



**Living Hope Community Church  
Ministry Manual  
2016**

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## I. Organization

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### A. The History

In 1993, Good Stewards Church (GSC) invited Pastor Steve Chang to begin a ministry tailored to second-generation Koreans as well as those residing in the multi-ethnic communities surrounding Rowland Heights. Thus, the concept of Good Stewards Community Church (GSCC) was born and Steve, along with four others—two of them being his wife, Hannah, and his daughter, Christine—started a Bible Study in July of 1993. On October 24, 1993, GSCC was officially dedicated.

Our present name Living Hope Community Church was adopted in 1996 and our church became financially viable and independent. It was then that our affiliation with GSC transitioned into an interdependent relationship. In March of 2001, GSC built and moved into a permanent facility while Living Hope continued to worship at Rowland Elementary School.

In May of 2002, Living Hope became fully independent by acquiring an office. Living Hope Community Church of Walnut Valley exists for the purpose of being a “home to call home” to the unchurched and the previously churched.

In 2010, Living Hope purchased a property in Brea. Worship began on the new property in March of 2012. It is here that we now call home.

### B. Purpose

The purpose of Living Hope Community explains why does it exist? Jesus Christ shared two critical passages to help us to understand the main purposes of the church.

The Great Commandments tells us, “. . . You shall love the Lord your God with all your heart, and with all your soul, and with all your mind. . . . You shall love your neighbor as yourself.” (Matthew 22:37-40)

The Great Commission tells us, “Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age.” (Matthew 28:19-20)

From the above two passages, we can derive the general purpose of the church and how it aligns with the purposes of Living Hope Community Church.

- a) WORSHIP – Love God
- b) CONNECT – Love others
- c) LEARN – Teaching them to obey
- d) SERVE – Make disciples

### C. The Vision/Mission

Our church vision is to be “**a church to call home**” for a new generation.

The distinct mission of Living Hope Community Church is to “**Challenge a new generation to become committed followers of Jesus Christ.**”

### D. Values

Living Hope’s personality and goals are communicated through our core values. At Living Hope, in fact, you can belong to a home-church where you can . . .

**1. WORSHIP within a young dynamic community**

We believe that our God-given task is to reach a younger generation for Jesus Christ. Because we desire to worship within an exciting and dynamic community of believers, Living Hope has intentionally designed its ministry to effectively serve those who are college-age, starting a career, or raising families. Please remember that Living Hope Community Church is neither an ethnic church nor a *multi-ethnic* church. Our church will minister to whomever God brings our way.

**2. RECEIVE relevant biblical truth**

We believe that the Bible is true and relevant yesterday and today. Not surprisingly, one of our goals is to instruct our members in the Scriptures. In fact, the pastors and leaders of Living Hope are committed to honoring the Word of God through expository preaching, inductive Bible Studies, and other instructions characterized by biblical accuracy and life relevance.

**3. CONNECT through genuine friendships**

We believe that God works through relationships. Living Hope values long-term friendships because it is often through genuine relationships that people's inner needs are met and inner lives are changed. For example, your commitment to the Living Hope family through membership and small groups can lead to spiritual growth and maturity. At Living Hope, we believe that every person should be involved in a vital small group community in the Cell Group.

**4. IMPACT the world around you**

We believe that God will raise churches that impact the world. God undoubtedly desires for His children to reach out to the people in their own community. As salt and light of the community, every church needs to stand and distinguish itself as an ambassador to the unchurched. We pray that God would allow Living Hope Community Church to be a local church with that mindset.

**5. GO to the world you do not see**

We believe that God's vision for Living Hope is to serve those outside the church. It is our desire that every member experience world mission.

**6. RAISE a godly generation**

We believe that legacy is built by reaching inter-generations. It is our sincere desire to accomplish all of the above not only for the adults, but also for the children. Although we still continue to grow in this area, our goal is to minister to the entire family.

**E. The Doctrines**

The core of any church is defined by what they hold to be true. This is the doctrine of a church. It would be foolish for one to commit their time, talents, and money to a church that believes and propagates a set of doctrines that one cannot whole-heartedly support. Thus, it is vital that you understand where our church stands doctrinally.

Living Hope is a NON-DENOMINATIONAL EVANGELICAL church. Our church is not very different from many conservative evangelical churches; however, it would be of benefit if you read the doctrines and address any issues and/or concerns.

**F. The Bylaws**

The bylaws are the legal document that guides our church. It sets forth guidelines on how we make decisions and organize ourselves. As a family member of the church, there are times when it will be extremely important for you to know the content of the bylaws.

## II. 2016 Overview

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### A. Goals for 2016

#### 1. Theme: Let Us Pray

2. **Goals:** Create a heart and habit of prayer within the Living Hope culture.

#### 3. Strategy:

- Monthly Prayer Chapel
- Early Morning Prayer
- Sunday Intercessory Prayer

### B. Personnel for 2016

#### 1. Elder Board

- Steve Chang – Senior Pastor, Chairman of the Elder Board
- Andrew Song – Finance Ministry Lead
- Dooroo Park – Christian Education Director
- Sam Lee – Building Ministry Lead, Secretary of the Elder Board
- Sam Yeo – LHCP President

#### 2. Deacon Board

- Alejandra Park – Finance Ministry Co-Lead
- Andrew Park – Audio-Visual-Lighting Ministry Lead
- Andrew Wang – LHCP Leadership
- Bin Kim – Prayer Ministry Co-Lead
- Christine Lee – LHCP Leadership
- Connie Kim – Events Ministry Lead
- Daniel S. Lee – Facility Management Ministry Co-Lead
- David M. Kim – Ministry Coordinator Lead
- Hea-Jin Yoon – Deacon Board Assistant Lead
- Helen Chang – TBD
- Irene Yim – Choir Director
- James Park – Membership Ministry Lead
- Janet Hwang – Women’s Ministry Co-Lead
- Jay Do – Welcoming Ministry Co-Lead
- Jennie Huh – Kingdom Kids Toddlers Ministry Co-Director
- Jimmy Diep – Prayer Ministry Co-Lead
- John Choe – Worship Support
- John Chung – Deacon Board Chair
- John Kim – Hospitality-Special Events Luncheons Co-Lead
- Joseph Kwon – Communications & Information Systems Ministry Co-Lead
- Josh Lee – Prime Ministry Leadership
- Judy Hwang – Prime Ministry Leadership
- Julie Pak – Kingdom Kids Preschool Ministry & VBS Director
- Kirstin Kim – Kingdom Kids Toddlers Ministry Co-Director
- Lillian Diep – Facility Design Ministry Co-Lead
- Paul Yoon – Hospitality Ministry Lead
- Sally Lee – Facility Design Ministry Co-Lead
- Sinae Kim – Social Media Lead
- Tom Kim – Welcoming Ministry Co-Lead
- Ula Chang – Member Care Ministry
- Yoonie Chung – Finance Ministry Co-Lead
- Young Huh – Facility Management Ministry Co-Lead

### **3. Deacons-in-Training**

- Chris Theo – Prime Ministry Leadership
- Daniel Han – Kingdom Kids Club Coordinator
- Daniel Kwon – Kingdom Kids Quest Co-Lead
- David “Slim” Kim – Teaching Ministry Assistant
- Doris Lee – Hospitality-Lunch Break Lead
- EJ Park – Kingdom Kids Nursery Ministry Co-Director
- Julie Kim – Kingdom Kids Quest Ministry CO-Lead
- Mark Lee – Hospitality-Special Events Luncheons Co-Lead
- Peter Chang – TBD
- Tommy Pak – Graphic Arts Ministry Lead

### **4. Pastoral Staff**

- Ben Clement – Associate Worship Director
- Chris Chi – Family Life Pastor
- Chris Li – Director of Student Ministries (Catapult)
- Min Song Lee – Children’s Director (Kingdom Kids Club)
- Nina Yi – Missions Administrator
- Robby Jung – Worship Director
- Steve Bang Lee – Director of College Ministries (Route-28) | Teaching Ministry
- Steve Chang – Senior Pastor | HomeBuilders | Cell Groups

### **5. Support Staff**

- Esther Do – Administrator
- Grace Bae – Site Administrator
- Nina Yi – Missions Administrator

### **6. Other Ministry Leads**

- Beth Kwon – Women’s Ministry Co-Lead
- Brian Te & Jason Min – Sports Ministry Co-Leads
- Cindy Kim – Events Ministry
- Dan Choi – Communications & Information Systems Ministry Co-Lead
- David Park – Missions Board Lead
- Esther Lee & Joan Cho – Kingdom Kids Explorers Ministry Co-Directors
- Gil Kim – Christian Education Administration Co-Lead
- James Yang – Evangelism Response Ministry Lead
- Michael Zhu – Media Arts-Photography Ministry Lead
- Sonya Choe – Kingdom Kids Nursery Ministry Co-Director
- Stephen Hong – Missions Committee Lead

