

Ministry Leaders' Manual



Harvest
Time
Church

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Harvest Time Church Leadership Manual

General Policies & Procedures

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Examples of forms have been included at the back of this manual. See:

Incident Report: www.htchurch.com/incident-report.

Ministry Event Request Form: <http://www.htchurch.com/ministry-event-form>

General Policies & Procedures

1.0 Events

1.1 Adding to the Church Calendar, Reserving Rooms and Resources

To add an event to the church calendar you should complete the request form to obtain approval. www.htchurch.com/ministry-event-form/

The form allows you to give us the date, time and other information related to your event. It also allows you to reserve rooms, request supplies, specify room setup, reserve vehicles and other resources including tech and sound personnel. The form allows you to give us information on promoting your events, etc. **Note: All speakers must be approved prior to booking through the church office.**

General guidelines for events include no smoking or alcohol anywhere on church property.

1.2 Promoting Your Event

Here is a list of ways we suggest you promote your upcoming event. We are sure that there are many other ways to be creative and get the word out, but hopefully this helps you get the wheels turning toward promoting your event successfully. We know that any one single idea is not going to produce the greatest turnout, but if you take advantage of several of these ideas in promoting your event, you can easily make everyone aware of it.

So again, here are some ways we can promote your event (and a heads up on a few things we simply cannot do).

What we can do...

1. Slides & Videos - We would love to promote your event by placing a slide you provide in a rotation on our lobby screens. We also have the ability to show short videos you provide on the lobby screens. We suggest 30 seconds to 1 minute videos. We are also willing to run your slide in the pre-service countdown presentation.
2. You in the Lobby - As great as having a slide or video is, nothing is better than the personal touch. We highly suggest you stand in the lobby and make personal contact with people as they pass by. We even suggest having an invite (which you have created; we will print as long as we have two weeks' notice) to hand to people with all the details of your upcoming class or event.

3. Facebook, Twitter & Social Media We would be glad to post your event on our Harvest Time Church Facebook and/or Twitter feeds. Also, if we feel you need it, we can help you set up a whole Facebook event for what you have coming up.
4. Weekly Bulletin/Program - Based on room in the weekly program, we can accommodate a 2-3 sentence blurb that you provide about your event.
5. Website - All classes, small groups, prayer meetings, upcoming events, etc.... are listed on the church website.
6. Guest Connect Your information (if you have a promo card) is kept at the Guest Connect Kiosk in the lobby and can be distributed to those looking for more information on something similar to your event.
7. Personal Invitation The best way to recruit people is to ask them to come. So take the time to invite someone yourself, and maybe they will invite someone too. Word of mouth is the best advertisement you can have.

What we cannot do (although we wish we could)...

1. Harvest Time News- We are unable to guarantee announcements in the Harvest Time News. We generally stick to the upcoming week's schedule.
2. Announcements - We simply do not have the time to mention everything going on around the church, and weeks when we have Communion or a guest speaker we streamline announcements as much as possible. That being said, as we are able, we do highlight certain things in the service.
3. Weekly Email Newsletter just like with announcements we cannot cover everything going on in the weekly email newsletter.

In order for any of this to happen, you must fill out the request form at least 4 weeks in advance for your event.

1.3 Removing HTC Property for Non-HTC Events

No Harvest Time Church property is to be used for any non-Harvest Time events offsite. This includes but is not limited to chairs, tables, sound equipment etc.

1.4 Decorating:

Harvest Time Church typically leaves costly instruments and sound equipment on the platform between services. Members are not permitted to move any items on the platform, but must arrange for them to be moved and replaced by a church sound technician.

Ministries are forbidden to fasten any decorations to the walls or other interior surfaces by means of nails, screws, hooks or adhesives. Ministries are forbidden to use any decorations that permanently alter the appearance of the building.

Candles are discouraged during any event. Balloons are prohibited in the Sanctuary. Ministries must make arrangements to have all decorations removed immediately following the event.

1.5 Cleaning After an Event

It is understood that you will thoroughly clean up after your event. Rooms should be returned to their standard setup, supplies should be put away, tablecloths laundered, etc. If you are having a small event that doesn't make any/much trash you do not need to worry about taking it to the dumpster, however, if you have an event/party/etc. that collects any significant amount of trash, you are asked to dispose of trash in the church dumpster as part of your cleanup responsibilities. The dumpster is located in the back of the building.

