

Community Christian Church Standard Operating Procedures Appendices	SOP Appendices
Revised: October 2015	Date: May 17, 2009

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Community Christian Church Standard Operating Procedures Appendices	Application for Employment
Revision #:	Date: January, 2003; May 17, 2009

**COMMUNITY CHRISTIAN CHURCH
1970 RIVERWOODS ROAD
LINCOLNSHIRE, IL 60069
Application for Employment**

DATE _____

APPLYING FOR _____

NAME _____

ADDRESS _____

TELEPHONE NUMBER (_____) _____

QUALIFICATIONS (LIST OR DESCRIBE. USE REVERSE SIDE IF NECESSARY)

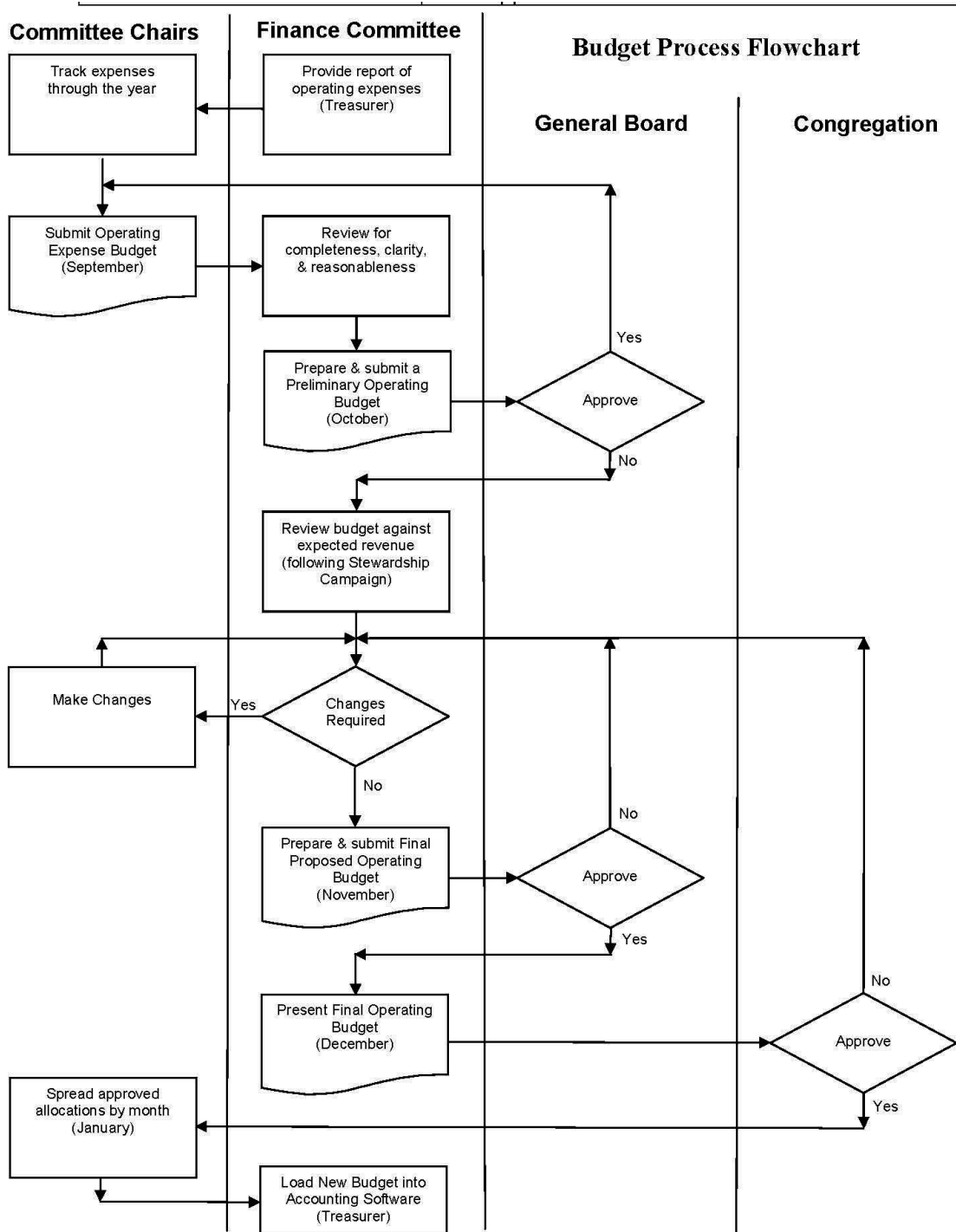
EMPLOYMENT HISTORY (LAST 5 YEARS MINIMUM)

FROM	TO	EMPLOYER	PHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR		NATURE OF YOUR WORK AND RESPONSIBILITIES	
HOURLY RATE OR SALARY		REASON FOR LEAVING	

FROM	TO	EMPLOYER	PHONE
JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR		NATURE OF YOUR WORK AND RESPONSIBILITIES	
HOURLY RATE OR SALARY		REASON FOR LEAVING	

Community Christian Church Standard Operating Procedures Appendices	Budget Process Flow Chart
Revision #:	Date Approved: April 2008

Budget Process Flow Chart



Community Christian Church Standard Operating Procedures Appendices	Committee & Board Chair Guidelines
Revision #:	Date: January 2006; May 17, 2009

Committee and Board Chair Guidelines

Debriefing with your predecessor

One of the very first things you should do as a new committee or board chair is to have a turnover meeting with your predecessor. Do this even if you served on the same committee or board last year. Get from last year's chair their files and documentation on the committee's work.

Among the more important items to go over with your predecessor are:

- The calendar for last year of your committee's key events, projects, and activities
- Last year's committee organization; the members, assigned individual responsibilities, leaders of key projects, etc.
- Copies of correspondence, meeting minutes, bulletin inserts, promotional mailings, etc.
- Last year's chair's recommendations for this year; suggested changes or improvements to your committee's activities.

Staffing your committee

Move promptly to enlist members for your committee. Try to attain a mix of members, including:

- Last year's members for continuity and experience and people new to your committee.
- Individuals new to the church and veteran church members.
- Members of the Ministries Council or General Board and people from the congregation at large.
- Men and women.

The right number of members on your committee will depend on the responsibilities of your committee and the plan for the year. Make sure that you have enough people to spread the workload, but not so many as to be encumbering or such that some individuals will not feel challenged or actively involved. When asking individuals to serve, do not down play the work or responsibilities.

Your planning for your own successor is most important. Ensure that there are one or two members of your committee who are capable and willing (if asked) to serve as committee chair next year. Communicate these candidates to the Nominating Committee Chair in the April / May time period.

Planning

As early as possible in the year, and no later than August 15th, meet with your committee to begin making plans for the year. With your new committee, review your committee's responsibilities as defined in the constitution, bylaws, and SOPs. Review recommendations from last year's committee.

Develop a plan of projects, events, activities, and strategies for the year. Identify the need or opportunity to coordinate with other committees; joint projects should be sought. List

Community Christian Church Standard Operating Procedures Appendices	Committee & Board Chair Guidelines
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these initial, plans, projects, and objectives for the year and give that list to the chair of the Ministries Council by the end of August for consolidation and distribution to the Ministries Council and General Board.

Set all dates for your committee’s activities for the year as early as possible; coordinate with the Ministries Council.

Communicate to the congregation through the newsletter and Sunday bulletin; get your event / activity information or your newsletter article draft to the church office secretary in a timely manner. Notify the Communications Committee well in advance for possible community publicity. Note the Communications/Public Relations Guidelines in the SOP Appendix.

Delegation

With your committee members, divide the responsibilities and planned activities among your members. Do not attempt to do all, or the majority, of the work yourself; that is surely self-defeating. Divide the responsibilities and activities into manageable pieces; assign a project leader to each; some projects may be large enough to require a sub-committee.

Be sensitive to any committee member becoming overloaded, including yourself. Add members to your committee during the year if you need more manpower.

Establish the means within your committee for communications and follow-up. Do not over control, but ensure that things get done and commitments are met; in the end, you are accountable for the committee’s work and responsibilities.

Committee meetings

When, where, and how often you meet is up to you and your committee. Meet as often as necessary. Avoid weekly daytime meetings – this excludes the participation of those who are employed. As a courtesy, invite the ministers and General Board chair to your meetings – they are ex officio members of all committees.

Plan meetings for effective use of time; have an agenda. The last item on the agenda should be to set the date and time for the next meeting.

Prepare and distribute minutes promptly after each meeting; recap all action items and assignments; send copies to the ministers and the General Board chair.

Documentation

Keeping good documentation is valuable to you during your tenure; it is even more valuable for your successor. Maintain a notebook and / or files to be passed on to your successor; in general, keep notes and a record of everything that you wish that you had been given when you took over the job.

Keep detailed records of:

<ul style="list-style-type: none"> • Committee organization and assignments • Projects • Calendar of meetings, events, and activities 	<ul style="list-style-type: none"> • Expenses • Meetings • Ideas
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Community Christian Church Standard Operating Procedures Appendices	Committee & Board Chair Guidelines
Revision #:	Date: January 2006; May 17, 2009

• Successes and disappointments	• Problems
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For the committee calendar, record not just when an event occurred, but also when preparatory actions should begin. Retain copies of all correspondence, meeting minutes, promotional flyers, invoices, bulletin inserts, etc.

Towards the end of the program year, you and your committee should evaluate the committee's programs for the year. Note what could be improved. Make recommendations for next year's committee.

It is most helpful to write an annual report to the Ministries Council and General Board. This causes you to think, reflect, and crystallize your thoughts, ideas, and recommendations.

Community Christian Church Standard Operating Procedures Appendices	Communication/Public Relations Guidelines
Revision #:	Date: May 17, 2009

Communication/Public Relations Guidelines

In order to receive good public exposure, planning is necessary for all events.

