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Servant Leader Handbook

WELCOME TO THE IMPACT TEAM

Table of Contents

Welcome to Worship Life Church!	3
Vision Statement	4
History of our Church	4
Great Expectations	5
Servant Leadership Honor Code	6
Hospitality	7
Greeters & Ushers	8
Resource Team	9
Intercessory Prayer Team	10
Special Events Team	11
Media & Production	
Team	12
Children's Ministry & Nursery	13
Service Coordination Team	14
Security Team	15
Outreach Team	16
Membership Coordination Team	17
Setup/Breakdown Team	18
Altar Ministry	19
Worship Team	20
Creative Arts Team	21
SERVANT LEADER HANDBOOK ACKNOWLEDGMENT & RECEIPT	22
ACKNOWLEDGMENT & RECEIPT OF CONFIDENTIALITY AGREEMENT	23

WELCOME TO WORSHIP LIFE CHURCH!

We are delighted that you have chosen to join our church and hope you will enjoy a long and fulfilling season with us. As you become familiar with the culture and vision of WLC, we pray you will take advantage of opportunities to sow into the lives of others through servant-leadership.

You have joined a ministry that strives to be known for its love for people. What better way to show others that you care for them or that you love them than through serving them in the unique way that God has gifted you to do so!

As one who serves at WLC, you are the servant-leader of our ministry, and you make the greatest IMPACT on the lives that come through our doors every week. Your presence is NEEDED and WELCOMED! So, welcome to the IMPACT TEAM!

We teach servant-leadership because that is the model that Jesus taught. Jesus loved people, and He gladly served them all, with no exclusions and no exceptions. We mirror that example at WLC, and as a ministry, we continue to see growth. In this WLC community, the community of the Kingdom, we are only as great as our ability to serve others. And never greater. Strength is for service, not status.

People enjoy being shown genuine love. It's tangible! And when we serve, it brings our words to life!
That's how we build community.

"But not so among you; on the contrary, he who is greatest among you, let him be as the younger, and he who governs as he who serves. For who is greater, he who sits at the table, or he who serves? Is it not he who sits at the table? Yet I am among you as the One who serves." Luke 22:26-27

THE VISION OF WORSHIP LIFE CHURCH

3 small phrases that make all the difference: Encounter God. Equip Believers. Build Community. Everywhere you look inside of Worship Life, you should see all 3 of these threads interwoven in every aspect of this ministry. This is what God has called this house to do. You, as a servant-leader of WLC, should also embody every element of this vision.

As you encounter the presence of God, you become more like Him. As you become more like Him, you make room for Him to Equip you. And He equips you for OTHERS. You are needed! Space has been made for you here! Grab a hold of this vision, and let's build this community!



We Exist to Encounter God's
Presence, Equip Believers, &
Build Community

- Do you spend quality time with the Father so that you begin to look/act like Him?
- What areas do you need God to give you wisdom when it comes to serving others?
- What's important to you within a community? Can you provide that for someone else?

History of Worship Life

YOU are a part of history! Worship Life is only one year old, and you have the opportunity to help your church establish a strong foundation and build a remarkable, effective church for our families, our communities, our cities, and our region. We have just begun.

We started in a home with 10 members: 4 adults and 6 children in October of 2021, and the church grew daily! God blessed WLC with a new home at Compass Church in April of 2022. Today, we are a family of 71 members, including children. God is filling His house with great individuals!

We have **GREAT EXPECTATIONS** of you because you carry the capacity to meet them! What are they?

- **Be Timely** (leaders are expected to arrive an hour before service begins)
- **Be Cyclically Consistent** (remain present, keep the rotation steady, serve when scheduled so others can rest)
- **Be Flexible** (If you have the capacity to serve in other areas, be willing to pivot in unplanned situations)
- **Don't just be Committed, but be Faithful** (Committed - to make a pledge or promise. Faithful to adhere to the promise, to actually DO what you SAID)
- **Be Empowered & Knowledgeable** (Take the time to learn about the area in which you serve. Ask questions. If you find gaps, be empowered to create solutions that line up with the vision of the house)
- **Serve in Love.** Serve with Love. Serve because you love God & His People. Be led by love. Be patient and kind to those you serve with & those you are serving. Love what you do! Do what you love!

