

## CHRIST BIBLE CHURCH OPERATING PROCEDURES

Requested event dates should be submitted by the publicized deadline - this refers to the annual calendar and budget submission dates. All elders should ensure that all their ministries submit their dates (and budgets if required) on time.

All bulletin announcements should be approved by the elder over the particular ministry and should be submitted by the elder so that the office knows that this has been approved. Announcements are due by 5:00 pm Tuesdays.

All appropriate forms should be filled out in a timely fashion:

Facility requests are due 14 days in advance – if you are not requesting sound or music – if you need sound or music then your request is due 30 days in advance.

Check requests are due by 5:00 pm Tuesday. The normal processing time for receiving a check is 10-15 days from the date the request is received by the treasurer. The earlier they are turned in the better.

Van requests are due 30 days in advance.

Copy requests are due 7 days in advance

Check pre-approval forms are required for check advances. Receipts for all advances must be turned in within 5 days of receiving the check. Future advances will not be granted to ministries that don't comply.

Requests for **approved** reimbursements must be submitted within 30 days of purchase or it will be deemed a contribution. You can obtain a receipt for your contribution.

Failure to submit your requests in the required time frame will most likely cause your requests to be denied.

Elders should only sign things related to their ministries. You are not to sign things for ministries that have not been assigned to you.

## PROGRAM / EVENT CHECK LIST

- Obtain permission to hold event from appropriate person
- Check date availability with calendar coordinator
- Complete form requesting use of the building
- Inform any ministries that will be affected by event
- Request ushers – if needed
- Submit completed forms to the church office
- Submit written announcement – due by 5:00 pm Tuesdays

Note: events will not be placed in the bulletin, announcement sheet, bulletin board, etc. until date is cleared and permission granted for event.