

Process Chart for Immanuel Baptist Church

Spiritual Matter or Relief
Pastor
Chair Deacons
Deacon Team

Building Matter
Pastor
chair Trustee
Trustee
Chair Finance
Finance Team

Financial Matter
Chair Finance
Finance Team

Music
Music Minister
Pastor
Ministry Team

Personal Matter
Pastor
Chair Deacons/Deaconess
Deacon/Deaconess Team

Christian Ed Youth
Student Minister
Pastor
Deacon/finance/trustee

Christian Ed Children
Chair Christian Education
Christian Team
Pastor
Deacon/finance/trustee

Scheduling/ Announcements
Fill out forms: in office
Secretary
Pastor/ Ministry Team

Janitorial Matter
Pastor
Janitors/trustees

Once a matter has been resolved, the process will work back through to the origin