- **Make the Meetings.** It's important to attend scheduled meetings; it allows us to keep a pulse on what's happening in the church. Your attendance & feedback contribute to the growth & improvement wherever you are serving. And updates keep all of us in agreement.

Do you remember the parable of the Talents? That word "talent" means "weight."

Our capacities to serve may be different, but we each have a weight to carry to fulfill the vision.

Carry your weight.

Check out these Stats!

- Members of WLC – **71**

- Those Who Serve - **30**

42% of our church is doing their part! That is PHENOMENAL!

Our goal is to NEVER have 20% of the church carrying the weight of 80% who refuse to push the vision forward.

We aim for **100%** of WLC to serve as leaders in some capacity. We accomplish MORE in LESS time at 100%!

Servant Leadership Honor Code

As an essential part of the Worship Life Church servant leadership family, we have a responsibility to develop and exhibit mature Christian behavior. This should be the basic premise of our desire to participate in a servant-leader position here at Worship Life.

While serving the Body of Christ, as a servant-leader at WLC, we pledge to present a good appearance at all times. In both attire and behavior, we will strive to demonstrate Biblical standards in all situations.

As Christians, the way we present ourselves to others is of vital importance to the way others perceive Christ.

Our conduct should never be an embarrassment to Christ but should exemplify the best qualities of a mature believer and servant-leader.

Exemplifying the highest moral commitment, WLC servant leaders are to maintain a disciplined life of Bible reading, prayer and fasting. We will also refrain from things as:

- Profanity
- Smoking or chewing tobacco
- Gambling
- Indulging in much wine or other alcoholic beverages
- Dishonest gain
- Illicit drugs
- Pornography
- Sexual immorality (sexual activity outside of marriage)
- All behaviors which might cause Christ to grieve and others to stumble

By providing an example in speech and action, we encourage others to grow in Christ. This is a way of life measured by our heart and commitment and we regard it as an essential part of our development, not as an imposition or restriction.

Hospitality Team

Be kindly affectionate to one another with brotherly love, in honor giving preference to one another; not lagging in diligence, fervent in spirit, serving the Lord; rejoicing in hope, patient in tribulation, continuing steadfastly in prayer; distributing to the needs of the saints, given to hospitality. Romans 12:10-13, NKJV

Team Role & Responsibilities

The Hospitality Team exemplifies the culture of honor in Worship Life Church by honoring any first-time visitors and special guests. This team understands what it means to highly regard another without feeling as though they are inferior. The hospitality team serves both the visitor's lounge and the green room. They are responsible for preparing a table for our guests, being aware of dietary restrictions and preferences, beautification of the space, and making sure the environment creates an atmosphere of welcome in the hearts of our guests.

- Be on time and check-in. (12:30pm)
- Have fun! Your energy and joy are contagious!

Hospitality to the early Church had little to do with the atmosphere of someone's home, but an atmosphere of welcome within someone's heart.

Encounter God

- Prayer is the best way to prepare for your day & serve.
- Pray to have the heart & eyes of God for people when you serve.
- Ask God how He can use you today.

Equip Believers

- Be sure your teammate is knowledgeable of the day's plan; cover one another.
- Encourage one another and maintain an uplifting attitude.
- Use the spirit of discernment when tending to guests.
- Be knowledgeable of timelines, arrival schedules, dismissal times, etc.

Build Community

- Serve with gladness
- Keep Jesus at the Center of everything you do
- Reserve Comments about others (within or outside of WLC) for another day and time. Lead those kinds of conversation in another direction.

Greeters & Ushers Team

“Warmly welcome each other into the church, just as Christ has warmly welcomed you” - Romans 15.7 (TLB)

Team Role & Responsibilities

The Greeters & Ushers Team exemplifies the culture of Community within WLC through engaging with people as they enter the church, in the common areas, and the sanctuary. They also serve the guests during service (communion on 1st Sundays, tithes & offering, pens, etc.)