2.0 Church Vehicles

2.1 General Guidelines

- All Drivers must have been cleared by the Church office and placed on the insurance,
- Drivers must be age 25 to drive a church vehicle, or be on the paid church staff.
- Drivers must abide by all traffic laws including speed limits, seatbelts laws and no texting while driving.
- Should there be any type of accident or emergency while you are using a church vehicle, contact the church office and complete an Incident Report. Please make sure that a copy of the report is filed with the office and the staff has been notified. These forms can be found in the church office, the Kids Connect desk, or by going to www.htchurch.com/incidentreport.

2.2 Reserving a Church Vehicle

To reserve a church vehicle please contact the church office with dates and times you would need the vehicle.

Please note all drivers must be at least 25 years of age, have a valid driver's license that is on file with the church, have at least a good driving record, and be cleared by the church to drive before driving a church vehicle.

2.3 No Texting/Talking on the Phone While Driving

Under no circumstance should a driver of a church vehicle text or talk on the phone while driving, even at stop lights and other times when the vehicle is not in motion. If you must text you should pull over to a safe location and place the vehicle in park before texting.

2.4 Church Vehicle Cleaning & Maintenance

It is the driver's responsibility to make sure that all church vehicles are cleaned out and all debris removed at the end of each use. If there are any problems with the Vehicle that require more thorough cleaning or maintenance, please notify the office when the keys are returned. Please return the van refueled and submit the receipt for reimbursement. If for some reason you are unable to refuel the vans upon return, please notify the church office.

3.0 Money

3.1 Charging for an Event

To collect money for an event prior to it happening, cash or checks can be mailed or brought in to the church. The checks are scanned and sent to the bank the same day and entered into the computer. Cash is counted and entered in the computer for the appropriate event, then either deposited in the bank or put in the safe until the deposit is done. We can also set up an online registration for events that we charge for through our database system, which will allow for Credit Card payments. All checks collected should indicate the event name on the memo line.

3.2 Ministry Expenses

To purchase items needed for your ministry you can purchase the items then get reimbursed by the church by check or they can be purchased by the office administrator on the credit card.

- 1) You must get approval from the Bookkeeper before purchasing the item. As long as the total does not exceed \$100.00 these supplies would be pre-approved. Copies of the receipts should accompany the request.
- 2) Request up to \$500 can be approved by the bookkeeper. Anything over that must be approved by the treasurer.

3.3 Credit Card Numbers

Harvest Time will take great care in the handling of credit card numbers. All credit card information is kept in a secure location and once processed, destroyed. All digital storage of credit card information is in compliance with CT state law.

4.0 Safety & Security

4.1 Classroom Security

4.1.1 Security

A large part of ensuring the safety of our Children's Ministries is making sure that each child, birth through 6th grade, has been checked in at our Kids Connect Desk.

4.1.2 Fire Alarm

We never know when an emergency may occur and evacuation may be necessary. If an alarm occurs, Children's Ministries volunteers are instructed to calmly and quickly bring the children through the hallways and out the closest exit. It is the role of Kids Connect Volunteers to assist in an orderly and safe evacuation.

1. Check the restrooms for children. Hurry children to finish in the stalls and bring them out with you to the playground where the rest of the children and volunteers will assemble.
2. Check the classrooms for children
3. Birth through preschool classes will gather in the small playground (right), kindergarten through 6th grade will be in the big playground (left) on the side of the church building.
4. Help the volunteers keep their children in groups in the playground area.
5. Children should not play on playground equipment during a fire drill.
6. Teachers will count the number of children in each group.

7. If a child is missing, report this to a Harvest Time staff person.

4.1.3 Lock Down

If children are in the hallway or restroom, calmly and quickly take them into the closest classroom and lock the door behind you.

All teachers and children are instructed to lock the classroom doors and to stay out of sight.

Teachers are instructed to not open the door for anyone and to wait quietly until a signal is given that it is safe to leave the classroom.

4.2 Incident Reports

Should there be any type of accident or emergency during your class or event, you should alert your pastoral oversight or the church office and complete an Incident Report. Please make sure that a copy of the report is filed with the office and the staff has been notified. These forms can be found in the church office, The Kids Connect desk, or by going to www.htchurch.com/incident-report.

4.3 First Aid Kits & AED

There are first aid kits in every classroom, Ushers closet (Rear of Sanctuary), Kids Connect desk (Lower Level lobby), and the Welcome Center (Lobby & back of the Sanctuary). The church owns and maintains two AED machines which are located in the upper and lower church lobbies.

