



# FBCK Worker Meeting

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24 AUG 2024



# Agenda

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- Two Month Calendar Outlook
- Open Positions
- Church Center Review
- Event Requests
- FBCK Worker Policies
- Security & Safety
- Badges
- Trunk or Treat??



# FBCK Mission Statement

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**As a local church, we take the gospel to all people, inspire disciples, and teach the Bible.**

<ul style="list-style-type: none"> <li>Coffee Fellowship 8:30am</li> <li>Group Bible Study 9am</li> <li>Morning Worship Service 10:15am</li> </ul>	<ul style="list-style-type: none"> <li>Missions and Trustees Meeting 7pm</li> </ul>	<ul style="list-style-type: none"> <li>Pastoral Staff Meeting 9am</li> </ul>	<ul style="list-style-type: none"> <li>Kingstowne Kids Christmas Music... 7pm</li> <li>Mid Week Service 7pm</li> </ul>			<ul style="list-style-type: none"> <li>[MEN] Monthly Breakfast 8am</li> <li>Neighborhood Outreach 10am</li> </ul>
<ul style="list-style-type: none"> <li>Coffee Fellowship 8:30am</li> <li>Group Bible Study 9am</li> <li>Friend Day 9am</li> <li>Morning Worship Service 10:15am</li> <li>[AWANA] LEADER WALK-THRU 5pm</li> <li>Business Meeting (Slides Only) 6:30pm</li> </ul>		<ul style="list-style-type: none"> <li>Pastoral Staff Meeting 9am</li> </ul>	<ul style="list-style-type: none"> <li>Kingstowne Kids Christmas Music... 7pm</li> <li>Mid Week Service 7pm</li> </ul>		<ul style="list-style-type: none"> <li>Worship Team Rehearsal 4:30pm</li> </ul>	<ul style="list-style-type: none"> <li>Sister Life 9am</li> </ul>
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SUN	MON	TUE	WED	THU	FRI	SAT
29 <ul style="list-style-type: none"> <li>Coffee Fellowship 8:30am</li> <li>Group Bible Study 9am</li> <li>Morning Worship Service 10:15am</li> <li>FBCK Worker Meeting 11:30am</li> <li>[AWANA] Regular Meeting 3 5pm</li> </ul>	30	1 <ul style="list-style-type: none"> <li>Pastoral Staff Meeting 9am</li> </ul>	2 <ul style="list-style-type: none"> <li>Kingstowne Kids Christmas Music... 7pm</li> <li>Mid Week Service 7pm</li> </ul>	3	4	5 <ul style="list-style-type: none"> <li>[MEN] Monthly Breakfast 8am</li> <li>Neighborhood Outreach 10am</li> </ul>
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20 <ul style="list-style-type: none"> <li>10:15am Revival</li> <li>5pm Revival</li> </ul>		21	22	23	24	26
27 <ul style="list-style-type: none"> <li>Coffee Fellowship 8:30am</li> <li>Group Bible Study 9am</li> <li>Morning Worship Service 10:15am</li> <li>FBCK Worker Meeting 11:30am</li> <li>[AWANA] Regular Meeting 7 5pm</li> </ul>	28	29 <ul style="list-style-type: none"> <li>Pastoral Staff Meeting 9am</li> </ul>	30 <ul style="list-style-type: none"> <li>Kingstowne Kids Christmas Music... 7pm</li> <li>Mid Week Service 7pm</li> </ul>	31	1	2 <ul style="list-style-type: none"> <li>[MEN] Monthly Breakfast 8am</li> <li>Neighborhood Outreach 10am</li> </ul>



# Open Service Opportunities

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## Immediate Needs

- Sunday Morning Ushers
- Coffee & Fellowship Setup Team Sundays 0830



# Current Worship Service Staffing

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## **Greeters**

20 **Need 30**

## **Noah's Room**

Sundays – 6 **Need 8**

Wednesday – 2 **Need 4**

## **Noah's Room Assistants**

2 **Need 6**

## **Ushers**

0 **Need 6**

## **Sunday 10:15 Positions**

Door Greeter

Check In Desk

Noah's Room Worker

Noah's Room Assistant

Usher

## **Sunday 5:00 pm**

Noah's Room Worker

Door Greeter

## **Wednesday 7:00pm**

Noah's Room Worker

Door Greeter

**Staffing Goal: Member's Only Serve in One Worship Service / Month**



# Other Open Service Opportunities

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Coffee & Fellowship Setup Team Sundays 0830

Afternoon Fellowship Setup?

Worship Team Vocalists and Musicians





# Church Center Application

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You Need It!

We Need You To Show Others!



## **Church Center App** 4+

Join the life of your church

**Ministry Centered Technologies**

#120 in Lifestyle

★★★★★ 3.8 • 931 Ratings

Free



# Church Center Application (Me)

## Notifications

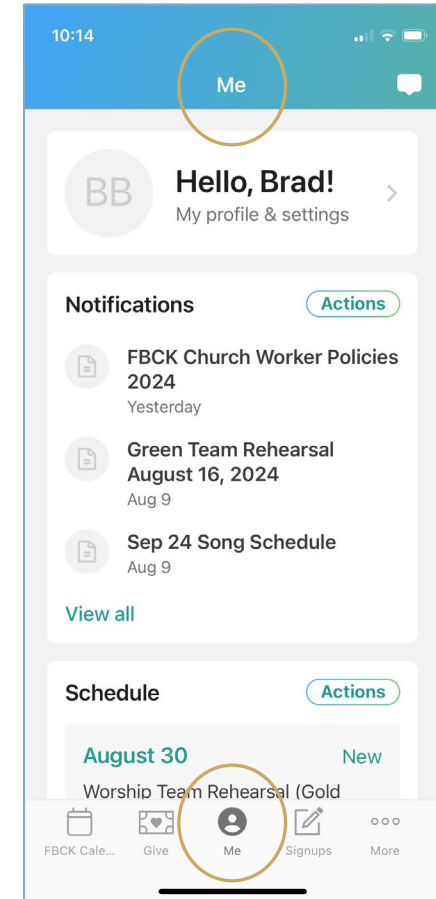
- Based on Groups that you are a Member or Leader

## Schedule

- Any Service you are currently scheduled
- Any Service Signups you are eligible for

