



Hope Church

a United Methodist Congregation
117 North Monocacy Creek Road
Douglasville, PA 19518



Church Directory

Church Office Administrator: Kim Simcox
Office Hours: 9am to 1pm Tuesday, Wednesday & Thursday
610-385-7141

admin@HopeChurchAmity.org

Web site: www.HopeChurchAmity.org

Pastor Ken DeWalt
610-223-8630

PastorKen@HopeChurchAmity.org



Sunday 9am Sunday School for all ages
Sunday 9am and 10:45am Worship Services

HOPE CHURCH, umc

As of January 1, 2011

Year 2010 Current Expense and Ongoing Ministry Budget: \$142,358.00

Building Fund Budget: \$48,418.00

Weekly Average worship attendance: 143

Membership: 96

HOPE CHURCH TEAM STRUCTURE

* Denotes elected by the membership

\$ Denotes paid staff position

Year after title indicates last year of an elected term

ADULT MINISTRIES TEAM

Classes

"Men of Hope" Sunday School	led by Shawn Boettlin
"Christians Under Construction" Sunday School	led by Joe Franczyk and Bob Philby
"GSP" Sunday School	led by Nancy Hartman and Gerry Hawk
"New Member Class"	led by Pastor Ken DeWalt \$
"Pastor's Bible Study"	led by Pastor Ken DeWalt \$

Small Groups

"Jolly Time Seniors"	led by Fran Loughead
"Men's Breakfast Small Group"	led by Geof Rader
"Boundaries" Small Group	led by Dietlinde Hoffman
"Open Arms Ministry"	led by Desiree James

Ministry Teams which are also Small Groups

"Celebration Team"	led by Jen Choudhry, Team Leader, elective position, 2012
"Hope Builders"	led by Bob Simcox
"Faces of Hopes"	led by Matthew Hoffman and Dietlinde Hoffman

There are always new classes and small groups starting! Some long term and some short term. For more information, please contact the church office.

CHILDREN AND YOUTH

Classes

"Preschool Sunday School"	led by Celena Gaines
"Primary Sunday School"	led by Mary Amsberg and Karen Roach
"Intermediate Sunday School"	led by Chris Bergey
"Middle School & High School Sunday School"	led by Shelly Sobel

Groups

"Heaven Bound Youth"	led by Shelly Sobel
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Children Ministry Leader

Kim Simcox, elective position 2013

Youth Group Ministry Leader

Shelly Sobel, elective position 2011

ADMINISTRATIVE TEAM

Office and Communications oversight

Kim Simcox \$	Office Administrator, paid staff position Communication Team Leader, elective position until 2011
Gail Grady	Bulletin preparation
Ran Birkins	Web servant
Verna Reigel	Card Ministry, Prayer Chain Coordinator
Tiffani Bailey	Potty Press
Marsha Springel	Advertisement

CELEBRATION TEAM

Meets weekly to plan Worship Celebration Services

Jen Choudhry	Team Leader, elective position until 2012
Cris Y-D	Worship Leader, Communion Coordinator
Bob Simcox	Worship Leader, Lay Leader, Lay Preacher
Dave Reppert	Worship Leader
Audrey Dunekack	
Shawn Boettlin	
Ted Coffelt	Assistant Music Worship, Lay Preacher
Dorrell Lentz \$	Music Worship Leader, paid staff position
Mike Williams \$	Assistant Praise Band, paid staff position
Pastor Ken DeWalt\$	Lead Pastor, paid staff position

CHILDREN'S MINISTRY TEAM

Children's Fellowship, Christian Education

Kim Simcox	Children's Ministry Team Leader, elective position 2013
Celena Gaines	Pre School Sunday School Teacher, 2 years old through 5 years old

