

Table of Contents

Introduction	3
Mission	4
Vision	4
Organizational Chart	4
Calendar	5
Event Tier Description	6
Communications	7
Ministry Council	7
Mail	7
Electronic Communications	7
Ministry Leader Contact information:.....	8
Event Planning	9
Event Planning Checklist	9
Key Forms.....	11
Scheduling an Activity/Event or Meeting.....	14
Church-wide Events	14
Communications Support	15
Pastoral Office Approvals.....	16
Vendor Listing	16
Kitchen/Grill Use	16
Office Support	17
Audio Visual Support.....	18
Information Technology Support	18
Facilities Information	22
Budgeting and Finance	26
Finance Staff.....	26
Creating a Budget – See Attached.....	26
Procedures and Key Forms.....	26
Ministries and Fellowships	30
Ministry Clusters and Cluster Directors	30
Ministry Leader Descriptions	31
Conducting Meetings	36
Leadership Recommendation and Election Procedure.....	39
Ministry Transition	42
Volunteer Recruitment	43
Background Checks and Safe Environment Training.....	43
Ministry Year-End Assessment.....	45
Pertinent Information	46
Baby Dedications.....	46
Baptism	46

Benevolence.....	46
Card Ministry/C.A.R.E.....	46
Change of Address	47
Church Mailing Address	47
Funerals.....	47
Hospital Visits.....	47
Hours of Operation	47
Report Lost and Found.....	48
Prayer Requests	48
SHARE Food Pantry	48
Respiratory Virus Guidance.....	48
Sick Notice.....	49
Tithing	49
Transportation	50
Appendix	51
Appendix A: Vendor Listing.....	52
Appendix B: Nominations and Election Forms.....	53
Appendix C: Staff Contact List.....	63
Appendix D: General Ministry Forms.....	64

Introduction

Dear Ministry Leader,

We would like to express our gratitude for your service at Covenant United Church of Christ. This manual serves as a guide to help you achieve excellence in ministry. Its purpose is to educate ministry leadership teams on church operations, policies, and procedures, ensuring that all officers and team leads are working together and coordinating efforts with the church office. Additionally, it aims to facilitate advance planning.

We encourage all Ministry officers to read and refer to this manual throughout the year. It is our prayer this Ministry Handbook will assist you in navigating the processes necessary for accomplishing your goals at CUCC. Please be aware that we have made several updates to the policies and procedures related to ministry activities.

This user-friendly guide has been designed to fulfill three objectives:

- 1) Enable you to engage in ministry effectively without confusion or obstacles.
- 2) Foster a seamless bond of spirit and unity between staff members and team leads.
- 3) Provide a framework for delivering excellent customer service.

This "toolkit" includes detailed information from various business operations departments such as Facilities, Finance, Information Technology, Media, and Office Support. It will aid in reaching your ministry goals by offering step-by-step guidance on multiple areas including room/meeting requests, media needs, check/voucher requests, publicity guidelines, and congregational care matters (e.g., benevolence support, hospital visits, sick/death notices).

We trust that this handbook will make your ministry tasks easier and more enjoyable as you lead them. Furthermore, it should help facilitate effective communication among fellow members of your ministry team. Please note that certain aspects of this information may be subject to change or updated over time.

Once again, thank you for faithfully serving God's kingdom here at Covenant UCC of South Holland IL. It is an absolute pleasure serving alongside you!

Servants in Christ,



Rev. Dr. Patrick L. Daymond
Senior Pastor

Purpose Statement

Mission

Covenant United Church of Christ is called by Christ to **connect** the disconnected to Christ and equip the **connected** to be like Christ. *Matt 28:16-20*

Vision

Covenant United Church of Christ will be the realization of a multi-generational beloved community - **connecting** cultural affirmation, love of God and neighbor, justice for the poor, healing for the hurting, and liberation for the oppressed - for the betterment of the world and the promotion of God's kingdom. *Luke 4:18*

Organizational Chart



Calendar

Covenant UCC's Calendar is provided in a separate document from the Leadership Playbook. For detailed information regarding events, schedules, and important dates, please contact the church office to receive the calendar or visit covucc.org.

Event Tier Description

	Tier 1 (Green)	Tier 2 (Yellow)	Tier 3 (Blue)	Tier 4 (Pink)	Tier 5 (White)	Tier 6 (Gray)
Title	Worship	Church Event	Ministry Church-Wide Event	Ministry Only Event	Requested Sacred Events	Externally Sponsored Events
Definition	Church-wide worship of God, and activities that take place during or <u>impact</u> worship	Church-wide events with elements of spiritual growth, missions, evangelism and education	Sponsored by a ministry, generally church-wide but targeting a specific population in the church & community	Sponsored by a ministry generally exclusive to the ministry members	Sacred events in support of families and members	Events sponsored by the Barbara W. Smith Family Life Center
Events	Sunday Worship	VBS	Health Fairs	Ministry Meetings (i.e., Deacons, Trustee, etc.)	Weddings	SHARE
	Special Sundays	Church Meetings (Congregational)	Women's Annual Event	Ministry Fellowships	Funerals/Memorials	Second Chance
	Ash Wednesday	Ministry Leader	Men's Annual Event	Rehearsals		Girls on the Run
	Holy Week	Trainings	Ministry Meetings	Ministry Retreats		Youth Enrichment Scholars (Y.E.S.)
	Good Friday	All Christian Education Classes	Budget Hearings	Workshops/Seminars		
	Easter Services	Bible Study	New Member Luncheon	Youth Trips		
	Spring Revival	Connect Groups	Mother's Day Brunch	Staff Retreat		
	Fall Revival	Wednesday Prayer Call	Father's Day Brunch	Health & Fitness Projects		
	Church Anniversary	Word Therapy	Thanksgiving Baskets	Staff & Leadership Christmas Appreciation Party		
	Leadership Connect	Jazzin' For Justice	Shred Events			
	Advent	Expungement Summit	Breakfast with Santa			
	Christmas Eve		Golf Outing			
	Watch Night		Marriage Ministry			
	Sunday School		Spiritual, Active, Vibrant, Vocal, Youthful (S.A.V.V.Y.) Seniors			
	Baptism+		Trunk or Treat			
	Baby Dedication+		Adopt A Family			
	New Members+		Ministry Expo			
	Communion+					
	Deacon/Ordination/					
	Installation+					
	Jr. Deacon					
	Ordination+					
	Consecration+					
	Black History+					
	Confirmation+					
	Justice Sunday					
	Presentation*					
	+occurs during worship					
	*impact worship services					
Conflicts	No conflict in scheduling without Pastoral approval	Preclude conflicts in scheduling. Other activities allowable, but minimal	There will be some conflicts in scheduling	There is a possibility of more conflicts in scheduling	There will be more conflicts in scheduling	There will be conflicts in scheduling

Communications

The church office has a few ways to communicate with all our leaders. Read more about the different ways we communicate below:

Ministry Council

Ministry Council is an opportunity for you to engage directly with church staff and fellow ministry leaders. The quarterly meetings are intended to provide a forum to not only learn about new church initiatives, updates and reminders, but also to offer actionable feedback. Each meeting will provide topics that will help strengthen and equip leaders for effective ministry. We want to know how you are doing (energized or burnt out). What are you thinking about? How is the current state of ministry at CUCC? What is going well? What are the challenges? What can be improved? A schedule of meetings will be provided.

Mail

Mail may be deposited and picked up during hours of operation. The administrative office is not available on Sunday.

If you are having mail or packages delivered to the church on behalf of a ministry, please use the following format:

ATTN: (insert ministry name or contact here)

Covenant United Church of Christ

1130 E. 154th Street

South Holland, IL 60473

Electronic Communications

Each ministry has been assigned an email address. Please check email for important information. Information on how to use your email address can be found in the *Information Technology* section of this handbook under Events.

Ministry Leader Contact information:

Please keep your contact information up to date by filling out the Leadership Update Form in the administrative office or online at <https://covucc.org/mycovucc/all-forms/leadership-update-form/>.

Ministry Leader Contact information

Name*

Address*

Email*

Phone*

() -

Ministry Name*

Ministry Position

UPDATE

Event Planning

Event Planning Checklist

1. PREPARE ANNUAL BUDGET

Determine events and activities, along with all related expenses and include them in your annual budget.

2. SUBMIT BUDGET FOR APPROVAL

Submit your itemized budget to the Director of Finance for approval.

3. PLAN YOUR EVENT

Select a committee and confirm the purpose of your event. Determine how your event aligns with CUCC's mission. Pinpoint the date, time, location of your event, as well as the target audience. You must obtain approval for your event before you proceed any further.

4. MINISTRY ACTIVITY REQUEST FORM (MARF)

To request approval of your event and to reserve space, if needed, the MARF must be completed and submitted to Rev. Ramah Wright at revrewright@covucc.org or at activity@covucc.org. The MARF is located on the CUCC website, or you may obtain a hard copy from the Church Office.

5. COMPLETING THE MARF

All pertinent information about your event must be included on the MARF, otherwise approval may be delayed.

6. MEDIA SUPPORT

Once you receive approval for your event via email, the Media Team will assist you with your marketing options. All flyers, graphics, and promotional materials must be designed by CUCC's Media Team.

7. DISTRIBUTE LIABILITY FORMS (when required)

Liability forms are required for all CUCC Health and Wellness/Fitness activities, all dance ministry rehearsals (one per year), CUCC meetings and activities held offsite, Youth Gym Days (one per year), the annual golf event, and passengers utilizing CUCC's church bus to attend events.

8. WITHDRAWALS AND REIMBURSEMENTS

To request a reimbursement, a withdrawal, or a payment from your budget for your event, you must complete the appropriate forms and submit them along with your receipts to Mrs. Seena Brown. These forms can be obtained from the Church Office and should be submitted in a timely fashion. All reimbursements, withdrawals, etc. from your budget must take place within the same year as your budget. Do not hold receipts until the end of the year.

9. DISTRIBUTE EVALUATION FORMS

At the conclusion of your event, distribute evaluation forms to attendees as well as your ministry and committee members.

10. ASSESSMENT OF EVENT

Schedule a meeting to examine the evaluation forms, to determine the effectiveness of your event and whether or not the purpose was accomplished.



UNITED CHURCH OF CHRIST
1130 E. 154TH ST., SOUTH HOLLAND, IL 60473 | P: (708) 333-5955 | E: INFO@COVUCC.ORG | W: COVUCC.ORG

EVENT PLANNING CHECKLIST

☐ **STEP 1 - PREPARE ANNUAL BUDGET**
Determine events and activities, along with all related expenses and include them in your annual budget.

☐ **STEP 2 - SUBMIT BUDGET FOR APPROVAL**
Submit your itemized budget to the Director of Finance for approval.

☐ **STEP 3 - PLAN YOUR EVENT**
Select a committee and confirm the purpose of your event. Determine how your event aligns with CUCC's mission. Pinpoint the date, time, location of your event, as well as the target audience. You must obtain approval for your event before you proceed any further.

☐ **STEP 4 - MINISTRY ACTIVITY REQUEST FORM (MARF)**
To request approval of your event and to reserve space, if needed, the MARF must be completed and submitted to Rev. Ramah Wright at revwright@covucc or at activity@covucc.org . The MARF is located on the CUCC website, or you may obtain a hard copy from the Church Office.

☐ **STEP 5 - COMPLETING THE MARF**
All pertinent information about your event must be included on the MARF, otherwise approval may be delayed.

☐ **STEP 6 - MEDIA SUPPORT**
Once you receive approval for your event via email, the Media Team will assist you with your marketing options. All flyers, graphics, and promotional materials must be designed by CUCC's Media Team.

☐ **STEP 7 - DISTRIBUTE LIABILITY FORMS (when required)**
Liability forms are required for all CUCC Health and Wellness/Fitness activities, all dance ministry rehearsals (one per year), CUCC meetings and activities held offsite, Youth Gym Days (one per year), the annual golf event, and passengers utilizing CUCC's church bus to attend events.

☐ **STEP 8 - WITHDRAWALS AND REIMBURSEMENTS**
To request a reimbursement, a withdrawal, or a payment from your budget for your event, you must complete the appropriate forms and submit them along with your receipts to Mrs. Seena Brown. These forms can be obtained from the Church Office and should be submitted in a timely fashion. All reimbursements, withdrawals, etc. from your budget must take place within the same year as your budget. Do not hold receipts until the end of the year.

☐ **STEP 9 - DISTRIBUTE EVALUATION FORMS**
At the conclusion of your event, distribute evaluation forms to attendees as well as your ministry and committee members.


☐ **STEP 10 - ASSESSMENT OF EVENT**
Schedule a meeting to examine the evaluation forms, to determine the effectiveness of your event and whether or not the purpose was accomplished.

Key Forms

The handbook features every planning and request form needed to help plan the programmatic year. Below you will find a list of the forms and what to use them for and when to use them to be successful.

Ministry Activity Request Form (MARF)

Complete this form to obtain approval for an activity or event, and to reserve space within the church building. Please note that this is a request form and does not guarantee reserved space. Space is assigned on a first-come first-served basis.



MINISTRY ACTIVITY REQUEST FORM – (MARF) - 20__

TODAY'S DATE _____

MINISTRY / DEPT. HOSTING ACTIVITY _____

CONTACT #1 _____

CELL PHONE _____ EMAIL _____

CONTACT #2 _____

CELL PHONE _____ EMAIL _____

NAME OF ACTIVITY _____

DESCRIPTION OF ACTIVITY _____

DATE(S) OF ACTIVITY _____

START TIME _____ END TIME _____

SET-UP TIME _____ to _____ BREAK DOWN TIME _____ to _____

ONSITE SPACE NEEDED (Check all that apply)

☐ Sanctuary ☐ BWS Gym ☐ Outdoors _____

☐ Narthex ☐ BWS Room(s) ☐ Other _____

☐ Virtual ☐ Choir Room A _____

Will food be provided? _____ Registration / Check-in Space? _____

OFFSITE LOCATION _____

OF PARTICIPANTS _____ FUNDED BY: ☐ Budget ☐ Participants ☐ Other _____





TARGET AUDIENCE (Check all that apply)

☐ Adults ☐ Young Adults ☐ Youth/Teens ☐ Seniors

☐ Men ☐ Women ☐ Ministry Members ☐ Community

Other _____

ROOM SET-UP: Please indicate the number: ____

#1 - Lecture #2 - Classroom #3 - U-Shaped Conference #4 - Banquet Rounds (submit diagram)

5. Other (explain) _____

ADDITIONAL NEEDS:

☐ Tables (8 ft.) ☐ Tables (4ft.) ☐ Round Tables

☐ Chairs ☐ Mic ☐ Podium

☐ Tent(s) ☐ Porta-Potty

☐ Other _____

MEDIA SUPPORT:

☐ Mic(s) ☐ Power Point ☐ Zoom

☐ Marketing / Graphics ☐ Photography ☐ TV Monitor

☐ Video / Audio Recording ☐ Power / Electrical ☐ Wi-Fi Access

☐ Other _____

SUPPORT NEEDED FROM OTHER DEPARTMENTS: (check all that apply)

☐ Church Bus (CUCC driver to transport 22 passengers)

☐ Church Office (Copies, Supplies, etc.)

☐ Church Operations (Set up/Break down room and/or Church Equipment, etc.)

☐ Deacons (Communion, etc.)

☐ Greeters (Welcome at narthex doors, etc.)

