

Cornerstone
FELLOWSHIP BIBLE CHURCH

Ministry Leaders Guide 2019

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LETTER FROM PASTOR MILTON

Dear Ministry Leader,

Cornerstone is what it is because of Jesus Christ, the Head of the Church, who is calling men and women from every tribe and tongue and nation to surrender to His love and follow Him. He is the One who died for our sins and was raised to eternal glory. From His present position at the right hand of the Father, He gives powerful gifts to the church in the form of people and the particular abilities they possess.

You are among the most precious of those gifts to Cornerstone Fellowship Bible Church. Thank you for serving Christ and the people of Cornerstone with such excellence and personal sacrifice. You are Cornerstone, and our church is what it is because of your faithfulness in leading the ministries you oversee and serve in.

In Ephesians 4:16, Paul talks about how the members of Christ body should be *“fitted and held together by that which every joint supplies.”* He also speaks about how the body experiences growth *“according to the proper working of each individual part.”* The purpose of this **Ministry Leaders Guide** is to help you be better fitted with our Support Ministries and supplied with the resources these ministries provide. These Support Ministries are: Online Resource Ministry (CCC, the website and the Church App), Facilities, Audio-Visual, In-House Catering, Office, Safety, and Finance ministries.

These ministries desire to serve you. To that end, this handbook features basic information that will empower you to gain access to the resources these ministries supply.

Blessed to be on your team!

Pastor Milton

DIGITAL RESOURCES

Cornerstone Community Connection (CCC) and our church website help to promote and organize our ministries and events. The website is the primary means by which we communicate about events and provide resources, such as sermons, and other information.

CCC is the primary means by which we manage church members, church membership, and ministry groups. This is also where all church-wide and ministry events are calendared. Along with helping to organize our church body, CCC helps us engage with one another and collect information using online forms and event sign-ups.

Contact

Please contact Kellie Limon at the church office (951) 781-8174 or at [cfbcsec@cornerstonebible.org](mailto:cfbsec@cornerstonebible.org) for information on how to promote your ministry or event online, or how to use CCC.

The Church Website

A big thank-you to Jonathan Demiel for redesigning and improving our web-site this year, and for creating for us a mobile-friendly browser experience.

After Sunday pulpit announcements, the primary means for communicating Cornerstone's ministries is through our Church website. We strive to create graphics, slides, and announcements for all of our Cornerstone Ministry events.

Managing Groups and Events in CCC

Updating the Group Roster

It is important we keep our ministry group rosters updated with current members and volunteers. This will help us to assess the involvement with, and the health of our various ministries. The group roster can be managed and updated by the Group Leader and Assistant Group Leaders.

1. Login to CCC.
2. Select "Groups" on the left. Find and select your group.
3. Click the "Participants" tab.
4. Click on the "Group Actions" pull down menu.
5. Click on "Edit the participant list."
6. New members can be added or invited under the "Actions" menu on the right, under "Add or Invite New People."

7. Members can be removed or have their status changed by clicking the box next to their name in the participation list, and then using the dropdown menu located at the top of the group list. Once a member or members have been selected, use the dropdown menu to change status, and then click “Ok.”

Creating an Event

Creating an Event on CCC is the first step to securing all the resources needed for an on-campus ministry event. It also helps ministry group participants to know what is upcoming in a ministry to which they belong. In general, creating an event on CCC helps all of us to know what is happening in the body-life of Cornerstone.

1. Login to CCC and select your group from your group list.
2. Click on the “Calendar” tab and then on “New Event” above the calendar date.
3. If your event is on campus, please select “Rooms & Resources needed.”
4. Fill out the appropriate information for your event including name, description, date, and time and click “Save.”
5. Once your event is created, use the “Rooms & Resources” tab to list expected attendance, select the room, numbers of tables and chairs needed, audio visual equipment, in-house catering or other needs for the event. Note: See Appendix for list of rooms and resources plus a campus map.
6. After “Rooms & Resources” are submitted, the event will be created and sent to the staff Event Coordinator. Note: Some resources require approval from the Elder of Oversight.
7. Once the event is approved, click the “Publish” tab. If you would like the event to be on the CFBC-wide calendar select “Church-wide calendar” and “Add to calendar.” If you would like the event viewable on the CFBC home page, click “Public calendar” and “Request to add.”
8. Please direct any CCC questions to the Church Administrator.

