



LIBERTY

LIVE CHURCH



New Pastor Orientation



Table of Contents

a. Employee Check List.....	Page 2
b. Liberty's Mission: Who We Are	Page 4
c. Our History: Where We Have Been	Page 6
d. The Vision: Where We Are Going The Strategy: How We Will Get There.....	Page 9
e. Values: The Kind of People We Will be Along the Way.....	Page 11
f. Permission-to-Play Values: Pastor Grant's Expectations.....	Page 13
g. Ministries: What Is Core.....	Page 15
h. Life Track and Generosity Pathways: What is Discipleship.....	Page 17
i. Paid Time Off Procedures.....	Page 20
j. Sabbatical Procedures.....	Page 24
k. Payment Request Procedures.....	Page 27
l. Spending Guidelines.....	Page 30
m. Mileage Reimbursement	Page 32
n. Approving Expenditures.....	Page 34
o. Request Forms.....	Page 37
p. Mass Communications.....	Page 40
q. Incident Reports.....	Page 42
r. Community Service Organizations.....	Page 45
s. Benevolence.....	Page 50
t. Hospitals and Bereavement.....	Page 52
u. Counseling Referrals.....	Page 54
v. On Call Procedures.....	Page 58
w. Baptism Information.....	Page 60
x. Social Media Guidelines.....	Page 63
y. Digital & Internet Accountability	Page 67

Employee Check List

Instructions: Supervisors are to ensure that all these items are complete. Please make sure new employees meet the people whose names are on this list.

New Employee: _____ Supervisor: _____

- ☐ Name Plate, Key Fob, Liberty Shirt, Café Discount, Copier Training, Office Supplies, Mailbox Area, & Business Cards - Laura Smith
- ☐ During the First Week – Abuse Awareness Training – Robin Payne
- ☐ Email, Computer, Phone, Training on Fax, and Printer set up on laptop - Patrick Cho
- ☐ Ministry Platform Training – Tamara Gebre
- ☐ Employee & Insurance Paperwork, Introduction to Paycheck Format, Pay Periods, & Taxes - Leslie McAllister
- ☐ Email Staff Introducing Employee – Executive Team
- ☐ Keys and Safety Office Location – Supervisor & Wayne Sorrell
Before entering the LSM Building or one of our Multisite Facilities, contact the Student Pastor or the Campus Pastor to receive the alarm code.
- ☐ Job Description Reviewed – Supervisor
- ☐ Facility Tour/Staff Introductions - Supervisor
Before entering the LSM Building or one of our Multisite Facilities, contact the Student Pastor or the Campus Pastor to receive the alarm code.
- ☐ Life Track & Membership Transfer, Ministry & Group Card – Scott Payne
- ☐ Communications & eSPACE Orientation – Jennifer Ward



Liberty's Mission: Who We Are

MISSION STATEMENT:

“Changing lives, communities, and the world for Jesus Christ.”

LIBERTY’S HALLMARKS OF MINISTRY:

- Changing LIVES – Liberty has the desire to see people experience a life change that begins with a relationship with Jesus Christ. Liberty further desires to see every Christian in a growing relationship with Christ that is evidenced by a greater love for God.

Matthew 28:18-20 – “Then Jesus came to them and said, ‘All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.’”

Romans 12:1 – “Therefore, I urge you, brothers, in view of God’s mercy, to offer your bodies as living sacrifices, holy, and pleasing to God – this is your spiritual act of worship.”

- Changing COMMUNITIES – Liberty is committed to make a difference in the community of Hampton Roads as we serve as a witness for Christ and seek to minister to the needs of the people.

Matthew 22: 37-40 – “Jesus replied, ‘Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ All the Law and the Prophets hang on these two commandments.”

1 John 3:17-18 – “If anyone has material possessions and sees his brother in need but has not pity on him, how can the love of God be in him? Dear children, let us not love with word or tongue but with actions and in truth.”

- Changing THE WORLD – Liberty is committed to God’s ultimate plan to reach the world with the Gospel of Jesus Christ. We work strategically by sending and networking with many proven and effective national and international ministries, and supporting mission works around the world.

Acts 1:8 – “But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth.”

- For JESUS CHRIST- Liberty’s authority as a church does not come from a person, pastor, or a governing board, but rather the headship, leadership, of Jesus Christ. We minister for him and under his authority.


Colossians 1:18 – And he is the head of the body, the church. He is the beginning, the firstborn from the dead, that in everything he might be preeminent.



Our History: Where We Have Been

for Nathaniel's timeline

for Nathaniel's timeline



The Vision: Where We Are Going
The Strategy: How We Will Get There

OUR VISION:

BEYOND THE HORIZON: 10 YEARS

God is moving Liberty to launch campuses within a 30-minute drive of every home in Hampton Roads. These locations will connect people of various ethnicities and generations to God and one another. Liberty's campuses and ministries will make the church accessible to 1.8 million people in Hampton Roads and beyond so that every individual can experience Jesus Christ in their personal life. We will teach the Word of God so that the hope of the gospel will be launched forward for generations to come.

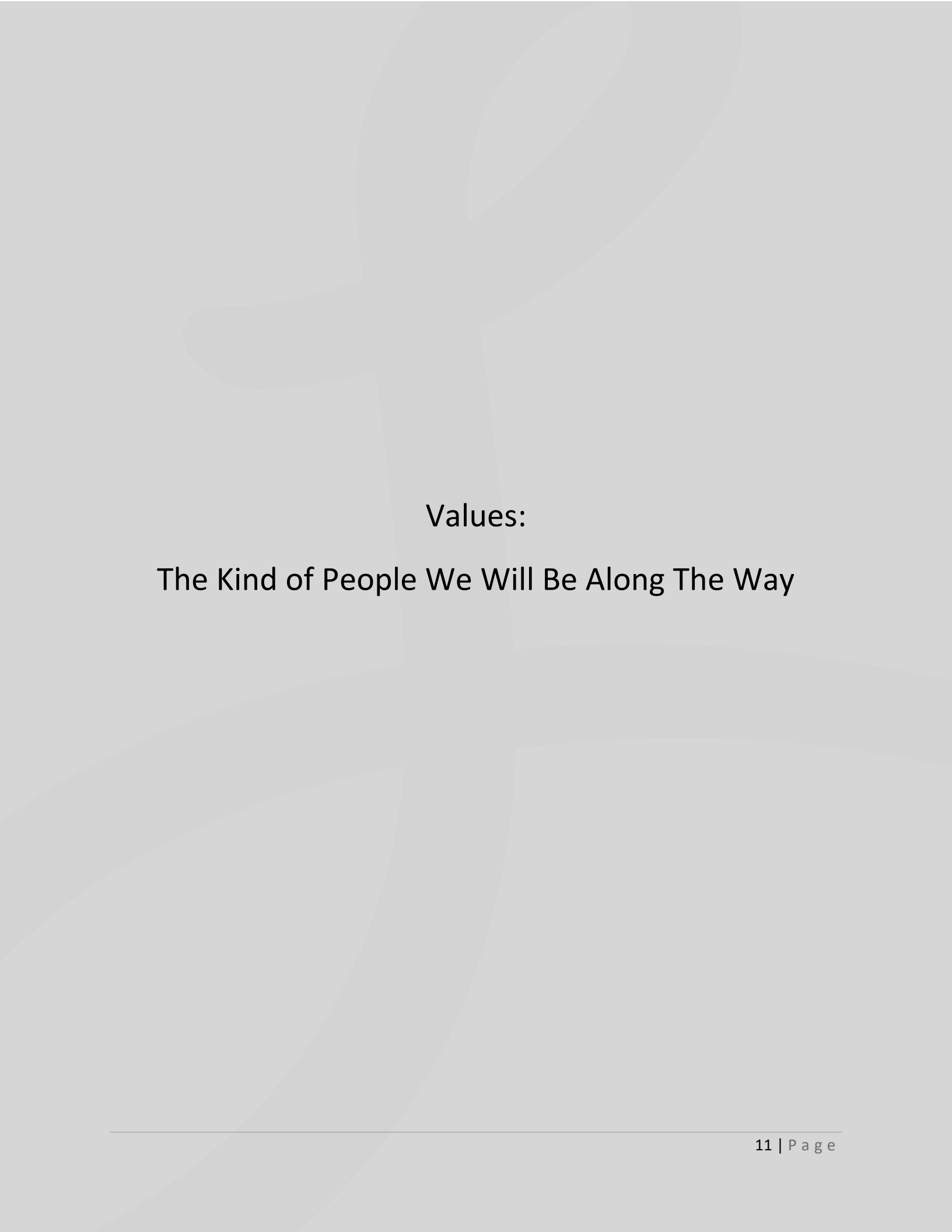
MIDGROUND VISION: 1 YEAR (2023)

Gather The People: Gathering people for in-person participation in worship, groups, prayer, serving, giving, and sharing their faith while recognizing that online participation adds value for those that cannot attend in-person and those we are attempting to step to in-person participation.

