

BERRY'S CHAPEL ELDERSHIP STANDARD OPERATING PROCEDURES NEGOTIABLE ITEMS

1. Business Meeting Agenda
 - Schedule Elder Assignments outside of Business Meeting
 - Touch Base Meetings as needed
 - Do not have a Coordinating Elder for meetings or for a period of time - one elder volunteers to take minutes at monthly meeting
2. Decision Procedures
 - Scriptural Matters - Timely with all elders participating
 - Non-Scriptural Matters - Timely with all elders participating until trust is established. This is modified as trust is established.
3. Meeting Times/Frequency
 - To be scheduled monthly
 - Meetings held frequently in the beginning to establish trust
4. Disagreements
 - Allowed in private
 - Expected to still follow established rules
 - Express only one voice externally
5. Family Care Fund
 - To be maintained by the elders - All done in confidence
 - To be funded through open congregational contributions

6. Placing of Membership

- Meet with person desiring to place membership prior to announcement to congregation - Introductory type of meeting
- All new members complete data form for records

7. Invitation Responses

- Elders handle responses (work with minister on this)
- Continue with Public and Private prayer services
- Schedule public prayer service at least once per quarter
- Continue to have special Wednesday evening prayer services as needed
- Pray often

16. Support for Preschool

- Support special activities and functions of preschool as necessary
- Strengthen the relationship between the preschool and the church
- Preschool has a board of directors and operates separately from the church; however, the board is responsible directly to the eldership

17. Bible Studies

- Elders will continue to conduct bible studies with individuals or groups as required

18. Church Secretaries

- The Church Secretary reports directly to the minister
- Continue to honor the church secretaries at Christmas time
- Investigate appreciation on Secretary's Day

19. Flower Fund

- Elders send flowers when there is the death of a member or the immediate family member of a member
- It is agreed that the elders will establish and contribute to this fund. Fund to be administered by the church office

20. Quarterly Budget Review

- We will review the budget performance with the Financial Ministry Deacon on a quarterly basis
- Extra funds above the budget to be disbursed to ministries as needed
- Establishing of the annual budget is a responsibility of the financial ministry and each individual ministry. The elders will be responsible for reviewing the requested expenditures by each ministry and presenting the requests to the congregation for review and approval

21. Service on Committees

- Service on committees such as the Preschool Board and the Planning Committee is not allowed for elders