#### 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.

# **Church Policy Manual**

E. Jane Mall

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religion theology and sociology It will also be of interest to those working in religious institutions and policy makers Α Church Sunday School Handbook: a manual of practical instructions ... Second edition Ernest Peter Broadman Church Manual Howard B. Foshee, 1973-04-13 A comprehensive guide to the nature and work of the church including pastor staff members and planning the total church program *Administrating the Local* Church Dr. Rob Tucker, Ph.D., M.B.A,2018-06-08 A handbook for new pastors and church administrators A Church Policy Manual for the First Baptist Church, Jasper, Texas Glenden manual Charles Matthew Blake, 1994 Sanders, National Association of Church Business Administrators, 1986 Reimagining Korea Yohan Yoo, Song Chong Lee, 2025-07-14 This volume project explores how evolving values and identities in contemporary Korean society are interpreted particularly through the lens of religion positioning it as a window into Korea s dynamic cultural and social landscape As Korea grapples with rapid modernization shifting religious beliefs and expressions reflect new aspects of the Korean people s values and identity in both personal and communal dimensions We believe that this dynamic backdrop creates a complex web of tensions as Koreans negotiate between established norms and newly infused or internally emerging global ideas inspiring and provoking efforts to navigate and advocate for future directions both within and beyond the Leadership Handbook of Management and Administration James D. Berkley, 2008 This revised and country 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 How to Lead a Church to Reach People and Grow Robert A. Young, 2009-05 This book presents a unique approach to church growth It is written mainly to help churches that are declining but will help all churches The underlying premise is that churches do not grow and reach new people because they do not know how or because they are so poorly structured and organized that they spend most of their time and efforts in conflict This disrupts the fellowship and leaves very little time and energy for reaching new people The subtitle could be Fifteen Essential Steps To Growth Basic growth and administrative principles The combining of these areas makes this a unique book Young has brought together these basic elements from over 40 years of experience The book is a practical guide for a local church to follow to function efficiently and effectively and reach people for Christ When the steps are followed and in the proper order the church can pretty well be assured of growth and effective ministry Dr Robert A Young is currently President of Samuelite Corp Church Outreach and Consulting He served as Associate Pastor Administration of Walnut Street Baptist Church Louisville KY and Park Cities Baptist Church Dallas TX and President of the National Association of Church Business Administration He has conducted Total Church Consultations and Capital Fund Campaigns for churches of all sizes and denominations He is now available to serve churches as a consultant in these areas He is also the author of The Development of A Church Manual of Administrative Policies If I Could Do Church Again, Form #17.067 Brook Stockton, 2023-09-03 Guide on how to improve your church Written for pastors **Leading Leaders** Aubrey

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