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First Christian Church ~ Flora

Statement of Purpose

The First Christian Church exists to glorify God (Isaiah 43:7), fulfill the Great Commission (Matthew 28:19,20), and equip people for service (Ephesians 4:11-16). Organizationally, she strives to help individual believers to fulfill this purpose through worship (Psalm 100:4), fellowship (Hebrews 10:24, 25), biblical training and instruction (II Timothy 2:15).

The Purpose of Membership

“Let us hold unswervingly to the hope we profess, for He who promised is faithful. And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the day approaching.” (Hebrews 10:23-25 NIV)

The New Testament presents a picture of definable groups of people who, once committed to the Lord, identified themselves with and committed themselves to a particular local body. In order to implement the principles of accountability and commitment in the local body of Christ, as defined in the New Testament and practiced in the early churches, First Christian Church recognizes the need for formal membership.

Membership and Its Relation to Ministry

“. . . Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others. We have different gifts according to the grace given us.” (Romans 12:4-6)

We recognize that the body of Christ is composed of interdependent members, each uniquely gifted by the Holy Spirit for the purpose of building up the body. Therefore, each believer should seek to identify, develop, and utilize his spiritual gifts and abilities and to seek a place of service within the body, taking seriously a need to reflect the New Testament principles of accountability and commitment.

Elder Selection Process

I. Term of Elders

4 years. Those completing a term will not be eligible for re-election for 1 year.

I. Number of Elders

Based solely on the number who are deemed to be Scripturally qualified. However, there shall be a minimum of three elders at all times.

I. Nomination & Election Process

During the last week of August, a list of eligible names will be mailed to members for nomination as elders. Nomination forms from the members will be due back by the second Sunday in September.

Elders will meet during the week after the second Sunday in September in order to count nominations and form a list of nominees.

Elders will form teams to personally contact each nominee to determine his desire to serve as an elder. This contact will be made by the third Sunday in September. Those nominees wishing to continue as candidates for elder will be interviewed on an individual basis by the sitting board of elders. The interviews will be completed by the second Sunday in October. The elders will then compile a final list of nominees.

Attendance at a training session before the end of October will be required of all nominees. Wives of nominees will be invited and encouraged to attend the training session.

The final list of elder candidates will be published in the November editions of the church newsletter. Current elders and ministers will listen for any concerns or comments from the congregation during this time. Congregational members will cast the final vote to accept each individual elder candidate at the annual congregational meeting, held the evening of the second Wednesday in December. An affirmation vote of two-thirds of the votes cast is needed for each candidate.

Ministry Descriptions

Elders, Ministers and Staff

Elder Responsibilities

The elder's role is one of providing general spiritual oversight for the life and ministry of First Christian Church of Flora. Specifically, they are to shepherd, guide, teach, assist, enable, comfort, oversee and encourage the members (flock). Elder candidates at First Christian Church are recommended by the congregation, approved by the existing elders, and affirmed by the congregational membership. The elders will have a mutual accountability relationship with the ministerial staff.

Senior Minister

The Senior Minister is responsible for providing visionary leadership for the overall congregation. Church staff shall be under his supervision and direction. He will engage in such specific areas as preaching, teaching, editing publications, evangelistic and hospital visitation, and community related activities. He will have a mutual accountability relationship with the elders.

Associate Minister of Worship and Involvement

The Associate Minister of Worship and Involvement will serve as a member of the ministry staff at First Christian Church. The minister will be responsible for leading the worship ministry team of the congregation and in developing the team ministry system for the entire congregation. He will facilitate involvement of FCC members in the ministries. He will assist in developing classes and church group activities for young adults. He will additionally serve in other areas as agreed upon by the Senior Minister and elders.

Associate Minister of Youth

The Associate Minister of Youth will be responsible for planning and executing the youth and children's ministry programs of First Christian Church. In addition to his direct ministry involvement, he will engage in recruiting, training and motivating members to assist him in the youth ministry program. He will additionally serve in other areas as agreed upon by the Senior Minister and elders.

Church Secretary

The Church Secretary will serve as a member of the support staff team at First Christian Church. The function will entail doing the general duties of office secretary. It will be important that the secretary function as part of the overall office team. Attitude and dependability are crucial qualities for this area of responsibility. The position is under the direct supervision of the Senior Minister.

