OCF CHURCH

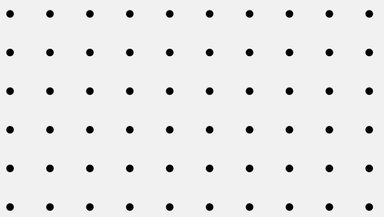
LEADERSHIP MEETING

OCTOBER 12, 2025

Welcome & Goals

Learning from the Orchestra

OCF Orchestra



OCF Orchestra

God the Father is the Patron
God the Son is the Composer
God the Spirit Empowers

OCF Orchestra

God the Father is the Patron
God the Son is the Composer
God the Spirit Empowers
All of OCF are the musicians

OCF Orchestra

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All of OCF are the musicians
Ministries are the sections

OCF Orchestra

God the Father is the Patron
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All of OCF are the musicians
Ministries are the sections
Ministry Leaders are the Principals

OCF Orchestra

God the Father is the Patron
God the Son is the Composer
God the Spirit Empowers
All of OCF are the musicians
Ministries are the sections
Ministry Leaders are the Principals
Elders are the Conductor

Agenda

Agenda
Sunday Oct 12, 2025
OCF Leadership Meeting

OCF Leadership = Elders + Ministry Leaders + Community Group Leaders + Staff

Goals of this Meeting:
- Connection & Encouragement
- Direction
- Empowerment through new systems & communication

1:00-1:10 (10 min)	**Welcome & Goals** Brandon	Reasons why OCF Leadership matters
1:10-1:20 (10 min)	**Connect & Grow** Ryan	Leaders set the tone of connecting & growing
1:20-1:30 (10 min)	**Care & Prayer** Mark	OCF Serves 72 Hours of Prayer Prayer Groups
1:30-1:45 (15 min)	**4 Corners** Ryan	Connection opportunity
1:45- 2:00 (15 min)	**What's New** Brandon	Growth (Covenant Gatherings) OCF App is live! The New Database
2:00- 2:30 (30 min)	**Systems & Communication** Marina	Resource Website (PW: _____) PII training What to know about the app & database TLC (**T**he **L**eadership **C**ommunication) Form
2:30-2:45 (15 min)	**Updates** Brandon	Calendar ByLaws Staff Elders
2:45- 3:00 (15 min)	**Prayer & Benediction** Mark	Holding everything up to the Lord

Next Steps:
- ☐ Add March 1st & August 9th, 2026 to your calendar (next OCF Leadership Meetings)
- ☐ Pray for discernment about potential elders. If you feel led, fill out the Elder Nomination Form
- ☐ Fill out the TLC Form if you have any prayers, praises, ideas, comments, questions
- ☐ Let Mark know if you think of anyone who could lead the Urgent Prayer Request Team
- ☐ Let Marina know, via the App Feedback Form or email, of any needed changes to the app
- ☐ Pray without ceasing

Connect & Grow

Connect & Grow

Connect:
Help every person build kingdom relationships within the church family

Grow:
Help every person take tangible steps toward maturity in Christ

Connect & Grow

Connect:
connect → commit → contribute

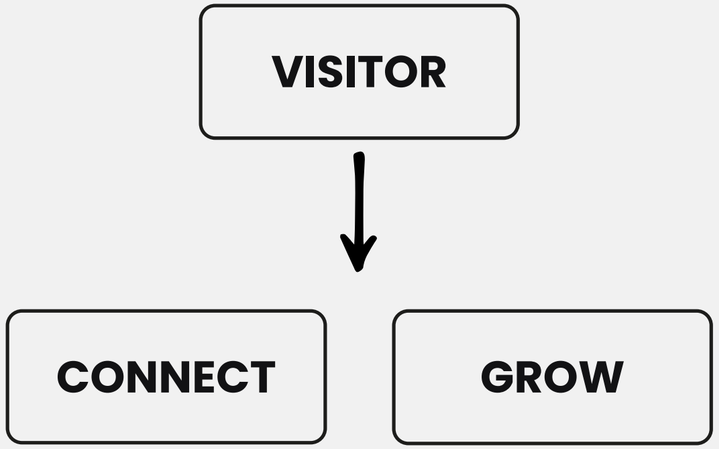
Grow:
explore → equip → empower

Connect & Grow

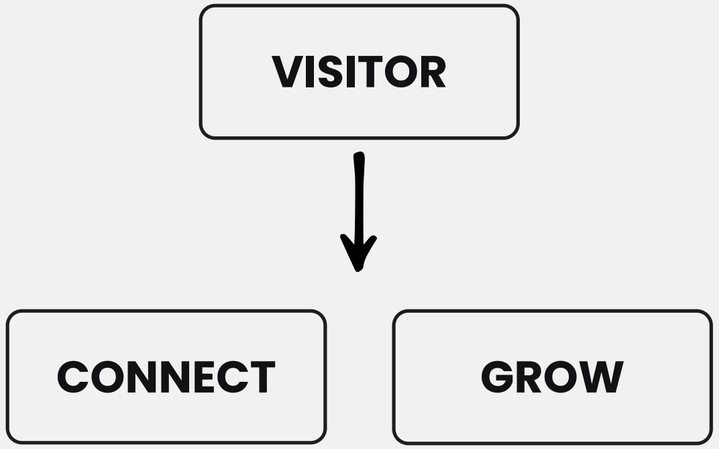
that everyone would know

1. *Where they are*
2. *What their next steps could be*
3. *How to take those steps*

Connect & Grow



Connect & Grow



Ministries

FAMILY
OCF Kids
YOCF

ADULT
Young Adults
Men’s
Women’s

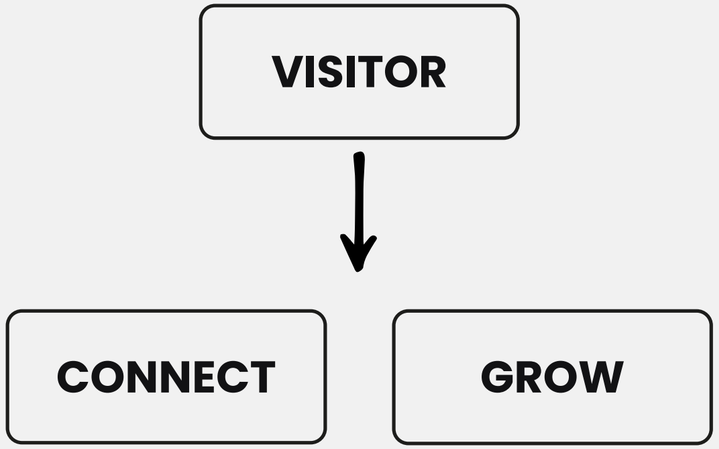
Connect & Grow
Connections Team
Community Groups
Classes

MISSIONS
Missionaries
Church Planters

INTERNAL CARE
OCF Helps
Marriage
Widows
Benevolence
Wisdom Council
Prayer
Soul Care

EXTERNAL CARE
York House
Bridge to Hope
Unplanned Pregnancy Care & Post-Abortion Healing

Connect & Grow



Ministries

FAMILY

OCF Kids - C, G

YOCF - C, G

ADULT

Young Adults - C, G

Men's - C, G

Women's - C, G

Connect & Grow

Connections Team

Community Groups - C, G

Classes - G

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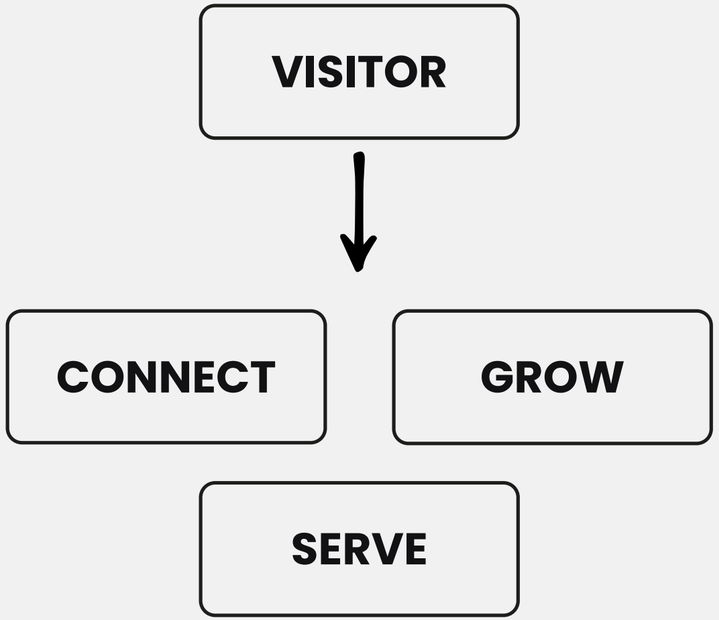

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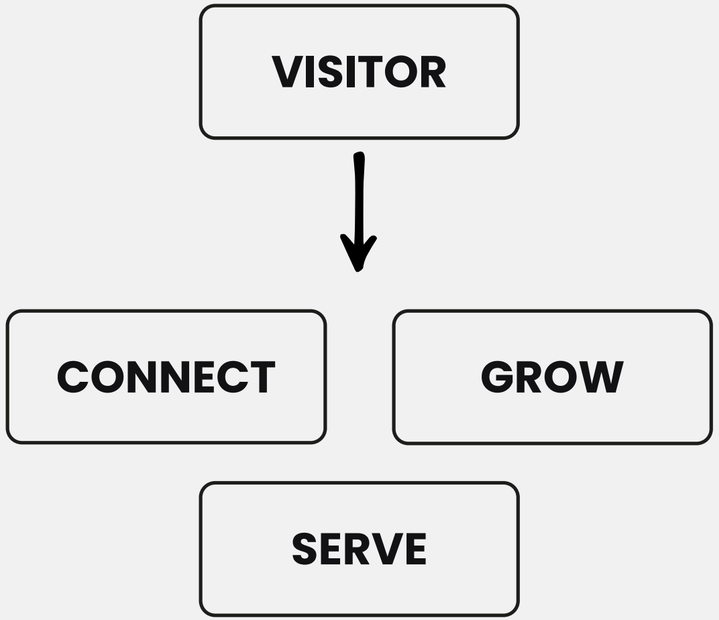


Ministries

FAMILY

OCF Kids - C, G, S

YOCF - C, G, S

ADULT

Young Adults - C, G

Men's - C, G

Women's - C, G

Connect & Grow

Connections Team - S

Community Groups - C, G

Classes - G

MISSIONS

Missionaries

Church Planters

INTERNAL CARE

OCF Helps - S

Marriage - G

Widows - C

Benevolence

Wisdom Council

Prayer - S

Soul Care - G

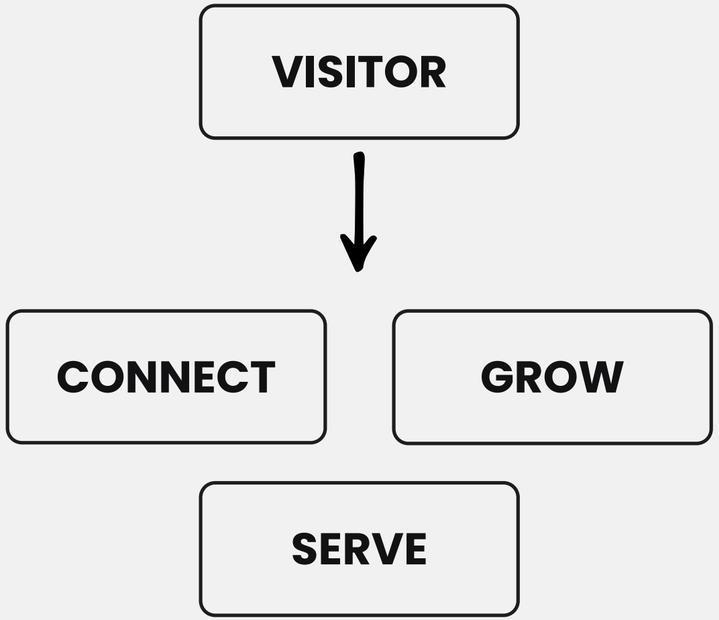
EXTERNAL CARE

York House - S

Bridge to Hope - S

Unplanned Pregnancy Care & Post-Abortion Healing - S

Connect & Grow



28 Him we proclaim, warning everyone and teaching everyone with all wisdom, ***that we may present everyone mature in Christ****.*
Colossians 1:28

Ministries

FAMILY

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Connect & Grow

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Community Groups - C, G
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Missionaries
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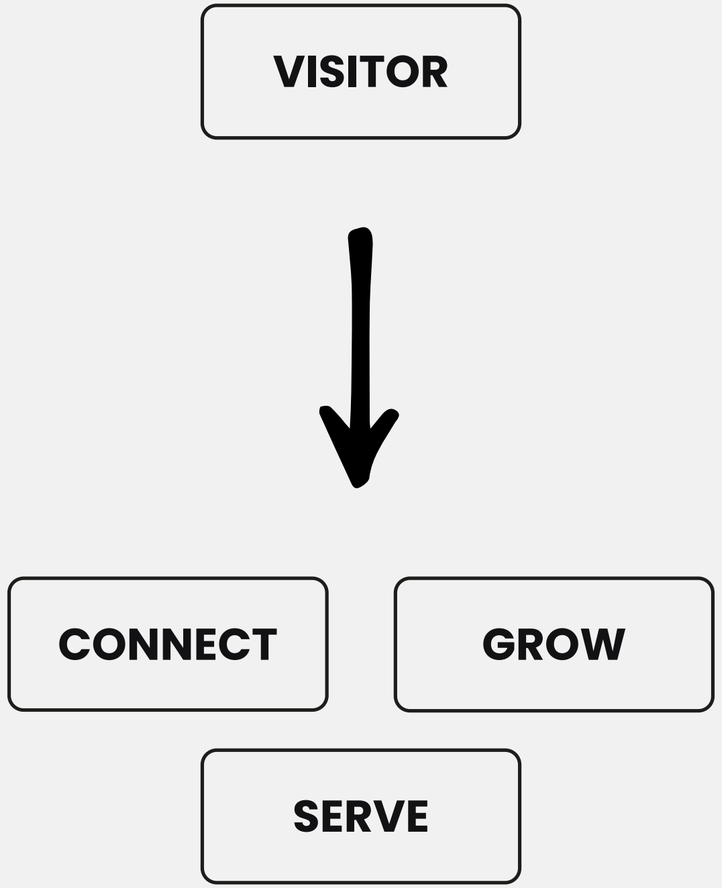
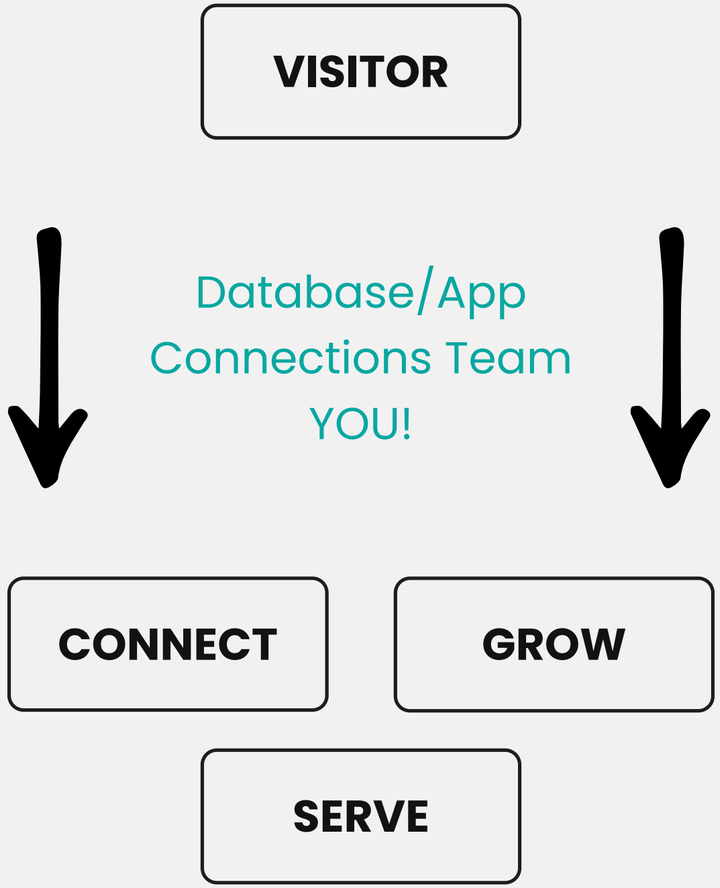
Connect & Grow



