River of Life Church of Indianapolis, Inc.
Business Meeting, December 11, 2016

ROLC Vision & Purpose
River of Life Church believes that God has always called the church from its inception to making disciples. We believe God’s goal for the local –church ministry is that the total body is fully developed for the purposes of reproduction. The intentional training of disciples, with accountability, on basis of loving relationships is our desire for every person who connects with ROLC.

Our Vision
“River of Life Church exists to give God the glory as we seek to develop fully-devoted followers of Christ.”

We envision a ministry where God is our consuming passion. A ministry with a reputation of being radically God-centered in every aspect of life and ministry.

“Passionately pursuing Christ-like character and conduct”

“Humbly serving one another in the Body of Christ”

“Wholeheartedly worshiping the one true God”

“Lovingly proclaiming Christ to those who need Him”

Assessment: Are we meeting our Vision & Purpose?
Pursuing Christ-likeness

- **Sunday Messages**
  - 2016 found us studying Psalm 119 and embarking on a series ‘Knowing God more through the Word’. This period also challenged us to read through the bible in 60 Days along with Memorizing verses from our Psalm 119 series.
  - We are concluding the year with intentions to begin the year learning from the scriptures what it means to be good stewards of God’s possession
  - 2017 will clarify for us what it means to be followers of Christ. As we intentionally learn and put into practice Disciple-making strategies. We will also conclude and cover in biblical teaching, Good Stewardship and the End of the Times

- **Real Talk**
  - Services continues to be a success.
  - There has been a change made later in the year to lead discussion more around the scriptures which address social issues. We will continue this format well into the New Year.

- **Friday Family Nights**
  - These evenings began with the intention to give everyone a set time to celebrate monthly birthdays, fellowship and hold some bible-studies for adults and children. Due to lack of attendance we discontinued those events.
• Women’s and Men’s breakfast
  o Women’s Breakfast were held on the 2nd Saturdays and Men Breakfast 4th Saturdays of each month.
  o These breakfast were a success and will begin again in 2017.
  o We did utilize these times later in the year to provide Financial Literacy Training. With an unsuccessful turn out.

• New Membership Course
  o This year we held three New Membership courses and grew in our disbursement of information and accountability strategies.

• Youth Days and Events
  o 2016 brought with it a motto and focus on our Youth. The youth could express themselves in worship and through events, which instructed them to practice their Christianity and Religious Acts.
  o 2017 will bring with it a continued effort to get our youth more involved to grow in their faith and discipleship.

Utilizing our Gifts to serve one another
• There was a challenge in 2016 for members of ROLC to discover and use their gifts for the greater good of this local church
  o We will continue teaching what the gifts are through our membership classes and discipleship training.
  o The discipleship approaches will provide helps for members to discover and utilize their gifts.

Worshipping God
• During the year we were able to have different college student’s help with our musical portions of our worship services. This brought life to our songs and worship.
  We invited the youth to participate with the adults to lead in worship.
    o In 2017, we will reach out to other individuals to assist us in praise and worship but with a more permanent outlook.

Building our Reach
• This past year we were able to see the fruits of our labor through our outreach ministries. (i.e. Back-To-School Pencil Pouch, Family and Friends Day, and College Day, Louisiana help & outreach)
  o The encouragement for all of us is to continue to see these events grow but to add additional events during our Spring and Summer months (i.e. Church Anniversary Celebration & Fundraiser, along with Youth Summer Camps and trips).

Elders Assessment of Ministry
• Youth Ministry – A success, in that it gave our youth who wanted to be involved, a place to learn and grown. The activities and events provided a good start for spiritual growth.
  Commitment – our church has an issue with lack of commitment and spiritual growth, which was/is disheartening to many of the leaders. (My personal concern, is lack of a commitment to God rather than to ROLC, when the commitment to God increases ROLC will benefit.)
  Accountability – Intentional Discipleship with Accountability should help make us meet our spiritual growth and goals for the new year.
ROLC Goals & Objectives for 2017

Our goals for this coming year can be expressed by a song we sing “Moving Forward”. Throughout this coming year, everything we focus on for the advancement of ROLC members and ministries will all fall under the very thought of ‘Moving Forward’. This motto signifies that we (ROLC) must maintain yet grow.

