# FAC Ministry Handbooks

# First Impressions Team

## 1. Purpose

The purpose of this team is to ensure that every person attending church—whether a first-time guest or returning member—feels welcomed, valued, and connected. The First Impressions Team serves as the frontline ministry that creates a warm, hospitable environment and reflects the love of Christ through service.

## 2. Ministry Overview

### Team Leader / Coordinator

- Oversee all First Impressions operations and scheduling.
- Trains and equips new volunteers.
- Coordinates with pastoral staff and safety teams regarding special needs or events.
- Ensure materials (connection cards, bulletins, signage) are stocked and available.
- Meets regularly with pastoral staff.

### Door Greeters

- Stand at designated entrances before service begins.
- Welcome everyone warmly with a smile and verbal greeting.
- Open doors and assist guests as needed.
- Direct visitors to check-in areas, children's ministry, or restrooms.
- Alert the coordinator if a guest needs special assistance.

### Ushers

- Assist guests in finding seats.
- Distribute materials, as needed.
- Help collect the offering and ensure it is delivered securely to finance personnel.

### Lounge Care

- Arrive at designated time before service.
- Ensure the lounge is stocked and prepared with food and beverages.
- Refill water station in the lobby.
- Connect with guests that enter lounge area.
- Ensure the lounge remains neat and tidy at all times.
- Maintain a positive and friendly attitude in all interactions.

### Connect Crew

- Greet all guests with smiles and pleasantries.
- Encourage guests to fill out connect cards.
- Provide welcome gifts or pamphlets.

- Follow up with the coordinator on guest contact information.

## 3. Volunteer Requirements

### 3.1 Spiritual Expectations

- Began to maintain a relationship with Jesus, following the plan of salvation including repentance and pursing baptism in Jesus' name.

### 3.2 Arrival and Attendance

- Arrive 45 minutes before your assigned service.
- Notify the team leader if you're unable to attend or running late.
- Attend pre-service prayer.

** Excessive absences or tardiness may result in a temporary pause from the rotation.*

### 3.3 Conduct

- Maintain a warm, approachable demeanor—smile and make eye contact.
- Be attentive to guests who appear lost, alone, or uncertain.
- Never discuss sensitive or private church matters with guests.
- No cussing, vulgarity, or inappropriate behavior.
- Represent the ministry and church with integrity in all online and public behavior.

### 3.4 Ministry Presentation Standards

- Wear modest clothing. No inappropriate graphics or wording. Outfits should be appropriate for a church environment-avoiding low-cut, tight, or revealing attire.
- Wear your First Impressions name badge at all times.

** The pastoral team reserves the right to address any attire that is deemed immodest or inappropriate.*

## 4. Roles and Responsibilities

### 4.1 Door Greeters

*Before Each Service*

- Arrive 45 minutes before service.
- Attend assigned preservice prayer.
- Assume designated position 30 minutes before service.
- Ensure signs, tables, and materials are neatly arranged, as needed

- Welcome guests enthusiastically as they arrive.
- Remain in placement until 5 minutes after service begins, to ensure late guests are greeted.

*After First Service*

- Complete 10-minute tidy between services.
- Invite guests to visit the lounge to interact with pastoral staff.

*Before Departure*

- Greet for the second service until 5 minutes after beginning of service. The assigned greeter is dismissed after greeting duties are completed.

### 4.2 Ushers

*Before Each Service*

- Arrive 45 minutes before service.
- Attend assigned preservice prayer.
- Assume designated position 30 minutes before service.
- Welcome guests enthusiastically as they arrive.
- Assist with seating.

*During Service*

- Different ushers will be used for the first and second service.
- If stationed at sanctuary doors, remain in placement until end of second song, to ensure late guests are greeted and seated.
- Assigned members collect offerings and deliver to church secretary or designee.

### 4.3 Lounge Care

*Before Each Service*

- Arrive 45 minutes before service.
- Prepare coffee as needed.
- Attend assigned preservice prayer.
- Assume designated position 30 minutes before service.
- Ensure lounge is stocked and ready for attendees.
- Greet guests and members that visit the lounge.
- Tidy up lounge area 5 minutes before service starts.

*Between Services*

- Assist with 10-minute tidy after guests have departed.
- Clean and restock lounge for the following service, as needed.

