

FGBC Ministries Policies and Procedures Handout

Dear Chairperson,

In an effort to be more efficient and consistent in our ministries at FGBC, it is my desire for us to create a "Policy and Procedures Manual." The purpose of this manual will be to explain clearly the objectives, actions, and meeting dates of our various ministry teams. This manual will be reviewed each year and updates, amendments, and alterations will be made for the following year.

I am asking for the help of you and/or your team to make this manual. Please answer each of the following (if they relate to your ministry area). Turn in your responses to Pastor Travis.

Please Answer. You may either answer on this sheet, or attach your answers via another sheet(s).

1. What is the name of your specific ministry (ex: Hospitality Team)?
2. What is the purpose of your ministry team?
3. What are the goals of your ministry team?
4. Does your ministry team have a specific meeting location?
5. Does your ministry team have a specific meeting time?
6. Does your ministry have a specific frequency of meeting (i.e. every month, quarter, as needed, etc...)
7. Who is the contact person for the ministry team?