Mary Amtsberg & Karen Roach	Primary Sunday School Teachers, Kindergarten to 2 nd grade
Chris Bergey	Intermediate Sunday School Teacher, 3 rd gr. thru 5 th gr.
Opened	Nursery Coordinator for 9am Service
Marisel Smith	Children Church Coordinator and Teacher for Rm 5 ages 7 to 10yrs.
Mary Amtsberg	Children Church Coordinator and Teacher for Rm 6 ages 4 to 6 yrs.
Amy Gilbert	Nursery Coordinator for 10:45am Service

Rotating Teachers - 10:45am Children's Church

<u>Room 5</u>	<u>Room 6</u>
Marisel Smith	Mary Amtsberg
Kelly McKinney	Karen Roach
Daria Fontana	Tiffani Bailey & Chris Williams
	Kim Simcox

Nursery Rotating - NEED

COUNTING TEAM

Collects and deposits all worship service tithes and offerings

- Sheree Horn - Counting Team Leader, elective position until 2011
Team #1 Sheree Horn, Lee Horn, Jr. and Geof Rader
Team #2 Sheree Horn, Tami and Dirk Willumsen
Team #3 Janet Katkowski & Kirby Katkowski and Brian Bergey
Team #4 Bob Bonetz, Kim Simcox and Jeff Ney
Team #5 Bob Simcox, Sandra Thomas and Nancy Sydlosky

DISCRETIONARY FUND TEAM

Oversees use of the Mission discretionary fund

- Bob Simcox elective position until 2011
Carole Yost elective position until 2012
Herb Reigel elective position until 2013
Pastor Ken DeWalt\$ Lead Pastor

Drama Club – Faces of Hope

- Matt Hoffman Leader
Dietlinde Hoffman Co-Leader

FELLOWSHIP EVENTS

Plans most family and adult recreation and fellowship activities of the church.

- Cris Y-D Co-Leader, elective position until 2011
Marie Hacik Co-Leader, elective position until 2013
Tiffani Bailey
Jennifer Bianchini
Jan Birkins
Bob Simcox

FINANCE TEAM

Financial oversight, budget preparation, title, offering, and teaching for the church

- Bob Philby Team Leader and Treasurer, elective positions until 2011
Amanda Simcox Financial Secretary, elective position until 2011
Assistant Payroll Administrator, elective position until 2013
Theresa Philby Tithe & Offering Secretary, elective position until 2012
Sheree Horn Counting Team Leader, elective position until 2011
Bob Simcox Lead Team Leader, elective position until 2011
SPR Representative, elective position until
Dave Smith Trustee Representative, elective position until 2012
Lee Horn, Jr., elective position until 2011
Geof Rader elective position until 2013
Pastor Ken DeWalt\$ Lead Pastor

HOPE BUILDERS

Bob Simcox	Michael McKinney	Kelly McKinney	Chris Williams
Tiffani Bailey	Dave Reppert	Audrey Dunekack	Shawn Boettlin
Kerk Halberg	Paul Yost	Carole Yost	Bob Bonetz
Dirk Willumsen	Garry Lucas	Bobby Simcox	Logan Stevanus
Emma Gilbert	Maggie McKinney	Katie McKinney	

LAY LEADER / LAY DELEGATE

Congregational representatives to annual conference

Bob Simcox	Delegate, elective position until 2011
Keith Golembiewski	Alternate, elective position until 2013

LEAD TEAM

The Lead Team meets monthly for prayer, worship, learning and planning.

Bob Simcox	Leader, elective position until 2011 Convene and conduct Lead Team meetings and serves as the Lay Leader, elective position until 2011
Audrey Dunekack	Trustee President, elective position until 2012 Oversees existing property maintenance and financial investment oversight
Bob Philby	Finance Team Leader, elective position until 2011 Prayerful oversight of church finances
Jennifer Choudhry	Celebration Team Leader, elective position until 2011 Plan and lead worship
Shelly Sobel	Youth Ministry Team Leader, elective position until 2011 Plan & Coordinate the Youth Ministry SPR Team Leader, elective position until Staff and Congregation Liaison
Kim Simcox	Communication Team Leader, elective position until 2011 Children's Ministry Team Leader, elective position until 2013
Theresa Philby	Adult Ministry Team Leader, elective position until 2013
Cris Y-D	Member at Large, 2011
Pastor Ken DeWalt\$	Lead Pastor, Convener of Adult Ministries and Children's Ministry, Preach, Teach, Vision and Recruit.

