Checklist of Policies for Churches

The following index of possible documents can serve as a guide in deciding what policies and procedures a new church should establish. Although these documents are not available for download, this can serve as a checklist as you develop your policies.

Category	Document
Church Plant	Children's Ministry Leadership Team
Church Plant	Church Life Leadership Team
Church Plant	Church Manual Syllabus
Church Plant	Community Group Leadership Team
Church Plant	Critical Factors in Church Planting
Church Plant	Launch Team
Church Plant	Letter to Denomination Requesting IRS Status
Church Plant	Mercy Leadership Team
Church Plant	Networking in the Community
Church Plant	One Year Action Plan
Church Plant	Sunday Operations Leadership Team
Church Plant	Worship Leadership Team
Communications	Communications Handbook
Communications	Crisis Management Study and Policy
Communications	External Mass E-mail Policy
Communications	General Communications Information
Communications	Guidelines
Communications	Internal Communications Analysis
Communications	Promotion, Publicity for Non [Church] Programs
Communications	Publicity & Conduct with News Media
Communications	Style Guide
Communications	Telephone Crisis Situation Guidelines
Continuing Education Adult	Curriculum Philosophy & Recommended Studies
Continuing Education Adult	Five in Five Core Curriculum
Continuing Education Adult	Follow Up PLan for SS
Continuing Education Adult	Guidelines to Adult Ministries
Continuing Education Adult	Singles Ministry Guidelines & Handbook
Continuing Education Adult	Sunday School Class Components
Continuing Education Adult	Sunday School Class Funds
Continuing Education Adult	Sunday School Class Manual
Continuing Education Adult	Sunday School Class Manual
Continuing Education Adult	Sunday School Class Music Volunteer Information
Continuing Education Adult	Sunday School Class Purpose
Continuing Education Adult	Sunday School Class Status Report
Continuing Education Adult	Sunday School Class Visitor Sign-In Sheet
Continuing Education Adult	Sunday School Community Descriptions
Continuing Education Adult	Sunday School Greeter Instructions.doc
Continuing Education Adult	Sunday School Greeter Recruitment Letter.doc
Continuing Education Adult	Sunday School Guidelines & Structure
Continuing Education Adult	Sunday School Leadership Team Report
Continuing Education Adult	Sunday School Teaching Resource List
Continuing Education Adult	Teacher & Small Group Leader Affirmation Form
Continuing Education Adult	Teacher Certification Application
Continuing Education Adult	Wednesday Night Programs
Continuing Education Children	Agressive Behavior
Continuing Education Children	Catechism Class
Continuing Education Children	Child Abuse Reporting Procedures for Workers
Continuing Education Children	Child Protection Guidelines
Continuing Education Children	Child Protection Policy
Continuing Education Children	Child Protection Policy

Continuing Education Children	Child Protection Policy
Continuing Education Children	Childcare Check-In Procedures
Continuing Education Children	Childcare Coordinator Sunday To Do List
Continuing Education Children	Childcare Enrollment Form
Continuing Education Children	Childcare Handbook
Continuing Education Children	Childcare Information Regarding Toys & Equipment.doc
Continuing Education Children	Childcare Information for Parents
Continuing Education Children	Childcare Notice to Absent Sunday Worker
Continuing Education Children	Childcare Nursing Mothers' Room
Continuing Education Children	Childcare Pager Form
Continuing Education Children	Childcare Parent Information
Continuing Education Children	Childcare Policy for Weekdays & Special Events.doc
Continuing Education Children	Childcare Potty Training Policy
Continuing Education Children	Childcare Room Stocking Checklist
Continuing Education Children	Childcare Sign In Form
Continuing Education Children	Childcare Sign In Sheet Form
Continuing Education Children	Childcare Sign In Sheets Form
Continuing Education Children	Childcare Toy Cleaning Policy
Continuing Education Children	Childcare Volunteer Guidelines
Continuing Education Children	Childcare Volunteer Worker Information
Continuing Education Children	Childcare Worker Reminder
Continuing Education Children	Childcare Worker Substitutes
Continuing Education Children	Childcare Workers' Age Requirement
Continuing Education Children	Childcare Workers' Responsibilities & General .doc
Continuing Education Children	Children & Youth Sunday School Policy
Continuing Education Children	Code of Ethics
Continuing Education Children	Communion Policy for Children & Youth
Continuing Education Children	Communion for Non
Continuing Education Children	Elementary & Preschool Curriculum
Continuing Education Children	Elementary Bible Presentation Agenda
Continuing Education Children	Elementary Bible Presentation Letter
Continuing Education Children	Emergency & Safety Plan
Continuing Education Children	Evacuation Procedures
Continuing Education Children	Incident Report Form
Continuing Education Children	Infection Control Policy
Continuing Education Children	Leadership and Teacher Chart
Continuing Education Children	Member Application for Ministry to Minors
Continuing Education Children	Membership Manual, Parents Guide
Continuing Education Children	Membership Manual
Continuing Education Children	Midweek Children's Celebration Program
Continuing Education Children	Ministry to Children Guidelines and Handbook
Continuing Education Children	Missionary Support
Continuing Education Children	Non-Member Application for Ministry to Minors
Continuing Education Children	Notes to Parents
Continuing Education Children	Personal Reference Check Form
Continuing Education Children	Philosophy of Min, New Mom's Ministry
Continuing Education Children	Philosophy of Ministry-Children's Church
Continuing Education Children	Philosophy of Ministry-Missions' Awareness
Continuing Education Children	Philosophy of Ministry
Continuing Education Children	Philosophy of Ministry-Preschool
Continuing Education Children	Philosophy of Ministry-Special Events
Continuing Education Children	Philosophy of Ministry
Continuing Education Children	Philosophy of Ministry Wed Night Actvities
Continuing Education Children	Philosophy of Ministry, Childcare
Continuing Education Children	Philosophy of Ministry
Continuing Education Children	Philosophy of Ministry-VBS
Continuing Education Children	Philosophy of Ministry

