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BRINGING OUR MISSION & CORE VALUES TO LIFE

Our Mission: Igniting a Passion to Follow Jesus

Core Values
- **Pre-eminence of Jesus**
  - While many things vie for priority in life, we are committed to centering our lives on Jesus—our Savior, our Lord, the Way to the Father, our example and enabler, our high priest and the One who is worthy of our worship and total allegiance. The main thing is to keep the main One (Jesus) the main thing.
- **Authority of the Word**
  - The Bible is the foundation of who we are, what we believe and everything we do. We are committed to preaching, teaching, counseling, sharing and living by the sufficiency of the whole counsel of God, because it contains everything we need for life and godliness. Real life change is found in the Spirit-empowered Word not our ideas, thoughts, or opinions. God’s Word is written in ink while our plans and theologies are in pencil.
- **Redemptive Community**
  - We are broken people loved by the Father, redeemed by Jesus, and indwelt by the Holy Spirit. We strive to minister God’s love by repairing the broken and bringing into restoration those lost to sin, by the power of the crucified and resurrected Lord Jesus. Our focus is Jesus; our authority is the Word; our dependence is prayer; and our aim is Christ-likeness as we live together as the community of God’s redeemed.
- **Biblical Unity in Diversity**
  - Within the framework of sound doctrine, we value an atmosphere of theological freedom with humility and a non-divisive spirit. We want to reflect the unified beauty of Father, Son, and Spirit, participating in the building of the multi-faceted Kingdom of our triune God. In our theological systems, our ministry forms, and our personal relationships, we are committed to biblical unity in diversity.
- **Extravagant Grace**
  - We desire to be a community of believers, who treat others with the same extravagant grace that God has lavished upon us. We yearn to demonstrate this grace through our church culture and our lives in a way that is transparent, real, and helpful. We are blessed to be a blessing to each other, the city of Indianapolis, and the world.
- **The Call to Go!**
  - All of us are called to be Spirit-empowered catalysts for life change in our areas of personal influence. We approach ministry with a passionate resolve to equip the saints to engage our culture, addressing the most pressing problems and reaching the neediest people in our city and the world. While the body of Christ is made up of a variety of gifts, the calling is the same: GO!

Strategy
- **Exalting Christ**
  - Commitment to expositional preaching
  - Blended variety of worship
  - Prayer
- **Experiencing Community**
  - Wide variety of spiritual backgrounds & diversity
  - Small and big group communities and influence in the broader city/community
  - Priority on discipleship and fostering growth among followers of Jesus
- **Embracing a Calling**
  - Track record of outreach - Unreached, Underserved, Unchurched
  - Priority on volunteer engagement and leadership development
  - Plurality of leadership
COLLEGE PARK CULTURE STORY (CONTINUED)

Church Plant Beginnings
The church was born from ten families that met in the Holiday Inn on the northwest side of Indianapolis. Each week a different hotel room served as the nursery. In 1988 the growing congregation moved to a warehouse near 96th St. and Michigan Rd., where Sunday night services always closed by circling around the chairs, holding hands, and singing “Blessed Be the Tie that Binds” and “I Love You, Lord.”

"Honk, Honk"
When flying in formation, Canadian geese encourage one another to continue the journey with loud honks, and Pastor Kimber Kauffman would often use them as a sermon illustration. “Honk, honk, with me,” he would say to the growing church. “Let’s encourage one another to persevere, to keep following the Lord together.”

96th Street & Towne
In 1986, five acres of land at the corner of 96th St. and Towne Rd. were purchased for College Park by an anonymous donor. The first building was constructed in 1992. As the congregation continued to grow, God provided a total of 31 acres and the funding for the worship sanctuary and children’s wing expansions.

Prayer Path
To better utilize the undeveloped land at 96th St. and Towne Rd. and to provide an area focused on prayer, five men in the Active Adults group designed and created the prayer path. It began as a narrow path cut by a lawn tractor but was eventually mulched and widened, and an Active Adults group added color by planting more than 400 spring flowers. In time, boxes for prayer requests were installed at various locations, and picnic tables and benches were put in shady areas to provide places to read the Bible, pray and be alone with the Lord.

Preaching at College Park
God has faithfully nourished His church and sustained its people through the consistent expositional preaching and teaching of God’s Word. Over the decades, sermon series have been preached from such books as I & II Samuel, Nehemiah, Hebrews, Colossians and Matthew.

Horse Trough
Constructing a new building came with significant cost, and one way to save money was to forgo the traditional baptismal until a final auditorium could be built. A simple horse trough was a practical and portable alternative. Over the years of using the horse trough, 854 people publicly declared they would follow Jesus when they were immersed in its waters.