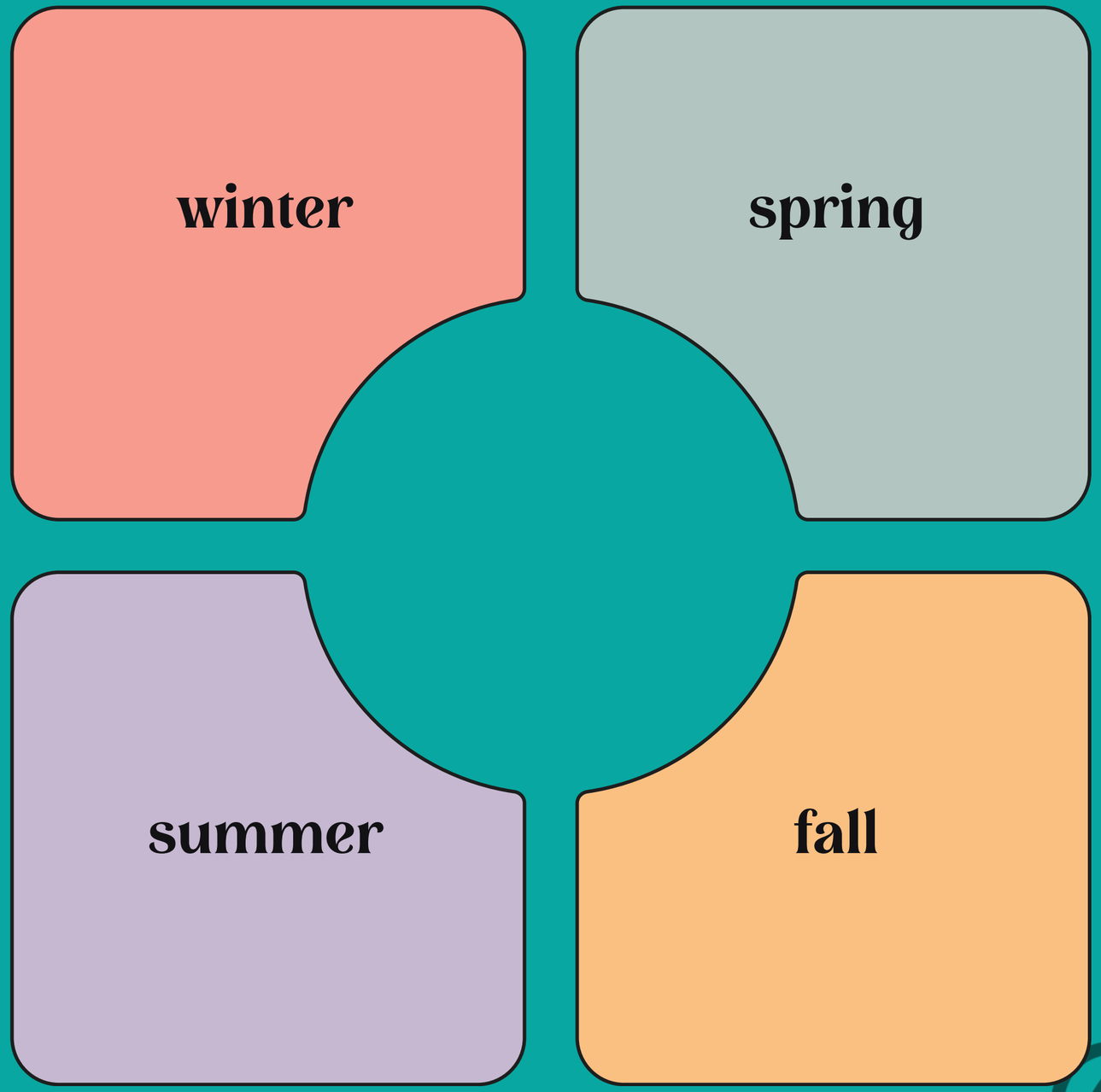
Connect & Grow



YOU set the tone!

4 CORNERS

Best season of the year



Best season of the year

If you had one free day with no responsibilities, how would you spend it?

winter

spring

summer

fall

go-to vacation vibe

beach relaxation

city exploration

outdoor camping

theme park thrills

go-to vacation vibe

What's a a place that feels like home to you, even if you don't live there?

beach relaxation

city exploration

outdoor camping

theme park thrills

most overrated drink

pumpkin-spiced anything

kombucha

sparkling water

matcha

most overrated drink

If you had to teach a class on something you love, what would it be?

pumpkin-spiced anything

kombucha

sparkling water

matcha

your next trip is to...

Hogwarts

Narnia

Middle Earth

A galaxy far, far away

your next trip is to...

If someone described you in 3 words, what would you want them to say?

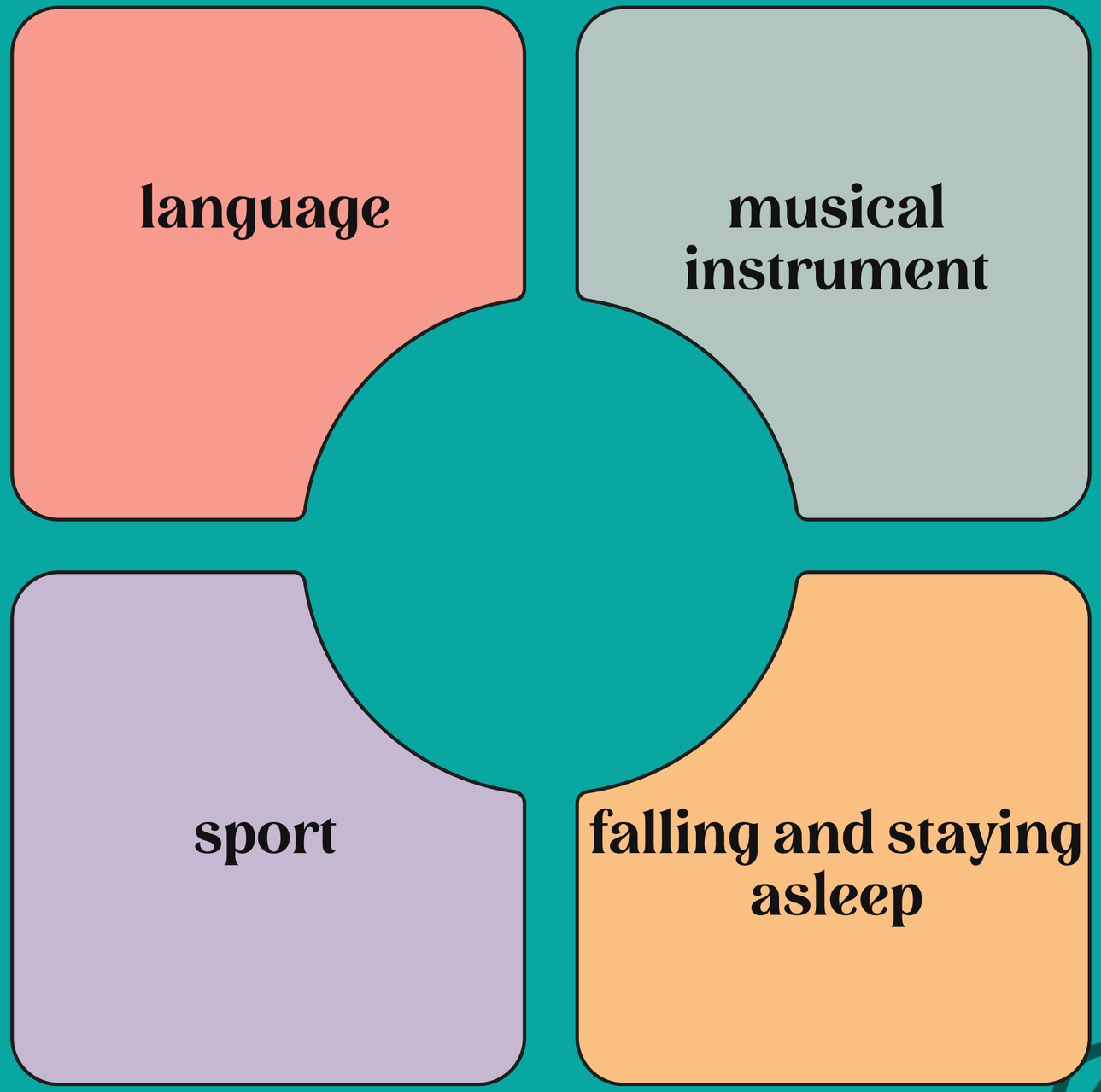
Hogwarts

Narnia

Middle Earth

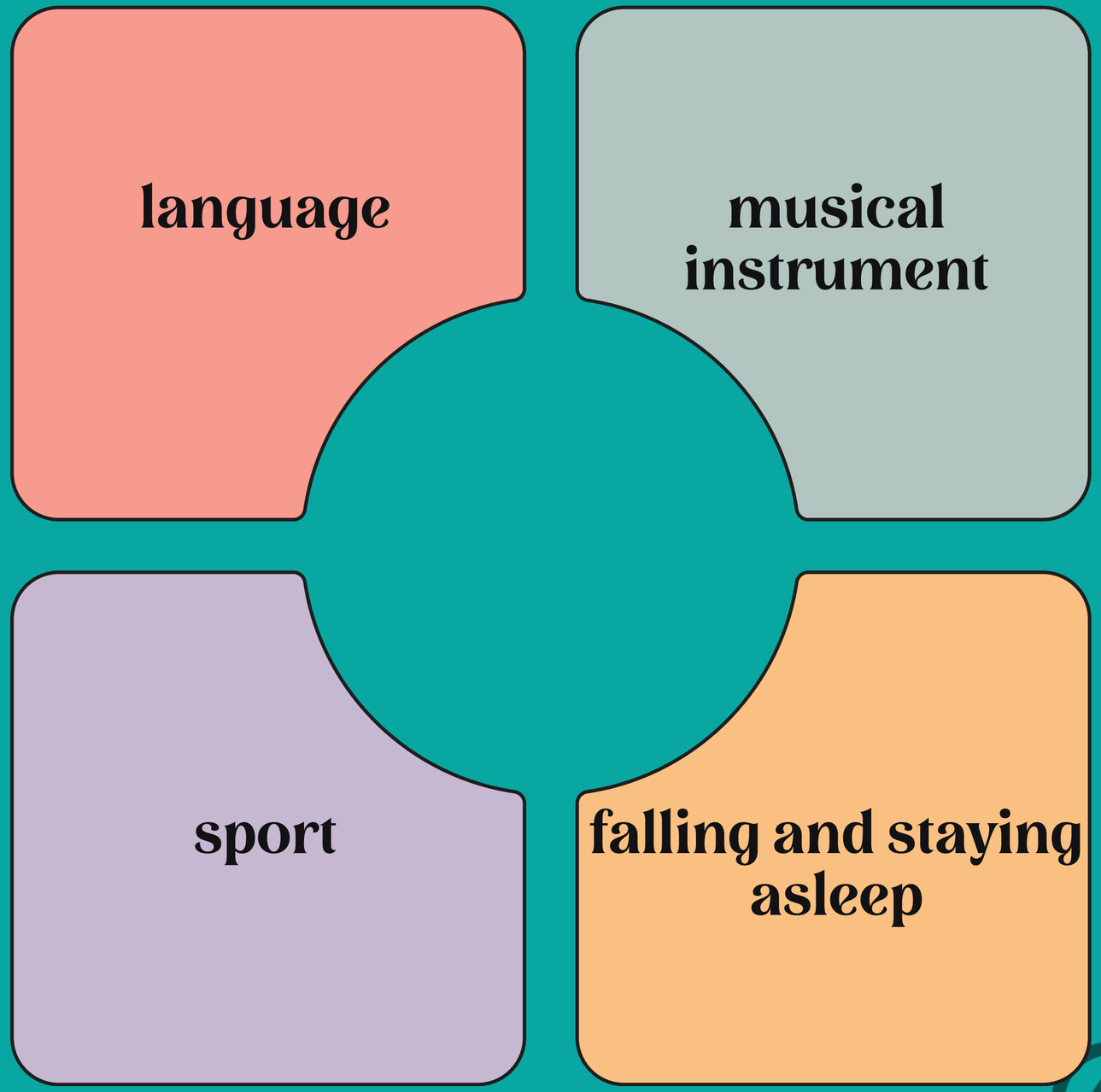
A galaxy far, far away

if you could master something overnight...



if you could master something overnight...

If you could relive one day from the past year, which would it be and why?



