

**Hope United Methodist Church
Policies & Procedures Template**

(Insert the name of your Committee here)

Overview Information

Introduction (Insert an brief introduction of your work area here)

In This Section The following topics are covered in the (Fill in the name of your work area or work group here) section of this manual:

Topic	See Page
Work Area Information	
Mission	
Purpose	
Officers	
Work Area Membership	
Meeting Dates	
Work Area Reports To	
Work Groups	
Work Area Responsibilities	
Leadership Selection	
Leadership Support	
Policies & Procedures	
Work Area Officers	
Work Area Liaisons	
Policies & Procedures	
Work Area Members	

Work Area Information

Mission Statement (Insert your work area's Mission Statement here.)

Purpose (Write a brief description of your work area's purpose here.)

Officers (List the names and positions of the current officers for your work area here.)

Work Area Members (If required by the Book of Discipline, write the maximum number of work area members, including work area member rotation, required for your work area here.)

For example: The Nominations & Personnel Work area has a maximum of eleven members, including the Pastor and the Lay Leader. The other nine members are elected including one youth and one young adult member. Each year three new members are elected for a three-year term and three current members end their terms.

If none of the above applies to your work area, briefly describe the membership of your work area here.

For example: The Shepherds Work area consists of one or more shepherds elected by each new member's class. The number of shepherds representing a new members class is determined by the Shepherd's Work area. Currently, there is no minimum or maximum term of office for a shepherd.

If you are not sure about your work area's membership policy, check the **Book of Discipline** or **Guidelines for 1997-2000** or check with the Administrative Board or Council on Ministries Chairperson.)

Meeting Dates (Write your work area's meeting schedule, including the day of the week, how often, and the time.)

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Work Area Information, Continued

**Work Area
Reports To**

(Put the name of the ministry and name of the overseeing pastor here.)

Work Groups

(If your work area has work groups, list them here.)

Work Area Responsibilities

**Basic
Responsibilities**

(Describe in general the responsibilities of your work area without including set policies and procedures. See the draft of the Nominations & Personnel Policies and Procedures for an example of Work Area Responsibilities.

See the **Book of Discipline** and the **Guidelines for 1997-2000** for additional information about your work area. If your work area is not included in the Book of Discipline or the Guidelines, see the Administrative Board or Council on Ministries Chairperson.)

Policies & Procedures - Officers

Officers

(Write a list of the officers for your work area here.)

Chairperson

(Describe how the chairperson is selected and the chairperson's responsibilities.)

**Vice-Chair or
Co-Chair**

(Describe how the vice chairperson or co-chairperson is selected and vice-chairperson's or co-chairperson's responsibilities.)

Secretary

(Describe how the secretary is selected and the secretary's responsibilities.)

Treasurer

(Describe how the treasurer is selected and the treasurer's responsibilities.)

(If there are any other officers in your work area, describe them here.)

Policies & Procedures - Work Area

Policy (Describe all of your work area's policies and procedures here. If any of your work area's policies have procedures, the procedure should be listed immediately after the policy.)

Policies are your work area's governing rules.

Procedure (**Procedures** are step-by-step instructions for accomplishing a task.)

For example:

Communications Work Area Policies and Procedures

Policy

To obtain audio equipment for a church function, you must submit a request to the Communications Work Area.

Procedure

1. Complete a Service Request Form. Forms are located in the Communication Slot (beside the mailboxes) in the hall next to the Narthex. **Note:** You can request a room for your function on this form.
2. Make three copies of the completed Service Request Form.
3. Submit the Service Request Form at least two weeks in advance of the function.
 - a. One copy goes to the church secretary.
 - b. One copy goes to the Communications Work Area.
 - c. Keep one copy for your work area.)

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Policies & Procedures - Work Area, Continued

**Work Area
Calendar**

(If your work area performs the same activities annually during a particular month, list them in a monthly calendar and include them in your Policies and Procedures.)

Example:

Month	Activities
January	<ul style="list-style-type: none"> • Have a commissioning service for all new leaders during church service • Have an aware service for all leaders - new and outgoing - at 10:30 service, followed by a reception service • Welcome new members to N & P and provide them with work area's: <ul style="list-style-type: none"> – Policies and Procedures – Mobilizing to Serve Guideline – Other relevant work area materials • Review upcoming year's calendar/work • Assign work area members to ad hoc work areas or to be liaisons to other work areas • Review current slate to see if there are any vacancies • Sponsor and attend the Christian Training Academy's Orientation Seminar <ul style="list-style-type: none"> – Offer nurturing support to all leaders
February	<ul style="list-style-type: none"> • Begin interviewing members of congregation to fill vacancies • Prepare and distribute letters to work areas to begin preparing Leadership slate for following year • Update work area's Policies & Procedures, if necessary
March	<ul style="list-style-type: none"> • Prepare Leadership Slate for the current year's Charge Conference (to be completed by September) <ul style="list-style-type: none"> – Identify leaders who will be leaving office at the end of the current year – Identify potential leaders who have expressed an interest in becoming a leader • Receive updated Policies and Procedures from work areas • Work with other work areas to write or revise job descriptions for each position.

