



Badges

TEACHERS, GREETERS, NOAH'S ROOM WORKERS, OFFICERS



FBCK Badges

Badges Have Been Ordered

- No Headshots
- Name
- FBCK Logo
- Position / Positions

PEACHY Sticker

- Background Check and Training for working with Young Children





Badge Policies

Please wear your Badge when;

- Teaching a Class
- Working in Noah's Room
- Greeting

You can store your Badge at Church in the Office. If you take your badge home....





Building Access

KEYS, CODES, ALARM PROCEDURES



Building Access

Pastor Mix

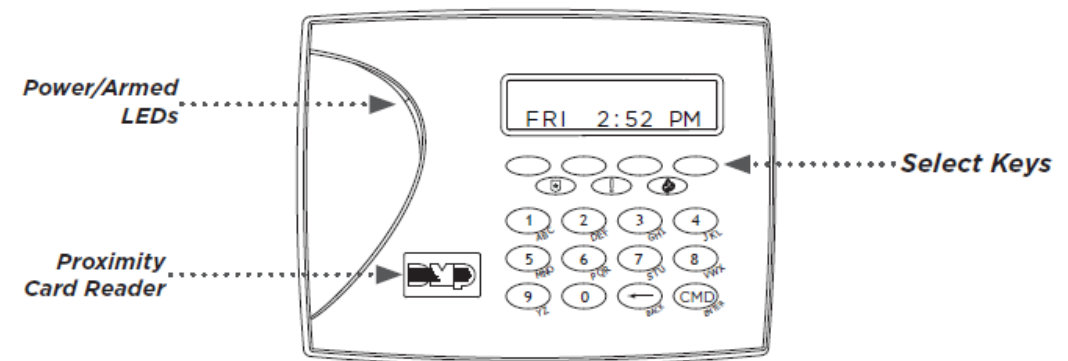
- Approval Authority for Distribution of Keys and Codes

Phil Helfenbein

- Key Log (Who has What Key)
- Distributes the Codes

If You Accidently Set Off the Alarm Immediately Contact

- Pastor, Phil, or Jim Bowling
- They will provide the password to the Alarm Provider so that the Police are not Called





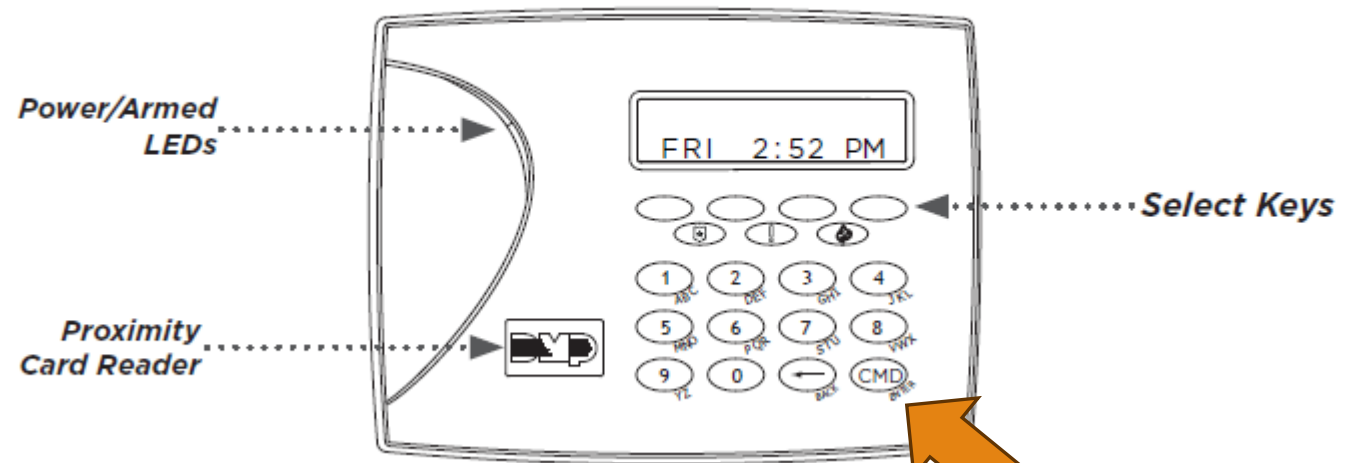
Alarm Arm / Disarm Procedures

Arm System

- Press CMD
- Select ARM
- Select ALL

Disarm System

- Enter Your Code
- Press CMD
- Select DISARM



CMD Button



Planning Center

OVERVIEW, CLASS ATTENDANCE, SERVICE CONFIRMATION



Three Mobile Applications

People

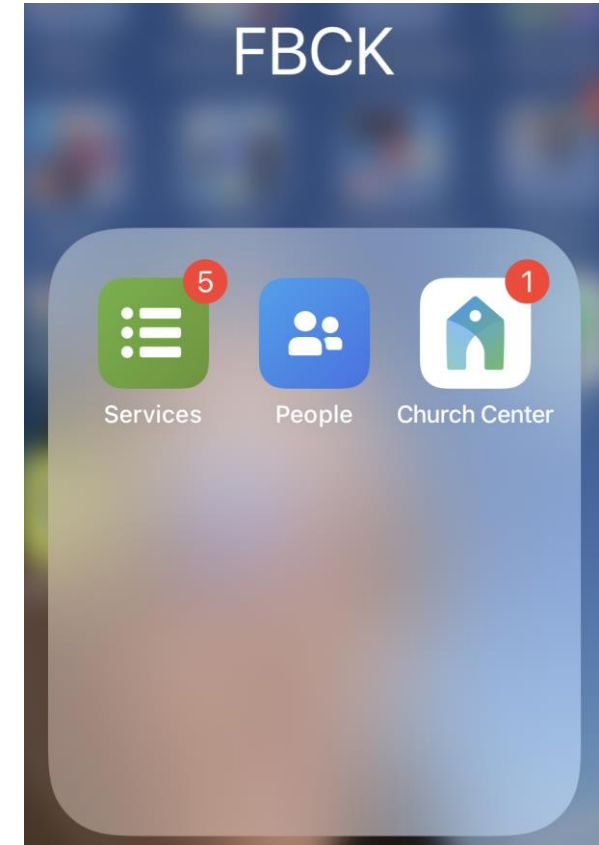
Database of individuals registered to the Church

Services

Scheduling Application
Who, What, Where, When

Church Center

Public Facing Application, General Info,
Sign Up for Events,
[Take Attendance of Groups](#)





