Ministry Leader Handbook
# MINISTRY LEADER HANDBOOK

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The Purpose of this Handbook

The purpose of this Ministry Leader Handbook is to provide general policies and guidelines that Harvest Life Changers Church has established for its ministry leaders to follow as they carry out assignments to lead and direct ministries within the church.

The information contained in this Handbook applies to all Directors, Presidents, Managers and Team Leads of Harvest Life Changers Church and is intended only to summarize general policies and procedures in effect as of the date it was issued. It is not possible to anticipate all situations that could arise in ministry or provide information that addresses every possible situation.

The policies summarized herein are subject to change without notice. If you have any questions about the policies summarized herein, please consult with (EMM).

The contents of this Handbook shall not constitute nor be construed as a promise of employment or as a contract between the Church and any of its volunteers. There is no guarantee of employment.

You are responsible for reading, understanding, and complying with the policies of this Handbook. Our objective is to provide you with a volunteer work environment that is not only constructive to both your personal and professional growth, but is fun and rewarding as well.
WHO WE ARE (SECTION 1)

What Does it Mean to Be a Member of Harvest Life Changers Church?

We believe that every member of the Harvest Life Changers Church is called to help carry out the Mission and Vision of the church by:

- Using their gifts, talents and abilities in some capacity in the church
- Supporting through their tithes, offering and sacrificial giving

We want every member to understand and recognize that they are responsible to help and contribute to the greater assignment of the local church. You are a valuable piece of the puzzle to completing the big picture of what God has called us to do as a local church.

Understand “You are Harvest”!

The Mission of Our Church

Harvest Life Changers Church, International is a church that believes in Jesus, loves God and has a heart for authentic worship and seeing individuals and families grow and be empowered spiritually. We are passionate about the local church fulfilling its purpose on the earth.

Our mission is to change lives by using the most effective means to win as many souls as possible for Jesus Christ and develop them in Christian living and spiritual maturity – empowering them to Live Better, Love Better, Serve Better and Give Better – positioning them to make a greater World Impact.

The Vision of Our Church

At the heart of this ministry is the essence of change through the power of Jesus Christ; to see people saved, healed, set free, empowered and serving.

The change concept is designed to reach and impact people of all ages and from every walk of life.

The Culture of Our Church

Winning Souls – To have a heart to win as many souls as possible for Jesus Christ.

Discipleship – To disciple members of Harvest to become active, spiritually mature and connected to the vision and mission of the church.
**Word of God** – To preach and teach the unadulterated Word of God so that lives will be changed through the power of Jesus Christ.

**Care** – To teach and demonstrate care for God and the things of God

**Love, Honor and Respect** – To demonstrate love, honor and respect for God, our Pastors, our church and each other

**The Importance of the Local Church Covering** – To ensure that members understand that their spiritual growth and success are connected to the local church covering

**Individual and Corporate Praise & Worship** – To develop members into a lifestyle of worship, dedication and consecration unto the Lord – Putting God First

**Giving in Tithes, Offering and Other Sacrificial Giving** – To teach and demonstrate giving as a form of worship unto God, ensuring that Harvest has the resources needed to carry out its vision and mission

**Serving in Ministry** – To volunteer and serve in ministry to help make a difference in the lives of others

**Excellence in Customer Service** – To teach and demonstrate that we should all have a spirit of customer service to welcome and show love to others in the house of God

**Excellence in Operations and Ministry** – To develop an organized and structured environment that produces successful ministry events, programs and services

**Facility Care** – To keep our church clean; maintaining the value of our property

**Change** – To change through the power of Jesus Christ: Living Better, Loving Better, Serving Better and Giving Better

**Exemplifying a Godly Lifestyle** – To live a life that is pleasing to God

**The Core Principles of Our Church**

**Core Principle #1**

Harvest Life Changers Church’s mission is primarily to help save souls and change lives for and through Jesus Christ. Every ministry that is created, all money invested, all energy expended, etc., will directly or indirectly support this core principle. Anything that does not support this principle should not be presented, performed or promoted under the banner of Harvest Life Changers Church.
Core Principle #2

Harvest Life Changers Church seeks to be a church and a church name that is acknowledged and is inter-woven into the fabric of the community, metropolitan area, and nation. The church and church name are to be synonymous with a place of change through Jesus Christ our Lord.

Core Principle #3

Harvest Life Changers Church is to be an example in and for the Body of Christ; to lead in tremendous acts of faith displaying the power and limitlessness of our God – thus encouraging other churches and Christian organizations to go to a higher level. These acts of faith may mean defying the odds or taking on challenges that appear to be “larger than life.”

Core Principle #4

Harvest Life Changers Church seeks to pay tremendous attention to detail to the level of extreme excellence. This is to be achieved in all areas of ministry including customer service, worship and the ministry of helps and support.

Core Principle #5

Harvest Life Changers Church will not be afraid to accomplish any task given by the Holy Spirit - no matter how gigantic or audacious it may seem. Harvest Life Changers Church will be obedient to the Holy Spirit even if other organizations deem it unsafe or unnecessary.

Core Principle #6

Harvest Life Changers Church will always remember people. This is our business before God. The church will never relinquish its mission of changing the lives of people even when faced with the temptations of money, political pressures, business influence or otherwise.

Core Principle #7

Harvest Life Changers Church will always fear, honor and be obedient to God and His Will through our Lord Jesus Christ. Above all, Harvest Life Changers Church is an extension of the Kingdom of God and will maintain this position throughout the life of its ministry.
MINISTRY ORGANIZATIONAL STRUCTURE (SECTION 2)

The Ministries of Harvest Life Changers Church

All ministries exist solely to carry out the mission and vision of Harvest. To push the vision that God has given to this church.

Responsibilities and Roles of a Ministry Leader and Volunteer

- Every person serving in ministry must be in agreement with the teaching and ministry of Harvest Life Changers Church.
- Every person serving in ministry must function within the guidelines and procedures of the church and ministries you are over or a part of.
- Every person serving in ministry should be an example as a leader and uphold a Godly lifestyle.
- Every person serving in ministry should maintain a vibrant, growing relationship with Jesus Christ through regular studying of the Bible, prayer, and church attendance.
- Every person serving in ministry should give to support the mission and vision of Harvest Life Changers Church:
  - Tithes (10% of your increase)
  - Offerings
  - Special Giving Days (Building Completion Giving Days)
- Every person serving in ministry should report someone or something that doesn’t look right to their Ministry Director or President or to our Church Security.
- As a ministry leader and volunteer of Harvest, understand you are creating an experience for our members and guests…when we serve others, we are ultimately serving Jesus!

Executive Ministry Management (EMM)

Executive Ministry Management (EMM) is the corporate umbrella over all ministries.

EMM provides the oversight to all levels of ministry, to ensure:
- Establishment of overall structure and leadership
- Establishment of guidance and direction for all ministry operational activities
- Development of the proper operational controls
- Development of administrative processes and procedures
- Proper placement of people/systems for growth and development
Improvement of efficiency and effectiveness of ministry operations for the purpose of carrying out the mission and vision

Improvement of the overall financial strength and operating efficiency of the church.

**Your Ministry Organizational Chart**

Every ministry has an organizational chart (with boxes) that is a pictorial representation of its current ministry positions and the flow of ministry operations. As a newly assigned Ministry Director, President or Manager, if there is an established organizational chart for your ministry, you will receive it. If it is not established, you will be asked to develop one.

As you begin to operate in your new role as a Ministry Director, President or Manager, you may want to recommend some adjustments to help gain greater efficiencies in ministry operations. You should use the Ministry Change/Proposal Request process outlined in Section 7 – Page 1 to submit your recommendation.

Questions regarding ministry organizational charts can be sent by email to emm@harvestlifechangers.com via your Director.
ORGANIZATIONAL POSITION DESCRIPTIONS

Senior Director

A Senior Director is responsible for utilizing their area of ministry to ensure the Harvest mission, vision and culture are interwoven into the ministry and felt throughout the whole church so that members and ministries align with and help carry it out. The Senior Director reports directly to EMM.

Director

A Director is responsible for providing leadership, management and oversight to Ministry Presidents to ensure that each ministry within their directorate reflects and aligns with the mission, vision and culture of Harvest, operates in excellence and carries out its intended purpose. The Director reports directly to a Senior Director or EMM.

President

A President is responsible for the overall management of a ministry and works directly with the ministry volunteers to provide leadership, supervision and oversight to ensure the ministry carries out its intended purpose. The President reports to a Director, Senior Director or EMM.

Community Board Member

A Community Board Member is a ministry member who is approved to serve as a representative of Harvest and as a member of a board/committee for an outside community organization. The Community Board Member is serving to help push God’s Agenda and spread Christian principles and values throughout the community. Community Board Members report directly to an Executive Director.

Manager

A Manager is a ministry member who is directly responsible for carrying out a specific function or operation of a ministry; providing direction and management of ministry operations to ensure the intended ministry goals (desired outcomes) are accomplished. The Manager reports to a President or Director.

Team Lead

A Team Lead is a ministry volunteer who assists a Director or President by leading a team within a ministry to ensure that the operations of the ministry are carried out in excellence and with customer service and care. The Team Lead reports to a President or Director.
Leading by Example

Make Sure You Walk the Talk

There's the boss who tells everyone to stay late, and then leaves promptly at 5:00 pm to go golfing.

There's the supervisor who criticizes everyone for spending time on the Internet, but is discovered buying groceries online in the middle of the afternoon.

Do you know any of these people?

There's nothing worse for company morale than leaders who practice the "Do as I say, not as I do" philosophy. When this happens, you can see the loss of enthusiasm and goodwill among the staff. It's like watching the air go out of a balloon – and cynicism and disappointment usually take its place.

No matter what the situation is, double standards – witnessing people say one thing and then doing another – always feel like betrayal. This type of experience can be very destructive. If this ever happened to you, you can probably remember that sense of disappointment and letdown.

Has it occurred to you that the reason why you're leading now in this awesome church is because you see our Pastors leading by example? As the Pastors of the church, they inspire people (membership) to push themselves – and, in turn, the church – to greatness by demonstrating what they teach.

Key Points

Good leadership takes strength of character and a firm commitment to do the right thing, at the right time, for the right reason. This means doing what you say, when you say it.

Remember, you have a responsibility to your team. They look to you for guidance and strength; that’s a part of being a leader. A big part of your responsibility is to lead your ministry volunteers with your actions.
Leading and living by example isn't as hard as it might sound. It's really the easiest path. If your ministry volunteers know that you'll do whatever you expect from them, they'll likely work hard to help you achieve your goal.

**Understanding Your Role and Responsibility as a Leader**

As a Harvest ministry leader your primary role is to be an extension of our Pastors, Bishop Lyle Dukes and Pastor Deborah Dukes. Your mission is to carry out the purpose of the ministry over which you preside, while ensuring that your ministry volunteers get connected to the mission and vision of the church. You must remember that leading is not just about achieving excellence in operations and activities, it is also about caring for the people you lead.

The moment you became a Harvest ministry leader, you became a representative of Harvest Life Changers Church. **“You are Harvest!”** This is true 24 hours a day. Even when you are away on travel, you are still Harvest. Therefore it is important to act appropriately at all times.

You must "Be" what you want others to "Become." This means that you must be the first to support our Pastors, the first ones to arrive to events and/or services, the first to give in our stewardship campaigns and so on.

You must be passionate about your ministry. You must have a drive that your ministry volunteer can detect so that they know, “what we do is important for God's Kingdom!”

You must value your ministry volunteers’ time and sacrifice. When you schedule ministry meetings, be well prepared. Have an agenda and stick to it. Be organized and professional; take care of your ministry and its volunteers because it is your service unto God.

**Key Characteristics of a Christian Leader**

Every Harvest ministry leader should strive to possess these key Christian characteristics:

- Christian leaders submit to God.
- Christian leaders have integrity.
- Christian leaders seek wise counsel.
- Christian leaders motivate; they do not manipulate.
- Christian leaders keep their emotions under control.
- Christian leaders operate in truth and love.
- Christian leaders deal with conflict.
Christian leaders strive for excellence.

Understanding the Value of Your Ministry Volunteers

As a ministry leader, you must understand that our loyal volunteers are the lifeblood of the Harvest Life Changers Church. Each member who volunteers their time and talents plays a vital role in helping us carry out the mission and vision of the ministry. Every ministry volunteer is important!

Understanding the Purpose of Your Ministry

All ministries exist solely to carry out the mission and vision of Harvest. To push the vision that God has given to this church.

Every Harvest ministry has a specific purpose. It is important that the ministry leader know and understand this purpose. The purpose clearly states the need that the ministry serves and the result (goal) that the ministry intends to accomplish. In order to effectively serve as a ministry leader, you must know and understand your ministry's purpose. This is the foundation for your ministry and it must be clearly communicated to the ministry volunteers. Every person actively serving in a position within your ministry should understand how their role aids in the overall achievement of the ministry's purpose.

To obtain a copy of your ministry's purpose statement, please send an email request to emm@harvestlifechangers.com.

Understanding the Leadership Attendance, Absence & Accountability Policy

We need reliable ministry leaders to serve in the ministries and programs of the church – the people we serve are depending on us. Attendance, whether it is for trainings, meetings, fellowships, or during your scheduled time of service, is a commitment you must make and then take seriously. It also shows your ministry volunteers that church attendance is important and should be valued.

Absence & Accountability

All Harvest ministry leaders are expected to attend:

- All services on Sundays and Wednesdays
- All Director, President, Manager and Team Leads Trainings and Meetings
- Your Ministry Meetings
Designated Services and Events as specified by EMM

Some absences will likely be necessary (i.e. work, out of town, illness). If you are unable to attend a service or an event, please send an email to accountability@harvestlifechangers.com. Directors, Presidents and Managers who are unable to attend a Directors, Presidents, Managers or Team Leads Training or Meeting, please send an email to emm@harvestlifechangers.com. Ministry Presidents and Managers should also copy their Director and Senior Director, where applicable. Team Leads should notify their Ministry President or Director.

Plan of Action (During Your Absence)

Please submit your plan of action (POA) for your area of responsibility to ensure that your area(s) is covered during your absence.

Your POA should include:

- The name of the person who will be the point of contact in your absence

- The procedures or instructions that individual should follow

Your POA must be submitted by email to your Director at least 48 hours prior to your expected absence.

Also, remember to give in your tithes and offering before you leave. Online giving is available at harvestlifechangers.com.

If ministry leaders are going to be absent for an extended period of time (more than one week), you cannot appoint an “Acting” Director, President or Manager in your absence without prior approval from EMM.

Your Leadership Tenure

Ministry Directors, Presidents and Managers term may vary due to the responsibilities of the position and the need of the ministry. In general, they will serve one (1) to two (2) year terms, unless otherwise stated. For questions related to your leadership term, please email emm@harvestlifechangers.com.
Saved to Serve Volunteer Ministry Process

We believe that every member of Harvest has been blessed with valuable gifts and abilities to advance the Kingdom of God. As such, we have a 3-step process for members to join a ministry:

1. **Apply** – complete the Saved to Serve Volunteer Application and submit it to Guest and Membership Services.
2. **Get Trained** – attend an exciting Volunteer Ministry Orientation designed to equip and prepare members to begin serving.
3. **Start Serving** – once they have finished orientation they are ready to start serving and become a part of the team!

