

IF YOU WOULD LIKE TO: Join, Plan or Schedule Anything at Hope Church Above all you should first PRAY!

Website: www.HopeChurchAmity.org

“Please note, listed forms are available at Hope Church or on the Church Website”

Become a Member of Hope Church

1. Contact Pastor
2. Attend New Member Class (3 sessions)
3. Sign Covenant
4. Schedule date for vows

Be a Mission Contact for Hope Church

1. Contact Pastor
2. Obtain R/A (Responsibility Acceptance) Form from Church Administrator
3. Complete R/A Form and submit to Pastor
4. Schedule Mission Moments and Joyful Noise (if needed) with Celebration Team Leader
5. Supply Church Office and Webservant update information for promoting mission and keeping the congregation informed on mission's updates
6. Supply Finance Team Leader with monetary handling information

Join a team (open to all)

Only Leaders of Teams are nominated

1. Contact Team Leader

Teams:

Youth Ministry
Children Ministry
Tech Team
Celebration Team
Fellowship Team
Welcome Team
Communication Team
Pastoral Care Ministries Team
Prayer Chain Team

Join a team (need to be nominated)

1. Contact Nomination Team Leader

Teams:

Staff Parish Relations Team
Local Church Board of Trustees
Finance Team
Stewardship Team
Lead Team
Nominations Team

Join a class or small group (open to all)

1. Best to contact Facilitator for current time and location.

Planning to start a Small Group/Class

1. Contact Adult Ministry Team Leader
2. Complete Small Group/Class training course
3. Sign Covenant
4. Become consecrated
5. Supply Church Office and Webservant update information for promoting Small Group/Class and keeping the congregation informed of your Small Group/Class updates
6. Attend quarterly Small Group Gathering meetings

Children and Youth Teams

Help with Sunday school, Children's Church, Youth Programs, VBS, ETC.

1. Contact age appropriate level Leader
Children 0 – 5th grade
Youth 6th – 12th grade

Softball Team

1. Contact leader of team

Scheduling a meeting at Hope Church

1. Contact Church Administrator to verify date and room availability

Planning a Church Activity or function

1. Contact Pastor
2. Contact Church Administrator to verify date availability
3. Complete Event Form and submit to Communication Team Leader

Planning a Fundraiser

1. Contact Church Administrator to verify date availability
2. Contact Finance Team Leader with monetary handling information, verify policies and procedures
3. Complete Fundraiser application and submit to Lead Team Leader (6weeks prior to event)
4. Complete Event Form and submit to Communication Team Leader

Use of Church Building for non-Hope Church Event

1. Contact Church Administrator to verify date availability
2. Complete Use of Building Form and Submit to the Trustee President for Approval (6 weeks prior to event)

Help With Meals

Temporary help with meals for Hope Families in which someone has had surgery or a death in the family has occurred.

1. Contact Church Administrator to complete the requested form.

Request Disbursement or Reimbursement of Funds

"Before spending or ordering anything!"

1. Contact Finance Team Leader/Treasurer to insure availability of funds.
2. All expenses from the General/Current expense account for other than routine operating costs, above \$50.00 must be approved by the Lead Team in advance.
3. Complete requisition form, including instructions on what to do with the completed check and submit to the Finance Team Leader/Treasurer no later than one week before the funds are required.

Note: All requisition forms for items other than routine maintenance or operating expenses require three team member signatures

4. Must use Tax Exempt Number
5. Attach receipts or bill to Form. Currently checks are written on Wednesdays.

* NOTE: All checks require two signatures, which may take one or two days to obtain.

Scripture Reading

1. Contact Pastor to schedule training session

Welcome Host/Greeter

1. Sign up sheet in the back hall
2. Any questions, contact the Welcome Team

Refreshment Hosts

"Provides fellowship snacks on Sunday"

1. Sign up sheet in back hall
2. Any questions contact Fellowship Leader

Birthdays

1. Complete the Blue Cards in the Bulletin that are handed out every Sunday.
2. Place completed form in tithe & offering boxes or the Joyful Noise buckets.

Helping you to understand what happens with your tithes & offerings

Our church operates with three active bank accounts; General/Current Expense, Building Fund, and Special Projects/Mission Fund. Since you return to God as he leads you in your tithes and offerings, funds are not used for anything other than the purpose you designate. It should be understood that any giving not designated for a specific account will be deposited for use in the General/Current Expense account

Brief Account Description and use:

1. General/Current Expense - The operating account for the church. Used for payment of all budgeted expenses (as determined by the yearly budget approved by the congregation at the charge conference). These would include all utilities, routine maintenance

costs, office expense, and payroll. Expenditures for items above and beyond the yearly budget may be considered on a case by case basis by the Lead Team.

2. Building Fund - Used exclusively for payments on our existing mortgage, catastrophic maintenance costs (costs for emergency non-budgeted repairs that unless completed in a timely manner would adversely affect the ability of the congregation to worship in a safe, healthy environment), and future expansion. Building fund expenses are controlled by the trustees within the existing guidelines.
3. Special Projects/Missions Fund - Offerings designated by the giver for exclusive use on a specific special project or mission (i.e. anything on the Hope-to-Have list, Tech team, Vacation Bible School, Fellowship, Crop Walk, Hope Builders etc.)

We welcome your ideas, feelings, concerns, or anything you would like brought to the attention of the leadership of the church. We want to make every effort to make our Church a warm and inviting sanctuary for all of Gods people. There is always room for improvement.

1. Inform one of the Lead Team Leaders at Large.

They will take it to Lead Team or the team that is most appropriate, to better serve God and His People