



# CORPS MINISTRIES

## Farewell Brief

(For farewelling officers/personnel)

Corps/  
Ministry Unit:

Corps Officers/  
Executive Director:

Date submitted to DHQ:

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# APPOINTMENT BRIEF GUIDELINES

## CORPS OFFICERS/ EXECUTIVE DIRECTORS

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### INTRODUCTION

#### Purpose of this brief

To provide information for newly appointed Corps Officers and for those covering these administrative responsibilities in the event of an emergency.

**Notation:** This document will be made available electronically. The information contained is meant to be an ongoing compilation of data with revisions made as necessary. Please add your local and updated information and leave both an electronic and a printed copy for your successor. Complete only the section that specifically apply to your appointment.

#### Mission, Values and Vision Statement of the Unit/Corps

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### 1. COMMUNITY INFORMATION

#### a. Facilities

List addresses for all facilities, as well as security codes and where keys will be located.

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### b. Quarters

Provide the quarters Inventory with this Brief.

Inspection Forms and Inventory Forms (Location) (Please list where these can be found)

Internet/Cable

All accounts are personal and should be concluded. Service Provider options can be provided.

Security system and codes

### c. Spiritual & Religious Care

Ecumenical and Ministerial Association contract

Roster of Community Clergy, Rabbi and other religious advisors

Refer to location of manual where this information is found.

### d. Program plan

### e. Chaplain

## 2. COMMUNICATIONS / MEDIA

Radio, Television and Newspapers (List contacts)

(Names and Passwords for Facebook, Website, Twitter etc)

### 3. CONTACTS AND INFORMATION

#### a. Corps

Leave a copy of the corps directory with this document

List key leaders (ie. Mission Board Members) with their contact information)

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#### b. Divisional Headquarters

Include a copy of the Divisional Dispo with this Brief.

Principle contact person and number/email:

Area Commander:

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Property Director:

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HR Support:

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Financial Analyst:

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RAC Contact:

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#### c. Neighbourhood Services

Dentist

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Doctors

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Garbage disposal/Recycle

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Hospitals

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Schools (both Elementary and High School)

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Daycare

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#### d. Community Contacts

Community Council/Board of Management/Corps Council

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Copy of most recent Minutes and where all Minutes can be found.

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Attached a copy of the Organizational Chart

#### e. Emergency Services

Police Chief

Fire Chief

Mayor

Local Councillor

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#### f. Maintenance Contracts

(ie Snow Removal, Pest Control, Furnace Servicing, Security Systems, etc)

Service Clubs – i.e. Rotary, Kiwanis;

Membership (if applicable)

Club President – name and phone number/s

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g. Administration

List the current goals that you and the locals have been working on and the level of completion for each, along with proposed next steps for the accomplishment of each goal.

Corps Officers/Executive Director's office information

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Computer/Computer password and voice mail code, cell phone/s

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Facility security system

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Legal service

Please list any current legal matters that are outstanding and indicate where the files are

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List of administration/general personnel files

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Current correspondence/issues (where to locate files)

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Pending

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Unresolved issues (in full)

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#### h. Calendar of events

This Calendar of events should cover a 3-6 month projection at minimum, and be projected over 1 year if possible, and include:

Divisional (MyArmy Portal)

Facility

Involvement of Corps Officer/Executive Director

What has been confirmed

What need to be planned or decided

■ Include a copy or location of pertinent information with this Brief.

#### i. Administration Information

Latest strategic plan, Accreditation and Annual Ministry Review, current year

Where to find corps rolls

Committees and regular meetings

■ reference where files can be accessed.

#### j. Licensing

Contracts with service providers (i.e. CCLI)

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Contracts with funders

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#### k. Finance

Provide information regarding access to the following information:

Fiscal Management/Current Financial Statements

Funding Sources/Contracts/Budgets

Banking information and contact/s

RAC information and contact/s

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#### l. Human Resources

Provide information regarding access to the following information:

Personnel – Union/Non-Union Contract Employees

Provide access information to files containing pertinent information and job descriptions

Management Resources/Personnel/Legal/Other

Departments and Managers

Unions - list Union contact persons

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### 4. PROGRAM

#### a. List of Programs and leaders

Include when programs will start in the fall.

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#### b. Policies and Procedures

Brief overview regarding status and location of information.

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### c. Fire/Safety/Disaster/Evacuation Plan

Support Services

Name of volunteer coordinator at facility

Listing of volunteer/Auxiliary

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### d. Christmas

Refer to file or binder describing events, contacts and timelines

Make note of planning that will need to happen early in Autumn

Program plans for all program areas

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## 5. WORSHIP

(Time of Services, Sample Orders of Service, list of pianists, list of musicians, list of those who could support with prayer or leading a song, reading scripture. Is there someone who looks after powerpoint? Audio visual support?)

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