METHODIST MUGGERS TEAM

Pastor Ken	Bob Simcox	Cris Y-D
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MISSION COORDINATOR

Dietlinde Hoffman	Team Leader, elective position until 2013
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NOMINATION TEAM

Selection of nominees for annual leadership election

Kelly McKinney	Nomination Team Co-Leader, elective position until 2013
Bob Simcox	Lay Delegate, elective position until 2011 and Lead Team Leader, elective position until 2011 SPR Representative, elective position,
Bob Philby	Finance Team Representative, elective position, 2011
Carole Yost	elective position until 2012
Pastor Ken DeWalt\$	Lead Pastor, and serving as Co-Leader

PASTORAL CARE MINISTRIES TEAM

Home and Hospital Visitation and Communion

Pastor Ken DeWalt	Convener of Pastoral Care Team
Herb Reigel	Lay Pastor
Verna Reigel	Prayer Chain Leader
Bob Simcox	Lay Pastor
Theresa Philby	Lay Pastor
Jan Birkins	Lay Pastor
Keith Golembiewski	Lay Pastor
Pastor Ken DeWalt\$	Lead Pastor

PAYROLL ADMINISTRATOR

Oversees for all financial staff concerns

Sheree Horn	Administrator, elective position until 2011
Amanda Simcox	Assistant, elective position until 2013

PRAISE TEAM

Dorrell Lentz \$	Praise Band Leader
Mike Williams \$	Praise Band Assistant and drummer
Mariah Grady	singer
Morgan Bergey	singer
Sara Fralich	singer, flute
Donna Heffline	singer
Kayla Middleton	singer
Matt Kessler	guitarist
Moose Richter	guitarist
Ted Coffelt	guitarist
Ben Weaver	drummer
Mary Beth Richmond	congas
Phil Richmond	guitarist

PRAYER CHAIN TEAM

Verna Reigel, Team Leader
Keith Golembiewski
Judy Reinert
Geof Rader
Herb Reigel
Dave Reppert
Mary Hummel
Nancy Hartman
Ken DeWalt \$ Lead Pastor

Karen Roach
Kim Simcox
Theresa Philby
Ran Birkins
Joseph Kijak
Carole Yost
Harold Hummel
Cris Y-D

Bob Simcox
Jan Birkins
Bob Philby
Mona DeWalt
Bonnie Reppert
Paul Yost
Albert Hartman
Mary Amtsberg

REFRESHMENT HOSTS

Every Sunday Morning 2 Families hosts between services (10:05am to 10:45am)

Verna Reigel, Team Leader

Danielle Cody

Paul & Carole Yost

Audrey Dunekack

Ran & Jan Birkins

Cris Y-D

Bob & Kim Simcox

Nancy Oakley

Sandra & Pedro Thomas

Mary Phillips-Turner

Sallie & Jon Reed

Kelly & Michael McKinney

Sarah Fralich

Gail Grady

Beverly Miller

Lois & Steve Anderson

Tami & Dirk Willumsen

Janet & Kirby Katkowski

Joan Kramlich

Matt & Dietlinde Hoffman

Desiree James

Robert & Regina Smith

Jen & Shawn Boettlin

Craig & Linda Donofrio

Wayne & Susan Stevanus

Mona DeWalt

Amy & John Gilbert

Celena and Mike Gaines

Cindi & Mike Williams

Dave & Bonnie Reppert

Dortha Williamson

SOFTBALL TEAM

A team that has fun & teaches godly behavior on the field as well as off.