Other Planning Center Browser Enabled Applications

Check – Ins

Used Primarily by Noah’s Room and Young Children Sunday School Classes

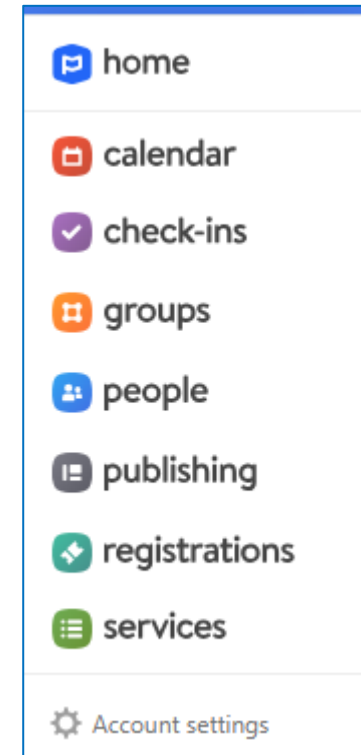
Groups

Used by Sunday School / Awana / Small Groups for Attendance Tracking

Registrations

Used to Create the Sign Ups in Church Center

Calendar and Publishing Applications are not currently utilized





Planning Center Groups

- Setup Groups to Take Attendance
- Generate Weekly / Periodic Reports of Absent Individuals

The screenshot shows the Planning Center Groups interface. At the top, there are tabs for 'Groups', 'Reports', 'Calendar', and 'Resources'. Below the tabs, there is a filter section with 'Group type: All groups (any type)'. The main content is a table with 29 groups. The table has columns for 'NAME', 'LEADERS', 'MEMBERS', 'CHURCH CENTER', and 'ENROLLMENT'. The groups listed are:

NAME	LEADERS	MEMBERS	CHURCH CENTER	ENROLLMENT
Apologetics	Steve Moore	13	Listed	Open signup
AWANA 2023/2024		73	Unlisted	Closed
AWANA_staff		24	Unlisted	Closed
Building and Grounds	Jim Bowling	9	Unlisted	Closed
Daybreak Children's Church		13	Unlisted	Closed
Daybreak Worship Noah's Room		9	Unlisted	Closed



Customizing Your Group / Class

- Custom Image
This will appear on the Church Center App
- Designate Leaders
- Promote Your Group on Church Center

The screenshot displays a web interface for customizing a group. It is divided into two main sections: 'Basic info' and 'Messaging'.

Basic info

- Name:** A text input field containing 'AWANA 2023/2024'.
- Group type:** A dropdown menu with 'AWANA' selected.
- Image:** A large image placeholder showing the Awana logo (the word 'Awana' in a stylized, bubbly font) over a background of four colored triangles (blue, yellow, red, green). Below the logo, the text 'Because Kids Matter to God' is written in a cursive font. Below the image are three buttons: 'Upload image', 'Free photos', and 'Remove image'.

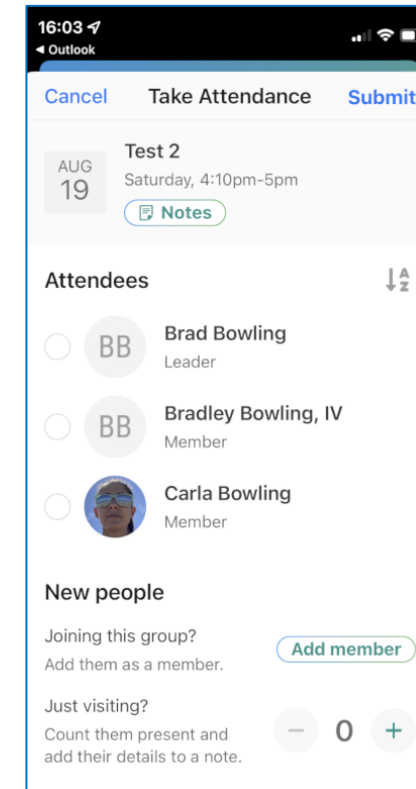
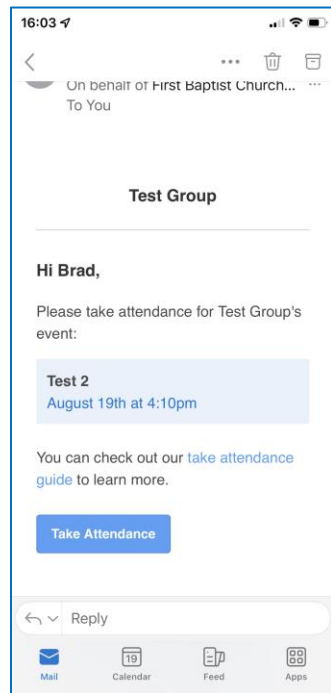
Messaging

- Enable Group Messaging:** A checkbox that is currently unchecked. Below it, a light blue box contains the text: 'Names of each member will be visible to other group members.'
- Who can create new messages?:** Two radio button options: 'Members and leaders' (unchecked) and 'Only leaders' (checked).
- Contact person for leader:** A section with a 'Leader replies to' dropdown menu currently set to 'Chris Smith'.
- Attendance reminder:** A checkbox labeled 'Ask leaders to take attendance' which is unchecked.
- Security:** A checkbox labeled 'Allow group leaders to access entire church database on the admin side of Groups. (Not recommended)' which is unchecked.



Taking Attendance of Your Group

Attendance Reminders are Automatically Sent to you email 10 mins prior to class.



Email Notification

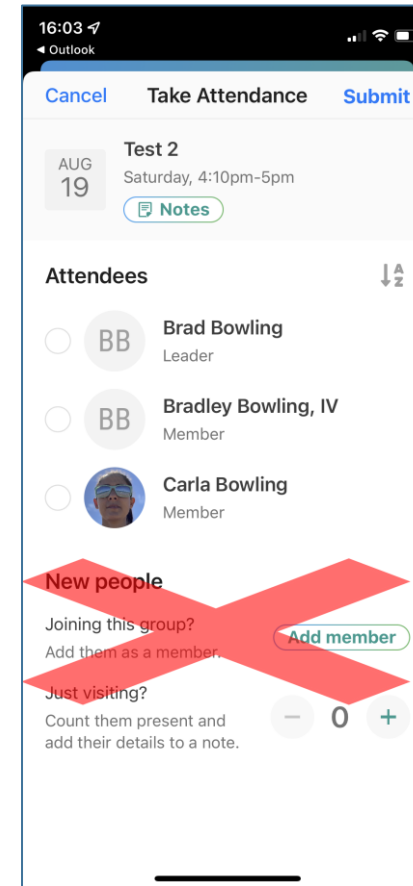


Entering Someone New

Have the individual fill out a card from the Greeter Desk.

Send jbowlingiii@gmail.com an Email to add the individual to the group.

Don't Use the Add New Member Button!!





Services App Weekly Work Flow

Monday / Tuesday :

Schedule Confirmation for Wednesday Night and the following Sunday Service Sent Out

Hi Brad,

You have been placed on the schedule for the following dates. To respond or simply view this schedule, click the appropriate button below.