Continuing Education Children	Pioneer Clubs
Continuing Education Children	Pres-School Craft & Snack Worksheet
Continuing Education Children	Pres-School Security Policy
Continuing Education Children	Preschool Schedule, 2's & 3's
Continuing Education Children	Preschool Schedule, 4's & 5's
Continuing Education Children	Preschool Teachers' Instructions
Continuing Education Children	Preschool Teachers' Instructions-Hints
Continuing Education Children	Preschool Teaching Schedule
Continuing Education Children	Programs Offered Weekly and Summer
Continuing Education Children	Promotion Sunday Letter to Parents
Continuing Education Children	Promotion Sunday Notification, Childcare
Continuing Education Children	Prospective Volunteer letter
Continuing Education Children	Sample Calendar of Events
Continuing Education Children	Screening Children's Volunteers Policy
Continuing Education Children	Scripture Memory Awards Agenda
Continuing Education Children	Scripture Memory Awards, Letter to Parents
Continuing Education Children	Scripture Memory Program
Continuing Education Children	Sick Child Policy
Continuing Education Children	Sick Child Policy
Continuing Education Children	Standards for Sunday School Organization
Continuing Education Children	Sunday School Guidelines & Structure
Continuing Education Children	Sunday School Recruitment Form
Continuing Education Children	Supply Request Form
Continuing Education Children	Teacher Covenant
Continuing Education Children	Teacher Covenant
Continuing Education Children	Teacher Training Agenda
Continuing Education Children	Teacher's Covenant
Continuing Education Children	Teacher's Covenant Statement
Continuing Education Children	VBS Activity Matrix
Continuing Education Children	Visitor Sign-in Form
Continuing Education Children	Volunteer Acknowledgement Form
Continuing Education Children	Volunteer Application
Continuing Education Children	Volunteer Workers' Responsibilities
Continuing Education Children	Worlld Missions
Continuing Education General	Christian Bookstore
Continuing Education General	Christian Education Basic Philosophy
Continuing Education General	Christian Education Committee
Continuing Education General	Curriculum Policy
Continuing Education General	Five in Five Core Curriculum
Continuing Education General	Speaker Approval Policy
Continuing Education General	Speaker Approved Teacher Request
Continuing Education General	Teacher Covenant
Continuing Education General	Teacher Covenant Policy
Continuing Education General	Teacher Covenant Policy
Continuing Education General	Wednesday Night Programs
Continuing Education Senior Adult	3 M's, More Mature Members
Continuing Education Senior Adult	Birthday List
Continuing Education Senior Adult	Retirement Home Information Form
Continuing Education Senior Adult	Shut Ins
Continuing Education Senior Adult	Sunday Chapel and Bible Study Listing
Continuing Education Senior Adult	Welcome Letter

Continuing Education Youth	Beyond the Small Group
Continuing Education Youth	Children & Youth Sunday School Policy
Continuing Education Youth	Communicant's Application Form
Continuing Education Youth	Communicant's Sponsor's Guide
Continuing Education Youth	Communicants Workbook
Continuing Education Youth	Communicants' Expectations
Continuing Education Youth	Communicants' Policy
Continuing Education Youth	Communion Policy
Continuing Education Youth	Core Youth Programs
Continuing Education Youth	Electronic General Release Form
Continuing Education Youth	Guidelines & Handbook
Continuing Education Youth	Leaders' Responsibilities & Instructions
Continuing Education Youth	Leading Small Groups Instructions
Continuing Education Youth	Leading a Person to Christ
Continuing Education Youth	Mission Trip Application
Continuing Education Youth	Mission Trip Application Requirements
Continuing Education Youth	Outline of the Basic Gospel
Continuing Education Youth	Parental Permission & Release Form
Continuing Education Youth	Parental Release Form
Continuing Education Youth	Philosophy of Ministry
Continuing Education Youth	Philosophy of Ministry
Continuing Education Youth	Philosophy of Ministry
Continuing Education Youth	Philosophy of Ministry for Youth
Continuing Education Youth	Prospective Volunteer letter
Continuing Education Youth	Purpose of Youth Ministry
Continuing Education Youth	Screening Policy for Youth Volunteers
Continuing Education Youth	Summer Youth Missions Team Policy
Continuing Education Youth	Trip Leader Application Form
Continuing Education Youth	Volunteer Inteview Questions
Continuing Education Youth	Youth Volunteer Applicant Packet
Continuing Education Youth	Youth Volunteer Application
Continuing Education Youth	Youth Volunteer Application
Continuing Education Youth	Youth Volunteer Application Packet
Continuing Education Youth	Youth Volunteer Qualifications Form
Continuing Education Youth	Youth Volunteer Workers' Responsibilities
Deacons	Diaconate Committees
Deacons	Diaconate Committees
Deacons	Financial Assistance Policy
Deacons	Financial Assistance Request Form
Deacons	Helping Hands List
Deacons	Helping Hands for Christ Letter
Deacons	Letter to Deacon Care Group
Deacons	Pastoral Care Ministry Plan
Deacons	Service Talent Bank
Deacons	Shepherding Deacons
Deacons	Sunday Morning Procedures
Elders	Church Discipline Guidelines
Elders	Clerk of Session Job Description
Elders	Communion to Shut-Ins Policy
Elders	Conflict Resolution Policy
Elders	Decision-Making Process
Elders	Divorce Policy
Elders	Elder Emeritus Policy

