

*A preliminary list of topics that you can modify*

# Topics and Organization of a Sample Church Handbook

*Note.* If you have a church handbook available as a computer file that you are willing to share as an example with others, email it to us at [info@churchsecretarytoday.com](mailto:info@churchsecretarytoday.com) and we will make it available in the *Online Resource Center Documents Library*. The handbook should be one that you have created rather than one purchased or modified. Please do not send documents that have copyright protection.

## I. Handbook Purpose and Use

## II. Employment Policies

- A. Probationary Period
- B. Hours of Work
- C. Conduct and Dress
- D. Absenteeism
- E. Biblical Standards
- F. Inclement Weather
- G. Sexual Harassment

## III. Disciplinary Procedures and Termination

- A. Termination of Employment
- B. Disciplinary Procedures
- C. Resignation Procedure

## IV. Employee Benefits

- A. Paid Holidays
- B. Vacations
- C. Sick Leave
- D. Bereavement Leave
- E. Leave for Personal, Business or Family Illness
- F. Jury or Witness Duty
- G. Maternity/Paternity Leave
- H. Military Leave
- I. Continuing Ed—Pastors
- J. Continuing Ed—Church Staff
- K. Extended Leave
- L. Reporting Absences from the Job

## M. Insurance Benefits

- 1. Health Insurance
- 2. Life Insurance
- 3. Personal Liability
- 4. Workman's Compensation

## N. Retirement/Pension Benefits

## O. Salary Review

## P. Moving Expenses

## Q. Reimbursed Expenses

## V. Job Descriptions

- A. Pastor
- B. Associate Pastor
- C. Christian Education Director
- D. Choir Director
- E. Office Manager
- F. Church Secretary
- G. Receptionist
- H. Custodian
- I. Student Minister
- J. Church Treasurer
- K. Church Musicians
- L. Business Administrator

## VI. Congregational Committees and Leadership

- A. Elders
- B. Deacons
- C. Board of Trustees
- D. Budget & Finance
- E. Church Education
- F. Family Life
- G. Nominations
- H. Evangelism
- I. Congregational Life
- J. Stewardship
- K. Building & Grounds
- L. Personnel
- M. Worship
- N. Membership

## O. Library

## P. Men's Ministries

## Q. Women's Ministries

## R. Youth Ministries

## S. Children's Ministries

## VII. Operational Policies and Procedures

### A. Use of Church Facilities

- 1. Church Members
- 2. Nonchurch Members
- 3. Weddings
- 4. Funerals

### B. Use of Church Instruments

- C. Use of Church Vehicles
- D. Guidelines for Gifts and Memorials

### E. Church Library

### F. Nursery Staff

### G. Audio-Visual Staff

### H. Ushers

### I. Use of Church Equipment

### J. Church Greeters

### K. Petty Cash

### L. Church Keys

### M. Requests for Assistance

## VIII. Chart of Accounts

## IX. Safety and Health

- A. Fire Extinguishers
- B. First Aid Supplies
- C. Emergency Telephone Numbers
- D. Injuries on the Job
- E. Security

## X. Pulpit Supply

## XI. History of Congregation

## XII. Constitution and Bylaws