



New Beginning Christian Fellowship Church

**Policies and
Procedures
Manual**

NEW BEGINNING CHRISTIAN FELLOWSHIP CHURCH POLICIES AND PROCEDURES

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INTRODUCTION

Purpose of Procedure Manual

This manual is intended to aid New Beginning Christian Fellowship Church in our effort to complete our day-to-day activities in a manner that would be pleasing to God and consistent with the operation of New Beginning.

Let all things be done decently and in order. (1 Corinthians 14:40)

Confession of our Common Faith

That the Church is a community of faith consisting of regenerated believers with Christ as Lord. Such believers claim a personal relationship with God through Jesus Christ, follow the Lord in Believers' Baptism, share in the Lord's Supper, gather regularly for worship and covenant for mutual edification and care-giving.

REQUESTING AN APPOINTMENT/MEETING WITH THE PASTOR

Appointments

Any individual requesting an appointment or counseling with the Pastor must contact the Church Clerk in writing, or by phone at (626) 502-1547. Please include the following information.

1. Name and phone numbers (day and evening).
2. Reason for appointment.
3. Please designate if appointment is with more than the one individual requesting meeting (i.e. husband and wife; parent).

Please note that each appointment will be scheduled for one (1) hour. If additional counseling is needed, the Pastor will designate any subsequent appointment times. Every appointment is subject to the Church Clerk or a Deacon being present. All appointments are confidential and will not be listed on any public calendars or notices in writing. The Pastor will use his discretion for any additional requests that may be made regarding each appointment.

Meetings with the Pastor's Participation

Ministries, Committees, or Groups inviting the Pastor to attend a meeting or event, must contact the Church Clerk in writing, or by phone at (626) 502-1547. Please include the following information.

1. Contact Name (Include Name of Committee or Group if Applicable).

2. Contact Phone Number.
3. Proposed Date and Time of Meeting or Event.
4. Presence Requested Only.
5. Presence **and** Words of Encouragement/Teaching a Lesson/
Remarks?
6. If the request is for the Pastor to speak, please include topic and
scripture proposed.
7. Proposed Alternative Date(s).

The Church Clerk will contact the Pastor and review the proposed date of meeting or event. After approval, the Church Clerk will contact the person making the request, or leader, using the contact information provided. If the Pastor is unable to meet on the originally proposed date or time, an alternative date or time will be given.

After the agreement is made, an agenda or program should be submitted to the Church Clerk, for the Pastor's reference, as soon as possible.

REQUESTING SPECIAL PRAYER

Submitting A Written Request

1. Mail it to: NBCFC, 114 S. Glendora Av, West Covina, CA 91790; OR
2. Place it in the Prayer Request/Suggestion Box; OR
3. Place it in the offering basket; OR
4. Give it to a Deacon.

Submitting A Verbal Request

1. Call the Church Office at (626) 502-1547 and leave a detailed message, along with your contact information.
2. Come to the Altar at the Invitation to Discipleship during Sunday Morning Worship. The Pastor may elect to pray corporately, or have a Deacon or Decision Counselor pray in private with the individual.
3. Openly during any prayer service.

Special Prayer Request

New Beginning Christian Fellowship Church

Illness

Death

Unsaved

Marital

Military

Family

Other: _____

Contact Person: _____

Phone Number: _____

NEW MEMBERS' PROCEDURES

When a member joins New Beginning Christian Fellowship Church, the following procedures should be followed.

Fill out new member form for office use and a copy will be forwarded to the New Member's Department. A photo is taken of the new member and placed in the membership file with information gathered from the new member form.

The new member will attend a new member's class where they will receive their member number and a packet. At completion of the class, a certificate will be issued.

If Not Baptized

A meeting will be arranged with the Pastor and baptism will be scheduled. The New Member Coordinator will notify the member when the baptism is scheduled.

Following baptism, a certificate will be issued with the Church seal affixed. The Church record will be updated to reflect a change of status.

MINISTRY GUIDELINES

New Beginning Christian Fellowship Church will always follow the leading of the Holy Spirit, the Word of God, and the Vision of the Pastor prior to any involvement that will bear in association the name of NBCFC. It is not the intent of the ministry of NBCFC to be a business network for business professionals, sales agents, contractors, or any individual or company intending to use NBCFC as a means of profit or gain. NBCFC is for the sole purpose of perfecting of the Saints, for the work of the ministry, and for the building up of the body of Christ, all to the glory of God.