Financial Secretary

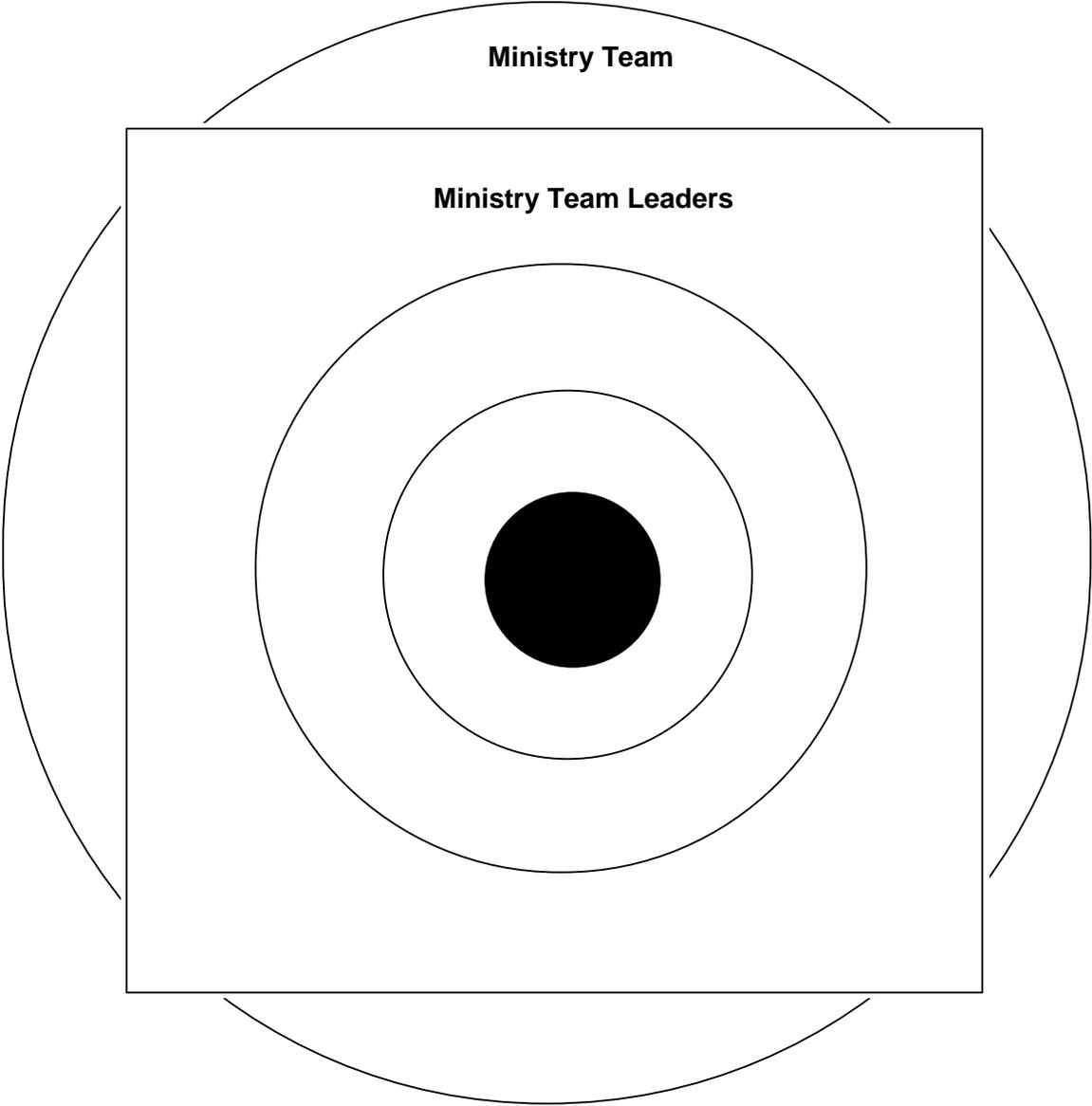
The Financial Secretary will serve as a member of the support staff team of First Christian Church. The function will be that of accounting for all monies, keeping financial records, and working in concert with the church treasurer. Privacy is to be maintained as to records of personal contributions. The Financial Secretary should be able to assist leaders/members with general financial information needed for leadership decisions and church concerns. Some secretarial responsibilities will be assigned as needed. It will be important that the financial

secretary functions as part of the overall office team. Attitude and dependability are crucial qualities of this area of responsibility. The position is under the direct supervision of the Senior Minister.

