



ASCENT



**PATHWAY TO PARTNERSHIP
STEP THREE**

Vision

We desire to join God in the establishment of gospel-centered gatherings in every Alaskan community by joining, developing, and empowering others with like-minded desire.

Gospel-centered gatherings in every Alaskan community.

Purpose

Church on the Rock exists to develop people who:

- Love God and others
- Live with freedom in Christ
- Lead through disciple-making

LOVE : LIVE : LEAD

Core Values

We believe these values are central to fulfilling our purpose at COTR:

- Worship (Love God)
- Relationship (Love others)
- Growth (Live in freedom)
- Participation (Lead through disciple-making)

Purpose of This Step

- To assist you in using your gifts to serve others in the body of Christ.

Our prayer is that you will discover new ways to love and serve through joining a Serve Team and you would be fulfilled and growing through sharing your unique gifts and talents with others in our church community.

Just as a body, though one, has many parts, but all its many parts form one body, so it is with Christ. For we were all baptized by one Spirit so as to form one body—whether Jews or Gentiles, slave or free—and we were all given the one Spirit to drink. Even so the body is not made up of one part but of many.

- 1 Corinthians 12:12-14

Finding Your Place

Now that you have Explored Covenant Partnership and Discovered Your Design, it's time to Find Your Place. It is our hope that as you have made these discoveries, you will join a Serve Team where you will be able to use your strengths to make a difference in the lives of others.



How We See Things

- We all have unique perspectives and natural tendencies.

Mission Myopia

Mission Myopia is the natural tendency for individuals to attract around themselves people who see things in a similar way, and/or impose upon others their own priorities and particular way of serving in ministry.

- We are often most comfortable with people who share our interests, values, and perspectives.
- Mission Myopia is about an individual's emotional needs or ego being elevated above the needs and priorities of the mission.
- Ministry mission will require the support of people who often see and think differently than ourselves.

Diversity

Your success as part of a Serve Team will be determined in large part by your ability to:

- recognize and respect other people's perspectives and gifting.
- genuinely value what others contribute to the mission.
- respect and serve under the leadership of others.



Leadership Principles

As we develop ministries and leaders we:

- value depth of character over gifting and anointing.
- believe that thriving churches are growing leaders.
- value the entrepreneurial spirit and failure is not fatal by default.
- build infrastructure that can facilitate increase.
- value current leaders who create space for the next leaders.
- invite unfiltered feedback and loyal dissent.

Serve Team Code of Conduct

KNOW YOUR INFLUENCE

As a Serve Team member you must recognize your unique influence by acknowledging that:

- others perceive you as a positive spiritual influence in our church.
- you are viewed as a leader, therefore your influence should reflect integrity in all areas of your life.
- our expectation is that you would provide a positive example in speech and action as you encourage others to grow in their relationship with Christ.