[Worship Rehearsal YouTube List](#)

Thanks,

Brad Bowling
First Baptist Church of Kingstowne

July 21, 2023
Worship Team Rehearsal [View plan](#)

Electric Guitar (Instrument Rehearsal)

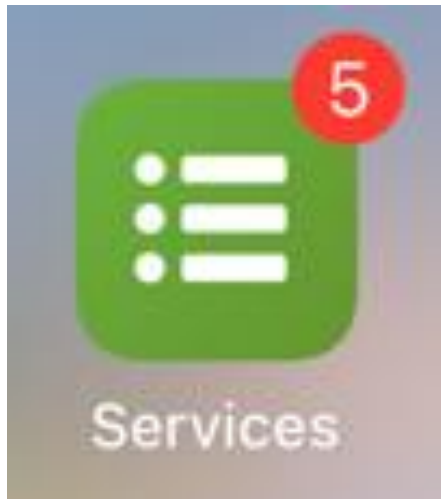
Service:
07/21 at 4:30P

[Accept](#) [Decline](#)



Services App Weekly Work Flow

Saturday Morning: Order of Worship
For Sunday



Sunday Morning Worship August 20, 2023	
Length in mins	Notes
2:00	<i>There Is Power In The Blood (Power In The Blood)</i> Person:Logan / Ben
3:00	<i>At The Cross</i> Person:Logan / Ben
0:00	Welcome & Opening Prayer Person:Pastor Mix
5:00	<i>Above All</i> Person:Logan / Ben
4:00	<i>How Great Is Our God</i> Person:Logan / Ben
4:33	<i>Hymn Of Heaven</i> Person:Group Special
35:00	Sermon Person:Pastor Mix
5:00	Invitation Person:Sara Mix
2:00	Announcements Person:Bruce Goss
2:00	<i>We Will Glorify</i> Person:Logan Cooper
62:33	
Audio / Visual - 8:30a	
A1 Phillip Helfenbein ?	
Audio / Visual - 10:00a	
A1 Phillip Helfenbein ?	
Audio / Visual - 11:15a	
A1 Austin Duncan Phillip Helfenbein ?	
Children's Chapel - 11:15a	
Teacher / Instructor Ben Fasinro ? Timothy Church	
Greeter/Check In - 8:30a	
Door Isaiah Cooper	
Greeter/Check In - 10:00a	
Door Brad Bowling	



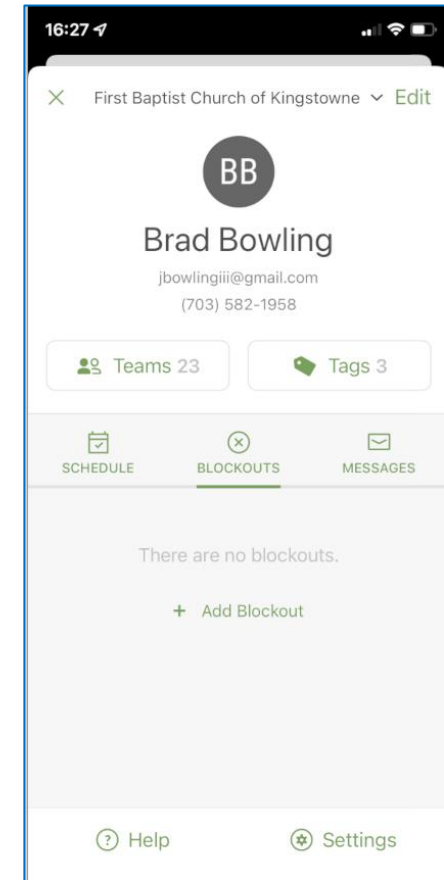
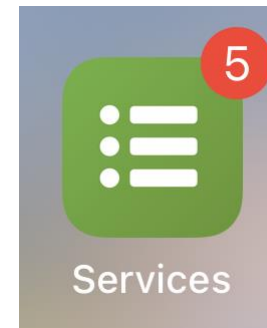
Services App Schedule Block Out

Currently 60 Individuals Perform
Some Scheduled Service

Please Use the Block Out!!

If you cannot perform the scheduled service
PLEASE DECLINE

If you know who is going to sub for you
please include that information in the
reason field of the decline