OUR STRATEGY:

FOREGROUND VISION: 90 DAYS (October – December 2023)

#1	#2	#3	#4
<u>Invitation & Guest Registration</u> – We will create a culture of inviting and registering 25% more guests, so they can take their next step in their faith journey.	<u>Students</u> – We will encourage the next generation to embrace the Liberty DNA of worshiping and serving by presenting serving opportunities in their groups and having personal conversations with parents/guardians.	<u>Christmas Eve Service</u> – We will see Christmas at Liberty participation increase by 15% by inviting and encouraging others to attend and meet Jesus.	<u>Generosity</u> – We will engage 20% more donors to leave a legacy by casting a compelling vision for Lottie Moon and Big Give offerings.



Values:
The Kind of People We Will Be Along The Way

CORE VALUES:

- **Love God**

- Luke 10:27 He answered, "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind and love your neighbor as yourself."
- What does it look like to love God with all your heart? It means you put Him first. Are you starting your day with prayer and Bible reading? Do you have times of prayer and fasting? Do you have an intimate relationship with God? Are you seeking to live a life of integrity, character, and holiness? Do you have the presence of God and anointing of the Holy Spirit on your life?

- **Love People**

- John 13:34-35 "I give you a new command: Love one another. Just as I have loved you, you are also to love one another. By this everyone will know that you are my disciples, if you love one another."
- The kingdom of God is built relationally not positionally. Don't get hung up on what you are doing but who you are doing it with. Show me your friends and I will show you your future. Be encouraging to others and love them enough to share the gospel.


- **Pursue Excellence**

- 1 Corinthians 10:31 "So, whether you eat or drink, or whatever you do, do everything for the glory of God."
- Excellence is not always having the best but doing the best with what we have. We need the pace of grace. You only have so much time and energy, so give God your best not your leftovers.
- Are you doing your best for Jesus? Do you have a strong work ethic? Are you efficient with your time and money? What you do is important, so make every day matter. Today matters. We have a tendency to over exaggerate yesterday, overestimate tomorrow, and underestimate today. Do your best today.

- **Choose Joy**

- Psalm 100:1-2 "Make a joyful shout to the Lord, all you lands! Serve the Lord with gladness; come before him with joyful songs."
- Nehemiah 8:10b "...the joy of the lord is your strength."
- Serve the Lord with gladness. The joy of the Lord is our strength, the garment of praise for the spirit of heaviness. Learn to laugh and laugh a lot. A merry heart doth good like a medicine. The world is sick and needs medicine. This does not happen by accident; you have to be intentional. You must decide every day to be joyful.

Together, we will be better when we are all living out these four shared values.



Permission-to-Play Values: Pastor Grant's Expectations

Introduction

When Pastor Grant became Senior Pastor of Liberty Baptist Church in 2006, he shared some things with the staff that have been guiding principles for our team. Please read these carefully and seek to live according to these expectations so that we can experience the best that God desires for our team.

Pastor Grant's desire is to build a ministry for the long haul. If God will allow it, he hopes to retire here. His heartbeat is to grow the local church. His leadership style is best qualified by the words relational and visionary.

Non-Negotiable Ground Rules


- 1) Integrity – We have to do what we promise to do and don't need to promise more than we can do.
- 2) Honesty – Often, people tell lies when it would have been easier to tell the truth. Honesty is the best policy even when it hurts.
- 3) Loyalty – We desire staff members that will be loyal to the leadership of the church, their direct supervisors and coworkers.
- 4) Humility – We do not need superstars on our staff. We need team members that place the interests of others before their own. We do not allow departmental thinking where one department has tunnel vision and only sees their ministry as important.
- 5) Tithing – All staff are required to tithe to Liberty in a means (online or through tithe envelopes) that can be documented by the business office.
- 6) Faithful Attendance – Staff are required to faithfully attend all Sunday services at Liberty and other activities as assigned by their supervisor.

Behaviors and Attitudes That Will Not Be Tolerated

- 1) Dishonesty
- 2) Disloyalty
- 3) Gossip – Gossip will destroy trust on a team. We have a zero tolerance for gossip.
- 4) Drinking Alcohol & Substance Abuse
- 5) Bad Attitudes – Back biting and sowing seeds of discord are grounds for dismissal.
- 6) Competition – What is best for the team and the church must come first.

Six "C's" For Liberty Staff

- 1) Communication – Talk to one another and keep team members informed. A good understanding cuts down on misunderstandings.
- 2) Cooperation – We must have a mutual understanding and respect for one another.
- 3) Competency – We all need to do our jobs with excellence.
- 4) Confidentiality – We deal with sensitive information and sensitive information should not be shared outside the appropriate church leaders and staff. Also, team members should never talk to others concerning their salaries and benefits. Breaking confidentiality as it relates to salaries and benefits are grounds for dismissal.
- 5) Chemistry – We work hard together, but we also want to have fun together!
- 6) Commitment – We must live a life committed to the Lord first and foremost. From this relationship flows a proper commitment to our families, church and ministry responsibilities.



Ministries: What Is Core

CORE MINISTRIES:

- **WORSHIP**

Worship is all about knowing God. We assemble at each campus to spend time in God's word, prayerfully respond to it, and praise Jesus because of it.

- **GROUPS**

Groups are all about finding community. We gather each week to build relationships that help each other grow in the Lord.

- **HOSPITALITY**

Hospitality is all about serving people. We mobilize to be the hands and feet of Jesus to each person that comes to a Liberty campus on a Sunday morning.

- **MISSIONS**

Missions is all about leaving a legacy. We go on the mission and give to the mission to advance the kingdom of God and bring all people the good news of Jesus Christ.

OUR MOTTO:

"It's not just church, it's life."

STAFF DEVELOPMENT KEY MEETING – Sometimes this takes the form of an all staff breakfast where we hear from Pastor Grant. At other times it is a campus staff meeting. The purpose is to focus on building a healthy staff culture.



Life Track & Generosity Pathways: What is Discipleship

LIFE TRACK

KNOW GOD

You were made to know God. He is personal and relational. God has made Himself known in Jesus Christ. The Bible is ultimately about Jesus; therefore, we can know God through spending time in the Word and spending time in prayer.

FIND COMMUNITY

When you come to know God, He adopts you into His family, makes you a citizen of His kingdom, and places you in a body called the Church. No one lives for God in isolation. We find community by gathering together and growing together.

SERVE PEOPLE

We glorify God when we leverage the abilities He has given us to bless and serve others. Serving people isn't about how talented we are, but about how gracious God is to do His work through us. We can serve by loving the church and loving the community.

LEAVE A LEGACY

Our lives are so brief, but we can do something in our lives that will outlive us. No one left a bigger legacy than Jesus. No one changed this world through their life as much as Jesus did. We join that legacy when we do two things – go on the mission and give to the mission.

GENEROSITY PATHWAYS

The Bible says the word “believe” 272 times, “pray” 371 times, and “love” 714 times. But it says the word “give” 2,161 times. This is who God is. For God so loved the world He gave. God is the greatest giver, and if we are going to be like Him, then we must imitate His generosity. Here at Liberty, we have outlined a generosity pathway for you to consider as you seek to live a generous life.

THE STARTING GIVER

Description: I am beginning to live a life of generosity.

We all have to start our journey towards generosity somewhere. For many, they simply have never given to God's mission through their local church. The starting giver's financial priorities have not been shaped by Jesus' kingdom and mission yet. For many, the first step needs to be to create a budget and begin to consciously steward their money. We suggest a free and easy-to-use tool called the *EveryDollar* app. There are lots of helpful resources, but without a working budget, you will never be able to steward your resources for Christ.

THE STEADY GIVER

Description: I am consistently living a life of generosity.

God's generosity towards us isn't sporadic. God's love and generosity for us is steady. Therefore, starting givers should continue towards consistent generosity. Practically, this means prioritizing generosity in your monthly budget. For the majority of givers at Liberty, that involves setting up monthly recurring gifts online at libertylive.church/give.

THE SCRIPTURAL GIVER

Description: I am living a Biblical life of generosity.

As we give consistently, we also begin to give proportionally. God isn't impressed with the total sum we give, but He does want each of us to give in proportion to how He has given to us. The Scriptural giver prioritizes 10% of their income to giving to God's mission through the local church.

THE SACRIFICIAL GIVER

Description: I am living a selfless life of generosity.