## Activity & Involvement

- Giving Record (Through Planning Center)
- Current Registrations





# Church Center Application (Calendar)

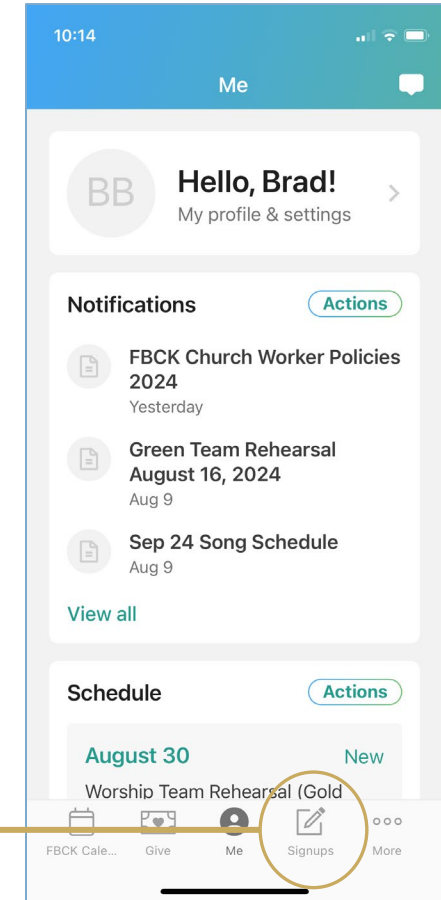
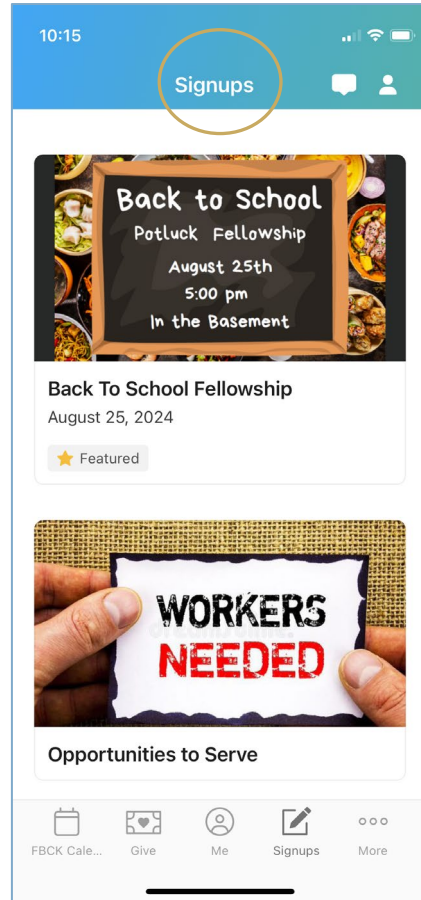
The screenshot shows the web application interface for the church calendar. At the top, there are navigation tabs for 'calendar', 'Events', 'Rooms', 'Resources', and 'People'. Below this, there are sub-tabs for 'Calendar', 'Forms', and 'Approvals'. A search bar with the text 'Add text filter' is present. The main content area shows a calendar for August 2024, with a grid view for the month. A sidebar on the left lists various events like 'Coffee Fellowship', 'Group Bible Study', 'Morning Worship', 'FBCK Worker Meeting', and 'Intern Send Off'. The bottom section features a large banner with the text 'EVENTS' and a call to action: 'Register and Signup For Events'. Below this is a detailed calendar grid for August 2024, showing specific events for each day, such as '8:30am Coffee Fellowship' on Sunday and 'SUMMER CAMP' on Monday.

The screenshot shows the mobile application interface for the church calendar. The top bar displays the time '10:14' and the title 'Calendar'. Below this, there is a card for 'Sister Life' on September 14, 2024, which is recurring and featured. The main content area lists events for Saturday, August 17, and Sunday, August 18. For Saturday, the events are 'Kings Dominion Youth Activity' (9am-8pm, Signups available) and 'Coffee Fellowship' (8:30-9am, Every Sunday). For Sunday, the events are 'Group Bible Study' (9-10am, Every Sunday), 'Morning Worship Service' (10:15am-11:15pm, Every Sunday), and 'Family Fun Evening Worship' (5-6pm, Every Sunday). At the bottom, there is a navigation bar with icons for 'FBCK Cale...', 'Give', 'Me', 'Signups', and 'More'.

The screenshot shows the mobile application interface for the church calendar, specifically the profile and notifications section. The top bar displays the time '10:14' and the title 'Me'. Below this, there is a profile card for 'BB' with the name 'Hello, Brad!' and a link to 'My profile & settings'. The main content area shows a list of notifications, including 'FBCK Church Worker Policies 2024' (Yesterday), 'Green Team Rehearsal August 16, 2024' (Aug 9), and 'Sep 24 Song Schedule' (Aug 9). There is a 'View all' link below the notifications. Below the notifications is a 'Schedule' section with a 'View all' link. The schedule shows an event for 'August 30' titled 'Worship Team Rehearsal (Gold)'. At the bottom, there is a navigation bar with icons for 'FBCK Cale...', 'Give', 'Me', 'Signups', and 'More'. A yellow arrow points from the 'Me' icon in the bottom navigation bar of this screen to the 'Me' icon in the bottom navigation bar of the previous screen.

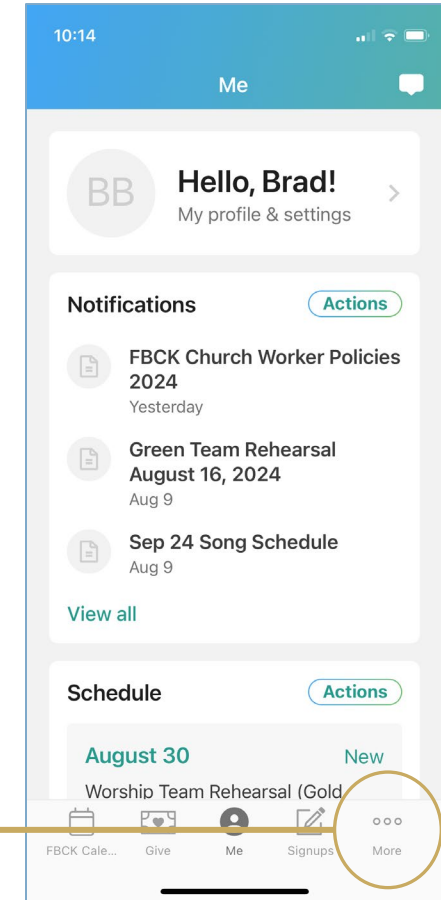
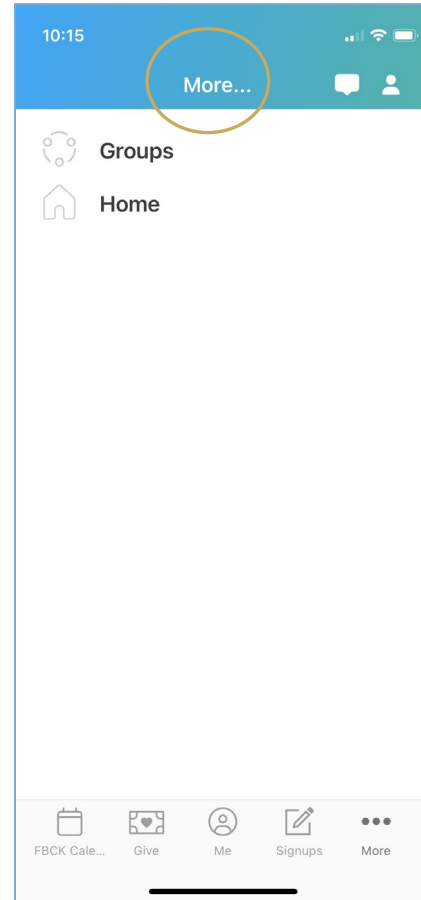