### **C. Major Events for 2016**

- Passion Week & Good Friday Service (March 21-25, Mon-Fri)
- Easter Sunday (March 27, Sun)
- STEP (June-July)
- Vacation Bible School (July 11-14, Mon-Thur)
- Family Camp 2016 (Aug 12-14, Fri-Sun)
- Anniversary Sunday (October 23, Sun)
- GO (Global Outreach) (TBD)
- Festafall (October 31, Mon)
- Thanksgiving and Friend’s Day (November 20, Sun)
- Kingdom Kids Musical (TBD - Dec)
- Christmas Eve Service (December 24, Sat)
- New Year’s Eve Service (December 31, Sat)
- End of the Year Elections, Budget, & Survey (November – December)



**D. Other Events**

- PR1ME Retreat (January 15-17, Fri-Sun) | PR1ME Ministry
- Shepherd's Training Workshop (January 30, Sat) | Cell Group Ministry
- Route-28 Winter Retreat (February 5-7, Fri-Sun) | Route-28 Ministry
- Catapult Winter Retreat (February 12-15, Fri-Mon) | Catapult Ministry
- UNDIVIDED: Shane and Shane Concert & Worship (March 18, Fri) | CPR (Catapult, PR1ME, R28)
- 3 on 3 Basketball Tournament (April 3, Sat) | Missions Committee & Sports Ministry
- SOLA Conference (April 15-16, Fri-Sat) | Route-28 Ministry
- Love Brea Project (April 30, Sat)
- Golf Tournament – STEP Fundraiser (April 30, Sat)
- Marriage Seminar with Erik & Donna Thoennes (May 14, Sat)
- CE Appreciation Banquet (June 5, Sun)
- CE Graduation (June 26, Sun) | CE Department & Pastoral Staff

**E. Regular Events**

- Communion (Monthly, 1<sup>st</sup> Sun)
- Lunch Break (Monthly, 1<sup>st</sup> Sun)
- Missions Focus (Monthly, 2<sup>nd</sup> Sun)
- Newcomers Luncheon (Monthly, 2<sup>nd</sup> Sun)
- Family Worship (Monthly, last Sun)
- Neighbor's Pantry (monthly, on 1<sup>st</sup> and 3<sup>rd</sup> Sat)
- Baby Dedications (March 20, July 17, November 27) | Pastoral Staff
- Baptism Service (March 27, June 21, July 31, November 20) | Pastoral Staff & Worship Support
- Membership Ceremony (February 28, May, August, November) | Membership & Teaching Ministries

**F. Regular Meetings & Events**

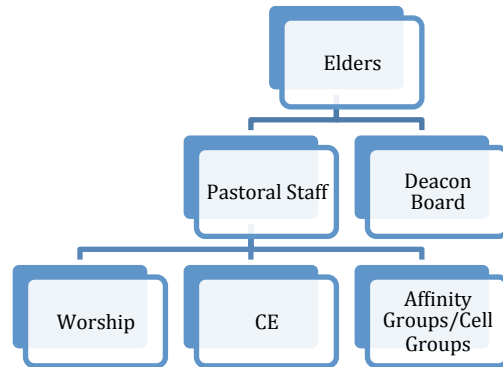
- Early Morning Prayer (Every Sat, 6:30-7:30AM)
- Prayer Chapel (2<sup>nd</sup> Tuesday of the month, 8PM)
- Pastoral Staff Meetings (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month, 7:00-9:30PM)
- Elders Meetings (monthly, on 2<sup>nd</sup> Tuesday of the month, 7:00-10:00PM)
- Shepherds Meetings (monthly, on 4<sup>th</sup> Tuesday of the month, 7:00-9:30PM)
- Cell Groups (Spring, Summer, Fall)
- All Servant's Meeting (January 23, May 14, September 10; Saturdays 6:30-9:30AM)

### III. Functional Organizational Structure

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Overall, Living Hope operates under the following structure. The elder board is ultimately responsible for carrying out the mandate and mission of the church. The elder board, in turn, entrusts ministries to three broad groups of servants: pastoral staff, deacon board, shepherds, and the elders themselves.

In addition, the congregation affirms the leadership of the elders and deacons. The congregation also has final voting power over such issues as budget approval, major property purchase, changing of bylaws or articles of corporation and hiring/firing of senior pastor.



#### A. Coordinated from the Elder Board

The elder board shall provide overall leadership to the church. Though individual elders may lead specific ministries that may not necessarily have to be led from the elder chair, the elders shall have the following responsibilities.

##### 1. Leadership (Steve Chang)

- Personnel (Steve Chang)
- Leadership (Steve Chang)

##### 2. Finance (Andrew Song)

- Finance Ministry (Alejandra Park, Yoonie Chung)

##### 3. Development (Samuel Lee)

- Building Committee (Samuel Lee)

##### 4. Outreach (David Park)

- International Outreach (David Park)
  - Mission Board (David Park)
  - Missions Committee (Stephen Hong)
- Community Outreach (Sam Yeo, Andrew Wang, Christine Lee)
- Evangelism Response (James Yang)

#### B. Coordinated from the Pastoral Staff

##### 1. Affinity Groups

- Cell Group Ministry (Pastor Steve Chang)
- HomeBuilders Ministry (Steve Chang)
- Prime Ministry (TBD)
- Route-28 Ministry (Steve Bang Lee)

## **2. Teaching Ministry**

- Preaching (Steve Chang)
- Teaching Ministry (Steve Bang Lee)

## **3. Christian Education (Doro Park)**

- Catapult Ministry (Chris Li)
- Kingdom Kids Club (Min Song Lee, Chris Chi)
- Kingdom Kids Preschool Ministry (Julie Pak)
- Kingdom Kids Toddlers Ministry (Jennie Huh, Kirstin Kim)
- Kingdom Kids Explorers Ministry (Esther Lee, Joan Cho)
- Kingdom Kids Nursery Ministry (EJ Park, Sonya Cho)
- Kingdom Kids Quest Ministry (Julie Kim, Daniel Kwon)

## **4. Worship (Robby Jung)**

- Worship Ministry (Robby Jung)
- Audio-Visual-Lighting (Andrew Park)
- Choir (Irene Yim)
- Intercession Prayer (Jimmy Diep, Bin Kim)
- Worship Prayer (TBD)
- Worship Support (John Choe)

## **5. Membership/Welcoming (Pastor Steve Chang)**

- Welcoming Ministry (Jay Do, Tom Kim)
- Membership Ministry (James Park)
- Member Care (Ula Chang)
- Wedding & Events (Grace Bae)
- Events Coordinator (Connie Kim)

## **6. Administration**

- Administration-Church (Esther Do)
- Administration-Missions (Nina Yi)
- Administration-Office (Esther Do)
- Administration-Site (Grace Bae)
- Facility Maintenance (Esther Do)
- Facility Management (Young Huh)
- Transportation (Steve Bang Lee)

## **C. Coordinated from the Deacon Board**

The deacon board shall serve and support the church. They are not a decision making group, but they ensure that the church runs properly. The deacon board shall be responsible for the following large portions of the church.

The deacon board and its listed ministries shall be led by:

- Deacon Board Chairman: John Chung
- Deacon Board Assistant Lead: Hea-Jin Yoon

The following are the ministries

- Communications & Information Systems (Joseph Kwon & Dan Choi)
  - Media Arts - Photography (Michael Zhu)
  - Media Arts - Videography (TBD)
  - Social Media (Sinae Kim)
  - Website (Joseph Kwon)
  - Technology & Strategy (Dan Choi, Joe Kwon)
- Events Ministry (Connie Kim)
- Facility Design (Sally Lee, Lillian Diep)

- Facility Management (Young Huh, Daniel Lee)
- Hospitality Ministry (Paul Yoon, Mark Lee, John Kim, Doris Lee)
- Men's Ministry (TBD)
- Sports & Recreation (Brian Te, Jason Min)
- Women's Ministry (Janet Hwang, Beth Kwon)

## IV. Ministry Descriptions

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### 1. Administration - Church (Esther Do)

#### a) Description/Responsibilities:

- Prepare and print Sunday bulletins.
- Assist in preparing Sunday PowerPoint Presentations.
- Manage information on the church's website.
- Coordinate room reservations.
- Send mass communications to the church.
- Maintain the church's main database.
- Update and print directory once a year in December.
- Organize and maintain all records to be kept (Sunday bulletins, meeting notes, official records).
- Execute all congregational votes.
- Organize and maintain all legal documents to be kept updated (e.g. statement of officers, bylaws, articles of incorporation, etc.)
- Follow through on all church affiliations, memberships, etc.