God's generosity towards us cost Him greatly. King David once asked, "How can I give something to God that costs me nothing" (2 Samuel 24:24)? Sacrificial giving moves beyond a focus on the minimum. Imitating God's generosity will involve sacrificing in the present to invest into eternity.

THE SUPERNATURAL GIVER

Description: I am living to leave a legacy of generosity.

As we give sacrificially, God may lead us to give beyond what seems humanly possible. That was the testimony of the widow in 1 Kings 17 and the Christians in 2 Corinthians 8. But God supplies our needs as we prioritize His kingdom above all things.

How Can I Give?

- **Online** – www.LibertyLive.Church/Give
- **Text "Give" TO 40371**
- **Envelopes** – Cash or Check



Paid Time Off Procedures

Paid Time Off General Rules

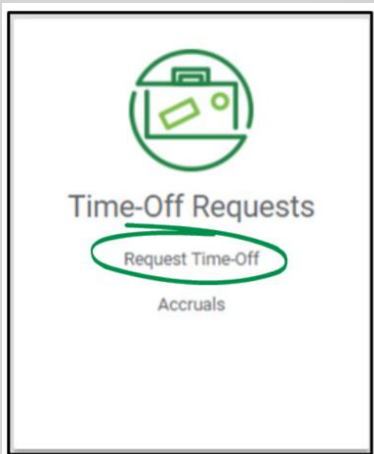
- Verify your Paid Time Off with your supervisor.
- You must fill out and submit (to your supervisor) a Paid Time Off Request in Paycom (See next page).
- Paid Time Off must be taken in 1-hour increments.
- Please request your time off at least three weeks in advance.
- Paid Time Off due to sickness must be taken hourly and can be completed when you return to work.
- Paid Time Off is accrued monthly (See the Employee Handbook for accrual rates).
- All time off must be approved by your supervisor.

Access PTO at <https://paycom.com> with your employee login.

Request Time Off

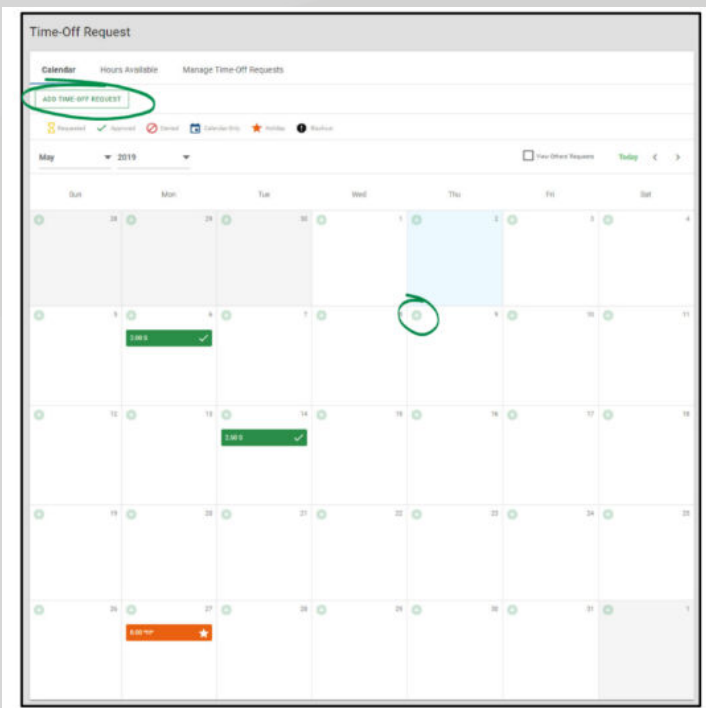
Step 1

From the main menu, click “Request Time-Off” from the Time-Off Requests tile. For your convenience, you can also access this using the navigation bar at the top of the page.



Step 2

From here, you can request time-off in two ways. Either click “Add Time-Off Request,” or use the mouse to hover over the date you need time off and click the “plus” icon.



Step 3

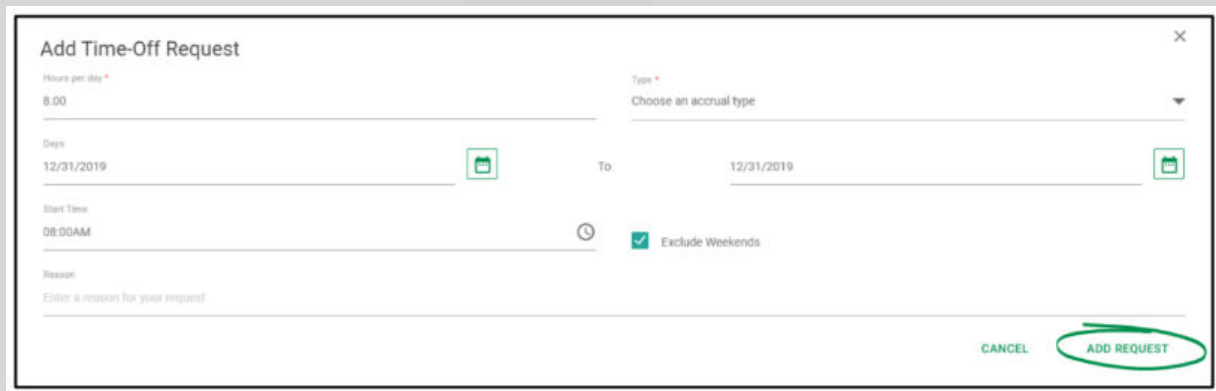
Enter the number of hours you need to request off as well as the accrual type from the drop-down menu. Then, choose the date or date range you would like to request off.

Enter a Start Time depending on when this request will begin. You also have the ability to add a reason for the time-off request.

The “Exclude Weekends” box is checked as a default and will skip placing requests on weekends. Uncheck this box if you are taking time off on a weekend.

Once these selections are made, your Projected Net Available time will display at the bottom of the screen. If your request is for a future date, the Projected Net Available will display how many hours you will have accrued by then.

When finished, click “Add Request.” Your request will be sent to your supervisor for approval.

A screenshot of a web form titled "Add Time-Off Request". The form contains several input fields: "Hours per day" with a value of "8.00", "Type" with a dropdown menu labeled "Choose an accrual type", "Days" with a date range from "12/31/2019" to "12/31/2019", and "Start Time" with a value of "08:00AM". There is a checkbox labeled "Exclude Weekends" which is checked. At the bottom, there is a text input field for "Reason" with the placeholder text "Enter a reason for your request". Two buttons are at the bottom right: "CANCEL" and "ADD REQUEST", with the latter being circled in green.

After your request is submitted, you will be able to view the time-off request in the Time-Off Calendar. The requests are color-coded so you can easily see the status of the request by viewing the time-off legend.



Sabbatical Procedures

Purpose

The purpose of the Sabbatical Policy of LibertyLive Church is to enhance the ministries of the church by providing to full time Senior Staff the opportunity for more focused study, training, and rest by giving time away from the daily duties of their jobs.

Old Testament basis for the leave is found in Leviticus 25:3-4, where instruction is given for the ground to lie fallow every seven years, and in Leviticus 25:8-13 which calls for a year of Jubilee every fifteen years. In the New Testament, both Matthew and Luke give an account of Jesus spending forty days in the wilderness before beginning His ministry. Throughout the gospels, Jesus often retreated from the crowds to be alone with the Father.

The intent of sabbatical leave is to provide Senior Staff with rest from daily routines, renewal through study and rebirth in ministry ideas and passion upon return (Clergy Renewal, Bullock and Bruesehoff page 19).

Eligibility

The Senior Pastor is eligible for sabbatical leave following the completion of five (5) years of service. All other Category I staff members are eligible for sabbatical leave following the completion of seven (7) years of continuous, full-time service in eligible positions. The continuous service must be at a manger level or higher. The staff member has twelve (12) months to complete the sabbatical leave from the date of the qualifying anniversary date.

Should two or more staff members become eligible for sabbatical leave in the same calendar year, the Executive Pastor of Ministries, or the Chief Financial Officer, shall determine the scheduling of the respective leaves so that no concurrent leaves occur. The Senior Pastor shall determine the scheduling of the Executive Pastor of Ministries, and the Chief Financial Officer's leave. With the exception of the Senior Pastor, preference in scheduling shall be given to the staff member with the longest tenure at Liberty.

Duration

Time available for sabbatical leave is six (6) weeks for the Senior Pastor and four (4) weeks for Category 1 staff members. These eligible staff members will earn an additional one (1) week of sabbatical leave for each successive sabbatical. This time is in addition to, and may be taken in conjunction with, vacation and the ten (10) days normally allotted to attend conferences or speaking engagements. In no case shall the total leave time from all sources exceed six (6) weeks of continuous time away from LBC. Full salary, benefits and accredited service time will be continued during the sabbatical leave.

