

**CF STAFF**

**Orientation  
Guide**

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## **SECURITY**

### **Medical Team**

- Serve for weekend services and special events
- Respond to emergency medical situations and provide basic life support
- Are CPR certified
- Keep Emergency Accident Reports on file meeting HIPPA laws

### **THINK SAFE**

S = Security Minded

A = Aware of your surroundings

F = Focused on what to do in a crisis

E = Engaged at all time

### **Situational Awareness**

TRAIN your mind to see and hear things of concern.

TRUST your instincts, God gave them to you for a reason.

REGULARLY ASK YOURSELF "What would I do if?"

### **WHAT YOU CAN DO**

- Something appears odd or wrong and needs to be addressed immediately: Radio Security or call them on DialPad 3333.
- Something life threatening: Call 911.
- Something appears not urgent, yet still concerning: Discuss with your supervisor.

### **WHAT TO LOOK FOR**

- Nervousness, fearful glancing or fixation
- Confusion and making inappropriate statements or muttering.
- Repeatedly entering and exiting the building.
- Keeping hands in pockets or cupping hands.

### **WHAT TO LISTEN FOR**

"Somebody is going to pay for this."

"CF is a cult and someone should do something about it."

"It won't matter much longer anyway."

"I just wish I were dead."

"I just don't see any way out, it would be better if I weren't here."

"Without money I am not sure I will make it."

## WHAT YOU CAN DO

- Something appears odd or wrong and needs to be addressed immediately: Radio Security or call them on DialPad 3333.
- Something life threatening: Call 911.
- Something appears not urgent, yet still concerning: Discuss with your supervisor.

## Access Badges and Keys:

### ACCESS DO'S

- Let security or HR know right away if you lose your badge.
- Keep your badge on you at all times.
- Return any found badges to HR offices.
- Return your keys to HR or Security when you transition to a new dept.
- Return your keys/badge to HR if you transition off team.

### ACCESS DON'TS

- Lay your badge down and walk away
- Lend your badge to anyone else
- Leave locked doors propped open
- Let others piggyback on your access

*Please contact the campus facilities team if you intend to work in the building after hours, otherwise you may unknowingly set off the alarms."*

<b>Gardens</b> Mon-Sat: 7am to 10pm Sun: 6am-10pm	<b>Stuart</b> Mon-Fri: 7am-10pm Sat: 6am-10pm Sun: 5:30am-10pm
<b>Boynton</b> Mon-Sat: 7am-10pm Sun: 5am-10pm	<b>Port St. Lucie</b> Mon-Sat: 7am-10pm Sun: 5am-10pm
<b>Royal Palm</b> Mon: 7:30am-6pm Tues-Thur: 7:30am-10pm Fri: 7:30am-6pm Sat: 7:30am-10pm Sun: 5:30am-8:30pm	<b>Vero</b> Mon-Sat: 7am-10pm Sun: 5am-10pm

**Belle Glade**

Mon-Sat: 7am-10pm

Sun: 6:30am-10pm

**Okeechobee:**

Contact Facilities Team,  
before arriving at the  
location or entering  
any building because  
alarms may be on.  
There is no staff badge  
access at location.

## **FACILITIES**

### **Campus Contact**

- Boynton Beach (561) 398-7272
- Gardens (561) 307-3364
- Okeechobee (772) 349-2615
- Port St. Lucie (561) 902-9183
- Royal Palm (561) 818-2072
- Stuart (772) 485-7719
- Belle Glade (417) 576-8492
- Vero (561) 776-3399

### **Emergency Contacts**

- Miguel Soto: (954) 648-8608
- Tikha Jenkins: (561) 260-6162

### **Work Orders**

- [Net Facilities](#)
- Log in, Complete Work Order form, Submit

### **Help Us By**

- Turning off lights when leaving
- Picking up trash
- Flattening boxes
- Not burning candles inside building
- Not parking on grass on weekdays

### **Vehicle Requests**

- Be at least 21 yrs old to drive a CF vehicle; be at least 25 yrs old to drive passengers under 18 yrs. old
- Complete [Online Safety Course](#)
- Save the completion certificate and email to suzy.hayes@christfellowship.church
- Request vehicles at least 24 hours in advance ([CF StaffNet](#): Forms/Vehicle Reservation Form - Vehicle Reservation Form)

## Van Reservation Procedure:

### VEHICLE DESCRIPTIONS

- Van 1 – Passenger Van or Cargo Van (seats are removable)
- Van 5 – 15 Passenger Van (Passengers only – seats are not removable)
- Van 7 – Cargo Van (Only seats a driver & 1 passenger)
- Van 8 – 15 Passenger Van (Passengers only – seats are not removable)

### DRIVER REQUIREMENTS:

1. All drivers need to be at least 21 years of age. If there are any minors (under the age of 18), driver needs to be at least 25 years of age.
2. All Drivers need to complete the 15-Passenger Safety Quiz and email the certificate of completion for [Suzy.hayes@christfellowship.church](mailto:Suzy.hayes@christfellowship.church) when reserving a CF passenger van. Recertification is required every 2 years.
3. It is preferred that all drivers be on staff, however, if a volunteer driver is necessary, the following information needs to be emailed to [Suzy.hayes@christfellowship.church](mailto:Suzy.hayes@christfellowship.church) at least 5 days prior to the reservation date:
  - a. Driver Application (By completing this form, you give CF permission to run a Motor Vehicle Report)
  - b. 15-Passenger Safety Quiz Certificate of Completion
  - c. Copy of valid Driver's License
4. It is very important that Operations knows who is driving CF vehicles at all times so if the person who is listed as the driver on the original reservation is changed, please be sure to email [Suzy.hayes@christfellowship.church](mailto:Suzy.hayes@christfellowship.church) a minimum of 48 hours prior to a reservation.
5. Please be sure to use your best driving etiquette, as you are a huge witness for God and Christ Fellowship by being in a large moving billboard.

