

NEW LIFE CHURCH MANUAL 2011

New Life
United Pentecostal Church
of Austin, Inc.

4001 Adelphi Lane
Austin, Texas 78727 U.S.A.

Office Telephone: 512.832.5433
Hall Telephone: 512.832.7862
Fax: 512.832.9108
Email: office@newlifeupc.org
Website: www.newlifeupc.org

Copyright 2011 New Life United Pentecostal Church of Austin, Inc.

CONTENTS

Use of This Manual	5
Vision and Goals	6
Organization	8
Articles of Faith	9
Articles of Incorporation with Notes	10
Affiliation.....	12
Bylaws.....	13
Organizational Overview	17
Organizational Flow Chart.....	18
Staff.....	19
Care Group Leaders	21
Daughter Works	22
Policies and Procedures	23
Building Rules	24
Child Abuse: See the Counseling and Guidance Policy and the Sunday School and Children’s Ministry Policy.	
Compensation Policies.....	26
Conference and Special Meeting Guidelines	27
Counseling and Guidance Policy	30
Daughter Work Policy	31
Expense Reimbursement Policy	33
Fundraiser Lunch Policy	34
Guidelines for Leadership and Public Ministry	35
Gymnasium Use Policy.....	36
Key and Alarm Policy.....	37
Kitchen Policy.....	38
Leadership Team Basics	39
Nursery Policy	42
Sexual Harassment Policy (see also Counseling and Guidance Policy).....	43
Sunday School and Children’s Ministry Policy.....	44
Telephone Policy	45
Transportation Policy.....	46
Vehicle Policy.....	47
Visitor Follow-up.....	48
Wedding Guidelines for Members.....	50
Wedding Guidelines for Nonmembers	51
Youth Guidelines	53
Youth Policy	55
Job Descriptions	56
Assistant Care Group Leaders	57
Associate Pastor	58
Care Group Director	60
Care Group Leader.....	61
Children’s Church Coordinator.....	62

Children’s Director	63
Choir Members and Musicians	64
Church Board Member	65
Cleaning Coordinator.....	66
Cleaning Assistant	67
Discipleship Director	68
Family Ministry Directors.....	69
Home Bible Study Coordinator	70
Hosts and Hostesses.....	71
Jail Ministry Coordinator.....	72
Jail Ministry Worker	73
Ladies’ Director	74
Maintenance Coordinator.....	75
Men’s Director	77
Music Director	78
Nursing Home Ministry Coordinator.....	79
Nursing Home Ministry Worker.....	80
Outreach Director.....	81
Pastoral Assistant	82
Prayer Coordinator.....	83
Receptionist.....	84
Secretary, Office	85
Secretary-Treasurer.....	87
Service Coordinator	88
Singles Director	89
Sound Ministry Coordinator	90
Special Assistant to the Pastor	91
Sunday School Director	92
Ushers	93
Youth Committee President.....	95
Youth Committee Vice President	96
Youth Committee Secretary.....	97
Youth Committee Treasurer	98
Youth Director	99
Forms	100
Change of Address or Telephone.....	101
Children and Youth Worker Application.....	102
Children’s Activity Consent Form.....	104
Departmental Quarterly Report.....	105
Fundraiser Report.....	106
Leader’s Annual Evaluation Form.....	107
Media Order Form	108
Membership Application	109
Offering Report.....	110
Outreach Report	111
Purchase Requisition.....	112

Service Form.....113
Youth Activities Consent Form114