Basic guidelines follow:

1. All events must be on the Church calendar for the quarter.
2. Events must have a two-month lead time for public relations efforts (media have deadlines that far out)
3. When planning events, consider answering these questions:
 - a. Who will benefit, and who is doing work/presentation etc.?
 - b. What is it that will be done/presented etc.?
 - c. Where will event be held?
 - d. When, give the date/time/length?
 - e. How does this tie to other events? Does this reinforce our goals and mission?
How?
 - f. Is there a visual/verbal theme? How would you describe it?
 - g. What are the credentials of individuals involved?
Background/education/experience?
 - h. Is there a history with this event? Will it be annual, or part of a series? If annual,
how long have we been doing this?
 - i. Who is the contact person for the event?
 - j. What is the budget?

Please contact the Communication Committee Chair when you are planning an even

Community Christian Church Standard Operating Procedures Appendices	Covenant of Caring
Revision	Date Approved: 2004

Covenant of Caring

I, _____, promise to do my best to be a servant leader. I will endeavor to serve Community Christian Church (Disciples of Christ), Lincolnshire Illinois, by striving to follow these principles of servant leadership:

1. To have a sincere desire to mature in the Christian faith through study of God's Word and service to Jesus Christ and His Church.
2. To acknowledge that I am a steward entrusted to enact the Master's will and am not the Master Himself.
3. To lead with confidence and humility, secure in God's power and love.
4. To consider decisions prayerfully, seeking in all things the guidance of God's Word and the will of Jesus Christ.
5. To treat people and their ideas with dignity and respect.
6. To welcome, explore, and weigh carefully the differing points of view available.
7. To be receptive to feedback from others regarding my performance in office and to provide feedback to others with gentleness and caring.
8. To work toward resolution of my own interpersonal conflicts by speaking directly with those involved and to encourage others to do likewise.
9. To remember that we of Community Christian Church are one body in Christ with a variety of gifts, to rise above all that divides us, and to emphasize by thought and action our unity of spirit and purpose in Jesus Christ.
10. To realize that at times I will fall short of these principles of servant leadership and then, as always, be willing to rest on God's forgiveness and His redirection.

Community Christian Church Standard Operating Procedures Appendices	Crisis Guidelines
Revision #:	Date: May 17, 2009

Crisis Guidelines

With the understanding that every crisis is unique, emergency help will be offered for up to two weeks. After two weeks, the situation will be re-evaluated by the Crisis Chair and Senior Minister. If it is decided that the church should continue assistance, the situation will be re-evaluated again in two weeks. Re-evaluations will continue until assistance is terminated. If the acute situation is becoming chronic, transitional assistance will be offered.

Help that may be offered to church families in need during a crises situation may include such items as emergency food, transportation, or babysitting.

Referrals for transition assistance (longer term) will be available. These include such things as food services, transportation, house cleaning, yard work, baby sitters, and in-home aids provided by the members themselves or community organizations.

Community Christian Church Standard Operating Procedures Appendices	Diaconate Duties
Revision #: 2.0	Date: October 11, 2015

Diaconate Duties on a Typical Sunday

Before Sunday:

- A Diaconate schedule is compiled quarterly. Provide the scheduler any dates that you will be unavailable to serve to try to alleviate having to find alternates.
- 4 Deacons are scheduled per service and reminded by email in the week prior; one Deacon will be selected as the Head Deacon for that Sunday
- Should you be unable to attend please contact the Chair to organize an alternate Deacon. If time permits, let the Church Secretary know so the correct names can be updated in the service bulletin. Notify the Diaconate Chair of any changes that had to be made before or after the service so an equal distribution is made in the year's schedule.
- Dress code is appropriate for Church – a ‘business casual’ style is typical
- Badges with your name are stored on a pin board in the Diaconate closet in the sanctuary
- The Head Deacon should prepare a short prayer of thanksgiving (examples are available)

Before Service:

- Head Deacon should schedule to arrive approximately 45 minutes before the service starts
- Prepare the communion offerings: (Kitchen – hosts and dispenser in the drawer to the left of the sink on the pantry side; more cups, grape juice etc. in the pantry)
 - A photo of how to prepare the offerings is in the kitchen
 - 5 plates with the communion hosts (~ 25 per plate); the top plate is for the choir and can have fewer hosts (divide between the regular and matzo options)
 - 5 plates with the undiluted grape juice dispensed (1/3rd full only) in the cups (approx. 50% of the holes or less can be filled for a typical service)
 - (Note: if Choir is not present then only 4 equally distributed plates are needed for each element)
 - Fill to approx. 1/4th full a dilute solution of grape juice (50:50) and water in the glass decanter
 - A bread item should be in the Kitchen; this is put on a gold platter
- Place the communion hosts and the juice trays on the altar. Bread is on the right-hand side (facing the altar) and wine on the left.
- Light the main candle.
- Place a host and a juice cup on the small tray on the piano for the choir leader and the pianist (as needed)

Community Christian Church Standard Operating Procedures Appendices	Diaconate Duties
Revision #: 2.0	Date: October 11, 2015

- Place the bread and the glass decanter on the table at the rear of the church. Put 8 paper towel sheets or similar at the back to dampen the sound when returning the communion plates
- Ensure lights are on (usually already set up by the ministers)
- Ensure drawing books and crayons etc. are available and filled with paper for young children
- 2 Diaconate should be at the sanctuary entrance at least 15 minutes before service starts to hand out the service bulletins
 - At special services, coordinate additional needs with Worship Committee and/or Membership Committee
- 1 Deacon should be positioned in the entrance way to greet the congregation and visitors as they enter and guide them to the sanctuary. Be prepared to show visitors where the children's Sunday Service activities or the other facilities (i.e., Nursery and/or Toddler Care) will be made available. Also be alert for those handicap attendees that may need assistance getting in the doors.

During Service:

- Once service starts be prepared to escort late comers to a suitable seat
- You may sit at the rear of the Church on chairs provided for the Diaconate; at least one Deacon should be available at all times at the rear of the Church to assist with the congregation and late comers.
- Before the Children's time with the Minister, the Head Deacon should take a full head count of the entire congregation, including children, ministers, choir, Deacons, and any others that may be out of the sanctuary, such as teachers preparing for their lessons. Write down the headcount on the special slip placed on the rear table in the Sanctuary.
- After the children leave for Sunday school; first gently close the doors to the Fellowship Hall; parents will be returning to their seats and ideally, they should wait by the door until the prayers have been summarized by the Minister. Then close one of the doors to the Sanctuary after the parents have been re-seated, leaving one door open/ajar.
- Gather at the back of the Sanctuary during the post sermon hymn. Hand out the collection plates and agree which 2 Diaconate will work the left and right pews together. Wait for acknowledgement by either the Pastor or Elder before proceeding to the front of the pews (2 at the middle and 1 at either far end). Aim to stop at the same point and keep in synch with your partner on each side (and ideally with the other pair of Diaconate) while you offer the plate for collections. Don't move on to the next pew until your partner has finished with their side of the pew. Typically, many of our Congregation have already pledged so there are many who do not have an offering or a prayer card to place in the collection plates.

Community Christian Church Standard Operating Procedures Appendices	Diaconate Duties
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- In order to maintain a streamlined approach to passing the plates along the pews; it is best to have the collection plate returned to the same Deacon if there are only 3 or less people in the pew (and particularly if they are spaced far apart) – otherwise the person has to make excessive movements to pass the plate on to the other person and ultimately to the Deacon on the opposite side. If 4 or more people are in two consecutive pews, then the two Diaconate for that row can decide to pass the plate from one end to the other; remain in eye contact so you are both aware that you intend to pass the plate along all the way.
- Return the 4 collection plates to the back of the Sanctuary. Two Diaconate will then hold two of the plates each and stand behind the other two Diaconate; one on the left (facing the altar) with the glass decanter and the one on the right with the bread. Keep to the same side of the Sanctuary as you had for the collection.
- Ideally look at the rows with your partner for the side you are both serving and observe how many people are in each row. If you plan to pass the elements all the way along you should acknowledge this with your partner before you leave the back of the Sanctuary and keep in eye contact with one another as you work the pews so that you can stay aware of whether it is practical to pass the elements along the pew.
- When the Minister and Elder are at the altar and the invitational music (i.e., Doxology) begins, walk to the altar with the gifts and separate to the left and right as you mount the steps. The Deacon with the decanter hands this to the Minister and the Deacon with the Bread passes to the Elder. The collection plates should be placed on top of one another on the small table in front of the altar.
- Fan in a pair either side of the Elder and Minister. If the Choir is present a choir member will join the end of the right-hand pair (facing the congregation) so that they can serve the Choir directly.
- At this point the Head Deacon reads their prayer of thanksgiving.
- The Minister consecrates the Bread and the Cup, and the Elder says a Prayer.
- The Minister will then break the bread and distribute the bread plates from side to side; pass these down to the end Deacon. Likewise, with the juice cups; pass these down from the Minister/Elder to the end Deacon. Each Deacon will be holding a plate of bread/hosts and juice cups.
- At this point the Minister and Elder proceed to their pew. The Diaconate walk with them to either side of the pews on each side of the Church. Remember to serve the Elder and Minister first before proceeding to the rest of the congregants on the left side (facing the altar) of the Sanctuary.
- As with the collection plate; the pair of Diaconate should remain in synch with one another and not move on to the next pew till their partner has finished at the other end. Offer the bread first; return the plate to the Usher then offer the juice cups.

Community Christian Church Standard Operating Procedures Appendices	Diaconate Duties
Revision #: 2.0	Date: October 11, 2015

- Only pass on the bread and cups if there are adequate people (say 4 or more adults) in 2 consecutive rows and ensure your partner is aware of your intention to pass along the pew before you commit to doing this. People that are frail or with children may not be able to pass on the elements easily so take this into consideration when serving communion.
- When the Diaconate are finished with serving Communion return to the table at the back of the Sanctuary and gently stack the bread and cups; ideally place a paper towel sheet between each layer to deaden the sound. This is so we do not disturb the Communion and quiet prayer time.
- During the blessing; begin to open the doors wide open for both the Sanctuary and the Fellowship Hall
- Before the Congregation is dismissed it is a good time to take the communion and cups to the kitchen for cleaning before the congregants leave the pews and get caught in the traffic.

