed must be listed on the kitchen usage form.
 - F. Anything that is used from the kitchen must be washed and put back into its respective place the night of the event.
 - G. If you need ice, be sure to indicate this on the form.
 - H. The Culinary/Kitchen Staff only cooks for funerals or church events.

EXCEPTION *** Food that has been prepared away from the church campus and **does not** need the use of the kitchen for warming or storing of food and supplies, is not required to complete this form.

However, if you will need servers, please fill out the portion of the form that relates to servers. You will be contacted by the Culinary Director to discuss and confirm the availability of servers for your event.

***Rules from the City of Beaumont:

1. All item(s) placed in any of the refrigerators (in the large or small kitchen) must be labeled and dated.
2. Any and all food not labeled or dated will be thrown out after one (1) week.
3. Kitchen must be cleaned after each use (counters wiped, dishes washed, stove and microwave wiped cleaned). This applies to both the large and small kitchens.

CAMPUS ETIQUETTE

SMOKING

For the health of all who attend or visit Cathedral of Faith Baptist Church, the entire facility is considered a smoke-free environment. No smoking is allowed inside the building or outside next to the building where fresh-air intake vents may be located.

DRUGS AND ALCOHOL

The use of illegal, controlled substances and the consumption of alcohol is not allowed on church property.

MUSIC

Out of respect, any music that is played on campus should be appropriate for the church atmosphere. If in doubt, ask ahead.

FIREARMS

Cathedral of Faith Baptist Church has a “**No Open Carry**” policy for any facilities located on the property.

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MINISTRY SUPPORT

A. Office Supplies

Cathedral of Faith is part of a group purchasing organization that offers substantial discounts on all office products; therefore, ministries can order standard supplies (i.e. pens, pencils, paper clips, etc.) through the church. Supply order form should be submitted at least one (1) week before date needed. This will allow us to adjust if some items are out of stock.

- To request standard supplies in person, manually complete the Supply Request form and submit the form to the church office.
- Special order supplies (i.e. special paper, certificates, binders) require authorization from the church office. ****NOTE: Special order supplies should have already been submitted on your annual ministry budget.****
- In-stock standard supplies are typically available the same day depending on the quantity requested. Availability of special order supplies varies.
- When orders are ready for pick up, the point of contact will be notified by email or phone.
- Standard supplies that can be restocked for use (pens, pencils, etc.) are to be returned to the church office, if applicable. These items should be returned as soon as possible.

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LEADERSHIP INVITATION AND PLACEMENT

COFBC generally follows these guidelines when it comes to inviting volunteers to serve in the ministries and programs of the church.

1. Ministry leaders must be regular attendees and/or members of Cathedral of Faith Baptist Church.
2. All ministry leaders should be tithers.
3. Potential volunteers who desire to work in areas of trust, especially those who work with children and youth, will be required to undergo a background check. All information related to background checks will be held in strictest confidence.
4. Potential leaders require a meeting with the Pastor.
5. Volunteers should attend all new and on-going training opportunities offered by the church.

MINISTRY POSITION DESCRIPTIONS

When applicable, Cathedral of Faith Baptist Church will use and/or make available ministry position descriptions so that both servant leaders and the church know what is mutually expected, and so that the ministry group leader can be aware of the responsibilities of the ministry position. A ministry position description summarizes your duties and responsibilities and gives you important information about your area of service.

Please note that the church reserves the right to revise and update your ministry description from time to time, as it deems necessary and appropriate. Of course, if you are currently in a leadership position, you will be informed and consulted about any proposed changes.

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CHANGE OF PERSONAL INFORMATION

It is important that the church has up-to-date, complete, and accurate information about each of the people who serve in ministry. Please notify the church office immediately if there is a change involving your name, address, phone number, marital status, etc.

Keeping your personal information updated serves several purposes. In a most practical sense, it allows the church to contact you, notify or remind you of meetings, and to let you know about changes in schedules. It also allows other workers to contact you if they are ill or injured and need to find a substitute to fill their ministry position temporarily.

BACKGROUND CHECKS

In order to protect the children, youth and other vulnerable groups of COFBC, volunteers (in particular those who work with such groups) must submit to various screening procedures and background checks. The primary type of background check includes a United States Criminal Record Indicator database search and a Social Security number search.

A United States Criminal Record Indicator database check searches electronic criminal files and record databases of government agencies, including sexual offenders' registries. Manual records of some records may also be needed in states or counties that don't keep electronic records.

A Social Security number search verifies an individual's name, state, and last three (3) addresses; this prevents people from providing false identification. Other screening procedures by the church might include a motor vehicle report or a local police record check. The results of all screening procedures are kept in strictest confidence. Most of these procedures include certain rights for you as a volunteer, such as disclosure of the results.

Should there be a need to discuss information obtained in the results of your background check, you will be contacted by an approved ministerial staff person for further instructions. The church office personnel can direct you to the approved staff person.

CONFIDENTIALITY

The best advice regarding the release of information about the church and the people you serve is DON'T! This is true whether you're simply talking to a friend or family member or to a member of the news media. If anyone requests information from you, your wisest answer is, "Church policy doesn't allow me to give out that information." If someone continues to question you for information, suggest that he or she inquire at the church office.

ATTENDANCE, ABSENCE AND AVOIDANCE

Because you are a volunteer rather than an employee at Cathedral of Faith Baptist Church, attendance may seem like a sticky issue to discuss. If you simply do not show up to fulfill the ministry service you have agreed to, the church cannot really "terminate" you because you do not work for pay. However, you could be asked to reconsider serving until you are able to fulfill your commitments.

We need reliable people to serve the ministries and programs of the church - the people we serve are depending on us. If you have excessive absences beyond that which is reasonable, you may be relieved of your volunteer duties. We expect no less commitment from our unpaid workers than our paid workers. It is our expectation that we would all work as unto the Lord.

Attendance, whether it is for training meetings, fun times with ministry team members, or during your scheduled time of service—is a commitment you must make and then take seriously. Again, the people you serve are depending on you.

Some absences will likely be necessary. You may get ill, injured, be called out of town for business or personal reasons. If you know in advance that you will not be able to serve during a time you are scheduled, or that you cannot attend a scheduled meeting, be sure to inform your leader. Additionally, ask for a list of other approved volunteers who might be able to substitute for you, if you do not already have such a list. Then make an effort to find your own substitute or to "trade" scheduled service times with another volunteer. Finding a replacement is primarily your responsibility, not your leader's.

If your absence is caused by an emergency, inform your leader. You should still make an effort to search for a replacement, but under some circumstances, you may not be able to accomplish this.

If your leader notices a pattern of absences, he or she may follow up to see if something besides illness seems to be the real reason you are not able to serve. You should not view this as a negative encounter. Your leader and the leadership of the church, have two concerns: One is for the people who may be left out if you are unable to serve. The other is for you. Perhaps you are not in a place of ministry that "fits" you. If this is the case, your leader can work to plug you into a place of service that better matches your gifts and skills. In fact, this is an area where you should be proactive. Rather than serving in a ministry that you feel uncomfortable performing, go to your leader and ask about other needs in the church. There are plenty of other places to serve, and there is bound to be one that fits you.

GRIEVANCE PROCEDURES

While COFBC hopes that every ministry experience is a positive one, we also recognize that volunteers may become dissatisfied. This can occur because of strained relationships with fellow volunteers, relationship issues with your leader, or disagreement with the church's practices and policies.