Care & Prayer

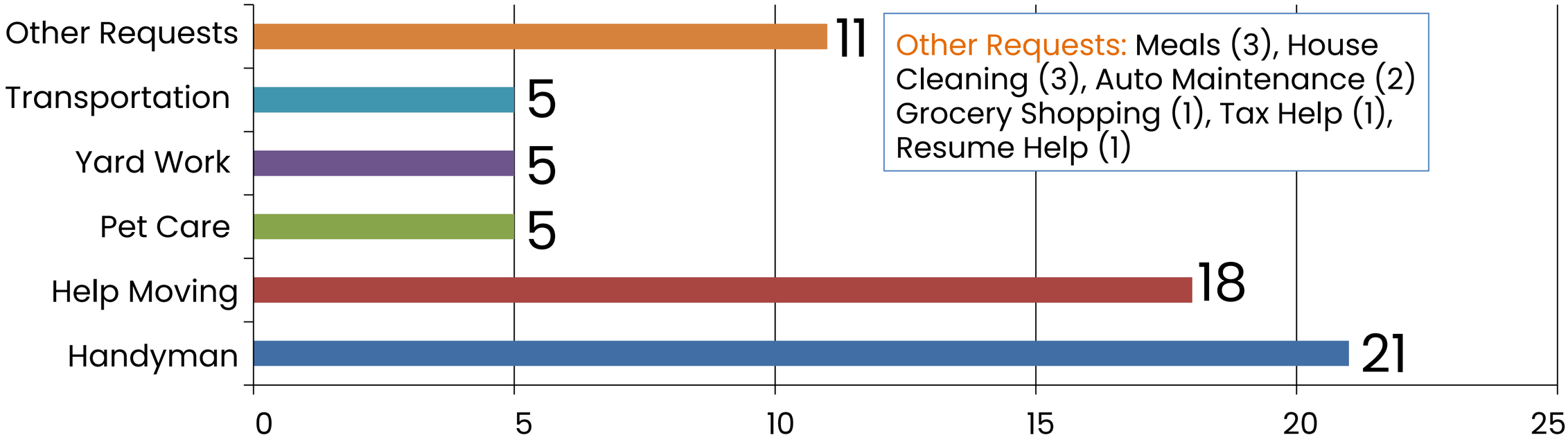
OCF Helps

OCF Helps—Two Years of Care (Nov 2023–Oct 2025)

65
Total Requests

37
Different People Requested Help

17
Different People Served Others



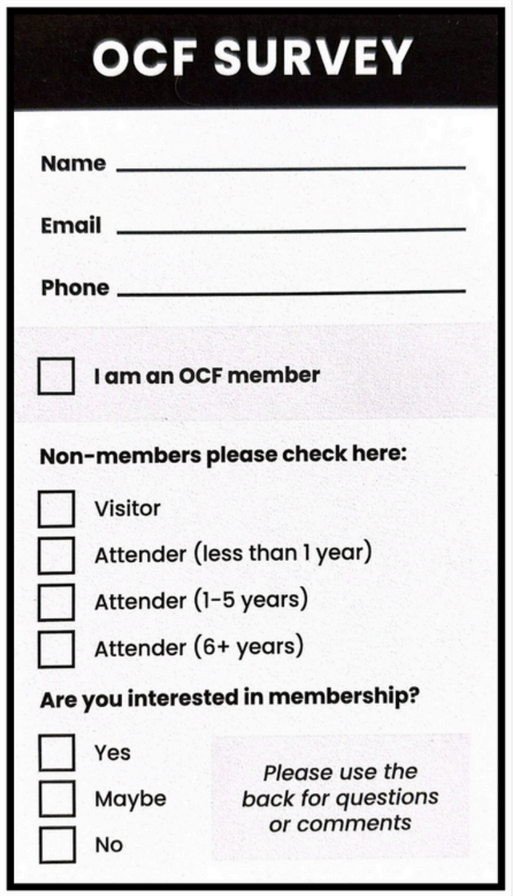
"OCF Helps continues to connect our community in meaningful, practical ways."

Prayer Groups

Prayer Groups

WEEKLY PRAYER	URGENT PRAYER	ELDER-ONLY PRAYER

What’s New

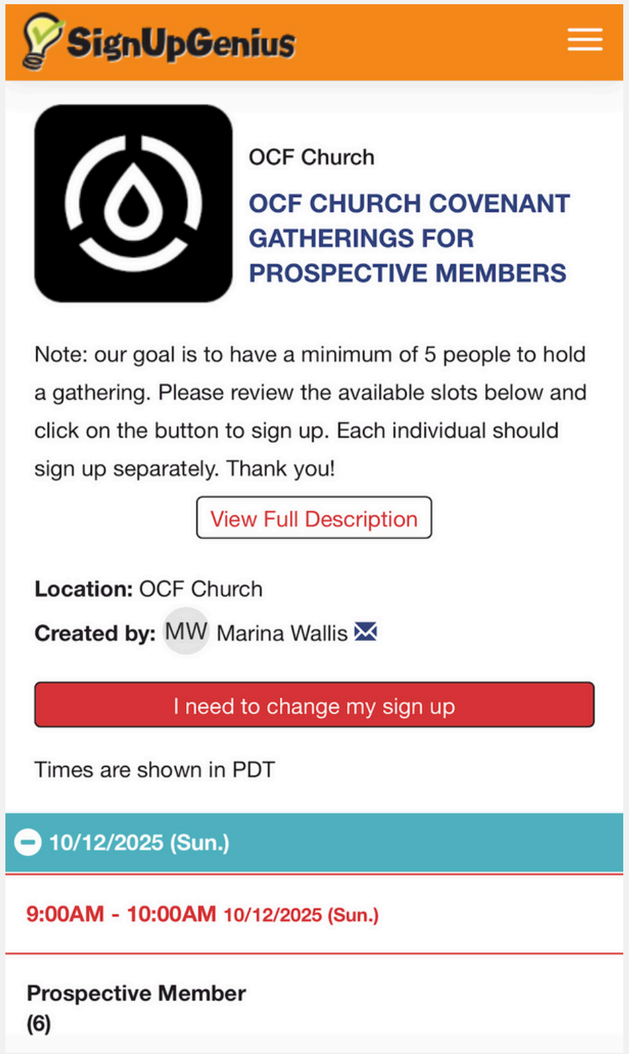


Survey Cards

On Sep. 7th we received 393 completed survey cards

Of the Non-Members, most are **Attenders (1-5 Years)**

	# of inputs	Percent
Member	**159**	40%
Visitor	**22**	6%
Attender (Less Than A Year)	**51**	13%
Attender (1-5 Years)	**102**	26%
Attender (6+ Years)	**59**	15%
	393	100%



Covenant Gatherings

Signed Up: 99 people

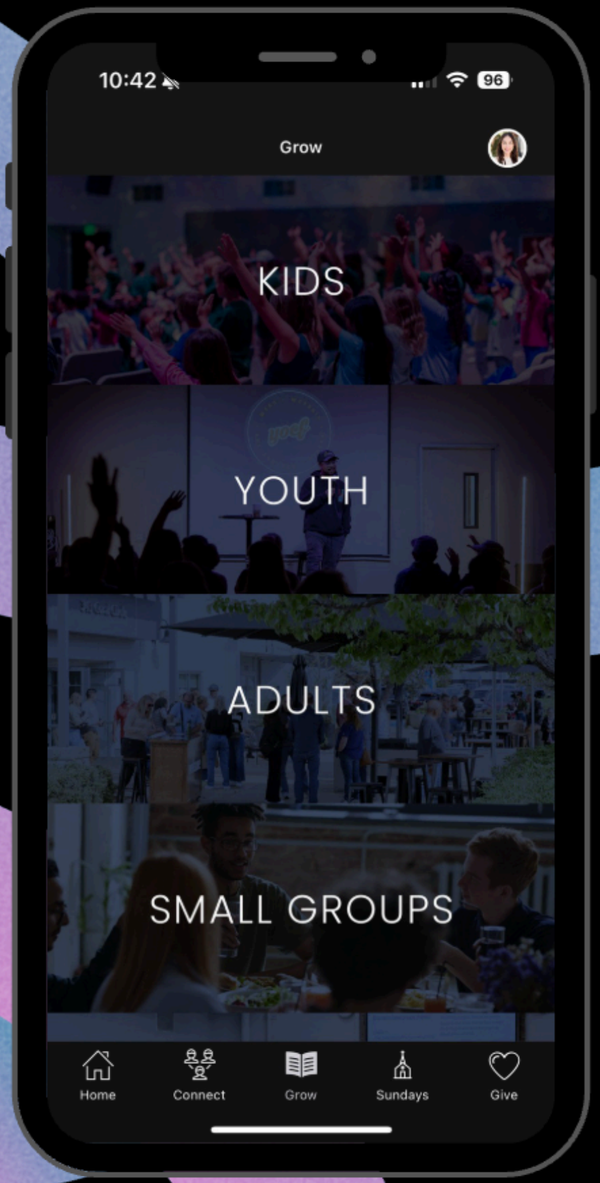
44 of 59 who have attended to date have turned in their completed Application & signed Covenant

Gatherings are scheduled through the end of October

Spaces still available!

We will announce New Members on Sunday Dec 7th

OCF CHURCH



Download the OCF Church App

Systems & Communications

Communication

In-Person
Relationships are key

Website

Intended Audience:
People searching for a church & Visitors

OCF App

Intended Audience:
Attenders & Members of OCF

The Database

Login Access by:
OCF Leadership

Members of OCF *(eventually)*

App Download Instructions

STEP 1 | Open the App Store

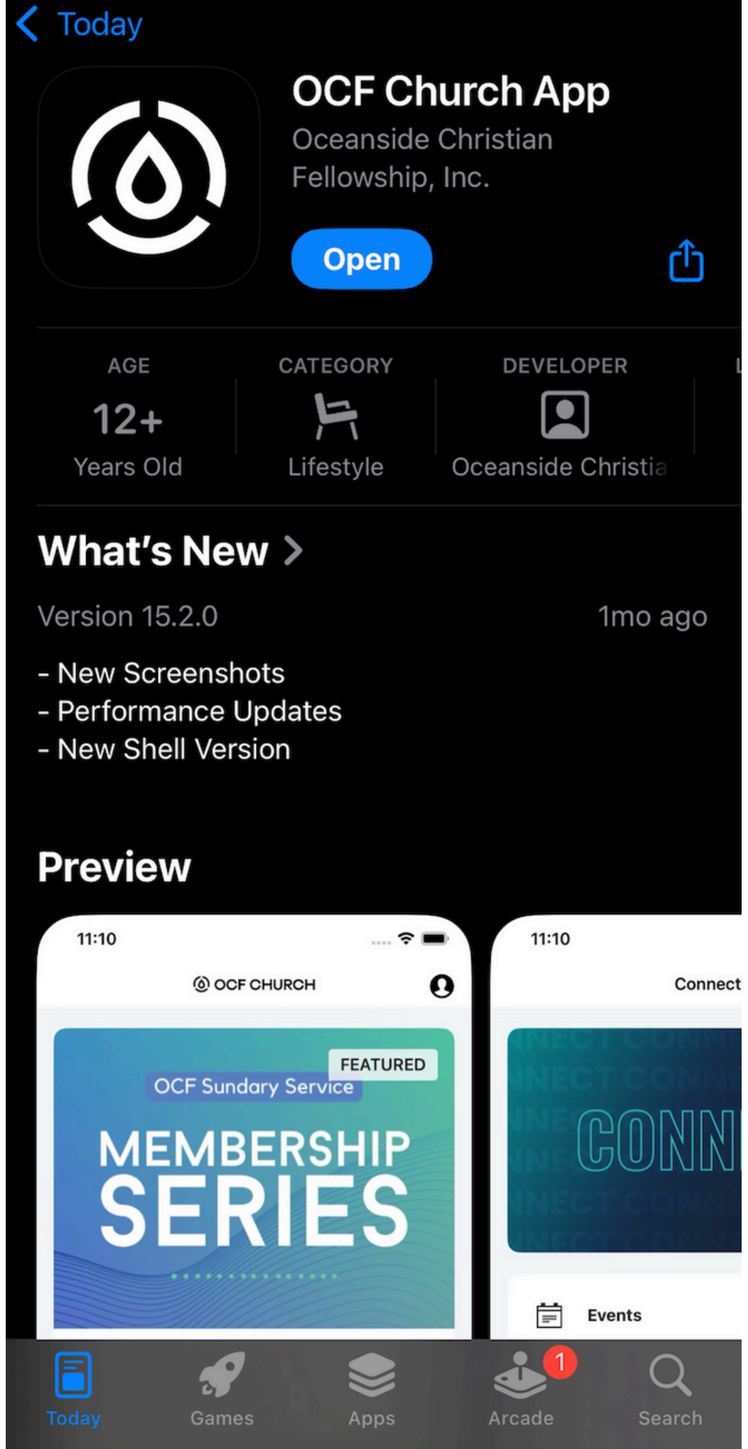
Navigate to the App Store app on your iPhone or Android device.

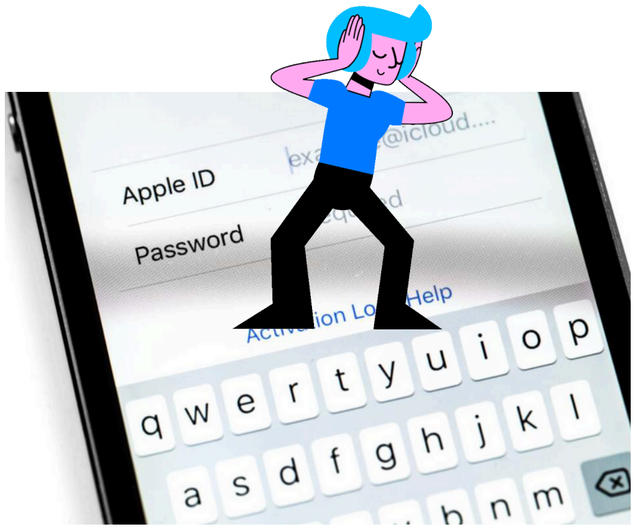
STEP 2 | Search for “OCF Church App” and download

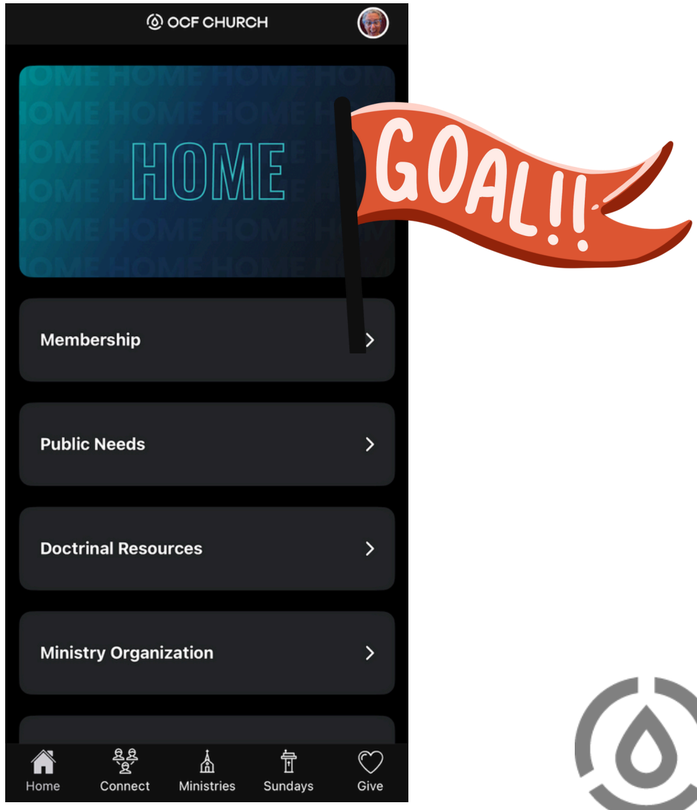
Search for the official church app using these keywords. When you find our church app, proceed to download. The app icon should look like this:

STEP 3 | Login to your profile

Upon opening the app, click the user profile icon in the top right corner, and click the button that says, “Sign in or Register”. You will need to enter your mobile phone number and input the 6-digit security code that you will receive.