Requirements to be a Volunteer

There are minimum qualifications and requirements to be a volunteer of Harvest:

1. Must be a member of Harvest Life Changers Church.
2. Have completed all Catch the Vision New Members Classes.
3. Attend one Volunteer Ministry Orientation, held twice a month; and other ministry trainings and meetings as required.
4. Function within the guidelines and procedures for the ministry they volunteer is applying.
5. Uphold a godly lifestyle, be an example as a leader in the body of Christ.
6. Maintain a vibrant, growing relationship with Jesus Christ through regular reading of the Bible, prayer, and church attendance.
7. Be in agreement with the teaching and ministry of Harvest Life Changers Church.

Some ministries require a Background Check (see Background Check section for more information).

Ways to Volunteer

Members can become a volunteer by applying for a particular ministry position or by being offered a ministry position. The ways to become a volunteer of Harvest are:

- By completing a Saved to Serve Volunteer Application, hard copy or online.
- By being offered a Ministry Assignment to be a ministry member
- By being offered a Ministry Assignment to be a Ministry Director, President or Manager
- By being offered a Temporary Ministry Assignment (TMA) to be on a Project Team
- By completing a Saved to Serve Volunteer Ministry Vacancy Application

**Saved to Serve Volunteer Application**

Ministries that are open to the congregation to join are listed on the Saved to Serve Volunteer Application. In order to join a ministry, a member must complete the Saved to Serve Application and submit it to Guest and Membership Services for processing.

Members may also join a ministry online at [www.harvestlifechangers.com](http://www.harvestlifechangers.com) by clicking the main link “Ministries” and selecting “Volunteer Opportunities” from the dropdown menu. Members will be required to fill out the online form and select the ministry they would like to join.

Due to the Service Teams mainly operating at the same time, individuals can volunteer for only one of these ministries.

Applications are processed on a daily basis. Once all ministry requirements have been met, volunteers are contacted by EMM to schedule their Volunteer Ministry Orientation.

Once volunteers have completed orientation, ministry leaders for the selected ministry are notified to contact the ministry volunteer within 2 business days. The volunteer then begins serving in ministry.

**Ministry Assignments – Ministry Volunteers**

There are times when a Ministry Director, President or Manager requests specific ministry volunteers for their particular ministry. The ministry can either be an open ministry or a closed ministry. (See Open Ministries and Closed Ministries section for more information). Upon approval by EMM, the Ministry Director or President will be given a Saved to Serve Volunteer Position Acceptance Form to provide to the ministry volunteer(s) assigned to their particular ministry and provide them a general overview of their ministry and assignment. The ministry volunteer must fill out the form and turn it in to Guest and Membership Services.

The ministry volunteer can either accept or decline the assignment. Those who accept and meet all ministry requirements will be notified by EMM of the next Volunteer Ministry Orientation.

Once volunteers have completed orientation, ministry leaders for the assigned ministry
are notified to contact the ministry volunteer within 2 business days. The volunteer then begins serving in ministry.

Those who decline will receive an email thanking them for their consideration.

**Ministry Assignments – Ministry Director, President or Manager**

On a periodic basis, not less than annually, EMM will select ministry volunteers to lead a specific directorate or ministry. EMM will meet with the selected individual to provide them with a general overview of the identified position along with a position description and answer any questions they may have. At the meeting, the individual will be given a Saved to Serve Volunteer Position Acceptance Form to fill out and turn in to Guest and Membership Services.

The ministry volunteer can either accept or decline the assignment. Those who accept and meet all ministry requirements will be notified by EMM of the next Directors, Presidents and Managers Orientation.

Those who decline will receive an email thanking them for their consideration.

**Temporary Ministry Assignments (Project Teams)**

There are times when a Ministry Director, President or Manager requests specific ministry volunteers for a Temporary Ministry Assignment (TMA) on a particular Project Team. These TMAs are for a specific period of time from 1 to 6 months. After that timeframe, if the Project Team is still needed, EMM will evaluate whether the Project Team should become a Ministry.

Upon approval by EMM of the ministry leader’s request, the Ministry Director, President or Manager will be given a Saved to Serve Volunteer Position Acceptance Form to provide to the ministry volunteer(s) assigned to their particular Project Team and provide them a general overview of their Project Team and assignment. The ministry volunteer must fill out the form and turn it in to Guest and Membership Services.

The ministry volunteer can either accept or decline the assignment. Those who accept and meet all ministry requirements will be notified via email of the next Volunteer Ministry Orientation.

Those who decline will receive an email thanking them for their consideration.
Saved to Serve Volunteer Ministry Vacancy Application

There are times when a Ministry Director, President or Manager requests specific ministry volunteers for their particular ministry, but they do not have anyone to recommend to fill the ministry vacancy. The ministry can either be an open ministry or a closed ministry. (See Open Ministries and Closed Ministries section for more information.)

For Open Ministries, upon approval by EMM, the ministry will be added to the next Ministry Open House participation list (See Ministry Open House for more information) and the position vacancy will be added to the Saved to Serve Recruitment List to be advertised the first Sunday of the month in the All Leadership Meeting.

For Closed Ministries, upon approval by EMM, the position vacancy will be added to the Saved to Serve Recruitment List to be advertised the first Sunday of the month in the All Leadership Meeting.

Interested ministry volunteers will complete a Saved to Serve Volunteer Ministry Vacancy Application and submit it to Guest and Membership Services. Applications will be processed by EMM. Approved applicants who meet all ministry requirements will be notified via email of the next Volunteer Ministry Orientation.

Once volunteers have completed orientation, Ministry leaders for the assigned ministry are notified to contact the ministry volunteer within 2 business days. The volunteer then begins serving in ministry.

Applicants who are not approved will be notified by email to thank them for their interest.

Youth Ministry Volunteer Form

The Youth Ministries that are available for the congregation to join are listed on the Youth Ministry Volunteer Form. In order to serve on the Youth Ministry, interested members must complete, sign and submit the Youth Ministry Volunteer Form, the “Background Check Packet” and the $21 Background Check fee to the Resource Center. Once notice of a favorable background check has been received and all ministry requirements have been met, volunteers are contacted by EMM to schedule their Volunteer Ministry Orientation.

Once volunteers have completed orientation, the Youth Ministry Director is notified to contact the ministry volunteer within 2 business days. The volunteer then begins serving in ministry.
Open Ministries - Saved to Serve Volunteer Application

Ministries that are open for members, age 16 or older, to join via the Saved to Serve Volunteer Application are considered Open Ministries.

Closed Ministries – Not on Saved to Serve Volunteer Application

Ministries that are not on the Saved to Serve Volunteer Application are considered Closed Ministries. These ministries are not on the Saved to Serve Volunteer Application due to the special requirements that must be met in order to be eligible to serve. In order to have a member added to a Closed Ministry a “Request for Ministry Volunteers Form” must be submitted to EMM by the Ministry Director, President or Manager. (see Request For Ministry Volunteers section for more information)

Audition Based Ministries

An audition is required in order to join certain ministries (i.e. Praise Dancers, Sunday Morning Musicians, Praise and Worship Team, etc.). Members who desire to be a part of "Audition Based Ministries" must audition prior to becoming a ministry member. Please note that audition based ministries are listed on the Saved to Serve Volunteer Application. Those individuals who select an audition based ministry will receive an email from EMM to let them know the specific Ministry President will contact them within 7-10 business days regarding the next audition date.

Auditions are held periodically throughout the year for audition based ministries. Members may audition during these designated times. Upon a favorable audition, the Ministry President will submit an “Audition Confirmation Form” to the Ministry Admin Box in Room 300 or email it to ministryadmin@harvestlifechangers.com to provide notification that a volunteer has had a successful audition and can now proceed in the process.

Ministry volunteers are contacted by EMM to let them know they have been selected for the ministry they auditioned for and to schedule their Volunteer Ministry Orientation. Once volunteers have completed orientation, Ministry Directors and/or Presidents for the selected ministry are notified to contact the ministry volunteer within 2 business days. The volunteer then begins serving in ministry.

Open Enrollment Ministries

Some ministries have designated periods when they are open for interested members
to join. These ministries are called Open Enrollment Ministries. The only time a member can join an Open Enrollment Ministry is when it is open enrollment period for that particular ministry. For example, our Leadership Ministry has quarterly open enrollment periods. During these designated times, members can apply to join the Leadership Ministry. Once the enrollment period is closed, members must wait until the next enrollment period to apply.

Open Enrollment Ministries are listed on the Saved to Serve Volunteer Application.

**Request for Ministry Volunteers**

Ministry Directors, Presidents and Managers have a baseline number of ministry volunteers they need in order to be effective in ministry. If they feel they do not have enough ministry volunteers to operate effectively, they can request for ministry volunteers by completing a Request for Ministry Volunteers form, located in the Room 300 and online at [www.harvestlifechangers.com/ministryforms](http://www.harvestlifechangers.com/ministryforms). Completed forms may be placed in the Ministry Admin Box or sent by email to ministryadmin@harvestlifechangers.com.

(See Ministry Assignments – Ministry Members section for more information)

**Recruiting Ministry Volunteers**

EMM has a number of ways that we recruit for ministry volunteers to help support the ministry and advance the Kingdom. Some of the ways are, but are not limited to:

- Ministry Open House (see Ministry Open House section for more information)
- Announcement in All Leadership Meetings (1st Sundays)
- Ministry Leader Recommendations
- EMM Recommendations

**Request to Add Your Ministry to the Saved to Serve Volunteer Application**

If your ministry is not currently listed on the Saved to Serve Volunteer Application, and you would like it to be added as an Open Ministry for the congregation to join, you may send your request by email to [emm@harvestlifechangers.com](mailto:emm@harvestlifechangers.com) via your Director. Please include an explanation for your request.
Request to Remove Your Ministry From the Saved to Serve Volunteer Application

The list of ministries on the Saved to Serve Volunteer Application is always subject to change. Ministry Directors, Presidents or Managers may request to have their ministry removed from the Saved to Serve Volunteer Application if they believe the ministry should not be open to the congregation, or if their ministry has reached its staffing capacity.

If you would like to request to have your ministry removed from the Saved to Serve Volunteer Application, you may send an email to emm@harvestlifechangers.com via your Director. Please include an explanation for your request.
Background Check Policy

In an effort to ensure the safety and security of our youth, congregation and ministry assets, Harvest Life Changers Church will conduct the following background checks:

<table>
<thead>
<tr>
<th>Category</th>
<th>Criminal Background Check</th>
<th>Credit Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Employee or Volunteer working in Finance Department</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Youth Worker or anyone working in any capacity with children</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Cry Room Attendant</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Church/Pastoral Security Team</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Leadership Position (On-Trial, Junior or Senior Deacon, Minister)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Harvest Store Worker</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Resource Center Staff</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Food Services Cashier</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Finance Count Team or anyone working with money in any capacity</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Background investigations and credit checks must be completed and favorable before a person is allowed to work in any of the above capacities. NO EXCEPTIONS.

Process to Obtain a Background Check

- Stop by the Resource Center in the foyer to pick up and complete a background check consent form and pay $21 for processing.
- A signed Background Check Packet, is authorization for Harvest Life Changers Church to proceed with conducting a background check investigation.
- Please allow 5 business days for your background check to be processed.

Frequency

- Background checks must be completed every 2 years. Those who have previously been cleared to work in any of the above capacities must obtain a new background check in order to continue to work in that capacity.
- Notification will be given by Human Resources Manager to those who must renew their background check.
- Renewal background checks will be done annually in January for those who will hit 2 years between January – June of the current year and done in June for those who will hit 2 years between July – December of the current year.
Ministry Volunteer Withdrawing from a Ministry

If a ministry volunteer notifies you that they are unable to serve on your ministry, make efforts to find out why so that you can help disciple them. Also, use their feedback to examine your ministry to see if changes need to be made to improve how it is run. If the member is unable to serve in ministry after discipleship efforts have been made, have him/her complete the Ministry Withdrawal Form located in the Leadership Room (Room 300), to be officially removed from the ministry roster.

Handling Ministry Rosters

Ministry leaders should maintain a roster of active ministry members. This roster should contain each ministry member’s first and last name, email address and contact phone number(s). Each ministry leader is responsible for providing a current roster to EMM by placing it in the Ministry Admin Box in the Leadership Room (Room 300) or by sending an email to emm@harvestlifechangers.com. Current rosters should be submitted two (2) times each year on January 30th and August 31st.

Again, this information is to be used for ministry-related purposes only and should not be used and/or shared for personal or non-ministry-related purposes.
RECEIVING NEW MINISTRY MEMBERS (SECTION 5)

New Ministry Volunteer Notification

You will receive an email notification from the Saved to Serve Volunteer Ministry that a new volunteer has joined your ministry and completed all ministry requirements (i.e. Volunteer Ministry Orientation, Background Check, etc.). The email will provide the name, phone number and email address of the new ministry member so that you may contact them.

You will have two (2) business days to officially welcome the new volunteer into the ministry. Please note that during Volunteer Ministry Orientation, we let the new volunteers know that their Ministry Director or President will be in contact with them within two (2) business days to welcome them and let them know about getting started with the ministry.

Contacting New Ministry Volunteers

Welcome from Ministry President

It is often said that “you never get a second chance to make a first impression,” and that saying is very true – First Impressions are everything! When a volunteer joins your ministry, they are excited about being a part, starting something new and serving God at a higher level. It is your responsibility as a Ministry Director, President or Manager to convey that same enthusiasm and excitement to them when you welcome them to your ministry. How you welcome a new volunteer can totally impact how they feel about your ministry and being a part of it. Making prompt calls and connections with new ministry volunteers demonstrates your love for and dedication to Harvest and your ministry. Ensure that you have a system in place for how they are filtered into the ministry so that they feel a part from day one. Keep in mind that serving on a ministry helps volunteers get oriented to the church and become active supporters in giving their time, service, tithing and offering.

New ministry volunteers must be contacted and officially welcomed to the ministry within two (2) business days of receiving an email notification from the Saved to Serve Volunteer Ministry. Be sure to give them information about your next scheduled ministry event, training, meeting and/or rehearsal.
Please note that if a ministry does not have a Ministry President or Manager, the Director will be responsible for contacting the new ministry volunteer within the two (2) day timeframe.

Once you have completed the welcome call, please send a reply email confirming that you have contacted the new volunteer to the Saved to Serve Volunteer Ministry at savedtoserve@harvestlifechangers.com by the due date. Please note that this is the only way we will know that you have contacted your ministry volunteer.

In your email, please provide the status of your initial contact to the new member. For example, if you left a voicemail or no one answered, please reply to the Saved to Serve Volunteer Ministry email so that we know an attempt was made from you to contact your new ministry volunteer.

If while contacting your new volunteer(s), you discover the contact information is not correct or the phone number is not a good number, please reply to the email sent from the Saved to Serve Volunteer Ministry stating that the information is incorrect so that steps can be made to obtain the correct information.

**Initial Meeting with New Volunteer**

When you contact your new ministry volunteer, please ensure you schedule a time to meet them face to face during the next church service day so that they can experience greater customer service and feel a more personable touch to joining your ministry.

During this meeting you should be prepared to discuss upcoming trainings, meetings, etc. Be excited about your ministry because they will learn a lot from the ministry through your passion.

