



## Missions Coordinator

Being a campus mission coordinator isn't about being perfect; it's about helping people to be able to serve others by giving them the tools and guidance to accomplish the serve either through serve projects or on mission trips.

We give serve project and mission trip leaders the essential tools they need to be successful through leadership training, personalized coaching, and a directory where they can register their group so others can find it easily. We believe lives are changed through serve projects and mission trips and that people get a chance to take their next steps when they participate in them. As a mission coordinator, you get to play a vital and exciting role in that process.

The next few pages outline information about how to be a campus mission coordinator.

We encourage your serve projects and mission trip teams to reflect something similar to a small group. They should periodically spend some time getting to know each other, playing games, and perhaps enjoying a meal together. Focus on building team unity. Then they can go out and be the hands and feet of Jesus. When possible, you should be a part of that.

Please read the information through completely. There is a lot of practical information included in the manual. You are welcome to reach out to the Missions Department if you have questions.

Thank you for agreeing to be a mission coordinator! You are following God's leading in your life and he is going to use you to help people take their next steps in their relationship with Jesus. You are being a catalyst for life-change for the people. Don't ever forget that! Also, you are part of a team! Hundreds of people in the Northwood family are contributing to mission related projects in various roles. You are a vital part of the mission of the local church which is to go and make disciples!

## LEADERSHIP responsibilities

- **Meetings.**
  - Meet monthly with Guest Services Director when they visit your campus
  - Meet monthly at All Leadership Meetings
    - Communicate to Team Leaders about attending this meeting each month
    - 3rd Wednesday of each month
    - Meet from 6:15 pm-6:45 pm with Campus Pastor
    - Join main meeting at 7pm with Team Leaders and Team Captains
  - Meet monthly with Team Leaders in Huddle Time provided in All Leadership Meetings
    - Use the following points to facilitate the huddle.
      - 4 areas of discussion: (30 minutes)
        - What's going good?
        - What are your challenges?
        - What needs to improve?
        - Needs/Supplies
      - Prayer
- **Report.** Submit a debrief to Director from All Leadership monthly huddle with anything they may need to assist with. (Supplies, Upgrades, Training)
- **Serve Projects**
  - Attend at least one Serve Project a month
  - Orientate new Serve Project leaders
  - Discover new Serve Project leaders
  - Resource the Serve Projects (Supplies, Upgrades, Training)
- **Serve Days**
  - Work with mission director in planning and development of Serve Days
  - Communicate with organizations in your community that your location will be serving.
  - Purchasing, providing and/or coordinating all materials to accomplish the serve.
- **Mission Trips**
  - Assist mission director with planning of trips
  - Volunteer to lead a mission trip
- **Continue to Grow.** By attending Sunday services, small groups, and other NC Events you will grow in your relationship with God and connection to others.

## LEADERSHIP focus

- **What is the win?**
  - We are helping people be local, regional and global mission minded servants willing and able to take their next steps as messengers of the Gospel.
  
- **Why are we doing it?**
  - To help people know God.
  
- **Where do I fit in?**
  - Coaching and resourcing Serve Project & Mission Trip Leaders to accomplish the win of Missions.
  
- **How do I do this?**
  - **Train.** Train new and existing leaders. You create confident leaders when they know their role and how to accomplish it. Ask questions like “Do you know what to do and when to do it? Do you need clarity or training in your role or responsibilities?”
  - **Resource.** Make sure your leaders are equipped with all needed materials to effectively speak to serve projects and mission trips. “Do you have what you need?”
  - **Carry Culture.** Continually check on your leaders spiritual and personal health. Ask questions like “How are you doing spiritually? What is your greatest challenge in life or with your team?” “Are they having fun?” Communicate the heart, vision, and WHY we do what we do.
  - **Encourage Next Steps.** Encourage your leaders to take their next step. (join a small group, lead a small group, host a small group, join a serve project, go on a missions trip, share your story, ect)

## LEADERSHIP Basics

### Taking Next Steps

We aim to encourage people in their faith and help them to discover and take their next step.