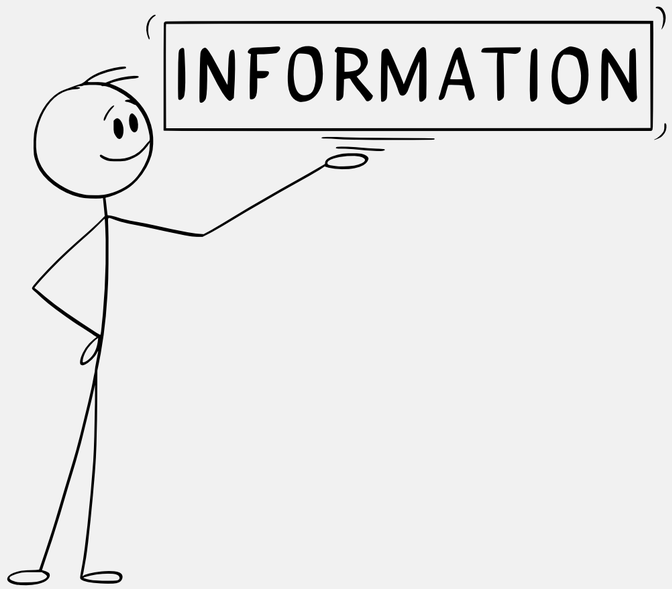




2 Ways to Use the App

A OCF App

Downloaded

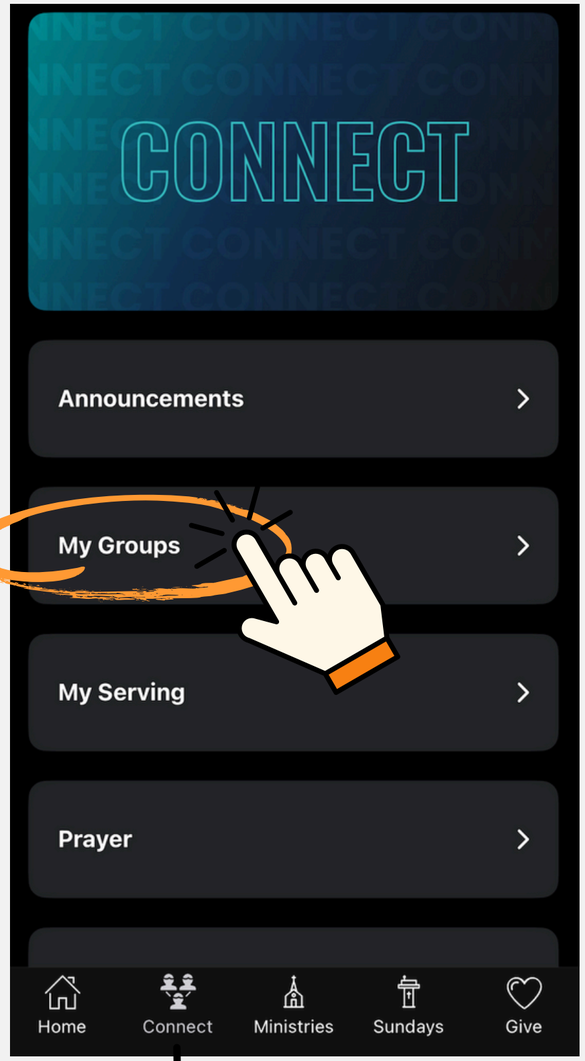


B OCF App

Downloaded
+ Profile Logged In

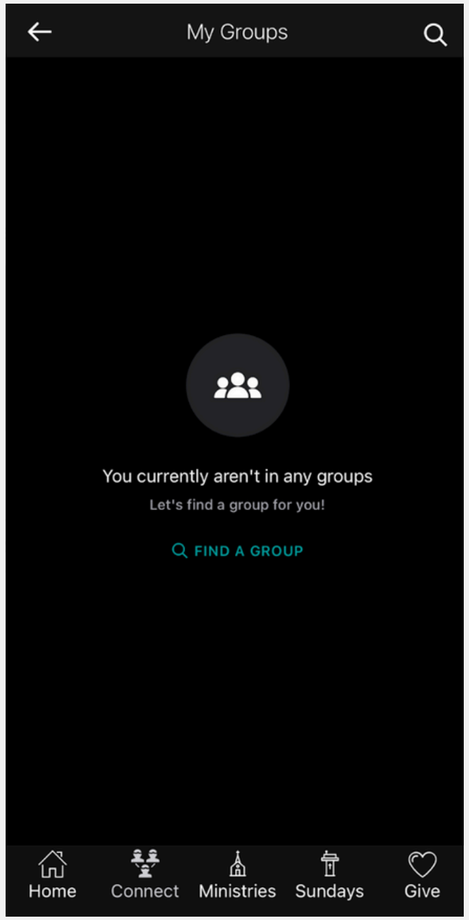
Connect > **My Groups**

Give > **Giving Statements**



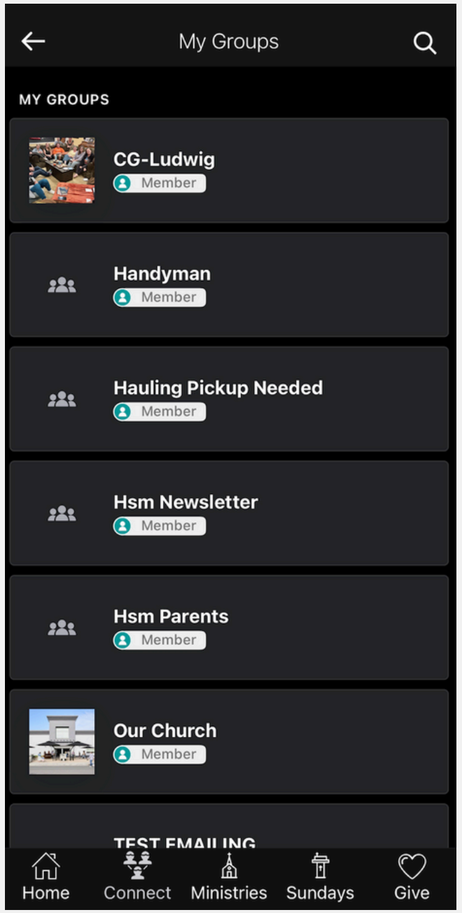
A

Downloaded



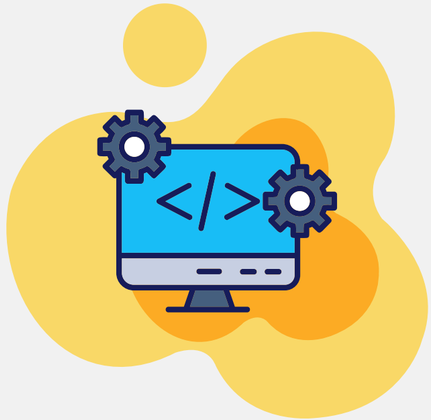
B

Downloaded + Profile Logged In



Communication

OCF People



OCF Leadership

OCF App ⟷ **The Database**

Intended Audience:
Attenders & Members of OCF

Login Access by:
Staff
Ministry Leaders

Profile Information

Need to have:

First Name
Last Name
Email Address
Mobile Phone #
Mobile Carrier
Address

Nice to have:

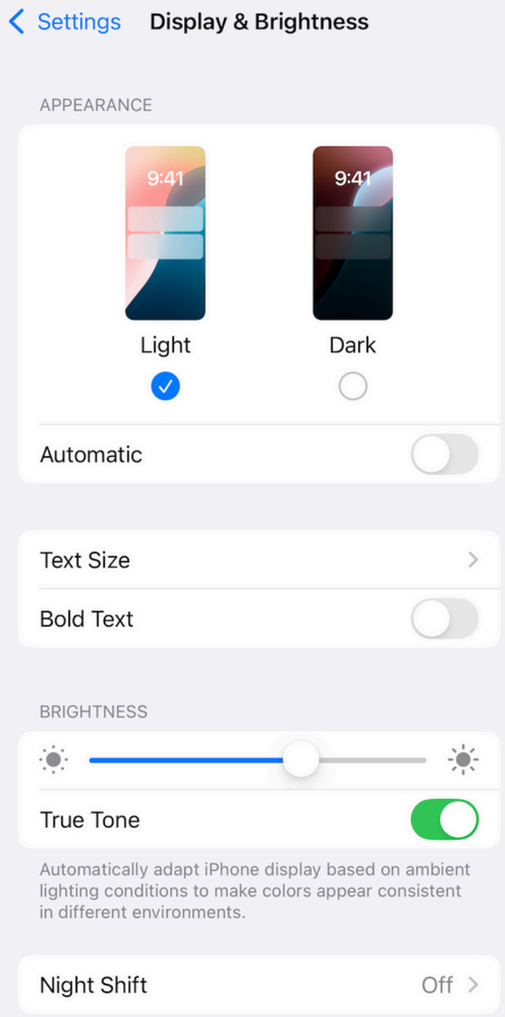
Birthdate
Gender
Marital Status

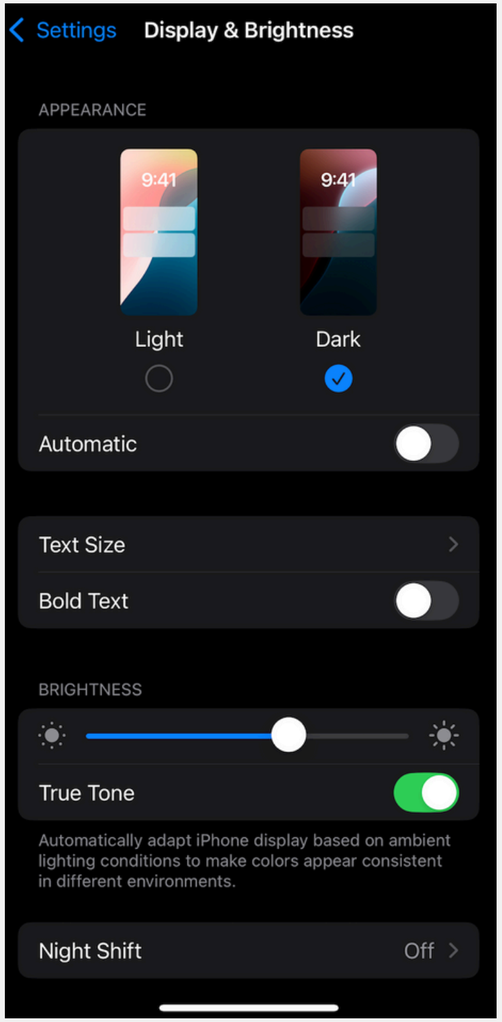
Marina will create profiles for
any Adults who are
not yet in the system.
Just send her their info.

Light Mode

Dark Mode

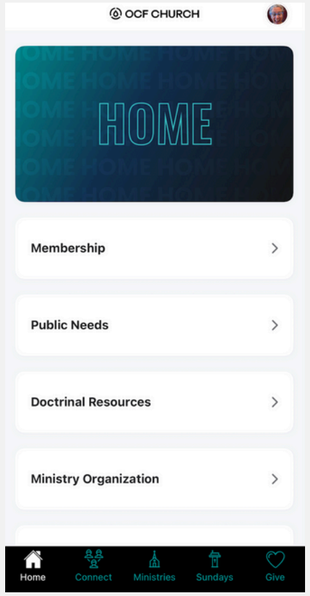
What's your preference?

