



New Creation Bible Fellowship

P.O. Box 1054

Tracy, CA 95378

Phone 209.830.1842

www.ncbftracy.org

Ministry Complex

500 North Corral Hollow Road

Tracy, CA 95376

Getting Started

Definition of Event Planning:

Event planning includes budgeting, establishing timelines, selecting and reserving the event sites, acquiring permits, planning food, coordinating transportation, developing a theme, arranging for activities, selecting speakers and keynotes, arranging for equipment and facilities, managing risk, and developing contingency plans.

Determine the Event

- Plan for the upcoming year and/or 8 to 12 weeks out (minimum 4 weeks)
- Answer the question, “How does this event undergird the Vision & Mission of New Creation?”
- What functions of the Church is this event fulfilling (Evangelism, Worship, Discipleship, Ministry, or Fellowship)?
- What is purpose of this event?
- What do you expect to accomplish (Count-the-Cost, specific ministry growth, healthy church, kingdom expansion, engaging lostness) from this event?

Cost of the Event

- What is your budget?
- Who are your funding sources (donations, SBC entities, church, sponsors)?
- Is there a cost for this event?
- How will funds be collected and distributed (cash box, money handlers, security, tracking, refunds)?

Location, Date, and Time of the Event

- Is the date available?
- Will this event conflict with other events (church or community)?
- Will this event require other ministries to be involved?
- Will this event be hosted on church property or in the community?
- Are there any City or County requirements (County food permit, city permit, sign-off from Police Department and/or Fire Department)?
- Does the facility require entering into a contract (NCBF approved individual as signer)?
- Are there insurance requirements (Certificate of Liability)?
- Is there a deposit required (How much, when needed, is it applied to the total cost)?
- Will there be event speakers or organizations featured during this event (confirmations, contracts)?

Equipment Needed

- What sound equipment is required?
- How many tables and chairs are required (event layout)?
- Are portable toilets needed?
- Are there any parking needs (cones, signage)?
- Are there any lighting needs?
- Will you need pop-up tents, a stage?
- What is needed for the concession area (reserve, pickup, return)?
- Will there be Vendor tables and material distributed?

Complete and Submit Event Planning Form

- Pastoral approval is required prior to promoting the event
- Are there any other documents that need to be submitted (Facility use, Funds Distribution Form)?

Event Promotion

- What is the timeline for the event?
- Who is the primary contact for this event?
- How will this event be communicated?
- Create a flyer for the event (Both pdf and jpeg image formats)
- Post flyer on church website and all social media platforms (frequency)?
- Submit flyer to church announcements (promoted from pulpit).
Note: Announcements have a shelf life)
- Are there specific announcements required by event host (event host makes from pulpit)?
- Are you asking the congregation to contribute supplies, etc. towards the event (flyers are placed on Usher Table)?
- Are the dates determined to promote event after worship service at a table outside sanctuary)?
- Is there material available for distribution (are members distributing flyers)?
- Will funds be collected at the table?
- When does registration begin & end?

Enlist Volunteers

- Determine the total number of volunteers needed for the event.
- Are youth and children involved in this event (background checks required)?
- Will you be asking another ministry to provide support in a specific area?
- Schedule planning meetings (how many, when, where, time)?
- Provide a volunteer sign-up sheet.
- Designate a point-of-contact for each area of the event?
- Enlist an individual to be responsible for data management (tracking and reporting)?
- Assign tasks to volunteers
- Provide a schedule for volunteers

Event Checklist

- Review everything prior to the event
- Is the Event Checklist Form completed?

Event follow-up

- Finalize data collection
- Submit a report for the event to the Pastor
- Create a prospect list from event attendees
- Were there any decisions made (salvation, baptism, rededication, prayer, church home)?
- Will there be a subsequent celebration of this event (Count-the-Cost)?
- Plan a meeting to review and evaluate the event (successes, challenges, improvements).

EVENT PLANNING FORM - 2021

Ministry Hosting Event: Click or tap here to enter text.

Ministry Emphasis: Click or tap here to enter text.

Name of Event: Click or tap here to enter text.

Date of Event: Click or tap here to enter text.

Time of Event: Click or tap here to enter text.

Location of Event: Click or tap here to enter text.

of Attendees: Click or tap here to enter text.

Description: Click or tap here to enter text.

Budget: Click or tap here to enter text.

