

GENERAL INFORMATION

ADDRESSES & PHONES

Hall of Truth (Church Office & Mailing Address)	942 Yale Street Los Angeles, CA 90012
Worship Center, MPB & Adobe Bungalow	949 Yale Street
Life Center	971 Yale Street
Praise Center, Hall of Grace & Hill St. Bungalows	984 Yale Street
Hall of Joy	520 Bernard Street
Hall of Blessings	514 Bernard Street
Phone	(213) 687-0814
Email	info@fcbc.org
Website	www.fcbc.org

OFFICE SERVICES & EQUIPMENT AVAILABLE

SERVICES (Go to www.fcbc.org > Resources > Church Forms)

Copying/printing (including banner printing)	Print Request Form
Graphic design	Graphic Design Form
Translation	Email bfong@fcbc.org

EQUIPMENT (Check out from Church Office)

Binding machine
Booklet stapler
Paper cutter
Copiers (Hall of Truth Public Workroom, Praise Center, Life Center) > Obtain access code from Shepherding Minister

EMERGENCY CONTACTS

(Please enter into your cell phone)

FACILITIES:

Custodians	Jan-Pro	213-636-5172
Maintenance	Gold Standard	213-636-5172

FIRE:

Fire Department	Call 911
Gas Leak (SoCal Gas)	800-427-2200

MEDICAL:

Call 911

SECURITY:

Police	Call 911
Security Guard (Lead Guard, Cristian Amaya)	213-448-0265
Chinatown Safety Officer (BID)	213-505-0348

CONTACTS

PASTORS

Go to church website at
www.fcbc.org/our-pastoral-staff/

CHURCH OFFICE STAFF

Church Administrator	Karen Lew	klew@fcbc.org
Facilities Manager	John Fong	maintenance@fcbc.org / jfong@fcbc.org
Graphic Designer	Danny Ko	graphics@fcbc.org / dko@fcbc.org
Office Asst. /Accounts Payable	Denise Wong	dwong@fcbc.org
Production Coordinator	Teresa Ng	tng@fcbc.org
Systems Director	Sharon Lim	slim@fcbc.org
Technology Specialist	Eugene Lew	elew@fcbc.org
Translator	Betty Fong	bfong@fcbc.org

DEPARTMENTS & MINISTRIES (Not all inclusive)

Audio/Visual	audiovisual@fcbc.org
Business Board	businessboard@fcbc.org
Finance	finance@fcbc.org
Maintenance	maintenance@fcbc.org
Prayer	prayer@fcbc.org
Trustees	trustees@fcbc.org

Quick Guide

for Leaders

2023-2024

OPERATING HOURS

Church Office (Hall of Truth) + Worship Center Garage	Mon - Fri	9 am - 5 pm
Campus (room reservations required; other hours by request)	Sun	8 am - 5 pm
	Mon	9 am - 6 pm
<i>See inside for "Steps to Complete Your Requests"</i>	Tue, Wed, Thurs, Sat	9 am - 9 pm
	Fri	9 am - 10 pm

STEPS TO COMPLETE YOUR REQUESTS

1 REQUEST

2 COMPLETE THE FORM

*Go to www.fcbc.org > Resources > Church forms
 *Hard copy of some forms at H/Truth Public Workroom

3 SUBMIT TO DEADLINE

MOST FREQUENT:

1. Facilities / Activities Request	Facilities/Activities Request	activities@fcbc.org	2 weeks prior
2. Maintenance / Repair	Maintenance Request	maintenance@fcbc.org	Varies
3. Payment / Reimbursement Request	Check Request	finance@fcbc.org	Processed each weekend
4. Sunday Announcement	Announcement Request	announcements@fcbc.org	Monday night prior to Sunday announcement

OTHERS:

1. Copying / Printing	Print Request	graphics@fcbc.org	3-7 business days prior
2. Direct Deposit Authorization (for reimbursements)	Direct Deposit Authorization	finance@fcbc.org	None
3. Funds Request (additional funds needed)	Expenditure Request for Business Board Approval	businessboard@fcbc.org	At least 1 week prior to Business Board meeting
4. Graphic Design (flyers, banners, signs, etc.)	Graphic Design Request	graphics@fcbc.org	2-4 weeks prior
5. Prayer	Prayers & Thanksgivings	prayer@fcbc.org	None
6. Report an Incident (accident, theft, etc.)	(Email Church Administrator)	klew@fcbc.org	As soon as possible
7. Security Guard Service	(Email Facilities Manager)	jfong@fcbc.org	2 weeks prior
8. Translation	(Email Translation Secretary)	bfong@fcbc.org	Varies

MUST KNOW POLICIES & GUIDELINES

ALL CHURCH EVENTS	Submit a Facilities/Activities Request form so the event is recognized as church sponsored for purposes of accountability and insurance coverage.
CHILDREN/YOUTH	Anyone working with children/youth must comply with California AB506 including passing a background check and completing required training.
COPYRIGHT	Web content (such as YouTube) requires an embedded link to the website or the creator's written permission.
CONTRACTS	Generally, only church Trustees are authorized to sign contracts. Trustees may authorize church personnel to sign minor vendor agreements where the expenditure has been pre-approved.
HIRING VENDORS	Need certificate of liability insurance, and written endorsement with First Chinese Baptist Church, Los Angeles as Additional Insured. File with Facilities Manager with vendor's service/product, service date.
LIABILITY/MEDICAL WAIVERS	Signed waivers required for church sponsored activities (Sunday School socials, camps/retreats, field trips, fellowship events, etc.). Minors must have written permission to participate and medical treatment authorization for emergencies. Obtain waiver forms from Church Office.
APPRECIATION GIFTS	Avoid giving gift cards/certificates paid by church funds since they are taxable to the recipient.