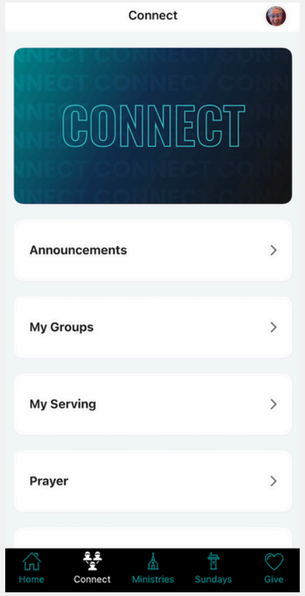


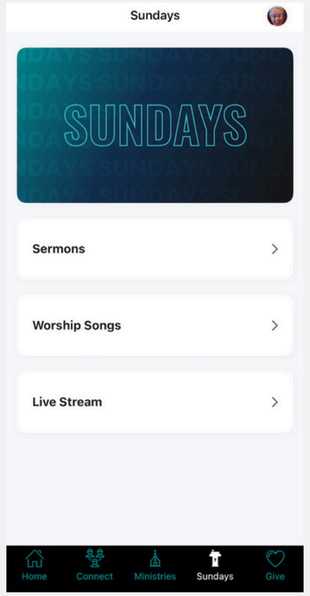


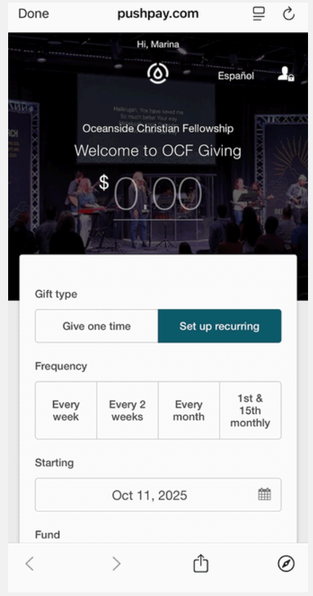
5 Containers

Light Mode

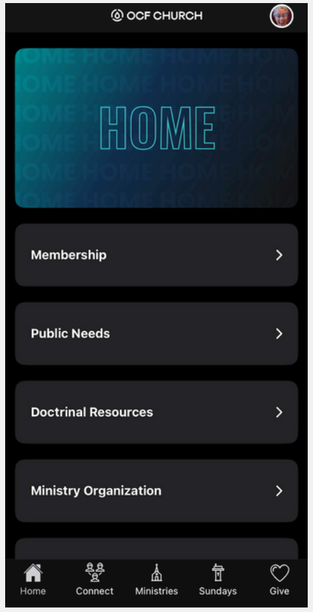


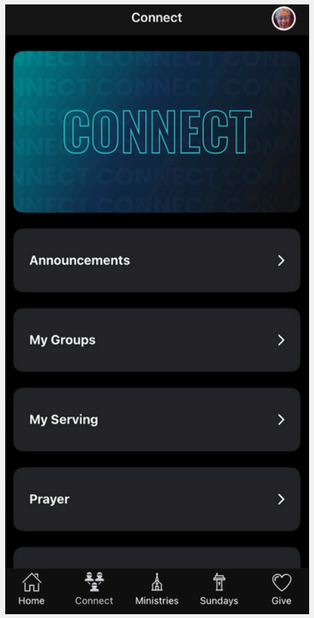


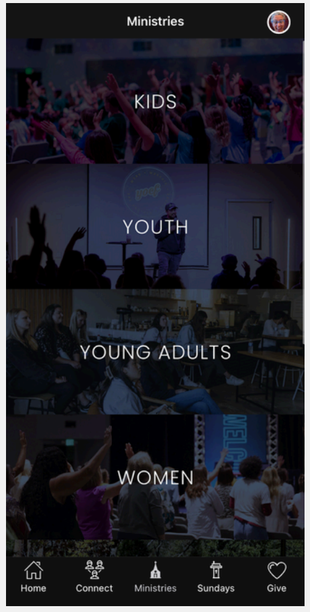


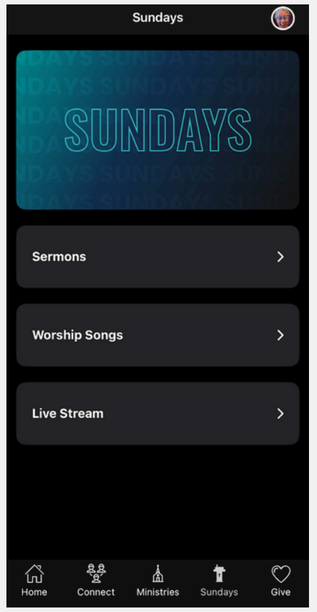


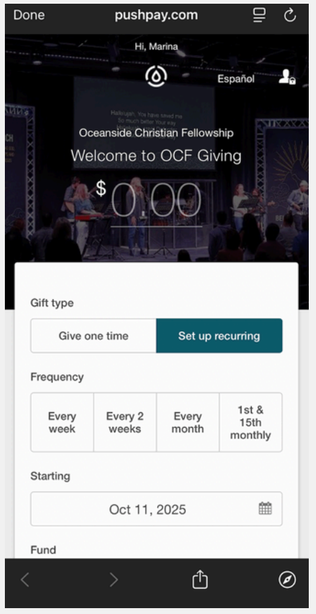
Dark Mode

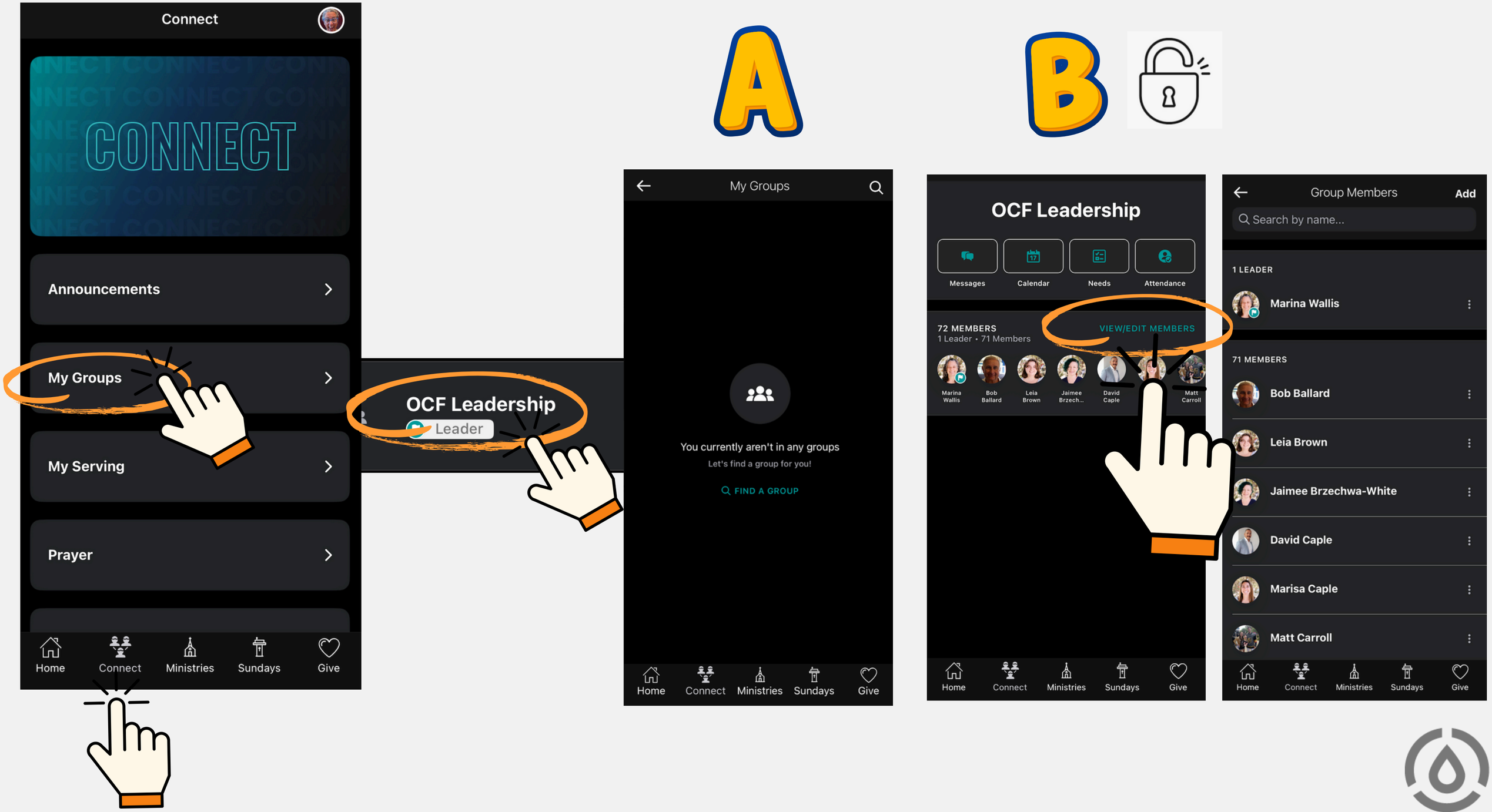




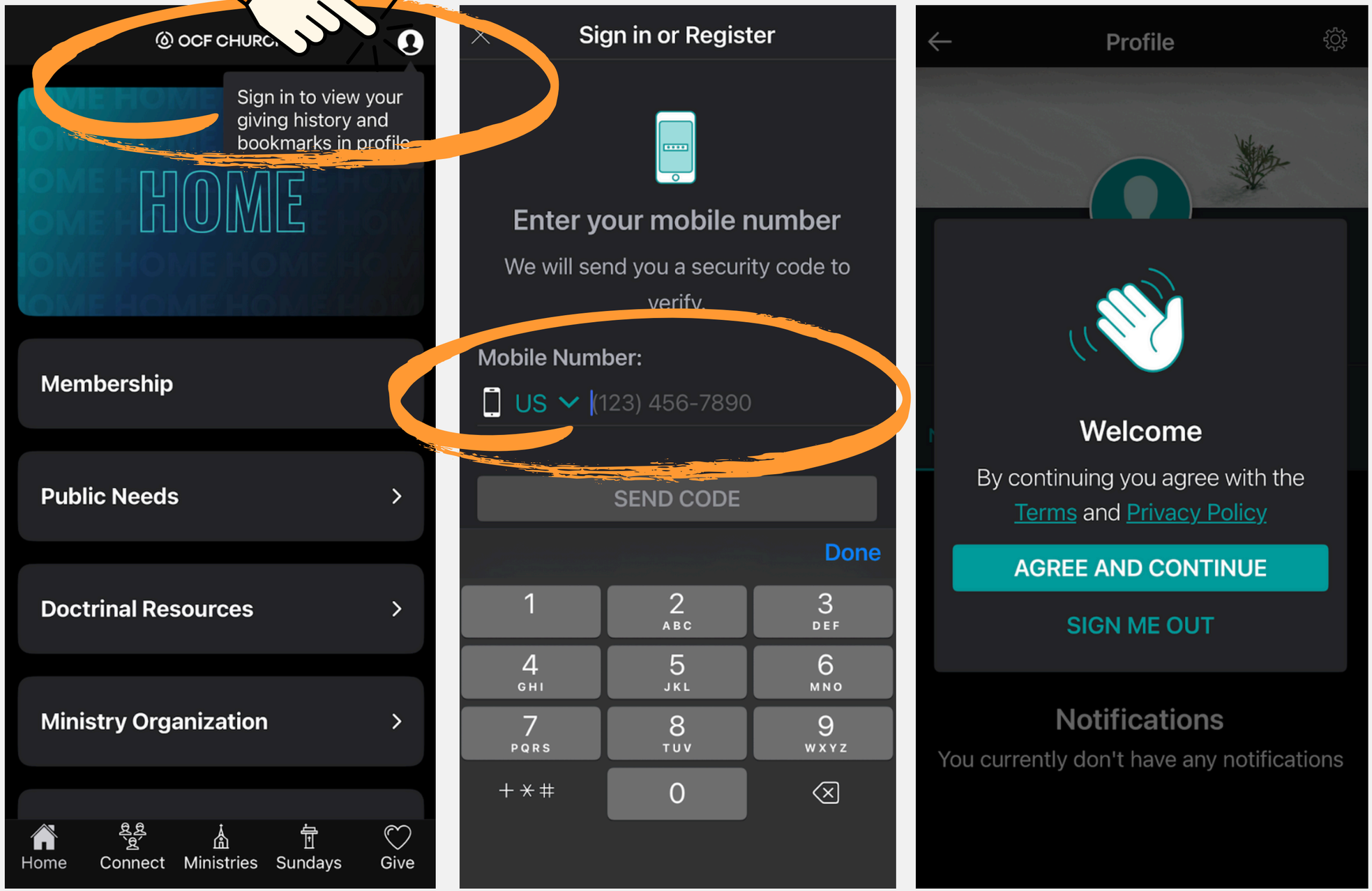


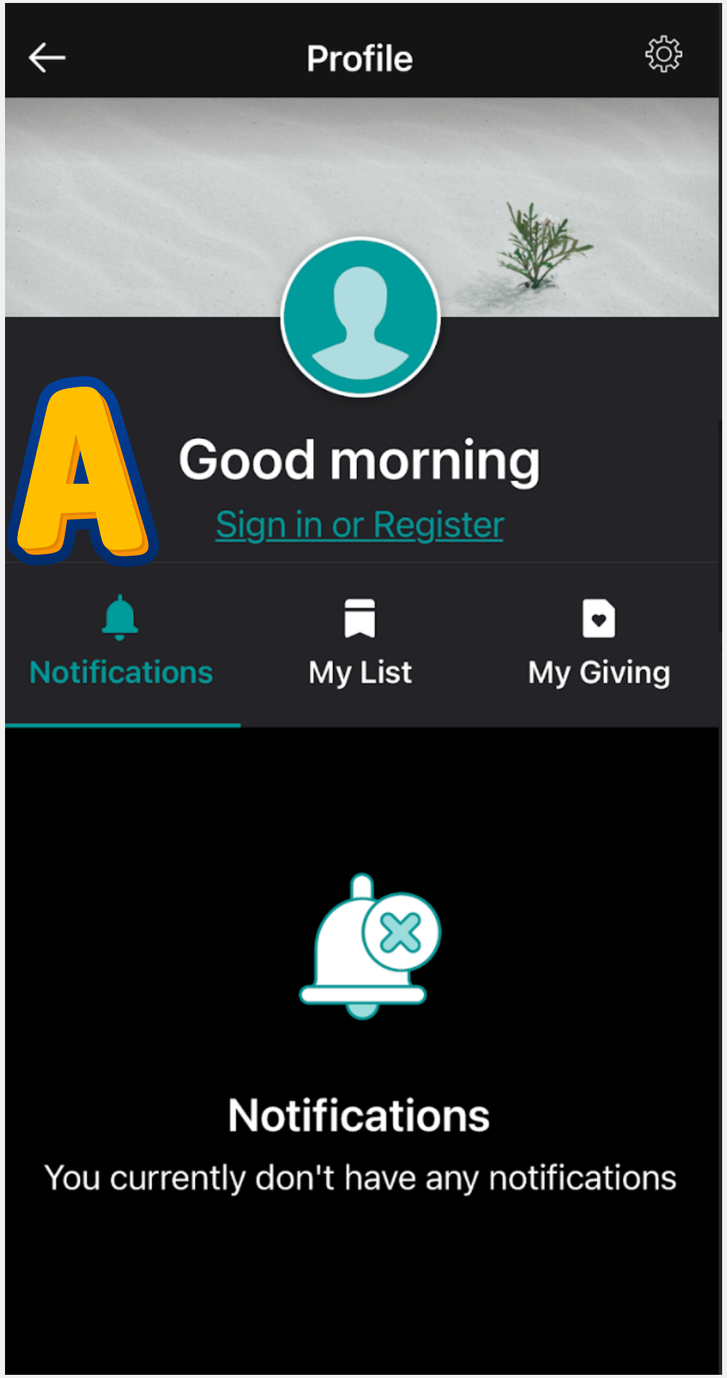


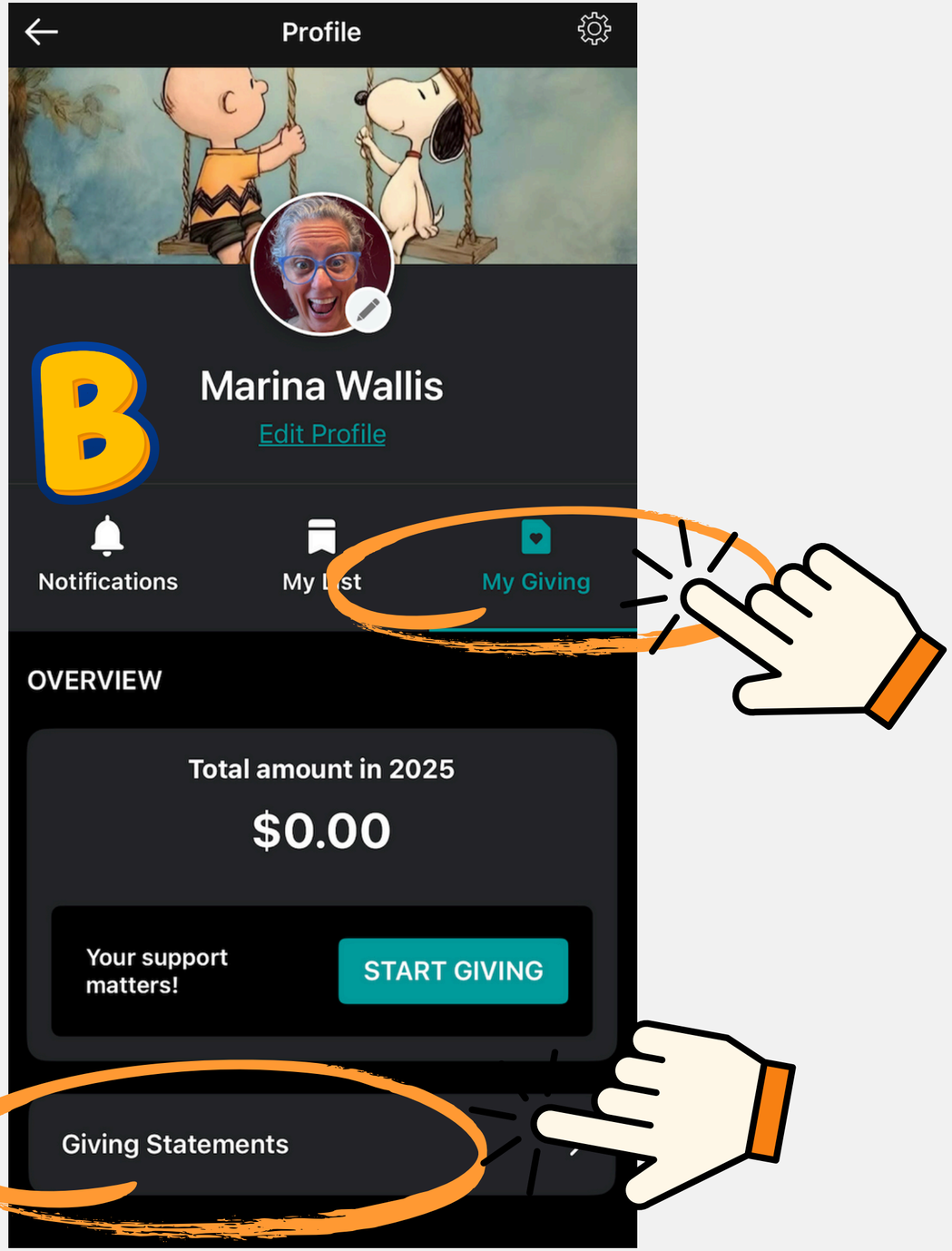



Connect
CONNECT
Announcements
My Groups
My Serving
Prayer
Home
Connect
Ministries
Sundays
Give
OCF Leadership
Leader
A
My Groups
You currently aren't in any groups
Let's find a group for you!
FIND A GROUP
Home
Connect
Ministries
Sundays
Give
B
OCF Leadership
Messages
Calendar
Needs
Attendance
72 MEMBERS
1 Leader • 71 Members
VIEW/EDIT MEMBERS
Marina Wallis
Bob Ballard
Leia Brown
Jaimee Brzech...
David Caple
Matt Carroll
Home
Connect
Ministries
Sundays
Give
Group Members
Add
Search by name...
1 LEADER
Marina Wallis
71 MEMBERS
Bob Ballard
Leia Brown
Jaimee Brzechwa-White
David Caple
Marisa Caple
Matt Carroll
Home
Connect
Ministries
Sundays
Give

A

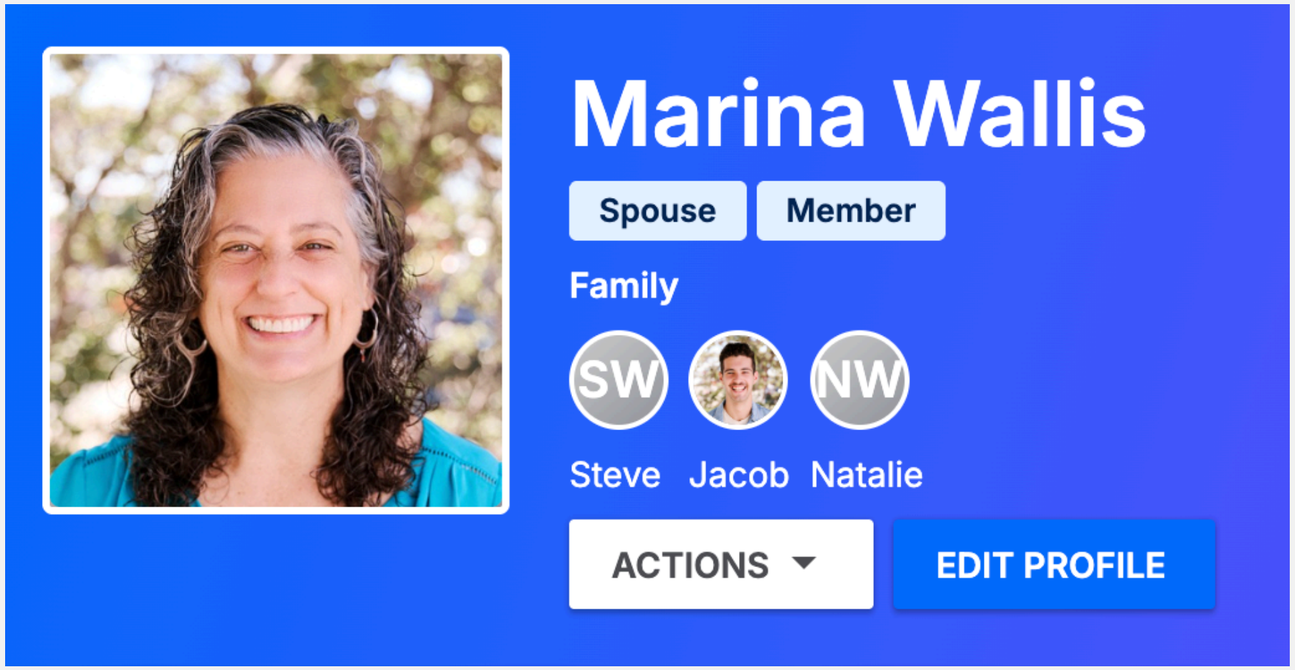

OCF CHURCH
Sign in to view your giving history and bookmarks in profile
HOME
Membership
Public Needs
Doctrinal Resources
Ministry Organization
Home
Connect
Ministries