Transitions
In 2008, Pastor Mark Vroegop became Lead Pastor and took the church through a series in Colossians called “The Core.” He exhorted the church that Jesus is the center. He’s the image of the invisible God, firstborn of all creation and sustainer of everything. He is the pre-eminent one.”

Investing in the Next Generation
To symbolize the importance of passing the faith to the next generation, College Park has carried the tradition of presenting batons at parent dedications for 27 years. As parents receive the baton, they promise to raise their children in the nurture and admonition of the Lord. Likewise, the church is reminded of its commitment to teach the next generation about God’s love and His plan for salvation.
The Christmas Offering & Global Impact
As a tangible expression of our core value of extravagant grace, the Christmas Offering was started in 1996. Each year, money from this offering goes to an intentional and strategic project that will "make a dent, not a dimple" in one of the most needy areas of the world. Since its first year, more than $7.4 million has been given to a variety of organizations proclaiming the gospel of Jesus Christ at home and abroad – demonstrating that “this is for that.”

Building Bridges of Grace That Can Bear the Weight of Truth
The 2008 and 2012 Christmas Offerings targeted the Brookside neighborhood of the near-east side of Indianapolis. Alongside strategic local ministry partners, College Park has a long-term and holistic commitment to bring the gospel of Jesus Christ to the community and build bridges of grace that can bear the weight of truth.

Fresh Encounter Services
In 2008, College Park began its tradition of monthly Fresh Encounter prayer services. Fresh Encounter services were based on the fundamental premise that the only enduring motive for prayer is that God is worthy to be sought. Hundreds have gathered to worship Jesus, pray for the needs of the hurting, and seek God's face, not just His hand.

Mission Expansion Project: "This is for That"
In the midst of the Great Recession, College Park once again found itself facing the challenges of growth and the opportunity to expand its mission. In seasons of over-crowding, attendees were encouraged that “gravel is godly” while they were also encouraged to “come early; sit close; and park far.” In response to the vision and need, over 1,100 families at College Park committed $15 million to fund the Mission Expansion Project, which included construction of a new worship facility and renovations of the older section of the building. The project was completed and commemorated on June 10, 2012.

Other Important Memories in our History
- Cardboard testimonies
  o On a September 28, 2008, several people shared their testimonies by writing a “before” and “after” phrase on a piece of cardboard during the song “You Never Let Go.” Video of the testimonies went viral on the web, getting over 20,000 views from around the world.
  o Watch the Cardboard Testimony video at http://www.yourchurch.com/cardboard-testimonies/
- Christmas Offerings
  o The College Park Christmas Offerings have been invested toward a variety of targets, most global and some local. Christmas Offerings have gone towards translating an Azeri Old Testament, starting the Brookside Initiatives, building a medical center in Togo, and building a building for a theological college in northern India.
- Spotlight events
  o THINK – a weekend where we host a theological and pastoral speaker and explore a theological topic that has practical implications
  o SERVE – a Saturday where all College Parkers are invited to serve in our city through our Local Outreach strategic partnerships
  o LIVE – a series of supplemental videos, discussion guide and devotional used in small groups during the August relationship series
  o REACH – a three-week emphasis on global missions, where we highlight the Great Commission and showcase our missionaries, partnerships, Vision Trips
- Testimonies with baptisms
  - Individuals share a public profession of faith and evidence of life change before they are baptized in the worship service

“College Park-isms”
- The main thing is to keep the main One the main thing
- This is for That
- We treat others in a way that reflects how God has treated us
- If we make a mistake, we make it on the side of love
- Focus on the “Who,” not the “Why?”
- The only enduring motive for prayer is that God is worthy to be sought
- Church is a beautiful mess
- Hard is hard, but hard is not bad
- Strive to make a big church feel small
- God likes us, but He’s not like us
- Our hearts leak
- We live by promise, not performance

Important Sermons

Mission Expansion Project Celebration, Sep. 18, 2011
Vimeo.com/43758598

College Park Next Introduction, March 2014
Vimeo.com/87577037

“Provoked to Pray for our City”, Sermon Jan. 5, 2014
Vimeo.com/83774622

yourchurch.com/sermon/how-far-we-fell/
STAFF TEAM COVENENT: HOW WE WORK TOGETHER

The Staff Team Covenant is a summary of how we commit to live and interact as we serve together to ignite a passion to follow Jesus.

We commit to serve in the model of T.E.A.M.

