



Ministry Handbook

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The CCCSD Ministry Handbook is the property of Christ Community Church of San Diego and should only be distributed to ministry volunteers, staff and leaders. As periodic updates occur, ministry volunteers will be updated digitally, so they can print the update and replace the old pages with the new.



Dear Ministry Staff and Volunteers,

I am thrilled that you have chosen to serve in the ministries of Christ Community Church of San Diego. It's my passion to see God use you along with others to bring glory to His Name as we serve Him and each other through the power of His Spirit. Every single follower of Jesus has been gifted by the Holy Spirit to make a difference in building up His Body, the Church. He has given you talents, passion, life experience, knowledge and His Spirit to change the world in His Name.

Every opportunity to serve gives you the opportunity to belong in a small little community of servants of Jesus. What a blessing to make a difference and have a church family where you can know and be known, serve and be served, love and be loved!

The ministry handbook sets forth guidelines, policies and processes to help you succeed in your volunteer role(s) and to protect the church's unity and testimony within our community. It is critical you read and digest this handbook so you are thoroughly informed of all aspects of ministry at CCCSD. If you have any questions after reading this handbook, please do not hesitate to contact your ministry leader or pastor for further clarification.

Thank you for surrendering yourself to serve the Lord as an integral part of His ministry at Christ Community Church! I look forward to serving with you as we lead our church to love God and others more!

In His love and service,

Rev. Darrell M Dunlap
Senior Pastor

Chapter	Subtopics	Page	Last Updated
The Church		6	12/1/2016
	Name	7	12/1/2016
	Vision	7	12/1/2016
	Mission	7	12/1/2016
	Purposes	7	12/1/2016
	Values	7	12/1/2016
	The 5 C's	8	12/1/2016
	History & Affiliation	13	12/1/2016
	Statement of Faith	13	12/1/2016
	Leadership Teams	15	12/1/2016
	Organization Chart	17	12/1/2016
	Baby Dedications	18	12/1/2016
	Baptism	18	12/1/2016
	Communication	19	
	Counseling	20	12/1/2016
	Deacons	21	12/1/2016
	Directory	21	12/1/2016
	Elder Prayer	22	12/1/2016
	Library	22	12/1/2016
	Lost & Found	22	12/1/2016
	Prayer Requests	22	12/1/2016
	Weddings	22	12/1/2016
Ministries	Listing of church ministries	24	12/1/2016
Membership		28	
	Why join a church	29	12/1/2016
	What is membership	29	12/1/2016
	How do I become a member	29	12/1/2016
	Membership affirmation	29	12/1/2016
	What does a member do	29	12/1/2016
Safety Standards & Emergency Procedures		31	12/1/2016
	General Safety Standards	32	12/1/2016
	Accident/Injury Reporting	33	12/1/2016
	Sexual Harassment Policy and Process	33	12/1/2016
	Solicitation & Distribution	34	12/1/2016
	Child Protection Policy	34	12/1/2016
		40	12/1/2016
Facilities	Mailing Address/Contact Information	41	12/1/2016
	Church Office Hours	41	12/1/2016
	Children & Facilities	41	12/1/2016
	Childcare	41	12/1/2016
	Clean-up/Close-up	41	12/1/2016
	Decorating	42	12/1/2016

	Drugs & Alcohol	42	12/1/2016
	Equipment	42	12/1/2016
	Hospitality Room	42	12/1/2016
	Key Policy	43	12/1/2016
	Ministry Storage	43	12/1/2016
	Repairs/Work Requests	44	12/1/2016
	Set-up	44	12/1/2016
	Smoking	44	12/1/2016
	Telephones	44	12/1/2016
Volunteerism/Serving		45	12/1/2016
	Ten Reasons to Volunteer	46	12/1/2016
	Attendance, Absence & Avoidance	46	12/1/2016
	Background Check	47	12/1/2016
	Change of personal Information	47	12/1/2016
	Christian Conduct	47	12/1/2016
	Confidentiality	47	12/1/2016
	Conflict Resolution Process	47	12/1/2016
	Dress Code	48	12/1/2016
	Leadership Invitation & Placement	48	12/1/2016
	Ministry Assessments	48	12/1/2016
	Ministry Position Descriptions	49	12/1/2016
	Resignation	49	12/1/2016
Finance/Accounting		50	12/1/2016
	Budget	51	12/1/2016
	Tithes	51	12/1/2016
	Contracts	51	12/1/2016
	Fundraising	51	12/1/2016
	Financial Donations	51	12/1/2016
	Financial Management	51	12/1/2016
	Credit Card Expenses	54	12/1/2016
	Financial Assistance	54	12/1/2016
	Ministry Income	55	12/1/2016
	Check Requests	56	12/1/2016
	Credit Card Acceptance	56	12/1/2016
Information Technology		57	12/1/2016
	Church Computer Usage	58	12/1/2016
	Database	58	12/1/2016
	Fax Machine	58	12/1/2016
	Generic Email Addresses	58	12/1/2016
	Email Distribution Lists	58	12/1/2016
	Pornography	58	12/1/2016
	Printers/Copiers	59	12/1/2016
	Server	59	12/1/2016

	Wi-Fi/Internet Access	59	12/1/2016
Leadership		60	12/1/2016
	Apprentice Leaders	61	12/1/2016
	Covenant	61	12/1/2016
	Meetings	63	12/1/2016
	Suggestions for New Leaders	63	12/1/2016
Communication/Marketing		64	12/1/2016
	Church Logo/Branding	65	12/1/2016
	Feedback/Open Door Policy	65	12/1/2016
	Brochures	65	12/1/2016
	Website	65	12/1/2016
	Monthly Newsletter	65	12/1/2016
	Weekly Bulletin	66	12/1/2016
	Church News	66	12/1/2016
	This Sunday @ CCC Emails	66	12/1/2016
	Verbal Announcements	66	12/1/2016
	PowerPoint	67	12/1/2016
	Announcements		
	Ministry Tables	67	12/1/2016
	Advertising	67	12/1/2016
	Editorial Review	67	12/1/2016
	Mass Emails	67	12/1/2016
	Senior Pastor	67	12/1/2016
	Communications		
Event Planning		68	12/1/2016
	Event Planning	69	12/1/2016
	Master Calendar	69	12/1/2016
	Church-wide Events	69	12/1/2016
	Overnight Parking	69	12/1/2016
	Liability Release	69	12/1/2016
	Authorized Drivers	70	12/1/2016
	Childcare @ Events	70	12/1/2016
Ministry Support		71	12/1/2016
	Administration	72	12/1/2016
	Accounting	72	12/1/2016
	Directory	72	12/1/2016
	Mail Folders	72	12/1/2016
	Ministry Documentation	72	12/1/2016
	Postage	72	12/1/2016
	Printing/Copying/Fax/Scan	72	12/1/2016
	Senior Pastor Assistant	73	12/1/2016
	Supplies	73	12/1/2016
Appendix		74	12/1/2016



THE CHURCH

CHRIST COMMUNITY CHURCH NAME

The church was founded in 1987 as Northstar Community Church. In 2003, the church's elders and members officially and legally changed our name to Christ Community Church of San Diego. More than merely a name, this label is a theological statement:

As every believer is called to put Christ first in their lives, we put Christ first in His Church, thus Christ is first in the church's name.

As people do life together, worshipping, serving, connecting, growing and reaching, we become a community, people connected at the heart, loving, knowing and serving each other and God.

As people who put Christ first form a Community, that Community becomes His Church, a gathering people, a priesthood, a Body of Christ called to be His witnesses to a lost world.

Christ...Community...Church.

VISION (what we desire to become)

To become a biblically functioning community of followers of Jesus Christ.

MISSION (why we exist)

To reach everyone with Good News of Jesus Christ and lead them to become fully devoted disciples of Jesus Christ.

PURPOSES (what we have been uniquely called to do)

Worship – We seek to glorify God through worshipping Him and Him alone, individually and corporately.

Connect – We seek to build God-honoring, biblically grounded relationships with others within our church and local community.

Serve – We seek to serve God by giving cheerfully and sacrificially of our time and resources as we partner with Him in serving others within our church, community and world.

Grow – We seek to develop mature, fully devoted disciples of Jesus Christ.

Reach – We seek to reach our community for Christ by reflecting His nature and by inviting others to become a part of His Body, the church.

VALUES

- The Bible is the supreme authority in the life of every believer.
- Teaching and programming must remain doctrinally pure, while being culturally relevant and life transforming.
- Excellence honors God and inspires people.
- Lost people matter to God; therefore, they matter to us.
- We love everyone and are inclusive of all people, regardless as to race, ethnicity, gender, socioeconomics, past religious experiences, or depth of their relationship with the Lord.
- Full devotion is normal for all believers; anything less is not full devotion.
- Believers are gifted by God to do work within the church and should serve in their area of spiritual giftedness; men and women are equally gifted to serve.

- Accountability within Christian fellowship is necessary for every believer to grow in their relationship with the Lord.

WHO IS CHRIST COMMUNITY CHURCH?

In our effort to better understand the make-up of our church family, we have developed the 5C's, Community, Congregation, Connected, Committed and Core. These classifications help us to stay focused on what we are trying to accomplish with the many different people who call Christ Community Church their home.

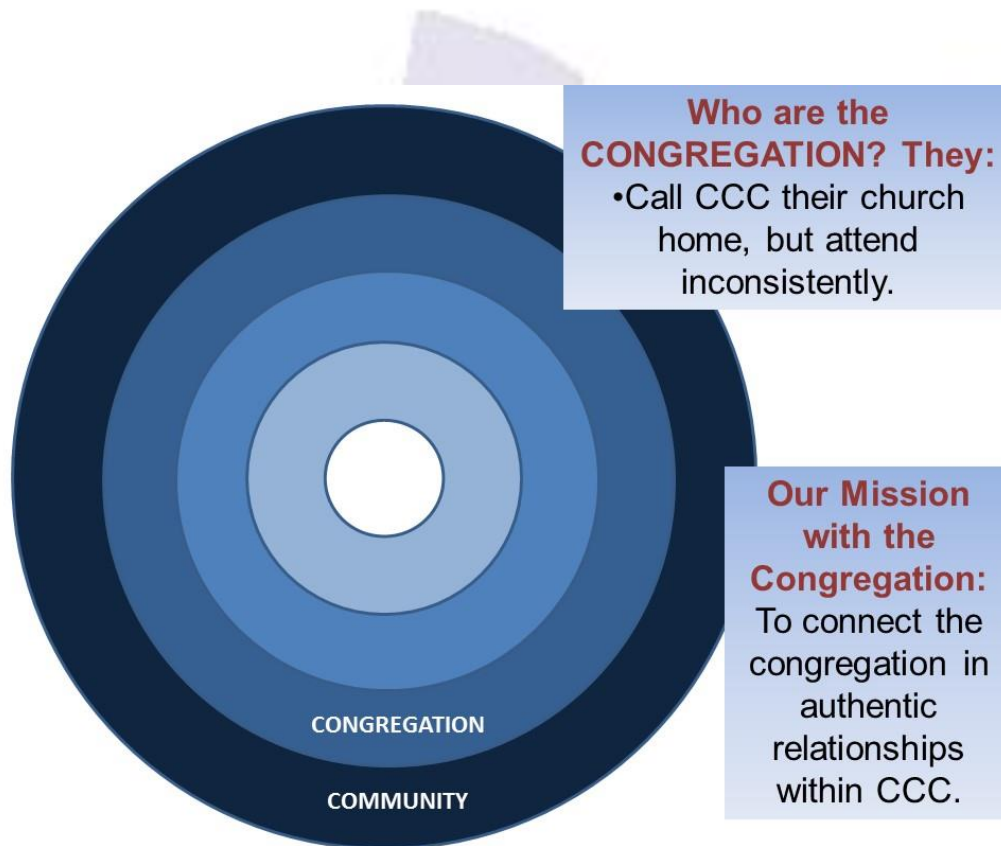


How do we REACH the community?

- Congregation reflecting the character and heart of Jesus
- Congregation praying for unchurched people in their spheres of influence
- Congregation inviting unchurched people to worship services and church sponsored events
- Church hosting “Big Events,” such as Easter, Christmas Eve, etc. to provide a place to invite friends
- Connected always being prepared to share their story and the Good News about Jesus
- Church advertising
- Internet outreach through Facebook, website, Twitter, ads, etc.

Ultimate Goal?

- Conversion – the community putting their trust and faith in Jesus as their Lord and Savior
- Baptism

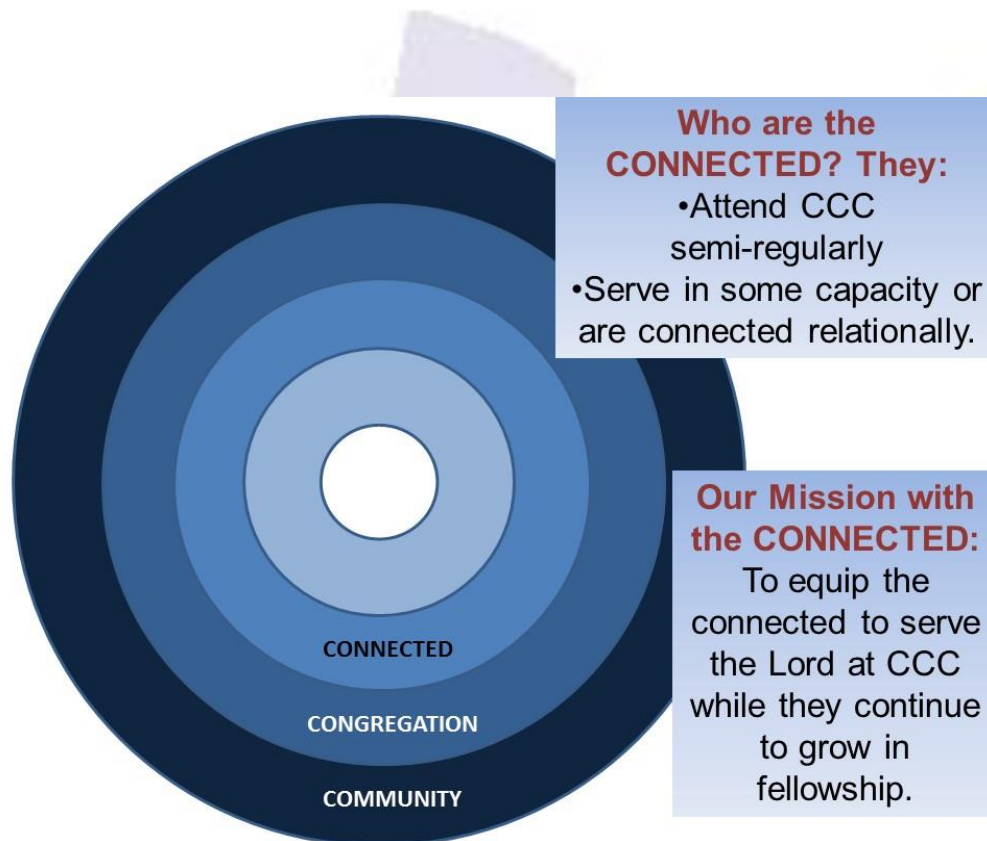


How do we CONNECT the congregation?