Should a church or family emergency arise which requires a sabbatical leave to end prematurely, the Personnel Committee shall determine whether and under what circumstances additional leave time shall be granted.

Accountability

A Sabbatical Leave Request must be submitted to the CFO or Executive Pastor of Ministries and Direct Supervisor for approval at least sixty (60) days in advance and must include the planned activities, objectives and schedule for the requested leave, as well as provision for distribution of all ministry duties while absent. At least one week of the sabbatical must be used for the purpose of further education and enrichment. The CFO and the Executive Pastor of Ministries will submit to the Senior Pastor. The Executive Pastor of Ministries will assign required reading on the concept of sabbatical leave that must be completed by the staff member prior to the start of the leave time.

Within thirty (30) days of the completion of the sabbatical leave, the staff member will submit a Sabbatical Leave Report to Senior Pastor, CFO, and Executive Pastor of Ministries and Direct Supervisor, addressing whether desired objectives were achieved, ministry improvements recommended and how the recommended improvements are to be implemented.

Funding

The Church's contribution to sabbatical-related expenses shall not exceed three percent (3%) of the staff member's annual salary to a maximum total cost of \$5,000.00 per sabbatical leave. Approved expenses include but are not limited to: travel, lodging, meals and course costs. Sabbatical-related expenses must be approved in advance. If the desired objectives as detailed in the Sabbatical Leave Report are not accomplished, the staff member will be expected to refund all or a portion of the funding provided.

Payment Request Procedures

Submitting a Reimbursement for Payment

1. Open Outlook and click "New Message"
2. Address it to libertylive@bill.com
3. In the **Subject** line:
 - a. **For Reimbursements:** Name of Person being Reimbursed, Reimbursement
 - b. **For Invoices:** Vendor Name, Invoice Date
4. In the **Body** of the email, include a brief description of the reimbursement or invoice so that we can debit the correct account.
5. If the reimbursement is a meal of any kind, you must list the names of the people at the meal and the purpose of the meal.
6. **Attach receipt(s)** to the email
7. Send the email
 - a. Reimbursements can take up to 7 business days

For Reimbursement Sample

To

L

libertylive@bill.com


X

Cc

Bcc

Austin Page, Reimbursement

Title of email should include name of person being reimbursed.














 Receipt.pdf
838 KB

Attach receipts

Coffee with a Life Team member






Brief description

Austin Page | Ministry Systems Pastor
Ph: 757.826.2110
[LibertyLive.Church](#)






















Send

Discard



For Invoices Sample

To	<div> libertylive@bill.com</div>	Send all invoices to this email address.
Cc		
Bcc		
Chick-Fil-A, 1/14/2021		Vendor, Date of Invoice
<div> Chick-Fil-A Invoice.pdf 838 KB</div>		Attach Invoice
Thursday PM Food for Life Team event		Brief description
<p>.....</p> <p>Austin Page Ministry Systems Pastor Ph: 757.826.2110 <u>LibertyLive.Church</u></p>		
<div>   B <i>I</i> <u>U</u>          </div> <div><div>Send</div><div>Discard</div><div>    ...</div></div>		



Spending Guidelines

The following guidelines should be utilized when spending funds:


1. Spending \$500 and above must be approved by supervisors.
2. Spending must remain within budget.
3. Before Spending:
 - a. Ask: Do we already have something that we can use?
 - b. Can we deliver an excellent experience without this item?
 - c. What is the most economical way to procure this item?

General Note: Central Leaders, Campus Pastors, and Some Supervisors Have Access to Budgets

Mileage Reimbursement

Submitting a Mileage Reimbursement Request

1. To fill out and submit a Mileage Reimbursement Request, go to www.libertylive.church/staffresources.
2. Fill out the form with your information.
3. After completing the form, click submit.
4. The information will automatically be sent to the finance office for you.
5. Reimbursements can take up to 7 business days.

 **LIBERTY**
LIVE CHURCH

MILEAGE REIMBURSEMENT FORM

FULL NAME *

DATE *

01/19/2023

MINISTRY/DEPARTMENT *

HOW MANY TRIPS DID YOU MAKE? *

Select ▼

Up to 6 trip reimbursements can be submitted at a one time.

TOTALS

TOTAL REIMBURSABLE MILES *

0

Mileage Rate

\$0.655 Per Mile

TOTAL

\$0.00

SUBMIT

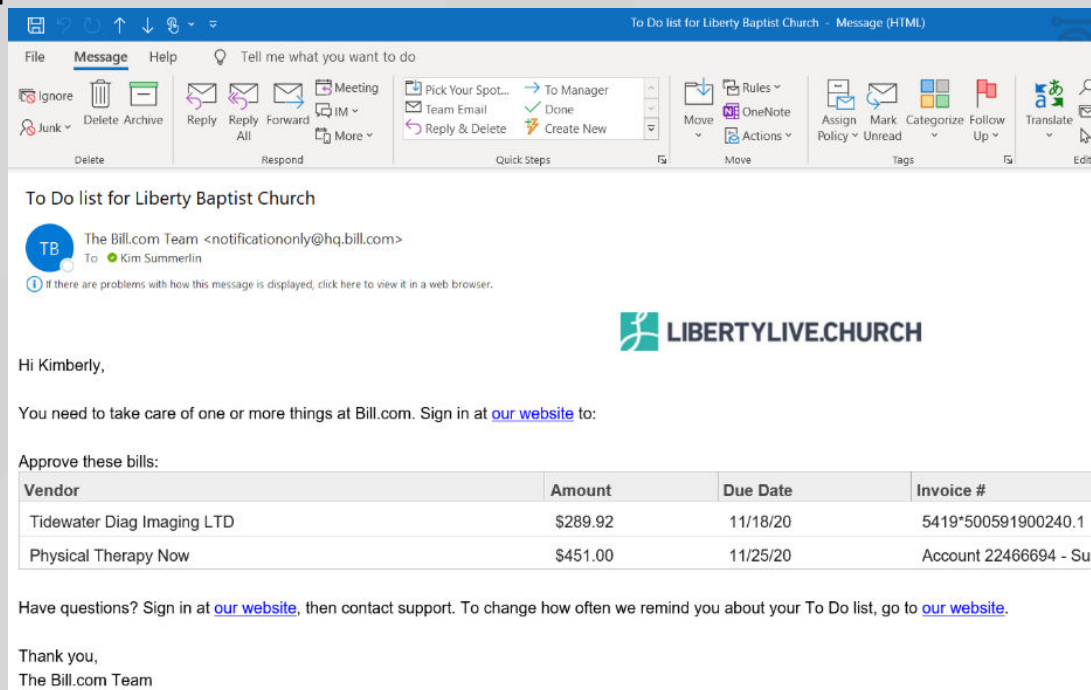


Approving Expenditures

Approving Expenditures

1. You will receive an email to Log into Bill.com
2. Go to the left side of the screen with your mouse, hovering over the vertical blue bar at the edge of the screen.
3. Hover over “Approvals”
4. Click on “Bill Approvals”
5. Here you will see the bills that are awaiting your review and approval.
6. Click on the blue text in the “Invoice Column”
7. This will open the bill
8. This is the page that requires your review. The left side of the screen is the supporting documentation, the right side is the required information.
9. Using the supporting documents, ensure the information on the right is filled in correctly.
10. If you need to add/change any information on the document.
 - a. Click the small “Edit” icon in the top right corner of the right-side panel.
 - b. Make necessary changes.
 - c. Click the large “Save and Close” button in the top right corner of the page.
11. After all the information has been reviewed and found valid, click on the large “Approve” button in the top right corner of the page.
12. The bill will now go to the next approver.

