

**FREQUENTLY
ASKED
QUESTIONS**

Q & A

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Welcome to Narara Valley Baptist Church (NVBC)



For more information or for a printable version of the Vision booklet, visit the nvbc website www.nvbc.info or contact the NVBC church office on 43285550

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◀ Serving You ▶

Pastor/Staff Team

Craig Corkill	Senior Pastor
Bryan Shirley	Pastoral Care Pastor
Matt Andrew	Young Adults Pastor
Phill Pallas	Youth Pastor
Carolyn Corkill	Children's Pastor
Ian and Belinda Sell	Creative Ministries Coordinators (interim)
Jenny Jones	CoastHope Director
Ros L'Estrange	Office Manager

Elders

Michael Burdon	Chairperson
Brad Jones	
Stuart Sproule	
Craig Corkill	

Church Board

Maurice Wrightson	Facilities Director
Owen McKay	Treasurer
Debbie Blain	
Geoff Hynd	Chairperson
Jacob Ross	Administrator

CoastCare Inc

Owen McKay	Director
Ros L'Estrange	Director
David Porter	President
Bruce Debenham	Secretary
Craig Corkill	Board Member (Senior Pastor)

Interns

Darryl Eyb

Chaplains

Heather Pinel	Lisarow Public School
Matthew Rosee	Niagara Park Public School

◀ Serving You ▶

Resourcing & Administration

Ros L'Estrange	Office Manager (Wednesday & Friday)
Debbie Blain	Pastoral Care Administration (Monday)
Leanda McCamley	Community Communications—Bulletin & NVBC Email Update (Thursday)
Maureen Sproule	Reception & Safe Churches (Tuesday)
Heather Pinel	Co-ordination, Research & Resources; Website Administration
Addie Har	Website Development & Creative Design

◀ Administration ▶

Bulletin Notices

The NVBC Bulletin is prepared each week by volunteer office staff.

Q:

How do I supply information for inclusion in the church bulletin?

A:

Phone or email information by Wednesday 9am for the following Sunday.

☎ bulletin@nvbc.info 📞 43285550 Fax: 43285515

Q:

What should be included?

A:

To assist in the creation of NVBC bulletins, those providing draft submissions are asked to kindly observe the following criteria. Draft submissions:

- should contain a brief and clear description. Where applicable, these would include subject, date & time, RSVP, cost, requirements, responsible person, contact details, etc
- will not be accepted if the promotion/information is in competition or conflict with any NVBC Ministry or church policy.

Submissions of a personal nature (i.e. items for sale, or the promotion of a business directly or indirectly) will only be considered if there is free space and submission content does not create a conflict of interest. Historically, personal advertisements have been accompanied by a donation to NVBC, unless item/s were being given away.

Q:

What is the best design format for bulletin notices?

A:

If you are designing your own insert, please provide a Microsoft Word file, in original layout. Files are best not saved as a picture, as it locks the file and reduces its clarity. The editor of the bulletin reserves the right to make necessary amendments to any submissions according to publication standards and space.

◀ Administration ▶

Website

Q:

How do I contribute information for the church website?

A:

Contact Heather Pinel who coordinates changes and additions.

✉ Heather ctphmp@gmail.com or
Contact Ros L'Estrange (Office Manager)

✉ church@nvbc.info ☎ 43285550 Fax: 43285515

Photocopying & Printing

Q:

I want to get something printed or photocopied. How do I do this and will I be charged?

A:

Copier charges are as followed:

B & W - 0.05 cents each Colour - 0.30 cents each. Photocopying can be organised through Ros L'Estrange. Provide documents for photocopying to Ros before 2pm daily. Please allow 24 hours turn-around time.

Contact Ros L'Estrange (Office Manager)

✉ church@nvbc.info ☎ 43285550 Fax: 43285515

◀ Facilities & Events ▶

Hiring of Facilities

Q:

How do I book the hall (127 Narara Valley Drive)?

A:

Contact the church office regarding all bookings or changes to current calendar inclusions. The calendar and coming events sections of the website is a helpful place to initially access to see if a booking is already planned on your chosen date.

✉ church@nvbc.info 📞 43285550

Q:

How do I obtain keys?

A:

Contact Ros in the church office regarding access to property and facility key's

✉ church@nvbc.info 📞 43285550

Sound, Lighting & Multi-media

Q:

I would like to use either of the Sound, Data Projection or Lighting systems owned by NVBC for an event. How do I arrange that?

A:

Complete the PA/AV Event Request Form (found at www.nvbc.info) and send or contact Dave Sproule (PA/AV Coordinator). A minimum of seven days notice is required to organise your request.