- Hospitality offered before and after services and events
- “Fun” fellowship church-wide events
- Fellowship/connecting events within ministry areas (i.e. men’s breakfasts, women’s brunches, etc.)
- Small groups

Ultimate Goal?

- Small group membership



How do we EQUIP the connected?

- Sunday morning preaching & teaching
- Training for volunteerism/service
- Service opportunities within and outside of the church
- Varying service opportunities with varying commitment levels

Ultimate Goal?

- Everyone serving weekly
- Everyone giving full tithes and offerings

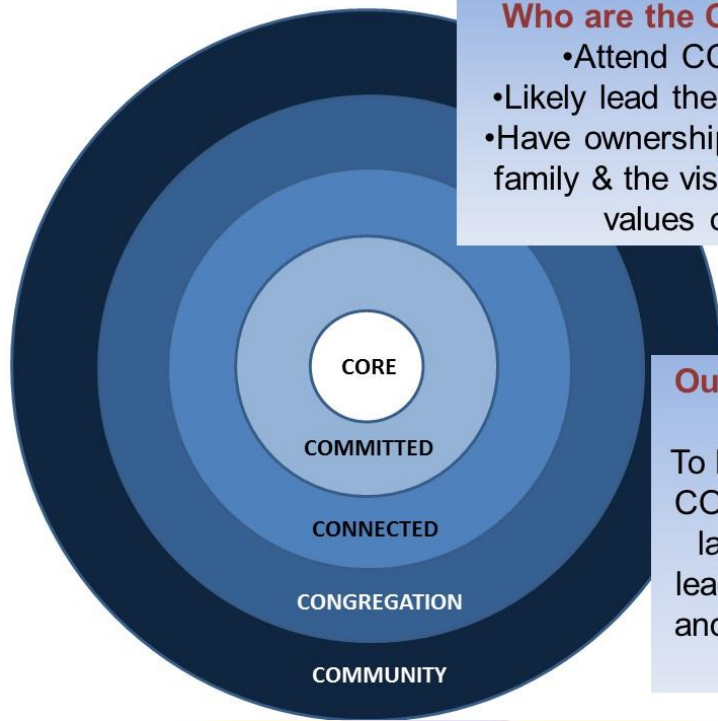


How do we DISIPLE the committed?

- Small groups
- Faith Bible Institute
- Spiritual coaching/mentorship
- Christian education seminars/workshops
- Library sharing books
- Recordings of all messages online and on CD
- Annual discipleship “report cards” for all committed members of CCC from senior pastor, including next steps for spiritual growth

Ultimate Goal?

- Small group membership
- Spiritual coaching/mentorship

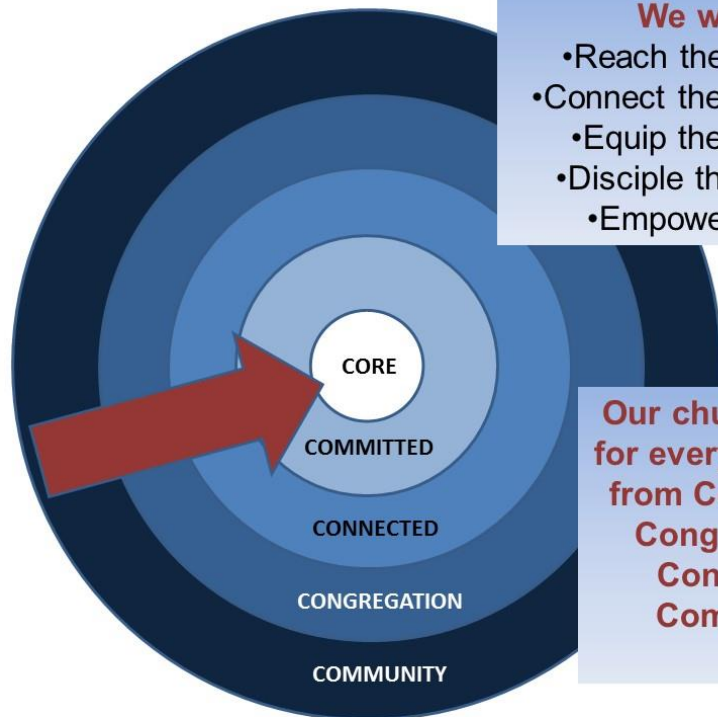


Who are the CORE? They:

- Attend CCC weekly
- Likely lead their own ministry
- Have ownership in the church family & the vision, mission & values of CCC

Our Mission with the CORE:

To EMPOWER the CORE to serve as lay ministers to lead the ministries and sub-ministries of CCC



We want to:

- Reach the Community
- Connect the Congregation
- Equip the Connected
- Disciple the Committed
- Empower the Core

Our church's goal is for everyone to move from Community to Congregation to Connected to Committed to Core

HISTORY AND AFFILIATION

Christ Community Church was planted in 1987 in Scripps Ranch by Pastor Phil Hester and the Southern Baptist Convention. Northstar Community Church was our original name, which was changed in 2003 to Christ Community Church of San Diego. The church met at Pastor Phil's home, then Jerabeck Elementary School, then Miramar Ranch Elementary School. In 1999, Pastor Phil left CCC and moved to Atlanta to teach church planting at a local university. The church was led by our interim pastor, Alan Wheatley, until Pastor Darrell Dunlap was called as our senior pastor in September 2000.

The church remained part of the Southern Baptist denomination until 1998 when we withdrew and attached to the Cooperative Baptist Fellowship. In 2000, the church joined the Willow Creek Association, an association of like-minded churches from around the world seeking to make the church relevant to our society and sharing the Gospel with everyone. In 2001, the congregation voted and decided to become an independent community church led by a team of elders on the local level focused on the Bible as our authority for church governance.

The church moved into the Scripps Ranch Library community room in late 2001 and then relocated to a large lecture hall at Miramar College in November of 2002 where we continued to meet for eight years, using the large lecture hall, multiple classrooms and a large outdoor patio. In October 2010, the church relocated to Kearny Villa Road, our current facility, where we finally had a location throughout the week as well as on weekends.

STATEMENT OF FAITH

The following are statements of the foundational theological beliefs at Christ Community Church of San Diego. These beliefs are grounded solely and entirely in our understanding of the Bible, which we accept as God's inspired Word

The Bible

The sole basis of our belief is the Bible, composed of the 66 books of the Old and New Testaments. We believe that the Bible, in its entirety, originated with God and that it was given through the instrumentality of chosen men. Scripture, thus at one and the same time, speaks with the authority of God and reflects the backgrounds, styles, cultures, and vocabularies of the human authors. We hold that the Scriptures are infallible, inerrant and are the unique, full and final authority on all matters of faith and practice, and there are no other writings similarly inspired by God, thus no idea derived from any institutional source can be considered authoritative.

God

We believe that there is one, true God, eternally existing in three persons – Father, Son and Holy Spirit – each of whom possesses equally all the attributes of deity and the characteristics of personality. In the beginning God created, out of nothing, the world and all things therein, thus manifesting the glory of His power, knowledge, wisdom, and goodness. By His sovereign power, he continues to sustain His creation. By His providence, He is operating throughout history to fulfill His redemptive purposes. We believe that God is good and that His intentions toward people are good. We believe that He deeply loves every individual, and that He desires an

intimate relationship with each person. We believe that His actions toward us are characterized by justice, mercy and grace.

Salvation

The central theme of God's revelation in the Bible is to call all people into a relationship with Himself. Originally created to have fellowship with God, men and women have defied God, choosing to go their independent ways, and thus were alienated from God and suffered the corruption of his nature, rendering him/her unable to please God. The fall took place at the beginning of human history, and all individuals since have suffered these consequences and are thus in need of the saving grace of God. The salvation of mankind is, then, wholly a work of God's free grace, not the result, in whole or in part of human works or goodness, and must be personally appropriated by repentance and faith. When God has begun a saving work in the heart of any person, He gives assurance in His Word, the Bible, that He will continue performing it until the day of its full consummation.

Jesus Christ

Jesus Christ is the eternal second Person of the Trinity who was united forever with a true human nature by a miraculous conception and virgin birth. He lived a life of perfect obedience to the Father and voluntarily atoned for the sins of all by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone. His death was substitutionary, meaning that He accepted on Himself the payment for our wrongs, though He Himself was without sin. He rose from the dead in the same body, though glorified, in which He lived and died. He ascended into heaven, and sat down at the right hand of the Father, where He, the only mediator between God and man, continually makes intercession for His own. He shall come again to earth, personally and visibly, to judge the world and to consummate history and the eternal plan of God. We believe that faith in Jesus Christ is the only certain way we can know we have eternal life.

The Holy Spirit

The Holy Spirit is the third person of the Trinity, God Himself, and it is He who prompts the believer to act and think according to His will. The Spirit works within the lives of non-believers to call them to Himself. He continues to work in the lives of believers, to convict them of wrong, and to lead them toward spiritual growth and into right relationship with God, the Father. The Spirit takes up residence in the life of every believer. The Spirit comforts the believer, guides us and empowers us. The Spirit is God (Christ) living in us and through us, animating the lives of those who seek to be obedient to their understanding of God's ways and will.

The Christian Church's Mission

We believe that the Church exist for five purposes, mandated by Christ. These are:

- To spread the Gospel message and baptize new believers.
- To develop fully devoted, growing followers of Christ and worshippers of God.
- To build a biblical community of believers living as Jesus would if He were here in our place.
- To serve the Body, the local community and the world.

- To steward our time and resources in building the church, always giving God our best.

The church mission is a spiritual mission, not a moral or political mission. Individual Christians may strive for a political agenda through political power but for the Church to have a political mission is, we believe, to misunderstand the function of God's Kingdom. As a local church, we cooperate with other local churches in unity, believing that together we unite as the worldwide Church.

Baptism

Christian baptism is the immersion or sprinkling of a person in water in the name of the Father, the Son and the Holy Spirit. It is an act of obedience symbolizing the person's faith in a crucified, buried, and risen Savior, the person's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. We believe in the baptism of persons once they reach an age where they understand the purpose and reason for being baptized. The majority of the baptisms (99%) at CCC are done in baptismal pool set up in the front of the church and the person is fully immersed under the water. However, occasionally due to a person's physical health, we will sprinkle a person with water proclaiming their faith in Christ.

Communion

The Lord's Supper is a spiritual act of obedience whereby believers, through partaking of the bread and juice, remember the death of Christ and anticipate His second coming. Anyone who has a personal relationship with Jesus Christ is welcomed to participate in the Lord's Supper.

LEADERSHIP TEAMS

Senior Pastor

Rev. Darrell Dunlap has been serving as our church's senior pastor since September 2000. Prior to coming to San Diego, Pastor Darrell served in pastoral roles at Willow Creek Community Church in South Barrington, Illinois and Green Bay Community Church in Green Bay, Wisconsin. He is a graduate of Rutgers-The State University of New Jersey with a Bachelor of Science degree in business and the Haggard School of Theology at Azusa Pacific University with a Master of Divinity degree. He has also continued coursework on the Doctor of Ministry degree at Azusa Pacific. Darrell was born in New Jersey, is married to Heather, who was born in Chicago, and has a teen son, Austin. The Dunlap family lives in Mira Mesa with their two Shih-tzu puppies, Gracie Lynn and Isabella. Darrell serves as our senior pastor and co-chairperson of our Elder team. His passion is to help people love God fully with all their hearts, manifesting itself daily by worshipping God and loving others fully. His spiritual gifts are teaching, leadership and discernment. You can email him at PastorDarrell@gotoChrist.com.

Elder & Trustee Team *(Volunteer)*

The Elders serve as the spiritual leaders of the church, while the combined Elders/Trustee team provides financial oversight for the church. The Elders provide oversight for the overall mission, vision, doctrine and direction of the church-wide ministries. The Elder & Trustee Team is chaired by our senior pastor; the team is co-chaired by the Elder Co-chair and the Trustee Co-chair. To contact a member of the Elder/Trustee Team, call the church office.

Area Leadership Team *(Paid and Volunteer)*

The Area Leadership Team is led by our senior pastor who leads the ministries and operations of the church. It consists of the business leaders (administration & accounting), Serving, Reaching, Connecting and Growing Leaders. To contact the Area Leadership Team (ALT) call the church office or see the bulletin for contact emails.