# Church Center Application (Signups)





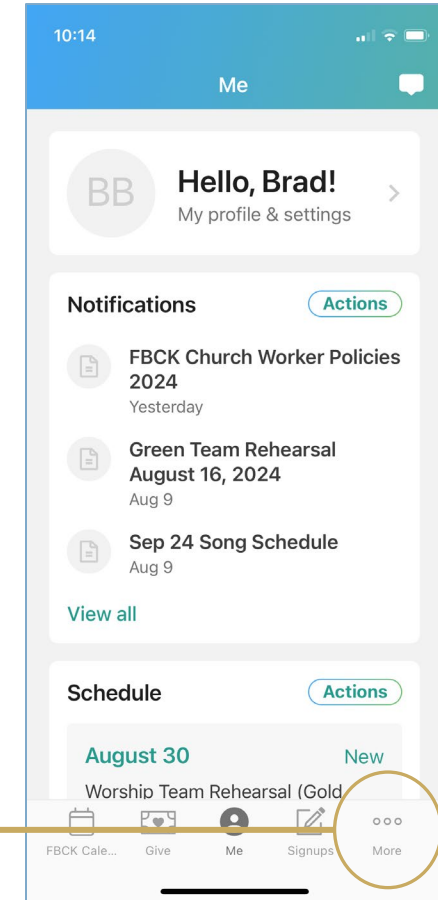
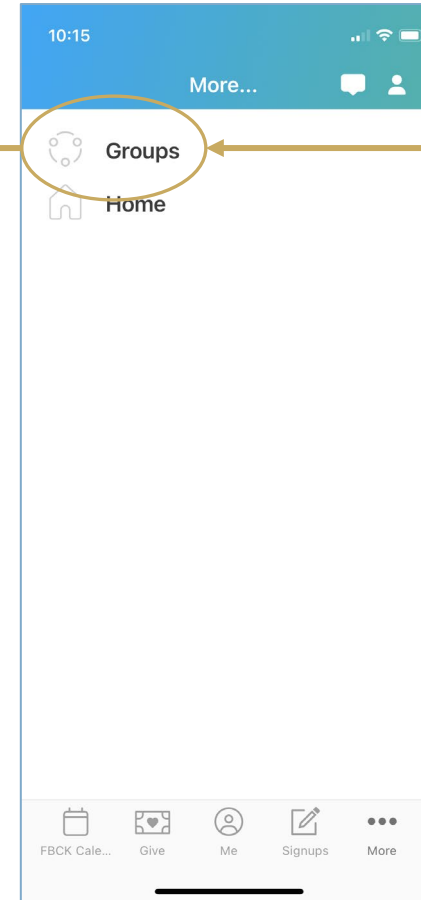
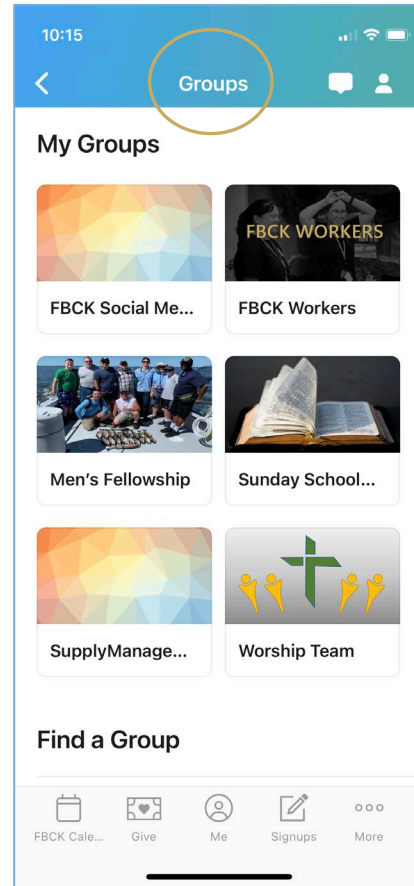
# Church Center Application (Groups)





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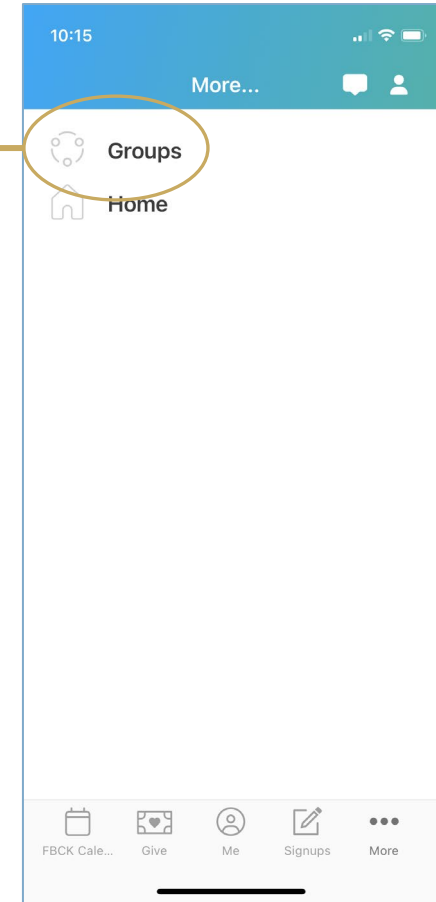
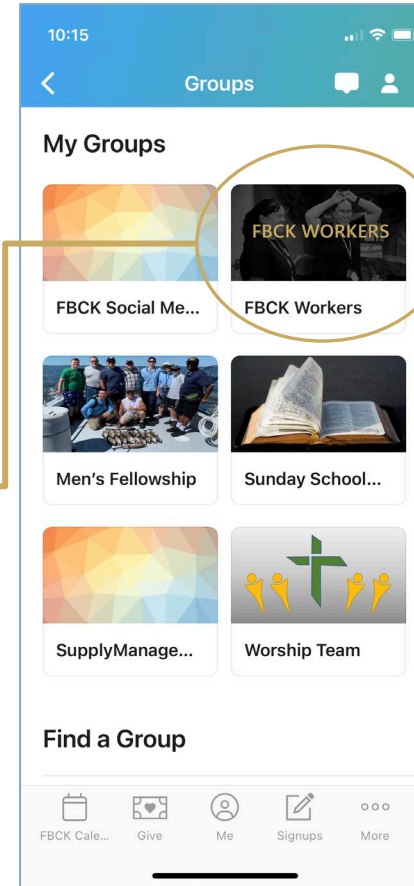
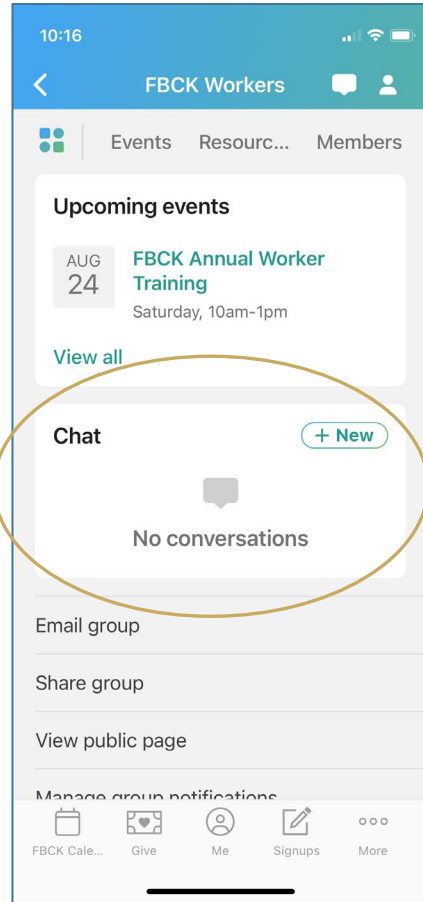
You likely are a member of multiple groups already!





# Church Center Application (Groups)

If you have a question, someone else in the group might have the same question. Use the Chat!