Ministry Area

Leadership Flow Chart

First Christian Church, Flora, IL



Church Elders

**Local
Congregation**

**Jesus
Christ**

Ministers and Staff

Ministry Team General Responsibilities

First Christian Church, Flora, IL

What the elders can expect from the Ministry Teams:

- Meet together during January of each year and select a team leader. This leader will be responsible to communicate plans and needs to the eldership.
- Meet on a regular basis, however often is necessary to maintain a functioning ministry and fulfill all the specific responsibilities of the team.
- Propose an annual budget for the team, to be submitted to the finance office by August 1 of each year (for the following year).
- Work within the budget in accordance with the General Funding Procedure, appendix B. Authorization for larger amounts or for deviations from the budgeted amounts must have prior approval from the Finance Ministry.
- Adopt a list of ministry goals and plans to be accomplished. These should include long, medium, and short range goals.
- Submit a Ministry Team Communication Form to the elders on a regular basis. This could be done after each meeting or at least quarterly, or when specifically requested by the elders.

What the Ministry Teams can expect from the elders:

- Full cooperation in the fulfillment of the ministry as it meets the general ministry focus of the congregation.
- Prayer and spiritual support for all ministries.
- All necessary resources to fulfill ministry responsibilities.
- Accountability and encouragement in the accomplishing of ministry goals and plans.

Ministry Team Specific Responsibilities

First Christian Church, Flora, IL

Building and Grounds Ministry

The Building and Grounds Team's responsibilities include, but are not limited to, repair, maintenance, and construction of the physical facilities of the church building and property.

Functions:

1. To have charge of the care and oversight of all church buildings, grounds and property including the parking lots and the parsonage.
2. To periodically check every room to see that it is properly lighted, heated and/or cooled. All areas should display a warm, comfortable feeling.
3. To periodically check with the resident of the parsonage to determine if any repairs or improvements are needed.
4. To make any necessary repairs or changes that call for immediate attention. Any major repairs or changes should be made within the confines of the procedure manual for expenditures by ministry areas.
5. To consult with individuals or classes or groups who desire to make changes regarding physical equipment and make proper recommendations.
6. To take care of other items or emergencies, which may properly come under its function.

Children's Ministry

The Children's Team's responsibilities include, but are not limited to: planning, staffing, and maintaining a program for children in grades K-5.

Functions:

1. Children's Ministry Program
 - To serve those young people in grades K-5.
 - To offer general advice to the Associate Minister of Youth.
 - To assist the Associate Minister of Youth in the development of programs to increase the spiritual maturity of the children.
 - To assist the Associate Minister of Youth in the recruitment of children's leaders.
 - To assist the Associate Minister of Youth in the planning of the calendar of events.
 - To assist the Associate Minister of Youth in promoting children to attend Oil Belt Christian Service Camp.
 - To assist the Associate Minister of Youth in developing programs that lead young people to accept Christ.
 - To assist the Associate Minister of Youth in developing programs that train children to evangelize.
2. Children's Bible School (grades K-5)
 - To provide a Bible School program for children in grades K-5 as part of the regular Bible School program of the church.
 - To coordinate the classes and review material used.

- To recruit and train all leaders and teachers in this program.
3. Children's Mid-week Program (grades K-5)
 - To provide a mid-week program for children in grades K-5 as part of the regular mid-week educational program of the church in conjunction with adult programming.
 - To coordinate the classes and review material used.
 - To recruit and train all leaders and teachers in this program.
 - Other children's programming will be provided as much as is possible with adequate volunteer help.
 4. Children's Sunday Evening Program (grades K-5)
 - To provide a Sunday evening program for children in grades K-5 as part of the regular Sunday evening educational program of the church.
 - To coordinate the classes and review material used.
 - To recruit and train all leaders and teachers in this program.

Christian Education Ministry

The Christian Education Team's responsibilities include coordination and direction of the adult and child Sunday morning educational programming and also the overseeing and maintaining of the church library.

Functions:

1. Sunday Morning Program
 - To coordinate and assure proper instruction in the K-5 and Adult programming.
 - To recruit and train all teachers and substitutes.
 - To select material used by teachers of adult and K-5 classes.
 - To coordinate all supply requests, equipment/teaching aids requests, and other needs that the teachers might have.
 - To maintain specific records as they relate to the Sunday Morning Programming.
2. Church Library
 - To see that the library is serviceable and available for members of all ages.
 - To see that the library is effectively staffed during the library hours.
 - To see that books, periodicals and/or audio visual and other materials are cataloged, arranged, and available on a loan basis to all who seek to use the library.
 - To be responsible for seeing that all borrowed books are returned to the library in accordance with the specified library rules.
 - To be responsible for the selection of all materials to be included in the library inventory under the oversight of the elders with an objective that all materials are appropriate for the education and edification of Christian people.
 - To promote and publicize the library to the congregation and encourage reading more among all ages.