Service Leadership Team *(Paid and Volunteer)*

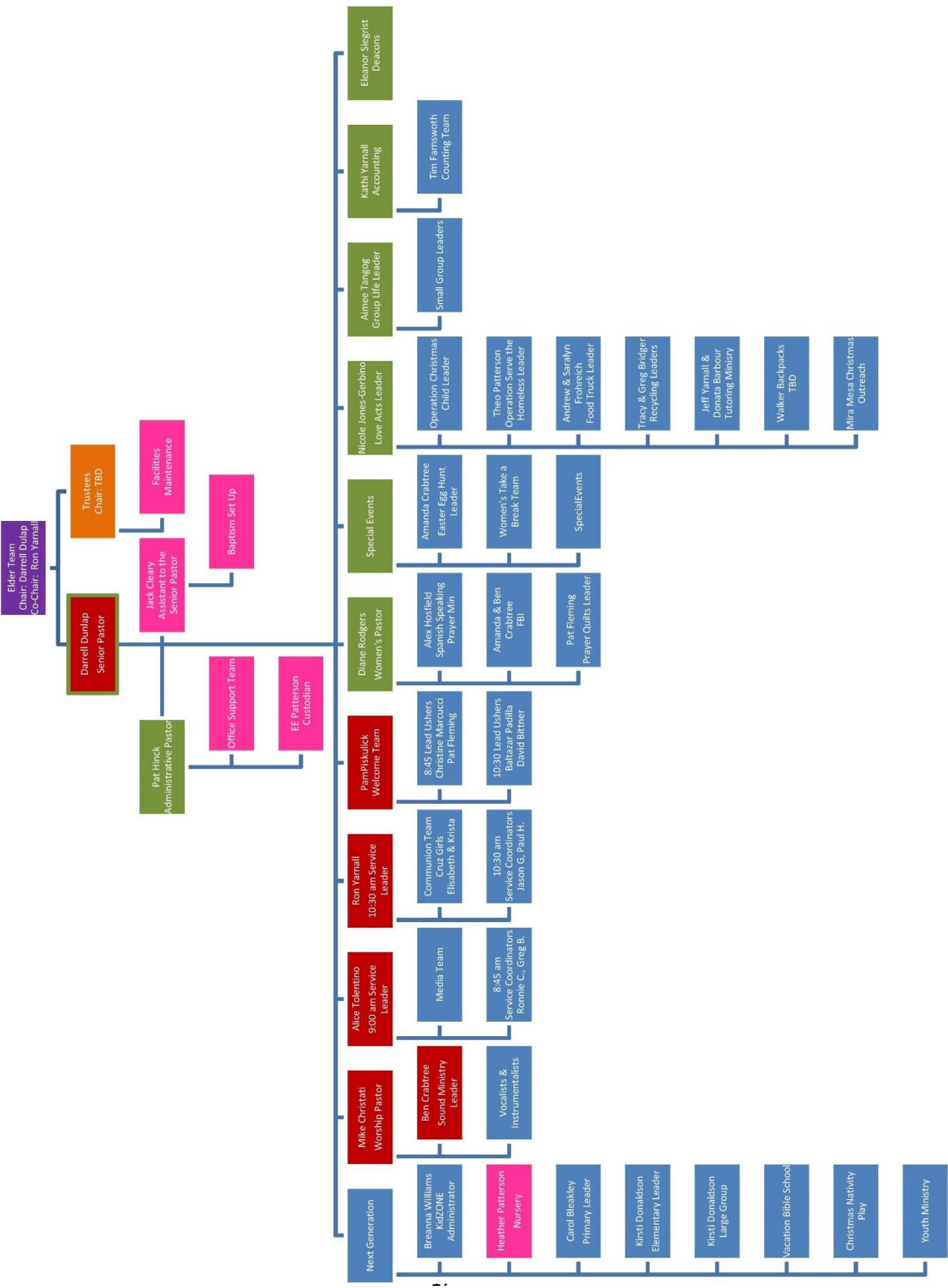
The Service Leadership Team is led by our senior pastor who leads the ministries and operations of the church. It consists of all the leaders involved in the worship service experience, including music, sound, media, welcome/ushers, hospitality, Communion and service coordinators. To contact the Service Leadership Team (SLT) call the church office or see the bulletin for contact emails.

KidZONE Leadership Team *(Volunteer)*

The KidZONE leadership team is led by our senior pastor and provides leadership for our ministries to children and their families. The ministry leaders for the Nursery, Primary, Elementary ministries, as well as the KidZONE administrator serve on this team. To contact this team, email any leader on this team directly.

Youth Leadership Team *(Volunteer)*

The Elevate Youth leadership team is led by our senior pastor and provides leadership for our ministries to youth and their families. All volunteers serving our youth serve on the Youth Leadership team. To contact this team, email any leader on this team directly.



BABY DEDICATIONS

What is Dedication?

Christian parents who dedicate a child are making a promise to the Lord to do everything within their power to raise the child in a godly way, prayerfully until he or she can make a decision on his or her own to follow God. Parents who make this vow of commitment are instructed to raise the child in the ways of God, and not according to their own ways. Some of the responsibilities include teaching and training the child in God's Word, demonstrating an example of godliness, disciplining according to God's ways, and praying earnestly for the child.

Baby Dedication or Baptism?

Some churches practice "baptism of confirmation" or "infant baptism". This ceremony is intended to be a covenant between the parents and God on behalf of the child. The parents promise to raise their child in the faith until the child is old enough to make his own personal commitment to Christ. We do not practice this type of baptism at CCC. We believe baptism is the choice of the individual when they reach an age to understand what they are doing and why they are doing it. Please review the section on baptism for more information. We do offer dedication services for parents and their children, which we believe is demonstrated in the Bible as a commitment/promise parents make to God to raise their child according to His ways and Word.

How Do I Schedule Dedication?

Contact the church office or our pastor to schedule a time to dedicate your child. Dedications are completed as a part of one of the weekend services. Please choose a date or two that would work for your family and friends to attend. Be sure to invite them to be a part of this very special event in your lives as parent(s) and bring your cameras.

BAPTISM

What is Baptism?

At Christ Community Church, we believe baptism is an outward sign of an inward commitment to our Lord Jesus Christ. Baptism is a spiritual act of obedience as we proclaim to the church and the world that we have accepted Jesus Christ as our personal Lord and Savior. Baptism illustrates Christ's death and resurrection, as we go down into the water and then come up out of the water. (1 Cor. 15:3-4) It also illustrates our new life as a Christian with our sins having been washed away. (2 Cor. 5:17) Every person who has a relationship with Jesus Christ should be baptized. (Acts 2:41; 8:36; 8:12) We baptize believers once they have reached an age where they can make a decision to proclaim their faith to this church and community on their own, apart from their parents influence. The Bible does not denote a specific age, but each person under the age of 12 must meet with our senior pastor or elder prior to being baptized to ensure that the child understands what baptism is all about.

Why Should I Be Baptized?

As followers of Jesus, we want to do as He did. Jesus was baptized, therefore, we should be baptized (Mark 1:9). In the Great Commission Jesus has told us to baptize new believers. In obedience to the Lord, we are baptized (Matthew 28:19-20). As a testimony to our family, our church and our community we are baptized to let others know that we have faith in the Lord (Acts 18:8).

Does Being Baptized Make Me Christian?

Baptism does not make you a believer. It shows that you already believe and have a relationship with God through Jesus Christ. Baptism does not save you. Only your faith in Christ will do that. Baptism is a symbol much like a wedding ring – it's the outward sign of a commitment you made in your heart.

Why Do We Practice Immersion?

We baptize believers by immersing them, dunking them, in water. We use immersion because Jesus was baptized that way and because every baptism mentioned in the Bible was done by immersion. The word "baptize" means to "immerse or dip under water."

Where Do We Get Baptized?

Our baptisms are in the church's baptismal, right in the church sanctuary during Sunday morning or evening services. Those who are being baptized wear shorts and shirts with bathing suits underneath them. Our pastor and a second member of our church's leadership team will be in the water to baptize you. Exceptions can be made to location.

Will I Have to Say Anything?

Our pastor will ask the people being baptized to share their personal testimony as a part of the baptism service.

What's My Next Step If I Want to Get Baptized?

Contact our senior pastor and let him know of your desire to be baptized. He will then schedule a baptism service and let you know when it is. He will also ask to meet with you to discuss your personal testimony and your reasons for wanting to be baptized.

COMMUNICATION

Feedback/Open Door Policy

Feedback from our congregation is always welcomed and appreciated via the church's feedback form in the rear of the sanctuary in front of the sound booth or via email to the senior pastor or any member of the area leadership or service leadership teams. We are interested in your opinions, concerns, and frustrations and cannot address issues if we are not aware of them. Please refrain from gossip, slander, complaining and side-bar conversations; handle concerns and feedback directly with the responsible ministry leader or pastor. While church leadership may not agree with every issue raised, your concerns, suggestions, and feedback will receive consideration and response.

Church Information and Communication

The church utilizes multiple modes of communication to let everyone know what's happening around the church and with our ministries, including but not limited to:

- Brochures, a more permanent form of communication, available in the main lobby.
- Website, kept up to date weekly, contains pertinent information everyone
- Monthly Newsletter, mailed the last week of each month for the upcoming month, includes highlights of the coming month and the monthly calendar
- Weekly Bulletin, distributed by the welcome team on Sundays with information about upcoming events of the church
- Church E-News, emailed on Wednesdays each week, updates and reminds the congregation of weekly events
- Pray Without Ceasing Email, emailed on Wednesdays each week, includes the church's updated prayer request list
- This Sunday @ CCC Email, emailed on Saturdays each week, announces the excitement surrounding the Sunday service
- Pastor Emails, emailed on an as needed basis informing the church family of important issues to be considered

Mass Emails

No other mass emails are authorized by the church's leadership. Please do not create your own personal distribution list of church email addresses in order to email the church family without permission of the senior pastor.

COUNSELING

Pastoral counseling is available to people who attend Christ Community Church. Pastoral counseling is not available to the general public before they begin attending CCC. Instead, referrals will be provided to Christian resources within the community.

Pastoral counseling appointments are offered weekly on Saturday mornings and one evening during the week. Appointments for pastoral counseling are limited due to the time constraints upon our pastoral staff. Appointments will be scheduled on a first come, first serve basis, and based upon the urgency of the issues. Each issue will be provided 1-3 counseling sessions, only if necessary. After the second or third session or as deemed appropriate by the senior pastor, referrals will be provided to another leader in the church for Christian discipleship purposes or to professional Christian counseling agencies. At times, the person will be encouraged to read a book about the issues they are facing and return to discuss what they learned from the book once they are done.

Pastoral counseling is not clinical counseling or psychotherapy. Pastoral counseling focuses on the heart – “my heart is broken and just need a tender listening ear,” or “what's in the Bible about this issue I am facing?” or “how would the Bible advise me on this issue?” or “my marriage is stuck, can you help us get unstuck?” or “I am struggling in sin and need accountability,” etc.

The senior pastor, lay pastors and elders retain the right to refuse pastoral counseling to anyone based upon their personal convictions and leading by the Holy Spirit and Word of God.

DEACONS MINISTRY

Our deacons are appointed by our senior pastor and serve as a team under the leadership of the deacon ministry leader, under the direction of the senior pastor. The Deacons seek to be Jesus' hands and feet to our church family in the following ways:

Card Ministry

The Deacons keep track of celebrations and trials (birthdays, anniversaries, illnesses, weddings, deaths, new births, etc.) using the church's database and send cards to our church family as an act of "being with" the person in their celebration/trial.

Funerals

The Deacons of the church work with the senior pastor to serve the family in their hour of grief. The Deacons contact the family asking if meals are needed, a reception is needed, etc. in order to make the logistics of the funeral flow easily and without complication. CCC funerals can be hosted at the church facility, a cemetery or a funeral home, whichever the family prefers. There is no cost to rent the facility for church members to host the service at the church. However, an honorarium for the officiating pastor, musicians, and sound technician is appropriate, payable directly to the individual, not the church. Funerals for non-attenders can be hosted at the church at the discretion of the senior pastor, depending on the church's calendar and facility availability. There is a cost associated with funerals for non-attenders for the facility, officiating pastor, musicians, and sound technician. Contact the church office for specific details.

Hospital Visits

The Deacons of the church make visitations to hospitals, emergency rooms and homes in times of illness, emergency, or delivery of a baby. Visits last approximately 10 minutes so the patient can rest and not be burdened during the visit. The Deacon will introduce themselves, greet your family, visit and pray with you during their visit.

Our senior pastor makes hospital visitations depending upon the circumstances and at the request of the Deacons or the family. Since time is at a premium, our senior pastor cannot visit during every hospital stay or illness, however, you can be sure he is kept abreast of the patient's status through the Deacons and family/or and is lifting them in prayer.

DIRECTORY

Throughout the year, the church prints church family directories for use in connecting with others within the CCC family. Directories are free of charge and are available in the lobby information center.

Directory updates are made on an ongoing basis as new information becomes available, but printing only occurs 3-4 times per year. Electronic PDF's of church directories are available to the church's leaders on a more regular interval from the administrative pastor and team. No information in the church's directory may be used for solicitation or marketing purposes of any kind and the directory information may not be shared outside of the CCC family. Ministry leaders should always have a current directory for use in leading their ministry.

ELDER PRAYER

Every person who regularly attends CCC and is in the church's directory is prayed for on a daily basis by a member of our Elder team. Every individual/family is assigned to an Elder who keeps watch over them as a spiritual guide. Elders often serve behind the scenes, however, if you desire to know who your Elder is and they have not introduced themselves to you, please contact the church office.

Elder prayer times are available on a monthly basis after the Communion services. If you have a specific need you want prayer for, come up to an Elder after the Communion service and ask for prayer. If you desire to be anointed with oil for healing, ask the Elders at this time or you can ask to come to an Elder meeting for a time of laying on of hands for prayer.

LIBRARY

The church has a lending library set up for members of our church congregation to borrow books from our pastor's library to read and then to return. Check out and Check in cards are located on the top shelf of the library and once filled out can be deposited into any offering box. The library is on the honor system, so please be sure to return all books once they have been read.

LOST AND FOUND

CCC's lost and found bins are located in the rear of the sanctuary in front of the sound booth on the bottom shelf in the two bins. The lost and found is cleared out every sixty days and items in it are either donated or discarded. If you are missing something, check the lost and found bins.

PRAYER REQUESTS

Prayer lifted up before God in faith has the power to change lives. Therefore, prayer is an important part of our church's activities. The church sends out a weekly prayer list "Pray without Ceasing." In order to share your prayer request, you can:

- Email our senior pastor or women's pastor (diane@gotochrist.com) of your need.
- Write out your prayer request and place it in the offering bags, offering boxes, or the acrylic box in the rear of the sanctuary in front of the sound booth.
- Write out your prayer request and tack it to the prayer bulletin board in the rear of the sanctuary, just outside the hospitality room.

Be sure to mention whether you want the request shared with others or whether it is for the pastor and or elders only. Please let us know of answered prayers so we can join you in praising God for all He is doing.

WEDDINGS

Officiating Policy

Weddings are often requested to be performed at Christ Community Church or by the pastoral staff of Christ Community Church.

- All weddings at Christ Community Church or affiliated with Christ Community Church will be officiated by the senior pastor, ordained minister within the church's leadership or by an elder or pastor designated by the senior pastor.
- Christ Community Church of San Diego pastors, elders, staff or other leaders are only authorized to officiate weddings for official participating members of Christ Community Church, whether at the church facility or another location.
- All weddings officiated by Christ Community Church will be preceded by premarital counseling, provided by a member of the pastoral staff according to the church's premarital counseling guidelines.
- Officiants have the sole discretion in whether a couple is ready to be married and is equally yoked according to the Word of God. Officiants can require a couple wait to get married and/or refuse to officiate a ceremony against their conscience and spirit.
- Marital vow renewal ceremonies will only be performed for members of CCC and do not need time set aside for counseling.

Premarital Counseling

Premarital counseling is required for all couples who are part of the Christ Community Church family who desire to be married. Premarital counseling takes place over five to seven sessions of sixty to seventy-five minutes according to the following outline:

- Initial session: get acquainted; general discussion on marriage; basic information about the service
- Session 2: Roles within the family, as a child; past relationships, etc.
- Session 3: Love, Intimacy, Sexuality
- Session 4: Biblical Marriage and the spiritual life
- Session 5: Conflict and Communication
- Session 6: Finances, Debt, Budgets
- Session 7: Ceremony planning



MINISTRIES

ACCOUNTING MINISTRY

Keeps the accounting records of the church, pays bills, counts offerings/receipts and reports on the church's financial health

ADMINISTRATION

Provides administrative support to all church-wide ministry and operational activity

CD MINISTRY

Makes copies of all sermons available to the church on CD's and the church's website

DEACON MINISTRY

Cards—remembers church family members by sending out cards during times of celebration and condolence.