- Maintain – our focus, ministries, people, and vision and purpose
- Grow – our people, ministries, and with the Guidance of the Holy Spirit, the Kingdom
  - As it pertains to ‘Moving Forward’
  - We must build upon the successes we had in 2016
  - Yet, we must learn from our failures then make new strategies to move us forward

**NOTE:** Refer to Elders Assessment as it pertains to our 2017 Motto.

Moving Forward Strategies for 2017 are:

**ROLC Outreach**
- Strengthen our ability to reach others with the Word of God by investing in better technology for Posting and/or Streaming our messages on-line.
- Partner with like-minded believers and churches for more outreach possibilities.
- Use our talents (like praise and worship) to attract the church through Outdoor concerts and Fall Praise-fest (*See 2017 Calendar of Events*)
- Stay aware of communities, people, families or friends that we can help in more benevolent ways (overseen by Betty Lauderdale).
- Change our College Day to a College Weekend containing kick-off celebration, workshops and college presentation, then concluding with our College Day worship service (I believe God has revealed that this target group, cause us to focus on our youth and the next generation of people that continue to come across our sphere of influence).
- Get others to learn about ROLC through our Church Anniversary & Fundraiser

**ROLC Discipleship**

**NOTE:** as a body of believers we need to grow in our faith and together in our fellowship more than once a week. Sunday’s cannot be our only obligation to one another or our unity together may be impaired.

- **Implement Discipleship Training**
  - As a church, we need to understand what it means to be better followers of Christ. When we understand this, I your Pastor, believe that your Commitment to the God will be better and to this local assembly as well.
  - Discipleship is the number 1 element of our vision and purpose. Therefore, we cannot discontinue our efforts in this crucial part of our ministry. Since we have tried to grow people through other activities or events, to little success. We are going to try another way of reaching out and providing this crucial part of our ministry. Consequently, we are going to renew our Discipleship Training (Online and at a time that is appropriate for you - explain) [*See the Seven Principles of Discipleship*]

- **Implement Discipleship Strategies**
  - Every service team, event and program should contain two individuals overseeing a ministry. A Chair and a Co-Chair. This is keeping in line with the scriptures where the Lord sent the disciples out two by two (Luke 10:1). The Chair should be the person who is accountable for the ministry. It will be their responsibility to learn and pass along to the Co-Chair the ideas and approaches of the ministry. After Three years, the Co-Chair will acquire the leadership responsibilities and solicit a new Co-Chair to perform the same task as the previous Chair-person. (*See ROLC Service Team and Event Oversight Committees documents*)
Implement Accountability Partners
- Each current Church Leader will be assigned an individual they will be accountable to for Three years (See ROLC Accountability Partners document).
- As new people come in and complete the New Membership Course, they will be assigned to an accountability partner. The requirement for being an accountability partner is finishing the Discipleship Training.
- Accountability partners must talk to one another outside of service more than twice a month and meet with each other more than once a month (a total of three connections).

ROLC Youth
As I said earlier, our “Year of the Legacy” was productive, yet has room to improve.
  - **Team Building**
    - Encourage our youth to be more united as young believers.
  - **Spiritual Growth**
    - Provide a unified Bible Lesson Plan that will help our Youth understand the Lord’s Discipleship Plan.
  - **Outreach**
    - The youth have asked to perform their own community services (i.e. pass out gifts to Riley kids at Riley hospital.
  - **Implement Accountability Partners**
    - This will look a little different because ROLC wants to share in the work with the Parents and family members of our youth.
    - We want to motivate the Youth to fulfill their spiritual growth requirements but we the Church want to celebrate the Youth’s accomplishments with special non-church events (field trip, bowling nights, etc.)
    - We need parents to support Youth Leaders with their youth in fulfilling their spiritual growth requirements.
ROLC 2016 & 2017 Financials
November 1, 2015 to October 31, 2016