NCBF Resource Request (*Select all that apply & add detail within event particulars and or timeline*)

- | | |
|---|--|
| <input type="checkbox"/> Event Setup Assistance | <input type="checkbox"/> NCBF Social Media Ministry Live Recording |
| Request | |
| <input type="checkbox"/> Access to Sanctuary | <input type="checkbox"/> Access to Children's Church Building |

Event Particulars: Click or tap here to enter text.

NCBF Advertisement Request (*Select all that apply & include deadline(s) on timeline*)

- | | |
|---|--|
| <input type="checkbox"/> NCBF Calendar | <input type="checkbox"/> NCBF Website |
| <input type="checkbox"/> NCBF Public Facebook Page | <input type="checkbox"/> NCBF Family Facebook Page |
| <input type="checkbox"/> NCBF Email Blast | <input type="checkbox"/> NCBF Sunday Announcements |
| <input type="checkbox"/> NCBF Instagram | <input type="checkbox"/> NCBF Twitter |
| <input type="checkbox"/> Require a Zoom Link | |
| <input type="checkbox"/> Shepherds Announce During Monthly Calls | |
| <input type="checkbox"/> Deacons & Deaconesses Announce During Weekly Calls | |

Event Timeline: Click or tap here to enter text.

Please select if ALL flyers are attached

Event Checklist

Event Task Completion		
	Planning Form Submitted	Event approval required before promoting the event
	Location	Location, date, & time secured, NCBF Building Use Form submitted
	Marketing	Ordered and Community Announcements (Tracy Press, City of Tracy), Canva, etc.
	Social Media	Facebook Pages, Instagram, Twitter, Eventbrite, etc.
	Website	Promotion
	Budget	Event Costs *Funds submitted to Stewardship Team *FDF submitted to request funds *Event Speaker Compensation Determined *Deposits Needed
	Volunteers	Background check required for all interacting with Youth & Children
	Event Material	Programs, badges, directions, etc.
	Registration	Participant sign-up & event worker tracking
	Concessions	Food, beverages, snacks, storage, equipment, signage, etc.
	Security	Safety of participants
	Parking	Flow of traffic & designations
	Setup/Cleanup	Individuals identified & assignments given
	Evangelism	Strategy in place for gospel conversations, training, material, decision counselors
	Photography	Capturing the event, waivers signed to use participant's pictures
	Follow-up	Plan in place, subsequent event planned (community wide events); create prospect list for future events
	Event Tracking	Excel spreadsheet to track all event particulars
	Promotional Material	Flyer distribution, table for event setup for after Worship Services
Additional Event Requirements		
	Location	Insurance Requirements
	Speakers	Contracts, travel, hotel, rent-a-car
	Vendors	Certificate of Insurance & Contracts (if applicable)
	County/City	County or City Requirements for the Event (if applicable)
	Equipment	Audio/Visual Equipment Needed
	Funding Support	SoCal Baptist Ministries, CSBC, Associations, donations
	Reports	Submit report after event concluded
	Removals	Remove all promotional flyers (if applicable)
	Kingdom Building	Salvations, rededications, baptism candidates, prayer, church home

Church Use Policy

(For Non NCBF Church Sponsored Activities/Events)

Purpose:

The purpose of this policy statement is to provide guidelines for “non-New Creation Bible Fellowship Church (NCBFC) sponsored use of facilities at NCBF church and/or Worship Center, as well as related rooms, mobiles or equipment.

Facility Use Policies:

It is the desire of NCBF Church to maximize the use of facilities in such a way as to honor God and be good stewards of His property. To that end, there are several policies regarding use of these facilities:

- 1) Facility use requires pre-approval from the Facility Use Team.
- 2) Type of use of facility must not conflict with the Statement of Faith of NCBF Church. The use of alcohol or tobacco is prohibited, unless pre-approved by Facility Use Team.
- 3) Use not sponsored or endorsed by NCBF church requires a Certificate of Insurance that names NCBF Church as “Additionally Insured”.
- 4) Any rents/deposits paid for use of facility are to be received one week prior to use. Any exceptions would be spelled out in the Facility Use Agreement.
- 5) All clean-up is the responsibility of those using the facility, unless prior janitorial arrangements have been made.
- 6) While priority is given to Church or member related activities, a commitment to rent will be given upon written approval only. Verbal commitments cannot be honored for logistic reasons.
- 7) New Creation church reserves the right to refuse use of facility to anyone.