Finance Ministry

The Finance Team's responsibilities include:

- 1. Oversee the collection of offerings and gifts, and disbursements of funds for the church.**
 - Be responsible for collection of offerings.
 - Be responsible for obtaining counters when offerings are received.
 - Keep and provide a monthly and annual report of all funds received and disbursed.
 - To be in charge of informing the membership of the financial condition and needs of the church.
 - To be responsible for payment of all bills. (See Appendix B for funding procedure.)

- 2. Establishing the Annual Budget.**
 - Present report of all income and expenses for each year end to Elders for review.
 - To present estimated operating expenses to Elders for approval.
 - To create a budget for each year in connection with our ministry teams and submit to the Elders for approval. (See Appendix B for funding procedure.)
 - To have a CPA audit the financial records of the church when requested by the Elders. Such report shall then be submitted to the Elders.

Hospitality Ministry Team

The Hospitality Ministry Team responsibilities include, but are not limited to, having a staff of volunteers to serve as greeters and ushers for all church services where these functions are deemed necessary.

Functions

1. To enlist, train, and schedule an adequate group of people to serve as greeters for the morning and evening worship services as well as any special services as requested.
2. To ensure that the greeters understand that they are the first people that most visitors will encounter and that they must create the atmosphere that "We care about others."
3. To present a gift to new attendees and if possible, secure a home address for use by the church office and Outreach Ministry Team.
4. To ensure that the greeters are familiar with our building and are able to guide visitors to the proper classrooms where necessary.
5. To ensure that greeters are at the entrances at least 20 minutes before the service is to begin.

Library Ministry

The Library Team's responsibilities include, but are not limited to, overseeing and maintaining the church library.

Functions:

1. To see that the library is serviceable and available for members of all ages.
2. To select a librarian and assistant librarian.
3. To see that books, periodicals and/or audio visual and other materials are catalogued, arranged, and available on a loan basis to all who seek to use the library.
4. To be responsible for seeing that all borrowed books are returned to the library in accordance with the specified library rules.
5. To provide opportunities for memorials or contributions in honor of loved ones.
6. To be responsible for the selection of all materials to be included in the library inventory under the oversight of the elders with an objective that all materials are appropriate for the education and edification of Christian people.
7. To promote and publicize the library to the membership and encourage reading among all ages.

Missions Ministry

The Missions Team's responsibilities include, but are not limited to, leading the congregation in an awareness of the world-wide responsibility of the Church to spread the Gospel, approving the missionaries supported by the church, and the collection and disbursement of funds to the supported missionaries.

Functions:

1. To evaluate and make recommendations of missionaries and missions projects to be supported by the church.
2. To oversee all disbursements of missions funds by the missionary treasurer.
3. To receive and evaluate financial reports once a year, to be submitted by each mission work supported by the church.
4. To make sure of the loyalty and faithfulness of any and all mission fields supported by the church.

5. To formulate plans and carry them forth for the education of the membership of the need for mission giving and work.
 - To maintain a quality missions bulletin board(s) in high traffic areas of the church building.
 - To make the church membership aware of thank you notes, correspondence, etc. from missionaries.
6. To make proper recommendations to the elders as to the need in the establishment of new churches and missions projects.
7. To work in cooperation with the minister, Women's Council president and the church calendar to schedule missionary speakers and programs.
 - To make all necessary arrangements through the Women's Council president for housing and meals.
 - To advertise their coming by using the local newspaper and bi-weekly church paper.

- To assist the missionaries in any way possible in arranging the program (tables for display, bulletins passed out, projector ready, etc.).
- To be sure that all financial arrangements have been handled.

Music Ministry

The Music Team's responsibilities include, but are not limited to, the purchase, maintenance, operation, and repair of all musical equipment, as well as the purchase and inventorying of all music (sheet music, recorded music, and music books).

Functions:

1. To make recommendations concerning the various needs of the choir and music department.
2. To recruit a choir director for the adult choir.
3. To oversee the development and maintenance of the music library.
4. To provide direction for the use of the organ and other musical instruments and equipment.
5. To provide input and recommendations regarding the replacement or additional purchase of musical instruments and equipment.
6. To oversee the care, use, and ordering of hymnals and other printed music.

