

I.	Introduction	1
II.	General Board	2
III.	Chair of the General Board	3
IV.	Vice Chair of the General Board	5
V.	Recording Secretary	6
VI.	Board of Elders	8
VII.	Board of Trustees	9
VIII.	Ministries Council.....	10
IX.	General Guidelines for Committee Chairs (Standing or Special Committees) ...	11
X.	Christian Education Committee	13
XI.	Communications Committee	14
XII.	Community Christian Church Men’s Group	16
XIII.	Community Christian Church Women’s Group.....	17
XIV.	Congregational Care Committee	18
XV.	Fellowship Committee	19
XVI.	Human Resources Committee	20
XVII.	Membership Development Committee.....	21
XVIII.	Outreach Committee	22
XIX.	Property Committee.....	23
XX.	Stewardship Committee	24
XXI.	Worship Committee	25
XXII.	Finance Committee	27
XXIII.	Financial Secretary.....	29
XXIV.	Treasurer	31
XXV.	Corresponding Secretary	33
XXVI.	Diaconate	34
XXVII.	Historian (Committee)	35
XXVIII.	Nominating Committee.....	36
XXIX.	Youth Leadership Team.....	38

Community Christian Church Standard Operating Procedures	I. Introduction
Revision #: 1.0	Date Approved: May 2016

I. Introduction

Standard Operating Procedures (SOPs) are guidelines for all church organizations and leaders to implement provisions of the Bylaws. Because the SOPs complement the Bylaws, the Bylaws should be referenced first.

Changes to the Constitution and Bylaws require congregational approval. All other duties and responsibilities are to be defined in the SOPs, which require General Board approval to create or change. A master copy of all SOPs shall be kept by the Recording Secretary of the General Board.

The SOPs are:

- a means to document specific ways a church organization or leader will achieve the stated duties and responsibilities in the by-laws.
- a means to list additional duties and responsibilities.
- a way to define shared responsibilities across church groups.
- a resource for the Nominating Committee when recruiting new leaders for specific roles/ministries.

SOPs should be reviewed annually. If changes are necessary, they should be submitted to the General Board for approval.

The SOPs of Community Christian Church are an instrument to help us achieve our vision and mission:

Vision

To be a thriving congregation that changes lives through Christ.

Mission

We are called to:

Welcome people into a loving and caring church family
 Equip people with a Christ-centered faith that works in real life
 Share God's love for us through compassionate service to others
 We are called to be Community...Christian...Church.

Community Christian Church Standard Operating Procedures	II. General Board
Revision #: 1.0	Date Approved:

II. General Board

Procedures

1. Ensure that in all actions and decisions of church leaders and organizations adhere to the Constitution, Bylaws, Standard Operating Procedures, and Policies of the church.
2. Ensure the SOPs are reviewed annually. If changes are necessary, they should be submitted to the General Board for approval.
3. Ensure that proper hiring procedures are followed, including
 - a. A job description approved by the General Board.
 - b. Expense budget for the position approved by the General Board.
 - c. Application for employment received from the applicant.
 - d. Reference checking satisfactorily completed.
 - e. General Board approval of applicant, rate of pay and start date.
 - f. A thorough interview process, including appropriate input from the congregation.

Shared Responsibilities

Reference/Appendix

Covenant of Caring

Community Christian Church Standard Operating Procedures	III. Chair of the General Board
Revision #: 1.0	Date Approved:

III. Chair of the General Board

Procedures

1. Know and follow the Constitution, Bylaws, and Standard Operating Procedures, including the duties and responsibilities of the Chair of the General Board.
2. Prepare the General Board calendar for the year, including the work of the nominating committee, the budgeting process, the stewardship campaigns (finance and time & talent), the two congregational meetings and the related meetings of the General Board.
3. Sign all contracts and agreements, including employment agreements, involving the church.
4. Communicate regularly with the minister(s), members of the General Board, and the congregation.
5. Prepare for each meeting of the General Board.
 - a. Request, receive and review all reports, motions and matters for discussion to come before the General Board.
 - b. Request regular reports from the Elders, Trustees, Finance Committee, and Ministries Council.
 - c. Request periodic reports from support positions, special committees and other church organizations.
 - d. Prepare the agenda for the meeting.
 - e. Communicate pertinent information with members of the General Board, including the date and time of meeting, meeting agenda, and all relevant materials.
6. With the assistance of appropriate leaders, initiate key governing processes (e.g., the budgeting and nominating processes and stewardship campaign).
7. Prepare for all congregation meetings. Ensure that:
 - a. The agenda is prepared, and timely notice is conveyed.
 - b. Materials are prepared, and copies made.
 - c. After the election of new leaders, organize an orientation session for new General Board members.

Shared Responsibilities

1. With the Chair of the Ministries Council, convene a strategy meeting with General Board and Ministries Council members in the first quarter of the program year.
2. With the minister(s) and Worship Committee and following the mid-year election, arrange for the installation of new church leaders during a worship service.

