

# 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

**Robert H. Welch**



## **Policy Procedure Manual For Church:**

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* 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, 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

**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

**Navy Pay and Personnel Procedures Manual** United States. Naval Military Personnel Command, 1989

**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 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

**Church Policy & Procedure Manual** Estes, J.E., 2006 *The Clerk's Manual of Rules, Statutes, Procedures and Precedents*

*Applicable to the Ordinary Business of the Legislature of the State of New York*, 1916      **The Clerk's Manual of Rules, Statutes, Procedures and Precedents Applicable to the Ordinary Business of the Legislature of the State of New York** New York (State). Legislature, 1916      *Equipping Biblical Counselors* Bob Kellemen, 2022-06-14 Equipping the body of Christ for personal ministry has been Bob's life work This practical step by step manual is the mature fruit of that lifelong commitment Paul David Tripp author of *Instruments in the Redeemer's Hand* Behind every spiritually fit church are leaders in the constant process of preparing other members to become counselors who nurture one another ministry But the success of this mission requires a practical results driven process for training the next generation to serve In *Equipping Biblical Counselors* pastor and counselor Bob Kellemen shares a proven strategy for envisioning enlisting equipping and empowering new Christian counselors a practical four step process he has spent decades refining With this book Dr Kellemen humbly comes alongside church leaders to help them assess their congregation's strengths and weaknesses shepherd new leaders with confidence and wisdom encourage the consistent spiritual growth God longs to see in his followers Invest where it matters most *Equipping Biblical Counselors* reveals the steps ministry leaders can take to fulfill the calling in Ephesians 4:11-16 to embolden the body of Christ to continue changing lives with his unchanging truth      *Shattering the Illusion* Tracy J. Trothen, 2012-09-01 *Shattering the Illusion* is the first book to gather and comparatively analyze policies addressing child sexual abuse complaints in a selection of religious institutions in Canada Although there is a substantial body of literature regarding Christianity and sexual abuse very little of it focuses on religious institutions in Canada and their respective policies In the foreword Tracey J Trothen summarizes the Cornwall Inquiry out of which this book arose She then examines the Roman Catholic Church The United Church of Canada the Anglican Church the Mennonite Church Islam and the Canadian Unitarian Council Unitarian Universalist Association describing in detail the evolution and particular content of policies and procedures that address child sexual abuse complaints directed at paid and volunteer faith community representatives and or leaders She identifies differences and common themes among the approaches taken by the institutions and provides a summary table for an accessible comparative overview Child sexual abuse is not new but the emergence of policies to address abuse complaints within religious institutions is This book identifies significant and shared causal factors behind the emergence of policy and reviews their content carefully This review will serve as a significant tool for furthering the development of such policies      **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      [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 *Resources in Education* ,1999-04 **Outside of Eden: Part One** Fannie M.

Buchanan-Featherstone,2006-08 **Decisions and Orders of the National Labor Relations Board** United States. National Labor Relations Board,2000 **A Policy and Procedure Manual for Church and Synagogue Libraries** ,1998 A policy and procedure manual for all members new and current of the church or synagogue library staff is valuable because it preserves continuity in library administration gives an easy reference to policies and procedures helps maintain efficiency and effectiveness provides a first step in establishing a new library and provides a guide for library helpers and committee members The purpose of this guide is to suggest information to be included in such a manual Information on the following is provided mission statement goals and objectives organizational chart history personnel staff selection policy financial policies facilities furnishings and equipment selection policies processing materials sources of materials equipment furnishings and supplies circulation policies library public relations and promotions inventory weeding maintenance procedures reports long range planning and professional memberships An index is also provided AEF **Church Laws and Ecumenism** Norman Doe,2020-09-27 Written by experts from within their communities this book compares the legal regimes of Christian churches as systems of religious law The ecumenical movement with its historical theological focus has failed to date to address the role of church law in shaping relations between churches and fostering greater mutual understanding between them In turn theologians and jurists from the different traditions have not hitherto worked together on a fully ecumenical appreciation of the potential value of church laws to help and sometimes to hinder the achievement of greater Christian unity This book seeks to correct this ecumenical church law deficit It takes account of the recent formulation by an ecumenical panel of a Statement of Principles of Christian Law which has been welcomed by Pope Francis and the Ecumenical Patriarch of Constantinople leader of the Orthodox Church worldwide as recognizing the importance of canon law for ecumenical dialogue This book therefore not only provides the fruits of an understanding of church laws within ten Christian traditions but also critically evaluates the Statement against the laws of these individual ecclesial communities The book will be an

essential resource for scholars of law and religion theology and sociology It will also be of interest to those working in religious institutions and policy makers     **Spectrum** ,1999

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