Nursery Ministry

The Nursery Team's responsibilities include, but are not limited to, providing safe, fun, and educational equipment for the nursery rooms, maintaining that equipment, the staffing of nurseries for children ages infant through 5 years old for Bible School, Sunday Morning and Evening Worship, and Mid-week services, as well as working with the Building and Grounds team to oversee maintenance of the nursery area.

Functions:

1. Bible School (infant through age 5)
 - To recruit and train teachers for all areas relating to the nursery department as part of the regular Bible School program of the church.
 - To coordinate the classes and review material used.
2. Sunday Morning Worship (infant through age 5)
 - To recruit and train teachers for all areas relating to the nursery department as part of the regular Sunday morning worship program of the church.
 - To coordinate the classes and review material used.
3. Sunday Evening Program (infant through age 5)
 - To provide a Sunday evening program for children ages infant through 5 years old as part of the regular Sunday evening educational program of the church.
 - To coordinate the classes and review material used.
 - To recruit and train all leaders and teachers in this program.
4. Mid-week Program (infant through age 5)
 - To provide a mid-week program for children ages infant through 5 years old as part of the regular mid-week educational program of the church.
 - To coordinate the classes and review material used.
 - To recruit and train all leaders and teachers in this program.

Outreach Ministry

The Outreach Ministry Team's responsibilities include, but are not limited to, spreading the Gospel in the local community, and disciplining persons within the life of the church.

Functions:

1. Outreach
 - A. To plan preaching and teaching sessions such as revivals, evangelistic or weekend meetings in cooperation with the Senior minister, Women's Ministry president, and church calendar.
 - B. To schedule speakers 1-5 years in advance. All speakers and financial arrangements must be approved by the elders or Finance team prior to being contacted.
 - C. To work in conjunction with the Women's Ministry to arrange housing, meals, and hospitality for speakers.
 - D. To set up a schedule of events during these meetings to fully utilize the gifts of the speaker.
 - E. To develop a calling program designed to win the lost and encourage visitors to place membership and be in regular attendance.
 - F. To recruit, train, and direct visitation teams.
 - G. To keep and maintain a current file of prospective members, visitors, newcomers, etc.
 - H. To promote and advertise all revivals, evangelistic meetings, special preaching, or teaching services to stir interest within the church as well as our community. This may be done in several ways:
 - Press releases should be sent to local newspapers, radio stations, and TV stations when events of major importance occur.
 - Paid publicity: newspaper, radio, TV, brochures, or posters as approved by the elders.
 - Letter or mailings to members as well as newcomers in the community.
2. New Member Conservation:
 - A. To secure materials and schedule classes as needed for new members and prospective members. These should include information on both the Christian doctrines on which we stand, and the program and availability for service within our congregation.
 - B. To plan and direct a visitation and follow-up program for all new members.

Production Ministry Team

This new team will assume the specific duties and responsibilities of the following teams:

- 1. Audio/Visual Ministry Team**
- 2. Flower Ministry**

The Production Ministry Team's responsibilities include, but are not limited to, decorating the

stage in accordance with the ministry staff to go along with the current sermon series, maintaining and repairing all musical and sound/lighting equipment in the sanctuary, recruiting and training volunteers to run the computer and sound boards.

1. Recruit, train and schedule persons to run the production equipment (i.e. sounds, lights, computer) in the sanctuary.
2. Coordinate with the ministry staff to build sets to coordinate with any current sermon series or to decorate for seasonal changes.
3. Maintain, oversee purchases of, and/or repair equipment located within the sanctuary
4. Assist ministry staff in scheduling and staffing tech people for funerals, weddings and other special events
 - a. The wedding planning packet for FCC Flora suggests that payment will be made to the person performing this ministry for rehearsal dinners and weddings.
 - b. Sound tech persons may also receive payment for running sound for funerals but there is no specific policy in place.
5. Oversee the recording of all Sunday morning worship services and maintain a library of recordings.
6. Assist the worship ministry team and staff to create an atmosphere of worship that leads people to God.

Scholarship Ministry

The Scholarship Team's responsibilities include, but are not limited to, providing financial assistance to members of the congregation who wish to attend Bible College.

Functions:

1. To follow the current scholarship policy to determine the requisites for obtaining a scholarship and for maintaining a scholarship once it is awarded.
2. To administer the awarding of scholarships within the guidelines of established policy.
3. To encourage and support each Bible College attendee in Christian love and concern.