Community Christian Church Standard Operating Procedures	III. Chair of the General Board
Revision #: 1.0	Date Approved:

Reference/Appendix

Committee and Board Chair Guidelines

Community Christian Church Standard Operating Procedures	IV. Vice Chair of the General Board
Revision #: 1.0	Date Approved:

IV. Vice Chair of the General Board

Procedures

1. As Ministries Council Chair, arrange meeting dates & times and set agenda for meetings.
2. Report to the General Board the ongoing ministry plans during the year.
3. Follow up with chairs of the relevant committees to ensure that the calendar of key events is executed smoothly and as scheduled.
4. After the election of new leaders, organize an orientation session for new Ministries Council members.
5. Ensure all planned activities are submitted to the church office secretary for placement on the master calendar.

Shared Responsibilities

1. With the Chair of the General Board, convene a strategy meeting with General Board and Ministries Council members in the first quarter of the program year.

Reference/Appendix

Community Christian Church Standard Operating Procedures	V. Recording Secretary
Revision #: 1.0	Date Approved:

V. Recording Secretary

Procedures

1. Minutes and Reports
2. During the program year (July 1 through June 30), minutes of all General Board meetings shall be published prior to the next regular meeting of the General Board, with two copies maintained: one in the Recording Secretary's possession and another in the church office available for reference. At year end (June 30) the Recording Secretary's copy shall be added to the fireproof file in the church office.
3. The Recording Secretary shall take, publish, and keep minutes of all congregational meetings.
4. Written reports submitted to the General Board or the congregation shall be kept with the associated meeting minutes. Verbal reports need not be recorded or kept.
5. Official Church Records
 - a. As secretary of the not-for-profit corporation, the Recording Secretary shall sign annual bank resolutions.
 - b. Report to the General Board other "official records" (maintained in cooperation with the minister(s) and the church office secretary and using church software wherever possible) as follows:
 - i. Membership records
 - ii. Weddings (performed at CCC or by CCC clergy at any location)
 - iii. Deaths (memorial services and funerals performed at CCC or by CCC clergy)
 - iv. Baby dedications
 - v. Baptisms
 - c. The Recording Secretary, with the assistance of the church office secretary will ensure that the names of General Board leaders and terms of office for six consecutive years are on record. Combined with current local membership rolls, these records will allow the church to maintain adherence to sabbatical requirements and assist the Nominating Committee in determining eligibility.
6. Ensure that the Nominating Committee has all the information it needs (list of members, those on sabbatical, open positions, position descriptions, etc.) in advance of any of its meetings.
7. Ensure the electronic and physical safekeeping of a master copy of all church records and documents.

Community Christian Church Standard Operating Procedures	V. Recording Secretary
Revision #: 1.0	Date Approved:

8. At congregational meetings, record minutes and ensure that paper ballots are available if needed.

Shared Responsibilities

Work with the Minister and church office secretary to obtain accurate reports of “official records”.

Reference/Appendix

Community Christian Church Standard Operating Procedures	VI. Board of Elders
Revision #: 2.0	Date Approved: October 5, 2020

VI. Board of Elders

Procedures

1. Support the pastoral ministry of the church
 - a. Facilitate communion activities under the guidance of the Senior Minister.
This includes:
 - i. Providing the communion prayer during church services
 - ii. Leading the communion portion of the service in absence of the Senior Minister/designee.
 - iii. Delivering communion to the hospitalized or shut-ins.
 - b. Care for families in times of illness, hospitalization, bereavement, and other crises in collaboration with Senior Minister, Stephen Ministry and Congregational Care committee.
 - c. Provide a strong leadership presence in the life of the church and participate in activities/programs of the church.
 - d. Develop and maintain a congregational shepherding program.
 - e. Facilitate the weekly update and maintenance of the church prayer list.
2. Administrative duties
 - a. Serve as a representative to the General Board (2 Elder representatives required)
 - b. Arrange pulpit supply in the minister's absence and communicate the need for honorarium payment to the Treasurer.
 - c. Prepare an annual budget request (see Appendix M) with consideration of planned expenses such as pulpit supply and spiritual/ leadership studies.
 - d. In collaboration with General Board and Human Resources, facilitate the administration of the periodic performance evaluation of the Senior Minister. This includes soliciting feedback, evaluation preparation/review, and delivery.
 - e. In support of the Senior Minister's administrative responsibilities, offer performance feedback for Associate Minister and other staff roles upon request.
 - f. Prepare and provide reports, motions, and matters for discussion to come before the General Board.

Shared Responsibilities

As described above.

Reference/Appendix

As described above

Community Christian Church Standard Operating Procedures	VII. Board of Trustees
Revision #: 1.0	Date Approved:

VII. Board of Trustees

Procedures

1. Review requests for rental or utilization of church buildings and equipment and establish terms and amounts, each to be submitted to the General Board for approval.
2. Maintain a Facility Use Policy and Agreement (see Appendix).
3. Maintain Application for Employment (see Appendix) as required by our insurance company.
4. Maintain inventory list for annual appraisal and insurance (see Appendix).

Shared Responsibilities

1. Consult with the Finance Committee and Treasurer regarding financial policies.
2. Consult with the Ministries Council regarding scheduling of facilities.

Reference/Appendix

Facility Use Policy and Agreement

Application for Employment

Trustees' Review of Financial Procedures

**Procedures for the Review of the Processes and Procedures
of the Financial Secretary and Treasurer**

Facility Reservation Form

Community Christian Church Standard Operating Procedures	VIII. Ministries Council
Revision #: 1.0	Date Approved:

VIII. Ministries Council

Procedures

None at this time.

