

Network Resources Overview
updated 12/24/08

	A	B	C	D	E	F
1	Category	Subcategory	Task	Headquarters	Area	Local
2	Financial	Accounting	Payroll	Processes paychecks, including auto-deposit and mailing of checks.		Send in timesheets, send instructions for pay changes, salary set locally, with pastor salary reviewed by Area Pastor.
3			Taxes	Pays local and federal taxes on revenue and payroll.		
4			Reports	Creates and send out financial reports. Sees that conversations about adjustments happen.	Reviews area reports. Initiates discussions about shortfalls and necessary spending adjustments.	Review reports and check for accuracy and to initiate adjustments to keep budget balanced. Review Fellowship One contributions for info on weekly giving.
5			Budget management	Notify local centers and area pastors when reserve funds are being used and request adjustments.	Review locations' budgets and make sure adjustments are being made.	Review monthly reports and initiate adjustments to keep budget balanced.
6			Accounts payable	Creates expenditure policy for accounts payable and reviews this policy annually. Issue purchase cards to staff. Create application and training materials for using purchase cards.		Apply for purchase cards. Send in report and receipts monthly on a timely basis. Local pastor audits expenses at their worship center.
7			Financial filing	Keep files.		Keep receipts and send them in.

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8			Auditing	Monthly reports audited internally. Annual audit done externally.		
9			Annual Budgets	Create budget templates, forms, process. Send it out. Approve final budget. Give instructions to local pastors for completing the budget process.	Review budgets of worship centers in their area. (Including reviewing the pastor's salary.) Approve budgets and send to headquarters.	Create annual budget and submit it to area pastor.
10			Offerings	Views records in Fellowship One and allocates deposits into QuickBooks. Reconciles all online giving, allocating it to proper accounts.		Deposit offerings into local bank. Records individual contributions into Fellowship One.
11			Allocation of funds	Uses 10% for Network Resources and manages the other 90% at direction of worship centers.		Use 90% for local staffing, outreach, ministry.
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13		Risk management	Liability insurance	Identify insurance provider. Provide umbrella policy and directors' insurance. Review limits annually. Audit policy monthly to make sure it is up to date.		Provide information about their worship site and equipment and vehicles to the insurance company or as requested by headquarters.
14						
15		Legal management	Worship music license	CCLI license done centrally.		Report song usage when requested.
16			Business licenses	Handle business licenses for all locations.		
17			Legal questions	Maintain membership to Church Law and allow worship centers to access online answers.		Access answers online or contact headquarters with questions.
18			Tax/business law compliance	Create form for researching new state regulations. Doublecheck legal requirements for new states.		New state regulations researched by new leader in that state and will report to headquarters.
19			National incorporation	Provides guidelines for national incorporation in new countries.	Each country incorporates according to customs/laws of their country.	
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21		Human Resources	Pastor placement	Lead pastor is responsible for placement of all pastors. Provides guidelines and resources (e.g. interview questions, application forms) for hiring process. Process paperwork when submitted.	Area pastor oversees local search committee.	Advisory committee works with area pastor through the search and selection process.
22			Hiring staff	Provides guidelines for hiring process. Provide resources (e.g. interview questions, application forms). Process paperwork when submitted.		Pastor oversees hiring of local staff, using headquarters' materials and processes.
23			Employee files	Establish and maintain employee files.		Send in necessary hiring paperwork.
24			Staff reviews	Establish policy and procedures for evaluating and removal of staff.	Implements annual review of pastors in his area and oversees procedures for removal of pastors when necessary.	Participate in self review (pastors). Pastors implement annual review of all local staff and oversee procedures for removal of staff when necessary.
25			Medical insurance	Provide names of brokers to contact for getting medical insurance. Provide information to pastors. Insurance paid for by pastors out of total compensation package.		Arrange for medical insurance out of their total compensation package.