### 4.4 Connect Crew

*Before Each Service*

- Arrive 45 minutes before service.
- Attend assigned preservice prayer.
- Make conversational connections with all guests and visitors.
- Distribute and collect connect cards.

*After Services*

- Collect any remaining connect cards.
- Give connect cards to team leader.

## 5. Safety and Security

### 5.1 Guest and Child Safety Guidelines

- Coordinate with the Safety/Security Team regarding any suspicious activity.
- Never leave a child unattended; refer all lost children to the security team immediately.
- In emergencies, assist in guiding guests to exits calmly and efficiently.

### 5.2 Abuse and Reporting

- All volunteers and staff are mandated reporters and must *immediately* report any suspected abuse or neglect to the Pastor, who will contact the appropriate authorities as required by law.
- Do not attempt to investigate on your own.

## 6. Communication and Feedback

- Use the church's communication (Planning Center) for scheduling and announcements.
- Report volunteer concerns or guest feedback to the Team Leader.
- Participate in regular team meetings for encouragement and improvement.

## 7. Review and Update

This handbook will be reviewed regularly by the First Impressions Team Leader and church leadership to ensure continued excellence and consistency in guest experience.

# FAC Ministry Handbooks

# Media

## 1. Purpose

The purpose of the Media Ministry is to ensure excellence, consistency, and reverence in all aspects of sound, lighting, livestream, and visual presentation during church services and events. The goal is to create a seamless worship environment where every element works together to communicate the message clearly and effectively—both in-house and online.

## 2. Ministry Overview

### Sound & Lighting Team

- Oversees all audio mixing and equipment operation for services and events.

### Livestream Team

- Manages live broadcasting, camera angles, and media output.

### Presentation/Graphics Team

- Operates ProPresenter and visuals for lyrics, scriptures, and videos.

### Photography/Videography Team

- Captures moments of worship, outreach, and church life for promotion and archiving.

## 3. Volunteer Requirements

### 3.1 Spiritual Expectations

- Began to maintain a relationship with Jesus, following the plan of salvation including repentance and pursing baptism in Jesus' name.

### 3.2 Arrival and Attendance

- Must be a regular church attendee for at least 3 months (or as approved by leadership).
- Arrive 1 hour before your assigned service.
- Notify the team leader if you're unable to attend or running late.
- Attend pre-service prayer before serving.
- Frequent tardiness or absences may result in a temporary pause from the rotation.

### 3.3 Conduct

- Maintain a respectful, cooperative attitude toward all team members and departments.
- Be approachable and willing to learn.
- Avoid cussing, vulgarity, or inappropriate behavior.

- Operate with calmness and professionalism, even under pressure.
- Represent the ministry and church with integrity in all online and public behavior.

### 3.4 Ministry Presentation Standards

- Wear modest clothing appropriate for a church environment—no tight, low-cut, or revealing attire.
- No inappropriate graphics or wording on apparel.

** The pastoral team reserves the right to address attire deemed immodest or inappropriate.*

## 4. Roles and Responsibilities

### 4.1 Pre-Service Procedures

- Arrive 1 hour before service begins.
- Power on all systems (soundboard, livestream encoders, cameras, monitors, projectors, etc.).
- Conduct sound checks with the worship team and test microphones for speakers.
- Verify all slides, lyrics, and videos are correct and in order.
- Begin countdown 5 minutes before start time.
- Ensure lighting and sound levels are balanced and appropriate for the worship atmosphere.

### 4.2 During Service Procedures

- Maintain focus—avoid unnecessary talking or distractions in the booth.
- Adjust sound levels smoothly and avoid feedback or distortion.
- Switch camera angles appropriately for a high-quality livestream.
- Monitor all platforms (YouTube, Facebook, etc.) to ensure broadcast quality.
- Stay attentive to the pulpit for any spontaneous needs (mic changes, video cues, etc.).

### 4.3 Post-Service Procedures

- Fade out with closing slides or outro graphics.
- Stop livestream and confirm it has ended properly.
- Save and back up all media files as directed.
- Power down all equipment safely.
- Tidy the booth area and return all accessories (batteries, cables, etc.) to their proper places.

- Lock or secure media areas before leaving.