<table>
<thead>
<tr>
<th>Total Yearly Deposits:</th>
<th>ROLC allocated more money during the year which led to a surplus of $2,602.00</th>
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<tbody>
<tr>
<td>Cash</td>
<td>$20,806.79</td>
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<tr>
<td>Non-cash</td>
<td>$4,253.90</td>
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<td>Total</td>
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<table>
<thead>
<tr>
<th>Total Yearly Payments:</th>
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<tbody>
<tr>
<td>Rent</td>
<td>$6,000.00</td>
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<tr>
<td>Insurance</td>
<td>$705.00</td>
</tr>
<tr>
<td>Musicians</td>
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<tr>
<td>Outreach</td>
<td>$309.70</td>
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<tr>
<td>Misc Exp</td>
<td>$1,721.05</td>
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<tr>
<td>Total</td>
<td>$13,060.75</td>
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<tr>
<th>Other Non Cash Expenses:</th>
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<tbody>
<tr>
<td>Receipts</td>
<td>$3,654.00</td>
</tr>
<tr>
<td>Signage</td>
<td>$1,920.00</td>
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<tr>
<td>Events</td>
<td>$810.00</td>
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<tr>
<td>Total</td>
<td>$6,384.00</td>
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<tr>
<th>Total Yearly End Cash Balance:</th>
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<td>Tithes Bal</td>
<td>$2,602.00</td>
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<tr>
<td>Expansion</td>
<td>$3,600.00</td>
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<tr>
<td>Benevol.</td>
<td>$534.00</td>
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<tr>
<td>Total</td>
<td>$6,736.00</td>
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- Our financial outlook is small for a church organization and for the advancement of our future objectives.
- Our financial reality is large for the number of people who contribute to the work of the Lord.
- As we move forward into 2017 year we need more of us to sacrificially give for the kingdom of God.
- Last year it was asked of you to support our future church expansions. Expansions like:
  - The leasing of another facility to house our ministry.
  - The purchasing of equipment that will service our future ministry needs.
  - The supporting of pastoral care.
- We have done well. I am still going to encourage you to continue supporting this cause.
- I’m going to also ask that you prayerfully consider helping in two other areas Outreach & Benevolence.
- You’ve heard the messages on Stewardship, and you have heard me say that we the believers should be concerned with what God is concerned with, His Work and His People.

2017 Budget Expectations

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<tr>
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<th>Yearly Rent</th>
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<tbody>
<tr>
<td></td>
<td>$6,000.00</td>
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<tr>
<td>Musicians Cost</td>
<td>$4,325.00</td>
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<tr>
<td>Church Insurance Cost</td>
<td>$705.00</td>
</tr>
<tr>
<td>Other Church Cost</td>
<td>$2,030.75</td>
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Total Expenses for the church $13,060.75

Monthly Income required $1,088.40
to run the church

Note: these are the monthly tithes expectations for ROLC to function in 2017.
## APPENDIX:

