

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 Church Policy Procedure Manual

Bob Kellemen



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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

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an essential reference work for every pastor church administrator and parish council member The US is the most litigious country in the world The sex abuse scandal has virtually bankrupted the American Roman Catholic Church The breakup of the American Episcopal Church threatens innumerable lawsuits over ownership of church property Every religious community in the US has reason to be concerned about its legal liability Wrongful dismissal potential liability for the actions of employees or volunteers a parishioner slipping on icy church steps these are just some of the other legal issues that should be of concern to every Christian church and parish community in America Recognizing that most people working in the church need guidance when confronting church related legal issues lawyers and long term church members David Blaikie and Diana Ginn have adapted their popular Legal Guide for Canadian Churches for the American religious community This handy reference book takes readers step by step through all the legal implications of the daily operation of a church and parish community Blaikie and Ginn explain different areas of the law including administrative law property law employment law and civil liability This book provides a legal context for understanding and responding to relevant legal issues while at the same time providing answers and directions on specific legal questions The Legal Guide for Religious Institutions provides a comprehensive legal overview coupled with practical advice that will be required reading for every American pastor church administrator and parish council member

Financial Management for Nonprofit Organizations John Zietlow, Jo Ann Hankin, Alan Seidner, Tim O'Brien, 2018-04-06 Essential tools and guidance for effective nonprofit financial management Financial Management for Nonprofit Organizations provides students professionals and board members with a comprehensive reference for the field Identifying key objectives and exploring current practices this book offers practical guidance on all major aspects of nonprofit financial management As nonprofit organizations fall under ever increasing scrutiny and accountability this book provides the essential knowledge and tools professional need to maintain a strong financial management system while serving the organization s stated mission Financial management cash flow and financial sustainability are perennial issues and this book highlights the concepts skills and tools that help organizations address those issues Clear guidance on analytics reporting investing risk management and more comprise a singular reference that nonprofit finance and accounting professionals and board members should keep within arm s reach Updated to reflect the post recession reality and outlook for nonprofits this new edition includes new examples expanded tax exempt financing material and recession analysis that informs strategy going forward Articulate the proper primary financial objective target liquidity and how it ensures financial health and sustainability Understand nonprofit financial practices processes and objectives Manage your organization s resources in the context of its mission Delve into smart investing and risk management best practices Manage liquidity reporting cash and operating budgets debt and other liabilities IP legal risk internal controls and more Craft appropriate financial policies Although the U S economy has recovered recovery has not addressed the systemic and perpetual funding challenges nonprofits face year after year Despite positive indicators many

organizations remain hampered by pursuit of the wrong primary financial objective insufficient funding and a lack of investment in long term sustainability in this climate financial managers must stay up to date with the latest tools practices and regulations in order to serve their organization s interests Financial Management for Nonprofit Organizations provides clear in depth reference and strategy for navigating the expanding financial management function *Manual of the Mother Church* Mary Baker Eddy,2019-11-27 In her seminal work *Manual of the Mother Church* Mary Baker Eddy articulates the foundational principles and organizational structure of the Church of Christ Scientist Written in a clear didactic style this text serves not only as a guide for church governance but also as a spiritual compass that reflects Eddy s profound commitment to the practice of Christian Science The book is imbued with religious zeal adeptly blending doctrinal exposition with practical directives thus situating itself within the broader context of 19th century religious reform and revivalism while also responding to the spiritual needs of its time Mary Baker Eddy a pioneering spiritual leader and thinker founded Christian Science in the 19th century after her own remarkable healing experiences Her life journey marked by personal adversity and an insatiable quest for spiritual truth informed her writings and teachings Eddy s vision extended beyond individual healing to encompass a community of believers and her role as a woman in a predominantly male religious landscape added a unique perspective to her theological contributions *Manual of the Mother Church* is not just a reference for church members it is a vital text for anyone interested in the intersections of faith community and healing This book invites readers into the rich tapestry of Christian Science offering insights that resonate well beyond its pages Whether you are a seeker of spiritual truth or a scholar of religious studies Eddy s work promises to enrich your understanding and inspire your journey

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web artery blood vessel that conducts blood away from the heart may be a conducting or distributing vessel capacitance ability of a vein to distend and store blood capacitance vessels veins capillary smallest of blood vessels where physical exchange occurs between the blood and tissue cells surrounded by interstitial fluid

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web 20 2 blood flow blood pressure and resistance blood flow is the movement of blood through a vessel tissue or organ the slowing or blocking of blood flow is called resistance blood pressure is the force that blood exerts upon the walls of the blood

vessels or chambers of the heart

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web name lab time date anatomy of blood vessels microscopic structure of the blood vessels 1 use the key choices to identify the blood vessel tunic described some choices may be used more than once tunica externa tunica