#### b) Goals for 2016

- To support the staff of LHCC and provide services to the ministries and people of LHCC by promoting efficiency and seamless functioning in the life of our church & worship of our Lord.

### 2. Administration - Office (Esther Do)

#### a) Description/Responsibilities:

- Oversee office hours.
- Ensure the proper functioning of the copy machines and maintain supplies.
- Ensure that the office is well organized.
- Order and maintain office supplies.
- Oversee office technology and data back up.

#### b) Goals for 2016

- To maintain the efficient and smooth operations of the church office and copy room.

### 3. Audio/Visual/Lighting (Andrew Park)

#### a) Description/Responsibilities

- Audio/Visual/Lighting (AVL) ministry provides audio, visual and lighting capabilities for ministries to enable their message to be communicated effectively.
- Responsibilities include:
  - Provide AVL support at all Sunday services
  - Provide AVL support during special services on a case by case basis such as Good Friday Service, Passion Week, Christmas Eve Service, New Year's Eve Service, and Family Camp
  - Manage implementation and maintenance of AVL capabilities
  - Continually develop AVL strategies and plans in support of ministries in the church

#### b) Goals for 2016

- N/A

### 4. Building Committee (Samuel Lee)

#### a) Description/Responsibilities

- Oversee the renovation of property.

- Oversee all of the legal and financial management of property.
- b) Goals for 2016
- Complete approved list of enhancements to the facility based on available budget.

## 5. Catapult (Chris Li)

- a) Description/Responsibilities:
- Catapult is a ministry of Living Hope Community Church that aims to reach Jr. High and High School students in the gospel and make them disciple-makers.
  - Responsibilities include:
    - Leadership and teaching for Catapult.
    - Shepherd, counsel and train staff.
    - Develop a system for the youth to know the gospel and to live the gospel.
    - Budget
- b) Goals for 2016
- Spiritual Disciplines: Reading, praying, learning, serving and walking with God.
  - Be Discipled: Seeking and submitting to Scripture together and being plugged into Cell Groups.
  - Make Disciples: Disciples make Disciples of all nations.

## 6. Cell Groups (Pastor Steve Chang)

- a) Description:
- To give church members opportunity to connect and equip & encourage the shepherds.
  - We desire every post college-age adult (23+) to be a part of a more intimate community. We desire these small group communities to be a place where you eat together, pray together, laugh together, and learn together. It is a place to belong.
- b) Responsibilities:
- Train/equip shepherds to shepherd and teach.
  - Visit cell groups, develop new leaders, Evite for meetings & food
  - Organize regional cell groups for HomeBuilders & Primers.
  - Help coordinate church-wide initiatives through the cell group systems (e.g. Festafall, Thanksgiving lunch, etc.).
- c) Goals for 2016:
- To provide quality training for our shepherds through a training retreat
  - To provide sufficient training materials

## 7. Choir (Irene Yim)

- a) Description/Responsibilities:
- The Living Hope Choir will be involved with Sunday worship services by presenting an anthem on 9 different occasions.
- b) Goals for 2016:
- All choir members are required to be Members of LHCC in order for them to serve in the choir ministry.
  - The choir plans to continue recruiting more members, through personal invitation.

## 8. Christian Education Administration (Dooro Park & Gil Kim)

### a) Description/Responsibilities:

- The GOAL of the Christian Education Department is to create the conditions necessary for the various departments to function and develop into effective ministries that can nurture and equip our youth to be faithful followers of Jesus Christ.

### b) Conditions:

- Safe Environment
- On-going Director Development
- Establish Systems
- Refine the Program Design
- Establish Culture of Communication

### c) Responsibilities Include:

- Quarterly CE meetings & monthly CE communication via email
- CE staff appreciation banquet
- Provide extra support as volunteer for Sunday ministries as needed
- Monitor CE Staff Background Checks program
- Monitor and account for CE dept. attendance
- Provide CE encouragement gifts
- Communicate with Pastor Steve Chang and Elder Board on CE goals, decisions, and concerns

### d) Goal for 2016:

- The CE staff (directors) will develop a stronger sense of organization, support, and meaningful service to the church as they build a more consistent staff of teachers and volunteers needed to carry out their respective ministry goals. In addition, the CE staff will practice good stewardship of their given resources to effectively and efficiently conduct mid-week and Sunday programs.

## 9. Communication & Information Systems Ministry (Joseph Kwon & Dan Choi)

### a) Description/Responsibilities:

- Provide oversight and establish structure and leadership for Information Technology, Social Media, and Website Support Ministries
- Implement key IT infrastructure upgrade and enhancement projects in support of church ministries.

### b) Goal for 2016:

- Complete Wireless network upgrade from 2015. If approved, implement a proof-of-concept Digital Signage solution. If approved, implement a church management software solution for all ministry areas. Continue to develop 3-year plan for technology roadmap.

## 10. Evangelism Response (James Yang)

### a) Description/Responsibilities:

- To continue to mobilize our church to grow a heart for outreach and create opportunities and avenues in which they can share the gospel to those who are lost.
- Responsibilities include:
  - Coordinate Friends Day twice a year (Easter, Thanksgiving)
  - Coordinate with other ministries when necessary (e.g. Festafall, VBS, etc.)
  - Provide awareness for church of the spiritual needs of the community and provide practical avenues for the church to serve in this way.
  - To build people up to be like-minded for local outreach.
  - Raise awareness of the effectiveness of gospel tract distribution

- Coordinate with Teaching Ministry to equip the church in having effective bad news/good news conversations with friends, families, co-workers and strangers so that the gospel might be more widely disseminated, sins forgiven and souls saved from hell.

b) Goals/Prayer for 2016:

- Preach the gospel and God willing see lives saved: My prayer is that the gospel (sin, judgment and the need for a savior) be presented to as many friends, family and strangers as possible so that non-Christians can have an opportunity to reject or accept the offer of reconciliation with God that comes through Christ. With that, the more earnest prayer would be to see lives saved from hell but even if we know of no conversions, to be content knowing that our duty is to present the gospel, God does the saving.
- My prayer through this ministry is also to enable all Christians at Living Hope Community Church to know how to present a saving gospel to others and to encourage them to share the gospel with others. My prayer is that they might know the joy, benefits and privilege of sharing the glorious gospel of our Lord Jesus Christ; the duty of sharing the gospel in whatever context that they find themselves; and the ethics of sharing the gospel.
- For the non-Christians who happen to be present in our church, I hope that through this ministry they may understand and be confronted with the gospel so that they may come to know and trust in the Lord Jesus Christ.

## 11. Events (Connie Kim)

a) Description/Responsibilities:

- Plan and coordinate designated church events for 2016 (Family Camp)

b) Goal for 2016:

- Provide organizational support and event planning support for specifically designated events within the church for 2016, specifically Family Camp. Family Camp will be coordinated in collaboration with PRIME ministry.

## 12. Facility Design (Sally Lee & Lillian Diep)

a) Description/Responsibilities:

- Interior Decorating
- Decorating for special occasions
- Furniture purchase and coordination
- Storage enforcement
- Signage coordination

b) Goals for 2016:

- Help other departments to furnish their rooms.
- Organize the storage areas.
- Create a welcoming environment for the Main Hall.

## 13. Facility Maintenance (Esther Do)

a) Description/Responsibilities:

- Ensure that the day-to-day management of the facility is met.
- Responsibilities include:
  - Oversee the cleanliness and the proper functioning of the facility inside and out.
  - Administrate all utilities.
  - Be the primary keeper of keys.
  - Order supplies for cleaning and restroom needs.
  - Oversee the church vendors.



- Address & facilitate necessary repairs.
- b) Goals for 2016:
  - Foster greater organization and communication within Facility Management Maintenance vendors and staff to provide a well-maintained church facility.
  - Do forward planning to ensure that the facility is functioning at it's most cost-effective and efficient way.

**14. Facility Management (Young Huh & Daniel Lee)**

- a) Description/Responsibilities:
  - Open and Close on Sundays & Special Services
  - Cleaning on Sundays & Special Services (including trash & restrooms)
  - Restock restrooms for Sundays & Special Services
  - Set up tables & chairs for Sundays & Special Services & return them at the end of the event
- b) Goals for 2016:
  - N/A

**15. Finance (Alejandra Park, Yoonie Chung, Andrew Song, & Ernie Cho)**

- a) Description/Responsibilities:
  - Accurately and timely prepare the church finances including expenses, recording and analysis.
  - Responsibilities include:
    - Count, record, and deposit all offering.
    - Keep books.
    - Process payroll.
    - Send tax receipts to giver at end of the year.
    - File all tax forms.
    - Process CRVs.
    - Pay bills.
- b) Goal for 2016:
  - Find a reliable alternate that can substitute for the two finance chairs in case of an emergency.

