

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 Policy And Procedure Manual For A Church

Robert H. Welch, Jody Dean



Sample Policy And Procedure Manual For A Church:

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.

Equipping Biblical Counselors Bob Kelleman, 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 in 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 Kelleman 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. Kelleman 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.

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.

Church & Synagogue Libraries, 2005

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 professionals 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

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 **A Manual of Church History** A. C. Jennings, 1888 **The Unabashed Librarian** , 1977

Forthcoming Books Rose Arny, 1993 *The Policy-based Profession* Philip R. Popple, Leslie Leighninger, 1998 The Policy Based Profession by Philip R Popple and Leslie Leighninger represents more than an investment in your social work education it is an investment in your future as a professional social worker As you begin your social work practice you will often have occasion to refer back to the principles you have learned in your coursework Your textbook was written not simply to aid you in the educational process but to be of continuing assistance to you once you begin your professional practice It embodies many of the concepts and terms that you will need as a professional social worker and will be valuable tool to use

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