☐ Music Department (Musicians, Vocalists, Praise Team, Choir, etc.)

☐ Security (Indoor support, Parking lot support, etc.)

☐ Ushers (Offering, Monitoring doors in sanctuary, etc.)

ADDITIONAL INFORMATION: (Include other organizations associated with the activity)

Church Bus Request Form (CBRF)

COVENANT UCC

The Church Bus Request Form is required to schedule transportation for an event. Please submit this form to Rev. Ramah Wright at revrewright@covucc.org to reserve the church bus. Approval is subject to the availability of an authorized CUCC driver and approval of the activity/event.

**COVENANT UCC
CHURCH BUS TRANSPORTATION REQUEST
(Revised 12-28-2023)**

*Please submit this form to Rev. Ramah Wright at revrewright@covucc.org to reserve the church bus.
Approval is subject to the availability of an authorized CUCC driver and approval of the activity/event.*

TODAY'S DATE _____

MINISTRY / PROGRAM _____

MINISTRY / PROGRAM LEADER _____

CELL PHONE _____ EMAIL _____

NAME / DESCRIPTION OF EVENT _____

ADDRESS _____

DATE OF EVENT _____ START TIME _____ END TIME _____

TIME BUS DEPARTS FROM CUCC _____ TIME BUS RETURNS TO CUCC _____

NUMBER OF PASSENGERS _____ NUMBER OF PASSENGERS WITH WHEELCHAIRS _____

Important:

- *Only 22 passengers can be transported on the church bus.*
- *Each passenger must complete and submit a Liability Form 3 days prior to the event.*
- *Passengers under 18 must be accompanied by a parent/guardian or follow the "Guidelines for Chaperones" below.*

GUIDELINES FOR CHAPERONES AND YOUTH PASSENGERS:

- **YOUTH, 12 YEARS OF AGE AND UNDER - REQUIRE 1 ADULT CHAPERONE PER 5 YOUTH.**
- **TEENS, 13 YEARS OF AGE AND OVER - REQUIRE 1 ADULT CHAPERONE PER 8 TEENS.**

APPROVAL DATE _____ DRIVER _____

Liability Form

The General Liability Form (GLF) (see Appendix D) dictates that the party participating will not hold the organization responsible for things such as personal injury, death, or loss of property. In particular, the GLF protects one party from legal responsibilities associated with physical risk even though Covenant United Church of Christ does take care to protect all activity participants. Forms should be completed for all ministry sponsored activities that fall under the following conditions:

- Any ministry sponsored event that is held offsite.
- Any event that requires the church to provide transportation, in that members use Covenant vehicles to travel from the church to offsite events.
- Any activity that involves any physical activity while onsite.

COVENANT UNITED CHURCH OF CHRIST GENERAL LIABILITY WAIVER

Name of Activity: _____ Name of Ministry/Hosting Activity: _____

Date of Activity or Date Range: _____ (Provide a date for an individual activity or a date range if the event/activity is ongoing for a period, for up to one year.)

This form must be completed only by an adult (Age 18 or Older) and will not be accepted unless it is legible.

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

List Each Participating Minor Child/Ward (Age 17 or Younger) for Whom You Are a Parent/Guardian

Minor's Name _____ Minor's Name _____

READ CAREFULLY BEFORE SIGNING

RELEASE OF LIABILITY: In consideration for being allowed to participate in this Activity, I release from liability and waive my right to sue Covenant United Church of Christ, their employees, officers, volunteers, and agents (collectively "CUCC") from any and all claims, including claims of CUCC's negligence, resulting in any physical injury, illness (including death) or economic loss I may suffer or which may result from my participation in this Activity, travel to and from the Activity (including air travel), or any events incidental to this Activity.

EXPRESSED ASSUMPTION OF RISK: I acknowledge that an inherent risk of exposure to the disease COVID-19 (as defined by the World Health Organization and any strains, variants, or mutations thereof) and SARS-CoV-2 (the virus that can cause COVID-19) (collectively, "COVID-19"), and any other communicable or infectious disease, exists in any public place where people are present. I am voluntarily participating in this Activity. I understand that there are risks associated with my participation in this Activity, such as physical and/or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability, death or economic loss. These injuries or outcomes may arise from my own or other's actions, inactions, or negligence, or the condition of the Activity location (s) or facility (ies). Nonetheless, I assume all risks of my participation in this Activity, whether known or unknown to me, including travel to and from the Activity (including air travel) or any events incidental to this Activity.

HOLD HARMLESS: I agree to hold CUCC harmless from any and all claims, loss, or damage to my personal property, liabilities, and costs, including attorney's fees, as a result of my participation in this Activity, including travel to and from the Activity (including air travel) or any events incidental to this Activity. If CUCC incurs any of these types of expenses, I agree to reimburse CUCC.

MEDICAL CONSENT: If I need medical treatment as a result of my participation in this Activity, travel to and from the Activity (including air travel), or any events incidental to this Activity, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware that CUCC does not provide health insurance for me and that I should carry my own health insurance.

WHEN A MINOR IS PARTICIPATING: I am the parent or legal guardian of the Participant. I have read this document, and I am signing it freely. I understand the legal consequences of signing this document, including (a) releasing CUCC from all liability on my and the Participant's behalf, (b) waiving my and the Participant's right to sue CUCC, (c) and assuming all risks of Participant's participation in this Activity, including travel to and from the Activity (including air travel) or any events incidental to this Activity. I allow the Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of the Participant as described in this document. I agree to be bound by the terms of this document.

UNDERSTANDING AND ACKNOWLEDGEMENT: I have read this document, and I am signing it freely. I understand the legal consequences of signing this document, including (a) releasing CUCC from all liability, (b) waiving my right to sue CUCC, (c) and assuming all risks of participating in this Activity. This form may be executed and delivered by electronic signature and the signature appearing on this form is the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

Signature of Participant/Authorized Party _____ Date _____

Emergency Contact _____ Phone _____

6/14/2022

Post Event Evaluation Form

Taking the time to evaluate your events provides an opportunity for reflection, celebration, and growth. Together, you'll uncover what's worth repeating and what may need to be tweaked or even eliminated. Making a written record provides accurate historical data for your team to refer to during future planning sessions. When your time of service is over,

these details can be passed to the next leader smoothing the transition. See appendix for Ministry Post Event Evaluation tools (Ministry Event Self-evaluation and Attendee Event Evaluation).

Scheduling an Activity/Event or Meeting

An activity or event is defined as “a gathering that occurs at Covenant United Church of Christ or at an offsite location that is affiliated with a ministry or a church sponsored program for a particular interval of time.” To request approval for an activity/event or to reserve space, please complete a Ministry Activity Request Form (MARF). Our goal is to provide a response to an event request within 48 to 72 hours. However, approvals and/or confirmations may take longer if additional information is required.

NOTE: All space reservations are subject to change based on the demand from internal and external requests. While there may be some unexpected requests, this should not be the norm.

Requests for space should be submitted at least 14 days in advance to allow CUCC to identify space or to offer other dates when space may be available. If a ministry has a reoccurring schedule (i.e., Men’s Fellowship and Women’s Fellowship monthly meetings), submit requests one year in advance to secure the necessary space.

Events such as the annual golf outing, retreats, symposiums, etc. require a proposal, which must be submitted 6 to 12 months in advance.

If the event requires money from your ministry budget, inviting a guest speaker or artist, securing event locations, hotel rooms, transportation, etc., a proposal and budget must be submitted.

Do not negotiate contracts or contact speakers before the event has been approved. By the Director of Ministry Programs and Events (DMPE). ALL contracts should be reviewed, approved, and signed by the church attorney.

NOTE: Final confirmation of event approval must be provided from the Director of Ministry Programs and Events (DMPE) prior to publicizing or expending funds.

Church-wide Events

CUCC church-wide events hold special significance because they have a broad appeal to the masses. These events require significant coordination through a mass pool of resources and promotion for successful execution. To date, there are several events that are categorized as “church-wide.” Some examples include New Year’s Eve Watch Night Service, Spring Revival, Fall Revival, and Justice Weekend. When these events are taking place, no other event, meeting, or offsite event will be scheduled. (See Tier Description on page 6)

Communications Support

For the best results in promoting events, ministry leaders are strongly encouraged to set up a consultation meeting with a member of the Media Department to understand deadlines and approximate costs. To arrange a meeting, send an email to media@aviditytechnologies.com and cc: your Cluster Director. As a result of the meeting, the Media Department will be able to develop a comprehensive marketing plan and assist in determining the best strategy to bring attention to the event.

The Media Department covers the following categories:

Marketing Materials

There are a few options that can be explored based on a ministry's budget and the target audience, such as:

- Collateral Materials
 - Brochures
 - Flyers
 - Postcards
 - Posters
 - Special event programs

Please note: All merchandise, collateral, and promotional items - whether created through Media or outside designers - must include "Covenant United Church of Christ" to signify our church affiliation.

Collateral Materials (brochures, flyers, postcards, posters, special event programs, etc.)

Please submit your information no less than 45 days prior to the event and allow a minimum of two weeks for materials to be designed. This will allow 20-30 days for promoting an event.

Graphic Design

There are several options available for the graphic design component of collateral materials. To assist in the design process, a consultation meeting with the Media Department should be held to discuss all available options.

- Media must review text prior to graphic design layout. Submit text in a Word document to media@aviditytechnologies.com. Please submit your information no less than 45 days prior to the event and allow a minimum of two weeks for materials to be designed.
- Please note: rush jobs (less than five days' notice) are not guaranteed.
- Personal email addresses and telephone numbers cannot be displayed on ministry-related collateral materials. Only ministry email addresses should be used.

Review Process

The Media Department reviews content disseminated to a broad audience.

- Allow five to seven business days for review.

- All ministry-related materials should follow and adhere to the CUCC Brand Guide.

Social Media

Facebook, Instagram, and TikTok are social media platforms that have been approved by CUCC:

www.facebook.com/CovUCC

www.instagram.com/CovUCC

@CovUCC (TikTok)

Ministries are not authorized to have their own social media pages at this time. Private groups are permissible on Facebook for inter-ministry communication, but the administrative office must have administrative access and the group must be attached to CUCC's primary page.

Announcements/Save the Date

Requests for "Announcements" and "Save the Date" notifications to be made from the pulpit should be submitted to the Director of Ministry Programs and Events (DMPE) two weeks prior to the date that you desire your information be announced. The DPME will approve in consultation with Senior Pastor when needed.

Pastoral Office Approvals

Speakers

All speakers at worship services and events must be approved by the pastoral office. All letters of invitation must go through the pastoral office.

Honorariums

All honorariums require approval by the pastoral office.

Bible Study

All CUCC related Bible studies require approval by the pastoral office.

Sponsorship/Donations

All events seeking sponsorship or donations require approval by the pastoral office.

Vendor Listing

See Appendix A

Kitchen/Grill Use

To request the kitchen — please submit the MARF to the Director of Ministry Programs and Events (DMPE) for approval and to check availability. Currently, use of the kitchen is limited to the temporary storage of refrigerated items, and prep work for approved events.

The church's policy regarding the kitchen requires that ministries using the kitchen or preparing food must be under the direction of someone who has a food and sanitation license. If no one will be onsite that has a food and sanitation license, food should be store bought or catered. The kitchen/grill must be cleaned and returned to the state in which it was received upon arrival. Any items left in the kitchen refrigerator or cabinets must be labeled, dated, and removed at the conclusion of the event/activity or program. Otherwise, they will be discarded.

Office Support

Supplies

Supplies (pens, pencils, paper clips, etc.) are available upon request.

Copying/Printing Services

All ministry leaders and their members should contact the church office to request copies/printing of their ministry/church related materials.

Ministry Emergency Response and Reporting Procedure

An "incident" refers to any unplanned event resulting in personal injury or potential for injury to occur, ill health, damage or other loss.

Important: Immediately call 911 if the incident/injury is serious or life threatening. If a minor is involved, contact the parent(s) or legal guardian(s) immediately.

CUCC staff and/or Security are available during normal business hours.

Onsite Incidents

If an incident occurs on church property, contact a member of Security Personnel immediately. If you can't find them, contact the Church Office at (708) 333-5955, press #3, and inform the Executive Assistant, Seena Brodnax-Brown, of the situation. The following information should be provided:

- Your Name
- Location of incident
- Contact phone number
- Brief assessment of the situation and description (Should an ambulance, police officers or CUCC nurses be called?)
- If possible, please remain close by to provide information for the Incident Report form that will be completed by a CUCC Security Personnel or employee. Incident Reports should be turned into the Church Office no later than two days after the incident.

Offsite Incidents

Any participant or organizer who becomes aware of an incident offsite during a church event must report it immediately to the designated event coordinator or a church leader present. The incident should be reported accurately and promptly, providing details such

as the nature of the incident, location, individuals involved, and any immediate actions taken.

The designated event coordinator or church leader will assess the situation and take appropriate action to ensure the safety and well-being of all participants. Depending on the severity of the incident, emergency services may need to be contacted. The safety and security of participants are the top priority. The event coordinator or church leader will communicate with Seena Brodnax-Brown by calling 708-333-5955, press #3. Communication should be timely, transparent, and respectful, providing updates on the situation and any actions being taken to address it.

All incidents, responses, and communications related to offsite events must be documented thoroughly by the event coordinator or church leader for future reference and review. This documentation should include incident reports and any follow-up actions taken to address the incident. Incident Report forms are available at covucc.org under resources or available for pickup in the church office. If the incident occurred while using an authorized CUCC vehicle, a form is available in the emergency reporting kit in the vehicle's glove compartment. Incident Reports should be turned into the Church Office no later than two days after the incident.

Audio Visual Support

Our AV Team is dedicated to ensuring the success of not only our two worship services and live stream but also Bible studies and ministry activities. To assist the AV Team, please indicate any media required for the success of your activity, such as PowerPoint presentations, videos, and music, and virtual meeting setup on the Ministry Activity Request Form (MARF). This will enable the team to set up your A/V needs and preload media in advance of your arrival. For any questions regarding AV and media, please contact us at media@aviditytechnologies.com.

Information Technology Support

Covenant UCC IT Support is provided by Avidity Technologies. The IT Team has implemented a comprehensive IT Helpdesk system that includes email support. This feature allows ministry leaders to directly contact the IT helpdesk through email. Our primary objective is to quickly resolve any technical issues and provide assistance.

To reach the IT Team:

Email: support@aviditytechnologies.com

Please leave your name, ministry affiliation, phone number, and a brief description of the issue when contacting the team. They regularly monitor the support tickets and promptly respond to requests with efficient resolution of any problems you may encounter.

Laptop Usage Procedures

Due to a limited number of laptops available, laptops will be distributed on a first-come, first-served basis. CUCC recommends the use of personal laptops or iPads. If you are using a personal laptop or iPad, please arrive 30 minutes in advance so that the media specialist can ensure the device works properly in the meeting area.

Please note that completely wireless devices that are more than five years old cannot be accommodated by the infrastructure. Laptops must have a built-in wireless adapter or external wireless adapter. Please contact Media if you will be using your own laptop or device.

Virtual Meetings

From time to time, ministry leaders may require the use of CUCC conference services, Teams, Zoom, etc., for ministry meetings. Please indicate such setup requests when submitting meeting/event requests.