**16. HomeBuilders (Steve & Hannah Chang)**

- a) Description/Responsibilities:
  - Help assimilate newlyweds into the HomeBuilders ministry.
  - Follow up on new families to the church.
  - Provide marital or family counseling as needed.
  - Coordinate annual HomeBuilder activities (e.g. prom, marriage conference, etc.)
  - Coordinate Baby Dedications (with the Family Life pastor).
- b) Goals for 2016:
  - Provide marriage and parenting resources through: 1) Marriage seminar or couples retreat and 2) Event for newlyweds

**17. Hospitality (Paul Yoon, Mark Lee, John Kim, & Doris Lee)**

- a) Description/Responsibilities:
  - Provide snacks, refreshments and beverages for church-related events.
  - Responsibilities include:
    - Provide refreshments during all Sunday Services.

- Provide refreshments during all special services including but not limited to Good Friday Service, Christmas Eve Service, New Year's Eve Service and special appreciation events or meetings.
  - Provide supplies for use for all church events by all church ministries.
- b) Goal for 2016:
- Purchase new commercial reach-in refrigerator for upstairs kitchen.
- c) **Hospitality – Special Events Luncheon Ministry (Mark Lee & John Kim)**
- Description/Responsibilities: Special Meals Planning for all church events including Easter Sunday, Anniversary Service and Thanksgiving/Friends Day. The Special Meal Planners this year will be Mark Lee and John Kim.
  - Goal for 2016: Provide very organized luncheons that are delicious and within budget.
- d) **Hospitality – Lunch Break Ministry (Doris Lee)**
- "Lunch Break" leader Doris Lee will plan, prepare and coordinate volunteers for this monthly meal on the 1<sup>st</sup> Sunday.

#### 18. Kingdom Kids Club (Min Song Lee & Chris Chi)

- a) Description/Responsibilities:
- A place where children Kindergarten-6th grade learn about God through Scripture, Events, and Partnership with parents/church.
  - Responsibilities include:
    - Praise, Message & Small group
    - Communicate with parents/church
    - Partner and prayer for families/children
    - Recruit Staff & Train Staff
    - Office hours/Meetings
    - CIA Sundays
    - Curriculum needs
    - Maintain KKC Chapel
    - KKC Events
    - Coordinate guest speakers
- b) Goal for 2016:
- Start a KKC Worship Team that will lead children in K-3rd with song and movement.

#### 19. Kingdom Kids Explorers Ministry (Esther Lee & Joan Cho)

- a) Description/Responsibilities:
- A place where our "pre-toddlers," crawlers to 30 months, are safe to explorer, develop, and learn about God's glory in a supportive and nourishing environment through developmental activities, while parents attend service.
- b) Goals for 2016:
- KK Explorers continues to serve our children who are in transition from nursery to toddlers. We provide a safe, stimulating and loving environment for our little explorers. The children are encouraged to play, sing, dance, and explore with one another through various activities and centers.

## 20. Kingdom Kids Nursery Ministry (EJ Park & Sonya Choe)

### a) Description/Responsibilities:

- Provide nurturing care for babies so that parents could attend 2nd service or serve undistracted. Our goal is to have parents feel comfortable to drop off their child consistently and entrust their child's care to us during service time.
- Responsibilities include:
  - Manage Volunteers
  - Secure, screen, train & schedule volunteers
  - Maintain good ratio of children to volunteers
  - Having a Christ like environment (praying for babies and families, playing Christian music in background and praying before meals)
  - Caring (basic physical needs and praying for) babies during second service time
  - Ensure that the space is safe and clean
  - Notify parents of incidents during service (mainly done by texting)
  - Secure nursery needs for Family Camp
  - Count attendance of babies and volunteers to report to CE wide attendance
  - Communicate with church and parents through conversations and email as needed

### b) Goal for 2016:

- Our overall goal is to provide nurturing care for babies so that parents could attend 2nd service or serve undistracted. Our goal is to encourage parents to attend worship.

## 21. Kingdom Kids Preschool Ministry (Julie Pak)

### a) Description/Responsibilities:

- The Preschool Ministry ministers to children ages 3.5 to PreK. The ministry is committed to teaching children the Bible in a loving and safe environment, in order to help them become committed followers of Christ.
- Responsibilities include:
  - Praise, message, and small group time
  - Special service for Good Friday and Easter, as well as a Christmas Eve program
  - Build relationships with and maintain clear communication with children's families
  - Support, encourage, and train staff members
  - Maintain the Preschool room and ensure a safe, nurturing, and loving environment

### b) Goals for 2016:

- To teach the Word of God using The Gospel Project, focusing on Jesus Christ as the center of every story.
- To equip and encourage the KKPS staff, especially with the addition of new and younger staff.

## 22. Kingdom Kids Quest (Julie Kim & Daniel Kwon)

### a) Description/Responsibilities:

- Kingdom Kids Quest is a children's ministry program offered during the 9:00AM service. One of the primary functions of the ministry is to provide childcare for the children of those serving in various ministries during 2nd service. The ministry is divided into two groups by age.
  - **Quest Explorers** serves 0 to 3 year-olds (still in diapers) and are cared for in the Explorer Room, where the environment and equipment are more appropriate for younger infants and toddlers. HomeBuilders are the primary volunteers/caregivers, with a minimum of two volunteers. Snacks are provided.
  - **Main Quest** serves 3 year-olds (diaper trained) to 6th grade in the Preschool Room with Quest staff and Catapult student volunteers supervising, leading, and interacting with the children. The program includes enrichment opportunities through creative, hands-on

activities such as arts & craft projects, outdoor fun, and playtime with toys/puzzles/building blocks. Healthy morning snacks are provided.

b) Goals for 2016:

- Continue to provide a safe and nurturing environment for children to be dropped off during the 9AM service.
- **Goals for the older group (Main Quest):**
  - Increase number of volunteer staff. Including a minimum of one additional female volunteer
- **Goals for the infant/toddlers (Quest Explorers):**
  - Increase number of HomeBuilder volunteers to a minimum of 4 HomeBuilders per Sunday

**23. Kingdom Kids Toddlers (Jennie Huh & Kirstin Kim)**

a) Description/Responsibilities:

- Serve children from 26 months to 3 ½ years old and to teach basic principles from the bible.
- Responsibilities include:
  - Manage Volunteers
  - Secure, screen, train & schedule volunteers
  - Shepherd children on Sundays
  - Provide structured worship including singing, Bible stories, and teaching
  - Snacks
  - Ensure that the space is safe, clean and healthy environment
  - Discipline children when necessary
  - Screen out sick children
  - Pray for children
  - Administration
  - Count attendance
  - Communicate with church and parents through brochure and optional newsletter
  - Create brochure

b) Goal for 2016:

- Take care of and teach children from 2.5 years to 3.5 years of age basic principals from the Bible.

**24. Living Hope Community Partnership (Sam Yeo)**

a) Description/Responsibilities:

- To address the local physical need in response to the command of Christ to love our neighbors.
- Responsibilities include:
  - Coordinate monthly Neighbor's Pantry.
  - Research LHCP role in community of Brea and surrounding community.
  - Coordinate bimonthly order of food and receive delivery at Southlands Christian School.
  - Plan for, and award, scholarships for 6<sup>th</sup> graders at RES.
  - Plan and coordinate Festafall.

b) Goal for 2016:

- Continued coordination with LA Regional Food Bank to serve community. Spiritual work versus social work.

**25. Media Arts – Photography (Michael Zhu)**

a) Description/Responsibilities:

- The goals of the Media Arts – Photography Ministry is to:
- Keep visual records of the historical moments and people of the church family.
- Help encourage community by keeping visual reminders of the community.

- Communicate visually to future generations and those on the outside of the community that exists at Living Hope.
  - Responsibilities include:
    - Event Photography
    - Studio Photography
- b) Goal for 2016:
- Continue to build the Photography Ministry team and provide photography services to areas of need within the church

## **26. Media Arts - Videography (TBD)**

- a) Description/Responsibilities:
- The goals of the Media Arts – Videography Ministry is to:
  - Help encourage and challenge our community by developing and producing videos that are directed towards Christ and the community around us.
  - To assist in recording historical moments within our church family.
  - Responsibilities include:
    - Recording baptism testimonies.
    - Produce and record mission testimonies.
    - Producing slideshows or marketing/advertisement promotional videos for church or ministry events upon written request.
- b) Goals for 2016:
- N/A

## **27. Member Care (Ula Chang)**

- a) Description/Responsibilities:
- To express sympathy and support in the event of a death of a church member or loss of a member's family member, by sending funeral flowers, condolence cards and/or grief booklets as needed.
- b) Goals for 2016:
- Same as above.