The church encourages you to work toward quick resolution of these kinds of situations, which usually do not go away with time. In fact, tension typically gets worse, eventually deteriorating to a degree where you might feel that your only option is to resign or leave.

The following steps are intended to bring resolution to your grievance and are based on Matthew 18:

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses." —Matthew 18:15-16, NIV

Grievance Process

1. With an attitude of love and care, speak directly to the person who has offended you. Try to explain the facts as well as your feelings about the situation in a calm manner that is free from accusation or blame. Often, you can diffuse the situation and clear up conflicts during this step because you communicate to the other party that you truly desire to resolve the situation. The point of this exchange is to be heard.
2. However, if the other person does not listen, or you cannot resolve your differences privately, bring the matter to your ministry leader's attention. Make sure the leader understands that the problem is affecting your services. The leader should arrange a meeting between you and the other party. Again, it is important for the issue to be aired and heard.
3. If you do not feel satisfied with the answers that your leader provides (or if you feel uncomfortable discussing the problem with your leader, for example, because the problem is with your leader) you should request a meeting with the Pastor (or someone the Pastor has assigned to handle this matter on his behalf) to discuss the problem with the other party involved. If the tension exists between you and a co-volunteer, the ministry leader should be involved in this step. This should resolve the conflict.
4. However, if the issue remains unresolved after completing the first three steps, you should approach the Pastor for further counsel.

RESIGNATION

Ministry group leaders who desire to leave their ministry positions should attempt to give significant notice (preferably both verbally and in writing) of their intent to resign. This allows leaders time to recruit new volunteers to fill vacant positions.

Ministry group leaders experiencing some dissatisfaction or discontentment in their ministry, should discuss their concerns with the Pastor. Communicate with the leader before circumstances reach the point in which you feel that resigning is your only option. The leader may be able to change conditions in the ministry or program in which you are serving, rearrange ministry teams so you are not forced to serve with a difficult co-laborer, or work with you to change your ministry description to make the duties more enjoyable.

If you are convinced that changes in your current position will not help, perhaps an entirely different position would be better suited to your gifts, abilities, and passions. Before you resign from your ministry position, consider other options. Finding the right fit in ministry can bring you a great sense of personal satisfaction, and it can be very rewarding to fulfill the purpose for which God created and gifted you.

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GENERAL SAFETY STANDARDS AND EMERGENCY PROCEDURES

Cathedral of Faith Baptist Church strives to ensure an environment where members and visitors of all ages feel safe and secure. Just as the employees in a place of business are on the frontlines of ensuring the safety of customers, the volunteers of the church serve on the frontlines of ensuring the safety of those to whom we minister.

General Guidelines

In general, as a volunteer, you should strive to:

- Serve using good and common-sense safety practices.
- Refrain from unsafe acts that might endanger yourself, the people you serve, or those who minister with you.
- Use any safety devices provided for your protection; for example, use rubber gloves when changing diapers in the nursery.
- Report any unsafe situations or acts to your leader immediately.

Fire Prevention

- Turn off electrical equipment when not in use.
- Notify the Plant Manager of any equipment that has cracked or exposed wiring, is causing a shock or emitting sparks, or appears to be a potential fire hazard.

Fire Emergency

- Familiarize yourself with the locations of fire exits, alarms, and extinguishers in the areas of the church where you regularly serve.
- If you see smoke or fire, pull the fire alarm to alert people in the building. If it's a small fire, use a nearby fire extinguisher.
- If evacuation is called for, use the closest unaffected exit. Guide the group with whom you are working to walk in single file and to proceed quickly and calmly. Do not run!
- If you and your group encounter smoke, stay low.
- Move as far away from the building as possible for your safety, and make room for emergency vehicles.
- Only if time and safety permits before evacuation of the building, secure confidential information, turn out lights, shut off equipment, and close doors.

Power Failures

- If it is dark, remain where you are until emergency lights are activated (usually within a minute). Emergency lights are located in strategic areas of the church.
- If you exit the building during a power failure, DO NOT re-enter until power is restored.

USE OF CHURCH VEHICLES

Statement Policy:

Vehicles owned and operated by COFBC are for the purpose and support of the church ministry. They are made available to ministry groups and organizations of COFBC to provide safe and dependable group transportation for church-related activities and ministry functions. Church vehicles will not be loaned or leased to outside groups.

VAN USAGE REQUESTS

To request use of the church van for approved church-related activities/functions, complete a Van Use request form at least two (2) weeks before your event. This form may be retrieved from the church office or the church website. (See example in Appendix B)

Procedures:

1. Please note that when using the van the maximum occupancy should NOT exceed 13 passengers. Although we own a 15 passenger van, insurance guidelines require this limitation.
2. Occupants will load from the front of the van to reduce weight in the rear.
3. Absolutely nothing will be loaded on the roof of the van.
4. Drivers should keep the van's gas tank as full as possible.

General Guidelines for Use:

1. Church vehicles are to be used exclusively for the support of COFBC ministries and programs. Any use apart from this purpose is strictly prohibited.
2. The driver will have the responsibility of picking up the vehicle from the designated area and returning it to the same area upon return.
3. Any and all damage to the vehicle must be reported immediately.
4. Any traffic violations incurred while driving church vehicles are the sole responsibility of the driver.
5. A vehicle use schedule / log will be maintained.
6. There will be no smoking in the vehicle at any time.
7. Driver and passengers must keep their seat belts fastened while traveling.
8. The church van is not to be used for towing.

Authorized Drivers:

1. All van drivers shall be processed for eligibility by the guidelines given by our insurance company. Only authorized driver shall operate church vehicles. The Van Ministry Director will oversee the use of the vans and make sure that guidelines are being followed.
2. Persons wishing to be an authorized drivers must meet and complete the following requirements listed below:
 - Must hold a valid drivers license.
 - Must be a member of COFBC.
 - Must be an approved driver on the church's insurance.
 - Must not have any moving violations within the last 36 months.
 - Must read and understand the church's "Use of Church Vehicles" policy or such material given.
 - Must be knowledgeable about the vehicle and/or pass road test.
 - Must have no medical restrictions that would jeopardize the safety of others.
 - Must be at least 25 years old but not over the age of 65 years old. Some exceptions apply.
 - Absolutely no texting or talking on cell phones while driving.