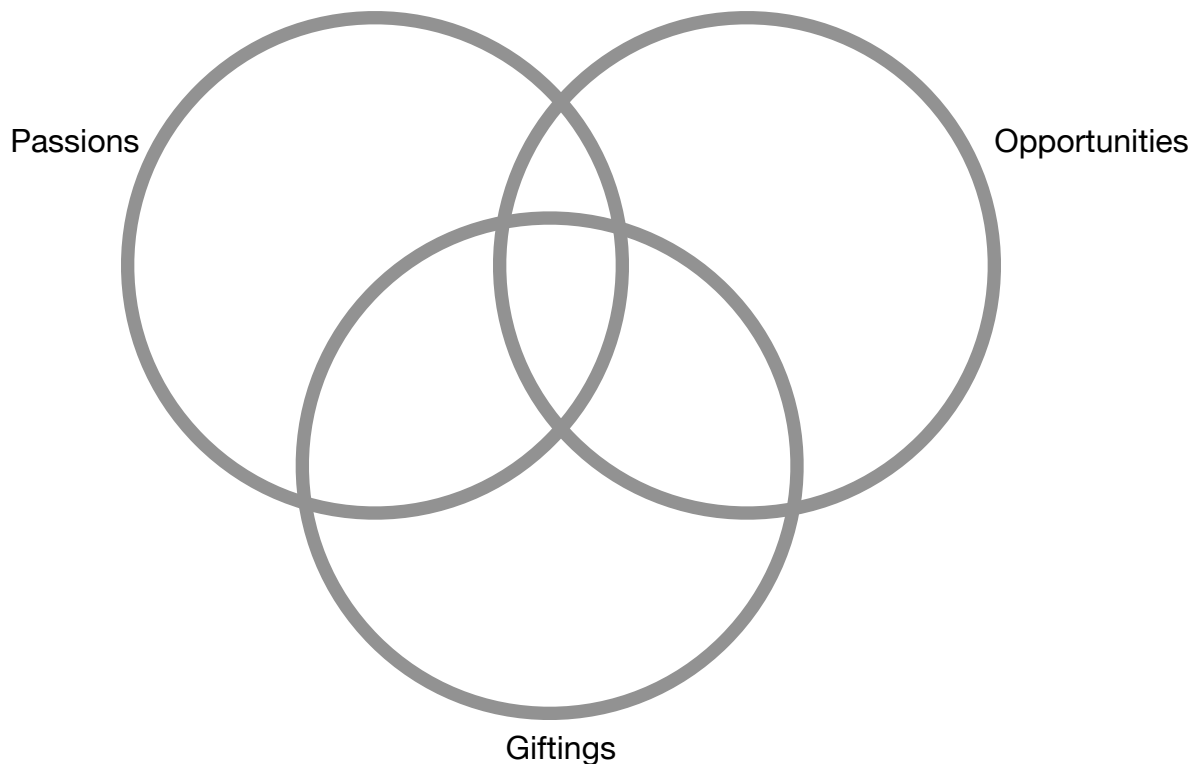
Passions, Gifting, & Opportunities

Each of us has unique sets of passions, gifts and opportunities. Our ability to discover where these three things overlap is often helpful to finding our place in serving others.

- What is your ePersonality type?
- List your top six spiritual Grace GIFTS.

In the circles below write in the answers to the following questions:

- What things are you passionate about? (e.g. *feel strongly about, find joy in, love to do*)
- What areas would you say you have unique skill sets in?
- What opportunities do you see at Church on the Rock for you?



Next Steps



- Begin or complete your screening process. Use the QR code to get started.
- Some Serve Teams have additional requirements and training.

Our Prayer For You

Each of our ministries can benefit from a diverse Serve Team. Our prayer is that you will find opportunities at Church on the Rock to use your gifts, bring your perspective and experiences, and build community by joining a team.



Serve Team Opportunities

First Impressions

Establish a positive first impression for every Church on the Rock experience. We never underestimate the power of a friendly greeting and a clean, well organized ministry experience.

Admin	Event Support	Parking	Set up/Tear Down
Baptism	Facility Maintenance	Photography	Usher
Check-In	Food Preparation	Refreshments	Welcome Center
Decor	Greeter	Security	

Small Groups

Facilitate 6-8 week Small Group studies where people can experience community, freedom, and grow in their relationship with each other and the Lord.

Admin	Small Group Host	Small Group Facilitator
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Large Groups

Create an environment to engage ministry on a wider scale. Whether it is ministry directed towards men, women, or wholeness and healing, these ministry opportunities set the stage to invite our community in to a life transforming experience.

First Impressions	Table/Group Leader	MC/Teacher
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Life Groups

Pull together a group of people with shared interests, values, or experiences to 'do life' with.

Admin	Life Group Host	Life Group Facilitator
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Outreach/ Events

Support our Impact Initiatives, Community Partners, Missionaries, or our Administrated Programs, Band of Brothers and Thrifter's Rock. Engage your congregation by serving behind the scenes to give our outreach opportunities greater impact.

Production

Facilitate a powerful, a distraction-free worship experience for people attending our services in-person or online.

Camera	Lighting	Media	Sound
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Children and Youth

Children

Join our Children's Ministry team as they help kids learn to Love God, Love Others and Love Life! Our fun, engaging curriculum is easily accessible and understandable for all kinds of team members.

Check in	Communications	Nursery Helper
Classroom Helper	Event Support	Nursery Lead
Classroom Lead	New Guest Welcome	Resource Preparation

Students

Engage young people in their faith and join a youth ministry team. From Middle School to High School, help students build a biblical foundation for their faith through worship, teaching, small groups, prayer, and games.

