



FELLOWSHIP LEADERS HANDBOOK

FIRST EVANGELICAL FREE CHURCH
OF FULLERTON



2011-2012



CONTENTS

1	Why are we here?
2	Requirements for Leadership
3	Responsibilities of Adult Fellowship Leaders
4	Resources Available to Fellowship Leaders
5	Teaching Resources
6	Calendar Items
7	How Do We Handle ...
8	Financial Policies & Compassion Fund Guidelines
9	Statement of Faith

Please see the Fellowship page of the church website for information on:

**Fellowship Teachers Policy
Social, Political and Legislative Issues Guidelines
Room Usage Policy
Memorial Service Guidelines**

WHY ARE WE HERE?

To be an effective leader, you must have a clear mission. As you serve in your fellowship, remember that you're part of a larger church built on this purpose statement:

The Purpose of Our Church

The mission of the First Evangelical Free Church of Fullerton is to be a worshiping community that builds mature disciples and evangelizes the lost to the glory of God.

Woven into this purpose are some core values which we hope will permeate every ministry of this church, including your fellowship. They are:

Membership (Inclusion) —Our goal is to draw people into a caring community of believers where they can find fellowship and opportunities to serve.

Maturity (growth) —Our goal is to disciple believers toward spiritual maturity by teaching, shepherding, and nurturing them with truth and grace.

Ministry (service) —Our goal is to help people identify their passion and giftedness so they can minister where they're best suited to serve.

Mission (outreach) —Our goal is to intentionally and creatively expose people to the gospel.

Magnification (worship) —Our goal is to bring attention and glory to God in everything we do.

The Purpose of Fellowships

A fellowship makes a big church feel smaller. It is intended to compliment (not replace) our worship services by providing a place to build relationships with people on a level not possible in the Sanctuary or the Commons. With that in mind, consider this purpose statement:

Adult and home fellowships are communities of believers committed to caring for one another, helping each other grow in their spiritual lives and working together to expand the kingdom, locally and globally.

R REQUIREMENTS FOR LEADERSHIP

Calling We're not interested in just filling leadership slots. We want leaders who have prayerfully concluded they have the desire and giftedness to serve in a fellowship. If you're uncertain or unaware of your spiritual giftedness and passion, check out our Spiritual Gifts Workshop 2.0 on the church website.

Character As a fellowship leader you are a role model in your class. 1 Timothy 3:1-13 is a great place to go for a sense of the attributes that should be evident in your life as a class leader. None of us has "arrived," but there should be evidence of growth in these areas of your life. Also, there will be many in your fellowship who will take their cues from you about church life. Whether it's your attitude about service, involvement in worship services or support for other ministries in the church, we're counting on you to help set the tone in your class.

Church membership To be considered for a fellowship leadership position, you must be a church member, be in the membership process or be willing to go through the membership process at the next available opportunity. A part of church membership is agreement with our church's statement of faith. (See section 9)

Election or appointment to office In keeping with our congregational form of government, adult fellowship officers are selected by the class members either by appointment or election. In cases where offices are vacated prematurely or specific functions cannot be fulfilled by the leadership team, the team may appoint members to address those needs.

Adult fellowship teachers In addition to fulfilling the above requirements for leadership, those who regularly teach adult fellowships must be approved by the appropriate pastor and the Christian Education Board. Please contact your fellowship's pastor for more details.

RESPONSIBILITIES OF ADULT FELLOWSHIP LEADERS

President/Chairman The president (along with the class teacher) functions as the class overseer (in the sense outlined in 1 Timothy 3). In this position, he functions as the elder in the congregational unit we call a fellowship, which means he carries the primary responsibility for the spiritual care of class members. This means that the president is privileged to serve the class as a shepherd.

Regardless of the leadership model chosen by a class, the president/chairman bears the following responsibilities.

