

1 **STANDARD OPERATING PROCEDURES OF PPMCC**

2  
3 **I. Membership**

4 A. A member in good standing is one who demonstrates faith through attendance, financial  
5 support and/or service in ministry.

6  
7 B. The Local Administrative Body (LAB) will review the membership rolls at least annually.  
8

9 **II. Congregational Meetings**

10 A. Congregational meetings are conducted according to parliamentary procedure.

11  
12 B. A simple majority of members in attendance is required to pass a motion.

13  
14 C. A quorum is defined as 25% of the members in good standing.  
15

16 **III. Local Administrative Body (LAB)**

17 The Local Administrative Body is responsible for all matters pertaining to the Articles of  
18 Incorporation, Church property and the finances of the Church. LAB Members are elected by the  
19 congregation to serve a term of three (3) years.  
20

21 A. Qualifications of LAB Members

22 To serve on the LAB, an individual must:

23  
24 1. Be a member in good standing of PPMCC for at least twelve (12) months prior to being  
25 elected.

26  
27 2. Show spiritual sensitivity by demonstrating love for the Church and an awareness of the  
28 Church's needs as defined by the congregation.

29  
30 3. Acknowledge the witness of the congregation and accept the decisions of the congregation  
31 as the witness of the body of Christ.

32  
33 4. Desire that the people of the Church are represented, that people's needs are met and that  
34 God's will is foremost in her or his decision making process.

35  
36 5. Be a team member who works for the common good of the Church by:

37 a. Being sensitive to other's opinions;

38  
39 b. Refusing to support special interest group agendas at the expense of the common good;

40  
41 c. Volunteering to carry an equal share of the work of the LAB.  
42

43 6. Dedicate themselves to fulfilling the mission of the Church as established by the  
44 congregation.

45  
46 7. Be persons of spiritual mind and outlook, lead lives of integrity, honesty and Christian  
47 ethics, and support the work of the Church through faithful service, regular attendance and  
48 verifiable and consistent financial giving.

1 B. Prerequisites: A Prospective Local Administrative Body Member must:

- 2 1. Attend the class "Creating and Maintaining a Healthy Church" or a similar approved class.  
3 It is to the LAB Member's advantage to take this training prior to being elected. If this is  
4 not possible, it must be completed within the first six (6) months of their first term.  
5  
6 2. Attend at least one (1) LAB in the year prior to the LAB election in which they are  
7 running.  
8

9 C. Responsibilities of the Local Administrative Body.

- 10 1. Oversee the collection and disbursement of funds in accordance with the Bylaws of  
11 UFMCC and PPMCC and the principles of good stewardship as set forth in God's Word.  
12  
13 2. Serve as a signatory on all church accounts.  
14  
15 3. Oversee fundraising activities.  
16  
17 4. Keep adequate records of Church finances and membership rolls.  
18  
19 5. Report LAB decisions to the congregation, Region and the UFMCC  
20 as necessary and appropriate.  
21  
22 6. Serve on the Pastoral Search Committee in the event of a vacant pulpit.  
23  
24 7. Oversee the development and review of the Church budget.  
25  
26 8. Review the Church Bylaws and tax-exemption papers periodically.  
27  
28 9. Fulfill all Internal Revenue Service and state non-profit organization reporting  
29 requirements.  
30  
31 10. Execute and oversee all contracts, insurance policies and all other legally binding  
32 documents.  
33  
34 11. Ensure that all policies, contracts and procedures are in compliance with the Bylaws of  
35 UFMCC, the Region and this local Church body.  
36  
37 12. New LAB terms begin in January. During the time from elections  
38 to the beginning of a new LAB Member's term, the newly elected LAB Member(s) are  
39 encouraged to attend all LAB meetings.  
40  
41 13. Oversee all other things necessary for the management of the Church's business.  
42

43 D. Leave of Absence

44 Local Administrative Body Members may be granted leave of absence for up to two months at  
45 the discretion of the LAB.  
46  
47  
48

1 E. Attendance

2 Local Administrative Body Members will attend all scheduled LAB meetings. The LAB will  
3 address excessive absences.  
4

5 F. Local Administrative Body Meetings

- 6 1. Regular meetings are held at least once a month and will be announced at least one week in  
7 advance.  
8  
9 2. Proxy votes are not allowed at LAB meetings.  
10  
11 3. Motions require a majority vote to pass. This must be a majority of the whole Local  
12 Administrative Body.  
13  
14 4. In the case of an emergency, an officer may poll the members of the LAB by phone or  
15 email. Vote is by majority of the whole LAB, not just those contacted.  
16  
17 5. The LAB may call a special meeting without the Senior Pastor for  
18 purposes of evaluation and celebration.  
19  
20 6. Meetings are conducted according to parliamentary procedure.  
21