APPENDIX A: FAQ'S



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APPENDIX A: FAQ'S

1. How do I reserve a meeting room or facility at Cathedral of Faith? **In order to use ANY room or building on the COFBC campus, a "Building Use" form must be completed. See page 15 for more information.**
2. How do I put an announcement into the bulletin, website, or for the big screen? **Submissions should be sent to COFBC via a "COFBC Communication Request" form or email. See page 5 for more information.**
3. How do I handle a request for ministry expenditures? What is the approval process? **The completed voucher request must be completed by the Ministry Director and turned in to the Administrative Assistant at the church office. A "Voucher" form can be obtained from the Church Office, Event Packet, and the church's website. See page 12 for further instructions.**
4. How do I request child care for an on-campus event? **When child care is needed for your event, it is the responsibility of the ministry leader to coordinate with the Nursery Ministry, prior to the event, to secure needed services.**
5. How do I request printed copies of flyers, brochures, etc.? **If needed, copying and printing services are available through the church office. For further instructions, see page 10.**
6. What is the procedure for use of church vans? **To request use of the church van for approved church-related activities/functions, complete a Van Use request form at least two (2) weeks before your event and turn it in to the church office. See page 25 for more information.**

APPENDIX A: FAQ'S

7. Why are background checks required for certain ministry leaders and volunteers? **In order to protect the children, youth and other vulnerable groups of COFBC, volunteers (in particular those who work with such groups), must submit to various screening procedures and background checks. See page 20 for more information.**
8. I am struggling with my role as a ministry leader; I am not sure what to do. Who can I call? **Please call the church office and ask for an appointment to meet with the Pastor.**
9. I have been serving in this area for a long time and I'm ready for a change. What should I do? **Ministry Group Leaders who desire to leave their position should attempt to give significant notice (preferably both verbally and in writing) of their intent to resign. See page 25 for more information.**
10. How do I handle a situation in which a volunteer may not be suited for my ministry?
There are many factors that may influence a volunteer's level of engagement and the degree to which they interact positively with the ministry group. Here are some recommended steps to address the situation or issue:
- **Set up an informal meeting with the volunteer. If needed, invite an unbiased ministry team member. Talk to the volunteer and solicit their feedback regarding their experience with the group. Listen to their concerns and seek to understand their position.**

APPENDIX A: FAQ'S

- **Share your observations and that of others in the group. Share observations in generalities without attaching any comment to a single individual or group. Cite examples of behaviors that have negatively impacted the group and you as a leader.**
 - **Explore options to resolve the situation by discussing the person's talents and their desire to contribute their time and talents to COFBC. Depending upon the outcome of the discussion, you may suggest that this ministry may not be the best option for them. Suggest that their talents may be better suited for another ministry.**
 - **Additionally, you may:**
 - **Suggest the member discover his talents through the Spiritual Inventory available in the church office.**
11. **Why is my information needed so far in advance for printing? Please review “Procedures for Proofing Printed Materials”, page 9.**
12. **Why is an Event Packet necessary? Who needs to complete it? Event Packets contain very important forms that each ministry needs to prepare for an upcoming event. Each ministry group leader is expected to fill this packet out in completion because all of the information is vital to the success of your event.**

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APPENDIX B: FORMS



CATHEDRAL OF FAITH

Reaching and Teaching Souls for Christ.

LIST OF FORMS (IN EXACT ORDER)

- ❖ INFORMATION CENTER USAGE FORM
- ❖ COMMUNICATIONS/INFORMATION TECHNOLOGY FORM
- ❖ CHECK/VOUCHER RECONCILIATION FORM (SAMPLE)
- ❖ CHECK /VOUCHER RECONCILIATION FORM
- ❖ VOUCHER (SAMPLE)
- ❖ SAMPLE EXPENSE BREAKDOWN SHEET
- ❖ VOUCHER
- ❖ MINISTRY EVENT COLLECTION AND RECONCILIATION FORM
- ❖ CHRISTIAN EDUCATION OR ANNEX BUILDING USE FORM
- ❖ FAMILY LIFE CENTER BUILDING USE FORM
- ❖ OUTREACH BUILDING USE FORM
- ❖ KITCHEN USE REQUEST FORM
- ❖ MUSIC AND ART MINISTRY REQUEST FORM
- ❖ MINISTRY OFFICE SUPPLIES REQUEST FORM
- ❖ PRINTING REQUEST FORM
- ❖ “CHANGE” OR “ADD DATE” REQUEST FORM
- ❖ CRIMINAL RECORDS AUTHORIZATION FORM
- ❖ YOUTH AND CHILDRENS MINISTRY VOLUNTEER APPLICATION (3 PAGES)
- ❖ VAN USE FORM
- ❖ EVENT PACKET (9 PAGES)
- ❖ MINISTRY HANDBOOK ACKNOWLEDGEMENT SHEET



Information Center Usage Form

The intended use of this form is for ministries to advertise their upcoming events and promotions. Due to the large number of events advertised throughout the year, it may sometimes be necessary for us to shorten the duration of your announcement.

(Please type or print)

Date Submitted: _____ Submitted by: _____

Ministry: _____ Ministry Director: _____

Contact number: _____ Email: _____

Date(s) Requested: _____

Check all that apply:

Displayed Information _____

Registration/Sign-up _____

Ministry Director's Signature: _____

Date: _____

Please Note:

- For ministries that are interested in using the Information Center for announcements or registration, an Information Center Usage Form must be submitted at least **two (2) weeks** in advance.
- Ministries will be allowed to occupy the Information Center for registration/sign-up for a **maximum of four (4) weeks**.
- All requests must be signed by the Ministry Director in order to be processed. **NO EXCEPTIONS.**
- Feedback will be provided within two (2) business days after receipt of request.

For Office Use Only

Reviewed by: _____

Date Received: _____ Time Received: _____

Space Availability: Yes No

Submitter Notified: Yes No

Information Center Assigned:

Information Center – Sanctuary

Information Center – Middle Foyer

Information Center – FLC

Display Table Assigned:

Display Table – Sanctuary

Display Table – Middle Foyer

Display Table - FLC



CATHEDRAL OF FAITH BAPTIST CHURCH
3755 Fannett Road * Beaumont, Texas 77705
(409) 840-6163

VOUCHER

This form is to request a check to be made payable to an individual or vendor. All request for checks must have been pre-approved by Pastor before purchases are made, i.e., by proposal from auxiliary or ministry. This form is not for reimbursements of items purchased without approval (those purchases are donations). When using this form, amount requested below has already been approved or this form is used to request approval. Receipts must be attached when requesting reimbursement; other receipts must be turned in to Finance Manager after purchase has been made.

This certifies that YOUTH MINISTRY (is requesting / has been approved)
(Name of Auxiliary or Ministry) (Circle One)

for the sum of \$ 459.12 to be paid for FOOD FOR YOUTH END OF THE YEAR
CHRISTMAS PARTY. (SEE ATTACHMENT)

Check should be made payable to: JOHN JONES
Address: 3755 FANNETT ROAD
City/state/zip: BEAUMONT, TX 77705
Phone number: 409-840-6163

Further certification is given that the money will be used to pay for items or services rendered and/or representation provided for the Church Ministry, as requested by the Department stated below.

YOUTH MINISTRY
Type of Activity or Function

30 OCT. 2016
Date of Request

THE MINISTRY LEADER SIGNATURE
Signature of Person Requesting Funds
[Please check one of the appropriate spaces:]
[] Senior Pastor
[] Church Officer, Church Staff
[x] Ministry Group Leader, Coordinator, Director
[] Other State:

DATE OF THE EVENT: DECEMBER 7, 2016

BY WHAT DATE DO YOU NEED TO RECEIVE THIS CHECK? NOVEMBER 28, 2016

DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY.

Date Pastor

Date Treasurer

Check # Check Signer

The following items are things that we plan to purchase with this voucher for the end of the year Christmas party.

Product	Product Cost	Quantity	Total
Pasta and Roll		25	\$320.00
Drinks	\$7.99	4 cases	\$31.96
Case of Water	\$4.38	2 cases	\$8.76
Table covers	\$1.00	20	\$20.00
Napkins	\$8.98	1	\$8.98
Plates	\$13.98	1	\$13.98
Cup Cakes	\$14.48	3 cases	\$43.44
Green Beans	\$3.00	4 cans	\$12.00
Total			\$459.12

These are only estimated prices on each item.