Shared Responsibilities

Reference/Appendix

Community Christian Church Standard Operating Procedures	IX. All Committee Chairs
Revision #: 1.0	Date Approved:

IX. General Guidelines for Committee Chairs (Standing or Special Committees)

Procedures

1. Be familiar with and follow the Constitution, Bylaws and SOPs
2. Follow the SOPs/Policies of the Finance Committee for reimbursement, budgeting and management of the budget.
3. Participate in the Ministries Council (optional for Special Committee Chairs).
4. Coordinate publicity with the Communications Committee as needed.
5. Coordinate calendaring with the Ministries Council.

Shared Responsibilities

1. Coordinate with Communications Committee for photographing of events
2. Coordinate the preserving of historical records with Historian.
3. Coordinate budgeting and management of finances with Finance Committee.

Community Christian Church Standard Operating Procedures	IX. All Committee Chairs
Revision #: 1.0	Date Approved:

Reference/Appendix

Communication/Public Relations Guidelines

How to Publicize an Event

Narthex Display Board Guidelines

Procedure for Temporary Sign Approval by Village of Lincolnshire

Sample Sign Request Letter to Village

Media Deadlines

General Financial Policy

The Investment Policy

Fund Raising Policy

Procedure for Annual Operating Budget Preparation

Procedure for Spending General Operating Budget Funds

Procedure for altering the Annual General Operating Budget

Committee and Board Chair Guidelines

Community Christian Church Standard Operating Procedures	X. Christian Education Committee
Revision #: 2.0	Date Approved: May 22, 2016

X. Christian Education Committee

Procedures

1. Working with the ministerial staff, coordinate the educational program of the church for youth up through the 6th grade in these areas:
 - a. Sunday School
 - i. Recruiting a Sunday School Superintendent
 - ii. Working with the Sunday School Superintendent to develop and administer the Sunday School Program which includes choosing curriculum and training and scheduling teachers.
 - iii. Recognize teachers & helpers on Teacher Appreciation Sunday.
 - b. Work with Children's Music Coordinator to inform of curriculum and schedule times to sing for congregation.
 - c. Children and Youth Education (e.g., VBS, discipleship class).
2. Plan and host special receptions related to Christian Education (to include special Sundays: i.e., Graduation, Baptism, Teacher Appreciation)

Shared Responsibilities

1. Work with the Outreach Committee to plan for usage of children's donations.
2. Work with appropriate committees to provide seasonal educational programs (e.g., working with the Worship Committee on a children's Christmas program, Palm Sunday activities, and spring (year-end) skit).
3. Partner with Membership Development for children-oriented community events
4. Receive support from Minister for Youth and Young Adults, Associate Minister, YLT and/or Youth Pastor for children-oriented events

Reference/Appendix

Sunday School Superintendent Job Description

Community Christian Church Standard Operating Procedures	XI. Communications Committee
Revision #: 1.0	Date Approved:

XI. Communications Committee

Procedures

1. Assist the Ministries Council in projecting a consistent message through appropriate internal and external media. The message should incorporate the strategic vision and mission of the church and also incorporate the annual ministry plans and themes of the Council.
 - a. Develop and promote external communications:
 - i. Develop and maintain media contacts in the community by keeping the listings and contacts both current and active.
 - ii. Develop and distribute press release and other promotional materials.
 - iii. Evaluate methods of communication and the media, making adjustments as necessary.
 - iv. Develop and maintain our promotional signage (e.g., the Village kiosk, front yard display sign).
 - b. Assist church organizations in communicating their ministries externally:
 - i. Create and maintain Public Relations Guidelines
 - ii. Advise committees and individuals on “how to publicize events and programs.”
 - iii. Share with the General Board and Ministries Council annual media deadlines.

Shared Responsibilities

1. With the ministerial staff and the church office secretary, create and maintain the church newsletter, weekly email update, church website, and church bulletin and display boards.
2. With appropriate church organizations, coordinate the photographing of events.
3. With the Membership Development committee, participate in community organizations (e.g., Rotary Club, Lincolnshire Chamber of Commerce, Lincolnshire Community Association).

Community Christian Church Standard Operating Procedures	XI. Communications Committee
Revision #: 1.0	Date Approved:

Reference/Appendix

Communication/Public Relations Guidelines

How to Publicize an Event

Narthex Display Board Guidelines

**Procedure for Temporary Sign Approval by Village of
Lincolnshire**

Sample Sign Request Letter to Village

Media Guidelines

Community Christian Church Standard Operating Procedures	XII. CCC Men's Group
Revision #: 1.0	Date Approved:

XII. Community Christian Church Men's Group

Procedures

1. Promote and maintain a fellowship among the men of the congregation through activities such as
 - a. Hold regular meetings of the men in the church with the focus on Christian fellowship and discussion.
 - b. Plan and organize men's outings and retreats (e.g., golf outing, service project).

