



**POLICIES AND PROCEDURES MANUAL
FOR THE
OUTREACH MINISTRY
OF
CHRIST GOSPEL CHURCH
NORTHWEST COAST MINISTRIES
TACOMA**

OUTREACH MINISTRY POLICIES and PROCEDURES

MISSION:

The Outreach Ministry shall envision, implement and encourage creative and innovative outreach ideas for Christ Gospel Church Northwest Coast Ministries (CGCNWCM) of Tacoma.

FUNCTIONS:

The duties of the Outreach Ministry shall include the following:

1. Involve CGCNWCM Tacoma in various outreach ideas and activities.
2. Create an “outreach mindset” at CGCNWCM Tacoma.
3. Develop and support outreach activities within the community of Tacoma (Pierce County), (ex. Help the Homeless, Community Outreach Campaign, Back to School Supply Packs, Holiday Grocery Gift Cards, and Information and Resource Center, etc.).
4. Support outreach activities within District 14 when available, and as needed. (Tacoma, Portland, Seattle, Vancouver, Wenatchee, Oak Harbor)

PERFORMANCE:

Review and recommend changes to the Policies and Procedures Manual to include Addendums (if applicable) for approval by the Elders/Pastors as needed, and at least once a year.

DURATION:

The Outreach Ministry shall continue to exist indefinitely until terminated by the Elders/Pastors.

MINISTRY LEADER:

The Outreach Director(s) shall be appointed by the Elders/Pastors. The Outreach Director will schedule and lead every meeting. If the Outreach Director is unable to attend an Outreach meeting, the Co-Outreach Director will lead the meeting. If both of the Directors are unavailable then the Elders/Pastors will conduct or appoint a representative from the Outreach Team to lead a meeting, in such cases of an emergency.

MEETINGS:

A meeting with the Outreach Ministry may be called at any time by the Outreach Directors with at least a 3-day notice communicated to the Outreach Team Members via email, text, or church Administrative office, notification on the website, and/or Church calendar. A majority of the team members of the Outreach Ministry shall constitute a *quorum* (the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid) for the transaction of Outreach Ministry’s business. All Outreach Ministry’s team meetings shall be open to Church members and invited guest, except for those matters which may require an executive session. Participation in team deliberations, however, shall only be by invitation of the Outreach Ministry team.

MINUTES & REPORTS:

The Outreach Directors may designate a person to summarize the proceedings of the Outreach Ministry’s team meeting. The records of the Outreach Ministry’s team meetings shall be delivered to the Church’s Executive Administrator to be retained in accordance with the

retention policy established by the church. The Outreach Directors may authorize the creation and distribution of reports or position papers as appropriate.

EFFECTIVE DATE:

The Outreach Ministry was appointed and approved by the Elders/Pastors to be effective October 15, 2017, and shall govern the operation of the Outreach Ministry hereafter.

OUTREACH MINISTRY’S MEETING SCHEDULE AND PRIMARY AGENDA

The annual meeting schedule and primary agenda are described below:

YEAR: 2023	PRIMARY AGENDA
January – March	“Help the Homeless” Program
April – June	Community Outreach Campaign
July – September	Back to School Supply Packs
October - December	Holiday Grocery Gift Cards
All Meetings	as needed

FUNDRAISERS

RADA Cutlery: Click this link <http://bit.ly/2Mfyf7v>. Click “yes” to enter.

Simply Sheets: Click this link <https://simplysheets.net/>. Click Online Order: #3. Order Information. Answer Questions: #1 Yes, #2. SS0002182. #3. Outreach Director’s Name. #4. Christ Gospel Church Tacoma. #5. 2535843904.

Shop with Scrip: Click link to review the choices of cards - <https://www.raiseright.com/shop> Contact Outreach Directors to purchase.

