

Events Scheduling Guidelines

Effective January 1, 2006

The following procedures are being implemented to formalize and expand upon what had already existed for all Church Ministries during the previous triennium. By following these procedures, the work of each Church Ministry can be properly funded within the current year's budget.

Goals and projects for each Church Ministry should be guided by the means of the Church, the abilities of the chairperson and members, while not exceeding the financial boundaries set by the current year's budget.

Funding to allow for new, expanded, or long-term projects in future years can be reviewed and considered if presented through the Church Ministries Coordinating Secretary to the Chancellor and Treasurer in advance of the Administrative Committee budget planning meetings.

1. All Church Ministry chairpersons must present a detailed request (including proposed dates, proposed agenda/leaders, possible participants, etc.) to the Church Ministries Coordinating Secretary via email at michelle@oca.org who will forward the request to the Chancellor. After the Chancellor has reviewed the materials, he will make a decision on the approval to schedule the event/activity, pending authorization by the Treasurer. All church-wide conferences must be self-sustaining with a proposed budget designed to meet and if possible exceed presumed expenses.
2. Upon obtaining the Chancellor's approval, the church ministry chair will need to provide projected costs of the event including travel expenses to the Church Ministries Coordinating Secretary be submitted to the Chancellor and Treasurer. For this, the chairpersons have permission to contact FOS Tours (fostours@earthlink.net) and/or any other related vendors (hotels, etc).
3. When the Treasurer gives approval, based upon our present and projected cash flow, he will send notification to the chairperson, with a copy to the Chancellor, the Comptroller, FOS Tours, and the Church Ministries Coordinating Secretary.