Given the fact that Bourns hosts events on the campus throughout the year, submit your ministry requests as early as possible. Once a CFBC event is approved, we work hard with Bourns to ensure that your event is not displaced by any event that Bourns is hosting.

While the preferred method of event planning is to create a CCC event as listed above, you may call the church office (951-781-8174) or fill out an **Event Checklist** so that the Event Coordinator can coordinate your ministry event. The **Event Checklist** can be downloaded through the Ministry Leaders CCC group, or a copy can be picked up from the wall racks near the Workroom.

Completed **Event Checklists** can be turned into the Event Coordinator, Chris Kerns, or emailed to cfdc@cornerstonebible.org in order to assist you with ministry event details and final approval of your support requests.

CAMPUS EVENT COORDINATION

We are blessed to have our facilities and services within the Bourns Technology Center. The building provides ample space for our Sunday programs and corporate worship services, as well as our enrichment ministries throughout the week. Among other benefits, the facility is maintained by Bourns, provides 24-hour on-site security and monitoring, and houses our pastoral and administrative offices.

We lease this space from Bourns Inc. and share its use throughout the week. During the times it is not in use by us, all facilities except the administrative offices are available to the public to reserve and book for outside conferences and special events. Our lease agreement with Bourns lays out specific times we can use the facility for our own ministries. Any other use of the facility outside of these exclusive times must be reserved and coordinated with Bourns to ensure there are no conflicts with their facility use.

To ensure a smooth coordination of our events with Bourns' calendar, we have designated a Cornerstone **Event Coordinator** who works directly with our ministry leaders and Bourns to help secure resources and reserve areas or rooms of the facility that work for both the ministry calendar and Bourns' scheduled and planned use of the facility.

We ask that all ministry leaders contact our **Event Coordinator** and complete an **Event Checklist** when planning and scheduling special events on-Campus.

Event Coordinator

Our event coordinator is Chris Kerns. Please contact her at the church office (951) 781-8174 or by email cfbc@cornerstonebible.org to schedule on-campus ministry events.

Event Checklist

Our Event Checklist form allows us to process all pertinent information in advance of your ministry event. All on-campus church events must have rooms and resources booked in advance. The Event Checklist is completed by the ministry leader(s) planning an event and then turned into the Event Coordinator who follows up on each of the requested items.

These forms are available from the wall rack in the Church Office Hallwayway and a copy is included in this guide. Completing the checklist will help ensure all necessary resources are available and in place by the time a ministry event occurs.

Rooms and Resources

All on-campus ministry events begin with a room request. This can be initiated online through Cornerstone Community Connection (CCC) or through the *Event Checklist*. In either case, an *Event Checklist* must be completed for all on-campus events.

The earlier an event is planned, the more likely the requested rooms and resources will be available. Ministry support resources include Facilities setup, Audio Visual needs, In-House Catering needs, Childcare, and Safety. In most cases, these resources will be preset for a ministry event. Approval of an event through CCC follows once the event dates are confirmed with Bourns and there are no other conflicts, and all requested resources are confirmed and scheduled with each support ministry leader.

Promoting Events

Event promotions for an on-campus event are provided through the *Church Office* after the event is approved on CCC. Promotion includes bulletin inserts, verbal announcements, Alcove table, homepage, online sign-up forms, and other types of advertising for your event.

FACILITIES

The Facilities Ministry exists to serve all other Cornerstone ministries and members. We like to say that the Facilities Ministry “*sets the table for other ministries.*” Please let us serve you!