Sundays
Give
Sign in or Register
Enter your mobile number
We will send you a security code to verify.
Mobile Number:
US
(123) 456-7890
SEND CODE
Done
1
2 ABC
3 DEF
4 GHI
5 JKL
6 MNO
7 PQRS
8 TUV
9 WXYZ
+ * #
0
Profile
Welcome
By continuing you agree with the Terms and Privacy Policy
AGREE AND CONTINUE
SIGN ME OUT
Notifications
You currently don't have any notifications


Profile
A
Good morning
Sign in or Register
Notifications
My List
My Giving
Notifications
You currently don't have any notifications


Profile
B
Marina Wallis
Edit Profile
Notifications
My List
My Giving
OVERVIEW
Total amount in 2025
$0.00
Your support matters!
START GIVING
Giving Statements

Profile Photos

The Database Profile Photo



OCF App Profile Photo

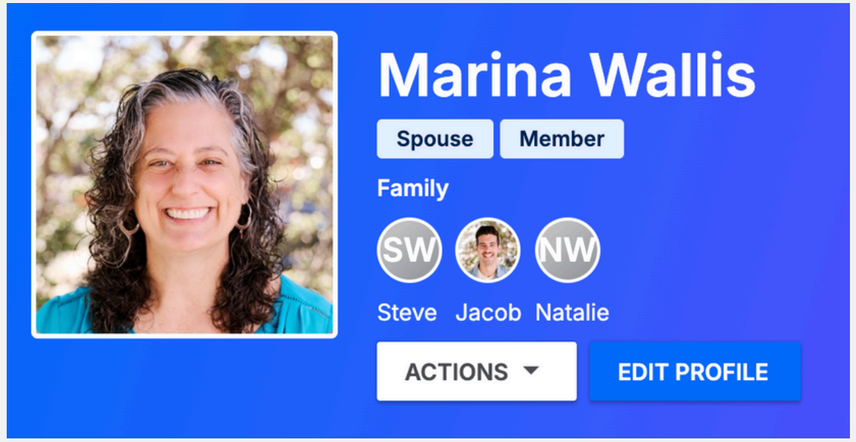
The Database Photo is what populates Participant Photos in Groups

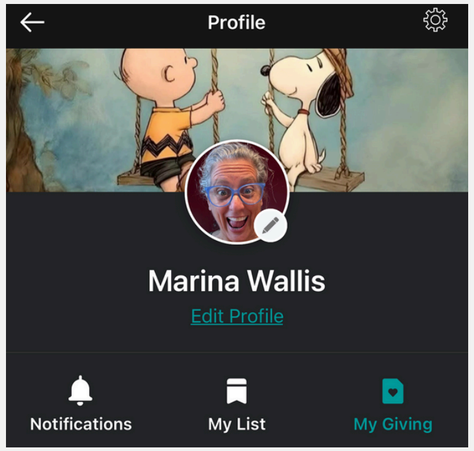
On 9/7/25 Hunter took photos on the Church Patio. ~100 photos were uploaded to the Database

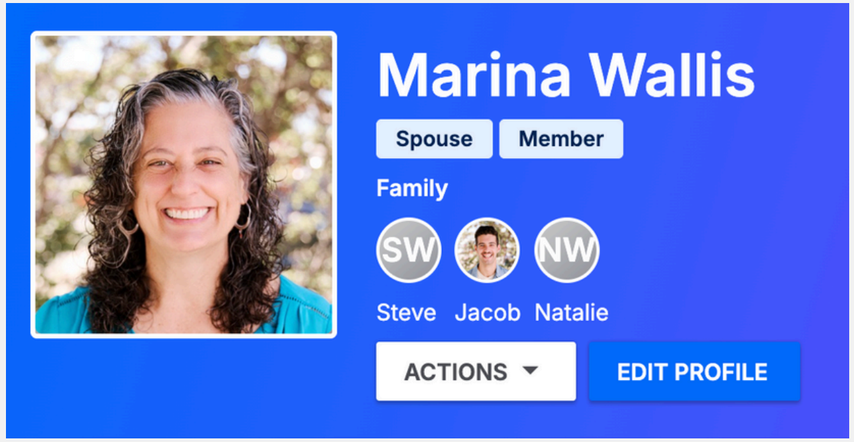
On 11/2/25 Hunter will take more photos on the Church Patio (the Baptism day!)

The Database

OCF App The Database







If the Database **has** a Profile Photo,

Then **that photo** appears in App groups

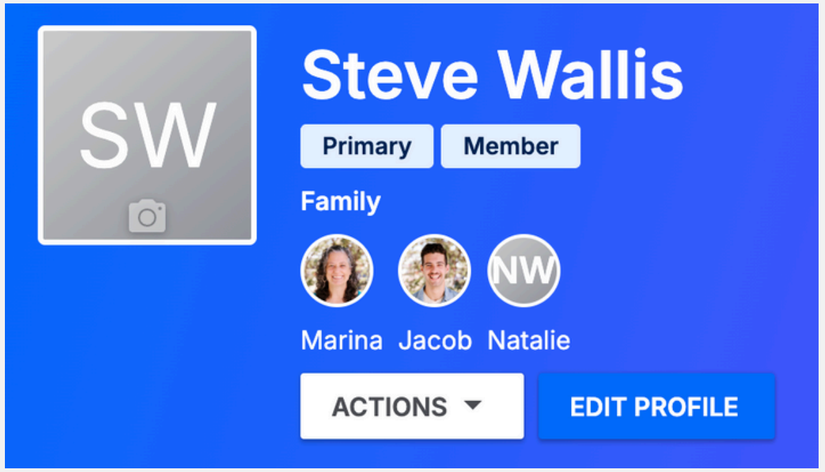
If that person adds a Profile Photo to their app,

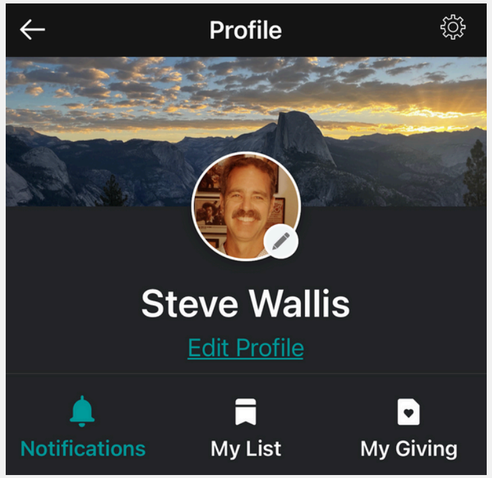
Then the App will **not** send that photo to the Database.

