

Area of Ministry	Category w/in Ministry	Description	Decision Rights	Who's Involved	Decision Chart
Office - Ordering	Supply Ordering	Supplies that are used in the TVC Offices are ordered by the Office Leader. This includes paper for handouts, applications. (Ministry specific supplies should be ordered by ministry leader)	2	Director of Operations w/ Campus Ministry Leaders	1. Central Decides
	Equipment Ordering	Printers, shredders...	4	Campus Pastor w/ Director of Operations Input	2. Central Decides w/ Campus Input
	Furniture Ordering	Desks, chairs, filing cabinets. This is to be discussed and included in the budget w/ approval by XP.	5	Campus Pastor	3. Consensus
Office - Printing	All-Church Printing	Weekend handouts in Auditorium- These are created by the Director of Communications and need to be approved by the Campus Pastors prior to being sent to the office for printing.	3	Dir. of Communications, Campus Pastors	4. Campus Decides w/ Central Input
	Ministry Printing	Materials for ministries use. Must be approved by Director of Communications	4	Central decides with campus input	5. Campus Decides
Office	Budget Creation	Created by Campus pastor w/ CS Director of Operations input	4	Campus Pastor w/ Director of Operations Input	
Office	Keys	Keys for new employees, volunteers & vendors are given out by the Director of Operations w/ approval of the ministry leader in which the person requesting a key is affiliated.	2	Director of Operations Input w/ Campus Pastor	
Office - Events & Building Reservations	Building Usage Policies	Instruction & Expectation for what rooms can be used for & how they should be left at the completion of an event.	5	Campus Ministry Leader	
	Policies	Creation & updating of Policies	2	XP w/ Director of Operations Input	
	Building Reservations	Building Reservations Process	2	Director of Operations w/ Campus Pastor Input	
	Fundraisers	Fundraiser requests from TVC Ministries, Family or the Community. Refer to the policy in comment. Any fundraisers need prior approval from a team of three that includes the campus Pastor.	1	XP w/ Director of Operations Input	
Office - Clergy Card	Clergy Card Process	Clergy Card Policy is in the comments. Please request a form from the Director of Operations for anyone that is interested in officiating wedding or funerals.	1	XP w/ Director of Operations Input	
	Clergy Card - Required Training	Before approval is given to officiate a Wedding/Funeral training is required. See Director of Operations to see who the approved trainers are and the comment for checklist.	2	Office Manager w/ Campus Pastor Input	
Office	All-Church Emails	All Church Emails are sent from the office once they are approved by the Director of Communications.	1	Jeff	
Office	Volunteer Training	Central Support Office Volunteer Training	1	Director of Operations	
Office	Suitcase Transport	Who sets guidelines for suitcase transport	1	XP	
Office	Suitcase Transport	Who transports the suitcase within guidelines	5	Campus Pastor	
Office		Office paint & decoration	5	Campus Ministry Leader	
Operations - Staffing	Hiring Staff	Office Staff Hiring. Follow hiring process w/ XP approval	2	Director of Operations w/ XP Input	
	New Staff Orientations	Director of Operations compiles the list of what is included w/ XP approval.	2	Director of Operations w/ XP Approval	
Office	Keys for Volunteers	Keys for volunteers & vendors are given out by the Director of Operations w/ approval of the ministry leader in which the person requesting a key is affiliated. Volunteer requirement: Serving Application on file w/ background check.	2	Director of Operations Input w/ Campus Pastor	
Office	Donations	Donation requests from TVC Family or the Community	4	Campus Ministry Leader w/ Campus Pastor input	

Office	Baptisms	See process in comment...		Central decides with 4 campus input
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