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VOUCHER

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This certifies that _____ (is requesting / has been approved)
 (Name of Ministry/Auxiliary) (Circle One)

for the sum of \$ _____ to be paid for _____

Check should be made payable to: _____

Address: _____

City/state/zip: _____

Phone number: _____

Further certification is given that the money will be used to pay for items or services rendered and/or representation provided for the Church Ministry, as requested by the Department stated below.

Type of Activity or Function

Date of Request

Signature of Person Requesting Funds

[Please check one of the appropriate spaces:]

- Senior Pastor
- Church Officer, Church Staff
- Ministry Group Leader, Coordinator, Director
- Other State:

DATE OF THE EVENT: _____

BY WHAT DATE DO YOU NEED TO RECEIVE THIS CHECK? _____

DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY.

Date **Pastor**

Date **Treasurer**

Check # **Check Signer**

Revised 7/19/06



**CATHEDRAL OF FAITH BAPTIST CHURCH
BUILDING USE FORM
CHRISTIAN EDUCATION OR ANNEX BUILDING**

NAME OF MINISTRY: _____

PLEASE CIRCLE BUILDING YOU ARE REQUESTING:

CHRISTIAN EDUCATION BUILDING ANNEX BUILDING

SIGNATURE OF MINISTRY DIRECTOR: _____ DATE: _____

CONTACT NUMBERS: cell/home _____ other _____

*******ROOM ASSIGNMENT WILL ONLY BE DONE BY THE FRONT OFFICE.*******

PURPOSE FOR BUILDING USE

- Ministry Meeting
- Community Event
- Other: State _____

DATE OF FUNCTION: _____

EVENT START TIME: _____ AM PM END TIME: _____ AM PM

ON THE DAY OF MY EVENT, I WOULD LIKE TO ARRIVE AT: _____ AM PM

PREPARATION/SET-UP INFORMATION:

SET-UP DATE (IF APPLICABLE): _____

SET-UP START TIME: _____ AM PM SET-UP END TIME: _____ AM PM

NUMBER OF PEOPLE ATTENDING: _____

HOW WILL THE ROOM BE SET-UP TO RECEIVE THE ATTENDANTS?

CHECK ONE: _____ Table & Chairs _____ Chairs only _____ No Tables or Chairs

EQUIPMENT NEEDED FOR THE EVENT:

____ Tables: How many _____ Circle One: Round or Rectangle
Note : Round tables will only be available at the Education Building
 ____ Chairs: How many _____
 ____ Dry Erase Board ____ Microphone
 ____ Podium ____ Other: State _____

OFFICE USE ONLY

Date Rec'd: _____ Rec'd by: _____ ____ Approved ____ Not Approved

Room(s) Assigned: _____

Date Notified: _____ Notified by: _____

Signature - Front Office Approval: _____



CATHEDRAL OF FAITH BAPTIST CHURCH
BUILDING USE FORM
FAMILY LIFE CENTER

TODAY'S DATE: _____

NAME OF MINISTRY/EVENT/GROUP: _____

CONTACT PERSON REQUESTING BUILDING: _____

CONTACT INFORMATION: CELL _____ OTHER _____

PURPOSE FOR BUILDING USE

DATE OF FUNCTION: _____

TIME OF FUNCTION: START TIME: _____ AM PM END TIME: _____ AM PM

I WOULD LIKE TO ARRIVE ON THE DAY OF THE EVENT AT: _____ AM PM

NUMBER OF PEOPLE EXPECTED _____

PREPARATION / SET - UP INFORMATION

I WOULD LIKE TO SET-UP FOR THE EVENT ON:

DATE: _____

TIME: FROM _____ AM PM TO _____ AM PM

EQUIPMENT REQUESTED FOR THIS EVENT:

NOTE: You are responsible for the restoration of the Family Life Center upon completion of the function.

Signature of person completing form

Date

OFFICE USE ONLY

Date Rec'd: _____ Rec'd by: _____ Approval: ___ Yes ___ No

Date Notified: _____ Notified by: _____

Backside of Front page: Building Use Form for Outreach Building - Office Use Only Part 2

ADDITIONAL NOTES:

Date: _____

Comments added by: _____

Comments:

Date: _____

Comments added by: _____

Comments:

Date: _____

Comments added by: _____

Comments:

Date: _____

Comments added by: _____

Comments:



COFBC KITCHEN USE REQUEST FORM

NOTE: The COFBC Culinary/Kitchen staff only cooks for funerals and church events.

Please check one I am requesting use of: Large Kitchen Small Kitchen

1. Why are you requesting the use of the kitchen; what is the name of your event?

2. Name of Ministry: _____
3. Name of Ministry Director: _____ Phone: _____
4. Event Date: _____
5. Start Time: _____ AM PM End Time: _____ AM PM
6. How many people are you expecting to attend this event? _____
7. Servers: Are you requesting servers for this event? Yes NO

Note: If you are requesting servers for this event, you must give at least a two-week notice.

8. Are you requesting use of kitchen supplies such as utensils, pots, trays, etc., for your event?
 Yes No

If yes, please list which supplies/tools you are requesting:

9. Will you need ice from the kitchen's ice-maker for this event? Yes No
10. Any supplies/tools that are used from the kitchen for your event must be washed and put back into its perspective place. As Director, I agree to this guideline and will make sure that it gets done. Please initial: _____
11. As Director, I will make sure that all left over food has been removed immediately after my event OR I will make arrangement with the food manager of duty the night of my event for the removal of any food that is left over. Please initial: _____

Signature of Ministry Director: _____ Date: _____

Signature of Culinary Director: _____ Date: _____

OFFICE USE ONLY:

Date Rec'd: _____

Rec'd by: _____

Date Notified: _____

Notified by: _____



MUSIC & ARTS MINISTRY REQUEST FORM

*** Ministry Request Form must be submitted one (1) month in advance. ***

Today's Date: _____

Name of Ministry/Committee: _____

Event Name: _____

Ministry Director: _____

Phone Number: _____ E-Mail Address: _____

Date/Time of Event: _____ Location of Event: _____

MUSIC & ARTS MINISTRY

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Adult Choir | <input type="checkbox"/> Music Band Ensemble | <input type="checkbox"/> Youth Praise Team |
| <input type="checkbox"/> Mass Choir | <input type="checkbox"/> Praise Dancers | |
| <input type="checkbox"/> Men's Chorus | <input type="checkbox"/> Young Adult Choir | |
| <input type="checkbox"/> Mime | <input type="checkbox"/> Youth Choir | |
- Solo (Instrumental/Vocal) _____
- Other (Please Specify) _____

Please submit details of programs or events to the Minister of Music at draind@cofbc.org

Office Use Only

Request Received by: _____ Date Received: _____

Comments: _____

Approved by Min. of Music: Yes No Date Approved: _____



PRINTING REQUEST FORM

This form is used to process printing requests through the church office. **Only the final proofed master should be submitted when requesting copies.** This request should be turned in no later than two (2) days before you need the materials. The Ministry Director should sign this request.

Date Submitted: _____ Date Needed/Due: _____

****NOTE: Copyrighted materials CANNOT be legally reproduced without a copyright release.**

Name of Event / Project: _____

Date of Event/Project: _____

Name of Ministry Requesting Printing: _____

Signature of Ministry Director: _____ Date: _____

Phone number(s): cell _____ other: _____

Type of paper (color / card stock): _____

Number of copies: _____

Has the master copy and/or electronic pdf been through the procedures for proofing? (Refer to COFBC Procedures for Proofing of Printed Materials) _____ Yes _____ No
If not, please do not submit request until proofing procedures have taken place.