Caring for the class The primary responsibility of the class president is to be the shepherd—the one who watches over the class and looks out for their well-being. This means being alert to the class members' needs and working with the class teacher to be sure the teaching fits the needs and goals of the class.

Administration and direction of the class The adult fellowship president takes the lead with the leadership team in running the affairs of the class and planning for its future.

Liaison with church leadership The president is an ex officio member of the General Board, which provides monthly exposure to the work that God is doing through all the ministries of this local church. This responsibility includes attending the quarterly General Board meetings and reporting back to the leadership team.

Liaison with pastor Our adult fellowships are grouped by stage of life, with the classes in each stage being served by a pastor. The adult fellowship president works closely with the pastor to meet the needs in the class and keep the class linked closely with the other ministries of the church.



RESOURCES AVAILABLE TO FELLOWSHIP LEADERS

We see fellowship leadership as a team effort that involves your leadership team, other lay leaders, and church staff. It also requires helpful resources.

These people and resources include:

Pastors As mentioned earlier, your fellowship is linked with a pastor whose ministry is specifically to people in your stage of life. He is there to serve you and your class and is just a phone call or e-mail away:

College/Young Adults	Jon Nitta	ext 516	jon.nitta@evfreefullerton.com
Young Families	Doug Haag	ext 513	doug.haag@evfreefullerton.com
Midlife	Doug Haag	ext 513	doug.haag@evfreefullerton.com
Empty Nest	Doug Haag	ext 513	doug.haag@evfreefullerton.com
Senior Adults	John Coulombe	ext 521	john.coulombe@evfreefullerton.com
Home Fellowships	Doug Haag	ext 513	doug.haag@evfreefullerton.com

Church staff As a fellowship leader you'll connect frequently with church staff. For special events it might be our Campus Services team. To reserve a room or a church vehicle it might be an Administrative Assistant. Maybe you'll be connecting with our Children's or Senior Adult Ministries. Whenever you're in need of staff support, just call the church office at 714.529.5544. Here are some direct phone numbers for specific needs.

Business Office	714.257.4318
Care and Concerns	714.257.4380
Children's Ministries	714.257.4340
Counseling/Marriage Ministries	714.257.4316
Facilities	714.257.4315
Finance Office	714.257.4319
Junior High & High School Ministry	714.257.4361
Membership	714.247.4391
Men's Ministries	714.257.4391
Music and Worship	714.257.4326
Missions Department	714.257.4333
Outreach/Evangelism	714.257.4326
Room reservations/set-ups/vehicles	
College	714.257.4391
Young Adults /Young Families/Midlife	714.257.4370
Empty Nest/Home Fellowships	714.257.4370
Senior Adults	714.257.4380
Women's Ministries	714.257.4312

Website Our church's website address is www.evfreefullerton.com. For questions regarding the website, please contact the webmaster at the site.



TEACHING RESOURCES

TEACHERS

TOPICS

Bart Barrett

714.960.5875

bartbarrett@verizon.net

available both hours

- Evangelism

- Open to teaching on any passage of scripture

For sample of sermons, go to www.bartbarrett.com

Jim Clark

714.529.5544

jim.clark@evfreefullerton.com

available both hours

- Stewardship

- Marriage

- Open to teaching on any topic or portion of scripture

Steve Eckberg

714.347.7533

stephen.eckberg@stjoe.org

available both hours

Steve has a number of challenging teaching series which vary from one week stand alone topics to several 3, 4 or even 5 week series':

- Jonah (4 weeks)

- Heaven (2 weeks)

- The Me I want to Be (3 to 5 weeks)

- Reveal (2 weeks)

- Fatal Four Habits that Hinder (4 weeks)

- Rock On! - Lessons from the life of Peter (3 weeks)

For more info, please contact Steve

Bambi Encarnacion

714.257.4314

bambi.encarnacion@evfreefullerton.com

available both hours

- Caring for Aging Parents: 4 week series that addresses the issues of the Biblical view of caring for aging parents, community resources for assisting families, Medicare and long-term care insurance, affordable options of care, practical ways to face the challenges of this season of life and testimonies from families who are in the midst of care giving.