After the Service

- The Diaconate also has the responsibility to tidy up the pews and communion materials after the service.
- 2 Diaconate can work to clean the Sanctuary while the other two clean the communion plates.
- Walk down each pew and pick up the empty cups, discarded papers and return pencils to the pew slots and the attendee books to the inside pew. Tear off the attendee list for each pew. Make a mental note to refill the attendee folders with replacement blue prayer cards if they are empty.
- Place all unwanted printed materials in the recycle bin at the rear of the Church. Save any printed materials that are requested to be saved.
- Collect all the attendee lists and the head count note and place them on the Secretary's desk in the Church office.
- The communion bread and unused hosts should be discarded in the trash. Clean off any crumbs; but do not throw away the paper doily on the plate (unless it is ruined).
- Empty the unused cups and juice directly into the garbage can. Wipe off any spilled juice.
- Stack the plates on top of one another under the sink on the pantry side.

Inform the Chair of the Diaconate if there does not appear to be enough cups, juice, hosts etc., for next week's service.

Community Christian Church Standard Operating Procedures Appendices	Facility Reservation Form
Revision	Date: May 17, 2009

Facility Reservation Form

Name of Group Requesting Use: _____ (the "Tenant")

Address: _____

Are you a corporation? _____ Yes _____ No

If "Yes", are you a non-profit corporation? _____ Yes _____ No

Purpose of the Group _____

Describe the activity that you will conduct in the church's facility:

of Persons Attending _____ # of Children _____ Age Range of Children _____ - _____

Describe the "space" that you will need, including chairs, tables, any special equipment, etc.:

Will food be served? _____ Yes _____ No

Are you requesting one-time use or recurring use?

_____ One Time Date: _____ Time: _____

_____ Recurring First Date: _____ Last Date _____

Time: _____

Contact Person: _____

Telephone: _____ email: _____

Rent: _____ Security Deposit: _____

Tenant agrees to execute and abide by the Facility Use Agreement of Community Christian Church.

Authorized Representative: _____ Title: _____

Date: _____

Accepted for the Church: _____ Date: _____

Community Christian Church Standard Operating Procedures Appendices	Facility Use Agreement
Revision	Date: May 17, 2009

Facility Use Agreement

Whereas, _____ (the “Tenant”) has requested use of certain facilities (the “Premises”) of Community Christian Church (the “Church”) as described in the Reservation Request executed by both parties; and,

Whereas, subject to the terms and conditions of this Facility Use Agreement (the “Agreement”), the Church is willing to permit such use.

Now, therefore, the Tenant and the Church agree as follows:

1. Use of Premises. Tenant shall only use the Premises for the purposes, and in the manner, specified in the Reservation Request(s).
2. Term of Use. Provided that Tenant complies with the terms and conditions of this Agreement, Tenant shall have use of the Premises during the time(s) specified in the Reservation Request(s) which are accepted by the Church.
3. Rent and Security Deposit. Tenant shall pay to the Church the Rent and the Security Deposit (if any) specified in the Reservation Request no later than three (3) days prior to Tenant’s use of the premises.
4. Responsibilities of Tenant. Tenant shall be responsible for:
 - a. Assuring that the Premises is locked, and windows closed at the end of its use.
 - b. Unless arrangements are made in advance for additional custodial care by the church custodian, Tenant must leave the premises in as good or better condition than they were prior to Tenant’s use.
 - c. Not bringing into the Premises any inflammable fluids, explosive materials or other articles hazardous to person or property.
5. Signs. Tenant shall have no right to place any signs outside of the Premises. In the event Tenant wishes to announce a special event or provide location signs, before placing such signs outside the Premises, Tenant will obtain the approval of either the Chair of the Property Committee or the Chair of the Trustees of the Church.
6. Assignment/ Subletting. Tenant shall have no right to assign or sublet the Premises.
7. Insurance Requirements. Tenant shall maintain at its expense in full force at all times during the term of this Lease comprehensive general public liability insurance, which shall include coverage for personal liability, contractual liability, tenant’s legal liability, bodily injury, death, and property damage all on an occurrence basis with respect to the Tenant’s use and occupancy of the Premises. The insurance shall have the following minimum limits of \$1,000,000 for bodily injury or death to any one person; \$2,000,000 for bodily injury or death in the aggregate; \$500,000 in property damage which shall include coverage for any loss or damage alleged to have resulted from the loss of use of any property, real or personal. The Church shall be named as an additional insured on such policy on a primary, non-contributory basis. At least ten (10) days prior to tenant’s use of the Premises, Tenant shall provide the Church with a certificate verifying such insurance. The casualty insurance shall contain a waiver by the insurer of any rights of subrogation or indemnity or any other claim to which the insurer might otherwise be entitled against the Church, its officers, agents, or employees.
8. All policies shall be written with insurance companies licensed to do business in the State of Illinois and having a rating of not less than A VI, according to the latest edition of the A.M. Best

Community Christian Church Standard Operating Procedures Appendices	Facility Use Agreement
Revision	Date: May 17, 2009

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Waiver and Indemnity. To the extent not prohibited by law, Tenant waives all claims against the Church, its trustees, agents, and employees for injury or damage to person or property sustained by Tenant and resulting directly or indirectly from fire or other casualty, cause or any existing or future condition, defect, matter or thing in or about the Premises or from any equipment or appurtenance in the building, or from any accident in or about the building, or from any act or neglect or any tenant or other occupant of the facility or of any other person.

Tenant agrees to indemnify and hold harmless the Church, its trustees, agents, and employees from and against any and all claims, demands, actions liabilities damages, costs and expenses (including reasonable attorney’s fees), for injuries to all persons and damage to or theft or misappropriation or loss of property occurring in or about the Premises and arising from Tenant’s occupancy of the Premises . If any such proceeding is filed against the Church or any such indemnified party, Tenant agrees to defend such proceeding at its sole cost by legal counsel reasonably satisfactory to the Church if requested by the Church.

9. Remedies. If the Tenant fails to pay the rent when due or fails to fulfill all the provisions of this Agreement, the Church may, at its option, immediately and without further notice to Tenant, terminate this Agreement and Tenant’s right to possession of the Premises. Notwithstanding such termination, the Church shall be entitled to recover all rents, damages, expenses, and other compensation to which it is entitled under this Agreement or under law.
10. Separate Entity. The Tenant, in its literature and all other representations, shall make clear that it is a separate entity and is not affiliated with nor sponsored by the Church.
11. Entire Agreement. This reflects the entire agreement of the Parties. There are no other representations either oral or written. Any modification must be in writing and signed by both Parties. This Agreement is governed by Illinois law and shall be enforced in the Circuit Court sitting in Lake County, Illinois.

This Agreement is entered into this ____ day of _____, _____.

Church

Tenant

Community Christian Church

By Its General Board Chair

By Its Authorized Representative

Community Christian Church Standard Operating Procedures Appendices	Facility Use Policy
Revision	Date: May 17, 2009

Facility Use Policy

Vision

The Vision of Community Christian Church is to be a thriving congregation that changes lives through Christ. We believe that appropriate use of our facilities promotes this vision and is good stewardship of the assets with which we have been entrusted.

General Guidelines

The following are general principles that guide the granting of use of all or part of our facility by groups not related to the church.

1. The requesting group or individuals must be supportive of, and provide benefits to, the community, and not hold values or beliefs that are in conflict with those of the church. The church reserves the right to grant or deny the use of its facility at its sole discretion.
2. One person from the requesting group must be designated as point of contact with whom the church will have communication about an event or gathering.
3. The requested space and nature of the event or gathering must not unduly interfere with other activities that may be taking place at the same time in other parts of the facility.
4. The expenses, including utilities and janitorial expenses where applicable, associated with the event or gathering are to be borne by the requesting organization.
5. All communications regarding the initial request or follow-up must be through the church office.

Specific Policies

1. The following forms must be on file with the church office at least ten (10) days prior to the date of the event.
 - A Facility Use Agreement executed by an authorized representative of the requesting group
 - An Insurance Certificate naming Community Christian Church as an Additional Insured

The reservation may be cancelled if these forms are not in place.

2. Unless arrangements are made in advance for additional custodial care by the church custodian, all users must leave the church's facility in as good or better condition than it was found.
3. Any set-up is the responsibility of the user. All furniture and equipment must be returned to its original location after use.
4. No smoking is allowed in the church buildings.
5. No alcoholic beverages are allowed on the church premises.
6. Food and beverages are not permitted in the Sanctuary.
7. Children must be under adequate adult supervision at all times.

Community Christian Church Standard Operating Procedures Appendices	Fellowship Event Planning Guide
Revision #:	Date: May 17, 2009

Fellowship Event Planning Guide

If your committee would like to sponsor an event in cooperation with the Fellowship Committee, please consider the following:

- A. All events must be on the church master calendar.
- B. Fellowship will help or be a resource for your event. Most events require a month lead time, but with publicity requirement, two months' is recommended.
- C. When planning your event, consider:
 - 1. Date and time
 - 2. Food and/or flowers required
 - 3. Equipment: tables, chairs, audio visual.
 - 4. Budgeting and/or setting fees

Community Christian Church Standard Operating Procedures Appendices	Fund Raising Policy
Revision #:	Date Approved: April 2008;

Fund Raising Policy

Truthfulness in Communication

All representations of fact, descriptions, or narrative about fund raising efforts must be complete and accurate.

Communication and Donor Expectations

Fund raising appeals must not create unrealistic donor expectations of what a donor's gift will actually accomplish within the limits of an organization's ministry.