Michael McKinney

Leader and Coach

STAFF/PARISH RELATIONS TEAM

Paid staff and congregational liaison

Michael McKinney

Leader, elective position until

Keith Golembiewski

elective position until 2013

Shelly Sobel

elective position until 2013

Wendy Lucas

elective position until 2012

Marisel Smith

elective position until 2012

Pastor Ken DeWalt\$

elective position until 2012

Convener and Lead Pastor

STEWARDSHIP TEAM

Theresa Philby	Team Leader, elective position until 2013
Sandra Thomas	elective position until 2011
Bob Philby	elective position until 2011
Danielle Cody	elective position until 2011
Christine Y-D	elective position until 2011
Shawn Boettlin	elective position until 2012
Pastor Ken DeWalt \$	

TECH TEAM

Opened	Team Leader, elective position until
Tony Choudhry	Geof Rader
Bob Philby	Mike Williams \$
Bob Simcox	

TRUSTEES

Existing property maintenance and financial investment oversight

Audrey Dunekack	President, elective position until 2012
Paul Yost	Vice President, elective position until 2012
Shawn Boettlin	Secretary, elective position until 2013
Cris Y-D	elective position until 2011
Dave Smith	Finance Team Representative, elective position until 2012
Dave Reppert	elective position until 2012
Tony Choudhry	elective position until 2012
Garry Simcox	elective position until 2013
Pastor Ken DeWalt\$	Lead Pastor

Voices of Hope

Ran Birkins, Director	Vincent Bianchini	Jan Birkins
Ruth Carr	Spencer Erb	Daria Fontana
Keith Golembiewski	Mariah Grady	Al Hartman
Dietlinde Hoffman	Matt Hoffman	Megan Jolivette
Mary Philips	Jennifer Bianchini	

Welcome Team

Tami Willumsen, Team Leader	Dirk Willumsen	
Bonnie & Dave Reppert	Kirsten Willumsen	Michelle Eppler
Bob & Theresa Philby	Paul & Carole Yost	Cris Y-D
Carol Rhoads	June & Don Stroop	Gerry Hawk
Verna Reigel	Dave & Marisel Smith	Jan & Ran Birkins
Karen, Faith & Jayden Roach	Keith Golembiewski	Marie Hacik
Mary, Ben & Sarah Amtsberg	Deitlinde & Matt Hoffman	Tiffani Bailey
Nicole & Kerk Halberg	Bob & Kim Simcox	Chris Williams
Michael & Kelly McKinney		

CHURCH HEALTH CONSULTANTS

Before and after all things - The Holy Spirit
Architect - Jack Althouse
Builder - Ken Funk
District Superintendent - Rev. William Gary George
Bishop – Rev. Peggy Johnson

MISSIONS BEYOND HOPE CHURCH

Adopt A Highway Project	Doug Keeler, contact
Angel Food Ministries	Carole & Paul Yost, contacts
CMF	Pastor Ken DeWalt, contact
Hope Builders	Bob Simcox, contact
Hope's Disaster ERT	Bob Simcox, contact
Life Skills	Gail Grady, contact
Miller-Keystone Blood Center	Marsha Springel, contact
Ronald McDonald House	Mona DeWalt, contact (recycled soda can tabs)
Salvation Army	Karen Roach, contact
Soda can collection	Doug Keeler, contact – CMF Fund
Southeastern Berks Ministerium	Ken DeWalt \$, contact
St. Pauls' UCC Food Pantry	Audrey Dunekack, contact
Teen Challenge	Cris Y-D, contact
Paper Recycling	Hope's Trustees, contact – CMF Fund

MISSIONARIES

Brian & Carol Lawrence Family, Missionaries	
New Church Starts among Kurds in Ontario Canada	Ramona DeWalt, contact
Susan Startzel, Missionary	
Nurse Instructor to Muslims in Amman Jordan	Joe Kijak, contact
Lori Potts, Director, Eastern PA Conference UMC	Geof Rader, contact
Rocky Gathright, Missionary	
New Church Starts in French speaking countries of Europe	Ruth Carr, contact
Light of Life Mission, John & Terry Brynan missionaries	Dave Reppert, contact



Open hearts. Open minds. Open doors.