- Living and Leaving a Legacy

- God's Active Sovereignty (Acts 9)

Don and Jan Frank

714.993.0908

jan.don.frank@gmail.com

available both hours

- Marriage

- Communication

- Dealing with the IRS: Intimacy, Romance and Sex

- Unclaimed Baggage: Dealing with the past on your way to a stronger marriage

- The Fun Factor: How to keep your marriage fresh

- Honoring Less than Honorable Parents

Doug Haag

714.529.5544

doug.haag@evfreefullerton.com

available both hours

- Spiritual Formation
-

TEACHERS

TOPICS

Jennifer Hale

714.463.4691

jandjhale2000@yahoo.com

available both hours

- Thriving, Not just Surviving in the Modern World (Learning from Eve's Temptations)
- The 4 Temptations of the Modern Woman/Mom
- Women of the Bible (any but especially Ruth, Rahab, Samaritan woman at the well and Mary Magdalene)
- Moses (It's about our present obedience, not our past failures)
- The Servant King (Counterculture Jesus)
- The Seal of the Holy Spirit
- The Truth about Temptation (James 1:13-18)
- The Source of True Wisdom (James 3:13-18)
- Stories Meant to be Told (lessons from Paul on giving our testimonies Act 12 - 22)

Randy Jones

714.447.4080

crandyjones22@aol.com

available both hours

- Personal evangelism
- Apologetics
- Your Kids and the Christian World (designed for parents of high school aged children and younger)

Jenni Key

714.529.5544

jenni.key@evfreefullerton.com

available 9 o'clock hour

- Insights on Prayer (2 weeks)
- Friend of God/Friend to Others (2 weeks)
- Care and Feeding of the Inner Person
- Lessons from the North Platte Canteen
- Earthquakes and Ethiopians
- Homes that Hatch World-Christian Kids
- Deeply Rooted (Psalm 1)

Jac LaTour

714.351.7760

jjlatour@sbcglobal.net

available both hours

- Understanding following Jesus: looking at words like holiness, obedience and intimacy
- Any passage of Scripture or part of ongoing series

Fred Ouderkerken

714.441.2660

dutchtouch@roadrunner.com

contact Fred for availability

- Qualities of a True Friend
- Spiritual Disciplines
- Discipline in Parenting
- Biblical Doctrines of Christianity
- Characteristics of Carnality
- Fruit of the Spirit
- Spiritual Gifts
- Hindrances of the Heart
- The Parables of Jesus
- The Priesthood of the Believer
- The Great I Am
- Any Biblical passage

Paula Parker

714.854.9835

paula.parker@evfreefullerton.com

available both hours

- International Students
 - Living Confidently as "Salt & Light" in a World of Conflicting Beliefs (includes Q & A and personal stories)
-

TEACHERS

Peter Robbins

714.784.2930

peter@turningpoint.org

available both hours

TOPICS

- Family Money Management
- Who's in the Driver's Seat? (for parents with adolescent children)
- Anger: Friend or Foe
- Marriage
- Parenting
- Mortgage: the hows and whys

Paul Sailhamer

714.526.3861

sailhamer@adelphia.net

available both hours

- Biblical Passages: Old and New Testament
- Christian classics
- Pilgram's Progress
- C.S. Lewis
- Christian Life
- Current Issues
- Church History

Dr. Ken Schemmer

714.990.5496

kschem3@msn.com

available 9 o'clock hour

- Medical Ethics
- Christian Worldview
- Dealing with Suffering (1-3 weeks)

Larry Sittig

714.671.7849

lsittig@mac.com

contact Larry for availability

- Old and New Testament

Gregg Ten Elshof

562.944.0351 ext 5577

gregg.tenelshof@biola.edu

available both hours

- What is the Gospel?
- What does it mean to be a Christian?
- What is a disciple?
- What are the costs and benefits of discipleship to Jesus?
- Ethical teachings of Jesus
- Self-knowledge/Self-deception