TRUST (1 Tim. 3:2-8)
Be godly
Follow through on commitments
Live in unity with one another
Respect others

ENCOURAGEMENT (1 Thess. 5:11)
Listen well
Express gratitude
Bear one another’s burdens
Celebrate often

ACCOUNTABILITY (Luke 12:48)
Pursue excellence
Maximize your gifts
Give feedback with grace & truth
Be teachable

MISSION (Matt. 28:18)
Envision the future
Serve with passion & joy
Innovate resourcefully
Remember: this is bigger than you
HELPFUL THINGS TO KNOW

Staff Meetings
The entire College Park staff meets every Tuesday morning for a weekly staff meeting (9-10 a.m. in the east room unless otherwise informed). Staff meetings are important times of community, prayer, collaboration, training, and information-sharing, and therefore attendance is expected. For rare occasions when the meeting is changed or cancelled, staff will be notified via email.

Staff members are also encouraged to participate in the First Wednesday Noon Prayer gathering the first Wednesday of every month in the prayer room.

Prayer Wall
The College Park Church body and staff use the online Prayer Wall as a means to stay aware of prayer needs and pray for those requests. After a person prays for a request, he or she can click the button I PRAYED FOR THIS and the system will send them an email saying someone prayed for them.

You can visit the page to read the latest prayer requests, or you can subscribe to receive a daily email summary at 4 a.m. of all the previous day’s requests.

You are not automatically signed up for the Prayer Wall daily emails, but you may sign up by subscribing through the ENEWS SIGN-UP link at the bottom of yourchurch.com.

Pastor of the Day (a.k.a. POD)
We often have individuals come in our offices or call during the week with real needs (spiritual, physical, financial, or emotional). Some are members and some have never walked into a church. To care for these individuals, a staff man is assigned every day to be on-call to meet or talk with them. The current POD list can be found on the W: drive under Libbi Ritz/POD – find corresponding month to access assignment calendar or see the receptionist.

Phone & Voice Mail System
Access voicemail by pressing the VMAIL button at the top of your phone. The password is usually the same number as your extension. From there you can listen to messages or make changes.

If you are at another phone you can listen to your messages by pressing the VMAIL button, then when asked for the password press #, then when the operator comes on press # again. You will then be asked to enter your mailbox number.

To check your voice mail from phone outside of office hours, call the church number, and when the recorded message starts, press # and then your mailbox number.

Shared Drive
When you’re on the church’s internet network or VPN, you have access to the W:/ drive, where staff files are kept. The IT Director recommends storing files on the W:/ drive instead of your computer because the w:/ server gets backed up, and your files will be lost if your computer hard drive fails.
Office Supplies & Processes
Most of our office supplies are available in the Copy Room. If you don’t find what you need, the Receptionist can help you. Any items that you do take should be logged on the clipboard near the phone in the Copy Room.

If you need something that we do not usually keep on hand, speak with the Office Manager.

If there is an emergency need, an office supply store is nearby. But it is preferred that special needs or high quantities be ordered in advance through our primary vendor due to significant cost savings.

HR & Benefits
The HR team (Paul, Tim, Chana) is available to assist you and answer questions to help you be a healthy and effective team member on the College Park Church staff.

- For any questions about benefits available to full- or part-time employees, contact Tim Davis (tdavis@yourchurch.com) or 317-875-0282 x100.
- For questions about your 403(b) plan, contact Jevne Livengood.
- For specific issues related to insurance, contact our insurance customer service manager with Brown & Brown, Jan Deibel (jdeibel@bbindy.com).

Annual Objectives & Performance Reviews
Under the guidance of his or her supervisor, every team member is expected to create annual performance objectives that serve as measures and a foundation for healthy and productive ministry and ongoing performance improvements. Formal annual reviews are conducted in November or early December, and informal mid-year reviews are conducted in June or July.

Employee Handbook
The Employee Handbook is an important collection of all the policies related to employment at College Park Church. Employees are expected to read and verify they have read within 30 days of their day of hire. The latest handbook can be downloaded from the staff shared W:/ drive in the “Staff Handbook” folder.

Social Media Guidelines
Social media is a tool with great potential to connect with attendees and reach those outside the church. The Communication Team manages the main social media channels of the church and advises the strategies of individual ministries’ use of social media.

- Facebook: https://www.facebook.com/CollegeParkIndy
- Twitter: https://twitter.com/collegeparkindy

What to Post
- Devotional thoughts (the overflow of your heart – Matt. 12:34)
- Stories of God at work
- Real-time snapshots of ministry (show what you do on staff)
- Pictures of your life – personal & ministry
- Show gratitude & say thanks
  - E.g., share a picture of a volunteer and say “thank you”
What to Post (continued)
- Re-post or re-tweet other edifying content of church leaders, blogs, or conferences
- Reminders to reinforce other communication touch points

What to Avoid
- Avoid negative or sarcastic comments about others (attendees, staff, public figures, etc.)
- Don’t post or picture that would be misunderstood out-of-context
- Don’t post identifying pictures of children without parental consent via a photo release
- Don’t set up new church accounts without establishing a plan with the Communication Team
- If you see any inflammatory post or comment, please elevate the issue by notifying the Communication Coordinator and Director of Communications.