**Failure to Contact New Ministry Volunteers**

It is important that ministry volunteers are contacted within two (2) business days after you receive notification. EMM monitors the status of new volunteers being contacted. If a Ministry President fails to contact their new member within the required timeframe, a follow up email will be sent reminding the President to contact the new volunteer right away, by the next business day. If the President develops a frequent pattern of not contacting the new volunteers and welcoming them to the ministry, the President may be removed from their position.
Leading Your Ministry Volunteers

The success of any organization rises and falls because of the leadership. People want to be a part of what is successful. As a Ministry Director, President or Manager, you want to put the things in place to keep your ministry in a progressive mode. If the volunteers feel the ministry is complacent and not going anywhere, it will eventually dwindle down and people will start to fall off. As the Ministry Director, President or Manager, be clear on your ministry’s purpose and help your ministry volunteers understand how their individual roles assist in accomplishing the overall mission and vision of the church. Keep a continuous flow of new and exciting ideas and help people see how their service is making an impact. As they see your passion, they will follow you in helping to carry out the vision.
Ministry Standard Operating Procedure (SOP)

An important aspect of excellence in ministry operations is working in accordance to clear Standard Operating Procedures (SOPs). A Standard Operating Procedure is a document that describes the regularly recurring operations performed within an area of ministry. The purpose of documenting SOPs is to ensure that ministry operations are carried out properly and in the same manner every time. The standard information, once approved by EMM, becomes the basis of training and operations for the ministry.

Types of Ministry SOPs

1. Executive Ministry Management (EMM) Program (SOP)

   Documentation of standard ministry management functions, policies, processes and/or procedures as it relates to the development of the organizational structure, the leadership profile, the discipleship and church growth strategies for ministries, the curriculum for ministry education and training, the administration and forms management and the ministry transitions management.

   The following areas require an EMM Program (SOP) (template to be provided):

   - EMM Organizational Structure
   - Policies and Procedures Manual
   - SOP Programs
   - Training and Development
   - Communications
   - Saved to Serve Program
   - Calendar and Matrix
   - Forms
2. **Ministry Program Support (SOP)**

Documentation of standard ministry functions processes and procedures for ministries that operate in support of weekly worship services.

The following ministries require a **Ministry Program Support (SOP)** (template provided – Section 6 – Page 11):

- Harvest New (Church Video Announcements)
- Photography
- Telephone Operators
- Leadership Seating
- Musicians
- Praise and Worship Team
- Harvest Mass Choir
- Men’s Choir
- Young Adult Choir
- Voices of Zion Choir
- Harvest Kidz Choir
- T.R.U.T.H. Orchestra
- Mimes
- Praise and Worship Dancers (Females Only. Ages 18-49)
- Women of Worship (Females Only. Age 50+)
- Program Managers
- Next Steps in Christ
- Altar
- Soundboard (Eagles Nest)
- Soundboard (Stage)
• TV Audio
• TV Cameras
• TV Lighting
• Audiovisual Support
• TV Directors
• Shade Station Operators
• Video Tape Recorder Operator
• Computer Graphics (CG)
• Tricaster Operator
• CD/Streaming
• Operations Managers (Ops)
• Screen Countdown Clock
• Logistics and Set Up
• Ministerial Sanctuary Managers
• Ministry of Giving
• Ushers
• Greeters & Hospitality
• Gentlemen’s Ministry
• First Time Guest Reception
• Guest & Membership Services
• Cry Room
• Medical Services
• Parking Lot
• Shuttle
• Pastoral Security
• Church Security
• Deacon on Duty
• Pastoral Adjutants
• Cashiers
• Line Managers
• Hosts
• Cooks
• Line Servers
• Vending
• Resource Center
• Media Duplication
• Temple Cleaning

3. Ministry Program (SOP)

Documentation of the detailed elements of regular ministry programs that stand alone (e.g., Christmas Toy Drive, Thanksgiving Basket Drive, etc.).

The following programs require a Ministry Program (SOP) (template to be provided):

• Facility Usage/Rental
• Building Stewardship Campaign
• Giving Initiatives (Tithes, Offering, World Missions, etc.)
• Harvest Hits the Streets
• Tell Somebody
• Door to Door Outreach
• Personal Evangelism
• Friends and Family Day
• Back to Church Sunday
• New Beginnings
• Life Empowerment Classes
• Family Life Empowerment Day
• Health and Wellness
• Ministers
• Ministerial Advisor Program
• Deacon/Deaconess
• On Trial
• Life Group Events
• Harvest Women’s Ministry
• Harvest Men’s Ministry
• Single Life Ministry
• Married Life Ministry
• Young at Heart (Senior) Ministry (Age 55+)
• Rooted Young Adult Ministry (Ages 18-35)
• Drama
• Super Saturday
• Sunday New Members Classes
• New Members Graduation
• New Members In Touch
• VIP Hospitality
• VIP Food Services
• VIP Parking & Transportation
• Support Groups
• Sunday Counseling Services
• Pre-Marital Counseling
• Funeral Services
• Hospital Visits
• Bereavement
• Convalescence
• New Mom’s Ministry
• 15-Year Membership Annual Recognition Program
• Car, Home, Job & Promotion Blessings
• HS & College Graduate Recognition
• HS & College Scholarship Awards
• Building Security Systems
• Furniture (Inventory)
• Equipment (Inventory)
• Community Services
• Prison Ministry
• The Harvest Store
• Lyle and Deborah Dukes Products
• Maintenance and Repairs
• Grounds Keeping
• Waste Management
- Basketball
- Golf
- Church Picnic
- Prince William County Chamber of Commerce
- Sentara Community Assessment Board
- Good Shepherd Community Housing Board
- National Coalition of 100 Black Women
- Taste of Heaven
- Sentara Hospital Worship Service
- World Missions
- Construction Contracts
- Architectural Plans
- Pastors Network Membership
- Pastoral Empowerment Summit (Pastors Network)
- Change Today Program

4. **Ceremonial Program (SOP)**

Documentation of the detailed elements of regular ceremonial programs that stand alone (e.g., Baptism, Communion, Baby Dedication, etc.).

The following programs require a **Ceremonial Program (SOP)** (template to be provided):

- Baptism
- Baby Dedication
- Child Blessing
- Deacon Ordination Service
5. **Ministry Program Services Support (SOP)**

Documentation of standard business and administrative functions processes and procedures for ministries that support the normal operations of the church and its ministries (i.e., admin, legal, HR, etc.).

The following support areas require a **Ministry Program Services Support (SOP)** (template to be provided):

- Recruiting and Staffing
- Employee Compensation
- Employee Benefits
- Employee Handbook
- Policy and Procedure Manual
- Scheduling, Calendar and Event Matrix
- Records Management
- Website
- Harvest – Social Media
- Evangelism – Social Media
- Graphics
- Marketing Venues
- Foyer Screens
- Decorations
- Deborah Dukes Women’s Ministry (Social Media)
- Infrastructure (Computer Information Systems)
• Data Entry (Finance and Accounting)
• Count Team (Finance and Accounting)
• Budget
• Payroll
• Purchasing and Acquisition
• Taxes
• Audit
• Office Administration
• Giving Venues
• Music and Sound Equipment Inventory
• Membership Data Entry
• Membership Communications
• Invoicing (Building/Construction)
• Vendor Bids (Building/Construction)
• Conference Calls (Pastors Network)
• Pastoral Resources (Pastors Network)
• Pastors Network Text Club
Making Changes to Your SOP

The Standard Operating Procedures (SOPs) for each ministry are documented. Ministry leaders desiring to make changes to the SOP or any portion thereof can submit the proposed changes to the Ministry President, Director or Senior Director for review and feedback. The Ministry Director or Senior Director will then submit the requested change to EMM via email or on the Ministry Change/Proposal Request Form using the following statement, “Director’s review and feedback completed. Submission includes the updated changes.”

Examples of significant changes include, but are not limited to, the following:

- Changes to the requirements for members to join your ministry
- Changes to ministry programs for routine events (Prison Ministry, Toy Drive, etc.)
- Update to training materials
- Changes to ministry operations
- Change to ministry attire

Attire for Ministry Volunteers

- All ministry volunteers, when on duty, must look nice, neat and well groomed – SHARP (at all times)!
- Modest jewelry for women
- No earrings for men
- No short skirts or dresses for women
- Certain ministries have attire requirements like Ushers, Greeters, Security – so when you are on duty for those ministries you will adhere to their attire requirements.
MINISTRY PROGRAM SUPPORT (SOP) TEMPLATE

Ministry Information

1. Your name.
2. The ministry name.
3. The ministry description.
4. The ministry’s purpose statement.

Ministry Requirements

5. Age requirements for the ministry.
6. Gender requirements for the ministry (Please circle): Male Female Both
7. List any special skills or certifications required for the ministry.
8. Is there a background check required for the ministry?
9. The ministry attire.

Ministry New Members

10. The process to receive new members into the ministry (include calls, information given and training)?

Discipleship

11. The ministry’s discipleship process (keeping the members connected, growing and excited about being a part of your ministry and church)?

Ministry Administration & Operations

12. The optimal number of ministry members needed to operate your ministry under normal circumstances.
13. Is the ministry on the Saved to Serve Volunteer Application (Please circle)?
   Yes or No


**Day of Worship Service Operations (if applicable)**

15. Sunday Morning Worship Service: Provide the day-of-plan of action – from the beginning of the ministry arrival time to the time of departure (include standard materials, if applicable).

16. Wednesday Pastoral Bible Teaching: Provide the day-of-plan of action – from the beginning of the ministry arrival time to the time you depart (include standard materials, if applicable).

17. Provide a diagram of the ministry worker positions in the sanctuary, inner courts and outer courts and the normal set up of your area/room.
   a. List any supplies, equipment and/or furniture needed.
SUBMITTING A MINISTRY CHANGE/PROPOSAL (SECTION 7)

Submitting a Ministry Change/Proposal Request

Harvest is a ministry that is continually growing and developing; striving to find the most effective ways to win souls for Jesus Christ. As a ministry leader, you must challenge yourself to find innovative ways to improve your ministry operations and ensure that your ministry members get connected and joined to the ministry.

As you observe your ministry operations, take note of things that may or may not be effective, and think of how you can make it better.

The Ministry Change/Proposal Request Form is used to facilitate this process. The form is available online (http://www.harvestlifechangers.com/ministry-forms/) and in the Leadership Room (Room 300). As a ministry leader, you may submit ministry change requests or proposals to your Ministry Director or Senior Director for review and feedback. The Ministry Director or Senior Director will then submit the requested change to EMM – by email (emm@harvestlifechangers.com) or to the Ministry Admin Box in the Leadership Room (Room 300) – including the following statement, “Director’s review and feedback completed. Submission includes the updated version of the request. I recommend/do not recommend this submission.” Requests will not be reviewed without this statement and the signature (wet or electronic) of the Ministry Director or Senior Director.

Please ensure that your submission includes the justification and/or purpose for the change, and as much supporting documentation as necessary to aid in the approval process. Changes should be implemented after notification of approval is received from EMM.

NOTE: The Ministry Change/Proposal Request Form can also be used to propose a new ministry.
BUILDING ACTIVITY/MINISTRY MEETING (SECTION 8)

Building Activity/Ministry Meeting

Requesting a Meeting or Building Activity

1. If you are requesting access to the building or want to add a meeting not currently on the calendar, you must submit a Building Activity and Meeting Request Form. Requests are due no later than one (1) week prior to the date you are requesting for your meeting or building activity.

2. When submitting your requests ensure the following items are included so your request can be completely processed:
   - Meeting Agenda (sample provided on page 3)
   - Specify Room Setup (if other than the standard setups on the back of request form)
   - Specify Audiovisual Support Requirements (complete Audio Visual Support Request Form if needed)
   - Number of Attendees
   - President and Director's Signature

3. Completed forms should be submitted via email to ministryadmin@harvestlifechangers.com. Forms may also be submitted to the MINISTRY ADMIN box located in Room 300. A sign displays the location of the box.

4. Within three (3) business days you will receive an email notification regarding the status of your request. Please note ministry members should not be notified of a meeting or activity until your request has been approved.

Meetings & Events Already Scheduled on the Calendar

1. If your ministry has an event or meeting already scheduled on the calendar, you DO NOT have to submit a request. However, you must submit an agenda no later than two (2) business days prior to the date of your meeting.

Changing the Date or Cancelling a Meeting

1. If you are requesting a change to the date of your meeting, please submit an email to ministryadmin@harvestlifechangers.com no later than two (2) business days prior to the date of your meeting with a reason why you are requesting a date change.

2. If you are requesting a cancellation of your meeting, please submit an email to ministryadmin@harvestlifechangers.com no later than two (2) business days
prior to the date of your meeting with a reason why you are requesting your meeting be cancelled. Do not assume the cancellation is approved! You will be notified of approval/disapproval to cancel. Please note ministry members should not be notified of a cancellation until your request has been approved.

As a reminder, meetings/rehearsals of less than 100 individuals will not appear on the published calendar for the congregation, with the exception of Life Groups Rehearsals (i.e. Singles, Young Adult, Men, etc.).

Additional Information for Building Activities and Meetings

1. **Meeting Locations** – All meetings must be held at the church unless otherwise approved by EMM.

2. **Meeting Days and Times** – There are standard times when ministries can meet. Meetings must end by the designated end times listed below. If you need additional time for a meeting, please send an email to ministryadmin@harvestlifechangers.com at least two (2) business days before the date of the meeting with a justification for your request.

   Please see the standard meeting days and times below.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Family Night - No Meetings at the Church Unless Necessary</td>
</tr>
<tr>
<td>Tuesday</td>
<td>7:30 pm – 9:30 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>After Service – 10:00 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>7:30 pm – 9:30 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 pm – 9:30 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 am – 12:00 pm*</td>
</tr>
<tr>
<td>Sunday</td>
<td>After Service – 3:00 pm</td>
</tr>
</tbody>
</table>

3. **Cleaning Up Meeting Area** – Assigned rooms/areas must be returned to their original condition prior to your departure (i.e. trash thrown away, items brought in for the meeting removed, chairs pushed in, etc.)

   *Certain ministries (i.e. Prayer, Grounds and Youth Staff) are authorized to operate earlier than the 10:00 am start time when the ministries activities are scheduled.
Sample Agenda for Meetings

Harvest ministry meetings should always be conducted in a professional manner. We ask all ministry leaders to submit an agenda for their ministry meeting or building activity. The agenda should include an outline of the information that you will discuss in your meeting or list of tasks to be completed.

Additional detailed information may be requested at the discretion of EMM.

In general your ministry meeting agenda should follow this format:

MINISTRY NAME MEETING

AGENDA

Date: Weekday, Month Day, Year Time: 7:30 pm

7:30 pm Opening Prayer

7:33 pm Acknowledge Bishop Lyle Dukes and Pastor Deborah Dukes

7:35 pm Talking Points

• Point #1:
• Point #2:
• Point #3:

8:00 pm Breakout-Planning-Rehearsal -Walkthrough, etc.

• Area A - XX:
• Area B - XX:
• Area C - XX:

9:20 pm Closing Ministry Announcements

• Upcoming Event 1:
• Upcoming Event 2:
• Upcoming Event 3:
• Next Meeting Date:

9:25 pm Closing Prayer

9:30 pm Dismissal
CONTACTING MEMBERS (SECTION 9)

Call Times for Contacting Ministry Members

As we operate in ministry, there are times when it is necessary to contact our ministry volunteers by phone. Please be considerate of the time when you call. Calls should be made between the hours of 8:00 am and 9:30 pm, unless absolutely necessary.

If a ministry volunteer has a specific work schedule or requests to be contacted outside the times listed above, please make note of it on your ministry roster and only contact them at the time they’ve requested.

Ministry Email Address Policy

All Harvest ministries will be assigned email accounts for ministry use to contact your ministry volunteers. The email accounts will be provided to ministry Directors and Presidents to be used for all ministry related communication.

Ministry Directors and Presidents will receive notification of the ministry email account information from EMM once he/she is charged as a ministry leader.

