



Policy & Procedures for New Congregations

Purpose:

To help build clear communication with opening new congregations. This process will allow Pastoral, Administration, Insurance, Accounting, Stewardship and Reports to work in unison to establish a new King's Chapel congregation.

Process:

1. Each congregation must be approved to begin with an approval signature from Regional Pastor & Senior Global Pastor.
2. Once approved, administration office will send out an electronic questionnaire that must be filled out entirely.
3. When questionnaire is filled out and sent in:
 - a. Administration
 - i. Process questionnaire
 - b. Insurance
 - i. Complete and submit Insurance Request - Form A
 - ii. Complete and submit Property Coverage - Form B *if applicable*
 - c. Accounting
 - i. Will add new campus to QuickBooks
 - ii. Will set up new campus with banking and location where all deposits are to be made to.
 - iii. Order campus specific deposit slips
 - d. Stewardships:
 - i. Add account to Ministry Platform
 - ii. Provide training to deposit and counting process
 - iii. Will send all proper paperwork to campus leads
 - e. Pushpay
 - i. Set up account
 - ii. Set up the Campus Lead to have access to giving
 - iii. Set up team that will enter campus credit card giving
 - iv. Train campus on using Pushpay
 - f. Reports
 - i. Set up campus folder on OneDrive
 - ii. Share campus folder with site pastor/minister/leader
 - iii. Go over monthly reports and annual budget
 - g. Mobile Attendance
 - i. Will set up new account with campus lead
 - ii. Training on how to record service attendance
 - h. Training
 - i. Tech Training



Contacts:

Administration: Brandon Miguel: brandonmiguel@kingscentral.net

Accounting: finance@kingscentral.net

Stewardship: kcstewardship@kingscentral.net

Bills: bills@kingscentral.net

Reports: reports@kingscentral.net

Software: mp@kingscentral.net

NEW CONGREGATION INFORMATION

Please complete this form before beginning services in your proposed/desired location. As we experience rapid growth, we must all be in compliance and unified to function as a whole. Before beginning any services, you must obtain an approval from Global Pastor.

Site Pastor/ Minister/ Leaders Information			
Site Pastor/ Minister/ Leader Name			
Spouse Name			
Site Pastor/ Minister/ Leader Employed by King's Cathedral & Chapel			
Phone Number			
Email Address			
New Campus Information			
Official Start Date			
Congregation Name			
Regional / Ethnic			
Mailing Address			
Physical Location			
Physical Location: (Leased or Owned)			
If leased: Address & Contact of Landlord <i>(Reminder ONLY Global Pastor or Regional Pastor are given authority to sign any contracts. Please send all W-9 to bills@kingscentral.net)</i>			
Contact Person in New Campus			
Primary Contact Person Name & Position			
Primary Contact Phone Number			
Primary Contact Email			
Administration Process			
Step 1	Administration	Completion Date	
Step 2	Insurance	Completion Date	
Step 3	Accounting	Completion Date	
Step 4	Stewardship	Completion Date	
Step 5	Pushpay	Completion Date	
Step 6	Reports	Completion Date	
Step 7	Attendance & IT Training	Completion Date	
Step 8	Training Coach Assigned	Completion Date	
Step 9	Send out all approvals	Completion Date	
Approval Signatures			
Dr. James Marocco, Global Pastor		Date	
Regional Pastor		Date	
Overseeing Pastor		Date	



REQUEST FOR A CERTIFICATE OF INSURANCE/CHANGE OF LOCATION

Please complete the following information and email to reports@kingscentral.net. Please include a **Finance Request** and a **Lease Agreement**. We will do our best to deliver your certificate within 24 hours if all of the information is provided. Please use additional page if needed. Thank you.

King's Campus Name: _____ Date: _____

Email Address: _____

Contact Phone Number: _____

Physical Church Address: _____

Church Mailing Address (*If different than above*): _____

Event Name: _____

Event Dates: _____

Event Location: _____

Event Description: _____

Estimated number of Participants: _____

Total Square Footage: _____

Swimming involved: ____ Yes ____ No

Transportation offered to Participates: ____ Yes ____ No (Do not include volunteers)

Additional Insured/Landlord Info:

Contact Name: _____

Name to appear on Certificate of Insurance (From W-9 Line1): _____

Additionally insured (From W-9 Line2): _____

Mailing Address: _____

Email Address: _____

Contact Phone Number: _____

Fax Number: _____

Meeting Room in Hotel: Yes No

Property Coverage

Please complete the following information if you have already completed *Form A* and *Form B is required*. Email to reports@kingscentral.net. We will do our best to deliver your certificate within 24 hours if all of the information is provided. Thank you.

Location Name	Sprinkler System	Yes	No
Building Insured Value	Central Fire Alarm*	Yes	No
Year Built	Central Burglar Alarm*	Yes	No
Building Use (Sanctuary, Education, Storage, Etc.)	Smoke Detectors	Yes	No
Contents Insured Value	Emergency Lighting	Yes	No
Roof Type (Comp Shingle, Steel, etc)	Number Of Stories		
Building Square Footage	Number Of Miles To Fire Station		
Distance To Fire Hydrant (Less than 500' * Between 501' and 1,000' * or Over 1,000')	Date Roof Replaced		
Construction Type (See Below)	Year Wiring Last Updated		
	Year HVAC Last Updated		

IMPORTANT NOTES

Note: *A central alarm means it is centrally monitored by an alarm company such as ADT, etc.

Note: We will need to know what specific updates have been done in regards to electrical, plumbing, and/or general building upgrades.

Building Address: Please note if any building has a different address than the main address.

CONSTRUCTION TYPES:

Frame - A building where the studs, rafters, floor joists and roof decking are wood or light-gauge metal.

Masonry / Joisted Masonry - A building that has exterior walls constructed of a material such as concrete block. The structural floors and roof are typically wood or light-gauge metal.

Pre-Engineered Metal / Non-Combustible - A building that employs a system of pre-engineered rigid steel framing. The exterior walls are of metal siding, sandwich panels and the roof is clad with metal roofing.

Steel Frame / Masonry Non-Combustible - A building where the structural floors and roof are of non-combustible materials such as metal decking and are supported by a structural steel frame and fire resistive exterior walls.

Protected Steel Frame / Modified Fire Resistive - A building where the structural floors and roof and their supports are of non-combustible construction with a fire rating of not less than one hour. Similar to above however in this construction class the non-combustible floor, roof and framing components are protected with a sprayed-fiber fireproofing.