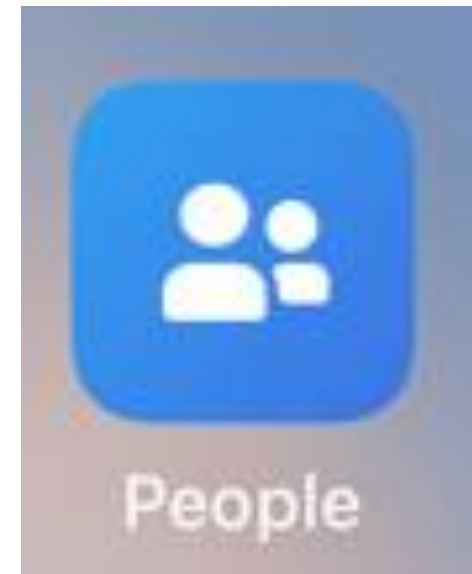




Planning Center People Application

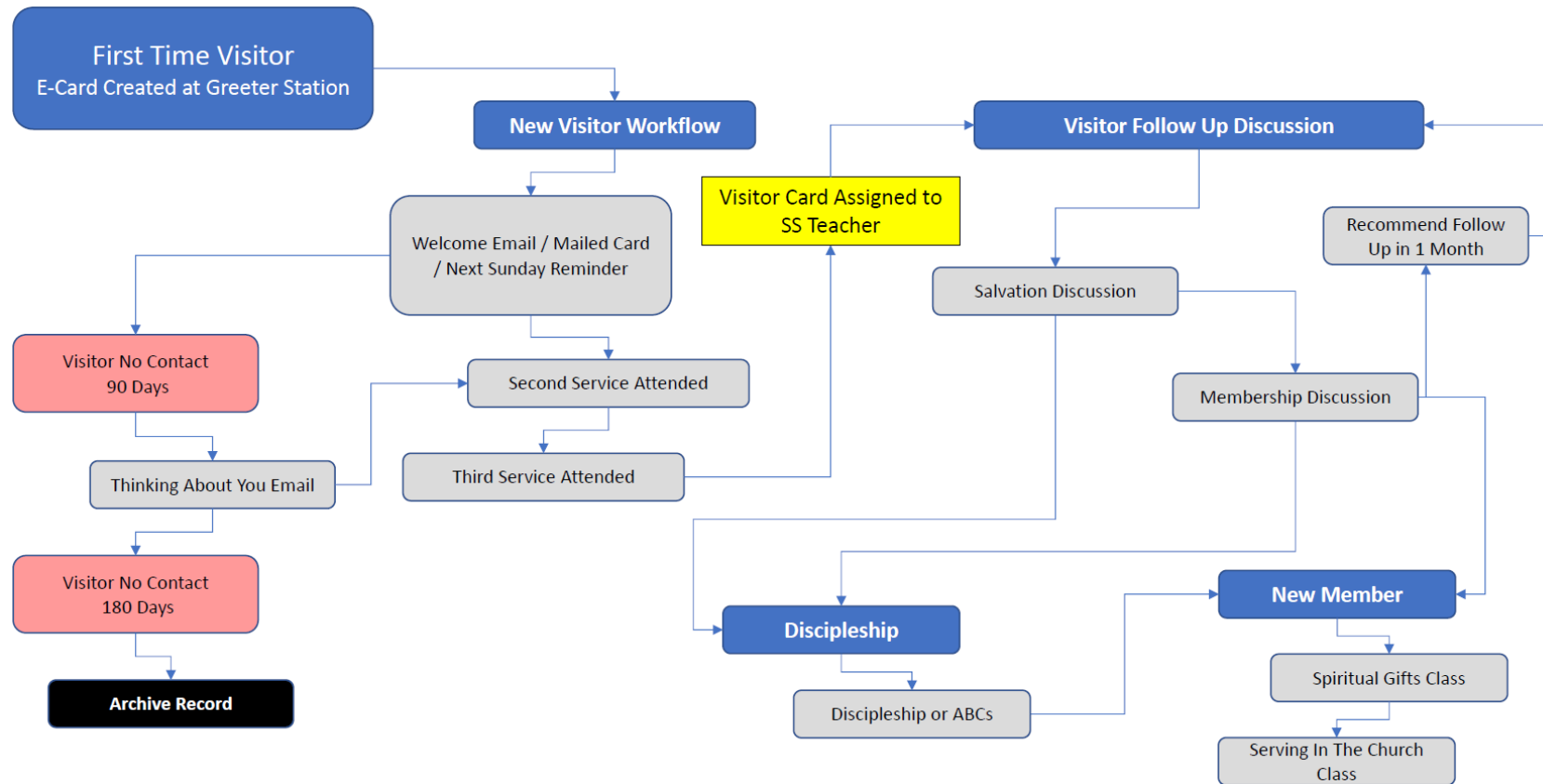
Quarterly Teacher Meeting held on Saturdays over Zoom to discuss New Visitors.

Teachers volunteer to contact new visitors based which Sunday School Class the visitor attends or would attend.