The Launch

contact Bambi Encarnacion

714.257.4314

bambi.encarnacion@evfreefullerton.com

available both hours

A 5 week DVD/discussion study on preparing adults age 50+ for Kingdom work. Retirement is a season of life sometimes met with anxiety; other times with great anticipation. The Launch helps you plan for what could potentially be one of the most productive chapters of a Christian's life by assessing the participant's life experiences, skills and talents.

God's Heart of Compassion

contact Jay Williams

714.257.4380

jay.williams@evfreefullerton.com

available both hours

5-6 week series taught by Pastor Jay Williams, Jeff Bradbury (Encouragement, Inc.) and Randy Dyck (Synergist). This series will expose the missing discipline in the evangelical community: loving the community in word and deed with action steps that can be taken to make a real difference in the community. Guests from the community will be invited to share their experiences. A workbook is provided with this series.

TEACHERS

TOPICS

Marriage Refreshment Center
contact Marriage Ministries
714.257.4316
lisa.fukumoto@evfreellerton.com
available both hours

7 week course on Enriching your Marriage, Communication, Spiritual Life & Prayer, and Intimacy, Romance & Sex

Face of Hope
contact Carol Guscott
714.256.1579
guscott7@sbcglobal.net
available both hours

“Face of Hope: The Carol Guscott Story” chronicles the true tale of survival and intense hope of one resolute woman, who never gave up, never lost faith, and though disfigured and blind, never lost sight. This is a story about the power of hope, faith, forgiveness, and motivation.



CALENDAR ITEMS

As you weave your fellowship leadership responsibilities into the rest of your schedule, you'll want to take note of the following events.

Prime Time Sunday **First Sunday in May**

This is the official start of our ministry year and the day our entire church gathers in the worship center to review the previous year of ministry, anticipate the coming year and hear how God has been at work in people's lives in our church. Adult fellowships meet as normal on Prime Time Sunday. It's a great Sunday to attend your class and gather with the larger church to worship together.

Class elections **May**

Newly elected officers begin orientation to their new responsibilities.

Leaders' Night Out **June**
Leader training and orientation

An evening of orientation for new officers and practical training for everyone. Sessions are presented by fellowship leaders and by senior staff. The goal is for every fellowship leader to attend this workshop.

General Board meeting **Quarterly (fourth Thursday)**

Adult fellowship class presidents attend as ex officio members to keep current with all the ministries of the church and with future plans.

Parking lot support **Sundays for one month each year**

One way adult fellowships serve the entire church is by helping to staff our parking lots for all services, one month per year, with larger classes serving more than one month per year. It works best if the class' leadership team designates a class coordinator for parking.

Grace Works **May**

An activity that greatly benefits from a large scale buy-in and participation from fellowships is Grace Works. Grace Works is an opportunity for our church to reach out to our community with a helping hand. This ministry is part of our outreach ministry intended to reach the lost through good works which the Lord has prepared us for. It is recommended that each class have an outreach coordinator to work with the Grace Works team

All Church Memorial Day Picnic **Every other Memorial Day**

In order for this activity to be successful, we need the support of the fellowships. You should anticipate volunteering for some group task such as parking facilitators, bounce house supervisors, meal servers, etc., to insure that the day is fun and memorable for all involved. These tasks usually require a 1 to 1 1/2 hour commitment for the day.



