



Campus Operational Policies & Procedures

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SECTION 1 – Multi-Site Campus Model

The vision of Trinity Fellowship Church is both broad in the scope of its ministry offerings and far-reaching in its pursuit of geographic expansion. In 2010, the elders recognized a convergence of several dynamic factors in the local church that provide an opportunity for expansion through a multi-site campus model. The key factors are:

1. The maturing of senior leadership in independent churches – many of which were birthed 25-40 years ago. Many of these churches are on the brink of leadership transitions, and often the options available to them are limited.
2. The lack of time a senior leader has to invest in people limits the growth of most local churches. Most senior pastors spend 2-3 days per week in sermon content development. This leaves little time to invest in team development, event coordination, and ministry growth. Thus, most local churches plateau and cannot grow to the next level.
3. The continual decline of the cost of broadcast technology. As cost drop, it becomes cost effective to capture high-quality sermon content and broadcast it from one pulpit to literally hundreds or thousands.

The multi-site campus model eliminates the limiting factors and capitalizes upon proven ministries, policies, and procedures giving the local campus access to a world-class pulpit and freeing the campus pastor to be the fulltime leader of the local congregation. As the church grows and communication becomes more complex, it is essential everyone has a broad understanding of the methodology by which we operate our campuses and perform the ministries of the church.

Trinity Fellowship Church is a senior pastor led, elder governed, and staff/volunteer run organization. We operate through singular headship and plurality of leadership. As such, the vision is controlled centrally and the role of all staff and ministry volunteers is to steward the resources God provides within the framework of the vision / strategy, budgets, and our core values.

Campuses operate through the practice of reproducing Trinity Fellowship's successful operational model through geographically separated campuses. The success of the campus model depends on a successful relationship between the local campuses.

Each party has roles and responsibilities to the other. Trinity Fellowship Church is involved in developing a successful model, standardizing the operational concepts, and securing the know-how of its various ministries. The campus is obligated to carry out services and ministries through which the church has been

successful. For this model to be both effective and scalable, a great deal of standardization is required along with adherence to strict quality control practices. For example, each campus shall bear Trinity Fellowship's signs, logos and trademarks in a prominent place. Services shall be in accordance with the pattern established by the church, and ministries shall adopt the "look & feel" of Trinity Fellowship Church.

Thus, campuses are not in full control of operations. Maintaining a consistent experience for our congregants (regardless of their location) and keeping the quality of the ministries high is a key element for the success of our model. The campuses must work together carefully developing ministry, communication, marketing and operational plans with clear areas of responsibilities and requirements. The campus has the freedom, within the confines of the established structure, to minister to their local congregational segment.

Structure & Management of Campuses

The Senior Pastor provides the visionary leadership for Trinity Fellowship under the oversight of the Board of Elders and through the mechanism of the staff and volunteers.

The Board of Elders provides the governmental framework for the church and it confirms and empowers the execution of the vision. The Executive Team oversees the execution of the vision across all campuses. All ministry and support staff steward the move of God in their specific area(s) of ministry partnering across all campuses to ensure this happens in unity.

The success of the Trinity Fellowship campus system is dependent upon excellent communication, effective structure, relational commitment, sharing of resources, adherence to common values, and a Kingdom minded core belief.

A measure for success for the church across all campuses is the consistent experience campus congregational members have. All campuses shall, without necessarily being identical, look and feel as ONE church. A member from one campus shall be completely comfortable at another. To achieve this consistency, the following aspects of church experience shall be standardized:

Vision. The vision of Trinity Fellowship Church shall be executed by each campus in accordance with Trinity Fellowship's "Vision Playbook."

The vision shall include Trinity Fellowship's mission to help every individual Experience God, Find Community, and Fulfill Their Purpose. This will be accomplished through the Growth Track / Dream Team, Small Group Ministry, Generational Ministry, Outreach, and Pastoral Care. Within the framework of the vision of the church, the local campus has

tremendous autonomy to express the ministry of the church to their local congregation.