Ministry E-mail Addresses

CUCC ministries are required to use their assigned CUCC email addresses. This is a resource for ministry leaders to network with other volunteers, collaborate on events and outreaches, and keep each other abreast of upcoming events. The IT Department provides ministries with a covucc.org email account. It is of extreme importance that all our leaders begin using their ministry email box. New and existing members receive and can access ministry official email addresses via the church website. For this reason, we hope that there is a routine check of this email box.

NOTE: All emails sent must be related to CUCC ministry.

Ministry leaders should NOT use non-CUCC email accounts (Gmail, AOL, Yahoo, etc.) for ministry-related activities. Each ministry has been assigned an email address. The chair (and his or her designee) has access to the ministry email. Please delete all junk mail and SPAM upon receipt.

Introduction to Microsoft Outlook on the web

With Microsoft Outlook on the web ministry leaders can access Covenant UCC Outlook email on the internet from home.

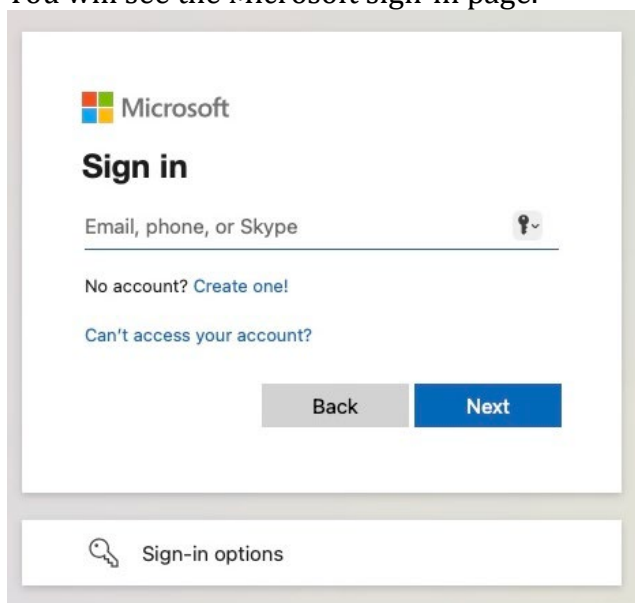
Instructions to Access Your Office 365 Mailbox

Covenant United Church of Christ (covucc.org)

Follow the steps below to access your Office 365 email account:

Accessing Email via Web Browser

1. Open a web browser (Google Chrome, Microsoft Edge, Safari, or Firefox).
2. Go to the **Office 365 Outlook Web Access (OWA)** login page:
 - a. <https://outlook.office.com>
3. You will see the Microsoft sign-in page.



4. Enter your email address in the following format:
 - a. yourusername@covucc.org
 - a. Example: jdoe@covucc.org
5. Click **Next**.
6. Enter your password.
7. Click **Sign In**.
8. If prompted for additional security verification (Multi-Factor Authentication, MFA), follow the on-screen instructions.
9. Once logged in, you will be taken to your Office 365 mailbox.

Accessing Email via Outlook Desktop App

If you prefer using the Outlook app installed on your computer:

1. Open the **Outlook** application on your computer.
2. If this is your first time opening Outlook, the app will prompt you to add an account.
 - a. If not, go to **File > Add Account**.

3. Enter your email address: yourusername@covucc.org.
4. Click **Connect**.
5. Enter the password provided by the IT administrator.
6. Follow any additional prompts to configure your account.
7. Once configured, Outlook will sync your mailbox, and you can start using it.

Accessing Email on a Mobile Device

To access your Office 365 email on a mobile phone or tablet:

For iPhone/iPad (iOS):

1. Open the **Settings** app.
2. Scroll down and tap **Mail > Accounts > Add Account**.
3. Select **Microsoft Exchange**.
4. Enter your email: yourusername@covucc.org.
5. Tap **Next**.
6. Enter your password.
7. Follow the prompts to confirm settings and enable syncing (Mail, Contacts, Calendar).

For Android Devices:

1. Open the **Outlook** app (install it from the Google Play Store if not already installed).
2. Tap **Get Started** or go to **Add Account**.
3. Enter your email address: yourusername@covucc.org.
4. Tap **Continue**.
5. Enter your password when prompted.
6. Follow the on-screen instructions to finish setup.

COVUCC Email Account Password

Please contact the IT Support Team if you forget your password. Please send a text message to 312-586-9505 or an email (from either your personal account or a colleague's account) to support@aviditytechnologies.com. A technician will respond to your inquiry as soon as possible.

Online Fillable PDFs

Your ministry leader must approve requests for the creation of online fillable PDF forms. Once approved by the leader, requests should be submitted to media@aviditytechnologies.com in MS Word format. The IT Department requires at least five business days prior to the desired completion and/or posting date.

Online Registration

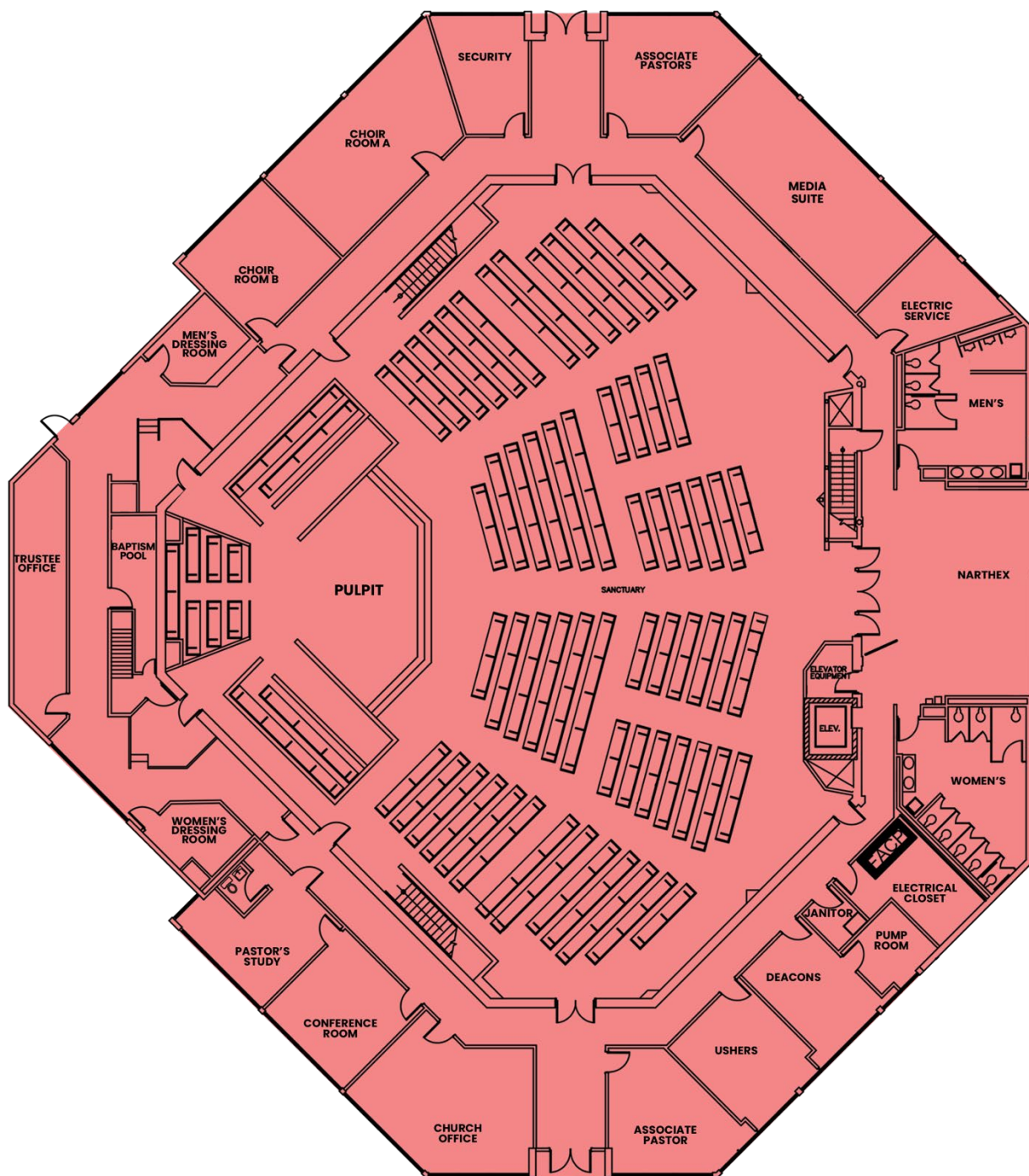
- For free events, the Media Department will set up the online registration link.
- Requests for online registration must be approved by the cluster director.
- Approved requests must be submitted to media@aviditytechnologies.com at least 3 business days prior to the desired completion and/or posting date.

Facilities Information

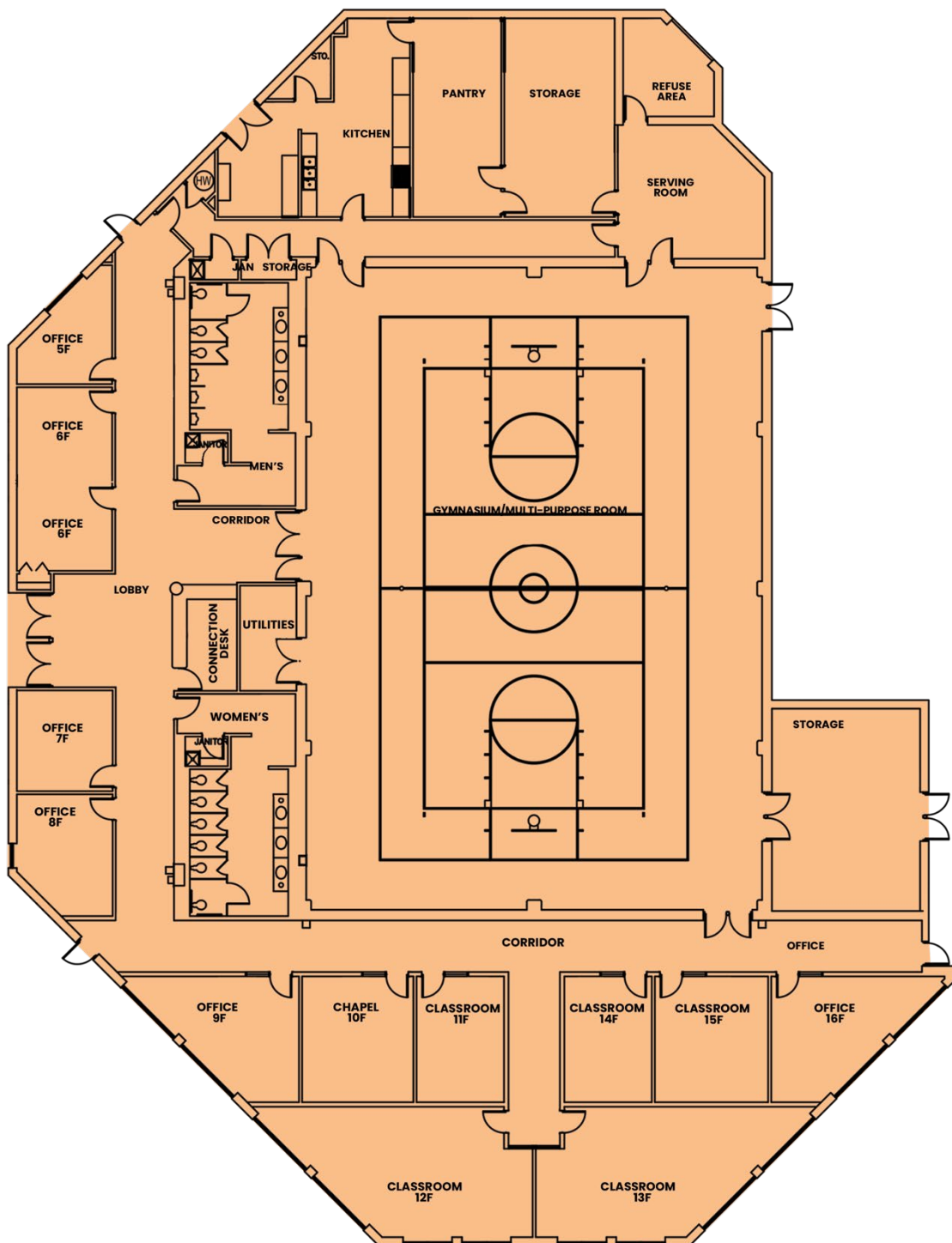
We are all responsible for being good stewards of our church home. We have a facilities staff who work to ensure that our facilities are maintained. You can assist in this effort by refraining from eating in non-food designated spaces. The church building is open during Tuesday – Thursday 8 a.m. to 2 p.m. and 5 to 8 p.m. (closed 2 to 5 p.m.), and Saturday: 9:00 a.m. to 3:00 p.m. Any deliveries or drop-offs Tuesday– Friday during business hours should be brought to the church office. We also want to remind everyone that the church building closes during the week at 8:00 p.m. This means that all events and/or meetings need to be finished and out of the church building at 8:30 p.m.

Please see Facilities Maps on the following pages:

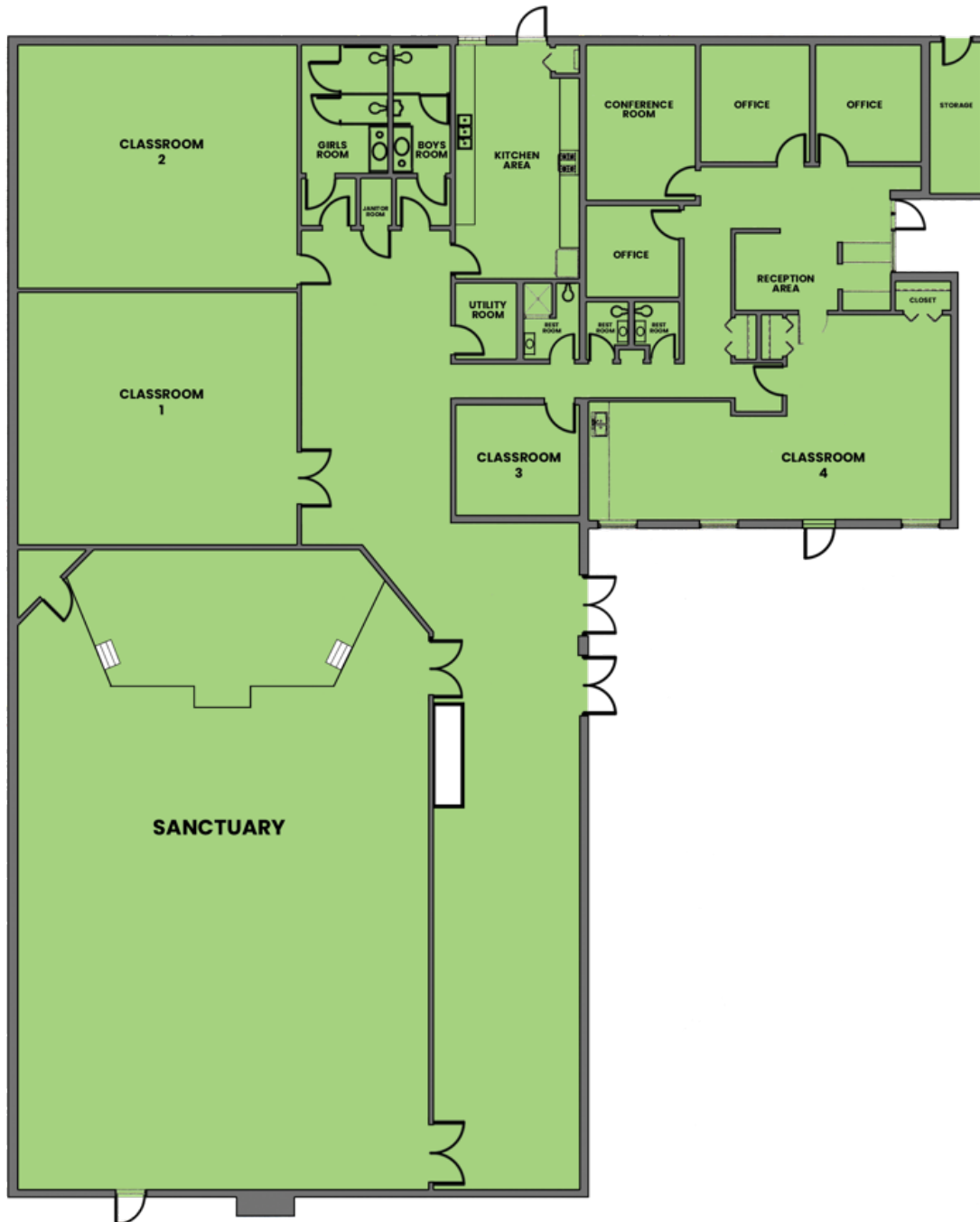
MAIN BUILDING (FIRST FLOOR)



BARBARA WESTBROOKS SMITH FAMILY LIFE CENTER



OZZIE E. SMITH, JR. YOUTH CENTER



Budgeting and Finance

Finance Staff

Isaac Greene, Director of Finance

E-Mail: igreene@covucc.org

Erika Kokuma, Senior Accountant

E-Mail: ekokuma@covucc.org

Seena Brown, Executive Assistant

E-Mail: sbbrown@covucc.org

Rev. Dr. Ramah Wright, Ministry Budget Overseer

E-Mail: revrewright@covucc.org

Creating a Budget – See Attached

Your ministry budget is your guide for the programmatic year. This features the programs and initiatives that have been approved and how much has been allocated to each of these initiatives and programs. Please refer to your budget when planning your programmatic year. This will help your ministry spend time focusing on approved programming and initiatives for the year.

