

# Church Officers Policies & Procedures

## Deacon Council Chairman

**Purpose:** As Deacon Chairman you have full responsibility for all Deacon Ministries in the church while you serve as chairman. You can achieve best results in your work only as you share responsibility with other Deacons and build them into an effective ministry team.

### Duties:

1. Lead the Deacons in planning, conducting, and evaluating all of their work.
2. Plan, conduct, and evaluate Deacons meetings.
3. Provide Deacons with adequate training and resources for their work.
4. Guide Deacons in organizing and conducting a ministry to families in the church.
5. Serve as a member of the Church Council. Interpret Deacon work to the Council, provide Deacons with information about the total work of the church.
6. Participate in all Deacon work, including ministering to a group of families in the Deacon Family Ministry Plan.
7. Report regularly to the church on the work of the Deacons.
8. Give guidance to the pastoral ministries of the church when it is without a Pastor.

## Moderator

**Purpose:** The moderator maintains the fellowship of the church. The role of the moderator is to facilitate the work of the church through the most harmonious route. Many churches ask their pastors to serve as moderators. In other churches, the chairperson of deacons is moderator of the church. Some churches elect a moderator from the congregation for a one- to three-year term.

### Duties:

1. Maintain the fellowship.
2. Conduct orderly church business.
3. Execute church business in a timely manner.
4. Clarify church business for later action.
5. Keep on course with the business meeting agenda.
6. Speak for the church in times of crises.

## Church Clerk

**Purpose:** The church clerk maintains thorough and complete records of its business.

### Duties:

1. Record minutes.
2. Preserve records.
3. Correspond with other churches for membership changes.
4. Provide records for church history.
5. Prepare the Annual Church Profile.

# Writing Church Policy Manual

**Douglas Fiore**



## **Writing Church Policy Manual:**

**Church Administration** 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 Handbook Bruce P. Powers, 2008 Together with the newly revised Christian Education Handbook this volume provides complete basic church information and administrative guidelines *Program Operations Manual System* United States. Social Security Administration. Office of Operational Policy and Procedures, 1981 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 **Making Parish Policy** Ron Lewinski, 1996 As parish communities continue to implement and celebrate the revised rites of the church the need for sacramental policies and procedures has become more evident This is a guide for parishes that are discovering the need for a process and the tools for developing such policies and procedures for worship The goal of this book is to help communities develop a strong and rich liturgical tradition Back cover **Developing Leaders for the Small Church** Glenn Daman, A beneficial resource that aids both leaders and congregations In his more than fifteen years as the pastor of a small church Glenn Daman has learned what it takes to make a church board successful In *Developing Leaders for the Small Church* Daman explores the nature of spiritual leadership illustrating why the focus of a church board shouldn't be dictated by organizational duties but guided by spiritual responsibilities **Administering the Local Church** Dr. Rob Tucker, Ph.D., M.B.A, 2018-06-08 A handbook for new pastors and church administrators *The Church Leader's Handbook* William Cutrer, A well rounded and practical approach to the issues and crisis faced by pastors everyday *Leadership Handbook of Management and Administration* James D. Berkley, 2008 This revised and expanded edition of a proven ministry resource

contains new contributions from Leith Anderson Rick Warren Brian McLaren Luis Palau John Ortberg Aubrey Malphurs and many others