**CHRIST GOSPEL CHURCH NORTHWEST COAST MINISTRIES
AVAILABLE ASSISTANCE GUIDELINES AND RECEIPT**

TYPE	AMOUNT (not to exceed)	FREQUENCY	STATUS
Rent	\$100.00	Once a year	Member
Gas	\$50.00	Once a year	Member
Food	\$100.00	Once a year	Member
Household	\$20.00	Once a year	Member
Care Basket	\$25.00	By Availability	Member
Diapers	1 Package	Once a year	Member
Formula	1 Container	Once a year	Member

*** Once a year constitutes a 12-month period from the last receiving date of assistance.**

Signature

Printed Name

Receiving Date of Assistance

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**CHRIST GOSPEL CHURCH NORTHWEST COAST MINISTRIES
AVAILABLE ASSISTANCE GUIDELINES AND RECEIPT**

TYPE	AMOUNT (not to exceed)	FREQUENCY	STATUS
Rent	\$75.00	One Time Gift	Non- Member
Gas	\$25.00	One Time Gift	Non-Member
Food	\$75.00	One Time Gift	Non-Member
Household	\$10.00	One Time Gift	Non-Member
Diapers	1 Package	One Time Gift	Non-Member
Formula	1 Container	One Time Gift	Non-Member

*** Once a year constitutes a 12-month period from the last receiving date of assistance.**

I understand and accept the above guidelines of available assistance from Christ Gospel Church Northwest Coast Ministries.

Signature

Printed Name

Receiving Date of Assistance



Christ Gospel Church of Tacoma, Washington

NORTHWEST COAST MINISTRIES

1517 112TH STREET S, TACOMA, WA 98444

PH. (253) 584-3904, www.cgcncwm.org

AN INDEPENDENT CHURCH AFFILIATED WITH CHRIST GOSPEL CHURCH INTERNATIONAL, INC.

Monday, January 23, 2023

Greetings in the Precious Name of the LORD Jesus Christ,

Dear Congregation,

We are writing this letter to you all, as a reminder today and with much excitement for what God is doing in our lives and the lives of others through the Outreach Ministry! In this year 2023, it is our mission to once again, serve our community abundantly by the Grace of God.

***"Give, and it shall be given unto you; good measure,
pressed down, and shaken together, and running over,
shall men give into your bosom. For with the same
measure that ye mete withal it shall be measured to
you again." Luke 6:38***

The mission and purpose of the Outreach Ministry still, is to provide resources and information to the congregation and communities of Pierce County and to share the love of Jesus Christ through our words and deeds. Specifically, the Outreach assist members and non-member residents whenever and wherever there is a necessity with/by:

- Transportation to and from appointments, shopping, bus and train stations, airport, and the House of God.
- Donate Supplies – clothing, shoes, food, household supplies, and miscellaneous.
- Provide Holiday Gift Cards.
- Assist with Monetary Needs.
- Mail Community Correspondences.
- Minister the Word of God and Pray for Prayer Requests.

Always, the first and most important desire, need, and want is your prayers, as God's Holy Spirit leads and guides us to fulfill His Master Plan and Purposive Will for His people through the Outreach Ministry. Please continue pray for those of whom we may come in contact with, that by the Grace of God, the hearts of them may be opened to receive the love of Christ and His free gift of salvation. We are asking for your continual prayers and for God's guidance and direction as we serve Him according to His Holy Will.

We are asking for your generous financial support as God lays it on your heart to bless the Outreach Ministry. We are requesting \$120 per couple and \$60 per single every six (6) months – (Bi-annually) from the congregational member(s). This may be divided up throughout the year in smaller increments. We graciously appreciate any donation given, as God lays it upon your heart to support His ministry. All monetary gifts are to be placed in a tithing/offering envelope, properly labeled as an offering for the Outreach Ministry, and placed in the offering plates or given to the church financial team. All donations to the Outreach Ministry will be added to your Contribution Statements for the year for tax purposes.

We thank you for all of your wonderfully generous contributions in the past. It would be a great honour to be blessed by you as the Lord leads you to do so.

We pray always that those in need would come to know the hope and joy and peace that is theirs through salvation in Jesus Christ. Thank you in advance for your prayers and financial support. We pray God's continual blessings upon you and your family.