## 5. Safety and Security

### 5.1 Equipment & Security Guidelines

- Only trained and approved volunteers may operate media equipment.
- Do not connect personal devices or accounts to church systems without authorization.
- Report any malfunction or damage immediately to the Media Director.
- Never remove or borrow church-owned equipment without approval.

### 5.2 Emergency & Safety Procedures

- Be aware of all fire exits, power shutoffs, and first aid locations.
- In the event of an evacuation, follow church leadership instructions.
- Report any injuries, spills, or electrical hazards immediately to leadership.

### 5.3 Abuse and Reporting

- All volunteers and staff are mandated reporters. Report suspected abuse or neglect *immediately* to the Pastor or Children's Ministry Director.
- Do not attempt to investigate on your own.

## 6. Communication and Feedback

### 6.1 Team Communication

- Maintain clear communication with leadership, worship team, and other departments.
- Use Planning Center or other approved systems for scheduling and updates.
- Report issues or feedback to the Media Director promptly.

### 6.2 Conduct

- Uphold a positive, cooperative attitude even under pressure.
- No eating, drinking, or personal phone use in the media booth during service.
- Refrain from posting or sharing behind-the-scenes content online without approval.
- Represent the ministry and church with integrity in all online and public behavior.

## 7. Review and Update

This handbook will be reviewed regularly by the Media Director and church leadership to ensure continued excellence, safety, and alignment with the overall mission and vision of the church.

# FAC Ministry Handbooks

# Security

## 1. Purpose

The purpose of the Security Ministry is to maintain a safe, secure, and peaceful environment for everyone attending services, classes, and events at FAC Winchester.
The team's role is to protect the congregation, facilities, and leadership while allowing worship and ministry to occur without distraction or concern.

## 2. Ministry Overview

### Security Director

- Oversees all Security Team operations, scheduling, and communication.
- Trains and equips new team members in safety, emergency, and child protection procedures.
- Coordinates with pastoral staff, FIT, Children's, and Media ministries for situational awareness.
- Ensures equipment (radios, earpieces, lights) is functional before services and events.
- Reports incidents or safety concerns to leadership promptly.

### Security Team Members

- Provide visible and discreet protection during all church gatherings.
- Maintain vigilance, calmness, and professionalism in all situations.
- Monitor entrances, parking areas, and hallways during services and events.
- Assist during emergencies, medical situations, or disturbances.
- Support other ministries as needed to maintain order and safety.

## 3. Volunteer Requirements

### 3.1 Spiritual Expectations

- Beginning to maintain a relationship with Jesus, following the plan of salvation including repentance and pursing baptism in Jesus' name.

### 3.2 Arrival and Attendance

- Must be a regular church attendee for at least 3 months (or as approved by leadership).
- Arrive 45 minutes before service for team briefing or assignment check-in.

- Notify the team leader if unable to attend or running late.
- Attend all required trainings, briefings, and safety meetings.
- Attend in pre-service prayer
- Excessive absences or tardiness may result in a temporary pause from the rotation.

### 3.3 Conduct

- All volunteers must successfully complete a background screening prior to service.
- Must remain calm, alert, and professional at all times.
- Handle disruptions with respect and restraint—never with aggression.
- Avoid distractions such as cell phone use or unrelated conversation during service.
- Treat all individuals with dignity and courtesy, including those causing disruption.
- Represent the ministry and church with integrity in all online and public behavior.

### 3.4 Ministry Presentation Standards

- Wear modest clothing. No inappropriate graphics or wording. Outfits should be appropriate for a church environment-avoiding low-cut, tight, or revealing attire.

** The pastoral team reserves the right to address any attire or behavior deemed inappropriate.*

## 4. Roles and Responsibilities

### 4.1 Pre-Service Procedures

- Arrive 45 minutes before service for briefing or assignment check-in.
- Conduct a walkthrough of key areas (sanctuary, nursery, restrooms, exits, parking lot).
- Test radios, flashlights, and earpieces for proper function.
- Assign and confirm all post locations before doors open.
- Maintain a calm and approachable presence to promote comfort and confidence.

