

Third Thursday Notes

August 15, 2024 - Policies, Procedures, & Good Practices

What areas of our ministry do we look at to have strong policies, procedures, & good practices?

Administration, policies and procedures are often an overlooked priority by many because it can be boring and/or tedious. We may have many verbally communicated expectations and good practices, but do we have them written down? Are they upheld by the church leadership and volunteers? When we talk about these things, we are looking mainly at the ministry areas of Youth, Parents, Leaders, and Trips/Events.

What are they important?

When we ask this question, what we are really saying is that strong administration is very important to any ministry being sustainable and long lasting. It keeps everyone safe and promotes transparency and accountability.

What are some of these that you utilize?

Youth info cards (guest info), Registration Forms, Baptism questionnaire/process, Kids Ministry applications (for them to serve), Strong Communication, Making parents feel that their child is covered, protected, etc., Volunteer Application, Annual Background Check, Safe Place Training - <https://cmalliancekids.com/safe-place/>, Always 2 Adults present, Rides: 2 adults or parent permission prior with text updates, 3 Text rule w/ Leaders & Youth, Permission Slip. Medical Form, Youth must stay at event until picked up or have parent permission to leave, Fundraising policy: how do you say yes or no to different fundraising opportunities?

How do we best implement the policies, procedures, & good practices?

Do it as a team! A simple "procedure" 😊 to follow is to first connect with your lead pastor, then connect with your elders following your pastor's lead, bring it to your governing board for review and approval so that it is written and signed for future use.