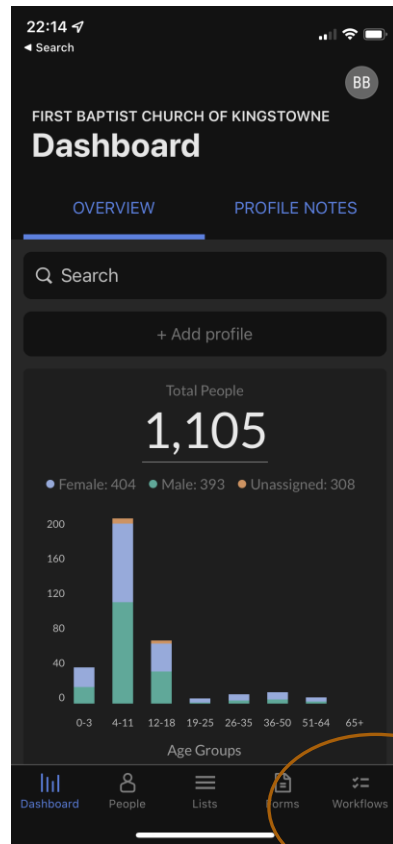


Guest Workflow

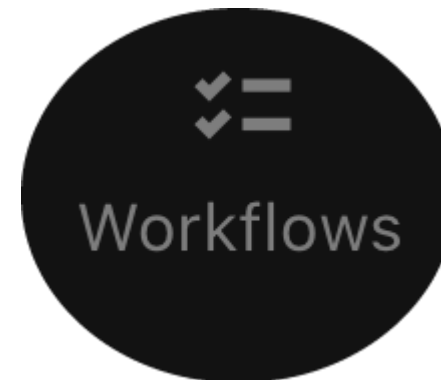




Planning Center People Application

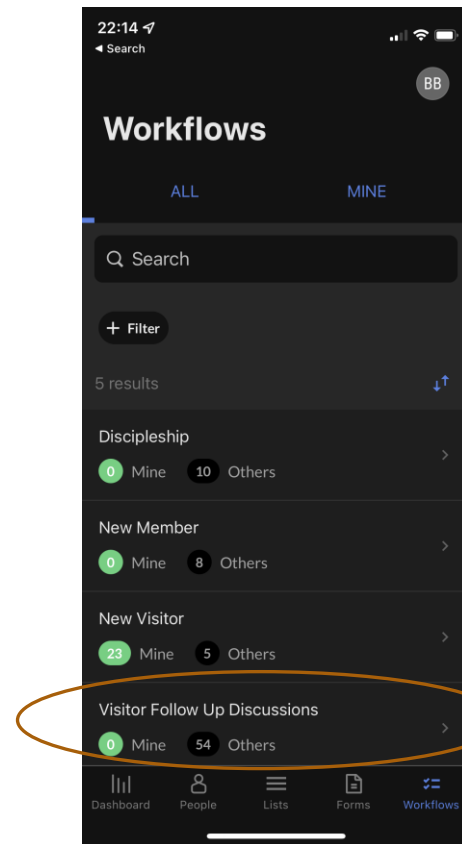


- People Opens to the Dashboard
- Select Workflows Bottom Right

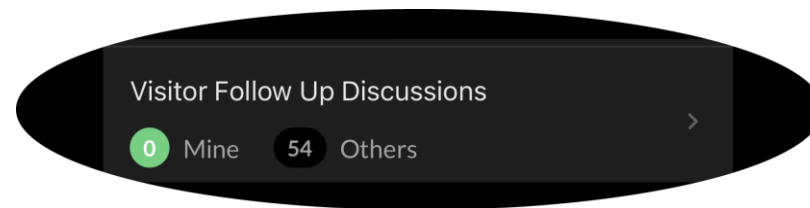




Select Workflow

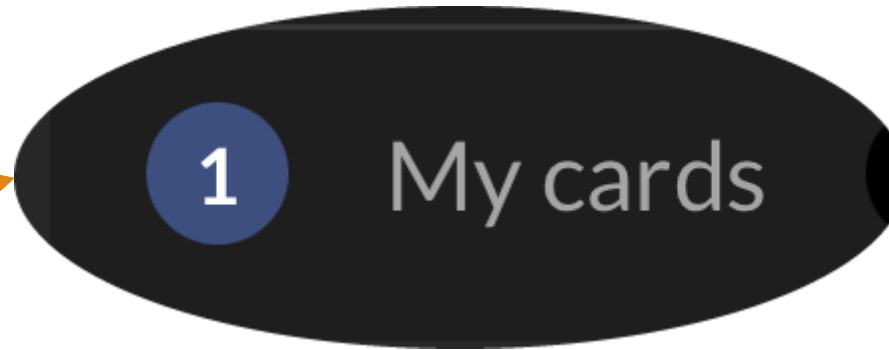
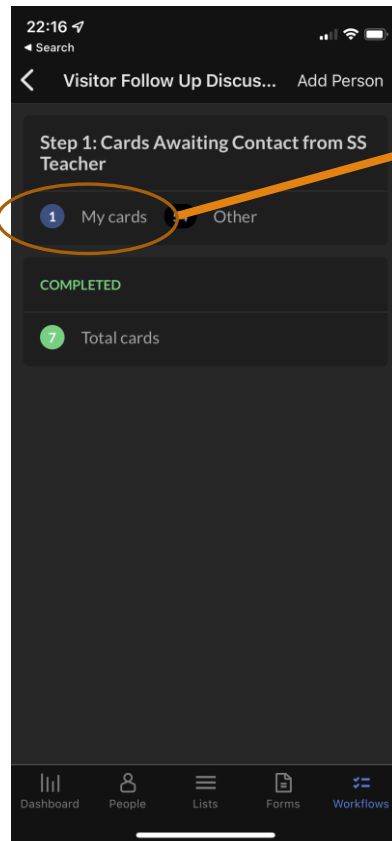


- Select "Visitor Follow Up Discussions"





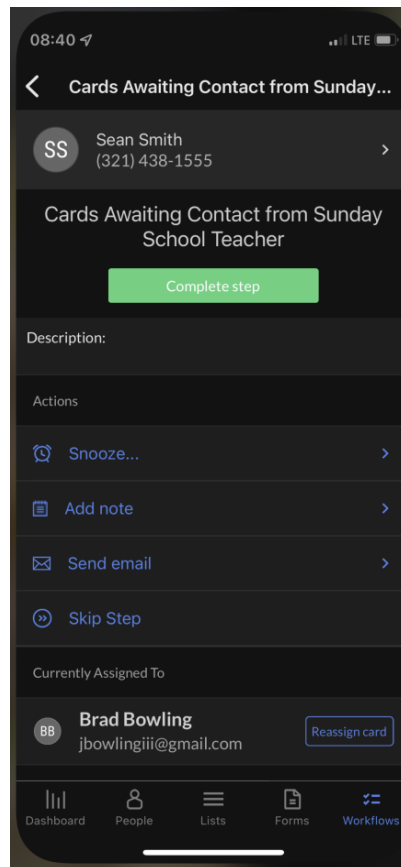
Find Cards Assigned To You



- Visitor Cards that you own will be under “My Cards”



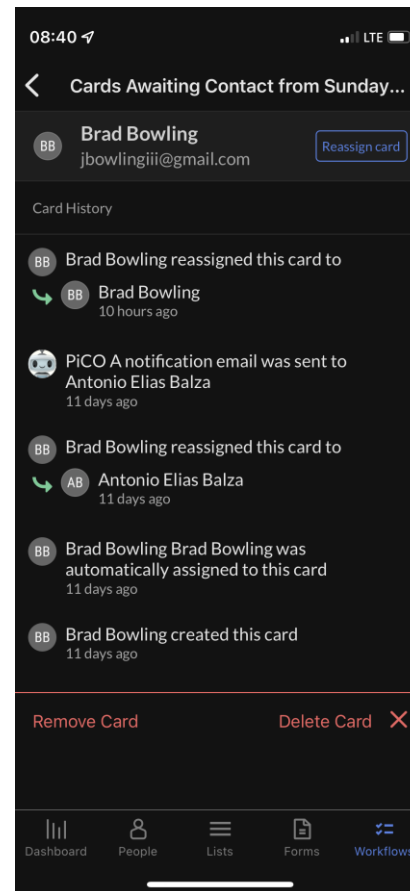
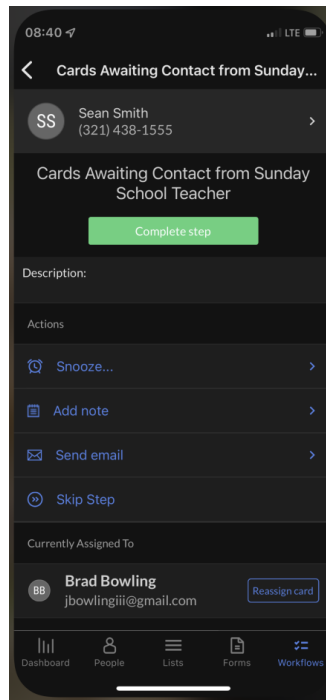
Visitor Cards



- View Card History
- Add Notes
- Complete Step



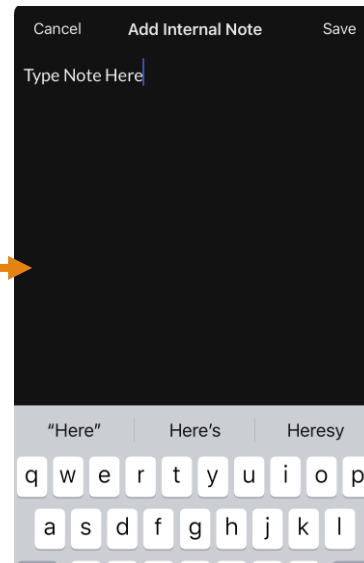
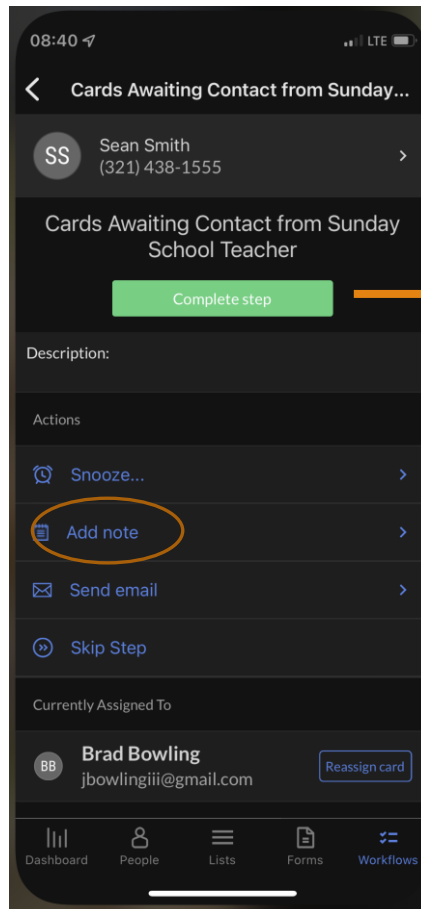
View Card History



