

POLICY NAME: Church Administration

1. Purpose

- 1.1. This policy exists to clarify Deer Lake United Church office procedures to ensure they are carried out in a consistent manner.

2. Scope

- 2.1. This policy applies to the Church Secretary and the minister where applicable.

3. Policy Statement

- 3.1. The Administration policy is to ensure that the church secretary, working under the direction of the minister and the Board, will complete the day to day administrative function of the church in a manner that will facilitate the mission of the church as expressed in the DLUC Mission Statement.
- 3.2. This policy will be implemented with the use of the procedures as listed below.

4. Definitions

- 4.1. **Board:** The Official Board of DLUC, comprising the Board Executive and members at large of all DLUC committees. Please refer to the current Committee List for a complete list of Board members.
- 4.2. **Board Executive:** Comprises the Chairperson, Vice Chairperson, Minister, Board Secretary, Treasurer, Envelope Secretary and the Chairpersons of the Committees.
- 4.3. **DLUC:** Deer Lake United Church.

5. Responsibility / Owner

- 5.1. The church secretary and the minister will ensure compliance with this policy and the procedures. The church secretary will be responsible for recommending updates to the Board.

6. Legislative Context / External References

- 6.1. none

7. Associated Documents / Internal References**7.1. Policies**

ADMnnn Minutes of the Board
FIN002 Charitable Receipting
FIN003 Audit, Review & Record Retention
FIN004 Petty Cash
FIN005 Budgetary Spending and Reimbursements
FIN007 Payroll, Honoraria & Contract Fees
FIN008 Wedding & Funeral Costs & Payments

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Authorized by: DLUC Board

Staff position or organization responsible for authorising the policy

Maintained by: Board Chairperson

Staff position responsible for keeping the policy up to date and error free

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POLICY NAME: Church Administration

GEN003 Use of Church Property
STWnnn Church Keys

7.2. Procedures

7.2.1. Each procedure listed below will be accompanied by any and all associated forms as required to complete the related task.

Administration:

Annual Reports	Church Keys
Borrowing of church property	Newsletters
Church Calendar	Purchasing
Minutes of the Board	Statistical Reports

Finance:

Offering receipts for non-envelope givers	Reconciliation of offering count sheets
Petty Cash	Signing of cheques
Processing of incoming invoices	

Outreach:

Dixon House	First United
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Rentals:

Long-term rentals	Short-term rentals
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Services:

Baptisms	Weddings
Funerals	

7.2.2. Please Note: This list will be updated as procedures are developed.

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