Check in	Communications	Event Support
New Guest Welcome	Small Group Leader	Worship

Worship

Prayer

Prayer teams provide prayer covering for services, teams and ministries. In person, or behind the scenes, we believe prayer is foundational to seeing lives transformed by Jesus.

Sunday Services	Ministry/ Events	Online Prayer Group
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Worship Team

Use your gifts as a musician or vocalist to facilitate a powerful on-stage worship experience.

Admin	Instrumentalist	Vocalists
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- our expectation is that you would provide a positive example in speech and action as you encourage others to grow in their relationship with Christ.

DRESS FOR SUCCESS

While appearance isn't everything and "beauty is in the eye of the beholder", there are some ways in which we present ourselves that communicate our value for others.

- Dress in a way that is modest, generally appropriate for your particular ministry environment, and does not distract others from the ministry that is taking place.

KEEP IT CLEAN

Refrain from behavior such as:

- vulgar joking and language.
- drunkenness and federally illegal drug use.
- sexual immorality and use of pornography.
- all behaviors that might cause Christ to grieve and others to stumble.



Social Media

Be aware that in the age of social media your influence extends beyond your ministry related face-to-face interactions. It also extends to the platforms you choose to engage in on social media.

Here are a few helpful hashtags to keep in mind.

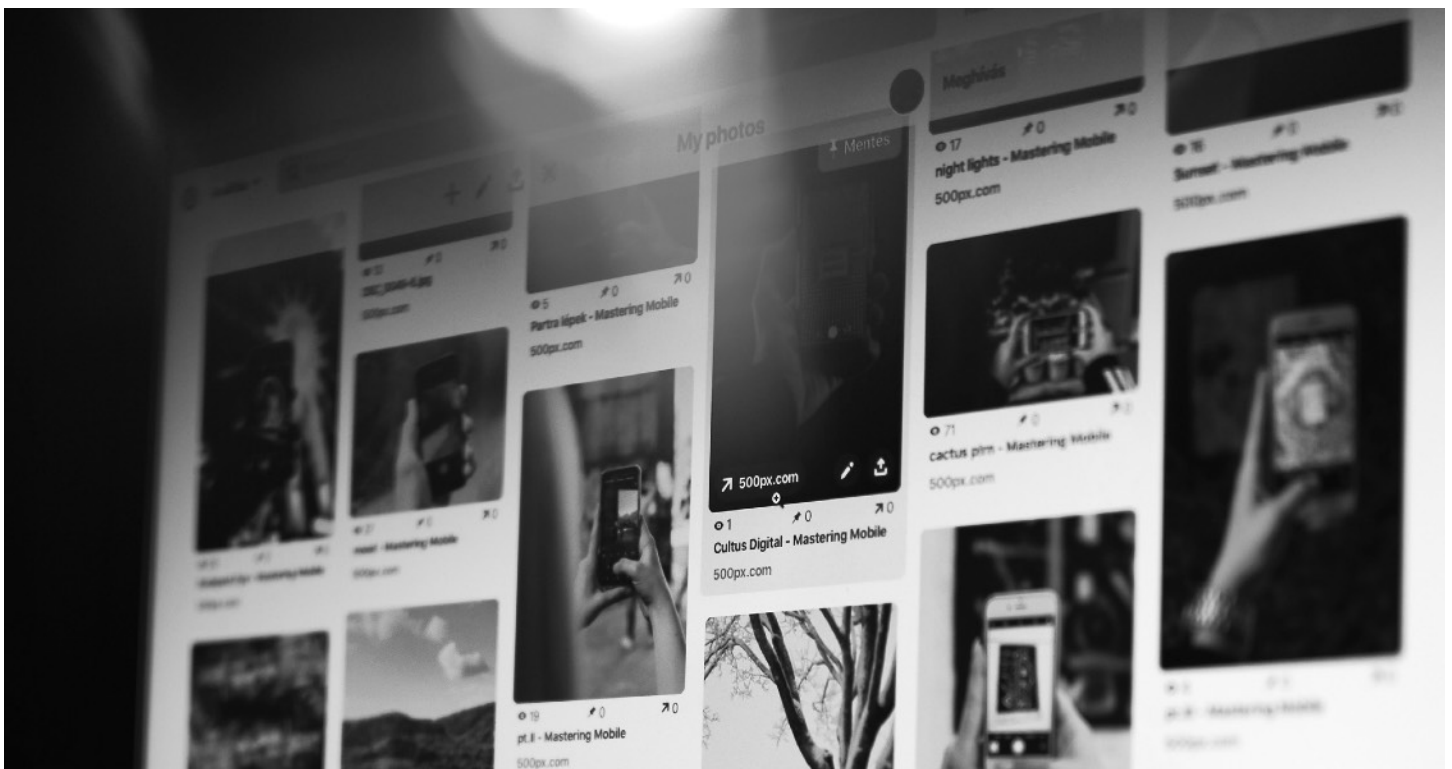
#be_selective - Think before you post! Use the right medium for the right message. Social media is not a place to communicate private, sensitive, or offensive information.

