

Volume

5

IMAGO DEI METROPOLITAN COMMUNITY CHURCH

IDMCC Policy Committee

Administrative Forms

IDMCC POLICY COMMITTEE

Administrative Forms

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CHAPTER 1

Scope

Policy and Purpose

The Imago Dei Metropolitan Community Church Policy Manual consists of five (5) volumes:

Volume 1: Organizational Manual

Aids in the effective and efficient functioning of staff, ministry groups and church members. This manual serves to bring the entire organizational structure of the church together in one concise manner. Serves as an effective means for communicating to church members and training new staff members.

Volume 2: Policies & Procedures Manual

Policies and procedures become invaluable for identifying and delegating responsibilities, preserving a consistent level of quality performance and protecting church leaders and the congregation. Most procedures are referenced to applicable form(s) that would be used to document the transaction or event. Links are added to the Employee Handbook.

Volume 3: Employee Handbook

As a church or ministry begins to hire employees, it becomes critical that they begin the process of developing and maintaining an official Employee Handbook. This Handbook will address and guide the employee in a broad range of employment-related issues. The employee is provided with links that direct them to related policies found in the official Policies and Procedures Manual, or to organizational issues, found

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I N T R O D U C T I O N

in the official Organizational Manual. Links are also provided to administrative forms found in the official Administrative Forms Manual.

Volume 4: Internal Audit Checklists

Provides a means for reviewing the internal workings of the ministry on a periodic basis. This resource explains how to establish an effective Internal Audit Committee for the ministry and provides specific responsibilities and duties for the committee.

Volume 5: Administrative Forms Manual

Documentation is the ministry's representation of the past, present and future. This manual brings consistency to the many applications of church operations. Includes illustrative forms, reports, worksheets, checklists, etc. which support the various operations of the church.

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CHAPTER 2

ACCOUNTING

Policy and Purpose

There are three major bodies that issue standards for nonprofit organization financial accounting, and some supplementary guidelines that are commonly referenced, which regulators typically rely on for determining if an NPO is conducting its finances responsibly. The standards bodies are the Financial

Accounting Standards Board (FASB), the American Institute of Certified Public Accountants (AICPA), and the U.S. Federal Office of Management and Budget (OMB). The FASB is the primary standards issuing body for nonprofit organizations in the U.S. However, this hasn't been the case for very long, and at this time it has developed only a limited set of "Statements of Financial Accounting Standards" for NPOs, although two are critical ones. These are No. 116, "Accounting for Contributions Received and Contributions Made," and No. 117, "Financial Statements of Not-for-Profit Organizations." Unfortunately, the complete text of these is not available online, since the FASB sells printed versions as a fundraising mechanism.

The AICPA publishes the primary guide to GAAP for nonprofit organizations, the "Not-for-Profit Organizations Audit & Accounting Guide." It also releases its own standards, called "Statements of Position." The most recent, and controversial, is SOP 98-2, "Accounting for Joint Activities Accounting for Costs of Activities of Not-for-Profit Organizations and State and Local Governmental Entities That Include Fund Raising." Further discussion of joint costs allocation is presented below.

The OMB develops standards and guidelines specifically for NPOs that receive federal grants. However, even if an organization doesn't currently receive such revenue, there are few that wouldn't like to be able to at some point. Therefore, some familiarity with the OMB guidelines can be useful. Unfortunately, they are rather arcane and picayune, and not something most people would choose to read if they had a choice. The potential size of many federal grants is typically the primary motivation for doing so.

ACCOUNTING

In addition to the standards and guidelines developed by official bodies, several works by other organizations have become valuable tools for administering financial accounting operations. Of particular note are the National Health Council's "Standards of Accounting and Financial Reporting for Voluntary Health and Welfare Organizations," and the United Way of America's "Accounting and Financial Reporting: A Guide for United Ways and Not-for-Profit Human-Service Organizations."

Several book publishers have recently released guides to GAAP standards for NPOs. These essentially combine the various standards and guidelines issued by official standards bodies into a more unified form. As such, they are very useful for obtaining a complete picture of the commonly accepted accounting practices, and make good desk references for accountants. They are not especially written for people other than accounting specialists. Fortunately, there are also various books targeted to nonspecialist NPO managers, which provide a suitably detailed introduction to accounting principles both general and unique to NPO operations.

(Cash Receipts Count Summary, Acknowledgement of Non-Cash Gifts, Purchase/Funds Request, Check Request, Time Sheets, Employee Monthly Expense Report, Year-End Accounting Checklist, etc.)

2.1 Expense Form

Administrative Forms			
Chapter:	2 ACCOUNTING	Issued by:	Policy Committee
Section:	2.1.1 Reimbursement Form	Approved:	
Effective Date:	06/01/07	Supercedes:	

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2.2 Cash Form

Administrative Forms			
Chapter:	2 ACCOUNTING	Issued by:	Policy Committee
Section:	2.1.2 Cash Advance Form	Approved:	
Effective Date:	06/01/07	Supersedes:	



IMAGO DEI MCC REQUEST for CASH ADVANCE FORM

NAME: _____

Purpose of advance:

Complete Description	Total
	\$
	\$
	\$
	Total Request

Approved by: _____ Date: _____

Check # of Cash Advance _____

Signature of requestor to acknowledge receipt of check _____ Date: _____

2.3 UFMCC Tithe Worksheet

Administrative Forms			
Chapter:	2 ACCOUNTING	Issued by:	Policy Committee
Section:	2.1.3 UFMCC Tithe Worksheet	Approved:	
Effective Date:	06/01/07	Supersedes:	

May-06

Deposit	bldg fund	love	SheWho	CONF	in-kind	reported tithes	date	attendance	by mail
\$956.25	\$27.00	\$0.00	\$0.00	\$0.00	\$34.97	\$964.22	7-May	28	\$57.00
\$3,135.00	\$130.00	\$300.00	\$651.08	\$20.00	\$287.25	\$2,321.17	14-May	58	\$170.00
\$3,391.00	\$45.00	\$175.00	\$0.00	\$136.00	\$0.00	\$3,035.00	21-May	61	\$420.00
\$1,125.00	\$0.00	\$0.00	\$0.00	\$20.00	\$10.00	\$1,115.00	28-May	50	\$160.00
						\$0.00			
						\$0.00			
						\$0.00			
\$8,607.25	\$202.00	\$475.00	\$651.08	\$176.00	\$332.22	\$7,435.39		197	\$807.00

2.4 UFMCC Tithe Report

Administrative Forms			
Chapter:	2 ACCOUNTING	Issued by:	UFMCC
Section:	2.1.4 UFMCC Tithe Report	Approved:	
Effective Date:	06/01/07	Supersedes:	





Monthly Statistical Report for Congregations

for Churches paying 15%

Worship Service Offerings				Congregational Information	
Date	Time	Attendance	Tithable	Month/Year reporting on	Imago Dei
2/07/06	10:30 am	37	1841.40		MCC
09/07/06	10:30 am	34	1409.21		
16/07/06	10:30 am	36	2048.53		
23/07/06	10:30 am	38	1935.00		
30/07/06	10:30 am	29	1556.86		
Total Active Church Membership				60	3
Signature Of Preparer				Edward O'Brien, Treasurer	
Signature Of Pastor				Rev. Karla Fleshman	
Tithable Sub Total			\$ 8,791.00		

Other Income

Tithable

Non-Tithable

Building Fund
Funds For Persons In
Distress

	27.00
--	-------

Requests	
Conference Fund	86.00
Love	159.00

Tithable
\$ 8,791.00

Deductions
Mortgage Principal (-)
Mortgage Principal (-)

TOTALS
Attendance 174

14.0%
To MCC \$1,230.74

1.00%
To MCC \$87.91

Tithable \$8,791.00
Non-Tithable \$272.00
Total Payable to MCC \$1,318.65

Check No

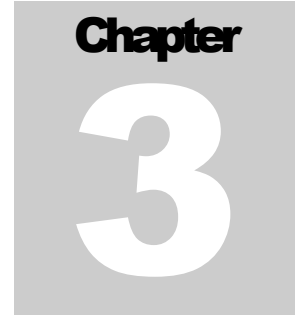
Date Due Payable
Send To
CA 90069 USA

Tenth of the following month
Based on your regional agreement
Metropolitan Community Churches, PO Box 691728, West Hollywood

New Forms can be emailed or faxed from headquarters or found at:
<http://www.mcccchurch.org/intranet/resources.htm>

Send the original form to Headquarters and retain a copy for your files

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CHAPTER 3

BUDGETING

Policy and Purpose

These forms provide guidelines on how to go about developing and monitoring a budget. They will help with an overall organisational budget as well as with a budget for a specific project. They include tools for estimating costs as well as tips for ensuring that budgets meet the needs of the project organisation.

Budgeting is the key to financial management. The forms will help plan, develop and use budgets effectively. A sound understanding of the principles of budgeting leads to sound financial management. The forms in conjunction with other tools will increase the capacity to manage finances effectively.

When will these forms be useful?

- After you have done the strategic planning for your organisation, and your action planning, and you need to know how much money you will require in order to do what you have planned.
- When you need to work out how much it will cost to run a particular project or department.
- When you want to ask a donor to support a particular aspect of your work.

3.1 Budget Spreadsheet

Administrative Forms			
Chapter:	3 Budgeting	Issued by:	Policy Committee
Section:	3.1.1 Budget Spreadsheet	Approved:	
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	Jan - Mar 06	Apr - Jun 06	Jul - Sep 06	Oct - Dec 06	TOTAL Jan - Dec 06
Ordinary Income/Expense					
<u>Income</u>					
Fundraising					
5th Anniv	26,480.00	0.00	0.00	0.00	26,480.00
Building Fund	0.00	0.00	1,000.00	0.00	1,000.00
Total Fundraising	26,480.00	0.00	1,000.00	0.00	27,480.00
General Offering					
Contributions Income					
Operational Reserve	871.00	871.00	871.00	871.00	3,484.00
Plate	1,681.50	1,648.25	1,425.00	1,823.05	6,577.80
Pledges	18,284.50	18,284.50	18,284.50	18,284.50	73,138.00
Total Contribution income	20,837.00	20,803.75	20,580.50	20,978.55	83,199.80
Non-titheable					
Building Fund	325.00	325.00	325.00	325.00	1,300.00
Benevolence Fund	0.00	0.00	0.00	0.00	0.00
Conference Fund	750.00	750.00	750.00	750.00	3,000.00
Love Offering	0.00	0.00	0.00	0.00	0.00
Total Non-titheable	1,075.00	1,075.00	1,075.00	1,075.00	4,300.00
Total General Offering	21,912.00	21,878.75	21,655.50	22,053.55	87,499.80
Miscellaneous Income	8.00	8.00	8.00	8.00	32.00
Program Fees	0.00	0.00	600.00	0.00	600.00
THE IMAGE ad income	400.00	150.00	120.00	120.00	790.00
Total Income	48,800.00	22,036.75	23,383.50	22,181.55	116,401.80
<u>Expense</u>					

Fall Flea Market
1/2 proceeds to be placed

5% of plate &
Pledges

Based on Pledge cards

Genuardi's escrip
Disciple Bible Study

B U D G E T I N G

Advertisement (PGN AD)	634.00	634.00	634.00	634.00	2,536.00
Bank Service Charges	15.00	50.00	15.00	50.00	130.00
Building & Property					
Bottled water	70.00	100.00	135.00	110.00	415.00
Furniture & Fixtures(Capital Expenditures)	0.00	4,000.00	3,000.00	3,000.00	10,000.00
Maintenance					
Repairs	100.00	100.00	100.00	100.00	400.00
Supplies	25.00	25.00	25.00	25.00	100.00
Total Maintenance	125.00	125.00	125.00	125.00	500.00
Continued on page 2					
Rent	3,300.00	3,300.00	3,300.00	3,300.00	13,200.00
Telephone Land Lines	435.00	435.00	435.00	435.00	1,740.00
Utilities					
Oil	1,300.00	500.00	500.00	300.00	2,100.00
Trash	210.00	210.00	210.00	210.00	840.00
Total Utilities	1,510.00	710.00	210.00	510.00	2,940.00
Total Building & Property	5,440.00	8,670.00	7,205.00	7,480.00	28,795.00
Conference Fund (Travel and Entertainment)	0.00	0.00	0.00	3,000.00	3,000.00
Dues and Subscriptions	0.00	40.00	0.00	165.00	205.00
Fundraising Expenses-Flea Market	0.00	0.00	80.00	0.00	80.00
Fundraising Expenses-5th Anniv	9,500.00	0.00	0.00	0.00	9,500.00
Insurance					
Multi Peril (Liability & Board of Director)	250.00	250.00	250.00	250.00	1,000.00
Workman's Compensation	105.00	105.00	105.00	105.00	420.00
Total Insurance	355.00	355.00	355.00	355.00	1,420.00
Licenses and Permits					
CCLI (Music Licence)	120.00	0.00	0.00	0.00	120.00
CVLI (Vedio license)	190.00	0.00	0.00	0.00	190.00
Total Licenses and Permits	310.00	0.00	0.00	0.00	310.00

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	Supercedes:

B U D G E T I N G

Office	Copier Rental & Insurance	544.00	544.00	544.00	544.00	544.00	2,176.00
	Office supplies	60.00	60.00	60.00	60.00	60.00	240.00
	Paper and Printing	75.00	75.00	75.00	75.00	75.00	300.00
	Postage and Delivery	74.00	78.00	117.00	78.00	78.00	347.00
	Service Contract (Copier)	160.00	160.00	160.00	160.00	160.00	640.00
	Total Office	913.00	917.00	956.00	917.00	917.00	3,703.00
Payroll	Employer Portion Payroll Taxes	903.00	774.00	903.00	774.00	774.00	3,354.00
	Payroll Service Expenses	105.00	90.00	105.00	90.00	90.00	390.00
	Total Payroll	1,008.00	864.00	1,008.00	864.00	864.00	3,744.00
Salary and Benefits	Continuing Education	0.00	500.00	0.00	500.00	500.00	1,000.00
	Dental Insurance	119.00	119.00	119.00	119.00	119.00	476.00
	Health Insurance (Pastor Health & Dental)	1,469.00	1,469.00	1,469.00	1,469.00	1,469.00	5,876.00
	Housing Allowance (Pastor Housing Allowance)	4,846.10	4,153.80	4,846.30	4,153.80	4,153.80	18,000.00
	Retirement	658.84	564.72	658.72	564.72	564.72	2,447.00
	Salary (Pastor Salary)	6,303.50	5,403.00	6,303.50	5,403.00	5,403.00	23,413.00
	Total Salary and Benefits	13,396.44	12,209.52	13,396.52	12,209.52	12,209.52	51,212.00
Special Events - Pride Events		0.00	50.00	0.00	50.00	50.00	100.00
Stewardship	Mailings (Off. envel./statements/Consegration Sunday)	42.00	44.00	88.00	55.00	55.00	229.00
	Pledge cards			100.00	400.00	400.00	100.00
	Consegration Sunday (Luncheon/Honorarium)						400.00
	Total Stewardship	42.00	44.00	188.00	455.00	455.00	729.00
Tithes & Assessments	UFMCC [Fellowship Tithes]	3,187.50	3,171.50	3,221.50	3,194.50	3,194.50	12,775.00
	UFMCC [Pension]	132.75	137.25	145.00	151.00	151.00	566.00
							15% of Tithable income
							\$.75 per member per mo

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CHAPTER 4**COMPUTER
SERVICES***Policy and Purpose*

With electronic fundraising, complex databases and an abundance of information available online, computers and software systems are increasingly important to nonprofits. This section provides forms for policies and procedures related to information systems functions at the corporate, local area network, and PC workstation levels. It is not intended to replace instructions by various vendors in the operations of their software or hardware. Information Technology Policies & Procedures offers templates to follow when setting up comprehensive and vital processes for developing, adopting, and distributing uniform IS policies and procedures to aid in information technology resource management and deployment.

Policies general statements of direction and purpose that allow users to exercise good judgment in daily operations. They promote the efficient use of resources in the organization. Policies explain what and why things are done. Procedures, on the other hand, are specific statements designed to provide direction in actions necessary to support the policies of the organization. Procedures explain how things are done.

4.1 Technology Inventory**4.1 Technology Inventory Worksheet**

Administrative Forms			
Chapter:	4 Computer Services	Issued by:	Policy Committee
Section:	4.1.1 Technology Inventory Worksheet	Approved:	
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Technology Inventory Worksheets

There's a lot to document on a network, but you don't have to do it all to gain some benefit. The more you have documented and up-to-date, the easier it is to work with a consultant, plan for technology changes, share the burden of supporting your technology, or cover for the person who normally does all your technology stuff (that's probably you).

Some general rules for using these worksheets:

- Once you've filled a section out, **KEEP IT UP-TO-DATE**. Don't skip the paperwork when you make changes, or you'll regret it.
- Always put the current completed/updated date on a document.
- Record the name and position of the person filling out the form, and the names of people who provided information in the document (this makes updating and clarifying information much easier).
- There is some duplication between the sections. You only need to record information in one place, but whichever one you choose, delete the question from the other place so it's easy to keep the documentation consistent.
- If you need more space, copy tables or sections as necessary.
- Feel free to copy the worksheets into another format.
- If you keep these documents on a hard drive (which makes editing and updating easier) **ALWAYS** keep a printed copy too (keeping a copy off-site isn't a bad idea either).

We've provided the worksheets in separate sections, with the ones that are normally most critical first. Don't feel like you have to do everything at once, or that you have to do them in the order we've provided.

These worksheets don't cover everything. The best way to use them is to complete the ones that will be most useful to you, add in other information that is important to you, and, again, keep it up-to-date.

1 EXTERNAL SERVICES.....	2
2 PC INVENTORY.....	4
3 SERVER INVENTORY.....	6
4 BACK-UP CONFIGURATION.....	8
5 SOFTWARE INVENTORY.....	10
Note: If software licensing issues are a priority for your organization, this should be considered to be as critical as the PC Inventory.	
6 PHYSICAL SECURITY RISK ASSESSMENT.....	12
Note: If confidentiality of information is critical to your organization's mission, this should be a higher priority for you, and you should consider undertaking a full security audit.	
7 STAFF SKILLS	13
8 NETWORK INVENTORY	14
9 PRINTERS AND PERIPHERALS INVENTORY	16
10 TECHNOLOGY MANAGEMENT QUESTIONNAIRE.....	17

1 External Services

About this Section

This is the most critical piece of documentation because, unlike virtually all the other information, if you don't have this written down, it's possible you may lose it altogether. You can always go to your computers to find out what they are, but if you don't write down who you have a support contract with, you may not know whom to call when your server's hard drive crashes or your Web site goes down.

Print this section out, and make sure key staff have an up-to-date copy.

Domain Registration

Item	Assessment
Domain Name	
Registrar Name	
Registered Admin Contact	
Registered Technical Contact	
Registration Login Information	
Contact E-Mail [as listed by provider]	
EXPIRATION DATE	

E-Mail Hosting

Item	Assessment
Provider Name	
Provider Contact Info	
Primary Account ID	
Administrator	
Contact E-Mail [as listed by provider]	
Number of accounts	
E-Mail domain	
Spam protection / filtering	
Cost	
Notes:	

Web Site/Domain Hosting (complete this section for each Web site/domain host)

	Assessment
Web hosting Provider Name	
Provider Contact Info	
Primary Account ID	
Administrator & Admin Capability	
Website URL	

Bandwidth / Storage	
Cost	
Notes:	

External Support Provider (complete this section for each External Support Provider)

	Assessment
Role	
Name	
Contact Number(s)	
Schedule/Available Hours	
Emergency call out? No / Yes – Details:	
Person at your organization who manages day-to-day contact:	
Person at your organization who signs off on payment/expenses etc.:	
Record of work performed is kept at:	
Back up support provided by	
Notes:	

Other

Item	Assessment
Service Description:	
Hosting Provider Name	
Provider Contact Info	
Login Information	
Cost	
Other	

2 PC Inventory

About this Worksheet

This is often one of the most daunting pieces (along with the software inventory), because it can seem so big. But it's a great tool to have once you've got it. Here are some ways that might be more manageable for you:

- Inventory each workstation the next time you do any troubleshooting, configuration, or installation on it.
- Set time aside each week to inventory one-tenth of your network.
- Get a volunteer to inventory systems.
- Arrange with your manager to swap a regular workday for a weekend workday, and do it all in one fell swoop.
- There are a number of tools that automate this function with varying degrees of success. Check out the suggested tools from the TechSoup discussion forums: <http://www.techsoup.org/forums/index.cfm?fuseaction=read&forum=2016&id=51477&cid=117&mid=176462>

Last Updated:

#	Network ID (Main User)	Make and Model	OS	RAM	CPU Type	CPU Speed	Hard Drive Total/Free	Applications	Antivirus
1									
2									
3									
4									
5									
#	Notes								
1									
2									
3									
4									
5									

3 Server Inventory

About this Worksheet

This is just a PC Inventory for your server. It's a different form because there's normally more specialized information to record.

