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

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

Cancel lations or Changes: To change the date, time, or cancel the event please contact the Secretary as soon as possible to note cancel lation in the bull etin or newsletter.

Sample Baptist Church Policy And Procedure Manual

Lynn Buzzard, Susan Edwards

Sample Baptist Church Policy And Procedure Manual:

This book delves into Sample Baptist Church Policy And Procedure Manual. Sample Baptist Church Policy And Procedure Manual is a vital topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Sample Baptist Church Policy And Procedure Manual, encompassing both the fundamentals and more intricate discussions.

- 1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Sample Baptist Church Policy And Procedure Manual
 - Chapter 2: Essential Elements of Sample Baptist Church Policy And Procedure Manual
 - Chapter 3: Sample Baptist Church Policy And Procedure Manual in Everyday Life
 - Chapter 4: Sample Baptist Church Policy And Procedure Manual in Specific Contexts
 - ∘ Chapter 5: Conclusion
- 2. In chapter 1, the author will provide an overview of Sample Baptist Church Policy And Procedure Manual. This chapter will explore what Sample Baptist Church Policy And Procedure Manual is, why Sample Baptist Church Policy And Procedure Manual is vital, and how to effectively learn about Sample Baptist Church Policy And Procedure Manual.
- 3. In chapter 2, the author will delve into the foundational concepts of Sample Baptist Church Policy And Procedure Manual. The second chapter will elucidate the essential principles that need to be understood to grasp Sample Baptist Church Policy And Procedure Manual in its entirety.
- 4. In chapter 3, the author will examine the practical applications of Sample Baptist Church Policy And Procedure Manual in daily life. This chapter will showcase real-world examples of how Sample Baptist Church Policy And Procedure Manual can be effectively utilized in everyday scenarios.
- 5. In chapter 4, this book will scrutinize the relevance of Sample Baptist Church Policy And Procedure Manual in specific contexts. This chapter will explore how Sample Baptist Church Policy And Procedure Manual is applied in specialized fields, such as education, business, and technology.
- 6. In chapter 5, this book will draw a conclusion about Sample Baptist Church Policy And Procedure Manual. This chapter will summarize the key points that have been discussed throughout the book.
 - This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Baptist Church Policy And Procedure Manual.

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Sample Baptist Church Policy And Procedure Manual Introduction

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