4.4 CPR, First Aid and Defibrillator Training

The church periodically offers CPR, First Aid and Defibrillator training at the church for ministry leaders and volunteers. To find out when the next training is being offered contact office@htchurch.com.

4.5 Evacuation Plan & Procedures

Emergency Egress Maps are posted in each room. Please familiarize yourself with these routes before your class or event in case of emergency. Further precautions may be necessary depending on the scope of your event or ministry. Please see Harvest Time Church Egress Map.

5.0 Weddings & Funerals

5.1 General Wedding Guidelines

5.1.1 Building Use:

The Harvest Time Church facility is available for wedding ceremonies exclusively for church members and their families. The facility is offered free of charge. Harvest Time Church does not rent the facility to non-members for wedding ceremonies. Only members of the Harvest Time pastoral staff or other Assemblies of God ministers are permitted to conduct wedding ceremonies at the Harvest Time Church facility.

Couples interested in using the church facility for a wedding ceremony must check dates with the church office to guarantee the availability of the sanctuary and a Harvest Time pastor. Couples are urged to schedule dates well in advance in order to guarantee the desired date. If the sanctuary is desired for rehearsal and/or decorating, this time must be scheduled with the church office as well.

5.1.2 Pre-marital Counseling:

Couples will be required to participate in pre-marital counseling sessions. A pastor and/or church counselor will conduct the sessions. A fee is required. The pastors reserve the right to deny a marriage ceremony to any couple. The pastors will not marry a believer to a non-believer.

5.1.3 Ceremony Contents:

The pastors will finalize the contents of the wedding ceremony with the couple prior to the wedding day. The pastors reserve the right to require certain elements and verbiage in the marriage ceremony. The pastors reserve the right to refuse any contents to the ceremony that are deemed to be inappropriate.

5.1.4 Church Musician:

If a member of the church staff is desired to play music/sing for the wedding ceremony, couples are required to book him/her personally. Couples should schedule an appointment with the staff member to discuss music options. An honorarium is required. Appointments may be booked by calling the church office.

The pastors reserve the right to review all music to be played in the sanctuary before, during and after the ceremony. Inappropriate music will be removed from the program.

5.1.5 Church Sound Technician:

A church sound technician is required for the operation of the sanctuary sound system. Couples are required to contact the Harvest Time Media Coordinator in order to book a sound technician for the rehearsal and ceremony. An honorarium is required. The Pastors **do not** know how to operate the sound equipment. For booking, contact the worship coordinator.

5.1.6 Decorating:

Harvest Time Church typically leaves costly instruments and sound equipment on the platform between services. Members are not permitted to move any items on the platform, but must arrange for them to be moved and replaced by a church sound technician.

Couples are forbidden to fasten any decorations to the walls or other interior surfaces by means of nails, screws, hooks or adhesives. Couples are forbidden to use any decorations that permanently alter the appearance of the sanctuary.

If candles are used during the ceremony, care should be taken that wax does not drop on the sanctuary carpet.

Couples must make arrangements to have all decorations removed from the sanctuary and foyer immediately following the wedding ceremony. Fresh flower arrangements are welcome to be left behind to grace the altar for church services the next day.

The following equipment is available for use:

- Communion table (also used for unity candle)
- Wooden Pulpit
- Communion Implements

5.1.7 Celebrating:

- The throwing of rice is prohibited on church grounds. (Bubbles are a good equivalent!)
- No food or drink is permitted in the sanctuary.
- No smoking is permitted anywhere inside the church facility.

- No alcohol is permitted anywhere on the church property.
- Wedding guests should remain in the church foyer and sanctuary.
- The wedding party may use the office suite before and after the ceremony.

5.2 General Funeral Guidelines

5.2.1 Building Use

The Harvest Time Church facility is available for funerals free of charge. Only members of the Harvest Time pastoral staff or other Assemblies of God ministers are permitted to conduct funeral ceremonies at the Harvest Time Church facility.

Families interested in using the church facility for a funeral must check dates with the church office to guarantee the availability of the sanctuary and a Harvest Time pastor.

5.2.2 Ceremony Contents:

The pastors will finalize the contents of the funeral ceremony with the family prior to the funeral service. The pastors reserve the right to require certain elements and verbiage in the service. The pastors reserve the right to refuse any contents to the service that are deemed to be inappropriate.

5.2.3 Church Musician:

If a member of the church staff is desired to play music/sing for the funeral service, families should book him/her personally. Families will discuss the service order with the Pastor and music options would be decided then.

The pastors reserve the right to review all music or media to be played in the sanctuary before, during and after the service. Inappropriate music will be removed from the program.