Secret Service Ministry Team

This new team will assume the same specific duties and responsibilities of the following teams:

1. Communion Ministry Team
2. Shut-in Ministry Team
3. Baptism Ministry Team
4. Transportation Ministry Team

The Secret Service Ministry Team will be led by one team leader who will again assign, as they see fit, assistant team leaders to take care of the specific parts of the team. The individual responsibilities and functions will remain the same.

1. The **Communion Team's** responsibilities include, but are not limited to, securing the communion elements and staffing volunteers to prepare the weekly communion.
2. The **Shut-in Communion Team's** responsibilities include, but are not limited to, providing communion to those people who cannot come to weekly worship services, such as those who are homebound, in nursing or care facilities, or are hospitalized
3. The **Baptism Team's** responsibilities include, but are not limited to, overseeing the baptistery, changing areas, and necessary equipment for performing a baptism.
4. The **Transportation Team's** responsibilities include, but are not limited to, the purchase, maintenance, operation, and repair of all church owned motor vehicles.

Seniors In Christ Ministry

The Seniors In Christ Team's responsibilities include, but are not limited to, providing fellowship and service opportunities for senior adults.

Functions:

1. To oversee the social and spiritual needs of the senior members of the congregation age 55 and above.
2. To provide monthly meetings emphasizing physical, mental, emotional, and spiritual welfare.
3. To present opportunities for service stressing responsibility for role modeling as a useful and vital part of the church.
4. To provide different types of activities to reach as many people as possible.
5. To reach out to other seniors in the community, inviting them to programs and laying groundwork for evangelization.
6. To provide projects for monetary gifts such as missionary, transportation, and special projects as the need in the church arises.

Women's Ministry

The Women's Ministry's responsibilities include, but are not limited to, providing promoting, supporting, and maintaining services to the women of the church, as well as others (such as missionaries), and working with the Building and Grounds Team to maintain the kitchen area and facilities and other items in the church building.

Functions:

1. To promote Spiritual Growth within the ladies of our congregation through
 - Fellowships
 - Retreats
 - Bible Studies
 - Prayer chains
 - Outreach events

2. To promote Outreach by working with the Outreach Ministry Team as needed.
3. To promote Practical Support of the Women's Ministry Team by providing kitchen help as needed.
4. To promote Hospitality by working with the Hospitality Ministry Team as needed

Worship Ministry

The Worship Team's responsibilities include, but are not limited to, working with the Ministry Staff in all aspects of all worship services to provide a satisfactory worship experience, staffing and coordinating worship services, and facilitating private worship.

Functions:

1. Worship Service Planning
 - A. To ensure that all services are presented in a respectful and worshipful manner as befits the glorifying of our Lord.
 - B. To work with the ministry staff in planning the order of all worship services.
 - C. To work with all necessary ministry teams to provide any necessary resources to worship participants, including (but not limited to) music, scripts, Scripture and other readings, and costumes.
 - D. To provide an order of worship for any special service as requested.
2. Scheduling worship participants
 - A. To schedule worship participants for all worship services, including (but not limited to):
 - Worship leaders
 - Drama participants
 - Musicians
 - Vocal Teams
 - Video and computer) operators and sound technicians (in cooperation with the Production Team)
 - Any other participants as needed (in cooperation with the ministry staff)
 - B. To schedule special music for all services where required.
 - C. To provide input and recommendations in the scheduling and execution of (deleted: special music) programs.
 - D. To promote and provide publicity for special music or worship programs.

Youth Ministry

NextGen is the name we use to describe the students of the Middle School, High School, and College-Age Ministries of First Christian Church. Our mission is to lead students into a growing relationship with Jesus Christ by creating environments where students prioritize their relationship with Christ, influence their friends, and experience personal ministry.

Judges 2:10 says "After that whole generation had been gathered to their fathers, another generation grew up, who knew neither the Lord, nor what he had done for Israel. One

generation said, 'as for me and my house, we will serve the Lord', but then the next generation neither knew him nor what he had done."

Luke 1:17 gives the commission of John the Baptist as this, "and he will go on before the Lord, in the spirit and power of Elijah, to turn the hearts of the fathers to their children and the disobedient to the wisdom of the righteous-to make ready a people prepared for the Lord."

As a part of this ministry, students are being challenged, equipped, and empowered to lead the church. As leaders and members of this team you will serve in these functions;

- To serve students from grades 6-12.

- To assist the youth minister in the development of programs to increase the spiritual maturity of the youth.

