

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

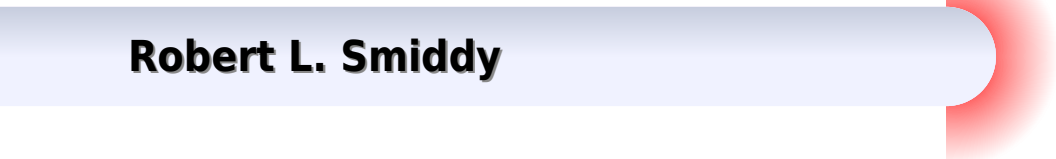
Scheduling:

1. Each individual wishing to schedule an activity or emphasis must complete a Calendar Scheduling Form. Forms are kept in the church office.
2. The Schedule Request Form is submitted to the Secretary one week prior to the monthly Church Council meeting.
3. 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.
5. Secretary enters the event on the church calendar in pencil.
6. Secretary notifies requesting person of approval.
7. Secretary distributes a weekly building use calendar to each staff member and to the person responsible for opening and closing the building.

Cancellations or Changes: To change the date, time, or cancel the event please contact the Secretary as soon as possible to note cancellation in the bulletin or newsletter.

Church Personnel Manual

Robert L. Smiddy



Church Personnel Manual:

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 **Creation of a Church Personnel Policy Manual** Nancy B. Wade, National Association of Church Business Administrators, 2004 Naval Military Personnel Manual United States. Bureau of Naval Personnel, 1991 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

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

Westlake Hills Presbyterian Church Personnel Policies Manual Richard J. Sherrier, 1989 **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* Personnel Manual Robert L. Smiddy, 1988 *Church Administration* Robert H. Welch, 2011-07-15 For churches and religious nonprofit operations the business of business is not business it is ministry Still such institutions have to make plans Because skilled organization is needed to accomplish specific tasks a leader must train and motivate workers in progress and effectiveness This second edition of *Church Administration* helps pastors and church staff become effective and efficient leaders managers and administrators Among the topics discussed are Administration Documents Organizing the Church Administering Personnel Resources Financial Resources Physical Resources and Administering Risk Management Writing for students as well as those already in this line of work author Robert H Welch promises If you understand the tenants of general administration and the techniques of ministerial leadership your job will be made significantly easier Smart Church Finances George M. Hillman Jr., John Reece, 2020-04-22 What can the Church learn from the business world You re a leader of a ministry nonprofit or church You trained to be a faithful counselor preacher interpreter of God s Word so why do you find yourself spending so much energy on administration tasks that threaten to drain your time energy and joy Look to this book for the coaching you needed yesterday Written from years of ministry and business experience *Business for Ministry* is built on a solid foundation of business principles but unlike many business books in a straightforward style that anyone can grasp You ll learn how to Communicate vision and strategize with a team Steward resources well yes including budgeting Prioritize goals wisely make decisions and evaluate outcomes based on vision and data Leverage the existing talents of men and women at your church many of whom don t fit in traditional ministry roles This field guide to building a holistic sustainable system for your church will both help you address the business needs of your church and free your leaders to serve fully and joyfully

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