

## Orientation to Network Resources

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CTK Network Resources exists so that Pastors can spend the bulk of their time doing the Acts 15 type of thing, and as little as possible doing the administrative work. Obviously pastors have to spend time “getting their hands dirty” in the details of administration, but we strive to make it easier for them and for volunteers they designate to get the work done.

The document “*Network Resources Overview*” gives a line by line explanation of what Network Resources provides and what the responsibilities of the local worship center are. You can download this document at <http://ctkonline.com/networkresources>. What follows is a “Cliffs Notes” version of that document.

In addition to familiarizing yourself with the *Network Resources Overview*, you will want to get familiar with all of the resources at your fingertips at <http://ctkonline.com/networkresources>.

In order to have access to view many of the pages at Network Resources, you will need to follow these steps:

1. Register as a user on ctkonline.com. Click the “register” link on the top right of any page.
2. Go to <http://ctkonline.com/networkresources>, and click the link to “Request Access to Secure Pages”. Simply fill out the form and submit it.
3. You will receive an email within 1-2 business days confirming your access.
4. In subsequent visits, simply hit the “login” link on the top right and fill in your email and password so that you’ll be able to view the secure pages.

### IMPORTANT SYSTEMS

**Fellowship One** is our online database which stores all personal contact info and giving records. With this system you can send group emails, print worship center directories (including pictures), create mailings and labels, create online registration forms for events, and facilitate online donations and payments for events.

To get started in Fellowship One first submit the form requesting access to this tool which is found at <http://ctkonline.com/networkresources> under “Tools and Training” – “Request Access to Tools”. This will initiate a process to get you a username and password for Fellowship One.

Also under “Tools and Training” you’ll find a “Fellowship One” page with information on how to get started using Fellowship One.

**SiteOrganic** is our website provider. Through SiteOrganic each center can easily create and edit web pages, add events to a calendar, post audio and video content, create scrapbooks of photos, and many other features.

The same “Request Access to Tools” form mentioned above is the place to start to get access to SiteOrganic. There is also a page with info about using SiteOrganic under “Tools and Training”.

**888 Phone System.** Each center may utilize an extension on our 888-421-4285 number. This number can forward to another number of your choice or may be set up to send voice mails to an email address or mobile phone.

**CCLI – Christian Copyright License Inc.** Worship centers may access our CCLI subscription to CCLI’s Song Select, which provides a database of lyrics, chord charts, and copyright info for all songs used in worship. Worship centers are required to put our CCLI number (1784927) on all published lyrics along with the song’s author and copyright info. Use the “Request Access to Tools” form to get started.

Google Apps. Once you have been given a ctkonline.com email address you will have access to Google Apps.

start.ctkonline.com – a home page putting all your google apps tools at your fingertips.

docs.ctkonline.com – online document sharing

mail.ctkonline.com – online email viewing and sending, google chat

calendar.ctkonline.com – calendars that can be shared with other users

Info on using Google Apps tools is available at “Tools and Training” at

<http://ctkonline.com/networkresources>.

## **FINANCIAL HIGHLIGHTS:**

As one 501(c)3, we are setup as one legal entity. As such, the financial dealings of any individual worship center ultimately affect the entire network.

Worship centers retain 90% of all offerings received for local ministry, and support Network Resources with the remaining 10%.

**Worship centers are required to “pay their own way”.** Negative balances are not permitted. Centers are to set aside a percentage of offerings into a savings account until they have at least one month’s offerings set aside. Savings money will be used if a center incurs expenses which exceed income during the course of the year.

Centers that are not able to meet their financial obligations will be required to reduce expenses (including payroll) until they are again “in the black”. Pastors will discuss these decisions with their Area or Regional Pastor.

Centers with excess funds at the end of a year will retain those funds in a savings account.

Network Resources has a bookkeeper to oversee the income/expenses of each worship centers. (As the network grows, our bookkeeping staff will need to expand.)

Worship centers make arrangements for monthly bills to be sent to Network Resources, and payments are sent out from there.

Incidental expenses may be paid for one of 3 ways.

Pay up front and submit a *Check Request Form* for reimbursement.

Use petty cash system.

Use a CTK Visa Purchase Card.

Information on these systems is available at

<http://ctkonline.com/networkresources>. Click “Resources” then “Financial”.

Offerings are counted in each location, with each location using Fellowship One online system to give credit to individual donors. Then money is deposited into Bank of America or other bank if necessary. A report is then sent to Network Resources detailing how much was given and what funds the gifts were for (general fund, building fund, special offering, etc).

Reports are sent monthly giving each center P&L statements and detailed list of income/expenditures.

Payroll is handled through Quickbooks, with most staff opting for automatic deposit. (Network Resources manages employee files, including all W4's and compensation change forms.)

All payroll changes or additions must be sent to Network Resources at least one week prior to the start of the pay period.

## **HUMAN RESOURCES:**

Network Resources provides guidelines and processes for hiring/firing staff. Forms are available online to help with these processes. (Go to “Resources”, then “Human Resources” at <http://ctkonline.com/networkresources>.)

Responsibility for actual hiring (advertising the position/evaluating applications/conducting interviews) is done by local pastors.

Background checks are done by Network Resources and kept in employee file.

Setting of salaries of pastors is done by each pastor, or others he may designate for this task, using tools provided each fall when budgets are created for the next year.

An annual review process is initiated each fall prior to the work on the annual budget, so that changes to employee salaries can be figured into the budget. Pastors review their own employees and are reviewed by their Area or Regional Pastor.

**ADVERTISING:**

Network Resources has a catalogue of advertisements that have been used over the past few years available online under “Resources” by clicking the “Advertising” link. Worship centers can browse this catalogue and then contact a vendor we have established a relationship with to personalize that ad.

**INSURANCE:**

Because we are one 501c3, our insurance policy is one large policy, paid centrally. Your worship center will pay for your portion of the policy, based upon the value of your property and the vehicles insured.

It is the responsibility of each worship center to ensure that Network Resources has up to date information on the value of property owned and used. If vehicles/trailers are purchased, only drivers who have been recorded with our insurance company may drive the CTK vehicle.

It is also the worship center’s responsibility to check with our insurance agent when engaging in activities which may not be covered by our general policy (such as outdoor expeditions and having carnival blow-up games at a picnic).

Worship center leaders can either work through Network Resources to get insurance questions answered, or may call our agent directly.

Network Resources carries an umbrella policy that will help protect all pastors from personal lawsuits against them. This is paid for as part of Network Resources fees.

**SUPPLIES:**

Network Resources acts as the facilitating agent to help supply worship centers with what they need to hold services.

Online forms are used to allow worship centers to order things like coffee supplies, program paper, response cards, CTK stationery, business cards, and CTK merchandise.

These forms are forwarded to vendors who have agreed to receive the orders, process them, and then bill CTK.

To order supplies, a person must first have access to the Secure Pages on [ctkonline.com](http://ctkonline.com). then simply go to <http://ctkonline.com/supplies> (or <http://ctkonline.com/networkresources>, then click “Resources” and “Supplies”.