The people of The United Methodist Church™

UNITED METHODISTS speak many languages and live in many countries with many different cultures, ethnic tradition, national histories and understandings of Christian faith and practice.

WE ARE people dedicated to a life of participation, personal responsibility, generosity, sacrifice and self-restraint, responding to the call of Jesus Christ.

WE ARE a covenant community, concerned about God's children everywhere. In life's clouds of doubt and division, we see the sunlight of God's purpose bringing healing, harmony and hope.

WE LOVE worship, study of God's Word, music, potluck dinners and a sense of community, a sense of belonging.

WE WELCOME people of faith into our churches, and especially people who are searching for answers to life's tough questions, because we know what it's like to feel alone, unsure...to need a welcoming place with open hearts, open minds, open doors.

WE ROLL up our sleeves and say, "Let's get to work," as we answer the call of making disciples for Jesus Christ.

WE LIVE the promise we made the day we joined The United Methodist Church...the promise of our prayers and our presence...our gifts and our service.

"And how are they to believe in one of whom they have never heard? And how are they to hear without someone to proclaim him?"

ROMANS 10:14

OUR MISSION STATEMENT

All groups and teams develop their own mission statement,
which supports Hope Church's Mission Statement:

To make disciples who make disciples for Jesus Christ.

HOPE'S VISION:

CELEBRATING God's gifts (Romans 12:6-8);

PROCLAIMING the Word of God's Grace (John 1:16-17);

NURTURING members of its community to a deepened faith and understanding of God in their lives (Psalm 119:33-34); and

MINISTERING in the transforming ways to a confused and troubled world (Romans 15:15-16)



CORE VALUES:

Hope Church is a Christ-centered, spirit-led community of faith made up of children, Youth and adults in love with Christ. Come as you ARE, we are concerned about the state of the heart, not the outward appearance.

We strive to:

- Make disciples who make disciples for Jesus Christ.
- Live Christ-like in a secular world.
- Develop intimate relationships through small groups.
- Encourage spiritual growth through Bible study and prayer.
- Train and support leaders who prepare others to become leaders.
- Work toward tithing to God ten percent of our gross income, and offering to God above the tithe as we are individually led.
- Share what we learn with everyone as we grow in Christ.
- Follow God's purpose for us, by giving our best to Him in all that we do.
- Love ALL others as Jesus would love them. Especially the ones we don't like.



PRAYERFUL INTERRUPTION

Sometimes we act out of the impulse of our emotions rather than in God's will. When that happens, it is good for anyone within earshot to feel free to call all present into prayer.

Therefore, we invite anyone involved in a gathering of persons of Hope Church to interrupt the gathering, even in mid sentence, with the words, "We need to pray". Immediately all will fall silent and pray aloud, (one at a time), or silently. The gathering may resume at the final AMEN.

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Basic Requirements for ALL leaders at Hope Church, paid or unpaid servants

A leader or co-leader is anyone who leads one or more persons as a representative of Hope Church. Persons in 'helping' roles are not bound by the following requirements, though strongly suggested to be living them.

1. Be truly called to your ministry by the Holy Spirit.
2. Attend Worship regularly. Some positions require membership in the church.
3. Be a member of a small group or class for your own spiritual nurture.
4. Commit to regularly give the full tithe now, or grow toward giving the full tithe, and offering beyond the tithe, as God directs.
5. Seek to live out Hope Church's mission statement in all you do, "Make Disciples who make disciples for Jesus Christ".
6. Exercise responsible self-control.
7. Model integrity in all personal relationship, fidelity in marriage and celibacy in singleness, and social responsibility.
8. Develop growth in grace and in the knowledge and love of God.

PRINCIPLES WE STRIVE TO LIVE BY:

FAITH STATEMENT

(From the preamble to the United Methodist Book of Discipline, 2000)

The church is a community of all true believers under the Lordship of Jesus Christ. It is the redeemed and redeeming fellowship in which the Word of God is preached by persons divinely called, and the sacraments are duly administered according to Christ's own appointment. Under the discipline of the Holy Spirit the church seeks to provide for the maintenance of worship, the edification of believers and the redemption of the world.