#be_smart - A post is visible to more people than you realize. It can be shared by others in ways you can't control. Imagine EVERYONE you know (including your grandma) seeing your post; do you still want to post it?

#use_grace - Disagree with someone? Do not post offensive or volatile responses publicly. Speak with the person privately.

#selfie_smart - Show deference to others when you post photos on social media. Avoid posting pictures that are sensual or provocative, possibly becoming a stumbling block for others.

#ask_us - Not sure if a post or picture is a good idea? Have a question that's not answered here? ASK your Ministry Lead.



Healthy Interactions

One way we show value for others is by responding positively to differences in cultural approaches, individual personalities, family backgrounds, traumatic experiences, and special needs. Below are some descriptions of how we do this in our ministry environments at Church on the Rock.

Adult Interactions

- Be sensitive to cultural, developmental, experiential, and background differences.
- Familial touch (that you would reserve for known family or friends) can be extremely intimidating for some people. Avoid any touch that may be misinterpreted.
- One-to-one meetings should be between individuals of the same sex or held in an appropriate public space.
- If an individual expresses same-sex attraction or gender identity questions, seek wise counsel from your Campus Pastor prior to meeting with them.

Special Needs

We promote ministry environments that encourage family connection and are inclusive for individuals with special needs. Here are some basic principles to help you be more confident as you minister to and with those with special needs.

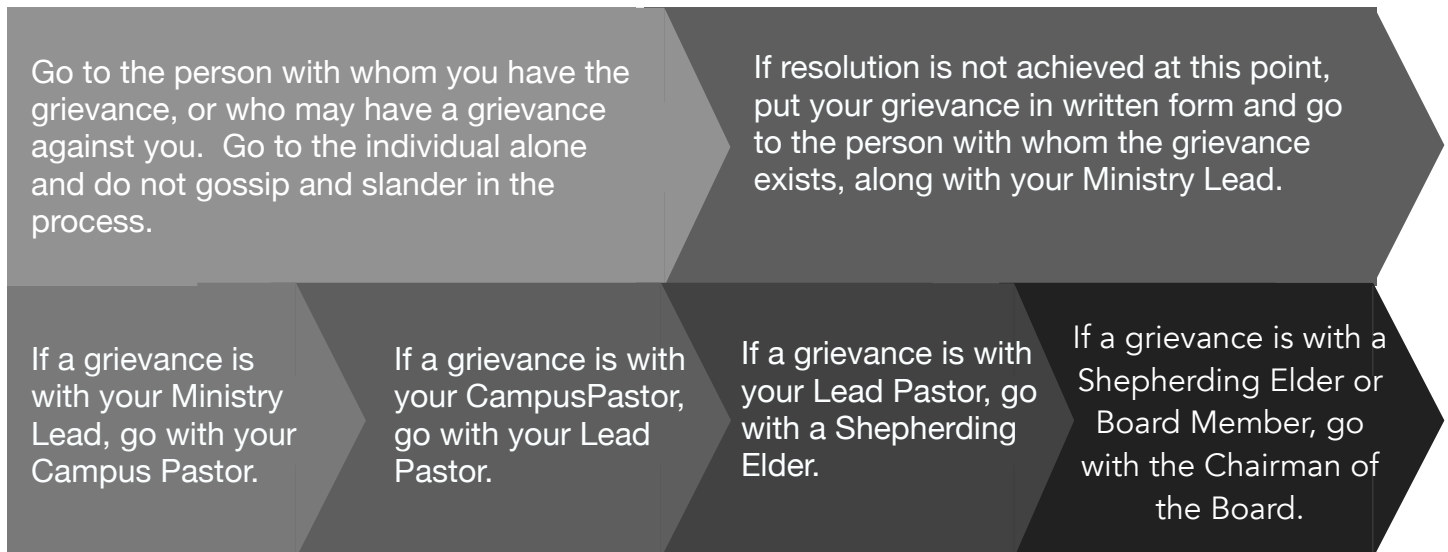
- **Use Person-First Language** - Rather than saying “autistic boy” we would say “boy with autism.”
- **Care Providers** - When addressing the care provider of an individual, do not talk about the person as if they are not there. Include them in the conversation as much as possible.
- **Assume Intelligence** - Just because someone can’t communicate well does not mean they don’t understand. Assume intelligence regardless of communication level.
- **Made in the Image of God** - Disabilities are not due to any lack on the part of the individual. We are ALL made in the image of God with strengths and weaknesses.
- **Unexpected Touch** - This can be a negative trigger for many people who have experienced trauma or have disabilities. Verbalize your intent before touching and ask permission.
- **Service Animals** - Our service animal policy enables us to respectfully comply with ADA and AK State requirements for service animals. We do not encourage emotional support animals or family pets within ministry settings.
- **Ask!** - If you are unsure of how to include, assist, or interact with a person with a disability, talk privately with their care provider or with your Ministry Lead.