- Be on time and check in. (12:30pm)
- Be a personal guide for guests.
- Take guests directly to the location or individual they need; avoid pointing or shouting out directions.
- Be watchful for people who appear to be new, who may have questions or special needs.
- Be familiar with what is available for guests at your campus such as: Children's Church, Nursery/ Preschool, Restrooms, Mother's Room, Visitor's Lounge
- Have fun!

Encounter God

- Prayer is the best way to prepare for your day and serve.
- Pray to have the heart and eyes of God for people when you serve.
- Ask God how he can use you today.

Equip Believers

- Encourage one another and/or guest as they arrive with the Word.

Build Community

- Celebrate differences!
- Give each guest 100%.
- Remember that Jesus is present every time you interact with others. Will they see Him?

You can't change the world in a day,
but you can help everyone you come
in contact with have a little bit of a
brighter day if you say hi with a smile.

- Raymona Brown

Resource Team

“But all things should be done decently and in order.” - I Corinthians 14:40 ESV

Team Role & Responsibilities

The Resource Team exemplifies the culture of Worship Life Church through offering resources that help to foster spiritual and personal growth. Team members use their gifts to provide excellent customer service and refer products to customers that would be helpful for their specific needs.

- Be on time and check in. (12:30pm)
- Keep product and supplies organized.
- Have fun!

Encounter God

- Prayer is the best way to prepare for your day and serve.
- Pray to have the heart and eyes of God for people when you serve.
- Ask God how He can use you today.

Equip Believers

- The Resource Center should be stocked with the tools that members and visitors need to assist them in their spiritual development (previous sermons, journals, music, books, etc.)

Build Community

- Offer products that make our members/visitors feel a part of the WLC family (t-shirts, hats, wristbands, etc.)

Prayer Team

“My prayer for you is that you will overflow more and more with love for others, and at the same time keep on growing in spiritual knowledge and insight.” - Philippians 1:9 TLB

Team Role & Responsibilities

The Prayer Team exemplifies the culture of Prayer within Worship Life Church by covering services, prayer calls, teams, ministries, and events at WLC through prayer.

- Be on time and Check in. (12:30pm)
- Prepare for Opening Prayer at 1:20pm
- Use discretion in attire when serving. if you think your attire is questionable or could potentially distract someone, then do not wear it.

Even them I will bring to My holy mountain, And make them joyful in My house of prayer. Their burnt offerings and their sacrifices will be accepted on My altar; For My house shall be called a house of prayer for all nations.”
Isaiah 56:7, NKJV

Encounter God

Prayer is the best way to prepare for your day and serve. Pray to have the heart and eyes of God for people when you serve. Ask God how He can use you today.

Equip Believers

Pray as a team before services, as intercessors and protectors of those attending, so they can encounter God. Pray individually, during the week, for church leadership and teams of our campus, as well as WLC events and ministries.

Build Community

Be available for those that may need prayer after service. Maintain a prayerful spirit throughout the entire day as you serve. Be available to lead midweek prayer call for WLC.

Special Events Team

“Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms.” - 1 Peter 4:10 NIV

Team Role & Responsibilities

The Events Team exemplifies the culture of excellence within Worship Life Church through a variety of roles to help create an excellent WOW-factor experience for our guests! The Events Team serves at Campus Service-related Events, Special Events and Conferences.

Be on time and check in! (12:30pm)

Encounter God

- Develop and nurture an intimate relationship with God by coming to him in earnest prayer.
- Pray to have the heart & eyes of God for people when you serve.
- Ask God how He can use you today.

Equip Believers

- Be intentional with guests. You have the opportunity to create value every time you have contact with someone. Every person that walks through our doors deserves our absolute best.
- Complete tasks for the sake of the **person**, not the task.
- Prioritize people over policy by accommodating people first (even those serving alongside you).
- Smile, offer assistance, and give words of encouragement while facilitating the event.