Rooms and Resources

To reserve a room with a facility resource, you may initiate that process in one of two ways:

- Option #1: Make your request on CCC and include requested resources.
- Option #2: Communicate with Event Coordinator, Chris Kerns, via a phone call or submit to her a completed Event Checklist.

When requesting a room set-up, please indicate if a specific layout is needed for the event, e.g. tables in rows, U-shaped, facing a whiteboard or certain wall, etc.

After your submittal, the Event Coordinator will contact you and help you to gain access to all the facility resources that are needed for your event. This person will be the resource person for your ministry event. Please direct all event questions and concerns to the Event Coordinator.

Stewardship

Please clean up and leave rooms as good as or better than you found them. Small cordless vacuums are available in most classrooms. Significant trash (particularly food) can be bagged up and set inside the Kitchen.

Equipment for Off-Site Use

If you need Cornerstone equipment (chairs, tables, etc.) for a personal or ministry event at a location away from the church campus, you can submit a requisition for those resources by using the Equipment Borrowing Form. These forms are located in the wall rack just outside the Workroom in the office area.

Ministry Contacts

Questions regarding the lease can be directed to Jonathan Jones (951-907-6693) or Eric Cooper (805-403-5330). Questions regarding Sunday Facilities including spills, damage, water, trash or bathroom issues can be directed to Ken Hamrick (951-906-4706) and/or Cordell Gee (510-566-2003), Jonathan Jones (951-907-6693), or Eric Cooper (805-403-5330).

IN-HOUSE CATERING AND KITCHEN

Our church is extremely blessed by our Bourns facility, and the people who serve in our Catering and Kitchen ministries. The Kitchen is open to all ministries for self-service. There is a printed list of stocked items inside the kitchen, near the kitchen entrance. Items include plates, plasticware, cups, beverage dispensers, serving trays, bowls, gloves, knives, and other items you might need. Please be respectful of the Kitchen Ministry team, and leave the kitchen in the same condition as you found it. This includes washing and putting away all items that were used for an event, and cleaning the kitchen surfaces.

Contact

Please contact Yrsa Hansen at ysah@cornerstonebible.org or 951-522-5259 for specific kitchen information.

Rooms and Resources

The In-House Catering Team may be able to provide food and beverages for your event, provided that it is a church-wide event, that we have adequate personnel, and that all food expenses are paid for by the ministry sponsoring the event. To reserve a room with a catering resource, you may initiate that process in one of two ways:

- Option #1: Make your request on CCC and include requested resources.
- Option #2: Communicate with Event Coordinator, Chris Kerns, via a phone call or submit to her a completed Event Checklist.

Do's

- Do feel free to use all kitchenware and stocked items for your ministry.
- Do remember to wash your hands before handling food.
- Do remember to clean all table surfaces before placing food on them.
- Do label and date any food item left in the refrigerator or freezer if you plan to use it later. Unlabeled food is assumed free for all.
- Do use the chalkboard in the kitchen to identify any kitchen restocking need.
- Do clean all kitchenware and kitchen surfaces after an event. This includes taking home soiled tablecloths to wash and return.
- Do put away all kitchenware after it is clean.

Don'ts

- Do not put any solids or semi-solids down the sink drain.
- Do not leave a dirty kitchen.

AUDIO-VISUAL MINISTRY

The priority of our Audio-Visual Ministry is to meet AV needs connected to our Sunday Worship. It is also our desire to serve other ministry events as audio-visual needs arise (microphones, projection, recording, etc.).

AV Requests

The earlier you let the church know about your prospective event, the more likely it will be that we can find an available AV volunteer to set up and serve at your event. You may have the option to request that someone from the AV team set up equipment (such as laptop projection) before your ministry event and you can follow their instructions to run some items yourself. However, your event request might require that someone from the AV team be at your event. If that is the case, please request AV support at least four (4) weeks before an event. For larger events, you may choose to pay for one of our contracted AV technicians from your ministry budget. This can cost anywhere from \$25-75 per hour. For future planning purposes, if you think you might have events that will utilize an outside AV technician, please factor that into your budget request for the 2019 ministry year.