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26			Compensation	Provides annual chart and/or tools for setting ranges of compensation including benefits. Approves pastors' salaries.	Reviews pastors' salaries and submits them to headquarters as part of budgeting process.	Pastor sets salary for all local staff. Pastor proposes new salary for self at annual budget time.
27			Job descriptions	Provide templates for local job descriptions and area pastor and headquarters staff.		Use templates from headquarters and edit to make applicable. Create new job descriptions for new jobs.
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29		Governance		Maintains current bylaws and church council. Lead pastor oversees regional/area pastors.	Area pastor oversees pastors in his area.	Pastor appoints directors and advisors.
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31		Real Estate	Renting	Provide guidelines.		Rent appropriate space(s) using guidelines provided.
32			Leasing	Church council oversees and approves lease agreements.	Gives oversight to local pastor.	Consults with area pastor and submits plans to church council.
33			Purchasing	Church council oversees and approves purchases of real estate.	Gives oversight to local pastor.	Consults with area pastor and submits plans to church council.
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35	Data	People Data Management	People data	Provide infrastructure (currently Fellowship One) for managing people data. Provide training resources and support. Provide response card and data collection (registration) forms.		Collect and manage content for their worship center.
36			Giving data	Provide online system and training for inputting contributions. Audit what is being input. Send out giving statement in January.		Input weekly giving data for IRS statements.
37		Website Management	Website pages	Set look and feel of website. Provide web host, domain registration, and infrastructure.		Provide content and editing of own pages. Populate forums and blogs.
38			Website standards	Set guidelines and standards for posting resources on website.		Publish resources such as sermons or small group materials.
39		Communications Systems	Mailings	Send out network wide mailings. Provide guidance for doing mailings and bulk mailings.		Send out local mailings.
40			Email	Provide infrastructure and training.		Send out local emails. Request email addresses from headquarters.
41			Telephone System	Provides access to 888 number for each location. Manages voice mail system with this 888 number.		Contact headquarters with requests and updates.
42		Publications	eNews	Sends out monthly eNews with Network Wide info. (or find someone to do this.)		Submit articles for newsletter.

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43			dMail	Send out leader training with ConstantContact.		
44		Marketing	Branding	Provide logo in usable formats. Provide guidelines for maintenance of CTK brand.		Comply with guidelines.
45			Advertising	Provide sample ads and instructions for working with print, radio, and TV.	Coordinate area-wide ad campaigns.	Determine which ads to run and which media to use.
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47	Ministry	New site development	Processing inquiries from new potential leaders	Provide web materials helping people know what to do to get answers (on web and in person). Direct people to contact nearest sponsor to them. Develop training for sponsors. Develop and maintain simple path toward involvement with CTK.	Introduce new prospective leaders to existing leaders.	Build relationship with prospective leaders. guide them through development process.
48			Startup process	Provide checklist and links to get the site off the ground. Establish process and procedures for equipping a new center.		Local sponsor initiates the process of starting a new center, in collaboration with new leader. New leader follows process as laid out.
49			Funding	Process approved applications for sponsorship and allocate funds.		New leader applies for sponsorships. Two local pastors must approve the application and "sponsor" this new site.
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51		Customer Service (existing locations)	Supplies	Provides online solutions for all supply needs.		Purchase supplies either online or locally.

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52			Systems training	Provides online and personal training in systems such as Fellowship One, Website, Google Tools.		Access training materials online or contact headquarters for help.
53			FAQ	Maintain list of FAQ and answers online.		Surface new questions as they come up.
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55		Training	CTKU	Create list of desired courses. Set guidelines and procedures for creation of online materials. Approve submitted courses.		Create courses and submit them for approval.
56			Orientation	Create orientation program deliverable online and/or in classroom setting. Update annually.		Send key leaders through orientation.
57			Conferences/Retreats	Develop and promote annual training conference(s).	Organize area/region wide pastor retreats.	Organize local retreats. Participate in regional/area/network conferences/retreats.
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59		Church Culture	Doctrine	Develop doctrinal statement.		
60			Mission, Vision, and Values	Keep centers focused on "the main thing".		Express these values in all activity.
61			Style	Maintains minimalist and transferable style of worship/ministry.		Determine styles and approaches most effective in local context.
62			Operations Manual	Maintains and updates Operations Manual.		Uses Operations Manual.