

POLICIES AND PROCEDURES

St. Andrew's Episcopal Church

What Is A Policies and Procedures Manual?

A Church Policies and Procedures Manual is a reference guide to the functions and operations of the church. It lists routine duties and answers questions that arise as duties are performed. The procedure section gives step by step instructions for performing each task.

What Is A Policy? A Policy is a statement that defines the authority required, boundaries set, responsibilities delegated, and guidelines established to carry out a function of the church. In other words, policies tell who does the task, why it is done, and under what conditions it is done. Policies answer questions that arise during unique circumstances.

Policies provide uniform treatment of a situation, thus achieving continuity of operation. Policies take personalities out of the picture. Decisions are based on the church policy not on the individual, and each situation is treated the same.

What Is A Procedure?

Procedures tell how a task is done. A detailed listing is made of each step taken to complete the process. A step-by-step description of the process is used to complete the job.

TABLE OF CONTENTS

Office Policies and Procedures

- Church Calendar Scheduling
- Regular Meetings for Organizations
- Weddings
- Funerals
- Baptisms
- Facility Use
- Medical Release Form
- Social Media Release Form
- Flower Donations
- Audio/Video

Fellowship Policies and Procedures

- Coffee Hour Supplies
- Coffee Hour Staffing
- Kitchen Supplies & Management

Financial Policies and Procedures

- Purchase Requisition
- Check Request
- Investment Policy
- Check Signing
- Counters
- Budgeting & Budget Tracking
- Audit

Security & Safety

- Weather Emergency Policy
- Safeguarding God's Children & People
- Fire Emergency
- Intruder Emergency
- Medical Emergency

Standing Committee Responsibilities

- Buildings & Grounds
- Christian Formation
- Welcoming & Connecting
- Worship
- Visioning
- Outreach
- Finance
- Stewardship
- ECW
- Parish Life

Church Officers Policies and Procedures

Senior Warden
Junior Warden
Vestry Clerk
Vestry Members
Church Treasurer
Vestry Meetings

Personnel & Volunteer Leader Policies and Procedures

Sunday School Director
Sunday School Teachers
Preschool and Children's Choir Director
Choir Director / Organist
Choir Scholars / Section Leaders
Music Director
Office Manager

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