Elders	Elder Responsibilities
Elders	Home Visits
Elders	Ministry Moderators, Selection & Terms
Elders	Ministry Organization and Operating Procedures
Elders	Pastoral Care Ministry Plan
Elders	Personnel Committee Authority Table
Elders	Recognition of Volunteers
Elders	Session Governance
Elders	Session Governance
Elders	Shepherding Guidelines & Handbook
Elders	Women Teaching in the Church Policy
Evangelism	Leading a Person to Christ
Evangelism	Outline of the Basic Gospel
Facilities	Artistic Design Policy
Facilities	Arts Academy Event Form
Facilities	Calendar Scheduling Procedures
Facilities	Conference Room Reservation Form
Facilities	Donor Policy
Facilities	Emergency Incident Report
Facilities	Event Facility Reservation Request Form
Facilities	Event Nursery Request Form
Facilities	Event Planning Guide
Facilities	Event Request for AV Production Services
Facilities	Facilities & Equipment Policy
Facilities	Facilities Usage Policy
Facilities	Facilities Usage Policy
Facilities	Facilitities and Equipment Policy
Facilities	Facility Room Fees
Facilities	Food Service Policy
Facilities	Food Services Policy
Facilities	Guest Group Rental Policy & Contract
Facilities	Key Sign-Out Registraion
Facilities	Legal Matters Policy
Facilities	Non-Church Event Rental Policy
Facilities	Office Furniture Budget Guidelines
Facilities	Project Expenditure Request Policy
Facilities	Real Estate Gifts Policy
Facilities	Record of Equipment Borrowed
Facilities	Rental Space Invoice Form
Facilities	Room Reservation Form
Facilities	Room Reservation Form
Facilities	Secular Use of the Building Policy
Facilities	Use of Church Facility
Facilities	Work Order Request Form
Foundation	Bylaws
General Philosophies	Biblical Role of Men and Women
General Philosophies	Core values and Beliefs
General Philosophies	Divorce
General Philosophies	Fiscal Responsibility

General Philosophies	Mission and Purpose
General Philosophies	New Testament Giving Policy
General Philosophies	Special Fundraising Policy
General Philosophies	Three Aspects of the Church's Ministry
Hiring Procedures and Policies	Application Youth Internship Reference Form
Hiring Procedures and Policies	Application for Child Care Employment
Hiring Procedures and Policies	Application for Youth Internship
Hiring Procedures and Policies	Application for Youth Internship
Hiring Procedures and Policies	Application for Youth Internship A
Hiring Procedures and Policies	Commitment to Youth Ministry
Hiring Procedures and Policies	Computer Literacy Test
Hiring Procedures and Policies	Consent to Release of Info
Hiring Procedures and Policies	Consent to Release of Info
Hiring Procedures and Policies	Criminal Background Check Form
Hiring Procedures and Policies	Criminal Background Check Form
Hiring Procedures and Policies	Employment Application
Hiring Procedures and Policies	Employment Application Form
Hiring Procedures and Policies	Employment Application, Middle School Director
Hiring Procedures and Policies	Employment Application, Summer Internship
Hiring Procedures and Policies	Employment Verification Form Letter
Hiring Procedures and Policies	Hiring Procedures
Hiring Procedures and Policies	Interview Questions HR Assistant Position
Hiring Procedures and Policies	Interview Questions for Youth Staff Applicant
Hiring Procedures and Policies	New Position Request Form
Hiring Procedures and Policies	Offer Letter for New Employee
Hiring Procedures and Policies	Offer Letter to Pastor-Presbytery
Hiring Procedures and Policies	On For Child Care Employment
Hiring Procedures and Policies	Pastor Canidate Interview Questions
Hiring Procedures and Policies	Personnel Hiring Info Form
Hiring Procedures and Policies	Recruitment Interview Comments Form
Hiring Procedures and Policies	Recruitment and Employment Procedures
Hiring Procedures and Policies	Reference Call Form
Hiring Procedures and Policies	Reference Checking
Hiring Procedures and Policies	Rehire Policy
Hiring Procedures and Policies	Reimbursement of Moving Expenses Policy
Hiring Procedures and Policies	Relocation Expense Policy
Interns	Application Youth Internship Reference Form
	Application for Youth Internship
	Application for Youth Internship
	Application, Summer Internship
	Notice of Completion of Internship Form
	Offer Letter for Intern
	Pastoral Internship Program
	Pastoral Internship Program
	Policy
	Profile and Evaluation Form
	Summer Intern Orientation Checklist Form
Job Descriptions	Job Description Format
Job Descriptions/Children's Ministry	
	Assistant to Children's Ministries Director

Job Descriptions/Children's Ministry	Assistant to Director of Childcare
Job Descriptions/Children's Ministry	Assistant to Elementary Director
Job Descriptions/Children's Ministry	Assistant to Families with Children Pastor
Job Descriptions/Children's Ministry	Assistant to Families with Children Pastor
Job Descriptions/Children's Ministry	Coordinator of Family Music
Job Descriptions/Children's Ministry	Director of Childcare Ministries
Job Descriptions/Children's Ministry	Director of Children's Ministries
Job Descriptions/Children's Ministry	Director of Children's Ministry
Job Descriptions/Children's Ministry	Director of Elementary Children
Job Descriptions/Children's Ministry	Director of Elementary Children
Job Descriptions/Children's Ministry	Director of Pre-School Ministries
Job Descriptions/Christian Education	Assistant to Senior Adult Pastor
Job Descriptions/Christian Education	Assistant to Senior Adults
Job Descriptions/Christian Education	Assistant to Singles Pastor
Job Descriptions/Christian Education	Assistant to Young Singles & Women's Ministries
Job Descriptions/Christian Education	Bookstore Manager
Job Descriptions/Christian Education	Director of Female College Ministry
Job Descriptions/Christian Education	Librarian
Job Descriptions/Communications Ministry	Coordinator of E-Ministry
Job Descriptions/Communications Ministry	Director of Communications
Job Descriptions/Communications Ministry	Editor of Church Newsletter
Job Descriptions/Communications Ministry	Part-Time Assistant to Tape Ministry
Job Descriptions/Disciplemaking Ministry	Assistant to College Ministry
Job Descriptions/Disciplemaking Ministry	Assistant to Women's Ministry
Job Descriptions/Disciplemaking Ministry	Asst to Evangelism Pastor & Small Groups Director
Job Descriptions/Disciplemaking Ministry	Asst to FWC and Evangelism Pastors
Job Descriptions/Disciplemaking Ministry	Asst to Pastor of Evangelism
Job Descriptions/Disciplemaking Ministry	Coordinator of Disciplemaking
Job Descriptions/Disciplemaking Ministry	Director of Small Groups
Job Descriptions/Membership Ministry	Assistant to Membership Pastor