### 4.2 During Service Procedures

- Remain alert and focused—avoid distractions or idle conversation.
- Discreetly monitor for suspicious or unusual activity.
- Patrol entrances, hallways, and parking areas on rotation.
- Assist other ministries (Children's, FIT, Media) when help is requested.
- Handle disruptions quietly and professionally.
- Maintain clear communication through radios or agreed signals.
- Be aware of service flow and special events (altar calls, baptisms, guest ministers, etc.).

### 4.3 Post-Service Procedures

- Assist with safe dismissal and parking lot supervision.
- Monitor children's pickup areas to ensure family safety.
- Record incidents or observations in the Security Log Report.
- Return radios, keys, and other equipment to proper storage.

## 5. Safety and Security

### 5.1 Emergency Procedures

*Fire*

- Follow the church's evacuation plan.
- Direct guests to the nearest exit calmly and efficiently.
- Ensure all children's areas are cleared before leaving.

*Medical Emergency*

- Call 911 immediately if needed and notify leadership.
- Clear surrounding space for responders.
- Assist as trained until professionals arrive.

*Disturbance or Threat*

- Approach situations calmly and non-confrontationally.
- If escalation occurs, signal for backup and contact leadership or law enforcement.
- Follow all approved training and procedures.
- Complete a written incident report after each event.

### 5.2 Equipment and Identification

- Only authorized team members may carry radios, earpieces, or defensive tools approved by leadership.
- Firearms may only be carried by licensed and approved personnel.
- Report any lost, damaged, or malfunctioning equipment immediately.

## 6. Communication and Feedback

- Work closely with the FIT, Children's, and Media ministries for coordinated safety.
- Report concerns, incidents, or feedback directly to the Security Director.
- Participate in ongoing training and drills to maintain readiness.
- Maintain confidentiality—never discuss incidents publicly or on social media.
- Communicate with guests respectfully, using discretion in all interactions.

# FAC Ministry Handbooks

## 7. Review and Update

This handbook will be reviewed regularly by the Security Director and church leadership to ensure continued safety, efficiency, and alignment with the mission of FAC Winchester.

# Children's and Nursery

## 1. Purpose

To provide a safe, loving, and Christ-centered environment for children to learn about God while parents participate in church services without concern.

## 2. Ministry Overview

### Nursery (Birth–4 Years)

- Provides a safe, loving, and nurturing environment for infants and toddlers.
- Ensures that each child is supervised at all times.
- Engages children with age-appropriate toys, songs, and interaction.
- Communicates any needs or concerns to parents promptly and respectfully.

### Children's Ministry (Ages 4–11)

- Leads engaging, Bible-based lessons that teach foundational truths of faith.
- Encourages worship, prayer, and participation through age-appropriate activities.
- Promotes positive relationships and teamwork among children.

## 3. Volunteer Requirements

### 3.1 Spiritual Expectations

*Teachers*

- Maintain a relationship with Jesus, following the plan of salvation including repentance, baptism in Jesus' name, filled with the Holy Ghost, and living a life of Holliness.

*Nursery / Assistants*

- Beginning to maintain a relationship with Jesus, following the plan of salvation including repentance and pursuing baptism in Jesus' Name.

# FAC Ministry Handbooks

## 3.2 Arrival and Attendance

- Must be a regular church attendee for at least 3 months (or as approved by leadership).
- Arrive at designated time before your assigned service.
- Notify the team leader if you're unable to attend or running late.
- Attend pre-service prayer.
- Attend all trainings and orientations on child safety, emergency procedures, and ministry expectations.

** Excessive absences or tardiness may result in a temporary pause from the rotation.*

## 3.3 Conduct

- All volunteers must successfully complete a background screening prior to service.
- Maintain a warm, approachable demeanor.
- Be kind in speech, tone of voice.
- No yelling or corporal punishment.
- No cussing, vulgarity, or inappropriate behavior.
- **Two adult rule**: *At least two approved adults must be present in every classroom at all times.*
- Represent the ministry and church with integrity in all online and public behavior.

## 3.4 Ministry Presentation Standards

*Teachers*

**THE STANDARDS FOR MEN AND WOMEN SET HEREIN WILL BE MAINTAINED AT ALL TIMES INSIDE AND OUTSIDE OF THE CHURCH HOUSE.**

We believe that our bodies are the temple of God, and we therefore should abstain from unwholesome habits. Any illegal drug or stimulant that may cause addiction is to be avoided. The use of tobacco or alcoholic beverages is unacceptable. Profanity or vulgar speech in any form is not Christ-like.