Is the cost of this printing request a part of your approved annual budget? _____ Yes _____ No

****Please note that the actual printing of materials is not what requires time; however, it is the proofing procedure that may delay the processing of the print request.****

Church Office Use Only

Printing Request Rec'd by: _____ Date: _____

Date Processed/Completed: _____

Date Ministry was notified for Pick-up: _____



“CHANGE” OR “ADD DATE” REQUEST FORM

This form should be used to request “a date change” of an event that has already been approved to be placed on the church calendar and/or to “add a date” to the church calendar that has not been previously approved.

Please check appropriate box: Date Change Add Date

Name of Ministry _____ Date: _____

Type of Activity or Function _____

Original Date of Event: _____ Original Start Time: _____

New Date Requested: _____ New Start Time: _____

State reason for date change / add date:

Signature of Ministry Group Leader

Do Not Write Below This Line. For Office Use Only

Date Received: _____ Received by: _____

Date Available Yes No

Approved Not Approved

Pastor Delbert A. Mack, Sr.

AUTHORIZATION AND REQUEST FOR CRIMINAL RECORDS VERIFICATION AND FINGERPRINT INFORMATION

I, _____, hereby authorize _____ to obtain and/or request information about my criminal history and fingerprints from any entity chosen specifically for conducting this search, to release information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by city, county, state, and federal law. I do release said entities from all liability that may result from any such disclosure made in response to this request. I may revoke this request at any time, but that revocation must be in writing and give 30 days' notice of same.

Signature of Applicant: _____ Date: _____

Name (Last)	(First)	(Middle)
Address	City	State ZIP Code
Other names used by applicant (if any):		
Date of Birth	Place of Birth	Social Security Number
Driver's License No.	Issuing State	License expiration date

CHURCH MUTUAL INSURANCE COMPANY AND HERMES SARGENT BATES WISH TO POINT OUT THAT NO WARRANTY ATTACHES TO THESE DOCUMENTS, AND IN FACT , THESE DOCUMENTS MAY NOT BE APPROPRIATE FOR THE SPECIFIC NEEDS OF A PARTICULAR ENTITY. THESE DOCUMENTS ARE NOT A SUBSTITUTE FOR GOOD PRACTICE, PROPER SUPERVISION, AND DILIGENT OVERSIGHT AND CONTROL. THERE IS NO GUARANTEE THAT THESE DOCUMENTS WILL PROTECT ANY FACILITY THAT CHOOSES TO USE THEM. BEFORE USING THESE DOCUMENTS OR ANY SIMILAR DOCUMENTS, YOU SHOULD CONSULT WITH YOUR OWN ATTORNEY TO MAKE CERTAIN THAT THE DOCUMENT YOU EVENTUALLY USE IS CORRECT AND CURRENT UNDER THE LAW OF YOUR PARTICULAR JURISDICTION AND THAT THE DOCUMENT MEETS YOUR NEEDS FOR YOUR PARTICULAR SITUATION.

VOLUNTEER APPLICATION

APPLICANT INFORMATION

Name (Last)	(First)	(Middle)	Date
Address	City	State	ZIP Code
Telephone	Alternate Telephone	Best Contact Time	E-Mail Address
Volunteer Position Considering	Availability <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary		
What Hours Are You Available to Work?			
In Case of Emergency Notify	Telephone	Name of Nearest Relative	Telephone

VOLUNTEER EXPERIENCE

Have you ever volunteered in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Job Position	Supervisor	Start Date	End Date
Job Position	Supervisor	Start Date	End Date
Special Interests and Hobbies			
Do you have your own transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No DL #: _____	Liability Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How many hours per week are you available to volunteer? Days _____ Evenings _____ Weekends _____			
Can you make a one-year commitment to this volunteer role?			
Why would you like to volunteer as a worker with children and/or youth?			

VOLUNTEER EXPERIENCE (Continued)

What qualities do you have that would help you work with children and/or youth?

How were you parented as a child?

How do you discipline your own children?

Have you ever been charged, convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)? Yes No

If yes, please explain fully:

Have you ever been exposed to an incident of child abuse or neglect? Yes No

Would you be available for periodic volunteer training sessions? Yes No

CRIMINAL HISTORY

Have you ever been convicted of a criminal offense?

Check One: Yes No

Do you currently have any criminal actions pending in which you are the Defendant? (Not Applicable to California Applicants)

Check One: Yes No

Are you currently on probation or parole?

Check One: Yes No

If you answered "Yes" to any of the above questions, please explain the nature of the offense and provide the date of the offense and the county and state in which it occurred?

List any education, experience, certifications, or other training relevant to this volunteer position:

PERSONAL REFERENCES:

Name	Address	Phone	Occupation	Relationship
Name	Address	Phone	Occupation	Relationship
Name	Address	Phone	Occupation	Relationship

APPLICANT STATEMENT

(Read and Sign Below)

I certify that this volunteer application was completed by me and that all of the information on this application is true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts called for herein will result in my disqualification from further consideration as a volunteer. I understand that this volunteer application is not valid without my signature.

Print Name
Signature Date

CHURCH MUTUAL INSURANCE COMPANY AND HERMES SARGENT BATES WISH TO POINT OUT THAT NO WARRANTY ATTACHES TO THESE DOCUMENTS, AND IN FACT, THESE DOCUMENTS MAY NOT BE APPROPRIATE FOR THE SPECIFIC NEEDS OF A PARTICULAR ENTITY. THESE DOCUMENTS ARE NOT A SUBSTITUTE FOR GOOD PRACTICE, PROPER SUPERVISION, AND DILIGENT OVERSIGHT AND CONTROL. THERE IS NO GUARANTEE THAT THESE DOCUMENTS WILL PROTECT ANY FACILITY THAT CHOOSES TO USE THEM. BEFORE USING THESE DOCUMENTS OR ANY SIMILAR DOCUMENTS, YOU SHOULD CONSULT WITH YOUR OWN ATTORNEY TO MAKE CERTAIN THAT THE DOCUMENT YOU EVENTUALLY USE IS CORRECT AND CURRENT UNDER THE LAW OF YOUR PARTICULAR JURISDICTION AND THAT THE DOCUMENT MEETS YOUR NEEDS FOR YOUR PARTICULAR SITUATION.



CATHEDRAL OF FAITH BAPTIST CHURCH
VAN USE FORM

Name of Ministry _____

Ministry Director _____ Phone # _____

Name of Person Requesting Van _____ Phone# _____

Home # _____ Work # _____ Cell # _____

Reason For Van Use _____

Date(s) of the Event _____

Departure Time _____ AM PM Return Time _____ AM PM

Name of Van Driver(s) for Event _____ Phone# _____

(The driver must be approved, which means he/she is listed as a driver on the church's auto insurance.)