Job Descriptions/Membership Ministry	Assistant to Membership and Assimilation
Job Descriptions/Membership Ministry	Assistant to Young Singles & Women's Ministries
Job Descriptions/Membership Ministry	Director of Assimilation
Job Descriptions/Membership Ministry	Director of New Members
Job Descriptions/Missions Ministry	Assistant Education-Development Missions and Outreach
Job Descriptions/Missions Ministry	Assistant for Urban and National Ministries
Job Descriptions/Missions Ministry	Assistant to Director of Missions and Outreach
Job Descriptions/Missions Ministry	Assistant to English as a Second Language
Job Descriptions/Missions Ministry	Coordinator of ESL Kid Care
Job Descriptions/Missions Ministry	Coordinator of Urban and National Ministries
Job Descriptions/Missions Ministry	Coordinator of World Missions
Job Descriptions/Missions Ministry	Director of Evangelism and Community Outreach
Job Descriptions/Missions Ministry	Director of Inner City Ministry
Job Descriptions/Missions Ministry	Director of Lao and Asian Ministries
Job Descriptions/Missions Ministry	Director of Missions and Outreach
Job Descriptions/Operations Ministry	Accounting Assistant (Part-Time)
Job Descriptions/Operations Ministry	Accounting Associate
Job Descriptions/Operations Ministry	Accounts Payable Associate
Job Descriptions/Operations Ministry	Administrative Assistant
Job Descriptions/Operations Ministry	Audio Visual and Server Security Specialist
Job Descriptions/Operations Ministry	Audio-Visual Director
Job Descriptions/Operations Ministry	Business Operations Director
Job Descriptions/Operations Ministry	Calendar Coordinator
Job Descriptions/Operations Ministry	Comptroller
Job Descriptions/Operations Ministry	Data Base Assistant
Job Descriptions/Operations Ministry	Facilities Assistant (Part Time)
Job Descriptions/Operations Ministry	Facilities Assistant
Job Descriptions/Operations Ministry	Facilities Specialist
Job Descriptions/Operations Ministry	Help Desk-Software Specialist
Job Descriptions/Operations Ministry	Housekeeper
Job Descriptions/Operations Ministry	Human Resources Administrator
Job Descriptions/Operations Ministry	Human Resources Coordinator
Job Descriptions/Operations Ministry	Human Resources Director
Job Descriptions/Operations Ministry	Kitchen Supervisor
Job Descriptions/Operations Ministry	Kitchen Support Staff A
Job Descriptions/Operations Ministry	Kitchen Support Staff B
Job Descriptions/Operations Ministry	Network Administrator
Job Descriptions/Operations Ministry	Operations Director
Job Descriptions/Operations Ministry	Operations Director Assistant
Job Descriptions/Operations Ministry	Operations Director Assistant
Job Descriptions/Operations Ministry	Property Management Director
Job Descriptions/Operations Ministry	Property Management Director
Job Descriptions/Operations Ministry	Receptionist
Job Descriptions/Operations Ministry	Receptionist
Job Descriptions/Operations Ministry	Receptionist A
Job Descriptions/Operations Ministry	Sexton (Lead)
Job Descriptions/Operations Ministry	Sexton
Job Descriptions/Operations Ministry	Software Applications Manager
	Technology Systems Manager

Job Descriptions/Pastor Job Descriptions	Pastor of Churchwide Minstries
Job Descriptions/Pastor Job Descriptions	Pastor of Disciplemaking
Job Descriptions/Pastor Job Descriptions	Pastor of Discipleship and Adult Education
Job Descriptions/Pastor Job Descriptions	Pastor of Evangelism
Job Descriptions/Pastor Job Descriptions	Pastor of Families
Job Descriptions/Pastor Job Descriptions	Pastor of Pastoral Care
Job Descriptions/Pastor Job Descriptions	Pastor to College Ministry
Job Descriptions/Pastor Job Descriptions	Pastor to Senior Adults
Job Descriptions/Pastor Job Descriptions	Pastor to Single Adults
Job Descriptions/Pastor Job Descriptions	Pastor to Sunday School Class & Care Clusters
Job Descriptions/Pastor Job Descriptions	Pastor to Young Families
Job Descriptions/Pastor Job Descriptions	Pastor to Youth
Job Descriptions/Pastor Job Descriptions	Senior Pastor
Job Descriptions/Pastoral Care	Assistant to Pastoral Care & Senior Adults Pastor
Job Descriptions/Pastoral Care	Coordinator of Pastoral Care
Job Descriptions/Senior Pastor	Assistant to Church Officers
Job Descriptions/Senior Pastor	Assistant to Executive Pastor
Job Descriptions/Senior Pastor	Assistant to Senior Pastor's Office
Job Descriptions/Senior Pastor	Assistant to Session
Job Descriptions/Senior Pastor	Executive Assistant. to Sr. PastorJD
Job Descriptions/Senior Pastor	Executive Pastor or Director
Job Descriptions/Women in the Church	Assistant to Women's Ministry
Job Descriptions/Women in the Church	Director of Women's Ministries
Job Descriptions/Women in the Church	Director of Women's Ministry
Job Descriptions/Women in the Church	Women's Ministries Director
Job Descriptions/Worship Ministry	Assistant to Arts Academy & Concerts
Job Descriptions/Worship Ministry	Assistant to Director of Music and Arts
Job Descriptions/Worship Ministry	Assistant to Director of Youth and Children's Choirs and Organist
Job Descriptions/Worship Ministry	Associate Organist
	Coordinator of Family Music