CHURCH EVENTS

June 13, 2011	Leaders' Night Out
June 26 - July 1, 2011	The Village and Medieval Mountain, Forest Home
July 3 - 9, 2011	Jr High Camp, Hume Lake
July 3 - 9, 2011	High School Camp, Hume Lake
July 25 - 29, 2011	Vacation Bible School
September 11, 2011	New Membership Class
November 27, 2011	Christmas Tree Lighting
December 1 - 3, 2011	Christmas Repast
December 10 & 11, 2011	Christmas Blvd.
December 18, 2011	Christmas Outreach Services
December 24, 2011	Christmas Eve Services 6 and 11 P.M.
December 25, 2011	Christmas Day Service (<i>no adult fellowships</i>)
January 1, 2012	<i>No adult fellowships</i>
February, 2012	Missions Month
Spring of 2012	Women's Retreat (<i>watch for dates</i>)
April 6, 2012	Good Friday Service
April 8, 2012	Easter Services, <i>No adult fellowships</i>
May 5, 2012	Women's Ministry Garden Tour
May 6, 2012	Prime Time Sunday

Please keep these events in mind when planning your fellowship functions. For more church events go to the church website (www.evfreefullerton.com.) and click on "Church Calendar" at the bottom right corner of the home page.

HOW DO WE HANDLE . . .

Care and concern needs? Many classes elect or appoint leaders to oversee this vital class function. The fellowship is the front line ministry for addressing such needs. Whether it's people sick needing help with meals, people needing help moving, or people out of work needing encouragement and support, a key role of the fellowship is to come together to meet these kinds of needs.

If the magnitude of the need is beyond the class' resources, call your fellowship's pastor and we'll connect with our Care and Concerns Ministry to discuss other options. Resources available include:

Compassion fund ... to provide financial assistance for unexpected emergencies.

Food fund ... to provide food staples and relieve some pressure from the family's food budget.

Clothes closet ... to provide good quality used clothing.

Counseling needs? If the need is for counseling, work with your fellowship's pastor to determine the best course of action. Options include:

Lay counseling ... which offers an evaluation by the pastor of Counseling Ministries and 10 weeks of counseling by a trained volunteer.

Pastoral counseling ... either with your pastor or the person on staff who is best equipped to address the person's needs.

Referral to a professional counselor ... when the person's needs exceed the expertise of our lay counselors or staff.

Marriage Issues? Our church offers a host of marriage support and enrichment resources. When you have a couple who is struggling, contact your lifestage pastor to determine which ones would best meet their needs. Options include:

Pastoral marital counseling ... short term counseling is available without cost from all of our pastors and others on the pastoral staff.

Seminars, workshops and classes ... are provided on a schedule designed to make these resources available when people need them. We view these various entry points as part of a broader marriage ministry that seeks to help couples prepare for or enrich their marriages, and to help those whose relationships have been fractured or severed.

Referral to a professional counselor ... when the couple's needs exceed the expertise of our lay counselors or staff.

Church discipline? Along with the joy and excitement of fellowship leadership, there is sometimes the difficult responsibility of church discipline. The Bible makes it clear that Christ calls each member of the body to live a holy and blameless life that honors their heavenly Father. Unfortunately, there will be times when discipline must be exercised if the church is to fulfill its calling.

Our Elder Board has prepared a clear Biblical church discipline policy. If you need further instruction on this policy, contact your fellowship's pastor.

Memo

To: Adult Fellowship Leadership
From: Business Office
Re: Adult Fellowship Financial Policies

To assist the elected leaders of adult fellowships, the following pages have been included in this handbook to detail and help to clarify the Adult Fellowship Financial Policy as contained in the most recent revision of our church's organization and policy manual.

While it may seem like an insignificant matter, it is very important that these financial policies are closely followed. There are several reasons why this is so. First, close observance of the policies will help the leadership of adult fellowships avoid reproach in their handling of fellowship monies. Second, it will help the Trustee Board in their responsibilities to oversee the finances of the church. And third, it will provide the church's auditors the annual documentation needed to give our church a clean financial bill of health.

Thank you in advance for your assistance in these matters. Please submit your fellowship's annual financial report and account information form to the Business Office by May 15 each year. The Business Office will then give copies to the Trustee Board and the church's auditors.