- Examples of Next Steps:
  - ◆ Begin to read the One Year Bible
  - ◆ Begin or develop prayer life
  - ◆ Go through Next Steps Class
  - ◆ Get water baptized
  - ◆ Join a team

- ◆ Attend Foundations
- ◆ Co-lead/Lead a Serve Project
- ◆ Use the 'My 3' Card
- ◆ Share your story with somebody
- ◆ Attend Prayer and Worship Nights
- ◆ Join RISE
- ◆ Go on a Missions Trip

### **Campus Mission Coordinator Prerequisites**

- Attend the Next Steps Class.
- Attend a Small Group.
- Attend a Serve Project for a full semester to learn and experience the NC Serve Project culture.
- Go through leader orientation and training with the missions director.
- Live by the NC Honor Code

As a mission coordinator, you have a critical mission ahead of you. You have been placed with the responsibility to lead, serve, and shepherd multiple teams. You're encouraged to:

Follow the example Christ has given us ... lead by serving.

Being a mission coordinator is about shepherding the flock God gives you for a season. Your first responsibility is to the team members, not the serve projects or mission trip. This may be a paradigm change for many, but as you prepare your teams to go do a serve project or mission trips, you will find that it will become an amazing blessing in your life.

### **Expectations of you while serving as a mission coordinator:**

- Be an extension of Northwood Church and represent NC and the body of Christ well.
- Maintain unity by representing the philosophy of ministry and theology of Northwood Church.
- Lead your groups in accordance with NC core values. (Excellence, Unity, Radical, Faithful, Generational)
- Pray regularly with and for your teams and all those involved in projects.
- Attend regularly scheduled leadership meetings.
- Discover people to fill your shoes. Who will be the next you? People love to be invited.
- Be open to advice from your Missions Department Leadership Team.
- Develop fully-devoted followers of Christ who are living their lives to glorify God.
- Educate team members about the God's plan to reconcile others to Himself.
- Partner with ministries/organizations in their efforts to share the love of Christ in word and deed.
- Equip team members to use their experiences as an evangelistic tool in their spiritual journey.
- Help promote all NC Serve Projects, mission trips and serve days to others in the church.
- Lead with integrity.
- Be intentional about the relationships with team members (discipleship) as you challenge them in their spiritual walk during this project experience.
- Give the proper time to all aspects of the preparation process for yourself and others: spiritual, emotional, physical and intellectual.
- Communicate with the Missions department extensively.
- Communicate with your teams frequently (via: text, phone, email, etc..) keeping them well informed of team meetings, and other project info.
- Pastor the teams.
- Be a Servant Leader and lead by example!

- Encourage your team members to attend and complete Next Steps.
- Most of all – remember to make decisions in the best interest of the teams, not necessarily the individuals.

## CORE values

- **Excellence.** We relentlessly pursue excellence by maximizing the resources that God has given us.
- **Faithfulness.** We are dedicated wholeheartedly to a lifestyle of consistent faithfulness.
- **Unity.** We passionately stand together as one while remaining uniquely diverse as individuals
- **Radical.** We unapologetically progress in our methods and approach to how we do church in order to reach people.
- **Generational.** We are intentionally building and preparing for the success of future generations.

## HONOR code

As an essential part of Northwood's Teams, you have a responsibility to develop and exhibit mature Christian behavior. This should be the basic premise of your desire to work in a team position here at Northwood Church.

While serving the Body of Christ as a Team Member at Northwood Church, you pledge to present a good appearance at all times. In both attire and behavior, you should 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 Team Member.

Exemplifying a Biblical moral commitment, Northwood Church Team Members are to maintain a life that models real Christianity. You must refrain from participation in such things as:

1. **Sexually Immorality** – Sexual activity outside the covenant of marriage between a man and a woman. (Adultery, Fornication, Homosexuality)
2. **Addiction** – The condition of being addicted to a particular substance, thing, or activity. (Alcohol, Drugs, Pornography)
3. **Witchcraft** – The practice of magic and the use of spells and the invocation of spirits. (Magic, Sorcery, Wizardry)
4. **Illegal Activity**- Anything prohibited by the Governing Authorities.

### **1 Corinthians 6:9-11 (ESV)**

9 Or do you not know that the unrighteous will not inherit the kingdom of God? Do not be deceived: neither the sexually immoral, nor idolaters, nor adulterers, nor men who practice homosexuality, 10 nor thieves, nor the greedy, nor drunkards, nor revilers, nor swindlers will inherit the kingdom of God. **11 And such were some of you. But you were washed, you were sanctified, you were justified in the name of the Lord Jesus Christ and by the Spirit of our God.**

By providing an example in speech and action, we encourage others to grow in Christ and become fully devoted followers of God themselves. This is a way of life measured by the heart and commitment of each Team Member in the Northwood Church Family. We should regard it as an essential part of our development by following the life of Christ.