Tax Deductible Gifts for a Named Recipient's Personal Benefit

Tax deductible gifts may not be used to pass money or benefits to any named individual for personal use.

Acknowledgement of Non-Cash Gifts

Property or gifts in kind received by an organization should be acknowledged by the organization responsible for the fund raiser (garage sale, auction donation, a tree for the church property, electronic equipment, etc.). This acknowledgement should describe the property or gift accurately without a statement of the gift's market value. However, receipts are different for under and over \$250. It is the responsibility of the donor to determine the fair market value of the property for tax purposes.

Disclosure Statements

A disclosure statement, reflecting the difference between the purchase price and the market price of a non-cash item (coffee, auction purchase, cook book, etc.), shall be provided by the organization responsible for the fund raiser.

Community Christian Church Standard Operating Procedures Appendices	General Financial Policy
Revision #:	Date Approved: May 12, 2008

General Financial Policy

The General Board and Financial Officers shall govern within the following standards:

I. Use of Gifts

- A. All donations shall be used for the purpose for which they are intended.
- B. If, after 10 years, designated gifts are not spent on the designated purpose, the Trustees may recommend to the General Board the redirection of the funds with the approval of the donor, if still living.

II. Fiscal Year Adjustments

- A. At the end of the Fiscal Year, the Treasurer, after notifying the responsible committee/board chair, may roll-up remaining short term (less than 1 year) funds into the General Operating Reserves.
- B. If a change in the annual General Operating expense budget is approved by the General Board, or the Financial Secretary or Treasurer becomes aware of a change to repeatable income of more than \$500, the budget may be revised. Both the original budget and the revisions will be shown on all reports.
- C. Requests for new funding for recurring expenses may not be taken from the General Operating Fund unless said funds are available in the current year and the 3-5-year plan deems it prudent.

III. General Operating Budget and Reserves

- A. The annual General Operating Budget is for recurring (not a one-time occurrence) income and expenses. A deficit budget shall not be permitted.
- B. If General Operating Reserves exceed 50% of the annual expense budget, funding of new ministries may be taken from reserves or from funds donated for that express purpose. If the new program is to become recurring, it must compete for funds with all other expense items in the follow year's budgeting cycle.
- C. Spending beyond the General Operating Reserve limit (50% of the annual expense budget) is allowed in the following circumstances: (Note that the General Board and the congregation must be notified if this occurs.)
 1. When an unforeseen situation causes a drop in income.
 2. When actual expenses exceed plan in a non-discretionary area (where there is no choice but to incur the expense; for example, utility bills or a required major repair).
 3. When an historic trend in income growth allows for a dip in reserves below 50% for a period of time no greater than 18 months. Contingency plans must be in place in the event the reserves are not restored as expected.

IV. Procedures and Policies

- A. The Finance Committee shall maintain policies and procedures to safeguard the financial resources of the church.

Community Christian Church Standard Operating Procedures Appendices	General Financial Policy
Revision #:	Date Approved: May 12, 2008

- B. The Board of Trustees may, upon annual review of the processes and procedures of the Treasurer and Financial Secretary, recommend possible changes to any financial policy or procedure.

Community Christian Church Standard Operating Procedures Appendices	How to Publicize an Event
Revision #: 2	Date: July 15, 2013

How to Publicize an Event

CCC's Public Relations Committee has resources to tap for help with any of the following media. Feel free to contact them with your questions or requests. Be sure to reserve the appropriate amount of lead-time they will need to give you a hand.

- Editorial assistance -- Chair, Communications Committee
- Artwork -- Chair, Communications Committee
- Signs, flyers, press contacts -- Chair, Communications Committee
- CCC newsletter, Worship Announcements, Bulletin Inserts -- Church Secretary
- All Church email, Weekly Word, Evite -- Church Secretary
- CCC web site, CCC Calendars -- Church Secretary

There are several media for "getting the word out". Following is a description of each with lead times and responsibilities specified.

1. Church Calendar

There are two church calendars kept by the church secretary: online Google calendar (available on the website) and Church office wall calendar. Please let the church secretary know about meeting and event dates by contacting the church office by phone, email or write your event on the wall calendar located in the church office by the copy machine. It is very important to share all meeting and event dates with the church secretary to make sure they can be communicated to the congregation. The more communication, the better chance to be heard!

2. Sunday Worship Service

Your events can be communicated to the congregation on Sunday by designing a Bulletin Insert and verbally via the Pastor during Announcement time. As with all church communications, please give the wording and dates to "run" to the church secretary in a timely fashion.

Bulletin Inserts - a half sheet design with details and pictures. Please provide the wording, pictures and whether the church secretary can exercise artistic license to "dress up" the piece! These inserts will be in each bulletin, both services and also available in the Narthex Display Board.

If you would like to verbally announce an event, please contact the church secretary and/or minister(s) the week before you'd like the announcement to be made. The Pastor will read it during announcement time before the start of the worship time. Please keep in mind that only 25% of our congregation attends church on a particular Sunday, and many do not read the bulletin inserts. Keep your announcement as brief and concise as possible.

Our current church secretary is an artist, and she is willing to help you. She has access to a church web site that has clipart for just about any type of event. Many events need Sunday Bulletins Inserts for weeks in succession. If possible, they should be designed to be **reused/recycled** to save in paper costs.

Community Christian Church Standard Operating Procedures Appendices	How to Publicize an Event
Revision #: 2	Date: July 15, 2013

Tuesday is the deadline for the coming Sunday’s worship bulletin. If you want design help or a specific color of paper, add at least a week! Please make instructions in writing to the church secretary (*e.g. Include the attached insert on Feb 1, 8, & 15.*)

3. The Weekly Word

Every Friday morning the church sends an e-mail to our church family. (Please note that there are folks in our congregation that do not have e-mail, some who have it but don’t read it daily, somewhere only one family member reads it, and some who have asked not to receive these weekly messages.) However, this method of communication has a high potential “hit” rate, especially if you **keep your messages short** and to the point.

Again, the items included in the Weekly Word are supposed to be for the coming week, but occasionally will stretch beyond for a major event. Please be careful not to abuse this. If the e-mail becomes repetitive, people will stop reading it.

The **deadline** for inclusion in the weekly update is Tuesday. Please make your request in writing to the church secretary. The ministers need to see, read, edit, and approve the Weekly Word before it is sent.

4. The CCC Newsletter

The newsletter is sent to every CCC possible friend, old and new, local and distant! Copies are also available for visitors in the church foyer.

All events should be advertised in the newsletter. It is your responsibility to submit written articles **by the 15th** of the preceding month. These may be delivered to the church secretary. (The favored method is to type your article into a word document and attached to an email. Please try to avoid using tabs, double spacing at the end of a sentence and abbreviations including the names of months and books of the Bible and write times like this: 7:00pm - not 7pm, nor 7:00 p.m.).

The editors of the newsletter reserve the right to edit all articles.

5. All Church Email

A standalone email can be sent by using the email marketing site, Constant Contact. Please give the wording and dates to “run” to the church secretary in a timely fashion. It is very important to share all meeting and event dates with the church secretary to make sure it is on all the calendars. The more communication, the better chance to be heard!

6. Evite

This is a free website that sends invitations to CCC’s members and friends. Anyone is able to check and track responses. It can be sent by the church secretary for just about any event, please provide the wording and dates to “run” to the church secretary in a timely fashion. It is also possible to request that attendees bring something to the event, such as food items, so please include that in your information to the secretary. It is very important to share all meeting and event dates with the church secretary to make sure it is on all the calendars. The more communication, the better chance to be heard! Username for eVite is: Office@CCCLincolnshire.org; password is: ccclinc

Community Christian Church Standard Operating Procedures Appendices	How to Publicize an Event
Revision #: 2	Date: July 15, 2013

7. The church’s web site: www.CCCLincolnshire.org

This website was redesigned in July 2013 and is updated regularly by the church secretary. There are many new features to help not only new visitors to our website, but members and friends already familiar with CCC. Two Google calendars are imbedded in the site - one for Church events, including Committee Meetings; and a calendar of youth events on the Youth Page. **These are very easy to use and will be updated on a weekly basis - but only if you must inform the church secretary!** Another useful feature of the website is descriptions of just about everything we do at CCC, including General Board positions, Committee descriptions, Church Programs and Church Events. If you’d like to edit or add anything at any time, please contact the church secretary. Make sure you give it a good look and give feedback!

8. First Class Mailing

If your committee decides to send a first-class mailing, it is your responsibility to write the letter and have it **edited** by someone with “fresh eyes” for content, wording, spelling, etc. This could be any member of the Communications Committee, one of the ministers, or the General Board chair. If you need the church secretary to type it for you, give her plenty of lead-time (ask her). Most of the time, the **committee is responsible for the cost of special paper, envelopes and postage.**

9. Press Releases

The Communications Committee will be happy to try to get press coverage for an event or season. Special instructions are in a separate SOP. Usually, lead-time of a couple of months is required.

10. Flyers

If you want to distribute flyers through the schools, it is your responsibility to have the flyer designed and edited by someone with “fresh eyes” for content, wording, spelling, etc. This could be any member of the Communications Committee, one of the ministers, or the General Board chair. You also must complete the required paperwork at each school. The cost of the paper is the responsibility of the committee. You should purchase at a local office supply store. Our church secretary may be able to help duplicate the flyers if time allows. The 103 School District will make these available for people to pick up but will no longer distribute them for us.

11. Lincolnshire Kiosk Signs

CCC currently owns insert signs for the Lincolnshire kiosk for the Easter egg hunt/carnival, VBS, the Garage Sale, Trick or Trunk, Kick-Off Sunday and Christmas Eve. The Communications Committee has budget to update these signs (dates) and schedules well in advance for use of the kiosk (one year). Talk to the Communications Committee if you want to use this medium. We also have an account with a local sign making company, who is more than helpful and efficient.