22 G. Officers of the Local Administrative Body.

23 Officers of the Local Administrative Body are elected internally. Their term is for one (1)  
24 year. They may be re-elected to the position.  
25

26 1. Duties of the Treasurer:

- 27  
28 a. See that the financial records of the Church are maintained in a manner compatible with  
29 good bookkeeping practices.  
30  
31 b. Oversee the collection, recording and deposit of all Church funds.  
32  
33 c. Oversee written monthly financial reports presented at regular LAB meetings.  
34  
35 d. Coordinate all necessary business with LAB approved institutions.  
36  
37 e. Oversee distribution and reporting of individual giving records including quarterly giving  
38 statements.  
39  
40 f. Perform other duties as defined by the Local Administrative Body.  
41

42 2. Duties of the Vice-Moderator:

- 43  
44 a. Serve as moderator of the Local Administrative Body in the absence of, or temporary  
45 relinquishment of the chair by the moderator.  
46  
47 b. Assume administrative duties of the Senior Pastor in the event of a Senior Pastoral  
48 vacancy or when the Senior Pastor is temporarily absent.

- c. Receive a petition to discipline or remove any Officer or member of PPMCC unless the petition is directed at the vice-moderator, in which case the Clerk will receive it.
- d. To perform other duties as defined by the Local Administrative Body.

3. Duties of the Clerk:

- a. Oversee the taking of minutes of Local Administrative Body and congregational meetings and posting them in a timely manner (i.e. one [1] week), except minutes of closed executive sessions, which will be held in confidence.
- b. Oversee the maintenance of official Church records regarding membership and all other records except financial records.
- c. Oversee notification of appropriate parties of LAB and congregational meetings. Oversee preparation and distribution of agendas and other materials for those meetings. At congregational and LAB meetings, the Clerk is responsible for calling the roll and determining whether a quorum is present.
- d. Perform other duties as defined by the Local Administrative Body.

4. Other Officers.

The Local Administrative Body may name other Officers and define their duties, as it deems appropriate and necessary.

**IV. Finances**

A. Disbursements

- 1. The LAB is responsible to oversee the collection and disbursement of funds. Some funds may be designated for use by specific ministries of the Church.
- 2. The general account requires the signature of two Local LAB Members with one preferably being the treasurer. The person(s) for whom the check is made out or the spouse/significant other of that person, cannot sign on the check.
- 3. Budgeted ministries/groups may spend moneys designated for their specific ministry/group within budget guidelines. Disbursements from the church account require LAB and/or Pastoral Staff approval for amounts over two hundred fifty dollars (\$250.00).

B. Collections

- 1. Tithes & offerings:
  - a. Tithes and offerings collected at regular worship or special services will be counted after service. Two (2) people are required to oversee counting of funds. At least one (1) of these persons must be a LAB Member.
  - b. Spouses/significant others may not count funds together.

1 2. Other funds, such as moneys received from fund-raisers, will be collected by ministry/group  
2 chairs and/or Ministry Treasurers or a LAB Member. At least two (2) ministry members  
3 will count funds which will then be turned in to the LAB along with their written financial  
4 report.

5  
6 3. Funds must be deposited into the appropriate accounts in a timely manner. (Two [2]  
7 working days is suggested when possible.)  
8

9 **C. Special Funds**

10 Funds set aside to meet the needs of people or groups will be accounted for separate from the  
11 General Fund. The Local Administrative Body will determine the means of accounting as  
12 appropriate to each situation.  
13

14 **V. Lay and Alternate Delegate(s)**

15 **A. Qualifications and Duties of the Lay Delegate(s)**

16 1. A candidate for Lay Delegate(s) must be a member in good standing of PPMCC for at least  
17 twelve (12) months prior to the election.  
18

19 2. Candidates must attend the class "Creating and Maintaining a Healthy Church" or a similar  
20 approved class. It is to the prospective Delegate's advantage to take this training prior to  
21 being elected. If this is not possible, it must be completed within the first six (6) months of  
22 their first term.  
23

24 3. The Lay Delegate(s) will represent PPMCC at all Regional and General Conferences.  
25

26 4. The Lay Delegate(s) communicates information on lay issues from the Region and the  
27 UFMCC to the congregation in a timely manner. The Lay Delegate(s) will present a report  
28 to the congregation within thirty (30) days of General and Regional Conferences.  
29