Avoid any appearance of worldliness. We ask that you carefully monitor music, TV programs and videos for their content. Programs and videos which contain profanity, nudity or any subject matter that would promote an ungodly lifestyle are not acceptable.

# FAC Ministry Handbooks

In keeping with the scriptural teaching that our body is God's temple, we believe that all Christians should dress in a manner that reflects proper respect for that 'temple'. The body should be kept clean and neat.

Men should keep a clean professional look, with short and well-kept hair.

In keeping with scriptural principles of modesty, we ask that men dress in modest apparel, avoiding wearing shorts, muscle shirts or any apparel that would appear immodest.

Ladies are instructed to abide by scriptural teaching in all areas of their appearance:

Regarding the hair - not cutting or trimming the hair.

Regarding modesty - Skirts below the knee, no low necklines, no see-through clothing or any immodest apparel.

Regarding gender distinction - Ladies are not to wear men's apparel - i.e.: pants, jeans, slacks or shorts. Men are not to wear women's apparel-i.e.: skirts, dresses and feminine blouses.

We ask that Ministry Team members be conservative in wearing jewelry. Wedding rings, engagement rings, class rings and watches are acceptable. Necklaces, bracelets, earrings, anklets or toe-rings are not permitted for men or women.

We also ask that ladies not wear any make-up. In addition, we ask that you do not use any colored nail polish.

FAC believes and teaches the Biblical mandate that a 'marriage' is one man and one woman joined together in the eyes of God. Further, we believe scripture is very clear regarding any sexual activity outside of that bond of marriage. This would forbid any fornication, adultery, homosexuality, co-habitating while in a relationship with the opposite sex, and any on-line sexually related activity.

No inappropriate graphics or wording on any apparel.

**** The pastoral team reserves the right to address any attire that is deemed immodest or inappropriate.***

*Nursery / Assistants*

- Wear modest clothing. No inappropriate graphics or wording. Outfits should be appropriate for a church environment-avoiding low-cut, tight, or revealing attire.

**** The pastoral team reserves the right to address any attire that is deemed immodest or inappropriate.***

# FAC Ministry Handbooks

## 4. Roles and Responsibilities

### 4.1 Check-In and Check-Out Procedures

- Be in your classroom 25 minutes before service begins.
- Parents must check in each child at the check-in station.
- Children receive a name tag; parents receive a matching pick-up tag.
- Record any allergies or special needs at check-in.
- Only the person with the matching tag may retrieve the child.
- Verify tag match before releasing any child.

### 4.2 Classroom Procedures

- Maintain two adults in the classroom at all times.
- Keep children within sight and hearing at all times.
- Use positive discipline (redirection, calm talk, brief time-out as needed).
- Encourage participation through songs, Bible stories, crafts, and play.
- Keep classrooms tidy and sanitized before and after services.

### 4.3 Diapering, Bathroom, and Hygiene

- Only female workers or designated nursery staff may change diapers.
- Perform diaper changes in designated areas within sight of another adult.
- Assist potty-trained children only when necessary and with the door propped open.
- Wash and sanitize hands after diaper changes or restroom visits.

### 4.4 End-of-Service Duties

- Return all supplies to proper storage.
- Sanitize toys, tables, and changing areas.
- Lock or secure classrooms when finished.

## 5. Safety and Security

### 5.1 Guest and Child Safety Guidelines

- Coordinate with the Safety/Security Team regarding any suspicious activity.

- Never leave a child unattended; refer all lost children to the Security Team immediately.
- Only authorized volunteers and teachers are allowed in classrooms.
- In emergencies, assist in guiding children and guests to exits calmly and efficiently.

### 5.2 Abuse and Reporting

- All volunteers and staff are mandated reporters. Report suspected abuse or neglect *immediately* to the Pastor or Children's Ministry Director.
- Do not attempt to investigate on your own.

### 5.3 Health Policy

- Do not admit children with fever, vomiting, diarrhea, rash, or contagious symptoms.
- If a child becomes ill during service, notify parents immediately.
- Disinfect toys and surfaces after every service.