Shared Responsibilities

1. When appropriate, coordinate with other committees (e.g., Outreach Committee, Fellowship Committee) to schedule and organize your events and projects

Reference/Appendix

Community Christian Church Standard Operating Procedures	XIII. CCC Women's Group
Revision #: 1.0	Date Approved:

XIII. Community Christian Church Women's Group

Procedures

1. Plan and organize women's outings and retreats (e.g., annual retreats, seasonal gatherings).

Shared Responsibilities

1. Collaborate with Outreach Committee to schedule and organize service projects (e.g., donations for women's shelters).

Reference/Appendix

Community Christian Church Standard Operating Procedures	XIV. Congregational Care Committee
Revision #: 1.0	Date Approved:

XIV. Congregational Care Committee

Procedures

1. Coordinate the support given to the members and friends of the church, including all forms of crisis and long-term needs.
 - a. Within this committee, the Stephen Ministers provide care for the spiritual and emotional needs of individuals in the congregation.
 - i. A careful referral process is utilized involving the ministerial staff and support is provided in strict confidence.
 - ii. A training program is completed by each Stephen Minister.
 - iii. The Stephen Ministry will have a representative on the Congregational Care Committee.
 - b. Provide care for the more practical day-to-day needs of the members and friends by:
 - i. Developing a calling tree to expedite help.
 - ii. Maintaining guidelines for care giving.
 - iii. Develop and maintain a list of willing caregivers to provide transportation, meals and calls. Record participation of volunteers so workload is shared.

Shared Responsibilities

Reference/Appendix

Crisis Guidelines

Community Christian Church Standard Operating Procedures	XV. Fellowship Committee
Revision #: 2.0	Date Approved: May 22, 2016

XV. Fellowship Committee

Procedures

1. Plan and host regular fellowship events including the funding of the event (budgeted funds, fees, and/or donations of food). Examples of regular events include:
 - a. Easter Breakfast
 - b. Christmas Cantata reception
 - c. Mother's Day / Father's Day
2. Coffee fellowship
 - a. Solicit individuals/families to supply goodies and clean-up.
 - b. Provide instructions for volunteers to include hospitality instructions and "best practices".
 - c. Purchase juice, coffee, tea, sweetener & creamers, cups & napkins.
 - d. Plan and host special receptions in addition to those mentioned above (, guest receptions and farewell receptions).
3. Maintain all church kitchens.
4. Procure supplies for all kitchens (plastic utensils, plates, dish towels, cups, etc.)
5. Maintain fellowship bulletin board.
6. Support Cookie Sunday costs (i.e., shipping needs/expenses)

Shared Responsibilities

1. Work with any group or committee sponsoring events with a fellowship element. Examples are:
 - a. The Men's group picnic (CCC Men)
 - b. Christian Education Family Fellowship nights (Membership Development / Christian Education)
 - c. Stockholder's dinner (YLT)

Reference/Appendix

Fellowship Event Planning Guide

Community Christian Church Standard Operating Procedures	XVI. Human Resources Committee
Revision #: 1.0	Date Approved:

XVI. Human Resources Committee

Procedures

1. Note that duties that require confidentiality may be not be delegated.
2. Assist in preparing job descriptions.
3. Assist in hiring staff.
4. Assist responsible committees and Ministerial staff in devising approaches to regular (at least annually) evaluation of staff performance.
5. Conduct periodic reviews of compensation and benefits of the staff, including those of the Minister(s) in order to assist responsible committees in making salary and raise recommendations.
6. Ensure that the Procedures for Employment of Staff are followed:
 - a. Before a position is created, a job description shall be prepared in conjunction with the Human Resources Committee and the appropriate church organization (when needed) and approved by the General Board.
 - b. Terms of employment shall be developed by the Senior Minister in consultation with the appropriate church organization, the Human Resources Committee, and the Board of Trustees. The terms of employment shall be approved by the General Board.
 - c. Three copies of the terms of employment will be created and distributed: one copy for the employee, one for the church organization (if needed), and one for the permanent file.
 - d. Perform background checks on new employees.

Shared Responsibilities

1. Assist Minister in supervising staff
2. Assist Elders in evaluating Minister
3. Assist Finance Committee in making salary recommendations.
4. Advise other committees or individuals as necessary with HR matters

Reference/Appendix

Position Description - Church Office Secretary

Senior Minister's Evaluation Form

Application for Employment

Community Christian Church Standard Operating Procedures	XVII. Membership Development Committee
Revision #: 2.0	Date Approved: May 22, 2016

XVII. Membership Development Committee

Procedures

1. Attract and assimilate new members.
 - a. Identify potential new members and devise appropriate ways of inviting them to CCC.
 - b. Develop and implement ways of making visitors feel welcome.
 - c. Develop informational materials for visitors and potential members.
 - d. Write profiles of new members for monthly newsletter.
 - e. Coordinate “name tag” Sundays. Supply nametags and markers.
 - f. Coordinate “Getting to Know CCC” session with the Senior Minister.
2. Coordinate events that bring community exposure for our church
 - a. Examples include community-based events such as:
 - i. Easter Egg Hunt & Carnival
 - ii. Trick or trunk
 - iii. Kick-off Sunday

Shared Responsibilities

1. The Senior Minister is a main collaborator on all Membership Development committee activities.
2. Assist other committees such as Fellowship, Christian Ed., YLT, and Communication with events and programs that enhance our community involvement.
3. Work with Senior Minister to coordinate “Getting to Know CCC” meetings.
4. Work with the Stewardship Committee throughout the year to encourage new members to pledge.
5. Work with the ministerial staff to review the Church’s membership roll and determine whether members who have left the area should retain their membership.