**Church Safety and Security** Robert M. Cirtin, 2005 The church has always been regarded as a safe haven a spiritual sanctuary where people can come to worship God free from worries about violence or unethical behavior by those involved in church ministry But our culture is changing and church leaders can no longer assume that it won't happen in my church Like the rest of society churches need to ensure the safety and security of their facility staff and worshipers This book provides a wealth of practical information on preparing for and responding to the challenges of a dangerous world Robert Cirtin draws on more than two decades of law enforcement and investigative experience and with his team of professionals outlines a how to approach full of specific proactive steps churches can take to protect themselves and reduce the risk of costly lawsuits Church Safety And Security is a must have resource for anyone participating in or preparing for church leadership Topics covered include Utilizing background screening to protect your congregation Safety and security issues for church run preschool and day care programs Preparing for and responding to medical emergencies How to deal with issues pertaining to child abuse Legally mandated responsibilities of church staff members How to utilize security surveillance cameras in the church facility Organizing a church security officer program Effectively coping with intruders Responding to violent acts when they occur How to conduct a thorough investigation If you are a pastor associate pastor preschool director church school principal deacon elder vestryperson or denominational leader read this book then read it again Make it required reading for every leader in your church Protect your congregation your property and your reputation in the community by doing all you can do to hire the right employees to prevent physical and sexual misconduct for which your church may be liable and to reduce the legal and financial impacts of such misconduct This book will teach you what to look for and how to take action today to protect the people God has given you to shepherd Tim Duncan Associate Pastor Anglican Church of the Resurrection St Louis Missouri Church Safety and Security A Practical Guide is a valuable resource Bob Cirtin has the unusual but important background mixture of service in full time church ministry as well as being a certified officer of the law and an expert investigator He has personal experience with every source of danger for the local church and has developed effective safeguards and defenses His strategies are clear simple easy to implement and will protect any congregation in the event of an unfortunate occurrence This book is a must for every church office and library Terry Raburn Superintendent Peninsular Florida District Council Assemblies of God This is a book written for our changing times when the security of our churches must become a priority Written by professionals who have a strong Christian influence in their lives this book is a great tool for the security program of your church Jack L Merritt Sheriff Greene County Missouri Retired Capt Missouri State Highway Patrol Robert M Cirtin is an assistant professor and director of the criminal justice program at Evangel University in Springfield Missouri He is also the president of Robert Cirtin Investigations a company providing investigative and consulting services to churches businesses and government agencies A former police officer and Missouri

state investigator who has also served in full time ministry Cirtin is a frequent guest lecturer on a variety of safety and security topics He is a graduate of Central Bible College and Lincoln University The Effective Church Board Michael J. Anthony,2000-10-11 Are you a recently elected church board member who hasn't received training for your new position Are you a current board member disillusioned by negative experiences and interpersonal conflicts Education specialist Michael Anthony asked a cross section of almost a hundred pastors and church officers in addition to staff members and denominational officials to give their input about what is happening in church boards across America The results of the survey were compiled into a comprehensive handbook that addresses topics such as Developing a vision statement Writing job descriptions Setting long and short range goals Facing financial storms Resolving interpersonal conflicts Reviving a declining church This unique multi denominational training resource emphasizes developing a team structure It can be used for individual instruction group discussions and orientation sessions The case studies clearly identify situations and leadership experiences common to many church boards **Marriage Ministry by Design** Gary H.,Aimee Woolverton,2012-07-27 Your church or ministry will greatly benefit from the information contained within this book Learn a practical definition for marriage in the church as well as God's design for marriage Look at the various stages of marriage and the different forms of marriage And learn how to use the various components of ministry to marriage including a structure that will greatly enhance your ministry mix Topics include Why marriage ministry Components of marriage ministry Structuring marriage ministry Connecting points for marriage ministry **Creative Church Handbook** J. Scott McElroy,2015-04-17 Now is the time for the church to reclaim its role as a center of creativity Among your members are artists and musicians whose gifts can enhance your worship inform your theology and impact your community Christian arts advocate J Scott McElroy gives a comprehensive vision and manual for unleashing creativity in your congregation

**Guidelines for Leading Your Congregation 2013-2016 - Pastor-Parish Relations** Regina Hoosier,2012-11 The Pastor Parish or Staff Parish Relations committee serves a key role in establishing the focus of the pastor staff and congregation's ministry By advocating for the pastor and staff and helping to interpret their roles and ministries the PPRC supports and nurtures the whole congregation This guideline is designed to help implement and guide the work of the ministry area This is one of the twenty six Guidelines that cover church leadership areas including Church Council and Small Membership Church the administrative areas of Finance and Trustees and ministry areas focused on nurture 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

**Introduction to Educational Administration** Douglas Fiore,2013-10-11 Organized around the ISLLC standards this text introduces students to the concepts and theories of educational leadership The new edition adds coverage of such topics as data usage ethics innovative hiring practices and student discipline Appearing in the second edition are chapter ending sections called Point Counterpoint which prompt readers to examine their own beliefs regarding the material presented in the chapter and its application to work in our schools

**Why Good Churches Fizzle** Kurt Takamine,2013-01-17 Why Good Churches Fizzle explores the reasons why high potential highly motivated churches struggle in their God given mission The fizzling church is defined as one that began with great promise and excitement only to stagnate or flatline in influence What are the components of churches that fizzle and what are the attributes of churches that succeed Practical insights and exercises are presented in clear and simple language to the readership and the author writes from the perspective of an organizational leadership professor an executive leader from a major Christian university and as an executive pastor

*Church & Synagogue Libraries* ,2005

**Hill's Manual of Social and Business Forms** Thomas Edie Hill,1885

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