See Ministry Budget Template in Appendix D.

Procedures and Key Forms

CUCC – Payment Request Form

This form is used to request a payment for advance funds or reimbursement of funds that are coming from a specific ministry. The form should be completed in its entirety before a check or Zelle or CashApp payment can be disbursed. Payment Request Forms should be submitted at least seven days before the due date to allow for processing.

Before a check, Zelle, or CashApp payment can be disbursed, the form should be completed in its entirety and include:

- Signature of the Chairperson
- Signature of the Treasurer
- Ministry Expense Line Item

Payment Request Form should be submitted at least seven days before the due date to allow for processing.

Payment requests that cannot be covered by ministry approved budget will be held for further review and discussion/follow up.

Any additional supporting documentation, i.e. invoice, contract, email, receipts, W9, etc. should be attached to the form, as necessary or required.

A copy of the processed Payment Request Form will be emailed to the ministry leader or treasurer. The form will be stamped “Paid” with the check number and check or Zelle/CashApp date.

Note: Updated Ministry Budget Trackers, which will show all transactions (deposits, disbursements, transfers, etc.), will be available on a monthly basis.

COVENANT UNITED CHURCH OF CHRIST
Ministry Payment Request Form

Ministry Name: _____

Budget Category: _____

Date of Request: _____

Amt. Requested: _____

Make check payable to:

Name: _____

Address _____

City, St., Zip _____

ZELLE INFORMATION: _____

CASH APP INFORMATION: _____

Purpose:

Ministry Signatures: _____
(Chairperson)

(Treasurer)

Print Name: _____

Contracts/Vendor Agreements

Ministry leaders cannot contract for goods and services on behalf of CUCC. All contracts should be directed to the Church Attorney, Cathe Evans Williams at cevanswilliams@covucc.org.

Member Supported Outreaches

There may be instances where ministries identify organizations they wish to financially support as an outreach outside of the approved ministry budget. In those cases, please follow these guidelines:

- The organization must be approved by the cluster director.
- Individual participation is strictly on a voluntary basis.
- Contributions will be submitted to the Finance Department.
- The ministry will access these funds by Payment Request Form.
- Only CUCC checks, Zelle, or CashApp payments will be sent to the organization.

Donations Received

Ministries may receive monetary donations. These donations are to be reported to your cluster director and deposited with the Finance Department. These funds may or may not be added to the ministry's budget. The ministry will be notified of the disbursement of funds.

Ministries and Fellowships

Ministry Clusters and Cluster Directors

Christian Education/Spiritual and Cultural Formation Ministries

- Children's Church (ages 3-8) – Rev. Kevon Carter
- Youth Church (ages 9-12) – Rev. Kevon Carter
- Teen Church (ages 13-18) – Rev. Kevon Carter
- Confirmation– Rev. Kevon Carter
- Christian Education (Sunday School, Bible Study, Vacation Bible School)
- Rev. Dr. Carmin Frederick James
- New Members/Assimilation - Rev. Kim Grice
- Connect Groups – Rev. Carmin Frederick-James, Rev. Kim Grice

Congregational Life Ministries and Programs

- Youth and Young Adults
 - Youth Ministry – Rev. Kevon Carter
 - Young Adults – Rev. Kevon Carter
- Men's Fellowship – Rev. Dr. Ramah Wright
- Women's Fellowship -Rev. Dr. Ramah Wright
- S.A.V.V.Y. Seniors – Rev. Dr. Ramah Wright

Worship, Music and Arts Ministries – Brian Smith, Rev. Dr. Patrick L. Daymond, Rev. Kevon Carter

- Liturgical Dancers
 - J.A.D.E – Jessica Haynes Davis
 - Total Praise – Evadney Hamilton / Seena B. Brodnax
 - Imani - Evadney Hamilton / Seena B. Brodnax
- Choirs for Young People
 - God's Little Angels – Jackie Pettis / Rev. Kevon Carter
 - Youth and Teen Choir – Rev. Kevon Carter
 - Youth Praise Team – Rev. Kevon Carter
- Choirs for Adults – Brian Smith
 - Combined Choir
 - Praise Team
 - Women's Chorus
 - Men's Chorus
 - Choral Ensemble

BWS Programs and Services –

- Second Chance
- SHARE (Food Pantry)
- Housing
- Green Team
- Youth Mentoring

Serving Ministries

- Deacon Board – Rev. Ethel Southern
- Greeters – Rev. Dr. Ramah Wright
- Usher Board – Rev. Dr. Ramah Wright
- Jr. Deacons – Rev. Dr. Pamela Floyd
- Transportation – Rev. Dr. Ramah Wright
- Security -Rev. Dr. Ramah Wright

Wellness Ministries – Rev. Ethel Southern

- Health and Fitness
- C.A.R.E.
- Needles & Hooks of Love
- Grief Support

Ministry Leader Descriptions**Cluster Director****Spiritual Gifts (Key personality traits of an effective ministry leader in this role):**

- Arbitrator / Conflict resolution
- Prayerful / Spiritual
- Problem solver
- Discernment
- Negotiator

Key Responsibilities/Functions:

- Serve as the liaison between the ministry, Diaconate, and appropriate higher -level manager.
- Provide spiritual advice and comfort.
- Being alert to the spiritual needs of the ministry.
- Creating a sense of fellowship and unity among the group.
- Provide spiritual leadership to the ministry leaders in executing programs that line up with the Pastor's vision for the church.
- In the absence of and in collaboration with the chaplain, prayer at meetings and as requested by ministry members.

Desirable Experience, Skills Needed:

- Resourceful
- Diligent
- Accountable Qualifications
- Only Covenant UCC Staff Ministers are allowed to perform duties as a cluster director.

Chair

Spiritual Gifts (Key personality traits of an effective ministry leader in this role):

- Be dedicated and reliable
- Be decisive
- Be willing to accept criticism
- Be flexible/cooperative
- Negotiator
- Facilitator
- Servant Leader
- Motivator

Key Responsibilities/Functions:

- Lead the budgeting, planning, policy, and strategy processes; monitor ministry activities, secure support and resources.
- Develop goals and objectives for the ministry in conjunction with the leadership team. Implement goals and objectives by prioritizing related programs, managing the use of resources, delegating tasks, and evaluating progress regularly.
- Guide and assist the officers in maintaining focus on the ministry's mission, vision, and goals.
- Be the decision maker for important questions; engage the Cluster director and interact with church administration to get approval on new initiatives.
- Delegate and hold officers accountable.
- Provide support to officers as needed to carry out their role.
- Plan and facilitate meetings. Plan, coordinate and participate in ministry events, mission/evangelism, service projects and trips.
- Serves as liaison between ministry and appropriate higher-level manager.

Desirable Experience, Skills Needed:

- Understand strategic planning.
- Demonstrate expertise in the field of the ministry.
- Be a good people manager.
- Possesses good delegation skills.
- Understand the church's policies and procedures.

Key Considerations/Advice for New Leaders in This Role:

- Spend time with the outgoing president. Attend trainings.
- Knows UCC polity and structure of Covenant United Church of Christ
- Understand the history of the ministry while being open to trying something new.
- Remember it's the church's ministry.
- Keep records; Build a strong team; focus on the people in addition to the project.
- Be inclusive; Be able to take constructive feedback.

Vice-Chair

Spiritual Gifts (Key personality traits of an effective ministry leader in this role):

- Team-player
- Excellent communicator
- Assertive (sensitive)

- Flexibility

Key Responsibilities/Functions:

- Assist the President with accomplishing the goals of ministry.
- Assist with planning and executing ministry goals and objectives.
- Assist and facilitate the drafting of ministry best practices in accordance with CUCC's policy, procedures and guidelines to guide the ministry.
- Assist with planning and implementing ministry events, mission/evangelism, service projects and trips.
- Plan, coordinate and participate in ministry events, mission/evangelism, service projects and trips.
- Support president in identifying, enlisting, training, and supporting leaders (e.g., committee chairs, program chairperson, and future ministry officers, etc.).
- Help support communication between officers and members of ministries.
- Facilitate new member assimilation.

Desirable Experience, Skills Needed:

- Collaborative Skills
- Consensus Building
- Conflict Resolution
- Peace maker/Diplomacy

Key Considerations/Advice for New Leaders in This Role:

- Seek information and advice.
- Know the difference between work/job leadership v. church leadership.

Secretary

Spiritual Gifts (Key personality traits of an effective ministry leader in this role):

- Detail Oriented
- Diplomacy
- Ability to safeguard information/discreet
- Problem solver
- Respectful
- Performance Oriented
- Attentive Listener

Key Responsibilities/Functions:

- Attendance at all group meetings
- Record meeting minutes to include decisions made and attendance.
- Manage all communications to include monitoring and organizing the ministry covucc email account, sending, and receiving ministry emails, directing communications/emails to the appropriate party, and regular communication to ministry members (e.g., updates, reminders).
- Manage ministry calendar and/or submission of church reports.
- Develop and organize documents needed for the ministry (handbooks, attendance sheets, files, reports, etc.)
- Send condolences and special greetings (e.g., birthday, new members)

- Keep a running tab of outstanding activities from decisions made and ensure there is follow-up.
- Assist with other administrative tasks for the group to include those associated with an event.

Desirable Experience, Skills Needed:

- Quick on phone/tablet communication/email responses
- Must be able to capture meeting minutes quickly and accurately
- Good documentation/record-keeping skills
- Ability to synthesize information
- Forward thinking and innovative, creative thinker
- Presentation skills
- Effective Communicator

Key Considerations/Advice for New Leaders in This Role:

- Become tech savvy if you're not already
- Be committed
- Be prepared to serve
- Always strive for improvement
- Be time cognizant
- Be proactive
- Be open to improving your role and duties
- Speak with previous person in this role to find out what were best practices

Treasurer

Spiritual Gifts (Key personality traits of an effective ministry leader in this role):

- Detailed Oriented
- Decisive
- Persistent
- Honest & Integrity
- Understanding
- Be accountable

Key Responsibilities/Functions:

- Lead development of budget planning process with the leadership officer team.
- Communicate budget process and procedures with your group/committee members.
- Work with other officers to develop and submit budget to the church.
- Oversee the distribution of funds and ensure payment requests are submitted accurately and timely.
- Ensure finances are tracked properly and keep track of expenditures.
- Collect and properly manage any collections (donations).
- Develop and maintain internal controls within the group to secure funds.
- Provide monthly reports.

Desirable Experience, Skills Needed:

- Well Organized/Attention to detail
- Accounting/Accounts Management Background

- Familiar with church policy, process, and financial staff

Key Considerations/Advice for New Leaders in This Role:

- Remember why you serve
- No-comingling of funds
- Be flexible
- Keep good records
- Ask questions
- Work closely with group leaders

Chaplain

Spiritual Gifts (Key personality traits of an effective ministry leader in this role):

- Prayer warrior
- Good speaker
- Confidentiality
- Optimistic/Positive
- Approachable - openness
- Respectful - diplomatic
- Exhibit the Fruits of the Spirit

Key Responsibilities/Functions:

- In absence of and in collaboration with Cluster director, leading and closing prayer before meetings, church services & events.
- Present inspirational message (devotionals) relating to the specific ministry mission and CUCC.
- Pray for the Ministry overall and for members individually when they express a specific need for prayer.
- Remind the Ministry that our purpose is to serve God and His people.
- Working appropriately with Cluster director to visit bereaved family, offering prayer, scripture or song.
- Keep sick and shut-in uplifted spiritually through prayer, greeting cards and inexpensive gifts to let them know God loves them as so do we.

Desirable Experience, Skills Needed:

- Trained counselor/social worker
- Have compassion for your fellow man
- Enjoy praying privately and in front of others
- Flexibility of time

Key Considerations/Advice for New Leaders in This Role:

- Be a team player
- Be respectful and confidential
- Chat with group to best define their needs
- Chat with previous chaplain re: best practices
- Be prepared to grow – spiritually and in other ways
- Have a class on how to pray in public and privately for others as well as what is the role of a chaplain (or assistant chaplain) for the group
- Set and honor appropriate boundaries

Conducting Meetings

Meetings at church, like in the business world, have a bad reputation. They can be viewed as a waste of time. People may show up at your meetings because they love Jesus, and they are committed to ministry. Then again, they're volunteers, and they can skip it if it's not worth their time. Leading a good meeting is a leadership skill and you can get good at it. **Here are 9 things you need to know about leading a fantastic ministry team meeting. We'll break it down into three chunks: 1) preparing for the meeting, 2) leading the meeting, and 3) following up after the meeting.**

A GOOD MEETING BEGINS WITH GOOD PREPARATION

1. Decide on the purpose for your meeting and the desired outcomes.

Having a clear purpose sets you up for a productive meeting. Knowing your desired outcomes shows you the decisions you must make and the action items that will need follow through. Most meetings require that you attend to certain business items. But if your meeting is all about business or money matters, you're going to lose people quickly, especially those who may be coming to your meeting for the first time. In light of our mission as a church, ask yourself, how is this meeting allowing those who attend to connect with Christ, connect with people, with the goal of having a deeper relationship after the meeting than before the meeting.

2. Write an agenda.

The first section is Basic Information. This includes the meeting title, the date and time, etc.