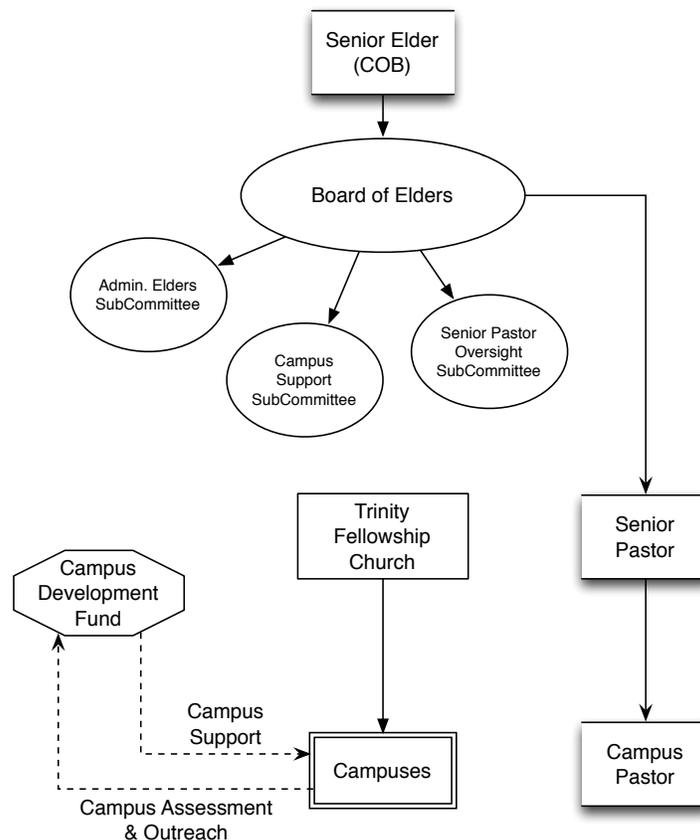
Pastoral Ministry. All ministries of the campus shall comply with Trinity Fellowship’s “Ministry Guidelines.”

Facilities. Facilities are a key aspect of the church experience. All campuses shall comply with Trinity Fellowship’s “Facility Guidelines for Excellence.”

Marketing and Communications. Campuses will utilize the Trinity Fellowship “Brand Guidelines” for all communications and signage. Campuses will use the centralized web system for all ministries. Campuses will have publications and marketing materials approved before distribution.

Employees. All staff will be governed by Trinity Fellowship’s “Employee Handbook” which details our values, leadership guidelines, and employment policies and procedures.

Campus Structure



	TFC Central Support	Campuses
Legal Status	501(c)3	501(c)3
Governing Docs	Certificates of Formation By Laws Authority Resolutions	Certificates of Formation By Laws Authority Resolutions
Governance	Chairman: J. Evans Vice-Chair: J. Witcher Board of Elders	Corporate Officers Subjugated to Decision Making Power Handed down by TFC Corporate Resolution
Corporate Officers	President: J. Evans VP: J. Witcher VP: B. Williams Sec/Tres: S. Rosenbach	President: J. Witcher VP: B. Williams VP: Campus Pastor Sec/Tres: S. Rosenbach
Leadership	Senior Pastor	Campus Pastor

Campus Leadership

Campus Pastor. The Campus Pastor shall be the operational head of the campus. He or she reports to the Senior Pastor, or his designee, and receives their vision and direction from the chain-of-command. Local campus staff and volunteers report to the Campus Pastor.

The Campus Pastor is responsible to:

- Work with the Senior Pastor, or his designee, to establish long-term goals and objectives for the campus congregation.
- Cast the vision of Trinity Fellowship Church to the local staff & congregation motivating the campus to action.
- Create, implement, and manage strategic plans, achieve established goals of the campus, and grow the impact of the campus in the community.
- Ensure consistency of the **model**, **methods** and **motivation** of the campus within the vision and values of Trinity Fellowship.
- Oversee the adequacy and soundness of the campus' financial structure.
- Meet regularly with the campus staff to ensure that all ministry activities are being executed in accordance with the organization's policies.
- Represent the church to the community.
- Establish and maintain an effective system of communication throughout the organization.

Ministering Elders

The ministering elders serve a ministry function to the local, campus body. Ministering elders are men who (1) meet the biblical qualifications of an elder as detailed in 1st Timothy 3 and Titus 1, (2) have been nominated by the Campus Pastor, and (3) have been approved by the Board of Elders of Trinity Fellowship Church. The Board of Elders, in accordance with the bylaws of Trinity Fellowship Church, Ordain men to the office of ministering elder.

1. Selection

- a. The Campus Pastor, working in conjunction with the current campus ministry elders, shall from time-to-time review possible candidates and submit recommendations to the Chairman of the Board of Elders for consideration.
- b. The Trinity Fellowship Church Board of Elders will review the recommendations, and upon approval, ordain the individual to the office of ministering elder.

2. Ministry Function: The local ministering elders serve a ministry and not a governmental function. They are there to serve and guard the local congregation as well as provide assistance to the Campus Pastor in the pastoring of the congregation. Activities of the ministering elders include, but are not limited to:

- a. Praying for the sick, anointing them with oil (James 5)
- b. Keeping watch over the flock (Acts 20)
- c. Empowering the local leadership (1 Timothy, Acts 13)
- d. Ministering at the altar during altar calls
- e. Attending & supporting campus events
- f. Teaching discipleship and development classes, where appropriate
- g. Mentoring younger leaders
- h. Performing sacerdotal ministry functions: baptizing, officiating in marriage ceremonies, conducting funerals, administration of the Lord's Supper, counseling, preaching and teaching, and conducting church services and ministries

3. **Term:** Ministering elder appointment is intended to be for a lifetime. Ordination may be revoked by the Board of Elders for (1) disqualifying conduct, (2) failure to perform at a leadership level expected, (3) failure to perform duties, and (4) lack of submission to the leadership of Trinity Fellowship Church.