Application Process:

All persons wishing to use “NCBF facilities” under this policy shall submit a FACILITY USE APPLICATION with a brief description of the activity, for which the facility will be used. This application will be the vehicle used to review and approval of the request. An application is not confirmed until it has been fully approved and returned to the applicant. No assumptions or commitments should be made until such time that final approval is received.

If the facility is being used by another religious group, they shall also read and sign a copy of New Creation’s Statement of Faith and clarify any sections with which they take exception. Disagreement of New Creation’s Statement of Faith does not negate

the use of these facilities. However, NCBF church reserves the right to refuse use of the facility based on religious beliefs if we feel the contradiction of beliefs to great.

Evaluation Process:

- 1) Upon receipt of application, the Church Office will review the application for omissions and consult the Church calendar to determine if there are any conflicts with other events. Church sponsored activities shall take precedence over all other activities.
 - < If a conflict exists the church office may check with parties who currently have facility reserved to verify that there is indeed a conflict.
 - < If there is a conflict, then the church Office shall reject the application, explaining to the applicant that the facility is already booked. Applicant could then re=apply for alternate dates or times.
- 2) If facility is potentially available, the application and signed Statement of Faith shall be forwarded to the Lead Pastor and Facility Use Team for review and approval. The application will be reviewed to verify that the event and/or group sponsoring the event to no conflict with the Facility Use Policies or NCBF's Statement of Faith or the Holy Bible.

< If a difference exists, the application will be rejected, and the Church Office shall contact the applicant and explain to them that the facility will not be made available for their use. In the event the applicant wants to know why, the Senior Pastor or designee will contact them to explain.

- 3) In the event the application is not in conflict, based on NCBF's Mission, Statement of Faith, or the Bible, the Church Office shall review the calendar to verify that there are no other events taking place in the facility that could potentially conflict with the applicants' use of the facility.

< Potential conflicts can include, but are not limited to, other events or meetings that will be taking place, at the same time, in other parts of the facility, other events that will use the facility prior to or following the applicants event where the potential exists to interfere with the other event because of time required to set up/clean up and/or rearrange the facility.

< If a potential conflict exists, attempts will be made to resolve the conflict prior to approval for use of the facility. The Church Office is responsible for contracting the affected parties and facilitating resolution.

Approval:

If all conflicts are resolved and the Senior Pastor, or designee, approves the use, then the Church Office shall contact the applicant and inform them of the approval, subject to the applicant paying any agreed upon fees and deposits and the Use Requirements outlined below.

Use Requirements:

- 1) Partly using facility is responsible for cleaning up after use and returning the facility to the "as-found" configuration when received.
- 2) The custodian, Wedding Hostess and Audio-Visual technician require one (1) month notice as to the time, date of large events such as weddings.

- 3) A Pastor's honorarium for weddings is not included in any of the fee scheduled herein. Arrangements with any NCBF Pastor are between the applicant and the Pastor and are not part of this Policy.
- 4) Arrangements for musicians should be made independently. Fees for musicians are not included in any of the fee schedules herein. Use of Audio-Visual, or church instruments is part of a separate agreement.
- 5) Decorations, including flowers and candles for weddings are the responsibility of the applicant. Use of open flame is prohibited.
- 6) Under no circumstances is smoking permitted in any building.
- 7) Alcoholic beverages are not permitted on premises.
- 8) For weddings, the throwing of rice or other products is prohibited in the building.
- 9) Food is prohibited in the Worship Room, unless prior approval is given. All garbage must be removed to dumpster after use to eliminate the problem of ants.
- 10) A 20% deposit is required with 5% of amount non-refundable.
- 11) Be familiar with NCBF Emergency Evacuation Plan strategy(ies) posted in all enclosed rooms.

The following statements reflect the doctrinal views of New Creation Bible Fellowship Church, as a body. What we believe...

...about the Bible

The Bible is the main way God speaks to us today. It is God's Living Word that is as relevant today as it was the day it was written thousands of years ago. We believe God inspired men to write His words, without error.

(2 Peter 1:21, 2 Timothy 3:16)

...about God

We believe that God is eternal, with no beginning or ending, and that He never changes. We believe this one God exist in the form of three persons; God the Father, God the Son (Jesus Christ), and God the Holy Spirit. The term for this is called the Trinity.

(Genesis 1:26-27; Genesis 3:22, Matthew 3:17; Matthew 28:19; Luke 10:35; 2 Corinthians 13:11)

...about Mankind

We believe God created mankind so that we could enjoy a relationship with God that honors Him, while giving us the fullness of His character displayed in us. However, mankind chose to see our own greatness and brought sin into the world. Because of that sin, we were separated from the relationship we had with God.

