

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.

Policy Procedure Manual For Church

Jeffrey C. Farmer



Policy Procedure Manual For Church:

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 *The Y-B-H Handbook of Church Planting (Yes, But How?)* Roger N. McNamara, Ken Davis, 2005-05 This book is a practical step by step guide for church planters and their coaches It covers everything they need to know to start healthy growing churches that are biblically faithful and yet culturally relevant While addressing the who why and where of planting new congregations this comprehensive manual focuses primarily on the how tos The authors use a five stage life cycle conception pre natal development birth infancy adolescent growth and adult reproduction to flesh out the entire process of starting and growing a new church Under each of these stages a host of essential ministry and planning tasks is addressed so the planter can keep his baby church on course and can have the joy of watching the new church grow to maturity and eventually reproduce itself

Church Administration, 3rd Edition Robert H. Welch, Jody Dean, 2025-09-15 In the third edition of Church Administration Robert Welch and Jody Dean provide an in depth and thorough guide to the organization of the church and administration

Navy Pay and Personnel Procedures Manual United States. Naval Military Personnel Command, 1989 **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 *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 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 ministry and is useful for training pastors to be leaders of their churches 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

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