Build Community

- Value every person.
- Keep your hands free so that you can assist guests as needed.
- Constantly stay aware of people’s potential needs throughout your time of serving.
- Remember that everything we do, however detailed the task, is to serve people.
- ****Strive to create an environment of excellence during the events we serve by paying fantastic attention to detail. In taking time with the smallest of details, our guests can feel valued, loved, cared for, noticed, and known. Paying attention to details says to guests, “We’ve been waiting for you,” and lets them know they were on our minds long before the event began.****

“Unity is strength... When there is teamwork and collaboration, wonderful things can be achieved.”

Mattie Stepanek

Media & Production Team

For we are His workmanship [His own master work a work of art], created in Christ Jesus [reborn from above-spiritually transformed, renewed, ready to be used] for good works, which God prepared [for us] beforehand [taking paths which He set], so that we would walk in them [living the good life which He prearranged and made ready for us].”

Ephesians 2:10 AMP

Team Role & Responsibilities

The production team exemplifies the culture of excellence within Worship Life Church through a variety of roles that help to enhance the worship experience and help create a high-quality, distraction-free experience, both in person and online, while maintaining a spirit of excellence and authenticity.

- Be on time and check in! (12:30pm)
- Set up Cameras and All Portions of the Media Dept.
- Ensure that computers are work, cords are plugged in, speakers are on, and lyrics are correct.

Encounter God

- Develop and nurture an intimate relationship with God by coming to him in earnest prayer.
- Pray to have the heart & eyes of God for people when you serve.
- Ask God how He can use you today.

Equip Believers

- Work together to be sure the team is on the same page with expected outcomes.
- Assist one another in areas where needed. Share knowledge. Work in Unity.
- Meet for trainings on media equipment as scheduled.

Build Community

- Consider the audience and what is needed to give them a pleasant experience – what would you want to see or feel?
- Engage with the online audience, letting them know they are an important part of the WLC community.
- Be mindful of other’s personal space when recording live footage

Capturing the beauty of ministry, focusing on the good, and trusting God to make the good better.

Children's Ministry & Nursery

Behold, children are a heritage from the Lord, the fruit of the womb is a reward. Like arrows in the hand of a warrior, so are the children of one's youth. Happy is the man who has his quiver full of them; They shall not be ashamed, but shall speak with their enemies in the gate. Psalm 127:3-5, NKJV

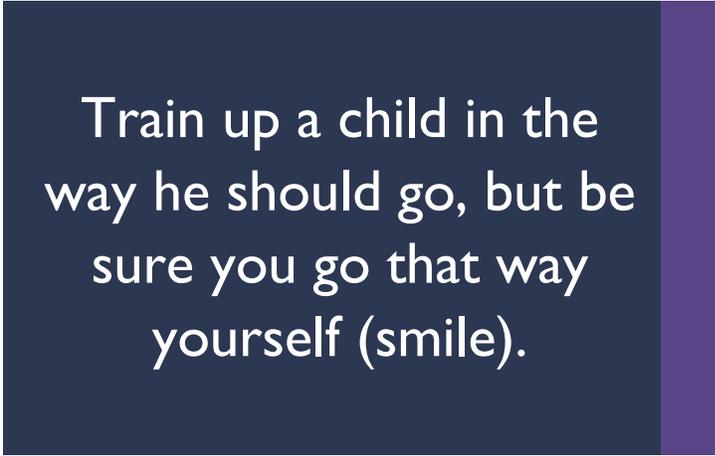
Team Role & Responsibilities

The Children's Ministry & Nursery Team exemplifies the complete vision of Worship Life Church through a variety of roles that help students feel welcomed and known. Using their gifts, team members strive to provide our children with a distraction free, positive, and encouraging atmosphere allowing them to encounter God, become equipped, and build a community with new friends.

- Arriving on time is CRUCIAL, and be sure to check in. (12:30pm)
- Have fun!