Meals – provides meals for church family members who have experienced a major life event, such as an illness, a new baby, a death, etc.

Pastoral Care – watches out for church family members to be sure everyone is being cared for by the church family

Visitation – visits church family members while in the hospital

ELDERS

Provides spiritual oversight for the church and its ministries. Elders are the senior governing body of CCC

GROUP LIFE MINISTRY

Provides a wide variety of small groups to help everyone get connected to God and each other

LOVE ACTS MINISTRIES

Provides tangible needs to the community to demonstrate our love for Christ and people

Mira Mesa BTS Backpacks—provides new backpacks and school supplies for kids in need in Mira Mesa schools

Food Packs—provides a box of food to individuals and families in need as requested.

Food Truck—provides two tons of free food for local families in Mira Mesa on a monthly basis.

Military Care Packages—provides care packages to encourage men/women serving abroad and thank them for their sacrifices on our behalf, as requested

Mira Mesa Christmas Stars—provides Christmas gifts to 25-50 children in need at Walker Elementary School

Operation Christmas Child—annually provides shoeboxes filled with gifts for children living in poverty around the globe.

Operation Serve the Homeless—provides food, clothing, blankets, Bibles and toiletries to homeless people on the streets of San Diego monthly.

Recycling – collects bottles and cans each month to support the LoveActs ministries

Turning Point—provides support to this Mira Mesa ministry that helps teen moms keep and take care of their babies.

Tutoring—provides after school tutoring weekly on Wednesdays at Walker Elementary School for kids who need a little extra help with their studies.

Used Bible Donations—provides complimentary new and used Bibles of various translations to people who are in need of their own Bibles.

NEXT GENERATION MINISTRIES

Family Activities—offered at various times throughout the year for kids to have fun with each other and their parents

KidZONE— children’s ministry (birth through age 11) at services. Children explore Bible stories and learn how the meaning of the story applies to their life at school and home. Children are taught by adults who are passionate about kids and are screened, approved and trained to serve children. Three age groups: birth-age 3, age 4-7, age 8-11. Includes Christmas Nativity Play.

Vacation Bible School—offered during summer breaks in the evenings for one week, teaching children from the church and community about God. (Also known as VBS)

Youth—Youth ministry (grades 6-12) offers small groups and other activities throughout the year for teens to get connected to each other and to God. Includes winter and summer camps.

SPECIAL EVENTS MINISTRIES

Provides leadership and coordination for all Churchwide special events and special activities including but not limited to holidays, brunches, egg hunts, etc. The main focus of special events is to reach out into the community

TRUSTEES

Provides financial and legal oversight for the church

DISCIPLESHIP MINISTRIES

Faith Bible Institute – adult education classes offered on a semester basis over a three-year timeframe and paid for by each participant to help each person grow in their relationship with God by growing in their knowledge of the Bible and theology.

Oracion – prayer ministry for Spanish speakers

Prayer Quilts – prayer and quilting ministry, making and providing quilts for people in need of prayer

WORSHIP SERVICE MINISTRIES

Communion – provides, prepares and sets up the elements necessary to celebrate Communion

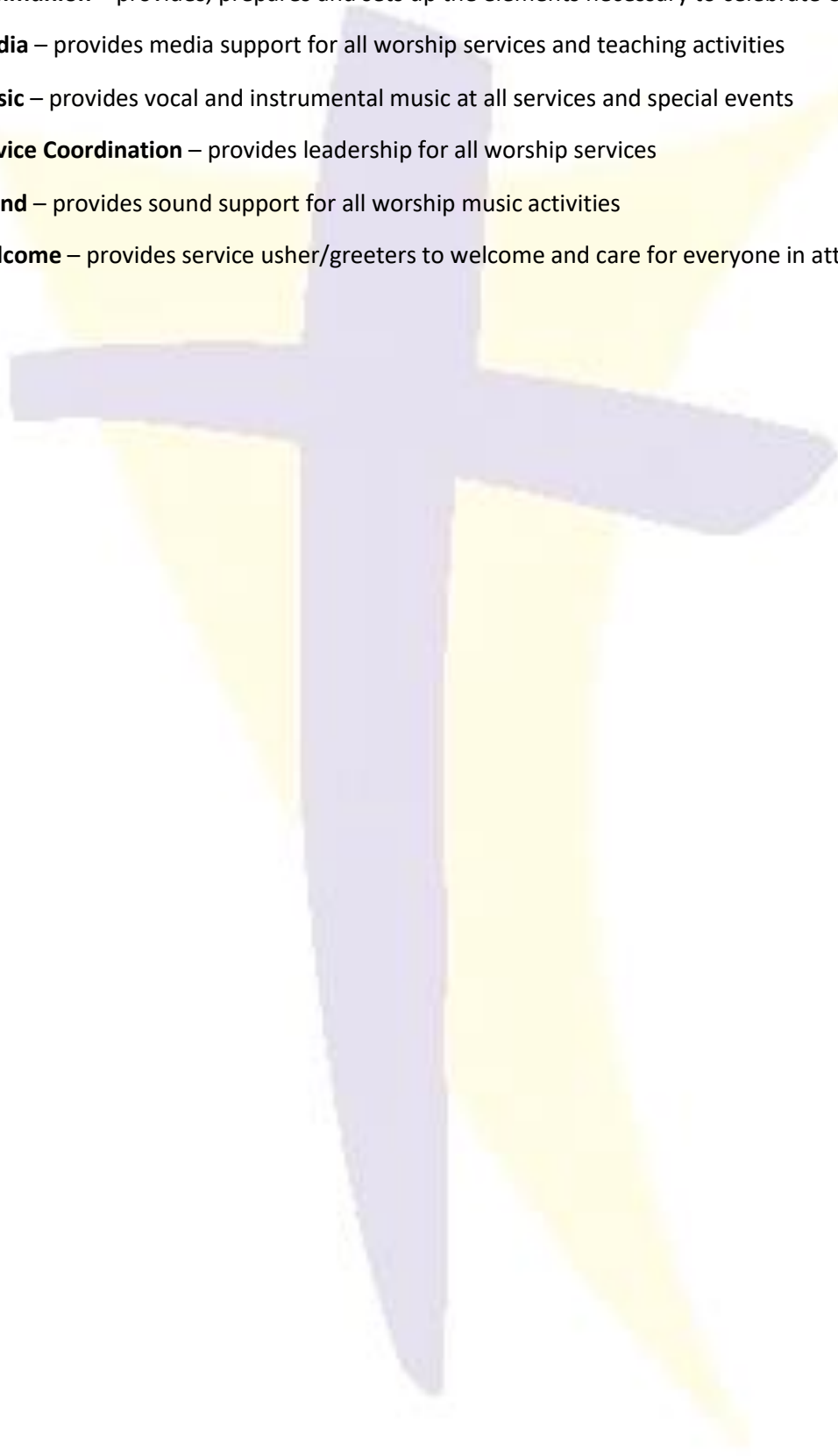
Media – provides media support for all worship services and teaching activities

Music – provides vocal and instrumental music at all services and special events

Service Coordination – provides leadership for all worship services

Sound – provides sound support for all worship music activities

Welcome – provides service usher/greeters to welcome and care for everyone in attendance





MEMBERSHIP

WHY JOIN A CHURCH?

Our culture is filled with people that are “consumers” by nature, even when it comes to the church. Many folks go from church to church (church hoppers) in an effort to find a church that they like or prefer on that particular week.

When we study the early church in the Bible, we see people making commitments to each other. They lived in deep relationships with each other. They served together, ate meals together, financially supported each other and grew old together.

By committing to participating membership in the local church, a person is saying “YES—I believe in the church as God has designed it”; “YES—I am willing to serve God, grow in my faith, loving others and loving God in this local church.” “YES—I want to go through life with others.

WHAT IS PARTICIPATING MEMBERSHIP?

Participating members are people that have proclaimed Christ Community Church is their church home and they want to serve God and build His Kingdom through His activities here.

HOW DO I BECOME A MEMBER?

- Contact the church office and let our leadership team know you want to become a member.
- Attend the Participating Membership Seminar, which highlights the church’s mission, vision, values, and what it means to be a member. The class is hosted at the church multiple times per year. Free childcare is available if you RSVP at least one week ahead of the seminar.
- Fill out the participating membership registration form.
- Attend the membership affirmation during a weekend service.

MEMBERSHIP AFFIRMATION

New participating members will be introduced to the congregation after the completion of the membership process. This introduction is done during a weekend service by the senior pastor and/or pastoral staff. One of the Elders will then pray for the new members and welcome them officially into the congregation.

WHAT DOES A MEMBER DO?

A participating member of Christ Community Church fully participates in the life of the church.

HOW DOES A MEMBER PARTICIPATE?

Members Believe – a participating member of Christ Community Church believes in Jesus Christ as their personal Lord and Savior. Members believe that Jesus is the only way to a relationship with God and that through His redemptive work on the cross, we are saved and will have eternal life. Members must be baptized in the Name of the Father, the Son and the Holy Spirit, thus proclaiming personal faith in Jesus Christ in a public setting. A participating member is not ashamed of the Gospel; rather they are willing to be identified as a follower of Jesus Christ – thus as a Christian.

Members Worship – a participating member of Christ Community Church participates regularly in worship services at the church two to three times per month. Participating members understand the need for regular spiritual feeding from God’s Word and corporate worship where all of God’s children gather together to praise His Name. Members understand

that corporate worship exalts the Lord and brings forth unity in the Body; members understand that individual worship connects each heart to the Lord and Deepens intimacy with Him.

Members Reflect – a participating member is committed to growing in his/her relationship with Jesus Christ through daily practice of the spiritual disciplines, especially personal Bible study, prayer, accountability, worship and service. Members continually grow in their ability to reflect Christ to the community and to each other.

Members Pray – a participating member of Christ Community Church is personally committed to praying for the church, the church's elders, the church's pastors, and the community at large.

Members Serve – a participating member of Christ Community Church participates in the ministry of the church by stewarding his/her time, spiritual gifts and life passions. A member serves to edify this portion of the Body of Christ. Members serve two to four times each month. We ask for each member to serve at least once per month in a ministry connected with supporting the weekend services. The goal is for each member to serve in their area of spiritual giftedness but also to be willing to serve to fill in as needed when various jobs and tasks need to be accomplished within the Body. Members should serve willingly, faithfully, and selflessly, meaning they serve to meet the needs of the Body, not because of the reward they may personally get from serving.

Members Give – a participating member of Christ Community Church participates in the financial health of the church by tithing his/her income to the church. A member gives cheerfully and sacrificially of his/her financial resources as he/she understand that everything we have belongs to God, thus giving Him back a small portion of what He has given us demonstrates our thankfulness for what He has given us.

Members Invite – a participating member of Christ Community Church participates in accomplishing the church's mission by inviting unchurched friends, family members, coworkers, neighbors and other unchurched people in their spheres of influence to visit Christ Community Church.

Members Unify – a participating member of Christ Community Church protects the unity and mission of the church by living in God honoring relationships, by handling conflict according to biblical models, by avoiding gossip, slander and negative attitudes at all cost, and by being proactively loyal to the church's leadership as they seek to fulfill the church's mission.



SAFETY STANDARDS AND EMERGENCY PROCEDURES

GENERAL SAFETY STANDARDS

Christ Community 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 ensuring safety of customers, the volunteers and staff of the church serve on the frontlines ensuring the safety of those to whom we minister.

In general, everyone 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 necessary for your protection; for example, use gloves when changing diapers in the nursery
- Clean up spills immediately and clear walkways to ensure they are safe for everyone
- Act, then report any unsafe situations or acts to your ministry leader, administrative or senior pastors immediately

Fire Prevention

- Turn off electrical equipment when not in use
- Notify the administrative pastor or senior pastor of any equipment that has cracked or exposed wiring, is causing a shock, overheating, emitting sparks or appears to be a potential fire hazard.
- Notify the administrative or senior pastor of any unusual chemical or burning types of smells immediately.
- Make yourself aware of all fire emergency exits for the rooms you are using
- Make yourself aware of all fire extinguisher locations (see Emergency Evacuation maps in each room)

Fire/Earthquake Emergencies

- If you see smoke or fire, clear the area then use a fire extinguisher to put the fire out. Inform the service coordinator, administrative pastor or senior pastor.
- If the fire is too big to put out with a fire extinguisher, immediately evacuate the building and call 911 to ask for fire assistance. During a service, the service coordinator will determine if evacuation is necessary and will call for the evacuation. Outside of services the senior ranking ministry/area leader or pastor is responsible for ensuring a safe evacuation is called.
- If you and your group encounter smoke, stay low and move towards the nearest exit.
- In the event of an earthquake, get down under your chair and closer to a wall to ensure safety. Flashlights are in the ADMIN office, the Senior Pastor Study, and the Hospitality rooms.
- If an evacuation is called for, use the closest unaffected exit. Guide your group in single file and proceed quickly and calmly. Do not run. Move to the grassy area in the front of the building or along the fence line in the rear of the building to make room for emergency vehicles.

- If an evacuation is necessary during services, the KidZONE and Usher teams will evacuate all children from the nursery, primary and elementary classrooms, taking all to the grassy area in the front of the church to wait for parents. Please do not interfere with this evacuation of children so we can be sure to account for everyone.

Lockdown Emergencies

- In the unlikely event of a threat to the safety of the church congregation due to a bomb threat or active shooter, lock all doors immediately, turn out the lights and stay down.
- Immediately contact 911 to ask for assistance.

ACCIDENT/INJURY REPORTING

All accidents or injuries occurring at the church facility or during any church event must be reported via the church accident reporting form. Please fill out the form completely for accurate documentation. Forms are available in the appendix. Check the emergency evacuation maps in any room for the location of the nearest first aid kits.

SEXUAL HARASSMENT POLICY

Definition

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

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

Statement of Church Position

Christ Community Church will not tolerate sexual harassment of any kind, whether quid pro quo (points 1 and 2 of the above definition) or hostile environment (point 3 of the above definition), and whether committed by an employee or a non-employee. Employees or volunteer workers who are found guilty of sexual harassment will be disciplined immediately. Depending on the severity of the infraction, discipline may range from partial or total suspension of duties up to and including dismissal. However, discipline will not be administered without adequate proof of

harassment. Discipline not involving dismissal will be accompanied by a warning that any future incidents of harassment will not be tolerated and may result in immediate dismissal. The church encourages victims to report incidents of harassment. All complaints will be investigated promptly. Persons filing a complaint will not suffer retaliation for doing so. All complaints will be handled confidentially. The church will follow up periodically with victims by asking if there have been any further incidents of harassment. This policy will be communicated to all workers, paid and unpaid.