...about Sin

We believe a sin is committed anytime we reject God's will for our life and pursue our own. It is our nature to reject God and live corrupt lives. Even our best attempts to do good, fall short of the perfect holiness of God and, therefore, we cannot remove the guilt of sin ourselves.

(Romans 3:23)

...about Jesus Christ

We believe that Jesus Christ is God who became human. He was one person, both human and divine. We believe He came to pay the penalty for our sin so that we could have the gift of salvation, if we believe in Him and accept what he did for us on the cross. We believe His resurrection from death was our victory over sin and our hope for eternal salvation with Him.

...about the Christian Life

We believe our response to what Jesus Christ did for us on the cross is to let Jesus be Lord of our life and to follow His commands and allow the Holy Spirit to change us from the inside, out. We are given Spiritual gifts that are used to build

up the church and carry out God's plan for our life. Our new life is a daily process of transformation where we become more Christ-like in letting His characteristics "shine" through us.

(2 Corinthians 5:17; Romans 6:1; Galatians 5:22-23; Ephesians 1: 11-13)

...about the Christian Church

We believe that there exists both the spiritual church and the local church. The spiritual church is made up of all Christians who accept Jesus Christ as their Savior and Lord; regardless of their denominations. The local church is made up of people committed to helping each other grow in their faith as well as carry on the purposes of Jesus Christ, which is to share the good news of salvation to everyone within our sphere of influence; through love, service and Spirit-driven guidance.

(Matthew 16:18; Matthew 28:28-30)

...about Marriage

Marriage is a biblical institution established by God as clearly described in the scriptures. This Church recognizes that marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Accordingly, this Church, its pastors, staff, and members will not participate in same sex unions or same sex marriages, nor shall its property or resources be used for such purposes. (Genesis 2:18, 21-24; Matthew 19:4-6; Mark 10:5-8; 1 Corinthians 7:2; Ephesians 5:3; Hebrews 13:4)

...about Human Sexuality

The Bible teaches that legitimate sexual relations are exercised solely within marriage. Hence, this Church opposes all forms of sexual immorality including adultery, homosexuality, and pornography. (Genesis 1:26-28; 19:4-11; Judges 19:22-25 Romans 1:18-32; 1 Corinthians 6:9-11; Ephesians 1:13; Jude 7)

I have read NCBF's Statement of Faith and ...

agree with all the above statements. Signed: _____

disagree with the items highlighted above. Signed: _____

(For Non NCBF Church Sponsored Activities/Events)

Please fill out Sections A & B to the best of your ability. Section C is to be filled out by Facility Designee.

Organization:		(Name must match Organization on Certificate of Insurance) Certificate of Insurance Attached Y / N		
		Expires:		
Mailing Address:	City	State	Zip	
Contact Person:	Phone:	Cell:	Fax:	Email:
SECTION B: Event Information		<i>(Multiple uses need separate applications)</i>		
Description of Purpose and type of use:				
Date(s):	Times Needed (Open/Close)		Frequency (Circle One):	
			One-Time	Weekly
			Monthly	Other
Explain:				
Technician/Equipment Needed				
Janitorial Service	Y / N	Portable Sound / Video	Y / N	
AV Technician	Y / N	Worship Room Sound	Y / N	
Other: _____	Y / N	Tables No: _____	Y / N	
		Chairs No: _____	Y / N	
		Other No: _____	Y / N	
Signature of Authorized Representative:		Title:	Date:	
SECTION C: Approval and Fees		<i>(To be filled out by the Church Office)</i>		
Location Available:	Y / N / See Below	Facility Use Fee: \$:		
Equipment Available:	Y / N / See Below	Equipment Use Fee: \$:		
Janitorial Service Required: Y / N \$50. Flat rate		Technician Use Fee: \$:		
Assigned:	<input type="text"/>	Ph#:	<input type="text"/>	
A/V Technician Requested: Y / N \$25. Hr (2hr min)		Other Fee: \$:		
Assigned:	<input type="text"/>	Ph#:	<input type="text"/>	
		Total Cost for Facility Use:		
		\$ <input type="text"/>		
Comments:		Amount Date Rec'd:		
		Total Rent:		
		Deposit Paid:		
APPROVED / DENIED	Authorized Signature:	Date:		

All checks made payable to New Creation Bible Fellowship Church (NCBF)

Fee Schedule

Sanctuary	\$30 hr
Meeting Rooms 1&2 (High School)	\$15 hr
Meeting Room 3 (Children)	\$10 hr
Meeting Room 4 (FOF)	\$10 hr
Meeting Room 5 (Adult #2)	\$10 hr
Meeting Center 7 (Youth Center)	\$25 hr
Kitchen	\$20 hr
Package 1 – All Rooms & Youth Ctr	\$110hr (Kitchen free)
Package 2 - All Rooms	\$95hr (no kitchen)
Custom Packages available/negotiable.	