David Sproule ✉ pateam@nvbc.info 📞 0406743871

◀ Finance ▶

Q:

How do I provide my tithe, gift or payment by direct debit?

A:

Use the online facilities via the internet of your financial institution (bank/building society) to transfer money to the church account.

Account Name: Narara Valley Baptist Church Offering Account S1

Account Number: 100005979

BSB: 704922

Reference: Non-referenced funds will go to general revenue.
You can specify where the funds go by referencing.
Eg: Offering am; Offering pm; nvbc Away, Men's
Breakfast, Weekend4Chicks, etc

Q:

How do I purchase items with church funds?

A:

Some ministries are allocated a budget and they can expend this amount, with the authority of the Ministry Leader. Church funds, outside these budget allocations, must have prior approval from the Treasurer. All purchases need to be supported with proof of purchase documentation, including tax invoices to enable correct records and GST accounting to be maintained.

Q:

How do I bank monies (eg: from Ministry Events) into the church bank account.

A:

Contact NVBC for a form for completion. Provide form and finances to Ros L'Estrange or Owen McKay

Q:

How does a Ministry apply for an annual budget allocation?

A:

Contact Owen McKay (Treasurer)

✉ owenmckay@nvbc.info 📞 43283800

◀ Ministry & Event Leaders ▶

BAM

Phill Pallas

Boolarng

Bob Boyd

Creative Ministries

Ian and Belinda Sell

Crèche

Beth Lane

Cross Training

Leanda McCamley

Donnison Street Outreach

Janette Mardunovic

Friendship Club

Barbara Cherry

Girls Brigade

Nicola Farrington

Growth Groups

Pastor Bryan Shirley

Ignite

Phill Pallas

Kids Church

Carolyn Corkill

ManTMan

Currently in temporary recess

Mission Action (MAC)

Phil & Leanda McCamley

Narara Counselling Centre

Robyn Dawes

Narara Night Crafts

Debbie Blain

Nifty 50's

Marie Turner

nvbc Away

Currently in temporary recess

Outside School Hours Care

Ruth Hynd & Kay Murray

PA/AV Team

David Sproule

Play Group

Carolyn Corkill

School Scripture

Maureen Sproule

Valley Ventures

Currently in recess

Women's Ministry

Carolyn Corkill

◀ Pastoral Care ▶

Growth Groups

Q:

What is a growth group?

A:

You might also know them as Home Groups, Cell Group, Bible Study, House Church. At nvbc we call them Growth Groups. As our community has grown, we have increasingly become aware that it is difficult to know everyone in the church in a deep way. Knowing a few hundred people in a significant way is impossible. However, it is possible to know a small number well. The purpose of Growth Groups at nvbc is:

Authentic Relationships, Bible Study, Care, Dedicated Prayer

Q:

How do I join a Growth Group?

A:

Contact Byran Shirley (Pastoral Care Pastor)

✉ bryanshirley@nvbc.info 📞 43285550 or 0448113258

Youth

Phill Pallas ✉ phillpallas@nvbc.info 📞 0448113198

Young Adults

Matt Andrew ✉ mattandrew@nvbc.info 📞 43285550 or 0431233836

Prayer & Pastoral Requests

Q:

How do I pass on a prayer or pastoral request?

A:

Each Sunday service, care cards can be filled in and deposited in the wooden box at either exit. These requests are filtered to the appropriate prayer chains or pastoral care people via the Pastors.

If you are in a growth group, contact your Growth Group Leader.

If you are not in a growth group, contact:

Bryan Shirley—Pastoral Care Pastor

✉ bryanshirley@nvbc.info 📞 43285550 or 0448113258

Youth—Phill Pallas ✉ phillpallas@nvbc.info 📞 0448113198

Young Adults—Matt Andrew ✉ mattandrew@nvbc.info 📞 0431233836

--- Pastoral Care ---

◀ Sunday Services ▶

Q:

Where are Sunday Services held and at what time?

A:

NVBC holds two services each Sunday: 9.30am and 6pm
Since the collapse of the church roof in October 2007, our current
Sunday home is the Seventh Day Adventist Church—73 Deane St, Narara

Q:

Does NVBC programs for children on Sunday's

A:

Kids Church, Creche and Youth programs operate concurrently with our
morning Sunday Service during school terms. A cry room is also
available for those with babies requiring a quiet place during both
services.

The information in this resource was correct to the best of our knowledge at the time of publication.

Revised: May 2010

FAQ's will be updated periodically.
All additions, corrections, or questions are welcome and will be considered.

Email **church@nvbc.info**
Please write: Attn: Maureen Sproule
in the Subject line.