The Database Profile Photo will continue appearing in App groups

The Database

OCF App >>> The Database





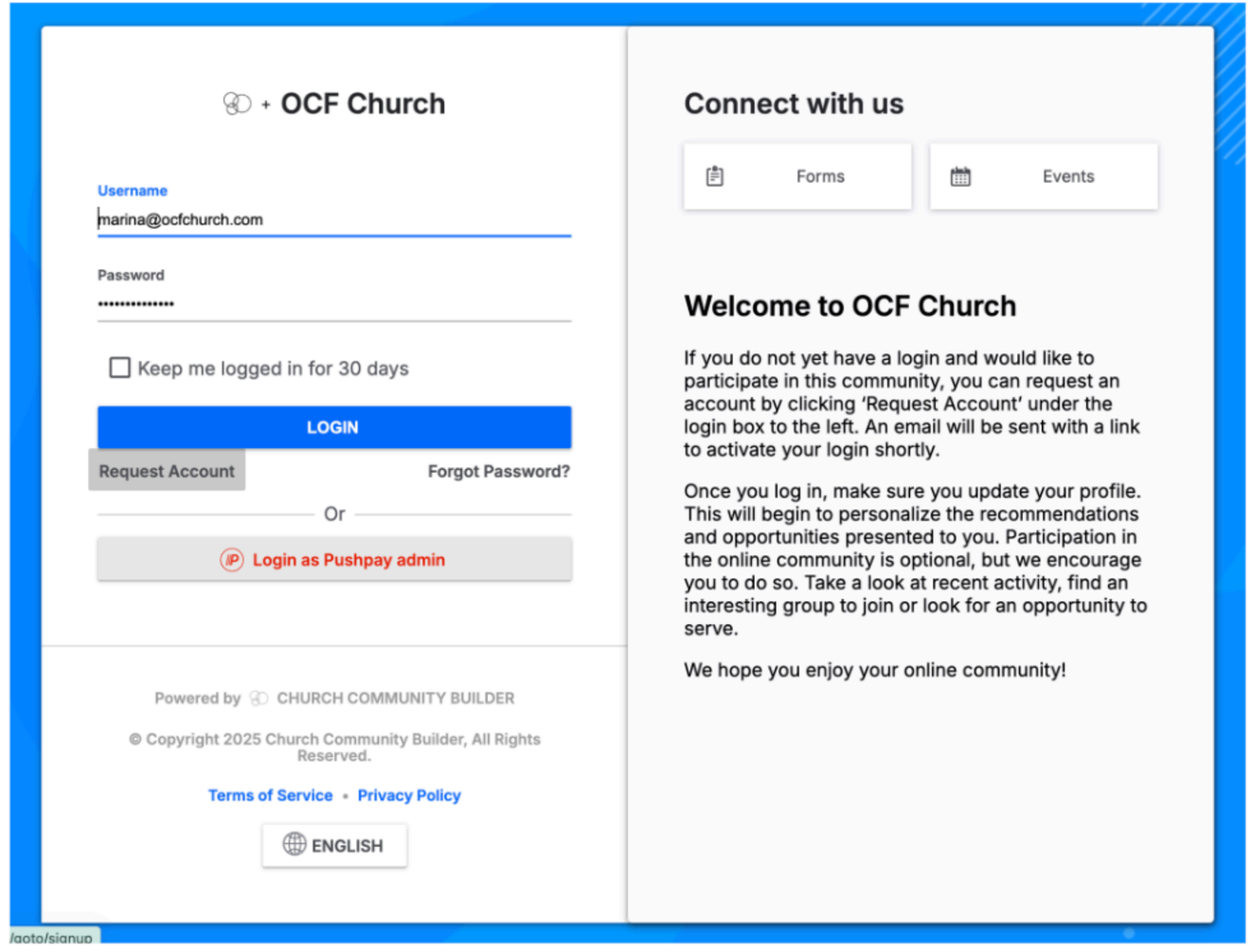
If the Database **does not** have a Profile Photo,

Then there will be **no photo** in App groups

If that person uploads a photo in the App Profile,

Then the App **will talk** to the Database, it will send that photo to the Database

https://ocfchurch.ccbchurch.com/goto/login



The Database

Login Access by:
Staff
Ministry Leaders

Members of OCF *(eventually)*

PII Training

PII Training

Personally Identifiable Information

1. What counts as PII?

- Names, addresses, phone numbers, email addresses, etc
- Family details (spouse, kids)
- Attendance, prayer requests, or admin notes
- Anything that identifies someone personally

2. Why does protection of PII matter?

- **Trust:** People entrust us with sensitive details about their lives
- **Safety:** Mishandled data could put people at risk (e.g., scams, unwanted contact)
- **Appropriate Use:** This data has been collected for church-use only
- **Stewardship:** As leaders, we are accountable to God and each other to care for what's been entrusted to us

3. Core Rules for Handling PII

- **Access only what you need.** Don’t go looking at information for people outside your group, unless there’s a church-related purpose for ministry work
- **Share wisely.** Never send group lists or personal info by group text, social media, or personal cloud accounts. Use only the church’s approved database and tools.
- **Protect access.** Keep your login and password private. Don’t let someone else log in for you.
- **Store securely.** If you download or print anything, treat it like cash: keep it safe.
- **Do not leave it lying around where it is visible**.
- **Destroy when no longer needed**.
- **Report issues**. If you lose a list, see suspicious activity, or accidentally share something, let us know right away.

4. Sharing PII with others

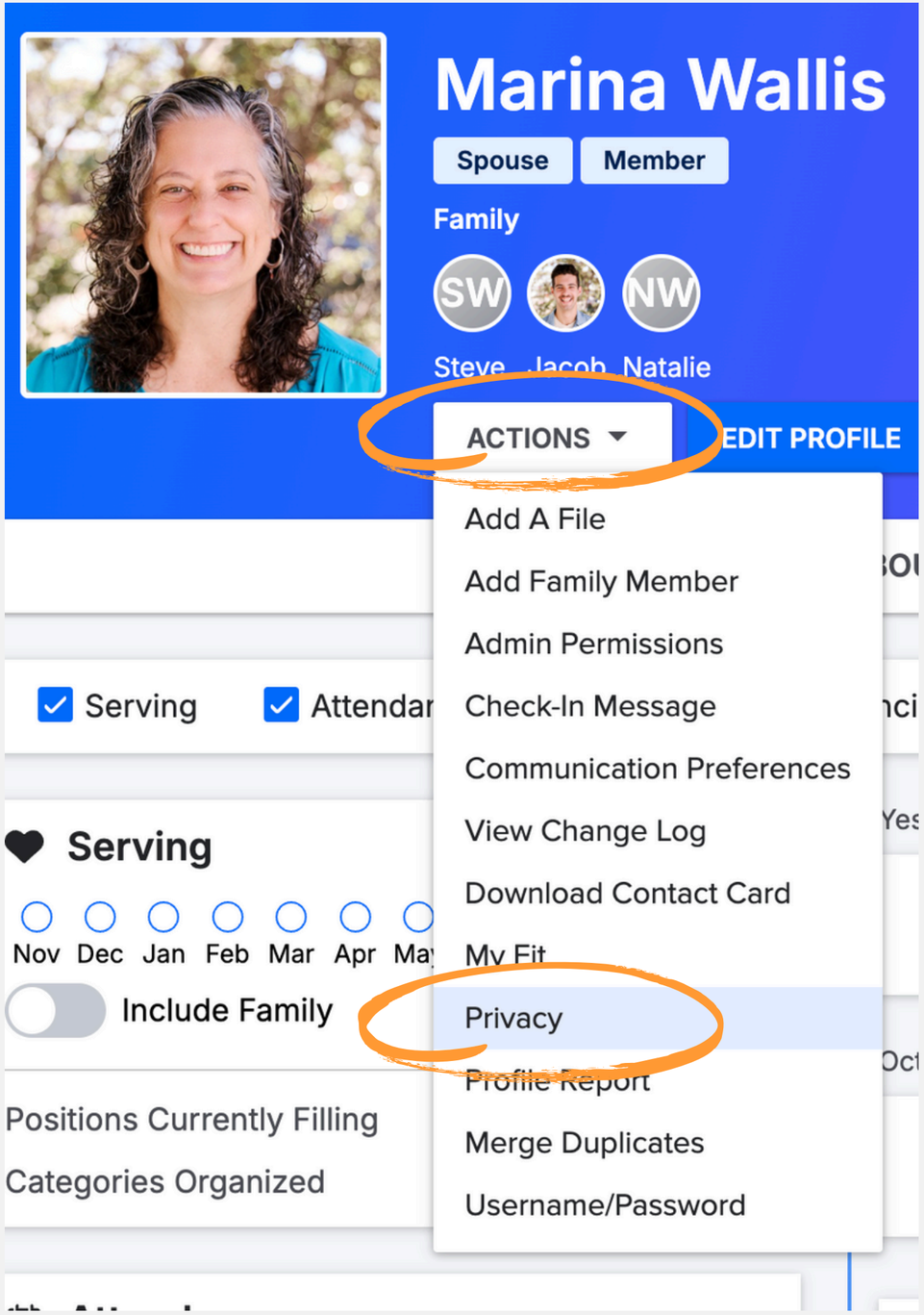
If Someone asks you for contact info of someone in your group, or at the church — what do you do?

→ Answer: **“I can pass your information along to them, but I won’t give out their contact information without their permission. Thank you for understanding.”**

The Database

Login Access by:
OCF Leadership

Members of OCF *(eventually)*



Privacy Default Settings

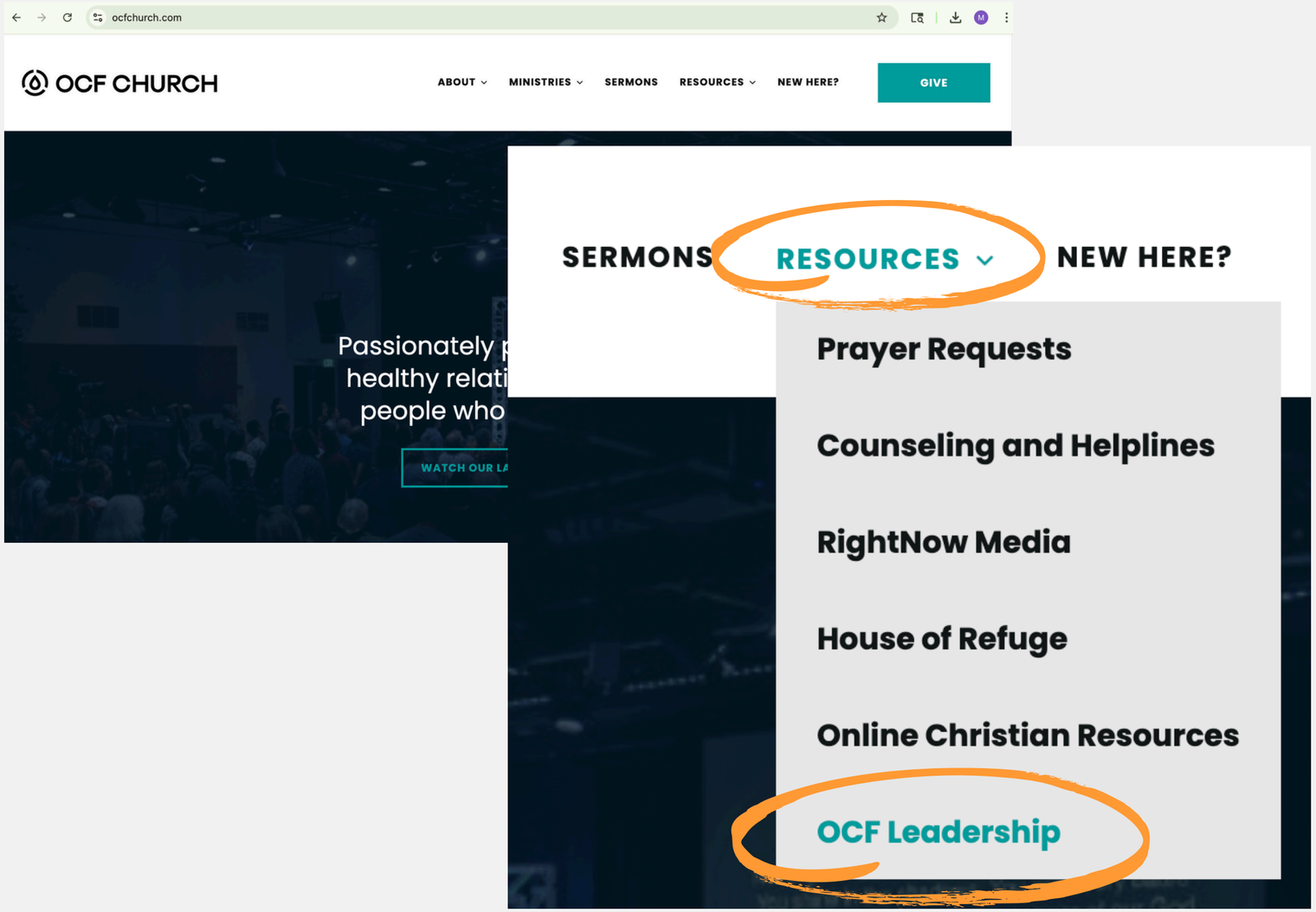
Personal Information	Everyone Any Profile Within Your Church	Groups Members Groups I Am A Part Of	Church Leadership Only Admin Permissions Only
Only Allow Church Leadership To View Profile Information (Unlisted)			
Mobile Phone Number	○	○	◉
Home Phone Number	○	○	◉
Work Phone Number	○	○	◉
Address	○	○	◉
Email Address	○	○	◉
Birthdate (Month & Day Only)	○	○	◉
Anniversary (Month & Day Only)	○	○	◉

All other profile fields are only visible to individuals with appropriate administrative permissions. Examples include: Gender, Marital Status, Emergency Phone, Allergies, and other church defined fields.

