

Point of
Grace
MINISTRIES

Ministry Leader Manual

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Point of Grace

MINISTRIES

Commitments and Standards

Vision

To Lead a Citywide Transformation of Birmingham's People, Places and Purpose. Isaiah 61:4

Mission

- Be Bible centered in our preaching
- Be Christ centered in our worship
- Be people centered in our ministry
- Be love centered in our worship
- Be compassion centered in our motivation

Preach: To declare the anointed Word of God as our foundation of faith, as a weapon of the Spirit and the standard for our behavior.

Worship & Prayer: To sustain an atmosphere where believers can enjoy fervent worship and intimate communion with their Heavenly Father.

Fellowship: To accept one another in the love of Christ and see every brother and sister in God's family be joined together in relationships of love, acceptance and forgiveness.

Giving: To give in the example of Christ, bringing the whole tithe into the storehouse so that the House of God is full and always prepared to meeting the needs of the ministry.

Discipleship: To equip God's people with the necessary tools to minister the life of Christ to one another and to the community at large.

Evangelism: To mobilize an army of dedicated believers that fulfills the great commission, to dispel and overcome the darkness of Satan's Kingdom and to reflect Jesus in every human experience.

Purpose of Ministry

I will seek out every discouraged brother or sister with words of encouragement.

I will build them up in love until they can sing again a song of praise.

With wisdom and courage, I will declare to every lost sheep; at my home, at my job and in my community, the message of salvation through faith in Jesus our Lord.

I will tune my ears to the silent cries of the broken hearted, and I will apply the healing oil of listening without judgment and bandage their wounds with the covering of friendship.

My eyes will be keen to the needs of the poor, and I will never look the other way and neglect an opportunity to give a cup of water in Jesus name.

My feet will never stray from the path of God's Word as I daily study to show myself as a workman who not only hears the Word but takes action.

My hands will reach out to those who are afraid to try and, with love and patience, give them the gift of Confidence.

I will reserve my heart for the residence of the Holy Spirit, and I will follow where He leads and do what He commands. With a humble spirit, I will serve His cause until the kingdom of darkness is driven from the face of the earth.

To the Glory of God I will find a need and give all I have - TIME, TALENT AND TREASURE - to meet the need.

Statement of Faith

An integral part of the witness of the local church in its community and around the world is a clear and concise presentation of its basic biblical beliefs. In this regard, our statement of faith is as follows:

We believe:

1. In the verbal inspiration of the Bible.
2. In one God eternally existing in three persons; namely, the Father, Son, and Holy Ghost.
3. That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary. That Jesus was crucified, buried, and raised from the dead. That He ascended to heaven and is today at the right hand of the Father as the Intercessor.
4. That all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins.
5. That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
6. In sanctification subsequent to the new birth, through faith in the blood of Christ; through the Word, and by the Holy Ghost.
7. Holiness to be God's standard of living for His people.
8. In the baptism with the Holy Ghost subsequent to a clean heart.
9. In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Ghost.
10. In water baptism by immersion, and all who repent should be baptized in the name of the Father, and of the Son, and of the Holy Ghost.
11. Divine healing is provided for all in the atonement.
12. In the Lord's Supper and washing of the saints' feet.
13. In the premillennial second coming of Jesus. First, to resurrect the righteous dead and to catch away the living saints to Him in the air. Second, to reign on the earth a thousand years.
14. In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

Evangelism & Discipleship

The mission of the church is to go into all the world and make disciples of all nations (Matthew 28:19). Discipleship begins with evangelism. Evangelism is the process of bringing the unregenerate into a personal faith in Jesus Christ as Savior and Lord (Mark 16:15). However, the discipleship process must follow this evangelistic effort. A church has an obligation to the growth, development and nurture of those that it brings into a living relationship with Christ.

A disciple is a learner, follower and imitator of Jesus Christ. Thus, this local church provides vehicles to help individuals grow in their relationship to Christ, to assume their responsible role in the body of Christ and to reach out to others with the message of the gospel.