Grievances

We believe in following scriptural guidelines for church and ministry related conflicts and complaints.

So if you are offering your gift at the altar and there remember that your brother has something against you, leave your gift there before the altar and go. First be reconciled to your brother, and then come and offer your gift. -Matthew 5:23-24

(Matthew 18:15-17,, Romans 12:18, Proverbs 10:18, 1 Peter 2:1)



Stepping Down

There are times when it will be necessary to ask a Serve Team Member to step down from their serving position. This will occur if a Serve Team Member experiences a challenging season where ministry **to** that person is a higher priority than ministry **from** them.

A Serve Team Member may be removed from ministry at the discretion of the Ministry Lead or any member of the pastoral team for any reason deemed sufficient. Pastoral accountability may be a requirement to rejoin the Ministry Team. The following reasons are examples of grounds for temporary or permanent removal:

- not maintaining the expectations outlined in the Covenant Partnership Agreement and the Statement on Human Sexuality.
- not maintaining a healthy walk with the Lord as well as healthy ministry and personal relationships.
- any behavior that puts others at risk or behavior unbecoming a COTR representative.



Reducing the Risk

We have a high value for the safety and well-being of our children and youth. All Serve Team Members are expected to be above reproach and follow our child protection procedures.

Physical contact with minors should be age and developmentally appropriate. Physical contact should be for the benefit of the minor, not the emotional needs of the adult.

Appropriate Touch

We recommend the following guidelines as pure, genuine, and positive displays of God's love:

- Bending down to the child's eye level and speaking kindly.
- Taking a child's hand and leading him or her to an activity.
- Taking the child's hands as you encourage them.
- Patting a child on the head, hand, shoulder, or back to affirm him or her.
- Holding a preschool/nursery child who is crying.
- Putting an arm around the shoulder of a child who needs comforting or quieting.
- High fives.

Inappropriate Touch

When interacting with minors (including your own in a ministry setting) please refrain from:

- Kissing a child or coaxing a child to kiss you.
- Extended hugging.
- Tickling.
- Touching a child in any area that would be covered by a bathing suit, except when assisting a child with toileting.
- Having children sit on your lap or on your own private areas and carrying older children.
- Physical discipline of a minor.
- Forced physical contact or intimidating non-verbal behavior.

Diapers

Diaper changing and toilet assistance should take place in the presence of a second worker.

- Please check name tags, as some parents desire to change their own child's diapers.
- An adult worker may change diapers of children under the age of three.
- Parents will be called to change children over the age of 3 if they are on campus.