## 6. Communication and Feedback

### 6.1 Communication with Parents

- Communicate regularly with parents regarding their child's needs or incidents.
- Use the paging or text system to reach parents during service if needed.
- Maintain confidentiality regarding all children and families.

### 6.2 Confidentiality and Conduct

- Protect the privacy of all families and children.
- Limit personal phone use during service.
- No photos of children may be taken without written parental consent.

## 7. Review and Update

This handbook will be reviewed regularly by the Children's Ministry Director and church leadership to ensure continued excellence, safety, and consistency in all ministry operations.

# FAC Ministry Handbooks

# Youth

## 1. Purpose

The purpose of this policy is to provide a safe, secure, and spiritually nurturing environment for students participating in FAC Winchester's Youth Ministry. This policy protects youth, volunteers, and staff by setting clear expectations for safety, supervision, and conduct during all youth ministry activities.

## 2. Ministry Overview

### Youth Leader

- Oversees all Youth Ministry operations, scheduling, and events.
- Trains and equips new volunteers through Youth Ministry Orientation and Safety Training.
- Coordinates with pastoral staff, Security, and other ministries to ensure safety and accountability.
- Reviews and prepares for all youth-related activities, trips, and programs to ensure proper supervision and compliance.
- Meets regularly with pastoral staff and leadership for planning and evaluation.

### Volunteers

- Assist with supervision during youth services, events, and trips.
- Maintain communication with the Youth Leader and follow all safety procedures.

## 3. Volunteer Requirements

### 3.1 Spiritual Expectations

*Youth Leader*

- Maintain a relationship with Jesus, following the plan of salvation including repentance, baptism in Jesus' name, filled with the Holy Ghost, and living a life of Holliness.

*Volunteer*

- Maintain a relationship with Jesus, following the plan of salvation including repentance, baptism in Jesus' name, and pursing the infilling of the Holy Ghost.

### 3.2 Arrival and Attendance

- Must have attended FAC Winchester regularly for at least six (6) months before serving.
- Arrive on time for all scheduled youth events, services, or meetings.

- Notify the Youth Director if unable to attend or running late.
- Attend required safety briefings, leadership meetings, and trainings.
- Excessive absences or tardiness may result in a temporary pause from serving.

### 3.3 Conduct

- Maintain a warm, approachable demeanor.
- Be kind and respectful in speech, tone, and behavior.
- No cussing, vulgarity, or inappropriate conduct.
- Represent the ministry and church with integrity in all online and public behavior.

### 3.4 Ministry Presentation Standards

*Youth Leader*

**THE STANDARDS FOR MEN AND WOMEN SET HEREIN WILL BE MAINTAINED AT ALL TIMES INSIDE AND OUTSIDE OF THE CHURCH HOUSE.**

We believe that our bodies are the temple of God, and we therefore should abstain from unwholesome habits. Any illegal drug or stimulant that may cause addiction is to be avoided. The use of tobacco or alcoholic beverages is unacceptable. Profanity or vulgar speech in any form is not Christ-like.

Avoid any appearance of worldliness. We ask that you carefully monitor music, TV programs and videos for their content. Programs and videos which contain profanity, nudity or any subject matter that would promote an ungodly lifestyle are not acceptable.
In keeping with the scriptural teaching that our body is God's temple, we believe that all Christians should dress in a manner that reflects proper respect for that 'temple'. The body should be kept clean and neat.

Men should keep a clean professional look, with short and well-kept hair.
In keeping with scriptural principles of modesty, we ask that men dress in modest apparel, avoiding wearing shorts, muscle shirts or any apparel that would appear immodest.
Ladies are instructed to abide by scriptural teaching in all areas of their appearance:
Regarding the hair - not cutting or trimming the hair.
Regarding modesty - Skirts below the knee, no low necklines, no see-through clothing or any immodest apparel.

Regarding gender distinction - Ladies are not to wear men's apparel - i.e.: pants, jeans, slacks or shorts. Men are not to wear women's apparel-i.e.: skirts, dresses and feminine blouses.

We ask that Ministry Team members be conservative in wearing jewelry. Wedding rings, engagement rings, class rings and watches are acceptable. Necklaces, bracelets, earrings, anklets or toe-rings are not permitted for men or women.
We also ask that ladies not wear any make-up. In addition, we ask that you do not use any colored nail polish.