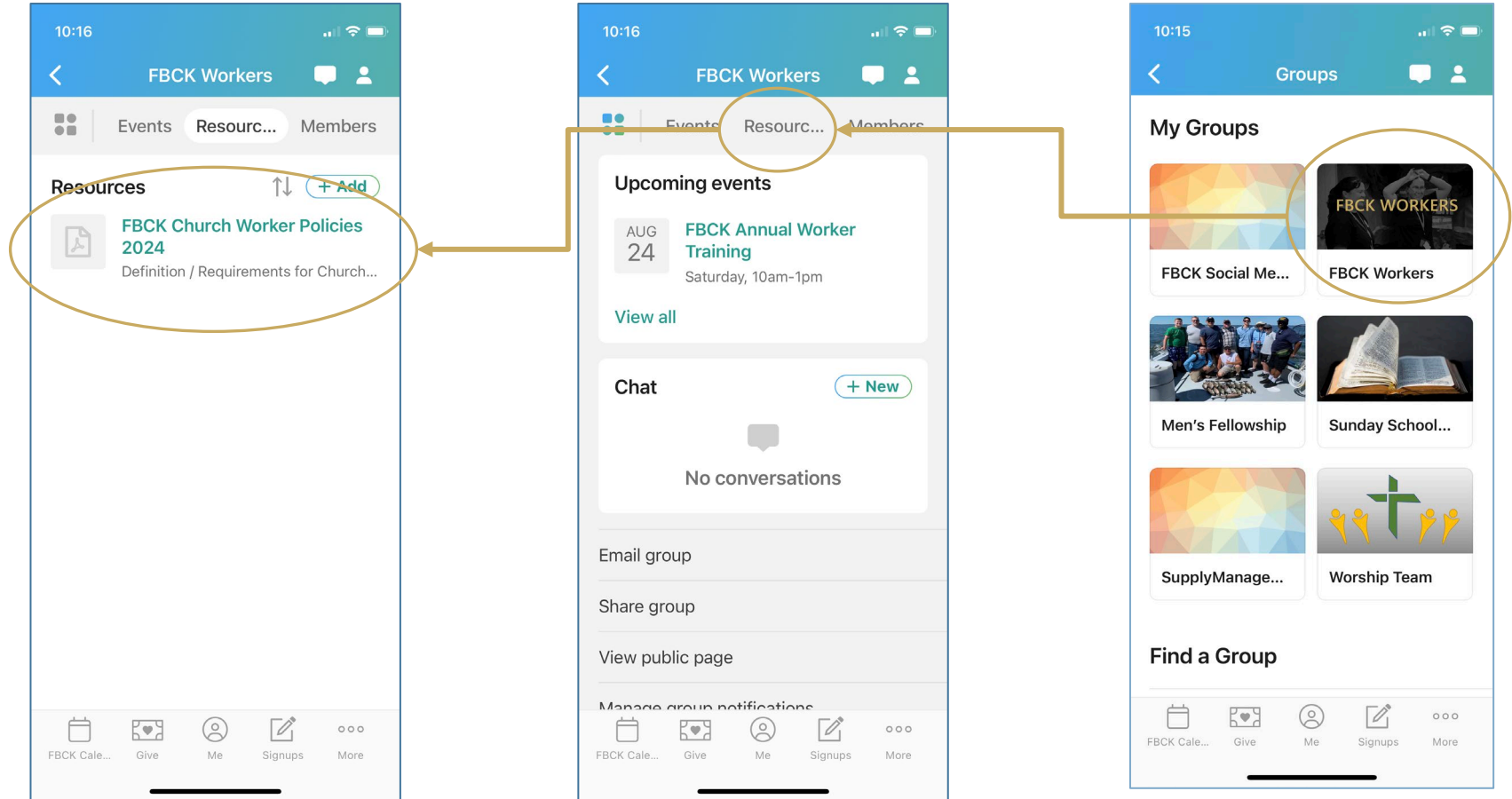




# Church Center Application (Groups)

## Resources

- Files Available for the Entire Group



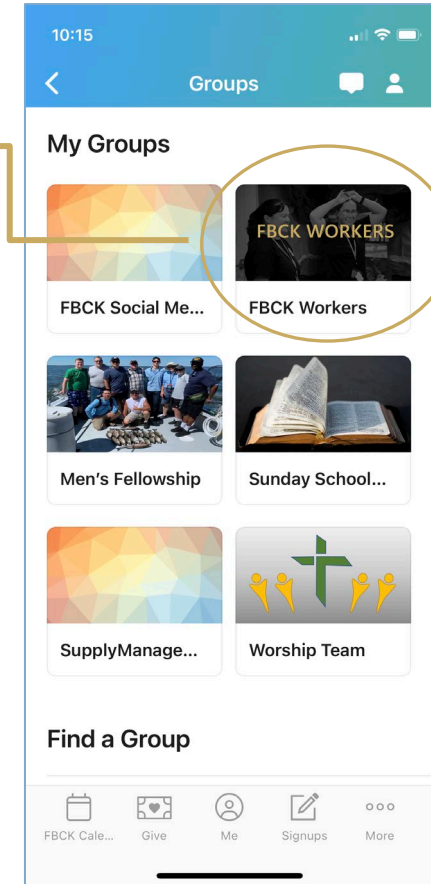
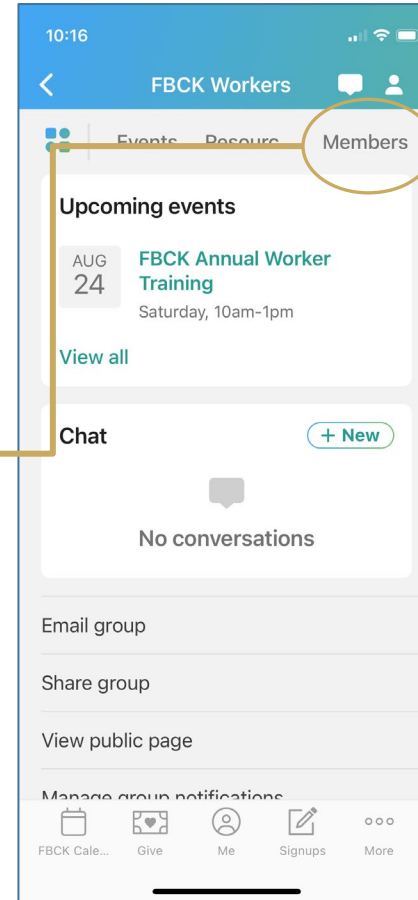
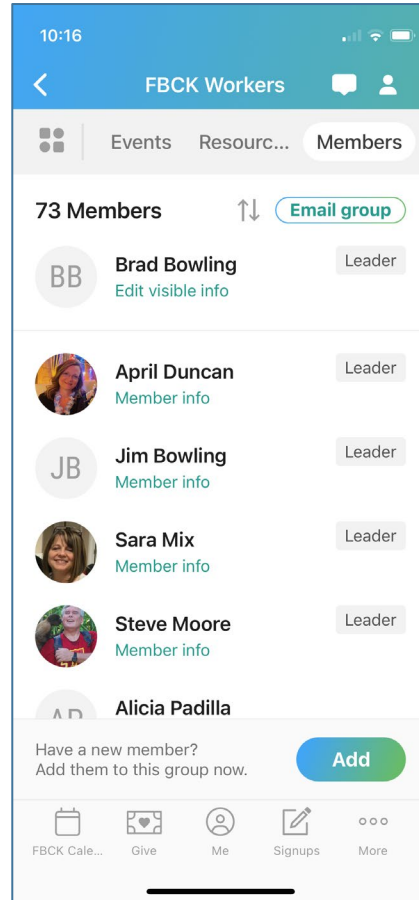




# Church Center Application (Groups)

## Members

- Leaders & Members
- Contact for Individuals or the Entire Group





# Church Center Groups

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## **Group Characteristics**

- Every Group has at least one Designated Leader
- Each Sunday School Class is a Group
- Regular Meeting Groups (Sunday School Classes) have an assigned Meeting Schedule
- Some Groups have automated Member Assignment (Men's / Women's Fellowship)
- Sunday School Classes require Manual Member Assignment (Let me know if you have someone new)

Currently 27 Separate Groups at FBCK with 279 Members



# Church Center Groups

## Sunday School Absentee List

- Members assigned to group absent for 2 Weeks In Row
- Emailed to Teacher & Greeters Saturday

