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Volume A: Local Assemblies Administrative Procedures

Edition III – July 2012



Volume A: Local Assemblies Administrative Procedures

Introduction

The Mt. Calvary Holy Church of America, Inc. (MCHCA) Standard Operating Procedures Guide was created to provide an easy-to-understand explanation of the procedures related to the administrative functions associated with the daily operations of the Organization and its local Assemblies. The Guide is divided into four major volumes, each of which contains the applicable policies & procedures for the denoted category. A comprehensive standard operating procedures guide is being developed in a phased approach, where each volume will be independently released within the next year or so. For details concerning the content of the individual volumes, see the detail descriptions below:

Volume A: Local Assemblies Administrative Procedures (1st Phase - Target Release July 2012)

The Local Assemblies Administrative Procedures volume addresses the day-to-day administrative needs of local assemblies. This includes guidance/direction on structuring administrative offices within churches of varying sizes, preparing correspondence, and providing clerical, management and operational support. Additionally, supporting templates and forms are provided to aid the implementation of procedures outlined.

Volume B: Ministries/Department Procedures (2nd Phase - Target Release July 2013)

The Ministries/Department volume outlines the policies and procedures governing the various ministries, departments, and target groups within Mt. Calvary. This scope includes but is not limited to: Licensing & Credentials; Church Assessment; Event/Hospitality; Training & Development; Marketing/Public Relations; Growth & Development; Technology; Worship & Arts; Men's Ministry; Women's Ministry; Youth & Young Adult; and International Affairs. Content will be developed through direct collaboration with the applicable international directors and is targeted to be released during the third roll-out phase.

Volume C: Office of the Bishop & Board of Bishops Procedures (3rd Phase – Target Release 2014)

Volume C outlines the policies and procedures associated with the oversight and leadership of the Organization. It provides a reporting structure and a governing framework for the Office of the Bishop and his staff as well as the Board of Bishops. Content for this volume will be developed through direct collaboration with the General Secretary of the Board, Board of Bishops, and of course the Senior Bishop.

Volume D: Index of Policies (Overarching 1st – 3rd Phases - Target Release 2014)

Volume D simply contains a comprehensive index of all the official policies referenced in the individual volumes above. Policies are defined in this context as the governing rule, expectation, or bylaw that supports or enforces procedures, a mandate, or a requirement. Individual policies should be assigned a code for easy reference and categorized appropriately.



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VIII. Appendices

- 8.1 Appendix A: Membership Materials/Tools
- 8.1.1 Sample Membership Card (Microsoft Word Document included in Zip File)

	& Zip Code			e8:00am	
	MEMBERSHIP	INFORMATION	(Please P	rint Clearly)	
Mr. Mrs.	MsTeen (a	ge 13-19)Youth	(age 2-12)	Previous Mem	nber:YesN
Name:					
	First	Ŋ	∕liddle		Last
Gender:Male	Female Date of Birth:	/ M	arital Status: ˌ	SingleMarried	DivorcedWido
Street Address:_					
Phone: (Home)	Street		City		ate Zip
	Address:				
Children:			Birth:		
		/_	/	MF	YesNo
		/_	/	<u>M</u> F	YesNo
				M E	YesNo
		/_	/	<u>M</u> F	
			/	F	



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8.1.2 Sample New Member Welcome Letter Content

WELCOME to the ever-growing family of the Greater Mt. Calvary Holy Church. As pastor of the church, I officially take this opportunity to say how pleased I am that you decided to come "grow with us." Upon joining, you are expected to attend a membership orientation session for eight (8) consecutive weeks that was designed to help you understand your membership and become more acquainted with our ministry. Through this session you will also be given guidance on how to join many of the ministries and participate in the activities available to you at Calvary. After you have completed these classes you will be celebrated during our 10:45am service with a certificate of completion.

Please join our Director of Membership, Mrs. Monica Powell, on Sunday, October 24, 2010 from 9:00am - 10:30am in the new member's classroom which is located on the front side of the building on the 4^{th} floor. However, if for some reason you are unable to join the class on that date, enclosed you will find the complete schedule for the session. If you need further information or have any membership concerns please call her during the hours of 9:00am - 4:00pm, or you may email her at membership@gmchc.org.

As pastor, I intend to look after your <u>spiritual needs</u>. Again, WELCOME to the Greater Mt. Calvary Holy Church. May the Lord bless you as you walk with Him.

He's Worthy!

With love I remain your shepherd...
Bishop Alfred A. Owens, Jr.



