POLICIES AND PROCEDURES

Church Calendar Scheduling

POLICY

The official church calendar is maintained by the Secretary. All requests and changes must be channeled through her. No one else may enter, delete, or change information on the official calendar.

Church program activities (meetings, fellowships, recreation, musical programs) may be scheduled by staff, organization and department directors, and committee chairpersons as coordinated by the Church Council.

The Pastor and the Church Council will coordinate the scheduled events for the church calendar.

Program activities and committee meetings will not conflict with the regularly scheduled services of the church (morning and evening worship, Sunday school, Discipleship Training, midweek prayer service).

Use of the building for other than church-sponsored activities is subject to the church policy on use and space available. When a conflict arises, church activities take priority over sponsored activities on a first-come, first-served basis.

PROCEDURE

Scheduling

- Each individual wishing to schedule an activity or emphasis must complete a Calendar Scheduling Form. Forms are kept in the church office.
- The Schedule Request Form is submitted to the Secretary one week prior to the monthly Church Council meeting.
- The Secretary shall check calendar for the availability of facilities and will make notation on form.
- 4. Pastor takes the request to Church Council meeting for approval.
- Secretary enters the event on the church calendar in pencil.
- Secretary notifies requesting person of approval.
- Secretary distributes a weekly building use calendar to each staff member and to the person responsible for opening and closing the building.

Cancel lations or Changes: To change the date, time, or cancel the event please contact the Secretary as soon as possible to note cancel lation in the bull etin or newsletter.

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<u>Church Administration</u> Robert H. Welch,2011 From the front desk to the back office a clear and thorough guide that helps pastors and church staff become effective and efficient leaders managers and administrators Second edition

Church Administration and Finance Manual Otto F. Crumroy, Stan Kukawka, Frank M. Witman, Paul D. Witman, 2023-09-19 A field tested guide to the management and finance of church congregations revised for a new generation Clergy are generally equipped to preach and provide spiritual care But when it comes to budgets insurance fire safety and church management many find themselves at a loss The Church Administration and Finance Manual is the classic guide to running a church written to answer key questions for clergy and lay leaders Not simply a theoretical resource the Manual provides suggestions for almost every aspect of parish administration position descriptions financial forms materials for stewardship and Christian education building use and safety issues employee record keeping and much more This revised edition offers guidance on many new topics that are of vital importance to churches including protecting children information security approaches to preventing and responding to violence planned giving social media and hybrid work and worship Whether clergy are just out of seminary or well seasoned in parish life the Manual is full of excellent guidelines tools and forms for improving the management of the parish **How to Lead a Church to Reach People and Grow** Robert A. Young, 2009-05 This book presents a unique approach to church growth It is written mainly to help churches that are declining but will help all churches The underlying premise is that churches do not grow and reach new people because they do not know how or because they are so poorly structured and organized that they spend most of their time and efforts in conflict This disrupts the fellowship and leaves very little time and energy for reaching new people The subtitle could be Fifteen Essential Steps To Growth Basic growth and administrative principles The combining of these areas makes this a unique book Young has brought together these basic elements from over 40 years of experience The book is a practical guide for a local church to follow to function efficiently and effectively and reach people for Christ When the steps are followed and in the proper order the church can pretty well be assured of growth and effective ministry Dr Robert A Young is currently President of Samuelite Corp Church Outreach and Consulting He served as Associate Pastor Administration of Walnut Street Baptist Church Louisville KY and Park Cities Baptist Church Dallas TX and President of the National Association of Church Business Administration He has conducted Total Church Consultations and Capital Fund Campaigns for churches of all sizes and denominations He is now available to serve churches as a consultant in these areas He is also the author of The Development of A Church Manual of Administrative Policies Small Church, Excellent Ministry Jeffrey C. Farmer, 2017-12-21 Pastors of smaller membership churches have a huge calling They are responsible for changing the world Rather than look at the small number of members in their congregations as a limitation pastors should view their congregations as an elite force able to impact their communities for the Kingdom of God Small Church Excellent Ministry is a

handbook designed for pastors serving in smaller membership churches This book will help you to conduct your ministry with excellence Written by practitioners and professors the information provided in this book is on the vanguard of pastoral The Church Leader's Handbook William Cutrer. ministry and is useful for training pastors to be leaders of their churches A well rounded and practical approach to the issues and crisis faced by pastors everyday **Church Administration** Handbook Bruce P. Powers, 2008 Together with the newly revised Christian Education Handbook this volume provides complete basic church information and administrative guidelines Child Safety Guidelines for Local Churches Roger N. McNamara, 2010-10 Child Safety Guidelines for Local Churches deals with the sensitive subject of child sexual abuse and what churches can do to protect children under their care while at the same time minimizing their own liability Prevention and training are critical elements in developing a structure that ensures the safety of children while they are in God s house Sadly many churches are unprepared to combat the possibility of the unthinkable happening to one of their precious little ones By not taking reasonable precautions they not only endanger the welfare of their youngsters but are subject to charges of gross negligence and significant financial judgments against their congregations. The author outlines numerous steps that any congregation can take to protect both the children and churches they serve ROGER MCNAMARA is a veteran pastor missionary and church planter with more than forty six years of experience in local church ministry in Latin America and the United States He has started and worked in half a dozen churches over the past four decades and now serves as the Church Planting Training Specialist for Baptist Mid Missions In this capacity he works with churches and church planters throughout the United States and Canada teaching training and mentoring church leaders He also serves in a number of leadership positions within the Baptist Mid Missions TEAM NORTH AMERICA as well as the registrar for the School of Church Planting He has published two other books and several leadership training manuals Guidelines for Leading Your Congregation 2013-2016 - Finance General Board Of Discipleship, 2012-11-01 The goal of the ministry of finance is to fund ministries that nurture persons in their faith The finance system in the congregation will raise manage and disperse the funds of the congregation that help realize the mission and vision of the church This Guideline is designed to help equip you in leading this ministry group in your congregation This is one of the twenty six Guidelines that cover church leadership areas including Church Council and Small Membership Church the administrative areas of Trustees and ministry areas focused on nurture outreach and witness including Worship Evangelism Stewardship Christian Education age level ministries Communications and more To see a full list of Guidelines search by typing keywords Guidelines for Leading Your Congregation 2013 2016 and click search Managing the Ministry Jody Dean, 2024-08-01 In Managing the Ministry A Practical Guide for Church Administration Jody Dean provides an up to date and accessible guide to church operations **Guidelines for Leading** Your Congregation 2013-2016 (Set of 26) General Board Of Discipleship, 2012-11-01 The Guidelines booklets one for each ministry area are tools that enable you to help get new lay leaders off to a good start Each booklet includes the basic job

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