Best Practices
- Actively engage in your ministry area
  - If you already have a ministry social media account established, continue to invest in your community
  - If your ministry doesn’t have a ministry-specific account, contribute to the church’s main social medial channels (Facebook & Twitter)
- Request help with a social media strategy
  - We’ll discuss the merits of keeping content going through the main church channels vs. creating small groups
- Submit social media content requests & calendar
  - Review your schedule and flow of ministry and request posts on the church social media channels
  - 50% or more of community content (not promoting something)
  - 50% or less of event promotion (“calls to action”)
  - Submit requests through the Communication Project Starter Form

A Word on Personal Social Media Accounts
By virtue of your employment at College Park, your personal social media accounts are a reflection on the church. Please use discernment with what you post on social media – both in ministry communication and with your personal accounts, in accordance with our technology use policy in the employment handbook.
STAFF TOOLS & RESOURCES

Staff Hub
The online Staff Hub is a webpage created to be a central hub for the resources you need for day-to-day ministry. You can find a wide variety of resources, including communication/branding files (e.g., fonts, logos, templates), links to the tools used by staff, and numerous Quick Start Guides for common tasks to help you be more effective.

Find the Staff Hub at http://www.yourchurch.com/staffhub/

MP Mobile / Mobile Tools
MP Mobile is a mobile app that allows you to easily access member and group information from your mobile device. From within the app, you can call, text, or email people, look up their address, and see what groups they’re in.

Find instructions for setting up the app at yourchurch.com/staffhub.

MinistryPlatform
Staff login: https://connect.yourchurch.com/ministryplatform/

MinistryPlatform is our church database that serves as a central platform for member records, event registrations, check-in, reports, and giving. MinistryPlatform also serves as the backbone for our online Portal, which gives our members access to their personal profile, giving statements, group participation, events, and vision trips.

Contact the IT Director for questions or training on MinistryPlatform.

Find training materials for using MinistryPlatform at yourchurch.com/staffhub.

Branding/Visual Identity Resources (Fonts, Logos, Templates)
To help all of College Park communications to be clear, unified, and cohesive, we have established a branding guide to articulate the visual and written style and “DNA” of our communications.

Download the College Park Branding Guide and resources at yourchurch.com/staffhub.

Communication Projects & Resources
The Communication Project Starter form is the starting point for communication projects, including publicity, publications, graphics, signage, editing, etc. This form captures the key information the Communication Team needs to know to start projects and bring them to a successful completion with you. If your needs for an event are many, complex or recurring, please set up a meeting with the Communication Coordinator.
Resource & Events Scheduling Steps
College Park has a Resource Team available to support the needs for ministry events and initiatives. As you plan ministry events, here are the five key steps for coordinating the details of planning and room reservations:

1. Concept
   a. Discuss, evaluate and develop the vision and details of event. Get pastoral approval. If large conference, the pastor should seek Leadership Team approval.
   b. Depending on the complexity of the event, you may be asked to attend the weekly Resource Team meeting to discuss your needs in detail.

2. ServiceU
   a. Enter details in ServiceU: Date, time, rooms/setups, resources, AVL services
   b. If childcare is requested, select box for childcare as YES. Fill in further information as known. Childcare Coordinator will contact you with more specific questions.
   c. Once ServiceU approval is obtained, move forward with other steps.

3. MinistryPlatform
   a. Enter event in MinistryPlatform for the event’s registration form.

4. Communication
   a. Add event to Ekklesia360 for it to appear on website calendar. Add sufficient detail to help someone understand who knows nothing about the event. Save it as “Published.”
   b. Request further communication pieces via the Communication Project Starter Form located on Staff Hub

5. Execute & Debrief
   a. Post event, schedule a debrief meeting to review strengths and weaknesses, how it can be improved next time. Send lessons learned to Resource & Events Coordinator.

Contact the Resource & Events Coordinator if you have any questions about room reservations, resources, or ServiceU.

Facility & Audio/Video Technology Usage
The Facilities Manager is the contact person for cleaning, setups, events, and grounds, and he is on “site command” on Mondays, Wednesdays, Fridays, and Saturdays (on call).