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8.1.3 New Member Auxiliary/Ministry Declaration Form (Microsoft Excel Document included in Zip File)

	w Member
	stry Declaration Form
Act II Drama Ministry Alfred A. Owens Chorale	Male Chorus (Men of Valor)
.,	Marriage Enrichment
Audio Ministry	Nurses Board
Cancer Support Ministry - WE CARE	Nursing Home Ministry
CD Ministry	Outreach Ministry (Harvest)
Celebration Choir	Parenting Ministry
Clothing Boutique Ministry	Pastor's Aid Ministry
Computer Ministry	Phase I (serving ages 2-5)
Deacon Board	Photography Ministry
Deaconess Board	Pure Girl Society
Deaf Ministry	Prison Ministry
ELECT Ministry (serving ages 18-35)	S.A.L.T. (Singles Ministry)
Ella's Kids, Inc.	Sanctuary Choir
Family Life Community Center	Security Ministry
Food Bank	Senior Missionary Board
Golden Nation - Seniors Ministry	Silent Witnesses (Mime Ministry)
GMC Bookstore	Sister's Keeper Ministry
Greeter's Ministry	S.O.N.S. (Mentoring Boys 4-14)
Harriet's Anti-Drug Ministry	5.O.W. (Women's Support Group)
Hispanic Ministry	Susie C. Owens Chorale
HIV/AIDS Ministry	Trailblazers (serving ages 6-12)
Homeless Ministry	Transportation Ministry
IMPACT Ministry (serving ages 13-18)	Usher Board
Intercessory Prayer Ministry	Video Ministry
International Ministry	Voices of Calvary
Jr. Voices of Calvary	Women of Virtue
Legal Ministry	Women's Alliance (Women's Ministry)
Liturgical Dance Ministry	
Magnificent View Magazine	

Please provide contact information below (PLEASE PRINT):

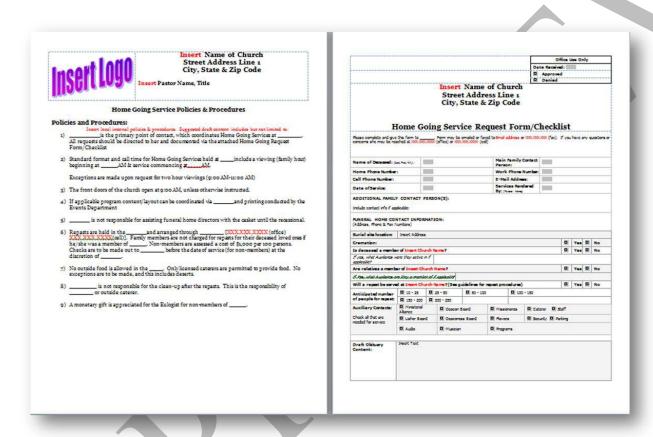
Name: ______ Phone: _____

Address: _____



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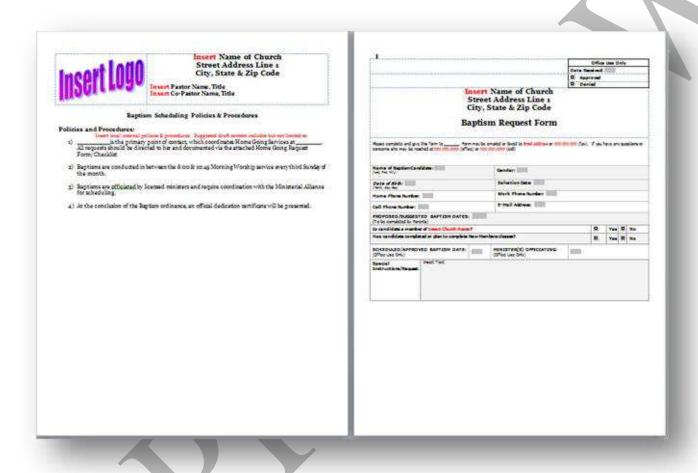
- 8.2 Appendix B: Church Ordinance Administrative Materials/Tools
 - 8.2.1 Bereavement/Home Going Checklist (Microsoft Word Document included in Zip File)