FAC believes and teaches the Biblical mandate that a 'marriage' is one man and one woman joined together in the eyes of God. Further, we believe scripture is very clear regarding any sexual activity outside of that bond of marriage. This would forbid any fornication, adultery, homosexuality, co-habitating while in a relationship with the opposite sex, and any on-line sexually related activity.

No inappropriate graphics or wording on any apparel.

** The pastoral team reserves the right to address attire or behavior deemed immodest or inappropriate.*

*Volunteer*

- Wear modest clothing. No inappropriate graphics or wording. Outfits should be appropriate for a church environment-avoiding low-cut, tight, or revealing attire.

## 4. Roles and Responsibilities

### 4.1 Volunteer Screening and Training

- All youth volunteers must complete a national background check prior to serving.
- All volunteers must complete Youth Ministry Orientation and Safety Training.

### 4.2 Supervision Standards

- Adults may not be alone with a student behind closed doors or in private settings.
- All classrooms and activity areas should have unlocked doors and visible access.
- Whenever possible, leaders should be the same gender as the students they supervise, especially during small groups and overnight trips.
- Activities must take place in observable and interruptible environments.

### 4.3 Transportation Safety

- Only approved adult drivers (with completed background checks and valid driver's licenses) may transport students.
- Seat belts must be worn by all passengers at all times.

### 4.4 Overnight Events and Trips

- Separate sleeping areas must always be provided for males and females.
- Leaders must never share a sleeping room, tent, or private space with students unless in a large, open-group setting.
- Frequent headcounts must be taken during travel and activities.
- All trip details and supervision plans must be pre-approved by leadership.

## 5. Safety and Security

### 5.1 Conduct and Boundaries

- Appropriate physical touch includes side hugs, handshakes, or pats on the shoulder.
- Inappropriate physical contact includes extended hugs, lap sitting, tickling, or isolated touch.
- Verbal interactions should always be positive, encouraging, and free from innuendo or offensive jokes.
- Only authorized volunteers and teachers are allowed in classrooms.

### 5.2 Abuse Prevention and Reporting

- All volunteers and staff are mandated reporters.
- Any suspected abuse or neglect must be reported *immediately* to the Pastor, who will contact the appropriate authorities as required by law.
- Do not attempt to investigate or confront anyone involved.
- Maintain confidentiality throughout all reporting procedures.

### 5.3 Digital and Social Media Communication

- All communication with youth must be transparent and group-based when possible (e.g., group texts, church-approved messaging apps).
- Avoid one-on-one private communication unless absolutely necessary for ministry purposes, and always notify the Youth Director or parent when doing so.

## 6. Communication and Feedback

- Maintain open communication with the Youth Director, Pastor, and ministry team.
- Report any concerns, incidents, or violations of this policy immediately.
- Participate in all youth leadership meetings, safety briefings, and evaluations.
- Provide constructive feedback to strengthen the ministry's safety and spiritual effectiveness.

## 7. Review and Update

This handbook will be reviewed regularly by the Youth Leader and church leadership to ensure continued excellence, unity, and alignment with the spiritual mission and standards of FAC.

# Praise Team

## 1. Purpose

The purpose of the Praise & Worship Ministry is to lead the congregation into heartfelt worship through music, song, and unified expression. The team exists to create an atmosphere where the presence of God can move freely and lives can be changed through authentic worship.

## 2. Ministry Overview

### Worship Leader

- Oversees all Praise Team operations and scheduling.
- Selects songs and designates vocal parts for each service.
- Leads rehearsals, provides direction, and fosters spiritual unity.
- Coordinates with pastoral staff and Media Team for service flow.
- Meets regularly with leadership for planning and review.

### Vocalists

- Lead and support worship through singing and harmonies.
- Maintain focus on worship, not performance.
- Attend all scheduled rehearsals and services.
- Follow leadership direction.

### Musicians

- Provide instrumental accompaniment that enhances worship.
- Practice assigned songs prior to rehearsal.

# FAC Ministry Handbooks

## 3. Volunteer Requirements

### 3.1 Spiritual Expectations

- Maintain a relationship with Jesus, following the plan of salvation including repentance, baptism in Jesus' name, filled with the Holy Ghost, and living a life of Holliness.
- Must also be involved in at least one non-stage-related ministry.