Step 1





To Do list for Liberty Baptist Church - Message (HTML)

File Message Help Tell me what you want to do

Ignore Delete Archive Reply Reply Forward Meeting IM More Pick Your Spot... To Manager Team Email Done Reply & Delete Create New Move OneNote Actions Assign Policy Mark Unread Categorize Follow Up Translate

To Do list for Liberty Baptist Church

 The Bill.com Team <notificationonly@hq.bill.com>
To Kim Summerlin

 LIBERTYLIVE.CHURCH

Hi Kimberly,

You need to take care of one or more things at Bill.com. Sign in at [our website](#) to:

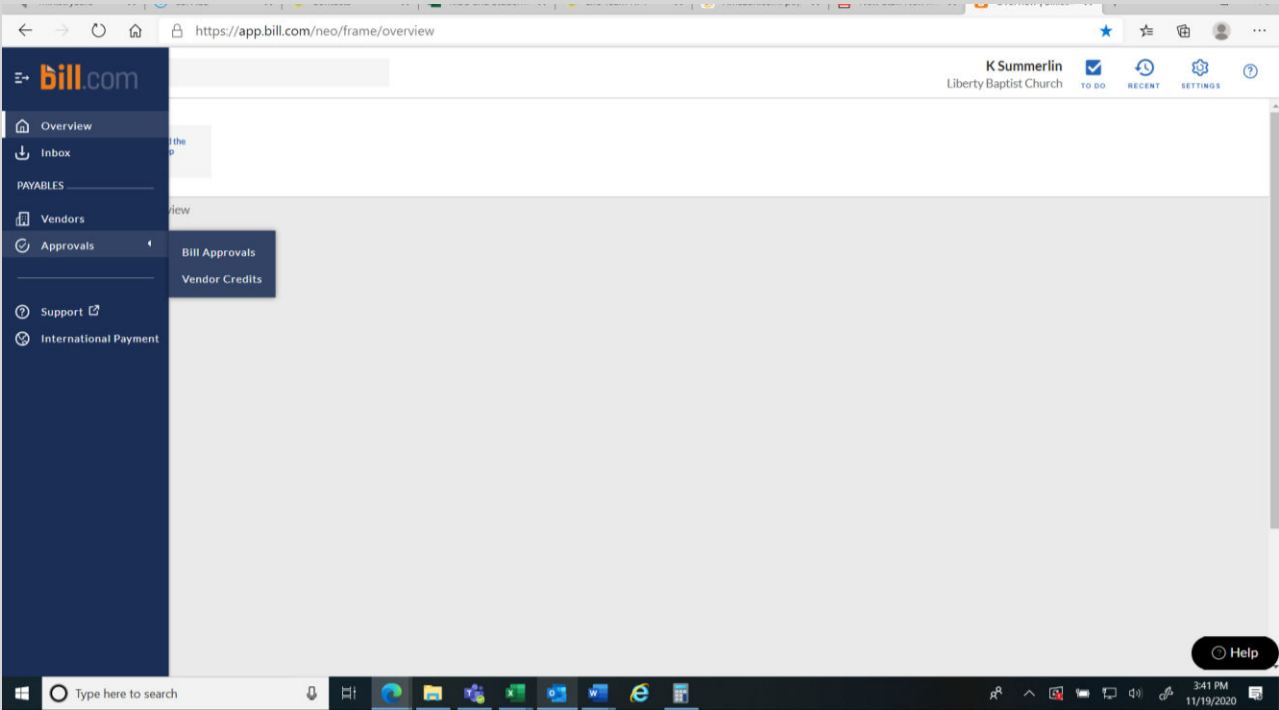
Approve these bills:

Vendor	Amount	Due Date	Invoice #
Tidewater Diag Imaging LTD	\$289.92	11/18/20	5419*500591900240.1
Physical Therapy Now	\$451.00	11/25/20	Account 22466694 - Su

Have questions? Sign in at [our website](#), then contact support. To change how often we remind you about your To Do list, go to [our website](#).

Thank you,
The Bill.com Team

Steps 2-4



Request Forms

Work Order (Maintenance Service) Form

This form is located in eSPACE → Work Order Portal → Work Order (Maintenance Service)

The screenshot shows the 'Create New Work Order' form with a blue header bar. Below the header, there is a 'Location' dropdown menu. Underneath, the 'Service Category' section is expanded, showing a search bar with a magnifying glass icon. The search results list several categories: 'Facilities: Cleaning', 'Facilities: General Maintenance' (which is highlighted), 'Facilities: Grounds', and 'Facilities: Life Safety'. A vertical scrollbar is visible on the right side of the list.

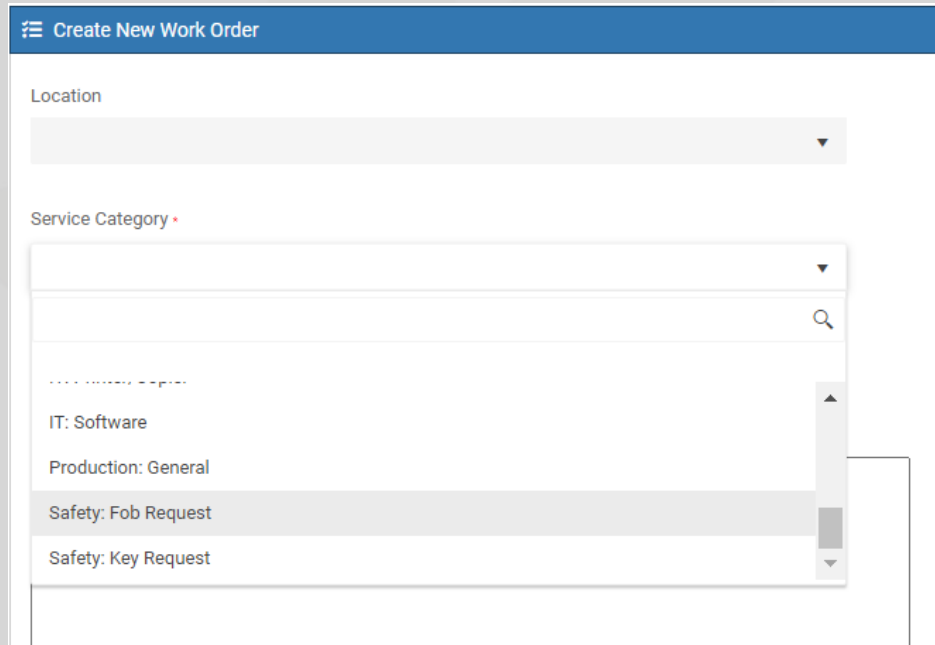
IT Service Request Form

This form is located in eSPACE → Work Order Portal → Work Order (IT Service)

The screenshot shows the 'Create New Work Order' form with a blue header bar. Below the header, there is a 'Location' dropdown menu. Underneath, the 'Service Category' section is expanded, showing a search bar with a magnifying glass icon. The search results list several categories: 'IT: Other', 'IT: Phones/Voicemail', 'IT: Printer/Copier', and 'IT: Software'. A vertical scrollbar is visible on the right side of the list.

Key FOB Request Form

This form is located in eSPACE → Work Order Portal → Work Order (Safety Service)



The screenshot shows a web interface for creating a new work order. At the top is a blue header bar with a hamburger menu icon and the text "Create New Work Order". Below the header, there are two main sections. The first section is labeled "Location" and contains a dropdown menu. The second section is labeled "Service Category" with a red asterisk indicating it is required. This section contains a dropdown menu that is currently open, showing a list of service categories. The categories listed are "IT: Software", "Production: General", "Safety: Fob Request", and "Safety: Key Request". The "Safety: Fob Request" option is highlighted with a grey background. A search icon is visible on the right side of the dropdown menu.

NOTE: All of these request forms are also located on the staff resources page on our website.

www.libertylive.church/resources/staffresources



Mass Communications



Policies for Sending Mass Communications

- 1) Ministry Systems may send emails to pre-existing lists or groups of people. For example: choir members, Connect Groups, LS: am groups, newsletter distribution lists, and other lists of church attendees that have signed up or volunteered to be on the list.
- 2) If a department desires to send an email to a large group (over 200 addresses), the wording and distribution list must first be approved by the Communication Department, Ministry Systems, and the Database Office.
- 3) Departments may not conduct a search on Ministry Platform to send an email to a non-pre-existing list or group. This includes but is not limited to: parents of children in Kidville, student parents who have not signed up for the newsletter and ministry prospects who have not yet joined a group.
- 4) If any list is greater than 200 addresses, the email will be sent through Ministry Platform, Mailchimp, or another means of mass email distribution. This email must be requested through the Communication Department 7 days prior to the event. Emails may be delayed if a church-wide email is taking place in the same time frame.
- 5) All emails should be thoroughly checked for misinformation and misspellings. No emails or other forms of mass communication should advertise for an event that has not yet been approved in eSPACE through the church calendar.
- 6) If there is any question as to whether an email may be sent out to a particular group, contact the Communication Department and Ministry Systems prior to sending the message.

Incident Reports

Employee Incident Report Form

This form is located at www.libertylive.church/staffresources → HR → Employee Incident Report

 LIBERTYLIVE.CHURCH		 LIBERTYLIVE.CHURCH	
Employee Incident Report		Employee Name _____ Claim # _____	
<div>For Office use only</div> <div>Report only _____ File Claim _____</div> <div>Claim # _____</div> <div>Medical Report Attached _____</div>		Post Injury Follow Up	
Date of Injury _____		Employee received medical treatment: __Yes__ <u>No</u> If yes, where? _____	
Time of Injury _____		Name of Physician _____	
Campus HPT__ HWW__ GBR__ YKR__ SFD__ GTR__		Physicians Diagnosis _____	
Employee's Name _____ DOB _____		Physicians Instructions _____	
Address _____		Work Status _____	
Phone Number _____		Work Restrictions _____	
Social Security Number _____ Date of Hire _____		Notes	
Type of Injury? _____			
Briefly describe the injury			

Did Injury occur on the premises? _____, location _____			

Witness Name _____ Number _____			
Witness Name _____ Number _____			
When was supervisor Notified? _____ Supervisor's Name _____			
Reported by _____		Report prepared by _____ Date _____	
Date _____			

Please see Laura Smith for a copy of the Employee Incident Report form and any Workman's Comp issues.

