

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

Dan Busby



Sample Church Policy Procedure Manual:

Adopting the Song of Phrase: An Emotional Symphony within **Sample Church Policy Procedure Manual**

In a world used by screens and the ceaseless chatter of instant connection, the melodic elegance and mental symphony produced by the prepared term frequently fade into the backdrop, eclipsed by the relentless noise and interruptions that permeate our lives. Nevertheless, situated within the pages of **Sample Church Policy Procedure Manual** a marvelous literary prize overflowing with raw thoughts, lies an immersive symphony waiting to be embraced. Constructed by a masterful composer of language, that charming masterpiece conducts visitors on a psychological journey, well unraveling the concealed melodies and profound impact resonating within each carefully constructed phrase. Within the depths with this moving review, we can examine the book's key harmonies, analyze their enthralling writing design, and submit ourselves to the profound resonance that echoes in the depths of readers' souls.

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