HARDWARE:

Item	Assessment
Make Model	
Serial Number	
CPU	
RAM	
Hard Disk(s)	
RAID Configuration	
Floppy Disk	
NIC	
SCSI Card	
CD-ROM	
Battery Backup	

SOFTWARE:

Item	Assessment
Server Software Version # # and type of Client Access Licenses (CALs)	
Server Role [EXAMPLES - File Server, Exchange Server, Donor Perfect Server, Web Server, Intranet Application Server, E-Mail Server, Back-Up Server etc.]	
Domain Name	
Computer Name	
Server Applications Version # # of Client Access Licenses (CALs) [If applicable]	
Install Directory	
Source File Location	
Swap File	
Protocols	
Virus Protection	
Other	

4 Back-Up Configuration

About this Section

This is a generic form that should work with virtually any back-up process. But if your back-up system came with another form (maybe in the software manual), that will probably be easier to complete.

Knowing what your back-up system is and who should do what will help you test and maintain it, especially if the one person responsible for it is no longer available. These details can also be invaluable if you need to recover from a catastrophic loss.

SOFTWARE

Item	Assessment
Back-up Software & Version	
Staff Roles [Who swaps tapes, checks that it ran etc.]	
Backed-up Paths	
Database Backup Method	
Day	Back-up Details
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

TAPE ROTATION: [Describe]

HARDWARE

Item	Assessment
Backup Device Type/Make/Model	
Driver Version	
Notes:	

DATE RECOVERY LAST TESTED:

5 Software Inventory

About this Worksheet

Software inventories are daunting because you need to know not just what software you have where, but also what licenses you have, what machines they're attached to, and where your proof of licensing is.

Record the software on each machine when you do your PC inventory. Then you can compare the licensing you have with the software you're using.

Few small organizations get audited for software licensing compliance, but being unable to quickly document your licensing could involve your organization in a costly legal exercise. Generally, what a software auditor will want to see is proof of purchase, so make a photocopy of the receipt or the letter from a donor stating the transfer of the license (and a copy of their receipt if possible), and keep that with the paper license in a fire-proof safe.

Digital Assets

For license type, record OEM licenses attached to particular machines separately from transferable license; for server based software, note whether access licenses are for concurrent connections, each user, or each device. If license is Open Source, specify what type. License Type and # Licenses will not be appropriate for all categories.

License certificates and copies of receipts stored at:

Productivity Applications Used

Item	Application and version #	License Type	# Licenses
Office Productivity			
E-Mail			
Database			
Accounting			
Program Management			
Donor / Fundraising			
Other:			

Enterprise Applications Used

Item	Application and version #	License Type	# Licenses
Client Tracking			
Staff Timesheets			
Intranet			
Shared Calendaring / Resource Scheduling			
Help Desk			
Other:			

Communications & Graphics Capabilities

Item	Application and version #	License Type	# Licenses
Workstation Capability			
Software Used			
Staff Skills			
Digital Collateral			
E-Mail list tools			
Other:			

You could also record digital files that you own the copyright to, such as your logo.

6 Physical Security Risk Assessment

About this Worksheet

This worksheet is a brief introduction to some of the first things to start thinking about when it comes to physical security for your organization. It is not a replacement for a thorough security audit.

DO NOT write your passwords in this document or store them in an unprotected place (such as on a computer or pinned to your wall). For important passwords that the organization needs to be able to access should a key person no longer be available, store them along with other important documents in a sealed envelope under lock and key.

Item	Assessment
Password-protected workstations [Do people need a password to log on to your computers?]	
Private computer access [Can clients or others sit down at your computers easily?]	
Screen-saver password usage [Are your computers set to put up a password-protected screen-saver or other lock-out after a set period of time?]	
Access to server equipment [Is your server physically accessible to the general public, clients, all staff? Is it visible? Is it locked away?]	
Network share security [Are the shared resources on your network restricted to authorized users]	
Password Rules [e.g. Minimum length, mix of character types, lack of repetition, expiration dates]	
Other:	

7 Staff Skills

There are many ways to inventory staff skills, for a quick and easy self-assessment-based approach, CompuMentor recommends you use the staff skills tools that are a part of NPower's TechSurveyor: <http://techsurveyor.npower.org/techsurveyor/>

8 Network Inventory

About this Worksheet

This information can be very useful for a consultant trying to track down a network problem, especially over the phone. It will also be handy when you upgrade or expand your network. Knowing that you only have two ports free on your switch is important if you plan to add another four users.

We also suggest making a drawing of your network.

Network Hardware HUBS / SWITCHES

Make/Model	Speed	Location	Ports		IP ADDRESS	Connected To
			Total	Free		

ROUTER

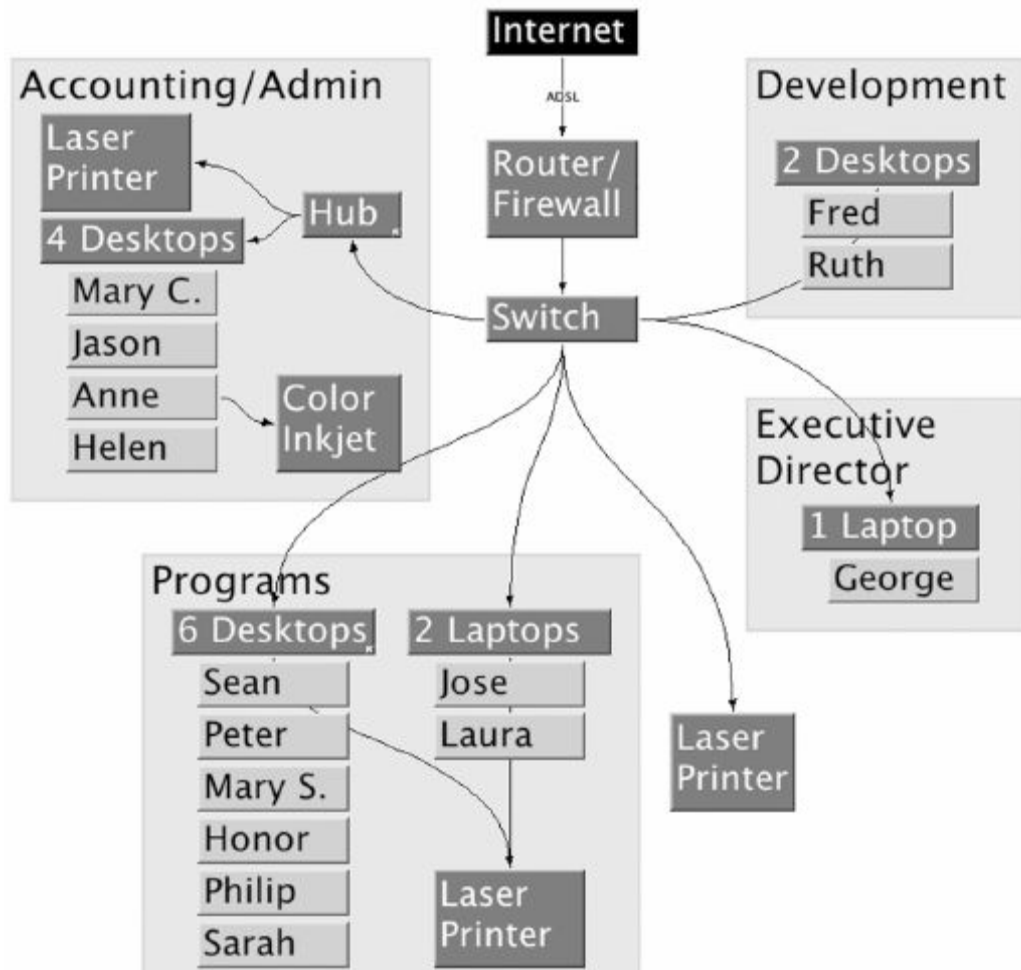
Make/Model	Internal IP		External IP		Purpose	Remote Access
	IP		IP			
	Subnet Mask		Subnet Mask			
	Gateway		Gateway			

INTERNET CONNECTION HARDWARE

Make/Model	Service Type (e.g. Dial up)	IP Type (e.g. Static)	Speed (e.g. 56Kb)	Notes

Sample Network Drawing

A network drawing is useful when documenting your network set-up.



9 Printers and Peripherals Inventory

About this Worksheet

This is an inventory worksheet for your printers, scanners, digital cameras, PDAs, and other peripherals. Only fill in a column if it is relevant. We suggest you keep all similar peripherals together.

Type and Model*	Share Name	Physical Location	IP Address	Security

* e.g. Printer, HP 4150; or Digital Camera, Kodak DC65

10 Technology Management Questionnaire

About this Worksheet

Sections 10.1 through 10.4 of this worksheet are for recording who has responsibility internally for technology and what standards you have regarding technology use. This information can be a useful reference for other staff members, especially new ones.

Sections 10.5 through 10.8 are designed to be useful for planning for the future. With these sections, the act of pulling together the documentation you have and thinking about the way you manage technology is more important than having the written answers available at a later date.

Admin

Date completed/updated:

Person responsible for ensuring completion:

Others involved in providing information (names and positions):

10.1 Roles and Responsibilities

The following list of roles and responsibilities are inherently present in an organization that possesses any level of computing technology. Please write in the names and titles of the people who perform these tasks for your organization. Some roles or responsibilities may be the purview of a committee (for instance, the senior management team or the budget committee) or an outside company. If this is the case, please enter the team or company name and provide details in the space provided below the table.

WHO IS RESPONSIBLE FOR:	Individuals (names and titles), or Committee/Team/Company name
Setting priorities, recommending budget items, and establishing policies and procedures	
Establishing the future direction of technology usage the organization	
Managing the network, server, user accounts, and backups	
Ensuring individual workstations are properly configured and are running properly	
Ensuring that the database is accessible to users, remains secure, and is running	
Ensuring that backups are executed and are verified and ensuring that the proper files are being backed up	
Testing backups, verifying that appropriate files are being selected, and performing restoration tasks. Ideally, this is a different person than the back-up administrator tasks. Ideally, this is a different person than the	

back-up administrator	
Resolving day-to-day technology issues	
WHO IS RESPONSIBLE FOR:	Individuals (names and titles), or Committee/Team/Company name
Establishing the direction and functionality of the Web site and administering basic content updates	
Setting up and terminating e-mail accounts, resetting passwords, implementing e-mail forwarding, etc.	
Tracking software usage and keeping records to ensure software license compliance	
Overseeing technology skills and training	
<i>OTHER (List other roles and responsibilities, such as "data entry," people on the technical support staff have; this makes it clearer if people are overburdened)</i>	

Committee/Team/Company details:

For committees and teams, provide the name of the committee or team and the names and positions of individual members.

For external companies provide the name of the company and contact details.

10.2 Job Descriptions

Do any members of staff have technology tasks or responsibilities written into their job descriptions?
YES/NO

If so please complete this table for each :

Name and Position of Staff Member	Written Job Description (tech tasks/responsibilities only)

10.3 Policies

This section is about policies your organization has regarding technology use.

For each potential policy area, decide if the area is applicable to your organization. For instance, if you don't have a lab, you'll circle "No" next to "lab usage guidelines", and if you have any staff who use technology in any fashion you'll check "Yes" next to "Statement of technology skills required for each position."

Then decide if you follow and/or document policy in each area. Check "In use" if users generally adhere to a consistent practice across the organization in the policy area. Check "Written" if you have any written policies in that area, whether or not users follow them.

POLICY AREA	Applicable	In use	Written
Statement of technology skills required for each position	Yes / No		
Information access, usage, and distribution (data privacy)	Yes / No		
File sharing and organization	Yes / No		
E-Mail & Internet usage policy	Yes / No		
Password security policies	Yes / No		
Licensing and copying software	Yes / No		
Remote access policy	Yes / No		
Lab usage guidelines	Yes / No		
Document (file) retention	Yes / No		
Treatment of laptops and other mobile technology	Yes / No		
Personal use of organizational computer resources	Yes / No		
Volunteer access to computers and network	Yes / No		
Public or client access to computers and network	Yes / No		
Other (please provide details):			

10.4 Procedures

Record whether you follow consistent procedures for common technology tasks and whether those procedures are documented.

For each potential procedure, decide if the area is applicable or not. For instance, if you don't have a network, you'll circle "No" next to "How to log into the network", and if you have any databases at all you'll circle "Yes" next to "How to access databases."

Then decide if you follow and/or document procedures in each area. Check "In use" if consistent procedures are generally followed, whether or not they are written down. Check "Written" if you have documented procedures, whether or not users follow them.

Procedure	Applicable	In use	Written
How to access databases	Yes / No		
How to correctly enter data into databases	Yes / No		
How to use databases (other than data entry)	Yes / No		
How to access e-mail	Yes / No		
How to create new e-mail users	Yes / No		
How to delete e-mail users	Yes / No		
How to run backups	Yes / No		
How to test backups	Yes / No		
How to restore backups	Yes / No		
How to log into the network	Yes / No		
How to add users to the network	Yes / No		
How to delete users from the network	Yes / No		
How to set up file sharing	Yes / No		
How to organize files on the file-server	Yes / No		
How and where to store files (documents) locally	Yes / No		
Updating virus definitions	Yes / No		
How to patch operating systems and applications	Yes / No		
How to request technology support	Yes / No		
Other (provide details):	Yes / No		

10.5 Annual Technology Budgeting

Do you have a line item for technology in your chart of accounts? Yes / No
If yes, what expenses are included

Do you have a detailed technology budget for this year? Yes / No
If yes, how much is it?

Have you evaluated replacement and upgrade costs for your hardware and software? Yes / No

Have you evaluated your costs for outside technology consultants, software subscriptions, Internet services (DSL, hosting etc.), and other periodic technology expenses? Yes / No

Have you evaluated the costs of toner and other consumables related to your technology? Yes / No

Have you evaluated the cost of technology to add one more user to your setup? Yes / No

If yes, how much is it?

Do you have trouble raising funds to cover technology costs? Yes / No

Do you calculate the program portion of your technology expenses? Yes / No
If yes, how do you do this?

10.6 Staff Skills and Training

How do you evaluate staff technology skills? (Please circle or bold.)

We don't *Self evaluation* *Peer evaluation*

Manager evaluation *Independent evaluation*

How do you evaluate the technology skills individual staff require to do their jobs? (Please circle or bold.)

We don't *Self evaluation* *Peer evaluation*

Manager evaluation *Other*

Do you identify super users (staff who are especially proficient and whom other staff can turn to for support) for your important software programs? (Please circle or bold.)

For all programs *For most programs* *For a few programs* *No*

How do staff access training for technology related skills?

Do staff receive training on technology when they join your organization?

Yes / No

10.7 Technology Support and Troubleshooting

Who do users call on for first-level support?

Who escalates support calls outside of the organization (e.g. decides to call in a consultant or access contractual support services)?

Do you use help-desk software (software that tracks support requests) or document user problems and the outcome?

Yes / No

If so, please describe:

Do you have a triage sheet or other documentation to help users troubleshoot common issues?

Yes / No

How often is your organization unable to resolve technology problems? (Please circle or bold.)

Most weeks

Most Months

A few times a year

Almost Never

10.8 Data

How do you collect funder/donor data? (Please circle or bold.)

We don't

With paper and pen

Word documents

Spreadsheets

Off-the-shelf database

Customized off-the-shelf database

Self-built database

Other (Please describe)

How do you generate analytical data information for funders? (Please circle or bold.)

- *Generally estimate, or extrapolate from incomplete records*
- *Manually dig through different data sources for required information*
- *Generate information from current information systems*

How do you collect program data? (Please circle or bold.)

We don't *With paper and pen* *Word documents* *Spreadsheets*
Off-the-shelf database *Customized off-the-shelf database* *Self-built database*
Other (Please describe)

Is program data used? (Please circle or bold.)

To report to funders *To facilitate program delivery* *To improve programs*

If you use databases, do you have written documentation for them on:

Technical specifications (such as the data dictionary) Yes / No

User documentation (how users interact with the software) Yes / No

Process documentation (how it is used in your organization) Yes / No

If you use databases, do you have access to a staff person, consultant, or vendor who
can troubleshoot problems

Yes / No



CHAPTER 5

FINANCIAL REPORTING

Policy and Purpose

The timing of revenues and expenses are critical to all businesses, whether new or established. Even if revenues exceed expenses, the actual receipt of cash has to occur in time to meet expenses as they become due. Assessing expenses, both recurring (e.g., rent, wages, payments to vendors) and nonrecurring (e.g., unexpected repairs) is vital.

(Weekly Cash Report, Monthly Statement of Cash Flow, Budget to Actual Financial Comparisons, Recurring Reporting Requirements, etc.)

