



FUMC Mertzton  
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## **Process and Procedures Guidelines**

Purpose: Establish clear guidelines for administrative processes and procedures to maximize the efficiency of the Body of Christ of FUMC Mertzton and build servant leadership within the congregation

The following information outlines the responsibilities and procedures for committee chairpersons and church members:

### **Individual/Committee Responsibilities**

If an individual has accepted a responsibility/function of the church and is unable to fulfill that obligation, they should first make every effort to find another person to fulfill that responsibility. If they are unable to find a substitute, they should contact the committee chairperson to solicit their assistance. It will be the responsibility of the committee chairperson to find a substitute to fulfill the responsibility. (i.e. if a Sunday School teacher is unavailable to teach, the Education Chairperson should be contacted to find a substitute or if the lawn care person is unable to service the grounds, the chairman of the Trustees should be contacted to find a substitute.)

### **Facility Concerns**

If an individual observes issues/problems with the church facilities (i.e. areas that need repair or pose a danger, lawn maintenance, leaks, etc.), the chairman of the Trustees should be contacted. If the chairman cannot be reached in a timely fashion, a member of the Trustees should be contacted.

### **Administrative Concerns**

If there are areas of concern about the administration of the church (i.e. policy, function, committees, etc.), the chairman of the Administrative Council should be contacted. If the chairman cannot be contacted in a timely fashion, a member of the Administrative Council should be contacted.

### **Personnel Concerns**

If there are areas of concern about personnel of the church (i.e. pastor, secretary, nursery worker, or custodian) the PPRC chairman should be contacted. If the chairman cannot be contacted in a timely fashion, a member of the PPRC committee should be contacted.

Following these procedures will create a clear chain of command in the event that individuals or committees are unable to fulfill their commitments. Efforts will be made to gather volunteers to serve as “substitutes” for various church responsibilities and will be shared with committee chairpersons. The Pastor may be informed of any necessary changes in responsibilities as a courtesy, but should not be the first point of contact.