Encounter God

- Prayer is the best way for you to fight for children and the next generation.
- Pray to have the heart and eyes of God for your children.
- Pray for children to have a personal experience and relationship with God.



Train up a child in the way he should go, but be sure you go that way yourself (smile).

Equip Believers

- Excellence creates comfort and comfort allows walls to come down.
- Excellence creates a distraction free environment that helps children to focus on the service and ultimately God.
- Safety of our children is a top priority. Paying attention to rules, systems, and details ensures that our children and our ministry are protected and taken care of.

Build Community

- Every child matters to God, so they matter to us.
- We have the opportunity to be the love and light of Jesus to children who otherwise live in a broken world.
- The way we respond to them shapes the way they see God and themselves.
- You may be the only smile or kind word a child hears that day.
- Ask open ended questions and listen with your complete attention.
- Affirm children in who they are in Christ and why God made them.

Service Coordination Team

Let all things be done decently and in order. 1 Cor. 14:40, NKJV

Team Roles and Responsibilities

The Service Coordination Team embodies the full vision of Worship Life Church through performing a complete check, from start to finish, of every aspect of the facility, the service, the impact leaders, the children, and the pastors. This team ensures that everything is in place, everyone has what they need, seeks to quickly fill gaps or positions that may be uncovered and find solutions. The Service Coordination team is also skilled at performing their duties without having to be heard or seen.

Arrive on time and check in (12:30pm)

Encounter God

- Develop and nurture an intimate relationship with God by coming to him in earnest prayer.
- Pray to have the heart & eyes of God for people when you serve.
- Ask God how He can use you today.
- Pray for the team that is scheduled to serve and for the leadership

Equip Believers

- Serve the Impact Team, at large, with kindness and expeditiously
- Be able to listen to problems & concerns without carrying the burden (that's for Jesus to do)
- Empower the Impact Team to create solutions and/or work together with them to problem-solve

Build Community

- Value every person.
- Keep your hands free so that you can assist guests as needed.
- Constantly stay aware of people's potential needs throughout your time serving.

There is ALWAYS a solution
to every challenging situation.
-Lailah Gifty Akita

Security Team

Peace be within your walls, prosperity within your palaces. For the sake of my brethren and companions, I will now say, “Peace be within you.” Psalm 122:7-8

Team Role & Responsibilities

The Security Team exemplifies the vision of Worship Life Church by making sure the community of Worship Life is safe. This team ensures that the campus (and all rooms we occupy) is protected, that children are safe, and that the sanctuary is secure.

- Arrive on time and Check in. (12:30pm)

Encounter God

Prayer is the best way to prepare for your day and serve. Pray to have the heart and eyes of God for people when you serve. Ask God how He can use you today.

Equip Believers

Encourage those that you serve with to reach out to you if they need anything.

Everyone serving should know they have your support if something comes up.

Build Community

Be informed of all fire exits and be available to assist if needed

Watch for any emergencies in the Children’s ministry or in the main sanctuary

Check on the nursery often – they are quite far from everyone

When we live in the love of God, we begin to pay attention to people the way God pays attention to us.
- John Ortberg

Outreach Team

Then the King will say to those on His right hand, ‘Come, you blessed of My Father, inherit the kingdom prepared for you from the foundation of the world: for I was hungry and you gave Me food; I was thirsty and you gave Me drink; I was a stranger and you took Me in; I was naked and you clothed Me; I was sick and you visited Me; I was in prison and you came to Me.’ Matthew 25:34-36

Team Role and Responsibilities

The Outreach Team exemplifies Encountering God and Building Community within Worship Life Church by serving others in practical ways in the community. Team members use their giftings to lead and support Outreach initiatives, such as 5th Sunday Outreach, and others.

Encounter God

- Remember the “why” in everything we do. Our serving is all about sharing the life-giving message of Jesus with as many people as possible.
- Prayer is the best way to prepare for your day and serve.
- Pray to have the heart and eyes of God for people when you serve.
- Ask God how He can use you today.