Bathrooms

Adult bathroom monitors may accompany children to the bathroom but will remain outside the bathroom cubicle unless a second adult can directly observe them.

Two Adult Rule

Two screened adults are expected to supervise all church activities involving minors on or off site. When it is necessary that only one adult leader be in a room with minors, the door of that room will remain open or there will be a window allowing other Serve Team Members to have line of sight.

The only exceptions for the two adult rule are settings with paid childcare positions. We allow one adult with an additional 14-17 year old worker for events that offer childcare.

Check-In and Check-Out

All onsite activities for minors should have a check-in/check-out procedure to ensure safety in the event of an emergency.

- First-time guests families with children will complete a KOTR Registration Card.
- Special needs are identified at registration to assess how we can support the family.
- A child aged 11 and under may only be picked up by an authorized person over the age of 13 with the appropriate proof of authority, for example the pick-up tag.

Please be respectful of the allocated Children's Ministry and Childcare times. Release parents to pick up children prior to post-ministry prayer or conversation times.

One to One

One to one interactions with minors:

- Should be between individuals of the same sex.
- If minor is expressing same sex attraction or gender identity questions, please seek counsel from your Campus Pastor.
- Should take place in locations where the two-adult or line of sight rules can be maintained.

Communications

- We desire that all communications with minors should be kept professional and above reproach. To allow for transparency and accountability, all communications with a minor via text, email, and messaging should be kept and made available to leadership if requested.
- Do not engage in sending any images or communications on media that is erased instantly e.g. snapchat.
- Whenever possible, parents/guardians should be made aware of communication with a minor.

Minor Consent and Liability Release

If parents are offsite, a signed Medical Release must be onsite for each child. This same release will be used for offsite youth events.



- No image or photograph of a minor should be used on any website, social media sites, or promotions without *written* parental consent.
- Use the KOTR guest registration form, Minor Consent and Liability form, or any other *written form* of consent such as text or email.
- Parental consent must be recorded in the individual's U-Link profile under the Info tab in Custom Fields.
- Foster parents cannot consent without written permission from the Office of Children's Services.

Transporting minors

It is important to adhere to child protection procedures in all settings, including vehicles.

- Transport minors with two adults in every car.
- If an adult has to be alone in a car with a minor there can be telephonic accountability.
- Transport minors directly to their destination; avoid unauthorized stops to non-public places.
- Drivers should refrain from use of a cell phone during transport, unless the vehicle is parked, or you use the phone to access a second "virtual" adult.



Report of Harm

In a safe and trusting ministry setting, children and youth may divulge information, or show signs of suspected abuse. In those times, we are morally obligated to make a report to the authorities.

In the case of suspected abuse, it is not the responsibility of any Serve Team Member to substantiate any allegations or suspicions. It is our responsibility to work with the correct agencies and law enforcement to comply with Alaska statutes and respond to allegations sensitively and in a timely manner.