How many people will be riding the van, including the driver? _____

Have you contacted the Director of Van Ministry? Yes No

Signature _____ Date _____

FOR OFFICE USE ONLY

Received in Church Office by: _____ Date rec'd _____

Director of Van Ministry approved usage? Yes No Date approved _____

Signature of Van Ministry Director: _____

Van driver approved by Van Ministry Director? Yes No Date approved _____

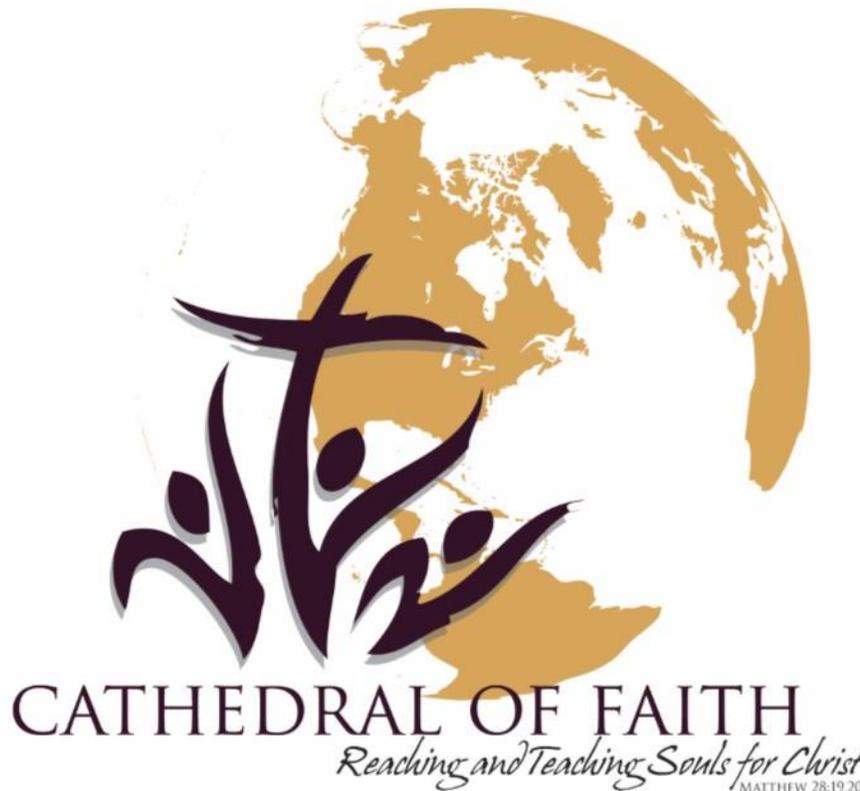
Name of Driver if different from above: _____

Van Assignment: _____ Van #1 (2001 model) _____ Van #2 (2016 model)

Date Ministry/Group Notified: _____ Notified by: _____

Was the van returned in the same or acceptable condition? Yes No

Event Packet



Delbert A. Mack, Sr., Pastor

Planning Ahead for Greater Kingdom Impact

NOTE: If printing digital packet, remember to include the following forms in your event packet:

Print Request Form, Building Use Form, Voucher Request

A Message from the Pastor



The event packet is a result of research and evaluation of prior events over several years. It is designed to allow the church to function in a decent and orderly way. 1 Cor 14:40 states, "Let all things be done decently and in order." All of the forms have a very important purpose for those who are assisting and supporting your event, to render it a great success. Therefore, we need your full cooperation in filling out all of the appropriate forms respecting the deadlines and/or time schedules. The church staff will seek to lend their full support in order to help your event glorify God and minister to the people. Thank you for your full cooperation in these matters as we strive to reach and teach souls for Christ.

God bless you,

Pastor Mack

Cathedral of Faith

Event Packet

The event packet should be turned in at least one month before your event.

EVENT DEFINED: If it involves the church calendar, church finances, church space or some portion of the membership, it is an event.

EXPLANATION OF FORMS:

BUILDING USE FORM

- This form should be used to request the use of a particular space, room, building, etc., on the church campus. This form should be turned in to the church's front office at least one month before your approved event.

VOUCHER FORM

- This form should be used to request funds that have already been approved or to request approval for funds not previously approved. Supporting paperwork should be turned in with this form to substantiate the funds that are being requested. Vouchers should be turned in at least one month before the funds are needed. Additionally, ministry group leaders should sign all vouchers that are being requested by the ministry in which you lead. Suggestion: When trying to determine price, we encourage you to make use of online price shopping as one of your options. **NOTE: ALL ROOM ASSIGNMENTS WILL BE DONE BY THE FRONT OFFICE.**

PRINTING REQUEST FORM

- This form should be used to request printing/copies, duplication, flyers, and other similar materials that will be used for the purposes of church ministry or other related church events. All printing request must have already been proofed and approved before a printing request is made. If outside printing is required, a copy of the approved voucher should be attached to the printing request form. Printing request forms must be turned in at least one month before materials are needed.

EVENT CHECK LIST

- The Event Checklist is designed to help with the planning of your event. It asks questions regarding the event, which assists you with overlooking or forgetting to handle various areas, when hosting an event. This form should be completed at least one month before your event.

EVENT EVALUATION FORM

- This form should be completed after your event. A copy of the completed Event Evaluation Form should be turned in to the church office no later than one week after your event. This form is designed to help your team review what was successful and unsuccessful during your event, with the goal of honest evaluation and implementation of adjustments.

Cathedral of Faith Event Checklist

(This form must be turned in to the front office at least one month prior to your event.)

Name of Event: _____

Name of Ministry Hosting Event: _____

Event Date: _____ Event Time (start & end times) _____

Is this an approved calendar event for your ministry? ___ Yes ___ No

Date Event was Approved: _____

This event will benefit Cathedral of Faith and/or the community by:

As a result of attending this event individuals should better understand:

The target audience for this event is: _____

We intend to impact the targeted audience/group by: _____

Event Coordinator: _____ Contact Number: _____

Event Coordinator's Task(s): _____

Task(s) Deadline: _____

Event Speaker(s): _____

IMPORTANT: *Do not contact speaker before approval from the Senior Pastor!*

DATES FOR PLANNING MEETINGS: List all planning meeting dates for the event. Be sure that building use request forms are completed for each of your meetings and turned in to the front office for approval.

Date of Meeting #1: _____

Date of Meeting #2: _____

Date of Meeting #3: _____

CHILDCARE:

Is childcare desired for the event? ____ Yes ____ No If yes, what ages need care: _____

How many children are expected? _____ Date Nursery Director contacted: _____

Did Nursery Director give approval? ____ Yes ____ No If yes, list the name of the Nursery Director giving approval: _____

COMMITTEE CHAIRPERSON(S) SECTION: This section will help with delegation. List the name(s) of the assigned person, the delegated task(s) and the deadline.

EVENT SET - UP Chairperson: _____

This person has been given the following task(s): _____

The deadline for this task(s) is: _____

EVENT CLEAN - UP Chairperson: _____

This person has been given the following task(s): _____

The deadline for this task(s) is: _____

REGISTRATION Chairperson: _____

This person has been given the following task(s): _____

The deadline for this task(s) is: _____

PUBLICITY/MARKETING Chairperson: _____

This person has been given the following task(s): _____

The deadline for this task(s) is: _____

FOOD / REFRESHMENTS Chairperson: _____

This person has been given the following task(s): _____

The deadline for this task(s) is: _____

PROGRAMS Chairperson: _____

This person has been given the following task(s): _____

The deadline for this task(s) is: _____

BUILDING USE FORM(S) Chairperson: _____

This person has been given the following task(s): _____

The deadline for this task(s) is: _____

VOUCHER REQUEST FORM(S) Chairperson: _____

This person has been given the following task(s): _____

The deadline for this task(s) is: _____

PRINTING REQUEST FORM(S) Chairperson: _____

This person has been given the following task(s): _____

The deadline for this task(s) is: _____

SPECIAL GUEST/GUEST SPEAKER HOST PERSON: _____

This person has been given the following task(s): _____

The deadline for this task(s) is: _____

OTHER Chairperson: _____

This person has been given the following task(s): _____

The deadline for this task(s) is: _____



Event Evaluation Sheet

(This completed evaluation sheet should be turned in to the church office no later than one week after your event. Feel free to write on the back of this page if you need more space.)