Church Government

Elders and Pastoral Council

The Elders and Pastoral Council oversee the administration of the legal, business and financial affairs of the church. The Senior Pastor will serve as chairman of the Elder and Pastoral Council and will call all regular monthly or quarterly meetings and may call special meetings as needed. No meeting will be called without the permission of the Senior Pastor, District Overseer or State Overseer. The Church and Pastoral Council membership is selected annually by the Elders and confirmed by the church membership. The Elder and Pastoral Council seeks the counsel of and is accountable to the Senior Pastor. Real estate transactions and major construction projects must be confirmed by the church membership. All other decisions in legal, business and financial affairs are the responsibility of the Elder and Pastoral Council. To comply with the requirements established in the adopted Bylaws of Point of Grace Ministries only the vote of the Elder and Pastoral Council provides legal documentation.

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MINISTRIES

Contact Information

Elders and Council

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Ministry Team Descriptions

Team 1 (Front Door Team)

Vision

To make church like Heaven on Earth by creating an accepting and friendly atmosphere where the love of God is demonstrated.

Scriptural Significance

“What do you think? If a man owns a hundred sheep, and one of them wanders away, will he not leave the ninety-nine on the hills and go to look for the one that wandered off? And if he finds it, I tell you the truth, he is happier about that one sheep than about the ninety-nine that did not wander off. In the same way your Father in heaven is not willing that any of these little ones should be lost.” **Matthew 18:12-14**

Sub-Teams

The Front Door Team is comprised of two-sub teams. Additional teams can be added by the Administrator as needed, in coordination with the Senior Pastor.

- Parking Lot Attendants
- Greeters

Emphasis and Goals

A growing church is the church that seeks out the one lost sheep and gives preferential treatments to this one lost sheep.

Parking Attendant and Greeters at the door, along with the reception by church family need to show preferential treatment by seating guests in preferential seating (aisle and back row) and making them feel welcome and accepted.

Team 2 (Follow-Up Team)

Vision

To provide the love, acceptance, friendliness and compassion of Christ to the visitor first and all those who come through the church doors with the purpose of assimilating them into the life and ministry of the church.

Scriptural Significance

“And in every work that he began in the service of the house of God, and in the law, and in the commandments, to seek his God, he did [it] with all his heart, and prospered.” 2 Chronicles 31:21

“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit.” Matthew 28:19

Sub-Teams

The Front Door Team is comprised of two-sub teams. Additional teams can be added by the Administrator as needed, in coordination with the Senior Pastor.

- Registration Team
- Shuttlers
- Usher
- Contact Team/Visitation Team
- Security Team

Emphasis and Goals

A growing church is the church that whole heartedly seeks to serve both unbelievers and the people of God through the ministry of the Ushers, Shuttlers, Registration Team, Visitor Team and Contact Team. Team two helps guide new attendees and converts to become involved in the ministry of the church through relationship building and discipleship.

Team 3 (Shock and Awe)

Vision

Seeking out ways to produce the finest high-tech, professional and exciting worship service which makes the Word seen and heard with cutting edge applications.

Scriptural Significance

“He got into one of the boats, the one belonging to Simon, and asked him to put out a little from shore. Then he sat down and taught the people from the boat.” Luke 5:3

“When the queen of Sheba saw all the wisdom of Solomon and the palace he had built, 5 the food on his table, the seating of his officials, the attending servants in their robes, his cupbearers, and the burnt offerings he made at the temple of the LORD, she was overwhelmed. 6 She said to the king, "The report I heard in my own country about your achievements and your wisdom is true." I Kings 10:4-6

Sub-Teams

The Shock and Awe Team is comprised of eight to ten sub-teams. Additional teams can be added by the Administrator as needed, in coordination with the Pastor.

- Creative Team
- Set-up Crew
- Sound/Audio Team
- Lighting Team
- Camera Crew
- Video Production Crew
- LCD Projection/Computer Team
- Product Team

Team 4 (Worship and Prayer)

Vision

Through prayer, singing, and playing music, create an atmosphere where everyone who walks through the doors of our church wants to encounter God through worship.