Procedure for Sexual Harassment Complaints

A complaint of sexual harassment should be brought to the senior pastor. He should then take the following steps.

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

SOLICITATION AND DISTRIBUTION

Any requests from members, outside persons or organizations to sell merchandise or distribute literature must have approval of the senior or administrative pastors. To ensure a productive and harmonious environment, persons not employed by CCC may not solicit or distribute literature at any church event without prior approval.

CHILD PROTECTION POLICY

Christ Community Church of San Diego (herein referred to as Christ Community Church) seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children of Christ Community Church from incidents of misconduct or inappropriate behavior while also protecting our church, staff and volunteers (workers) from false accusations.

Definitions

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years. The term “worker” includes both paid and volunteer persons who work with children.

Selection of Workers

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

a. Six (6) Month Rule

No applicant will be considered for any position, other than administrative support roles, involving direct contact with children until she/he has been involved with Christ Community Church for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation of suitability of the applicant for working with children.

b. Written Application

All persons seeking to work with children must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with children, previous church affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at Christ Community Church.

c. Personal Interview

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

d. Reference Checks

Before an applicant is permitted to work with children, the two applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at Christ Community Church.

e. Criminal Background Check

A national criminal background check is required for all paid employees (regardless of position) and for all volunteers serving directly with children.

Before a background check is run, prospective workers will be asked to sign Request for Criminal Records Check authorization form allowing the church to run the check. If an applicant declines to sign the authorization form, she/he will be unable to work with children.

What constitutes a disqualifying offense that will keep an individual from working with children will be determined by the Elder team of Christ Community Church on a case-by-case basis considering all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The Request for Criminal Records Check authorization form and results will be maintained in confidence on file at the church.

Two Adult Rule

It is our goal that a minimum of two unrelated adult workers will attend all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than two (2) students with the adult teacher. We do not allow minors to be alone with one (1) adult on our premises or in any sponsored activity unless in a counseling situation and only with the approval of the Senior Pastor.

Responding to Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four (4) years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. If an individual involved in the care of children at this church becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the Senior Pastor for further action including reporting to authorities as may be mandated by state law.

If an incident of abuse or neglect is alleged to have occurred at Christ Community Church or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation and instructed to remain away from the premises during the investigation.
3. Civil authorities will be notified, and the church will comply with the state’s requirements regarding mandatory reporting of abuse as the law then exists. Christ Community Church and the church’s leadership will fully cooperate with the investigation of the incident by civil authorities.
4. Our insurance company will be notified, and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.

5. Our Senior Pastor or his designee will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of the church should refrain from speaking to the media.

6. A pastoral visit will be arranged for those who desire it.

7. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

Open Door Policy

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

Rides

Adult drivers must have approved Volunteer/Staff application on file with Christ Community Church in addition to appropriate Driver Application with the church before taking children in their vehicle. Proof of automobile insurance is required and must be kept up to date and on file at the church. No one should be alone with a child in their vehicle that is not related to them under any circumstances.

Physical Contact

Adult workers must be conscious and fully aware of the physical contact they have with children. Hugs must be short, appropriate and from the side to eliminate the possibility of contact with certain body parts. High fives, pats on the shoulder/upper back and handshakes are appropriate ways to encourage children. Male workers should never have children sit on their lap. If necessary, a child can sit on the knee of a male worker, but only if the child is under the age of four (4) and the contact is necessary and appropriate during the classroom environment. Children age five (5) and up should never sit on the laps of a worker under any circumstances.

Workers should always ask the question – would the parents and Christ approve of the contact I am having with the child. If not, don't do it.

Teenage Workers

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age eighteen (18) to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:

- Must be at least age twelve (12); must be fourteen (14) if babysitting outside of services at the church
- Must be screened as specified above.
- Must be under the supervision of an adult.

Check-in/Check-out Procedure – Sunday Services

For children ages seven (7) and under, a security check-in/check-out procedure will be followed. Parents must check children into the KidZONE by signing the Attendance sheet. Each parent will receive a bracelet with a number which will be recorded on the child's nametag and on the Attendance sheet. When parents return for pick-up, parents must present & return the bracelet, then sign the Attendance sheet once again. If a parent or guardian is unable to present the numbered bracelet, the Administrative Pastor or Senior Pastor will be contacted and will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian and ascertaining and documenting appropriate identification.

Check-in/Check-out Procedures – Outside Sunday Services

All children have a security check-in/check-out procedure to be followed. Parents must check children in to the classroom by signing the Attendance sheet. Each parent will receive a bracelet with a number which will be recorded on the child's nametag and on the Attendance sheet. When parents return for pick-up, parents must present & return the bracelet, then sign the Attendance sheet once again. If a parent or guardian is unable to present the numbered bracelet, the Small Group Leader will be contacted and will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian and ascertaining and documenting appropriate identification.

Sick Child Policy

It is our desire to provide a healthy and safe environment for all the children at Christ Community Church. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours
- Green or yellow runny nose
- Eye or skin infections
- Other symptoms of communicable or infectious disease

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

Medications Policy

It is the policy of Christ Community Church not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the Senior Pastor to develop a plan of action.

Discipline Policy

It is the policy of Christ Community Church not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical

discipline of children. No yelling, sarcasm, taunting, verbal condemnation or raised voices will be utilized as a method of disciplining children. Words will be used to build children up, not to tear children down. Children should not be removed from the classroom without consulting Ministry Leader, the Service Coordinator or a member of our pastoral staff. Children who are removed must not be isolated, nor should they be shamed. Instead, they should be immediately taken to their parents.

Workers should consult with the Ministry Leader or Senior Pastor if assistance is needed with disciplinary issues. Parents will be notified, as appropriate, so they are aware of the behavior struggles their child is having in the KidZONE.

Restroom Guidelines

Children seven (7) years of age and younger should be escorted in multiples to the main bathroom. They should always go in a pair or a group, never taking a child to the bathroom alone. The workers/helpers should check the bathroom first to make sure that it is empty, and then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door as they assist the child.

For children ages eight (8) through eleven (11), children can be permitted to go to the restroom with a partner.

For the protection of all, workers should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

Accidental Injuries to Minors

If a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care. First Aid kits are kept in the cabinet of each classroom.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an incident report will be completed.

Training

Christ Community Church will provide training on this Child Protection Policy to all new childcare workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers are required to attend these training events.



MAILING ADDRESS/CONTACT INFORMATION

Christ Community Church of San Diego
9535 Kearny Villa Road, Suite 101-103
San Diego, CA 92126

Office: 858-549-2479

Pastor Cell: 858-442-5623

CHURCH OFFICE HOURS

The church office hours vary throughout the week, so it is best to set up an appointment or to call ahead if you are stopping by to drop something off. Generally speaking, the church office is staffed by staff and/or volunteers on the following days:

Mondays 5:30 pm – 8:00 pm

Tuesdays 11 am – 3 pm

Wednesdays 10 am – 3 pm

Thursdays 11 am – 3 pm

Fridays 11 am – 3 pm

Saturdays 10 am – 3 pm

Sundays 7:30 am – 12:30 pm

CHILDREN & FACILITIES

- Children ages 11 and under should never be left unattended/unsupervised.
- No unattended children should be left in the bathrooms, nursery, classrooms, offices, sanctuary or parking lot.
- Children should not be on the stage, playing with instruments or be in the sound/media booth.
- No writing on walls, tables, or in the church Bibles.
- Please stay out of the landscaped areas. Everyone should use the sidewalks provided.
- All Child Protection Program policies must be followed by all ministries at all times.

CHILDCARE

Each ministry is responsible for finding/providing childcare for events/activities if the KidZONE nursery is not being staffed. It is the responsibility of the ministry leader to ensure that all rooms used for childcare are cleaned and returned to their prior condition. Follow the Child Protection Program policies for all childcare provided at church events/activities.

CLEAN-UP/CLOSE-UP

All ministries are responsible for cleaning the area(s) used during their scheduled event. This includes wiping tables and chairs, picking up trash, straightening furniture, taking out any perishable trash, etc. All ministries are responsible for putting away chairs, tables, and equipment used (return them to where they were when you arrived). The rooms should be left better than when you found them. Fresh trash bags should be placed in the trash cans. (trash bags are located in the metal cabinet in the hospitality room)

Critical: A/C and Heating needs to be kept off when the facility is not in use. Remember, there are multiple HVAC zones within the facility and all must be turned off independently. All doors must be locked and double checked to be sure they are secure.

DECORATING

It is the ministry leader's responsibility to make arrangements for set-up and tear down of ministry decorations. Each ministry is welcome to decorate for events and activities, but decorations must be removed once the event is over unless special permission is received from the administrative or senior pastors. If you borrow items from another room in the facility, please return them to that room once you are done. Please use the property of other ministries only after checking with that ministry leader.

DRUGS AND ALCOHOL

The use of illegal, controlled substances and the consumption of alcohol is not allowed on church property or at church sponsored events in order to protect the testimony of the church in our community.

EQUIPMENT

Any chairs, tables, flip charts, dry erase boards, stools, music stands, projectors, and all kitchen equipment must be returned to its proper storage location once you are done using it for ministry activities/events. Do not remove any equipment from the church premises without permission and "check out" procedures with the administrative or senior pastors.

HOSPITALITY ROOM

The hospitality room is used by a variety of ministries, staff and volunteers. It is important that we all respect one another as we use this room:

- 1) Dirty dishes. Please do not leave dirty dishes in the sink or on the counter. The person using any items should wash them, dry them and return them to their proper storage location. Please do not pile them on the counter.
- 2) Personal dishes. Label all personal dishes you bring to a church function and take them home at the end of the function. If any dishes are left, they will of necessity be washed and then placed on the counter for seven (7) days. Please take them home within that time period. If any are left behind, they will be donated to the LoveActs ministry or other local charities.
- 3) Refrigerator and Freezer. Do not put personal items in the refrigerator or freezer except to preserve them during a service, event or serving opportunity. Be sure to remove them before you leave. Any food or drinks left in the refrigerator or freezer will be used or thrown away. For some ministry and other special events, it is understood that food or drinks need to be stored for a longer time. In these circumstances, please clearly label the food and drinks to prevent them from being used or thrown away. After the event, please take home or give away any unused opened food or drinks. Otherwise, they will be discarded.
- 4) Food and drinks. Do not leave them on the counter except while serving. Take them home or place them in the refrigerator during the event and then take home.
- 5) Cleanup. Clean up all spills immediately, whether liquid or solid, in order to prevent bugs and bacteria. Each ministry or other user should sweep the floor after each function. Mop the floor if

it has been soiled and wipe down the counter and other surfaces. If you use the microwave oven, be sure to wipe it out if there are crumbs or spills.

- 6) Supplies. A master supply list is kept in the ADMIN office on a clipboard above the printers. When you notice a supply is diminishing, highlight or circle it on the supply list. Do not go and purchase any of the items listed on the supply list. Supplies are purchased Churchwide once per month.
- 7) Dishcloths and rags. Put them in the designated container in the metal cabinet for cleaning. Do not leave dirty rags in the sink or on the counter.
- 8) Please do not remove items from the hospitality room unless they belong to your ministry area without checking with the administrative or senior pastors.

KEY POLICY

Exterior and/or interior door keys are made available on an as needed basis to ministry leaders and volunteers. When receiving a key, the leader or volunteer will be asked to sign a Key Holder form outlining the church's key holder policies:

- If the key holder is female, a commitment must be made to never, under any circumstances, enter the facility after dark alone.
- All key holders when leaving the facility ensure:
 - All lights are turned off
 - All A/C and heating is reset to the off position
 - All computers are shut down
 - All curtains are shut
 - All exterior doors are locked and jiggled from the outside to be certain they are locked
 - No one, other than key holders, is left in the facility when you leave.
- Key holders:
 - Will keep the key with them or in a safe location (not your car)
 - Will not give their key to anyone else, even a family member
 - Will report lost keys immediately to the administrative pastor
 - Will return the key to the administrative pastor when it is no longer needed to complete ministry tasks or when the key is requested by the administrative or senior pastors

MINISTRY STORAGE

Storage Room

The storage room of the church is located just to the east of the main sanctuary and contains shelving for storage. This room is used by a variety of ministries of the church and space is limited. When deciding to store larger items or larger quantities of items, please check with the senior or administrative pastors to ensure we will have the space for your items. Be sure that all items are marked clearly with your ministry name. Only store items that will definitely be used again. Please keep this room neat and free from clutter on the floor to ensure safe use by all.

Hospitality Room

The hospitality room of the church is located in the rear east corner of the sanctuary. Storage in the hospitality room is for hospitality, special events, communion, cleaning and LoveActs ministries of the church.

Restroom Supplies

Restroom supplies, such as toilet paper, paper towels, feminine products and tissues, are kept in the middle restroom in the storage cabinet next to the door.

Off Campus Storage

The church rents a storage facility on Camino Ruiz for long term storage, including holiday decorations, Operation Christmas Child donations, sound equipment, and Mira Mesa Christmas donations. Access to the storage facility is limited to the senior pastor, administrative pastor and the assistant to the senior pastor.

Files

All church business and financial records are stored for a minimum of seven (7) years according to IRS policy. These records are stored at the church in the main storage room in clearly marked records boxes. Access to these records boxes is limited to the administrative pastor, senior pastor, assistant to the senior pastor, the trustee chairperson and the accounting ministry leader. No financial records should be removed from the church's main facility with the exception of the backup thumb drive kept by the accounting manager.

REPAIRS/WORK REQUESTS

Any repairs you notice needing to be completed should be reported to service leaders, senior pastor or administrative pastor. The majority of repair work at the facility is done by our volunteers with a minority being completed by the landlord's maintenance team. Please do not walk by something that needs to be fixed without taking the next step in communicating it so it is repaired.

SET-UP

Our church custodian will set up rooms per the Churchwide event calendar as requested by the administrative pastor. Rooms are set-up on Monday for Tuesday through Saturday events/activities. Rooms are set-up on Saturday morning for Sunday services/events/activities. Any set-up or take-down outside of these times must be completed by the event/activity leader, resetting the room/facility the way it was when you arrived.

SMOKING

For the health of all who attend or visit Christ Community Church, the entire facility is considered a smoke free environment. No smoking is allowed inside the building or outside next to the building. This includes e-cigarettes, vapor and traditional tobacco products.

TELEPHONES

The church's telephone is located in each of the offices and can be used for short local telephone calls. Please do not make any long distance telephone calls on the church's phones.