# Why Serve Projects and Mission Trips Exist

“The Local Church is the hope of the world.”

## Serve Projects and Mission Trips impact **THE WORLD**.

He said to them, “Go into all the world and preach the good news to all creation. Whoever believes and is baptized will be saved, but whoever does not believe will be condemned. And these signs will accompany those who believe ...” Then the disciples went out and preached everywhere, and the Lord worked with them and confirmed his word by the signs that accompanied it. (Mark 16:15-20)

Serve Projects and mission trips are valuable when it contributes to the long-term vision of the work going on in preaching the Gospel of Jesus Christ to all peoples. The purpose of the projects and mission trip is to leave a lasting impact long after the team is gone.

## Serve Projects and Mission Trips impact **YOU**.

“You are my witnesses,” declares the LORD, “and my servants whom I have chosen, so that you may know and believe me and understand that I am He. Before me no god was formed, nor will there be one after me.” (Isaiah 43:10)

When believers go on a mission trip, they are challenged in their walk with Christ and come back with a passion to reach their community wherever they are with a global perspective. Therefore, we highly encourage everyone in the church to go on a mission trip.

## God’s Purpose for Serve Projects and Mission Trips

The LORD had said to Abram, "Leave your country, your people and your father's household and go to the land I will show you. "I will make you into a great nation and I will bless you; I will make your name great, and you will be a blessing. I will bless those who bless you, and whoever curses you I will curse; and all peoples on earth will be blessed through you." (Genesis 12:1-3)

The purpose for serve projects and mission trips is not to get people into heaven. We are blessed to be a blessing to all nations. Serve projects and mission trips are about bringing people into relationship with Him.

At Northwood, we exist to help people know God. Serve Projects and mission trips operate as an extension of that purpose by reaching out to our communities and showing them the love of God.

Serve Projects and mission trips, like small groups, create environments where people can **connect** to the NC family. We believe that people grow best within the context of relationships. These environments and the relationships that are built then help people to **grow** by being a safe place for people to learn about their relationship with God.

# Leader Communication

## **Communication with contacts**

Most of the communication with contacts happens before serve project and mission trips. Any communication with contacts before the project needs to include the Missions department. You should frequently send group emails through myNC. Always include your name and serve project name in the email. Serve Project leaders also need to be prepared to follow up with text and phone calls to ensure everything has been properly communicated and ensure they received the info. Communication with the contacts is all about building a mutually-trusting relationship. Be intentional about getting to know the contacts.

## **Conflict Resolution**

One of the greatest reflections and most powerful witnesses of God's love is a team serving together in unity. Jesus prayed in John 17, "Father make them one so that the world will know that you have sent me." We can be direct answers to His prayer when we minister in unity. Being a unified team requires determined effort on the part of each team member. The enemy will attack a team's unity through unresolved conflict so let's take a look at how to deal with it.

## **Conflict is not always a bad thing**

Ways that conflict can be useful

Helps to raise and address problems

Helps people be real, for example, it motivates them to participate

Helps people recognize and benefit from their differences

Helps people to see things more clearly

## **Not resolving conflicts is a problem because it can:**

bring discouragement

cause more and continued conflicts

cause inappropriate behaviors

remove God's blessing on the team

destroy the unity of the team

destroy the witness of the team

## **Unresolved conflict/unforgiveness:**

creates roots of bitterness that defile many – starting with you.

is like drinking a deadly poison and wondering why the person you're angry with didn't die.

affects our relationship with God. Matthew 18:21-35

is used by Satan to get the better of us. 2 Corinthians 2:11

## **Forgiveness:**

may not take away the hurt

does not deny the injury

is taking the initiative towards reconciliation

is the miracle of a new beginning

demonstrates Christ's presence. John 13:35

## **Common ways people deal with conflict:**

Avoid it- pretend it is not there, or ignore it. This approach tends to worsen the conflict over time.

Accommodate it- give in to others, sometimes to the extent that you compromise yourself. This tends to worsen the conflict over time and causes conflict within you.