### 3.2 Arrival and Attendance

- Must be a regular church attendee for at least 6 months (or as approved by leadership).
- Arrive 1 hour and 10 minutes before your assigned service.
- Notify the team leader if unable to attend or running late.
- Attend all rehearsals, workshops, and special training sessions.
- Excessive absences or tardiness may result in a temporary pause from the rotation.

### 3.3 Conduct

- Maintain a warm, approachable demeanor.
- Be kind and respectful in speech, tone, and behavior.
- No cussing, vulgarity, or inappropriate conduct.
- Be open to instruction and correction.
- Must also be involved in at least one non-stage-related ministry.
- Represent the ministry and church with integrity in all online and public behavior.

### 3.4 Ministry Presentation Standards

**THE STANDARDS FOR MEN AND WOMEN SET HEREIN WILL BE MAINTAINED AT ALL TIMES INSIDE AND OUTSIDE OF THE CHURCH HOUSE.**

We believe that our bodies are the temple of God, and we therefore should abstain from unwholesome habits. Any illegal drug or stimulant that may cause addiction is to be avoided. The use of tobacco or alcoholic beverages is unacceptable. Profanity or vulgar speech in any form is not Christ-like.

Avoid any appearance of worldliness. We ask that you carefully monitor music, TV programs and videos for their content. Programs and videos which contain profanity, nudity or any subject matter that would promote an ungodly lifestyle are not acceptable.

In keeping with the scriptural teaching that our body is God's temple, we believe that all Christians should dress in a manner that reflects proper respect for that 'temple'. The body should be kept clean and neat.

Men should keep a clean professional look, with short and well-kept hair.

In keeping with scriptural principles of modesty, we ask that men dress in modest apparel, avoiding wearing shorts, muscle shirts or any apparel that would appear immodest.

Ladies are instructed to abide by scriptural teaching in all areas of their appearance:
Regarding the hair - not cutting or trimming the hair.
Regarding modesty - Skirts below the knee, no low necklines, no see-through clothing or any immodest apparel.
Regarding gender distinction - Ladies are not to wear men's apparel - i.e.: pants, jeans, slacks or shorts. Men are not to wear women's apparel-i.e.: skirts, dresses and feminine blouses.
We ask that Ministry Team members be conservative in wearing jewelry. Wedding rings, engagement rings, class rings and watches are acceptable. Necklaces, bracelets, earrings, anklets or toe-rings are not permitted for men or women.
We also ask that ladies not wear any make-up. In addition, we ask that you do not use any colored nail polish.
FAC believes and teaches the Biblical mandate that a 'marriage' is one man and one woman joined together in the eyes of God. Further, we believe scripture is very clear regarding any sexual activity outside of that bond of marriage. This would forbid any fornication, adultery, homosexuality, co-habitating while in a relationship with the opposite sex, and any on-line sexually related activity.
No inappropriate graphics or wording on any apparel.

** The pastoral team reserves the right to address any attire that is deemed immodest or inappropriate.*

## 4. Roles and Responsibilities

### 4.1 Before Service

- Arrive on time for scheduled rehearsals and sound checks.
- Ensure microphones, instruments, and other equipment are ready.
- Attend pre-service prayer before each service.

### 4.2 During Service

- Worship with passion and authenticity, focusing on God rather than performance.
- Follow the direction of the Worship Leader.
- Remain sensitive to the flow of the Spirit and leadership cues.

### 4.3 After Service

- Encourage one another and maintain unity.
- Assist with cleanup or equipment storage as needed.

# FAC Ministry Handbooks

## 5. Safety and Security

### 5.1 Abuse and Reporting

- All volunteers are mandated reporters and must immediately report any suspected abuse or neglect to the Pastor.
- Do not attempt to investigate situations independently.

## 6. Communication and Feedback

- Maintain open communication with the Worship Leader and Music Director.
- Use church communication tools (such as Planning Center) for scheduling.
- Provide song or arrangement feedback respectfully at appropriate times.
- Refrain from publicly criticizing song choices, arrangements, or leadership decisions.

## 7. Review and Update

This handbook will be reviewed regularly by the Worship Leader and church leadership to ensure continued excellence, unity, and alignment with the spiritual mission and standards of FAC.