- Scroll to the Bottom of the Card to View the Card History



Adding Notes



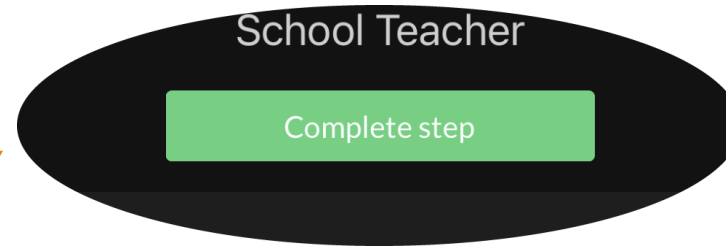
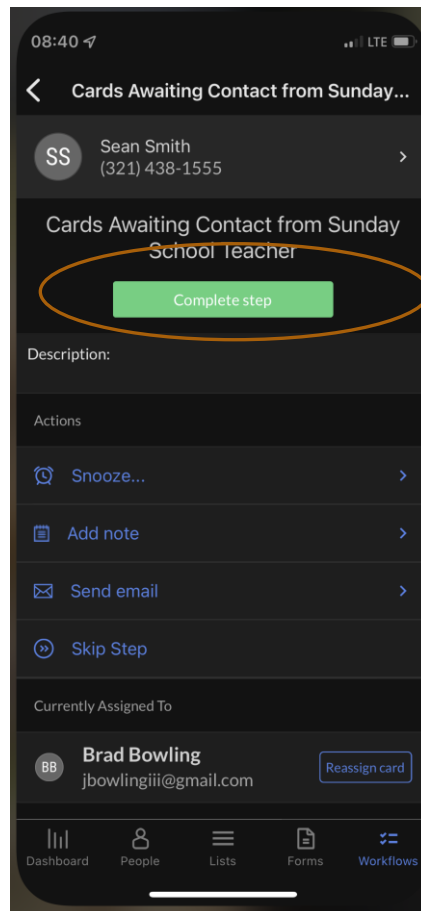
What do we want to know?

- What is the Visitor's interest level in the Church (i.e. We don't want to be off putting)
- Does the visitor have a profession of faith?
- Does the visitor understand what it means to be a member of a Church?
(Do they think they are already a member?)
- Your recommendation on Next Step
 - Pastor / Deacon Contact
 - Follow Up Again in a few months etc.

Any Note added will appear in the Card History



Completing Step



- After Contact is made and Notes Taken
- Cards are Sent Back to Visitor Follow Up Manager



FBCK Guest Services



IF THE JOY OF JESUS IS IN YOUR HEART, PLEASE HAVE YOUR HEART
NOTIFY YOUR FACE



Goals

Ensure First Time Guests Get a Greeter Card to Fill Out

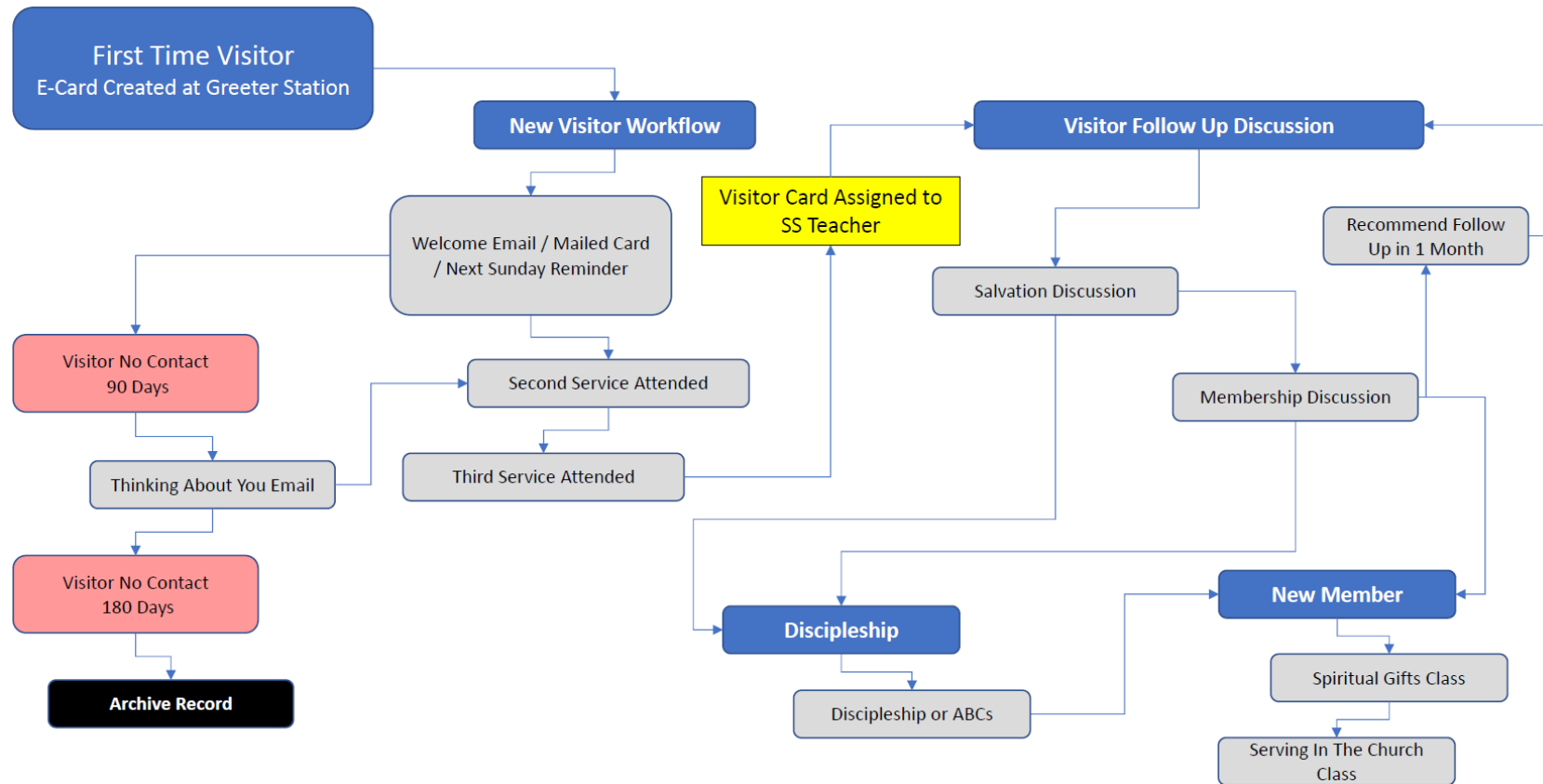
Know the First Names of Everyone Coming in the Door

Know Who is a New Guest and Where They are in the **Workflow**

Have the Front Door Manned for Every Service (Throughout the Service)



New Visitor Workflow





Security Team??