- To assist the youth minister in the recruitment of leaders.

- To help cast vision and plan the calendar.

- To promote additional learning to students. (Ex. Camp, CIY, Christian colleges, & etc, etc)

- To continue to help lead students to Christ.

- To help students become disciples who are making disciples.

All three of the areas of NextGen ministries work together to help students grow in their faith from the time they enter Junior High into young adulthood. We want to empower students to grow through prayer, to be reaching out to the lost, and challenge themselves and others to follow Jesus completely. We truly believe that Jesus is calling us all to live fully committed relationships with Jesus.

NextGen is grateful that First Christian Church and the Flora community have chosen to invest in a generation that most have given up on. With God's leading, our church family wants to awaken a generation to the glory of God. There are still many unchurched teenagers in Flora, and one by one we want to introduce them to the Savior of the world. NextGen wants to be that starting place to reveal who God is, connect with Jesus and his family, and be sent out to continue to advance his kingdom with our lives.

Ministry Area Communication Form

Appendix A

Ministry: _____

Ministry Leader: _____

Please complete and return to the chairman of the elders at least quarterly (or when requested by the elders), five days prior to the scheduled monthly elders meeting. Ministry leaders may report to the elders in person if the need arises, but a written report should still be submitted at least quarterly.

GOALS:

ACCOMPLISHMENTS:

PLANS:

EXPENSES:

HOW CAN THE ELDERS HELP?

APPENDIX B

GENERAL FUNDING PROCEDURE

This guideline applies to requests for funding of items to be included in the Ministry Plan, payment procedures for items approved, and the means for adding items to the plan throughout the year. This does not apply to missions, however, since this ministry area has its own funding guidelines (see appendix C).

Each ministry leader will prepare a Ministry Plan which will include each item they want funded. This plan by ministry area, will be submitted to the Finance and Stewardship Ministry team by August 31. They will review the plans, clarify information when necessary, then submit the total plans and documentation to the elders by September 15th.

1. **BUDGETED ITEMS:** Upon initial elder approval, they will make the Ministry Plans available to the congregation for review, suggestions, and affirmation.
2. **NON-BUDGETED ITEMS:**
 - a. Requests for non-budgeted items must be submitted to the Finance and Stewardship Ministry Area before purchases are made.
 - b. If approved, the Finance and Stewardship Ministry Area will refer non-budgeted items over \$300 to the elders with their recommendation for approval. Items under \$300 can be approved and referred back to the ministry team that submitted the items. In either case, if not approved, the item will be referred back to the ministry team that submitted the items with an explanation as to why they were not approved.
3. **REPORTING:**
 - a. A monthly financial statement showing income and expenses, and comparing actual to planned amounts will be provided for elders, ministers, ministry leaders and interested members of the congregation.
 - b. Each ministry leader will also receive a detailed accounting of transactions in their area from the data.
 - c. The elders will receive a monthly statement of assets and liabilities.
4. **AUTHORIZATIONS:**
 - a. Purchases over \$200.00 may be made in the name of First Christian Church only if a purchase order number has been received from the treasurer.
 - (1) All purchases must be approved by the appropriate ministry leader.
 - (2) Only ministry leaders may request purchase orders.
 - b. Requests for payment will be questioned and/or not honored if a purchase order identification number is not on the invoice or statement.
 - c. Authorization for larger amounts or for deviations from budgeted amounts on approved items must have the prior approval of the Finance and Stewardship Ministry.
 - d. If funds are not expended for one item in an area, this does not authorize over- expenditure for another line item.
 - e. The treasurer will monitor check signing procedures and recommend changes to the elders who have final authority to approve them.

Appendix C

MISSIONS FUNDING AND EXPENDITURE PROCEDURE

This guideline applies to the funding and payment procedure to be used in the fulfillment of our missionary commitments locally and worldwide.

1. The church financial secretary, in counting and depositing the collected moneys each week, will create a report of all moneys that are specified for missions.
 - A. Those amounts that are specified for specific missions shall be so stated as designated funds on the report.
 - B. Those amounts that are specified for missions but not designated for a specific mission shall be so designated on the report.
 - C. This report will be forwarded to the missionary treasurer weekly.

2. The missionary treasurer will issue checks monthly to the designated missions in the designated amounts.

3. The missionary committee will meet monthly, or more frequently as required, to determine the manner in which the non-designated funds will be allocated.
 - A. Missions to which the committee has already committed a monthly amount will receive priority in the allocation of funds.
 - B. Any funds left over after the above allocations, may be spent in amounts and to missions determined by the mission's ministry.