### Absent From Sunday for Two Weeks

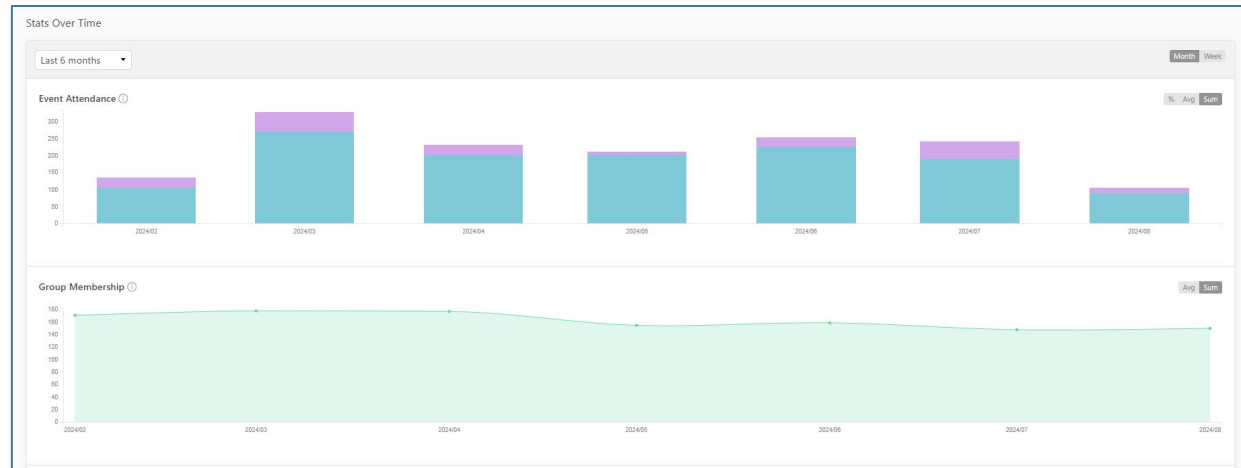
25 people  
Report Date: August 17, 2024

First Baptist Church of Kingstowne

Photo	Name	Primary Email	Primary Phone Number	Membership	Added to List On
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## Sunday School Historical Attendance

- Is what we are doing effective?

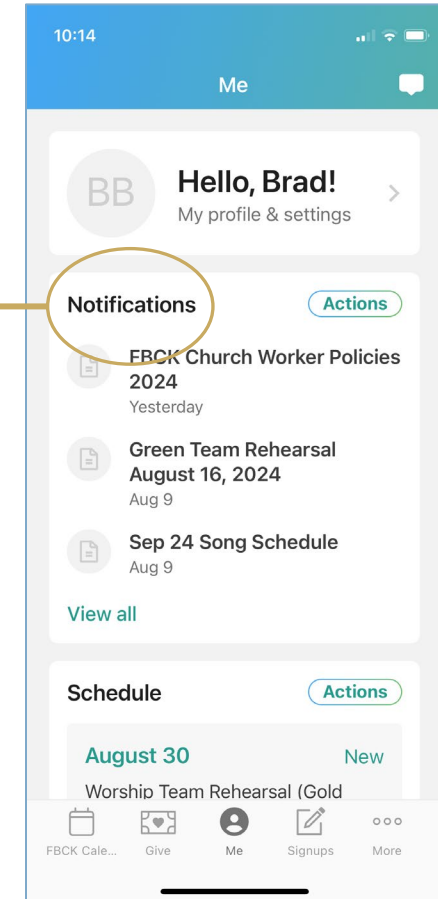
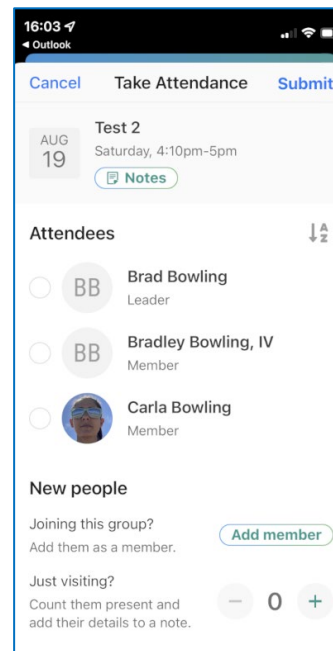




# Church Center Application (Attendance)

## Taking Attendance

- Group Leaders should automatically get a Notification to take Attendance



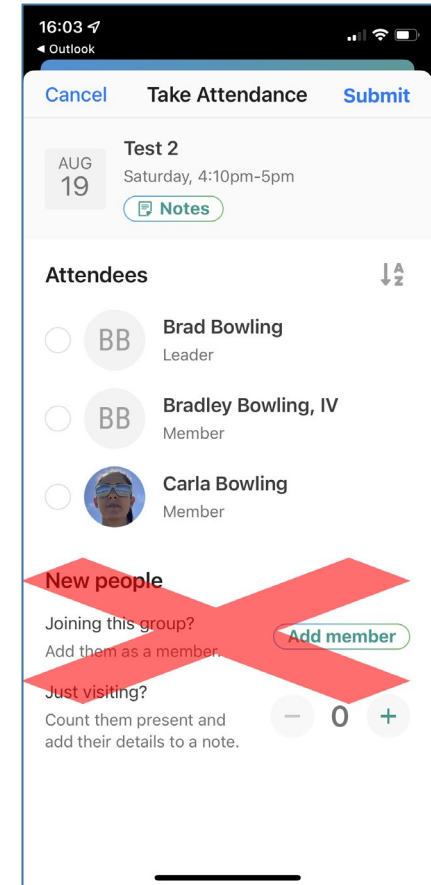


# Church Center Application (Attendance)

Have the individual fill out a card from the Greeter Desk.

Send [jbowlingiii@gmail.com](mailto:jbowlingiii@gmail.com) an Email to add the individual to the group.

**Don't Use the Add New Member Button!!**





# FBCK Group Leaders

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## FBCK Workers

- Brad Bowling  
(Schedule/Badges/Complaint Dept)

## Education Team

- Sara Mix (6<sup>th</sup> & Below)
- Jim Bowling (7<sup>th</sup> & Up)

## Noah's Room

- Carla Bowling

## AWANA

- Chris Smith

## Children's Church

- Ben Fasinro

## Men's Fellowship

- Chris Smith

## Women's Fellowship

- Xiomara Rodriguez
- Sara Mix

## One-Eighty Teens

- Noah Stevens
- Malori Stevens

## Worship Team

- Brad Bowling



# FBCK Service Schedule

## Monday

- Weekly Service Assignment Requests Emailed (Please Respond)
- Wed Nursery, Greeter
- Sunday School Classes
- Worship Service Assignments
- AWANA Leaders

## Wednesday

- Hunting Down Those with No Response

## Thursday

- Looking for Replacements

## Saturday

- Confirmation Email with Order of Worship
- Absentee List To Teachers

Hi Brad,

You have been placed on the schedule for the following dates. To respond or simply view this schedule, click the appropriate button below.