Scriptural Significance

“Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God.” Colossians 3:16

“Shout for joy to the LORD, all the earth, burst into jubilant song with music; 5 make music to the LORD with the harp, with the harp and the sound of singing, 6 with trumpets and the blast of the ram's horn - shout for joy before the LORD, the King.” Psalm 98:4-6

Sub-Teams

The Worship and Prayer Team is comprised of three sub-teams. Additional teams can be added by the Administrator as needed, in coordination with the Pastor.

- Vocalists
- Musicians
- Prayer Team

The Worship Team

Worship should be a spiritual experience so exciting that members want to invite their unchurched friends. At its peak, worship should motivate people to do something! Too often, we go too long with the music and the preaching. Stop at the peak and move into ministry or allow the gifts to flow. We need to work with people and stop with a “thirst for more” still left in them. It’s better to quit your preaching, teaching and singing, etc. before they tire of it!

Requirements of Worship

- Worship must be culturally relevant.
- Worship must be done with excellence.
- Worship needs a proper environment (be aware of your space and lighting).
- Worship must be creative.
- Worship must be innovative.
- Worship must be exciting.
- Worship must solicit congregational involvement.

The Prayer Team

The Prayer Team’s primary responsibility is to help usher in the presence of God through intercessory prayer. The more people specifically praying for the service on Sunday, the more likely they are to be excited and expectant. Prayer team members should also be following-up and visiting with sick, hospitalized or shut-in members to keep them connected to the congregation. It is also important to stay in contact with prayer group leaders regarding special prayer needs.

Team 5 (Outreach)

Vision

To seek ways to reach the lost and hurting by inviting them into God's house where they will feel the love and acceptance of Christ.

Scriptural Significance

"Then the master told his servant, 'Go out to the roads and country lanes and make them come in, so that my house will be full.'" Luke 14:23

Sub-Teams

The Outreach and Events Team is comprised of four sub-teams. Additional teams can be added by the Administrator as needed, in coordination with the Pastor.

- Evangelism Team
- Event Planning
- Advertising Team
- Communications Team

Emphasis and Goals

A growing church is a church with a servant's heart and deep desire to advance God's Kingdom by bringing in the lost.

The Outreach and Events Team must come up with activities that give members a reason to invite their un-churched friends to church.

In almost every industry, spending on marketing (including research and advertising) equals at least 10% and cutting edge companies spend around 20% of their annual budget. Churches must do similar to reach their cities for Christ.

Team 6 (Small Groups and Youth)

Vision

To provide the love, acceptance, friendliness and compassion of Christ by connecting friends to the church through small group ministry.

Scriptural Significance

“Day after day, in the temple courts and from house to house, they never stopped teaching and proclaiming the good news that Jesus is the Christ.” Acts 5:42

“Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.” 1 Timothy 4:12

What is a Small Group?

- A group of 4 or more individuals meeting on a regular basis (weekly, bi-weekly or monthly).
- A tool to help individuals connect with each other, connect to Jesus and to the vision.
- A method to reach the non-churched and under-churched.
(Each group should have at least one non-churched and under-churched in attendance.)

Emphasis and Goals

The large church needs multitudes of feeders that exist to grow the church and small groups must be one of these. All ministry teams should also be functioning as a small group.

Advantages of Small Groups

1. Facilities are not an issue.
2. Geography is not an issue.
3. Vital, interpersonal relationships are promoted.
4. Lay ministry is encouraged.
5. Finances are not limiting.
6. Pastoral care is decentralized.
7. Leadership training is facilitated.
8. Assimilation is enhanced.

Team 7 (Children)

Vision

Building tomorrow's church by providing the love, acceptance, friendliness and compassion of Christ to children, their parents, and all those who come through the doors of our church.

Scriptural Significance

"Then little children were brought to Jesus for him to place his hands on them and pray for them. But the disciples rebuked those who brought them. 14 Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Matthew 19:13-14

All studies show that the average age of a person getting saved in the post-modern era (after 1990) is 10 years old!