All ministry-related correspondance should be sent by email from a Harvest email address. Ministry leaders should not use non-Harvest email accounts (i.e., Gmail, AOL, Yahoo, etc.) for ministry-related communication.

How to Request a Harvest Email Account

Harvest email accounts will be provided to ministry leaders by EMM. If you are a Harvest leader and have not received the email account information for your ministry, please send an email to emm@harvestlifechangers.com requesting this information.

Email Content/Format

When sending out information to ministry volunteers, Harvest leaders should always use a positive tone that promotes the Harvest culture of love and care. Emails should be conversational, yet brief. It is good to start off with a thank you to the team, mentioning a major event that the ministry is preparing for, or mentioning how blessed we are to be members of a great local church with awesome pastors. Then deliver the intended message. Close the email by encouraging them to come out to an upcoming
service and/or event and reminding them to keep our pastors and church family lifted in prayer.

Email templates are provided in Section 24 - Ministry Leader Tool Kit.

**Addressing Your Email (Use the “Bcc” line)**

Ministry leaders should always send their emails “To” their ministry email address, and “bcc” ministry members. This helps us to maintain our commitment to keeping our members’ information confidential. Please ensure that you follow this guidance for all ministry-related communication.

**Email Signature**

**What should be included in your email signature?**

Email signatures should include your name, title and ministry name, as well as your contact phone number. This should be in plain text format to easily accommodate all types of users.

**What should not be included in your email signature?**

You should not include colored text, very large or complicated fonts, images, clip art or personal quotes in your email signature. You should also refrain from using background images or stationary in ministry-related email correspondence.

**Harvest Electronic Mail (Email) Policy**

The Harvest Life Changers Church (Harvest) provides internal and external electronic mail (email) amenities to employees and ministry Directors and Presidents for business and ministry purposes. Harvest owns all emails sent or received using “@harvestlifechangers.com” email accounts. You should be aware that whenever you send email, your name, user ID and location are attached on the back-end; therefore, all email users should exercise good judgment and common sense when creating and distributing email messages. You should also be aware that there is no privacy with an email message, and that Harvest reserves the right to access all aspects of employees’ and ministry Directors and Presidents’ email accounts at any time for any reason without notice.
Restrictions

1. Forgery (or attempted forgery) of email messages is prohibited.
2. Attempts to read, copy, modify or delete email messages of others is prohibited.
3. Setting up a proxy (alternate) for another’s mailbox is prohibited, if a proxy is needed, contact the Administration Manager (churchadmin@harvestlifechangers.com).
4. Sending harassing, threatening, obscene, inappropriate or other objectionable messages via email to anyone is prohibited.
5. Sending unsolicited junk mail, “for profit” messages, or chain letters is prohibited.
6. Solicitation of non-church business or any use of Harvest email or internet for personal gain is prohibited.
7. Using Harvest’s Internet services to access, download, upload, save, receive or send sexually explicit material or vulgar, sexist, racist, threatening, violent or offensive language is prohibited.
8. Using the Harvest’s Internet services for commercial, gambling and/or illegal activities is absolutely prohibited.
9. Using the internet in a way that interferes with ministry operations and/or that is unprofessional conduct.
10. I understand that in the normal course of business, I may have access to confidential information and that it is my obligation not to share it with anyone.

Violation of Policy

Harvest fully expects all employees and ministry Directors and Presidents to adhere to the policy as outlined above. Individuals found in violation of this policy may lose email access or be subject to other disciplinary actions.
It is very important that ministry volunteers are trained to carry out the specific duty assigned to them. Training is the process of enhancing the skills, knowledge and productivity of ministry volunteers for doing a particular job.

The training process is continuous and never ending in nature.

1. **Improves morale of ministry volunteers** - The more satisfied a ministry volunteer is and the greater is his/her morale, the more he/she will contribute to ministry’s success and the lesser will be ministry member absenteeism and turnover.

2. **Less supervision** - A well-trained ministry volunteer will be well acquainted with their job and will need less supervision.

3. **Fewer accidents** - Errors are likely to occur if ministry volunteers lack the knowledge and skills required for doing a particular job. The goal of the ministry Director or President should be to train members to be proficient in performing the duties of their job assignment, which will result in lower probability of on-the-job accidents.

4. **Increased productivity** - Training improves the efficiency and productivity of ministry volunteers. Well-trained ministry volunteers show both quantity and quality performance. There is less wastage of time, money and resources when ministry members are properly trained.

**Training Manual Content**

All ministries should develop a Training Manual to use for training purposes. Training should be conducted at least on a quarterly basis.

1. **Train on Each Ministry Position**
   - Significance of each position
   - Responsibilities and roles of each position
2. Train on the “Day of” Operations
   - Go through a **real** Sunday walkthrough of your operations from the time your ministry members arrive to when they depart
   - Provide training to improve operations so that ministries look sharp, professional, have great customer service and go forth in excellence

**Training Materials/Handouts Policy**

All printed materials must be approved by EMM prior to distribution to ministry members. Ministry leaders should email their printed training materials to EMM (emm@harvestlifechangers.com).
The Heart of Discipleship

Harvest Life Changers Church is a church that believes in Jesus, loves God and Loves People!

Discipleship is just that; loving people! Every training, every meeting, every assignment given, how you treat people etc. should be done with a discipleship heart – Love. Jesus told His disciples, “A new commandment I give unto you, that ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if ye have love one to another.” (John 13:34-35)

So, how do you carry out the work of love even with difficult people? Well, just like Jesus. Jesus’ purpose for His three years of earthly ministry was the discipleship of the twelve disciples. However, each one of the disciples had their different personalities and was a little rough around the edges. For example, let’s just take a look at Peter.

Peter left the boat to walk on the water to Jesus – and promptly took his eyes off Him and began to sink. It was Peter who drew his sword and attacked the servant of the high priest and was immediately told to sheath his weapon. It was Peter who boasted that he would never forsake the Lord, even if everyone else did…and later denied three times that he even knew the Lord.

The Gospels record the constant failings, struggles and doubts of these twelve men who followed Jesus Christ. But, through discipleship, the Holy Spirit transformed these twelve men into powerful men of God who turned the world upside down. What was the change? They were discipled.

This leads to your discipleship role. Ministry leader, you have been entrusted with leading God’s people to carry out the work of the ministry – the mission of the local church – wow, what an awesome assignment! You may say, “Well, how does that tie into discipleship?” I’m glad you asked. We feel that the discipleship process can be more effective when you are with the people; modeling Christ’s character, training and teaching them in the mission and vision of the church given by God to our Pastors.

You are not here to use your position to do your own thing or promote your own agenda but to be an extension of our Pastors – speaking the same thing and not letting there be any division among us so that we can carry out the mission God called for us to do.

Please note that as the Bible says, there will be some people who will try to sow discord and cause division. Just remember, Jesus Himself was faced with these types of
people but did not let that divert Him from His mission. If you notice in the scriptures, Jesus did not waste His time with the Pharisees and the Sadducees who were people who always tried to distract Him from His mission.

**True discipleship is what we are called to do.** Let’s encourage the ministry volunteers to remain faithful to God by honoring our Pastors, attending church services, giving, serving in ministries, etc. We believe that when we sacrifice and show our love for God and others **true discipleship takes place.**
MINISTRY VOLUNTEER RELATIONS (SECTION 12)

Ministry Volunteer Relations Guidelines

Professional Behavior

As a ministry leader, you must be committed to promoting a professional volunteer work environment for all ministry volunteers. You must be committed to treating every ministry volunteer with kindness, fairness and godly love at all times.

Ministry Directors, Presidents and Managers should always ensure that the volunteer work environment is free from intimidation and harassment.

Harassment encompasses a broad range of physical or verbal behavior, which can include, but is not limited to, the following:

- Physical or mental abuse
- Racial insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments or sexual jokes
- Requests for sexual favors
- Display of offensive materials

Harassment can occur as a result of a single severe incident or a pattern of conduct, which results in the creation of a hostile, offensive or intimidating environment. Incidents of harassment should be immediately reported to EMM by email (emm@harvestlifechangers.com).

Soliciting for Business

As Ministry Directors, Presidents and Managers, we do not misuse or abuse our position or authority by soliciting ministry volunteers to help build our businesses or to advance our personal/professional careers and agendas. All contact with ministry volunteers should be ministry-related in nature. You must be a leader of integrity and understand that you are leading God’s people and His ministry, not your own. (See No Solicitation Policy – Section 20)
Interactions between Men and Women

Harvest is a family and relationships are naturally developed over time. However, we want to ensure that these relationships are founded on godly principles and cultivated by His love. As such, we do not want to give room for the enemy to creep in and cause issues within the family fellowship.

Ministry Directors, Presidents and Managers should use the following information as guidelines for proper interaction with volunteers of the opposite sex:

- If there is only one man and one woman in a room, the door must remain open at all times. (Preferably, one person should step out until another person arrives.)
- You should not offer a ride to a ministry volunteer of the opposite sex unless her/she is a family member or there is a third person that will be riding along.
- You should not make any arrangements to meet with a ministry volunteer of the opposite sex outside the church. All ministry-related in-person meetings should take place at Harvest.

Interactions with Youth and Vulnerable Adults

(A vulnerable adult is defined as a person having a physical, mental or emotional infirmity or dysfunction that impairs the person’s ability to provide adequately for his/her own care without assistance, and has an impaired ability to protect himself/herself from maltreatment.)

Ministry Directors, Presidents or Managers working with youth/vulnerable adults should ensure that the trusting relationships that they build are conducted with personal and professional integrity.

Ministry Directors, Presidents or Managers must be aware of their own vulnerability and that of any youth/vulnerable adult with whom they may be working. In every instance possible, a team approach to ministry activities should be used. You should avoid establishing any exclusive relationship with a youth/vulnerable adult, as both the participants and members of the church may misinterpret such relationships.

Additional instructions with regard to interactions with youth/vulnerable adults are as follows:

- Ministry Directors, Presidents or Managers are prohibited from developing an exclusive relationship with a youth/vulnerable adult through a pattern of “grooming” behavior which includes personal contact, mail or telephone or communication through electronic media. Some examples of prohibited
“grooming” activities include, but are not limited to email, instant messaging, texting, social media or gaming, giving of gifts, private meetings, singling a child out for special attention or driving a child alone to and from an event.

- Physical contact with a youth/vulnerable adult can be misconstrued and should only occur under appropriate public circumstances.
- Ministry Directors, Presidents or Managers are prohibited from taking trips alone, and especially overnight trips alone, with a youth/vulnerable adult connected to the church who is not a member of their immediate family.
- Ministry Directors, Presidents or Managers do not share beds with anyone except their spouse. If attending a church or school sponsored event that requires a stay in a hotel you must sleep in a separate room.
- Providing overnight accommodations in personal residences for a youth/vulnerable adult who is not a family member is strictly prohibited.
- Touching must be age-appropriate and based on the need of the youth/vulnerable adult, not the need of the Ministry Directors, Presidents or Managers.
- Engaging in physical discipline of a youth/vulnerable adult is unacceptable. Discipline problems are to be reported to the parent or guardian and the Youth Director.
- Administering medication of any kind to a youth/vulnerable adult of is prohibited without the explicit written permission of the parent or guardian on record at the church.
- Prior to any planned discussion or session on human sexuality, Ministry Directors, Presidents or Managers are to send a communication to parents and guardians who then have the option to withdraw their youth from the session.
- Ministry Directors, Presidents or Managers will be held to a policy of zero tolerance in regards to the sexual abuse of youth/vulnerable adults.

### Sexual Misconduct

The Harvest Life Changers Church has a zero tolerance policy with regard to sexual misconduct. **ALL** allegations of sexual misconduct or sexual abuse will be taken seriously.

It is the personal and professional obligation of all ministry leaders to report any suspected acts of sexual misconduct to EMM (emm@harvestlifechangers.com) and the Youth Director (youthministry@harvestlifechangers.com – for incidents involving youth).
Confidentiality

As a Ministry Directors, Presidents or Managers you must disclose information shared in the counseling, advising and any other ministry-related professional contact with the authorized representative of the church. In essence, the confidentiality agreement always involves at least three (3) parties; the Ministry Director, President or Manager, the ministry volunteer, and the authorized representative of the church.

Ministry Directors, Presidents or Managers should adhere to the following guidelines pertaining to the disclosure of confidential member information to unauthorized entities:

- Information disclosed to you during the course of counseling, advising and any other ministry-related professional contact shall be held in the strictest confidence. Ministry volunteers who confide in you should feel that they are entering a professional relationship marked by respect, trust and confidentiality.
- The Ministry Director, President or Manager is bound to safeguard the confidentiality of any notes, files or computer records pertaining to ministry-related professional contact with individuals.
- Knowledge that arises from ministry-related professional contact should not be used in teaching, writing, preaching or other presentations.
- In legal proceedings in which the Ministry Director, President or Manager is a defendant and the allegations stem from a ministry-related professional contact, the disclosure of confidential information gained in that contact is permitted only to the minimum necessary to achieve the purpose of defense.
Giving & Receiving Gifts from Ministry Volunteers

For the purposes of this policy, a gift is defined as anything of value; and may be in the form of a monetary or non-monetary item. A greeting card is not considered a gift item.

As a Ministry Director, President or Manager, it is important that you carry out your duties and responsibilities in a fair and impartial manner. The following information outlines Harvest’s expectations for all Ministry Directors, Presidents or Managers regarding giving and receiving gifts.

Giving Gifts to Ministry Volunteers

A Ministry Director, President or Manager should not give a gift to a ministry volunteer for the following reasons:

- The ministry volunteer may feel obligated to give you something in return.
- The ministry volunteer may feel pressure to treat you a certain way as a result of accepting your gift.
- Other ministry volunteers who find out about the gift (and they will find out about it) may feel that you are giving preferential treatment.

Receiving Gifts from Ministry Volunteers

A ministry leader should not solicit and/or accept gifts from ministry volunteers at any time. If someone gives you something like baby clothes, that is fine, but we do ask that you notify EMM if this occurs. There may be other exceptions to this policy on a case-by-case basis. If a ministry volunteer attempts to give you a gift, your response is, “Church policy does not allow ministry leaders to accept gifts.”

When is a Gift Appropriate?

Gifts between Ministry Directors, Presidents or Managers and ministry volunteers are never appropriate. This policy serves to protect the ministry volunteer, the ministry leader and the church.

If you have any questions regarding giving or receiving gifts from ministry volunteers, please contact EMM (emm@harvestlifechangers.com).
Dealing with Challenging Ministry-Related Issues with Volunteers

Our desire is to provide and promote a positive volunteer work environment for all ministry volunteers. We are counting on you, as the Ministry Directors, Presidents or Managers to help us achieve this goal.

From time to time, differences of opinion and conflicts may arise with ministry volunteers. Our goal is to work together to overcome differences and find the common ground we share in Jesus Christ.

As a Ministry Director, President or Manager, the expectation is that your ministry volunteers will experience the love and care that is at the core of our ministry. It is Harvest’s intent to be responsive to its members and their concerns and provide a quick, effective and consistently applied method for a ministry volunteer to present his or her concerns and have those concerns addressed and resolved.

Ministry Directors, Presidents or Managers are asked to follow the procedures below when/if issues and/or conflicts arise:

Ministry-Related Conflicts

As a Ministry Director, President or Manager, you are an extension of our Pastors and of Jesus Christ. You have been entrusted to handle ministry-related concerns in love and in fairness. Listen to the ministry volunteers’ concerns and use your judgment to make the best decision for the ministry and all concerned.