Reference/Appendix

Community Christian Church Standard Operating Procedures	XVIII. Outreach Committee
Revision #: 1.0	Date Approved:

XVIII. Outreach Committee

Procedures

1. Coordinate the program of support for individuals and organizations outside of the congregation.
 - a. Develop and maintain agency and organizational contacts in the community. Determine organizations served by the Church. Annually review and revise as appropriate.
 - b. Identify needs that will be supported directly through the church budget.
 - c. Identify needs of other worthy causes that will be supported through special collections and fund-raising events.

Shared Responsibilities

1. Develop long-term outreach giving goals, and work with the Finance committee to integrate the goals into the annual budget.
2. Work with the Communications Committee to publicize opportunities for both financial and volunteer outreach.

Reference/Appendix

Community Christian Church Standard Operating Procedures	XIX. Property Committee
Revision #: 1.0	Date Approved:

XIX. Property Committee

Procedures

1. Recognize the material and financial needs of the building and grounds on both an annual and long-range basis and supervise maintenance and repair of the property.
 - a. For repair and service needs of the church facilities and grounds, determine if required work can be accomplished by do-it-yourself efforts; if not, engage suitable service contractors.
 - b. Oversee the work of contractors and service providers.
 - c. Identify and pursue ways to improve the appearance, safety and friendliness of the church property for visitors and parishioners. For example, the committee could schedule and organize a spring workday and a similar fall workday before kick-off Sunday.
 - d. Plan for and respond to annual safety inspection by the Fire Department.
 - e. Examine existing ongoing costs for which the Property Committee accepts responsibility to see if there are more economical or better alternatives available.

Shared Responsibilities

1. Support other committees' needs, e.g., hanging Easter drapes on Sanctuary cross, setup and take down 4' x 8' yard sign and direct setting up the outdoor nativity scene.
2. Work with other committees and boards to identify capital project requirements; assist in planning and organizing the implementation of approved capital projects.
3. Assist the minister by supervising the day-to-day work of the custodial staff.

Reference/Appendix

Community Christian Church Standard Operating Procedures	XX. Stewardship Committee
Revision #: 1.0	Date Approved:

XX. Stewardship Committee

Procedures

1. Conduct the financial stewardship campaign and the time and talent survey.
2. Maintain a continuing program of stewardship education.

Shared Responsibilities

1. To coordinate with Membership Development, the Finance Committee and the Minister in conducting the stewardship campaign.
2. Work with the Membership Development Committee throughout the year in presenting stewardship information to all those individuals joining the church.
3. To work with the Communications Committee to promote stewardship.

Reference/Appendix

Community Christian Church Standard Operating Procedures	XXI. Worship Committee
Revision #: 3.0	Date Approved: May 18, 2020

XXI. Worship Committee

Procedures

1. Plan and schedule, in cooperation with the Minister and staff, all regular and special services of worship. This includes:
 - a. Overseeing selection of music and musical programs related to worship, in collaboration with the Minister(s) and music director
 - b. Coordinating publicity for worship services and other events sponsored by the Worship committee, in cooperation with the Communications chairperson
 - c. Coordinating scheduling of Deacons, Elders and other worship leader roles as needed, for special services, in cooperation with the related Ministry Council team
 - d. Supporting the recording and disseminating of worship services/sermons, under the direction of the Minister and designated staff
 - e. Supporting the design and content of paper bulletins and inserts when used, under the direction of the Minister and designated staff

2. Oversee the ordering, use, maintenance, and/or replacement of items used in worship services, including but not limited to:
 - a. Seasonal/ special service paper bulletins (reference 1)
 - b. Oil-filled and wax based candles, candle holders/ candelabras (reference 1)
 - c. AV screen/equipment, licenses, and subscriptions
 - d. Sanctuary and choir room piano tuning (reference 1)
 - e. Choir robe cleaning/repair (reference 1)
 - f. Seasonal and special service sanctuary decorations (reference 1, 2)
 - i. Floral arrangements - Palms and ash, Easter lilies, Christmas poinsettias
 - Discretion of order amounts based on congregation size and previous order history (ex: Lilies (20), Poinsettias (25))
 - Timing of orders is 2 Sundays prior to Easter and Christmas respectively, to allow for use as decor and accommodate drives
 - ii. Holiday decor - Thanksgiving cornucopia, Advent candles, Christmas tree, Nativity set, and wreaths.
 - Timing of decor set-up minimum 2 Sundays prior to holiday
 - iii. Banners, paraments, and Children's offering basket ribbon
 - Timing of decor follows Disciples calendar, available from church secretary

Community Christian Church Standard Operating Procedures	XXI. Worship Committee
Revision #: 3.0	Date Approved: May 18, 2020

- iv. Note: Seasonal and other sanctuary decor are stored as follows:
 - Holiday - basement
 - Banners, paraments, offering basket ribbons - sanctuary closet, choir room