5.1 Profit & Loss Year-to-Date

Administrative Forms			
Chapter:	2 ACCOUNTING	Issued by:	Policy Committee
Section:	5.1.1 Profit & Loss Year-to-Date	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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	<u>Jan 05</u>	<u>Feb 05</u>	<u>Mar 05</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
THE IMAGE ad income	0.00	0.00	60.00	60.00
Fundraising				
Community Service				
Marketing	<u>0.00</u>	<u>13.10</u>	<u>0.00</u>	<u>13.10</u>
Total Community Service	0.00	13.10	0.00	13.10
Congregational Care				
Care Team	0.00	40.00	0.00	40.00
Hospitality	<u>0.00</u>	<u>0.00</u>	<u>48.00</u>	<u>48.00</u>
Total Congregational Care	<u>0.00</u>	<u>40.00</u>	<u>48.00</u>	<u>88.00</u>
Total Fundraising	0.00	53.10	48.00	101.10
In-Kind Contributions	11.29	51.75	338.76	401.80
General Offering				
Building Fund	25.00	25.00	285.00	335.00
Non-titheable				
Benevolence Fund	68.00	0.00	0.00	68.00
Love Offering	100.00	0.00	253.50	353.50
Conference Fund	<u>597.30</u>	<u>452.00</u>	<u>537.00</u>	<u>1,586.30</u>
Total Non-titheable	765.30	452.00	790.50	2,007.80
Contributions Income				
Unrestricted	18.00	21.00	22.00	61.00
Designated				
Congregational Care	0.00	20.00	0.00	20.00
Worship	0.00	171.00	0.00	171.00
Designated - Other	40.00	252.00	0.00	292.00
Admin Asst Salary	725.00	0.00	0.00	725.00
Operational Reserve	<u>490.70</u>	<u>477.95</u>	<u>524.05</u>	<u>1,492.70</u>
Total Designated	<u>1,255.70</u>	<u>920.95</u>	<u>524.05</u>	<u>2,700.70</u>
Total Contributions Income	1,273.70	941.95	546.05	2,761.70
Plate	1,089.65	1,307.20	1,472.50	3,869.35
Pledges	<u>8,233.55</u>	<u>7,773.28</u>	<u>8,434.45</u>	<u>8</u>
Total General Offering	<u>11,387.2</u>	<u>10,499.4</u>	<u>11,528.5</u>	<u>33,415.1</u>
	0	3	0	3
Total Income	<u>11,398.4</u>	<u>10,604.2</u>	<u>11,975.2</u>	<u>33,978.0</u>
	9	8	6	3
Expense				
Bank Service Charges	0.00	0.00	14.50	14.50
Christian Education				
Adult	0.00	0.00	16.95	16.95

Children's/Youth	0.00	0.00	24.49	24.49
Total Christian Education	0.00	0.00	41.44	41.44
WEB				
Web Page	13.48	9.73	13.48	36.69
Constant Contact	15.00	15.00	15.00	45.00
Total WEB	28.48	24.73	28.48	81.69
Conference Fund (Travel and Entertainment)				
Registration Fees	0.00	0.00	200.00	200.00
Total Conference Fund (Travel and Entertainment)	0.00	0.00	200.00	200.00
Licenses and Permits				
CCLI (Music Licence)	99.00	0.00	0.00	99.00
CVLI (Vedio license)	0.00	180.00	0.00	180.00
Total Licenses and Permits	99.00	180.00	0.00	279.00
Travel - Reimbursed				
Parking & Tolls	0.00	0.00	11.50	11.50
Meals	0.00	72.04	61.96	134.00
Direct Travel	0.00	69.00	86.75	155.75
Total Travel - Reimbursed	0.00	141.04	160.21	301.25
Insurance				
Workman's Compensation	0.00	93.50	0.00	93.50
Multi Peril (Liability & Board of Director)	0.00	214.25	0.00	214.25
Total Insurance	0.00	307.75	0.00	307.75
Hospitality Supplies	0.00	99.00	245.10	344.10
Offering Envelopes	359.20	37.00	0.00	396.20
Worship				
Art & Liturgy	109.90	0.00	0.00	109.90
Music	129.00	0.00	0.00	129.00
supplies (worship supplies)	116.65	0.00	263.04	379.69
Total Worship	355.55	0.00	263.04	618.59
Advertisement	464.11	212.81	160.21	837.13
Office				
Postage and Delivery	0.00	0.00	3.53	3.53
Office supplies	12.99	2.75	0.00	15.74
Paper and Printing	28.99	0.00	60.93	89.92
Service Contract (Copier)	129.58	24.53	49.13	203.24
Copier Rental & Insurance	180.45	180.45	180.45	541.35
Total Office	352.01	207.73	294.04	853.78
Contributions				
Love Offering	0.00	250.00	750.00	1,000.00
Total Contributions	0.00	250.00	750.00	1,000.00

Payroll				
Payroll Service Expenses	59.90	59.90	89.85	209.65
Employer Portion Payroll Taxes	<u>288.70</u>	<u>288.70</u>	<u>433.05</u>	<u>1,010.45</u>
Total Payroll	348.60	348.60	522.90	1,220.10
Tithes & Assessments				
UFMCC [Pension]	132.75	0.00	0.00	132.75
UFMCC [Fellowship Tithes]	<u>1,008.80</u>	<u>1,664.88</u>	<u>1,517.13</u>	<u>4,190.81</u>
Total Tithes & Assessments	1,141.55	1,664.88	1,517.13	4,323.56
Building & Property				
Maintenance				
Repairs (Repairs and Maintenance)				
Building Repairs (Building Repairs)	<u>11.29</u>	<u>0.00</u>	<u>0.00</u>	<u>11.29</u>
Total Repairs (Repairs and Maintenance)	<u>11.29</u>	<u>0.00</u>	<u>0.00</u>	<u>11.29</u>
Total Maintenance	11.29	0.00	0.00	11.29
Bottled water	37.96	13.99	44.35	96.30
Furniture & Fixtures	0.00	0.00	169.58	169.58
Telephone				
Cell Phone	49.08	50.18	50.18	149.44
Land Lines	<u>142.76</u>	<u>143.41</u>	<u>143.30</u>	<u>429.47</u>
Total Telephone	191.84	193.59	193.48	578.91
Utilities (Utilities)				
Trash	65.00	70.98	70.00	205.98
Oil	<u>272.82</u>	<u>198.92</u>	<u>288.40</u>	<u>760.14</u>
Total Utilities (Utilities)	337.82	269.90	358.40	966.12
Rent	<u>1,000.00</u>	<u>1,000.00</u>	<u>1,000.00</u>	<u>3,000.00</u>
Total Building & Property	1,578.91	1,477.48	1,765.81	4,822.20
Salary and Benefits				
Continuing Education	0.00	59.00	-29.00	30.00
Dental Insurance	39.54	39.54	39.54	118.62
Retirement	188.24	188.24	282.36	658.84
Health Insurance (Pastor Health & Dental)	424.82	461.08	461.08	1,346.98
Admin Asst	400.00	400.00	600.00	1,400.00
Housing Allowance (Pastor Housing Allowance)	1,384.60	1,384.60	2,076.90	4,846.10
Salary (Pastor Salary)	<u>1,801.00</u>	<u>1,801.00</u>	<u>2,701.50</u>	<u>6,303.50</u>
Total Salary and Benefits	<u>4,238.20</u>	<u>4,333.46</u>	<u>6,132.38</u>	<u>14,704.04</u>
Total Expense	<u>8,965.61</u>	<u>9,284.48</u>	<u>12,095.24</u>	<u>30,345.33</u>
Net Ordinary Income	2,432.88	1,319.80	-119.98	3,632.70
Other Income/Expense				
Other Income				

Interest Income (Interest Income)	16.22	16.07	15.44	47.73
Other Income (Other Income)	<u>0.00</u>	<u>49.67</u>	<u>1.51</u>	<u>51.18</u>
Total Other Income	16.22	65.74	16.95	98.91
Other Expense				
Other Expenses (Other Expenses)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	<u>16.22</u>	<u>65.74</u>	<u>16.95</u>	<u>98.91</u>
Net Income	<u><u>2,449.10</u></u>	<u><u>1,385.54</u></u>	<u><u>-103.03</u></u>	<u><u>3,731.61</u></u>

5.2 Monthly Profit and Loss

Administrative Forms			
Chapter:	2 ACCOUNTING	Issued by:	Policy Committee
Section:	5.1.2 Monthly Profit and Loss	Approved:	
Effective Date:	06/01/07	Supercedes:	

Ordinary Income/Expense	Type	Date	Num	Name	Memo	Original Amount	Balance
Income							
Fundraising							
Congregational Care							
Hospitality							
Total Hospitality	Deposit	03/21/200	5		Pizza Film in Faith series	48.00	48.00
Total Congregational Care						48.00	48.00
Total Fundraising						48.00	48.00
General Offering							
Building Fund							
Total Building Fund	Deposit	03/07/200	5		Sunday Service 3[06]05	25.00	25.00
Contributions Income	Deposit	03/21/200	5		Sunday Service 3[20]05	260.00	285.00
Designated							285.00
Operational Reserve							
Total Operational Reserve	Deposit	03/07/200	5		5%	210.05	210.05
Total Designated	Deposit	03/14/200	5		5%	75.75	285.80
Unrestricted	Deposit	03/21/200	5		5%	84.90	370.70
Total Unrestricted	Deposit	03/28/200	5		5%	153.35	524.05
Total Contributions Income						524.05	524.05
Non-titheable							524.05
Conference Fund	Deposit	03/07/200	5		Drum Circle	22.00	22.00
Total Conference Fund							22.00
Total Contributions Income	Deposit	03/14/200	5		Sunday Service 3[06]05	86.00	86.00
Non-titheable	Deposit	03/14/200	5		Sunday Service 3[13]05	87.00	173.00
Conference Fund							

	03/21/200	5	Deposit	Sunday Service 3[20]05	202.00	375.00
	03/28/200	5	Deposit	Easter Sunday 3[27]05	162.00	537.00
Total Conference Fund Love Offering						
	03/21/200	5	Deposit	Gen Cong Schlorship	25.00	25.00
	03/24/200	5	Deposit	Gen.Conf Scholarship	135.50	160.50
	03/25/200	5	Deposit	Gen. Conf Scholarship	93.00	253.50
Total Love Offering						
	03/06/200	5	Deposit	Reimburse fudns for Pizza	50.00	50.00
	03/07/200	5	Deposit	Sunday Service 3[06]05	317.65	367.65
	03/14/200	5	Deposit	Sunday Service 3[13]05	210.90	578.55
	03/21/200	5	Deposit	Sunday Service 3[20]05	200.45	779.00
	03/28/200	5	Deposit	Easter Sunday 3[27]05	693.50	1,472.50
Total Plate Pledges						
	03/07/200	5	Deposit	Sunday Service 3[06]05	3,633.30	3,633.30
	03/14/200	5	Deposit	Sunday Service 3[13]05	1,228.35	4,861.65
	03/21/200	5	Deposit	Sunday Service 3[20]05	1,412.65	6,274.30
	03/28/200	5	Deposit	Easter Sunday 3[27]05	2,160.15	8,434.45
Total Pledges						
	03/06/200	5	General Journal	soda,water	11.41	11.41
	03/06/200	5	General Journal	Cart	40.00	51.41
	03/14/200	5	General Journal	Coffee/donuts	31.88	83.29
	03/21/200	5	General Journal	Palms	85.89	169.18
	03/24/200	5	General Journal	2 Gazebo tents	169.58	338.76
Total General Offering In-Kind Contributions						
					8,434.45	8,434.45
						11,528.50

Total In-Kind Contributions THE IMAGE ad income	Journal	5							<u>338.76</u>
Total THE IMAGE ad income	Deposit	03/28/200	5	Jen K.				60.00	<u>60.00</u>
Total Income									<u>60.00</u>
Expense									<u>11,975.26</u>
Advertisement									
Total Advertisement	Check	03/14/200	5	PGN - Masco	625	2/18,2/25,3/4		146.10	<u>146.10</u>
Bank Service Charges	Check	03/23/200	5	Verizon Information Services	633	phone books		14.11	<u>160.21</u>
Total Bank Service Charges	General Journal	03/02/200	5	Checks				14.50	<u>14.50</u>
Building & Property									
Bottled water	Check	03/23/200	5	Deer Park	634			44.35	<u>44.35</u>
Total Bottled water									<u>44.35</u>
Furniture & Fixtures	General Journal	03/24/200	5	Ronnie Urbine		2 Gazebo tents		169.58	<u>169.58</u>
Total Furniture & Fixtures	Check	03/01/200	5	Gradyville UM Church	613	Mar 05		1,000.00	<u>1,000.00</u>
Rent									
Total Rent	Check	03/10/200	5	Verizon Wireless	622			50.18	<u>50.18</u>
Telephone									
Cell Phone	Check	03/14/200	5	Verizon	626			143.30	<u>143.30</u>
Total Cell Phone									<u>143.30</u>
Land Lines									
Total Land Lines									<u>143.30</u>
Total Telephone									<u>193.48</u>

	03/17/200	5	Check	Net Pay		200.00	400.00
	03/31/200	5	Check	Net Pay		200.00	600.00
							<u>600.00</u>
Total Admin Asst							
Continuing Education							
	03/10/200	5	Check	The Center for Sexuality & Religion	3/10 & 4/7 Seminar	0.00	0.00
	03/28/200	5	Deposit	Council for Relationships	REFUND	-29.00	-29.00
Total Continuing Education							
Dental Insurance							
	03/22/200	5	Check	Colburn Insurance	April 05	39.54	39.54
Total Dental Insurance							<u>39.54</u>
Health Insurance (Pastor Health & Dental)							
	03/22/200	5	Check	Colburn Insurance	April 05	461.08	461.08
Total Health Insurance (Pastor Health & Dental)							<u>461.08</u>
Housing Allowance (Pastor Housing Allowance)							
	03/07/200	5	Check	Net Pay		692.30	692.30
	03/17/200	5	Check	Net Pay		692.30	1,384.60
	03/31/200	5	Check	Net Pay		692.30	2,076.90
Total Housing Allowance (Pastor Housing Allowance)							<u>2,076.90</u>
Retirement							
	03/07/200	5	Check	Net Pay		94.12	94.12
	03/17/200	5	Check	Net Pay		94.12	188.24
	03/31/200	5	Check	Net Pay		94.12	282.36
Total Retirement							<u>282.36</u>
Salary (Pastor Salary)							
	03/07/200	5	Check	Net Pay		900.50	900.50
	03/17/200	5	Check	Net Pay		900.50	1,801.00
	03/31/200	5	Check	Net Pay		900.50	2,701.50
Total Salary (Pastor Salary)							<u>2,701.50</u>
Total Salary and Benefits							<u>6,132.38</u>
Tithes & Assessments							

UFMCC [Fellowship Tithes]									
Total UFMCC [Fellowship Tithes]	Check	03/07/200	5	621	UFMCC	Feb 05	1,517.13	<u>1,517.13</u>	
Total Tithes & Assessments								<u>1,517.13</u>	
Travel - Reimbursed								<u>1,517.13</u>	
Direct Travel									
Total Direct Travel	Check	03/04/200	5	616	Rev. Karla Fleshman	Feb 05	86.75	<u>86.75</u>	
Meals								<u>86.75</u>	
Total Meals	Check	03/04/200	5	616	Rev. Karla Fleshman	Feb 05	61.96	<u>61.96</u>	
Parking & Tolls								<u>61.96</u>	
Total Parking & Tolls	Check	03/04/200	5	616	Rev. Karla Fleshman	Feb 05	11.50	<u>11.50</u>	
Total Travel - Reimbursed								<u>11.50</u>	
WEB								<u>160.21</u>	
Constant Contact									
Total Constant Contact	Check	03/07/200	5		Constant Contact		15.00	<u>15.00</u>	
Web Page								<u>15.00</u>	
Total Web Page	Check	03/24/200	5		CrystalTech		13.48	<u>13.48</u>	
Total WEB								<u>13.48</u>	
Worship								<u>28.48</u>	
supplies (worship supplies)									
Check General Journal	Check	03/04/200	5	617	Nancy Whitton	Paschal Candle.plus..	90.85		90.85
Check	General Journal	03/21/200	5		Nancy Whitton	Palms	85.89		176.74
Check		03/21/200	5	631	Nancy Whitton	Various lenten/Easter	86.30		263.04
Total supplies (worship supplies)									<u>263.04</u>
Total Worship									<u>263.04</u>
Total Expense									<u>12,095.2</u>
Net Ordinary Income									<u>4</u>
									<u>-119.98</u>

Other Income/Expense							
Other Income							
Interest Income (Interest Income)							
Total Interest Income (Interest Income)							
Other Income (Other Income)							
Total Other Income (Other Income)							
Total Other Income							
Other Expense							
Other Expenses (Other Expenses)							
Total Other Expenses (Other Expenses)							
Total Other Expense							
Net Other Income							
	General Journal	03/19/200					12.65
	General Journal	5					15.44
	General Journal	03/21/200	Interest				<u>15.44</u>
	General Journal	5					1.51
	Deposit	03/14/200	Genuardi's rebate		Scrip Rebate		<u>1.51</u>
		5					<u>1.51</u>
							<u>16.95</u>
	Check	03/13/200					0.00
	Check	5			628	Void	<u>0.00</u>
	Check	03/13/200			629	Void	<u>0.00</u>
		5					<u>0.00</u>
							<u>16.95</u>
							<u>-103.03</u>

5.3 Monthly Balance Sheet Detail

Administrative Forms			
Chapter:	2 ACCOUNTING	Issued by:	Policy Committee
Section:	5.1.3 Monthly Balance Sheet Detail	Approved:	
Effective Date:	06/01/07	Supercedes:	

ASSETS

Current Assets

Checking/Savings
 COMMERCE 36 month CD (Anniv funds
 invested)

Total COMMERCE 36 month CD (Anniv funds invested)

COMMERCE CHECKING

Commerce Designated FUNDS
 Admin Asst Salary

Total Admin Asst Salary

Benevolence

Total Benevolence

BLDG FUND

Chairs

Total Chairs

Sound System

Total Sound System

BLDG FUND - Other

Total BLDG FUND - Other

Total BLDG FUND

Christian Education

Adult

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	03/19/2005	5			12.65	40,981.48
Transfer	03/03/2005	5		3/3 Payroll	-200.00	28,485.97
Transfer	03/17/2005	5		3/17 Payroll	-200.00	28,485.97
Transfer	03/31/2005	5		3/31 payroll	-125.00	28,485.97
					-525.00	6,068.54
						6,081.19
					12.65	6,081.19
						22,367.43
						17,494.20
						525.00
						325.00
						125.00
						0.00
						0.00
						1,270.34
						1,270.34
						7,620.84
						473.15
						473.15
						363.26
						363.26
						6,784.43
Transfer	03/07/2005	5		Funds TransferBLDG FUND	25.00	6,809.43
Transfer	03/21/2005	5		Funds TransferBLDG FUND	260.00	7,069.43
					285.00	7,069.43
					285.00	7,905.84
Transfer	03/16/2005	5		Funds Transfer	-16.95	1,141.11
						394.81
						377.86

03/07/200	5	Check	Constant Contact			-15.00	4,210.43
03/07/200	5	Transfer		Funds TransfeCONF FUND		-86.00	4,124.43
03/10/200	5	Check	The Center for Sexuality & Religion	VOID: 3/10 & 4/7 Seminar		0.00	4,124.43
03/10/200	5	Check	Verizon Wireless			-50.18	4,074.25
03/10/200	5	Check	Banc of America	Formerly Fleet		-180.45	3,893.80
03/10/200	5	Check	Copy Products			-49.13	3,844.67
03/13/200	5	Check	Void			0.00	3,844.67
03/13/200	5	Check	Void			0.00	3,844.67
03/14/200	5	Check	PGN - Masco	2/18, 2/25, 3/4		-146.10	3,698.57
03/14/200	5	Check	Verizon			-143.30	3,555.27
03/14/200	5	Check	Therese M. McAdams	Reimbursement		-60.93	3,494.34
03/14/200	5	Deposit		Sunday Service 3[13]05 Funds TransferCONF FUND		1,602.00	5,096.34
03/14/200	5	Transfer		Funds TransferOP RES		-87.00	5,009.34
03/14/200	5	Transfer		Deposit		-75.75	4,933.59
03/14/200	5	Transfer	Scrip Rebate			1.51	4,935.10
03/16/200	5	Check	Church Growth Institute	escrips-HIV		-1.51	4,933.59
03/16/200	5	Transfer		Funds Transfer		-16.95	4,916.64
03/17/200	5	Check	Net Pay			16.95	4,933.59
03/17/200	5	Transfer		3/17 Payroll		-	2,872.37
03/21/200	5	Deposit		Sunday Service 3[20]05 Funds TransferBLDG FUND		2,061.22	3,072.37
03/21/200	5	Transfer				200.00	5,305.37
03/21/200	5	Transfer		Pizza monies Funds TransferCONF FUND		-260.00	5,045.37
03/21/200	5	Transfer				-48.00	4,997.37
03/21/200	5	Transfer				-202.00	4,795.37

03/21/200	Transfer	5				Gen Conf Schlorships	-25.00	4,770.37
03/21/200	Transfer	5				Funds TransfeOP RES	-84.90	4,685.47
03/21/200	Check	5	630	Diane Pierce		Reimbursement	-200.00	4,485.47
03/21/200	Check	5	631	Nancy Whitton		Reimbursements	-86.30	4,399.17
03/21/200	General Journal	5				Interest	2.79	4,401.96
03/21/200	Transfer	5				Diane P. Registration	200.00	4,601.96
03/21/200	Transfer	5				Ck#631	57.55	4,659.51
03/22/200	Check	5	632	Colburn Insurance		April 2005	-500.62	4,158.89
03/23/200	Check	5	633	Verizon Information Services			-14.11	4,144.78
03/23/200	Check	5	634	Deer Park			-44.35	4,100.43
03/24/200	Check	5		CrystalTech			-13.48	4,086.95
03/24/200	Deposit	5				Holy Thursday	135.50	4,222.45
03/24/200	Transfer	5				Gen. Conf. Scholarship	-135.50	4,086.95
03/24/200	Transfer	5				Crystal teck partial	3.37	4,090.32
03/25/200	Deposit	5				Good Friday	93.00	4,183.32
03/25/200	Transfer	5				Gen.Conf Scholarship	-93.00	4,090.32
03/26/200	Check	5	635	Opdenaker Trash Removal Service			-70.00	4,020.32
03/28/200	Deposit	5				REFUND	29.00	4,049.32
03/28/200	Transfer	5				Refund	-29.00	4,020.32
03/28/200	Deposit	5				Easter Sunday 3[27]05	3,229.00	7,249.32
03/28/200	Transfer	5				Funds TransferCONF FUND	-162.00	7,087.32
03/28/200	Transfer	5				Funds TransferOP RES	-153.35	6,933.97
03/28/200	Transfer	5				Funds Transfer	-60.00	6,873.97
03/30/200	Check	5	637	Gradyville UM Church		Oil 3/12	-160.24	6,713.73

