



**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:

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

**FUNDRAISERS**

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