- 3. Plan and host special events specifically related to Worship including:
 - a. Choir Appreciation Reception
 - b. Floral Drives (Easter Lilies, Poinsettias)
 - i. Timing of drive notifications to run 2 Sundays prior to Easter and Christmas respectively
 - ii. Notification of drives to occur via weekly bulletin insert, monthly newsletter, and announcements, as applicable
 - c. Events as identified in cooperation with Ministry Council

- 4. Oversee and manage the church budget and expenditures associated with Worship, specifically:
 - a. Music and Choir: e.g. guest musicians, licenses/subscriptions, piano tuning, sheet music, robe cleaning
 - b. Worship Supplies: e.g. candles, paper bulletins, palms/ash, miscellaneous
 - c. Other budget line items related to Worship and/or as designated by Minister and Finance committee: e.g. flowers, specially designated funds

Shared Responsibilities

- 1. The Senior Minister is the main collaborator on all worship committee activities.
- 2. Activities should be coordinated with the Music Director, Church staff, and Ministry Council representatives as applicable.
- 3. With the minister(s) and Chair of the General Board and following the mid-year election, arrange for the installation of new church leaders during a worship service.

Reference/Appendix

- 1. Worship Guide
- 2. Seasonal Decorations Photo Aid

Community Christian Church Standard Operating Procedures	XXII. Finance Committee
Revision #: 1.0	Date Approved:

XXI. Finance Committee

Procedures

1. Prior to the first General Board meeting of the program year, the Finance Committee shall meet and elect a representative to serve on the General Board. This representative must be one of the following elected leaders:
 - a. The chair or one of the co-chairs of the Finance Committee
 - b. The Treasurer
 - c. The Financial Secretary
 - d. The chair or one of the co-chairs of the Board of Trustees if not serving as the representative from the Board of Trustees.
2. Prior to the first General Board meeting of the program year, the Finance Committee shall see that the following business is ready for General Board action:
 - a. The corporate resolutions for the checking account (includes approval of check signers) by the Treasurer, Board of Trustees and the Recording Secretary.
 - b. The authorization for the Financial Secretary to sell securities donated to the church.
 - c. The appointment of the Assistant Financial Secretary on the recommendation of the minister, Chair of the General Board and Financial Secretary.
 - d. The appointment of the back-up Treasurer on the recommendation of the Board of Trustees, the Treasurer and the Chair of the General Board.
3. To manage and safeguard the financial resources of the church, the Finance Committee will do the following:
 - a. Review the Financial Secretary's and Treasurer's reports monthly.
 - b. Develop, review & maintain financial policies and procedures, including:
 - i. General Financial Policy (see appendix)
 - ii. The Memorial Policy (see appendix)
 - iii. The Investment Policy (see appendix)
 - iv. Fund Raising Policy (see appendix)
 - v. Procedure for Annual Operating Budget Preparation (see appendix)
 - vi. Procedure for Spending General Operating Budget Funds (see appendix)
 - vii. Procedure for altering the Annual General Operating Budget (see appendix)

Community Christian Church Standard Operating Procedures	XXII. Finance Committee
Revision #: 1.0	Date Approved:

- c. Oversee adherence to financial policies and execution of financial procedures.
- d. Maintain a 3 to 5-year projection of the church's financial status.
- 4. To report the financial status of the church to the General Board and the congregation, the Finance Committee will do the following:
 - a. Report to the congregation the financial status of the church at least twice a year.
 - b. Presenting to the General Board the church financial status at the end of each quarter with any recommended action.
- 5. Assist committee chairs or co-chairs, professional staff, fundraising chairs, and the ministries council in resolving any financial matters.

Shared Responsibilities

Reference/Appendix

General Financial Policy

The Memorial Policy

The Investment Policy

Fund Raising Policy

Procedure for Annual Operating Budget Preparation

Procedure for Spending General Operating Budget Funds

Procedure for altering the Annual General Operating Budget

Budget Process Flowchart

Unbudgeted Expense Request

Community Christian Church Standard Operating Procedures	XXIII. Financial Secretary
Revision #: 1.0	Date Approved:

XXII. Financial Secretary

Procedures

1. Maintain confidentiality as specified in the bylaws.
 - a. Assist in the selection of the assistant financial secretary and supervise the sharing of duties.
2. Receive, safeguard, record (donor, amount & purpose), and deposit all income contributed to the church.
 - a. Weekly, record all **cash** (currency & checks) donations received via the mail or Sunday offering using computer software (currently QuickBooks); deposit all receipts and report total receipts by category to the Treasurer. In the event that both the Financial Secretary and the assistant are unavailable on the same Sunday, the Financial Secretary may delegate to a church member, the duty to collect and secure the weekly offering. If necessary, this may extend to making a deposit after logging all checks and identified gifts by category and amount.
 - b. Record donations made by **credit card** into computer software and report total giving by category to the Treasurer.
 - c. Securities donated to the church are to be sold immediately upon the Financial Secretary's or assistant's direction to do so. The donor is sent a receipt for non-cash donation listing the date, the security and the number of shares. No dollar amount is listed. When the actual dollar amount, after fees, is known, the money market account is credited, recorded in the computer system and a report sent to the Treasurer.
 - d. Record interest earned as reported by Treasurer.
3. Monthly, report total income to the Finance Committee and, after their review, to the General Board.
4. Maintain address files of all identified contributors and send periodic financial reports to regular contributors and an annual receipt for cash contribution. *This receipt is currently required by law for donations of \$500 or more annually, but may be sent to donors giving less than \$500.*
5. Serve as a member of the Finance Committee. *Note: The assistant may attend Finance Committee meetings, but without vote.*
 - a. Prepare and maintain an annual income plan for pledged and non-pledged contributions, and analyze trends.
6. Assist the Stewardship Committee with the annual General Operating Fund campaign by receiving annual pledge cards, reporting expected

Community Christian Church Standard Operating Procedures	XXIII. Financial Secretary
Revision #: 1.0	Date Approved:

pledged and non-pledged income to the Stewardship Committee, Finance Committee and Treasurer.