In the Name that is above every other Name, Jesus Christ our LORD and Saviour,

Reverend Keith McMillian

Outreach Director / Outreach Ministry

Christ Gospel Church of Tacoma

Northwest Coast Ministries

Tacoma, WA 98444

outreachtacoma@cgcnwcm.org

mcmillians@cgcnwcm.org

253-583-6550

"I have shewed you all things, how that so labouring ye ought to support the weak, and to remember the words of the Lord Jesus, how he said, It is more blessed to give than to receive."
Acts 20:35



Christ Gospel Church of Tacoma, Washington

NORTHWEST COAST MINISTRIES

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PH. (253) 584-3904, www.cgcncwm.org

AN INDEPENDENT CHURCH AFFILIATED WITH CHRIST GOSPEL CHURCH INTERNATIONAL, INC.

GENERAL INTAKE FORM

DATE: _____

TIME: _____

Adult Name: _____

Adult Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

Child's Name: _____ DOB: _____

Child's Name: _____ DOB: _____

Child's Name: _____ DOB: _____

Are you a veteran: Yes / No

Are you enrolled in the VA system: Yes / No

Do you have a VA ID Card: Yes / No

Needs Requested: (i.e.: Food Gift Cards, Gas, Clothing, Shelter, Others): _____

Supplied By Outreach: (i.e.: Food Gift Cards, Gas, Clothing, Shelter, Others):

Prayer Requested:

- Would you like a call from Elder/Pastor: **Yes**, # _____ / or **No**
- Do you know Jesus? **Yes / No**
- Are you saved? **Yes / No**
- Do you Have the Holy Spirit? **Yes / No**
- Have you been baptized in the name of the LORD Jesus Christ for the remissions of sins?
Yes / No
- Would you like to be baptized in the name of the LORD Jesus Christ for the remissions of
sins? **Yes / No**
- Do you have a church home? **Yes / No** Where? _____
- If not would like to make Christ Gospel Church Northwest Coast Ministry your church
home? **Yes / No**

- Are you a consistent Tithes Payer? **Yes / No**

Requester and/or Third-Party Name: _____

Requester and/or Third-Party Requestor's Signature: _____

Outreach Signature: _____

Outreach Signature: _____

LIST OF SUGGESTED "HELP THE HOMELESS" BACKPACK ITEMS:

- Socks
- Hat
- Gloves
- Hand Warmers
- Toothbrush – Travel Size
- Toothpaste – Travel Size
- Shampoo – Travel Size
- Deodorant – Travel Size
- Soap – Travel Size
- Hand Sanitizer – Travel Size
- Wipes
- Blanket
- Tent
- Assorted Snacks
- Bottled Water
- *Relief and Remedy for You* Tract

THANKSGIVING / CHRISTMAS (\$25.00) GROCERY GIFT CARD INTAKE FORM

Adult's Name: _____

Adult's Name: _____

Number of Children: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number (2): _____