Competing- work to get your way, rather than clarifying and addressing the issue. This approach might make you feel better but in the end you both lose.

Compromising- a mutual give and take. This can help get past the conflict quickly, but the issue has still not been dealt with.

Collaborating- focus on working together. This cultivates ownership of each person's part, a commitment to reconcile and solve the problem.

## **Steps to resolving conflict**

### **1. Reflect**

Acknowledge the conflict – don't deny it. Reflect first on your part in it. Ask: Why does it hurt? Why am I angry? "Lord, is there something you want to show me? Help me to see it." Matthew 5:23-24; Psalm 51:6, 139:23-24

### **2. Repent**

Own your part in the conflict, and ask God to forgive and heal you. Ask God to show how to go to the person. What is the best way to approach them? What are the words to say? Ephesians 4:29, 31

### **3. Confront**

Go in love with a humble attitude – don't go in anger. Don't talk to others about it. Go directly to the person to talk about the situation. Listen to them. Own your part in it, and don't accuse them. Focus on behaviors or problems, not the person. Seek to understand them and how they feel. Ephesians 4:25-26; Matthew 18:15

### **4. Reconcile**

Be forgiving in your words and actions. Seek mutually accepting solutions for a greater goal. Be flexible but be honest. Focus on similarities rather than differences. Common goals are great unifiers. How many stories have you heard of strangers acting together in times of emergency? When a common goal is made obvious the natural reaction is to put differences aside. Pray together. Ephesians 4:32, 5:1-2. If it seems the conflict cannot be resolved, now is the time to bring in a leader. It is not the time to stew on it or talk about it with teammates. Go to a leader for counsel.

### **5. Endure**

Realize that reconciliation and restoration are not typically quick or easy. They require the rebuilding of trust, which involves both parties. Because we're all different, rebuilding will be worked out in different ways. Keep watch over your heart, emotions, and words during the process of reconciliation. Proverbs 18:2; 1 Peter 5:8

# Handling Difficult People

An inevitable part of serving project leadership is controlling group dynamics when there are difficult people as members. Keep in mind that the word 'difficult' is not necessarily an indictment on the person's character and is not used in ill will. It is simply a term used for someone whose actions can sometimes have a negative impact on group dynamics. These people can dominate the feel of a group. As the leader, you can't let this happen. Dealing with them isn't always easy to do, but we are going to talk about some strategies for how to approach them.

This training will cover several 'types' of difficult people and some possible ways to handle them. But first, remember that when it comes to difficult people, we must always have the heart of Christ towards them. It's a slippery slope from recognizing that a person doesn't mesh well with the group to becoming cynical and rude to them. The goal always needs to be finding a balance between guarding healthy group dynamics by sometimes confronting disruptive behavior while simultaneously treating the difficult person with grace, compassion, and respect.

## **The Talker**

This person just can't seem to stop talking. They are hard to quiet down before group time and they are hard to stop if they get the chance to start talking during the group time. These people usually mean well, but they can dominate the conversation if allowed. This may leave quiet or shy people with no opportunity to ever open up or contribute.

One way to handle a talker is by setting up a boundary during the first group meeting which tells everyone that each person needs an opportunity to share if they want to. Ask them to try and limit their responses to a minute or two. This way, if 'the talker' steps past the boundary, you have something to refer back to when you talk to them.

Sometimes, you will need to look for a break in their speaking and be ready to jump in immediately with something that is kind but also lets them know that their turn is over. Some examples are:

- "That's great! I fully agree. Let's see what someone else has to say about that."
- "Thanks for that, (name). Let's move onto the next topic. There is something I really think would be valuable for us to cover."
- Deflect by identifying somebody else who you can see has something to say by having their name ready and say: "(Name), What do you think?"

If a person never gets the hint after attempting to gently interrupt them repeatedly, consider having a one-on-one discussion after the meeting or during the week. Here, you can gently explain that their communication style is dominating the meeting and that you want to give others an opportunity to open up. Show them value and help them to see your heart behind the reasoning.