The next section is the Meeting Purpose. This is where you write down why you have invited this group of people to this place for this allotted time.

The third, and biggest, section of your agenda is the Program. This is where you list the agenda items and budget your time. Think through the flow of your meeting, give the players time to prepare, and know what you want to accomplish.

- a. Start by grouping items that are just about sharing information people need to know. Give enough time to run through those items quickly. You may want to start the meeting with a section called "Around the Table". It's a chance for each person to engage by saying what they're doing as it pertains to the whole group.
- b. Then move to items that will require some discussion, but no decision-making. Give each item 5 or 10 minutes, then move on.
- c. Then tackle a few bigger topics that need some time for the group to process the information. Each of these topics should have a Desired Outcome. For example, think about the Board talking about the budget. There may be some lively discussion as they process the pros and cons. The Desired Outcome is that the budget is improved and approved.

3. Send the agenda to the attendees at least two days before the meeting.

Seeing the agenda early shows people they can trust that the meeting will be a valuable use of their time. It builds anticipation, shows them what they'll miss if they don't come, and gives introverts time to think about what they think about it. It is unprofessional not to send an agenda beforehand. Your volunteers get meeting agendas ahead of time for their meetings at work. Your early agenda will impress them and make them love being a part of the ministry even more.

4. Set the table for your meeting.

Pick the best room in the church for your meeting. The surroundings matter.

Set up the right size table. You want everyone seated around one table. If your meeting has more than 16 people, it's not a meeting, it's an event. For every person over 7 at your meeting, your productivity goes down 10%. It's called the Rule of 7. Think about that for a minute: 8 people are 90% as effective as 7; 9 people are 80% as effective. By the time you've got 15 people at your meeting, the outcome is predicted to be 20% as effective as convening a table of 7. Therefore, if the ministry has participation larger than 15, it's important to have working committees who are empowered to work through details that might become cumbersome for the larger group.

Set a place for each person with the agenda, a church pen, and perhaps a bottle of water before the meeting begins.

Now you're ready for your meeting to begin!

5. A good meeting blossoms under good leadership. Start and end with a bang.

If your team is happy and excited at the beginning and the end of the meeting, they will remember an enjoyable meeting. Don't begin your meeting with a roll call. Utilize a sign in sheet to be collected by the secretary at the end of the meeting and entered into the minutes. You waste valuable meeting time and take the air out of a meeting with a roll call.

A Surprise

You can start with a surprise: a small gift sitting on their agenda, or a drawing for a gift card, or an announcement of good news.

Social Interaction (Relationship Building)

You can maximize the interpersonal capital by spending a few minutes around the table with each person sharing their high and low since you last met depending on the size of your ministry. If there are more than 15 people, you may want to consider splitting off into small groups of 4 or 5 to accomplish this task, changing up the group makeup each meeting.

Prayer

Ask someone to open your meeting in prayer. Choose someone you know will feel comfortable and will invite Jesus to join you at the table. Your chaplain can open the meeting but don't restrict this to just one person. Let the Spirit lead.

End your meeting with an extended time of prayer for the topics you discussed, the decisions you made, and for the needs of the people around the table.

6. Lead a Good Discussion

You're a good discussion leader when you don't dominate the meeting with your will and presence, but you ask questions, talk less, and listen with curiosity. You encourage people to say what they're thinking and add their ideas to the conversation. Meaningful discussion can come with a little heat because people have different opinions, and they care about the outcome. Don't stifle the heat but also don't allow it to blow up into anger. Affirm their passion on the topic and your team's ability to find the best outcome. Give them space to find the win-win solution. One more tactic in leading a good discussion is to keep on track when someone starts to lead the conversation over to another topic. Say, "That's a good observation and we should talk about it, so let's save it for another time, and stay on track with this topic today. Sound fair?" Your skill in leading a productive discussion will grow each time you try. Think about the discussion for a minute after the meeting to see what went well and what you want to handle differently next time.

7. Avoid Annoying Meeting Behaviors (AMB)

There is a long list of things people do at meetings that irritate and frustrate others. Here are a few of the most popular:

- Not showing up
- Coming late
- Taking phone calls
- Checking email
- Side conversations
- Not taking notes
- Over talking
- Interrupting
- Being unprepared
- Not engaging
- Getting off track
- Leaving early

You may have others to add to this list. If these behaviors are evident at your meetings, you need to address them. They drag your meeting, and your team down. When you talk about them, you create a better atmosphere in your meetings, and you'll win the respect of the people in the room who don't participate in AMBs.

A good meeting requires follow up.

8. Everyone leaves knowing their action items.

Steve Jobs called it the DRI – the Directly Responsible Individual. It's the person who is directly responsible for any follow up related to an agenda item. Wrap up your meetings by having each person say what they will do and when it will be done. Everyone has to think it through and own it, and everyone at the table hears what people are committing to do. Send meeting notes within 24 hours to everyone at the meeting, and others who should know, listing the main points of discussion, the action items and the Directly Responsible Individual.

9. Evaluate every meeting

Your goal should be to make the next meeting better than the last. Before concluding the meeting, ask everyone to give one feeling word about the meeting. Take note of particularly strong words and ask for elaboration. The information will help you to prepare for success in your next meeting.

Leadership Recommendation and Election Procedure

The Leadership Recommendation process provides a uniform process for electing leaders called to serve as officers. Officers are limited to two-year terms and no more than two consecutive two-year terms to ensure the utilization of gifts across the broad spectrum of ministry and to prevent leader burnout. Those elected to serve as leaders should be attending worship and prayer services regularly, have an on-going commitment and involvement in ministry, actively participating in a teaching ministry (Sunday School, Connect Groups, Bible Study), and financially supporting the church through tithes and offerings.

The election procedure begins with the Cluster Director.

Cluster Director

- In June or July of an election year, review the following with the ministry members: (All forms related to Nominations and Elections listed below can be found in Appendix B at the end of the playbook. Election process is outlined below.)
 - Election process
 - Elected Officers - Responsibilities
 - CUCC Church Leadership Questionnaire
 - CUCC Ministry Nominations Form
 - Election Ballot Template
 - Election Checklist/Summary of Election Process
- Remind the ministry members to select a Nominating Committee by June or July of the election year in order to develop a slate of recommended leaders by September.

Nominating Committee

The Nominating Committee assembles a list of willing and qualified candidates for office. When the committee does its job well, the ministry can be assured that the candidates nominated have expressed interest in the position, have agreed to serve, completed the leadership questionnaire, and are qualified for the offices in which they have been nominated.

Nomination and Election Procedure

- Each ministry should form by its own process, a Nominating Committee by June or July of an election year with at least three and no more than five members if possible. Those currently interested in running for office in the upcoming election cannot serve on the Nominating Committee. Once assembled, the committee should select its own chair.
- Nominating Committee will announce and publish through the ministry's regular communication streams (meeting, email, newsletter, etc.) the opening of nominations and a list of all open positions in September of an election year at least 30 days prior to the ministry's October meeting.

- Nominating Committee should provide its ministry members with a nominations form listing all of the open positions, descriptions, and election criteria. (Appendix B)
- Any member of the ministry may submit a name to the Nominating Committee. A person may also nominate themselves.
- Nominating Committee should provide a process to collect nomination forms.
- Nominating Committee will contact each nominee, ensure the individual understands the duties, responsibilities, and time commitment for the position for which they are being considered for nomination; that they agree to serve, and if so provide them with a Leadership Questionnaire to establish eligibility for holding office.
- If no candidate is found for an office in September, the committee may leave the slot open and take nominations from the floor in October or can publicly inform the ministry that there isn't a nominee for a certain office and then allow the members of the ministry to volunteer from the floor. No one may be elected without consent, and those nominated may decline.
- At the October meeting of the ministry, additional nominations should be solicited from the floor. Any new nominees should be provided with a Leadership Questionnaire to establish eligibility for holding office. Nominations should be closed at the October meeting.
- During an election year, there must be a minimum of 4 nominees willing to serve as candidates on the November ballot. ***In the event that there are not 4 candidates eligible to run for office, the ministry will become inactive until further notice.***
- Nominating Committee will submit all Leadership Questionnaires to the church office to establish eligibility in accordance to Article V, Section 5 and Article VII, Section 3 of the Bylaws of Covenant United Church of Christ.
- Nominating Committee will prepare ballot listing all approved nominees and the position they are being considered for in accordance with the Bylaws of Covenant United Church of Christ.
- Nominating Committee will notify each applicant via email or other reliable and timely means, whether they have been placed on the ballot for election or were not eligible as a candidate.
- Nominating Committee will conduct the vote by secret ballot, in person only, at the November meeting of the ministry. Only members in good standing are eligible to vote.
- Nominating Committee will collect ballots and tally votes away from the meeting under the supervision of the chair of the committee (and the Cluster Director, if available).
- Announce the results of the tally to the ministry.
- Submit the tally sheet, ballots, and election results to the church office within five days of the proceedings, but no later December 1 per the Bylaws of CUCC (Article VII, Sec. 3.2)
- If anyone is elected, and it is discovered after the election that the nominated person does not meet eligibility, the election of the officer is null and void. The Nominating Committee must then find a new nominee and vote again.

- The Nominating Committee can be dissolved by year end. However, sometimes the committee is reconvened to make nominations to fill vacancies.

Selection Criteria for All Positions

The CUCC bylaws establishes term and eligibility restrictions for church ministry officers. These restrictions must be considered when evaluating whether a candidate is eligible to serve. However, there are basic eligibility requirements (listed below) all candidates must meet to be considered for election to any position.

- **CUCC Member in Good Standing**

Any individual who meets the qualifications for membership (as stated in the CUCC Bylaws, Article V, Sec. 5)

- Have contributed financially on a constant and regular basis in support of the ministry of CUCC, including building projects as documented by the giving statements,
- Have faithfully observed the bylaws, standing rules, policies, and guidelines of Covenant United Church of Christ, and
- Regularly attend meetings, accept and fulfill responsibilities and continually make positive contributions to the work of their group.

- **Other Considerations**

- Must have a current term of membership with the organization for at least twelve consecutive months (Article VII, Sec. 3).

- **Term Limits and Other Restrictions**

- Officers may only serve a two-year term and can be elected to a second consecutive two-year term
- After each elected member serves two (2) consecutive terms, ALL must take at least one (1) year off before they are eligible to serve again, in the same position, within that ministry.

Nominations from the Floor

During the October meeting, as soon as the chairperson of the Nominating Committee opens nominations from the floor, any member can bring forth a nomination:

- A person can nominate himself or herself.
- A nomination does not need a second.
- A member can be nominated for more than one office.
- Nominees do not have to leave the room during the nomination process, when the vote is taken, or when the vote is counted.
- A member can accept or decline the nomination during the nominating process.

The chairperson of the Nominating Committee closes nominations when no further nominations come forward from the assembly.

Electing by Ballot

After all nominations are closed, those nominated from the floor must fill out the Leadership Questionnaire and return it to the Nominating Committee. If at any time during the nominating process a member realizes that he or she will be unable to serve if elected, the member should request that his or her name be removed from nomination. This may occur after completing the Leadership Questionnaire. Removing your name during the nomination process is better than waiting until after you are elected.

Vote by Acclamation

If only one person is nominated for an office, you can elect them by acclamation. To elect by acclamation means to elect with a verbal expression of approval. (It is a huge timesaver if you have an uncontested slate.)

Ministry Transition

In any instance where officers are not re-elected in an election, the following shall govern the transition of said officers. Please note, that this process shall be followed for each position. Further, any outgoing officer is expected to remain an active participant in the ministry, as their availability allows.

1. Exchange of information

- a. Following an election or a ministry transition, the sitting officer is expected to deliver to the officer-elect any and all materials related to the position, including but not limited to, any open items, ministry contacts, membership roster, status of upcoming events, budget, account passwords, etc.
- b. All items shall be exchanged within 10 – 15 calendar days of the election or no later than December. Incoming officers should shadow outgoing officers for a minimum of 30 days before assuming full responsibility.

2. Upcoming Events

- a. If there is a scheduled and approved event that is to take place within 30 days from the election, the outgoing officer, shall have the obligation of managing said event with the officer-elect participating in a capacity consistent with the position they were elected to.
- b. Once an event has been concluded, the out-going officer shall provide a report to the officer-elect regarding the event, including but not limited to, any financial obligations, number of participants, and any unfinished business to conclude the event.
- c. Both outgoing and incoming officers shall attend the next scheduled ministry meeting, with a formal transition occurring at that time. Out-going officers are expected to provide a final report at that time with transition occurring following each final report.

3. Meeting with Cluster Director

- a. Officer-elects are expected to meet with the out-going officers along with the appropriate Cluster Director with regards to the plans for the up-coming year and to provide clarity regarding the direction of the church and ministry for the impending ministry year.

- b. Where applicable, outgoing officers shall meet with the appropriate Cluster Director to discuss the preceding year as well as said officer's participation in the ministry moving forward.
- c. Where applicable, it may be necessary to meet with the Pastor, prior to assuming or leaving such position that a person was elected to. This shall occur at the sole discretion of the Pastor.

4. Officer Stepping Down

- a. If there is ever an instance whereby an officer wishes to step down during a ministry year, they should make their request to the Chairperson and the Cluster Director, who is obligated to inform the Pastor. That officer should provide reasons for stepping down and a timeline. When applicable, the requestor may be asked to meet with the Cluster Director and/or the Pastor to discuss the request.
- b. Any such transition should occur within no more than 30 days and no less than 15, unless the Pastor sees fit to adjust such timeline. This transition shall follow all other portions of the transition process as described herein.
- c. Until a proper replacement has been found for the open position, the Chairperson will select a member of the ministry to cover the responsibilities on a temporary basis.

Volunteer Recruitment

- Ask the potential member to take the Spiritual Gift Inventory Assessment (See Appendix D). Does it align with their desire?
- Will their schedule allow and accommodate the needs of the ministry?
- Are they passionate about the goals and vision of the ministry?
- Inform them of the Background and Safe Environment Training required by some ministries
- When you see them speak with a smile, affirm their presence, and invite them to one of the meetings.
- Invite them to the Ministry Expo, where they can see and speak with all the ministries.
- Please don't try and force a ministry on someone.

Background Checks and Safe Environment Training

Background Checks and Safe Environment Training

Covenant United Church of Christ has adopted a Safe Church policy that includes components of the "**SafeConduct™ Policy and Procedure**" offered by the Insurance Board which represents the United Church of Christ. The Safe Church policy primarily focuses on child abuse prevention but also identifies and addresses other issues related to **SafeConduct™** including bullying, sexual harassment, and professional boundaries. With this in mind, Covenant UCC seeks to provide a safe environment for all who enter our doors by following the procedures listed below:

Background Checks: All clergy, employees, volunteer ministry leaders of youth ministries who are elected to office, and volunteers who desire to work with our youth will undergo a *criminal background check every two years*. National Sex offender registry search will be conducted **once a year**.

Mandated Reporters: Clergy, employees, and volunteers follow the Illinois mandatory reporting requirements. Please see the Manual for Mandated Reporters for further details. https://dcfs.illinois.gov/content/dam/soi/en/web/dcfs/documents/safe-kids/reporting-child-abuse-and-neglect/documents/cfs_1050-21_mandated_reporter_manual.8.0.pdf
The Hotline operates 24 hours per day, 365 days a year. Reporters should be prepared to provide phone numbers where they may be reached throughout the day in case the Hotline must call back for more information. If your call is not an emergency, please submit your report online through our online reporting system at <https://dcfsonlinereporting.dcfs.illinois.gov/>.