How did you hear about us? _____

Do you have any Prayer Requests: Yes / No

Request: _____

Would you like a call from Elder/Pastors: Yes, _____ /No

Additional Comments, Questions, or Concerns: _____

Applicant's Signature

Date

Outreach Director's Signature

Date

PIERCE COUNTY RESOURCES

American Immigration Made Easy

No website

917 Pacific Ave #301, Tacoma, WA 98402, 1(206) 628-7321

Associated Ministries

<https://associatedministries.org/>

BASH Bikers Against Statewide Hunger

<https://www.freefood.org/1/bash-bikers-against-statewide-hunger>

<https://www.facebook.com/BASH.foodbank/>

Bethlehem Baptist Church

<https://www.bethlehembaptisttacoma.org/>

Catholic Community Services

<https://ccsww.org/>

<https://www.firstfivebeyond.org/tacoma-clothing-assistance>

7050 S G St, Tacoma, WA 98408, 1(253) 471-5340

Care Net Pregnant and Family Services of Puget Sound – Pierce County

<https://www.firstfivebeyond.org/tacoma-clothing-assistance>

1924 S Cedar St., Suite B, Tacoma, WA 98405, 1(253) 383-2988

Clover Park Technical College Food Pantry & Area Food Banks

<https://www.cptc.edu/student-life/slsc/food-pantry>

Comprehensive Life Resources

<https://www.comprehensiveliferesources.org/>

Eloise's Cooking Pot Food Bank

<https://themadf.org/eloises-cooking-pot/>

Emergency Food Network

<https://efoodnet.org/>

Evergreen Empowerment Group

<https://www.charitynavigator.org/ein/453140449>

Exodus Housing

<https://exodushousing.org/>

Fair Housing Center – Puget Sound

<https://fhcWASHINGTON.org/>

Faith House

<https://faithhouseministries.org/>

Family Housing Network

<https://ccsww.org/get-help/shelter-homeless-services/family-housing-network/>

Family Renewal Shelter

<http://domesticviolencehelp.org/contact.html>

Federal Way Day Center

<https://ccsww.org/get-help/shelter-homeless-services/federal-way-day-center/>

Fresh Start Housing LLC

<http://www.freshstarthousing.org/about>

Firecrest United Methodist Church Clothing Closet

<https://www.firstfivebeyond.org/tacoma-clothing-assistance>

1018 Columbia Ave, Tacoma, WA 98466, 1(253) 564-7862

Fish Food Banks Of Pierce County, WA

<https://nourishpc.org/>

FUSION Transitional Housing For Families In Need

<https://fusionfederalway.org/>

Guadalupe House Tacoma Catholic Worker

<https://www.tacomacatholicworker.com/>

Helping Hand House

<https://helpinghandhouse.org/>

Help Me Grow

<https://www.helpmegrowpierce.org/>

Homeless Assistance

<https://thepowerof2washington.org/>

Homeless Programs and Resources for Pierce County, WA

<https://www.piercecountywa.gov/3715/Homeless-Programs>

<https://www.piercecountywa.gov/4824/About-Homeless-Programs>

<https://www.piercecountywa.gov/4802/Housing-Interventions>

<https://www.piercecountywa.gov/4118/Resources>

Hope Sparks – Relative Raising Children – Kinship Navigator

<https://www.firstfivebeyond.org/tacoma-clothing-assistance>

6424 N 9th St., Tacoma, WA, 98406, 1(253) 565-7784 Ext. 104

Hospitality Kitchen

<https://ccsww.org/>

House of Matthew Permanent & Supportive Housing

<https://www.thehouseofmatthew.org/>

Key Peninsula Community Services

<https://www.keypeninsulacommunityservices.org/>

Korean Women's Association Social Services

<https://www.kwacares.org/>

LASA

<https://lasapierce.org/>

Lakewood Habitat for Humanity Store

<http://www.thehabitatstores.org/lakewood/>

Make A Difference Foundation

<https://themadf.org/>

Marymount Manor

<https://www.rhf.org/location/marymount-manor/>

Metropolitan Development Council

<https://mdc-hope.org/>

My Sister's Pantry

<https://www.firstfivebeyond.org/tacoma-clothing-assistance>

621 Tacoma Ave S, First United Methodist Church, Tacoma, WA 98402, 1(253) 627-0129

Nativity House

<https://ccsww.org/get-help/housing/permanent-housing/nativity-house-apartments/nativity-house-day-shelter/>

Network Tacoma

<https://www.networktacoma.org/contact/>

New Connections

<https://nctacoma.org/>

New Hope Resource Center

<https://www.tnhrc.org/>

New Jerusalem Church of God In Christ

1101 S J St., Tacoma, WA 98405, 1(253) 572-6782

New Phoebe House Association

<https://www.newphoebehouse.org/>

NW Furniture Bank

<https://www.nwfurniturebank.org/>

<https://www.firstfivebeyond.org/tacoma-clothing-assistance>

117 Puyallup Ave, Tacoma, WA 98421, 1(253) 302-3868

Nourish Mobile Food Banks / Bethlehem Lutheran Church Food Distribution Center

101 E 38th St, Tacoma, WA 98404, 1(253) 383-3164

Oasis of Hope Foundation

<https://www.firstfivebeyond.org/tacoma-clothing-assistance>

1937 S G St (Oasis of Hope Center), Tacoma, WA 98405

Oasis Youth Center

<https://devoasis.dreamhosters.com/>

Our Sister's House

<https://www.oursistershouse.com/>

Oxford House Karma

https://www.transitionalhousing.org/li/wa_98445_oxford-house-karma

Parkland First Baptist Church Food Bank

<https://parklandfirst.com/community-help>

Pierce Aging & Disability Resources

<https://www.piercecountywa.gov/2128/About-Aging-Disability-Resources>

Pierce County Community Action

<https://www.piercecountywa.gov/>

Pierce Community Connections

<https://www.tpchd.org/Home/Components/FacilityDirectory/FacilityDirectory/12/>

Pierce County Coalition for Developmental Disabilities (PC2)

