

Download Template For Church Policy And Procedure Manual

This manual below is a sample which can be used as a guide when developing your own church policy and procedures. Policies cover leadership, management, financial, personnel, general administration and ministry. 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. The Policy Manual Committee commits to seek input from church leadership prior to the final proposal going before the Board for approval. Step 5. The Policy Manual Committee will first read and discuss the Introduction and Chapter 1. of the Sample Policy Manual to make sure there is an understanding of concept, purpose and scope. Step 6. Policy and Procedure Manual Page - 3

FINANCIAL POLICIES AND PROCEDURES

1. All organizations, committees, staff, or individuals shall adhere to these Policies and Procedures.
2. The Finance Committee is responsible to administer the financial program of the church.
3. All budgeted expenditures shall be approved by the Chairman of