Sub-Teams

The Children/Nursery Team is comprised of three sub-teams. Additional teams can be added by the Administrator as needed, in coordination with the Pastor.

- Nursery (Infants and Preschool)
- Children's Classes
- G.A.P. Kids (K5 – grade 6)

Emphasis and Goals

It is important that kids have fun. You want them to come back. During the children's service you should incorporate dramas, choreographed music, etc. It is very effective for both children and youth. The outreach leader is the one that comes up with contests and ideas to help the kids bring their friends. Their main responsibility is to grow the children's department.

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Budgeting and Planning

Office Policies & Procedures

Confidentiality

One of the basic principles of ministry is the confidential relationship between pastor(s), staff, members and friends. Every staff member must also respect this principle. Any conversation, counseling, correspondence, file material or general transaction of the church is **not to be discussed or made public in any way**. Any and all issues should only be discussed with those in authority that can help resolve the issue. Gossip and negative conversation is not tolerated by any staff or volunteer.

Office Hours

The business offices of the church are open Monday - Thursday from 8:30 AM until 5:30 PM. Before and after these hours telephone calls will be taken and recorded on the answering machine for processing on the next business day. The offices are not open on Friday, Saturday, Sundays or Wednesday Evenings.

Duplication of Keys

The Administrator or Director of Building and Grounds must approve all requests for keys or the duplication of keys.

Accidents and Incidents

The Senior Pastor or an Elder shall be notified immediately of anyone injured on church property. A full report of the injury is to be turned into the church office.

Event Scheduling

Any consideration of special uses of the property of this church will be guided by the fact that it has been dedicated to worship, teaching the Bible, evangelism, character building, and related activities.

All events must be scheduled on the master church calendar. All events will be scheduled on a first come-first served basis, or by importance for the overall church body, as stated above. To schedule an event, an Event Request Form must be submitted in writing or online with proper approval from the Senior Pastor or Administrator. Regularly scheduled meetings and services shall have prior claim to space, facilities, and equipment ordinarily used by them.

Organizations, groups, or individuals not a part of this church shall channel their requests for space, in writing, to the church secretary. He/She is authorized to accept an appropriate payment to cover the cost of utilities and extra services, according to written policy. It is particularly important that the scheduling of wedding rehearsals, ceremonies, and receptions be done well in advance.

Utilization & Reservation of Church Property

The policy of the church shall be to use the total church facilities to the best advantage of the church in carrying out the purpose, mission and values of the church. As long as policies are kept, we shall endeavor to bring as many people as possible inside the church buildings in order to, in some way, influence them toward Christ.

Decor

The use of decorations, the changing of furniture, attachment of materials to walls, and items of a similar nature shall be done only with the advice and consent of the Events Coordinator and/or Building Director. All requests must be made 7-days prior to the event.

Musical Equipment Utilization

The musical instruments are under the care and supervision of the worship ministries and may not be used without written consent from the Worship Pastor or Media Administrator.

Sound and Audio Assistance

The sound engineering system of the sanctuary is carefully designed and cannot be utilized by anyone except the trained and designated church audio engineering personnel. Any use of such personnel must be compensated at the rate of no less than \$25.00/hr. per engineer required. Rate may vary dependent upon the expertise level of the available engineer.

Structural Construction

No temporary structure will be built anywhere on the premises without the consent and supervision of the Administrator and/or Building Director. This refers to such structures as platforms; structures or devices that attach to the floor, wall, or ceiling; or those that may damage coverings.

Local and State Polices

Use of any portion of the property shall conform to city fire and safety ordinances.

Equipment and Furnishings

All equipment and furnishings (i.e. tables, chairs, serving dishes, etc.) are to remain on church premises at all times unless otherwise designated for specific church-related outreach functions. The removal of all equipment must be approved by the Associate or Senior Pastor.

Persons or groups renting church facilities must provide their own equipment for their program needs. This excludes use of sanctuary sound equipment as previously stated.