Guidelines for Calling the Child Abuse Hotline Illinois Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)

Mandated reporters are required to call the Hotline when they have reasonable cause to believe that a child known to them in their professional or official capacity may be an abused or neglected child. The Hotline worker will determine if the information given by the reporter meets the legal requirements to initiate an investigation.

Criteria needed for a child abuse or neglect investigation:

- The alleged victim is a child under the age of 18.
- The alleged perpetrator is a parent, guardian, foster parent, relative caregiver, paramour, any individual residing in the same home, any person responsible for the child's welfare at the time of the alleged abuse or neglect, or any person who came to know the child through an official capacity or position of trust (for example: health care professionals, educational personnel, recreational supervisors, members of the clergy, volunteers or support personnel) in settings where children may be subject to abuse and neglect.
- There must be an incident of harm or a set of circumstances that would lead a reasonable person to suspect that a child was abused or neglected.

Information the reporter should have ready to give to the Hotline

- Names, birth dates (or approximate ages), races, genders, etc. for all adult and child subjects.
- Addresses for all victims and perpetrators, including current location.
- Information about the siblings or other family members, if available.
- Specific information about the abusive incident or the circumstances contributing to risk of harm—for example, when the incident occurred, the extent of the injuries, how the child says it happened, and any other pertinent information.

If this information is not readily available, the reporter should not delay a call to the hotline.

Policies for working with Youth: Clergy, employees, and volunteers who work with youth receive *SafeConduct™* training on appropriate physical contact, verbal interactions, one-on-one interactions, off-site contact, electronic communication, cell phone use, gift giving, monitoring and supervision of youth. Training is to be completed at least annually and is available in online and/or in person formats. <https://www.insuranceboard.org/online-learning#abuseprevention>

Responding to Suspicious or Inappropriate Behaviors:

Because CUCC is dedicated to maintaining a Safe Environment clergy, employees, and volunteers who observe suspicious or inappropriate behaviors or policy violations have a personal responsibility to immediately report their observations according to the procedures listed in our Insurance Board Safe Church Policy. As required by mandated reporting laws, Clergy, employees, and volunteers must report any suspected abuse or neglect of a youth—whether on or off organization property or whether perpetrated by employees, volunteers, or others—to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice.

In addition to reporting to state authorities, Clergy, **employees**, and volunteers are required to report any suspected or known abuse of youths perpetrated by employees or volunteers directly to leadership so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk. Reports of suspected or known abuse may be made confidentially to the following:

- a. Immediate supervisor
- b. Directors
- c. Administrators

Ministry Year-End Assessment

The Ministry Year-End Assessment evaluates the ministry's effectiveness and implemented mission/vision. At the end of the year, each ministry leader and Cluster director will assess the following:

- Goal obtainment
- Membership retention
- Consistent monthly reporting
- Implementation of pastoral vision for the year
- Leadership development
- Budget

Examples of ministry year-end assessment questions might be:

- How are you measuring faithfulness and fruitfulness?
- How did your ministry's work impact the congregation or community?
- Is your ministry's work aligned with the mission and vision of Covenant?

- How are you measuring the growth of the members in your ministry?
- Is there a function in your ministry that is no longer beneficial?
- What went right in the year? Were there any opportunities for improvement/What went wrong?
- Who did you reach outside of your ministry?

In addition, there will be general data related questions such as, how many active members are in your ministry and how many new members joined? How many event(s) were held, how many attended the event(s); and event evaluation results.

This document is due at the end of the program year. Each annual assessment due date will be disclosed at the Ministry Council meeting. All Ministry Year-End Assessment will be reviewed and discussed with your Ministry Cluster Director.

Pertinent Information

Baby Dedications

Baby Dedications are held on the second Sunday of the odd months (January, March, May, July, September, November) during the 11 a.m. worship service. At least one parent/guardian (whether a member or non-member of Covenant UCC) must attend a class prior to the date of the dedication. For additional information and upcoming dates, please call the church office at 708-333-5955 or check the church website.

Baptism

CUCC Baptism service is normally held the Fourth Sunday during the 11am worship service. Candidates should arrive at least one hour prior to the service. For more information, contact 708-333-5955 or email sbbrown@covucc.org.

Benevolence

The purpose of CUCC providing benevolence is to distribute temporal aid to those in need. Assistance is provided to meet the following temporal needs: Rent, utilities (gas, water and -electricity), food, clothing, temporary shelter and required prescription medication. To apply for benevolence, call 708-333-5955. You may also email deacons@covucc.org.

Card Ministry/C.A.R.E.

The C.A.R.E Card Ministry sends get-well, sympathy and encouragement cards to CUCC members during times of need.

- Visit or call the Administrative Office at 708-333-5955, press 3 and leave a message.
- Recipients will be put on the card list that is distributed weekly. Names are kept on the card list for one week only.
- Senders should use the church address when sending correspondence to those on the card list.

Change of Address

From time to time, please remind ministry members to keep their contact information updated. They can go to <https://covucc.org/mycovucc/membership-record-update/>.

*Please note that personal information will not be shared with any third-party entities.

Church Mailing Address

Items being delivered for a ministry event should be addressed to the CUCC official mailing address and include the ministry name, as well as the ministry leader's name.

Ex: Covenant United Church of Christ

Attn: Marriage Ministry, Jane Doe

1130 E. 154th Street

South Holland, IL 60473

Funerals

To schedule a funeral at CUCC, please call the church at 708-333-5955 and speak with Rev. Ethel Southern.

General Funeral Policies

- The church relies on members to notify the church of any illnesses or deaths.
- Funerals will be held for members of the church.
- The Church Funeral Coordinator, Rev. Ethel Southern will assist the family in preparing for the service as needed (i.e., time of services, CUCC's policy and procedures, funeral programs, obituary, etc.).
- Condolences and Resolutions will be sent to off-site services for members of the church and their immediate family. However, the church must be notified of the death no less than 48 hours prior to the service, before close of business. If the office is closed, please call 708-333-5955.

Hospital Visits

CUCC members and their immediate family members (e.g., spouse, children or parents) are eligible to receive hospital visits for illness or impending surgery. A call should be made to the church 708-333-5955 and request a hospital visit.

Hours of Operation

Administrative Office Hours

Tuesday - Thursday, 8AM - 2PM

Saturday, 8AM - 1PM

Church Building Hours

Monday - Closed

Tuesday - Thursday, 8AM - 2:30PM;
5 - 8PM (closed 2:30 - 5PM)

Friday - Closed

Saturday, 8AM - 2PM

Sunday, 6:30AM - 2:30PM

Report Lost and Found

To report lost items, take one of the following actions as soon as possible:

1. Make a report in person in the administrative office.
2. Make a report on the phone by calling 708-333-5955, press option 3

If lost items are found that contain personal identification (credit cards, driver's license, etc.), every attempt will be made to contact the owner as soon as possible. To ensure lost items are returned to the rightful owner, individuals will be asked to describe the lost item(s) and to provide identification before release. After three weeks, all unclaimed items will be shredded, donated to charity or discarded.

Prayer Requests

Ministry leaders are encouraged to pray with ministry members. CUCC members are also welcome to call the church to request that a minister pray with them. To pray with a minister, call 708-333-5955. Requests submitted through the website are emailed to revsouthern@covucc.org. Also, members are invited to follow prayer requests on CUCC's online Prayer Wall at <https://covucc.org/connect/prayer-wall/>. Covenant offers the prayer wall for members to be prayed for and to pray for others.

SHARE Food Pantry

Covenant United Church of Christ West

Temporary Location:

BWS Family Life Center
1130 E. 154th Place, South Holland
Saturdays, 9:30 a.m. to 12:00 p.m.

Hours and location are subject to change due to other scheduled events. For the most up-to-date information, please visit: <https://bwsfamilylifecenter.org/food-pantry/>

Servicing Areas-60409, 60419, 60633 60438, 60473, 60827

Respiratory Virus Guidance

CUCC's COVID protocol is to follow the guidelines recommended by the CDC (Centers for Disease Control and Prevention). Please check with the CDC for the most up-to-date information and any changes to our safety measures. CUCC will continue to closely monitor CDC guidelines and state mandates to maintain a safe worship experience and workplace. The following includes CDC guidelines as of March 10, 2025.

What To Know

Each year, respiratory viruses are responsible for millions of illnesses and thousands of hospitalizations and deaths in the United States. In addition to the virus that causes COVID-19, there are many other types of respiratory viruses, including flu and respiratory syncytial virus (RSV). The good news is there are actions you can take to help protect yourself and others from health risks caused by respiratory viruses.



Sick Notice

The purpose of the sick notice form is to let the church know that a CUCC member is sick. To place someone on the list, call the church office at 708-333-5955.

- The notice informs staff ministers, so one or more of the following can be arranged:
- Hospital, nursing home, rehabilitation center or home visits
- Receive Communion
- Deacon Visit

Tithing

We are a tithing Church! The act of tithing or giving the first one-tenth of your gross income to God, is one of deep faith and trust. CUCC members and friends give their tithes in keeping with scripture found in Malachi 3:10 NRSV. Tithes are presented:

- During the worship service with assigned envelopes or the supplemental envelopes (located in the seat-back pocket of the sanctuary chairs)
- By Online e-giving system* at <https://onrealm.org/CovenantUnitedC/-/form/give/now>
- Through the Realm app. Download on Google Play or the App Store.
- Through text giving to 73256 (text "GIVECOVUCC")
- Through Zelle (Quick Pay)
- Through the mail or drop off at the church office

*If members want to stop using envelopes and only give online, please call 708-333-5955 and ask for the Finance Department.

Transportation

To make arrangements to ride the CUCC Bus on Sundays, please contact the church office at 708-333-5955 to obtain additional information and the required forms.

To reserve the CUCC Bus for a ministry sponsored activity, please obtain a Ministry Activity Request Form (MARF) from the church office or from the church website at www.covucc.org. Submit your completed form to revrewright@covucc.org for approval.

Appendix

Appendix A

Vendor Listing

Appendix B -Nominations and Election Forms

Elected Officers - Responsibilities

CUCC Church Leadership Questionnaire

CUCC Ministry Nominations Form

Election Ballot Template

Election Checklist/Summary of Election Process

Appendix C – Staff Contact List

Pastoral Staff Contact List

Operations/Administrative Staff Contact List

Appendix D – General Ministry Forms

Ministry Leadership Information Update Form

Church Ministry Evaluation Form

Event Evaluation Form

Ministry Budget Template

Budget Tracker Form

Ministry Activity Request Form (MARF)

Liability Release Form

Spiritual Gifts Assessment

Appendix A: Vendor Listing

Service/Product	Vendor Name	Vendor Address	City	ST	Zip Code	Phone	Website
Caterers - Food	Cyrita Cross AKA: ReRe's D'Lite					708-466-5023	myreedster@yahoo.com
Products, Awards, Gifts, & Apparel	Sharon Green Moncure & Associates					773-925-3888	moncuread@aol.com

Appendix B: Nominations and Election Forms

COVENANT UCC

ELECTED OFFICERS - RESPONSIBILITIES

Chairperson

Key Responsibilities/Functions:

- Lead the budgeting, planning, policy and strategy processes; monitor ministry activities, secure support and resources.
- Develop goals and objectives for the ministry in conjunction with the leadership team. Implement goals and objectives by prioritizing related programs, managing the use of resources, delegating tasks, and evaluating progress regularly.
- Guide and assist the officers in maintaining focus on the ministry's mission, vision and goals.
- Be the decision maker for important questions; engage the Cluster Liaison and interact with church administration to get approval on new initiatives.
- Delegate and hold officers accountable.
- Provide support to officers as needed to carry out their role.
- Plan and facilitate meetings. Plan, coordinate and participate in ministry events, mission/evangelism, service projects and trips.
- Serves as liaison between ministry and appropriate higher-level manager.

Desirable Experience, Skills Needed:

- Understand strategic planning
- Demonstrate expertise in the field of the ministry
- Be a good people manager
- Possesses good delegation skills
- Understand the church's policies and procedures

Key Considerations/Advice for New Leaders in This Role:

- Spend time with the outgoing president. Attend trainings
- Knows UCC polity and structure of Covenant United Church of Christ
- Understand the history of the ministry while being open to try something new
- Remember it's the church's ministry

- Keep records; Build a strong team; focus on the people in addition to the project
- Be inclusive; Be able to take constructive feedback

Vice-Chair

Key Responsibilities/Functions:

- Assist the President with accomplishing the goals of ministry.
- Assist with planning and executing ministry goals and objectives.
- Assist and facilitate the drafting of ministry best practices in accordance with CUCC's policy, procedures and guidelines to guide the ministry.
- Assist with planning and implementing ministry events, mission/evangelism, service projects and trips.
- Plan, coordinate and participate in ministry events, mission/evangelism, service projects and trips.
- Support president in identifying, enlisting, training and supporting leaders (e.g., committee chairs, program chairperson, and future ministry officers, etc.).
- Help support communication between officers and members of ministries.
- Facilitate new member assimilation

Desirable Experience, Skills Needed:

- Collaborative Skills
- Consensus Building
- Conflict Resolution
- Peace maker/Diplomacy

Key Considerations/Advice for New Leaders in This Role:

- Seek information and advice
- Know the difference between work/job leadership v. church leadership

Secretary

Key Responsibilities/Functions:

- Attendance at all group meetings
- Record meeting minutes to include decisions made and attendance.
- Manage all communications to include monitoring and organizing the ministry covucc email account, sending and receiving ministry emails, directing communications/emails to the appropriate party, and regular communication to ministry members (e.g., updates, reminders).
- Manage ministry calendar and/or submission of church reports
- Develop and organize documents needed for the ministry (handbooks, attendance sheets, files, reports, etc.)
- Send condolences and special greetings (e.g., birthday, new members)
- Keep running tab of outstanding activities from decisions made and ensure there is follow-up

- Assist with other administrative tasks for the group to include those associated with an event

Desirable Experience, Skills Needed:

- Quick on phone/tablet communication/email responses
- Must be able to capture meeting minutes quickly and accurately
- Good documentation/record-keeping skills
- Ability to synthesize information
- Forward thinking and innovative, creative thinker
- Presentation skills
- Effective Communicator

Key Considerations/Advice for New Leaders in This Role:

- Become tech savvy if you're not already
- Be committed
- Be prepared to serve
- Always strive for improvement
- Be time cognizant
- Be proactive
- Be open to improving your role and duties
- Speak with previous person in this role to find out what were best practices

Treasurer**Key Responsibilities/Functions:**

- Lead development of budget planning process with the leadership officer team
- Communicate budget process and procedures with your group/committee members
- Work with other officers to develop and submit budget to the church
- Oversee the distribution of funds and ensure Fund Requests are submitted accurately and timely
- Ensure finances are tracked properly and keep track of expenditures
- Collect and properly manage any collections (donations)
- Develop and maintain internal controls within the group to secure funds
- Provide monthly reports

Desirable Experience, Skills Needed:

- Well Organized/Attention to detail
- Accounting/Accounts Management Background
- Familiar with church policy, process, and financial staff

Key Considerations/Advice for New Leaders in This Role:

- Remember why you serve
- No-comingling of funds

- Be flexible
- Keep good records
- Ask questions
- Work closely with group leaders

Chaplain

Key Responsibilities/Functions:

- In absence of and in collaboration with cluster liaison, leading and closing prayer before meetings, church services & events
- Present inspirational message (devotionals) relating to the specific ministry mission and CUCC
- Pray for the Ministry overall and for members individually when they express a specific need for prayer
- Remind the Ministry that our purpose is to serve God and His people.
- Working appropriately with cluster liaison to visit bereaved family, offering prayer, scripture or song
- Keep sick and shut-in uplifted spiritually through prayer, greeting cards and inexpensive gifts to let them know God loves them as so do we

Desirable Experience, Skills Needed:

- Trained counselor/social worker
- Have compassion for your fellow man
- Enjoy praying privately and in front of others
- Flexibility of time

Key Considerations/Advice for New Leaders in This Role:

- Be a team player
- Be respectful and confidential
- Chat with group to best define their needs
- Chat with previous chaplain re: best practices
- Be prepared to grow – spiritually and in other ways
- Have a class on how to pray in public and privately for others as well as what is the role of a chaplain (or assistant chaplain) for the group
- Set and honor appropriate boundaries

CUCC Church Leadership Questionnaire

CUCC needs a team of leaders who can help oversee the army of volunteers who do the ministry's work. A leader is someone who unites people and guides them toward a shared goal. Church leadership helps to set the target, the pace, and the culture within the church. This valuable group of leaders is crucial to a ministry's ability to achieve its mission. When selecting leaders within CUCC, each potential leader must complete this questionnaire to determine if they are the right fit to serve in a leadership position.