If an individual or business would like to offer assistance to the Church as a whole, or to individuals, a written proposal must be submitted to the Pastor and the Board for review. NBCFC is mindful that there are some services that are not widely known to individuals, but will benefit families. Therefore, each submission will be reviewed in prayer and meditation based on the Word of God.

Ministry Leaders Criteria

1. Biblical character, integrity, maturity and good report (1Tim 3:7 – Titus 1:7)
2. Active member for at least a year.
3. Active as a servant with humility in the ministry of the Church.
4. Consistent contributor of tithes and offerings.
5. Must demonstrate thorough knowledge of sound biblical doctrine.
6. Not leading in more than one area.
7. Able to submit to authority and accountability.
8. Potential leader's name submitted to Board for review.
9. Must attend a leadership class, know and understand Church bylaws and policies.
10. Must make a biennial report at Church business meeting.

Each Ministry must follow guidelines established by NBCFC.

Any problems that may arise should be reported to the Ministry leader. If it cannot be solved, report to the assigned deacon and if necessary it will be reported to the Advisory Board.

Ministry Leader's Monthly Summary Report

Report for month of: _____

Date: _____

Ministry Name: _____

Number of people ministered to this past month (*i.e. Sunday School, Youth, Men's & Women's Ministry*)

How many decisions for Christ?

Progress Report of current projects/activities:

Other noteworthy accomplishments

Projects / activities planned for next month:

Projects / activities planned for next quarter:

Challenges within ministry

Recommendations to Pastor

Signature of Department Head: _____

Date: ____/____/____

EVENT PLANNING

Event Name: _____

Day of Event: _____

Date of Event: _____

Time of Event: _____ A.M. _____ P.M.

Date Request Submitted: _____

How often will event take place: Once Weekly/Monthly/Annually?

Attendance: 0-50, 50-100, 100-150, 150-200, Other (No. _____)

Purpose: _____

Committee Members: *(please list)*

Chairperson:

2.

3.

Program Outline: Please submit a copy of the program to

Administration prior to having them printed.

Administration has verified program with Committee:

Yes ____ No ____ Staff Sign Off _____

Name of Speaker(s) *(Speaker must be approved by Elders):*

Calendar of Events

Individuals, Committees or Groups proposing meetings or events to be written on the Church Calendar must follow the guidelines listed below: (See Requesting a Meeting.)

Event Approval

1. Reserve the Date--an approved Meeting/Event Request Form will remain on file in the Church Office. The Church Clerk will add the event to the Church Calendar upon approval.
2. Submit all requirements regarding the meeting or event.
3. After your meeting or event is approved, and written on the Church Calendar, you will need to identify **whether** the meeting or event will need to be printed in the Church Bulletin, and/or made as an announcement.

To avoid scheduling conflicts, only the Church Clerk is authorized to write on the Church Calendar by adding or deleting events.

Periodically, a Church Calendar will be made available to all leaders. If someone needs to verify the Church Calendar, they may contact the Church Clerk.

Facility Needs

Equipment Needed (please check all that apply.)

1. Kitchen Yes ___ No ___

2. Sanctuary Yes ___ No ___

3. Other (please list and include room numbers:

4. Parking Lot Yes ___ No ___

Facility Open

1. Date/Time: _____ Close Date/Time: _____

2. Sound System: Yes ___ No ___

3. Overhead Projector: Yes ___ No ___

Preparation and Clean-Up of Facility

(If this is a non-Church function, a fee will be applied (i.e. weddings, etc.)

Notice for all NBCFC Events: If there is no confirmed committee assigned to clean-up the kitchen, the kitchen will not be available for the event being considered.

1. Preparation Team: Yes ____ No ____

2. Clean-up Team: Yes ____ No ____
(Request for Funds form must be submitted at least 2 weeks prior to the event.)

3. Honorarium for Speaker: Yes ____ No ____ Amount: \$ _____

4. Food and Refreshments: Yes ____ No ____ Amount: \$ _____

5. Is rental of additional equipment needed? Yes ____ No ____
If yes, enter information below.

NOTE: *(Expenditures must be pre-approved.)*

VENDOR	PURPOSE	AMOUNT

6. Was Request for Funds form completed? Yes ___ No ___
(If no, please explain.) _____

7. Who is responsible for picking up check and giving it to the Recipient?

Has staff called all program participants to verify their participation and clarify their role on the program? Yes ___ No ___

Staff Sign Off: _____

Signature of Chairperson: _____ Date: _____

Signature of Department Head: _____ Date: _____

Signature of Events Coordinator: _____ Date: _____

Signature of Facilities Manager: _____ Date: _____

FOR OFFICE USE ONLY

Department: _____

(Please sign name or initial next to department.)