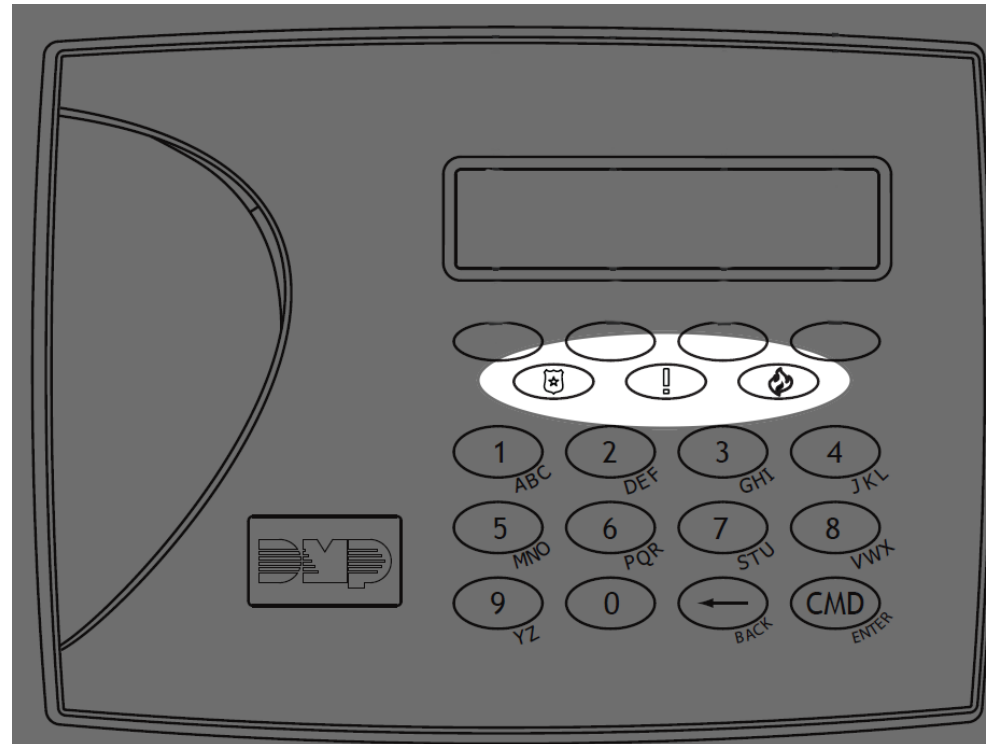
FBCK Does not have a “Security Team”. There are legal and insurance implications for a Church Endorsed Security Team which we do meet.

FBCK is Private Property. Please notify the Pastor or Brad Bowling if you intend to carry a weapon while on property. This is a requirement to carry on this property.

Any use of a weapon on FBCK Property is your use as an individual concealed carry permit holder. Opportunity, Ability, and Intent must be met. You are fully responsible for every round discharged.



Alarm Hot Buttons





First Aid Kits, Bleeding Control Kits, AEDs





First Aid Cabinet Coming Soon

Wall Mounted Cabinets

- Next to Men's Bathroom
- Downstairs ???

First Aid Kits

- Band Aids
- Ice Packs
- Burn Cream etc.

Bleeding Control Kit

- Tourniquet
- Chest Seal
- Pressure Dressing

Life Vac





Bleeding Control Kits



Each 8-Pack contains:



Intermediate



Where Can You Find It

Welcome Desk (Reception)



Over Copier (Staff Office)



SHOULD BE IN A WALL CABINET SOON!!



Where Can You Find It

Downstairs Supplies Cabinet
(Across from the Kitchen)





What It Is Inside Each Kit

Each Individual Kit contains



1 x Clear Vacuum Sealed Pouch





Why Are We Talking About This

TCCC (Tactical Combat Casualty Care)

- Decrease Preventable Death at the Point of Wounding
- Change in Mindset of Tourniquet Use



*“The striking feature was to see healthy young Americans with a **single injury of the distal extremity** arrive at the magnificently equipped field hospital, usually within hours, but **dead on arrival.**”*

CAPT J.S. Maughon

Mil Med 1970



Tiered System for Medical Equipment

- During all phases of care the principal mandate of TCCC is the critical execution of the **Right Interventions at the Right Time**.
- Our goal is to **Reduce Preventable Death** during a mass casualty

“The adoption and implementation of the principles of TCCC by the medical platoon of TF 1-15 IN in OIF 1 resulted in overwhelming success. Over 25 days of continuous combat with 32 friendly casualties, many of them serious, we had 0 KIAs and 0 Died From Wounds, while simultaneously caring for a significant number of Iraqi civilian and military casualties.”

CPT Michael Tarpey Battalion Surgeon 1-15 IN AMEDD Journal 2005



M.A.R.C.H.