PERMISSION GIVING

Hope Church is a "Permission Giving" church. Permission is given for each small group and ministry team to discern God's will for its actions through the training, consecration and ongoing education of its leader. Interaction with the Lead Team occurs only if the group/team has questions of the Lead Team or if the Lead Team feels it must intervene in actions taken by the group/team, such as a controversial issue or where unbudgeted funds are requested.

DECISIONS BY CONSENSUS

While there are a few times where our United Methodist Discipline requires that we vote on an item as a church, such as our budget, elected lay leadership, and membership audit, all of our ministry teams, from the Lead Team on down, primarily make decisions by consensus. We discuss the several options of any decision until everyone can agree with the resultant compromise decision. Rather than voting, we still do everything in our power to arrive at a 100% consensus. Even when a team votes, they strive hard for consensus first. Though this process can take longer, it allows for a great majority of 100% "in favor" decisions being made, and when a decision comes to the full church for a required vote, the church knows it has been rigorously discussed before its arrival. Our desire is to make sure we have heard clearly each person's opinion, and to be sure, at the end of the day, that all decisions will be based on the best and most complete information, the fullest reflection and most fervent prayer possible, and still made in a timely and efficient manner.

HOPE CHURCH UMC
Where we've come From; where God Leads

In 1992 Hope Church was chartered as a new United Methodist congregation in Douglassville, Pennsylvania. The core group, led by Rev. Dennis Emrick, who made up this new church start, came from the old Searles United Methodist Church at Beech and Hanover Streets in Pottstown, Pennsylvania. These 40 plus persons had decided to move out of Pottstown and sell the church building to reach the thousands of new folks moving into Eastern Berks County, especially in Exeter and Amity Townships. While a new congregation was deemed important by all for this growing area, Rev. Emrick also hoped to develop a less traditional style of worship in this new church to attract younger families.

The old Searles Building was sold to the Church of God, a primarily African American Congregation who quickly began to fill the old pews with worshippers. While the first Hope service was held at the 1801 Chapel at St. Gabriel's Episcopal Church in Douglassville, along Route 422, Hope quickly moved into rented space at the Olde Swede Office Building on Route 662 at Russell Avenue. Plans were to grow the church at this site and build across Route 662 in the Amity Gardens Development. The church decided to sell its acreage along Route 662 in 1994 and buy more acreage with greater visibility west of Douglassville on the north side of Route 422 at Hill Road.

Rev. Emrick left full time pastoral ministry at this time and Rev. Judy Kehler came to Hope. The land along Route 422 was consecrated to God's service and work began to clear trees and debris for future construction. Unfortunately, mounting debt and a reduced number of attendees left Hope without the ability to pay a full time pastor or for its rented space at the Olde Swede Office Building. In late 1996 a Lay Ministry Team was formed led by Tanya Bracken, Pam Rader, Pam Lloyd, Beth Zerkowski and Lenny Cox and the church decided to move back into the 1801 Chapel which the Episcopalians graciously made available to them.

Rev. Ken DeWalt was appointed to Hope Church in June of 1997. Ken had just come out of a 30 year business career in Lancaster County and was a newly licensed Minister in the United Methodist Church. In fall of 1997 Hope moved again, this time to a spacious African American Seventh Day Adventist Church just east of Douglassville at Pine Forge Academy, an SDA boarding school and conference center.

Hope Church is worshipping today in the first two completed phases of its own worship center west of Douglassville on Route 422. Worship has become fully contemporary, and very lively, and the focus is on seven day a week discipleship through church and home small groups and classes for all ages.