ADULT FELLOWSHIP FINANCIAL POLICY NOTES

- 1.) Adult fellowship treasurers should keep detailed records of all financial transactions to make the annual creation of financial reports as easy as possible.
- 2.) Please submit financial reports on an annual basis using a format similar to the enclosed sample report.
- 3.) The reports should reflect all financial transactions conducted by the adult fellowship during the previous fiscal year between May 1 and April 30.
- 4.) **Please submit these reports along with the Account Information Form to the Business Office by May 15 for the previous fiscal year.**
- 5.) Please make an effort to clearly and consistently communicate to adult fellowship members that all monies collected through adult fellowships are not tax deductible.
- 6.) The church's Federal Tax I.D. number is not to be used when opening an adult fellowship checking account.

PURPOSE

To establish the policies and procedures by which individual adult fellowships may raise and disburse funds for special projects and activities, maintain their separate bank accounts and yet provide the Trustee Board their constitutionally mandated oversight of all church income and expenditures. For other financial information, refer to Church Bylaws Article VIII, Policy 2.2 General—Church Policy, and Policy 4.1 Finance—Designated Receipts.

GENERAL

Adult fellowships may wish to raise funds for projects in support of their assigned missionaries, provide special financial help for fellowship members in need or donate monies toward other projects. Some of these gifts can be tax deductible but only if certain steps are taken in accordance with IRS guidelines and only if the funds are handled through the church's business office.

Funds may also be collected and administered through separate checking accounts for social activities not otherwise supported by the church or for personal (not tax-deductible) gifts to missionaries or others. No monies, payments or gifts received through adult fellowship checking accounts are tax deductible.

No fellowship will raise funds for its own use or for the benefit of others by selling merchandise or services without the expressed prior approval of the Trustee Board.

CHECKING ACCOUNTS

A separate checking account may be maintained by an adult fellowship only for use in facilitating such activities as providing refreshments served in conjunction with fellowship activities, facilitating purchase of tickets for commercial entertainment or creating a common fund to finance other fellowship-sponsored social events or personal gifts. Each fellowship treasurer will submit an annual financial report to the business office.

Separate checking accounts are not appropriate for any Sunday school class or other church group whose activities are provided for in the unified church budget.

SPECIAL PROJECTS

Special projects normally involve projects in support of the work of church-supported missionaries or mission agencies, or needs of friends or members of the church who are experiencing unusual financial stress. In order to maintain the integrity of the church financial policies and to comply with the necessary IRS guidelines, the following procedures must be observed:

1. If the project involves an area which is subject to the authority of an established church board, the appropriate board chairman must be consulted before the project is undertaken. For example, private benevolences should be approved by the Deacon Board chairman; missionary projects (excluding personal or Christmas gifts) should be approved by the Missions Board chairman. After this approval, the associate pastor of Business and Stewardship should be notified of the project.
2. After the project is approved and if the tax deductibility of the gifts *is not important* to the givers, then the monies can be directed through the adult fellowship's checking account and disbursed.