7. Assist in Capital Fund campaign efforts.
8. Memorial Funds
 - a. Maintain memorial displays.
 - b. Inform the senior minister when memorial gifts are received so that a note of appreciation may be sent to the donor and the family of the deceased notified. Amounts are not disclosed, but the donor's name may be known, unless otherwise instructed.
9. Ensure the safety of the data in the computer system keeping hard copy data and weekly electronic back-up kept in the fireproof file cabinet at the church.
10. Assist any outreach or fund-raising efforts with the handling of money.
11. Periodically review the Financial Secretary's SOPs and recommend changes to the General Board for approval.

Shared Responsibilities

Reference/Appendix

Community Christian Church Standard Operating Procedures	XXIV. Treasurer
Revision #: 1.0	Date Approved:

XXIII. Treasurer

Procedures

1. Disburse church funds according to the authority designated by the General Board.
 - a. Prepare checks and oversee direct debits on the church's checking accounts.
 - i. Assure that all payment request forms, invoices and/or receipts are complete and properly authorized.
 - ii. Regularly project cash flow and resulting cash required for expected disbursements.
 - iii. Maintain minimum balance in checking account, transferring funds from money market account as needed.
 - iv. Reconcile bank statements, resolving any discrepancies in a timely manner.
 - b. Execute the required payroll disbursements.
 - i. At the beginning of the year, determine the annual and monthly allocation of the ministers' compensation among its components.
 - ii. For each pay period, obtain time sheets for hourly employees and attendance reports for paid vocalists.
 - iii. Maintain current W-4 information on each employee.
 - iv. Prepare payroll journals for each pay period; assure accuracy.
 - v. Prepare electronic transmission of net pay data for direct deposit into employees' bank accounts; write pay checks for employees not participating in direct deposit.
 - vi. Report to each employee his/her pay and deductions information for the current pay period and year-to-date.
 - c. Enlist three qualified check signers each program year; recommend them to the Finance Committee and the Trustees for their submission to the General Board for approval.
 - d. Make the required monthly deposits of federal and state taxes withheld from employees and the church's obligations for Social Security and Medicare taxes.
2. Assist the Finance Committee in the annual budgeting process.
 - a. Prepare budgeting worksheets for distribution to committee chairs and other expense managers along with expense history information.
 - b. Consolidate expense budget detail proposed by committee chairs.

Community Christian Church Standard Operating Procedures	XXIV. Treasurer
Revision #: 1.0	Date Approved:

- c. Prepare reports for presenting proposed budgets to the General Board and the congregation.
- d. Initialize the expense reporting system at the beginning of each year.
 - i. Prepare for each committee chair and other expense manager a suggested monthly spread of its approved annual budget.
 - ii. Enter all of the income and expense budget detail into the accounting system.
 - iii. Prepare and distribute payment request forms for all committee chairs and other expense managers.
3. Prepare appropriate and/or required reports.
 - a. Each month report to the Financial Secretary the General Operating income earned from invested funds.
 - b. Each month report to the Finance Committee and to the General Board income as recorded by the Financial Secretary, status of funds and in/out accounts, balance(s) on deposit and expenditures against budget.
 - c. Monitor actual and budgeted committee expenditures and advise the Finance Committee of projected or potential variances from budget. Advise committee chairs and expense managers of need and procedure to request a budget revision.
 - d. Each month report to committee chairs and other expense manager's expense activity and comparisons to budget; assist those with budget responsibility in their expense management.
 - e. Prepare in a timely manner all quarterly federal and state 941 reports and all year-end W-2s, W-3, 1099s and 1096 reports.
4. Make regular (at least twice per month) backup copies of the church's accounting data. Store one copy in the fire proof, locked file cabinet in the church office and a second copy in a fire proof, locked container at home.
5. Enlist a qualified backup treasurer to serve in the absence of the treasurer; recommend that person to the Trustees and the Finance Committee for approval by the General Board; ensure this backup treasurer is sufficiently trained.
6. Periodically review the Treasurer's SOPs and recommend changes to the General Board for approval.

Shared Responsibilities

Reference/Appendix

Community Christian Church Standard Operating Procedures	XXV. Corresponding Secretary
Revision #: 1.0	Date Approved:

XXIV. Corresponding Secretary

Procedures

1. Communicate on behalf of the congregation and ministers with members of the congregation and community concerning such things as appreciation and concern.