## **The Comedian**

These types of people can be difficult because they are often genuinely funny and people enjoy them. However, poorly timed humor can be very disruptive and sometimes even insensitive to someone else depending on the type of discussion. The best course of action is to show your disapproval for poorly timed humor by simply ignoring it. Laughter, especially by the leader, shows approval and encourages 'the comedian' to continue. Continue to press through and get back to the discussion. Furthermore, if it is needed, have a conversation after the meeting or later that week to help that person see how their behavior is affecting the group. Finally, if the humor is very inappropriately timed, a mild rebuke may be

in order. An example might sound like: *“I know you love to laugh and joke but I think this might be a bad time for that. Could we wait till later for that?”*

### **The Critic**

Some people just never have much positive to say. Past hurts and negative experiences are often a factor. It seems like they are always seeing the flaws in something or somebody. They may often ask questions that you can't answer. You may notice that their demeanor brings down the feel of the group. Sometimes when they speak there is a noticeable tension in the room. Much of this tension is the other group members waiting to see how you will respond. There are a few things you can do to handle this person well. First, never give in the pressure to answer their criticisms or questions on the spot. It is always okay to simply say, “I don't know” if you truly don't know. If the leader says that securely and confidently, other members will feel like they can be okay if the leader is okay.

Second, consider asking good open-ended questions to explore why the critic feels the way they do. You can even ask if there is another group member who has a response to their criticism. Next, if the criticism is more weighty, such as something that is against the Christian faith, Northwood Church, or Northwood's leadership, you can respond with something like this: “I'm sorry that you feel that way about (their criticism). I don't personally agree with your comment, but I would love to talk with you later about what you said to try and understand you better.”

The key here is to end the conversation and let the other group members know that what they said is not condoned. Also, it gives you the chance to find out the heart behind the critical statement and hopefully bring resolution or reconciliation. If the criticism is too much for you to handle, you should reach out to your serve project coach immediately after that meeting. Never be afraid to “defer up” to leadership.

### **The Scholar**

Whether this person is an intellectual, super spiritual, or a scary combination of both, this can be one of the hardest types of people to handle. These people will seem to have an opinion about everything and may often talk about things that are over everyone's head. The things they talk about often add little value and can actually breed confusion or unnecessary debates. Politely offer these people the chance to discuss the topic after the group meeting is over.

There is always the chance that this type of person will want to bring up controversial Bible passages or other controversial spiritual topics when they see the chance. (i.e. end times, prophecy, gender roles, spiritual gifts, numerology, politics, etc.) These topics need to be guarded against because they do not bring unity but instead can breed division and confusion. (Romans 16:17-18, Titus 3:9, Eph, 4:3, 1 Cor. 1:10)

If something controversial is being brought up, it is your responsibility as the leader to respectfully say that we won't discuss that topic during the meeting. In these situations, it is important to gently confront immediately for two reasons. First, this is for the benefit of the other group members so they can see you are in disagreement and it brings some relief to the tension. Second, it will normally keep the person from continuing on. If they have questions, offer to talk with them afterward. If they insist on discussing it, don't get combative. Instead, move on with the meeting the best you can and talk with them later to let them know you didn't appreciate them going against your group's standards. After that, notify your serve project coach about the situation. While these more “extreme” situations don't occur often, it is important to know what to do if it does happen. Remember, don't feel threatened, but be firm. The Holy Spirit will equip you in these moments to speak with courage, grace, and clarity.

In conclusion, don't be afraid of difficult people in your group. God can and will work in the hearts of people despite the frustrations and problems that some people can bring with them. In fact, we are called to engage these people and not run away from them. God just may use you to minister to that person and help them grow beyond the difficulty they are bringing to the group dynamic.

Remember these four points when dealing with difficult people:

1. Pray for them
2. Be Jesus to them through love and grace.
3. Be firm and confront when needed.
4. Defer to your campus mission coordinator or mission director, if necessary.

# Coaches playbook

Our heart at NC is to create a small group culture among the members of the church that facilitates community and empowers people to step out and lead others. As a campus mission coordinator, you will coach serve project leaders. We are developing an organic environment for people to naturally connect and do life together with as few restraints as possible. However, this venture takes leadership and leaders need leaders.

## Why do we need coaches?

In its most basic form, coaching is coming alongside and empowering the serve project leaders in our church. It takes someone like you to develop our serve project leaders as they connect with the members of Northwood.

Serve project leaders need someone running alongside of them, encouraging them, supporting them, praying for them, and loving them during their leadership journey. Every serve project leader needs a coach.