### *2017 Calendar of Events*

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
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<tbody>
<tr>
<td>8&lt;sup&gt;th&lt;/sup&gt; Meet w/Pastor Robert</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Friday Family Night 7pm</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Friday Family Night 7pm</td>
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<tr>
<td>15&lt;sup&gt;th&lt;/sup&gt; Real Talk</td>
<td>11&lt;sup&gt;th&lt;/sup&gt; Women’s Breakfast 10am</td>
<td>11&lt;sup&gt;th&lt;/sup&gt; Women’s Breakfast</td>
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<tr>
<td>29&lt;sup&gt;th&lt;/sup&gt; Youth Day</td>
<td>18&lt;sup&gt;th&lt;/sup&gt; Membership 10am – 1pm</td>
<td>18&lt;sup&gt;th&lt;/sup&gt; ROLC Anniversary Celebration &amp; Fundraiser</td>
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<td>19&lt;sup&gt;th&lt;/sup&gt; Real Talk</td>
<td>19&lt;sup&gt;th&lt;/sup&gt; Real Talk</td>
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<td>25&lt;sup&gt;th&lt;/sup&gt; Men’s Breakfast 10am</td>
<td>25&lt;sup&gt;th&lt;/sup&gt; Men’s Breakfast</td>
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<td></td>
<td>26&lt;sup&gt;th&lt;/sup&gt; Black History Program</td>
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<tr>
<td>7&lt;sup&gt;th&lt;/sup&gt; Friday Family Night 7pm</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; Friday Family Night 7pm</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Friday Family Night 7pm</td>
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<td>8&lt;sup&gt;th&lt;/sup&gt; Women’s Breakfast</td>
<td>13&lt;sup&gt;th&lt;/sup&gt; Women’s Breakfast</td>
<td>10&lt;sup&gt;th&lt;/sup&gt; Women’s Breakfast</td>
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<td>9&lt;sup&gt;th&lt;/sup&gt; Psalm Sunday</td>
<td>14&lt;sup&gt;th&lt;/sup&gt; Mother’s Day</td>
<td>18&lt;sup&gt;th&lt;/sup&gt; Father’s Day (ROLC Cookout)</td>
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<tr>
<td>16&lt;sup&gt;th&lt;/sup&gt; Resurrection Sunday</td>
<td>21&lt;sup&gt;st&lt;/sup&gt; Real Talk</td>
<td>24&lt;sup&gt;th&lt;/sup&gt; Men’s Breakfast</td>
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<td>22&lt;sup&gt;nd&lt;/sup&gt; Men’s Breakfast</td>
<td>27&lt;sup&gt;th&lt;/sup&gt; Men’s Breakfast</td>
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<td>30&lt;sup&gt;th&lt;/sup&gt; Youth Day</td>
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<th>July</th>
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<td>7&lt;sup&gt;th&lt;/sup&gt; Friday Family Night 7pm</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Friday Family Night 7pm (Aug &amp; Sept)</td>
<td>9&lt;sup&gt;th&lt;/sup&gt; Women’s Breakfast</td>
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<tr>
<td>8&lt;sup&gt;th&lt;/sup&gt; Women’s Breakfast</td>
<td>12&lt;sup&gt;th&lt;/sup&gt; Women’s Breakfast</td>
<td>16&lt;sup&gt;th&lt;/sup&gt; Annual Srv Team Mtg</td>
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<td>9&lt;sup&gt;th&lt;/sup&gt; Meet w/Pastor Robert</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; Real Talk</td>
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<td>16&lt;sup&gt;th&lt;/sup&gt; Real Talk</td>
<td>26&lt;sup&gt;th&lt;/sup&gt; Men’s Breakfast</td>
<td>16&lt;sup&gt;th&lt;/sup&gt; Fall Fest 11am - 2pm</td>
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<tr>
<td>22&lt;sup&gt;nd&lt;/sup&gt; Men’s Breakfast</td>
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<td>17&lt;sup&gt;th&lt;/sup&gt; Real Talk</td>
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<td>30&lt;sup&gt;th&lt;/sup&gt; Youth Day</td>
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<td>23&lt;sup&gt;rd&lt;/sup&gt; Men’s Breakfast</td>
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<td>24&lt;sup&gt;th&lt;/sup&gt; Family &amp; Friends Day</td>
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<th>October</th>
<th>November</th>
<th>December</th>
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<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt; Friday Family Night 7pm</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Friday Family Night 7pm</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Christmas Family Night 7pm</td>
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<tr>
<td>8&lt;sup&gt;th&lt;/sup&gt; Meet w/Pastor Robert</td>
<td>18&lt;sup&gt;th&lt;/sup&gt; Fall (Thanksgiving) Praise Fest 6pm</td>
<td>(Dec. &amp; Jan)</td>
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<tr>
<td>14&lt;sup&gt;th&lt;/sup&gt; Women’s Breakfast</td>
<td>19&lt;sup&gt;th&lt;/sup&gt; Annual Business Mtg</td>
<td>17&lt;sup&gt;th&lt;/sup&gt; Real Talk</td>
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<td>15&lt;sup&gt;th&lt;/sup&gt; Real Talk</td>
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<td>21&lt;sup&gt;st&lt;/sup&gt; College Readiness Day</td>
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<td>29&lt;sup&gt;th&lt;/sup&gt; Youth Day</td>
<td></td>
<td>25&lt;sup&gt;th&lt;/sup&gt; Christmas Day</td>
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<td></td>
<td></td>
<td>31&lt;sup&gt;st&lt;/sup&gt; News Year Day</td>
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</tbody>
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*Dates, Events and Times are subject to change*
Seven Principles of Discipleship

How did Jesus Disciple His disciples?

1. He Invited them to join His work. (Matthew 4:19, Mark 1:16-20)
2. He Taught them about the Kingdom, the Secrets of Heaven and End Time Realities. (Matthew 5:1, 13, 24, 25, Mark 4:1-20, 30-34, 13)
3. He Showed His Authority over Illness, Death, Nature and Demons (Matthew 8-9:8, Mark 1:20-2:12, 2:23-28)
4. He Revealed His Human and Divine Identity and Purpose. (Get passages, Mark 2:13-17, 4:35-41)
5. He Discloses their Purpose and Kingdom Identity {lowly, bondservants} (Matthew 9:35-37; 20:20-34, 23:1-12)
6. He Instructs and Directs them to Serve. (Matthew 10, Mark 6:6-13)
7. He Corrects their Decisions, Thoughts and Dealings (Matthew 14-19, Mark 6:30-44, 8:1-13, 9:30-50)

He Commissions Them to GO MAKE MORE DISCIPLES (Matthew 28:16-28)
Service Teams

Audio & Visual Service
- Chair – Robert Treadwell Jr.
- This team provides audio & visual reinforcement to church activities (Sunday Service, special events, etc.).
- This team will eventually be responsible for editing, making copies and maintaining audio and video CDs, digital files and Youtube files.