TOTAL LIABILITIES & EQUITY

<u> </u>	<u> </u>
-103.03	40,878.4
<u> </u>	<u> </u>
	5

5.4 Monthly Budget versus Actual

Administrative Forms			
Chapter:	2 ACCOUNTING	Issued by:	Policy Committee
Section:	5.1.4 Monthly Budget versus Actual	Approved:	
Effective Date:	06/01/07	Supercedes:	

	<u>Mar 05</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Fundraising				
Community Service				
HIV Ministry	0.00	10.00	-10.00	0.0%
Total Community Service	0.00	10.00	-10.00	0.0%
Conference	0.00	800.00	-800.00	0.0%
Congregational Care				
Hospitality	48.00			
Congregational Care - Other	0.00	100.00	-100.00	0.0%
Total Congregational Care	48.00	100.00	-52.00	48.0%
Total Fundraising	48.00	910.00	-862.00	5.28%
General Offering				
Building Fund	285.00	100.00	185.00	285.0%
Contributions Income				
Designated				
HIV	0.00	45.00	-45.00	0.0%
Operational Reserve	524.05	456.95	67.10	114.68%
Designated - Other	0.00	240.00	-240.00	0.0%
Total Designated	524.05	741.95	-217.90	70.63%
Unrestricted	22.00			
Total Contributions Income	546.05	741.95	-195.90	73.6%
Non-titheable				
Benevolence Fund	0.00	50.00	-50.00	0.0%
Conference Fund	537.00	158.30	378.70	339.23%
Love Offering	253.50			
Total Non-titheable	790.50	208.30	582.20	379.5%
Plate	1,472.50	560.50	912.00	262.71%
Pledges	8,434.45	8,121.55	312.90	103.85%
Total General Offering	11,528.50	9,732.30	1,796.20	118.46%
In-Kind Contributions	338.76			
Miscellaneous Income	0.00	8.00	-8.00	0.0%
THE IMAGE ad income	60.00	100.00	-40.00	60.0%
Total Income	11,975.26	10,750.30	1,224.96	111.4%

Expense						
Advertisement	160.21	436.70	-276.49		36.69%	
Bank Service Charges	14.50	15.00	-0.50		96.67%	
Building & Property						
Bottled water	44.35	28.00	16.35		158.39%	
Furniture & Fixtures	169.58					
Maintenance						
Repairs (Repairs and Maintenance)	0.00	25.00	-25.00		0.0%	
Supplies	0.00	25.00	-25.00		0.0%	
Total Maintenance	0.00	50.00	-50.00		0.0%	
Rent	1,000.00	1,000.00	0.00		100.0%	
Telephone						
Cell Phone	50.18	60.00	-9.82		83.63%	
Land Lines	143.30	145.00	-1.70		98.83%	
Total Telephone	193.48	205.00	-11.52		94.38%	
Utilities (Utilities)						
Oil	288.40	100.00	188.40		288.4%	
Trash	70.00	75.00	-5.00		93.33%	
Total Utilities (Utilities)	358.40	175.00	183.40		204.8%	
Total Building & Property	1,765.81	1,458.00	307.81		121.11%	
Christian Education						
Adult	16.95					
Children's/Youth	24.49					
Total Christian Education	41.44					
Conference Fund (Travel and Entertainment)						
Registration Fees	200.00					
Total Conference Fund (Travel and Entertainment)	200.00					
Contributions						
Love Offering	750.00					
Total Contributions	750.00					
HIV Ministry						
Special Events	0.00	30.00	-30.00		0.0%	
Supplies	0.00	25.00	-25.00		0.0%	
Total HIV Ministry	0.00	55.00	-55.00		0.0%	
Hospitality Supplies	245.10					
Mailings	0.00	6.60	-6.60		0.0%	
Offering Envelopes	0.00	16.00	-16.00		0.0%	

Office						
Copier Rental & Insurance	180.45	182.00	-1.55		99.15%	
Office supplies	0.00	30.00	-30.00		0.0%	
Paper and Printing	60.93	40.00	20.93		152.33%	
Postage and Delivery	3.53	30.00	-26.47		11.77%	
Service Contract (Copier)	49.13	30.00	19.13		163.77%	
Total Office	294.04	312.00	-17.96		94.24%	
Payroll						
Employer Portion Payroll Taxes	433.05	428.25	4.80		101.12%	
Payroll Service Expenses	89.85	90.00	-0.15		99.83%	
Total Payroll	522.90	518.25	4.65		100.9%	
Professional Fees						
Accounting	0.00	1,700.00	-1,700.00		0.0%	
Total Professional Fees	0.00	1,700.00	-1,700.00		0.0%	
Resources	0.00	75.00	-75.00		0.0%	
Salary and Benefits						
Admin Asst	600.00	600.00	0.00		100.0%	
Continuing Education	-29.00					
Dental Insurance	39.54	47.00	-7.46		84.13%	
Health Insurance (Pastor Health & Dental)	461.08	518.00	-56.92		89.01%	
Housing Allowance (Pastor Housing Allowance)	2,076.90	2,076.90	0.00		100.0%	
Retirement	282.36	282.36	0.00		100.0%	
Salary (Pastor Salary)	2,701.50	2,701.50	0.00		100.0%	
Total Salary and Benefits	6,132.38	6,225.76	-93.38		98.5%	
Supplies	0.00	25.00	-25.00		0.0%	
Tithes & Assessments						
UFMCC [Fellowship Tithes]	1,517.13	1,420.00	97.13		106.84%	
Total Tithes & Assessments	1,517.13	1,420.00	97.13		106.84%	
Travel - Reimbursed						
Direct Travel	86.75					
Meals	61.96					
Parking & Tolls	11.50					
Travel - Reimbursed - Other	0.00	170.00	-170.00		0.0%	
Total Travel - Reimbursed	160.21	170.00	-9.79		94.24%	
WEB						
Constant Contact	15.00	15.00	0.00		100.0%	
Web Page	13.48	14.00	-0.52		96.29%	

Total WEB	28.48	29.00	-0.52	98.21%
Worship				
Art & Liturgy	0.00	20.00	-20.00	0.0%
Honorarium				
Travel Expenses	0.00	50.00	-50.00	0.0%
Honorarium - Other	0.00	75.00	-75.00	0.0%
Total Honorarium	0.00	125.00	-125.00	0.0%
supplies (worship supplies)	263.04	50.00	213.04	526.08%
Total Worship	263.04	195.00	68.04	134.89%
Total Expense	12,095.24	12,657.31	-562.07	95.56%
Net Ordinary Income	-119.98	-1,907.01	1,787.03	6.29%
Other Income/Expense				
Other Income				
Interest Income (Interest Income)	15.44			
Other Income (Other Income)	1.51			
Total Other Income	16.95			
Other Expense				
Other Expenses (Other Expenses)	0.00			
Total Other Expense	0.00			
Net Other Income	16.95			
Net Income	<u>-103.03</u>	<u>-1,907.01</u>	<u>1,803.98</u>	<u>5.4%</u>

5.5 Year-to-Date Budget versus Actual

Administrative Forms			
Chapter:	2 ACCOUNTING	Issued by:	Policy Committee
Section:	5.1.5 Year-to-Date Budget versus Actual	Approved:	
Effective Date:	06/01/07	Supercedes:	

	Jan - Mar 05	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Fundraising			
Community Service			
HIV Ministry	0.00	20.00	-20.00
Marketing	13.10		
Total Community Service	13.10	20.00	-6.90
Conference	0.00	800.00	-800.00
Congregational Care			
Care Team	40.00		
Hospitality	48.00		
Congregational Care - Other	0.00	200.00	-200.00
Total Congregational Care	88.00	200.00	-112.00
Total Fundraising	101.10	1,020.00	-918.90
General Offering			
Building Fund	335.00	200.00	135.00
Contributions Income			
Designated			
Admin Asst Salary	725.00	800.00	-75.00
Congregational Care	20.00		
HIV	0.00	115.00	-115.00
Operational Reserve	1,492.70	1,370.85	121.85
Worship	171.00		
Designated - Other	292.00	480.00	-188.00
Total Designated	2,700.70	2,765.85	-65.15
Unrestricted	61.00		
Total Contributions Income	2,761.70	2,765.85	-4.15
Non-titheable			
Benevolence Fund	68.00	100.00	-32.00
Conference Fund	1,586.30	474.90	1,111.40
Love Offering	353.50		
Total Non-titheable	2,007.80	574.90	1,432.90
Plate	3,869.35	1,681.50	2,187.85

Pledges	<u>24,441.28</u>	<u>24,364.65</u>	<u>76.63</u>
Total General Offering	33,415.13	29,586.90	3,828.23
In-Kind Contributions	401.80		
Miscellaneous Income	0.00	8.00	-8.00
THE IMAGE ad income	<u>60.00</u>	<u>400.00</u>	<u>-340.00</u>
Total Income	33,978.03	31,014.90	2,963.13
Expense			
Advertisement	837.13	1,110.02	-272.89
Bank Service Charges	14.50	15.00	-0.50
Building & Property			
Bottled water	96.30	74.00	22.30
Furniture & Fixtures	169.58		
Maintenance			
Repairs (Repairs and Maintenance)			
Building Repairs (Building Repairs)	11.29		
Repairs (Repairs and Maintenance) - Other	<u>0.00</u>	<u>25.00</u>	<u>-25.00</u>
Total Repairs (Repairs and Maintenance)	11.29	25.00	-13.71
Supplies	<u>0.00</u>	<u>75.00</u>	<u>-75.00</u>
Total Maintenance	11.29	100.00	-88.71
Rent	3,000.00	3,000.00	0.00
Telephone			
Cell Phone	149.44	170.00	-20.56
Land Lines	<u>429.47</u>	<u>435.00</u>	<u>-5.53</u>
Total Telephone	578.91	605.00	-26.09
Utilities (Utilities)			
Oil	760.14	700.00	60.14
Trash	<u>205.98</u>	<u>225.00</u>	<u>-19.02</u>
Total Utilities (Utilities)	<u>966.12</u>	<u>925.00</u>	<u>41.12</u>
Total Building & Property	4,822.20	4,704.00	118.20
Christian Education			
Adult	16.95		
Children's/Youth	<u>24.49</u>		
Total Christian Education	41.44		
Conference Fund (Travel and Entertainment)			
Registration Fees	<u>200.00</u>		
Total Conference Fund (Travel and Entertainment)	200.00		
Contributions			
Love Offering	<u>1,000.00</u>		
Total Contributions	1,000.00		
HIV Ministry			
Special Events	0.00	90.00	-90.00
Supplies	<u>0.00</u>	<u>50.00</u>	<u>-50.00</u>
Total HIV Ministry	0.00	140.00	-140.00
Hospitality Supplies	344.10	45.00	299.10
Insurance			

Multi Peril (Liability & Board of Director)	214.25	950.00	-735.75
Workman's Compensation	<u>93.50</u>	<u>400.00</u>	<u>-306.50</u>
Total Insurance	307.75	1,350.00	-1,042.25
Licenses and Permits			
CCLI (Music Licence)	99.00	110.00	-11.00
CVLI (Vedio license)	<u>180.00</u>	<u>180.00</u>	<u>0.00</u>
Total Licenses and Permits	279.00	290.00	-11.00
Mailings	0.00	6.60	-6.60
Offering Envelopes	396.20	246.00	150.20
Office			
Copier Rental & Insurance	541.35	544.00	-2.65
Office supplies	15.74	60.00	-44.26
Paper and Printing	89.92	110.00	-20.08
Postage and Delivery	3.53	90.00	-86.47
Service Contract (Copier)	<u>203.24</u>	<u>90.00</u>	<u>113.24</u>
Total Office	853.78	894.00	-40.22
Payroll			
Employer Portion Payroll Taxes	1,010.45	991.75	18.70
Payroll Service Expenses	<u>209.65</u>	<u>260.00</u>	<u>-50.35</u>
Total Payroll	1,220.10	1,251.75	-31.65
Professional Fees			
Accounting	<u>0.00</u>	<u>1,700.00</u>	<u>-1,700.00</u>
Total Professional Fees	0.00	1,700.00	-1,700.00
Resources	0.00	200.00	-200.00
Salary and Benefits			
Admin Asst	1,400.00	1,400.00	0.00
Continuing Education	30.00		
Dental Insurance	118.62	137.00	-18.38
Health Insurance (Pastor Health & Dental)	1,346.98	1,550.00	-203.02
Housing Allowance (Pastor Housing Allowance)	4,846.10	4,846.10	0.00
Retirement	658.84	658.84	0.00
Salary (Pastor Salary)	<u>6,303.50</u>	<u>6,303.50</u>	<u>0.00</u>
Total Salary and Benefits	14,704.04	14,895.44	-191.40
Supplies	0.00	75.00	-75.00
Tithes & Assessments			
UFMCC [Fellowship Tithes]	4,190.81	4,250.00	-59.19
UFMCC [Pension]	<u>132.75</u>	<u>132.75</u>	<u>0.00</u>
Total Tithes & Assessments	4,323.56	4,382.75	-59.19
Travel - Reimbursed			
Direct Travel	155.75		
Meals	134.00		
Parking & Tolls	11.50		
Travel - Reimbursed - Other	<u>0.00</u>	<u>500.00</u>	<u>-500.00</u>
Total Travel - Reimbursed	301.25	500.00	-198.75
WEB			
Constant Contact	45.00	45.00	0.00

Web Page	36.69	42.00	-5.31
Total WEB	<u>81.69</u>	<u>87.00</u>	<u>-5.31</u>
Worship			
Art & Liturgy	109.90	20.00	89.90
Honorarium			
Travel Expenses	0.00	100.00	-100.00
Honorarium - Other	0.00	225.00	-225.00
Total Honorarium	<u>0.00</u>	<u>325.00</u>	<u>-325.00</u>
Music	129.00		
supplies (worship supplies)	<u>379.69</u>	<u>175.00</u>	<u>204.69</u>
Total Worship	<u>618.59</u>	<u>520.00</u>	<u>98.59</u>
Total Expense	<u>30,345.33</u>	<u>32,412.56</u>	<u>-2,067.23</u>
Net Ordinary Income	3,632.70	-1,397.66	5,030.36
Other Income/Expense			
Other Income			
Interest Income (Interest Income)	47.73		
Other Income (Other Income)	<u>51.18</u>		
Total Other Income	<u>98.91</u>		
Net Other Income	<u>98.91</u>		
Net Income	<u><u>3,731.61</u></u>	<u><u>-1,397.66</u></u>	<u><u>5,129.27</u></u>



CHAPTER 6

GENERAL ADMINISTRATION

Policy and Purpose

Po save time in the future, print a copy of this document. Choose Print from the File menu, and press Enter to receive all 9 pages of examples and instructions. With the printed document in hand, position yourself in Normal View to see the Style names next to each paragraph. Scroll through the document and write the Style names next to the paragraphs (press Ctrl-Home to reposition yourself at the beginning of the document).

(Master Planning Sheet, Calendar of Events Request, General Meeting Agenda, Record Retention/Disposal Authorization, File Retrieval Log, etc.)

Board of Directors

6.1 Nominee Application

Administrative Forms			
Chapter:	6 GENERAL ADMINISTRATION	Issued by:	Policy Committee
Section:	6.1.1 Nominee Application	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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6.2 Proposal

Administrative Forms			
Chapter:	6 General Administration	Issued by:	Policy Committee
Section:	6.2.1 Proposal	Approved:	
Effective Date:	06/01/07	Supercedes:	

[Organization Name]
[Date]

Proposal for

[Project Name]

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IV.	Goals/Objectives	84
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Summary

This section should include information for those readers who will not read the entire document but who will need a summary of the proposal. Although this section appears first in the document, it is usually written last.

The summary should remain on a separate page and not exceed one page.

The summary should contain the following elements:

- Brief identification and purpose of your organization
- The purpose and anticipated end result of this proposal
- The type and amount of support requested
- The total anticipated budget
- Other information you deem pertinent

Introduction

Introduce your organization here.

It is best to begin by explaining how and why your organization was founded. It is also a good idea to provide a mission statement so that your readers know who you are and what you do.

Your introduction can include information such as the purpose of your organization, a description of its activities, a description of its target population, and evidence to show that it is a healthy organization.

Needs/Problems

Identify the needs or problems to be addressed. Include the target population and any statistical information that you may have. Ideas for information to include here are:

- Length of time needs/problems have existed
- Whether problem has ever been addressed before, and what the outcome was
- Impact of problem to target population
- Impact of problem to surrounding populations

Goals/Objectives

State the desired goals and objectives to address the needs/problems stated above. Also include key benefits of reaching goals/objectives.

- Goal 1
- Goal 2
- Goal 3

Procedures/Scope of Work

Provide detailed information about proposed procedures, if available, and the scope of work. Include information on activities such as recruiting, training, testing, and actual work required.

Timetable

Provide detailed information on the expected timetable for the project. Break the project into phases, and provide a schedule for each phase.

	Description of Work	Start and End Dates
Phase One		
Phase Two		
Phase Three		

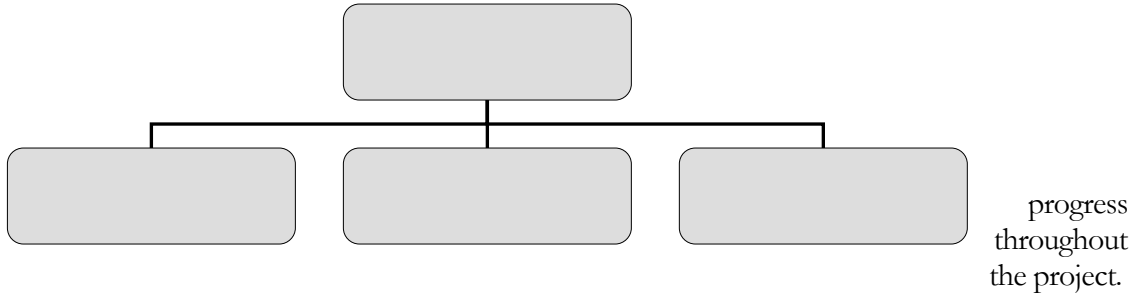
Budget

State the proposed costs and budget of the project. Also include information on how you intend to manage the budget.

	Description of Work	Anticipated Costs
Phase One		
Phase Two		
Phase Three		
	Total	\$ 0.00

Key Personnel

List the key personnel who will be responsible for completion of the project, as well as other personnel involved in the project.



Evaluation

Discuss how progress will be evaluated and at the end of the project.

Endorsements

Provide the names and addresses of individuals and companies who support and endorse the project.

Next Steps

Specify the actions required of the readers of this document.

- Next Step 1
- Next Step 2
- Next Step 3

Appendix

Provide supporting material for your proposal here.