Job Descriptions/Worship Ministry	Coordinator of Weddings
Job Descriptions/Worship Ministry	Coordinator of Worship
Job Descriptions/Worship Ministry	Director of Children's and Youth Choirs
Job Descriptions/Worship Ministry	Director of Music & Arts
Job Descriptions/Worship Ministry	Director of Music and Worship
Job Descriptions/Worship Ministry	Wedding Coordinator Assistant
Job Descriptions/Youth Ministry	Administrative Assistant to Youth Ministry
Job Descriptions/Youth Ministry	Assistant to Student Ministry
Job Descriptions/Youth Ministry	Director of High School Discipleship
Job Descriptions/Youth Ministry	Director of Middle School (Female) Discipleship
Job Descriptions/Youth Ministry	Director of Middle School Ministry
Job Descriptions/Youth Ministry	Intern to Youth Ministry
Job Descriptions/Youth Ministry	Intern to Youth Ministry
Job Descriptions/Youth Ministry	Yr.
Job Descriptions/Youth Ministry	Pastor to Youth
Leadership Team	Church Vision
Leadership Team	Coordinating Committee Agenda Form
Leadership Team	Core Group Contact Info
Leadership Team	Core Group First Meeting
Leadership Team	Ministry Team Operating Info
Leadership Team	Monthly Ministry Executive Report Form
Legal	Church By-Laws
Legal	Church By-Laws
Legal	Church Bylaws
Legal	Legal Matters Policy
Library	Book or Tape Evaluation Form
Library	Bookstore Policy
Library	Children's Library Policy
Library	Church Library Manual
Library	Policies and Procedures
Library	Short Book or Tape Evaluation Form
Library	Simple Classifications
Membership	Alternate Joining Policy
Membership	Assimilation Follow Up Form
Membership	Assimilation Follow-Up Letter
Membership	Assimilation Plan
Membership	Assimilation Process
Membership	Database Report Request Form
Membership	Electronic General Release Form
Membership	Greeter Job Description
Membership	Guidelines for New Member Interviews
Membership	How You May Unite
Membership	Intro Class Deacon Table Discussion Form
Membership	Intro Class Follow-Up Ltr
Membership	Intro Class Materials
Membership	Joining Process
Membership	

Membership	Membership Class Curriculum
Membership	Membership Identified Needs Survey
Membership	Membership Roll
Membership	Membership in the Church
Membership	Men of the Church By-Laws
Membership	Men of the Church Ministry Philosophy
Membership	Men of the Church Organization
Membership	Men of the Church Organization
Membership	Ministry Directory Form
Membership	New Member Follow-Up Ministry Resume Letter
Membership	New Member Get to Know You Questions
Membership	New Member Info Sheet
Membership	New Member Ministry Resume Follow Up
Membership	New Member Policy
Membership	Non-Communing Members' Policy
Membership	Recognition of Volunteers
Membership	Visitor Brochure
Membership	Visitor Follow-up Letter
Ministry Information	Agenda
Ministry Information	Approval Process for a New Ministry
Ministry Information	Beginning a New Ministry
Ministry Information	Beginning a New Ministry
Ministry Information	Beginning a New Ministry
Ministry Information	Check Request Form
Ministry Information	Committee Chairman Operating Procedures
Ministry Information	Committee Meetings' Planning Guide
Ministry Information	Committee Recruitment & Notebooks
Ministry Information	Committee Structure
Ministry Information	Decision-Making Process
Ministry Information	Evaluation Form
Ministry Information	Event Planning Guide
Ministry Information	Extending the Kingdom Ministry Moments
Ministry Information	Fundraising Policy
Ministry Information	Guest Speaker or Teacher Approval Policy
Ministry Information	Guest Speaker or Teacher Approval Request Form
Ministry Information	Guidelines for Candidates of the Ministry
Ministry Information	Guidelines for Committee Chairmen
Ministry Information	Guidelines for Ministries
Ministry Information	Guidelines for Minute Keeping
Ministry Information	Guidelines for New Program Development
Ministry Information	Lay Ministry Job Template
Ministry Information	Ministry Moderators, Selection & Terms
Ministry Information	Ministry Report Form
Ministry Information	Ministry Structure
Ministry Information	Ministry Structure 20__
Ministry Information	Organization and Operating Procedures
Ministry Information	Preparing for Leadership
Ministry Information	Session Agenda Form
Ministry Information	Session Committees
Ministry Information	Volunteer Feedback Form
Ministry Information	Work Sheet for Establishing a New Ministry
Missions	Community Outreach Annual Funding Application
	Community Outreach Policy & Procedures

Missions	Conferences and Retreats Resource Information
Missions	Evangelism Philosophy & Vision
Missions	Financial Aid Evaluation Form
Missions	Group Volunteer Project Job Description
Missions	Handbook
Missions	Handbook
Missions	Handbook
Missions	Handbook
Missions	Handbook
Missions	Health Info for Mission Project Participant
Missions	International Church Planting Vision
Missions	Mission Statement Development
Missions	Missionary Financial Questionaire
Missions	Missionary Ministry Review Form
Missions	Missionary Pre-Interview Questionnaire
Missions	Missionary Shepherding & Guidance Committee
Missions	Missionary Support Application
Missions	Missionary Support Application
Missions	Missionary Support Application A
Missions	Missionary Support Grid
Missions	Missions Board Questionnaire
Missions	Missions and Outreach Grid
Missions	Missions and Outreach Policy
Missions	Request for Support
Missions	Seminary Student Fund Candidate Qualifications
Missions	Seminary Student Fund Covenant
Missions	Seminary Student Fund Obligations
Missions	Seminary Student Funding Application
Missions	Seminary Student Funding Policy
Missions	Short Term Missions Policies & Procedures
Missions	Short Term Policies & Procedures
Missions	Short-Term Mission Trip Application
Missions	Short-Term Missionaries' Commissioning
Missions	Short-Term Missions Application
Missions	Student Sem Fund Financial Statement Worksheet
Missions	Summer Youth Missions Team Policy
Missions	Support Guidelines
Missions	Support Raising Letter Suggestions
Missions	Support Raising Philosophy
Missions	Testimony Guidelines
Missions	Values
Missions	Volunteer Job Description Worksheet
Missions	World Missions Home Church
Missions	World Missions Policy & Procedures
Missions	World Missions Policy
Officer Information	Clerk of Session Job Description
Officer Information	Confidentiality Policy
Officer Information	Deacon In-Nomination Final Exam
Officer Information	Elder Handbook
Officer Information	Elder Handbook Introduction
Officer Information	Elder Responsibilities
Officer Information	Officer Elections
Officer Information	Officer Examination
	Officer Nominating Committee Membership