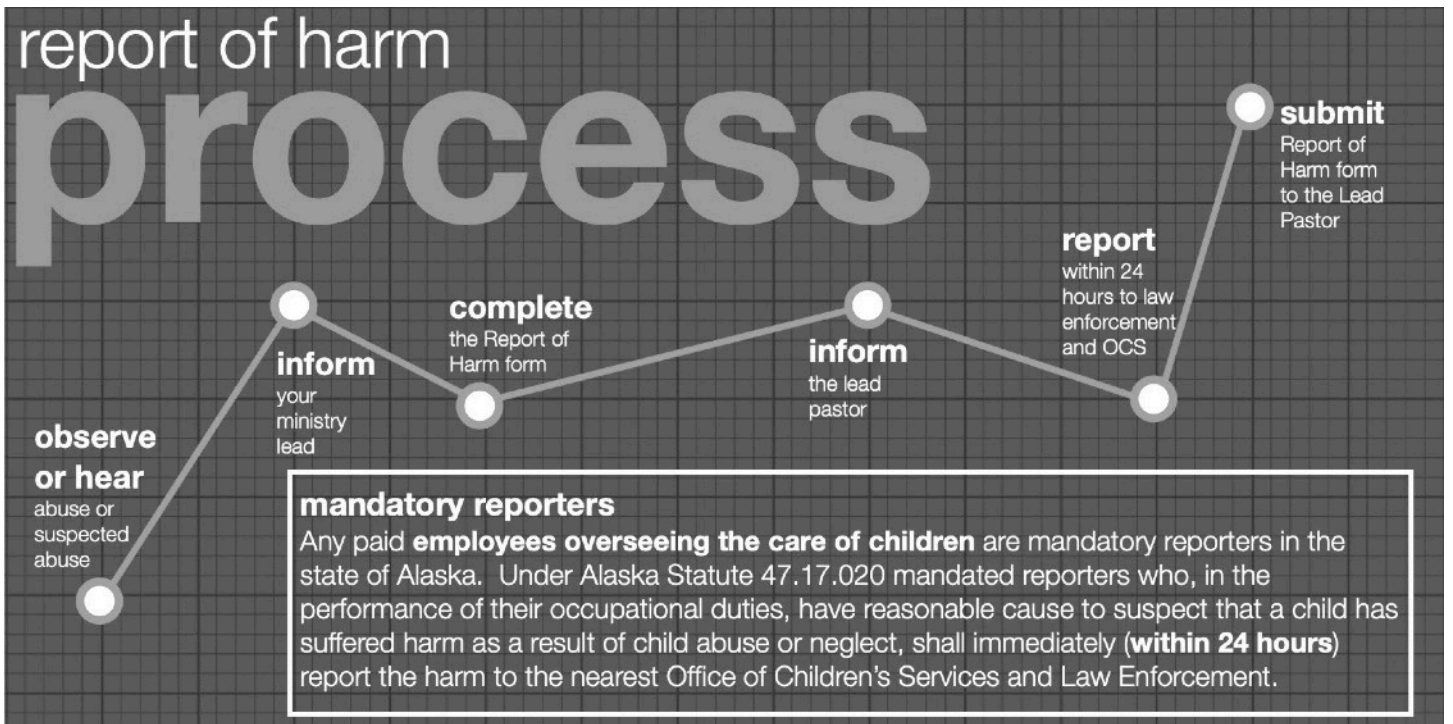
Mandatory Reporter

If you are paid to oversee the care of children, or are designated by your profession, you are a mandatory reporter. However, Serve Team Members are required, as per COTR policy, to report any suspicion or allegation of abuse to their Ministry Lead.

Report of Harm Form



The Lead Pastor is responsible for ensuring the appropriate legal and pastoral response to any reports made. As part of our report of harm process (see graphic below), you will be required to fill in the Report of Harm Form and inform your Ministry Lead as well as the The Lead Pastor. The Lead Pastor will coordinate with the Campus Pastor as appropriate.



Reporting Agencies

We are required to report the harm of minors and vulnerable adults to the following agencies.

Office of Children’s Services (OCS)

The Office of Children’s Services responds to thousands of allegations of child abuse and neglect each year. If you believe a child was harmed or is at risk of harm due to abuse or neglect, you should **report it not investigate it**. Children who get help as soon as possible have a much better chance to have a safe home, a strong family.

Adult Protective Services (APS)

Adult Protective Services helps to prevent or stop harm from occurring to vulnerable adults.

Alaska law defines vulnerable adults as a person 18 years of age or older who, because of incapacity, mental illness, mental deficiency, physical illness or disability, advanced age, chronic use of drugs, chronic intoxication, fraud, confinement, or disappearance, is unable to meet the person’s own needs or to seek help without assistance.

APS should not interfere with the elderly or disabled adults who are capable of caring for themselves. This responsibility falls within the jurisdiction of local law enforcement.

Law Enforcement

In the case of child sexual abuse, reports should be made to **both OCS and Law Enforcement** within 24 hours. Reports of domestic violence can also be made to Law Enforcement.

frequently asked **questions**



In the case of a minor or vulnerable adult, what kinds of things should I report?

Indications or disclosures of abuse or neglect. If you have questions about bruising or injury, only ask open ended questions such as, “What happened?”



This happened a long time ago or in a different state. Should I still report it?

Yes. The perpetrator may still be offending. By reporting this to the correct authorities, you may be able to prevent harm to others.



I am not sure if I should report this. What should I do?

If you are asking if you should report a concern, the answer is usually “Yes”. Inform your Ministry Lead. They will guide you through the process.