Name of Event being evaluated: _____

Name of Ministry Hosting Event: _____

Were the goals of the event achieved? Yes ___ No ___ Please explain your answer:

Was the Event Packet turned in at two weeks before the event? Yes ___ No ___

If no, why not? _____

What type of marketing was used to promote the event?

___ COF Website ___ COF Sunday Bulletin ___ COF Communication Board

___ Flyers ___ Emails/Texts ___ Other: _____

Did everyone delegated a task(s) complete it? Yes ___ No ___

Were all delegated task(s) completed by the deadline? ___ Yes ___ No ___

If no, why do you think the task(s) wasn't completed by the deadline given?

Is there anything else you feel the Pastor and/or Front Office needs to know about your event or the event planning process that wasn't addressed on this Event Evaluation Sheet?

How many team members from your ministry group were involved in giving input for the purpose of completing this evaluation sheet? _____

Name of Person completing Evaluation Sheet: _____ Date: _____



CATHEDRAL OF FAITH BAPTIST CHURCH
ROOM CAPACITY - BUILDING USE

The following rooms are available for usage. However, the front office will make the final room assignment based on other building usage and heating/cooling zones.

EDUCATION BUILDING:

SOLOMON ROOM (30' X 70')	SEATS 120	TABLES & CHAIRS
--------------------------	-----------	-----------------

(NOTE: The stage adds approximately 15-20 more seats if used with tables.)

SARAH ROOM (30'x 60')	SEATS 120	TABLES & CHAIRS
-----------------------	-----------	-----------------

ABRAHAM ROOM (30'x 60')	SEATS 120	TABLES & CHAIRS
-------------------------	-----------	-----------------

ALL OTHER (SMALLER) ROOMS (20' X 30'):

MATTHEW ROOM	SEATS 50	CHAIRS ONLY
--------------	----------	-------------

JOHN ROOM	SEATS 50	CHAIRS ONLY
-----------	----------	-------------

MARK ROOM	SEATS 50	CHAIRS ONLY
-----------	----------	-------------

LUKE ROOM	SEATS 50	CHAIRS ONLY
-----------	----------	-------------

NAOMI ROOM	SEATS 50	CHAIRS ONLY
------------	----------	-------------

JEREMIAH ROOM	SEATS 50	CHAIRS ONLY
---------------	----------	-------------

RUTH ROOM	SEATS 50	CHAIRS ONLY
-----------	----------	-------------

NEHEMIAH ROOM	SEATS 50	CHAIRS ONLY
---------------	----------	-------------

REVELATION ROOM	SEATS 50	CHAIRS ONLY
-----------------	----------	-------------

FAMILY LIFE CENTER:	SEATS 400	TABLES & CHAIRS
----------------------------	-----------	-----------------

BREAKDOWN: 19 ROUND TABLES AND 31 RECTANGLE TABLES - 8 CHAIRS PER TABLE

OUTREACH BUILDING:	SEATS 60	TABLES & CHAIRS
---------------------------	----------	-----------------

BREAKDOWN: 10 ROUND TABLES AND 2 RECTANGLE TABLES FOR SERVING – 6 CHAIRS PER TABLE
 DUE TO FIRE MARSHALL REGULATIONS FOR THIS SPACE

ANNEX BUILDING:

WEDDING CHAPEL	SEATS 175	PEWS ONLY
----------------	-----------	-----------

BREAKDOWN (CHAPEL): 23 PEWS @ 140" AND 5 PEWS @ 118"

JEHOVAH RAPHA	SEATS 50	CHAIRS ONLY
---------------	----------	-------------

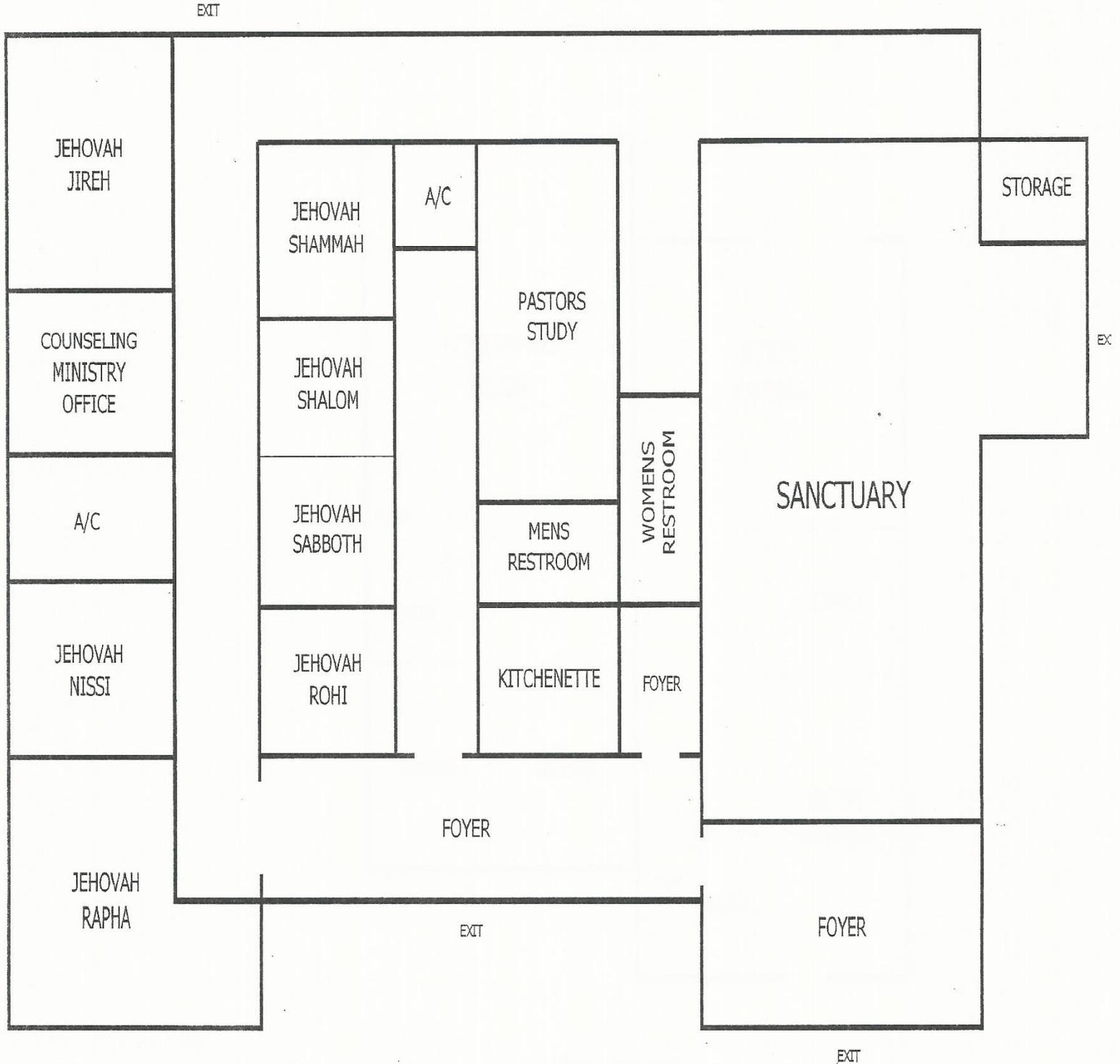
JEHOVAH NISSI	SEATS 30	CHAIRS ONLY
---------------	----------	-------------