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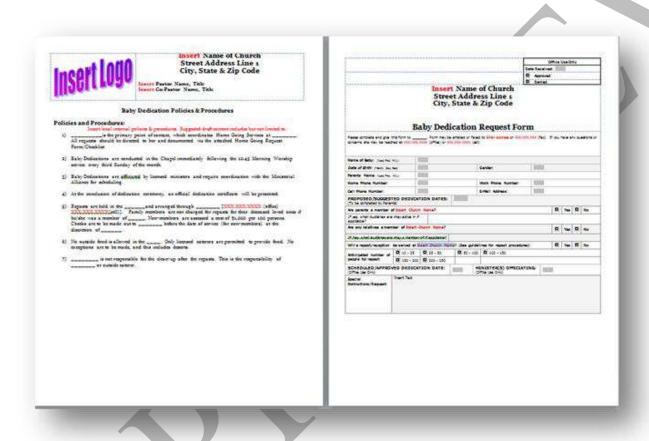
8.2.2 Baptism Request Form & Certificate (Microsoft Word Document included in Zip File)





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8.2.3 Baby Dedication Request Form & Certificate (Microsoft Word Document included in Zip File)





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8.2.4 Sample Wedding Packet & Contract (Microsoft Word Document included in Zip File)

-	
	Name of Church dding Contract
Date	
This contract is to verify that is scheduled for their wedding ceremony. The wedding will be held another designated location other than 6	d at Church Name, City, State in the Sanctuary or
Program conducted by and Th program of counseling offered as an equ	d Groom must complete our Marriage Preparation to Marriage Enrichment ministry or an approved awalent. If you attended pre-marital counseling copy of the certificate or letter must be attached to 30 days before your wedding.
sanctuary or chapel. If you are not a mer There is a charge for Insert Church Nam Name Wedding Liaison will contact you	ame there will be no charge for the use of the mber of the check, please refer to the fee chart. Wedding Liaison of \$150.00. Insert Church a upon receipt of your signed wedding application of Cashier Check or Money Order made payable to redding application.
money order. If your wedding rehearsal	your signed wedding application in the form of a l or wedding ceremony starts no more than 30 will be returned within 10 days of your wedding
be approved by (See Wedding S minister outside of Insert Church Name,	be given to the officiating minister, which is to Schedule Fee sheet) If you would like to use a this must be approved by30 days before (NXX) XXX-XXXX to arrange your ceremonial er your contract has been finalized.
Your wedding rehearsal is scheduled for	ot required to attend your wedding rehearsal r
Enclosed is the contract for the Audio S pricing and availability for Video Servic If you have any additional questions or o	



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8.3 Appendix C: Engagement Agreement/Request Forms

(Microsoft Word Document included in Zip File)



Engagement Agreement/Request Form			Insert Log	
Church/Venue Detail: Name of Church/Ministr	s y			
Name of Pastor				
Address of Engagement_				
Mailing Address (if differ	ent)			
Phone		Fax		
Email	Websit	te		
Executive/Administrative	Assistant			
Executive/Administrative Mailing Address (if differ	Assistantent)			
Executive/Administrative Mailing Address (if differ Phone	Assistant	Email		
Executive/Administrative Mailing Address (if differ Phone	ent)Fax	Email		
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Mailing Address (if differ Phone	Assistant_ent)Faxent)ent)ent)ent)ent)ent	Email Email		
Executive/Administrative Mailing Address (if differ Phone	Assistant_ent)Fax_ent)Fax_	Email_		
Executive/Administrative Mailing Address (if differ Phone Media Director Mailing Address (if differ Phone Ministry Details Requested Dates Location of Services	Assistantent)Fax	Email_		
Executive/Administrative Mailing Address (if differ Phone Media Director Mailing Address (if differ Phone Ministry Details Requested Dates Location of Services Physical Address	or Assistant Fax Fax Fax	Email Email		

	smes to your specified needs.			Insert Logo
Please return	this form at your earliest couve			
		ORGANIZAT	ION	
Assignment Requested: (circle or 'X' as applies)		Date(s) Requested:		
Preaching Workshop/Seminar Choir/Praise team		2000000		
Histolicis Ogenasis		Paulon / Ore	COTS Name	
		1		
hurch / Org. Address:				
hurch / Ora. E-Mail Address/website:				
THE PERSON NAMED IN COLUMN NAM				
Stress of Weeting				
Himary Contact:	Executive Asst. or Administrator	74	PON) snonge	£ cell)
ax Number	Will you be advertising this event?			
	7.410	n/		
Found Transportation Name # of driver	Mexi Pan.		Hotel 4-5 star (notude Name, phone #, Address, Resen. #)	
Ta Carlo	nia		_	
	WORKSHOP/P	REACHING R	EQUEST	
linatry Conference Revival Date	Minatry / Conference/ Revival Times		Seating Capacity.	
have d'Minstry: Continued Review	-			
ellowship Service	reing day(s): please circle	Fri Sat		
ellowship Service thisty Contentos with hist or the fold Sun Mon Tues	Wed Thurs			