Pastor or Appointee has authority to waive / adjust fees at their discretion.

Use of Building - Overview

1. Clear event with Pastor James (this does not include rehearsals)
2. Check calendar on NCBF website www.ncbftracy.org for availability.
3. Send email to facilities@ncbftracy.org, eight weeks prior to event (4 weeks minimum).
 - a. Date and time of event
 - b. NCBF Ministry sponsoring event
 - c. Ministry Leader and contact number
 - d. Space being reserved (Sanctuary, Classroom, Children's Center)
 - e. Equipment required
 - 1) Sound system (Ministry is responsible for providing a trained sound person, contact the sound ministry.
 - 2) Standalone CD player
 - 3) Tables
 - 4) Kitchen
 - 5) Any other special setup
4. The ministry leader is responsible for the cleanup of the building. This includes dumping of the trash and returning the room(s) to the condition found.
5. The ministry leader is to notify the Deacon's Ministry to secure the building.
6. Keys for Area Access
 - a. Key box is located in the Storage Room (Key Legend is on inside door of storage room)
 - b. Storage Room & Key box keys are located at the reception desk in the Lobby
 - c. Restroom keys are located at the reception desk
 - d. Keys ***must be returned*** to the key box after use!!!
 - e. Shepherds, Deacons, and other designated individuals have keys to the building.
 - f. Storage Room should remain locked when not in use.

Note: Some individuals may have a key to their specific area of responsibility. Otherwise, all keys are located in the key box.

Terms of Advances/FDF Reimbursement

1. All FDF/Advances must be pre-approved by Ministry Leader or Senior Pastor. Senior Pastor must approve FDF/Advances for Ministry Leaders
2. FDF form must be turned in no later than 2 days after receiving approval
3. Requests are to be submitted to the Stewardship Ministry in person or via email (ncbfstewardship@outlook.com)
4. Reimbursements are paid in 30 days from the receipt of completed approved FDF depending on funds availability (Advances should be submitted 45 days before needed)
5. FDF/Advances must include acknowledgement of these terms by signing and dating below.

_____ I acknowledge the Terms of Reimbursement for the Funds Disbursement Form

Signature

Date



New Creation Bible Fellowship

P.O. Box 1054
Tracy, CA. 95378-1054

This is a confidential document and is the property of New Creation Bible Fellowship without whose prior written consent it may not be disclosed to a third party or copied. All written material and other data pertaining thereto will be returned to New Creation Bible Fellowship upon request.

PLEASE PRINT AND USE ONLY BLUE OR BLACK INK

Ministry Name:	Ministry Leader's Signature:
Ministry Leader:	Senior Pastor Signature:

CHECK ONE OF THE FOLLOWING OPTIONS:

(Receipts are mandatory for church records and processing)

<input type="checkbox"/>	Advance	<input type="checkbox"/>	Honorarium	<input type="checkbox"/>	FDF Receipts for Church records	<input type="checkbox"/>	Invoice for Payment
<input type="checkbox"/>	Reimbursement	<input type="checkbox"/>	Community Activity Receipts	<input type="checkbox"/>	Event	<input type="checkbox"/>	Conference/Training

Today's Date: _____

Date Needed: _____

(Please submit to Stewardship Ministry. Requests paid in thirty days depending on funds. Advances should be submitted at least 45 days before needed)

PAYEE INFORMATION

NAME:			
First Name	Middle Initial	Last Name	
ADDRESS:			
Street No.	City	State	Zip Code
TELEPHONE: ()		EMAIL:	

MAIL TO INFORMATION

(WRITE SAME IF INFORMATION IS SAME AS ABOVE)

NAME:			
First Name	Middle Initial	Last Name	
ADDRESS:			
Street No.	City	State	Zip Code
TELEPHONE: ()		EMAIL:	