Please submit the completed document to Laura Smith at lsmith@libertylive.church.

General Incident Report Form

This form is located at www.libertylive.church/staffresources → HR → Incident Report

FOR OFFICE USE ONLY CLAIM _____ REPORT ONLY _____	Date _____ Time _____ Page _____ of _____ pages	Date _____ Time _____ Page _____ of _____ pages	LIBERTYLIVE.CHURCH
Tracye Darr Executive Assistant, jdarr@libertylive.church , 757-455-0324			
INCIDENT REPORT FORM			
Type of Incident: Injury <input type="checkbox"/> Theft <input type="checkbox"/> Vandalism <input type="checkbox"/> Inappropriate Behavior <input type="checkbox"/> Property Damage <input type="checkbox"/> Other _____			
Activity or Event Details			
Campus: HPT <input type="checkbox"/> HV <input type="checkbox"/> SJR <input type="checkbox"/> YER <input type="checkbox"/> Name of Event/Class _____			
Staff Contact (for questions) _____ Email _____			
Injured Person (for multiple injuries from same incident, please fill out multiple reports)			
Name _____		Address _____	
Age _____ Date of Birth _____		If Minor Parent's Name _____	
Email _____		Phone # _____	
Injury or Incident Details			
Include statements from injured.			
Date _____ Location of injury/incident (room #, hallway, parking area etc.) _____			
Conditions of area (weather, dry, wet, etc.) _____			
Give Details of Injury/Incident: _____ _____ _____ _____			
Witness _____ Phone _____		Email _____	
Witness _____ Phone _____		Email _____	
First Aid Type? _____		Medical Team? _____ Who? _____	
Was EMS Called? _____		If Minor, were parents notified? _____ Comments _____	
Incident Report Form Completed by:			
Name _____ Title _____			
Email _____ Phone _____			
Date _____			
Please make sure that you have legibly completed this form. Page 2 to be completed for Damage to Property, Suspect Information, First Responders, Follow up information, etc.			

Damage to Property Details

What was damaged? _____ Where did damage occur? _____

Suspect Details

If any of the above incidents involve a suspect, please give any details below:

Male ☐ Female ☐ Hair Color _____ Skin Color _____ Eye Color _____

Description of clothing _____

Outstanding features/marks _____ Vehicle Description _____

First Responder Details

Complete if accident was reported to police.

Department or Agency _____ Responding Officer _____

Date and Time of Response _____ Report Number _____

Plan of Action:

Suggestions for prevention, Actions taken, Plans to follow up etc.

Notes, Comments, Follow up:

Please submit the completed document to Laura Smith at lsmith@libertylive.church.



Community Service Organizations

Below are organizations you can refer people to depending on their needs:

Hampton Campus

Financial

- Thrive Peninsula – 757-877-6211 (This is our community partner for non-members)
<http://thrivepeninsula.org>
- Salvation Army – 757-838-4875
<http://virginiasalvationarmy.org/hamptonva>

Food

- Peninsula Rescue Mission- 757-380-6909
<http://www.prm.info/index.html>
- Food Bank of the Virginia Peninsula- 757-596-7188
<http://hrfoodbank.org/>
- Immaculate Conception Catholic Church – 757-826-0393
<http://www.icchampton.org>
- Thrive Peninsula – 757-877-6211
<http://thrivepeninsula.org>
- Salvation Army – 757-838-4875
<http://virginiasalvationarmy.org/hamptonva>
- Loaves and Fishes Food Pantry Poquoson – 757-868-3435

Clothes

- Peninsula Rescue Mission- 757-380-6909
<http://www.prm.info/index.html>
- LINK- (757) 595-1953
<http://www.linkhr.org/index.html>
- HELP- 757-727-2577
<http://helpushelpu.org/>
- Salvation Army- 757-838-4875
<http://virginiasalvationarmy.org/hamptonva/>

Homeless Shelter

- Peninsula Rescue Mission- 757-380-6909
<http://www.prm.info/index.html>
- HELP- 757-727-2577
<http://helpushelpu.org/>
- Menchville House (woman and children only)- 757-833-5980
<http://www.menchvillehouse.com/>
- Housing Crisis Hotline – 757-587-4202

Education Assistance

- Goodwill Employment Center – 757-951-4200
<http://goodwillvirginia.org/location/hampton-cec>
- Youth Challenge Thrift- 757-247-6377
<http://www.youthchallengehope.org/home0.aspx>
- LINK- (757) 595-1953
<http://www.linkhr.org/index.html>
- Southeast Family Project (food stamps)- 757-245-1070
<http://sefp.org/>

Medical Bills

- HELP- 757-727-2577
<http://helpushelpu.org/>

School Supplies

- Salvation Army- 757-838-4875
<http://virginiasalvationarmy.org/hamptonva/>

Weekly Events

- Bethel Temple Church- 757-826-1426- Every Wednesday night from 5-7 pm they provide a community dinner, haircut, and clothes closet
- Hostess Brand Company- 757-874-7968- Monday- Friday between 1-2 pm they sell 2 loaves of bread for \$1 and pastry items for \$.10
- Road Ahead Center- 757-245-6098- Monday, Wednesday, and Friday they provide a free clothes closet from 9am-2pm
- Northampton Church of Christ- 757-826-3928- Saturdays 9am-12pm they provide a free food pantry

Harbour View Campus

Financial & Homeless Shelters

- Caps (Coalition Against Poverty) 757-935-5497
<https://www.capsuffolk.org/>
- The Salvation Army Corps & Community Center of Suffolk – 757-539-5201
<http://virginiasalvationarmy.org/suffolkvacorp/>
- For Kids – 757-934-1353

Food Pantries

- LWMWM Foundation – 757-539-8111
- Suffolk Christian Church – 757-539-9182
<http://www.suffolkchristian.org/>
- The Salvation Army Corps & Community Center of Suffolk – 757-539-5201
<http://virginiasalvationarmy.org/suffolkvacorp/>
- Bethlehem Christian Church – 757-539-4274
<http://www.bccsuffolk.org/>
- St. Paul's Episcopal Church – 757-539-2478
<https://www.stpaulssuffolk.com/>

Greenbrier Campus

Financial & Homeless Shelter

- Union Mission Ministries – 757-627-8686
<https://www.unionmissionministries.org/>
- Salvation Army Emergency Men's Shelter – 757-622-3471
<http://virginiasalvationarmy.org/hrva/programs/mens-shelter/>
- For Kids – 757-622-6400
<http://www.forkids.org/>
- PIN Ministry (People in Need) – 757-962-3567
<https://www.pinministry.org/>

Food Pantries

- Prince of Peace Catholic Church - 757-547-0356
<http://www.popparish.org/>
- Great Bridge Baptist Church – 757-482-2111
<https://www.greatbridge.life/>
- Harvest Assembly of God – 757-547-7717
<https://harvestva.com/>

York River Campus

Financial & Homeless Shelter

- Williamsburg House of Mercy – 757-229-3700
<https://www.williamsburghouseofmercy.org/>
- Greater Williamsburg Outreach Mission – 757-345-2960
<https://www.gwoutreachmission.org/about-gwom/who-we-are/>
- Avalon Center (Women and Children survivors of Domestic Violence) – 757-258-5022
<http://www.avaloncenter.org/>

Food & Clothing & Housewares – Serving only Williamsburg, James City County, and Upper York County

- FISH INC – 757-220-9379
<https://williamsburgfish.weebly.com/>

Food Pantries

- Williamsburg House of Mercy – 757-229-3700
<https://www.williamsburghouseofmercy.org/>
- FISH INC – 757-220-9379
<https://williamsburgfish.weebly.com/>
- Erase the Need Center – 757-229-2222
<https://www.williamsburgfamilies.com/erase-the-need/>

Smithfield Campus

Homeless Shelter & Financial Assistance

- Smithfield Baptist Church – 757-357-2536
<https://smithfieldbaptist.org/>
- Christ Episcopal Church – 757-357-2826
<https://www.christchurchsmithfield.org/>