Contacted: _____

Date Contacted: _____

Name of Person Assigned: _____

Yes ___ No ___

Department Head: _____

Financial Officer: _____

Church Calendar/Room Assignment Log: _____

Pastor's Calendar: _____

Facilities Maintenance: _____

Deacons/Deaconess: _____

Minister of Music: _____

President of Ushers: _____

Audio Visual: _____

Other (*Ministry Name*): _____

Has MC received a copy of the program in advance? Yes ____ No ____

Who is responsible for getting program to MC? _____

Will the office staff and committee meet? Yes ____ No ____

Meeting Date: _____

Who will write Post Event Report "Lessons Learned"?

Ministry Involvement

(please check all ministries that apply)

1. Deacons/Deaconess: Yes ____ No ____

2. Sound Technician: Yes ____ No ____

3. Hospitality Committee: Yes ____ No ____

4. Musician /Choir: Yes ____ No ____

5. Janitorial Service: Yes ____ No ____

6. Decoration Committee: Yes ____ No ____

REMARKS: _____

Submit Form To:

BUILDING USAGE

Requesting a Meeting/Event/Special Worship Service

Title Definitions

Meeting: A limited time session designated for a regular Bible Study, Discipleship Group, or a designated session for planning any upcoming event or special worship service. (i.e. Program Committee meeting, Women's Prayer meeting, Choir Rehearsal, etc.).

Event: A planned activity for one group or for the entire congregation (i.e. Women's Prayer Breakfast, Musicals, Church Picnic, etc.).

Special Worship Service: A planned worship service where there is a basic program associated with Sunday morning worship. (i.e. Revivals, Mid-week service, Women's Day, Youth Sunday, etc.).

Basis for Approval

After receiving the submission, the Pastor and the Board will review the request and approve or deny the request based on the following:

Our statement of faith, the Baptist Faith and Message (2000), expresses our fundamental biblical conviction that Christian marriage is, by definition, the spiritual and physical uniting of one man and one woman in an exclusive covenant commitment for their joint lifetime. Christian marriage is God's unique gift to reveal the union between Christ and His Church. **As such, this local church believes that wedding ceremonies on church property are spiritual observances of worship of God who created this divine institution. As worship services, weddings on church property shall be officiated by one or more ordained ministers of the gospel. The church may decline to make its facilities or ministers available for any wedding if it is determined that one or both of the parties are not biblically and/or legally qualified to marry. Such determinations may be made by the [pastor, church council, or wedding committee, etc.], subject to the direction of the church.**

No minister [or employee] of the church shall officiate at any marriage ceremony unless such marriage is consistent with this policy.

1. Priority (Church/Ministry) basis. Does this meeting benefit the:
 - a.) Entire Congregation
 - b.) Committee or Group only

- c.) Community, or
- d.) Select Membership only

2. Availability. Does this meeting conflict with any other scheduled meeting, event, service, or holiday?
3. Focus. Does the reason given for the meeting follow Ministry guidelines?
 - a.) For the perfecting of the Saints;
 - b.) For the work of the ministry;
 - c.) For the edifying of the body of Christ.

Your submission will be returned to the contact person with the following in writing:

Approval:

1. Date Approved.
2. Listing of All Items Approved.
3. Name and Contact Number of Board Member whom to report.

Denied:

1. Date Denied.
2. Suggested Alternative Date and/or Time.
3. Name and Contact Number of Board Member with whom to follow up.

*Copies of all requests will be kept on file for review.

One Time Meeting Request

Due to limited space and time restrictions, all meetings must be approved at least one week prior to the proposed meeting date. For approval, please submit in writing **the following information**.