**CF VEHICLE TERMS OF USE:**

1. Please remember these are CF property so treat them well and return them in better condition than you receive them.
2. Please CLEAN OUT all items and REFUEL vans before returning. If needed, please have the van professionally cleaned so it is ready for the next ministry that uses it.
  - a. Ministries will be charged for violations to cover the expense of someone else needing to take the van to be cleaned &/or refueled.
  - b. Ministries will be responsible for any damage to the vans and will be expected to pay the repair amount up to the cost of the deductible.
3. All drinks must have lids and all snacks must be cleaned/vacuumed out in CF vehicles
4. No texting or talking on a cell phone while driving a CF vehicle. If the driver needs to place a call, please pull over to make your call.
5. Vans can be picked up and dropped off at the Operations Center (Gardens South Campus). If you return after hours, please place key in the lockbox located to the right of the front doors.
6. Vans 5 & 8 are passenger vans only. Please do not remove any of the seats in vans 5 or 8.

## **FINANCE**

### **General Accounting – Budgeting and spending**

- Answer Budget Coding Questions
- Assist with the Budget Process (Staff Budget, Capital Budget, Operating Budget, Unbudgeted Requests...)
- Train Subject Matter Experts (SMEs)
- Issue Ministry Financial Budget Reports (monthly)
- If money is involved, please contact us prior to Spending/Collection

### **Contributions – Collection and processing offerings or payments.**

- Offerings include Weekly Giving
- Heart for the House
- Christ Birthday Offering
- Kingdom Builders

### **Accounts Payable – Processing and management of payment**

- Process Credit Card Spending by Staff using Concur
- Pay bills through Anybill
- Reimburse Staff for Mileage and Work Expenses
- Issue Petty Cash
- Issue Ministry Cash for Special Events/Mission Trips
- If you are responsible for making Purchases in your Ministry... (TAB FOLLOWING POINTS, IF POSSIBLE)
- Have Florida Sales Tax Removed from all Purchases
- Submit Credit Card Reconciliation with Respective Receipts, Coding, and Descriptions (through Concur) by the 28th of the Month
- Approve Bills (in Anybill) by 12PM on Wednesdays
- Submit Mileage and Work Expense Reimbursement by the End of the Month

### **Payroll – Compensation processing for employees**

- Process and Ensure Compensation for Staff
- Advise on Timecards, Vacation/Sick time, Supervising within ADP
- Assist with tax issues
- Guide on Pastoral Compensation
- Work with HR on Benefits and Administration

**Contact:** [Carey.Ingram@christfellowship.church](mailto:Carey.Ingram@christfellowship.church)

## **CREATIVE**

### **What you'll most likely utilize these departments for:**

Branding, Campaigns/Project Management, External Marketing, Internal Communications, Digital (website/ app), Visual Content (Photography), Graphic Design, Prints, Film/Video, Publishing

### **CF Product Team Request Form**

- Project Requests
- Operational Items
- Photography Event
- Film Events
- Web
- Email

Only department SMEs (Subject Matter Experts) can submit a request form. To submit a request, please work with your SME.

## **DREAM TEAM**

The Dream Team is Christ Fellowship's faithful volunteers. Here's how they can join your team:

### **Apply**

- Next Steps Area
- Website: [www.rock.christfellowship.church/dreamteam](http://www.rock.christfellowship.church/dreamteam)
- Christ Fellowship App for mobile phones

### **Interview**

- Conducted in-person
- Ask the six common question (CF Staff Net: Team Sites/ Dream Team/ Dream Team/ View More/ [Interview Guidelines](#))
- Ask questions related to your Ministry, and the specific role they will be serving in

### **Equip**

- Dream Team Handbook
- Resources: Rock training, access ID badge, CF serve email, CF computer login, printer/ copier access
- Request Resources (Rock > Search Name > Actions > Dream Team Resource Request)

**Contact:** [Mariela.Genem@christfellowship.church](mailto:Mariela.Genem@christfellowship.church)

## **PAYROLL/ADP**

### **Pay Periods**

- Paychecks issued every other Friday (bi-weekly)
- 26 pay periods per year
- Work week is Saturday to Friday; overtime calculated based on work week

### **Paid Time Off**

- Available for full-time staff
- 2-hr increments of sick leave can be used for medical appointments
- Vacation time is accrued each pay period
- Request vacation time on the ADP website
- Vacation time generally not approved at busy times before Christmas and Easter (blackout dates)
- Overtime and vacation must be entered into ADP and pre-approved by Supervisor
- Paid Holidays (8 hrs. full-time staff; 4 hrs. regular part-time staff):

New Year's Day

Martin Luther King

Easter Monday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and Day after Thanksgiving

Christmas Day and Day after Christmas

### **Employment Verification**

- May be needed to buy a house, purchase or lease a car, move into an apartment, etc.
- Providing your employment or income has never been easier:  
Visit [www.theworknumber.com](http://www.theworknumber.com) or call 866-604-6572
- Provide the following information:
  - Christ Fellowship Employer Code: 16382
  - PIN # is last four digits of your SSN followed by the year of your birth (eight digits total)

**Contact:** payroll@christfellowship.church

## **LINKS**

[15Five](#)

[ADP](#)

[Anybill](#)

[Asana](#)

[Centrify](#)

[Concur](#)

[Greenhouse Recruitment](#) (for hiring managers)

[Greenhouse Onboarding](#) (for hiring managers)

[GSuite Help Videos](#)

[Planning Center](#)

[Staples Advantage](#)

[ROCK](#)

[Trained Up](#)