Officer Information	Officer Nominating Committee Membership
Officer Information	Officer Nomination & Election Process
Officer Information	Officer Nomination Form
Officer Information	Officer Nomination Form, Elder
Officer Information	Officer Nomination and Election
Officer Information	Officer Nomination and Election Guidelines
Officer Information	Officer Nomination and Election Guidelines
Officer Information	Officer Qualifications
Officer Information	Officer Training Program
Officer Information	Schedule for Officer Training, Election & Installation
Officer Information	Session Rotation Policy
Officer Information	Shepherding Ministry
Officer Information	Training for Deacons-in-Nomination
Operations	Administrative Committee Guidelines
Operations	Backup and Recovery Policy and Procedures
Operations	Bank Deposit Procedures
Operations	Benevolence & Finance Committee
Operations	Benevolence Fund Policy
Operations	Budget Proposal Worksheet
Operations	Budget Request Form
Operations	Budget Sample
Operations	Budget Worksheet
Operations	Calendar Scheduling Planning Policy
Operations	Check Authorization Form
Operations	Check Request Form & Procedure
Operations	Check Request Procedures
Operations	Check Signing Authority Policy
Operations	Designated Fund Form
Operations	Designated Funds Cash Policy
Operations	Donor Disclaimer Letter
Operations	Donor Policy
Operations	Donor Receipt Letter
Operations	Donor Understanding Letter
Operations	Driver Affidavit
Operations	Driver Agreement
Operations	Emergency & Safety Planning Guidelines
Operations	End of Year Financial Contributions Policy
Operations	Expense Reimbursement Policy
Operations	Financial Reporting Procedures
Operations	Fire Alarm Procedures
Operations	Fire Safety & Security Systems Plan
Operations	Fire Safety Plan
Operations	Fiscal Year Revision Analysis
Operations	Good Samaritan Policy
Operations	Gym Use Guidelines
Operations	Housing Allowance Designation
Operations	Imprest Funds Policy
Operations	Injury or Illness Report
Operations	Investment Policy Guidelines
Operations	Memoria Log
Operations	Non-Cash Gift Acknowledgement
Operations	Notary, Fiduciary or Witness Policy
Operations	Operating & Benevolent Budget
	Petty Cash Procedures

Operations	Reimbursement Policy
Operations	Rental Transportation Policy
Operations	Sanctuary Emergency Procedures
Operations	School & Minibus Rules
Operations	Sound & Lighting Technician
Operations	Sunday Offering Counting Procedures
Operations	Sunday Worship Flowers, Purchase or Donation
Operations	Tally Sheet for Cash Collections
Operations	Unrelated Business Income Tax for 501C3
Operations	Van Use Request Form
Operations	Vehicle Accident Insurance Guidelines
Operations	Vehicle Accident or Incident Situation
Operations	Vehicle Driver Inspection List
Operations	Vehicle Monthly Inspection Check Sheet
Operations	Vehicle Operation Policy
Pastoral Care	Area Hospital Address & Phone List
Pastoral Care	Assistance to Client Info
Pastoral Care	Bereavement Checklist
Pastoral Care	Bereavement Letter
Pastoral Care	Biblical Counseling
Pastoral Care	Care Client Closure Form
Pastoral Care	Care Cluster Manual
Pastoral Care	Care Cluster Survey
Pastoral Care	Care Contact Log
Pastoral Care	Care Goals & Short-Term Objectives
Pastoral Care	Care Ministry Weekly Cash Expenses
Pastoral Care	Care Team Client Questionnaire
Pastoral Care	Care Team Financial Position
Pastoral Care	Care Team Interview Form
Pastoral Care	Care Team Prospective Care Information
Pastoral Care	Conflict Resolution Policy
Pastoral Care	Funeral Procedures
Pastoral Care	Good Samaritan Fund Guidelines
Pastoral Care	Good Samaritan Policy
Pastoral Care	Home Visits
Pastoral Care	Hospital Lilst
Pastoral Care	Meals Chart for Care Clusters
Pastoral Care	Mental Health Professionals Policy
Pastoral Care	New Hope Ministry
Pastoral Care	Open Door Meeting Policy
Pastoral Care	Pastor On Call Procedures
Pastoral Care	Pastoral Care Committee Responsibilities
Pastoral Care	Pastoral Care Manual
Pastoral Care	Pastoral Care Ministry Plan
Pastoral Care	Pastoral Care Philosophy
Pastoral Care	Pastoral Counseling Policy
Pastoral Care	Reconciliation Principles
Pastoral Care	Shepherding the Accused
Pastoral Care	Shepherding the Afflicted
Pastoral Care	Shepherding the Tempted
Pastoral Care	Spiritual Gifts and Ministry
Pastoral Care	Time and Stress Management
Pastoral Care	