1. Name of Committee or Group
2. Date and Time of Meeting
3. Name of Person(s) in Leadership/Responsible
4. Contact Phone Number(s)
5. Reason for Meeting
6. Room/Space/Seating Requested
7. Attendance Expected
8. Audio/Visual Needs
9. Set Up Required
10. Tentative Agenda
11. Date Submitted

Ongoing, Regularly Scheduled Meetings Request

For ongoing, regularly scheduled meetings, one written request must be submitted annually to the Board by November 1st of the prior year. If your committee meeting, group meeting or event is approved during a calendar year, **for the remainder of the year, your submission is due at least two weeks prior to the regularly scheduled meeting**. If the submission is not made in advance by two weeks, there will be no guarantee that the requested date(s) will be available to the committee or group.

Examples:

- Weekly: Every Tuesday at 7:00pm – Sanctuary
- Monthly: 3rd Saturdays at 5:00pm – Classroom
- Quarterly: 1st Saturday of each quarter – Sanctuary
- Annually: 3rd Saturday of May – Women’s Prayer Breakfast

*All ongoing meeting requests should take into account calendar holidays observed, office closings, and special events. Any regularly scheduled event or meeting may be cancelled, with written notice, when it is in conflict with any Church (NBCFC) sanctioned meeting, event, or special worship service.

REQUESTING MEMBER SERVICES

Funerals

Funeral Services are provided as a spiritual courtesy to the families of New Beginning Christian Fellowship Church. It is the Church's desire to be a support to the members of NBCFC in their time of bereavement. Our sympathies, as well as our services, are available for the following:

1. All members of NBCFC,
2. A fee will be charged for services of non-NBCFC members.

A family member of the deceased should contact the Church Office, a Deacon, the Church Clerk, or the Pastor, as soon as possible. A date and time for the funeral service will be determined with the family of the deceased and the Pastor. Facilities, are limited, so all arrangements must be approved.

To aid in determining needs, a funeral task list should be filled out and submitted to the Clerk.

Support for funeral services include, but are not limited to:

1. Funeral Worship Service
2. Music (when applicable)
3. Sermon by Pastor
4. Support from Deacons
5. Support from Hospitality Committee
6. Repast for the family (*when applicable*)
7. Additional support as determined and approved

8. Benevolence, if applicable
9. NBCFC floral arrangement and card for immediate family members
10. Written letter read during the funeral service from the Pastor and NBCFC
11. A Deacon will be assigned to the family as a follow up point-of-contact.

Funeral Task List

Name of Deceased: _____

Date of Death: _____

(Please ask the family or funeral director to provide the following information.)

When/where will the viewing be? _____

When/where will the funeral be? _____

If at Church, please complete the Building Usage form.

1. What time will the Church need to be opened? _____

2. How many ushers will be needed? _____

3. Head Usher's Name? _____

4. Do we need musician? Name? _____

5. Do we need a singer? Name? _____

6. Contact a Sound Tech. Name? _____
7. Print a Bulletin if the family requests one.
8. Contact the Kitchen Committee if the family wants a meal served.
9. Other _____
10. Inform custodian of plans for service/meal. Yes ____ No ____
11. Print condolences in the Bulletin. Yes ____ No ____

If it's a Church member, get the original clergy record from the Pastor. Make a copy for the Church's folder. Place the original with a copy of the obituary (if available) in the individual's folder.

Additional Instructions or Comments:

Weddings

Weddings are a spiritual and celebratory courtesy for the members of New Beginning Christian Fellowship Church. It is the desire of NBCFC to celebrate with the couple in a manner that is pleasing to our Lord and Savior Jesus Christ. All wedding ceremonies requesting to be performed by clergy of NBCFC are upon approval of the Pastor. Couples requesting to be married by the Pastor must make an appointment for premarital counseling, prior to booking the date on the Church Calendar. (See Requesting An Appointment/Meeting with the Pastor).

To celebrate with you, NBCFC will extend services, which include, but are not limited to:

1. Wedding Ceremony -- location to be determined.
2. Clergy -- the Pastor
3. Special assistance -- Coordinator, Maintenance Engineer(s), Administrative Support, or Hospitality upon availability (if applicable).
4. Special requests to be approved by the Pastor.

When requesting a Wedding Ceremony, please be mindful of the following.

1. That music should be in good standing with Christian character.
2. That the attire for the Wedding Party should be in good standing with Christian character.

3. That Wedding activities should be in good standing with Christian character.
4. That no alcoholic beverages will be permitted on facilities bearing the name of New Beginning Christian Fellowship Church. Private functions away from NBCFC are at the discretion of the couple.
5. That the Pastor or the Board may refuse to support, on behalf of NBCFC, any wedding, or reception, which does not keep in good standing with Christian character.