Community Christian Church Standard Operating Procedures Appendices	How to Publicize an Event
Revision #: 2	Date: July 15, 2013

12. Lincolnshire cable TV, and Village publications

If a press release is sent, the Village cable channel and newsletter will get a copy. Again lead-time is up to 2 months, so be sure to plan ahead.

13. Yard Sign

Procedure for Temporary Sign Approval for CCC by Village of Lincolnshire

Each time we put up our temporary sign, a letter needs to be sent to the Village of Lincolnshire. They also need a completed "Permit" to accompany the letter which includes a sketch of the sign.

Please use the following procedure when using the temporary, free-standing sign in the front yard at Community Christian Church.

1. Contact the church secretary (Office@CCCLincolnshire.org), who will send you an electronic copy of a letter for you to alter for your sign.
2. Revise the letter and send back to the secretary, letting her know when you'd like the letter to be sent. Please make sure the wording of the sign is included so the church secretary can add that to the sketch of the sign. Also include how long you'd like to display the sign.
3. The church secretary will attach the permit and fax to the Village and keep on file in her desk drawer.
4. We have a total of 60 days we are able to use this sign in a calendar year.
5. Beginning January 1, 2009, we should adhere to the Village of Lincolnshire's proposed new code that requires that our sign and all the signs placed upon it, measure 20 square feet. They will notify us when the code has been adopted.

Community Christian Church Standard Operating Procedures Appendices	Investment Policy
Revision #:	Date Approved: August, 2000

Investment Policy

The Finance Committee acts as the fiduciary for Community Christian Church’s financial resources. As such, the Finance Committee shall invest all of the church’s funds, including, but not limited to, the church’s General Operating, committees’, memorial, capital and other designated/restricted funds, in a conservative and prudent manner.

The primary emphasis underlying the Finance Committee’s investment of the church’s funds shall be to protect and preserve the church’s principal, perhaps sacrificing future appreciation and/or maximum income potential. Accordingly, acceptable investments should not anticipate any fluctuation or decline in principal during the lifetime of such investments. Examples of acceptable investments would include (but not be limited to) checking, savings and money market accounts, certificates of deposit and United States Treasury bills and bonds, held to maturity.

The only exception to this investment policy will be in regard to gifts given to the church as permanent funds (e.g., the Kathryn Westerberg–Viravec Endowment Fund). With permanent funds, when the primary goal is to maximize earnings, and liquidity is not an issue, the Finance Committee may consider other appropriate investments, such as bond funds.

In keeping with existing practice, when Community Christian Church receives a stock donation, the stock should be sold and liquidated into a cash position immediately.

Finally, we allow major long-term funds (memorial funds, capital fund, mission trip fund, and the Emma Hope Short Music Fund) to keep the interest earned by each fund. The remaining earned interest is credited to the current year General Operating Fund.

Community Christian Church Standard Operating Procedures Appendices	Media Deadlines
Revision #:	Date: March 23, 2009

Media Deadlines

CCC Newsletter

- 15th of each month

CCC Bulletin Inserts

- 9:00am Wednesday for Sunday distribution

Friday Online Update

- 9:00am Thursday before posting date of Friday

District 103 newsletter

- March letter – February 1
- April letter – March 1
- May letter – April 1
-

Pioneer Press

- 5:00pm Tuesday, 9 days before publication deadline (think 2 weeks)
- For special articles begin networking 2 months in advance

Daily Herald, News Sun, and Chicago Metro Tribune

- 2 weeks prior to the event for announcements

What's Happening, Libertyville News

- 15th of prior month

Lincolnshire Village Newsletter published every other month

- Published monthly, copy cutoff date is the 15th of the prior month.

Kiosks

- Sign reservations are made anytime one year in advance of the event date
- We try to reserve two weeks for the sign - one week on each side

Church Yard Sign

- Limited days it can be displayed
- Special request to Village for permission and to waive cost
- See separate appendix covering this media

Community Christian Church Standard Operating Procedures Appendices	Memorial Policy
Revision	Date Approved: April 1997

Memorial Policy

- Community Christian Church welcomes and respects gifts to the church made in memory of deceased members or friends of the church. Such gifts or bequests will be committed to uses that enhance or preserve lasting evidence of the spiritual quality and special nature of our church. The names of those memorialized and those making the gifts will be properly recorded and recognized.
- The church offers to the potential donor at least two choices for the use of memorial gifts. These alternative uses are consistent with the church's long-range plans and in keeping with the spiritual character of the church. Each will have a well-defined plan which will be implemented over a number of years.
- The two projects to which memorial gifts are directed are stained glass windows for the sanctuary and a memorial garden or gardens on the church property. Gifts of "objects" are discouraged, and gifts of objects to be placed in the sanctuary will not be accepted. Artwork or objects in the sanctuary commemorate the risen Christ. The memorial objects currently in the sanctuary will remain. From this time forward, memorials will not be placed in the worship area. The selections of the memorial cross and the tapestry that hang in the chancel were made with the concurrence of the architect, John Holland, who designed the sanctuary.
- Anyone who expresses the desire to make a monetary memorial gift will be provided with a document or brochure that outlines the church's policy and that presents the projects to which memorial gifts may be directed. The donor may meet with the minister for further counsel.
- The name of the person memorialized, and the name of the donor will be recorded in the current memorial book located in the foyer to the sanctuary. In addition, in the plan for the memorial garden(s), there will be a place suitable for permanent inscription of the names of deceased members and friends of our church. Plaques will not be placed in the sanctuary.
- Undesignated monetary gifts will be placed in a memorial fund. Periodically, the Trustees will determine, with the approval of the General Board, the allocation of this fund among the memorial projects.
- It is intended that this policy be followed consistently. Operation of the policy through the years will not be dependent upon the tastes, interests, or opinions of individuals who may be in leadership positions in the church at any given time. If at some time in the future additional memorial projects are desired or needed, the General Board may appoint a special memorial committee to add to this policy statement.
- At its January 1998 regular monthly meeting, the General Board approved the Kathryn Westerberg–Viravec Endowment Fund as the third fund to which memorial gifts may be directed.

Community Christian Church Standard Operating Procedures Appendices	Narthex Display Board Guidelines
Revision #:	Date: May 17, 2009

Narthex Display Board Guidelines

- The Narthex Display Board is located in the Narthex, next to the sanctuary. It is intended for publicity of church events and should be reserved by contacting the church secretary. The church secretary will keep a printed calendar of dates when the board will be used.
- When not in use by other events, the “Welcome to CCC” sign will be posted. When removing this sign, please place in the sanctuary closet – where the light switches and deacon nametags are located.
- The committee who would like to post information on the board needs to be responsible for posting and removing the material and replacing the “Welcome Sign”.
- When using the board, do not use glue or tape – only tacks should be used.

Community Christian Church Standard Operating Procedures Appendices	Position Description-Church Office Secretary
Revision #: 1.0	Date: May 15, 2020

Position Description - Church Office Secretary

At Community Christian Church, we are called to welcome people into a loving and caring church family. Our vision is to be a thriving congregation that changes lives through Christ. Everyone is welcome and accepted. Everyone is free to discover and nurture their faith. We celebrate communion weekly to remember our connectedness. It is okay to ask questions. We strive for responsible interpretation of the Bible in a way that speaks to our everyday lives and helps us find answers. We try to live faithful lives and have fun doing it.

Reports To

Reporting to the senior minister, the Church Office Secretary provides administrative support to Community Christian Church. The work involves clerical and administrative tasks that require broad knowledge of general office and church activities, functions, and work processes with an emphasis on effective communications. In addition to working closely with the senior minister and youth pastor, the Secretary provides administrative support for the lay organization units of the church, as time is available.

Specific Areas of Responsibility

Serves as the Ministers' secretary (Senior Minister & Youth Pastor)

- Receives members and visitors to the church office.
- Answers phone calls, emails, and other direct messages; responds to inquiries or refers inquirers to the appropriate persons.
- Prepares correspondence, programs, bulletins, and other documents/electronic messages.
- Assists in making arrangements for weddings, funerals, and other special events.

Provides support to the church administration

- Maintains and updates files of church documents, records, reports, mailing lists, and databases.
- Serves as Clerk in maintaining records of church membership, births, baptisms, deaths, and marriages.
- Maintains knowledge of, and as necessary trains church staff and laity in use of, church office systems, including copier, telephones, fax machine, e-mail, computers, and software/hardware.
- Schedule and oversee maintenance of all office systems.
- Manage subscriptions to church licenses and software/hardware.
- Supports minister(s) and lay leadership with web-based presentations for worship and other church programs/events.

Community Christian Church Standard Operating Procedures Appendices	Position Description-Church Office Secretary
Revision #: 1.0	Date: May 15, 2020

Coordinates digital and analog church communications

- Oversees the production of the monthly church newsletter, including:
 - Solicits articles and news items for inclusion in the monthly newsletter.
 - Designs the newsletter in time for production and distribution before the first day of the following month.
 - Oversees the mechanics of issuing the church newsletter, i.e., copying, folding, addressing, stamping, mailing, and emailing.
- Serves as webmaster in maintaining and updating the church website.
- Compiles and sends weekly e-mail updates and other electronic communications.
- Coordinates social media presence for the church: e.g., Facebook; Instagram; Twitter; YouTube.

Provides office support to committees and other organizational units of the church

- Helps committees in the production of bulletin inserts and other promotional material.
- When requested, types documents that issue from church organizational units.
- Sends out notices of meetings and assists with other mailings.
- Responsible for maintaining the church prayer lists and Edlers’ shepherding lists.

Provides office support to committees and other organizational units of the church

- Helps committees in the production of bulletin inserts and other promotional material.
- When requested, types documents that issue from church organizational units.
- Sends out notices of meetings and assists with other mailings.
- Responsible for maintaining the church prayer lists and Edlers’ shepherding lists.

