

Sample Internal Controls Policy for Small Churches

Acknowledgement

Appreciation is expressed to the Silver Hill UMC for allowing access to their Policies and Procedures Manual as a resource for large churches. Blanket permission is given to edit and use this material as needed to adapt to local circumstances. This is a sample document only, and not suitable for every church situation.

SILVER HILL UNITED METHODIST CHURCH - MT. HOLLY, AR POLICIES AND PROCEDURES

Church Organizations

A. Financial Accounts

Any organization which maintains a financial account, (checking, savings, certificate of deposit, etc.), that is associated with Silver Hill United Methodist Church - or the use of Silver Hill's federal ID number on the account, must have all statements of account available upon request. The following is a list of current accounts known: *(List the accounts here)*

The name, address, and telephone number of the person who controls the account for each organization should be provided upon request.

B. Statement of Purpose

Each organization needing a separate checking account will provide a "Statement of Purpose" describing a general intent or purpose of the organization.

C. New Financial Accounts

In order to establish a new Silver Hill UMC affiliated checking account or special fund, the organization requesting the account must have approval of the Administrative Council. A written request should be submitted to the church treasurer or financial secretary with an explanation of the purpose for the account. The request will be reviewed at the next Administrative Council meeting, and a decision will be communicated to the organization within one week of meeting.

Expenditures

A. Reimbursement Requests

Any request for reimbursement of church related expenses must include valid receipts.

B. Documentation Requirements

Checks will be prepared by the church treasurer for valid receipts as needed in a timely manner. The checks should be accompanied by the proper invoices or receipts. Any check without the required attachments supporting the disbursement should NEVER be signed.

C. Church Charge Accounts

Financial Policy Manual For Churches

John William Jent



Financial Policy Manual For Churches:

Church Administration and Finance Manual Otto F. Crumroy Jr., Stan Kukawka, Frank M. Witman, 1998-09-01 A field tested pragmatic and resourceful guide to the daunting and logistically complex management of local church Pastors generally feel equipped to deal with biblical studies theological questions preaching responsibilities and pastoral care But when it comes to budgets insurance fire safety and church management many find themselves at a loss Often lay leaders within the congregation flounder with these tasks as well Here finally is the ultimate reference guide for the practical management of the parish Originally created as a sourcebook for the authors week long course on church management and administration at the Claremont School of Theology the manual in draft version has been field tested by hundreds of pastors and lay leaders Not simply a theoretical resource the Manual provides suggestions for almost every aspect of parish administration position descriptions various financial forms materials for stewardship and Christian education building use and safety issues employee record keeping and much more Whether pastors are just out of seminary or well seasoned in parish life the Manual is full of excellent guidelines tools and forms for improving the management of the parish

[Policy and Procedure Financial Manual for the Church](#) Lana Jones, 2016-03-08 The church is facing many problems in this day and time One of the biggest problems is improper handling of the church finances In *Financial Policy and Procedure Manual for the Church* the focus is on the proper use and safekeeping of the finances As with any business a church needs to have controls in place to protect the finances The goal of this manual is for everyone to do things according to the word of God We are called to show integrity in everything we do especially in handling the matters of the church We have to follow rules and regulations in handling the finances of the church This manual will help aid you in doing things God s way instead of man s way the world because our goal is for God to get the glory in everything we do This manual makes it easy to follow directions and guidelines that will help you combat some of the financial problems in the church

Church Laws and Ecumenism Norman Doe, 2020-09-27 Written by experts from within their communities this book compares the legal regimes of Christian churches as systems of religious law The ecumenical movement with its historical theological focus has failed to date to address the role of church law in shaping relations between churches and fostering greater mutual understanding between them In turn theologians and jurists from the different traditions have not hitherto worked together on a fully ecumenical appreciation of the potential value of church laws to help and sometimes to hinder the achievement of greater Christian unity This book seeks to correct this ecumenical church law deficit It takes account of the recent formulation by an ecumenical panel of a Statement of Principles of Christian Law which has been welcomed by Pope Francis and the Ecumenical Patriarch of Constantinople leader of the Orthodox Church worldwide as recognizing the importance of canon law for ecumenical dialogue This book therefore not only provides the fruits of an understanding of church laws within ten Christian traditions but also critically evaluates the Statement against the laws of these individual ecclesial communities The book will be an

essential resource for scholars of law and religion theology and sociology It will also be of interest to those working in religious institutions and policy makers *Church Administration* Robert H. Welch, 2011-07-15 For churches and religious nonprofit operations the business of business is not business it is ministry Still such institutions have to make plans Because skilled organization is needed to accomplish specific tasks a leader must train and motivate workers in progress and effectiveness This second edition of *Church Administration* helps pastors and church staff become effective and efficient leaders managers and administrators Among the topics discussed are Administration Documents Organizing the Church Administering Personnel Resources Financial Resources Physical Resources and Administering Risk Management Writing for students as well as those already in this line of work author Robert H Welch promises If you understand the tenants of general administration and the techniques of ministerial leadership your job will be made significantly easier Manual of the Church of the Nazarene Church of the Nazarene. General Assembly, 1936 **Christian Law** Norman Doe, 2013-09-12 *Christian Law Contemporary Principles* offers a detailed comparison of the laws of churches across ten distinct Christian traditions worldwide Catholic Orthodox Anglican Lutheran Methodist Reformed Presbyterian United Congregational and Baptist From this comparison Professor Doe proposes that all denominations of the faith share common principles in spite of their doctrinal divisions and that these principles reveal a concept of Christian law and contribute to a theological understanding of global Christian identity Adopting a unique interdisciplinary approach the book provides comprehensive coverage on the sources and purposes of church law the faithful lay and ordained the institutions of church governance discipline and dispute resolution doctrine and worship the rites of passage ecumenism property and finance as well as church State and society This is an invaluable resource for lawyers and theologians who are engaged in ecumenical and interfaith dialogue showing how dogmas may divide but laws link Christians across traditions **The Baptist Sunday School Standard Manual** William Everett Chalmers, 1917 Church Administration Robert H. Welch, 2011 From the front desk to the back office a clear and thorough guide that helps pastors and church staff become effective and efficient leaders managers and administrators Second edition Rural Church Development John William Jent, 1928 **Church Organization and Methods** Selsus E. Tull, 1917 **Develop an Accounting and Financial Policy Manual for Temple Baptist Church** Larry R. Ponder, National Association of Church Business Administrators, 2006 **Business Handbook for Churches** Harold F. Linamen, 1957 Minutes of the General Assembly of the United Presbyterian Church of North America , 1904 **Religious Education** , 1926 Available on microfilm from University Microfilms *Voice* , 1994 **CCH Accounting Articles** , 1975 Minutes of the General Assembly of the Presbyterian Church in the United States Presbyterian Church in the U.S. General Assembly, 1897 Issues for 1865 include directory **Proceedings of the General Board of the Church of the Nazarene and Its Departments** Church of the Nazarene. General Board, 1990 Minutes of the ... General Assembly of the United Presbyterian Church in the United States of America United Presbyterian Church in

the U.S.A. General Assembly,1982 Vol for 1958 includes also the Minutes of the final General Assembly of the United Presbyterian Church of North America and the minutes of the final General Assembly of the Presbyteruan Church in the U S A The Living Church ,1906

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