Since Weddings are a courtesy of NBCFC, facilities, staffing, administrative support, or maintenance may require additional expenses. Therefore, a fee may be assessed to provide the appropriate services requested. Each couple will be notified of the fee to be assessed for their wedding ceremony; and a written contract will be signed **by both an NBCFC representative** and the couple which will represent a legally binding agreement for services rendered.

Funeral/Wedding Services Guidelines

Members/Non Members

	NON MEMBERS	MEMBERS IN GOOD STANDING
Use of Sanctuary	\$250.00	No Charge
Use of Multi-Purpose Room	\$250.00	No Charge
Additional Room	\$25.00	No Charge
Pastor Honorarium	Donation \$150.00 Suggested	Donation \$150.00 Suggested
Pianist	\$50.00 & up	\$50.00 & up
Soloist	Family will decide	Family will decide
Audio/Visual Technician	\$50.00	\$50.00
Custodian	\$100.00	\$100.00
Repast (100-200)	Family Responsible	No Charge
Printed Programs	\$150.00 & up	\$150.00 & up
Wedding Coordinator	See Sis. Veda Williams	Determined by services rendered

Note: A Non member is anyone who is not listed on the membership roll of New Beginning.

Deposit of	Due at time of agreement
Check #	Cash
Received from	Received by
Balance Due	Date of Service
Received from	Received by

Baby Dedications

Baby Dedications are a spiritual and celebratory courtesy for members of New Beginning Christian Fellowship Church. It is the Church's desire to support the parents and families of infants as we bless them and dedicate them back to God. It is a spiritual celebration of the life of the child, and gift to the parents. It is not to be mistaken with Baptism into the Body of Christ, or the acceptance of our Lord and Savior Jesus Christ. To request a baby to be dedicated, the parents must submit the following information in writing.

1. Child's name and date of birth. Three years of age or under.
2. Parents' names, marital status and contact information.
3. Names of the grandparents and godparents.
4. Date of Dedication preferred.
5. Special prayer requests, needs or circumstances if applicable.
6. In the interest of the child, the Pastor reserves the right to request a consultation with the parent(s) prior to the dedication.

Upon approval, the parents will be notified of the date of dedication and procedures. The child's name will be called and the parents will be asked to bring the child to the altar. The grandparents, godparents and other family members may also join them at the altar when asked.

After the dedication ceremony, the parents will receive a Certificate of Dedication, with the child's name, parent's names, date of Dedication, and the Pastor's signature as a keepsake.

Baby Dedication Form

Parent's Name(s) _____

Street Address _____

City _____ State ___ Zip Code _____

Phone Number _____

Child's Full Name _____ Male Female

Birthdate _____ Birthplace(City/State _____

God Parents _____

Have you accepted Jesus Christ as your personal Lord and Savior?

• How long ago? _____

• How long have you been attending New Beginning C.F.C.? _____

• What does having your baby dedicated mean to you?

• Is this the first child you've had dedicated at New Beginning C.F.C.? _____

Baptism

Baptism into the Body of Christ is a spiritual sacrament observed by New Beginning Christian Fellowship Church. This sacrament is observed after accepting Jesus Christ as Lord and Savior. The candidate(s) (New Converts) awaiting baptism will be instructed on the scriptural basis of baptism and the significance of it in their lives. Each candidate will be notified of all pertinent information regarding his or her role and requirements for participating in the baptismal service. Baptismal services will include, but are not limited to:

1. Devotion
2. Words by the Pastor
3. Scriptural Reading
4. Prayer
5. Opportunity of welcome
6. Certificate Presentation.

For any additional questions regarding baptism, you may contact a Deacon, or the Church Office.

REQUESTING PRINTED MATERIAL

Today's Date: _____

Date Needed: _____

Name: _____

Phone: _____

Ministry: _____

Title: _____

Event: _____

SERVICE REQUEST FORM	
Copying: _____	Community: _____
Printing: _____	Other: _____
Distribution To: _____	#Originals: _____
Bulletin Inserts _____	#Copies: _____
8.5 x 5.5 (half page) Single-sided Flyer/Cut	
8.5 x 11 (letter) Double-sided Program/Collate	
8.5 x 14 (legal) Black/White copies Booklet/Staple	
11 x 17 (ledger) Color copies Brochure/Fold	
Other: _____	
Color paper: _____	
Hole Punch: _____	

If color copies or color paper is requested, what is the purpose?