## **28. Membership (James Park)**

- a) Description/Responsibilities:
- Recruit new members
  - Organize new comers luncheon
  - Contacting potential members
  - Run membership process
  - Organize membership classes
  - Membership ceremony
  - Hand out new members gifts
  - Follow up on new members
  - Assimilation to service
- b) Goals for 2016:
- Transition to new leadership
  - Coordinate with Teaching Ministry
  - Re-do Membership Class

## 29. Men's (TBD)

- a) Description/Responsibilities:
- Men's Ministry is designed to provide men opportunities to encourage and challenge one another to become spiritually mature leaders of their homes and church.
- b) Goals for 2016:
- Transition to new ministry lead
  - Create one or two meaningful events

## 30. Ministry Connect (David Michigan Kim)

- a) Description/Responsibilities:
- Ministry Connect seeks to connect members with ministry opportunities. Responsibilities include:
  - Providing volunteer opportunities in ministries of high need,
  - Encouraging members to commit to a ministry
  - Encouraging ministry leaders to recruit staff
  - Providing member profile information to ministry leaders.
- b) Goals for 2016:
- Get staffing levels up for Kingdom Kids ministries. Develop plan on getting non-serving members (as opposed to new members) to serve.

## 31. Mission Board (David Park)

- a) Description/Responsibilities:
- Oversee missions activities and set long term goals
  - Set missions budget
  - Oversee missionaries in the application process as well as service overseas
  - Responsibilities include:
  - Manage outreach budget
  - Set & Oversee mission budget
  - Supervise outreach account
  - Manage missions policy
  - Set missions policy
  - Manage missionaries
  - Evaluate missionaries each term
  - Oversee commissioning process
  - Communicate to church and leadership
  - Communicate with pastoral staff
  - Communicate with mission to church
- b) Goals for 2016:
- Continue above goals with attention to establishing strategic partnerships with associate field staff and other missions organizations.

## 32. Mission Committee (Stephen Hong)

- a) Description/Responsibilities:
- Coordinate mission focus.
  - Execute all short-term mission trips.
  - Care for missionaries on furlough.
  - Care for missionaries on field.

- b) Goals for 2016:
- Continue to provide short-term opportunities through STEP and GO, as well as family mission opportunities
  - Improve missionary care, especially through organized prayer.

### **33. Prayer-Intercessory (Jimmy Diep & Bin Kim)**

- a) Description/Responsibilities:
- Intercession for LHCC, the extended church body and the World-taking place during Sunday Second Service.
  - Responsibilities include:
  - Faithful and continued intercession for the church and others on Sundays
  - Praying for specific prayer requests given to us by the church body
  - To continue to encourage others to join us in intercession
- b) Goal for 2016:
- To set up a church wide prayer list accessible on church web page for greater participation of members in intercessory prayer.

### **34. Prayer-Worship (TBD)**

- a) Description/Responsibilities:
- Organize occasional church-wide prayer meetings with the staff.
  - Organize the Early Morning Prayer meetings including devotional schedule, program and praise.
- b) Goal for 2016:
- N/A

### **35. Preaching (Steve Chang)**

- a) Description/Responsibilities:
- Provide high quality biblical preaching at all Sunday services and special services through speaking or coordinating in-house and outside speakers.
  - Coordinate guest speakers.
- b) Goals for 2016:
- To provide consistent feeding of the Word of God to our congregation.
  - To invite more high caliber speakers (at least six during the year).

### **36. Prime (TBD)**

- a) Description/Responsibilities:
- To help singles connect to the life of the church (cell groups, ministry, etc.)
  - To give singles of LHCC a place to connect
  - To facilitate growth in depth of fellowship.
- b) Goals for 2016:
- To facilitate spiritual growth and deeper relationships in a God-centered community of faith.
  - To create a gospel focused subculture at Living Hope for the singles.
  - To bring in a new pastor for the singles ministry.

### **37. Route-28 (Steve Bang Lee)**

a) Description/Responsibilities:

- R28 exists to impact the college generation by plugging in collegians to the local church while simultaneously sending out collegians to live missionally for the fame of Jesus.

b) Goals for 2016:

- Further solidify the ministry's infrastructure
- Create further funnels for broader influence and reach

### **38. Social Media (Sinae Kim)**

a) Description/Responsibilities:

- To reach out to the LHCC family and beyond through social media to serve as a means for communication and encouragement.
- Responsibilities include:
- Update and maintain LHCC Facebook page.
- Help people feel more connected through consistent updates.
- Handle requests from various ministries to upload content onto LHCC Facebook.

b) Goals for 2016:

- "Church as it happens" - Posts from everyday church activities, not just from major events. This will give more "life" to the LHCC Facebook page, and allow visitors to get a better feel of our church.
- To get volunteers from various ministries (ex: Catapult, R28, Men's Ministry, Sports Ministry, etc) to snap photos from events for upload onto LHCC Facebook.

### **39. Sports & Recreation (Brian Te & Jason Min)**

a) Description/Responsibilities:

- The Sports & Recreation ministry aims to create avenues for relationship building and ultimately fellowship among the life stages of Living Hope Community Church through organized sports and events.
- Responsibilities include: Provide support for participation in softball/football tournaments for men and women. Host and facilitate the 3-on-3 basketball tournament and other sports-related events such as the ping-pong tournament.

b) Goal for 2016:

- To continue to encourage members and attendees to participate in the various sporting events, providing more support for our existing sporting teams, enhance our annual events, and possibly look to hold more events for our church family and community.

### **40. Teaching (Steve Bang Lee)**

a) Description/Responsibilities:

- The vision & mission of the Teaching Ministry is to gain greater clarity in the things of God for greater love and obedience to God (Matthew 28:20).
- The values of the Teaching Ministry are Holistic Discipleship (Aimed to influence the mind, affection, & will) and Excellence in Quality (High quality in all that is done).
- Responsibilities: Spearhead the learning of the church through coordination and mobilization to the classes.



- b) Goals for 2016:
- Restructure to funnel new members and members to attend classes.
  - Evaluate Class Quality & Follow up with subsequent action.
  - Rebrand with a new logo. Create at least 1 promo video.
  - Begin strategizing for how to grow or expand teaching ministry.

#### 41. Transportation (Steve Bang Lee)

- a) Description/Responsibilities:
- Ensure that the van is maintained (i.e. oil change, brakes, etc.), kept clean, registered (i.e. insurance, registration) as needed.
  - Be the primary scheduler for the van.
  - Submit and oversee budget.
- b) Goal for 2016:
- Share in responsibility via delegation.

#### 42. Website (Joseph Kwon)

- a) Description/Responsibilities:
- The Website Ministry is responsible for maintaining an online presence via the church website.
  - To convey church family news, and also as a means of outreach to the neighboring communities.
  - Maintain an online presence through the church website in coordination with the Social Media Ministry.
- b) Goals for 2016:
- Continue improving the website through updates/enhancements to site design/architecture
  - Continue maintaining the site security and uptime
  - Implement more strategic features/content to the website to more effectively be used for ministry

#### 43. Weddings & Events (Grace Bae)

- a) Description/Responsibilities:
- To allow members and non-members the opportunity to host their special private events on Living Hope's campus with the help of a facilities event coordinator.
- b) Goals for 2016:
- Implement more effective ways to ensure staffing for events.
  - Continue to maintain and build inventory of decorative props for clients to use during their functions.

#### 44. Welcoming (Jay Do & Tom Kim)

- a) Description/Responsibilities:
- The mission of Welcoming ministry is to help foster a friendly and worshipful atmosphere for new guests and members of our church. Our motto is "**practice biblical hospitality with genuine love.**" (Romans 12:9-13). Our primary function is to welcome new guests as the first point of contact at our church. In addition, the Welcome Ministry also plays a vital and active role in many aspects of the worship. We prepare the Sunday bulletins, greet guests and members in all entry points, and help collect offering during worship.
  - Responsibilities include:

- Establish an inviting atmosphere for worship as greeters in the main sanctuary for both services
- Provide ushering for seating and collect offering.
- Prepare and pass out bulletins.
- Hold monthly Newcomers Luncheon to guests (2<sup>nd</sup> Sun of every month).
- Follow up on new visitors by sending welcome email, a letter and connecting them to cell groups.

b) Goals for 2016:

- Continue to recruit more volunteers reflective of all affinity groups. Develop leadership for more delegation.
- Focus on the spiritual growth of welcome team by providing (a) training track (b) teachings (c) prayer & encouragement. We want to assist in equipping our team in personal & corporate discipleship.
- Get more strategic with cell groups and cell group leaders in welcoming guests. Have cell group shepherds in rotation to attend meet and greet.
- Have Primers & R28 affinity groups to fully lead few of the welcome responsibilities in upcoming worship service.
- Invite guests to home for lunch Beta Test. After training, we will try invite 2<sup>nd</sup>& 3<sup>rd</sup> time visitors to someone's home to get to know them more closely.
- Upgrade all our Welcoming information (a) welcome folder; (b) welcome wagon; (c) badges; etc
- Launch a Welcoming Ministry blog for internal ministry use to keep all ministry members current with new visitor info