3. After the project is approved and if the tax deductibility of the gifts *is important* to the givers, then the donor checks should be made payable to First Evangelical Free Church, but the ultimate beneficiary's name should not be written on the check. Next, the checks and a written recommendation for disbursement from the adult fellowship leadership should be directed to the appropriate church board which gave the original approval for the start of the project. That board will make the final decision for the amount, timing and recipient for the disbursement of funds. According to the IRS, the tax deductibility of donations is dependent on their being "unconditional and without personal benefit to the donor" and on their being "made to or for the use of" a qualified charity. Further, the church must have "full control of the donated funds, and discretion as to their use, so as to insure that they will be used to carry out its functions and purposes." Thus, we can only accept tax-deductible donations which are given in this way. After the decision is made by the board, any remaining funds will be directed to the general fund of the church. The appropriate board will consider the following before granting disbursement approval:
 - a. Is this disbursement recommendation consistent with the written policy or guidelines for the ministry of our board, and is it consistent with any policies or guidelines of our board that relate to the disbursement of funds for the church's ministry? Or, should the disbursement of these funds fall under the authority of a different church board?
 - b. Is the disbursement recommendation an appropriate amount of money given the documented need? Is it too much money, and should less be given? Or, is it not enough money and additional monies should be disbursed from one of the accounts that the board oversees?
 - c. If the recommendation suggests a disbursement of funds to more than one party, is the portion suggested for each party appropriate, or should it be adjusted?
 - d. Are any of the givers going to personally benefit from the disbursement of the given funds?
4. After the appropriate board has made the disbursement decision(s), that board should convey the funds and written instructions for disbursement to the business office of the church. Checks and cash will be recorded as church income, and the church business office will write one check payable to the indicated person or agency.
5. Special projects are limited to \$3,000. If it is anticipated that this limit will be exceeded, approval must be obtained from the Trustee Board chairman. If the amount collected for any given project exceeds the amount needed, the balance will be applied to the general fund.

RESPONSIBILITIES

1. Adult fellowship leaders are responsible for implementing this policy in their respective fellowship classes.
2. The Missions Board chairman is responsible for approving all adult fellowship projects in support of missionaries. The Missions Board, or its appointed committee, is responsible for the final disbursement of funds in support of missionaries.



3. The Deacon Board chairman is responsible for approving all benevolent giving through the adult fellowships. The Deacon Board, or its appointed committee, is responsible for the final disbursement of all benevolence funds.
4. If an adult fellowship project does not logically fall under the purview of the Missions or Deacon Board, then another more appropriate board of the church should fill the role of approving the start of the project and overseeing the final disbursement of funds.
5. The associate pastor of Business and Stewardship is responsible for processing all deductible contributions through the church accounts.

POLICY MAINTENANCE

With the approval of the Elder Board, the Trustee Board is responsible for the initiation, update and implementation of this policy; the senior pastor's office is responsible for the publication and distribution of this policy.

FIRST EVANGELICAL FREE CHURCH
OF FULLERTON



ADULT FELLOWSHIP ACCOUNT INFORMATION

(This form should be submitted on an annual basis, or any time there are changes.)

Adult Fellowship Name: _____

Treasurer: _____ Phone: _____

President: _____ Phone: _____

Place where funds are kept (check all that apply):

____ Savings Account ____ Checking Account ____ Cash Box

Name on the account: _____

Account Number: _____

Name of the institution or bank: _____

Address of institution or bank: _____

Name on Social Security Number used or Name on Tax Id Number
used: _____

Date the account was opened: _____

People authorized to sign checks: _____

Date submitted: _____

MEMO

To: Missions Board Chairman and Missions Pastor

From: Adult Fellowship

Regarding: What the missions need is

Our fellowship would like to request that we be allowed to collect funds for _____ (if you estimate that it will be over \$3000 it will also need to be approved by the Trustee Board before you begin collection)

Thank you for your consideration.

Class Administrator/President

Treasurer

Missions Pastor

Missions Board Chairman

Trustee Board Chairman (if over \$3,000)

MEMO

To: **Missions Board**

From: **Adult Fellowship**

Regarding: **Briefly state reason for collection**

Our fellowship would like to request that we send the following funds we collected
\$_____ for:

_____ \$
_____ \$
_____ \$
_____ \$
_____ \$
_____ \$
_____ \$

Thank you for your consideration and Patti Matterson can process the check request and mail as the missionary directs.

Class Administrator/President

Treasurer

Missions Board Approval

Compassion Fund Guidelines for Working with Fellowships

Definition

When a financial need is identified in a fellowship and the leadership of that fellowship authorizes the taking of a benevolent offering within the fellowship, a request may also be made to the Compassion Fund Committee for money from the Compassion Fund to go towards meeting that financial need. The identified need can be for an individual or a family. The individual or family to be assisted is not required to be members of the fellowship.