5.2.4 Decorating:

Harvest Time Church typically leaves costly instruments and sound equipment on the platform between services. Members are not permitted to move any items on the platform, but must arrange for them to be moved and replaced by a church sound technician.

Families must make arrangements to have all decorations removed from the sanctuary and foyer following the funeral. Fresh flower arrangements are welcome to be left behind to grace the altar. Please make sure to communicate which arrangements are to be left behind.

- No food or drink is permitted in the sanctuary.
- No smoking is permitted anywhere inside the church facility.
- No alcohol is permitted anywhere on the church property.
- Funeral guests should remain in the church foyer and sanctuary.
- The family may use the office suite before and after the ceremony.



Harvest Time Incident Report

Harvest Time Church Incident Report

1. Contact Information of Person Filling out Incident Report:

Name

Email Address

Phone Number

2. Contact information of Injured/Affected Person:

Name

Address

Address 2

City/Town

State/Province

ZIP/Postal Code

Country

Email Address

Phone Number

3. Event Information:

Date / Time MM DD YYYY hh mm AM/PM
 / / : -

4. Location of Incident:

5. Brief Description of Accident/Incident & Action Taken:

6. Pastor or Staff Member contacted:

7. If Medical Attention Was Required, Who Was the Treating Medical Personnel and/or Facility?:

8. Name of Person Who Witnessed Incident, If Anyone:

Name

Email Address

Phone Number

9. Name of Person Who Witnessed Incident, If Anyone:

Name

Email Address

Phone Number



Harvest Time Ministry Event Request Form

Harvest Time Church Ministry Event Request Form

Church-Wide Program/Event

6 Weeks Prior to Event

Ministry Program/Event

4 Weeks Prior to Event

1. Contact Information of Person Making Request:

Name

Email Address

Phone Number

2. Ministry Department:

3. Name of Program/Event:

4. Event Begins:

	MM		DD		YYYY		hh		mm		AM/PM
Date / Time	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>		<input type="text"/>	:	<input type="text"/>		- <input type="text"/>

5. Event Ends:

	MM		DD		YYYY		hh		mm		AM/PM
Date / Time	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>		<input type="text"/>	:	<input type="text"/>		- <input type="text"/>

6. Is this a recurring event, how often does it repeat:

7. If your event repeats over a period of time, when is the final day you will be meeting?:

Date MM / DD / YYYY

8. If this is an off-site event that is not meeting at the church where will it be held?:

Name of Location

Address

Address 2

City/Town

State/Province

ZIP/Postal Code

Country

9. Please check all resources you will need (Check all that apply):

- Podium
- Sound Equipment
- TV or Projectors
- DVD Player
- Computer Hookup (VGA Connection)
- Computer to play videos, Powerpoint, etc..
- Rectangular Tables (6ft)
- Round Tables (Cafe)
- Round Tables (6ft)

10. Number of Rectangular Tables (6ft)

More than 10 (please specify)

11. Number of Round Tables (Cafe)

More than 10 (please specify)

12. Number of Round Tables (6ft)

More than 10 (please specify)

13. Church Vans (Please Note: All drivers must be cleared by church office with a license on file):

14. What Room(s) will you need for your event? Please Note: We will assign your room based on availability, but please indicate your preference(s) below. (Check all that apply):

- Sanctuary
- Room 100
- Room 101
- Room 102
- Room 103
- Room 104
- Room 105
- Room 106 A
- Room 106 B
- Room 107 A
- Room 107 B
- Lower Lobby

15. Would you like childcare to be provided for your event? Please note: unless your event falls during one of our regular weekend Worship services or Family Life Night it would be up to you to recruit the appropriate amount of childcare workers. All children's workers must be approved through the church office and have a valid background check on file.

- Yes
- No

16. What are the Registration Periods for your event? (if any):

MM DD YYYY
Early Bird Registration / /

Full Price Registration
Period / /

17. Are there books or other materials needed for you event?

Yes

No

If Yes, (please specify)

18. Is there any other important information we should know about your event?:

19. Please select the following promotional methods requested to advertise your event. (Check all that apply) Please Note: These are not all guaranteed but will be granted based on availability.:

Bulletin

Bulletin Insert

Social Media (Facebook/Twitter/Instagram)

Harvest Time News

Weekly Email

Website

Other (please specify)

20. Please give a 2-3 sentence write-up of your event to be used for promotional purposes.:

Please email all relevant image files/ video files to your event to office@htchurch.com.

