

# **POLICIES AND PROCEDURES**

## **Church Calendar Scheduling**

### **POLICY**

The official church calendar is maintained by the Secretary. All requests and changes must be channeled through her. No one else may enter, delete, or change information on the official calendar.

Church program activities (meetings, fellowships, recreation, musical programs) may be scheduled by staff, organization and department directors, and committee chairpersons as coordinated by the Church Council.

The Pastor and the Church Council will coordinate the scheduled events for the church calendar.

Program activities and committee meetings will not conflict with the regularly scheduled services of the church (morning and evening worship, Sunday school, Discipleship Training, midweek prayer service).

Use of the building for other than church-sponsored activities is subject to the church policy on use and space available. When a conflict arises, church activities take priority over sponsored activities on a first-come, first-served basis.

### **PROCEDURE**

#### **Scheduling:**

1. Each individual wishing to schedule an activity or emphasis must complete a Calendar Scheduling Form. Forms are kept in the church office.
2. The Schedule Request Form is submitted to the Secretary one week prior to the monthly Church Council meeting.
3. The Secretary shall check calendar for the availability of facilities and will make notation on form.
4. Pastor takes the request to Church Council meeting for approval.
5. Secretary enters the event on the church calendar in pencil.
6. Secretary notifies requesting person of approval.
7. Secretary distributes a weekly building use calendar to each staff member and to the person responsible for opening and closing the building.

**Cancellations or Changes:** To change the date, time, or cancel the event please contact the Secretary as soon as possible to note cancellation in the bulletin or newsletter.

# Sample Church Policy Procedure Manual

**Tao Wei**



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