Event Planning

To reserve a room with an AV resource, you may initiate that process in one of two ways:

- Option #1: Make your request on CCC and include requested resources.
- Option #2: Communicate with Event Coordinator, Chris Kerns, via a phone call or submit to her a completed Event Checklist.

All audio-visual requests will be processed through the Event Coordinator and AV Elder of Oversight (Mike Berry at mikeb@cornerstonebible.org) before final approval. If we do not have a volunteer available for your event, you will be directed to the AV Elder of Oversight, Mike Berry or our Church Administrator, Eric Cooper to discuss AV options for your ministry event.

CREATIVE MEDIA MINISTRY

Contact

For questions regarding the ministry, or creative media requests, please contact creative@cornerstonebible.org and a Creative Media Ministry team member will reach out to you. You may also contact our primary graphics coordinator, Kellie Limon, at the church office (951) 781-8174.

Weekly Items

For items related to our Sunday service, please submit your requests by **12:00pm on Wednesday** prior to the Sunday for the following items:

- PowerPoint slides for the Audio Visual Ministry (6:00 am Sundays for Preaching Pastors)
- Verbal Announcements (which need a ministry slide and wording)
- Ministry tables in Auditorium Alcove

Ministry Announcements

If you would like to have an announcement for your ministry or an event, please notify our Secretary (cfbcsec@cornerstonebible.org) and Administrative Assistant (cfbc@cornerstonebible.org) to communicate the specific details of what you are requesting. Please contact them at least **three weeks** prior to the first Sunday that you would like the announcement included as an insert or on the right-hand side of the bulletin. Our policy is to put half page inserts in the bulletins **three** (usually successive) Sundays prior to the start of a Cornerstone event.

CHURCH OFFICE

The Cornerstone Church office seeks to come alongside you as you do ministry among the church body. This includes providing workspaces, copying and printing, office supplies and materials, and ministry forms.

Contact

Any of the administrative staff can assist in answering questions regarding Church Office resources. Please contact the office at (951) 781-8174 or by email at [cfbc@cornerstonebible.org](mailto:cfbcb@cornerstonebible.org).

Printing and Copying

We have recently signed a new lease for a Xerox C60, a high-speed color production copier. We encourage the use of this copier for all ministry material needs. A new workstation has been set up in the Ministry Resource Room from which ministry leaders and workers may download or create documents and print. Workers may also scan documents from the C60 to this computer to download or save to the cloud.

Ministry Work Rooms

This year we have been blessed with four additional offices spaces in the Church Office Hallway. Unlike the rest of the Bourns Technology Center, the Church Office Hallway is the only space that is always our exclusive use. In taking advantage of this, we have converted these offices into designated ministry spaces. These include our Counseling Office, Ministry Resource Room, and Ministry Flex Office.

Counseling Office

The Counseling Office is open available during the week, Tuesday – Thursday, 9:00am – 5:00pm. It is also open in the evenings during Weekly Enrichment Ministries. It is available to Counselors, Pastors, Elders, Ministry Leaders, and Care Group Leaders to use for discipleship and counseling. The room must be booked on CCC ahead of time for use. You may contact the Event Coordinator to reserve this room.

Ministry Resource Room

The Ministry Resource Room is open and available during all scheduled ministry times and does not need to be reserved ahead of time for use. The Ministry Resource Room is a larger work and meeting space containing materials and office supplies, a work counter, movable tables and seating, and a large white board. Ministry Workers are encouraged to make use of the space for ministry materials,

planning, and meetings. Please email finance@cornerstonebible.org for additional supplies requests, recommendations, or other requests for this space.