Will you make some bad calls? Yes, but that is how you learn and grow into a better ministry leader.

If the ministry-related conflict is something that you feel will affect multiple areas of ministry and/or the entire church, you should immediately notify your ministry Director, Senior Director and EMM (emm@harvestlifechangers.com). Otherwise, know that you have been empowered to lead your ministry volunteers and operations. Walk in it!

Personal Issues/Conflicts

Again, you have been empowered to lead! When dealing with the personal issues/conflicts of your ministry volunteers, use your judgment. If you feel that the ministry volunteers’s situation warrants additional attention, contact your ministry Director, Senior Director and EMM (emm@harvestlifechangers.com).
Notice Regarding Inappropriate Conduct

Harvest Life Changers Church reserves the right to impose appropriate corrective action for any conduct it considers to be disruptive or inappropriate. The circumstances of each situation may differ, and the level of corrective action may also vary, depending on factors such as the nature of the conduct, whether it is repeated and the impact of the conduct to the church.

Harvest does not condone nor tolerate retaliation. So under no circumstances should a ministry member feel that they are being retaliated against for bringing an issue or concern forward.
MEMBERSHIP CARE (SECTION 13)

Membership Care

One of the signature elements in the culture of Harvest is our care for souls. Not only is there a strong presence of love extended towards the countless souls we minister to, but also to those who are doing the ministering.

Because of their love for us, our Pastors have put several programs in place to help care for the members of our church. As a Director, President or Manager, it is important that you are aware of these programs so that you can effectively care for and show love to your ministry volunteers.

It is important that you be an extension of the heart of our Pastors so that your ministry members know that they are loved by you, our Pastors, and God.

When a Ministry Volunteer is Sick

Ministry volunteers appreciate you taking the time to care about their well-being. Therefore, as a Director, President or Manager, when you become aware that a ministry volunteer is sick, you should:

- Call or send a text message to check on their condition.
- Pray for guidance and for their healing before you call them.
- Identify yourself as their Ministry Director, President or Manager.
- Let them know that they will be added to the Prayer List and that their Harvest family is praying for them.
- DO NOT speak on behalf of Bishop or Pastor Dukes.
- You may send them a “Get Well Soon” greeting card, on behalf of your ministry. (You should base this on the nature of the illness – use your judgment.)
- Once you have made contact with your ministry volunteer, please send an email to membershipcare@harvestlifechangers.com, so that the church is also aware of the volunteer’s illness.
- In addition, send a brief but detailed report of your contact in an email to membershipcare@harvestlifechangers.com.
- Plan to make additional calls to check on their progress. Depending on the illness and the length of time required for recovery. You may need to set a reminder on your phone or whatever is necessary to ensure that you follow up with the volunteer.
Remember, a simple gesture of a phone call, text or sending a greeting card will go a long way with your ministry volunteers. Additionally, it helps to promote Harvest as a family and a place where everyone is important.

**When a Ministry Volunteer is Hospitalized**

As a Director, President or Manager, when you become aware that a ministry volunteer is hospitalized, you should notify the church by sending an email to membershipcare@harvestlifechangers.com. The next action you should take is to:

- Pray for guidance and their healing before you call to check on their condition. Depending on the severity of their illness/injury, you may have to make several attempts to contact them or a family member, including contacting the hospital to which they were admitted.

- Call the ministry volunteer:
  - Be sure to identify yourself as their Ministry Director, President or Manager.
  - Be cordial, show care and concern, but be brief. You do not want to keep them on the phone if they should be resting.
  - Find out if they want to be visited and try to confirm a day that would be good for you to visit.
  - Ask them (or a family member) about bringing a small floral or balloon arrangement, depending on the age of the ministry volunteer.
  - Be sure to find out the name of the hospital and their room number prior to ending the call.
  - Let them know that they have been added to the Prayer List and that their Harvest family is praying for them.
  - After the call, send a brief but detailed report of your contact in an email to membershipcare@harvestlifechangers.com.

**Now you must follow up!** Set a reminder on your phone for the hospital visit. Set subsequent reminders to make follow-up phone calls to check on the ministry volunteer’s recovery progress.

The following are additional guidelines you should follow for the hospital visit.
- Always pray before calling or visiting a ministry volunteer.
- Give a courtesy call before the visit to confirm that the visit is still appropriate.
- DO NOT speak on behalf of Bishop or Pastor Dukes.
- Bring a card on behalf of your ministry and the Harvest Life Changers Church family.
● Be sure to put your cell phone on silent until after you complete the visit.
● Remember you are there on a ministry assignment.
  o DO NOT take children along on your visit.
  o DO NOT eat or drink while visiting.
  o DO NOT sit on the member’s bed or handle any of their personal belongings.
● Use words of encouragement when speaking.
● Keep the visit short. Remember that the volunteer is recovering and needs to rest.
● Never make any promises about additional visits.
● Briefly pray with the volunteer before leaving.
● After visit, send a brief report of the visit via email to membershipcare@harvestlifechangers.com.
● Remember to make follow-up phone calls to check on the ministry volunteer’s recovery progress until they return to church.

When a Ministry Volunteer Experiences Death in the Family

Everyone deals with death and the grieving process differently. Some are instantly devastated; others feel numb and disconnected. Some withdraw, while others reach out for support. As a Ministry Director, President or Manager, you are there to help ensure that your ministry volunteers do not have to go through the grieving process alone. You are there to remind them of God’s love and that they are connected to Pastors and a church family that loves and supports them. You are there to ensure that the enemy does not use the grieving process as a distraction to take them out of their place of safety.

As a Ministry Director, President or Manager, when you become aware that a ministry volunteer has experienced the death of an immediate family member (i.e. father, mother, spouse, child or sibling), you should:

● Report the bereavement (of your ministry volunteers or other members of the church) to membershipcare@harvestlifechangers.com.
● Pray for guidance, for the ministry volunteer and their family before you call to check on them.
● Contact the volunteer within 24 hours to give condolence on behalf of your ministry and the Harvest Life Changers Church Family. Be sure to identify yourself as their Ministry Director, President or Manager. Let them know that they have been added to the Prayer List and that their Harvest family is praying for their family.
- Verify the arrangements and information and forward to membershipcare@harvestlifechangers.com. If not known yet, follow up to receive information and forward immediately upon receipt.
- DO NOT speak on behalf of Bishop or Pastor Dukes.
- Use words of encouragement.
- DO NOT ask for personal details. If the member discloses the details of the death or any other personal information, you should only share this information in your follow-up report to Membership Care.
- DO NOT make promises to the ministry volunteer. For example, do not tell them that Bishop or Pastor Dukes, or anyone else, will call or visit.
- If the volunteer asks you to pass a message to Bishop or Pastor Dukes, you may include this information in your follow-up report to Membership Care.
- Send a brief report of the phone call or contact by email to membershipcare@harvestlifechangers.com.
- Keep in contact with the volunteer periodically throughout the grieving process.

Condolence letters are sent from the church office on behalf of our Pastors and the Harvest Life Changers Church family for the passing of a church member’s immediate family member (i.e. father, mother, spouse, child or sibling) or to the family of the deceased Harvest member. However, Ministry Directors, Presidents and Managers are welcome to attend funeral services, personally purchase and send sympathy cards and/or small floral arrangements on behalf of their ministry in the loss of a ministry volunteer’s immediate family member. You may sign the card from your ministry and the Harvest Life Changers Church Family, but you may not collect money from your ministry volunteer. No exceptions.
Leading an Event

A successful event takes planning, organization, timing and follow-through. As a ministry leader, you may be assigned to lead an event (Event Lead). No need to worry, you will work closely with your Ministry Director, who will help navigate you through the events planning process.

Should you be assigned to lead an event, the Events Director will connect with you and send you a planning packet (sample event planning packet provided beginning on the next page).

Your Ministry Director should be able to answer most of your questions regarding events. Should you have additional questions and/or need additional assistance, you may contact the Events Director by email at events@harvestlifechangers.com.

Proposing a NEW Event

If you have an idea for a new event that is not on currently on the Church Events Calendar, you may submit an Event Concept Approval Form (see Section 27, Ministry Forms). Completed forms may be placed in the Ministry Admin box in the Leadership Room (Room 300) or sent by email to ministryadmin@harvestlifechangers.com.
GETTING STARTED

- Event Lead Planning and Goal Sheet (Step 1)
- Event Budget Template (Step 2)
- Create Your “Day of” Event Program (Step 3)
- Market Your Event (Step 4)
- Expanding Your Program (“Day of” Pre and Post Event Plan of Action) (Step 5)
- Event Planning Checklist (Step 6)
- Diagram (Facility Diagram will be provided)
- Frequently Used Forms
- Confirm Your Workers (See Workers List Template)
- Volunteer Information Sheet (See Template)
- Create Your “Day of” Checklist and Have Your Event (Step 7)
- After the Event (Step 8)
- After the Event Clean Up Policy
- Post Event Evaluation Sheet
Congratulations on being appointed as an Event Lead! It is our goal to see you succeed in this role and experience a successful event. To better help you, we have provided an overview of the steps and guidelines you need to help you through the events process.

We can't identify all of the details you will need to think about (much of it will depend on the type of event you are having), but we hope the following provides the ground work to help you in your event planning.

To help you stay organized and help you accomplish your goals, it is important to establish a timeline for your event. This tells you what date each event action will occur during your event planning. However, 99% of your event planning should be completed at least three weeks prior to your event.

Please note that all items submitted through the events process require approval and are subject to change.

**Positions, Roles and Responsibilities**

**Event Lead:** As the Event Lead you are responsible for planning, overseeing, coordinating and managing all aspects of the event. This includes creating the program, promoting the event and working with support ministries to carry out the operations of the event.

**Ministry Director:** The role of your Ministry Director is to provide leadership, guidance and overall management to the Event Lead, as well as, help you reach your event goals. The Ministry Director will be your point of contact and liaison for review and approvals of all submitted event documents, meeting requests, event concepts, and other event related items.

**Event Director:** The Event Director will help you through the event process and be your liaison for review and approval of all submitted event documents, meeting requests, event concepts, and other event related items.

**EVENTS PROCESS – 8 SIMPLE STEPS!**

The events process is broken down into eight steps:

**Step 1: Event Lead Planning and Goal Sheet**

The first step in planning your event is to complete the Event Lead Planning and Goal Sheet. The purpose of this sheet is to capture general information and determine your event purpose and goals for your event.

**Step 2: Start Your Event Budget (money you plan to raise) minus (money spent) equals...**

You will start your event budget to propose cost items and donations associated with your event. This step will help you determine how much your registration should be (if applicable) or if adjustments need to be made in your program due to exceeding expenses. We understand that new ideas may
come as you move forward in the events planning process, so adjustments can be made to your budget accordingly.

**Step 3: Create Your “Day of” Event Program**

Upon approval of your Event Lead Planning and Goal Sheet, you will then submit your “Day of” Event program/schedule for approval. This is the document that lists everything that will be happening during your event, in chronological order.

**Step 4: Market Your Event**

As an Event Lead you will be responsible for ensuring that there is maximum participation at your event. The church staff will ensure the marketing items are in the appropriate publications, website(s) and social media outlets. However, it is your responsibility to promote and get the word out about your event.

**Step 5: Expanding Your Program**

Once your “Day of” Event Program has been approved, you will then take your “Day of” Event Program and create your “Day of” Pre Program and “Day of” Post Program. This will help you cover your event from the beginning to the end of the day.

**Step 6: Event Planning Checklist**

This is your checklist of various event related action items, such as recruiting volunteers, confirming event participants, scheduling a walk-through and other details needed to bring your event to life. These checklist items must be completed and submitted for approval.

**Step 7: Have the Event**

Keep in mind you are in charge of this event and you are responsible to carry it out as planned. With all the different dynamics going on during the day of an event, it can be a little stressful. It doesn’t matter if it’s your 1st time planning an event or if it’s your 100th time. Therefore, it is important to keep your cool. Meet with team members and volunteers to pray and provide motivation. Think on your feet and make necessary changes as you go. Just remember, we are doing this ultimately to advance the Kingdom of God.

**Step 8: After the Event**

Once your event is over, clean up, break down and reset the rooms that were used for your event. It is also important to thank the people who made the event possible. Within a week following the event, be sure to complete the Post Event Evaluation Sheet. The purpose of this sheet is to gather all relevant information to identify strengths to be built upon, identify areas for further improvement and better the planning of future events.
EVENT PLANNING FORM: STEP 1
EVENT LEAD PLANNING AND GOAL SHEET

Instructions: Please complete Step 1 (Event Lead Planning and Goal Sheet) of the Events Packet and submit. Upon approval of this sheet you can begin working on Steps 2 & 3 (Create Your “Day of” Event Program). Submit the completed sheet to the Events Department via email at events@harvestlifechangers.com or hardcopy to the Ministry Admin Box in Room 300 by the due date given.

YOUR INFORMATION:
Name (Event Lead): _______________________________________________________________________
Email: _________________________________________________________________________________  Phone: _________________________

EVENT INFORMATION:
Umbrella Event Title (Main Event): __________________________________________________________
Sub Event Title (Event happening within your main event): ________________________________________
*Please note that an Event Lead Planning and Goal Sheet must be completed for each sub-event*

Event Date(s), Start and End Time(s):
Day: ________________________ Date: ______________________________________________________
Start Time: ___________    End Time: ___________    Attire:________________________________________
Event Launch Date: __________________________________________ (Will be provided by Events Director)
Is this event being held at Harvest? _________    Room: __________________________________________
If no, please provide location: _________________________________________________________________
Do you have a theme for this event? If yes, please provide: _________________________________________
Is there a theme color? If yes, please provide: ____________________________________________________
Will there be any special guest attending your event? ________ If yes, please list: _______________________
Must be a member of Harvest Life Changers Church (Please Circle): Yes or No
Your Target Audience (Please Circle):     Everyone   Men   Women   Youth   Other: ______________________
Age Requirement: _________________________________________________________________________
Is there a cost to attend this event? If yes, provide registration cost if known: ____________________________
Registration Deadline: __________________________________________ (Will be provided by Events Director)
Are children permitted to attend this event? If yes, what age? _______________________________________
Will childcare (Age 3 – 5th grade potty-trained) be provided? _____________________________
Determine your event purpose (to raise funds, provide fellowship, empowerment, etc.):
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

GOALS FOR THIS EVENT:

Determine what you want to achieve through this event by listing your goals below. Use additional paper as needed.

1. **Attendance Goal:** ____________________________________________________________________
   
   How do you plan to accomplish this goal?  _________________________________________________
   
   *Please take note of the following maximum capacities when setting your attendance goals*

<table>
<thead>
<tr>
<th>Room</th>
<th>Room Setup</th>
<th>Maximum Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanctuary</td>
<td>Standard (without adding chairs)</td>
<td>850 people</td>
</tr>
<tr>
<td>Multipurpose Center</td>
<td>Round tables with 6 chairs at each table</td>
<td>216 people</td>
</tr>
<tr>
<td>Multipurpose Center</td>
<td>Theater Style</td>
<td>400 people</td>
</tr>
<tr>
<td>Conference Room 104</td>
<td>Chairs without tables</td>
<td>102 people</td>
</tr>
<tr>
<td></td>
<td>Chairs with 6 ft rectangle tables</td>
<td>36 people</td>
</tr>
<tr>
<td>Room 200</td>
<td>Rows of chairs (with no table in the back)</td>
<td>96 people</td>
</tr>
<tr>
<td>Classrooms: 101, 102, 103</td>
<td>Theater Style</td>
<td>40 people</td>
</tr>
<tr>
<td>Largest Classroom (Room 301)</td>
<td>Theater Style</td>
<td>60 people</td>
</tr>
</tbody>
</table>

2. **Financial Goal** (if applicable): ______________________________________________________
   
   How do you plan to accomplish this goal?  _________________________________________________

3. **Sponsorship Goal** (if applicable): ____________________________________________________
   
   How do you plan to accomplish this goal?  _________________________________________________

4. **Other Goal** (if applicable): ________________________________________________________
   
   How do you plan to accomplish this goal?  _________________________________________________

5. At the end of this event, what do you want the people to walk away with?

________________________________________________________________________________________
________________________________________________________________________________________

Please sign and date below and submit the completed form to the Events Department via email to
events@harvestlifechangers.com. Hard copies can be submitted to the Ministry Admin Box in Room 300. Thank you in
advance for your labor of love and your dedication to make this event a success!