Personnel	Adaptation Period Policy
Personnel	Adaptation Period Policy
Personnel	Adaptation Period Policy
Personnel	At-Will Employment
Personnel	At-Will Employment
Personnel	Attendance Policy
Personnel	Attendance Policy
Personnel	Benefit Re-enrollment Form
Personnel	Benefits
Personnel	Benefits
Personnel	Benefits
Personnel	Benefits
Personnel	Benefits, Annuity Eligibility Policy
Personnel	Benefits, Annuity Plan Rollover Form
Personnel	Benefits, Beneficiary Change Form
Personnel	Benefits, COBRA Policy
Personnel	Benefits, Cafeteria Plan Form
Personnel	Benefits, HIPAA Acknowledgement Form
Personnel	Benefits, Long Term Disability Enrollment Form
Personnel	Benefits, New Employee Benefit Effective Dates
Personnel	Benefits, New Employee Benefit Mailing Forms
Personnel	Bereavement Policy
Personnel	Bereavement Policy
Personnel	Catastrophic Illness Policy
Personnel	Child Protection Policy
Personnel	Child Protection Policy
Personnel	Christian Work Environment Policy
Personnel	Church Property & Records Policy
Personnel	Code of Ethics Policy
Personnel	Committee Authority Table
Personnel	Compensation Sheet, Associate Staff
Personnel	Compensation Sheet, Intern (Full Time)
Personnel	Compensation Sheet, Ministerial Staff
Personnel	Compensation Sheet, Professional Staff
Personnel	Compensation Sheet, Program Staff
Personnel	Confidentiality Policy
Personnel	Confidentiality Policy
Personnel	Confidentiality Policy
Personnel	Courtesy and Conduct
Personnel	Denomination Mtngs and Respons Policy
Personnel	Direct Deposit
Personnel	Direct Deposit
Personnel	Disciplinary Action
Personnel	Disciplinary Action Form
Personnel	Disciplinary Action Policy
Personnel	Disciplinary Action Policy
Personnel	Discipline, Progressive Discipline Policy
Personnel	Drug and Alcohol Policy
Personnel	Drug and Alcohol Policy
Personnel	Education, Continuing Education Policy
Personnel	Education, Continuing Education Policy
Personnel	Educational Assistance Policy
Personnel	Educational Assistance Policy
Personnel	Electronic Hardware and Software Use Policy
Personnel	Electronic Hardware and Software Use Policy
	Emergency Information Form

Personnel	Employee Classification Policy
Personnel	Employee Classification Policy
Personnel	Employee Classification Policy
Personnel	Employee Classification Policy
Personnel	Employee Classifications
Personnel	Employee Classifications
Personnel	Employee Financial Affairs
Personnel	Employee Parking Policy
Personnel	Employee Relations Objectives
Personnel	Employees Taking Classes Policy
Personnel	Employment of Minors
Personnel	Equal Employment Opportunity Policy
Personnel	Equal Employment Opportunity Policy
Personnel	Equal Employment Opportunity Policy
Personnel	Expense Credit Card Statement Reconciliation Form
Personnel	Expense Reimbursement Policy
Personnel	Expense Reimbursement Policy
Personnel	Expense Reimbursements Policy
Personnel	Family Medical Leave Act
Personnel	Frequently Asked Admin Questions
Personnel	Garnishments Policy
Personnel	Gifts and Gratuities Policy
Personnel	Gifts and Gratuities Policy
Personnel	Harassment Policy
Personnel	Harrassment Policy
Personnel	Holiday Policy
Personnel	Holiday Policy
Personnel	Holiday Policy
Personnel	Honorarium Policy
Personnel	Housing Allowance Form
Personnel	Housing Allowance Policy
Personnel	Immigration Law Compliance
Personnel	Injuries (Work-Related) Policy
Personnel	Injuries (Work-Related) Policy
Personnel	Injury or Illness Report
Personnel	Intellectual Personal Property Policy
Personnel	Intern Profile and Evaluation Form
Personnel	Intern, Notice of Completion of Summer Internship Form
Personnel	Jury Duty Policy
Personnel	Jury Duty Policy
Personnel	Leave of Absence
Personnel	Leave of Absence Policy
Personnel	Leave of Absence Request Form
Personnel	Leave of Absence, Mission Trip Policy
Personnel	Lunch Period Policy
Personnel	Maternity Leave Policy
Personnel	Military Service Policy
Personnel	Military Service Policy
Personnel	Military Service Policy
Personnel	Mission Statement
Personnel	Nepotism Policy
Personnel	Nepotism Policy
Personnel	Network Security Policy
Personnel	New Emp Class Survey Form
Personnel	New Empl New Members Class
	New Employee Educational Data Form

Personnel	New Employee Orientation
Personnel	New Employee Orientation Checklist
Personnel	New Employee Orientation Checklist
Personnel	New Employee Orientation Meetings Form
Personnel	New Employee Orientation Policy
Personnel	New Employee Profile Form
Personnel	Notice of Completion of Internship Form
Personnel	Offer Letter, Intern
Personnel	Office Hours Policy
Personnel	Office Hours Policy
Personnel	Open Door Meeting Policy
Personnel	Ordained Minister Staff Guidelines
Personnel	Outside Activities Policy
Personnel	Outside Employment
Personnel	Overtime Policy
Personnel	Overtime Policy
Personnel	Part Time and Temp Staff Days OFf Pay Policy
Personnel	Part Time and Temp Staff Days Off Policy
Personnel	Pay Policy
Personnel	Pay Policy
Personnel	Pay Policy
Personnel	Pay Policy, Separation
Personnel	Performance & Salary Review Policy
Personnel	Performance & Salary Review Policy
Personnel	Performance Evaluation Form
Personnel	Performance Evaluation Form
Personnel	Days
Personnel	Performance Evaluation Form
Personnel	Performance Evaluation, Co-Worker Feedback Form
Personnel	Performance Evaluation. Review Questionnaire, Ordained Pastor
Personnel	Personal Appearance Policy
Personnel	Personal Appearance Policy
Personnel	Personal Appearance Policy
Personnel	Personal Days Policy
Personnel	Personal Days Policy
Personnel	Personal Telephone Calls Policy
Personnel	Personal Telephone Calls Policy
Personnel	Personal Telephone Calls Policy
Personnel	Personal Use of Church Property
Personnel	Personal Use of Company Property
Personnel	Personnel Manual
Personnel	Personnel Manual Acknowlegdment Form
Personnel	Personnel Manual Receipt & Acknowlegement
Personnel	Personnel Manual Summary
Personnel	Personnel Manual Welcome and Introduction
Personnel	Personnel Manual Welcome and Introduction
Personnel	Personnel Problem Solving Procedures
Personnel	Personnel Problem Solving Procedures
Personnel	Personnel Records
Personnel	Personnel Records Policy
Personnel	Personnel Request Form
Personnel	Personnel Search Committee Process Policy
Personnel	Postage Meter Policy
Personnel	Professional Memberships Policy
Personnel	Publicity and Conduct with News Media Policy
	Reporting Absences Policy

