

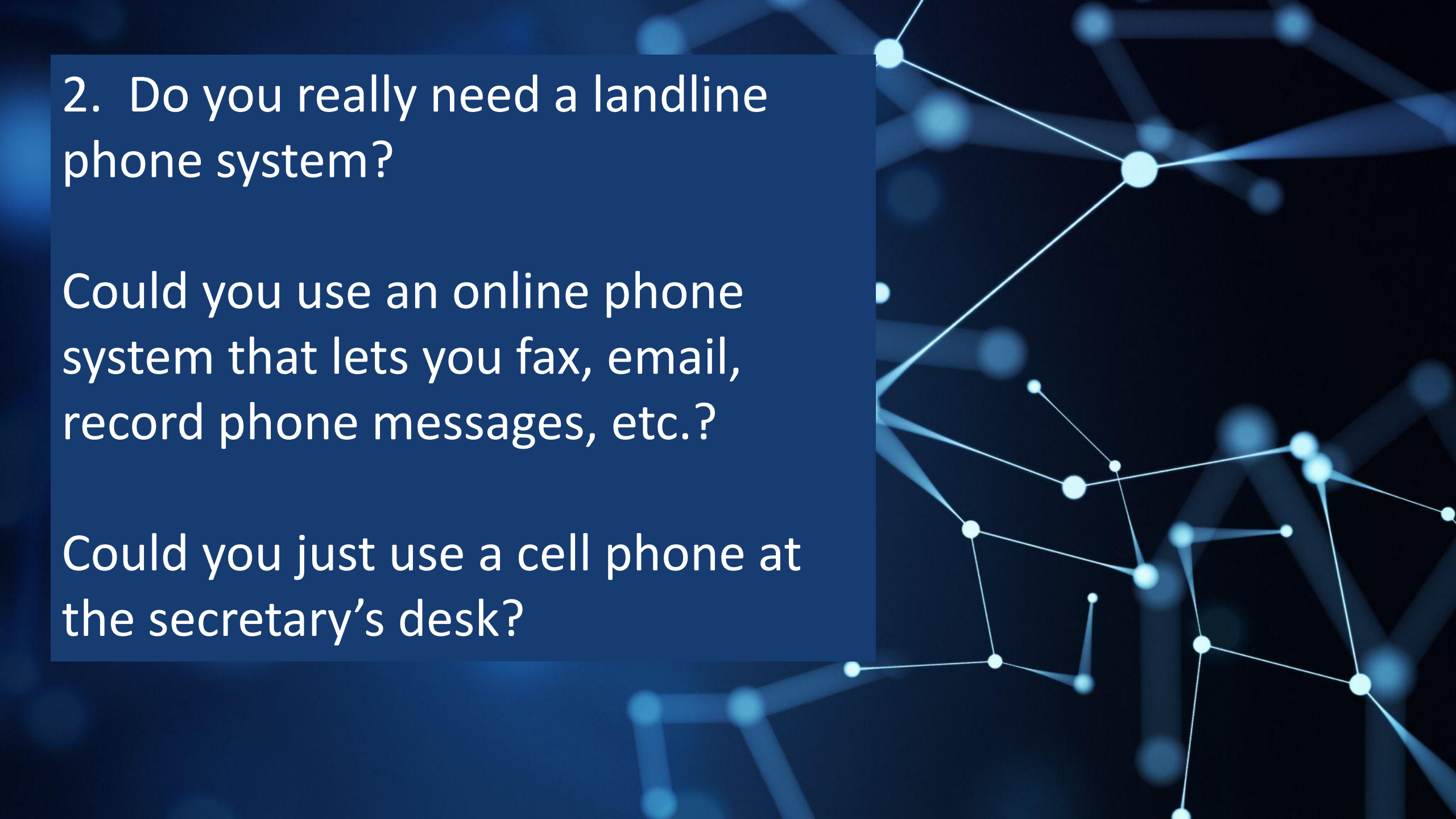


Tips for Getting Your Church Office Organized



1. Do you have file cabinets that can be locked?

Information such as Social Security numbers and personnel files need to be locked.



2. Do you really need a landline phone system?

Could you use an online phone system that lets you fax, email, record phone messages, etc.?