Thanks,

Brad Bowling  
First Baptist Church of Kingstowne

### August 18, 2024

Sunday Worship New Times [View plan](#)

<b>Door (Greeting Team)</b>	
Service:	08/18 at 9:00A
<b>Electric Guitar (Worship Team)</b>	
Service:	08/18 at 8:30A
Service:	08/18 at 9:00A
Service:	08/18 at 10:15A

Respond To **Requests**



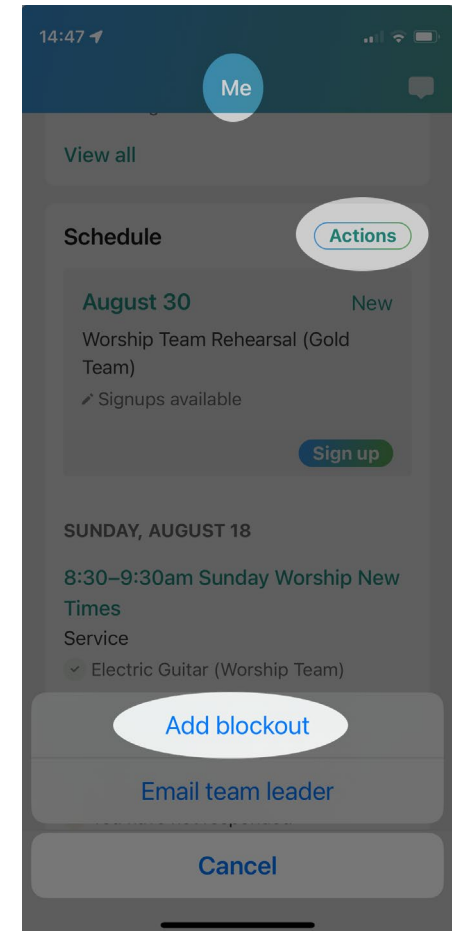
# Schedule Block Out

Currently 75 Individuals Perform Some Scheduled Service

**Please Use the Block Out!!**

If you cannot perform the Scheduled Service PLEASE DECLINE

If you know who is going to sub for you, please include that information in the reason field of the decline.







# FBCK Event Requests

## How Do I Get an Event on the Calendar

- Event Request available through the Church Website

<https://www.kingstownebaptist.org/events>

**FIRST BAPTIST of KINGSTOWNE** | I'm New | Bulletin | **Events** | Co

Scroll To the Bottom

25	26	27	28
8:30am Coffee Fellowship 9am Group Bible Study 10:15am Morning Worship Se +3 more			7pm Mid Week Service

**Have an Event for the Church Calendar?**  
*Click Here to request a New Activity / Event be added to FBCK Calendars and Social Media*



# FBCK Event Requests


## Event Request Form

- You will likely have to put in your Phone #
- Who, What, When, Why etc
- Do you need funding from the Church?
- How do you want the Event Advertised?
- Do you need a Signup Form?
- Graphics and Blurbs?

### FBCK Event Request

Event Request Form to ensure your event is published to all FBCK Media and required signups are generated. (4 Week Lead Time Minimum)

**My information**

 Brad Bowling  
jbowlingiii@gmail.com

**Event Name \***

**Start date \*** **Start time (EDT) \*** **End time (EDT) \*** **End date \***

to

**Event description \***

512 characters remaining

**Is this a Recurring Event? (i.e. 2nd Saturday Every Month) If so please describe.**



# FBCK Worker Policies

## Where?

- Available In Planning Center

## Why?

- Drama Mitigation
- Safety / Insurance



## FBCK Church Worker Policy

### Purpose

The purpose of this policy is to define the requirements and qualifications for FBCK Church Workers. This general policy is intended to be broad and cover all church workers. Additional requirements and qualifications will apply to certain positions such as: church officers, lead teachers, AWANA workers, and workers who accompany minors on overnight and/or out of state trips.

### Definition

Church workers include the following: Teachers, Asst Teachers, Ushers, Security, Men's/Women's Ministry Leaders, Musicians, Youth Workers, Team/Committee Members, Outreach and Social Media Personnel, Audio & Visual Support, Worship Team, Choir Members, Noah's Room Workers, Event and Activity Planners, Game and Fellowship Leaders, Décor and Facility Maintenance Personnel

### Minimum Qualifications of all Church Workers (General):

1. Profession of Faith and Testimony of Salvation
2. Baptized at either FBCK or in a church of like faith and practice to FBCK
3. FBCK Church Member, has joined by baptism, transfer of letter, statement, or restoration.
4. Faithful – Attending minimum of 2 services a week regularly

Additional Qualifications may apply depending on the role such as:

Punctuality: Arrive early, before your scheduled activity & arrange your own substitute.

Teachable: Be receptive to feedback and suggestions, keep yourself humble, keep your relationships sweet

Public Testimony: Your public-facing testimony is a big part of your role. Your appearance should be neat, clean, modest and Godly. Your language should be pure. Your social media should reflect the truths of scripture, not the views of the world.

Training: You must complete required additional training and submit to background check if working with children.



# FBCK Worker Policies

## Where?

- Available In Church Center – FBCK Worker Group - Resources

## Why?

- The Church is Growing
- Safety / Insurance
- Drama Mitigation

## How Long?

- 6 Pages Total



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# FBCK Worker Policies

## General Requirements to Serve at FBCK

- Member of FBCK
  - Salvation Testimony
  - Baptized by This Church or Church of Like Faith
- Faithful Attendance

## Service Position Specific Policies

- Teachers and Assistants
- Youth Camp Sponsors
- AWANA Workers
- Noah's Room Workers
- Greeting / Security Team
- Musicians & Worship Team Members



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# Security (Building Access)

## Pastor Mix

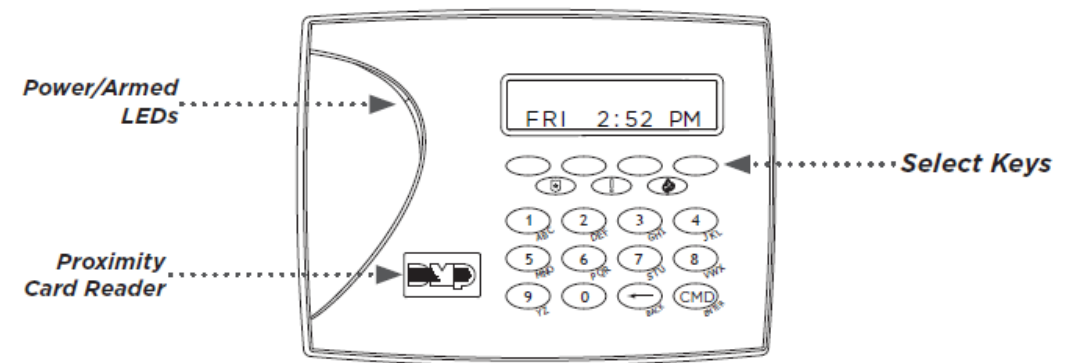
- Approval Authority for Distribution of Keys and Codes

## Phil Helfenbein

- Key Log (Who has What Key)
- Distributes the Codes

## If You Accidently Set Off the Alarm Immediately Contact

- Pastor, Phil, or Jim Bowling
- They will provide the password to the Alarm Provider so that the Police are not Called