**Event Lead:** Signature: ___________________________ Date: ________________

**Ministry Director:** Signature: ___________________________ Date: ________________

**Events Director:** Signature: ___________________________ Date: ________________
The Event Budget Template was developed to assist Event Leads with the financial planning element of events. It organizes the anticipated income and expenses by category, and is available in hardcopy and as an excel spreadsheet. (See Attached)

If you have questions or need assistance with using the Event Budget Template, please contact the Events Department via email at events@harvestlifechangers.com.
EVENT PLANNING FORM: STEP 3
CREATE YOUR “DAY OF” EVENT PROGRAM

Instructions: Please complete Step 3 (Your “Day Of” Event Program) of the Events Packet. Upon review and approval of your program, you can begin working on Step 4 (Marketing Your Event). Submit this sheet along with your “Day of” Event Program to the Events Department via email at events@harvestlifechangers.com or hardcopy to the Ministry Admin Box in Room 300 by the due date given.

1. Create a program for your event, as well as for all sub-events that are within your event. Your program should list what happens in your event in chronological order:

   • Organize A Planning Team: Any event takes a team effort to manage all of the details. As an Event Lead, one of the first things we encourage you to do is to develop a planning team. You may use your Ministry Director, ministry members or others to work alongside of you to help brainstorm ideas and develop your program.

   • Examples of elements that may be in your program: Welcome, icebreaker, praise and worship, dinner, Word of God (speaker), artist, special performances, watch a movie, etc.

   • Proposing Program Participants: If you know the name of individuals you would like to be on the program you may include it in your program (i.e., John Doe will do the welcome). However, if you do not have those names, you can still submit the program.

   • Schedule Meetings and Rehearsals (see form): Complete the Building Activity/Meeting Request Form to schedule planning team meetings and rehearsals. Building Activity/Meeting Request Forms are located in Room 300 and should be submitted to the Church Administration Department via meetingrequests@harvestlifechangers.com or to the Ministry Admin Box in Room 300 (with the Ministry Director’s signatures if applicable).

2. Review your answer to question 5 of Step 1:

At the end of this event, what do you want the people to walk away with?

Please list the elements you have included in your program to help you accomplish your goal. Make necessary changes to the program as needed.

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Thank you in advance for your labor of love and your dedication to make this event a success!

Event Lead: Signature: ____________________________ Date: ________________

Ministry Director: Signature: ____________________________ Date: ________________
(If applicable)

Events Director: Signature: ____________________________ Date: ________________
EVENT PLANNING FORM: STEP 4

MARKET YOUR EVENT

You’ve planned your event, the date is set and the next thing you need to do is spread the word. Here are some marketing suggestions that can help get people to your event. Please note that all materials presented to the public/congregation (information sheets, letters, email blasts, telephone scripts, etc.) must be approved before distribution. Submit your marketing strategy to the Events Department via email at events@harvestlifechangers.com or hardcopy to the Ministry Admin Box in Room 300 by the due date given.

INFORMATION YOU MUST KNOW TO MARKET YOUR EVENT

- **Target Audience** – Who is your target audience? Knowing the gender, age, marital status, etc. of your target audience will help you to determine the most effective way to reach them.

- **Event Highlights and Selling Point** – In order to successfully market your event you must develop selling points that can be used to motivate and excite your target audience to attend the event. Simply stated, you must answer two important questions that your target audience will ask themselves when considering to attend your event (1) “why should I come to this event?” (2) “What’s in it for me?” Provide at least five selling points in your marketing strategy.

DEVELOP YOUR MARKETING STRATEGY

There are many ways to get the word out about your event. To assist you with developing your marketing plan, we have listed some marketing strategies to consider:

- **Word of Mouth** – Tell somebody! Word of mouth is still one of the most powerful selling tools! Encourage your members to tell their friends and friends of friends about the event and create a buzz.

- **E-Blast** – Spread the word through email. This will reach a large group at one time. You may propose to send an email to a specific group to promote your event (men, women, youth, etc.)

- **Event Video** – Every event is assigned a launch date in which your event may be announced to the public via a church video.

- **Social Media** – Ask your team/group to post and/or tweet the event information on their Facebook and/or Twitter page. For specific events, the church may also promote the event through the church social media accounts. (Graphics and verbiage provided by Harvest staff – if approved)

- **Website** – Provide what you would like to see on the Harvest website about your event. (Please note that your proposed content must be approved).

- **Meet with Your Target Audience After Service** – Since the people are already in the service, this would be a great time to meet with your target audience to promote your event (must have an approved information sheet, flyer, and/or signup sheet prior to the meeting date). You may schedule a meeting with your target audience to promote your event following a service.
EVALUATE YOUR EFFECTIVENESS

- **Monitor Your Registration** – If your event requires registration, you may request a registration report from the Events Director. You should monitor this report and sign-up lists to determine what adjustments need to be made in your marketing strategy to ensure maximum participation.
**EVENT PLANNING FORM: STEP 5**

**EXPANDING YOUR PROGRAM**

**Instructions:** Now that your “Day of” Event Program is approved, you are ready to expand your program and bring it to life! Revisit your goals and work toward accomplishing them.

**EXPAND YOUR PROGRAM TO INCLUDE THE FOLLOWING:**

This may take some time and it’s important that you get your team involved. This will be very monumental for your success!

1. **“Day of” Pre-Program** – Take your approved “Day of” Event Program and expand it to include everything you need to do from the beginning of the day that will lead you to your “Day of” Event Program. Include arrival times, times for workers to be on post and all relevant information to your event. (Sample program attached)

2. **“Day of” Event Program** – You have already submitted this program for approval. However, if there are any adjustments that need to be made, please submit your adjustments for approval prior to going forward.

3. **“Day of” Post Program** – Expand your “Day of” Event Program to include everything you need to do once your “Day of” Event Program is over, which includes clean-up, breakdown and re-setting of the rooms, etc.

*On your program, remember to include building open and closing time (usually an hour before and an hour after the event) suggested names, equipment, furniture, supplies, etc.*
EVENT PLANNING FORM: STEP 6
EVENT PLANNING CHECKLIST

Instructions: Use this checklist to assist your ministry in planning a successful event. Please note that we may not have all the specifics that your event requires in this checklist.

RECRUIT VOLUNTEERS

☐ Recruit Volunteers and Assign Roles (Publicity, Food, etc.): If you need volunteers for your event, you can request them in the following ways (complete an Announcement Request Form for an announcement):
  o Leadership Announcement (must need 10 or more people)
  o Church Announcement (must need 10 or more people)
  o Talk to people in your ministry

☐ Volunteer Information Sheet: Create an information sheet for ministry members and event volunteers that details rehearsals, meeting dates, attire, arrival time, parking and everything they need to know and do for the event. (Please note that meetings/rehearsals for groups less than 100 may not appear on the church calendar). Please submit for approval.

☐ Use of Service Teams: If your event is not a church service, you will be responsible for providing workers for greeters, food preparation and serving, finance, set up, etc. (if you need them for your event). You may not use Service Teams to staff your event.

COORDINATE MINISTRY SUPPORT

☐ Transportation (see form): If you are requesting transportation for your event, complete the Transportation Request Form and submit it to Ministry Admin Box in Room 300. You must submit two weeks prior to your requested date.

☐ TV and Audio Support (see form): If you are requesting audio support or TV related items (projectors, DVD players, etc.), please complete an Audio Visual Support Request Form and submit it to the Ministry Admin Box in Room 300. You must submit two weeks prior to your requested date.

☐ Automatically Scheduled Ministries: The following ministries will be scheduled by the Events Department (if required).
  o Deacon on Duty
  o Photography
  o TV Ministry
  o Audio Services
  o Finance

CONFIRM EVENT PARTICIPANTS (Workers List)

☐ Confirm Everyone on the Program: Ensure you confirm everyone on your program to ensure they are aware of their roles and responsibilities during your event. After you complete your confirmations, submit the list of confirmed participants to the Event Director (See template attached).
CREATE YOUR EVENT DIAGRAM & SETUP

☐ **Diagram** *(see facility diagram)*: Create a diagram that shows the following. This will help you determine what is needed to carry out the program. (Note: If your event is not located at the church, please create a diagram for the facility/area in which your event will be held.)
  - Setup of Rooms/Areas – layout of tables, chairs, projector, smart signs, balloons, etc.
  - Ministry Worker Positions – mark positions with a symbol and put the workers name beside the symbol
  - Decorations – show location and verbiage of decorations (include pictures of proposed centerpieces, wall decorations, etc.)

SCHEDULE A WALK-THROUGH

☐ **Schedule a Walk-Through**: Performing a walkthrough of your program from beginning to end is vital to the success of your event.
  - Put yourself in the shoes of the “event participant” and walkthrough what they will experience from the time they arrive until the time they leave.
  - Ask the ministry workers to perform walkthroughs for their respective areas

HANDOUTS

☐ **Handouts** – All handouts used at the event must be approved. Submit them to the Events Director for approval at [events@harvestlifechangers.com](mailto:events@harvestlifechangers.com) or hardcopy to the Ministry Admin Box in Room 300. If you submit a hardcopy to the Ministry Admin Box, please be sure to include your name and event title with the submission.

VIDEOS & DVDS

☐ **Videos & DVDs** – Any video/DVD being shown during an event must be reviewed and approved. You should watch the video/DVD first to ensure it is appropriate for a Christian audience and fits within the vision, mission and culture of Harvest. After your review, you should submit it to the Events Department for approval.

EVENT FORMS (Located in the Leadership Room)

☐ **Building Activity/Meeting Request Form**
☐ **Announcement Request Form**
☐ **E-blast/V-blast/Phone Tree Request Form**
☐ **Multimedia Graphics Request Form**
☐ **Transportation Request Form**
☐ **Audio Visual Support Form**
☐ **Purchase Request Form**

KITCHEN USE

☐ **Kitchen** – To request the use of the kitchen, please email the Events Director at [events@harvestlifechangers.com](mailto:events@harvestlifechangers.com)
EQUIPMENT NEEDED

☐ Equipment – To request the use of equipment, please email the Events Director at events@harvestlifechangers.com

QUESTIONS

☐ List any additional questions that you may have regarding your event.

OTHER

☐ Whatever Is Needed: We cannot possibly cover every item and scenario for every event. Ensure you take care of whatever is needed to make your event happen.

POST EVENT EVALUATION SHEET

☐ Post Event Evaluation Sheet: Complete the Post Event Evaluation Sheet within the following week or before to capture lessons learned and things that can be done to better improve the event.

HAVE A SUCCESSFUL EVENT

Remember that successful events do not happen by accident, they are very intentional. As you invest the time to strategically plan the details leading up to your event, you will positively impact the level of success and results you experience on the day of your event. If you have any questions about the content of this document, please contact the Events Department at events@harvestlifechangers.com.

God Bless You!
Keep in mind you are in charge of this event and you are responsible to carry it out as planned. With all the different dynamics going on during the day of an event, it can be a little stressful. It doesn’t matter if it’s your 1st time planning an event or if it’s your 100th time.

Therefore, it is important to keep your cool. Meet with team members and volunteers to pray and for motivation. Think on your feet and make necessary changes as needed. Just remember, we are doing this ultimately to advance the Kingdom of God.

For your use only!

☐ Create a “Day of” checklist, to ensure you have covered all areas for your event (i.e. picked up balloons, updated program following walk-through, etc.)
EVENT PLANNING FORM: STEP 8
AFTER THE EVENT

1. Make sure you and your team clean-up, breakdown and reset the rooms that were used for your event.
   a. Follow the After Event Clean Up Policy. (See attached)
   b. Follow the room diagrams when resetting the rooms. (Will be provided if needed)

2. Take time to thank the people who made your event possible.

3. Within a week following your event, complete the Post Event Evaluation Sheet. The purpose of this sheet is to gather all relevant information to identify strengths to be built upon, identify areas for further improvement and better the planning of future events (see attached).
AFTER EVENT CLEAN UP POLICY

Sanctuary & Set Up After Event
- Vacuum floor – 2 vacuums found in the Utility Room (by the water fountain)
- Vacuum under chairs and vacuum “W” pattern in aisles and stairs and also the steps on the left and right exit sides of the pulpit.
- Remove any remaining trash (handouts, etc…)
- If podium is being used: spray glass cleaner on paper towel and clean the top, sides, front and inside of the podium

Restrooms
- Wipe sink and entire counter with cleaning cloth and Odo-Ban
- Make sure trash is not overflowing in trash cans

Classrooms: 101, 102, 103 & Set Up After Event
- Vacuum floor – 2 vacuums found in the Utility Room (by the water fountain)
- Remove any remaining trash (handouts, etc…)
- Set up the room according to the diagram provided by the Events Director

Room 200 & Set Up After Event
- Vacuum floor – 2 vacuums found in the Utility Room (by the water fountain)
- Vacuum under chairs starting with the front row and proceed until you reach the last row
- Remove any remaining trash (handouts, etc…)
- Set up the room according to the diagram provided by the Events Director

Room 301 & Set Up After Event
- Vacuum floor – 2 vacuums found in the Utility Room (by the water fountain)
- Remove any remaining trash (handouts, etc…)
- Set up the room according to the diagram provided by the Events Director

Conference Room 104 & Set Up After Event
- Remove any remaining trash (handouts, etc…)
- Set up the room according to the diagram provided by the Events Director

Multipurpose Room (MPC) Clean Up & Set Up After Event
- Vacuum floor – 2 vacuums found in the Utility Room (by the water fountain)
- Take out trash from all trash cans in the kitchen and MPC and replace trash bags – take trash to the dumpster
- Wipe tables – paper towel and 409 cleaner for table found in the Utility Room (by the water fountain)
- Straighten up chairs in the MPC
- Set up the room according to the diagram provided by the Events Director
Kitchen Clean Up & Set Up After Event

- Wash all dishes in the kitchen that were used for your event
- Sweep up kitchen floor
- Put kitchen items back where they were taken from
- Do not leave any open food in the kitchen or MPC (all open food must be removed)

Storage Rooms

- Do not put any items in the storage rooms
- All items brought with you must go back with you

Please sign below and submit the completed sheet to the Events Department via email at events@harvestlifchangersons.com or hardcopy to the Ministry Admin Box in Room 300 acknowledging that you have read and understand the above policy.

______________________________    __________________________
Event Lead Signature     Date

______________________________   __________________________
Event Lead Name (print)     Event Name

**Office Use Only:**
Condition of room after the event (inspection to be completed by the Events Director)

- Excellent
- Good
- Poor

Comments: __________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

__________________________   ________________
Events Director      Date
POST EVENT EVALUATION SHEET

Instructions: The purpose of this sheet is to gather all relevant information to identify strengths to be built upon, identify areas for further improvement and better the planning of future events. Please complete the Post Event Evaluation Sheet within the following week after your event and submit it to the Events Department via email events@harvestlifechangers.com or hard copy to the Ministry Admin Box in Room 300.