The Property Manager is the contact person for maintenance issues, vehicles, safety and security, and he is on “site command” on Tuesdays, Thursdays, Sundays, and Saturdays (on call).

See the Resource & Events Coordinator for assistance with facilities or audio/video technology.

Outlook: Email & Calendars
Outlook 2013 for PC and Outlook 2011 for Mac are the standard applications for email and calendars. Also, staff members are expected to keep their Outlook calendars up-to-date with appointments and time away, so that one’s supervisor and other staff members can be aware of availability and appointments. If you use another calendar program like Google Calendar or iCal, you must ensure it is properly synced so that Outlook calendar items and requests are accurate. The IT Director can give you instructions for configuring calendar and email on your mobile device.

See the IT Director or Communication Director for assistance with Outlook, email, or calendars.
Conference Rooms
There are five conference rooms available to staff to reserve for meetings. Rooms O|101 (receptionist area) and C|206 (upstairs in the treetop area) are reserved in ServiceU. The other rooms are reserved in Outlook: O|101 (across from staff kitchen), O|120 (next to mail room), O|155 (Next Generations area), C|226 (upstairs glass room). Some rooms have video and phone capabilities.

See the Resource & Events Coordinator for assistance reserving conference rooms.

Ekklesia360  https://my.ekklesia360.com/Login/
Ekklesia360 is the content management system used to update content on the College Park website (yourchurch.com). Each ministry team is responsible for the content in the ministry area’s pages and for adding events to the calendar.

The Communication Team manages the logins and user permissions for staff. If your role responsibilities include website edits, the Communication can set up access and training.

Find training materials for using Ekklesia360 at yourchurch.com/staffhub.

Mail Chimp https://login.mailchimp.com/
Mail Chimp is an email content and list management system used for large-audience, regular enewsletters (e.g., weekly all-church enews, daily Prayer Request emails). The Communication Team oversees the master calendar of emails sent through Mail Chimp and the organization of our subscriber lists.

See the Communications Team for assistance with email campaigns with Mail Chimp.

Formstack  https://www.formstack.com/admin/
Formstack is used for online forms in rare, special cases when a MinistryPlatform form does not meet requirements.

See the Communications Team for assistance with Formstack forms.

ServiceU  https://my.serviceu.com/
For post training assistance with ServiceU, please visit their Help area for screen shots and step by step instructions.

You can locate this from the ServiceU home page. Click on your name in the upper right hand corner. Select the HELP option near the bottom of the drop down menu. From the help screen, you can select which topic it is that you need assistance with.

If you are still not finding what you need, or have questions that these Help topics cannot assist you with, please contact the Resource Coordinator.
**Serving Hub** [http://www.yourchurch.com/servinghub](http://www.yourchurch.com/servinghub)

The online Serving Hub provides our church family many opportunities to embrace their calling and serve with one of our ministry areas. A person can select specific ministry areas or search by skills or interests. When a person submits interest to a role, the system emails the ministry contact, who should follow-up with the interest person within 48 hours.

The Serving Hub is on the website under the CARE & OUTREACH tab.

*Request a listing on the Serving Hub at yourchurch.com/staffhub*

**Computers & IT Requests**

If, ahem, *when* you have computer issues, our IT Director will help you troubleshoot the issue to find a remedy as soon as possible.

*Submit a computer or IT request through the form at yourchurch.com/staffhub*

**Expense Reports**

Credit card expense reports help ensure sound financial accountability and are required to be completed by the 15th day of every month. If you are issued a credit card, in your first 30 days of employment, you should meet with someone on the Finance team to understand the requirements of the report.

*Contact the Finance office for an expense report worksheet.***

**Purchase Orders (POs)**

Any expense over $500 are expected to have a purchase order completed before the purchase, which 1) helps the Finance office plan for the expenditure, and 2) ensures adherence to auditing standards and approval from the Executive Team. The PO form is simple, and you can attached a quote to the form to provide specific details.

*Contact the Finance office for a purchase order form.*

**Mileage Reimbursement**

Consult the Employee Handbook and talk with your supervisor about what cases warrant a reimbursement and out of what budget the reimbursement expenses will be taken.

*Contact the Finance office for an approved Mileage Reimbursement worksheet/form.*

**Recording your Time Through Paychex (Hourly Employees Only)**

To record your time, navigate to [https://timeandlabor.paychex.com/secure/login.aspx](https://timeandlabor.paychex.com/secure/login.aspx). We recommend you use Internet Explorer for this site and bookmark the address. The client ID is 0451L138, and your login and password will be provided to you upon hire.

*Download the detailed instructions on recording your time at yourchurch.com/staffhub.*