Mission:

Covenant United Church of Christ is called by Christ to connect the disconnected to Christ and equip the connected to be like Christ. Matthew 28:16-20

Vision:

Covenant United Church of Christ will be the realization of a multi-generational beloved community - connecting cultural affirmation, love of God and neighbor, justice for the poor, healing for the hurting, and liberation for the oppressed - for the betterment of the world and the promotion of God's kingdom. Luke 4:18

Please answer the following questions:

1. What is your name, address, phone number, and email address?

2. What is the name of the ministry or program for which you are running for office?

3. What is the mission and vision of the ministry or program for which you are running for office?

4. How does the mission and vision of the ministry or program align with the mission and vision of CUCC?

5. Have you actively supported current church expenses by regular tithe and/or offering within the last 12 consecutive months?

Yes ____ No ____

6. Have you faithfully, observed the bylaws, standing rules, policies, and guidelines of Covenant United Church of Christ? Yes ____ No ____

7. As an officer or member of Covenant United Church of Christ, do you regularly attend meetings, accept and fulfill responsibilities, and continually make positive contributions to the work of the ministry or program you participate in? Yes ____ No ____

8. Are you a member of CUCC? Yes ____ No ____
9. Have you been a member of the ministry or program for which you are running for office for at least twelve consecutive months? Yes ____ No ____
10. What church events, activities, and discipleship opportunities do you participate in? “In all things I have shown you that by working hard in this way we must help the weak and remember the words of the Lord Jesus, how he himself said, ‘It is more blessed to give than to receive.’” Acts 20:35

11. Church leaders need to be Godly people who set the example for desired behaviors. They need to demonstrate biblical principles of communicating, decision-making, and ethical behaviors in every area of their lives. Leaders need to have a high level of integrity and adhere to honesty, moral and ethical principles. “It is true that anyone who desires to be a church official wants to be something worthwhile. That’s why officials must have a good reputation and be faithful in marriage. They must be self-controlled, sensible, well behaved, friendly to strangers, and able to teach. They must not be heavy drinkers or troublemakers. Instead, they must be kind and gentle and not love money. Church officials must be in control of their own families, and they must see that their children are obedient and always respectful. If they don’t know how to control their own families, how can they look after God’s people?” 1 Timothy 3:1-4 CEV

Please provide an example of how you demonstrate Godly character in your life.

12. Churches rely on their leadership team to help share information and communicate with members, volunteers, and staff. This leadership communication represents the church and should be fittingly delivered and in a Godly manner. “Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.” Ephesians 4:29

Please describe the ways you communicate effectively.

13. We are all on a journey and need to be comfortable with the fact that we are life learners. Church leaders should have a teachable heart and be open to learning new things. “If the ax is dull, and one does not sharpen the edge, then he must use more strength...” Ecclesiastes 10:10

Please describe something you have learned in the last 12 months that has aided in your spiritual growth.

14. Anyone can demonstrate leadership abilities. Consequently, if you have an active volunteer, or church member, who takes the initiative and leads by example, they are probably a good candidate for your leadership team. “Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity.” 1 Timothy 4:12

Please describe an instance where you led by example.

15. It does not matter how committed, teachable, or flexible someone is if they cannot get the job done. Accountability is imperative to getting things accomplished and is demonstrated by the successful completion of assigned responsibilities. “Whatever your hand finds to do, do it with your might; for there is no work or device or knowledge or wisdom in the grave where you are going.” Ecclesiastes 9:10

Please describe an assignment you recently successfully completed.

Official Use Only

Date Received: _____

Application Reviewed By: _____

Approved: _____

Declined for the following reason: _____

Returned to _____ on _____.

CUCC MINISTRY NOMINATIONS FORM 20__

MINISTRY: _____

Please Print:

CHAIRPERSON

VICE CHAIRPERSON

SECRETARY

TREASURER

CHAPLAIN

Election Ballot Template

Election of Officers for 20__ to 20__

The Nominating Committee of the _____ Ministry presents for 20__ office the following nominees, whom we find well qualified to serve, and are members in good standing according to Article V, Section 5 of the Bylaws of Covenant United Church of Christ. We thank God for their desire and willingness to serve as leaders for our ministry.

The following positions are for one two-year term unless a position was vacated. Candidates nominated from the floor should be written on the long line. When voting please place a check mark or an 'X' by the nominee of your choice.

Chairperson ___ Jane Doe
 ___ Nominated from the floor _____
 ___ Nominated from the floor _____
 ___ Nominated from the floor _____

Co-Chairperson ___ John Doe
 ___ Nominated from the floor _____
 ___ Nominated from the floor _____
 ___ Nominated from the floor _____

Secretary ___ Jill Doe
 ___ Nominated from the floor _____
 ___ Nominated from the floor _____
 ___ Nominated from the floor _____

Treasurer ___ Jack Doe
 ___ Nominated from the floor _____
 ___ Nominated from the floor _____
 ___ Nominated from the floor _____

Chaplain ___ Jillian Doe
 ___ Nominated from the floor _____
 ___ Nominated from the floor _____
 ___ Nominated from the floor _____

ELECTION CHECKLIST/SUMMARY OF ELECTION PROCESS

The Ministry will select a Nomination Committee (3-5 Persons).

1. Nominating Committee will select a chairperson **(June-Sept.)**
2. Collect nominations for each office **(June-Sept.)**
3. Contact nominees to confirm eligibility and willingness to serve **(June-Sept.)**
4. Distribute and collect Leadership forms to each candidate **(June-Sept.)**
5. Submit forms to office for review and approval **(June-Sept.)**
6. Upon approval, place names on the ballot for ministry to review in October
7. Accept new nominations from floor **(Oct.)**
8. Close nominations **(Oct.)**
9. Contact newly nominated candidates and repeat # 3-6.
10. Prepare paper ballots with names of all approved candidates
11. Election **(Nov.)**
12. Collect and tally ballots **(Nov.)**
13. Announce new officers **(Nov.)**

Appendix C: Staff Contact List

Pastoral Staff

Rev. Dr. Patrick L. Daymond

E-Mail: revdaymond@covucc.org

Rev. Dr. Carmin Frederick-James

E-Mail: revcfjames@covucc.org

Rev. Dr. Troy Underwood

E-Mail: revunderwood@covucc.org

Rev. Kim Grice

Email: revgrice@covucc.org

Rev Ethel Southern

E-Mail: revsouthern@covucc.org

Rev. Dr. Ramah Wright

E-Mail: revrewright@covucc.org

Min. Kevon Carter

E-Mail: kcarter@covucc.org

Operations/Administrative Staff

Cathe Evans Williams

Church Business Administrator

Email: cevanswilliams@covucc.org

Isaac Greene

Director of Finance

E-Mail: igreene@covucc.org

Erika Kokuma

Senior Accountant

E-Mail: ekokuma@covucc.org

Ouida Jones

Church Operations Assistant

E-Mail: ojones@covucc.org

Seena Brodnax Brown

Executive Assistant Office

E-Mail: sbbrown@covucc.org

Mark Hall

Director of Technology and Media

E-Mail:

mark.hall@aviditytechnologies.com

Appendix D: General Ministry Forms

Ministry Leadership Information Update Form

Ministry Leader Contact information

Name*

Address*

Email*

Phone*

() -

Ministry Name*

Ministry Position

UPDATE

Church Ministry Evaluation Form**Ministry Name:** _____**Date of Evaluation:** _____**Ministry Leader:** _____**Importance of Completing This Form**

The Church Ministry Evaluation Form is a vital tool for reflecting on the ministry's progress, celebrating achievements, and identifying areas for growth. By completing this form, ministry leaders provide valuable insights that help align their efforts with the church's overall mission and vision. This evaluation fosters transparency, accountability, and collaboration, ensuring that each ministry continues to serve the congregation effectively and glorify God through its work.

Section 1: Ministry Overview**1. Describe the ministry's primary purpose and goals for this year:**

2. What specific activities or events were conducted to achieve these goals?

Section 2: Achievements**1. What were the ministry's major accomplishments this year?**

2. How have these achievements contributed to the church's overall mission?

Section 3: Challenges and Areas for Improvement**1. What challenges did the ministry face this year?**

2. What steps were taken to address these challenges?

3. What improvements or changes would enhance the ministry's effectiveness next year?

Section 4: Resources and Support

1. Were the necessary resources (budget, volunteers, materials) sufficient?

If no, explain: _____

2. What additional support would help the ministry achieve its goals next year?

Section 5: Feedback and Suggestions

1. What feedback have you received from participants or church members about this ministry?

2. Do you have any suggestions for church leadership to better support this ministry?

Ministry Leader's Signature: _____

Reviewed by: _____

Date: _____

Event Evaluation Form

COVENANT UNITED CHURCH OF CHRIST
Event Evaluation Form**Name of Event:** _____**Date of Event:** _____

Dear Participant,

We value your honest opinion, so please take a few minutes to complete this evaluation form.

Please circle the answer that best describes your experience.

Thank you for your cooperation.

GENERAL EXPERIENCE:

How would you evaluate the facility? Excellent Very Good Good Fair Poor

How would you rate facility cleanliness? Excellent Very Good Good Fair Poor

How was your registration experience? Excellent Very Good Good Fair Poor

How would you evaluate the food? Excellent Very Good Good Fair Poor

ADDITIONAL COMMENTS:

_____**EVENT/WORKSHOP EXPERIENCE:**

How would you evaluate the workshop/event? Excellent Very Good Good Fair Poor

What did you like best about the workshop/event?

What did you like least about the workshop/event?

Were your needs and expectations met?

What insights and revelations did God give you?

What topic(s) do you wish had been covered? _____

SUGGESTIONS: Please share with us any suggestions and topics for future conferences.

Thank you for taking the time to share!

Ministry Budget Template

COVENANT UCC- MINISTRY BUDGET TEMPLATE

Name of Ministry _____

Chairperson or Treasurer _____

Total number of active persons in your ministry _____

Mission statement/plan of the Ministry – (Develop a statement of how the Ministry can help make the church mission possible.)

List the goals and initiatives you plan to achieve in the fiscal year _____. Each item should be supportive of a church goal.

Ministry Goals For Coming Year

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

Ministry Activities For Coming Year

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

Budget Tracker Form (Template)

Covenant United Church of Christ													YTD Total				2024 Budget	Percent	2025 Budget	2,100 Total Budget FY25														
2025 Budget Tracker													Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25										
Revenue													\$ -													\$ -	\$ -	0.0%	\$ -					
Expense Category																										Budget Funding Source								
Supplies																										\$ -	\$ -	0.0%		2,100 Covenant UCC				
Travel																										\$ -	\$ -	0.0%		0				
Meetings																										\$ -	\$ -	0.0%		0				
Benevolence/Bereavement																										\$ -	\$ -	0.0%						
Marketing/Advertising																										\$ -	\$ -	0.0%		0.00				
Honorariums																										\$ -	\$ -	0.0%		0.00				
Decorations																										\$ -	\$ -	0.0%		0.00				
Printing																										\$ -	\$ -	0.0%		0.00				
Media																										\$ -	\$ -	0.0%		0.00				
Other																										\$ -	\$ -	0.0%		0.00				
TOTAL													\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	0.00			
																													0.00					
GRAND TOTAL (All Expenses)													\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,100	0.0%	\$ -	Budgeted (Spent)		
Total Budgeted Revenue Less Actual YTD Expense																										\$ 2,100	100.0%	\$ -						

Ministry Activity Request Form



MINISTRY ACTIVITY REQUEST FORM – (MARF) - 20__

TODAY'S DATE _____

MINISTRY / DEPT. HOSTING ACTIVITY _____

CONTACT #1 _____

CELL PHONE _____ EMAIL _____

CONTACT #2 _____

CELL PHONE _____ EMAIL _____

NAME OF ACTIVITY _____

DESCRIPTION OF ACTIVITY _____

DATE(S) OF ACTIVITY _____

START TIME _____ END TIME _____

SET-UP TIME _____ to _____ BREAK DOWN TIME _____ to _____

ONSITE SPACE NEEDED (Check all that apply)

<input type="checkbox"/> Sanctuary	<input type="checkbox"/> BWS Gym	<input type="checkbox"/> Outdoors _____
<input type="checkbox"/> Narthex	<input type="checkbox"/> BWS Room(s)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Virtual	<input type="checkbox"/> Choir Room A	

Will food be provided? _____ Registration / Check-in Space? _____

OFFSITE LOCATION _____

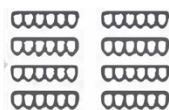
OF PARTICIPANTS _____ FUNDED BY: ☐ Budget ☐ Participants ☐ Other

TARGET AUDIENCE (Check all that apply)

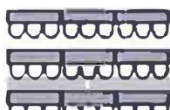
<input type="checkbox"/> Adults	<input type="checkbox"/> Young Adults	<input type="checkbox"/> Youth/Teens	<input type="checkbox"/> Seniors
<input type="checkbox"/> Men	<input type="checkbox"/> Women	<input type="checkbox"/> Ministry Members	<input type="checkbox"/> Community

Other _____

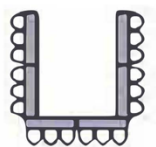
ROOM SET-UP: Please indicate the number: ____



#1 - Lecture



#2 - Classroom



#3 - U-Shaped
Conference



#4 - Banquet Rounds
(submit diagram)

5. Other (explain) _____

ADDITIONAL NEEDS:

- ☐ Tables (8 ft.)
☐ Chairs
☐ Tent(s)

- ☐ Tables (4ft.)
☐ Mic
☐ Porta-Potty

- ☐ Round Tables
☐ Podium

☐ Other _____

MEDIA SUPPORT:

- ☐ Mic(s)
☐ Marketing / Graphics
☐ Video / Audio Recording

- ☐ Power Point
☐ Photography
☐ Power / Electrical

- ☐ Zoom
☐ TV Monitor
☐ Wi-Fi Access

☐ Other _____

SUPPORT NEEDED FROM OTHER DEPARTMENTS: (check all that apply)

- ☐ Church Bus (CUCC driver to transport 22 passengers)
☐ Church Office (Copies, Supplies, etc.)
☐ Church Operations (Set up/Break down room and/or Church Equipment, etc.)
☐ Deacons (Communion, etc.)
☐ Greeters (Welcome at narthex doors, etc.)
☐ Music Department (Musicians, Vocalists, Praise Team, Choir, etc.)
☐ Security (Indoor support, Parking lot support, etc.)
☐ Ushers (Offering, Monitoring doors in sanctuary, etc.)