YOUR INFORMATION:

Name: ______________________________________________________________________

First ____________________________________________ Last _______________________

Ministry Name: __________________________________________________________________

Event Title: ___________________________________________________________________

POST EVENT EVALUATION:

Instructions: Please answer the following questions as they relate to your event.

1. Did you meet your goals and objectives for your event? Yes or No

2. What were your final goal results in:
   Attendance ____________ Financial: ____________ Other: ____________

3. If you did not meet your expected goals, what would you do differently next time to achieve those goals?

4. Did you meet your budgetary goals?

5. Did you have enough volunteers for the event?

6. What could you have done differently to make the event better/more productive?

7. Did you have enough advertising for the event? How could you have made this better?

8. Did you execute the event in a professional manner?

9. Did you face any group conflict with this event? What was it? How was it resolved? What could you have done differently?

10. Would you bring this vendor/performer in again? Was it worth it? (if applicable)

11. Would you execute a similar event in the future? What changes would you make?

12. How does this event allow us to grow as a ministry? Overall, was it a good event?

13. How helpful was the Event Director and staff? Provide additional comments as needed.

<table>
<thead>
<tr>
<th></th>
<th>1 Poor</th>
<th>2 Below Average</th>
<th>3 Met Standards</th>
<th>4 Exceeds Standards</th>
<th>5 Excellent</th>
</tr>
</thead>
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<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Please sign and date below and submit the completed sheet to the Events Department via email to events@harvestlifechangers.com. Hard copies can be submitted to the Ministry Admin Box in Room 300.

**Event Lead:**  
Signature: ____________________________ Date: ________________

**Ministry Director:**  
Signature: ____________________________ Date: ________________

**Events Director:**  
Signature: ____________________________ Date: ________________
Use of Church Shuttle Bus

The primary use for the Harvest Life Changers Church shuttle buses is to transport members and guests from our overflow parking areas to our church during services and events. The church shuttle buses have limited availability for transporting ministry volunteers to events. Requests for the use of the church shuttle buses will only be considered for local travel to distances no more than 60 miles (one way mileage) from the church.

To request the use of the church shuttle buses, complete the Transportation Request Form. Completed forms may be emailed to ministryadmin@harvestlifechangers.com or placed in the Ministry Admin Box in the Leadership Room (Room 300).
Requesting the Church to Make Ministry-Related Purchases

Ministry Directors, Presidents and Managers who are requesting the church to make a ministry-related purchase for items such as food, supplies, decorations, professional services, etc. must complete a Purchase Request Form, which is located in the Leadership Room (Room 300). Completed Purchase Request Forms should be submitted to your Ministry Director. Ministry Directors will review and provide feedback. The Ministry Director will then submit the final form with signature by email to accountspayable@harvestlifechangers.com or in hardcopy to the Finance Department Box in the Leadership Room (Room 300). For event-related requests, see Section 14, Events.

The Ministry Director will receive notification of the status of the request from the appropriate department.

Requesting Ministry Volunteers to Donate Money or Items

Ministry Directors, Presidents and Managers who would like to request approval for ministry volunteers to donate money or items for an event must work with their Ministry Director to obtain the proper approvals (see Section 14, Events). Ministry leaders should not contact their ministry volunteers until they have received written notification of approval through the events planning process.

Upon approval, the ministry leader will be provided with the approved email content for use in notifying their ministry volunteers. The notification will include the beginning and ending dates for donations. All monetary donations will be collected at the Resource Center located in the foyer, unless otherwise approved by EMM.

Requesting to Make Non-Monetary Donations to the Church

Ministry leaders or volunteers who would like to make a non-monetary donation (i.e., computers, supplies, furniture, etc.) to the church must complete the Non-Monetary Donation Request Form (see Section 26, Ministry Forms). Completed forms should be placed in the Ministry Admin Box in the Leadership Room (Room 300) or emailed to ministryadmin@harvestlifechangers.com. You will receive further instructions from the appropriate department after your form has been processed.
Requesting Finance Support for Ministry Meetings or Events

Support for Ministry Meetings

If Finance Support is needed for a ministry meeting, please send an email to the Finance Department (financedepartment@harvestlifechangers.com) to request approval. Your email must contain justification of the ministry need for Finance Support.

Support for Ministry Events

Finance support for ministry events is obtained through the events planning process. When an event is approved to have Finance Support, you will follow the instructions outlined in the Events section of this manual (see Section 14, Events).

Reimbursement Process Policy

All ministry-related purchases must be approved in advance by submitting the Purchase Request Form (see Requesting the Church to Make Ministry-Related Purchases section above). The process to obtain approval for ministry-related purchases is outlined on page 1 of this section.

Ministry leaders who make ministry-related purchases, without first obtaining approval, do so with the understanding that they may not be reimbursed.

Approved ministry-related purchases can be reimbursed by submitting a Check Request Form along with your receipts or supporting documentation to the Finance Department box in Room 300.

Ministry Fundraising

Ministry leaders who would like to propose a fundraiser for their ministry or event must complete the Event Concept Approval Form (see Section 26, Ministry Forms). This form can be obtained from the Leadership Room (Room 300). Ministry leaders should submit completed forms to their Ministry Director. Ministry Directors will review and provide feedback. The Ministry Director will then submit the final form with the statement, “Director’s review and feedback completed. Submission includes the updated version of the request. I recommend/do not recommend this submission.” by email to ministryadmin@harvestlifechangers.com or in hardcopy to the Ministry Admin Box in the Leadership Room (Room 300). The Ministry Director will be notified of the approval status of your request by the appropriate department.

If the concept is approved, the ministry leader will obtain quotes for the fundraiser idea and submit the information to their Ministry Director. Once the Ministry Director completes their review and provides feedback, they will submit the fundraiser
recommendation with the statement, “Director’s review and feedback completed. Submission includes the updated version of the request. I recommend/do not recommend this submission.” by email to ministryadmin@harvestlifechangers.com or in hardcopy to the Ministry Admin Box in the Leadership Room (Room 300). If approved, the Finance Department will contact the approved vendor to establish the agreement. Under no circumstances should the ministry leader or Ministry Director establish an agreement with a vendor without written approval from the Finance Department or EMM.

The Finance Department will notify all parties involved and provide the necessary instructions for the successful operation of the approved fundraising event.
BUSINESS & PUBLIC RELATIONS (SECTION 17)

Representing Harvest Life Changers Church to the Public

You are not allowed to speak/act on behalf of or present yourself as a representative(s) of the Harvest Life Changers Church, without prior written approval from EMM.

Violation of this policy may be punishable in a court of law.

Partnering With Outside Organizations

Harvest Life Changers Church partners with various community and Christian-based organizations in the United States and abroad. We take great care in choosing partnering organizations whose programs closely align with our goal to change the lives of people all over the world through the power of Jesus Christ.

No one is authorized to establish a partnership on behalf of the Harvest Life Changers Church. Partnerships will be established by designated Harvest personnel only. Exceptions may be made to allow members of Harvest leadership to establish partnerships on a case by case basis upon written approval from EMM.

If you have been granted written approval from EMM to establish or maintain a partnership with an outside organization, all email correspondence between you and that outside organization must be sent to and from a Harvest email address. Ministry leaders should not use non-Harvest email accounts (i.e. Gmail, AOL, Yahoo, etc.) for ministry-related communication with an outside organization.

Meeting Requests with Outside Organizations

If you are scheduled to meet with the outside organization, you must submit an Outside Meeting Request Form prior to the meeting date for approval. Meetings should not take place without approval from EMM.

Harvest ministry leaders assigned to work with outside organizations must submit a report of the meeting within 48 hours of the meeting date. Reports should be submitted to your Ministry Director. Ministry Directors will submit it to EMM.
SOCIAL MEDIA (SECTION 18)

Use of Social Media Policy

For the purposes of this policy, social media is defined as electronic communications and online activities, such as: text messages; Wikipedia pages; blogs; and social networking like FaceBook, Twitter, Instagram, YouTube and the like.

As a ministry leader, you represent Harvest everywhere you go and in everything that you do. This statement applies to your behavior in social media communication as well. Harvest expects all ministry leaders to use social media in a Christian, professional manner at all times.

The following is a list of guidelines to remember when you engage in social media activities:

1. You are personally responsible for content you publish using social media tools. Remember all internet postings are permanent, can be duplicated and may go viral.

2. Use your judgment. If you wonder whether or not to communicate or post, DON'T. If you have questions, contact EMM (emm@harvestlifechangers.com).

3. Ministry leaders should be aware that any use of social media websites (whether or not accessed from Harvest’s computer network or internet access) may be monitored.

4. For your protection and the protection of Harvest, you are prohibited from using internal or external social media channels to discuss confidential information (see Section 13). Respect the privacy of Harvest ministry volunteers and guests, ministry leaders and the Church’s privacy by not providing personal or confidential information in social media communication.

5. Ministry leaders are not authorized to use social media to speak on behalf of Harvest in an official capacity (see Section 19). Exceptions may be approved on a case by case basis by EMM.

6. Ministry Leaders should not communicate with any youth on any social media platform (i.e., send or accept friend requests, comment on posts, follow on FaceBook, Twitter or Instagram, etc).

7. Harassment, threats, intimidation, ethnic slurs, personal insults, pornography, obscenity, racial or religious intolerance, abuse, and any other form of behavior
prohibited by law is also prohibited via social media channels. Do not upload, post, forward or post a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content. Do not engage in any such behavior and do not “Like” or comment on any such behavior, comments, or remarks.

8. Ministry leaders should use their best judgment when engaging in social media activities and should be on guard against actions and discussions that could harm the interests of our church, community, faith, or other persons.

9. If you see a violation of this policy, report it by email to emm@harvestlifechangers.com. Please include a screenshot of the offense in your email.

10. All of Harvest’s other policies apply to the use of digital and social media. All communication by ministry leaders should align with the Harvest culture (see Section 1).

Instances of policy violations will be handled independently and impartially by EMM.
USE OF THE HARVEST LIFE CHANGERS CHURCH LOGO, BRANDING & NAME (SECTION 19)

Use of the Harvest Life Changers Church Logo, Branding and Name

You are not allowed to use the Harvest Life Changers Church name, logo or any of its branding without the express written consent of EMM. All materials approved to display Harvest logo/branding will be produced by the church or a contracted vendor.

Restrictions

The Harvest logo may not be used by individuals or private businesses. Harvest members may not use the logo or brand materials for business or personal use. Unofficial materials or digital platforms may not carry the Harvest branding even when operated by a member of the Harvest Life Changers Church unless the usage is specifically authorized by EMM.

Logo for Your Ministry

All Harvest ministries will use the Harvest Life Changers Church logo. You are not allowed to create ministry specific logos. All requests for ministry use of the Harvest logo must be approved by EMM and all materials will be produced by the church or a contracted vendor.

How to Request Use of Logo for Ministry Purposes

Requests for use of the Harvest logo should be emailed to EMM (emm@harvestlifechangers.com).

Violation of Policy

Harvest will pursue the necessary actions to remove and/or confiscate materials found in violation of this policy. Violation of this policy may be punishable in a court of law.
NO SOLICITATION POLICY (SECTION 20)

Our No Solicitation Policy

At Harvest, we believe in the protection of our members, ministries and our church home. We want this to be a place where one can worship freely and receive all that God has for them without being bombarded with solicitations.

- We do not want people to feel obligated or forced to do business with you.
- We are serious about carrying out the mission and vision that God has called us to do and we will not be distracted.
- We want this to be a church of safety.

As a ministry leader, you are not allowed to distribute any kind of advertising flyers (e.g., for sample sales, invitations to marketing events, business cards, etc.). Selling personal items anywhere on the church premises (i.e., anywhere in the building, on our parking lot or in the designated overflow parking areas) is not permitted. If you have any questions, please contact the Main Office at (703) 490-4040.

How You Can Help

Harvest firmly believes that our members and guests should enjoy a distraction-free worship experience. If you are approached or contacted in anyway by a solicitor while attending Harvest church services/activities, please get their name and notify EMM (emm@harvestlifechangers.com) or call the church at (703) 490-4040. If you witness someone else being approached or being handed any type of marketing materials, do your best to discretely (with wisdom) interject and then report the incident using the information above.

If You Violate this Policy

Violations of this policy will be handled by EMM.

Opportunities to Promote Your Business

Harvest does offer opportunities for members who own a business to promote their business in a structured environment via paid advertisements in magazines or publications, and in our Business Card Binder at Guest and Membership Services.
PRIVACY POLICY (SECTION 21)

Our Commitment to Privacy (Notice to Leaders)

As a church, we respect everyone’s right to privacy and we care about confidentiality and the privacy of our members and guests’ personal information. As a ministry leader, it is vitally important to understand that we do not condone the personal use (i.e. solicitations, donation requests, etc.) of any church member’s personal information – including phone numbers, email addresses, history, records and conversations. We are committed to maintaining confidentiality and the privacy of our members and guests’ personal information and expect you, as a ministry leader, to honor this commitment.

The best advice regarding the release of information about the church and the people you serve is don’t! This is true whether you’re simply talking to a friend or family member or to a member of the news media (which you should not be doing either, unless authorized by EMM – see Section 18, Representing Harvest Life Changers Church to the Public). If anyone requests information from you, your wisest answer is, “Church policy doesn’t allow me to give out that information.” If someone continues to question you for information, suggest that he or she contact the main office of the church by phone at 703-490-4040 or by email at info@harvestlifechangers.com.

Our Commitment to Privacy (Notice to the Public)

Harvest Life Changers Church is committed to maintaining the confidentiality, integrity, and security of personal information about our members and guests. We take great care to protect personal information about you and when we use it, we do so with respect for your privacy. We may use personal information about you to fulfill ministry-related requirements.

Ministry volunteers may by chance obtain someone’s phone number or email address as a result of mass texts or emails being sent by a ministry president or director to their ministry members regarding ministry-related business. If you happen to receive a member’s phone number or email address, please do not use it for your own personal use (i.e. solicitations, donation requests, chain emails, etc.). We want to respect everyone’s privacy.
USE OF CHURCH PROPERTY & EQUIPMENT (SECTION 22)

Key Usage Policy

It is Harvest’s policy to limit and tightly control the number of keys to its property and equipment. All keys to the church vehicles, buildings, storage units, and other offsite locations are the property of Harvest Life Changers Church, and must be obtained and managed in accordance with this policy.

The Key Usage Policy serves to:

- Prevent unauthorized access to church property and equipment
- Enhance re-keying cost control
- Promote a safe worship environment for Harvest members and guests

Key Access

Ministry leaders serving in a ministry capacity that requires access to a church vehicle, building, storage unit, etc. must:

- Sign the key(s) out on the Key Log located in the Main Office.
- Return the key(s) to the Main Office at the end of the ministry event/activity.
- Ministry leaders should not leave the church premises while in possession of church keys. EMM may authorize exceptions for keys to vehicles, storage units and other offsite locations.

Key Usage

The following rules pertain to the use of church keys:

- Keys are provided for ministry-related use only.
- Keys are not to be given to any other individual(s).
- Making duplicate copies of keys is strictly prohibited. If a ministry leader requires another set of keys for ministry purposes, send an email request with justification of the need for additional keys to EMM at emm@harvestlifechangers.com.