Equip Believers

- Introduce yourself. Let the people you are serving know who you are and what your team is doing. Engage in conversation and be a listener.
- Respect others and serve in a way that is honoring to all.
- Work as a team. Always use the buddy system. Follow safety instructions set forth by your team leader. Encourage new people serving to take their next steps.
- Build trust. Be consistent, ethical and trustworthy to earn the respect of the people in the community. This opens the doors for deeper relationships.

Build Community

- Connect with community. Team members should be observant and in tune with all possible serve opportunities within the local community and communicate those opportunities to the Team Leader.
- Plan and prepare serve opportunities for Fifth Sunday that positively impact the felt needs of the community. Work with your team to determine what resources and skills will be needed.

Membership Coordination Team

Let each of you look out not only for his own interests, but also for the interests of others.

Philippians 2:4, NKJV

Team Role and Responsibilities

The Membership Coordination team exemplifies the vision of Worship Life Church through being an example of Jesus to those who join WLC and contributing to the building of community by staying in touch with every person that comes through our doors. This team is responsible for keeping in touch. They regularly reach out to be sure our visitors and members are doing well.

- No need to arrive early on Sundays, but your attendance is necessary

Encounter God

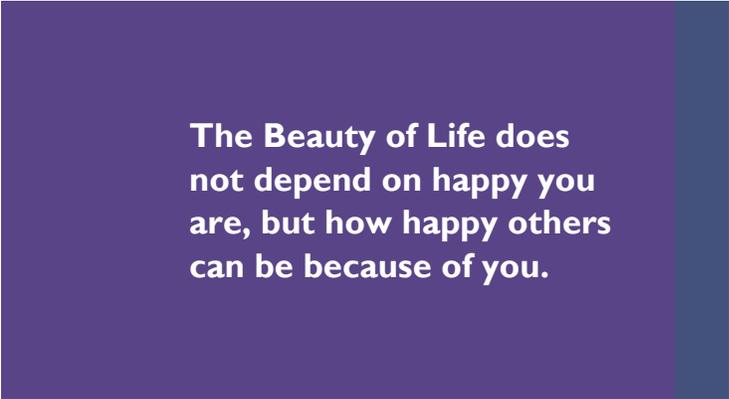
- Prayer is the best way to prepare for your day & serve.
- Pray to have the heart & eyes of God for people when you serve.
- Ask God how He can use you today.

Equip Believers

- Use the spirit of discernment when tending to guests.
- Encourage new members to stay close and connected
- Walk them through “next steps”
- Pray with them if they request it

Build Community

- Serve with gladness
- Keep Jesus at the Center of everything you do
- Welcome new members with warmth and love



The Beauty of Life does not depend on happy you are, but how happy others can be because of you.

Setup & Break Down Team

“And now you have become living building-stones for God’s use in building his house. What’s more, you are his holy priests; so come to him—you who are acceptable to him because of Jesus Christ —and offer to God those things that please him.”

I Peter 2:5 TLB

Team Role & Responsibilities

The Set Up/Take Down Team exemplifies the culture of Teamwork within Worship Life Church by using their gifts to facilitate building out our campus’ worship experience, supporting the Children’s Ministry with setup, and setting up in any additional areas where we may utilize space.

Arrive on time and check in! (12:30pm)

Encounter God

- Prayer is the best way to prepare for your day and serve.
- Pray to have the heart and eyes of God for people when you serve.
- Ask God how He can use you today.

Whatever good things we
build end up building us.

Jim Rohn

Equip Believers

- Seek to understand your role and expectations.
- Understanding the campus layout, set up plan and take down strategies will allow you to serve well.
- Load in and put in order all elements needed to carry out Weekend Services and Events.
- Remove and store all elements used for Weekend Services and Events.