4. The missionary treasurer will issue a statement of expenditures monthly showing the following:
 - A. Beginning balance
 - B. Collections
 - C. Any interest accrued on account
 - D. Total balance
 - E. A line item "paid out" with the name of the mission and the amount disbursed
 - F. Total paid
 - G. Balance on hand after expenditures

This report will be issued to the elders with a copy being posted on the missions bulletin board in the narthex.

Appendix D

Scholarship Funding and Expenditure Procedure

1. Student and Scholarship Qualification:

- The student must make written application to the chairman of the Scholarship Ministry Team for a scholarship.
- The applicant must obtain academic transcripts for the scholarship from secondary school or colleges attended.
- The application form may be accompanied by a letter of recommendation from one of the ministers or any elder.
- The applicant must submit with the original application form a 500 word theme or essay on the subject "Why I Want To Attend Bible College".
- The applicant may be required to submit written consent of parent or guardian if the applicant is a minor.
- The applicant must be an active member of First Christian Church of Flora and must be fully dedicated to the Restoration plea.
- The applicant must be a regular member for the past year prior to making application and have been in attendance in worship services at least 50% of the time in a Christian Church, effective the spring semester of the school year.
- The applicant must consent to an interview by the Scholarship Ministry Team.
- Those desiring to receive scholarship money for their freshman year are to have their application forms in the hands of the Scholarship Ministry Area two months prior to entering college.
- The Scholarship Ministry Team shall decide as to whether an applicant qualifies for scholarship money.
- Students who receive grants from First Christian Church, Flora, Illinois, are encouraged, if ordained into the ministry, to be ordained here.
- The scholarship is a grant, not a loan.

1. Procedure

- After the applicant is approved by the Scholarship Ministry Team the leader of that area will recommend to the elders that the scholarship be given to the qualifying applicant and specify the amount to be given.

1. Approved Institutions:

- Lincoln Christian University
- Cincinnati Christian University
- Ozark Christian University
- Great Lakes Bible College
- Kentucky Christian College
- Central Christian College of the Bible, Moberly, Mo
- St. Louis Christian College
- Johnson University
- Any other that meets with approval of the elders

1. Limit of Support.

- Use of funds to be for tuition, semi-private room, board, books, fees or other college related expenses.

- The amount of scholarship for any student will be the less of:
 - The tuition and fees.
 - The balance due for tuition, semi-private room, board, books and fees after credit has been given for all grants and scholarships as shown by a statement of accounts from the school.

2. Support to begin with year of approval and continue on a year-to-year basis for undergraduate studies provided:

- Student maintains a “C” average. A grade of “C” average is required for continued scholarship. At the end of a grading period, if grades are below a “C”, the student will be notified of a probationary period. The “C” average grade shall not include grades for PE courses.
- Applicant must continue with satisfactory conduct.
- Applicant must sign a “Student Authorization Form” (Appendix E). Applicant, in requesting this scholarship in any years following his first year of college, must request this scholarship by letter to the Scholarship Ministry team three months prior to the beginning of the fall semester.
- The student is responsible for supplying classes and credit hours at the beginning of the semester.
- The school or student must send the student’s grades to the church after each semester is completed.
- At the discretion of the elders, the scholarship may be discontinued without any cause.

3. If any items of Article 4 are not fulfilled, all scholarships are to be discontinued with at least 10 days notice to the student from the Scholarship Ministry Area.

Student Authorization Form

Appendix E

Date

TO: _____
Name of School

Address of School

I have been awarded certain scholarship moneys, to attend your school, by the First Christian Church of Flora, Illinois. The amount of the scholarship is dependent upon the number of credit hours that I take. The continuance of the scholarship is dependent upon my having at least a "C" average in my grades. The church requires that I furnish information to it concerning grades, number of credit hours, and my statement for the tuition, room, board and fees due by me before the church will send a check for the scholarship money to the school.

I hereby authorize you to furnish the following information to First Christian Church, 100 West 4th, Flora, Illinois 62839 at all times while I am enrolled as a student in the school:

3. Number of credit hours taken by me
4. My grades
5. A copy of the statement for my tuition, room, board and fees
6. A listing of credits allowed for grants and scholarship.

I request that you send a copy of this information to the church at the same time that the information is furnished to me.

Student

Ministry Procedure Manual



**First Christian Church
Flora, Illinois**

2013
(revised)