M- Manage and Treat External Hemorrhage

A- Airway Assessment

R- Respiratory Trauma Assessment

C- Circulation Assessment

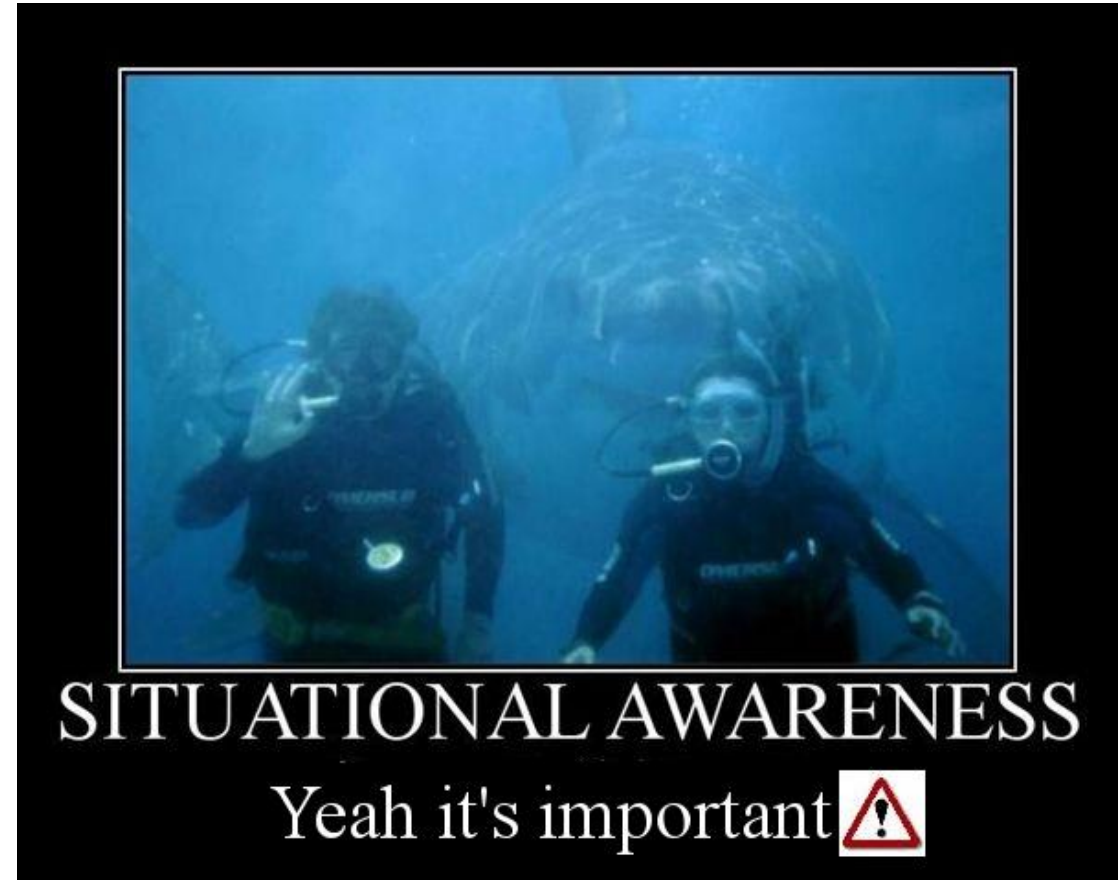
H- Head Trauma / Hypothermia



Before You MARCH!!

- Do not **MARCH** to your own **DEATH**
- Understand the Situation!
- Assign someone to call 911

7313 Hayfield Road





Manage and Treat External Hemorrhage

- Evaluation
 - Rake Extremities Feel for Punctures
 - Treat the Worst / Largest Bleeder First
 - Estimate Blood Loss / Potential Blood Loss (Pooling / Wet Clothes)
- Use of Pressure Dressing
 - If there is any doubt, use a Tourniquet
 - S-Rolled Gauze (not Combat Gauze) in Kit for Wound Packing





Manage and Treat External Hemorrhage

- Combat Application Tourniquet (CAT)



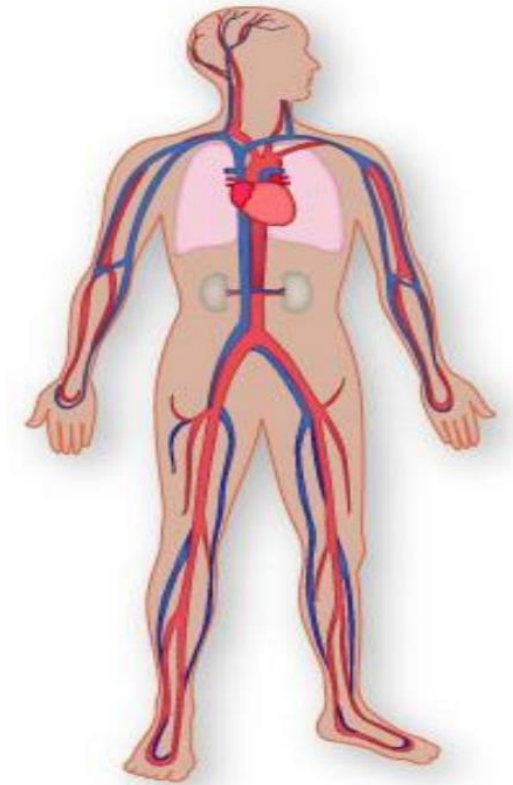


Manage and Treat External Hemorrhage

- Where to Place a Tourniquet

[CAT Tourniquet Application](#)

- Important Points
 - Get it **HIGH**
 - Get it **TIGHT**
 - Leg Application Use the Entire Friction Buckle





Airway Assessment

If They can Talk, They can Breathe

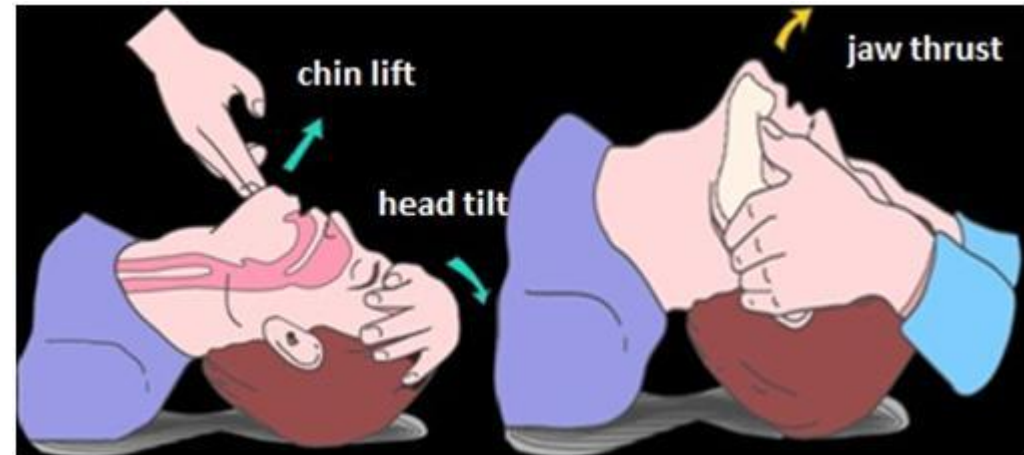
- Look
 - Cyanosis, Injuries, Obstructions
- Listen
 - Rhythm, Depth, Quality
- Feel
 - Breath, Chest Rise and Fall





Airway Assessment

- Opening the Airway
- Important Points
 - During a Mass Casualty
Everybody Gets an Airway
 - CPR
 - NPAs Added on to the KIT





Respiratory Assessment

- Penetrating Chest Wounds

Chest Seal Application

- Important Points
 - Check for Exit Wounds
 - Wipe Area Down Before Applying Seal





AEDs

Where Upstairs?

- By the Office and Sound Booth

Where Downstairs?

- By the Supply Closet and Bathrooms





Takeaways

- Wall Cabinets Will Contain (First Aid Kits, Bleeding Control Kits, Life Vacs)
- There are ZERO Band-Aids in the Bleeding Control Kits (Use the First Aid Kits)
- S-MARCH
- The Address to the Building is 7313 Hayfield Road
- Nearest Next Tier of Care



Alexandria

HOURS:

Monday: 8:00 AM - 8:00 PM
Tuesday: 8:00 AM - 8:00 PM
Wednesday: 8:00 AM - 8:00 PM
Thursday: 8:00 AM - 8:00 PM
Friday: 8:00 AM - 8:00 PM
Saturday: 8:00 AM - 4:00 PM
Sunday: 8:00 AM - 4:00 PM



Worship Team

IF WE DIDN'T REHEARSE, WE WOULDN'T KNOW HOW FAR WE
DEVIATED FROM THE REHEARSAL



Worship Team Rehearsal

Every Other Friday in the Sanctuary

- 4:30 pm Instruments
- 5:00 pm Vocals
- Ends between 6:15 'ish

If you would like to be involved talk to Pastor, Ms Sara, or Brad