<https://www.pc2online.org/>

Pierce County Housing Authority

<https://www.pchawa.org/>

Pierce County Veterans Assistance Programs

<https://www.piercecountywa.gov/veterans>

Pregnancy Aid of Tacoma

<https://www.firstfivebeyond.org/tacoma-clothing-assistance>

902 Market St., Tacoma, WA 98402, 1(253) 383-4100

Prince of Peace Lutheran Church Food Closet

<https://www.poplakewood.org/>

Puget Sound Pet Food Bank

<http://pugetsoundpetfoodbank.org/index.html>

Rainier View Christian Church<https://www.firstfivebeyond.org/tacoma-clothing-assistance>

12305 Spanaway Loop Rd S, Tacoma, WA 98444, 1(253) 531-0757

Rescue Mission<https://www.firstfivebeyond.org/tacoma-clothing-assistance>

425 S Tacoma Way, Tacoma, WA 98402, 1(253) 383-4493

Salvation Army Jarvie Memorial Family Lodgehttps://tacoma.salvationarmy.org/tacoma_corps/**Salvation Army Citadel Corps****No website**

1110 S Puget Sound Ave Tacoma WA 98405, 1(253) 572-8452

Salvation Army - Tacoma<https://www.firstfivebeyond.org/tacoma-clothing-assistance>1501 6th Ave, Tacoma, WA 98405, 1(253) 572-8452**Share & Care House of Puyallup**<https://shareandcarehouse.org/>**Share and Care House of Tacoma**<https://shareandcarehouse.org/>**Shared Housing Services**<http://www.sharedhousingservices.org/>**Spanaway FISH Food Bank****No Website**

16001 A St S, Spanaway, WA 98387, 1(253) 383-1817

Sober Solutions Transitional Housing<https://www.findhelp.org/sober-solutions-transitional-housing--auburn-wa--sober-solutions-transitional-housing/6218535645216768?postal=98101>**Southeast Tacoma Nourish Food Bank**<https://nourishpc.org/>**Sound Outreach**<https://soundoutreach.org/>**Step By Step**<https://www.stepbystepfamily.org/>**St. Vincent de Paul Thrift Store**<https://svdptacoma.org/>

Tacoma Downtown Lions Club

https://e-clubhouse.org/sites/tacoma_downtown/index.php

Tacoma Homeless Coalition

<https://nationalhomeless.org/>

Tacoma Ministerial Alliance

<https://tmatoday.org/>

Tacoma Pierce County Habitat For Humanity

<https://www.tpc-habitat.org/>

Tacoma Rescue Mission

<https://www.trm.org/>

Tahoma Indian Center

<https://ccsww.org/get-help/shelter-homeless-services/tahoma-indian-center/>

The Coffee Oasis Tacoma Shelter

<https://thecoffeeoasis.com/tacomashelter/>

The REACH Center

<https://www.reachtacoma.org/>

The Salvation Army Clothing Bank Finder

<https://www.salvationarmydonationcentre.org/bank-finder>

The Salvation Army Tacoma

<https://tacoma.salvationarmy.org/>

Trinity Lutheran Food Pantry

<https://trinitylutheranparkland.org/feeding-ministries/food-bank>

Trinity Presbyterian Church

<https://www.firstfivebeyond.org/tacoma-clothing-assistance>

1615 6th Ave, Tacoma, Washington 98405

True Blessings

<https://www.trueblessingsnpo.org/>

Toy Rescue Mission

<https://www.toyrescuemission.org/>

United Way of Pierce County

<https://www.uwpc.org/>

Wapato Park Oxford House

No website

102 E 72nd St Tacoma WA 98404

Washington 2-1-1

<https://wa211.org/region/south-sound/>

We Are Family Domestic

<https://www.dshs.wa.gov/esa/community-services-offices/domestic-violence-emergency-shelter-programs-and-advocacy-services>

YWCA Pierce County

<https://www.ywcapiercecounty.org/>