## What's my role as a coach?

One role of a serve project coach is to **DISCOVER** new serve project leaders in the church.

- Identify those with leadership ability or interests.
- Recruit former leaders to consider opening a serve project.
- Pray for the Holy Spirit to identify new leaders.
- Another role of a the coach is to **TRAIN**.
- 1 on 1 Meetings – Leader Training
- Coaches need to be there to **ENCOURAGE**.
- In the launching of a serve project, walk alongside the leader and cheer them on.
- Champion the launch. Make sure it is properly promoted.
- Encourage the leaders and members periodically throughout the year.
- Coaches should always be looking to **REPRODUCE**.
- Always be looking for someone to raise up to potentially be a serve project coach.
- Develop current leaders and invest vision in them to lead leaders as well.

## How do I do this?

Hold an initial meeting with the serve project leader candidate.

- Go over the serve project nuts and bolts.
- Ask the Who, What, Where, When, and Why of the potential serve project. You are an important filter.
- Pray over them as a leader and over their serve project.
- Prepare them to launch their serve project.
- Encourage them to reach out to Friends, Family, Coworkers, Classmates, Neighbors.
- NC will promote the serve project through the its communication venues.
- Contact the leader the day of launch to celebrate/encourage (text, call, attend first group).
- Leverage the Leadership Meetings.
- Required to attend any scheduled leadership meetings.
- Continual Conversations and Community. Email, text, Voxer, social media, etc.
- Soft touch at weekly services and other opportunities.

# New Co-Leader Interview Guide

Campus Mission Coordinator or Serve Project Leader,

As you go through this interview, please keep in mind that this is meant to be very casual. We don't want the potential leader to feel interrogated or uncomfortable in any way. These questions are aimed producing good conversation. We believe that, through this conversation, the Holy Spirit will give us the discernment to know if somebody should be held back from moving into a co-leader position.

Most people, however, will not fall into this category. Most will be genuine people who just need to be trained and disciplined. The main goal of this conversation for you, the coach, is learn how you can help this individual to grow into an effective mission coordinator.

Part 1: Ask them about their personal life. (Family, Work, Hobbies, etc.)

Part 2: Ask them the following questions:

- Tell me a little bit about your salvation story.
- What is your church background?
- How have you served in church in the past? (at Northwood and elsewhere)
- What is your experience with serve projects and mission trips?
- Why do you want to lead a serve project at Northwood?
- Do you have any questions about the Serve project Leader training video?

Part 3: Let them know what to expect moving forward.

- Serve project leader(s) they are paired with will review training documents with them.
- They will be leading some project meetings at some point in order to get comfortable with it.
- They will be asked to lead prayer often.
- They are expected to abide by the NC Honor Code and also adhere to the expectations of a Serve project Leader which can be found in the Serve Project Leader Training video and PDF document.
- After the semester is complete, they will have a follow up meeting with you and/or their Serve project Leader. At this meeting, you'll discuss moving forward to leading their own Serve project.

## NORTHWOOD CHURCH HOLD HARMLESS AGREEMENT

In exchange for the privilege of volunteers from Northwood Church conducting repairs or construction on your home or facility, the undersigned agrees to release, waive, indemnify, exonerate, hold harmless, insure against and defend Northwood Church, Gulfport, Mississippi, and its members, their agents, any agency thereof, and assigns, for any claims, demands, and causes of action (including defense costs and attorney fees) arising out of or pertaining to any loss, damage, threat, injury or death sustained by the undersigned, the undersigned's children, family or patrons, or any and all persons or property, and caused by any negligent act or omission whatsoever, of whatever nature, or breach of duty related to the activity, program, or event identified above and/or use of Northwood assets, employees or volunteers.

This release and document applies whether or not any claim, demand, action, or suit is based on, or alleged to be based on, in whole, or in part, the negligent act or omission, or similar conduct, of those parties hereby released and indemnified.

The undersigned does hereby assume all risks and hazards incident to or attendant with participation in any activity, program or event utilizing the Northwood assets, employees or volunteers identified above.

**Completion of this form is voluntary**, and the undersigned consciously and intelligently accepts the responsibility imposed by this agreement; however, the undersigned acknowledges failure to execute this agreement may result in the possible inability of the Northwood Church to perform or provide the services requested or offered.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone