



The **Well**
CHURCH

OPERATIONS MANUAL

Est. 2018

OUR PURPOSE

“Helping People Find and Follow Jesus.”

After His resurrection, Jesus gave this instruction to His followers: **“Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to obey everything I have commanded you.** (Matthew 28:19-20).

OUR STRATEGY

We believe that every person should be given the opportunity to live life to the fullest. Jesus shared in John 10:10 that one of the reasons why He came was to give people **“abundant life.”** Here at the The Well Church, our strategy focuses on three steps:

1. FIND FREEDOM

We believe that every person has been given the opportunity by God to find personal freedom from the power and penalty of sin. We also believe that once we find personal freedom, we should be helping other people find that same freedom that only comes through Jesus Christ. In Acts 1:8, Jesus called upon His disciples to be **“witnesses.”** As followers, we too have been called upon to be witnesses for Jesus Christ in our culture. This means that we will pray, invite, build relationships, and share the Gospel with people who do not know Jesus Christ.

2. DISCOVER PURPOSE.

We believe that every person has a God given purpose. Once a person finds freedom in Jesus, the next step is to discover how God has shaped them. As followers, we will be committed to learning and applying the teachings found in the Bible. This means we will make the following a priority for our household: attending weekend worship services, participating in a Bible Study Group, and having personal devotions.

3. MAKE A DIFFERENCE.

We believe that every follower of Jesus should be willing to care for the needs of others. Jesus said in John 13:34-35 that we are to **“Love one another. By this everyone will know that you are my disciples.”** As followers, we are expected to care for one another. This means we will help one another, forgive one another, comfort one another, and encourage one another all in love.

OUR BELIEFS

I. God.

God is the Creator and Ruler of the universe. He has existed eternally in three persons: the Father, Son, and Holy Spirit. These three are co-equal and are one God. *Genesis 1:1, Genesis 1:26-27, Genesis 3:22, Psalm 90:2, Matthew 28:19, 1 Peter 1:2, 2 Corinthians 13:14*

II. Jesus.

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all men by dying on a cross. He arose from the dead on the third day to demonstrate His power over sin and death. He ascended to heaven and will return again to reign as King of Kings and Lord of Lords. *Matthew 1:22-23, Isaiah 9:6, John 1:1-5, John 14:10-30, Hebrews 4:14-15, 1 Corinthians 15:3-4, Romans 1:3-4, Acts 1:9-11, 1 Timothy 6:14-15, Titus 2:13*

III. The Holy Spirit.

The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every believer from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. The Christian seeks to live under His control daily. *2 Corinthians 3:17, John 16:7-13, John 14:16-17, Acts 1:8, 1 Corinthians 2:12, 1 Corinthians 3:16, Ephesians 1:13, Galatians 5:25, Ephesians 5:18*

IV. The Bible.

The Bible is God's Word to all men. It was written by human authors under the supernatural guidance of the Holy Spirit. It is the ultimate source of truth for Christian beliefs and living. *2 Timothy 3:16-17, 2 Peter 1:20-21, 2 Timothy 1:13, Psalm 119:105, Psalm 119:160, Psalm 12:6, Proverbs 30:5*

V. Humanity.

Humanity is made in the image of God. Although God designed us to have fellowship with Him, we became alienated from God through disobedience. As a result, all human beings are born with a sinful nature and choose to sin against God. We are incapable of regaining a right relationship with God through our own efforts. *Genesis 1:27, Psalm 8:3-6, Isaiah 53:6, Romans 3:23, Colossians 1:21, Isaiah 59:1-2*

VI. Eternity.

You were created to exist forever. We believe that forever is spent in one of two places: eternally separated from God because of sin or in union with God because of His forgiveness and salvation. When you die, you will either spend eternity in hell or

heaven. Eternal separation from God happens in hell. Eternal union with God occurs in heaven. *John 3:16, 1 John 2:25, John 5:11-13, Romans 6:23, Revelation 20:15*

VII. Salvation.

Salvation is God's gift to you if you'll accept it. We can never make up for our sin with self-improvement or good works. It is only by trusting in Jesus Christ as God's offer of forgiveness that you can be saved from sin's penalty. Eternal life begins the moment you receive Jesus Christ into your life by faith. *Romans 6:23, Ephesians 2:8-9, John 14:6, John 1:12, Titus 3:5, Galatians 3:26, Romans 5:1*

VIII. Eternal Security.

Because God gives man eternal life through Jesus Christ, the believer is secure in that salvation for eternity. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and eternal power of God that gives this security. *John 10:29, 2 Timothy 1:12, Hebrews 7:25, Hebrews 10:10-14, 1 Peter 1:3-5*

IX. The Church.

The church is the body of Christ. It is made up of individuals who have believed that Jesus is the Son of God, accepted Him as their Savior, and followed His example of baptism through immersion. *Matthew 18:20*

X. Baptism / Lord's Supper.

Jesus gave His followers two commands to help them remember and celebrate His death, burial, and resurrection. The first is Baptism. We believe that Baptism symbolizes the washing away of our sin and signifies the beginning of our new life as a follower of Christ. The second is the Lord's Supper. We believe that the Lord's Supper symbolizes the body and blood of Jesus Christ, and when it is taken the believer should remember the sacrifice that led to salvation. *Matthew 3:13-17; 26:26-30; Acts 8:35-39; Romans 6:3-5; 1 Corinthians 11:23-29.*

OUR POLICIES

I. Ordinances

The ordinances to be observed will be Baptism and the Lord's Supper. The following information will serve as guidelines for these ordinances:

1. Baptism.

Baptism is reserved for individuals who have put their faith in Christ as their Savior and desire to follow Him as their Lord. We believe that Baptism pictures the washing away of our sin and signifies the beginning of our new life as a

follower of Christ. Times of Baptism will be determined and coordinated by the Pastor, Worship leader, and Executive Team.