6.3 Event Budget

Administrative Forms			
Chapter:	6 General Administration	Issued by:	Policy Committee
Section:	6.3.1 Event Budget	Approved:	
Effective Date:	06/01/07	Supercedes:	

Event Budget for [Event Name]

Expenses

Total Expenses	Estimated	Actual
	\$700.00	\$300.00

Site	Estimated	Actual
Room and hall fees	\$500.00	
Site staff		
Equipment		
Tables and chairs		
Totals	\$500.00	\$0.00

Refreshments	Estimated	Actual
Food		
Drinks		
Linens		
Staff and gratuities		
Totals	\$0.00	\$0.00

Decorations	Estimated	Actual
Flowers	\$200.00	\$300.00
Candles		
Lighting		
Balloons		
Paper supplies		
Totals	\$200.00	\$300.00

Program	Estimated	Actual
Performers		
Speakers		
Travel		
Hotel		
Other		
Totals	\$0.00	\$0.00

Publicity	Estimated	Actual
Graphics work		
Photocopying/Printing		
Postage		
Totals	\$0.00	\$0.00

Prizes	Estimated	Actual
Ribbons/Plaques/Trophies		
Gifts		
Totals	\$0.00	\$0.00

Miscellaneous	Estimated	Actual
Telephone		
Transportation		
Stationery supplies		
Fax services		
Totals	\$0.00	\$0.00

Event Budget for [Event Name]

Income

	Estimated	Actual
Total income	\$1,936.00	\$1,831.00

Admissions

	Estimated	Actual	Estimated	Actual
Adults @	300	278	\$5.00	\$1,390.00
Children @	197	195	\$2.00	\$390.00
Other @	42	51	\$1.00	\$51.00
			\$1,936.00	\$1,831.00

Ads in program

		Covers @	\$0.00	\$0.00
		Half-pages @	\$0.00	\$0.00
		Quarter-pages @	\$0.00	\$0.00
			\$0.00	\$0.00

Exhibitors/vendors

		Large booths @	\$0.00	\$0.00
		Med. booths @	\$0.00	\$0.00
		Small booths @	\$0.00	\$0.00
			\$0.00	\$0.00

Sale of items

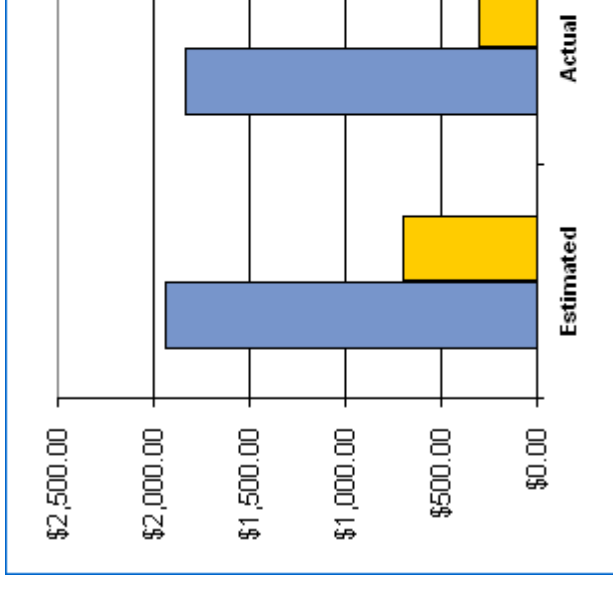
		Items @	\$0.00	\$0.00
		Items @	\$0.00	\$0.00
		Items @	\$0.00	\$0.00
		Items @	\$0.00	\$0.00
			\$0.00	\$0.00

Event Budget for [Event Name]

Profit - Loss Summary

	Estimated	Actual
Total income	\$1,936.00	\$1,831.00
Total expenses	\$700.00	\$300.00

Total profit (or loss) \$1,236.00 \$1,531.00



6.4 Clerk Reports

6.4.1 Board of Directors Minutes

Administrative Forms			
Chapter:	6 General Administration	Issued by:	Policy Committee
Section:	6.4.1 Board of Directors Minutes	Approved:	
Effective Date:	06/01/07	Supercedes:	

ADMINISTRATIVE TOPICS						
Item #	Topic	Discussion	Action to be taken	To be taken by	Estimated Completion Date	
1	Call to order					
	Clerk's Report					
MONTHLY/STANDING ITEMS						
Item #	Topic	Discussion	Action to be taken	To be taken by	Estimated Completion Date	
2	Treasurer's Report					
3	Stewardship Report					
4	Fundraising Report					
5	Pastor's Report					
6	Building Liaison Report					
7	Vice Moderator's Report					
OLD BUSINESS						
Item #	Topic	Discussion	Action to be taken	To be taken by	Estimated Completion Date	
8						
INTERIM BUSINESS						
Item #	Topic	Discussion	Action to be taken	To be taken by	Estimated Completion Date	
9						
NEW BUSINESS						
Item #	Topic	Discussion	Action to be taken	To be taken by	Estimated Completion Date	
10	Closing Prayer					
11	Adjourn/Next Meeting					

6.4.2 Clerk Monthly Checklist

Administrative Forms			
Chapter:	6 General Administration	Issued by:	Policy Committee
Section:	6.4.2 Clerk Monthly Checklist	Approved:	
Effective Date:	06/01/07	Supercedes:	

IDMCC Board of Directors Clerk Monthly Checklist

- Within two weeks of Board Meeting:
Publish minutes to Board Members
- By last Tuesday of the month:
Send "Notes from the Board" to image@imagoideimcc.org
- Export MailMergeMembers report from Servant Keeper groups function to a Microsoft Excel Spreadsheet and send to inews@imagoideimcc.org
- Export MailMergeFriends report from Servant Keeper groups function to a Microsoft Excel Spreadsheet and send to inews@imagoideimcc.org
- Export MailMergeRegularAttendees from Servant Keeper groups function to a Microsoft Excel Spreadsheet and send to inews@imagoideimcc.org

Note: The dates must be modified for this Groups Keeper Query:

1. Highlight the "MailMergeRegularAttendees" group in Groups Keeper
2. Select the "Update" button
3. Change line 3 of the query to reflect the prior month
4. Select the "Save" button

Note: To export to a .csv file for importing into Microsoft Excel:

1. Select "Groups" from the Membership function of Servant Keeper
2. Open "Groups Keeper"
3. Scroll to the selected group (query)
4. Double click on the group
5. Select the "Advanced" button
6. Select "Export Results"
7. Select "Word Processor Import File"



6.4.3 Clerk Quarterly Checklist

Administrative Forms			
Chapter:	6 General Administration	Issued by:	Policy Committee
Section:	6.4.3 Clerk Quarterly Checklist	Approved:	
Effective Date:	06/01/07	Supercedes:	

IDMCC Board of Directors Clerk Quarterly Checklist

Quarter end is:

December 31st

March 31st

June 30th

September 30th

All reports are produced using the “groups” feature of the Servant Keeper software. Note that each “groups query” must be modified with the current quarter start and end date.

All reports except the final report can be “printed” using “PrimoPDF” as the printer. This creates a .pdf file which is easier for the email receivers.

- Print quarterly Birthday report and send to careteam@imagodeimcc.org

 - Print membership report and send total number of members to board@imagodeimcc.org

 - Print Inactivated Members report and send report and total number of members inactivated to board@imagodeimcc.org

 - Print Friends report and send total number of friends to board@imagodeimcc.org

 - Print New Interest report and send list to board@imagodeimcc.org and friends@imagodeimcc.org

 - Print Regular Attendees report and send to diane.m.pierce@verizon.net and revkarla@imagodeimcc.org for candidates for upcoming membership classes.

 - Print Members at Risk report. This is only members in the current quarter. Advance members who have not attended in the prior quarter to the next quarter on the spreadsheet. Notify friends@imagodeimcc.org of members who have not attended for 3 months, 6 months and 9 months.
-

6.5.1 Board of Directors Job Description-Consent

Administrative Forms			
Chapter:	6 General Administration	Issued by:	Policy Committee
Section:	6.5.1 Board of Directors Job Description-Consent	Approved:	
Effective Date:	06/01/07	Supersedes:	

Board of Directors

Job Description & Consent to Serve

I, _____, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of Imago Dei Metropolitan Community Church hereby personally pledge to carry out in a trustworthy and diligent manner all the duties and obligations inherent in my role as a Director.

MY ROLE

I acknowledge that my primary role as a member of the Board of Directors is to contribute to the development of the organization's mission and to participate in governing the implementation of that mission.

My secondary role is to fulfill the functions of office delineated in the organization's bylaws and described in the job descriptions incorporated into the Board of Directors Policy Manual. The implementation of this role is expressly limited to those activities and functions not directly or indirectly delegated to staff, committees and task forces.

MY DUTIES

I pledge to willingly carry out the following duties as a Director with integrity, due care, and enthusiasm:

1. To establish as a high priority my attendance at all meetings of the Board, of Committees and of Task Forces on which I serve.
 2. To come prepared to contribute to the discussion of issues and business to be addressed at scheduled meetings, having read the agenda and all background support material relevant to the meeting. To prepare for Board meetings.
 3. To represent the organization in a positive and professional manner at all times and in all places.
 4. To observe the parliamentary procedures outlined in Roberts Rules of Order and manifest collegial conduct in all meetings I attend.
 5. To refrain from intruding in the administrative areas that are the responsibility of staff.
 6. To avoid conflicts of interest between my position as a Board member and my personal and professional life. If such a conflict does arise, I will declare that conflict before the Board, will refrain from participating in the discussion and will refrain from voting on any such matters in which I have a conflict of interest.
 7. To maintain strict confidentiality of all business discussed at meetings of the board of directors, disclosing to others only such information the board authorizes as appropriate for membership or public dissemination.
 8. To support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions.
 9. To make every attempt to attend the Fellowship General/Regional Conferences. And to support the Fellowship through participation at educational sessions when possible.
 10. To facilitate involvement by members in a way they wish to interact.
 11. To serve on at least one task force or council and:
 - a) actively recruit members to serve on this committee/task force
 - b) hold meetings on a regularly scheduled basis until all objectives are accomplished
 - c) ensure that agendas and support materials are mailed to all members in advance of meetings
 - d) refrain from implementing strategies or taking actions that have not been (1) reviewed and approved by the Board of Directors or (2) expressly delegated for action to the Committee or Task Force within Board prescribed guidelines
 - e) conduct meetings in an orderly, fair, open and efficient manner and
 - f) make progress reports as requested by the Board of Directors.
-

12. To provide 'heads - up' warning on potential church legal issues.
13. To evaluate programs, services and executive director on an annual basis.
14. To approve and monitor budget and allocate resources.

I understand that there is no financial reimbursement for my participation as an Imago Dei Metropolitan Community Church Board member.

If, for any reason, I find myself unable to carry out the above duties as best as I can, or am unable to attend 75% of the scheduled board meetings, I agree to discuss with the Moderator my future obligations in serving on the Board of Directors.

Dated: _____

Personal Commitment Board Responsibilities

- Timely Board meeting attendance
- Make time available & be accessible
- Evaluate programs & services
- Fulfill commitments
- Open communications
- Assess member needs
- Prepare for board meetings
- Industry issues
- Be positive and proactive
- Approve & monitor budget
- Allocate resources
- Facilitate member involvement
- Serve as council liaison
- Recruit volunteer leaders

Board and Staff Responsibilities

Edited by Carter McNamara, PhD | Applies to nonprofits and for-profits unless noted

To help convey who does what regarding board and staff, the following activities are suggested to be done by board, staff or jointly. This document should be reviewed by board members to finalize who they would like to do what among board and staff members. (The original author of this document is unknown.)

Activity	Responsibility
----------	----------------

PLANNING:

Director the process of planning	Staff
Provide input to long range goals	Joint
Approve long range goals	Board
Formulate annual objectives	Staff
Approve annual objectives	Board
Prepare performance reports on achievement of goals and objectives	Staff
Monitor achievement of goals and objectives	Joint

PROGRAMMING:

Assess stakeholder (customers, community) needs	Staff
Train volunteer leaders (nonprofits only)	Staff
Oversee evaluation of products, services and programs	Board
Maintain program records; prepare program reports	Staff
Prepare preliminary budget	Staff
Finalize and approve budget	Board
See that expenditures are within budget during the year	Staff
Solicit contributions in fundraising campaigns (nonprofits)	Board
Organize fundraising campaigns (nonprofits)	Staff

Approve expenditures outside authorized budget	Board
Insure annual audit of organization accounts	Board

PERSONNEL:

Employ Chief Executive	Board
Direct work of the staff	Staff
Hire and discharge staff member	Staff
Decision to add staff (nonprofit)	Board
Settle discord among staff	Staff

COMMUNITY RELATIONS:

Interpret organization to community	Board
Write news stories	Staff
Provide organization linkage with other organizations	Joint

BOARD COMMITTEES:

Appoint committee members	Board
Call Committee Chair to urge him/her into action	Board
Promote attendance at Board/Committee meetings	Joint
Recruit new Board members	Board
Plan agenda for Board meetings	Joint
Take minutes at Board meetings	Joint
Plan and propose committee organization	Joint
Prepare exhibits, material and proposals for Board and Committees	Staff
Sign legal documents	Board
Follow-up to insure implementation of Board and Committee decisions	Staff

Settle clash between Committees

Board

LEADERSHIP COVENANT & VALUES

“For a bishop, as God’s steward, must be blameless; he must not be arrogant or quick-tempered or addicted to wine or violent or greedy for gain; but he must be hospitable, a lover of goodness, prudent, upright, devout, and self-controlled. He must have a firm grasp of the word that is trustworthy in accordance with the teaching, so that he may be able both to preach with sound doctrine and to refute those who contradict it.”

Titus 1: 7 - 9

People don’t first follow worthy causes. They follow worthy leaders who promote worthy causes. Every message that people receive is filtered through the messenger who delivers it. If they consider the messenger to be credible, then they believe the message has value. Being a part of leadership in the Body of Christ is a sacred privilege and something that should not be taken lightly. The Bible has clear criteria for leaders. At Imago Dei MCC, we are committed to following these Biblical standards to the best of our abilities.

By accepting a leadership role at Imago Dei Metropolitan Community Church, I submit myself to the following covenant:

1. **Spiritual Growth:** Leaders are committed to grow as Christians through regular worship, personal prayer and increasing study. The Church must be led forward by Christians who are going forward into their relationship with God.
2. **Exemplify Positive Faith:** Things that leaders say to others should demonstrate their faith in God’s grace by choosing to be constructive, supportive and positive. Leaders believe that God can change a situation and rather than simply complain or criticize; leaders pray and do what they can to make a difference. They do not talk about the problem with anyone who is not directly involved in the problem or its solution.
3. **Tithing:** Leaders make a financial commitment to the church. They lead the membership in developing a financial base to ensure future viability of the church. The membership has no reason to trust the leader’s integrity if they are not being honest in their financial covenant with God.
4. **Praying:** Leaders regularly pray for the Pastor, the Board, the Staff and Leaders who are guiding the church. We should be able to count on the sustaining prayers of our sisters and brothers.
5. **Living a Morally Mature Life:** Although MCC is not in the habit of dictating how people ought to live, leaders understand that members expect them to be healthy examples. Leaders evaluate their behaviors in light of that reality and attempt to live in such a way that they are not stumbling blocks for others.
6. **Mutual Accountability:** The Bible talks about being submitted to one another in love (Eph.5:21). Leaders must be willing to receive instruction and even discipline from fellow leaders or those put in authority over them. It is healthy that everyone can be accountable to someone and willing to participate in a mature way in this process.

As a potential leader of Imago Dei Metropolitan Community Church, I am willing to participate in this covenant relationship with other leaders of this church. May God’s power strengthen me to be faithful and may God’s grace forgive me should I fail.

Signature

Date

CODE OF CONDUCT – Imago Dei MCC revised January, 2004

The following Code of Conduct, adopted by the Universal Fellowship of Metropolitan Community Churches (UFMCC), defines un-becoming conduct, disloyalty and dereliction of duty. It is the policy of Imago Dei Metropolitan Community Church (MCC) that elected officers, employees and ministry leaders subscribe to this code.

UNBECOMING CONDUCT:

1. Pattern of untreated public drunkenness or substance abuse which places a person's or congregant's safety in danger.
2. Misappropriation of church funds or property.
3. Misuse of the powers of the appointed or elected office for personal or sexual gain.
4. Any sexual relations with persons below the age of consent.
5. Non-consensual physical abuse or violence.
6. Sexual relations between supervisors and those they supervise or counselors and those they counsel.
7. Pattern of deceit or dishonesty.
8. Creating a person-centered ministry rather than a Christ-centered ministry, i.e. creating emotional dependency of the pastor, abuse of authority or divisiveness.
9. Knowingly violating the sanctity of another person's relationship covenant.
10. Inappropriate violation of confidentiality.
11. Sexual harassment, i.e. any sexually related behaviors that is unwelcome or offensive and which fails to respect the rights of others.

DISLOYALTY

1. Patterns of deliberate or malicious acts which damage or bring harm to a persons, a congregation or other church body within UFMCC.
2. Initiating or performing a ministry on behalf of UFMCC which is unauthorized and/or unaccountable.
3. Undermining the authority and ministry of the Pastor.

DERELICTION OF DUTY:

1. A pattern of ministry that leaves churches weakened rather than strengthened.
2. Leading a church into unreasonable indebtedness or breach of fiduciary duties.
3. Negligent supervision.
4. Failure to report acts of misconduct to the appropriate entities (authorities).

I pledge to uphold the Code of Conduct of the Imago Dei MCC as printed above:

Signature

Date

6.6 Alternate Counters Confidentiality Statement

Administrative Forms			
Chapter:	6 General Administration	Issued by:	Policy Committee
Section:	6.6 Alternate Counters Confidentiality Statement	Approved:	
Effective Date:	06/01/07	Supersedes:	

IMAGO DEI MCC

ALTERNATE COUNTERS CONFIDENTIALITY STATEMENT

Imago Dei MCC maintains confidential records of giving for all Members and Identified Friends and Guests. During the counting process, confidential information regarding giving is discussed, gathered, and recorded. It is the responsibility of Alternate Counters, both for the duration of their tenure with Imago Dei MCC and beyond, to preserve the confidentiality of this information.

“Confidential information” includes but is not limited to the following:

- Personal information regarding the Giver such as name, address, telephone number, family members, and banking information;
- Information regarding the gift such as amount, purpose, and method of giving;
- Information regarding tithing and pledges;
- Any other personal information pertaining to the Giver.

Any questions regarding what might be considered confidential should be directed to a Board Member.

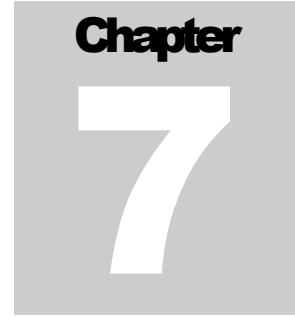
Acknowledgement

I have read the above Confidentiality Statement and agree to abide by it.

Member Name (please print)

Member Signature

Date



CHAPTER 7

LEGAL

Policy and Purpose

Po save time in the future, print a copy of this document. Choose Print from the File menu, and press Enter to receive all 9 pages of examples and instructions. With the printed document in hand, position yourself in Normal View to see the Style names next to each paragraph. Scroll through the document and write the Style names next to the paragraphs (press Ctrl-Home to reposition yourself at the beginning of the document).

(Permission and Medical Consent, Activity Participation Agreement, Debt Covenant Review, Checklist of Insurance Safeguards, Photography/Video Release, etc.)

Sample Form

Administrative Forms			
Chapter:	7 LEGAL	Issued by:	Policy Committee
Section:	1 Sample Form	Approved:	
Effective Date:	06/01/07	Supercedes:	

This resource will be designed to:

Revision #: 1.01	Supercedes:	Date: 11/19/06
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CHAPTER 8

MANAGEMENT

Policy and Purpose

Nonprofit management encompasses many aspects including operations, strategic planning, collaboration and strong leadership.

(Project Planning Sheet, Ministry Event Evaluation, Conflict-of-interest Questionnaire, Notification of Minister’s Housing Allowance, Delegation Planning Sheet, Disaster Assessment Worksheet, etc.)

8.1 Volunteers

8.1.1 Volunteer Position Description Worksheet

Administrative Forms			
Chapter:	8 MANAGEMENT	Issued by:	Policy Committee
Section:	8.1.1 Volunteer Position Description Worksheet	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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Volunteer Position Description Worksheet and Sample

Consider using or adapting this worksheet to develop position descriptions for the volunteer positions in your nonprofit.

Sections of the Explanation and Example
Job Description

Purpose: This section describes the specific purpose of the position in no more than two sentences. If possible, the purpose should be stated in relation to the nonprofit's mission and goals.

Example: The position of After-School Tutor support [Name of Nonprofit]'s educational program for high school students. The tutoring program is designed to help high school students achieve academic success and graduate on time.

Job Title: What title has been assigned to the position?

Example: After-School Tutor

Location: Where will the volunteer work?

Example: The After-School Tutoring Program is conducted at the County Library on Main Street

Key Responsibilities: List the position's major duties.

Example: The After-School Tutor:(1) works with an assigned high school student to provide assistance in one or more academic subjects;
(2) assists a student develop a better understanding of in-class and homework assignments;
(3) coaches the student in identifying resources to complete assignments;
(4) reviews completed assignments and suggests ways to improve or supplement assignments; and

(5) provides positive feedback on the student's progress and encourages the student's continued focus on academic excellence.