Special notes and/or instructions: _____

OFFICE USE ONLY

Date received: _____

Date notified for pick up: _____

Approved by: _____

Date: _____

Submit Form To:

REQUESTING ANNOUNCEMENTS

Announcing An Event

Ministry Name: _____

Name of the Event: _____

Your Name: _____

Your Contact Number(s): _____ (home) _____

(other) _____

Announcement Date(s): _____

Please legibly write your announcement request below. *(Your announcement may be modified as needed.)*

Requests for the Bulletin

Requests are due no later than Wednesday Noon for publication in the following Sunday's Bulletin. *(Requests received after the deadline will be published the following Sunday.)*

Signature: _____

Request For Verbal Announcement

Please legibly write your announcement request below. *(Your announcement may be modified as needed.)* NOTE: *Event Planning Form must be completed before your Event Announcement Sheet.*

PUBLICITY

- Is press release needed? Yes ____ No ____
- Will Administration be printing your program? Yes ____ No ____
- Are you having flyers printed? Yes ____ No ____
- Has flyer been approved by Administration? Yes ____ No ____
- Administration needs at least 2 weeks notice to Yes ____ No ____
print your event programs, have they been contacted?

BENEVOLENCE

Benevolence is a spiritual aid courtesy extended to the members of New Beginning Christian Fellowship Church. It is the Church's desire to offer aid to members of the Church, other brothers and sisters in Christ, and members of our community, on an as needed basis. NBCFC practices being a good steward of the tithes and offerings that are given to our Lord and Savior for the perfecting of the Saints, for the work of the ministry, and for the building up of the body of Christ. Any request for aid must be submitted in writing to NBCFC, by mail, to a Deacon, or to the Church Clerk. If a member is requesting aid on behalf of another, his or her name must also be provided.

Aid Assistance can include, but is not limited to:

1. Food
2. Childcare assistance
3. Schoolbooks or supplies
4. Children's clothing
5. Emergency cash assistance upon approval

Copies of requests, and records of payments, remain in a financial file (up to seven years) for NBCFC. In addition to aid, the Pastor or Board may request individuals to attend an approved stewardship/finance class. Materials or resources may also be required reading for anyone requesting aid.

VISITATION

Visitations are a spiritual and hospitable courtesy extended to the members of New Beginning Christian Fellowship Church. The Deacons and the Pastor extend visitations according to schedule allotment and availability. If you or someone you know, would like a visitation, please contact the Church Office at (626) 502-1547, the Church Clerk, or the Deacon listed in the weekly Church bulletin.

ADOPT-A-FAMILY PROGRAM

Objectives and Purposes

The primary objective and purpose for this program shall be to minister to those in need and to expand Mission work; to advance the Kingdom of God; to counsel and assist the people of God in times of need.

Qualifications

Must be a member of New Beginning Christian Fellowship Church for a period of one year, in good standing or a non-member willing to be active in the Church for a period of one year.

Maintain a vital spiritual life through personal Bible study, faithful worship and tithing.

Be willing to comply with the Advisory Board guiding principles and code of conduct dictated by the by-laws.

Reasons for Termination

- Infraction of any of the above rules
- Have advanced beyond the need of the Church
- Terminate their membership from the Church

Terms of Rendered Services

A family who receives aid can only be in this program for one year (12 months). **This is not a lifetime program.**

ANNUAL PICNIC PROCEDURES

1. Secure date of picnic
2. Secure location
3. See Church for proper insurance papers
4. Arrange the following:
 - a. Before and after cleaning team
 - b. Assign a person to be at the location in time to receive tables and chairs
5. Coordinate with members
 - a. Food
 - b. Games
 - c. Music
 - d. Seating
7. Estimate cost and present to Advisory Board for approval.
8. See assigned Deacon with any concerns.

ACCIDENTS

When an accident occurs on the premises or anywhere that New Beginning is held responsible:

Fill out the following Accident Report form and submit to the Clerk.



New Beginning Christian Fellowship Church

Accident and Incident Reporting

Date of accident/incident		Time of incident	
___ / ___, 20 ___		___ AM	___ PM
Where did the accident/incident occur?			

Briefly describe the circumstances of the accident/incident.			