VOLUNTEERISM

TEN REASONS TO VOLUNTEER TO SERVE

1. God commands all His children to serve
2. You benefit from the ministry that's serving you
3. Spiritual gifts are to be used in service to others
4. The church is properly built up only when all members are serving
5. Serving allows you to enhance your own spiritual development and growth
6. Serving others is your tangible demonstration of your love and gratitude towards God
7. Serving helps to keep you humble
8. Your service creates a stronger means through which God can continue to minister to you.
9. You reflect the character of Jesus Christ through serving
10. You glorify God through your faithful service.

ATTENDANCE, ABSENCE & AVOIDANCE

Because you are a volunteer rather than an employee at Christ Community 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.

Attendance, whether it's 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. Do not consider this a confrontation. Your leaders, and all 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.

BACKGROUND CHECK

The volunteers of Christ Community Church, in particular those who work with money, children and youth and other vulnerable groups, must submit to a background check to verify the potential volunteer's identity and criminal history, if one exists. The background check is conducted by the church and results will be kept in the strictest confidence. As a volunteer, we will provide full disclosure to you of the results of the background check.

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.

CHRISTIAN CONDUCT

As a part of the membership process, each prospective member and ministry volunteer affirms a personal relationship with Jesus Christ. At CCC, we teach our members to live under the authority of Jesus Christ in every aspect of their lives.

One of the greatest evidences of strong Christian character is self-control. Christian conduct should be exhibited by ministry volunteers at all times whether during ministry service or not. The conduct of members and volunteers reflects directly upon Christ and the Church and our testimony of transformation through the Gospel.

CCCSD family members' conduct, whether on or off church premises, that is criminal, dishonest, immoral in nature, unbiblical, or detrimental to the testimony of Christ and best interest of the Church, may be subject to corrective action, which could include church discipline.

CONFIDENTIALITY

Volunteers will, to the best of their ability, ensure confidentiality and privacy when it comes to the history, records, and conversations about Christ Community Church.

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.

CONFLICT RESOLUTION PROCESS

While CCC 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. We do not want division or conflict to continue within the church as it will affect the fruits and effectiveness of our ministry. Please refrain from gossip or slander in all relational situations, but be extra cautious when dealing with conflict or hurt feelings.

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

DRESS CODE

It is important that all ministry volunteers and staff wear modest, practical and comfortable clothing while serving. All ministry volunteers are expected to dress appropriately for the ministry task they will be performing in a way that honors God and presents a good image of the church. In some ministries, a uniform or tee-shirt may be required. Upfront/stage activities and welcome ministries should always dress one step above the average dress of the congregation and should not wear flip flops, extremely casual footwear, sweats or athletic shorts. Shirts must be worn during ministry activities. Be mindful that clothing accepted by the “world and culture” may not be appropriate in a ministry context. Cleavage should be covered and not exposed and skirt/short length should cover up and not expose.

LEADERSHIP INVITATION AND PLACEMENT

CCC generally follows these guidelines/policies when it comes to inviting volunteers to serve in the ministries and programs of the church:

- Ministry leaders, small group leaders, area leaders, pastors, elders and trustees (aka CCC leaders) must be regular attendees and members of Christ Community Church
- All CCC leaders should be tithers.
- Potential volunteer leaders who desire to work in areas of trust, such as ministries to children and youth, finance, LoveActs, etc. will be required to fill out an application and undergo a background check before volunteering in the ministry. Additionally, everyone serving with minors (ages 17 and under) are required to attend the church’s annual Child Protection Program training.
- Elders, pastors, area leaders and ministry leaders require an interview with the senior pastor or designee.
- All CCC leaders must attend CCC for a minimum of 12 months before being appointed to a volunteer leadership role.

MINISTRY ASSESSMENTS

Ministry volunteers, staff and leaders are encouraged to have ongoing open and honest discussions about the ministry volunteer’s performance and goals. Ministry volunteers may receive a formal assessment at any time at the discretion of the ministry leader, area leader or pastor. This allows an

opportunity for the ministry leaders to measure the service of the ministry volunteer against the requirements of their position.

MINISTRY POSITION DESCRIPTIONS

When applicable, Christ Community Church will use and/or make available ministry position descriptions for all volunteer roles within the church so that both leaders and volunteers know what is mutually expected, and so that the volunteers can be held accountable to fulfill 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 read and study it carefully and discuss it with your leader or the senior pastor if you have any questions.

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 role, you will be consulted and informed about any proposed changes.

RESIGNATION

Volunteers 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.

Volunteers, experiencing some dissatisfaction or discontentment in your ministry, please discuss your concerns with your ministry/area leader and/or the Senior Pastor. Communicate with your leader before circumstances reach the point that you feel that resigning is your only option. Your 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.



FINANCE/ACCOUNTING

BUDGET

The church's fiscal year begins on March 1st of each year and ends on the last day of February. Budgeting is done by the senior pastor and trustees in January and February of each year. Budgets are based upon last year's numbers with increases/decreases as deemed appropriate and necessary based upon current market conditions and strategic planning for the new year. The church's approach to budgeting has been consistent since 2001: we spend what we need to spend to accomplish the mission God has laid before us. We do not assign budgets to each ministry leader and say "here's what you can spend." Instead, we say, spend what we need to spend within reason to attain our goals as a church family. Therefore, any expenses over \$150 must be approved before the purchase by the senior pastor. Expenses over \$1500 must be approved by the senior pastor and the elder team. Expenses over \$3000 must be approved by the full trustee team. Senior pastor approvals can be made via email with the senior pastor bringing in the elders and trustees as warranted. A copy of the annual budget is available at any time from the senior pastor or church accounting ministry leader.

TITHES

We believe every Christian has the faithful responsibility to give their tithes to the ministry of the local church. A tithe is equal to 10% of the individual's income. Tithing is a matter of faith, not money, thus spiritually it is critical for us to trust God's provision in our lives by tithing on the income we receive.

CONTRACTS

All contracts on behalf of the church must be signed by the senior pastor or administrative pastor. Leases must be co-signed by the Trustee chairperson and the senior pastor. No one else has the authority to sign contracts on behalf of the church. This responsibility cannot be delegated.

FUNDRAISING

If the church family tithes, all of the church's expenses should be easily covered and the church will have the ability to be generous to the surrounding community by sharing Christ's love in tangible ways. Therefore, we refrain from fundraising as a church family. Fundraising is permitted for the following ministries: Youth and LoveActs. All fundraising proposals must be approved by the senior pastor. Fundraising should be infrequent so the church family can focus on being faithful tithers.

FINANCIAL DONATIONS

All donations to Christ Community Church of San Diego, Inc. are tax-deductible since the church is designated by the Internal Revenue Service as a 501©3 corporation. Annually the trustee chairperson and accounting ministry leader send individual giving statements to all those who financially contribute to the church in the amounts of \$300 or more. These reports are mailed by January 30 of each year. The church will also issue a receipt for all items donated to the church, but only if a receipt is requested by the person making the donation. The receipts are provided within a week of the receipt of a donated item. No amounts are included on the receipts; only the item (description & condition) that was donated is listed for tax purposes per the IRS.

All tithes and offerings received by the church are placed into the general fund of the church to support the variety of facility, personnel, and ministry expenses. The monies are allocated annually by the Trustees of the church during the budgeting process and approved by the congregation according to the

constitution and bylaws of the church. Funds donated to the church that are earmarked for specific uses will be placed into the general fund of the church with the following exceptions: Benevolence, Missions, and Prayer Quilt Ministry. Funds earmarked for these three ministries will be placed into specific accounts and used only for the purposes of each individual ministry. If a donation is earmarked for another purpose and exceeds \$100, the person making the donation will be contacted by the church accounting ministry leader, explaining the church's policy and giving the individual the option for us to return their donation or allocate it to the general fund. If the donation is \$100 or less, the monies will be automatically placed in the general fund.

Four Ways to Give

In person: Place your tithe (cash or check) in the offering bags as they are passed during the service or in the gray offering boxes near the front and back entrances of the sanctuary when you arrive or depart.

By text: Text the amount you want to give to the church's Text2Give phone number: 858-230-8928. Register the first time. You'll receive a reply text with a link for you to register your credit or debit card to the secure network. Registration is necessary only once. The amount you texted will automatically be deducted from your debit or credit accounts and deposited into the CCC checking account.

On the church's website: GotoChrist.com and click on the donate button in the bottom right hand corner. You can use your debit or credit cards.

Bill Pay: when paying your bills online through your bank, set up Christ Community Church as a payee and cut your tithe check each month when paying your bills. The bank then mails the check directly to CCC. (9535 Kearny Villa Road, #101, San Diego, CA 92126)

Envelopes

Please consider using tithing envelopes provided by the church when giving cash or a check so we can identify your tithe and give you proper tax credit at the end of the calendar year for the IRS. Blank tithing envelopes are in the gray offering boxes located at the front and back entrances of the sanctuary. Personally labeled tithing envelopes are available from the church office. They are mailed monthly along with the church newsletter. You can request them for weekly, twice per month or once per month, based upon your personal giving patterns.

FINANCIAL MANAGEMENT

Trustees

The Trustees of Christ Community Church provide general financial and legal oversight for the church's finances. The Trustees monitor the church's income and expenditures to ensure that the church's finances are continually above reproach. The Trustees receive monthly reports from the Accounting Ministry Team including: Weekly Offering Report, Profit & Loss Statement (Month & Year-to-date) and Balance Sheet. The Trustees of Christ Community Church meet for annual meetings. Meetings of the Trustees are chaired by the Trustee Chairperson and co-chaired by the Elder Co-chairperson. The Trustee team documents its meeting through minutes taken by the Trustee secretary.

The Trustee team is composed of all governing Elders, as well as three to four Trustees-at-large. The Elders appoint the Trustee Chairperson and secretary to the team. Any staff members other than the Senior Pastor who also serve as Elders will not be on the Trustee Team.

Accounting Ministry

The Accounting Ministry of Christ Community Church handles the daily financial activities and tasks of the church, including but not limited to payables, receivables, data entry, reporting, and account reconciliation. The Accounting Ministry does not provide financial oversight, however it follows money management policies as established by the Elders, Trustees and/or Senior Pastor, as head of staff/volunteers, in order to ensure that Christ Community Church's finances remain above reproach. The Accounting Ministry Leader is appointed by the Senior Pastor. In the event of a vacancy in the Accounting Ministry Leader role, the Senior Pastor is responsible for ensuring that the church's Accounting Ministry tasks are completed in a timely fashion until a new Accounting Ministry Leader steps up to serve.

Financial Approvals

A mechanism is in place to ensure that all expenses are approved by more than one individual. Therefore, all expense sheets turned into the church must be signed by the person requesting reimbursement. They must then be approved by the appropriate Area Leader and then approved by the Senior Pastor or his designee. No credit card entries will be made final and no cash disbursements will be issued before the appropriate approvals are granted. In order to reconcile the credit card account, any expenses with missing receipts will be entered as "Uncategorized Expenses" and notification will be made to the Senior Pastor and the person incurring the expense that receipts need to be turned in along with the appropriate expense sheets. In the case of expenses incurred by the Senior Pastor and/or the Senior Pastor's wife, all expense sheets must be approved by designated members of the Elder team. General bills of the church, including such expenses as rent, electric, gas, phone, should be approved by the Senior Pastor or his designee.

All checks must be signed by two different people. The person issuing the check, the payables team member, does not have check signing privileges. Instead, check signers will be appointed each year from among the Trustee Team. The Senior Pastor will be a check signer, however, he should be seen as an "emergency signer", signing checks only when the no other authorized check signer is reasonably available.

Offering Counting/Deposit

Offering via checks/cash is received via three separate routes at Christ Community Church, including the mail, the offering bags and the offering box.

- Offering received via the mail will be placed into the drop safe in ADMIN office for counting with the next regular Sunday offering.
- Offering received via offering bags will be placed into the specified zipper offering bag for that service and dropped into the drop safe for counting.
- Offering received via the offering boxes will be removed at the conclusion of the last weekend service. When the offering is moved from the church's offering boxes and placed into the drop

safe, two adults must be present. No one shall have access to the offering while alone at any time. No exceptions can be made to this policy.

Offering is counted on Sundays at the conclusion of the morning services. Counting is completed in the accounting office. During counting, the office shall be locked. No one shall have access to the accounting office during the count, except the two adults assigned with the responsibility to count the offering. The count shall not begin and the safe will not be opened until both adults responsible for counting are in the room with the door locked. Both adults shall remain in the room the entire time the count is progressing and both shall work together on the count. No member of the counting team shall turn their back on the other member of the team or on the offering as it is being counted. While division of tasks can make the count go quicker, it reduces the accountability within the system. Therefore, the two adults must work together in counting and verifying cash, checks, etc. The offering reconciliation sheet shall be prepared and the bank deposit should be immediately prepared and delivered to an open US Bank on Sunday after church. Bank deposit slips must then be returned to church by the next Sunday for verification. Both adult members of the counting team must sign the offering reconciliation sheet verifying the accurate count. Sunday evening service offering will be locked in the drop safe until the following Sunday's count.

Credit Cards

Church credit cards are issued to leadership team members responsible for making regular purchases on behalf of the church upon the approval of the senior pastor. Credit card receipts must be reconciled on expense reports within 10 days of purchase so all expenses are accurately allocated and accounted for within the church's ministries. Purchases on church credit cards should only be for church/ministry purposes. Accidental use of the church credit card for personal purchases requires the cardholder to reimburse the church via cash or check for the expense incurred within 10 days of the purchase. Credit cards must be kept secure and protected by the cardholder. Loss or theft of the credit card must be reported immediately to the credit card company as well as the senior pastor and accounting ministry leader of the church. Credit cardholders must surrender the card to the accounting ministry leader upon request by the senior pastor or upon withdrawal from the leader's role necessitating the issuance of the card for expenses.

CREDIT CARD EXPENSE SHEETS

Credit cards are issued to some of the ministry leaders for ease in purchasing, especially when a particular leader's ministry makes a high volume of purchases on a regular basis. All expenses must be documented on the Credit Card Expense Reconciliation Form (located in the appendix with copies in the mail folder section of the ADMIN office). Forms must be filled out completely within 10 days of incurring the expense. All forms are turned in to the senior pastor for approval. Attach all necessary receipts and documentation.

FINANCIAL ASSISTANCE REQUESTS

The church is a place of refuge and help in times of need. Therefore, at times, the church receives requests for assistance from people who are in need financially. While we desire to help everyone, we realize that resources are limited and circumstances often do not warrant financial intervention. The Trustees and Elders of the church have established the following policy when handling financial

requests. The senior pastor, elder co-chairperson or the trustee chairperson can take action according to this policy to offer assistance to those requesting assistance.