Shared Responsibilities

Reference/Appendix

Community Christian Church Standard Operating Procedures	XXVI. Diaconate
Revision #: 1.0	Date Approved:

XXV. Diaconate

Procedures

1. The Chair of the Diaconate will be elected by the Deacons. The term of service for the Chair of the Diaconate will be one year.
2. The Chair of the General Board and the Chair of the Diaconate, with input from the Minister, will be responsible for recruitment of Deacons.
3. The Chair of the Diaconate will be responsible for training and scheduling of Deacons. Deacons are expected to find their own replacements in the event they are unable to serve on their scheduled date.
4. The Chair of the Diaconate will be responsible for ensuring the procurement of adequate communion supplies for all services.
5. Deacons shall be commissioned by the Minister before serving.
6. Deacons will provide support in the conduct of worship services and special services.
7. Deacons will prepare and serve communion as per their schedule.
8. Maintain the Prayer Cards for the Friendship Folders in cooperation with the Church Office Secretary.
9. Deacons will receive the offering collections as per their schedule.
10. Deacons will follow specific duties as outlines in procedures to follow.

Shared Responsibilities

Reference/Appendix

Quick Overview to the Deacon's Duties on a Typical Sunday

Community Christian Church Standard Operating Procedures	XXVII. Historian
Revision #: 2.0	Date Approved: October 11, 2015

XXVI. Historian (Committee)

Procedures

1. Gather, compile and chronicle information and records pertaining to the history, life and work of the church.
 - a. Collect items such as pictures, news clippings, special brochures and bulletins.
 - b. Church records that are especially important include the following: confirmation, baptism, wedding, burial, membership lists.
 - c. Produce a scrap or photo album yearly.
 - d. Be sure all collected materials are also saved via digital media.
2. Provide for the preservation and restoration (as needed) of all records and historical materials no longer in current use.
3. Participate in the Ministries Council as a special committee.
4. Coordinate coverage at church events/activities to obtain and maintain current information.
5. Make historical materials available for publication or presentation.
 - a. Once per year, at a minimum, arrange for a presentation/display of collected information for church members to view.
6. The term of service for the Historian will be one year and may be renewable up to 4 times.

Shared Responsibilities

1. Coordinate calendaring and special services/event coverage with the other committees via the Ministries Council.
2. Coordinate with Communications Committee for photographing of events.
3. Coordinate budgeting and management of finances with Finance Committee.

Reference/Appendix

Community Christian Church Standard Operating Procedures	XXVIII. Nominating Committee
Revision #: 1.0	Date Approved: February 22, 2015

XXVIII. Nominating Committee

Procedures

1. Nominating Committee meets to elect a chair of the committee.
2. Nominating Committee chair assemble the following information:
 - a. List of all current elected office holders, their terms of office and year of term completion of each.
 - b. List of persons who must go on required sabbatical for the coming year and therefore are not eligible to stand for election.
 - c. List of all current active members of the church who will not be on sabbatical leave in the coming year and therefore are eligible for elected office.
 - d. Descriptions of duties and responsibilities of each elected office from Constitution and By Laws and SOPs.
3. Nominating Committee Chair confer with senior minister to get his input.
4. In March, Nominating Committee Chair contact each person presently holding an office asking the following:
 - a. [If eligible] are you willing to continue in your present position for next year?
 - b. If not, is there someone you recommend succeeding you?
 - c. Also, is there a different position you are interested in filling?
5. Set date in early April for first meeting of Nominating Committee. **DO NOT APPROACH PROSPECTIVE CANDIDATES PRIOR TO FIRST MEETING OF NOMINATING COMMITTEE.** At this meeting:
 - a. Review the nominating process and schedule.
 - b. Distribute and review materials prepared in # 1 above.
 - c. For each position needing to be filled, identify candidates and set priority sequence.
 - d. Agree upon which Committee members will call which candidates.
 - e. Review what must be covered in each call: complete description of duties and responsibilities, term of office, etc.
 - f. Set a deadline to have calling finished.

Community Christian Church Standard Operating Procedures	XXVIII. Nominating Committee
Revision #: 1.0	Date Approved: February 22, 2015

6. Make calls; use e-mail, etc. to stay in touch with Committee members. Staying in touch is critical. Schedule additional meetings if necessary.
7. Prepare complete slate of candidates to be presented to the General Board; inform the chair of General Board.

Shared Responsibilities

1. Work with any group or committee...:
 - a.
 - b.

Reference/Appendix

Community Christian Church Standard Operating Procedures	XXIX. Youth Leadership Team
Revision #: 1.0	Date Approved: February 22, 2015

XXIX. Youth Leadership Team

Purpose: To provide a bridge of continuity for the youth program. Also, to provide feedback and support to the Minister for Youth and Young Adults.

Procedures

1. Provide opportunities for our youth to develop relationships with Christian adults:
 - e. Youth Leadership Team.
2. Provide opportunities to develop relationships with other Christian Youth:
 - a. Summit.
 - b. Mission Trip.
3. Provide opportunities for our youth to develop servant hearts:
 - a. Mission Trip.
 - b. Soup Kitchen.
 - c. Souper Bowl of Caring.
 - d. Feed My Starving Children.
4. Provide opportunities for Christian Growth:
 - a. Dynamic, engaging faith in Jesus Christ that will last as a lifelong passion.

Shared Responsibilities

1. Work with any group or committee as deemed appropriate to our purpose statement.

Reference/Appendix