**45. Women's (Janet Hwang & Beth Kwon)**

a) Description/Responsibilities:

- Responsibilities include:
- Retreat – Women's retreat will be held every other year, usually in November
- Education – Periodic seminars equipping women to become committed followers of Christ and focus on women's needs
- Fellowship events – For better connection between affinity groups and to develop deeper relationships. Will be done on regional as well as church-wide basis.
- Member care/support – Encourage and support the pregnant and engaged women of LHCC through prayer, small gift, and card.

b) Goals for 2016:

- Equip women with Biblical truths
- Provide tools for women to practice godly disciplines
- Nurture spirit-filled emotional health

**46. Worship (Robby Jung & Ben Clement)**

a) Description/Responsibilities:

- To lead the church body in corporate worship in a variety of settings (ie – Sunday service; EMP; special praise and prayer events; etc.).
- Responsibilities include:
- Lead worship for both Sunday services
- Lead worship for Family Camp
- Lead worship for special praise and prayer nights that the church plans

b) Goal for 2016:

- To lead the congregation in corporate worship with an emphasis in training/developing future musicians and worship leaders in the Route 28, Catapult, and Kingdom Kids Chapels/Services; to develop a sense of permanency with our current equipment.

#### **47. Worship Support (John Choe)**

a) Description/Responsibilities:

- Provide overall support for major special services during the year including baptism service, communion, anniversary service, Good Friday Service, Christmas Eve service and New Year's Eve service.
- Set up communion elements when needed.
- Set up and tear down baptismal when needed.

b) Goals for 2016:

- N/A

## **V. Ministry Guidelines & Policies**

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### **A. Worship Service Guidelines**

Thank you for being open to serving the church family in a public manner. When you go before the congregation during a worship service, you represent the church to the people. You also are serving as a mediator between God and the people. So whether you are preaching, presiding, praying, singing, playing an instrument, making a special announcement, giving a testimony, serving communion or any other form of public ministry, please be aware that you are called to bring an attitude of excellence in worship to God. Please follow the following guidelines:

#### **1. Dress**

Though we have no dress code, we ask that you dress appropriately for the occasion. A suggestion for those who are doing public ministry would be “dressy casual.” (i.e. men should avoid shorts)

#### **2. Arrival**

Please arrive by 8:35AM in the Living Room to meet with the Pastoral Staff for a prayer huddle and service preparation. As the service begins, we make sure that the different presenters of the services are present.

#### **3. Seating**

Please sit in one of the front two rows, center section of the sanctuary so that you can quickly go up to the stage or podium.

#### **4. Presentations**

No matter what you are doing, please be clear, concise and professional. Please be aware that the congregation comes from various spiritual and cultural backgrounds. Err on the side of caution and sensitivity, especially when it comes to humor or exhortation. The audience may not know you personally so speak as if you were speaking to strangers, with courtesy and professionalism.

### **B. Scheduling Guidelines**

As the church continues to grow and as different ministries plan worthwhile events, scheduling becomes more difficult. Some events and projects will conflict with others. There is an inevitability of that as the church becomes more complex. Yet, in order to minimize the unnecessary schedule conflicts and maximize the calendar, we will ask all the leads to abide by the following protocol.

#### **1. Master Calendar**

The Google Calendar will serve as Living Hope’s official Master Calendar. Every event, meeting and other things of note shall be shown on this master calendar. It serves as our Ministry Center reservation system. It also serves to communicate details of every event (e.g. location, date, start time, end time) to the public. The Google Calendar can be found on our website [livinghopecc.org](http://livinghopecc.org).

#### **2. Scheduling Protocol**

- a) To plan an event or meeting, first tentatively plan what is necessary for your ministry.
- b) Look at the Google Calendar to see if there are any potential date or room conflicts. You should not only look at the particular date but days surrounding it. For example, your event may cause a weekend to be overly busy.
- c) Submit your event information to the Church Administrator to place on the master calendar. Information to be submitted:
  - Event Name
  - Date
  - Start time (If undetermined, please submit a tentative time with a “subject to change” notation.)
  - End time (If undetermined, please submit a tentative time with a “subject to change” notation.)

- Location (If necessary, request a room reservation. If undetermined, please indicate “to be determined”)
  - Responsible person with email address
- d) Once the event is put on the Master Calendar, it becomes an official planned event. Others can now view your event or meeting and should also schedule around it.
- e) Keep the event updated. As details become more clear and planned, you should ask the pastoral staff to update the master calendar with as much detail as possible.

### **C. Announcement Guidelines**

There are occasions when a ministry needs to communicate to the church for the purpose of promoting an event, creating awareness of a need or celebrating an accomplishment. There are various ways to communicate to the church. Some are easy while others require help.

#### **1. Small Limited Communication**

Most communication can be executed by the ministry leads without any need for approval or help. The following are examples of such types of communication. When sending communications via email, please obtain the most current church email database by contacting the Church Administrator.

- Limited personal emailing
- Evite

#### **2. Formal Communication**

In order to communicate to the whole church on a formal level, please send the Church Administrator the exact wording of the announcement that you would like on the website and/or the bulletin. The dates for the start, duration, and end of the announcement are also required. This can all be done by filling out a Google form at: <http://goo.gl/forms/X3ab8YUzAK>. All announcements are subject to approval.

##### a) Sunday Bulletin

- Bulletin announcements should be concise (three sentences maximum).
- Bulletin announcements should not contain ambiguous phrases such as “this week,” “next Sunday” or “here” that can be misunderstood or become outdated.
- Bulletin announcements should be self-contained with all pertinent information.
- Slides to accompany the announcements (if desired) should be sent to the Church Administrator by Wednesday and sized to a 16:10 ratio.
- All bulletin announcements should be sent to the Church Administrator (by Google form) by Wednesday in order to be included in the Sunday bulletin.

##### b) Website Announcement

- Web announcements may be more descriptive. There are no word or sentence limits.
- Web announcements should not contain ambiguous phrases such as “this week,” “next Sunday” or “here” that can be misunderstood or become outdated.
- Web announcements should be self-contained with all pertinent information. Contact information should be included.
- Slides to accompany the announcements (if desired) should be sent to the Church Administrator by Wednesday and sized to a 16:10 ratio.
- Web announcements should not include personal phone numbers or home addresses.
- All web announcements should be sent to the Church Administrator (by Google form). They generally are uploaded onto the website immediately when received.

#### **3. Formal Communication Requiring Extra Work**

The following methods of communication will require more work.

##### a) Flyers

In order to have a flyer included with the Sunday bulletin:

- The ministry lead may create, print and bring the flyer on Sunday. Please provide the printed flyers to ushers no less than 30 minutes prior to the beginning of the first service.

- The ministry lead may also create a flyer and email a PDF version of it to the Church Administrator for printing. This will then be included in the Sunday Bulletin. If submitting a PDF version, please email it no later than Thursday to be included in the Sunday Bulletin and indicate the color of the paper to be printed on.
- Please use an 8.5" x 5.5" size to create flyers (half-sheets).
- For most flyers, we recommend black and white print.
- The pastoral staff, as a rule of thumb, will not design flyers. You may request the Graphic Arts Ministry to help you create flyers for large events but we request that you limit that type of request to flyers that will be professionally printed or used on a wide scale basis.

b) Website Webpages

A webpage may be created to give further information about an event. Please make your request to the Church Administrator and Website Lead with any and all information (including graphics, photos, links, etc.) that you would like to see on the webpage. If a page is being created exclusively for an event, it should have enough information on it to make it worthwhile. Also submit the beginning and end dates during which the information should be posted on the web.

c) Mass Emails

It is possible to mass email the church, under limited conditions. A ministry lead may request this to be done. Please submit your request to the Church Administrator (and cc: Pastor Steve).

d) Special Announcements

In order to efficiently plan and execute Sunday Services, we ask that the following types of communication remain limited. Please consult with the Worship Director if you can request either of the following.

1) Sunday Service Slide Announcement

Requests for Sunday Service slide announcements must be submitted by noon Wednesday to the Associate Worship Director. The request must include the slide and the requested dates the slide should be shown. The Associate Worship Director and the Worship Director will limit the number of announcements (slides). The Associate Worship Director and the Worship Director reserve the right to modify the slide in the interest of the service

2) Sunday Service Video or Special Presentation

Special video announcements or presentations will be limited. A ministry lead must submit their video or presentation by noon Wednesday to the Associate Worship Director and the Worship Director. The request must include the video. The Associate Worship Director and the Worship Director will review the video and approve, deny, or conditionally approve (upon modifications) the video to be shown during service.