Type of Assistance	Community	Congregation	Connected	Committed	Core
Single Meal	\$10	\$10	\$10	\$10	\$10
Grocery Gift Cards	N/A	\$25, one time, based upon need	\$25, one time, based upon need	\$25, up to three times in 90 days, based upon need	\$25, up to three times in 90 days, based upon need
Gas Gift Cards	N/A	\$30/one tank of gas, one time, based upon need	\$30/one tank of gas, one time, based upon need	\$30/one tank of gas, up to three times in 90 days based upon need	\$30/one tank of gas, up to three times in 90 days based upon need
Resource List	Yes	Yes	Yes	Yes	Yes
Money Management Assistance	Yes	Yes	Yes	Yes	Yes
Cash for Housing, Car, Utilities	N/A	N/A	Elder approval based upon need/resources available	Elder approval based upon need/resources available	Elder approval based upon need/resources available

Note: All benevolence funds are available as the church budget permits.

MINISTRY INCOME

Ministries can receive income for a variety of reasons and it is important that ministry leaders are excellent stewards of funds received. All funds received should be deposited into the safe as soon as possible, but within 72 hours of receipt by ministry leaders. Funds can be received as cash, checks (payable to CCC or Christ Community Church), debit card or credit card.

Credit and debit cards are processed through the church's square reader or chip reader located in the ADMIN office by the accounting ministry leader, administrative pastor, assistant to the senior pastor or the senior pastor. Once the card is swiped, the small green income form kept next to the square readers must be filled out documenting the purchase. Once it is filled in, the form is turned in to the accounting ministry leader's folder.

Cash and checks must be documented on the church ministry income forms. (located in appendix) Fill out the form completely and attach the cash and checks to the form. Deposit the form into the drop safe in the ADMIN office. For solo deposits, meaning for only one person, the small green income form mentioned earlier may be used, attached to the check or cash and placed into the drop safe.

CHECK REQUESTS

Ministry leaders have the ability to request checks to be created for two different reasons: 1) Personal reimbursement for ministry materials 2) Payment to a local vendor providing goods/services for a ministry on behalf of the church. Reimbursements are made for preapproved purchases made on behalf of the church and her ministries.

Check request forms (located in the appendix with copies in the mail folder section of the ADMIN office) are the color green and should be filled out completely. Attach the bill or receipt(s) to the check request. Sign the top of the request and date. Turn the check request in to your area/pastoral leader for initial approval. Area/pastoral leaders will then pass the request to the senior pastor for final approval. Checks are created on Wednesdays by the accounting ministry and signed by the elders on Thursdays and Fridays. Thus, a check request usually takes 7-10 days from its initial receipt until the check is ready for pick up or for mailing. Do not wait to get check requests turned in. Emergency checks are rarely approved due to the number of checks and balances in the check processing system.

CREDIT CARD ACCEPTANCE

CCC accepts credit and debit cards for payment of expenses around the church such as retreats, concerts, youth activities, small group materials, etc. Credit cards are processed via The Square in the ADMIN office by one of the following: accounting leader, administration pastor, senior pastor's assistant and senior pastor. For items \$20 and under, the church will absorb the 3% surcharge imposed by the bank for using credit or debit cards. For items of \$21 or more, 3% will be added to the cost of the item as a convenience charge, covering the bank surcharge.

Tithes and offerings can be given via credit or debit card on the church's website or via text giving. No bank surcharges are passed on for tithes and offerings.



INFORMATION TECHNOLOGY

CHURCH COMPUTER USAGE

The church is equipped with multiple computers available for ministry use. The computers are locked by passwords which are available to all ministry leaders from the administrative pastor or assistant to the senior pastor. The computers are for church business and should not be utilized for other purposes, except by exception. Please do not download personal files, music, videos, etc. to the church's computers as storage is limited and necessary for church use. No children or teens should be permitted on the church's computers.

DATABASE

The church maintains two main databases within the church's server:

- **Contact Database:** The church utilizes Access to keep track of names, addresses, contact information, birthdays, anniversaries and children.
- **Financial Database:** The church utilizes QuickBooks to keep track of the church's finances, including income and disbursements.

FAX MACHINE

- The church's fax machine is connected to the printer in the senior pastor's study and is set up to send faxes, not receive them.

GENERIC EMAIL ADDRESSES

- Generic email addresses are available for volunteers/staff in high profile roles, necessitating regular email on behalf of the church. The generic addresses end in @gotochrist.com and should be used only for church related communication. For more information about acquiring a generic email address, contact the administrative or senior pastors.

EMAIL DISTRIBUTION LISTS

Email distribution shall only be used for approved CCCSD business. In other words, there is to be no personal or non-official use or reproduction of email distribution lists. All email distribution is generated through the senior pastor or administrative pastor's office. Ministry volunteers and staff are not allowed to create their own email distribution lists from the ministry's lists and data.

All group email correspondence to distribution lists must have the prior approval of the senior or administrative pastors with the exception of emails sent specifically to an individual ministry staff and volunteers. Ministry specific and limited distribution emails can be sent to individual ministries and copied to the senior pastor.

Ministry members, staff and volunteers should notify the senior or administrative pastor upon learning of violations of this policy.

PORNOGRAPHY

Pornography of any kind should not be accessed on the church's computers under any circumstances.

PRINTERS/COPIERS

The church has three main printers available for ministry use. The main printer, the Toshiba, is located in the ADMIN office. This printer prints, copies and scans in legal or letter size, in color or black and white. The second printer is located in the finance office and is used to print from the accounting computer. It can also be used for copying, but does not have network capabilities. The third printer, the Colorcube 8570, is on the file cabinets in the Finance office and is network ready as a backup for the Toshiba printer; it prints in black and white or color and can print letter or legal sized paper by adjusting the tray and paper in it. It does not function as a copy machine. Printing and copying should be done for ministry purposes. Personal copying or printing should be the exception, not the norm.

SERVER

The church's own server is named SAMBA and is where the majority of the church's digital files are stored. There are multiple locations on the SAMBA server for use: MEDIA, ADMINISTRATION, MINISTRIES, SRPASTOR, FINANCE. When saving to the SAMBA server, be sure to save in the appropriate location in the folder for your ministry/area. Rarely should items be saved directly to any of the desktops in order to preserve space.

WIFI/INTERNET ACCESS

CCC has two wireless access points for WIFI and the internet. The CCC Wireless access point is only available to a limited number of church leaders to maintain proper security for the church's systems. If you desire access to the CCC Wireless router, please contact the senior or administrative pastors.

Anyone can sign on to the WiFi while at the church:

1. Select the TWC-WiFi Network
2. Open your browser
3. Follow sign in prompts

The TWC-WiFi is free for 60 minutes. After 60 minutes, the system will automatically disconnect your device.



LEADERSHIP

APPRENTICE LEADERS

Every leader and coordinator at Christ Community Church needs to raise up an apprentice leader in their ministry, area or group with the goal of, one day, the apprentice leading on their own, possibly even replacing the current leader. In other words, our goal as leaders is to equip other leaders to lead in our place. Apprentice leaders then partner with the current leader to lead the ministry or group, developing their skills, understanding and confidence, preparing for the next step God has for them in the church's ministries. We want ministries to be able to grow and thrive even if we are called away from that ministry, thus we want self-sustaining qualities to all ministries and groups.

LEADERSHIP COVENANT

Everyone serving in leadership at Christ Community Church will be required to read, reflect on and agree to the church's Leadership Covenant as stated below before being approved to lead or coordinate ministry at the church.

Christ Community Church Leadership Covenant

Thank you for your interest in serving Christ and others at Christ Community Church of San Diego. We are both grateful and excited that you have a desire to further God's kingdom by investing your time, talents and treasures here.

The volunteer serving role you are pursuing is entrusted with influence and authority. By assuming this role, you are signing up to be a role model and representative of Jesus and Christ Community Church. Your ministry participation comes with a level of accountability above and beyond that of the general congregation. People pay attention to church leaders. They watch our actions and listen to our words. In addition, people often define the qualities of God and the character of our church by the choices and behaviors of their leaders, both in how we serve in the church and how we live outside of the church. We must understand the weight of responsibility that this brings and use wisdom and discernment as we navigate our personal and public lives. (1 Timothy 3:1-7)

It is not CCC's expectation that its leaders be without fault. We all have areas of weakness and sometimes we make mistakes. But in the spirit of honoring the influence and responsibility that comes with leadership in the local church, we ask that you read through the commitments below and the Scriptures that inspire them, and prayerfully reflect on each. After reflection, please connect with your Elder or our senior pastor to discuss any questions you may have. Then, please turn in the signed document to the senior pastor, administrative pastor or your pastoral leadership team member.

As people who represent Christ and our church through our serving roles, we covenant together to honor God and reflect Him in all areas of our lives.

1. We covenant to lead a spiritually surrendered life:

Anyone in an influential role at CCC must be consistently engaging with Scripture, pursuing a conversational relationship with God through prayer, actively listening for the guidance of the Holy Spirit, practicing the spiritual disciplines that help grow and mature our faith, and has been baptized as a believer. (1 Pe. 1:7-9, Gal.5:22-23,

Acts 2:38) One important component of a spiritually surrendered life is regular and consistent participation in the CCC worship services and congregational gatherings.

2. We covenant to display a Christ-like attitude in every interaction:

Followers of Jesus are identifiable by the love and grace they show to others. Our love must be the most prevalent attribute that others see and experience when they encounter us. For anyone in an influential role at CCC, their relationships with family and friends should be honoring and should model the attributes of love (1 Co.13, Phil.2). With Christ as our example, we are servant leaders who navigate conflict in a biblical way. We long to move the work of God's kingdom forward through humility, collaboration, and service.

3. We covenant to model a whole-life commitment to the church's beliefs, values and strategy:

As leaders of CCC, we commit to the vision, mission, purposes and values of the church. We pledge to respect the authority of church leadership. As people of influence, we will not stir up dissention and disharmony within the church or community. While there is room for respectful disagreement and dialogue, we will choose unity over personal preference. We will also consistently pray for our church and its leadership that we may live out God's Acts 2 vision for the local church.

4. We covenant to pursue a life above reproach:

While none of us are perfect or blameless, we actively pursue holiness and purity before Christ, and we regularly confess our brokenness to Him, allowing Him to transform our areas of brokenness. If you find yourself engaged in patterns of pride, greed, hatred, lust, irresponsible debt or unwholesome language, please talk with your Elder or senior pastor, asking him/her to walk alongside you in your journey toward overcoming these areas of sin. People are watching how we act and treat others. We must understand the weight of responsibility that entails and use wisdom and discernment as we navigate our personal and public lives. (1 Timothy 3:1-7)

5. We covenant to give God our best as we serve and lead in our roles:

Our God has gifted each one of us with unique gifts and abilities (1 Co.12). We believe that each of us should serve according to our gifts in order to bring our best to build the church. We also believe that every one of us can get better in our gifts with development, training, coaching and feedback. Therefore, we believe it imperative for all leaders to attend meetings, available training seminars and retreats for continued growth and development, individually and as a church-wide leadership team.

6. We covenant to participate functionally in the activities of the church:

While the church is a living organism, in many practical ways, it is also an organization. We believe for the church to function effectively, leaders must communicate with senior leadership on a regular basis (email, phone calls, texts, etc.) and must communicate with their ministry team members on a regular basis (email, phone calls, texts, etc.). We commit to responding to each other and communicating with each other in a timely fashion. We commit to fully participating in the life of the church as leaders.

I commit to these 6 leadership covenant statements. If my actions or circumstances change such that the specifics of this covenant are no longer true, I commit to sharing this with my CCC pastor or Elder.

MEETINGS

Meetings are meant to be a productive time of fellowship and task focused on helping move the church and ministry's mission forward. Meetings are not scheduled just to have meetings. Instead, they are scheduled with a purpose, an agenda, set beginning time, set ending time, and an environment conducive to the goals of the agenda setter and ministry or group. Ample time of approximately two weeks should be given before scheduling meetings to give everyone on the meeting roster the opportunity to clear their schedules and be present. Most meetings will last 45-90 minutes and only with rare exception will meetings last longer than 90 minutes. Meeting leaders and attendees must be prepared, organized and punctual, with meeting leaders arriving 15 minutes before the scheduled start of a meeting to ensure the room is fully prepared before attendees arrive.

SUGGESTIONS FOR NEW LEADERS

- Memorize the church's mission statement and purposes
- Familiarize yourself with the church's value statements
- Review the ministry leaders' handbook cover to cover
- Pray often: for your ministry, your ministry team, your leader(s), and your own heart
- Pray as a part of every ministry or group gathering
- Be open to new ideas, processes, etc.
- Encourage your team regularly through words, notes, and other actions to let them know you appreciate everyone in your ministry and to affirm them in their accomplishment of ministry goals
- Keep your ministry team focused on ministry and church mission and purpose
- Don't give up – ministry can be hard
- Ask for help when you need it from your team, your leader or the pastors
- Delegate – equip others for ministry; don't try and do everything yourself – you can't!
- Constantly invite others to join you in your ministry – grow the team, grow the ministry impact



COMMUNICATION/ MARKETING

CHURCH LOGO/BRANDING

The church's logo should appear on all church printed materials, documents, flyers, and mass communications. The logo is available on the church's shared drive (samba) at the office or by emailing the senior pastor, administrative pastor or senior pastor's assistant. The logo is multi-colored and in a jpeg format. In addition to the church's logo, the church's website, address, and phone number should appear on all printed documents along with ministry information.

FEEDBACK/OPEN DOOR POLICY

Feedback from staff and volunteer leaders and ministry members is always welcomed and appreciated via the church's feedback form in the rear of the sanctuary in front of the sound booth or via email to the senior pastor or any member of the area leadership or service leadership teams. We are interested in your opinions, concerns and frustrations and cannot address issues if we are not aware of the issues. Please refrain from gossip, slander or side-bar conversations and handle concerns and feedback directly with the responsible ministry leader or pastor. While church leadership may not agree with every issue raised, your concerns, suggestions, and feedback will receive consideration and response.

BROCHURES

Brochures are a more permanent form of communication and are updated semi-annually and only as needed by the administrative team. Permanent brochures offer "big picture" information about the church's beliefs and ministries, rather than micro specifics. Permanent brochures include the following: Welcome, Beliefs, Membership, Baptism, Baby/Child Dedication, LoveActs Ministries, Prayer, World Missions, Men, Women, Children, Youth, and Pastoral Counseling. The Faith Bible Institute brochure is updated semi-annually as the semesters change. The Small Groups, Step-up to Serve flyer, and newsletter are updated monthly. Specific event brochures or flyers are created on an "as needed" or "as requested" basis by the administrative team or assistant to the senior pastor.