All in-house use of church equipment or furniture must have prior approval from the departmental supervisor in charge of said equipment and/or the Administrator.

In the event that any church equipment or furniture is moved to accommodate an event, all such materials must be returned to their proper/original place at the conclusion of event to ensure availability for the next event or regularly scheduled services and meetings.

Purchases & Reimbursements

Purchase Requests

All purchases are handled through the church office. **No purchases are authorized at any time without the prior written consent of the Office Administrator.** A check request form must be filled out in its entirety and submitted to the Church Administrator for approval in written form or electronically. Check Requests must be submitted by the department or team leader. Any purchases made without prior approval will not be reimbursed. Once a purchase is approved, the check request form with the attached applicable receipts will be submitted to the Church Administrator or Bookkeeper for reimbursement. A reimbursement will be issued within seven (7) days. Approved vendors should be used where possible.

Purchase Orders

Purchase orders are required for all billed purchases. Call the church office to acquire a purchase order number.

Invoices

All invoices must be forwarded to respective departments, approved by an authorized staff member and returned to the bookkeeper for payment. A department budget code must accompany all invoices or they will be returned to vendor or the respective department.

Work Order Request

All facility management is under the supervision of the Administrator or Building Director. Any request for repairs, replacement, maintenance or improvement should be forwarded directly to the Administrative Pastor for appropriate action. All such work is handled through means of the Work Order Request form which can be initiated by the Administrative Pastor only.

Reimbursements

All reimbursements must be submitted to the church bookkeeper with proof of purchase (receipt or invoice) and a signed or electronic approved check request form with the appropriate budget expense number. The purchaser must request approval before purchase or the purchase will be classified as a gift to the church and/or ministry.

Special Circumstances

The following information is provided to assist departments in gathering and providing the necessary documentation to support specific requests.

- Refunds – once the expense has been made, provide copy of original payment to PGM (i.e. receipt) attached to the signed and approved Check Request Form, plus documentation supporting the reason for the refund if not included in the Check Request Form.
- Advance Payments – Payment for goods or services may be payable prior to actual expense being incurred if a quote is received in writing and attached to an approved Check Request form (i.e. Music Department submits a request for a \$200 piece of equipment; Department Head must submit a quote in writing from the company attached to the Check Request form. Once approved, a check will be made payable to the company for the exact amount of the quote in order to allow the Department Head to purchase the product without having to “front” the money and wait on reimbursement.)
- Guest Speakers/Musicians/Performers, Etc. – for these types of services, a check request is NOT the appropriate means of requesting payment. An Event Request, including the event budget, must be made in advance to secure the individual’s service and that is when the payment for services must be considered. Once the Event is approved, a Check Request form should be submitted.
- Business meal requests - a listing of the attendees must be included and an explanation of the individual’s ministry/business relationship to PGM (if that is not apparent). The ministry/business purpose of the meal should be notated.
- Recurring monthly expenses – Standard, recurring expenses may be requested in bulk to cover a monthly expenses (i.e. Children’s Church needs \$20 each week for candy/give aways; Check request for \$80 for the month of August can be submitted). Recurring expenses should be requested the month prior to the request and will be distributed at the beginning of the month in which the expenses will occur.

Budget Procedures

A yearly budget is required by all ministries prior to any monies being spent. Budgets are due on the first day of November for the next calendar year. Budgets will be reviewed by church leadership and the senior pastor for approval or amendments. Approval of budgeted items is contingent on availability of funds. Budgets will be monitored monthly by the Office Administrator and reports of available funds will be issued as needed. Any expense pertaining to a specific ministry will be debited from that ministry's budget.

Print & Web Publication Procedures

Due to the advantages of, and the increased need for information in any growing organization, the following deadlines for submitting information are established for general church publications:

1. Weekly church bulletin - each Wednesday before 11:00 a.m.
2. Church newsletter – last Thursday of each month.

All other print and web needs must be submitted in writing or electronic format via the Media Project Request form. All requests will be reviewed, and if approved, placed on the media department's project schedule.

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Forms