Reports to: Indicate the title of the person to whom the volunteer reports.

Example: Director of Tutors

Length of Appointment: Note the time period in which the volunteer will serve, and include restrictions, if applicable.

Example: The After-School Tutor will serve for the Fall 2001 and Spring 2002 semesters. The tutor is eligible to continue in the 2002/2003 school year with approval from the director of tutors.

Time Commitment: Indicate the approximate number of days or hours required per week.

Example: The After-School Tutor position requires a minimum commitment of two hours, and no more than four hours per week, for each week that school is in session. In addition, each volunteer must attend a two-hour orientation during the week before the semester begins. The program is held from 3-5 p.m. each Wednesday.

Qualifications: List education, experience, knowledge, and skills required. If a criminal history record check or other background check will be conducted, it should be indicated here.

Example: Eligible candidates for the After-School Tutor position include adults over 21 years of age who have earned a Bachelor's Degree and who pass a criminal history record check.

Support List resources that will be available to the volunteer.

Provided:

Example: Training for this position will be provided at the four-hour orientation session. In addition, the director of volunteers is available on an ongoing basis to answer questions and provide other assistance as needed.

Other categories that an organization would include, if applicable, in a volunteer job description are:

appointed by

development opportunities

relationships

age requirement

benefits provided (i.e., lunch, T-shirt or opportunity to assist a young person achieve academic success).

M A N A G E M E N T

8.1.2 Volunteer Application

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	UFMCC
Section:	8.1.2 Volunteer Application	Approved:	
Effective Date:	06/01/07	Supersedes:	

Important Note: Volunteers who will have contact with those under the age of 18 **must** complete the form in section 11.2.2. Form 8.1.2 **cannot** be used if the volunteer will have contact with Children or Youth.

Volunteer Application

Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Occupation: _____

Employer: _____

Current job responsibilities and schedule: _____

Previous work experience: _____

Previous volunteer experience: _____

Special interests, hobbies, and skills: _____

How many hours per week are you available to volunteer? _____

_____ Days _____ Evenings _____ Weekends

Can you make a one-year commitment to this volunteer role? _____

Do you have your own transportation? _____

Do you have a valid driver's license? _____

Do you have liability insurance? (list policy limits and name of carrier) _____

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

If yes, please explain fully:

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

----- Personal References-----
(Other than relatives or present or former employers)

1. Name _____

Address _____

Phone _____

2. Name _____

Address _____

Phone _____

3. Name _____

Address _____

Phone _____

Signature of Applicant

Date



CHAPTER 9

MEDIA SERVICES

Policy and Purpose

Effective communication plays an essential role in nonprofits gaining and maintaining support through message development, marketing, and public and community relations.

(Service Request, Bulletin Announcement Request, Audio Tape Order, Production Service Request, etc.)

Sample Form

Administrative Forms			
Chapter:	9 MEDIA SERVICES	Issued by:	Policy Committee
Section:	1 Sample Form	Approved:	
Effective Date:	06/01/07	Supercedes:	

This resource will be designed to:

Revision #: 1.01	Supercedes:	Date: 11/19/06
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CHAPTER 10

MINISTER'S TAXES/ FINANCIAL PLANNING

Policy and Purpose

P

(Annual Financial Plan, Specific Financial Goals Checklist, Computation of Minister's Housing Allowance, Location of Important Documents/Instructions, etc.).

Sample Form

Administrative Forms			
Chapter:	10 MINISTER'S TAXES/FINANCIAL PLANNING	Issued by:	Policy Committee
Section:	1 Sample Form	Approved:	
Effective Date:	06/01/07	Supercedes:	

This resource will be designed to:

Revision #: 1.01	Supercedes:	Date: 11/19/06
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CHAPTER 11

MINISTRY SERVICES

Policy and Purpose

P (Directory Update Request, Keeping In Touch Card, Volunteer Application, Child Care Request, Benevolence Assistance, etc.).

Pastoral Counseling

11.1 Pastoral Counseling

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	UFMCC
Section:	11.1.1 Pastoral Counseling	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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MINISTRY SERVICES

DISCLOSURE FORM FOR PASTORAL COUNSELING

IMAGO DEI METROPOLITAN COMMUNITY CHURCH provides pastoral counseling, via the pastor or pastoral representative, of a spiritual nature for those seeking to be renewed, equipped and strengthened in their relationship with God and in Christian ministry.

IMAGO DEI METROPOLITAN COMMUNITY CHURCH does not provide, in any form or manner, psychiatric or mental health counseling per se.

IMAGO DEI METROPOLITAN COMMUNITY CHURCH believes that this type of counseling can be very beneficial when indicated, but IMAGO DEI METROPOLITAN COMMUNITY CHURCH is limited in expertise to counseling of a spiritual nature only. Referrals to professional, licensed psychotherapists in the community will be provided upon request or when indicated.

IMAGO DEI METROPOLITAN COMMUNITY CHURCH reserves the right to bring to a close any on-going spiritual counseling if the pastor or pastoral representative finds that the needs or issues of the counselee exceed the limits of spiritual counseling. At that time, every reasonable effort will be made to assist the counselee in accessing competent, professional psychotherapy, should they desire to pursue further support more amenable to their current issues and challenges.

Furthermore, IMAGO DEI METROPOLITAN COMMUNITY CHURCH provides for the following limits on confidentiality within the pastoral counseling:

If and when information is disclosed regarding the actual or suspected abuse or neglect of a person under the age of 18:

Reasonable efforts will be taken by the pastor or pastoral representative to report this actual or suspected abuse to the appropriate agency (usually law enforcement and/or department of social services/child welfare).

If and when information is disclosed regarding any suicidal ideation, plan or intent on the part of the counselee:

The pastor or pastoral representative reserves the right to take appropriate and reasonable measures to ensure the safety of the counselee.

If and when information is disclosed regarding any homicidal ideation, plan or intent on the part of the counselee:

The pastor or pastoral representative reserves the right to take appropriate and reasonable measures to ensure the safety of the imagined and/or intended victims. Otherwise, the information shared by the counselee in the arena of spiritual counseling will be held in confidence within the pastoral staff. (Deacons/Board of Directors/District Coordinator of IMAGO DEI METROPOLITAN COMMUNITY CHURCH will be consulted in issues of safety concerns, if needed).

I have read and understand this disclosure of information regarding pastoral counseling at IMAGO DEI METROPOLITAN COMMUNITY CHURCH .

Signed: _____ Dated: _____

Witnessed by: _____ Dated: _____

MINISTRY SERVICES

11.1.2 Documentation of Pastoral Counseling Session

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	UFMCC
Section:	11.1.2 Documentation of Pastoral Counseling Session	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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DOCUMENTATION OF PASTORAL COUNSELING SESSION

CLIENT NAME: _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

DATE/TIME OF FIRST CONTACT: _____

IMPRESSION OF CLIENT(EMOTIONAL STATE AND PHYSICAL WELL-BEING):

PRESENTING ISSUE/PROBLEM:

ACTION TAKEN/REFERRAL:

SUMMARY OF SESSION:

MINISTRY SERVICES

11.1.3 Application/Screening Form For Pastoral Counselors

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	UFMCC
Section:	11.1.3 Application/Screening Form For Pastoral Counselors	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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Application/Screening Form For Pastoral Counselors

----- Confidential -----

IMAGO DEI METROPOLITAN COMMUNITY CHURCH
1223 Middletown Road
Glen Mills, PA

This application is to be completed by all applicants for any position (volunteer or compensated) who engage in Pastoral Counseling. This is not an employment application form. Persons seeking a position in the church as a paid employee will be required to complete an employment application in addition to this screening form. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

	Personal Date _____
Name _____	
Present Address _____	
City/State/Zip _____	
Home Phone _____	

What type of pastoral work would you prefer? _____

What date will you be available to begin? _____

What is the length of commitment you can make? _____

What is your date of birth? _____ Social Security Number _____

Have you ever been convicted of, or pled guilty or "no contest" to any felony or misdemeanor other than minor traffic violations?

yes _____ no _____ If yes, explain fully on a separate sheet (identify each conviction or plea, when and where the conviction or plea occurred, and the sentence received).

Have you ever been found liable, or participated in an out-of-court settlement as a defendant in any civil lawsuit.

yes _____ no _____ If yes, explain fully on a separate sheet (identify each court, case number, when and where each incident occurred, and the verdict rendered or result of the settlement).

----- *Church History and Prior Pastoral Work* -----

Please list the name of the church of which you are presently a member and indicate the dates of membership:

List, including names, addresses and phone numbers, of all other churches you have attended regularly for the past five years:

List all previous church work involving pastoral care and/or counseling (indicate name and address of each church, positions held, type of work performed, and dates of service)

List all previous non-church work involving counseling responsibilities (indicate name, address and phone number of each organization, positions held, type of work performed, and dates of service)

List and gifts, callings, training, education, or other factors that have prepared you for pastoral counseling.

----- *Personal References* -----

(Other than relatives or present or former employers)

1. Name _____

Address _____

Phone _____

2. Name _____

Address _____

Phone _____

----- *Applicant's Statement* -----

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information that they may have regarding my character and fitness for work with children or youth. In consideration of the receipt and evaluation of this application by the church to which I herein apply, I hereby release any individual, church, youth organization, charity, employer, reference or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the Bylaws and polices of the church to which I herein apply, and to refrain from unbecoming conduct in the performances of my services on behalf of the church.

I further state that I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act. This is a legally binding agreement which I have read and understand.

Applicants Signature _____

Date _____

Witness _____

Date _____

MINISTRY SERVICES

11.1.4 Record of Contact With A Reference or Church

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	UFMCC
Section:	11.1.4 Record of Contact With A Reference or Church	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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**Record of Contact With A Reference or Church
Identified By An Applicant For Pastoral Counseling**

----- *Confidential* -----

Name of Applicant: _____

Reference or Church contacted: _____

Date and time of contact: _____

Person contacting the reference or church: _____

Method of contact: (e.g., telephone, letter): _____

Summary of conversation: (summarize the contact's remarks concerning the applicant's fitness and suitability for pastoral counseling work)

Signature of person making this contact: _____

Position: _____ Date: _____

11.2 Children's Ministry

11.2.1 Request For Criminal Records Check And Authorization

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	UFMCC
Section:	11.2.1 Request For Criminal Records Check And Authorization	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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MINISTRY SERVICES

Request For Criminal Records Check And Authorization

I hereby grant permission to -- IMAGO DEI METROPOLITAN COMMUNITY CHURCH -- to obtain any information on me regarding any record of criminal arrests or convictions maintained in the files of any law enforcement agency or database organization whether local, state or national; and, I request any law enforcement agency or database organization contacted by -- IMAGO DEI METROPOLITAN COMMUNITY CHURCH -- to release any such information maintained on me to -- IMAGO DEI METROPOLITAN COMMUNITY CHURCH --. I hereby release the above named church and any law enforcement or database organization responding to this request from any and all liability resulting from such a disclosure.

Signature

Print Name

Print Maiden name if applicable

Print all aliases

Date of Birth

Place of Birth

Social Security Number Driver's License (state and number)

Today's Date

Please send records to:

Name of Person: _____

Name of Church: IMAGO DEI METROPOLITAN COMMUNITY CHURCH

Address: _____

City: _____ State: _____ ZIP: _____

MINISTRY SERVICES

11.2.2 Application/Screening Form For Children's Or Youth Work Confidential

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	UFMCC
Section:	11.2.2 Application/Screening Form For Children's Or Youth Work Confidential	Approved:	
Effective Date:	06/01/07	Supersedes:	

Revision #: 1.01	Supersedes:	Date: 11/19/06
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MINISTRY SERVICES

Application/Screening Form For Children's Or Youth Work
Confidential

IMAGO DEI METROPOLITAN COMMUNITY CHURCH
1223 Middletown Road
Glen Mills, PA

This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. This is not an employment application form. Persons seeking a position in the church as a paid employee will be required to complete an employment application in addition to this screening form. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

	Personal Date _____
Name _____	
Present Address _____	
City/State/Zip _____	
Home Phone _____	

What type of youth or children's work would you prefer? _____

What date will you be available to begin? _____

What is the length of commitment you can make? _____

What is your date of birth? _____ Social Security Number _____

Current Driver's License (State and Number) _____

Have you ever been convicted of, or pled guilty or "no contest" to any felony or misdemeanor other than minor traffic violations?

yes _____ no _____ If yes, explain fully on a separate sheet (identify each conviction or plea, when and where the conviction or plea occurred, and the sentence received).

Have you ever been found liable, or participated in an out-of-court settlement as a defendant in any civil lawsuit?

yes _____ no _____ If yes, explain fully on a separate sheet (identify each case, when and where each incident occurred, and the verdict rendered or result of the settlement).

----- *Church History and Prior Youth or Children's Work* -----

--

Please list the name of the church of which you are presently a member and indicate the dates of membership:

List, including names, addresses and phone numbers, of all other churches you have attended regularly for the past five years:

List all previous church work involving youth or children (indicate name and address of each church, positions held, type of work performed, and dates of service)

List all previous non-church work involving youth or children (indicate name, address and phone number of each organization, positions held, type of work performed, and dates of service)

List and gifts, callings, training, education, or other factors that have prepared you for work with children or youth.

----- ***Personal References*** -----
(Other than relatives or present or former employers)

1. Name _____

Address _____

Phone _____

2. Name _____

Address _____

Phone _____

----- ***Applicant's Statement*** -----

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information that they may have regarding my character and fitness for work with children or youth. In consideration of the receipt and evaluation of this application by the church to which I herein apply, I hereby release any individual, church, youth organization, charity, employer, reference or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization.

I (initial one) _____waive_____do not waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the Bylaws and polices of the church to which I herein apply, and to refrain from unbecoming conduct in the performances of my services on behalf of the church.

I further state that I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act. This is a legally binding agreement which I have read and understand.

Applicants Signature _____

Date _____

Witness _____

Date _____

MINISTRY SERVICES

11.2.3 Record of Contact With A Reference or Church

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	UFMCC
Section:	11.2.3 Record of Contact With A Reference or Church	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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MINISTRY SERVICES

**Record of Contact With A Reference or Church
Identified By An Applicant For Youth Or Children's Work**

----- *Confidential* -----

Name of Applicant _____

Reference or Church contacted _____

Date and time of contact _____

Person contacting the reference or church _____

Method of contact: (e.g., telephone, letter) _____

Summary of conversation (summarize the contact's remarks concerning the applicant's fitness and suitability for youth or children's work)

Signature of person making this contact _____

Position _____

Date _____

MINISTRY SERVICES

11.2.4 Parent/Guardian Consent Form

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	UFMCC
Section:	11.2.4 Parent/Guardian Consent Form	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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PARENT/GUARDIAN CONSENT FORM

I, _____, am the parent or legal guardian of _____
NAME OF PARENT NAME OF MINOR

(hereinafter “my child”), and I am informed of the activities offered by Imago Dei Metropolitan Community Church

(hereinafter “church”) located at 1223 Middletown Road in the City of Edgemont Township, County of Delaware, and

State of Pennsylvania, beginning on the day of ____/____/____, and ending on the day of ____/____/____.

As parent or legal guardian of my child, I hereby consent for my child to attend and participate in all activities provided by

this church.

SIGNATURE OF PARENT OR GUARDIAN

Additional Information:

My child is to be **excluded** from the following activities:

MINISTRY SERVICES

11.2.5 Release, Waiver, and Indemnity Agreement

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	UFMCC
Section:	11.2.5 Release, Waiver, and Indemnity Agreement	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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RELEASE, WAIVER, AND INDEMNITY AGREEMENT

IT IS THE INTENTION OF _____ BY THIS AGREEMENT TO EXEMPT AND
PARENT OR GUARDIAN OF MINOR
 RELIEVE IMAGO DEI METROPOLITAN COMMUNITY CHURCH AND ITS OFFICERS, AGENTS,
 SERVANTS, OR EMPLOYEES FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE,
 OR WRONGFUL DEATH OF _____ CAUSED BY ANY ACT OF NEGLIGENCE OF
NAME OF MINOR
 IMAGO DEI METROPOLITAN COMMUNITY CHURCH AND ITS OFFICERS, AGENTS, SERVANTS,
 OR EMPLOYEES.

For and in consideration of permitting _____ to observe, or use any facility or equipment of
Name of Minor
 Imago Dei Metropolitan Community Church, or engage in and/or receive instruction in any activity or
 activity incidental thereto **SOME OF WHICH MAY INVOLVE DANGERS AND RISK OF BODILY INJURY**
 at Imago Dei Metropolitan Community Church in the city of Edgemont Township, County of Delaware, and
 State of Pennsylvania, beginning on the day of _____, the undersigned parent and/or
 guardian of _____: **hereby voluntarily and absolutely releases, discharges, waives, and**
Name of Minor

**relinquishes any and all loss or damages or actions or causes of action for personal injury,
 property damage, or wrongful death occurring to _____ as a result of**
Name of Minor

_____'s observing or using facilities or equipment of Imago Dei Metropolitan
Name of Minor

**Community Church, or engaging in or receiving instructions in any activities SOME OF WHICH
 MAY INVOLVE DANGERS AND RISK OF BODILY INJURY or in activities incidental thereto
 wherever or however the same may occur, and for whatever period said activities or instructions
 may continue.** The undersigned parent or guardian of _____ for him/herself, his/her heirs,
Name of Minor

executors, administrators, or assigns agrees that in the event any claim for personal injury, property
 damage, or wrongful death shall be prosecuted against Imago Dei Metropolitan Community Church or its
 officers, agents, servants, or employees, the undersigned parent or guardian **will indemnify and hold
 harmless Imago Dei Metropolitan Community Church and its officers, agents, servants, or
 employees** from any and all claims or causes of action by _____ or by any other person or
Name of Minor

entity, by whomever or wherever made or presented, and **under no circumstances will the
 undersigned parent or guardian of _____ present any claim against Imago Dei**
Name of Minor

**Metropolitan Community Church and said persons for personal injuries, property damage,
 wrongful death, or otherwise, caused by an act of negligence by Imago Dei Metropolitan
 Community Church and said persons.**

**The undersigned parent or guardian represent that he/she has read this Release, has requested and
 has been provided with, or has requested and declined advisement on the potential danger/risks of
 engaging in observation, activities, or instruction offered, **assumes all risks associated with such
 dangers and risks,** and is fully aware of and understands the terms and the legal consequences of the**

signing of this Release. The undersigned parent or legal guardian intends his or her signature to be a complete and unconditional release of all liability to the greatest extent allowed by law and if any portion of the Release is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

DATED: _____

SIGNATURE OF PARENT OR GUARDIAN FOR _____:
Name of Minor

MINISTRY SERVICES

11.2.6 Accident Report Form

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	UFMCC
Section:	11.2.6 Accident Report Form	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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ACCIDENT REPORT FORM

(Please print all information.)

Date of accident: _____ Time of Accident: _____

Name of child/youth injured: _____ Age: _____

Address of child/youth: _____

Location of accident: _____

Parent or guardian: _____

Name of person(s) who witnessed the accident:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Describe accident:

11.3 Friendship/Membership

11.3.1 Three Month Attendance Reminder

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	Policy Committee
Section:	11.3.1 Three Month Attendance Reminder	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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M



We've Missed Seeing You at
Imago Dei MCC

This is more than just a card...
...It's a hug with a fold in the middle.

Our records indicate it has been 3 months since we've seen you.
Won't you give us a call to let us know how it is with your soul?

(610) 358-1716

friendsteam@imagodeimcc.org
<http://www.imagodeimcc.org>

"Ask, and you will receive. Search, and you will find. Knock, and the door will be opened for you. Everyone who asks will receive. Everyone who searches will find. And the door will be opened for everyone who knocks." Matthew 7:7-8

MINISTRY SERVICES

11.3.2 Six Month Attendance Reminder

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	Policy Committee
Section:	11.3.2 Six Month Attendance Reminder	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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Just waiting to hear from you...



We've Missed Seeing You at
Imago Dei MCC

Sending you a little prayer...
...that God will keep you in His care.

Our records indicate it has been 6 months since we've seen you.
Won't you give us a call to let us know how it is with your soul?