Personnel	Resignation Letter Sample
Personnel	Resignation Policy
Personnel	Sabbactical Leave Form
Personnel	Sabbatical Leave Policy
Personnel	Safety Policy
Personnel	Safety or Security Incident Report Form
Personnel	Salary Adjustment Form
Personnel	Salary Administration Policy
Personnel	Security Card Policy
Personnel	Security on the Premises Policy
Personnel	Sick Leave Policy
Personnel	Sick Leave Policy
Personnel	Sick Leave Policy
Personnel	Smoking Policy
Personnel	Smoking Policy
Personnel	Smoking Policy
Personnel	Social Security Ministerial Status Form
Personnel	Solicitation Policy
Personnel	Solicitation Policy
Personnel	Speaking Engagement Policy
Personnel	Summer Intern Orientation Checklist Form
Personnel	Telecommuting Policy
Personnel	Termination Form
Personnel	Termination Form, Retirement
Personnel	Termination Policy
Personnel	Termination Policy
Personnel	Termination Policy
Personnel	Termination, Exit Form
Personnel	Termination, Exit Interview Form
Personnel	Termination, Exiting Employee Check Out List
Personnel	Time Off Request and Notification Form
Personnel	Transfer Form
Personnel	Transfer Policy
Personnel	Unaccpetable Behavior Survey Form
Personnel	Use of Church Supplies, Equip & Computers
Personnel	Vacation Policy
Personnel	Vacation Policy
Personnel	Vacation Policy
Personnel	Vacation,Time Away Form
Personnel	Vehicle Driver Declaration Form
Personnel	Vehicle Policy
Personnel	Voting Policy
Personnel	Voting Policy
Personnel	Voting Policy
Personnel	Weapons Policy
Personnel	Weather-Related Absence Policy
Personnel	Weather-Related Absence Policy
Personnel	Wireless Phone Use
Prayer	A Guide to Prayer
Small Groups	Beyond the Small Group
Small Groups	Lenten Series

Stewardship	Commitment Card
Stewardship	Letter & Selected Scriptures
Stewardship	Letter to Congregation
Stewardship	Operating & Benevolent Budget
Stewardship	Ten Principles of Giving
Weddings	Decorations Policy
Weddings	Decorations Policy
Weddings	Decorations Policy
Weddings	Exception Policy
Weddings	Fees
Weddings	Fees
Weddings	Fees
Weddings	Florist Policy
Weddings	Florist Policy
Weddings	Florist Policy Agreement
Weddings	Frequently Asked Questions
Weddings	Information Form
Weddings	Information Policy
Weddings	Marriage Eligibility Policy
Weddings	Music Policy
Weddings	Music Suggestions and Guidelines
Weddings	Photographer Policy
Weddings	Photographer Policy Agreement
Weddings	Photographer and Videographer Policy
Weddings	Policy
Weddings	Policy
Weddings	Policy
Weddings	Policy
Weddings	Rehearsal and Wedding Day Timeline
Weddings	Videographer Policy
Weddings	Videographer Policy Agreement
Women in the Church	A Mother's Heart Ministry Job Descriptions
Women in the Church	A Mothers Heart Small Group Leader Covenant
Women in the Church	Bible Study Team Leaders' Duties
Women in the Church	ComfortHer Ministry
Women in the Church	Purpose of the Women in the Church
Women in the Church	Women's Ministries Overview
Women in the Church	Women's Ministries Overview
Women in the Church	Women's Ministry Leadership Team Structure
Women in the Church	Women's Ministry Opportunities
Women in the Church	Women's Ministry Team Structure
Worship	Apostles' Creed
Worship	Arts Academy Event Form
Worship	Baptism Information Card
Worship	Baptism Policy & Procedures
Worship	Baptism Policy
Worship	Baptism in a Reformed Church
Worship	Baptism, The Sacrament of
Worship	

Worship	Call to Worship
Worship	Cameras in Worship Service
Worship	Children's Devotional
Worship	Choir Handbook
Worship	Choir Handbook, Leadership Team
Worship	Communion Chairman Responsibilities
Worship	Communion Clean Up Instructions
Worship	Communion Handling & Preparation
Worship	Communion Supplies
Worship	Communion to Shut-Ins Policy
Worship	Core Worship Values
Worship	Extending the Kingdom Messages in Sunday Service
Worship	Flower Reservation Form
Worship	Flowers, Purchase or Donation Policy
Worship	Funeral Philosophy & Policy
Worship	Funeral Policy
Worship	Funeral Policy
Worship	Funeral Procedures
Worship	General Information
Worship	Greeter Sunday Procedures
Worship	Hymn Material Catalogue
Worship	Hymn Topical Index
Worship	Introduction to Reformed Worship
Worship	Member and Visitor Info
Worship	Music in Worship
Worship	Reformation Sunday
Worship	Request for Date Change, Sunday Flower Donor
Worship	Sanctuary Emergency Procedures
Worship	Tape Ministry Info
Worship	Testimony Guidelines
Worship	Thanksgiving Service Sample
Worship	The Lord's Supper
Worship	The Ten Commandments
Worship	The Worship of God
Worship	Thoughts on Worship
Worship	Tithes and Offerings
Worship	Usher Guidelines
Worship	