NCBF – Funds Disbursement Form revised 9/18/18

Description of Request	Amount Submitted	Expense (Airfare, Travel, etc.)	Amount Requested
1.	\$		\$
2.	\$		\$
3.	\$		\$
4.	\$		\$
5.	\$		\$
6.	\$		\$
7.	\$		\$
8.	\$		\$
9.	\$		\$
10.	\$		\$
11.	\$		\$
12.	\$		\$
13.	\$		\$
14.	\$		\$
15.	\$		\$
16.	\$		\$
17.	\$		\$
18.	\$		\$
19.	\$		\$
20.	\$		\$
TOTALS			\$

AUTHORIZED SIGNATURES

Check Signer 1	Date
Check Signer 2	Date

NCBF – Funds Disbursement Form revised 9/18/18

RECEIVED

PAID	
DATE	CHQ. NO.

Youth/Children Ministries Permission Form

Student Name

I, _____, the parent/guardian of _____, a participant in the Youth/Children Ministries programs of New Creation Bible Fellowship, hereby give my permission for my above-named child's participation in all on-site and off-site activities, field trips, retreats and events sponsored by NCBF and I consent to the child's participation in all such events. I understand that all field trips and off-site events will be announced prior to the event and that I may withdraw my permission for this child's participation in the scheduled event and that I may request in writing any objection to this child's participation in the scheduled event or activity.

I understand that the children will get to the place of the activities, field trips, retreats and events with adult supervision walking together in groups, adult driven vehicles or by public transportation and that I will be notified if that means of transportation changes. In consideration of the child being allowed to participate in the activity, field trip, retreat or event, on behalf of my child, my spouse and myself, I hereby assume all risks in conjunction with the activities/fieldtrips/retreats/events, and I further release NCBF and all employees and volunteers of the aforementioned from all claims, judgments, liability for any injury or damage due to the child's participation in the activity/field trip/retreat/event, including all risks connected therewith whether foreseen or unforeseen. Furthermore, I acknowledge that it is my responsibility to provide adequate health insurance for my above-named child.

The permission and the information above and on the reverse side of this sheet are confirmed by my signature below on this ____ day of _____, 20____.

Parent/Guardian

Parent/Guardian

No one under the age of 18 will be permitted to participate in NCBF Youth/Children Ministries Off-Site Events without this form on file.

The following information is provided with my consent and I will be responsible for reporting any changes that may occur:

Home address: _____

Parent/Guardian: Home phone: _____ Work Phone _____

Parent/Guardian Cell Phone(s) _____

Other Emergency Contacts and Phone Number(s) _____

Hospitalization Policy with _____

Insurance Company Claims Address _____

Policy Number _____ Type of Coverage _____

Employer Name: _____

Employer Address: _____

Family Physician: _____ Phone: _____

Family Physician Address: _____

Medical Information:

Allergies _____

Does the child have other medical problems/issues? (circle one) YES NO

If YES, please describe: _____

Is this child taking any prescribed or other medications? (circle one) YES NO

If YES, what medications? _____

If YES: My child is / is not (circle one) able and authorized to take the identified medications.

Does the child have any special dietary needs? (circle one) YES NO

If YES, please specify: _____

Any other relevant information or history we need to know about your child: _____

PERMISSION AND INFORMATION CONFIRMED BY SIGNATURE ON REVERSE OF THIS SHEET

Event Photo Release Consent Form

I, _____, give my (Print Parent/Guardian Name) permission for New Creation Bible Fellowship and its subsidiaries to use photographs of me and/or my children under 18 years of age (listed below) for fundraising purposes and promotion of New Creation Bible Fellowship developments and services. The photograph may or may not be used in our publications, podcasts, videos, or website at www.ncbftracy.org.

I hereby release New Creation Bible Fellowship, its directors, officers, employees, affiliates, agents, successors and assigns from and against any and all claims, demands and actions of every kind that may arise as a direct or indirect result of the above use of my personal stories, photographs, and recorded audio and video footage. This release is made with the full intention of binding myself, my spouse, heirs, legal representatives and assigns.

Signed,

Youth name(s) & age(s): _____

Address: _____ Phone: _____

Parent/Guardian Signature: _____ Date: _____

***It is highly recommended that a parent/guardian attend the event informational meeting. We understand that your schedule may not allow you to attend and in order for your child to participate, you must contact the event director to receive important information regarding the event.**

****Are there any special circumstances that may put your child at risk of their safety while participating with the event? Yes or No**

If yes, please state the situation: _____

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