JEHOVAH SHAMMAH	SEATS 20	CHAIRS ONLY
-----------------	----------	-------------

JEHOVAH ROHI	SEATS 15	CHAIRS ONLY
--------------	----------	-------------



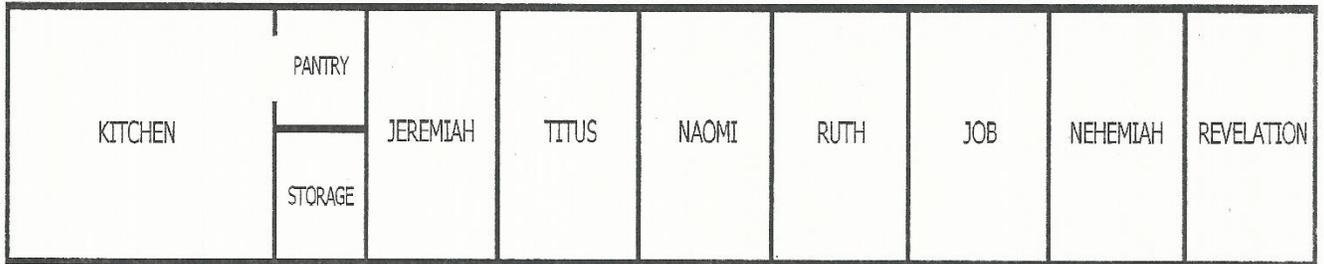
CATHEDRAL OF FAITH BAPTIST CHURCH ANNEX BUILDING





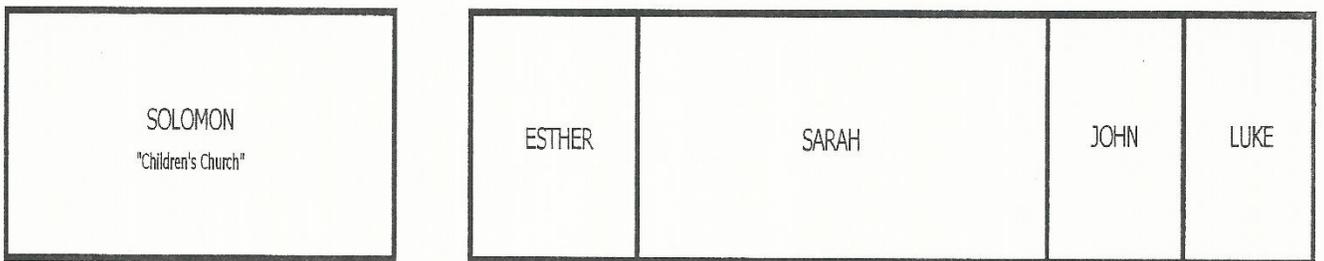
CATHEDRAL OF FAITH BAPTIST CHURCH CHRISTIAN EDUCATION BUILDING

EXIT



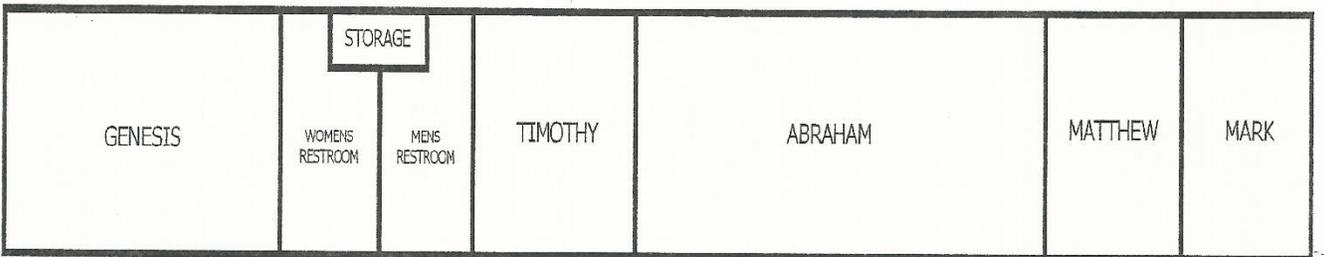
EXIT

FOYER AREA



EXIT

TO
AMILY LIFE
CENTER
←



TO
SANCTUARY
↓

NOTE: All rooms are 20'x30' except Sarah(30'x60'), Solomon(30'x70'), and Abraham (30'x60').



**APPENDIX C:
MINISTRY
ORGANIZATIONAL CHART**



CATHEDRAL OF FAITH
Reaching and Teaching Souls for Christ.

COFBC MINISTRY ORGANIZATIONAL CHART

ASSIMILATION
(EVANGELISM)

DEVELOP
(DISCIPLESHIP)

DEPLOY
(MINISTRY)



ASSIMILATION
MINISTRY

MARKETING
MINISTRY

WOMEN OF
PURPOSE (WOP)

MENS MINISTRY
(MUC)

YOUNG ADULT
MINISTRY

AUDIENCE
MINISTRY

DISABILITY/OUTREACH
MINISTRY

MISSION
MINISTRY

VAN MINISTRY

INTERVENTION
MINISTRY

MEMBERSHIP
CARE MINISTRY

NURSERY
MINISTRY

CHILDRENS
MINISTRY

ADDICTED YOUTH
MINISTRY

CREATIVE ARTS
MINISTRY

ANNUAL EVENTS
COORDINATOR

MUSIC
MINISTRY

SPECIAL EVENTS

EVANGELISM
MINISTRY

OUTREACH
MINISTRY

S.A.L.T. SINGLES
MINISTRY

RELATIONSHIP
COUNSELING MINISTRY

CHRISTIAN EDUCATION
MINISTRY

DECORATING
COMMITTEE

SCHOLARSHIP
COMMITTEE

PARKING LOT
MINISTRY

WEB/PROMOGRAPHY
MINISTRY

INFORMATION
CENTER

NEW MEMBER
ORIENTATION

MARRIAGE/FAMILY
MINISTRY

EDUCATION
COMMITTEE

DISCIPLESHIP
MINISTRY

DIACONATE
COMMITTEE

HEALTH/NURSES
MINISTRY

PRAYER
MINISTRY

USHER BOARD
MINISTRY

SMALL GROUP
MINISTRY

LEADERSHIP
DEVELOPMENT

SUNDAY SCHOOL
MINISTRY

DIETARY
COMMITTEE

HOSPITALITY
COMMITTEE

PRISON
MINISTRY

WIDOWS
MINISTRY

MINISTERS
FELLOWSHIP

MINISTERS/WIVES
FELLOWSHIP

DIVORCE CARE

OFFICE
VOLUNTEER

LIBRARY
COMMITTEE

VISITATION
MINISTRY

FOOD PANTRY
MINISTRY

GREETERS
MINISTRY

FACILITIES
MAINTENANCE

PRAYER BAND