Requirements for the Position

The Church Office Secretary is the church’s voice and often the face to the public. As such the Secretary should communicate warmth and caring, friendliness, cooperativeness, and a desire to be of assistance, whether in or in response to other forms of communication. This role is also expected to be ever conscious of the need for confidentiality.

- Self-starter who is good at multi-tasking and prioritizing projects. Willing to work at an appropriate pace within a variety of circumstances.
- A high school diploma is required; some college-level education is desirable.
- Secretarial experience and strong computer skills are required with attention to detail.
- Good command of English composition and punctuation and the ability to proof-read and edit documents.
- Proficiency in database management, Constant Contact, WordPress, FaithLife Proclaim, Google Suite, Microsoft Office Suite, including Publisher a plus.
- Proficiency in the use of office machines (copier, fax machine, phones).
- Ability to work independently with minimal supervision.

Community Christian Church Standard Operating Procedures Appendices	Procedure to Alter Annual Budget
Revision #:	Date Approved: April, 2008

**Procedure for Altering the Annual General Operating Budget
For Committees and Others with Expense Responsibility**

1. There may arise the desire by a committee to make a purchase or expenditure that was not anticipated when the budget was prepared and therefore is not covered by the committee's operating budget for the year. If the change can be made from and within the committee's existing operating budget by replacing or diminishing an existing item, the change may be made without approval. The General Board is to be informed of the change.
 - a. Note: Exceeding budget due to reasons beyond our control (e.g. an unanticipated rise in postage, utility rate and/or usage increase, or abnormal snow removal costs) does not require approval.
2. Unbudgeted recurring expenditures requiring additional funding must be ***approved in advance*** (prior to committing to the expenditure) by the committee, reviewed by the Finance Committee, and approved by the General Board.
3. To propose an increase in an expense budget, the committee chair must ***submit a written request*** (see attached form) to the Finance Committee. This request should include a description of the need, the exact amount of the proposed expense, and justification for the expense. The Finance Committee will work in partnership with the requesting committee to identify sources of the necessary funds.
4. After reviewing the request for the budget increase, the Finance Committee will present the request to the General Board with ***recommendation for approval/disapproval***.
5. ***Only after approval*** by the General Board can a committee proceed with making an unbudgeted expenditure requiring additional funding.
6. The committee's operating budget will be revised to reflect the approved change. The revised budget will be incorporated in subsequent financial reporting.

Community Christian Church Standard Operating Procedures Appendices	Procedure for Annual Budget Preparation
Revision #:	Date Approved: April, 2008

**Procedure for Annual Operating Budget Preparation
For Committees and Others with Expense Responsibility**

1. Throughout the year, the Treasurer will provide committee chairs with reports of their operating expenses to assist the chairs in *keeping records* of all of the committee's expenses. (The church fiscal year is the calendar year.)
2. In September, the Finance Committee will ask all committees to *submit a proposed operating expense budget* for the next year. This will include a forecast of expenses for the remainder of the current year.

Note: The committee should focus on spending required to carry out its *recurring* responsibilities as defined in the church's constitution and bylaws in support of the church's approved ministries.

Although this proposed budget is for recurring operating expenses, the committee may also request any proposed capital expenditures. These will be considered separate from the annual operating budget expenses.

3. After review of the current year's expenses and the identification of suggested changes anticipated or recommended for the following year, the committee should *document* its proposed budget indicating the priority of items and rationale for changes from current year.
4. The Finance Committee will *review* each submission for completeness, clarity and reasonableness. They will *consolidate* all of the expense budget submissions and prepare a preliminary expenses budget for the next year as well as a balancing revenue budget. If necessary, the Finance Committee will discuss with committee chairs the need for reductions or postponement of lower priority expenses.
5. The Human Resources Committee will supply the Finance Committee with Bureau of Labor Statistics cost of living data and any recommended pay rate changes based upon its local market analysis. Performance evaluations, following H.R. Committee guidelines, will be submitted by the Elders for the ministers and by the senior minister for the rest of the staff the Finance Committee will incorporate this information in the preliminary staff compensation budget.
6. At the October meeting of the General Board, the Finance Committee will submit a preliminary operating budget that is *balanced* - that is, projected total revenue equals or exceeds the proposed total expenses. At that meeting the General Board must approve a preliminary operating budget and a target for the upcoming annual stewardship campaign.

Community Christian Church Standard Operating Procedures Appendices	Procedure for Annual Budget Preparation
Revision #:	Date Approved: April, 2008

7. Following the annual stewardship campaign, the Finance Committee will review the revised expected revenue for the next year, and if necessary, will discuss with committee chairs the need for reductions in expenses. The Finance Committee will ***prepare a proposed final operating budget*** that is balanced for the upcoming year.
8. At the November meeting of the General Board, the Finance Committee will present the results of the stewardship campaign and the proposed final operating budget, along with all changes from the preliminary budget. At that meeting the General Board must ***approve a final proposed operating budget*** for submission at the year-end congregation meeting.
9. At the year-end congregation meeting in early December, the Finance Committee presents the proposed final operating budget that has been approved by the General Board. The ***congregation must approve*** the final operating budget for the next year.
10. The chair of each committee will spread its approved budget by month and submit that information to the Treasurer by the 3rd week in January. To assist the committee chair, the Treasurer can supply expense history data and, if requested, can provide a suggested budget spread. The Treasurer will enter the detailed budget data in the accounting system to initialize the new year's expense tracking and reporting.

Community Christian Church Standard Operating Procedures Appendices	Procedure for Spending General Operating Budget Funds
Revision #:	Date Approved: April, 2008

**Procedure for Spending General Operating Budget Funds
For Committees and Others with Expense Responsibility**

1. As early as possible after being elected, the committee chair for the new program year should have a complete debriefing with his/her predecessor. This turnover discussion should include a detailed review of the committee's itemized operating budget for the calendar year, the actual expenses incurred to date and the expenses anticipated in the remainder of the year.
2. During the course of the year, many routine expenditures, such as utility bills, budgeted outreach giving and payroll transactions, occur without the committees' involvement. For such expenses, the month-end Treasurer's report to the committee chair will detail the actual expenses and compare them to budget.
3. As the need arises for a committee to make purchases or incur expenses, the committee chair must approve the purchase or expense in advance to assure that it has been budgeted. If the committee chair has any question, he/she can get clarification from the Treasurer or the chair of the Finance Committee.
4. The church is exempt from paying sales tax. Every committee chair should have a copy of our Illinois sales tax exemption letter. Please use this whenever possible. The church does have tax exempt accounts at some retail stores such as Office Depot, Office Max, Trinity Book Store, Sam's Club, Home Depot and Menards. Ask the Treasurer how to use these accounts.
5. If the purchase involves placing an order, it is preferable that the church be billed for the purchase and that the invoice be sent to the church. When the order is placed, notify the church office secretary to expect the bill. When the bill is received, prepare a payment request form, approving the payment and defining the expense category to be charged. Place both in the Treasurer's mail box in the church office.
6. If the committee chair or a committee member directly pays for the purchase, the committee chair will prepare a payment request form requesting reimbursement and specifying the budget category to be charged. Attach the invoice and/or receipt and place both in the Treasurer's mail box in the church office.
7. Every committee chair should check his/her mail box in the church office at least weekly for invoices or payment request forms requiring review or approval.
8. Each month the Treasurer will provide the committee chair with a list of all expense transactions to date and a report of its year-to-date expenditures vs. budget and vs. budget for the full year.

Community Christian Church Standard Operating Procedures Appendices	Procedure for Temporary sign Approval by Village of Lincolnshire
Revision #:	Date: February 24, 2009

Procedure for Temporary Sign Approval by Village of Lincolnshire

Each time we put up our temporary sign, a letter needs to be sent to the building division at the Village of Lincolnshire. They also need a completed “Permit” to accompany the letter which includes a sketch of the sign.

Please use the following procedure when using the temporary, free-standing sign in the front yard at Community Christian Church.

1. Contact the church secretary, at the church office (Office@CCCLincolnshire.org), who will send you an electronic copy of a letter for you to alter for your sign.
2. Revise the letter and send it back to the secretary, letting her know when you would like the letter to be sent. Please make sure the wording of the sign is included so that the church secretary can add that to the sketch of the sign. Also include how long you’d like to display the sign.
3. The church secretary will attach the permit and fax it to the Village and keep it on file in her desk drawer.
4. We have a total of 60 days we are able to use this sign in a calendar year.
5. Beginning January 1, 2009, we should adhere to the Village of Lincolnshire’s proposed new code that requires that our sign and all the signs placed upon it, measure 20 square feet. They will notify us when the code has been adopted.



**COMMUNITY
CHRISTIAN
CHURCH**

1970 Riverwoods Road
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(847) 945-8824
Fax: (847) 945-8830
ccclincolnshire@comcast.net

Kory Wilcoxson
Senior Minister
ccckory@comcast.net

***Our Vision:**
"To be a thriving
congregation that
changes lives
through Christ."*

Christian Church

(Disciples of Christ)

Sample Sign Request Letter to Village

VIA FAX – 4 pages to follow

April 15, 2009

Village of Lincolnshire
Attention: Tonya
One Half Day Road
Lincolnshire, IL 60069
Fax: 847.883.8608

Dear Tonya:

I am writing to request that our sign be posted for 14 days, beginning March 29 through April 11, outside our church. The sign will be posted on a movable sign board that is used by the church several times a year. The sign will measure 60 inches wide and 48 inches tall and will be secured to the movable sign board. The sign will read as follows:

**Easter Egg Hunt
& Carnival
Everyone Welcome
Saturday, April 11, 2pm-4pm
Games, Prizes, Crafts, Fun
(847) 945-8824**

I am also enclosing a copy of the Building Permit Application you require for this request. Please let me know at your earliest convenience, via fax (847.945.8830), if this sign meets with your approval. Thank you for your consideration and I look forward to hearing from you.