Ministry Flex Office

The Ministry Flex Room is a collaborative, flexible office space, designed for single use or small team meetings. Like the Resource Room, the Ministry Flex Office is open and available during all scheduled ministry times. The Flex Office consists of two large sit-stand desks, flexible seating, a white board, and two reading chairs. The office also consists a 27" iMac computer connected to the Xerox C60 printer and loaded with MS Office and Adobe Creative Suite. Ministry workers may use this computer for their ministry needs, but we do ask the time be limited to one hour if there is someone waiting.

Ministry Forms

All Ministry Forms will continue to be available on the wall racks in the Church Office Hallway. Please see Appendix A for a list of all forms. Please see the Ministry Risk section for explanation and required safety and risk forms.

CORNERSTONE SAFETY TEAM

The Cornerstone Safety Team Ministry (CST) maintains an on-site presence during Sunday services across the entire campus. Some Safety Team members are readily identifiable by their bright blue shirts, while others seek to blend in with our attendees. All Safety Team members 'on duty' are connected by radio, with additional surveillance monitoring at the CST Command Center just inside the main church entryway.

Service Areas on Sundays

- Parking lot security.
- Usher-Greeter ministry support which includes greeting, directing attendees, providing general safety and security, and securing the worship service offerings.
- Nursery, Children's Church and Sunday School ministries which includes providing evacuation support along with child abduction and elopement mitigation.
- First aid and medical emergencies including basic first aid, CPR, cardiac defibrillation/AED machines), along with support to first responders.
- Jumper cables for supporting of disabled vehicles.

First Aid and Medical Emergencies

- First aid kits are identified with a 'First Aid' sticker and located in every classroom inside the tall cabinet or inside a drawer. The Safety Team also maintains a more complete trauma kit in the Command Center near the front entry.
- Two defibrillation/AED machines are located along campus walls (one in the classroom hallway right beside Nursery Room 106 and another located in the Main Lobby near the Kitchen).
- All incidents requiring first-aid or emergency services should be initiated by seeking a CST member, who will also document the event for insurance purposes.

How to Respond if you have a Safety Need

- On Sundays, CST maintains a Command Center located in the main entryway, immediately across from the reception desk. You can make requests and report incidents by visiting this location.
- **If the CST is on campus for an event**, please notify a CST member regarding all medical emergencies or situations of endangerment. The CST will initiate all 911 calls for emergency services and will coordinate arriving first responders.
- **If a CST member is not on campus for an event**, please call Bourns Security at 951-543-5426 or send someone to the Bourns Security Guard Station to notify the security personnel and seek their assistance. Please call 911 if the incident merits such a call.
- After any safety incident...
 - Obtain contact information from all parties involved.
 - Issue an Incident Report to those affected for them to fill out and return to Eric Cooper, who will forward a copy of the form to the CST. Incident Report forms are located in wall racks outside the Workroom door (in the office area).
 - Please contact Ed Soto (951-660-9482) or Ken Scott (951-675-1938) and report the incident to them.

How to Secure Safety Team Presence at an Event

To reserve a room with Safety resources, you may initiate that process in one of two ways:

- Option #1: Make your request on CCC and include requested resources.
- Option #2: Communicate with Event Coordinator, Chris Kerns, via a phone call or submit to her a completed Event Checklist.

FINANCE

The Finance Ministry serves all other ministries throughout the year by assisting with the budgeting process, providing updates on your ministry's year-to-date income and expenses, and providing reimbursements to ministry leaders and volunteers.

Reimbursement Requisitions

Finance Request forms are located on the "Ministry Leader" CCC group, and on the wall racks in the office. When filling out finance reimbursement requests the following guidelines should be followed:

- "Pay To" should list one name, and the name the check is to be made out to.
- The "Address" field should always be completed, even if picking up.
- "Date," "Submitted By," and "Signature" are all required.
- "Ministry Budget Category" is a specific numbered account. Ministry leaders should have a copy of all the account categories for their ministry. Email our church bookkeeper at finance@cornerstonebible.org if you are not sure of the ministry budget category.