(610) 358-1716

friendsteam@imagodeimcc.org
<http://www.imagodeimcc.org>

*"What then shall we say to this? If God is for us, who
is against us?" Romans 8:31*



We've Missed Seeing You at
Imago Dei MCC

This is more than just a card...
...It's a hug with a fold in the middle.

Our records indicate it has been 3 months since we've seen you.
Won't you give us a call to let us know how it is with your soul?

(610) 358-1716

friendsteam@imagodeimcc.org
<http://www.imagodeimcc.org>

"Ask, and you will receive. Search, and you will find. Knock, and the door will be opened for you. Everyone who asks will receive. Everyone who searches will find. And the door will be opened for everyone who knocks." Matthew 7:7-8

11.3.3 Nine Month Attendance Reminder

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	Policy Committee
Section:	11.3.3 Nine Month Attendance Reminder	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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Just waiting to hear from you...



We've Missed Seeing You at
Imago Dei MCC

Wishing you...

...*peace* for your soul,

...*joy* for your spirit

...and *love* for your heart

Our records indicate it has been 9 months since we've seen you. Won't you give us a call to let us know how it is with your soul?

(610) 358-1716

friendsteam@imagodeimcc.org
<http://www.imagodeimcc.org>

*And Jesus said to him, "If you can! All things are possible to him who believes."
Mark 9:23*

11.3.4 Nine Month Board Insert

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	Policy Committee
Section:	11.3.4 Nine Month Board Insert	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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Just waiting to hear from you...

A Note from the Board of Directors.....

Just a reminder that per the bylaws of Imago Dei MCC, your membership may be inactivated after one year. Won't you contact us and let us know your plans?

A Note from the Board of Directors.....

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11.4 Small Groups

11.4.1 Small Group Survey

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	Policy Committee
Section:	11.4.1 Small Group Survey	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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The secret to an effective small group program is developing groups that meet the needs of our congregation. Please take a moment to mark those statements that best describe you. Feel free to remain anonymous. If you choose to include your name, you may be contacted by the person leading a group which focuses on a need (or needs) you selected. Otherwise, a new list of small groups will be available soon so you can find a group that meets the needs in your life.

Here is another way you can help us help you. If you can think of someone who might be a good leader for a small group on a particular topic, write his or her name next to the group. Your nominations of group leaders can help us find the right person, with a little training, to lead that group!

The Preliminaries...

The following statement best describes me and my family members (choose more than one if you wish):

- I need a refresher course in Christian beliefs
- I would like to meet more of my fellow church members
- I would like to meet other women in this church
- I would like to meet other men in this church
- I would like to meet other couples in this church
- I would like to meet other singles in this church
- I would like to know how I can get more involved in our church

Getting Focused...

I need to focus in on the following issues in my life:

- Parenting: When it's not a stroll in the park
- Wholeness: Finding balance as a whole person
- Christian faith: Learning the basics
- Marketplace: Christianity in the real world
- Who am I? Discovering my potential
- Stress: Finding the right prescription when I'm emotionally drained
- Who is Jesus? What was he really like?
- Gifts & Calling: Finding my passion
- Spiritual Warfare: Winning the battles
- Men's Issues: Getting beyond fabulous
- Engagement: Are we fit to be tied?

Understanding the Bible...

The Bible contains a wealth of information and guidance to help us follow Jesus Christ. In a small group, Bible study can come alive with discussion, application and prayer.

Generally I am interested in Bible study ...

- with at-home study during the week
- with no homework (I'm too busy)

Specifically I am interested in studying the following parts of the Bible ...

- Gospel of Mark
- Parables
- Sermon on the Mount
- Miracles
- Life of Christ
- Romans
- 1 John
- Philippians
- 1 & 2 Timothy, Titus
- Ephesians
- 1 Corinthians
- Galatians
- Revelations
- James

Graduating to New Adventures ...

One valuable way a small group can enrich your life is by helping you determine how you can serve God. This is especially true after a group has been together for awhile. The people in your small group are the best resources for discovering your place in God's kingdom!

If a small group could help me "graduate" to a new adventures of growth and service, I would be most interested in...

- Ministering: Taking Christ into my world
- Equipping: Strengthening my Christian gifts
- Networking: Gathering the tools to follow my dream
- Skills Inventory: Solving the puzzle of my mission
- Team-Building: Moving out into the world as a group
- Pit Stop: Retooling our small group for the next journey
- Leadership: Becoming a small group leader

Name and phone (optional): _____

Name _____ Phone _____

*** Section 2: Interest in Shared-Experience Groups**

A shared-experience group is short-term in nature (7–13 weeks) and brings people together based on a common interest, experience or need in their lives. The various topics being considered for shared-experience groups are listed below.

1. Which of these shared-experience groups might be of interest to you? Check all that apply in the grid below under question 1 (Q1).
2. Which of these shared-experience groups would you be interested in hosting or co-leading? Check all that apply in the grid below under question 2 (Q2).
3. Which of these shared-experience groups do you think would be of interest to a friend or relative of yours who is on the fringe of the church? Check all that apply in the grid below under question 3 (Q3).

Felt Need Courses — 7–13 weeks:		Q1	Q2	Q3
1.	Dealing With Grief & Loss (Hope in the Midst of Pain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Divorce Recovery (Picking Up the Pieces)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Marriage Enrichment (Making a Good Marriage Better)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Parenting Adolescents (Easing the Way to Adulthood)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Healthy Relationships (Living Within Defined Boundaries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Stress Management (Finding the Balance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	12 Steps (The Path to Wholeness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Blended Families (Yours, Mine, Ours)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



BIRTH STAGE Bible Study — 7- to 13-week Courses

	Q1	Q2	Q3	
9.	Stressed Out (Keeping Your Cool)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Core Values (Setting My Moral Compass)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Marriage (Seasons of Growth)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Jesus (Up Close & Personal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Gifts & Calling (Discovering God’s Will)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Relationships (Learning to Love)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Assessment (Personal Audit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Family (Stages of Parenting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Wholeness (Time for a Checkup)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Beliefs (Basic Christianity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Men of Faith (Encouragement for a Man’s Journey)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Women of Faith (Encouragement for a Woman’s Journey)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



GROWTH STAGE Bible Study — Varying Length Courses

	Q1	Q2	Q3	
21.	Supernatural: Amazing Stories (Jesus’ Miracles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Discipleship: In His Steps (Life of Christ)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Wisdom: The Jesus Classics (Jesus’ Parables)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

24. Challenge: Attitude Adjustment (Sermon on the Mount)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Endurance: Running the Race (Philippians)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Teamwork: Together in Christ (Ephesians)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Integrity: Taking on Tough Issues (1 Corinthians)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Gospel: Jesus of Nazareth (Gospel of Mark)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Leadership: Passing the Torch (1 & 2 Timothy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Excellence: Mastering the Basics (Romans)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Hope: Looking at the End of Time (Revelation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Faithfulness: Walking in the Light (1 John)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Freedom: Living by Grace (Galatians)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Perseverance: Staying the Course (1 Peter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Performance: Faith at Work (James)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



DEVELOP STAGE Bible Study — 13-week Courses

	Q1	Q2	Q3
36. Ephesians (Our Riches in Christ)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. James (Walking the Talk)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Life of Christ (Behold the Man)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Miracles (Signs and Wonders)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Parables (Virtual Reality)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Philippians (Joy Under Stress)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Sermon on the Mount (Examining Your Life)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. 1 John (The Test of Faith)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



REBIRTH STAGE Bible Study — 5-week Course

	Q1	Q2	Q3
44. Rebirth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



OTHER SUGGESTIONS

	Q1	Q2	Q3
45. Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11.4.2 Small Group Leader Application

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	Policy Committee
Section:	11.4.2 Small Group Leader Application	Approved:	
Effective Date:	06/01/07	Supercedes:	



Group Leader Application

Please answer the following questions about yourself:

Name: _____

Address: _____

Home phone: _____ Work phone: _____

How long have you lived in the area? _____

Are you a member of our church?

- Yes How long have you been a member? _____
- No

Why did you become a member of our church?

What activities have you been involved in at our church?

Have you been in a small group before? Explain your experience.

Why do you want to be a small group leader?

Write a brief history of your relationship with Jesus Christ.



Group Selection Worksheet

This worksheet will help you decide the type of small group you would like to lead. Completing this form will also help your Small Group Coach promote your group effectively and quickly.

Flexibility: On a scale of 1 to 10 indicate how flexible you are on the type of small group you would like to lead. On this scale, 10 means you are very flexible on the type of group you lead, and 1 means you have a specific type of group you would like to lead.

1 2 3 4 5 6 7 8 9 10

Subject: What issues, needs or interests would you like to focus on in your group (i.e., outreach, cancer, recovery, artists, discipleship, etc.)?

Issues: What kinds of issues would you address in this type of small group?

People: What kinds of people, in what kinds of situations, would be most interested in this type of group?

Benefits: How would someone benefit from this small group?

Other: Are there any other special issues you might need to consider as you plan this Small Group (special meeting times, anonymity, child care, etc.)?

Publicity: How could you inform those people who might be interested in the Small Group?

Description: On the back, write a description (about 75 words) of the small group you have in mind (using the above information), and feel free to add your own "personality".

Write down your goals for your small group. Later, your Small Group Coach will talk with you about how things went in your efforts to achieve these goals.

Name of Group: _____ Date: _____

Group Leader Name: _____

1. How many people do you want to have in your group?

 2. What is your target date for multiplying a new group?

 3. Regarding outreach, how many new people do you want to invite to your group?

 4. What is your strategy for inviting new members into your group?

 5. In what ways do you see your small group benefiting the lives of the group members?

 6. How will you know if your group is a success?

 7. What is your dream for developing new leadership from within your group?

 8. What are your long-term goals for your Christian service?
-

LEADERSHIP COVENANT & VALUES

“For a bishop, as God's steward, must be blameless; he must not be arrogant or quick-tempered or addicted to wine or violent or greedy for gain; but he must be hospitable, a lover of goodness, prudent, upright, devout, and self-controlled. He must have a firm grasp of the word that is trustworthy in accordance with the teaching, so that he may be able both to preach with sound doctrine and to refute those who contradict it.”

Titus 1: 7 - 9

People don't first follow worthy causes. They follow worthy leaders who promote worthy causes. Every message that people receive is filtered through the messenger who delivers it. If they consider the messenger to be credible, then they believe the message has value. Being a part of leadership in the Body of Christ is a sacred privilege and something that should not be taken lightly. The Bible has clear criteria for leaders. At Imago Dei MCC, we are committed to following these Biblical standards to the best of our abilities.

By accepting a leadership role at Imago Dei Metropolitan Community Church, I submit myself to the following covenant:

- 7. **Spiritual Growth:** Leaders are committed to grow as Christians through regular worship, personal prayer and increasing study. The Church must be led forward by Christians who are going forward into their relationship with God.
- 8. **Exemplify Positive Faith:** Things that leaders say to others should demonstrate their faith in God's grace by choosing to be constructive, supportive and positive. Leaders believe that God can change a situation and rather than simply complain or criticize; leaders pray and do what they can to make a difference. They do not talk about the problem with anyone who is not directly involved in the problem or its solution.
- 9. **Tithing:** Leaders make a financial commitment to the church. They lead the membership in developing a financial base to ensure future viability of the church. The membership has no reason to trust the leader's integrity if they are not being honest in their financial covenant with God.
- 10. **Praying:** Leaders regularly pray for the Pastor, the Board, the Staff and Leaders who are guiding the church. We should be able to count on the sustaining prayers of our sisters and brothers.
- 11. **Living a Morally Mature Life:** Although MCC is not in the habit of dictating how people ought to live, leaders understand that members expect them to be healthy examples. Leaders evaluate their behaviors in light of that reality and attempt to live in such a way that they are not stumbling blocks for others.
- 12. **Mutual Accountability:** The Bible talks about being submitted to one another in love (Eph.5:21). Leaders must be willing to receive instruction and even discipline from fellow leaders or those put in authority over them. It is healthy that everyone can be accountable to someone and willing to participate in a mature way in this process.

As a potential leader of Imago Dei Metropolitan Community Church, I am willing to participate in this covenant relationship with other leaders of this church. May God's power strengthen me to be faithful and may God's grace forgive me should I fail.

Signature

Date

CODE OF CONDUCT – Imago Dei MCC revised January, 2004

The following Code of Conduct, adopted by the Universal Fellowship of Metropolitan Community Churches (UFMCC), defines un-becoming conduct, disloyalty and dereliction of duty. It is the policy of Imago Dei Metropolitan Community Church (MCC) that elected officers, employees and ministry leaders subscribe to this code.

UNBECOMING CONDUCT:

12. Pattern of untreated public drunkenness or substance abuse which places a person's or congregant's safety in danger.
13. Misappropriation of church funds or property.
14. Misuse of the powers of the appointed or elected office for personal or sexual gain.
15. Any sexual relations with persons below the age of consent.
16. Non-consensual physical abuse or violence.
17. Sexual relations between supervisors and those they supervise or counselors and those they counsel.
18. Pattern of deceit or dishonesty.
19. Creating a person-centered ministry rather than a Christ-centered ministry, i.e. creating emotional dependency of the pastor, abuse of authority or divisiveness.
20. Knowingly violating the sanctity of another person's relationship covenant.
21. Inappropriate violation of confidentiality.
22. Sexual harassment, i.e. any sexually related behaviors that is unwelcome or offensive and which fails to respect the rights of others.

DISLOYALTY

4. Patterns of deliberate or malicious acts which damage or bring harm to a persons, a congregation or other church body within UFMCC.
5. Initiating or performing a ministry on behalf of UFMCC which is unauthorized and/or unaccountable.
6. Undermining the authority and ministry of the Pastor.

DERELICTION OF DUTY:

5. A pattern of ministry that leaves churches weakened rather than strengthened.
6. Leading a church into unreasonable indebtedness or breach of fiduciary duties.
7. Negligent supervision.
8. Failure to report acts of misconduct to the appropriate entities (authorities).

I pledge to uphold the Code of Conduct of the Imago Dei MCC as printed above:

Signature

Date

11.4.3 Small Group Ministry Project Worksheet

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	Policy Committee
Section:	11.4.3 Small Group Ministry Project Worksheet	Approved:	
Effective Date:	06/01/07	Supercedes:	



MINISTRY PROJECT WORKSHEET

Name of Group: _____ Date: _____

Group Leader Name: _____

Use this worksheet to help your group brainstorm as you decide on a group ministry project.

1. Are we ready to work on a ministry project?
 - Yes
 - Not yet
2. What should our time commitment to this project be?
 - A one-time project
 - A set term project
 - A continuing project
3. Who should we help?
 - Each other
 - People in our church
 - People in our community
4. What kinds of needs should we meet in people's lives?

Stage of Life

Children
Teenagers
Young Adults
Middle-aged
Elderly

Basic Need

Shelter
Food
Clothing
Love & nurturing
Clean & safe environment

Special Conditions

Spiritually lost
Poor / Homeless
Physically disabled
Sickness
Emotional distress / grief

Take turns sharing your "passion" for the different stages of life, needs and special conditions that you chose. Share your ideas and dreams with the group and then work together to reach a consensus for a ministry project.

5. Discuss how you could do your project "in Jesus name". How can your small group represent your church as compassionate, Christ-like witnesses?
-

11.4.4 Small Group Questionnaire

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	Policy Committee
Section:	11.4.4 Small Group Questionnaire	Approved:	
Effective Date:	06/01/07	Supercedes:	



Small Group Questionnaire

Please answer the following questions about your small group experience. By completing the questionnaire, you will help improve the small group program.

Your Name: _____

Name of Group: _____ Date: _____

1. As I see it, the purpose and goal of our group was:
 2. We achieved our goals:
 completely Almost completely somewhat We blew it
 3. In my opinion:
 Yes No Our group members have become good friends
 Yes No We have sufficient Bible study and discussion time.
 Yes No There is meaningful prayer time in our meeting.
 Yes No Our group has activities outside our meeting time.
 Yes No We frequently invite others to our group.
 Yes No We have worked on a ministry project together.
 4. I found the approach to the meetings:
 Very helpful Irrelevant to my life Boring
 Intellectually stimulating Life-changing So-so
 New to me Challenging Other: _____
 5. The most valuable thing about my small group experience has been:
 6. If I were to suggest one thing the group might change, it would be:
 7. My small group experience has influenced my relationship with Jesus Christ in these areas:
 8. Would you recommend your small group to a friend? Why or why not?
-

11.4.5 Small Group Report Form

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	Policy Committee
Section:	11.4.5 Small Group Report Form	Approved:	
Effective Date:	06/01/07	Supercedes:	

11.4.6 Small Meeting Prep Worksheet

Administrative Forms			
Chapter:	11 MINISTRY SERVICES	Issued by:	Policy Committee
Section:	11.4.6 Small Group Meeting Prep Worksheet	Approved:	
Effective Date:	06/01/07	Supercedes:	

Just waiting to hear from you...

This worksheet will help you plan your first few meetings.

People: Who is coming? Why are they coming? What special needs does each person have? What are their prayer concerns? Have you prayed for your group?


Arrangements: What needs to be done to prepare for the time together? What arrangements need to be made about the room, seating, Bibles, refreshments, materials, etc.? Who is in charge of these arrangements?

Relationships: How will you help people feel cared for and caring? What will you do to help build positive relationships among the members of the group? (Ice-breakers, introductions, checking-in, name tags, Heart-warmers, etc.).

Study / Task: What steps will you follow to accomplish the task or complete the study? List the questions you will use and estimate the time for each one.

Prayer: What are your goals for the prayer time? How much time? What kind of prayer? Who will pray and when?

Time: What time is available and how will you divide it up? Do you have a meeting format? What is your “real” starting time? Your firm closing time? How will you move from each segment of your meeting into the next? Are you attempting too much? Too little? Have you asked anyone to take responsibility for various portions of the meeting?





CHAPTER 12

PERSONNEL

Policy and Purpose

This section is designed to provide guidance and help assure uniformity in the handling of personnel practices for all paid employees.

(Application for Employment, Reference Checks, Screening Forms, Payroll Authorization, Employee Orientation Checklist, Travel Arrangements, Leave Authorization, Service Agreement, Employee Evaluations, Accident Investigation Report, etc.)

Application for Employment

12.1.1 Application For Employment As Clergy

Administrative Forms			
Chapter:	12 PERSONNEL	Issued by:	UFMCC
Section:	12.1.1 Application For Employment As Clergy	Approved:	
Effective Date:	06/01/07	Supercedes:	

PERSONNEL

IMAGO DEI METROPOLITAN COMMUNITY CHURCH

**Employment Application
As Clergy**

Date: _____

Name of Church Officer to receive application: _____

Address: _____

To assure the fullest consideration of your application, please complete all of the applicable items below (type or print). Please read the "applicant's statement" at the end of this application form before answering any of the questions. Sign the application at the bottom and return it to the above named officer.

Name: _____
Last/ First/ Middle

Present Address: _____

Street City State/ZIP: _____

Home Phone() _____ Social Security Number _____

I ___ am ___ am not a United States citizen or alien legally authorized to work in the U.S.

What type of ministry position are you seeking? _____

On what date would you be available? _____

I am ___ ordained ___ in candidacy ___ in formation in the UFMCC

Name of present authorizing body _____

Address of authorizing body _____

I am ___ transfer clergy from _____
(name of denomination)

Address of denomination _____

----- *Educational History* -----

List in chronological order all colleges, universities, and seminaries attended. Please include the name and address of each school, the dates you attended, degrees received and major area of study.

- 1. _____
- 2. _____
- 3. _____

----- *Employment History* -----

List your last 5 employers, beginning with your current or most recent employer. Please include the name, address and phone number of each employer. Also, state your job position and duties, your annual salary, and your reason for termination of employment.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

----- ***Previous Criminal or Civil Liability*** -----

Note: The questions in this section are designed to help the church make an informed decision concerning an application for a ministerial position. False or incomplete answers will be grounds to remove an applicant for further consideration, or to dismiss from employment an applicant who has been hired.

Have you ever been convicted of, or pled guilty or "no contest" to, any felony or misdemeanor other than minor traffic violations?

Yes _____ No _____ If yes, explain fully on a separate sheet (identify each conviction or plea, when and where the conviction or plea occurred, and the sentence received).