The Criteria

1. *Compassion Funds should be considered after friends, family and fellowship are approached. The request for funds should come after the fellowship leadership has decided to take an offering within the fellowship and has followed the guidelines of the Church Financial Policy.*
2. The request should come from a member of the fellowship leadership team and should be directed to a member of the Deacon Finance Committee, the Pastor of Care and Concerns, or the administrative assistant of Care and Concerns.
3. The need for financial assistance must meet the criteria of the Compassion Fund (see below).
4. In emergency case, the Compassion Fund will do everything possible to make an expedient decision. However, it is best when requests can be discussed at the weekly Compassion Fund meeting. Consequently, a 7 to 10 day notice is helpful to the committee.
5. *The grants from the Compassion Fund will depend on the amount available and the nature of the request.*
6. The general rule is that funds will be available one time for each financial need of an individual or family.
7. *Please remember that assistance to individuals is at the discretion of the Compassion Fund Committee and may not be provided at the direction of the donor.*
8. If the need is substantial, fellowships can partner with the Compassion Fund. Checks can be made payable to the church, collected by the fellowship and turned in all together to the Care and Concerns administrative assistant for the Compassion Fund. The Compassion Fund Committee will then determine the amounts to be given to the need.

Compassion Fund Criteria

Compassion funds are used to meet the primary needs of individuals in our church or community. Primary needs include:

- Housing, clothing, food, utilities, medical prescriptions, supplies and expenses.
- Funeral expenses
- Emergencies resulting from loss of a job, death, accident or health
- Car repairs
- Counseling

The Compassion Fund can be used to meet other requests not listed above. The decision to provide assistance will be based on the availability of funds and the nature of the request.

Compassion Funds are not available for:

- Legal fees
- Fees or expenses related to the breaking of the law
- Penalties relating to late payments or irresponsible actions
- Private school fees or tuition
- Business ventures or investment
- As a loan

A subcommittee of the Deacon Board working with the Pastor of Care and Concerns will oversee decisions regarding the use of Compassion Funds

MEMO

Date: _____

To: **Board Chairman and Pastor**

From: _____

Regarding: _____

Our fellowship would like to request that we be allowed to collect funds for a member of our class/congregation. ***State the purpose of the collection and whether it will be a tax deduction.***

Thank you for your consideration.

Class Administrator/President

Treasurer

Pastor

Board Chairman

Trustee Board Chairman (if over \$3,000)



STATEMENT OF FAITH

As members of this church, we believe in the following statement of faith:

- A. The Scriptures, both Old and New Testaments, are the inspired Word of God without error in the original writings, the complete revelation of His will for the salvation of men, and the divine and final authority for all Christian faith and life.
- B. There is one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son and Holy Spirit.
- C. Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the virgin Mary. He died on the cross a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He is now our High Priest and Advocate.
- D. The ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict men of sin; regenerate the believing sinner; indwell, guide, instruct and empower the believer for godly living and service.
- E. Man was created in the image of God but fell into sin and is therefore lost, and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.
- F. The shed blood of Jesus Christ and His resurrection provide the only ground for the justification and salvation for all who believe, and only such as receive Jesus Christ by faith are born of the Holy Spirit and thus become the children of God.
- G. The personal, premillennial and imminent return of our Lord Jesus Christ is our “blessed hope” and has a vital bearing on the personal life and service of the believer.
- H. There will be a bodily resurrection of all the dead, of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and everlasting, conscious punishment.
- I. The true church is composed of all such persons, who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ of which He is the Head.
- J. Water baptism by immersion soon after accepting Christ as personal Savior is a testimony of death to sin and resurrection to a new life, and the Lord’s Supper is a memorial service, setting forth in sacred and symbolic manner the death of the Lord Jesus Christ; all true believers should share in it.