

**How We Can
Help You Care
for Your People**

August 2011

HOW WE CAN HELP YOU CARE FOR YOUR PEOPLE

Thank you for serving in your ministry. These guidelines are prepared for your convenience in serving. If you have any questions, please call Karen Deason, Administrator's Assistant, at 816-781-5959, ext. 244.

Connection Articles

1. The deadline for turning in articles is 5 p.m. on Thursday the week before you want it to be published. Please e-mail them to your staff ministry assistant for inclusion in the *Connection* before this date. You may contact Stacey Hamby, Stacey@pleasantvalley.org with any questions at 816-781-5959, ext. 309.
2. All articles are subject to editing and will be printed based on space availability.

Child Care for Activities and Children/Youth Volunteers

1. All individuals who serve in ministries with children or youth are required to complete an application to work with children.
2. Workers with children and youth should at no time be alone with children or youth. Two workers should always be present. An older teenager may work with an adult.
3. This policy applies to any event, including small group activities that provide child care.

Scheduling Activities

1. To help us have adequate HVAC coverage and your room(s) prepared, please schedule your activities on the church calendar. You may contact your ministry assistant or call Event Coordinator Deborah Cross in the church office at 816-781-5959 ext. 225.
2. Large rooms available for fellowship activities are the connection café, west wing, student center and B307-309. The student recreation area is for student ministry hosted activities and for adults-only fellowships.
3. Rooms for child care for any activity may be reserved as well. Please note that workers still need to have completed the children/youth workers application and at least two workers per room must be present. Contact Carol Graves at ext. 312 for room assignment.
4. **Please do not use any red-colored beverages** as the red stains are hard to remove from the carpet. If you have any food left over, please do not leave it in the refrigerator.
5. At no time may appliances be used to grill or fry food including in kitchen areas. Use of small electrical and/or food preparation appliances for other purposes in areas other than the kitchen is not permitted during regular organizational meeting times. Any special occasions requiring such use must be approved in advance by the Director of Operations Cliff Harper.
6. To help us have the paper good needs available for your event, please let your ministry assistant or Deborah Cross know when reserving your room. The church will provide paper goods for up to 50 people.
7. Tables and chairs for a church-sponsored activity may be borrowed from the church based upon availability. Make arrangements with Custodial Manager Denise Williams, 816-781-5959, ext. 270, to pick them up and return them.
8. Groups of 10 or more people may reserve a shuttle through your ministry assistant or Deborah Cross. Only approved drivers who are listed on the church insurance schedule may drive the vehicle. A shuttle information packet provides information on cost for use of a shuttle and a list of approved drivers. It is available in the church office.
9. Signs may be put up to direct people to your event but we ask that when your event is over you take down your signs. You may use one of our sign holders (if available) or adhere them to the wall or door if you use "restickable" glue sticks only.

- When using one of the kitchens, please be sure you have washed and dried all dishes, put everything away and washed off the cabinet tops and any floor spills so that the room is clean for the next group.

Gym

- The gym may be reserved for a group event but all activities must be concluded by 9 p.m.
- The gym is available for reservation on the following days/times:

Monday	8:00 a.m. to 9:00 p.m.
Tuesday and Thursday	5:00 p.m. to 9:00 p.m.
Wednesday and Friday	8:00 a.m. to 4:00 p.m.
Saturday	8:00 a.m. to 4:00 p.m.
Sunday	1:00 p.m. to 8:00 p.m.

Walking Track Hours

Monday – Friday	7:00 a.m. to 9:00 p.m.
Saturday	7:00 a.m. to 5:00 p.m.
Sunday	1:00 p.m. to 8:00 p.m.

Student Recreation/Cafe Area

- The area is reserved for the Student Ministry on the following days/times:

Wednesdays	noon to 10 p.m.
Saturdays	2 p.m. to 10 p.m.
Sundays	8 a.m. to 5:30 p.m.
- PVBC adult small groups may reserve the room for “adults only” fellowships. Use is reserved as any other area by scheduling the activity on the church calendar.

Assistant Contact Information:

- Office and ministry assistants will be happy to help with any copying needs you may have.
- You may also come in to the church office through the week and use the copier yourself. Copiers are available in Room A130 and the Third Floor Conference Room so that you will be close to the location of your materials.