#### **D. Discipleship Class Requirement for Elders & Deacons**

We will require a deacon or elder nominee to successfully have completed the Discipleship Training Class 1-4.

Deacon-in-Training will have one year to complete the Discipleship Training Class 1-4. If a deacon nominee has not finished their discipleship training class requirement, they will be considered for re-nomination as a "Deacon in Training" for one more year to complete the classes. After the completion of the required classes, the deacon in training will become a "deacon" status in the following year.

#### **E. Facility Use**

##### **1. Room Reservation**

Room reservation requests should be placed with the Church Administrator who will then obtain approval for the request. The following rooms may be reserved for ministry as long as it has not been reserved by

another group or ministry: Catapult Chapel, Conference Room, Kingdom Kids Chapel, Living Room, Prayer Room, Pre-School Room, Sanctuary, Small Meeting Rooms, Teaching Room, and Work Room. The following rooms are strictly used by the departments and may not be reserved for other usage: Nursery Room, Explorer Room and Toddlers Room.

Those who are reserving a room are also responsible for leaving the room in the proper condition including furniture, cleanliness and supplies. For large events on Saturdays, please coordinate with the church Administrator to arrange for janitorial services.

a) Furniture

If any furniture was moved, please return them to its original position as carefully as possible (this includes fans, heaters, extension cords/power strips). If your group uses tables and/or chairs, please fold and stack them in its original place.

b) Clean-up

- Leftover food/drinks can cause several problems. In order to avoid insect/rodent infestations and leaks, put waste in the trashcans in general areas (not in restrooms or offices). Plastic bottles and cans should be rinsed out and placed in the blue recycle bin.
- Wipe down tables with disinfectant wipes.
- Vacuum the area(s) where food was served and where people have eaten.
- Throw away trash bags in the dumpsters in the back and replace trash bags.
- Do not leave any food or drink out. Left overs may be labeled and stored in the refrigerator or left on the "Share Table" in the kitchen (if it does not need refrigeration).

<b>CLEANING SUPPLIES:</b>	<b>LOCATION:</b>
Trash bags	Downstairs (Janitor's Closet) Upstairs (Kitchen Cabinet)
Cleaning spray, paper towels & wipes	Downstairs (Janitor's Closet) Upstairs (Kitchen Cabinet)
Vacuums	Downstairs (Toddler Room 104) Upstairs (Upper Room Cabinet)
Mops, brooms & dust pans	Sprinkler/Riser Room (Between Janitor's Closet & Patio doors)

c) Workstation & Office Supplies

- All office supplies can be found in the Copy Room at the workstation or in the adjacent office supply cabinet. Please be sure to return office supplies to the exact location where it was found.
- If the paper cutter is used, be sure to return the blade to its "down" position with the safety clip in place.
- If the copy machine jams, please remove jammed paper with extreme care and caution. Do not attempt to "fix" the copy machine but contact the church Administrator immediately at [admin@livinghopecc.org](mailto:admin@livinghopecc.org) with an explanation of the problem.

**F. AVL Guidelines**

a) Projected Slides for Services

- Projected slides for Sunday service must be submitted using the Sunday Service slide template in PowerPoint format by noon Wednesday to the Associate Worship Director and the Worship Director. The Associate Worship Director and the Worship Director reserve the right to modify, cancel, or delete any slide submitted for presentation.
- Slides will be considered final at 7:30AM Sunday and no further modifications will be supported.
- Projected slides for other services and events must be submitted using the Sunday service slide template in PowerPoint format by noon four days prior to the service or event to the pastoral staff. The AVL Ministry reserves the right to modify, cancel, or delete any slide submitted for presentation.

- Slides will be considered final three hours prior to the event and no further modifications will be supported.
- For multiple slide presentations, it is preferred that the presenter use a presenter remote to scroll through slides.
- If presenter requests AVL Ministry to scroll the presentation, submit a printed copy of the slides and the cue points or manuscript. This will ensure that the operator can efficiently scroll through your slides during live production.

b) Videos

- Videos shall be formatted in MPEG-4 at 1280 x 800 or 1280 x 720 (720p) resolution or higher.
- Videos to be projected for Sunday Service shall be submitted by noon Wednesday to the Associate Worship Director and the Worship Director on the Church Google Drive. The Associate Worship Director and the Worship Director reserve the right to request modification from the submitter.
- Videos will be considered final at 7:30AM Sunday and no further modifications will be supported.
- Videos for other services and events must be submitted by noon four days prior to the service or event to the pastoral staff. The AVL Ministry reserves the right to request modification from the submitter.
- Videos will be considered final three hours prior to the event and no further modifications will be supported.

c) Worship Songs, Lyrics, and Arrangements

CCLI shall be the main source of lyrics and song arrangement information. If a discrepancy arises with lyrics and/or arrangement, the Associate Worship Director and the Worship Director has the final authority on the direction of the music and lyrics.

- Special Music

All special music for service must be coordinated with the Associate Worship Director, Worship Director and the AVL Ministry Lead. In order to coordinate effectively, full details shall be provided to the Associate Worship Director and the Worship Director such as the detailed performance outline, stage plot and diagram, track/channel needs, etc.

If an element requires the use of an assistant during a service or performance, the ministry utilizing the AVL ministry will be responsible for providing a volunteer for training and day-of services.

The performer(s) for special music must be at church ready to do a sound check at a time designated by the lead audio engineer and/or the AVL Ministry Lead. If the performer does not satisfy this obligation, AVL Ministry, in conjunction with the Associate Worship Director and the Worship Director reserve the right to cancel the performance.

- Use of Equipment

All requests for use of any sound equipment must be presented in writing to the AVL Ministry Lead or Associate Worship Director/Worship Director. At no time will any piece of sound equipment ever be used or removed without the authorization of the AVL Ministry or the Associate Worship Director/Worship Director. Please note that the Pastoral staff will not have the power to authorize the use of equipment; only the AVL Ministry Lead and Associate Worship Director/Worship Director will have that authority.

At no time will any other member of another Ministry will be allowed to operate any sound equipment, or be allowed in the sound area unless given prior authorization by the AVL Ministry.

- Special Services

This includes all events outside the scope of the Sunday Service, such as VBS, KKC Christmas Musical, and Christmas Eve Service, etc. AVL needs for such events on the LHCC campus may be supported by the AVL Ministry on a case-by-case basis.



Finalized service details and proposals shall be submitted to the Worship Director and the AVL Lead prior to the event (at least four weeks prior to the event).

If it becomes necessary, the AVL Ministry may require a practice run through of the complete program before the special event or the day of.

## **G. Finance Guidelines**

*Amended 1/31/14 by Finance Committee: Alejandra Park, Yoonie Chung, Michael Kim, and Andrew Song*

### **1. Reimbursement Guidelines (Non-Capital Expenditure Items)**

- a) All CRVs must be complete before submission.

If you are signing for a reimbursement to yourself or a family member or spouse, an additional signature from the finance elder is required. If the reimbursement is \$1,000 or more, the CRV must also be signed by the finance elder. All receipts should be stapled to the CRV or electronically scanned if provided via email. Any incomplete CRVs may be returned and payment may be delayed.

Submission of CRVs:

- Hard copy of CRV and receipts: preferred.
  - Soft copy via email: all scanned receipts and CRV's must be legible. The submitted CRV must have the appropriate signature of the budget lead/finance elder.
  - Receipts should include amounts, dates and identify the company to which the payments were made. Furthermore, receipts should be itemized, showing the individual items that were purchased.
  - A CRV may include multiple reimbursements; however the reimbursements must be for one ministry or affinity group (e.g., an expense reimbursement for Kingdom Kids cannot be combined with a reimbursement for Catapult as these reimbursements require approval by different budget leads).
- b) CRVs submitted directly to the treasurer by Thursday will USUALLY have a check available within two weeks. Checks will be disbursed by the treasurer personally or by mail.
- c) There should be no "rush" requests for checks for planned activities that are known in advance (i.e., do not ask for checks at the last minute).
- d) All CRVs must be submitted within 30 days after the date of the invoice/receipt. Reimbursement requests after 30 days require additional approval from the finance elder.
- e) All CRV and reimbursement questions should be directed to the finance team at lhccfinance@gmail.com.