Sincerely,
Community Christian Church

Office Secretary

Community Christian Church Standard Operating Procedures Appendices	Senior Minister's Evaluation Form
Revision #:	Date: May 17, 2009

Senior Minister's Evaluation Form

Umbrella goal for year: Uphold and affirm the Vision and Mission of CCC by leading and creating an environment that changes lives through Christ.

Objectives: The Senior Minister will seek to do the following:

- Create and support a worship ministry that changes lives through Christ
- Create and support a teaching and leadership ministry that changes lives through Christ
- Create and support a pastoral ministry that changes lives through Christ
- Create and support an administrative ministry that changes lives through Christ
- Create and support a personal ministry that changes lives through Christ

Period of the Evaluation: _____

WORSHIP	ACTIVITIES	EVALUATION	DATE
Assure meaningful worship life of the church that fosters the spiritual development of the congregation.	<ul style="list-style-type: none"> • Develop a strategy/plan for Sunday morning worship for the year, review with Elders and Worship Committee. • On a regular basis, preach Bible-based sermons that deal with issues relevant to our congregation. • Oversee all special services: weddings, funerals, dedications, baptisms, etc. • Continue to nurture a communal spirit that welcomes people into a loving and caring church family. 		
Communicate in a timely manner plans for the worship services with all involved parties.	<ul style="list-style-type: none"> • Work with the music staff and Worship Committee in planning and preparing all worship services of the church. 		

Community Christian Church Standard Operating Procedures Appendices	Senior Minister's Evaluation Form
Revision #:	Date: May 17, 2009

TEACHING/LEADERSHIP	ACTIVITIES	EVALUATION	DATE
Provide vision, guidance, and support in recommending and implementing actions that fulfill CCC's vision and mission.	<ul style="list-style-type: none"> • Attend Program Council meetings. • Assist committees that are developing new ministries. 		
Promote the educational ministries (youth, adult, men, women, etc.) through teaching and leadership.	<ul style="list-style-type: none"> • Work with Christian Education and pastoral staff to promote children's and youth ministries. • Teach/oversee teaching Bible Study and adult education opportunities. 		
Work with boards and committees to foster growth and increased effectiveness in existing ministries and in the development of new ministries.	<ul style="list-style-type: none"> • Support program committees by assuring ministerial representation at meetings. • Be an available resource for all committee chairs. 		
Work to empower laity to assume leadership roles in the ministries of the church.	<ul style="list-style-type: none"> • Support Stewardship Committee in creation and distribution of the Time and Talent Survey. • Review Time and Talent Survey results. • Encourage the celebration of lay leaders • Support members as they take on leadership roles. 		
Actively promote evangelism through guidance and leadership.	<ul style="list-style-type: none"> • Preach sermon focused on evangelism during the course of the year. • Work with Membership Development to create evangelism-focused programs. 		

Community Christian Church Standard Operating Procedures Appendices	Senior Minister's Evaluation Form
Revision #:	Date: May 17, 2009

ADMINISTRATION	ACTIVITIES	EVALUATION	DATE
Provide supervision, leadership, and guidance to all church staff members.	<ul style="list-style-type: none"> • Hold weekly staff meetings. • Mentor the pastoral staff. Meet at least weekly to review schedule and work. 		
Maintain awareness of the church's financial picture.	<ul style="list-style-type: none"> • Attend Finance Committee meetings. • Study the treasurer's and financial secretary's monthly reports. • Actively participate in annual stewardship and budgeting process. 		
Facilitate communications with the congregation.	<ul style="list-style-type: none"> • Oversee the creation and distribution of the Weekly Update. • Write monthly article in the newsletter. • Coordinate congregation-wide communication of crisis information. 		
Participate in meetings of church leadership.	<ul style="list-style-type: none"> • Attend, and report at, monthly board meetings. • Attend meetings of the Board of Elders, reporting regularly on plans, activities, and issues. • Support the Elders with their evaluation of senior pastor. 		

Community Christian Church Standard Operating Procedures Appendices	Senior Minister's Evaluation Form
Revision #:	Date: May 17, 2009

PASTORAL	ACTIVITIES	EVALUATION	DATE
Uphold the tenets of the Covenant of Caring through words and actions and help others to do the same.	<ul style="list-style-type: none"> • Always remind those with criticisms to go directly to the other person. Support them as they do so. • Personally live by the Covenant of Caring. 		
Build close, personal relationships with families and individuals in the congregation.	<ul style="list-style-type: none"> • Be available and accessible for individual and family pastoral counseling and care, especially during crisis situations. • Provide records of number of requests for counseling and number of care visits made. • Participate in church fellowship events. • Visit all new member families in person. • As much as possible, accept social invitations with congregation members. • Meet with at least two families a month in person. • Contact xx families a week beyond regular Sunday morning contacts 		
Facilitate contact with those in the congregation who have not been present recently.	<ul style="list-style-type: none"> • Create a call list of "absentees" for use by pastoral staff and elders 		
Provide pastoral ministry for sick and hospitalized congregants.	<ul style="list-style-type: none"> • In coordination with pastoral staff, make prompt initial visits to the sick and hospitalized. • Arrange for an Elder to visit each week if situation is extended. • See that the Elders provide Communion when needed. 		

Community Christian Church Standard Operating Procedures Appendices	Senior Minister's Evaluation Form
Revision #:	Date: May 17, 2009

PERSONAL	ACTIVITIES	EVALUATION	DATE
Maintain an active spiritual life.	<ul style="list-style-type: none"> • Take time to engage in regular spiritual disciplines. 		
Commit to physical and mental well-being.	<ul style="list-style-type: none"> • Honor your days off. • Take all your vacation time. • Exercise regularly. 		
Continue education on a regular basis.	<ul style="list-style-type: none"> • Participate in Regional events. • Read 4 books a quarter. • Meet and dialogue with your peers. 		

Community Christian Church Standard Operating Procedures Appendices	Trustee’s review of Financial Procedures—Sample Report from 2008
Revision #:	Date Approved: March 23, 2009

Trustee’s Review of Financial Procedures-Sample Report 2008

As per the CCC constitution, the Board of Trustees is required to “have the processes and procedures of the Treasurer and Financial Secretary reviewed at least annually and report the review to the General Board.” Accordingly, Trustees Steve Gripper, Tom Biede, and Margaret Lyerly met with Treasurer Perry Grace and Financial Secretary Marc McCormick to conduct this review on 8 March, 2009.

Findings:

1. CCC has no petty cash fund or credit cards, so there is no exposure in this area.

2. The Financial Secretary and the Assistant Financial Secretary are responsible for the collection and depositing of all income. If both are unavailable, a substitute may pick up the collection and secure it in the church office. The Financial Secretary and the Assistant Financial Secretary have sole access to all donors’ pledge/giving information.

3. CCC has a fireproof, locked file cabinet in the office, providing storage space for official CCC records. Access to the cabinet is limited to the Financial Secretary and one Trustee.

4. The Financial Secretary and Treasurer backup CCC financial records at least monthly. The records are on their home computers, using Quick Books software, which are backed up weekly, while the backup copies are stored in the locked cabinet in the office and at their homes. Fireproof containers at their homes are used for storage of backup records, emergency supply of check stock, and any appropriate hard copy reports. Spare keys for the containers are kept in the locked cabinet in the office.

5. CCC pays its bills at least twice monthly. The Treasurer prepares the pre-numbered checks, but is not an authorized signer. Certain regular and recurring vendor invoices such as lawn service and utilities are paid by check or autopay and do not require individual approval by committee chairs. Any unusual amounts are investigated before payment. All other invoices and reimbursement requests must be approved/signed by the corresponding committee/board chair.

6. Payroll employees are now paid by direct deposit. Check signers review the complete payroll journal and the individual employee’s earning statement each pay period.

7. CCC has three check signers. Trustees work in conjunction with the Treasurer in filling these positions. Signers are to review reimbursement documentation and reasonableness of payment based on general knowledge of CCC activities and programs.

Community Christian Church Standard Operating Procedures Appendices	Trustee’s review of Financial Procedures—Sample Report from 2008
Revision #:	Date Approved: March 23, 2009

8. The Treasurer receives monthly bank statements on all CCC accounts and performs a monthly reconciliation.

9. The Treasurer has possession of all of CCC’s blank, pre-numbered, check stock. No blank checks are ever pre-signed.

10. The Treasurer prepares monthly expense/budget reports that are sent to all committee chairs. In addition, the treasurer’s monthly general operating budget, funds statement and the financial secretary’s income report are sent to the finance committee and the general board chair.

11. On a quarterly basis, CCC financial information is sent to all contributing congregation members. Specific donor reports, from the Financial Secretary, contain the status of pledged contributions and year to date contributions. The Financial Secretary creates a paper summary of year-end individual giving and a copy of the year-end reports is stored in the locked office cabinet.

12. The Treasurer and Financial Secretary retain record for seven years. Financial Secretary records are stored in the locked office cabinet, while the Treasurer’s records may be stored in the basement of the office building.

13. CCC maintains Employee Dishonesty coverage in the amount of \$100,000.

14. The church received approximately \$31,700 in “cash” from fundraisers such as garage sale, birthday dinner, coffee sales etc. The incoming “cash” is to be double counted to the extent possible given the variables of each event.

15. In 2008, the church received approximately \$2600 (approx. \$50 per week) in loose unidentifiable cash (cash that cannot be linked to a specific donor). This is .8% of our annual income. Due to the small exposure of the church, it has not been felt necessary for the Financial Secretary to have these double counted on Sunday.

16. Identifiable cash donations (those that can be linked to a specific donor) are reconciled quarterly by reports to the individual donors. (see item 11)

Action Items:

1. Perry Grace is looking into the possibility of having a complete review of his procedures before his turnover in July.

2. Marc McCormick is making preliminary inquiries into using PayPal for donations.

Respectfully submitted, Stephen Gripper, 2008 Chairman, Board of Trustees.