SECTION 2 - Kingdom Funding

The vision of Trinity Fellowship Church is to continue to expand the Kingdom of God through the strategic planting and adoption of campuses. As the Kingdom of God is a family operating in a relational dynamic exemplified by the Trinity, so the campuses operate as a family with one another. Together our mutual goal is growth and expansion.

Trinity Fellowship Church will provide to new campuses resources necessary to be successful including training, structure, ministry structure, and visionary direction. Also, the church will provide ongoing support such as sermon content development and delivery, worship development, marketing & communication support, business administration, accounting, and production & IT consultation.

Budgetary Contribution

In consideration for the support and services provided, the campus agrees to put into their budget a monthly contribution to be paid to the church. The contribution will normally be a percentage of the overall budget of the campus.

Kingdom Expansion Contributions

As a family, expansion and campus multiplication is everyone's responsibility. Each campus shall make contributions to the Trinity Fellowship Church Campus Expansion Fund as a priority part of their outreach budget and giving. The Campus Pastor will continually keep this vision in front of their local congregations.

SECTION 3 – Campus General Accounting Policies

The intent of the Board of Elders of Trinity Fellowship Church in establishing Campuses is to advance the Kingdom of God through the distribution of ministry resources into varied geographic locations. Leveraging current resources such as preaching, ministry know-how, and administration capabilities, Campuses effectively multiply the impact of a single congregation across a broad demographic.

The purpose of this accounting policy is to outline the intent of the Board of Elders in managing the flow of funds between campuses and Trinity Fellowship Church.

General Accounting Policy

The accounting office of Trinity Fellowship Church will manage all financial accounting for the campus in accordance with its standard accounting policies. An operational budget will be established for and be administered by the Campus Pastor in conjunction with his departmental oversight.

Campus Tithes & Offerings

Unless otherwise communicated to the campus congregation, tithes and offerings received at the campus shall be reserved for use in the ministry, outreach, mission, benevolence, and administration activities of that campus. An assessment for outsourced functions such as content, administration, maintenance support, etc., shall be charged to the budget of the campus.

Capital Investment

From time-to-time, Trinity Fellowship Church may donate funds, investment capital, and capital assets to the campus. All such funds shall be accounted for as an internal investment to the campus.

Cash Flow Advances

From time-to-time, Trinity Fellowship Church may provide a cash-flow advance to the campus. The repayment of the advance will be established in writing with the accounting department prior to the advance being issued. All cash advances require the approval of the Senior Pastor or his designee.

Purchase Orders

All purchase orders must be entered into Shelby, faxed, or emailed to the Trinity Fellowship Church business office by Tuesday, noon for payment that week. If it is a new vendor, new vendor info and W-9 info must be submitted, via email or fax, to business office prior to the creation of the purchase order.

Payroll

Trinity Fellowship Church pays all employees semi-monthly on the 15th and last day of the month. Payroll changes must be turned in seven days prior to the next schedule pay period. All paychecks are direct deposited into employees account.

Contributions

Trinity Fellowship Church campuses utilizing Shelby will enter contributions into Shelby Teller and then make deposits at local bank. Trinity Fellowship Church will mail each Campus Pastor the year-end contribution statements by January 15th for that campus to mail to congregation.

Campuses utilizing CCB will enter contributions and then scan and send a copy to the Hollywood Campus and then make deposits at local bank. If a campus uses CCB, then that campus is responsible to print and mail contribution statements yearly, by the 15th of January.

Accounting Separation of Duties

Two unrelated people gather offerings, count the offerings and record contributions.

Two unrelated people place offerings in the safe or bank night drop. Someone besides the signers on the bank account shall submit PO's and invoices to the church's business office.

Budget

Trinity Fellowship Church will provide a budget template for each Campus to fill out their yearly budget. Once budget is complete, the Campus Pastor shall submit it to their oversight for approval. Once the oversight approves it, the Senior Pastor will submit all budgets to the Board of Elders for approval. After Board of Elder approval each campus is responsible for entering their departmental budgets into Shelby.

Combined Campus Orders.

There will be times when several campuses place a mass order on supplies through Trinity Fellowship Church. In the event that a campus wants to participate in this, they need you to fill out a Request for Supplies form (Refer to www.resources.tfc.org) and submit form to the department that is ordering the supplies requested.

Financial Reports

Trinity Fellowship Church business office will email Financial Reports monthly to each Campus Pastor. These reports are available on Shelby at anytime as well. The Campus Pastor is responsible for reviewing and inquiring of the business office if they have questions.

SECTION 5 – Planning & Metrics

Each campus will be responsible to develop an annual strategic plan based on the Trinity Fellowship ministry model, evaluation of campus metrics, and an analysis of strength and weakness. Plans will be developed by Nov. 15th every year. This is developed prior to budget. The budget for each year is developed by Dec. 15th in the previous year.