### **2. Capital Expenditure Policy**

*Amended by Andrew Song (finance elder) on December 8, 2014*

a) Definition

Capital Expenditure (Capex): money invested by the church to acquire or upgrade physical, non-consumable assets, such as furniture and equipment. Capex items are the property of the church (to be used by any/all ministries). Capex items are not the sole property of any one individual ministry. At LHCC, items that cost \$200 or more will be considered CAPEX items. If an item(s) is less than \$200, it will be considered part of the operating expenses of the ministry and should be purchased and itemized as such (exceptions can apply, but will be at the discretion of the Capex Committee).

b) Objective

- To establish clear and practical guidelines for the acquisition, reporting, monitoring, and eventual disposal of capital expenditures, a.k.a. CAPEX (physical assets).
- To maximize efficiency and minimize waste or redundancy without adding excessive bureaucracy.

c) Capital Expenditure Committee

A Capital Expenditure Lead (Capex Lead) shall be appointed for each capital expense category by the Elder Board. The CAPEX COMMITTEE will be comprised of all the Capex Leads, which will be headed by the Capex Coordinator (liaison to the elder board, usually the Finance Elder).

(2016) Capex Committee:

- Capex Committee Coordinator (finance elder): Andrew Song
- Building: Sam Lee
- Furnishing/Decorative: Sally Lee
- AVL (audio/visual/lighting): Andrew Park
- Praise/Worship: Robby Jung
- Computer/Technology: Joe Kwon
- Miscellaneous/Deacon needs: John Chung

d) Procedure: Acquisition of Capital Expense items

- 1) Each ministry lead will assess the needs of his/her particular ministry and submit a Capex budget request (form on church website – resource section) to the appropriate Capex Lead by October 31, in planning for the upcoming new year. All detailed questions/discussions regarding particular Capex items will be directed to the appropriate Capex Lead.
- 2) Each Capex Lead will gather all requests and meet with the entire Capex Committee to discuss each item for triage and prioritization, depending on the urgent need of each item. The Capex Committee will submit their informed recommendation to the Elder Board, which will decide the final Capex budget at their annual budget planning meeting. The Capex Committee will then decide what items to purchase with the available budgeted funds. The final decision/status of each requested item will be communicated to each individual ministry lead by the appropriate Capex Lead.
- 3) If there is a need to purchase an unplanned/unsubmitted item during the year, a Capex request form must be filled out and submitted to the appropriate Capex Lead, who will gather all such requests to be submitted for discussion and approval at the next quarterly Capex Committee meeting.
- 4) Once items are approved by the Capex Committee, there is no need for a repeat approval before time of purchasing items. A CRV will be filled out and signed by the appropriate Capex lead. If the budget lead is also the Capex Lead, then the CRV must be signed by the Finance Elder. All items over \$1,000 will need signature from Capex Lead and the finance elder to ensure that there are no concomitant large purchases/expense items occurring at the same time in other parts of the church.
- 5) Turn in signed CRV to both the treasurer (currently Alejandra Park) and church administrator (currently Esther Do) so that she can update the master Capex asset list for the church. Email to the treasurer currently is LHCCfinance@gmail.com.
- 6) \*Budget leads may deviate from above guidelines if they impose excessive burden to their own budget that will negatively impact their particular ministries. There should be regular communication between the budget lead and Capex Lead throughout the year. The Finance Elder may be consulted should a mutually agreeable solution to differences is not achieved by the budget lead and Capex Lead. The Finance Elder will consult the entire Elder Board for a final decision as needed.

7) At LHCC, items that cost \$200 or more will be considered CAPEX items. If an item(s) is less than \$200, it will be considered part of the operating expenses of the ministry and should be purchased as needed by the ministry lead and itemized as such (exceptions can apply, but will be at the discretion of the Capex Committee).

e) Disposal/Liquidation/Transfer of capital expense item

Each Budget Lead shall discuss with the respective Capex Lead the disposal, liquidation, or transfer of capital expense item(s) for proper documentation and inform the church administrator to update the Capex inventory.

## **H. Equipment Guidelines**

### **1. Copy Machine and Printer**

On occasion, people (staff and members alike) may want to use the church copy machine to make personal copies. We ask that all non-church related copies be paid for. The suggested donation is 5 cents for black and white copies and 25 cents for color copies. Place payments for copies in the collection box on the worktable in the Copy Room.

### **2. Church Equipment**

On occasion, individuals ask if they can borrow equipment (e.g. video projector, sound equipment, light equipment, laptop computer, etc.) for private or non-church ministry use. The borrowing of any equipment, though, is at the discretion of the ministry leader who is responsible for the said equipment. As a rule of thumb, we only allow “members” of the church to borrow equipment with the following guidelines:

- We ask the borrower to make a donation to the church to cover the wear and tear on the equipment.
- We ask the borrower to return the equipment to the same place that they borrowed the equipment from. We also ask that the borrower put back the equipment (e.g. install) the same way that they found it.
- Automobiles or vans may not be borrowed.

## **I. Van Guidelines**

A church van is both a great tool and a grave responsibility. We will make it our policy to use the van with stewardship and caution.

- Responsibility – The church shall create a transportation ministry. The lead of the ministry shall be the budget lead.
- Use – The van may be used only for church events. This means that it may NOT be used for non-church ministry or personal use.
- Approval – All use must be approved by the transportation ministry lead ahead of time, by emailing the van lead.
- Record – When using the van, the driver must log any use of the van (including date, starting mileage, ending mileage, purpose).
- Key – The van key shall be kept in the church office in a lock box. Only authorized drivers shall have access to the van key.
- Fuel – If the van fuel is low or driven for more than 15 miles at return, the driver is recommended to refuel. The amount is up to the discretion of the driver. The driver is encouraged to CRV the gas reimbursement under “Fuel” in “Transportation.”
- Maintenance – All maintenance of the van shall be performed by the transportation ministry lead or authorized personnel.

## **J. Church Photographs For Personal or Commercial Purpose**

Question: "Should we give photographs taken by the church to be used by individuals for their commercial purposes?"

We will give out the image files of photographs of individuals if asked. If we are informed in advance that the photographs will be used for commercial purposes, we will send the following communication with the file.

*"Thank you for allowing the Media Arts ministry to take your photograph. We seek to honor God and encourage the members of Living Hope Community Church, our neighbors and those who are further away through the use of creative and artistic use of media. It is our goal to commemorate past events and to use media to inform and enlighten those around us.*

*At your request, I am attaching the file of the photograph you have requested. Living Hope Community Church retains the copyright and usage rights of the photograph. We are granting you usage rights for your personal use for printing and distribution to friends and family, posting pictures within your residence or for use on personal or social media websites.*

*In the event you wish to use the photograph for commercial use or for your commercial gain, we simply ask that you consider a financial contribution to the Living Hope Community Church for the Media Arts Ministry. Due to the high cost of photographic equipment and supplies, any financial contributions to the ministry will be used to purchase equipment and supplies to extend our ability to minister to Living Hope Community Church. If you have any questions pertaining to what is appropriate personal use of the photograph, please feel free to contact us for clarification.*

*Thank you for allowing the Media Arts Ministry to partner with you in ministry. We hope you have been encouraged through our ministry and hope to partner with you again.*

*Sincerely,  
Media Arts Ministry*

## **K. Member Care**

It is the desire of the deacon board to be the ministers of mercy by administering the mercy funds and actions in an appropriate manner. We will continue to develop a biblical philosophy in this area. In the meantime, we will practice the following.

### **1. General Administration and Decision-making**

The deacon board shall be responsible for being the church's official ministry of mercy. Thus, a representative from the deacon board shall be the budget lead for the member care ministry and shall administer ministry funds appropriately.

### **2. In Case of Death**

In the case of a death of a church member or an immediate family (spouse, parent, child, or sibling) of a church member, the member care ministry shall send flowers to the funeral or the family's home.

In the case of a death of an extended family member of a church member, the member care ministry shall send a card to the family.

The shepherd of the grieving member or regular attendee may still request the Member Care Ministry representative to send flowers.

The church administrators may also send flowers at their discretion under special circumstances.

Grief booklets are also available and may be sent out to those in need.

**L. Missions Policy**

A detailed Missions Policy for Living Hope Community Church is available upon request. It deals with a multitude of issues including missionary commissioning process, missionary financial support, composition of the Missions Board, support-raising within the church, etc.

**M. Weddings & Events**

An LHCC facilities event coordinator is responsible for assisting members and non-members in using the church facilities for all non-church events. All events are subject to approval and availability. In general, we do not schedule events on Sundays, holidays, or during Passion Week (Palm Sunday through Easter Sunday) or other church-wide events. Please note: the facilities event coordinator is not an event planner; responsibilities are limited to use of the church premises, unless agreed upon otherwise. Since every event is unique, pricing for an event will depend on the client's specific needs. For the facilities use policy and for more information, please contact the Wedding & Events Coordinator at [LHCC.WeddingsandEvents@gmail.com](mailto:LHCC.WeddingsandEvents@gmail.com).