WEBSITE

The church's website, www.gotoChrist.com, is kept updated with all the pertinent information about the church's ministries, beliefs, activities, calendars, etc. by the assistant to the senior pastor twice each week. The website is the church's primary communication portal to the world outside of the church as well as inside the church. Thus, it is critical that all leaders keep their pages and ministry information up to date. The catalysts for website changes are the senior pastor and the ministry leaders to the assistant to the senior pastor.

MONTHLY NEWSLETTER

The church's monthly newsletter "UPDATE" is published the last week of each month for the upcoming month. The newsletter is sent out monthly and contains the most significant events happening at CCC. Entries for the newsletter should be sent to the senior pastor by the 15th of the preceding month, so for the April newsletter, entries should be emailed by March 15 and so forth. Items in the newsletter are driven by the church-wide calendar so be certain that your event is on the calendar. Don't assume we know what to put in the newsletter about a calendared event. We need the details (who, what, where, when, why, how, contact info, etc.) for each entry. Without such information, we cannot add it to the

newsletter. The newsletter and church-wide calendar drive the bulletin entries by week, so please don't wait until the last minute.

WEEKLY BULLETIN

The church's weekly bulletin is handed out at each worship service of CCC by the ushers/greeters. The Bulletin contains information previously published in the calendar and newsletter. Additional postings can be added at the request of ministry leaders. Requests must be made to the senior pastor by end of day on Monday. Bulletins are created/updated/printed on Tuesdays each week by the assistant to the senior pastor, thus last minute requests are not possible.

CHURCH NEWS

The Church News email is sent out once per week on Wednesday afternoons by the administrative pastor. Send your requests to churchnews@gotochrist.com by Tuesdays at midnight for inclusion in the Church News email. Send request in the following Format in a regular email, do not use any special bullet or numbering formats. Be sure to include who, what, where, when, why, how, contact info. Our goal is to cut and paste your announcement right into the Church News email.

For example:

Back Pack Potluck on Sunday

Plan on joining us at the church on Sunday, September 20 at 5 pm as we gather for our annual backpack potluck and back pack packing party to connect and have fun spreading God's love to the kids of our community. Bring a dish to share. Everyone is invited. Email Diane@gotochrist.com for more information.

THIS SUNDAY @ CCC EMAIL

Each Saturday morning, an email is sent out to remind everyone about Sunday services at CCC. Send requests for the This Sunday email to churchnews@gotochrist.com by Friday at noon. Send request in the following format in a regular email, do not use any special characters. Maximum one sentence reminders. Our goal is to cut and paste your announcement right into the This Sunday email.

For example:

Sunday is Pastor Darrell's 15th Anniversary Shindig: don't miss all the fun and celebration after both services.

Sunday is recycling Sunday: bring your CA redemption bottles and cans and drop them off at the gray truck in front of the church to help support our local outreach ministries.

VERBAL ANNOUNCEMENTS

Verbal announcements are shared at each service from the front. Verbal announcements focus on information/events/activities for the entire church family and are limited by the leadership team. Overall verbal announcements are not very effective in encouraging people to participate in events, etc. and take a lot of time during the worship services, so they are limited in number and frequency. Verbal announcements are driven by the senior pastor from the church's master calendar. Any special requests for verbal announcements must be made at least seven days in advance to the senior pastor.

POWERPOINT ANNOUNCEMENTS

Slide jpeg announcements are projected before and after services and major events in the lobby and sanctuary on the televisions. Pre/post-service projected announcements include all of the verbal announcements as well as other upcoming events/announcements from the newsletter, bulletin or master calendar and are created by the assistant to the senior pastor.

MINISTRY TABLES

Tables can be set up in the lobby to promote ministry activities and events for 1-3 weeks. Tables are requested through the administrative or senior pastors and set up by the church custodian with a table and table cloth on Saturday. The leader requesting the table is responsible for decorating and signing each table by 8:15 am on Sunday mornings. The table should be staffed by the ministry before and after both services and then all items put away if the table is not being repeated the following week. The table and tablecloth will be put away if not repeated by the church custodian on Monday evening.

ADVERTISING

The church employs a variety of advertising tools in order to make the community aware of the church's name and presence in the community, including but not limited to Bench Ads, Print Ads, and Mailers/postcards. Advertising is focused on branding and church awareness, rather than specific ministry relate events.

EDITORIAL REVIEW

All church materials represent the church's image and brand to the community and specific audience. Therefore, we must do our best to present materials according to the church's vision, mission and values with professionalism. All marketing materials must be reviewed by the senior pastor before they are used or published.

MASS EMAILS

No other mass emails are authorized by the church's leadership. Please do not create your own personal distribution list of church email addresses in order to email the church family without permission of the senior pastor.

SENIOR PASTOR COMMUNICATIONS

These communications are sent out at the senior pastor's discretion, usually regarding "big picture" events or issues.



EVENT PLANNING

EVENT PLANNING

As a ministry leader, you will be responsible for planning the functions and overseeing the operations of your ministry. Effective ministry leadership is contingent on how much time you put into planning the ministry events or functions. The church's EVENT PLANNING WORKSHEET can help you think through the various items necessary in planning an effective function/event. A copy of this worksheet is located in the appendix of this leaders' guide.

Always plan events and activities in advance. The most effective events are announced at least thirty days in advance. Our church family is very busy, therefore, the more time we give people to plan, the better attended an event, activity or meeting will be.

When planning your event or activity, know and state your objective purpose. How does your event fit into the church's mission, vision and purposes? Basically, why should the church invest in your event either with resources or time? How does it help us to accomplish what God has called us to do as a church?

MASTER CALENDAR

All church events and activities are tracked on the church's master calendar. The master calendar is updated by the administrative or senior pastors on a regular basis. The calendar is then posted to the website twice each month for easier access.

Consult the church calendar prior to planning a function or event. After consulting the calendar, email the senior or administrative pastor to confirm the date you have selected for your event is available and does not conflict with other church activities. No events can be scheduled without first being approved on the church's master calendar by the administrative or senior pastors. When seeking approval, include the following: event name, event audience, purpose(s) event helps to accomplish, date, start time, end time, prep time, and location/rooms. Once events are approved, any changes to the date/time/location must be communicated to the administrative or senior pastors for documentation on the master calendar.

CHURCH-WIDE EVENTS

Church-wide events are events where the audience is the entire congregation and will impact a great number of our church's members. These events take precedence over all other events on the calendar when planning. When a church-wide event is scheduled, other events/activities will not be approved at the same time, or on the same day.

OVERNIGHT PARKING POLICY

No overnight parking is permitted in the parking lots of Christ Community Church due to agreements with our landlord. If you are carpooling for an event/activity and want to park your cars at the church, please park on the street. The church does not assume any liability for cars parked overnight.

LIABILITY RELEASE

Completed release of liability forms are necessary for certain church and ministry events including youth/children's events, retreats, physical activity events (Zoomba, etc.), etc. Confirm with the administrative or senior pastors whether a liability release is necessary for your event or activities.

AUTHORIZED DRIVERS

Driving others to and from ministry events on behalf of the church requires approved drivers. Our goal is to provide a safe environment for everyone. Therefore, drivers to/from retreats, youth/children's activities, conferences, etc. must fill out a Drivers' Application (located in the appendix) and present a copy of their current driver's license and insurance card before the event. No one under 25 is approved to drive for a ministry carpool event on behalf of the church.

CHILDCARE at EVENTS/ACTIVITIES

Childcare is the responsibility of the parents at home, unless an event or activity leader has planned in advance for childcare at the event/activity. Childcare must always follow the following rules:

- Attendance sheets (located in the appendix) must be filled out at every event
 - Date the sheet
 - Childcare workers must sign the bottom of the attendance sheet
 - Parents fill in the following: child's name (first and last), birthdate, allergies, and parents' name and cell phone number(s)
 - Parents are given one numbered bracelet for all of the children
 - Parents must sign children in and out
 - At the end of the evening, the attendance sheet is to be placed in Pastor Darrell's folder in the ADMIN office.
- The nursery room should be used for childcare
 - The room should be left cleaner than you found it
 - Put away all of the toys
 - Stack the chairs
 - Do not serve crackers or juice which are provided for Sunday mornings
 - Empty the trash can and replace the liner
- All childcare workers and helpers must be approved in advanced through the child protection program application process. No additional helpers can be permitted in the room who have not been approved.
- Childcare adult to child ratio:
 - 1 to 10 for children ages 5-11
 - 1 to 6 for toddlers
 - 1 to 3 for infants



MINISTRY SUPPORT

ADMINISTRATION

The administrative team is a team of volunteers who serve in the church office during the week, providing church-wide administrative support, including, but not limited to, preparing the bulletins, updating the church databases, preparing mailings and other promotional material, and overseeing the administrative and operational activities of the church. The administrative team is led by the administrative pastor.

ACCOUNTING

The accounting ministry team is a team of volunteers who serve the church by keeping the accounting records of the church in order to remain above reproach. This team counts tithes and offerings, makes bank deposits, pays bills, processes credit card receipts, processes the church's payroll and creates financial reports for the senior leaders of the church. The accounting team is led by the accounting ministry leader.

DIRECTORY

Throughout the year, the church prints church family directories for use in connecting with others within the CCC family. Directories are available free of charge and are available in the lobby information center. Directory updates are made on an ongoing basis as new information becomes available, but printing only occurs 3-4 times per year. Electronic PDF's of church directories are available to the church's leaders on a more regular interval from the administrative pastor and team. No information in the church's directory may be used for solicitation or marketing purposes of any kind. Ministry leaders should always have a current directory for use in leading their ministry.

MAIL FOLDERS

All pastors, area leaders, service leaders and ministry leaders have mail folders assigned to them in the ADMIN office for ease in distribution of materials. Each leader has a color coded folder with his/her name for communication, tasks, etc. Please do not use them as storage and please check them regularly. If you need office storage space, please see the administrative pastor.

MINISTRY DOCUMENTATION

All ministry documentation is to be kept at the church facility in the church's server and in hard copy in the church's files. Please do not keep church files at home, except for those being presently used in ministry.

POSTAGE

Postage stamps are kept in the ADMIN office for ministry purposes. Ample supplies are provided of first class and postcard stamps. Other items needing postage need to be taken directly to the post office for processing.

PRINTING/COPYING/FAX/SCAN

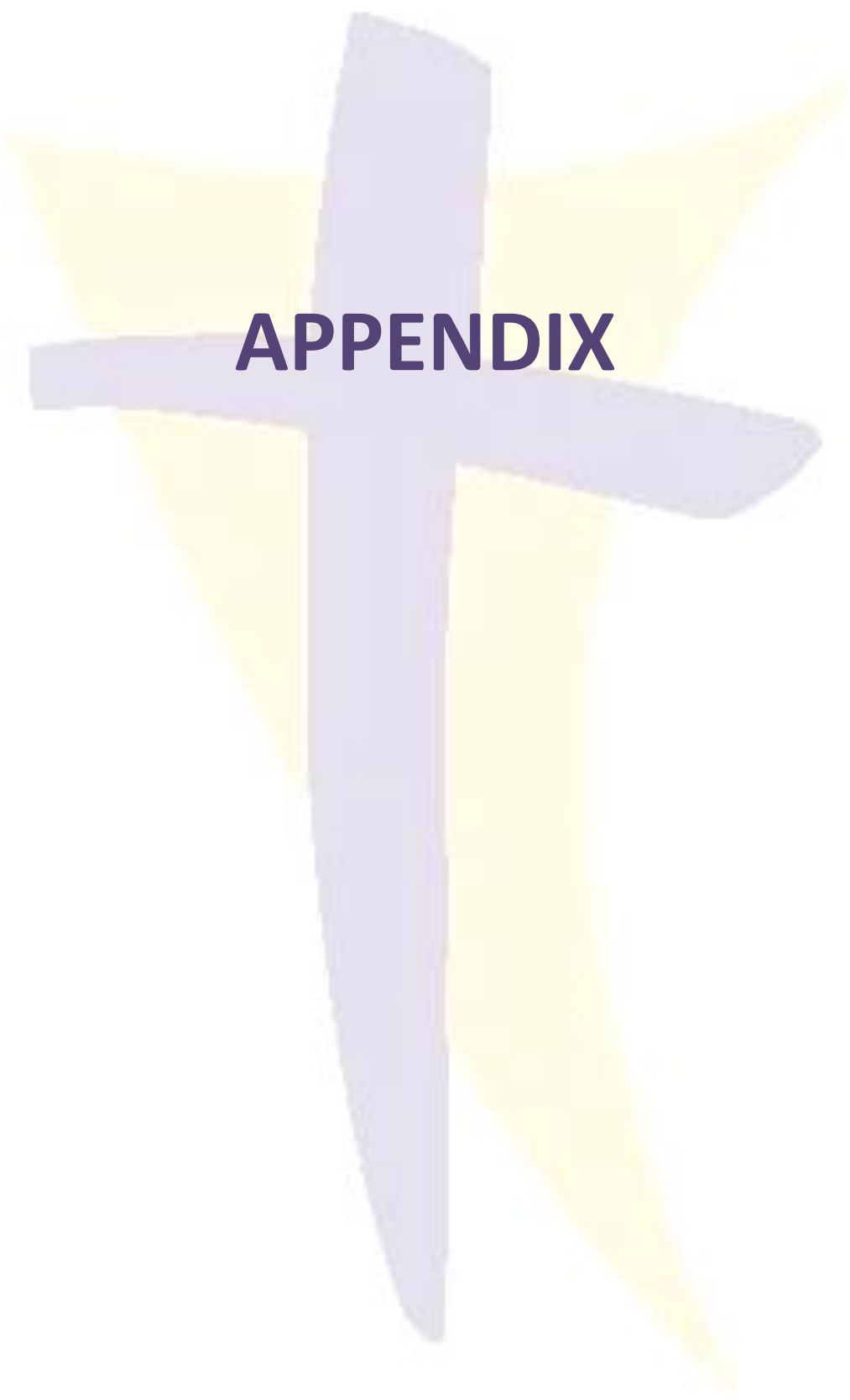
Printing and copying is available for all ministry leaders to prepare for and use within their ministries. We have the ability to copy (color or black/white), print (color or black/white), scan to a PDF file, or fax.

SENIOR PASTOR'S ASSISTANT

The senior pastor's assistant works directly for the senior pastor, supporting him administratively and through information technology, as well as any other activities the senior pastor needs support with in order to remain focused on leading the church and teaching the Word of God. The senior pastor's assistant is in the office 15-20 hours per week.

SUPPLIES

Supplies are purchased on a monthly basis for the entire church. A master supply list is located above the printers in the ADMIN office. When supplies are needed, they should be marked on this list for ease in purchasing. Items not listed should be added to the list. Supplies are purchased by our administrative pastor.



APPENDIX