<p>Title: Mr./ Ms./Mrs. Other</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Address of injured person</p> <hr/> <hr/> <p>City: _____ State_____</p> <p>Phone No. (____) _____</p>
---	--

<p>Injury and part of body injured</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Member or Guest</p> <hr/> <hr/> <hr/>
--	--

<p>Date of Birth ____/____/____</p>	<p>Waiver: I do not wish to receive medical attention</p> <p>Signature_____</p>
---	--

<p>Name and contact details of all witnesses: (add page if needed)</p> <hr/> <hr/> <hr/>
--



Initial action to prevent reoccurrence

Name and contact details of the person completing this form.

CHURCH EVACUATION PLAN

The New Beginning Christian Fellowship Church Evacuation Plan is implemented with four (4) key thoughts in mind based on the OSHA (Occupational Safety and Health Administration – Emergency Action Plan.

- Development of an Emergency Action Plan
- Authority
- Congregational Drills and Plan Review during Service
- Plan Review and Coordination

Downstairs:

1. There are 7 exits down stairs
2. Two on each side of the pulpit
3. One leading to the back of the Church from the overflow area
4. One in the back, left-side near the front entrance
5. One in the front entrance to the Church
6. One in the kitchen (sliding glass door)
7. One in the multipurpose/Sunday School Class

Upstairs:

1. There is only one exit leading to the fire escape stairway

Scenario:

In the event of a fire, earthquake, or storm the Ushers on or off duty will take control of the service and direct the congregation to the

nearest exit with the assistance of the Deacons. (Depending on the disaster, a first response agency will be summoned.)

1. The Elderly and handicap will be attended to first and escorted to the nearest exit.
2. The Women and children will be the next priority.
3. The men of the Church can help with any aid or movement of furniture if the need exists.

THERE MUST BE A LOCATION OUTSIDE OF CHURCH TO GO TO IN ORDER TO ACCOUNT FOR THE CONGREGATION AND THE LEADERS OF THE CHURCH.

Back of the Church:

(THE MEMBERS ESCORTED OUT THE BACK)

In the far right near the garage is an area of consideration due to the access of the driveway directly in front of that location. The cars may create a problem but if the back of the Church is the only safe exit, that area is a location point.

Front of the Church:

(THE MEMBERS ESCORTED OUT THE FRONT)

When exiting out the front of the Church, through the front entrance door and to the left to the next business parking lot. Across the street is too dangerous due to the traffic coming from the curve off South Garvey. We need to stay on the same side of the Church for safety as well.

Earthquake

The procedure “*drop and cover*” will be implemented by directing the congregation to drop to their knees in front of their seats and cover their heads as best they can until we can get assistance to move them out of the Church.

The natural reaction to the Earthquake is fear and panic, therefore it is important that the leaders of the Church make sure we spring into action and calm our congregation as soon as possible.

1. Ushers and Deacons will take control.
2. Members carefully and cautiously get out of their seats and kneel down and cover their heads as soon and with as much coverage as possible.
3. Immediately start removing as much debris as possible to get our people to a safer location in or out of the Church.
4. Once the shaking has stopped, we need to escort our congregation out the nearest and safest exit outside the Church as quickly as possible.
5. If a fire starts, we should alert the Fire Department to help the evacuation as well as fight the fire.
6. Chances are everyone will not be seated in the Sanctuary and therefore people who are walking around or in the children's Church need to alert the children and have a drill inside that class room.

7. Those walking around need to get in a doorway and if dealing with the children we need to place them under the doorway and secure them as much as possible and as soon as possible.
8. If in the restroom, you can stand in the doorway or “*drop and cover*” as in your seat.
9. If in the parking lot; steer away from the building or power poles that may fall. If a power line does break free, do not touch it but **step over it and** move out of harm’s way of trees and other objects that may fall.

Understand this will be a chaotic time and the atmosphere will be disastrous which is why as leaders we have to be calm, take care of ourselves so we can help others.

SUBMITTING A SUGGESTION OR IDEA

New Beginning Christian Fellowship Church welcomes all suggestions or ideas for ministering to the needs of the people. We ask that you are prayerful for all suggestions or ideas that you would like to submit for consideration. NBCFC will follow the leading of the Holy Spirit, the Word of God, and the Vision of the Pastor before making any decisions on activities or events for which NBCFC will participate. There is a Prayer/Suggestion Box available for written suggestions.