Community Christian Church Standard Operating Procedures Appendices	Unbudgeted Expense Request Form
Revision #: 1.0	Date: May 17, 2009

Unbudgeted Expense Request Form

Date: _____

Requesting Committee: _____

Proposed Expenses _____

Description of need: _____

Amount of Expenditure: Jan _____ Jul _____
Feb _____ Aug _____
Mar _____ Sep _____
Apr _____ Oct _____
May _____ Nov _____
Jun _____ Dec _____

Total _____

Justification of Request: _____

Submitted By: _____

******* For Finance Committee Use *******

Recommendation: Accept / Reject

Source of funds: _____

Date: _____

Finance Committee Chair
Signature _____

Community Christian Church Standard Operating Procedures Appendices	Permanent Endowment Fund
Revision #: 1.0	Date: May 17, 2015

**The Permanent Endowment Fund
of
Community Christian Church
Lincolnshire, Illinois**

***** Policy *****

I. PURPOSE

The primary purpose of the Permanent Endowment Fund of Community Christian Church is to receive, hold and invest bequests and other undesigned gifts to the church. The use of this fund will be to support the mission and ministries of Community Christian Church. It is not intended to compete with the regular annual giving to the General Operating Fund, nor to diminish the opportunities for responsible stewardship by present or future members.

All unrestricted assets received by the Permanent Endowment Fund shall be considered permanent. Donor-restricted gifts will be held and accounted for separately from this congregationally-governed permanent fund. Each year an amount will be spent from the Permanent Endowment Fund for ministry. (See Section IV. *Annual Spending for Ministry*) For purposes of this document, the amount to be spent annually shall be as follows.

Once there is a minimum of \$50,000 in the Fund, an annual withdrawal will be made of up to 5% of the market value of the Fund's investment portfolio. The Fund's annual market valuation will be determined in time for preparation of the church's annual operating budget. This percentage amount shall be reviewed annually to ensure that it allows for the long-term, inflation-protected growth of the original gift assets.

II. TYPES OF GIFTS:

Our congregationally-governed Permanent Endowment Fund is the repository for any unrestricted estate gifts, the residual of unrestricted life-income gifts, and all other gifts designated for the congregation's Permanent Endowment Fund. Undesignated gifts in the form of bequests, the residual value of charitable trusts and charitable gift annuities, and life insurance shall be the property of the Permanent Endowment Fund.

Community Christian Church Standard Operating Procedures Appendices	Permanent Endowment Fund
Revision #: 1.0	Date: May 17, 2015

Restricted or designated gifts generally include those given to memorial funds, reserve funds and funds established for specific purposes such as the Mission Trip Fund and the Capital Fund. Separate policies govern these gifts.

Gifts to our Permanent Endowment Fund may come in a variety of forms, including stocks, bonds, real estate, tangible property, and cash. All unrestricted bequests and gifts received in any form other than cash will be converted to cash at its fair market value as soon as practical. On some rare occasions, the congregation may want to refuse a gift or bequest to the Permanent Endowment Fund. This shall be done by the church General Board upon the recommendation of the Permanent Fund Trustees.

III. PERMANENT FUND TRUSTEES:

The Permanent Endowment Fund of Community Christian Church shall be managed by five (5) trustees elected by the congregation.

Terms of office shall be for three years. A person may not serve consecutive terms. The senior minister and chair of the General Board of the congregation will be ex-officio members without vote.

The responsibilities of Permanent Endowment Fund trustees will be to:

- A. Meet semi-annually until there are monies in the Fund, then meet quarterly. They shall elect their officers each year (chair, vice chair, secretary/treasurer) from the trustees as needed.
- B. Publicize the Fund to the congregation, sponsor “planned giving seminars,” contact prospective donors and promote other activities which will bring growth in the Permanent Endowment Fund.
- C. Review the activity and performance of the Permanent Endowment Fund and provide a written annual report to the church General Board and the congregation. Such report shall include a list of new gifts received, investment transactions, amount spent for ministry, and total value of the Fund at year end.
- D. Allocate Permanent Endowment Fund spending to the Finance Committee of the church annually for expenditure according to Section IV. *Annual Spending for Ministry*. Trustees shall not have the responsibility for the spending policy of the Permanent Endowment Fund.

Community Christian Church Standard Operating Procedures Appendices	Permanent Endowment Fund
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- E. Invest the Permanent Endowment Fund, subject to confirmation of the church General Board. A separate investment policy will guide the Trustees in this responsibility.

IV. ANNUAL SPENDING FOR MINISTRY:

Spending from the Permanent Endowment Fund will be as follows:

- A. 25% to 45% of the annual withdrawal will support the church's General Operating Budget, but not to exceed 20% of the operating budget, and will be spent according to the recommendation of the Finance Committee with the confirmation of the General Board.
- B. 30% to 50% of the annual withdrawal will be designated for outreach causes and will be spent according to the recommendation of the Outreach Committee with the confirmation of the General Board. These funds will not be considered as part of the regular budget expenditure for outreach causes.
- C. 20% to 40% of the annual withdrawal will be transferred to the church's Capital Fund and will be spent according to the recommendation of the Finance Committee with the confirmation of the General Board.

V. AMENDING PROCEDURES:

The policy may be amended by a $\frac{3}{4}$ majority vote of the General Board at two successive meetings, upon published written notice of proposed changes to the Board members at least two weeks prior to the first meeting. Reasons to amend may include catastrophic events such as earthquakes, fires or floods and significant change to the financial condition of the church, both favorable or unfavorable.

VI. TERMINATION:

In the event that Community Christian Church should terminate its ministry, the assets of the Permanent Endowment Fund shall be transferred to the Christian Church Foundation, Inc., of the Christian Church (Disciples of Christ) with instructions concerning future spending.

Community Christian Church Standard Operating Procedures Appendices	Worship Responsibilities and Timing Guide
Revision #: 1.0	Date: September 30, 2020

Reference 1 - Worship Responsibilities and Timing Guide

Worship Item	Additional Information	Suggested Schedule
Special Service Paper Bulletin Orders	Palm Sunday, Easter, Pentecost, Lent: <ul style="list-style-type: none"> - Size 11 in, 150 pack - See suppliers list - Note: confirm CCC admin does not have supply before ordering 	Order bulletins first quarter to ensure receipt prior to dates needed
	Thanksgiving, Advent, New Year: <ul style="list-style-type: none"> - Size 11 in, 150 pack - See suppliers list 	Order bulletins third quarter to ensure receipt prior to dates needed
Music Programming	Sanctuary and Choir Room Piano Tuning: <ul style="list-style-type: none"> - 2x/yr Sanctuary - 1x/yr Choir room 	Sanctuary: April, September Choir room: September
	Choir Appreciation/Recognition Reception	Annually with consideration of Ministry Council Calendar of Events: consider May/June prior to choir break
	Robe Cleaning/Repair: <ul style="list-style-type: none"> - see suppliers list 	Annually, prior to choir resuming in Fall
	Guest Musician Scheduling: <ul style="list-style-type: none"> - Schedule is subject to budgetary approval, and may vary year to year - Schedule in collaboration with Music Director 	Per 2019-2020 budget: <ul style="list-style-type: none"> - Praise Band: 1 guest musician per month - Easter Service: up to 3 guest musicians - Christmas Service: up to 3 guest musicians
Seasonal Preparations	Ash Wednesday, Maundy Thursday, Palm Sunday, Easter <ul style="list-style-type: none"> - Ash, Palms, and Lily orders 	Order first quarter to ensure receipt prior to dates needed. Consider ordering Lilies (20) early in Lent and pick up/

Community Christian Church Standard Operating Procedures Appendices	Worship Responsibilities and Timing Guide
Revision #: 1.0	Date: September 30, 2020

	<ul style="list-style-type: none"> - Lily drive - Lily placement (do not place near altar) 	<p>delivery Saturday before Easter</p> <p>Notification of Lily Drive in March/April Newsletter; bulletin inserts 3 Sundays before Easter</p>
	<p>Thanksgiving</p> <ul style="list-style-type: none"> - Cornucopia (basement storage) 	<p>Fourth quarter: suggest 2 Sundays before Thanksgiving</p>
	<p>Advent/Christmas</p> <ul style="list-style-type: none"> - Establish assignments for acolytes and readers for all services (signup sheet with CCC admin) - Coordinate “Hanging of the Greens” workday for internal/external holiday decor, Advent candles and nativity set (basement storage); oil candles/ candelabras (sanctuary closet storage) - Poinsettia orders and drive 	<p>Initiate and conduct throughout fourth quarter:</p> <ul style="list-style-type: none"> - Acolytes/ readers assignments as early as October/November - Poinsettia orders (25) before Thanksgiving; pick up/delivery 2 Sundays before Christmas - Notification of Poinsettia Drive in December Newsletter; bulletin inserts all of December - Hanging of the Greens early December
	<p>Banners, Paraments, Children’s Offering Basket Bow:</p> <ul style="list-style-type: none"> - Banners stored in sanctuary closet - Paraments and Offering Basket bows stored in choir room 	<p>Schedule established by Disciples of Christ annual planning calendar; refer also to schedule annually published by CCC admin.</p>

Items	Suppliers
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Community Christian Church Standard Operating Procedures Appendices	Worship Responsibilities and Timing Guide
Revision #: 1.0	Date: September 30, 2020

Bulletins, banners, wax/oil candle supplies, palms, ash	Concordiasupply.com; account 57759; obtain login and password from CCC admin
	Churchsupplywarehouse.com; account 200005730; obtain login and password from CCC admin
Palms	Petal Peddlers in Vernon Hills, Il (lower pricing than online suppliers)
Lilies	Hawthorn Gardens (contact Bill) 847-726- 0627. Inform the order is for CCC Lincolnshire as costs have been constant for several years (~\$9.50)
Poinsettias	Hawthorn Gardens (contact Bill) 847-726- 0627. Inform the order is for CCC Lincolnshire as costs have been constant for several years (~\$9.50)

