# Fairfield Glade Community Church

**Strategic Planning Committee**

**Standing Operating Procedures**

**DATE APPROVED: March 8, 2018**

**MISSION STATEMENT:** The Strategic Planning Committee (SPC) will develop, execute, and oversee the five year strategic plan for the growth and prosperity of Fairfield Glade Community Church.

**MEMBERSHIP:** The membership will consist of a minimum of five church members. These members will serve three year terms in a staggered manner which will allow at least one new member to join the committee yearly. One year extensions may be requested from the Board. A goal for committee membership is to have each retiring Board President become a member of the (SPC). The committee will nominate new chairperson and new members for approval by the Board during October of each year.

**MEETINGS:** The SPC committee will generally meet on the 1st Thursday of each month. Additional meetings, as needed, will be called by the chairperson.

**REPORTS:**

1.The SPC will prepare a written summary of each meeting and

provide such minutes to the Church Administrative Assistant and Board

President, two days before the Board meeting.

2. The Board Liaison to the SPC will attend the SPC meetings and report to the Board any request from the SPC, or Board requests of/to the SPC.

3. The SPC will prepare and submit an updated SPC Standing Operating Procedure (SOP) to the Personnel Committee for approval by the first day of March of the current year.

4. The SPC will prepare and submit a budget request to the Finance Committee during September of each year.

5.The SPC will prepare and submit an annual report of the actions of the committee and anticipated actions for the next year to the church Administrative Assistant before December 15 for inclusion in the church’s annual report.

6. The SPC will submit quarterly reports to the Board on the status of all ongoing action tasks associated with the current strategic plan.

**DUTIES:**

1. To guide and direct the development, execution, and oversight of a five-year strategic plan.
2. To develop the strategic plan in support of the mission statement and church values.
3. To develop the following required elements of each strategic plan: mission statement, values, vision statement, objectives, goals of each objective, action tasks for each goal, and an oversight template.
4. To oversee the completion of all action tasks associated with the goals of the strategic plan
5. To advise and support each committee or individual in the accomplishment of assigned action tasks.
6. To keep the Board informed on the progress of all action tasks of the strategic plan.
7. To develop and oversee a marketing plan to support the strategic plan.
8. Nominate new chairperson and members, and request one year extensions beyond three years for approval by the Board during October of each year.

**COORDINATION:** The SPC will coordinate with the Board and all committees in the development and execution of the strategic plan.

**FUNDING:** The SPC will request and manage all funding in support of the strategic plan to include major projects and marketing the plan. The SPC will also work with each committee requiring funding to accomplish assigned action tasks of the strategic plan and ensure that this funding is requested as part of the annual budget plan. This funding request will be submitted to the Finance Committee during September of each year.

**SUB-COMMITTEES:** Marketing Sub-Committee. (SOP Attached)

**DISTRIBUTION:** Church Board, Personnel Committee, Administrative Assistant, SPC Members, all committee chairpersons.

**ACKNOWLEDGEMENT:** Revised January 23, 2018 by Gene Pino