Have you ever been found liable, or participated in an out-of-court settlement as a defendant in any civil lawsuit involving personal injuries to another person?

Yes _____ No _____ If yes, explain fully on a separate sheet (identify each case number, court, when and where each incident occurred, and the verdict rendered or result of the settlement).

Have you, as a clergyperson, ever been accused of or investigated for sexual misconduct?

(Note: the term "sexual misconduct" here refers to the definition of sexual misconduct of clergy adopted by the General Conference of the UFMCC in July, 1995, and is attached to this application)

Yes _____ No _____ If yes, explain fully on a separate sheet (identify when and where each accusation was made, and how each accusation was resolved).

Have you ever been the subject of disciplinary action by an employer or licensing organization alleging sexual or ethical misconduct?

Yes _____ No _____ If yes, explain fully on a separate sheet.

Have you ever been the subject of ecclesiastical discipline by a church or denomination?

Yes _____ No _____ If yes, explain fully on a separate sheet.

On a separate sheet, list every previous denomination, including name and address, in which you have held credentials as clergy, and explain the reason for each change.

----- *Personal References* -----

1. Name _____

Address _____

Phone _____

2. Name _____

Address _____

Phone _____

3. Name _____

Address _____

Phone _____

----- *Applicant's Statement* -----

In consideration of the receipt and evaluation of this application by the church, I agree and represent that:

---The information contained in this application is correct to the best of my knowledge. I understand and agree that providing false or misleading information on this application is grounds for my immediate dismissal, if I am hired.

---I authorize any references, schools, current or former employers, current or former supervisors, churches or denominational agencies, or any other person or organization, whether or not identified in this application, to give you any information regarding my character and fitness for employment. I hereby release any individual, including record custodians, both collectively and individually, and whether or not identified in this application, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization. I further state that I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act.

This is a legally binding release which I have read and understand.

I (initial one) _____ waive _____ do not waive any right that I may have to inspect any information provide about me by any person or organization described above.

---I understand and agree that nothing contained in this application for employment or in any pre-employment interview is intended to or shall create a contract between myself and the church for either employment or the providing of any benefit.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS, AND AGREE TO THEM.

Applicant's signature _____ Date _____

Witness _____ Date _____

PERSONNEL

12.1.2 Employment Application Non-Clergy

Administrative Forms			
Chapter:	12 PERSONNEL	Issued by:	UFMCC
Section:	12.2.2 Employment Application Non-Clergy	Approved:	
Effective Date:	06/01/07	Supercedes:	

**Employment Application
Non-Clergy**

Date: _____

<p>Name: _____ Last/ First/ Middle</p> <p>Address: _____</p> <p>Street City State/ZIP: _____</p> <p>Telephone () _____ Best time to call you _____</p> <p>Social Security Number _____</p> <p>Are you legally eligible for employment in the USA? ___yes ___no</p> <p>(Note: If you are hired, you will be required to produce documents about your eligibility for employment in order to complete an I-9 Form.)</p>
--

----- *Employment History* -----

Current or Last Employer:

Please complete all of the following blanks about your employment history even if you do not think the questions relate to the position you seek.

Employer Name: _____

Address: _____

Street City State/ZIP: _____

Telephone () _____ May we contact? ___yes ___no

Dates of employment: From _____ To _____

Position or Title _____

Name/Title of Supervisor _____

Starting Salary _____ Ending Salary _____

Describe job duties, responsibilities and important accomplishments:

Reason for Leaving:

Revision #: 1.01	Supercedes:	Date: 11/19/06
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Next Previous Employer:

Employer Name: _____

Address: _____

Street City State/ZIP: _____

Telephone: () _____ May we contact? ____yes ____no

Dates of employment: From: _____ To: _____

Position or Title: _____

Name/Title of Supervisor: _____

Starting Salary: _____ Ending Salary: _____

Describe job duties, responsibilities and important accomplishments:

Reason for leaving:

Next Previous Employer:

Employer Name: _____

Address: _____

Street City State/ZIP: _____

Telephone: () _____ May we contact? ____yes ____no

Dates of employment: From: _____ To: _____

Position or Title: _____

Name/Title of Supervisor: _____

Starting Salary: _____ Ending Salary: _____

Describe job duties, responsibilities and important accomplishments:

Reason for leaving:

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Educational Background

-

High School: _____
Name/City/Dates attended/Degree

College: _____
Name/City/Dates attended/Degree

Graduate School: _____
Name/City/Dates attended/Degree

Other: _____
Name/City/Dates attended/Degree

If you are presently enrolled in school, what are you studying? _____

List any special skills, training, or knowledge you have for this position
and any other achievements you would like considered:

References

-

If possible list three business references who are not related to you and who were not your previous supervisors. Otherwise, list three personal references who are not related to you.
(Please provide Name/Address/City/State/ZIP/Phone and number of years known)

1. _____

2. _____

3. _____

I understand that this application may be withdrawn or my employment may be terminated if I have made any misrepresentations on this form. I authorize the church to contact all references to seek job related information about me, and I release the church and all other persons and companies from liability for furnishing or obtaining such information.

Signature

(Note: If applying for a position involving work with children or youth, or pastoral counseling, the applicant will have to complete additional required forms.

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PERSONNEL

12.1.3 Authorization for Reference and Release of Reference From Liability

Administrative Forms			
Chapter:	12 PERSONNEL	Issued by:	UFMCC
Section:	12.1.3 Authorization for Reference and Release of Reference From Liability	Approved:	
Effective Date:	06/01/07	Supersedes:	

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PERSONNEL

Authorization for Reference and Release of Reference From Liability

To: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: () _____

In consideration of the receipt and evaluation of my application for employment by:

IMAGO DEI METROPOLITAN COMMUNITY CHURCH

I agree and represent that:

---I authorize any references, schools, current or former employers, current or former supervisors or any other person or organization, whether or not identified in this application, to give you any information regarding my character and fitness for employment. I hereby release any individual, employer, church, reference, or any other person or organization, including record custodians, both collectively and individually, and whether identified in this application or not, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization. I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding release which I have read and understand.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS, AND AGREE TO THEM.

Applicant's Signature _____ Date _____

Witness _____

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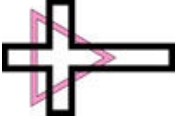
PERSONNEL

12.1.4 Employee Timesheet

Administrative Forms			
Chapter:	12 PERSONNEL	Issued by:	Policy Committee
Section:	12.1.4 Employee Timesheet	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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PERSONNEL



IDMCC
Employee
Time Sheet

Name: _____ Employee No. _____ Week Starting: _____ Week Ending: _____
 Last, _____ First _____ MI _____ MM/DD/YY _____ MM/DD/YY _____

Charge Type:	Monday Hours:	Tuesday Hours:	Wednesday Hours:	Thursday Hours:	Friday Hours:	Saturday Hours:	Sunday Hours:	Total Hours:
Regular Time:								
Overtime:								
Sick Time:								
Holiday:								
Vacation:								
Other:								
Total Hours:								

Employee Signature: _____ Today's Date: _____ Imago Dei Metropolitan

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Community Church 1223 Middletown Road Glen Mills, PA 19342 (610) 368-1716 www.ImagoDeiMCC.org	
Personnel Manager Signature:	Today's Date:
_____	_____

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To fill out your timesheet, start by opening the last timesheet on file or the master by doing the following:

1. With your mouse, click on File
2. Click on Open...
3. Click on the file and sub files until you find the latest timesheet on in your timesheet file or the master timesheet template.
4. Double click to open the timesheet.
5. Save this file under a different filename by doing the following
 - a. click on File
 - b. Click on Save As
 - c. In the File Name: text box, enter the filename as your initials followed by the year, the month and the day (for example: dmp060930)
 - d. Click on Save.
6. Clear all fields except for fields occupied with information that needn't change, for example your name (if not using the template) and your employee number. Clear previous hours and totals. Avoid reusing old timesheet information as this leads to mistakes and erroneous entries.
7. To fill out the form, do the following:
 - a. Enter the week start and week end dates in the proper spaces in the upper right hand corner of the timesheet.
 - b. Enter your employee number in the Employee No. space or verify that the existing number is correct.
 - c. Enter and/or verify that your last name, first name and middle initial are entered correctly in their proper spaces.
 - d. For each day of the week, verify that the correct amount of hours worked is entered under its proper charge type, for example, hours worked for Monday may be Regular hours, Overtime hours, Sick Time hours, Holiday, Vacation or other hours.
 - i. A normal work day is 8 hours Regular Time unless otherwise approved.
 - ii. Overtime is any hours over 8 for a single day after 40 regular hours have been worked.
 - iii. Sick time is approved absences only.
 - iv. Sick time in excess of two full 8 hour days absent must be accompanied by a doctor's excuse upon return to work and approved by the personnel manager.
 - v. Employees must notify the church and advise personnel of their intent to take sick time as far in advance of normal working hours as possible (non-emergency) by the employee or by an immediate family member.
 - vi. For emergency absences, notify by doctor or relative within three days of beginning of absence.
8. The Employee is responsible for correct content of the timesheet. Signing the timesheet certifies that all information is complete and accurate. Your timesheet is a legal document; therefore ensure that all timesheet information is correct before signing.

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9. Errors, mistakes and other errant marks on this document must be crossed out with a single horizontal line, preferably with a different color ink than the original. Sign your initials adjacent to the crossed out entry.

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CHAPTER 13

PROPERTY AND EQUIPMENT

The physical presence of the church in the community stands as a towering symbol of faith and hope. Though a well-maintained facility may be but window dressing, to those outside the community of faith it may be the bridge that opens their hearts to the gospel.

For this reason, it is important that churches consider their guests' first impressions. These impressions start when guests first see the church from the street and end when they drive away after the service. These first impressions include guest parking, parking attendants, signs, greeters, welcome centers, nurseries, and restrooms. The facilities should be accommodating to everyone, including the elderly and people with disabilities.

(Request for Use of Facilities, Room Setup Request, Facilities Work Request, Preventative Maintenance Inspection Report, Custodial Daily Work Checklist, Request for Vehicle Use, Vehicle Driver Application, etc.)

13.1 Preventative Maintenance Inspection Reports

13.1.1 Spring Inspection Checklist

Administrative Forms			
Chapter:	13 PROPERTY AND EQUIPMENT	Issued by:	Policy Committee
Revision #: 1.01	Supercedes:	Date: 11/19/06	

PROPERTY AND EQUIPMENT

Section:	13.1.1 Spring Inspection Checklist	Approved:	
Effective Date:	06/01/07	Supersedes:	

Revision #: 0.01	Supersedes:	Date: 11/19/06
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Spring Inspection Checklist

Mo./Year: _____

Listed by Room	Yes	No
Women's Bathroom		
Dripping Faucet		
Malfunctioning Flush Valve		
Inadequate hot water supply		
Slow drains		
Poor wall paint condition		
Poor ceiling paint condition		
Wall holes/bulges/cracks		
Ceiling holes/bulges/cracks		
Door sticks/sags		
Door lock/knob malfunctions		

Men's Bathroom			
Dripping Faucet			
Malfunctioning Flush Valve			
Inadequate hot water supply			
Slow drains			
Poor wall paint condition			
Poor ceiling paint condition			
Wall holes/bulges/cracks			
Ceiling holes/bulges/cracks			
Door sticks/sags			
Door lock/knob malfunctions			
Inner Bathroom			
Dripping Faucet			
Malfunctioning Flush Valve			
Inadequate hot water supply			
Slow drains			

Poor wall paint condition		
Poor ceiling paint condition		
Wall holes/bulges/cracks		
Ceiling holes/bulges/cracks		
Door sticks/sags		
Door lock/knob malfunctions		
Clean ventilator fan		
Rainbow Room		
Check window operation		
Broken window panes		
Poor wall paint condition		
Poor ceiling paint condition		
Wall holes/bulges/cracks		
Ceiling holes/bulges/cracks		
Malfunctioning outlet		
Malfunctioning switch		
Door sticks/sags		

Door lock/knob malfunctions		
Administration Office		
Check window operation		
Broken window panes		
Poor wall paint condition		
Poor ceiling paint condition		
Wall holes/bulges/cracks		
Ceiling holes/bulges/cracks		
Malfunctioning outlet		
Malfunctioning switch		
Door sticks/sags		
Door lock/knob malfunctions		
Large Conference Room		
Check window operation		
Broken window panes		
Poor wall paint condition		

Poor ceiling paint condition		
Wall holes/bulges/cracks		
Ceiling holes/bulges/cracks		
Malfunctioning outlet		
Malfunctioning switch		
Door sticks/sags		
Door lock/knob malfunctions		
Kitchen		
Door sticks/sags		
Door lock/knob malfunctions		
Sanctuary		
Check window operation		
Broken window panes		
Poor wall paint condition		
Poor ceiling paint condition		
Wall holes/bulges/cracks		

Ceiling holes/bulges/cracks		
Malfunctioning outlet		
Malfunctioning switch		
Door sticks/sags		
Door lock/knob malfunctions		
Entry and Stairs		
Door sticks/sags		
Door lock/knob malfunctions		
Poor wall paint condition		
Poor ceiling paint condition		
Wall holes/bulges/cracks		
Ceiling holes/bulges/cracks		
Furnace Room		
Flue leak		
Door sticks/sags		
Door lock/knob malfunctions		

PROPERTY AND EQUIPMENT

13.1.2 Spring Exterior Inspection Checklist

Administrative Forms			
Chapter:	13 PROPERTY AND EQUIPMENT	Issued by:	Policy Committee
Section:	13.1.2 Spring Exterior Inspection Checklist	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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Spring Exterior Inspection Checklist

Mo./Year: _____

Listed by Area	Yes	No
Roof		
Missing/Damaged Shingles		
Loose flashing		
Gutters		
Remove debris		
Off pitch		
Downspout separation		
Windows		
Remove/replace loose putty		

Wash			
Re-caulk			
Doors			
Loose hinges			
Poor weather-stripping			
Re-caulk			
Parking Lot			
Fill cracks			
Re-seal			

PROPERTY AND EQUIPMENT

13.1.3 Fall Inspection Checklist

Administrative Forms			
Chapter:	13 PROPERTY AND EQUIPMENT	Issued by:	Policy Committee
Section:	13.1.3 Fall Inspection Checklist	Approved:	
Effective Date:	06/01/07	Supercedes:	

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Fall Inspection Checklist

Mo./Year: _____

Listed by Room	Yes	No
Women's Bathroom		
Dripping Faucet		
Malfunctioning Flush Valve		
Inadequate hot water supply		
Slow drains		
Poor wall paint condition		
Poor ceiling paint condition		
Wall holes/bulges/cracks		
Ceiling holes/bulges/cracks		
Door sticks/sags		
Door lock/knob malfunctions		

Poor wall paint condition		
Poor ceiling paint condition		
Wall holes/bulges/cracks		
Ceiling holes/bulges/cracks		
Door sticks/sags		
Door lock/knob malfunctions		
Clean ventilator fan		
Rainbow Room		
Check window operation		
Broken window panes		
Poor wall paint condition		
Poor ceiling paint condition		
Wall holes/bulges/cracks		
Ceiling holes/bulges/cracks		
Malfunctioning outlet		
Malfunctioning switch		
Door sticks/sags		

Door lock/knob malfunctions		
Administration Office		
Check window operation		
Broken window panes		
Poor wall paint condition		
Poor ceiling paint condition		
Wall holes/bulges/cracks		
Ceiling holes/bulges/cracks		
Malfunctioning outlet		
Malfunctioning switch		
Door sticks/sags		
Door lock/knob malfunctions		
Infant/Toddlers Room		
Check window operation		
Broken window panes		
Poor wall paint condition		

Poor ceiling paint condition		
Wall holes/bulges/cracks		
Ceiling holes/bulges/cracks		
Malfunctioning outlet		
Malfunctioning switch		
Door sticks/sags		
Door lock/knob malfunctions		
Large Conference Room		
Check window operation		
Broken window panes		
Poor wall paint condition		
Poor ceiling paint condition		
Wall holes/bulges/cracks		
Ceiling holes/bulges/cracks		
Malfunctioning outlet		
Malfunctioning switch		
Door sticks/sags		

Door lock/knob malfunctions		
Kitchen		
Door sticks/sags		
Door lock/knob malfunctions		
Sanctuary		
Check window operation		
Broken window panes		
Poor wall paint condition		
Poor ceiling paint condition		
Wall holes/bulges/cracks		
Ceiling holes/bulges/cracks		
Malfunctioning outlet		
Malfunctioning switch		
Door sticks/sags		
Door lock/knob malfunctions		
Replace Smoke Detector Battery		

Recharge Fire Extinguisher		
Replace Emergency Light Battery		
Replace Exit Light Bulb		
Front Entry and Stairs		
Door sticks/sags		
Door lock/knob malfunctions		
Poor wall paint condition		
Poor ceiling paint condition		
Wall holes/bulges/cracks		
Ceiling holes/bulges/cracks		
Replace Emergency Light Battery		
Rear Entry and Stairs		
Door sticks/sags		
Door lock/knob malfunctions		
Poor wall paint condition		

Poor ceiling paint condition		
Wall holes/bulges/cracks		
Ceiling holes/bulges/cracks		
Replace Emergency Light Battery		
Lower Hall		
Door sticks/sags		
Door lock/knob malfunctions		
Poor wall paint condition		
Poor ceiling paint condition		
Wall holes/bulges/cracks		
Ceiling holes/bulges/cracks		
Replace Smoke Detector Battery		
Recharge Fire Extinguisher		
Replace Emergency Light Battery		
Replace Exit Light Bulb		

Furnace Room		
Flue leak		
Door sticks/sags		
Door lock/knob malfunctions		

PROPERTY AND EQUIPMENT

13.1.4 Fall Exterior Inspection Checklist

Administrative Forms			
Chapter:	13 PROPERTY AND EQUIPMENT	Issued by:	Policy Committee
Section:	13.1.4 Fall Exterior Inspection Checklist	Approved:	
Effective Date:	06/01/07	Supercedes:	

Revision #: 1.01	Supercedes:	Date: 11/19/06
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Fall Exterior Inspection Checklist

Mo./Year: _____

Listed by Room	Yes	No
Roof		
Missing/Damaged Shingles		
Loose flashing		
Gutters		
Remove debris		
Off pitch		
Downspout separation		
Windows		
Remove/replace loose putty		

Wash			
Re-caulk			
Doors			
Loose hinges			
Poor weather-stripping			
Re-caulk			
Parking Lot			
Fill cracks			
Re-seal			

PROPERTY AND EQUIPMENT

13.1.5 Weekly Maintenance Checklist

Administrative Forms			
Chapter:	13 PROPERTY AND EQUIPMENT	Issued by:	Policy Committee
Section:	13.1.5 Weekly Maintenance Checklist	Approved:	
Effective Date:	06/01/07	Supercedes:	

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Weekly Maintenance List

Tip: Customize the rooms and chores on this page.

Cleaning Tasks Listed by Room	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Women's Bathroom								
Wipe countertops								
Wash sink								
Clean toilet								
Empty Trash								
Restock Toilet Tissue								
Restock Paper Towels								
Sweep and mop floor								
Menes Bathroom								
Wipe countertops								
Wash sink								

PROPERTY AND EQUIPMENT

13.1.6 Monthly Maintenance Checklist

Administrative Forms			
Chapter:	13 PROPERTY AND EQUIPMENT	Issued by:	Policy Committee
Section:	13.1.6 Monthly Maintenance Checklist	Approved:	
Effective Date:	06/01/07	Supercedes:	

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Monthly Maintenance List

Tip: Customize the rooms and chores on this page.

Cleaning Tasks Listed by Room	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Women's Bathroom											
Washout Trash Containers											
Clean Mirror											
Clean baseboards											
Menes Bathroom											
Washout Trash Containers											
Clean Mirror											
Clean baseboards											
Inner Bathroom											
Washout Trash Containers											



PROPERTY AND EQUIPMENT

13.1.4 Fall Exterior Inspection Checklist

Administrative Forms			
Chapter:	13 PROPERTY AND EQUIPMENT	Issued by:	Policy Committee
Section:	13.1.4 Fall Exterior Inspection Checklist	Approved:	
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