You can submit completed requisition forms to the Bookkeeper slot in the Administrative Assistant's office or slide it under the door (if locked). Or, you may email the completed requisition form to finance@cornerstonebible.org (please attach supporting receipts and documents).

Please allow at least one week for your request to be processed and a duly signed check (with two signatures) to be delivered to you in person. Keep in mind that most checks are cut on Fridays, so if your reimbursement request is submitted on a Thursday, you may find that the reimbursement check is ready for you on Sunday morning (if you request in-person delivery). Also, allow extra days if the reimbursement check is being mailed to you.

We understand the temptation to go ahead and cover ministry expenses out of your own pocket, but we strongly encourage you to request reimbursement for your ministry expenses. Your request for reimbursements helps us to know the real, actual cost of our ministries, and it also serves the person down the road who might be replacing you in your ministry role.

If you have any question regarding whether an expense is a qualified for reimbursement, please talk with Eric Cooper or with your Elder of Oversight about your specific request. All finance related questions can be emailed to Eric Cooper at ericc@cornerstonebible.org.

Budgeting

In mid-October you will be receiving an email from Pastor Milton initiating the process for you to develop your Ministry Action Plan for 2019 and submit your budget requests for 2019. You will have

approximately one month to evaluate your 2018 Budget/Expense Report, fill out your 2019 Ministry Action Plan Form, and fill out your 2019 Budget Request Form. If you need advance time to be working on your Ministry Action Plan for 2019, please find a Ministry Action Plan form in the Appendix. You are also welcome to pull up your Ministry Action Plan from last year to as a starting point for evaluation and planning for the coming ministry year.

Budget income and expense reports can be requested at finance@cornerstonebible.org using the subject BUDGET UPDATE REQUEST: <Your Ministry Name>.

MINISTRY RISK

Intro

Accidents and Safety Incidents

Education and Training

Reporting an Incident

Live Scan Screening

Off-Campus Ministries

Activity Waivers

Approved Drivers

APPENDIX A

Ministry Forms List

The following forms are available on the wall racks in the Ministry Resource Room. Please see the heading *Ministry Risk* for explanation on a number of these forms.

Borrowing Forms

- Audio Visual Equipment Borrowing Form
- Facility Equipment Borrowing Form
- Kitchen Equipment Borrowing Form