Please direct all questions regarding the Key Usage Policy to EMM at emm@harvestlifechangers.com.
Key Usage Policy Acknowledgement

Please read the Key Usage Policy in its entirety. Sign and date below, acknowledging your receipt of this policy. A copy of this policy will be provided to you for reference.

- Keys are provided for ministry-related use only.
- Keys are not to be given to any other individual(s).
- Making duplicate copies of keys is strictly prohibited.
- Keys must be returned to the Main Office at the end of the ministry event/activity.
- Keys should not be taken off the church premises without prior authorization from EMM.

By signing below, I acknowledge that I have read and understand the Key Usage Policy as stated above.

Signature: ___________________________________________ Date: ________________

Printed Name: ___________________________________________

First Name    Middle Initial    Last Name

Representative (Witness): ___________________________ Date: ________________
Ministry leaders may use the copier machine (large Xerox machine) and the black and white printer (small printer), located in the Leadership Room (Room 300), to copy and/or print ministry-related items. The small black and white printer should be used for most ministry printing (less than 75 pages). Approval to print to the Xerox copier may be provided on a case by case basis and must be obtained in writing from EMM. You may submit your request by email to your Ministry Director. Your Ministry Director will review, provide feedback and submit their final recommendation by email to ministryadmin@harvestlifechangers.com or in hardcopy to the Ministry Admin Box in the Leadership Room (Room 300). Please include a justification statement, including the details of what it is you are requesting to print, with the request.

**General Printer & Copier Usage Guidelines**

1. Printers are to be used for documents that are relevant to the day-to-day ministry operations at Harvest. Printers should not be used to print personal documents.
2. Every effort should be made to limit paper usage by taking advantage of duplex printing (i.e. double-sided printing) features if allowed by a specific printer.
3. Users printing a job in excess of 75 copies for black and white or solid color jobs may be required to submit a Print Request Form, which is located in the Leadership Room (Room 300). Ministry leaders should submit their Print Request Forms to their Ministry Director. The Ministry Director will review, provide feedback and submit the final request with their recommendation by email to ministryadmin@harvestlifechangers.com or in hardcopy to the Ministry Admin Box in the Leadership Room (Room 300).

**Xerox Copier Use Instructions**

When using the Xerox machine, located in the Leadership Room (Room 300), a copier code is required. Use the login code **4000** to access the system. To begin making copies, follow the steps below:

1. Select the “Copy” icon on the Xerox printer.
2. When prompted, use the number key pad and enter the code **4000** and press “Enter”.
3. Place your document in the top feeder tray or lift up feeder tray and place on the glass flatbed.
4. Next select your copy options and press the green “Start” button to make your copies.
5. Once you are finished making copies, select the small green box in the top right hand corner that says “HLCC Ministries”.
6. At the popup menu, select “Logout”.
7. At the next screen, select “Logout” to exit the system
8. Log your copies on the copy log located on the copier.

Printer and/or Copier Malfunctions

If a problem with the printer and/or copier (i.e., paper jam, out of toner, etc.) occurs during your use, please do not attempt to fix it. Please ask a member of the Harvest staff for assistance or you may report the problem to ministryadmin@harvestlifechangers.com. If the problem occurs outside of the church’s normal business hours (Mondays 10:00 am to 5:00 pm, Tuesday-Friday 9:00 am to 5:00 pm), please contact one of the following Harvest staff members:

Mercedes Allsop    703-398-2198
Janelle Jeffries   571-269-4885
Andre Jackson      703-541-8004
Access to Leadership Room (Room 300)

The Leadership Room is available for use by ministry leaders. It is available for use before and after services on Sundays and Wednesdays. If you need access to the Leadership Room outside of these times, you should submit a Building Activity and Meeting Request Form to the Ministry Admin box in the Leadership Room or by email to ministryadmin@harvestlifechangers.com.

Children are not allowed in the Leadership Room unless they are accompanied by a ministry leader. Children are not allowed to use the computers in the Leadership Room. We have a limited number of computers and want to ensure that we value and not abuse our church resources.

The Leadership Room is not an approved storage area. Ministry leaders are not authorized to store items in the Leadership Room without written approval from EMM. See Section 25, Storage Usage for more information.

Computer Usage Policy

Harvest seeks to provide its ministry leaders with tools to aid in the efficiency and effectiveness of ministry operations. The use of Harvest computers, located in the Leadership Room (Room 300) and its networks is made available to ministry leaders as a means of accomplishing ministry goals and objectives. Therefore, ministry leaders are encouraged to use the computers, networks and internet access appropriately.

Harvest has established the following guidelines for ministry leaders’ use of its computer technology and communications networks, in an appropriate, ethical and professional manner.

Disclaimer

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even harmless search requests may lead to sites with highly offensive content. Additionally, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the internet do so at their own risk, and Harvest Life Changers Church is not responsible for material viewed or downloaded by users from the Internet.

To minimize these risks, your use of the Internet at Harvest Life Changers Church is
governed by the following policy:

**Permitted Use of Internet and Harvest Computer Network**

The computer network is the property of Harvest Life Changers Church ("Harvest") and may only be used for legitimate church business and ministry purposes. Employees and/or ministry leaders/members/workers ("Users") are provided access to the computer network to assist them in the performance of their job or ministry related duties. All Users have a responsibility to use Harvest's computer resources and the Internet in a professional, lawful and ethical manner.

**Computer Network Usage Limitations**

**Prohibited Uses**

Harvest's computer network may not be used to disseminate, view or store pornographic text or images, or any other unauthorized materials. Users may not use Harvest's Internet connection to download games or other entertainment software (including screen savers) or to play games over the Internet. Additionally, Users may not use the computer network to display, store or send (by email or any other form of electronic communication such as bulletin boards, chat rooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, offensive or otherwise inappropriate or unlawful. Any User that receives such materials should notify EMM immediately by email at emm@harvestlifechangers.com.

**Illegal Copying**

Users may not illegally copy material protected under copyright law or make that material available to others for copying. Users are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages and other material they wish to download or copy. Users may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of EMM.

**Communication of Confidential and/or Personal Member Information**

Unless expressly authorized to do so, Users are prohibited from sending, transmitting or otherwise distributing confidential and/or personal member information, data or other confidential information belonging to Harvest. Unauthorized dissemination of such
material is a violation of privacy and may be punishable in a court of law.

Duty Not to Waste Computer Resources

Accessing the Internet

To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to Harvest's network must do so through an approved Internet firewall or other security device. Bypassing Harvest’s computer network security by accessing the Internet directly by modem or other means is strictly prohibited unless the computer and/or device in use is not connected to Harvest's network.

Frivolous Use

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the User must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending unauthorized mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading unauthorized large files, accessing unauthorized streaming audio and/or video files or otherwise creating unnecessary loads on network traffic associated with non-business or non-ministry-related uses of the Internet.

Virus Detection

Files obtained from sources outside Harvest, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards or other online services; files attached to email; and files provided by customers or vendors may contain dangerous computer viruses which may damage the Harvest's computer network. Users should never download files from the Internet, accept email attachments from unknown users or use disks from non-Harvest sources without first scanning the material with Harvest-approved virus checking software. If a User suspects that a virus has been introduced into Harvest's network, notify EMM immediately by email at emm@harvestlifechangers.com.
**No Expectation of Privacy**

Users are given access to the Harvest computer network and Internet access to assist them in the performance of their ministry-related duties. Users should have no expectation of privacy in anything they create, store, send or receive using Harvest's computer equipment. The computer network is the property of Harvest and may be used only for purposes described in this policy.

**Waiver of Privacy Rights**

Users expressly waive any right of privacy in anything they create, store, send or receive using Harvest's computer equipment or Internet access. Users consent to allow any Harvest personnel access to all materials created, stored, sent or received by Users through any Harvest network or Harvest Internet connection.

**Monitoring of Computer and Internet Usage**

Harvest has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, and monitoring file downloads and all communications sent and received by Users.

**Blocking Sites with Inappropriate Content**

Harvest has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the Christian professional environment.
CHURCH PARKING (SECTION 23)

General Parking Policy

No Liability Created

Any vehicle parked, operated, or driven on the grounds of the Harvest Life Changers Church (Harvest) or the designated overflow parking areas shall be done solely at the risk of the vehicle owner/operator. Harvest assumes no liability or responsibility whatsoever for any damage to or theft from any vehicle parked at or driven onto the aforementioned parking areas, unless such damage directly involves the operation of one of Harvest’s buses operated by an authorized driver. Vehicle owners/operators who drive and/or park their vehicles on Harvest’s parking lot or in the designated overflow parking areas inherently agree to hold Harvest blameless for any loss or damage to their vehicle, and its accessories, attachments or contents, as a result of fire, theft, vandalism, collision, or any other cause.

Ministry Member Notifies You of an Incident

Harvest accepts no Liability for incidents/accidents that occur on its parking lot or any designated overflow parking areas (see General Parking Policy above). If you are contacted by ministry members regarding an incident that occurred in the church parking lot or any designated overflow area, you should advise the ministry volunteer to contact their auto insurance provider. Likewise, if you observe an incident take place, you should encourage those involved to exchange information and contact their auto insurance providers.

Leadership Parking Policy

In an effort to make more parking spaces available for our guests, Harvest ministry leaders and volunteers are asked to park in the designated overflow parking areas at Potomac Mills (Lots 25 & 26, unless otherwise stated). Exceptions may be made to this policy due to the nature of the operations of certain ministries.

Leadership Parking Pass Policy

Ministry leaders may submit a request to be allowed to park on the church lot during services/events. If the request is approved, a Leadership Parking Pass will be issued to those listed in the request, to be displayed in the vehicle so that the parking lot ministry is aware that you are authorized to park on the church lot during services/events.

Leadership parking passes are for ministry leaders and designated ministry volunteers
who are serving in ministry on a Sunday and/or Wednesday and require parking access on the main church lot prior to the start and/or end of the Shuttle Service.

Leadership parking passes may be approved for those who do not fall into the category above, but due to extenuating circumstances they require a pass to park on the main church lot. Approval required by EMM. Pregnancy is not considered an extenuating circumstance.

**Requesting a Parking Pass**

Ministry leaders and designated ministry workers can request a parking pass by completing a Leadership Parking Pass Request form available in the Leadership Room (Room 300). Completed forms should be submitted to the Ministry Admin box located in the Leadership Room or by email to ministryadmin@harvestlifechangers.com.

Submitting a parking pass request form does not guarantee approval.

EMM will notify the ministry leader regarding the status of their request.

**Distribution**

Upon approval, parking passes are distributed from the Main Office on the last Sunday of the month for the following month or as needed.
Storage Usage

Harvest has a very limited amount of space available for storage. We will try to accommodate allowing ministries space to store 1-2 storage bins, on a first come first serve basis. However, ministry leaders should plan to personally store most items in locations outside the church (i.e. personal residence, car, etc.). Items that are the property of the church should be stored at the church or at a contracted storage facility.

If you would like to request approval for storage use, complete the Storage Use Form located in the Leadership Room (Room 300). Completed forms may be placed in the Ministry Admin Box in the Leadership Room (Room 300) or emailed to ministryadmin@harvestlifechangers.com.
EMM EVALUATION AND AWARDS PROGRAM FOR MINISTRIES (SECTION 25)

Harvest Excellence Awards

The purpose of the Harvest Excellence Awards program is to acknowledge and celebrate ministry leaders and members who exhibit excellence in customer service and care; showing full support of the mission and vision of the Harvest Life Changers Church and our Pastors.

Award Categories Include:

- **Annual Ministry Leadership (Directors, Presidents and Managers) Excellence Award – Awarded in December**
  - Most Outstanding Harvest Leader Award
    - Spirit of excellence
    - Driving your ministry
    - Proactive in ministry
    - People are showing up
    - High morale

- **Annual Ministry Excellence Awards – Awarded in November**
  - Most Outstanding Harvest Ministry Award
    - Maximum Attendance – high attendance record for ministry members
    - Customer Service – above and beyond customer service and care
    - Innovative Ideas – new idea that makes a significant ministry impact
    - Exceptional Presentation – ministry attire, operations, service, etc.

At the end of the day, your ministry should look like Harvest!
Ministry and Event Forms Reference Guide

To access forms online:

1. Log on to [www.harvestlifechangers.com/ministry-forms](http://www.harvestlifechangers.com/ministry-forms)
2. When prompted, enter the password that was issued to you

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcement Request Form</td>
<td>To request specific dates for an announcement to be read, advertised by video during church services/events or sent via email.</td>
</tr>
<tr>
<td>Audio Visual Request Form</td>
<td>To request Audio Visual Support for your meeting or event (i.e. projector, TV, laptop, mics)</td>
</tr>
<tr>
<td>Building Activity and Meeting Request Form</td>
<td>To request specific dates and times for building activities and ministry-related meetings during the week and on weekends. This form is not needed for meetings that are already scheduled on the church calendar.</td>
</tr>
<tr>
<td>Copier Code Request Form</td>
<td>This form is designed to request a copier code for a ministry that needs to make copies for a service or event or to reset the amount of copies allotted to a previously created account.</td>
</tr>
<tr>
<td>Form</td>
<td>Purpose</td>
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<tr>
<td>E-blast/V-blast/Phone Tree Request Form</td>
<td>Use this form to request that an email (E-Blast), video mail (V-Blast) or phone message to be sent to a large group of individuals for the promotion of an event or service.</td>
</tr>
<tr>
<td>Ministry Change/Proposal Request Form</td>
<td>To request specific changes and/or ideas for a particular ministry.</td>
</tr>
<tr>
<td>Multimedia Graphics Request Form</td>
<td>To request for a graphic (door hanger, poster, postcard, etc.) to be created.</td>
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<tr>
<td>Print Request Form</td>
<td>To request the mass production of materials (75 or more pages)</td>
</tr>
<tr>
<td>Request for Ministry Members</td>
<td>To request ministry members to fill staffing needs.</td>
</tr>
<tr>
<td>Storage Request Form</td>
<td>To request approval to store or retrieve ministry related items in on-site and/or off-site storage.</td>
</tr>
<tr>
<td>Saved to Serve Volunteer Ministry Vacancy Form</td>
<td>To apply for a Volunteer Ministry Leader or Ministry Support Vacancy.</td>
</tr>
<tr>
<td>Volunteer Work Service Notification Form</td>
<td>To request specific dates and times to perform ministry-related work at the church during normal business hours (Monday, 10 am – 5 pm; Tuesday – Friday, 9 am – 5 pm).</td>
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<tr>
<td>Form</td>
<td>Purpose</td>
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<tr>
<td>Event Concept Approval Form</td>
<td>To propose an event idea for approval.</td>
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<tr>
<td><strong>Event Planning Packet:</strong></td>
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<tr>
<td>• Step 1: Event Lead Planning and Goal Sheet</td>
<td>Provides an overview of the steps and guidelines you need to help you through the events process.</td>
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<tr>
<td>• Step 2: Start Your Event Budget</td>
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<td>• Step 3: Create Your “Day of” Event Program</td>
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<td>• Step 4: Market Your Event</td>
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<td>• Step 5: Expanding Your Program</td>
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<tr>
<td>• Step 6: Event Planning Checklist</td>
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<tr>
<td>• Step 7: Have the Event</td>
<td></td>
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<tr>
<td>• Step 8: After the Event</td>
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</tbody>
</table>

**Purchase Request Form**

This form is to request the purchase of event or ministry related items such as; food, supplies, decorations, services, etc. and request approval to use the company credit card for payment (if applicable).

**Additional Information**: Copies of the forms listed on pages 1 & 2 are provided in this section for your reference only. Please only use the online versions of the forms as these are the most up-to-date versions in use.