30 5. A Lay Delegate will chair the Bylaws ministry.  
31

32 **B. Qualifications and Duties of Alternate Lay Delegate(s)**

33 1. A candidate for Alternate Lay Delegate must be a member in good standing of PPMCC for at  
34 least twelve (12) months prior to the election.  
35

36 2. Candidates must attend the class "Creating and Maintaining a Healthy Church" or a similar  
37 approved class. It is to the prospective Alternate Delegate's advantage to take this training  
38 prior to being elected. If this is not possible, it must be completed within the first six (6)  
39 months of their first term.  
40

41 3. The Alternate Lay Delegate(s) will serve as Lay Delegate(s) should the elected Delegate(s)  
42 be unable or unwilling to serve.  
43

44 4. The Alternate Lay Delegate(s) will serve on the Bylaws Ministry.  
45

46 **C. Election of Lay Delegate(s) and Alternate Lay Delegate(s)**

47 1. Lay Delegate(s) are elected in accordance with UFMCC, Regional, and local Bylaws.  
48

1  
2 2. The Church will elect one Alternate Lay Delegate for each Lay Delegate elected.  
3

#### 4 **IV. Conferences**

5 PPMCC is responsible for all reasonable costs incurred for the Senior Pastor and Lay Delegate(s)  
6 to attend all Regional and General Conferences. These costs include: airfare or current allowable  
7 IRS deduction/mile for use of a personal vehicle; per diem as established by the Local  
8 Administrative Body; lodging and registration.  
9

#### 10 **V. Ministries**

11 A. Ministries are called into being by the Local Administrative Body. All ministries are  
12 accountable to and operate under the direction of the LAB.  
13

14 B. Budgeted ministries will provide a written financial report to the treasurer at least one week  
15 prior to regular LAB meetings. This report will be included in their written ministry report  
16 presented at monthly LAB meetings.  
17

18 C. Chairs: All ministry Chairs must be members in good standing of PPMCC and are appointed  
19 for a term of one to two years as appropriate for each ministry. The Local Administrative  
20 Body reserves the right to rescind appointments. Other ministry members may be members,  
21 friends or others active in the life of PPMCC.  
22

#### 23 **D. Types of Ministries**

##### 24 1. Bylaws and SOPs ministry

25 a. Members: This ministry is composed of no less than four (4) and no more than eight (8)  
26 members. An elected Lay Delegate will serve as chair of this ministry.  
27

28 b. The LAB will appoint the chair from among the elected Lay Delegates.  
29

##### 30 c. Duties:

31 1) Review and revise local Bylaws and SOPs to comply with UFMCC and  
32 Regional Bylaws and SOPs and the PPMCC Personnel Manual  
33

34 2) Review proposed Bylaw and SOP amendments for compliance with UFMCC and  
35 Regional Bylaws and SOPs and the PPMCC Personnel Manual.  
36

##### 37 d. Meetings:

38 This ministry will be convened at least three (3) months prior to the annual  
39 Congregational Meeting.  
40

##### 41 2. Budget Ministry

42 a. Members: This ministry will be composed of no less than four (4) and no more than eight  
43 (8) members. The Senior Pastor and Treasurer will be members of this ministry.  
44

##### 45 b. Duties:

46 1) Develop an annual Church budget for approval by the congregation.  
47

48 2) Send the proposed budget to the Local Administrative Body at least two (2) LAB  
49 meetings prior to the Congregational Meeting.

1  
2 c. Meetings: This ministry will be convened at least three (3) months prior to the annual  
3 Congregational Meeting.  
4

5 3. Nominating Ministry

6 a. Members: This ministry shall consist of four (4) persons.  
7

8 b. Duties:

9 1) Post all vacancies at least eight (8) weeks prior to the meeting at which elections will  
10 be held. Interested applicants will be provided job descriptions and qualifications.  
11 Applications will be accepted up to three (3) weeks prior to the election. No  
12 nominations will be accepted from the floor.  
13

14 2) Review the applications prior to the meeting and prepare them for mailing with the  
15 Congregational Meeting packet.  
16

17 3) Screen applicants for appropriateness of the individual to serve on the LAB and to  
18 ensure they meet the qualifications delineated in this document.  
19

20 c. Meetings:

21 This ministry will be convened at least three (3) months before any election.  
22  
23

24 **VI. Communications**

25 Pastoral Staff or a designated spokesperson will be the only ones contacting the press to represent  
26 PPMCC. The Pastoral Staff or their designee will approve press releases. Unless otherwise  
27 determined, the Pastoral Staff will act as the liaison between the press and the Church.  
28

