**Standard Operating Procedures for Life Church**

**What do I need for each SOP?**

* PURPOSE – The Purpose of a ministry or system.
* SUCCESS – How is success defined for that ministry or system?
* FUNCTION – Describe what this ministry or system does and how it operates. So if the SOP is for Elementary, you would list out what a weekend service looks like, what events we do throughout the year, BGMC, God Cards, Parent Communication, etc.
* DECISIONS – What are the decisions that have been made on how this ministry or system operates? These are non-negotiables. If we go against these decisions, it must have approval from a supervisor.
* DIVERSTIY – These are nuances to a ministry or system that can change based on circumstance. An example might be that at one campus we do something different because of the set up and tear down nature of the campus.

**What format should I put it in?**

* Please put it in Microsoft Word. The format is not important at this point, I just want each of the 5 categories listed with your content below each header. I will put into a cohesive format after we gather all the info.

**Where can I see an example of another church SOP?**

* 12 Stone Church put these together for all their ministries. They did not include the “Function” section, but everything else is there.
* Go to this link to see all of theirs: <https://www.dropbox.com/sh/be1nt5k1g9jcd9a/AABCD_1NcNhfjpqtKMAzhGQOa?dl=0>

**What ministries & systems need an SOP?**

* Next Gen
	+ - Life Kids Early Childhood SOP
		- Life Kids Elementary SOP
		- Life Church Youth SOP
		- LLC SOP
		- LLC Student Handbook
* Connections
	+ - Life Group SOP
		- Life Track SOP
		- Life Track Teacher Booklet
		- Assimilation Process SOP
		- Community Involvement SOP
		- Host Team SOP
		- Baptism SOP
		- Baby Dedication SOP
		- Salvation Follow Up Process SOP
		- Wedding Manual
		- Life Church Men SOP
		- Life Church Women SOP
		- Married Life SOP
		- Prime Life SOP
		- Resource Center SOP
* Creative Communications
	+ - Worship SOP
		- Graphics SOP
		- Live Production SOP
		- Video SOP
		- Social Media SOP
		- Online Campus SOP
* Administration
	+ - Front Office SOP
		- Facilities SOP
		- Financial SOP
* Missions
	+ - Missions Trips SOP
		- Missionary Support SOP
		- Greater SOP
		- Missions Events and Admin SOP
* Campuses
	+ - Germantown Campus SOP
		- Appleton Campus SOP

**When are these due?**

* I would like the first draft done by December 1. At that point I will look them over, ask questions, and finalize it.