Could you just use a cell phone at the secretary's desk?



3. Do you need desktop or laptop computers?

Would it be better to have portable computers that can be easily moved around as needed?

4. Should you be using a PO BOX for your mail to increase security of mailed donations and bills and help prevent personal identity theft?

Have you set up a way for church members to give online?

Have you done away with mailed bills and are accessing your bills .pdf online?



5. Do you have checks and balances for your financial processes?

Is more than one person looking at your bank statements, investment statements, credit card statements and helping to count donations?

Is someone matching receipts to each bank and credit card statement? Does someone check?



6. Is someone planning ahead for the year? Do you create a one-year calendar to show all the events and meetings and reflect these events in your budget planning?

Are you creating paper calendars and online calendars, so church members know what is coming? Are Facebook and newsletters promoting these events?



7. Are paid employees and even volunteer workers receiving updated training every year?

Pastors, Associate Pastors, secretaries, bookkeepers, deacons, Sunday School teachers, greeters, counselors, security, child-care workers, etc.

8. Are you using security procedures?

Background checks for workers.
Safety procedures – like two workers in a room, like several workers on a trip, campout or home meeting? Open doors or windows when counseling? A female present when meeting with a female? Not visiting a female at home alone?



9. Is your communication effective?

Mail

Email

Texting

Calling

Facebook

Website

Personal visits

Newsletters

Bulletins, announcements, PP slides



10. Are you training co-leaders in every position?

Deacons, SS teachers, small group leaders, greeters, choir members, praise team, child-care – everybody can recruit and train new leaders to assist them and eventually become new leaders.



11. Are you taking advantage of your networking – meeting with other leaders in the Baptist Association and State Convention.

Resources are usually free!

Training, counseling, preaching, conflict resolution, mission projects and trips, retreats, conferences, and pastor round tables each month.



12. Are you using your space to the greatest advantage?

Should your sanctuary have moveable chairs so that the building can be used for more than one thing?

Can your fellowship hall be used for Sunday School with partitions?

Can another room be used for a second worship service at 11:00?



13. If you had two worship services, either at different times or at the same time, could you reach new people?

Your Associate Pastor might be able to preach the second service.

Many churches show a preacher from another city on screen and attract hundreds of members.



14. Should you take decline in attendance seriously before it is too late?

Some churches don't ask for help until their attendance gets below 20 people when it is often too late.

If your attendance used to be larger and has declined below 100, now is the time to get help and change.



15. Does your church have a good balance of large and small?

A large group meeting of 100 in worship probably needs to be balanced by 10 small groups so that every child, student and adult is also in a small group that fosters friendship, growth and care.





16. Does your church have a balance of church meetings and also community service outside church?

How can your men's group serve?

How can the women's group serve?

How can children or students serve?

How can small groups or SS classes plan some service projects?

How could you recognize the service that individual members are doing?

17. Do we have appropriate insurance?

Worker's Comp
Multi-peril
Umbrella policy
Vehicles
Disability
Life Insurance
Health



18. Do we keep a personnel file folder for each employee?

Are we doing a good job interviewing and onboarding new employees?

Instead of once a year, are we having ongoing conversations to meet the needs of employees?



19. Do we have policies?

Employee handbook

Retirement account policies

Financial process policies

Designated fund policies



20. Bookkeeping and Payroll

Do we need an in-house bookkeeper or would a bookkeeping agency be able to do our bookkeeping and payroll?

21. Do we have a file for building and grounds upkeep and needs?

Warranties on roof, A/C, etc.

Do we keep a list of repairs done?

Do we make a list of repairs needed – paint, carpet, parking lot, landscaping, etc.




22. Do we have an up-to-date inventory in case of theft or fire?

A written inventory on a computer file in the cloud.

A video inventory on a computer file in the cloud.