29 A. Advertisements are defined as: radio, television, or electronic media and/or all forms of  
30 printed and/or electronic ads.  
31

32 B. Advertisements in the Church newsletter are at the discretion of the editor.  
33

34 C. The Pastoral staff or someone designated by them must approve contents of advertisements  
35 (except those in the Church newsletter).  
36

37 D. The Communications Core Group will determine policies for email communications.  
38

39 **XIII. Gifts to the Church**

40 A. Any gifts donated to the Church become the property of the Church.  
41

42 B. The Office Manager/Pastoral Staff will determine if an item is of use or is needed.  
43

44 C. Items accepted will be acknowledged in writing.  
45

46 D. Donated gifts will be recorded in the Church inventory maintained by the Office  
47 Manager/Pastoral Staff. The Church inventory will be updated at least annually.  
48

1 E. If a donated item cannot be used by the Church, the Office Manager/Pastoral Staff will notify  
2 the donor in a caring way. The Office Manager/Pastoral Staff may want to suggest some  
3 alternate options for disposition of the item, such as donation to an agency or neighboring  
4 Church that may have use for it.

5  
6 F. The Office Manager/Pastoral Staff will determine the most appropriate disposition for a  
7 donated item that is no longer of use.

#### 8 9 **XIV. Loaned items**

10 A. If items are loaned to the Church, a written agreement as to the terms of the loan will be  
11 provided by the Office Manager/Pastoral Staff and the person making the loan.

12  
13 B. If the item is loaned for a specified time, the donor is responsible for removing the loaned  
14 item.

15  
16 C. If the donor does not remove the loaned item within a reasonable time (i.e. six months) and/or  
17 the donor cannot be contacted, the Church shall consider the item a gift to the Church.

#### 18 19 20 **XVI. Building Use**

21 Use of the building is under the supervision of the Local Administrative Body and/or Pastoral  
22 staff. The LAB and/or Pastoral staff reserves the right to limit use of the building.

23  
24 A. Alcohol: Alcohol is **only** permitted on the premises under special circumstances with  
25 permission of the Local Administrative Body and/or Pastoral Staff.

26  
27 B. Deposits and Fees: Deposits and fees are determined by the Local Administrative Body.  
28 Users will return the space to its original condition unless otherwise directed. Clean up is  
29 the responsibility of the user. Damage to the facility and/or failure to return the space to its  
30 original condition may result in the loss of the deposit.

31  
32 C. Security: Keys and security codes to the building are issued by the Facilities Manager with  
33 the approval of the LAB/Pastoral Staff. Keys/security codes may not be loaned without  
34 prior approval of same. The Office Manager/Pastoral Staff in cooperation with the  
35 Facilities Manager will maintain a written inventory of keys/security codes. Keys will be  
36 stamped "Do not duplicate."

37  
38 D. Repairs: The Facilities Manager oversees all building/facilities repairs with the guidance of  
39 the LAB.

#### 40 41 **XVIII. Direct Dealing**

42 It is the policy of PPMCC that all paid and non-paid personnel, as well as all those elected and  
43 appointed to any position will teach, encourage and practice direct dealing. It is strongly  
44 encouraged that members practice this biblical principle.

45  
46 To ensure the success of this principle, Local Administrative Body Members, Staff persons and  
47 any other elected or appointed persons will not hold conversations in confidence unless the  
48 person knows the subject to be legitimate and that the person is seeking advice on how to

1 approach the one with whom they have a dispute. Conversations in which someone seeks out a  
2 Church leader to talk about the issue with no attempt to resolve it are considered gossip and  
3 Church leaders will not condone this activity by listening to or repeating it.  
4

5 All those seeking appointment or election to any position agree to follow this principle as a  
6 condition of their appointment or election.  
7

8 The only exception to this is the confessor/counselor relationship between Pastoral Staff and  
9 another person. This relationship remains confidential, though the Pastoral Staff Member may  
10 refuse counseling if the person is not honestly seeking resolution.  
11

## 12 **XVII. Changes in Standard Operating Procedures**

13 A. Changes in SOPs may be made by a majority vote of the Local Administrative Body.  
14

15 B. All changes will be recorded in the Local Administrative Body meeting minutes and  
16 reported to the Bylaws Ministry Chair for revision. The Bylaws Ministry Chair maintains a  
17 current copy of Bylaws/SOPs. The Chair will make available the most recent copy of the  
18 Bylaws/SOPs to the Pastoral Staff, Local Administrative Body and others as appropriate  
19 immediately after any change(s).  
20  
21  
22  
23