

Section 8

MANAGEMENT

<u>FORM DESCRIPTION</u>	<u>FORM NO.</u>
Strategic Ministry Plan Checklist	8-01
Strategic Action Plan	8-02
Ministry/Program Planning Questionnaire (For Use by New Senior Pastor or Executive Director).....	8-03
Planning Event Objectives.....	8-04
Event Planning Sheet	8-05
Ministry Event Checklist	8-06
Special Projects Time Budget.....	8-07
Program Guest Information	8-08
Ministry Event Evaluation	8-09
Church Member Complaint/Suggestion	8-10
Prospective Board Member Referral	8-11
Checklist of Goals for New Board Member During First Year of Board Service.....	8-12
Board Manual Checklist	8-13
Board/Committee Meeting Agenda - Subject Dictated	8-14
Board/Committee Meeting Agenda - Time Dictated.....	8-15
Recommendations for Standing Working Committees	8-16
Ministry Committee Members.....	8-17
Minutes of Church Meetings - Table of Contents	8-18
Minutes of Committee Meetings	8-19
Board/Committee Activities/Projects Status Report.....	8-20
Checklist for Effective/Efficient Committee Service	8-21
Proposed Board/Committee Resolution.....	8-22
Request for Policy/Procedure Statement	8-23
Policy Submittal.....	8-24
Policies and Procedures	8-25
Record of Resolutions.....	8-26
Organizational and Operational Manual Statement of Acknowledgement	8-27
Conflict-of-Interest Questionnaire.....	8-28
Conflict-of-Interest Statement	8-29
Conflict-of-Interest Disclosure Annual Reporting Statement	8-30
Notification of Housing Allowance From The Church To The Minister	8-31
Disaster Assessment Worksheet	8-32
Board Retreat Checklist	8-33
Board Retreat Agenda.....	8-34
Staff Meeting Agenda.....	8-35
Ministry Description - Basic.....	8-36
Ministry Description - Detailed	8-37

Delegation Planning Sheet.....	8-38
Leadership Position Description.....	8-39
Visit of Church Summary.....	8-40
Basic Stewardship Program Time Table.....	8-41
Statistical History.....	8-42

SECOND EDITION ADDITIONS:

Weekly Staff Planning Meeting.....	8-43
Workshop Feedback.....	8-44
Covenant of Confidentiality.....	8-45
Event Overview	8-46
Event Debriefing.....	8-47
Disaster Management & Recovery Team Members.....	8-48
Disaster Management Plan Emergency Action Checklist.....	8-49
Disaster Management Plan Telephone List	8-50
Disaster Management Plan Medical Emergency Information.....	8-51
Disaster Management Plan Fire Extinguishers.....	8-52
Disaster Management Plan Resources List.....	8-53
Trained and Certified to Administer First-Aid and CPR.....	8-54
Progress Report of Internal Audits	8-55
Internal Audit Findings Report.....	8-56
Acknowledgement of Receipt of Policies.....	8-57