Food Pantries

- Isle of Wright Christian Outreach – 757-326-9267
- Christ Episcopal Church – 757-357-2826
<https://www.christchurchsmithfield.org/>
- Smithfield Baptist Church – 757-357-2536
<https://smithfieldbaptist.org/>

Gloucester Campus

Homeless Shelter

- G.U.E.S.T. “Gloucester United Emergency Team” – 804-792-5046
<https://www.guestshelter.org>

Food Pantry

- Bread For Life Food Pantry – 804-694-9366
<https://www.breadforlifefoodpantry.com>



Benevolence

Benevolence Policy and Procedures

These policies and procedures have been given to the church by the deacon leadership. They make all financial decisions concerning benevolence issues. The Missions office acts as an administrative liaison between the deacons and those seeking financial assistance. The requirements for those seeking benevolence help are:

- Each applicant will need to fill out an application.
libertylive.church/resources/assistance
- Non-members will need to live within the designated area as determined by Liberty to be considered for benevolence. Our six campuses currently include:
 - Hampton Campus located at 1021 Big Bethel Rd., Hampton, VA.
 - Harbour View Campus located 7025 Harbour View Blvd., Suffolk, VA.
 - Greenbrier Campus located at 1801 Sara Dr., Chesapeake, VA.
 - York River Campus located at 8201 Croaker Rd, Williamsburg, VA.
 - Smithfield Campus located at 14171 Turner Drive, Smithfield, VA.
 - Gloucester Campus located at 6680 Short Lane, Gloucester, VA.
- Requirements for eligibility include:
 - Six months as an active member or non-member that attends regularly and can show proof of church involvement through church activities or staff member.
 - Have not had a benevolence request within the last 12 months.
 - \$1,500 limit on benevolence, except for special circumstances
 - Active givers can show that they have given in the past to show they have been involved in the church.
- If a person is eligible to apply for Benevolence, they are directed through a process of completing an online or physical copy of the Benevolence Application. This process is carried out by the Campus Ministry Assistants, Ministry Systems, Deacons and the Missions office.
- Ken McLemore is the final approver for all Benevolence cases, please contact him if you have any questions.

Procedure for Pastoral Staff when asked about financial assistance:

- Recommend that they call Liberty between the office hours of 8:30am and 4:30pm, Monday – Thursday. The front desk staff know the requirements that are needed and how to start the process of helping someone apply for Benevolence through Liberty.
- Be sure to not promise the applicants assistance.
- If asked, be sure to state that the deacons handle all issues concerning assistance.

If there are any questions please call the Central Missions Pastor, Ken McLemore, for assistance.



Hospitals and Bereavement

Hospital and Bereavement Instructions

- 1) In the event of a death or notice of a hospital visit, please let Dani Fortuna know, dfortuna@libertylive.church or ext. 1226.
- 2) Please provide Dani with the following information, if available:
 - Person's name
 - Hospital or funeral home
 - Hospital room number
 - Procedure or health issue
 - Funeral details
 - Prayer requests

Hospital List

Name	Number	Address
CHKD	757-668-7000	601 Children's Ln, Norfolk, VA 23507
Chesapeake General	757-312-8121	736 Battlefield Blvd N, Chesapeake, VA 23320
Langley AFB	757-764-9990	77 Nealy Ave, Hampton, VA 23665
Langley AFB Labor and Delivery	757-764-6732	77 Nealy Ave, Hampton, VA 23665
Mary Immaculate	757-886-6000	2 Bernardine Dr, Newport News, VA 23602
Maryview Medical Center	757-398-2200	3636 High St, Portsmouth, VA 23707
MCV Richmond	804-828-9000	1250 W Marshall St, Richmond, VA 23284
Obici	757-934-4000	2800 Godwin Blvd, Suffolk, VA 23434
Portsmouth Naval	757-953-5022 757-953-1512 757-953-1515	620 John Paul Jones Cir, Portsmouth, VA 23708
Riverside	757-594-2000	500 J Clyde Morris Blvd, Newport News, VA 23601
Riverside Walter Reed Hospital	804-693-8800	7519 Hospital Drive, Gloucester, VA 23061
Sentara Careplex	757-736-1000	3000 Coliseum Dr # 102, Hampton, VA 23666
Sentara Leigh Memorial	757-261-6000	830 Kempsville Rd, Norfolk, VA 23502
Sentara Norfolk General	757-388-3000	600 Gresham Dr, Norfolk, VA 23507
St Mary's Hospital	804-285-2011	5801 Bremo Road, Richmond, VA 23226
St Francis/Richmond	804-594-7300	13710 St Francis Blvd, Midlothian, VA 23114
VA Beach General	757-395-8000	1060 First Colonial Rd, Virginia Beach, VA 23454
VA Hospital	757-722-9961 757-726-6060	100 Emancipation Dr, Hampton, VA 23667
Williamsburg Regional	757-984-6000	100 Sentara Cir, Williamsburg, VA 23188
Coliseum Park Nursing Home	757-827-8953	305 Marcella Rd, Hampton, VA 23666
Hampton Roads Specialty Hospital	757-534-5000	245 Chesapeake Ave, Newport News, VA 23607
James River Convalescent	757-595-2273	540 Aberthaw Ave, Newport News, VA 23601
Northampton Convalescent	757-826-4922	1028 Topping Ln, Hampton, VA 23666
Riverside Rehab	757-928-8000	245 Chesapeake Ave, Newport News, VA 23607
Sentara Nursing Home/Rehab	757-224-2230	2230 Executive Dr, Hampton, VA 23666
Riverside Convalescent Center	757-357-3282	200 Lumar Rd, Smithfield, VA 23430
Warwick Forest	757-886-2200	1004 Old Denbigh Blvd, Newport News, VA 23602

Counseling Referrals

Counseling Referral Procedures

- 1) All calls for counseling need to be sent to the HPT Pastor of Pastoral Care or Campus Pastor.
- 2) The Pastor of Pastoral Care or Campus Pastor will talk to the individual and determine the next step.
- 3) The Pastor of Pastoral Care will usually set up a one-time meeting to discuss the problem and give spiritual direction.
- 4) If the problem is more serious and long term, the person can be referred to Genesis Counseling by using a referral form (See Form on Page 55) or asking the person to contact Genesis Counseling. There are several locations in Hampton Roads. Genesis contact information is:

2202 Executive Dr., Suite C
Hampton, VA 23666
(757) 827-7707

4034 George Washington Memorial Highway
Yorktown, VA 23692
(757) 598-2244

372 McLaws Circle #1
Williamsburg, VA 23185
(757) 564-3100

2005 Old Greenbrier Road, Suite 106
Chesapeake, VA 23320
(757) 965-5886

1540 Breezeport Way #500
Suffolk, VA 23435
(757) 965-5886

- 5) Another agency that a person could consider is:

Eden Counseling Center
184 Business Park Dr., Suite 200
Virginia Beach, VA 23462
(757) 466-3336

Helpful Tips

- Genesis will take insurance as payment for their fee.
- If the person is a member of Liberty Baptist Church and they have no insurance or the funds to pay for their counseling, then Libertylive.Church will cover the cost of their first 4 sessions for Genesis Counseling Only.
- Try not to encourage the church covering the cost of counseling, unless it is really needed.
- If the counselor determines more counseling is needed, they will contact the referring pastor for the request.
- All pastoral staff can make referrals if needed.



Church Referral Authorization Form

This form contains **CONFIDENTIAL** information and should only be viewed by authorized individuals.

Name of Referring Church: _____

Please Specify Church Campus (For LBC Accounting Purposes Only): _____

Name of Church Staff Member Authorized to Make Referral: _____

Name of Client: _____

Preferred Office Location: _____

The information in this form is for the purpose of requesting counseling sessions. This information will be held confidential and the client named above gives consent for the church ministry member listed above to provide Genesis Counseling with appropriate information necessary to arrange for counseling services. The client also gives Genesis Counseling permission to contact him or her at the telephone number provided below to arrange for an appointment.

When a ministry referral is made by the church to Genesis Counseling Center, the ministry member making the referral is considered part of the counseling team and that information, as appropriate, may be shared between Genesis Counseling Center with this ministry member. The client understands this consent will expire one month after counseling service from Genesis Counseling Center ends. If, for any reason, the client wishes to withdraw this authorization for collaboration the client must provide written notification to Genesis.

The church is willing to assist in funding the counseling services as indicated below. If the client does not attend a scheduled appointment and does not cancel appropriately, the client is responsible for the missed appointment fee. Genesis Counseling Center will attempt to bill the client's insurance, if appropriate. If insurance payment is authorized, Genesis Counseling Center will only bill the church for the client's portion amount, which may vary depending on insurance.

Payment for services is indicated below.