What should I do if I think an individual is in imminent danger?

Stay with the person. Call for support and contact the correct authorities. If you are unable to reach authorities, call the Alaska State Troopers 1.907.352.5401.

Health and Safety

The health and safety of every person attending a Church on the Rock activity is important to us. If you are unsure of the health and safety resources available for your campus or event, please speak to your Ministry Lead or Campus Pastor.

First Aid

Make sure you know the location of first aid kits in your ministry area.

- If you are at an off-campus activity, check with your Ministry Lead for portable First Aid kits.
- Talk to your team members to identify the people on your team with medical training or first aid certification.

Handling Blood

Handling blood should not be taken lightly due to the risk of blood-borne pathogens. In the event of an incident involving blood:

- Separate the injured person from others.
- Isolate the area where any blood may have dropped on carpet, toys, or equipment.
- Put on vinyl gloves, carefully wipe up all blood, place gloves and all contaminated material into a trash bag, and dispose of tied trash bag into an external receptacle.
- Wash thoroughly with soap and warm water.

Medications

Medications are not allowed to be given or applied by Serve Team Members.* Stored medications must be administered by a guardian or authorized care giver. **Exceptions will be made if a minor has a written plan.*

Suspicious Activity

If you encounter a suspicious person or activity, avoid interaction and contact your security team or a member of the pastoral staff. Keep an eye on the person until someone arrives.

Accident/Injury



If an injury requires medical intervention, you must submit an **Injury Report**. This form can be completed directly after caring for the immediate needs of the injured person. Inform your Ministry Lead or Campus Pastor and submit the form to Central Services.

Emergency Protocols

Lockdown Procedures

Lockdown will be called by the Security Team or senior pastoral staff. The following guidelines should be observed during a lockdown:

- **LOCK:** Lock or secure the doors to your ministry area or classroom.
- **LIGHTS:** Turn off all lights.
- **CLOSE:** Close all shades.
- **MOVE:** To the safest place away from the door.
- **STAY PUT:** Minimize movement.
- **STAY QUIET:** Silence all electronics.
- **CELL PHONES:** If attendees have a phone they should notify the nearest COTR staff member for possible emergency use and then turn it off.
- **DO NOT CALL OUT:** Only one person is to use a phone in the room.
- **WAIT:** Await further instruction.
- **STAY LOCKED:** Doors are **not to be unlocked by anyone in the room.**

If a door is opened during a lockdown, it must be **by key**, by police or a Security Team Member. Do **NOT** open the door if someone **says** they are police.

Evacuation of Children

Parents should not go to the children's area during an evacuation. The Security Team will assist Children's Ministry in the following evacuation procedures:

- **DOCUMENT:** Pick up check-in sheet. Portray a sense of calm, smile and encourage children.
- **QUESTION:** Were any children away from the classroom? Restrooms?
- **LEAD:** Have children hold hands or ring rope and lead to evacuation area.
- **HELP:** Help those with special needs.
- **SWEEP:** One adult sweep rooms for hiding children (may be frightened by noises).
- **EMPTY:** Turn off lights and close doors when room is confirmed empty.
- **LINE UP:** Keep children together. Use check-in sheet to document person-picking child up.
- **MEDICAL:** At the evacuation zone, determine if anyone needs medical attention. Summon the necessary medical assistance.
- **STAY:** Stay with children until all are accounted for.
- **RELEASE:** Parents should sign for their children or provide pick up tag for release. After all children are released, turn in check-in sheet to Children's Ministry Director.

Evacuation Route

Evacuate in an orderly fashion through the nearest exit doors and move to the predesignated area in the parking lot. Make sure you know your evacuation routes. Save your campus address in your contacts you can direct emergency services to the church when needed.



YOUR LOCATION AND STREET ADDRESS IS:

Palmer Campus

619 Scott Road
Palmer, AK 99645

Wasilla Campus

3571 W. Machen Road
(Mile 45.5 Parks Hwy)
Wasilla, AK 99623

Willow Campus

31616 W. Parks Hwy
(Mile 69.5 Parks Hwy)
Willow, AK 99688

North Campus

Mile 99 Parks Hwy
Talkeetna, AK 99676

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