Follow-up Service
- Chair – Muriel Treadwell
- The follow up team serves the church by following up with visitors and/or people that have connected with the church through our outreach service.
- This team also helps connects new members with other members of the Church and makes sure they are being assimilated properly through follow up calls, emails and simple words of encouragement.
- This team serves the family of believers during times of bereavement by sending condolence letters, flowers and/or cards.

Hospitality Service
- Chair - Jeryl Hooks
- This team of individuals serves the body by welcoming God's people and assisting wherever there is a need.
- They serve by greeting, preparing Communion, Baptism, and visitor gifts.
- This team also helps in planning church activities such as Real Talk, picnics and holiday celebrations.

Music Service
- Chair – Robert Treadwell III
- This praise team serves the church by bringing people closer to God through music and worship on a weekly basis.
- With a tremendous responsibility to the church this team is also called to prepare the hearts and minds for the delivery of the Word of God.
- This team of believers worship roles are not confined to the church or sanctuary of ROLC. They may be called up to serve during outreach services or other church events.

Prayer Service
- Chair – Darlene Treadwell, Co-Chair – Robert Treadwell III
- The saints on this team have the responsibility of holding up the church through prayer.
- This team prays in conjunction with prayer cards or as the Holy Spirit leads.
- These community of believers are true seekers of God on behalf of others.
Usher Service
- Chair – Lutrell Lauderdale, Co-Chair – Latrice Smith
- The usher team has the tremendous responsibility, as they are servants, watchmen, and hosts. These individuals are responsible for making sure all members and visitors are prepared to commune with and worship the Lord; by passing out bulletins, pins, note sheets, bibles, etc,
- This team is also responsible for the collection of tithes and offerings along with communication cards.

Youth Service
- Chair – Lutrell Lauderdale, Co-Chair – India Treadwell
- The purpose of our Youth Service team is to provide our youth with a strong foundation in Biblical truths and principles. With that foundation, our desire is that our youth will learn, grow, and share with others the Good News about Jesus Christ!!!!

Outreach Service
- Chair – Betty J Lauderdale, Co-Chair – Lutrell Lauderdale
- This service team is set apart to restore hope and provide opportunities for people to become all that God intends them to be. This team of individuals spurs the church onto reaching out to our community near and abroad.
- These individuals display the compassion and charity of the Lord as they also oversee events like Community Day, Fall Fest, etc.
Event Oversight Committees

Black History (Youth) Program (February 26)
- Chair – Betty J Lauderdale
- This event is geared to celebrate the life and culture of the African American Community

ROLC Anniversary Celebration & Fundraiser (March 18)
- Chair – Muriel Treadwell
- ROLC has a history and mission that needs to be shared and celebrated. This annual anniversary should highlight our service to the Kingdom and to our community.
- We also want to highlight and celebrate our members by commending that member that has done an exceptional job of serving our local body of believers.
- This celebration should also look to our future in serving Youth, the fundraiser for the immediate future will raise money for youth events, scholarships and summer programming.

TFOB Services (Real Talk, Father’s Day Cookout) (Every 3rd Sunday)
- Chair - Jeryl Hooks
- Following the example of Acts 2:42-47, TFOB (The Fellowship of Believers) services should build our togetherness / “The Anotherings”
- Serving our community of believers should always build one another up in the faith.
- Our non-traditional services are ways for us to reach out beyond our local body.
- This year-round event is an inward strategy with an outward focus.

Women & Men Breakfast [Every 2nd & 4th Sunday]
- Chair – Darlene (Women), Robert III (Men)
- Women’s Breakfast held on the 2nd Saturdays and Men Breakfast 4th Saturdays of each month. Is a gender specific discipleship initiative, purposefully implemented to build the fellowship of male or female believers.
- This service is also keeping with the scriptures Titus 2:1-8

Financial Literacy Training
- Chair – Robert Jr. Co-Chair - Lutrell
- Good Stewardship is a spiritual requirement for followers of God. ROLC is being taught that we are to manage God’s possessions well. Having a testimony of being a good steward of your finances and possessions speaks volumes to those who are watching your life.
- This Service to our ministry is crucial to our outreach.