____ Client or client insurance responsible for fees

____ Church agrees to pay client's insurance copay only

____ The church agrees to pay: \$75 per session

For the following # of sessions (please check):

____ 12

____ 8

____ 4

Other _____

Client's Signature: _____ Date: _____

Client's Phone #: _____

Signature of Authorized Church Staff Member: _____ Date: _____

Please circle preferred location below and email to referrals@genesiscounselingcenter.com:

Hampton: Ph 757-827-7707
Yorktown: Ph 757-598-2244
Williamsburg: Ph 757-564-3100
Chesapeake & Suffolk: Ph 757-965-5886

On Call Procedures

Weekly On Call Procedures

- 1) The On Call ministry of LibertyLive Church assures that there is a pastor available at all times for emergency needs of Church members and the community.
- 2) The Campus Pastor compiles the on-call schedule and will work with you to accommodate your schedule.
- 3) For the Hampton Campus, a person may call or come to the front desk during office hours Monday- Thursday and request to speak with a pastor or they may have an emergency need they require assistance for.
 - a. The receptionist or the front desk staff puts the person in touch with the Pastoral Care Pastor or the Associate Pastor – Prayer & Prison Ministry. If they are not available, the receptionist at the front desk has an up-to-date weekly list of three other pastors to contact who can address the need.
- 4) During the hours the office is closed (including Friday and weekends); the On-Call pastor handles these needs.
- 5) The On Call schedule runs from Monday at 8:00am to the following Monday at 8:00 am.
- 6) When a person calls during the closed hours, a recording will state, “If this is a church related emergency, please dial ____.” The call will automatically go to the cell phone of the pastor on call by campus.
- 7) When a pastor is serving a week of on call responsibilities, he will not leave town and will have his phone on and with him at all times.
- 8) If a pastor on call sees the need to contact another pastor to assist, or if he feels a pastor of a ministry the person is involved with needs to be aware of the situation, they should call the appropriate pastor.



Baptism Information

Your Preparation

1. Refer to the Order of Worship to familiarize yourself with where the baptism fits in the flow of the service.
2. Arrive in the baptism area 30 minutes into the service you are baptizing in.*
3. Bring a short sleeve shirt or prepare to roll long sleeves up.
4. A Production Team member will be on site to fit you with a headset microphone and ensure workability.*

The Baptism Team Ministry

1. Assists you with any needs
2. Provides you with a towel to dry your arms and hands
3. Displays the candidate's name when they are in the pool with a paper sign*
4. Asks you to sign the Baptism Certificate
5. Assists you with the Candidates
 - a. Check them in
 - b. Take them to appropriate dressing room
 - c. Provide Baptism Clothes
 - d. Assist them in getting in and out of the pool at the appropriate time
 - e. Provide a towel when they are exiting the pool
 - f. Assist with any needs they may have throughout the process
 - g. Give the candidate their certificate

Working with Candidates

1. Scheduled Baptism
 - a. Introduce yourself
 - b. Ask for candidates to share a brief testimony to ensure they understand the decision they are making*
 - c. Take notes on the candidate's story so that you can share it as you baptize them
 - d. Assist candidates in understanding what to do when they get into the pool. For Hampton, demonstrate with the mock baptistery bench set-up in the counseling room*
2. Unscheduled Walk-In
 - a. Introduce yourself
 - b. Make sure that the individual has checked in the with a Baptism Team member
 - c. Provide decision counseling if necessary, otherwise, ask for the candidate to share a brief testimony to ensure they understand the decision they are making and utilize the steps above

Baptizing

1. Baptism normally occurs near the end of the service. Be sensitive to the feel of the moment. If there is a somber feel, keep a calm voice. If excitement is there, transition at the same level of excitement.
2. Introduce the candidate (first and last name), share a brief version of their testimony.
3. Prior to baptizing, say something to the effect of, "It is my pleasure to baptize you in the name of the Father, the Son and the Holy Spirit."
4. When baptizing a husband and wife, please baptize the husband first (leader of his household).
5. When you are through, simply exit.
6. If no one shows up for baptism, inform the Production Team.
7. Please observe an experienced baptizing pastor as a means of on-the-job training prior to baptizing at Liberty.

*See your campus for further details as some of the procedures are different by campus.



Social Media Guidelines

INTRODUCTION

Liberty generally views creating or contributing to personal websites, blogs, social networks, message boards, virtual worlds, and other kinds of social media positively. **We recognize the desire of many of our employees to participate in online communities and we encourage this form of networking and idea exchange** as another way of **changing lives, communities, and the world for Jesus Christ.**

As an employee of Liberty, **you are seen** by our members, attendees, and outside parties as a **representative of our organization.** That means that while you may view your online presence as a personal project, many readers will associate you and the views you express not only with Liberty, but also with Jesus' Kingdom work locally and around the world. In light of that, we ask that you observe the guidelines outlined below. **Remember that you are representing Liberty, Pastor Grant, but most importantly, the Lord.**

Please keep in mind that these guidelines will continue to evolve as new social networking sites develop. If you have questions, please contact our Creative Pastor.

FIRST STEPS

Notify Your Supervisor

If you have a **personal website, blog, or social media presence**, or are considering creating one, please discuss this with your supervisor. If you have any questions, feel free to contact our Creative Pastor.

Maintain Confidentiality

Ask permission before reporting on conversations or meetings that are meant to be private or for internal use only. **Do not disclose any information, pictures, or videos that are confidential or proprietary to Liberty.** This includes information that will become public but has not yet been announced or posted.

SOCIAL MEDIA GUIDELINES

Copyright

The current *Liberty Style and Usage Guidelines* governs the use of any Liberty branding material on your site. These guidelines can be found on the Public Drive of the Liberty Network.

An overview of the guidelines is below, but please refer to the document for complete details.

- When promoting programs or events, please use artwork and logos that have been approved by our Communications Team. **Please do not create your own graphics or logos.**
- To protect Liberty's reputation, it is vitally important to represent **our brand** through its logotypes and iconography with exacting consistency.

If you need assets in another mode, format or resolution, please contact the Liberty Communications Department.

Please do not post any content (photos, logos, video, etc.) to promote something at Liberty, that is the property of another individual or company unless you have written permission or are sure that the use

of the material is legally permitted. **This is your responsibility**; we cannot provide you with legal advice regarding copyrights.

Use Good Judgment

Remember that what you write is public. You should always assume that it will be read by your boss, your co-workers, church volunteers and attendees, other church leaders, your parents, your children, your spouse, and the attorney for the person who doesn't like you. Ask yourself if you are comfortable with all of these people reading what you plan to post. What you write is **your responsibility** and you are legally responsible for your comments.

If you are an active participant on social media, as a Liberty staff member, **you must dedicate at least one weekly post** to announcements or events at the church.

All theological posts must agree with Liberty's doctrine and statement of beliefs.

Be accurate in what you write and ensure that you have all the facts about your subject. If you make a mistake, admit it and be quick to correct it.

Be careful that what you write would not impair your ability to work with your staff, lead your volunteer teams, speak with credibility to other churches, or represent Liberty in the community. Remember that frustrations are best expressed in person. Sarcasm does not usually translate well, so be careful how you use humor.

- Respect your audience.
- Be thoughtful.
- Don't refer to volunteers, attendees, or vendors by name without permission.
- Don't post pictures of others without permission.
- Don't use ethnic slurs, personal insults, obscenity, or engage in any conversation that would not be acceptable in our workplace.

Abstain from posting about controversial topics. These include, but are not limited to, **political views** and the church's stance or policy on certain topics. **Don't allow your posts to hinder someone from meeting Jesus.**

To protect the privacy of Liberty staff, don't discuss vacation schedules or time away from the office. If you need help approaching this matter in a social setting, please contact the Creative Pastor for guidance.

Remember that what you write, even if retracted, is archived and can be with you longer than you might expect.

Press Inquiries

Your posts may generate media coverage. **You are not authorized to speak directly to any member of the media.** If a member of the media contacts you about a Liberty related post or requests any information about Liberty, direct them to the Marketing Director.

Advertise Wisely

Should you choose to advertise on your site, to the extent you have control, ensure that the ads are consistent with our vision and values.

The Employee Handbook

The Employee Handbook offers more detail about our **Standards of Employee Conduct and Performance**. The Handbook is located on the Public Drive of the Liberty Network. For more information, please contact the Executive Director of Administration.



Digital & Internet Accountability

Helping Maintain Your Integrity

Liberty is committed to helping our Pastors maintain their purity and integrity. The church will provide a specified monthly amount in your paycheck to cover most of the cost of a digital and internet accountability software. Pastors are expected to install the software on all of their computers and digital devices. Recommended software is Covenant Eyes (www.covenanteyes.com) or Accountabl2You (www.accountable2you.com).