We believe God is leading us toward Phase Three, which will be a 375 seat multi-purpose Gymnasium/Worship Center on the east side of our current building. Beyond that, we seek to be ready to grow as God provides the growth, one person at a time, ever following Hope's mission statement to, *"Make Disciples Who Will Make Disciples for Jesus Christ."*



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

Website: www.HopeChurchAmity.org

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

Become a Member of Hope Church

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

Be a Mission Contact for Hope Church

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

Join a team (open to all)

Only Leaders of Teams are nominated

1. Contact Team Leader

Teams:

Youth Ministry
Children Ministry
Tech Team
Celebration Team
Fellowship Team
Welcome Team
Communication Team

Pastoral Care Ministries Team
Prayer Chain Team

Join a team (need to be nominated)

1. Contact Nomination Team Leader

Teams:

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

Join a class or small group (open to all)

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

Planning to start a Small Group/Class

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

Children and Youth Teams

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

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

Softball Team

1. Contact leader of team

Scheduling a meeting at Hope Church

1. Contact Church Administrator to verify date and room availability

Planning a Church Activity or function

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

Planning a Fundraiser

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

Use of Church Building for non-Hope Church Event

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

Help With Meals

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

1. Contact Church Administrator to complete the requested form.

Request Disbursement or Reimbursement of Funds

"Before spending or ordering anything!"

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

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

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

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

Scripture Reading

1. Contact Pastor to schedule training session

Welcome Host/Greeter

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

Refreshment Hosts

“Provides fellowship snacks on Sunday”

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

Birthdays

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

Helping you to understand what happens with your tithes & offerings

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

Brief Account Description and use:

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

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

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

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

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

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

FUNDRAISING

Fundraising events are permitted for Hope Church's non-budgeted missional needs which enhance the spiritual growth of all persons involved. Fundraising events are to be brought to the Lead Team for approval at each occurrence.

The purpose of the event must be able to state clearly what the money will be used for, how the event will be used to share the love of Jesus Christ and offer information about Hope Church with all who participate in it.

USE OF BUILDING AND GROUNDS

Hope Members and Attendees using for ministry:

Receive an application for building use from the Church Administrator. Fill it out at least six weeks before your event.

Before setting the date for use of any part of the building or grounds, check for your desired location's availability with the Office Administrator, then let the Trustees know of your planned use. Use of the building or grounds must support the Mission Statement of Hope Church: ***"To Make Disciples Who Will Make Disciples for Jesus Christ"***

The building and grounds will be left at the end of each use at least as well kept as when the use began. Any damage to church property that occurs during use will be reported to a member of the Hope Church Trustees immediately.

The group leader must be a regular attendee of Hope Church and will be the only person of the group using the facilities who is authorized to use a key for entry into any building or room used. When the use is completed, the return of the key will signify the conclusion of the Use Agreement. If several groups are meeting in the building, the last group leader out must be sure all lights, electronic equipment and thermostats are returned to their original settings, and all doors must be securely locked.

Any change in the group's use needs will be submitted to the Trustees before the event occurs. Any planned use will take into account Hope Church's desire to maintain the best of relations with all of our neighbors in the area. Excessive noise or other activity that disturbs our neighbors may necessitate the conclusion of the use agreement. Anything affixed to buildings or property must be adhered with easy to clean, removable adhesive materials. No violent acts, abuse of drugs or use of alcohol is permitted anywhere on the grounds. No smoking is permitted in any enclosed building on the grounds. Youth and children involved in any use must follow the Hope Church Safe Sanctuary Policy (Guidelines for adult to minor ratio: 1 adult to 2 infants to 2 years old. 1 adult to 5 children to 5 years old. 1 adult to 7 children to 10. 1 adult to 10 children 11 to 18 years old). **No children may be left unattended.**

NON-Hope Church attendees, or Hope Church persons who desire to use part of the grounds for non- ministry or personal needs:

Please follow all of the expectations shared above.

Receive an application for building use from the Church Administrator. Fill it out at least six weeks before your event and give it to a Trustee, (see the Trustee Team List in the directory), to be considered at their next meeting.

There is no charge for Hope attendees or members to use the building and grounds however you may elect to receive a Love Offering from your event attendees to help defray the church's cost of maintaining the property.