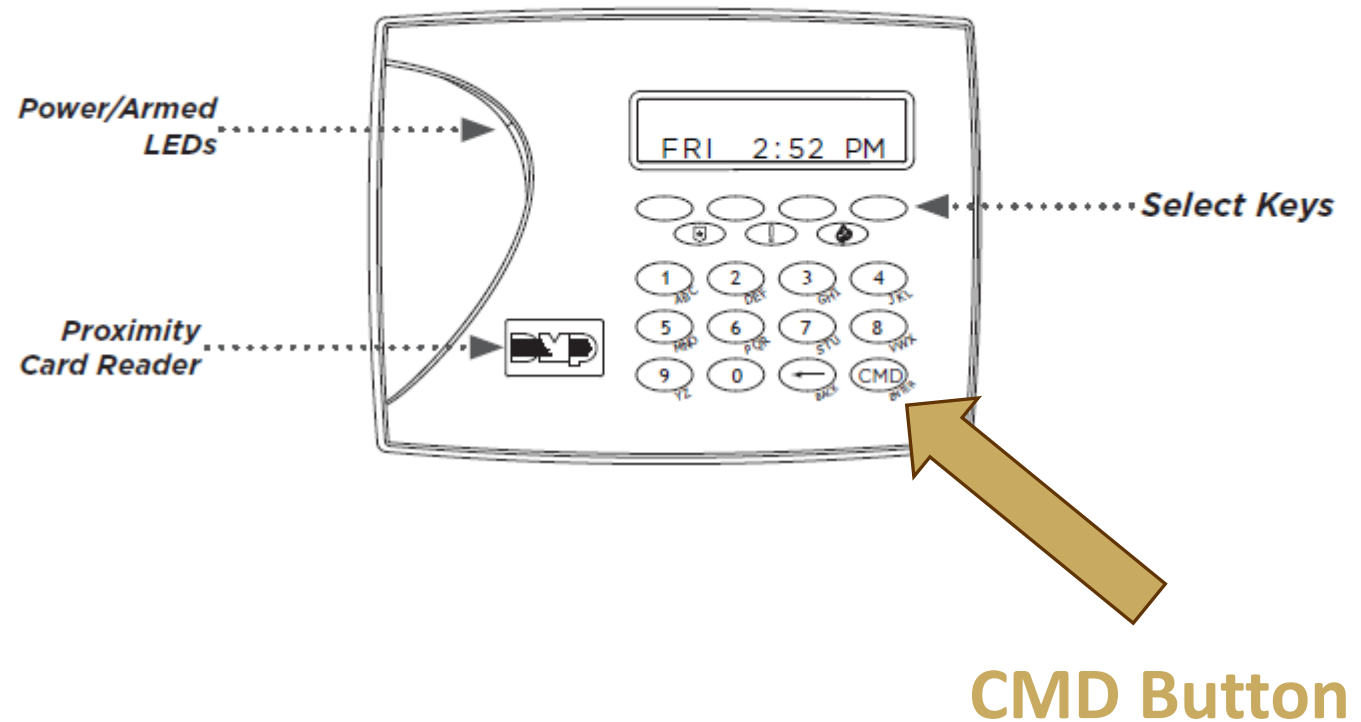
# Security (Building Access)

## Arm System

- Press CMD
- Select ARM
- Select ALL

## Disarm System

- Enter Your Code
- Press CMD
- Select DISARM





# Security Team?

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FBCK Does not have a “Security Team”. There are legal and insurance implications for a Church Endorsed Security Team which we do meet.

FBCK is Private Property. Please notify the Pastor or Brad Bowling if you intend to carry a weapon while on property. This is a requirement to carry on this property.

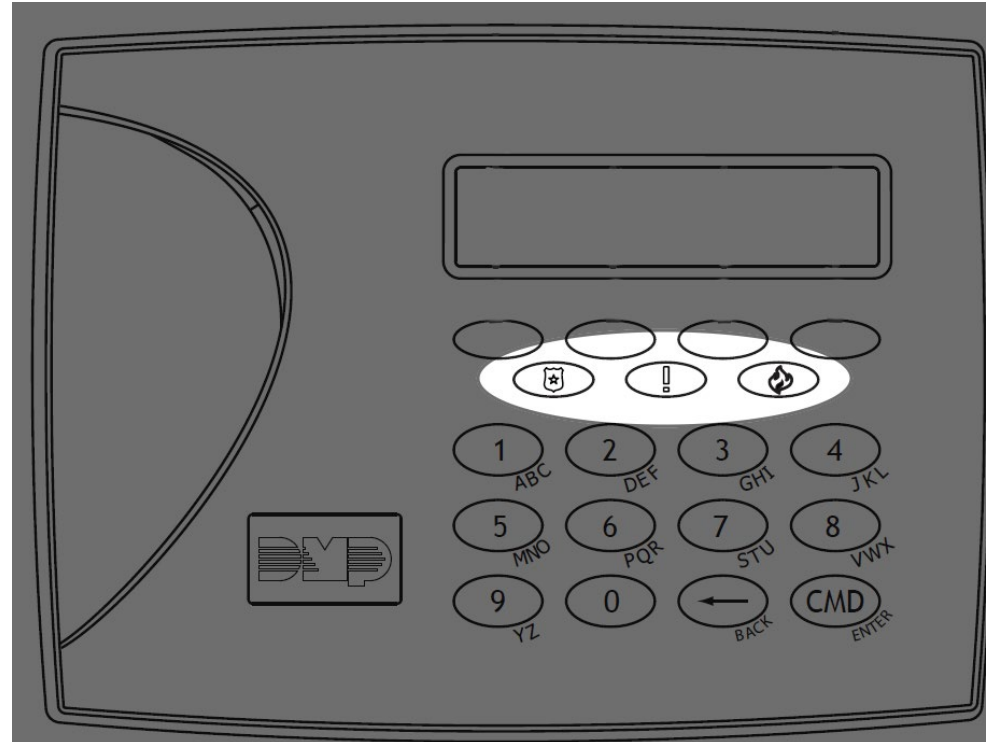
Any use of a weapon on FBCK Property is your use as an individual concealed carry permit holder. Opportunity, Ability, and Intent must be met. You are fully responsible for every round discharged.





# Security (Emergencies)

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# Safety (First Aid Resources)

Where Upstairs?

Next to Sound Booth and in Greeter Desk

Where Downstairs?

Next to Basement Bathrooms





# Safety (AEDs)

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## Where Upstairs?

- Next to the Sound Booth

## Where Downstairs?

- Next to the Basement Bathrooms





# Safety Life VAC

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## Where Upstairs?

- Next to the Sound Booth

## Where Noah's Room?

- On Top of the Cabinet, underneath the TV

## Where Downstairs?

- By the Basement Bathrooms





# Safety (First Aid Resources)

Bleeding Control Kits – **NO BAND-AIDS!!**

## Upstairs

- Greeter Desk
- Cabinet Next to the First Aid Kit

## Basement

- Cabinet Next to the First Aid Kit

Each Individual Kit contains



**Intermediate**

1 x Clear Vacuum Sealed Pouch



Each 8-Pack contains:



**Intermediate**





# Safety (MARCH)

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M- Manage and Treat External Hemorrhage

A- Airway Assessment

R- Respiratory Trauma Assessment

C- Circulation Assessment

H- Head Trauma / Hypothermia



# MARCH

## (Manage and Treat External Hemorrhage)

- Evaluation
  - Rake Extremities Feel for Punctures
  - Treat the Worst / Largest Bleeder First
  - Estimate Blood Loss / Potential Blood Loss (Pooling / Wet Clothes)
- Use of Pressure Dressing
  - If there is any doubt, use a Tourniquet
  - S-Rolled Gauze (not Combat Gauze) in Kit for Wound Packing





# MARCH

## (Manage and Treat External Hemorrhage)

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- Combat Application Tourniquet (CAT)