2. Communion.

Communion is a special opportunity where followers of Christ remember the death, burial, and resurrection of Jesus. The times for Communion will be determined and coordinated by the Pastor, Worship leader, and Executive Team. The items used will be bread and grape juice and it will be administered by the Pastor.

II. Commitments

We believe that every follower of Jesus Christ should take an active part in their church. Therefore, the following commitments are to function as expectations. As followers of Christ we will commit to each of the following:

- A.** We will make our aim to reach people who do not know Christ as their Savior. This means we will commit to pray, build relationships, invite, and share the Gospel with people who do not know Christ as Savior.
- B.** We will make it our aim to follow God. This means we will commit to attending weekend worship services, be an active part of a life group, and have personal devotions.
- C.** We will make it our aim to care for one another. This means we will commit to helping one another, forgiving one another, comfort one another, encouraging one another and remaining unified with one another.
- D.** We will make it our aim to actively serve within the church. This means we will attend a Connection Class and join one of our Serve Teams. It also means that we will actively serve and minister to people whenever the opportunity presents itself.
- E.** We will make it our aim to to be generous givers. This means we will commit to sharing our wealth, time, possessions to serve others. For we believe that serving others is serving God.

III. Personnel.

The Personnel of the Well Church will fall into two classifications: Full-Time and Part-Time Staff.

A . Hiring When the need for new staff arises, or a vacancy occurs, the following steps will be taken to fill the position:

1. The Executive Team will be responsible for all personnel decisions.
2. When Personnel decisions are made, they will be shared with the church body.

IV. Executive Leadership Team.

A. Purpose: The Executive Team is the primary decision making body of the church. This team will assist the Lead Pastor in carrying out the vision and administration of the church.

B. Responsibilities: The responsibilities of the Executive Team will include but not be limited to the following:

1. Hiring Staff.
2. Setting, reviewing, and adjusting staff salaries.
3. Create and implement a yearly financial budget.
4. Oversee the handling, distribution, and reporting of financial information.
5. Securing and overseeing loans, lines of credit, lease agreements, and land purchases for the church.
6. Oversee all Serve teams and assist in filling coordinator positions when vacancies occurs.

C. Terms: The Executive Team does not have a fixed number of positions or terms of service. In the event that more positions are needed, the Executive Team has the authority to add those positions. Those who make up this team will serve in this position indefinitely unless there becomes a situation where the team member is unable, unwilling, or asked to step down from their position. If a team member is relieved of their position, it would require full agreement from the other Executive Team members for approval. Once a team member steps down from their position, the Executive Team will secure a replacement.

V. Finances. The Executive Leadership Team will oversee the finances of the church. The following procedures will be used to ensure proper stewardship of the church's financial resources.

A. There should be at least 2 people present when money is being counted. One of those people should be a member of the Executive Team. If there is not a member of the team available at the time of counting, the money received should be put in the safe and counted at a later time with a member of the Executive Team present.

B. All financial gifts should be recorded and a deposit slip obtained for the purpose of verifying the deposit.

C. When checks are written, there must be two signatures. Executive Team members are the only authorized check signers for the church.

E. The Executive Team will oversee the approved budget. If adjustments need to be made, the Executive has the authority to make such adjustments and implement immediately.

G. At the end of every calendar year there will be a financial review. The purpose of this review will be to ensure that all financial procedures are being followed. At the appropriate time, the Executive Team will secure an independent firm or certified financial officer to conduct the review. The results of this financial review will be shared with the Executive Team and filed in the church office.

VII. Facilities. There will be occasions where a request will be made to use the facilities at the church. These events can be but are not limited to the following: Weddings, Bridal and Baby Showers, Birthday and Anniversary gatherings, and Receptions. The following information will function as guidelines for these events.

A. Use of the facilities is only granted to those approved by the Executive Team.

B. Individuals wanting to use the facilities must contact the Pastor or a member of the Executive Team and request use of the building.

C. There will be a \$25 fee for use of the facilities and a form that will need to be completed.

D. The person using the building will be responsible for cleaning the areas used and taking care of all trash.

VIII. Amendment Process. The Operations Manual for the church is meant to be an amendable set of guidelines. The information below is a guideline for amending this manual.

- A.** Amendments can be proposed by a member of the Executive Team.
- B.** Amendments must be put in writing and include the section (s) that is under review and submitted to the Executive Team for evaluation at a regular scheduled meeting.
- C.** If the amendment obtains full agreement from the Executive Team, the suggested change will go into effect immediately.