Office Staff

Lindy Sheets
 Vicki Hostin
 Karen Deason

 Betty Flowers

 Chad Melton
 Pat Raines

 Sharon Jones
 Brenda Maynard
 Debbie Collin
 Michele Moody
 Carol McClure

 Cheryl Leach
 Deborah Cross
 Angie Watts
 Evevon Power

 Susan Popplewell
 Linda Rouse

Ministry Area

Lead Pastor
 Worship & the Arts Department
 Hospitality Team, Bookstore, Library, Kitchen Team, Coffee Team,
 Serving with Style and Office Supplies
 Adult Education – Community Groups, Men’s and Women’s Ministry,
 Senior Adults, Singles and College
 Discover Your Design, Background Checks and Leadership Summit
 Family Counseling, Marriage Ministry,
 Parenting/Marriage/Engagement Classes and Benevolence
 Support Groups, Hospital Ministry and Funeral Dinners
 Life Student Ministries (Grades 7-12)
 Outreach, Evangelism, Missions and Local Community Partnerships
 Upward Sports
 Nursery, Preschool, Cross Street (Grades K-5), GAP (Grade 6) and
 AWANA
 Purchase Orders and Contributions
 Schedule Weddings, Rooms, Activities and Outside Events
 Connection articles, Communications
 CD/Connection mailing, Prayer Requests, *PV Classifieds*, Lost and
 Found
 Assimilation, Membership and Baptism
 Bulk-mailing, Care Force Team, Garden Ministry Team, Landscaping
 Team, Lawn and Turf Care Team, Paint Team, Preventative

Larry Brown

Maintenance Team, Snow Removal Team, WIT Team, Shuttle
Reservations and Properties
Database Technician, address or name changes

Mailings

1. The office will be happy to help you with your bulk-mailing (200 pieces or more). Please allow three weeks for delivery. Make scheduling arrangements through Linda Rouse in the church office at 781-5959 ext. 208.
2. If you will be using a large amount of PV stationary and/or envelopes, please notify Karen Deason in the church office at 781-5959 ext. 244.
3. For less than 200 pieces, please bundle your mail and identify your organization and the number of pieces and the office will be glad to mail them.

Reserving VCRs, DVDs and Kitchen Equipment and Supplies

1. You may reserve these when scheduling your event with your ministry assistant or by calling Deborah Cross in the church office.

Obtaining Computer Services

1. You may request a complete class list with names, addresses and phone numbers, class birthday lists or printed class labels for your group by calling your ministry assistant. A list of office staff by ministry area is provided in the previous section.

Collecting Monies

1. Monies must be collected according to the financial policies of the church. Two people are required to collect and count the money. Then, they complete a Collection of Monies form and sign it. The form and money are to be sealed in a plastic bank bag and the bag is to be labeled with organization's name. This collection should be dropped immediately in the deposit door on the wall by the large copier in the main office work room. Forms and bags are available in the church office.
2. Adult small groups may be aware of financial needs and want to help meet those needs. The church encourages you to do so. Please make sure your group is aware of IRS regulations regarding collections to help specific individuals. Contributions designated to specific individuals are not tax deductible and no contribution credit will be given their statements.
3. Some groups and other organizations in the church have established *Helping Hands* funds so that they can collect money from group members to be used as needs arise that the group would like to address. Examples: benevolence to a group member or other needy person, flowers to be sent to someone who is ill or for a death in the family, social events, etc. Because the individual groups have control of how the funds are spent, no contribution credit may be given for *Helping Hands* collections.

Ministry/Event Purchases

If you need to purchase items for your ministry area, please contact your ministry assistant for your specific ministry to ensure compliance with PVBC's financial policies. Also, the church has charge accounts with several area vendors which enable us to take advantage of our tax exempt status, saving the church unnecessary sales tax payments.

Planning Activities for Minors

All activities other than regularly scheduled church activities planned for children under 18 years of age must have written permission of the minors' parents and/or legal guardians. Your ministry assistant will be happy to help you develop a permission form for you to distribute to parents.

Hold Harmless Agreements – When are they required?

Hold Harmless Agreements are required if an activity involves a higher level of risk. Examples would be: projects involving physical labor; mission trips; outings that involve participation in sporting events such as flag football, boating, water or snow skiing, etc.; and overnight trips. The administrative assistant for your area of ministry can develop a form specific to the activity your group or organization is planning.

Car Pooling to Church Activities

1. All drivers/vehicles enlisted to drive must provide evidence of insurance for at least the minimum required by state law.
2. Drivers must be at least 21 years of age.
3. All state laws, including use of seat belts, should be strictly observed.
4. Please do not use 15-passenger vans unless the driver has passed the certification for 15-passenger van driver safety.

Reporting Injuries

1. All injuries on or off the church campus should be reported to the administrator. The member in charge of the activity should complete the form “Report of Injury” which is available in the church office.
2. Information needed is as follows:
 - a. Name of injured person, birth date, address, phone number
 - b. If injured person is a minor, parents’ or legal guardians’ names, address, phone number
 - c. Summary of how accident happened, location of accident and date and time of accident
 - d. Names and phone numbers of eyewitnesses.

CPR and First Aid Training

The church offers CPR and first aid training at least annually to leaders, paid or volunteer.

Caring for the Church Facilities

Everyone is encouraged to help care for the facilities so that they honor God and that they are ready for each activity. Since most rooms are used throughout the week by a number of groups or organizations, please clean up materials and refreshments/kitchen supplies when your activity has concluded. Unused kitchen supplies should be returned to the nearest kitchen. Any equipment, such as coffee pots or water pitchers, taken from a kitchen should be returned to the kitchen.