

**SONRISE CHURCH OF GOD
PROCEDURES MANUAL
INTRODUCTION SECTION**

1. PORCEDURES MANUAL AUTHORIZATION

This manual is authorized in the current by-laws of Sonrise Church of God. This manual is to help daily operations of the church. The Procedures Manual may be changed, or be added to by the Sonrise Leadership Team at any regular or special meeting. All such changes are effective immediately unless otherwise stated in the official minutes of the meeting.

2. UPDATING OF MANUAL

This manual shall be updated and printed annually. Updates approved during the year will appear in the minutes of the Sonrise Leadership Team meetings, and shall be part of the approved Procedures Manual.

3. PROCEDURES MANUAL SECTIONS

1-INTRODUCTION

2-FINANCIAL POLICY

3-EMPLOYEES

Janitor

3A-Job description

3B-Restroom Cleaning Checklist

Secretary

3C-Job description

4-SCHOLARSHIP POLICY & APPLICATIONS

5-WEDDING POLICY

6-BUILDING USE/RENTAL POLICY

7-SECURITY VIDEO POLICY

8-PREVENTION OF MISCONDUCT POLICY