ADDITIONAL INFORMATION: (Include other organizations associated with the activity)

Liability Release Form

COVENANT UNITED CHURCH OF CHRIST GENERAL LIABILITY WAIVER

Name of Activity: _____ Name of Ministry Hosting Activity: _____

Date of Activity or Date Range: _____ (Provide a date for an individual activity or a date range if the event/activity is ongoing for a period, for up to one year.)

This form must be completed only by an adult (Age 18 or Older) and will not be accepted unless it is legible.

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

List Each Participating Minor Child/Ward (Age 17 or Younger) for Whom You Are a Parent/Guardian

Minor's Name _____ Minor's Name _____

READ CAREFULLY BEFORE SIGNING

RELEASE OF LIABILITY: In consideration for being allowed to participate in this Activity, I release from liability and waive my right to sue Covenant United Church of Christ, their employees, officers, volunteers, and agents (collectively "CUCC") from any and all claims, including claims of CUCC's negligence, resulting in any physical injury, illness (including death) or economic loss I may suffer or which may result from my participation in this Activity, travel to and from the Activity (including air travel), or any events incidental to this Activity.

EXPRESSED ASSUMPTION OF RISK: I acknowledge that an inherent risk of exposure to the disease COVID-19 (as defined by the World Health Organization and any strains, variants, or mutations thereof) and SARS-CoV-2 (the virus that can cause COVID-19) (collectively, "COVID-19"), and any other communicable or infectious disease, exists in any public place where people are present. I am voluntarily participating in this Activity. I understand that there are risks associated with my participation in this Activity, such as physical and/or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability, death or economic loss. These injuries or outcomes may arise from my own or other's actions, inactions, or negligence, or the condition of the Activity location (s) or facility (ies). Nonetheless, I assume all risks of my participation in this Activity, whether known or unknown to me, including travel to and from the Activity (including air travel) or any events incidental to this Activity.

HOLD HARMLESS: I agree to hold CUCC harmless from any and all claims, loss, or damage to my personal property, liabilities, and costs, including attorney's fees, as a result of my participation in this Activity, including travel to and from the Activity (including air travel) or any events incidental to this Activity. If CUCC incurs any of these types of expenses, I agree to reimburse CUCC.

MEDICAL CONSENT: If I need medical treatment as a result of my participation in this Activity, travel to and from the Activity (including air travel), or any events incidental to this Activity, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware that CUCC does not provide health insurance for me and that I should carry my own health insurance.

WHEN A MINOR IS PARTICIPATING: I am the parent or legal guardian of the Participant. I have read this document, and I am signing it freely. I understand the legal consequences of signing this document, including (a) releasing CUCC from all liability on my and the Participant's behalf, (b) waiving my and the Participants' right to sue CUCC, (c) and assuming all risks of Participant's participation in this Activity, including travel to and from the Activity (including air travel) or any events incidental to this Activity. I allow the Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of the Participant as described in this document. I agree to be bound by the terms of this document.

UNDERSTANDING AND ACKNOWLEDGEMENT: I have read this document, and I am signing it freely. I understand the legal consequences of signing this document, including (a) releasing CUCC from all liability, (b) waiving my right to sue CUCC, (c) and assuming all risks of participating in this Activity. This form may be executed and delivered by electronic signature and the signature appearing on this form is the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

 Signature of Participant/Authorized Party

 Date

 Emergency Contact

 Phone

6/14/2022

Spiritual Gifts Assessment

**Spiritual Gifts
Assessment**

Instructions:

Step 1:

Rank each statement 1-5 according to the chart below.

1	=	Almost Never
2	=	Seldom
3	=	Sometimes
4	=	Frequently
5	=	Almost Always

Step 2:

Add up each row left to right.

Step 3:

Find the three highest totals and which gift they correlate with.

Step 4:

Read about your gifting!

Ready. Set. **GO!**

Spiritual Gifts Questions

Fill in your answers on following page

1. I like organizing services and events.
2. I enjoy starting new churches.
3. Working with my hands is fun for me.
4. I can tell when someone is insincere.
5. I pray for the lost daily.
6. Encouraging others is a high priority in my life.
7. Believing God for our daily needs is important to me.
8. Influencing others for the Kingdom of God through finances is extremely important to me.
9. I look for opportunities to pray for the sick.
10. I enjoy doing the little things that others do not.
11. Having people over to my house is something I do often.
12. Spending hours in prayer for other people is very enjoyable to me.
13. Education is very important to me.
14. I tend to motivate others to get involved.
15. My heart hurts when I see others hurting.
16. I believe God will use me to enact His miracles.
17. I enjoy sharing the gospel with other people groups and nationalities.
18. I've devoted considerable time to mastering my voice and or instrument.
19. Caring for the hurting is paramount in my eyes.
20. The willful sin of others really aggravates me.
21. I enjoy serving behind the scenes.
22. I like creating outlines of the Bible.
23. God has used me to interpret a heavenly language.
24. I enjoy the book of Proverbs more than any other book in the Bible.
25. I am passionate about managing details.
26. I prefer to pioneer new ministry projects.
27. I consider myself a craftsman or craftswoman.
28. I sense when situations are spiritually unhealthy.
29. I am greatly concerned about seeing the lost saved.
30. I try to come across loving and caring.
31. Asking God for a list of big things is exciting to me.
32. I find ways to give offerings above my tithe.
33. I believe miraculous healing is for this day and age.
34. Helping others is one of my highest achievements.
35. Creating a warm and welcoming home is important to me.
36. I am burdened to pray for situations in the world.
37. People seek me out to learn more about the Kingdom of God.
38. I prefer to take the lead whenever necessary.
39. I'm very sensitive to sad stories.
40. Miracles often happen when I'm nearby.
41. Living in another country to benefit the gospel is exciting to me.
42. I desire to serve the church through worship.
43. I enjoy connecting, caring for, and coaching others.
44. Confronting someone with sin in their life is not hard.
45. It bothers me when people sit around and do nothing.
46. I share Biblical truth with others in hopes of their personal growth.
47. I pray in tongues daily.
48. When I study scripture God gives me unique insights.
49. Creating a task list is easy and enjoyable for me.
50. I am attracted to ministries that start new churches.
51. Building something with my hands is very rewarding to me.
52. I can pinpoint issues or problems before others.
53. I enjoy sharing the gospel with a total stranger.
54. I look for ways to be an encouragement to other people.
55. I trust that God has my back in every situation.
56. Making more money means that I can give more.
57. God has used me to bring healing to those who are sick.
58. Being a part of the process is fulfilling to me.
59. I tend to make total strangers feel at home.
60. People often describe me as a prayer warrior.
61. I enjoy knowing biblical details and helping others to understand.
62. I delegate responsibilities to accomplish tasks.
63. I am motivated to help those who are less fortunate.
64. I have a constant hunger to see God's miraculous power.
65. I focus a lot on reaching the world for Christ.
66. I gain my deepest satisfaction through leading others in vocal or instrumental worship.
67. I enjoy walking with someone in times of difficulty.
68. I enjoy hearing passionate and clear preaching of the truth.
69. I like to do small things that others pass over.
70. I prefer to teach the Bible topically rather than verse by verse.
71. Praying in the Spirit is encouraging and important to me.
72. When faced with difficulty I tend to make wise decisions and choices.

Spiritual Gifts Results

Total	Gifts
0	A. _____
0	B. _____
0	C. _____
0	D. _____
0	E. _____
0	F. _____
0	G. _____
0	H. _____
0	I. _____
0	J. _____
0	K. _____
0	L. _____
0	M. _____
0	N. _____
0	O. _____
0	P. _____
0	Q. _____
0	R. _____
0	S. _____
0	T. _____
0	U. _____
0	V. _____
0	W. _____
0	X. _____

1. _____	25. _____	49. _____
2. _____	26. _____	50. _____
3. _____	27. _____	51. _____
4. _____	28. _____	52. _____
5. _____	29. _____	53. _____
6. _____	30. _____	54. _____
7. _____	31. _____	55. _____
8. _____	32. _____	56. _____
9. _____	33. _____	57. _____
10. _____	34. _____	58. _____
11. _____	35. _____	59. _____
12. _____	36. _____	60. _____
13. _____	37. _____	61. _____
14. _____	38. _____	62. _____
15. _____	39. _____	63. _____
16. _____	40. _____	64. _____
17. _____	41. _____	65. _____
18. _____	42. _____	66. _____
19. _____	43. _____	67. _____
20. _____	44. _____	68. _____
21. _____	45. _____	69. _____
22. _____	46. _____	70. _____
23. _____	47. _____	71. _____
24. _____	48. _____	72. _____

How You Can Use Your Gifts!

A. ADMINISTRATION

The gift of administration is the divine strength or ability to organize multiple tasks and groups of people to accomplish these tasks. *Luke 14:28-30; Acts 6:1-7*

B. APOSTLESHIP

The gift of apostleship is the divine strength or ability to pioneer new churches and ministries through planting, overseeing, and training. *Acts 15:22-35; 1 Corinthians 12:28; 2 Corinthians 12:12; Galatians 2:7-10; Ephesians 4:11-14*

C. CRAFTSMANSHIP

The gift of craftsmanship is the divine strength or ability to plan, build, and work with your hands in construction environments to accomplish multiple ministry applications. *Exodus 30:22, 31:3-11; 2 Chronicles 34:9-13; Acts 18:2-3*

D. DISCERNMENT

The gift of discernment is the divine strength or ability to spiritually identify falsehood and to distinguish between right and wrong motives and situations. *Matthew 16:21-23; Acts 5:1-11, 16:16-18; 1 Corinthians 12:10; 1 John 4:1-6*

E. EVANGELISM

The gift of evangelism is the divine strength or ability to help non-Christians take the necessary steps to becoming a born-again Christian. *Acts 8:5-6, 8:26-40, 14:21, 21:8; Ephesians 4:11-14*

F. EXHORTATION

The gift of exhortation is the divine strength or ability to encourage others through the written or spoken word and Biblical truth. *Acts 14:22; Romans 12:8; 1 Timothy 4:13; Hebrews 10:24-25*

G. FAITH

The gift of faith is the divine strength or ability to believe in God for unseen supernatural results in every arena of life. *Acts 11:22-24; Romans 4:18-21; 1 Corinthians 12:9; Hebrews 11*

H. GIVING

The gift of giving is the divine strength or ability to produce wealth and to give by tithes and offerings for the purpose of advancing the Kingdom of God on earth. *Mark 12:41-44; Romans 12:8; 2 Corinthians 8:1-7, 9:2-7*

I. HEALING

The gift of healing is the divine strength or ability to act as an intermediary in faith, prayer, and by the laying-on of hands for the healing of physical and mental illnesses. *Acts 3:1-10, 9:32-35, 28:7-10; 1 Corinthians 12:9, 28*

J. HELPS

The gift of helps is the divine strength or ability to work in a supportive role for the accomplishment of tasks in Christian ministry. *Mark 15:40-41; Acts 9:36; Romans 16:1-2; 1 Corinthians 12:28*

K. HOSPITALITY

The gift of hospitality is the divine strength or ability to create warm, welcoming environments for others in places such as your home, office, or church. *Acts 16:14-15; Romans 12:13, 16:23; Hebrews 13:1-2; 1 Peter 4:9*

L. INTERCESSION

The gift of intercession is the divine strength or ability to stand in the gap in prayer for someone, something, or someplace, believing for profound results. *Hebrews 7:25; Colossians 1:9-12, 4:12-13; James 5:14-16*

M. KNOWLEDGE

The gift of knowledge is the divine strength or ability to understand and to bring clarity to situations and circumstances often accompanied by a word from God. *Acts 5:1-11; 1 Corinthians 12:8; Colossians 2:2-3*

N. LEADERSHIP

The gift of leadership is the divine strength or ability to influence people at their level while directing and focusing them on the big picture, vision, or idea. *Romans 12:8; 1 Timothy 3:1-13, 5:17; Hebrews 13:17*

O. MERCY

The gift of mercy is the divine strength or ability to feel empathy and to care for those who are hurting in any way. *Matthew 9:35-36; Mark 9:41; Romans 12:8; 1 Thessalonians 5:14*

P. MIRACLES

The gift of miracles is the divine strength or ability to alter the natural outcomes of life in a supernatural way through prayer, faith, and divine direction. *Acts 9:36-42, 19:11-12, 20:7-12; Romans 15:18-19; 1 Corinthians 12:10, 28*

Q. MISSIONARY

The gift of missions is the divine strength or ability to reach others outside of your culture and nationality, while in most cases living in that culture or nation. *Acts 8:4, 13:2-3, 22:21; Romans 10:15*

R. MUSIC/WORSHIP

The gift of music/worship is the divine strength or ability to sing, dance, or play an instrument primarily for the purpose of helping others worship God. *Deuteronomy 31:22; 1 Samuel 16:16; 1 Chronicles 16:41-42; 2 Chronicles 5:12-13, 34:12; Psalm 150*

S. PASTOR/SHEPHERD

The gift of pastor/shepherd is the divine strength or ability to care for the personal needs of others by nurturing and mending life issues. *John 10:1-18; Ephesians 4:11-14; 1 Timothy 3:1-7; 1 Peter 5:1-3*

T. PROPHECY

The gift of prophecy is the divine strength or ability to boldly speak and bring clarity to scriptural and doctrinal truth, in some cases foretelling God's plan. *Acts 2:37-40, 7:51-53, 26:24-29; 1 Corinthians 14:1-4; 1 Thessalonians 1:5*

U. SERVICE

The gift of serving is the divine strength or ability to do small or great tasks in working for the overall good of the body of Christ. *Acts 6:1-7; Romans 12:7; Galatians 6:10; 1 Timothy 1:16-18; Titus 3:14*

V. TEACHING

The gift of teaching is the divine strength or ability to study and learn from the Scriptures primarily to bring understanding and depth to other Christians. *Acts 18:24-28, 20:20-21; 1 Corinthians 12:28; Ephesians 4:11-14*

W. TONGUES (AND INTERPRETATION)

The gift of tongues is the divine strength or ability to pray in a heavenly language to encourage your spirit and to commune with God. The gift of tongues is often accompanied by interpretation and should be used appropriately. *Acts 2:1-13; 1 Corinthians 12:10, 14:1-14*

X. WISDOM

The gift of wisdom is the divine strength or ability to apply the truths of Scripture in a practical way, producing the fruitful outcome and character of Jesus Christ. *Acts 6:3,10; 1 Corinthians 2:6-13, 12:8*

**Italics indicates supporting biblical verses for spiritual gifts.*

Record Results

Please fill in your results below:

DISC Results:

Top 3 Spiritual Gifts:

"God has given each of you a gift from his great variety of spiritual gifts. Use them well to serve one another."

1 Peter 4:10 NLT