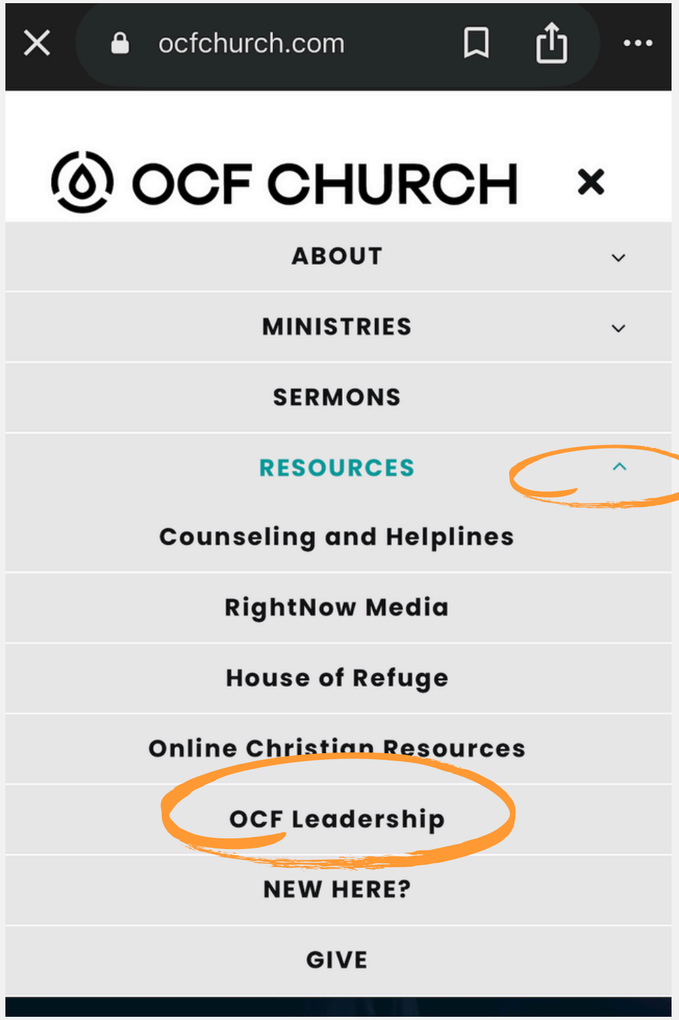
Resource Website

OCF Website

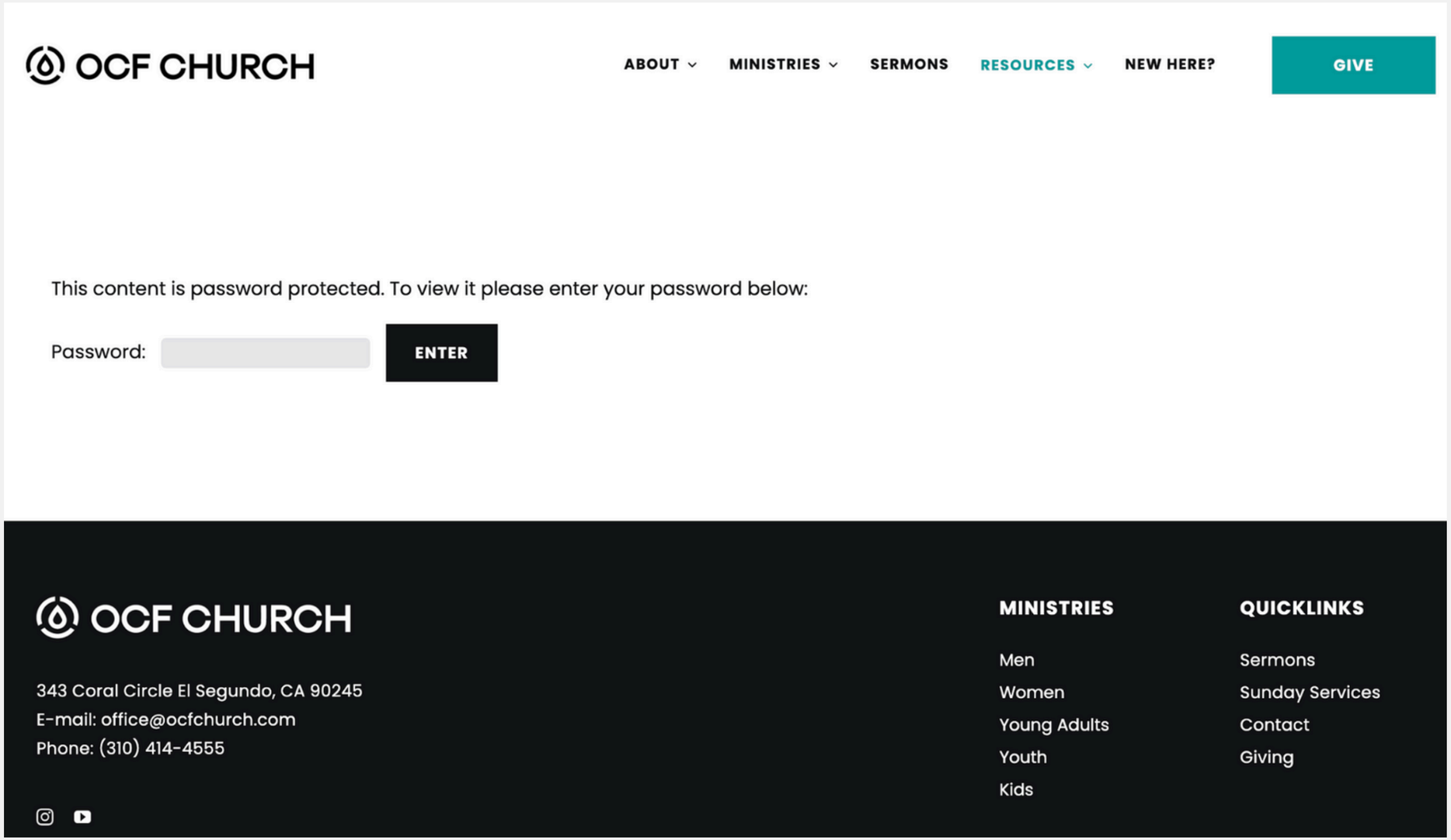
Computer



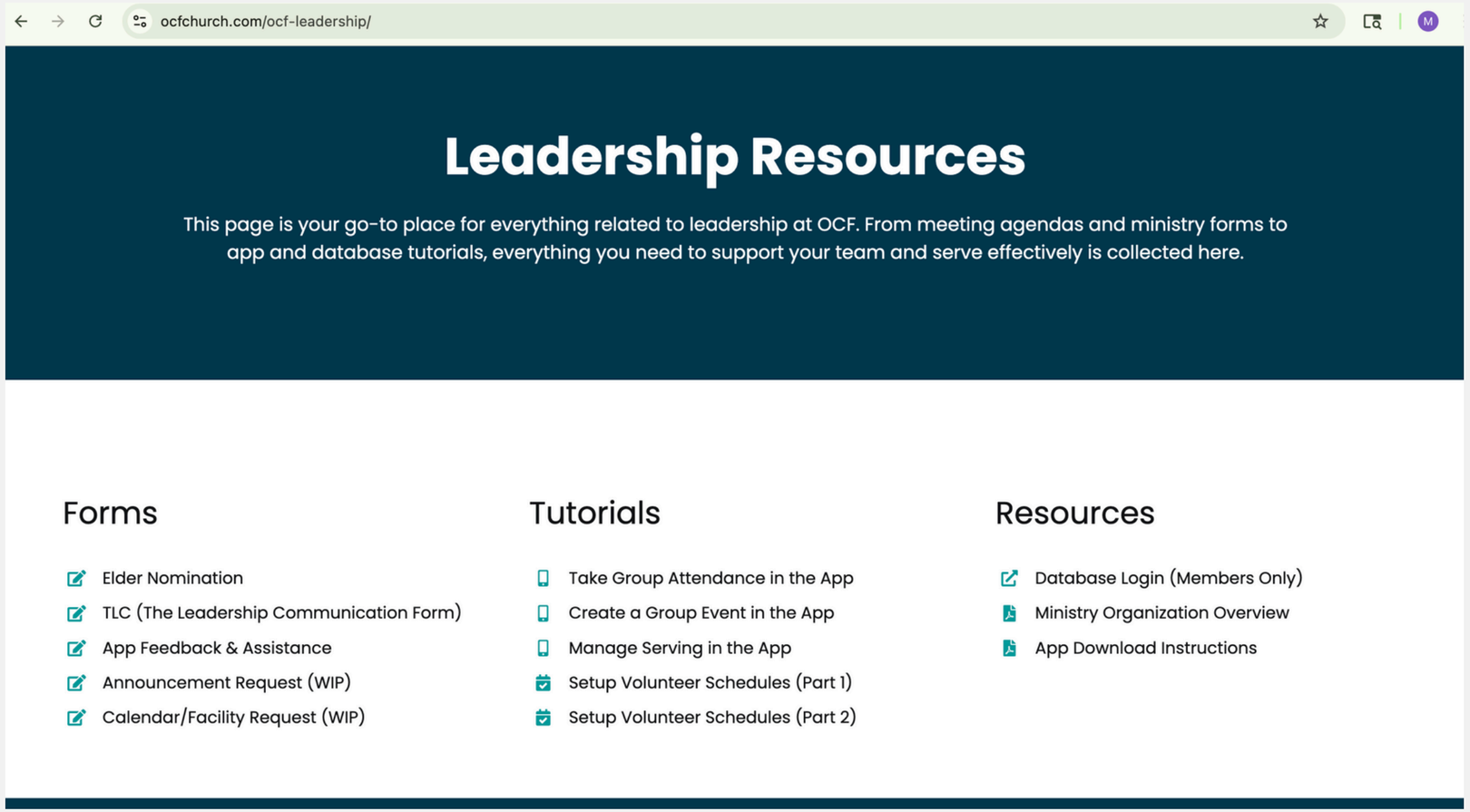
Phone



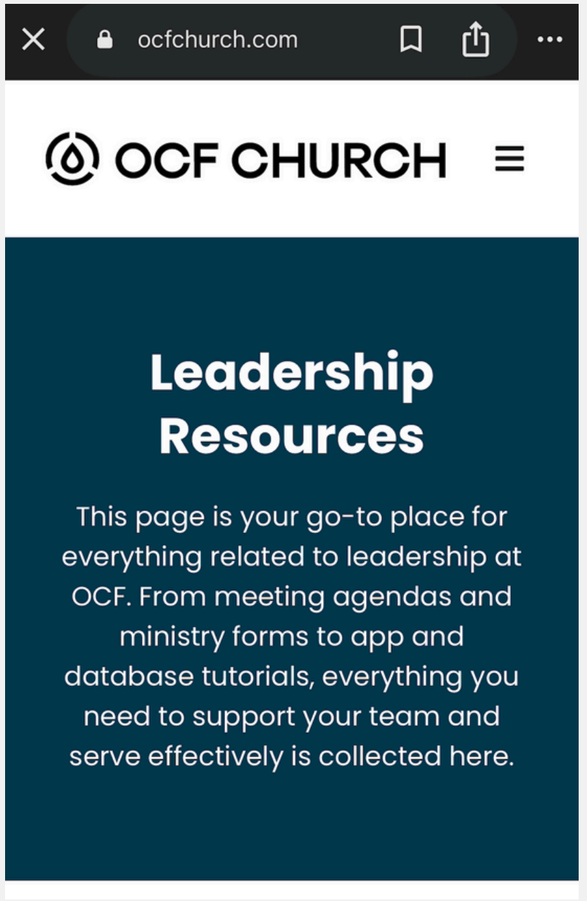
Empower


OCF CHURCH
ABOUT
MINISTRIES
SERMONS
RESOURCES
NEW HERE?
GIVE
This content is password protected. To view it please enter your password below:
Password:
ENTER
OCF CHURCH
343 Coral Circle El Segundo, CA 90245
E-mail: office@ocfchurch.com
Phone: (310) 414-4555
MINISTRIES
Men
Women
Young Adults
Youth
Kids
QUICKLINKS
Sermons
Sunday Services
Contact
Giving

Computer



Phone



TLC Form

ocfchurch.com/ocf-leadership/
Leadership Resources
This page is your go-to place for everything related to leadership at OCF. From meeting agendas and ministry forms to app and database tutorials, everything you need to support your team and serve effectively is collected here.
Forms
Elder Nomination
TLC (The Leadership Communication Form)
App Feedback & Assistance
Announcement Request (WIP)
Calendar/Facility Request (WIP)
Tutorials
Take Group Attendance in the App
Create a Group Event in the App
Manage Serving in the App
Setup Volunteer Schedules (Part 1)
Setup Volunteer Schedules (Part 2)
Resources
Database Login (Members Only)
Ministry Organization Overview
App Download Instructions

The Leadership Communication Form

CANCEL

TLC Form

SUBMIT

Prayer/Praise I would like to share...

Type your answer

I'd like to let you know...

Type your answer

I'd like to ask...

Type your answer

Would you like to meet to further discuss?*

- Yes please
- Not needed

Updates

Staff

Anna Faulds
Worship

Hannah Hosseini
Student Ministries

Lori Dallavo
Finances & Admin

Adriana Johnson
Children's Ministry

Sean McLeish
Community Groups & Connections Team

Theresa Shlueter
Finances & Admin

Marina Wallis
Database & Communications

Sam Durand
Production

Peyton Shanley
Student Ministry Intern

Luke Poarch
Student Ministry Intern

Brenda Fukuda
Children's Ministry

Madison Fukuda
Children's Ministry Intern

Angel Almaguer
Facilities

Sarah Cash
Admin

Elders

Jonny Osgood
Non-Staff Elder

Mike Fukuda
Non-Staff Elder

Larry Medler
Non-Staff Elder

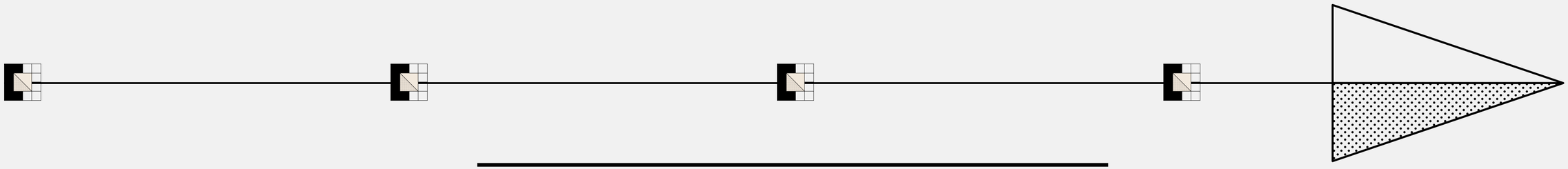
Dan Olson
Non-Staff Elder

Brandon Cash
Staff Elder

Ryan Guzman
Staff Elder

Mark Stepp
Staff Elder

Bylaws Timeline



Bylaw Team **Elders** **Congregation** **January Vote**

Calendar

Big-Picture OCF Calendar

October 2025 Elders are finalizing the New ByLaws & Covenant Gatherings are occurring	
Sun Oct 12	OCF Leadership Meeting (Today) APP is released to OCF Leadership Elder Nomination Form is shared with OCF Leadership
Sun Oct 19	Announcement to the Congregation regarding Elders & ByLaws Timeline
Sun Oct 26	APP is officially released to the Congregation Elder Nomination Form shared with the Congregation (via app) Baptism Interest Meeting, between services
Mon Oct 27- Wed Oct 29	*Staff will be attending Acts 29 Conference*
November 2025 Elders propose New ByLaws & share with Congregation	
Sun Nov 2	Baptism (after 2nd Service, at church)
Sun Nov 16	Due Date for all prospective members to turn in Application & Covenant
Around Thanksgiving	Share New ByLaws with Members, for their review
Sun Nov 30	Elder Nomination Form closes (to give Elders time to review)
December 2025 Elders available to discuss New ByLaws with anyone who has questions	
Sun Dec 7	Announce New Members in Services
January 2026	
Beginning of January	Two-Week Voting Period for New ByLaws • Voting begins Sat Jan 4 • Voting ends Sun Jan 18 Announcement is made whether the New ByLaws passed (yes/no)
February 2026	
Sun Feb 1	Introduction of Elder-in-Training to Congregation
All month	Elders create the “Transition Document” for Old ByLaws to New ByLaws *(assuming the vote was “yes”)*
March 2026	
Sun Mar 1	OCF Leadership Meeting
End of March	Two-Week Voting Period for Elders & Budget • Voting begins Sat Mar 15 • Voting ends Sat Mar 29 Announcement is made regarding votes *(New Fiscal Year begins April 1st)*

Prayer & Benediction