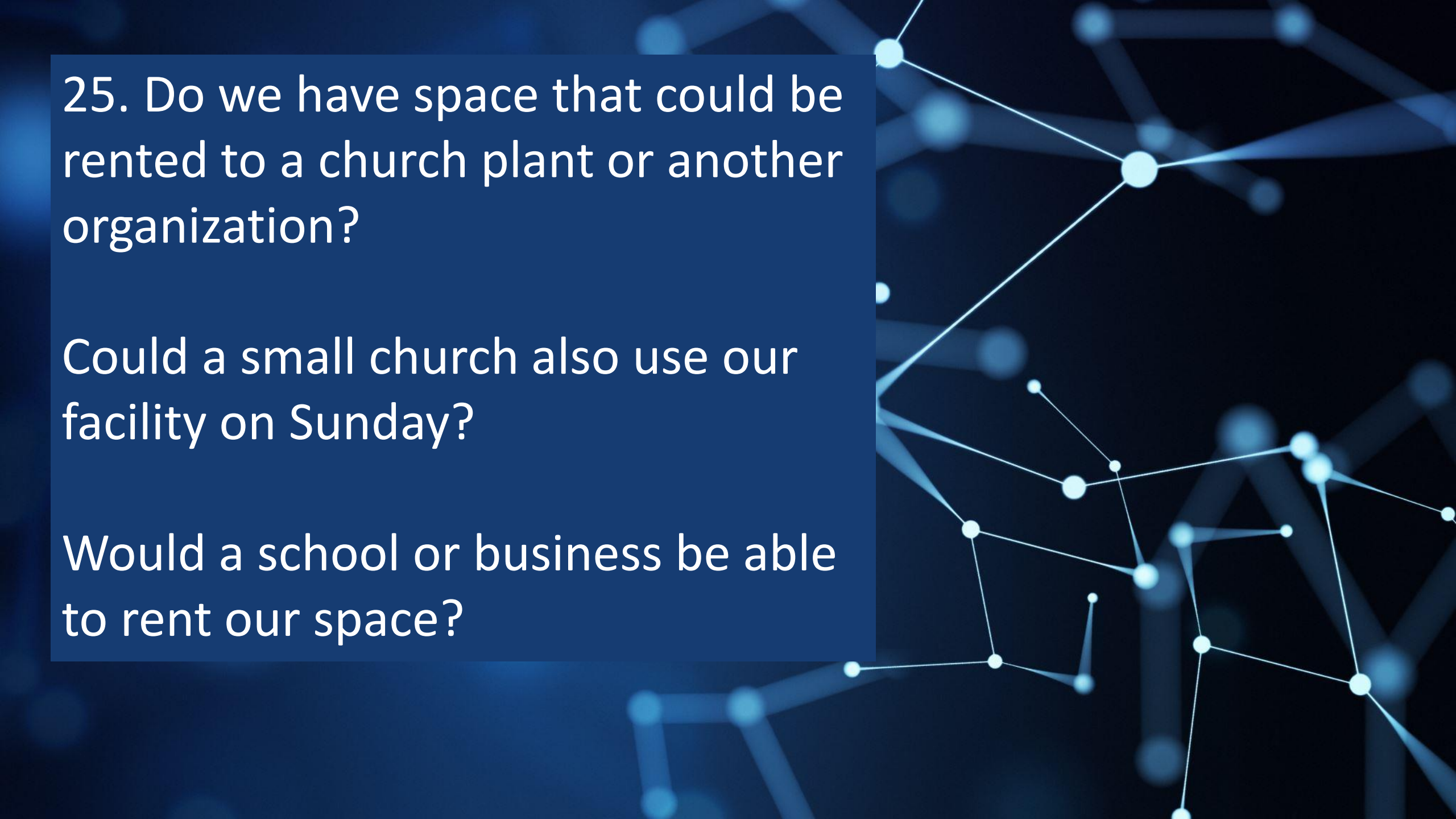


23. Do we have files with our incorporation document, 501c3 status, titles to vehicles, and other legal documents in a safe place?



24. Are we using a variety of difficult passwords for email, website, financial accounts, Facebook and other online accounts?





25. Do we have space that could be rented to a church plant or another organization?

Could a small church also use our facility on Sunday?

Would a school or business be able to rent our space?

26. Do we have a balance in ministry strategy?

Worship

Discipleship

Evangelism

Fellowship

Ministry to church members

Ministry to the community

Leadership training

Using paid and volunteer staff



27. Have we ever asked some outsiders to visit our church and give us feedback on our worship, Sunday School, policies, building and grounds, usage of space, communication tools, website?

The local association and state convention will do this at no cost to you.