Build Community

- Be a personal guide for guests.
- Take guests directly to the location or individual they need, avoid pointing or shouting out directions.
- Be watchful for people who appear to be new, who may have questions or special needs.
- Be familiar with what is available for guests at your campus such as: Children’s Church, Nursery/Preschool, Restrooms, Mother’s Room

Altar Ministry

“My prayer for you is that you will overflow more and more with love for others, and at the same time keep on growing in spiritual knowledge and insight.” - Philippians 1:9 TLB

Team Role & Responsibilities

The Altar Ministry Team exemplifies the culture of Prayer within Worship Life Church by covering services, prayer calls, teams, ministries, and events at WLC through prayer and assisting the pastor during any altar calls.

- Be on time and Check in. (12:30pm)
- Use discretion in attire when serving. if you think your attire is questionable or could potentially distract someone, then do not wear it.

Encounter God

- Prayer is the best way to prepare for your day and serve.
- Pray to have the heart and eyes of God for people when you serve.
- Ask God how He can use you today.

Equip Believers

- Pray as a team before services, as intercessors and protectors of those attending, so they can encounter God.
- Pray individually, during the week, for church leadership and teams of our campus, as well as WLC events and ministries.

Build Community

- Be available for those that may need prayer after service.
- Maintain a prayerful spirit throughout the entire day as you serve.
- Be available to assist the Pastor in the event of any altar ministry that takes place during service.

Worship Team

“But the hour is coming, and now is, when the true worshipers will worship the Father in spirit and truth; for the Father is seeking such to worship Him.” John 4:23, NKJV

Team Role & Responsibilities

The Worship Team exemplifies how we encounter God at Worship Life Church through the ministry of ushering in the presence of the Lord, giving Him the freedom to meet each one personally and change them forever.

Be on time and check in (12:30pm)

Encounter God

- Develop and nurture an intimate relationship with God by coming to him in earnest prayer.
- Pray to have the heart & ear to hear God during worship
- Ask God how He can use you today.

Equip Believers

- Pray together with the team before service
- Pour encouragement into one another
- Foster an environment that allows the members to GROW IN WORSHIP

Build Community

- Lead people into worship. Don't leave them.
- Keep your hands free so that you can assist guests as needed.
- Constantly stay aware of people's potential needs throughout your time of serving.
- Hear what God is saying during worship, for the community of WLC and the church at large

Creative Arts Team

There are diversities of gifts, but the same Spirit. There are differences of ministries, but the same Lord. And there are diversities of activities, but it is the same God who works all in all. 1 Corinthians 12:4-6

Team Roles and Responsibilities

The Creative Arts team exemplifies the culture of excellence within Worship Life Church through a variety of roles, specific to the Arts, that help to enhance the worship experience, while maintaining a spirit of excellence and authenticity.

- Be on time and check in! (12:30pm)

Encounter God

- Develop and nurture an intimate relationship with God by coming to him in earnest prayer.
- Pray to have the heart & eyes of God for people when you serve.
- Ask God how He can use your gifts and talents for His glory every time you serve.

Equip Believers

- Work together to be sure the team is on the same page with expected outcomes.
- Assist one another in areas where needed. Share knowledge. Work in Unity.
- Meet for rehearsals and meetings as scheduled.

Build Community

- Consider the audience and what is needed to give them a pleasant experience – what would you want to see or feel?
- Be mindful of the fact that our church goes live across the world. Every production should reflect the Word of God and the purity and truth of that Word.

Don't let others discourage you from using your God-given gifts. God can use those gifts to do something amazing through you!

SERVANT LEADER HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the Servant Leader handbook of **Worship Life Church**. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, practices, and other communications do not create a contract or term. I understand that the policies in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by leadership at any time without notice.

I further understand that I am an at-will servant-leader and that neither this document nor any other communication shall bind me now or hereafter and that my serving may be ended by me or the church at any time.

Servant Leader Name in Print

Signature of Servant Leader

Date Signed by Servant Leader

TO BE PLACED IN MEMBER'S FILE

Servant Leader ACKNOWLEDGMENT AND Receipt of CONFIDENTIALITY Policy

I have read and understand the Confidentiality Policy of Worship Life Church. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

Servant Leader Name in Print

Signature of Servant Leader

Date Signed by Servant Leader

TO BE PLACED IN MEMBER'S FILE