

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.

Sample Policy And Procedure Manual For A Church

Tracy J. Trothen



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Embracing the Track of Appearance: An Psychological Symphony within **Sample Policy And Procedure Manual For A Church**

In a world taken by displays and the ceaseless chatter of fast conversation, the melodic splendor and emotional symphony created by the prepared term frequently disappear in to the backdrop, eclipsed by the constant sound and disruptions that permeate our lives. But, situated within the pages of **Sample Policy And Procedure Manual For A Church** a wonderful literary value brimming with fresh thoughts, lies an immersive symphony waiting to be embraced. Constructed by a masterful musician of language, that captivating masterpiece conducts visitors on an emotional journey, skillfully unraveling the concealed tunes and profound impact resonating within each carefully crafted phrase. Within the depths of this poignant examination, we will explore the book is central harmonies, analyze its enthralling publishing type, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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