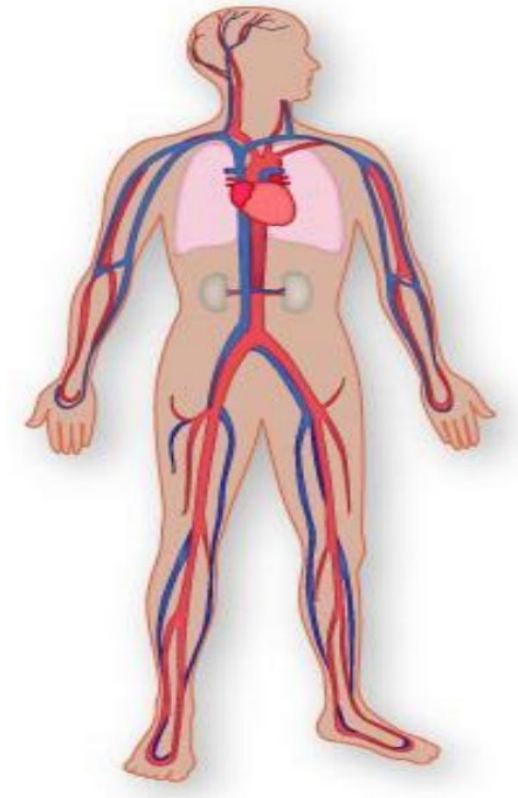
# MARCH

## (Manage and Treat External Hemorrhage)

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### Important Points

- Get it **HIGH**
- Get it **TIGHT**
- Leg Application Use the Entire Friction Buckle





# MARCH (Airway)

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## If They can Talk, They can Breathe

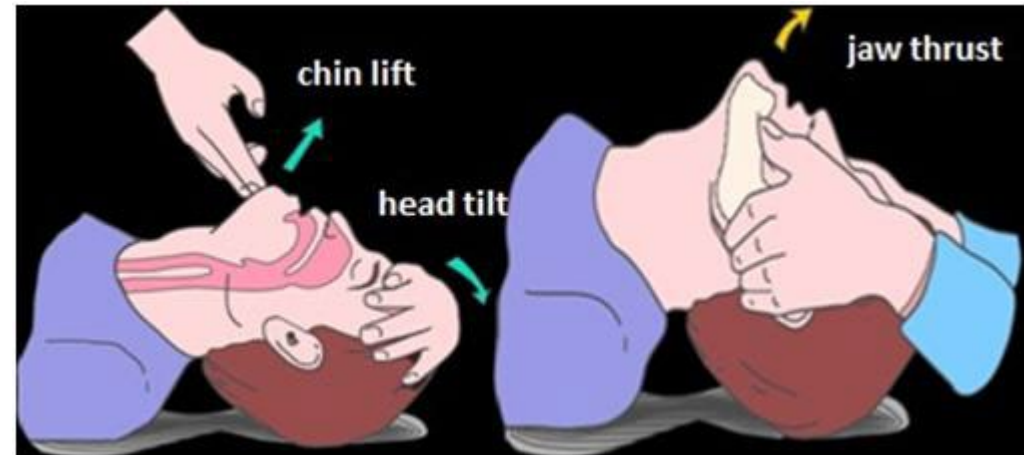
- Look
  - Cyanosis, Injuries, Obstructions
- Listen
  - Rhythm, Depth, Quality
- Feel
  - Breath, Chest Rise and Fall





# MARCH (Airway)

- Opening the Airway
- Important Points
  - During a Mass Casualty  
**Everybody Gets an Airway**
  - CPR
  - NPAs Added on to the KIT





# MARCH (Respirations)

- Penetrating Chest Wounds
- Important Points
  - Check for Exit Wounds
  - Wipe Area Down Before Applying Seal





# Safety (MARCH)

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Do not **MARCH** to your own **DEATH**

Understand the Situation!

Assign someone to call 911

**7313 Hayfield Road**

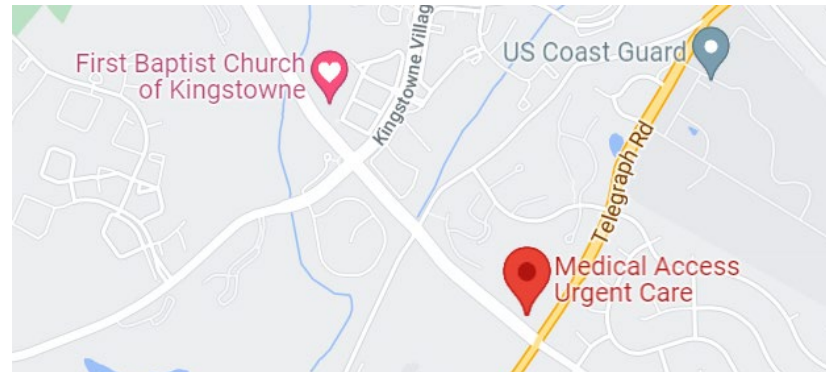




# Safety (Takeaways)

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- Wall Cabinets Will Contain (First Aid Kits, Bleeding Control Kits, Life Vacs)
- There are ZERO Band-Aids in the Bleeding Control Kits (Use the First Aid Kits)
- S-MARCH
- The Address to the Building is 7313 Hayfield Road
- Nearest Next Tier of Care



**Alexandria**

**HOURS:**

<b>Monday:</b>	<b>8:00 AM - 8:00 PM</b>
<b>Tuesday:</b>	<b>8:00 AM - 8:00 PM</b>
<b>Wednesday:</b>	<b>8:00 AM - 8:00 PM</b>
<b>Thursday:</b>	<b>8:00 AM - 8:00 PM</b>
<b>Friday:</b>	<b>8:00 AM - 8:00 PM</b>
<b>Saturday:</b>	<b>8:00 AM - 4:00 PM</b>
<b>Sunday:</b>	<b>8:00 AM - 4:00 PM</b>



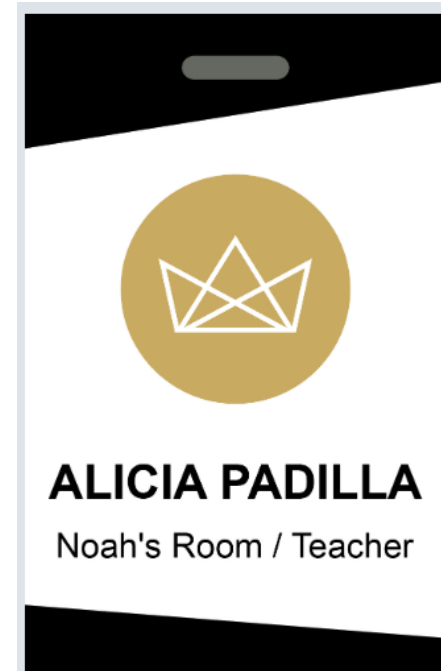
# Badges

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Please wear your Badge when;

- Teaching a Class
- Working in Noah's Room
- Greeting
- Serving in any role with Children

You can store your Badge outside the Bathrooms upstairs.





# Badges (Good Display)

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# Badges (Bad Display)

Repeat  
Offender





# Badges

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Does everyone have Badges?



# Trunk or Treat 2024

Need a Coordination Volunteer by Sunday 15 Sept

20	21	22	23	24	25	26
10:15am Revival			11:15am		Worship Team Rehearsal 4:30pm	
5pm Revival			7pm			
Coffee Fellowship 8:30am		Pastoral Staff Meeting 9am	Kingstowne Kids Christmas Music... 7pm			
Group Bible Study 9am			Mid Week Service 7pm			
Morning Worship Service 10:15am						
[AWANA] Regular Meeting 6 5pm						
27	28	29	30	31	1	2
Coffee Fellowship 8:30am		Pastoral Staff Meeting 9am	Kingstowne Kids Christmas Music... 7pm			[MEN] Monthly Breakfast 8am
Group Bible Study 9am			Mid Week Service 7pm			Neighborhood Outreach 10am
Morning Worship Service 10:15am						
FBCK Worker Meeting 11:30am						
[AWANA] Regular Meeting 7 5pm						

Halloween 2024