Fall Fest (September 16)
- Chair – Betty J Lauderdale
- Historically fall festivals were celebrated by farmers giving God thanks for what he done in protecting their fields and crops. Fall Festivals throughout the generation for churches have form to continue celebrating God’s provision while at the same time bringing family and friends together.
- ROLC had began Fall Fest to reach out to our community here with Calvary and surrounding areas.
- God and Families and great combination and celebration.
Family & Friends Day (September 24)
- Chair - Darlene
- This outreach opportunity allows ROLC family and friends an annual time of year to celebrate God with us during this special service.
- Praising God with our loved ones is the approach for this opportunity.

College Weekend (October 22)
The scriptures share with us “my people are destroyed from lack of knowledge”.
- Chair & Co-Chair – India, Isaiah & Isha
- Education is this world is crucial to employment and the ability to make it through some of the pitfalls that come with being an adult in America.
- Awareness of higher education and its advantages helps those contemplating this medium of growth. ROLC college weekend is a great way to both familiarize oneself with a variety of schools that could help meet their needs and how to overcome the obstacles that may await them.

Outdoor Inspiration Concert - Fall (Thanksgiving) Praise Fest (TBD, November 18)
- Chair – Darlene
- These services to the kingdom are outward focused and geared to share the gospel message through song, spoken word, and other talents.
Accountability Partners

Robert Treadwell III
- Robert Treadwell Jr.
- Muriel Treadwell
- Anthony Brooks
- (All the Leaders – Lutrell, Betty J, Darlene, India, Isaiah & Isha)

Darlene Treadwell
- Lesley Balogen
- Jeryl Hooks

Lutrell Lauderdale
- Brian Smith

Betty J Lauderdale
- Latrice Smith
- Denah Barnett

India Treadwell
- Brittany Smith
Benevolence Request Guidelines

Please read this page carefully before completing the Benevolence Request Form!

- River of Life Church (ROLC) members, and regular attendees, may apply for financial assistance through utilizing our Benevolence Request Form.

**Definition:**

- **Benevolence funds** are to be used for the assistance of River of Life Church members and regular attenders during a period of unexpected hardship (i.e. loss of job, medical emergency) resulting in a short term specific need.

- **Regular attenders** is defined as those who have attended at least 50% of the Church services for the previous three (3) months. However, on a case by case basis, assistance can be considered for non-members if recommended by the Leadership of ROLC. We are unable to consider any requests except those that are short-term in nature.

- We do not help with childcare, long-term, medical, credit card, taxes or legal expenses.

- If financial assistance is requested, bills must be in the individual's name requesting the assistance.

- If funds are approved and available, check(s) will be made payable only to the service provider(s) to whom bill(s) are owed; *(i.e mortgage company, utility provider, etc.)* Failure to bring required documents could delay the process.

- ROLC will only assist with the following necessities:
  - Mortgage, Rent
  - Utilities (water, lights and gas)
  - Groceries

- When groceries are requested by an individual, they will be given a gift card/certificate for a predetermined amount.

- All information provided on the Benevolence request form and to the church's leadership will be kept as private as possible, so please be open and honest in responding to questions.

- Our goal is to provide compassionate assistance according to our guidelines and available resources in time of difficulty.

- Filling out this application and an interview with the church leadership does not guarantee assistance will be provided.

- A decision from the church leadership may also include the completion of financial counseling.

**Steps for Benevolence Requests**

1. The individual seeking assistance will fill out a Benevolence Request Form. They will be informed that they must meet with members of the church leadership and given a date and time of meeting.

2. The office staff will verify the information and then give the completed request form to selected leadership members.

3. When the individual meets with church leadership, the individual requesting help should bring copies of bills, invoices, eviction notices, paychecks, and other documentation that may assist in accurately understanding their financial situation.

4. There will not be any immediate help when a form is filled out, only after an individual meets with a church leaders can a decision be made.

5. The individual seeking assistance will be notified of the decision within 24 hours of their meeting. The administrative assistant will ensure that there is a working phone number listed on the form where the individual can be contacted.