Finance Forms

- Agape Fund Request Form
- Finance Reimbursement Form

Insurance and Risk Forms

- Accident Report

Ministry Forms and Information

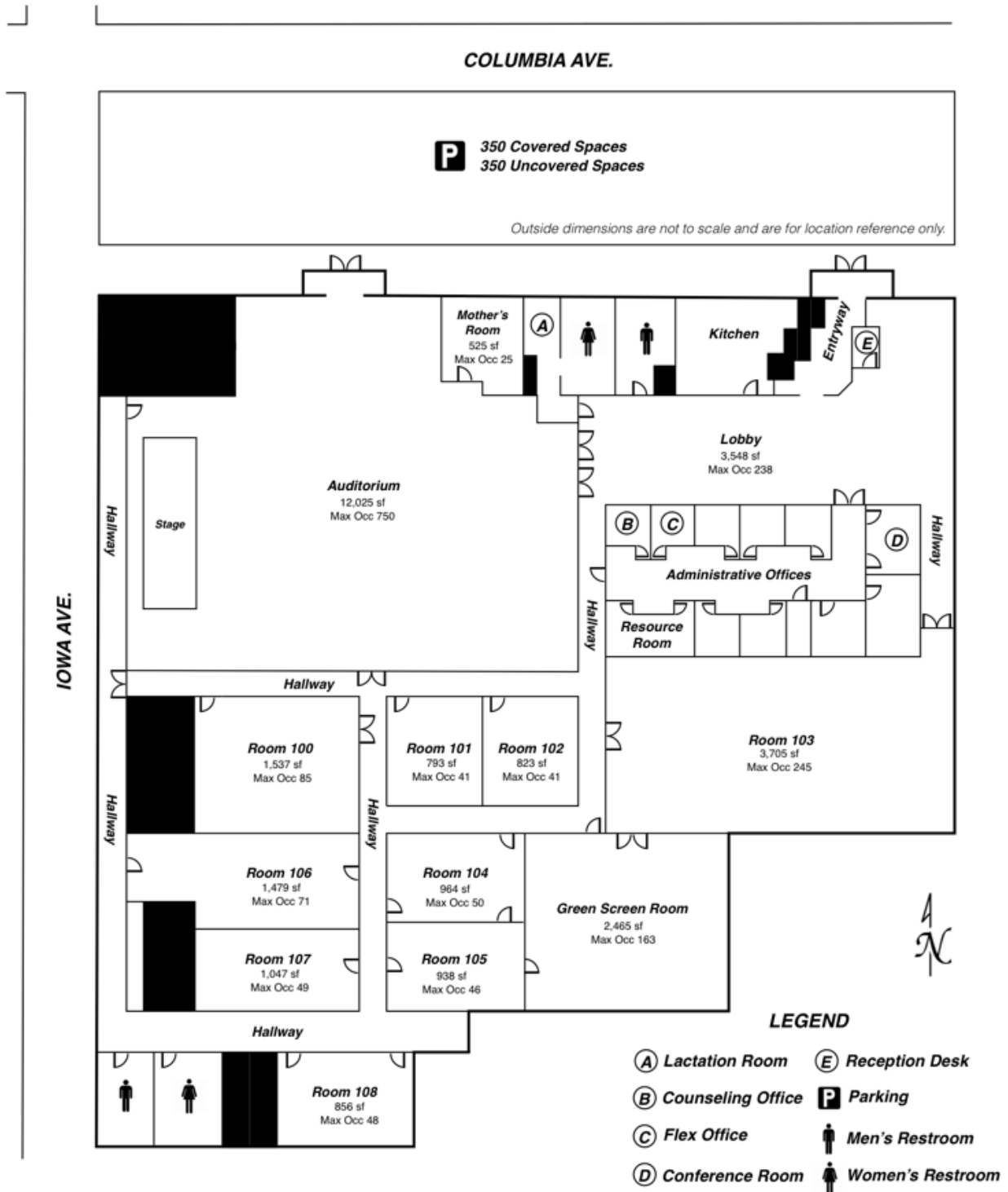
- Child Protection Policy
- Event Checklist
- Live Scan Application
- Ministry Application
- Ministry Leaders Guide

List of Rooms & Resources for CCC Event Planning

List of Rooms (Max Occupancy): Classrooms 101 (41), 102 (41), 103 (245), 104 (50), 105 (46), 106 (71), 107 (49), 108 (48), Auditorium, Lobby (203), Conference Room, Cry Room (25), and Kitchen. *Note: Refer to campus map on next page for room locations.*

List of Resources: AV Equipment, Chairs, Tables, Kitchen – In-House Catering, Safety Team, Announcements, Bulletin Inserts, Table Sign or Banner, Verbal Announcement, Web-Page Announcement.

Campus Map



EVENT CHECKLIST

This event checklist is designed as an overview of the process for scheduling ministry events and coordinating resources with ministry leaders. Once a ministry event has been cleared on the calendar AND has the approval of the Elder of Oversight, a staff Event Coordinator will assist with event promotion and coordination of all resources.

INITIAL APPROVAL

The Elder of Oversight must approve all events before the event is calendared and promoted.

Ministry Contact: _____

Phone: _____

Email: _____

EVENT INFORMATION

All events must be tied to a CCC Group and reviewed on CCC before the event will be promoted.

_____ Is CCC participant list up-to-date? ☐ Yes ☐ No

_____ ☐ Ministry Only ☐ Church-Wide

_____ ☐ On-Campus ☐ Off-Campus

Additional Set-Up Time: _____ Event Description: _____

Additional Clean-Up Time: _____

ROOM REQUEST

We strive to accommodate room requests by working closely with the Bourns calendar.

☐ Auditorium ☐ Lobby ☐ Kitchen ☐ Conference Room ☐ 101 ☐ 102 ☐ 103 ☐ 104 ☐ 105 ☐ 106 ☐ 107 ☐ 108

Calendar clear with Bourns events or other ministries (including set up time) for this event date? ☐ Yes ☐ No

RESOURCES REQUEST

CATERING / FOOD (Typically, In-House Catering is for church-wide events only.)

Are you providing your own snacks and beverages? ☐ Yes ☐ No Your own meal? ☐ Yes ☐ No

What are your catering needs? ☐ Full meal ☐ Sandwiches ☐ Snack foods ☐ Cold drinks ☐ Hot drinks

In- House Catering Ministry Leader Approval date: _____ or Denial date: _____

AUDIO-VISUAL (Four weeks advance notice required.)

☐ Wireless microphone, how many? _____ ☐ PA System/Audio

☐ Laptop for PowerPoint presentation ☐ DVD/Blu-Ray Player ☐ Portable Projector

In what format? (e.g. CD, flash drive, etc.) _____

AV Ministry Leader Approval date: _____ or Denial date: _____

FACILITIES (Please attach a room drawing, including serving tables.)

☐ Round tables (seat 8), how many? _____

☐ Six-foot tables (seat 6), how many? _____

☐ Folding ivory chairs, how many? _____

☐ Other needs (podium, lectern, whiteboard, markers, etc.)? _____

Will your ministry be responsible for clean up? ☐ Yes ☐ No

Assigned Room(s): _____

Facilities Leader Approval date: _____ or Denial date: _____

CHILDCARE

Will your ministry be providing childcare? ☐ Yes ☐ No For what ages? _____

If so, will the childcare workers be paid from your ministry budget? ☐ Yes ☐ No

Names: _____

Have all childcare workers been approved by a background check? ☐ Yes ☐ No

SAFETY TEAM

Does this event require Safety Team presence? ☐ Yes ☐ No

If so, please explain your reasoning:

CST Leader Approval date: _____ or Denial date: _____

CAMPUS ACCESS

Will someone from ministry team with a proximity badge be at this event? ☐ Yes ☐ No

Who from your ministry team will be the first to arrive?

Name: _____ Time: _____

Has Bourns security been notified? ☐ Yes ☐ No

EVENT PROMOTION

☐ Sunday Bulletin right hand side, dates are: _____

☐ Bulletin insert (up to 3 Sundays), dates are: _____

☐ Church app (graphics required), start date: _____

☐ Verbal announcement at the close of service, dates are: _____

☐ Table in Alcove dates From: _____ To: _____

☐ Sign-up or sign-in sheets needed? ☐ Yes ☐ No

Will your CCC ministry logo/graphic be sufficient for promotion, such as Sunday slides and church app? ☐ Yes ☐ No

ADDITIONAL NOTES (ATTACH EXTRA PAGES AS NEEDED)

2020 MINISTRY ACTION PLAN FORM

Journeying from Brokenness to Wholeness through the Gospel of Jesus Christ

Ministry Name: _____

What were areas of success in this ministry in 2019?

What were areas that needed improvement in 2019?

How will this ministry impact others and further CFBC's Mission in 2020?

What are some challenges this ministry faces in 2020?

How do you see your ministry changing or growing in the next year? Where would you like to see your ministry in the next 2-5 years? What steps or additional resources are needed to get there?

Ministry Leader Signature: _____

Date: