



CORNERSTONE APOSTOLIC
CHURCH

Men's Ministry

Pastor Responsible:

Dan Gibson

Department Director:

Josh Ray

PURPOSE/SCOPE:

"As iron sharpens iron, so one man sharpens another." – Proverbs 27:17

Our Men's Ministry exists to cultivate spiritual growth, brotherhood, and accountability among men, equipping each other to live godly lives through the power of Jesus Christ. By fostering authentic relationships, we aim to sharpen and strengthen one another, encouraging men to lead in faith, serve their families, and impact their communities for the glory of God. Together, we strive to reflect Christ's character in our daily lives, challenging one another to grow in wisdom, integrity, and love.

Objectives & Mission:

The primary goal of the Men's Department is to:

- **Support the spiritual and practical needs of the church through godly leadership, faithful service, and a commitment to the apostles' doctrine**—empowering men to be examples of repentance, baptism in Jesus' name, and the infilling of the Holy Ghost (Acts 2:38) in every aspect of church life.
- **Build a unified brotherhood of Spirit-led men who strengthen the church body** by mentoring younger generations, assisting in church operations, engaging outside the walls, and being pillars of worship, prayer, and integrity in their families and community.

Each person should scan the QR code below and sign/acknowledge they understand and agree to

adhere.

Roles & Responsibilities:

Pastor Responsible:

- Oversees the strategic alignment of the department with the church's mission.
- Provides spiritual guidance and leadership to the department.

Department Director:

- Manages day-to-day operations of the department.
- Coordinates communication between team members and church leadership.
- Ensures compliance with SOP and handles updates.
- Work with Leadership to recruit/train current and new team members

Team Members:

- Follow departmental guidelines and uphold the mission.
- Ensure attendance, participation in meetings, and adhere to communication protocols.

Department Structure & Communication Flow:

Leadership Chain:

- Senior Pastor → Pastor → Director → Team Leads → Volunteers

Communication Protocol:

- Preferred Method: Church App or Phone

Meetings & Trainings

- Monthly departmental meetings on the [Date/Time].
- Monthly Trainings or Practices [Date/Time].

Code of Conduct & Expectations:

General Conduct:

- All members must demonstrate Christian behavior that reflects the church's values, including kindness, respect, and dedication to service.

Commitment to Prayer & Study:

- Team Members are expected to maintain a prayer life and participate in Bible study to grow spiritually and as a team.

Attendance:

- Regular attendance is expected. If unable to attend, notify your Team Lead or Director as outlined in the communication protocol.

Dress Code:

- [Define dress code expectations here, based on the nature of the department.]

Key Departmental Processes:

Current Team Member Care:

- For Director: Regularly check in and spend 1:1 (male:male, female:female) time with Team Leads/Team Members
- Take inventory of wellbeing
- Discuss with responsible pastor as appropriate

Onboarding New Members:

- Step 1: Introduction to the team and overview of responsibilities.
- Step 2: Attend training sessions and complete orientation.
- Step 3: Review and sign the CAC Guidelines Signature Form (see below for QR code).

Event Planning:

- Coordinate with the Director and Team Leads [8] weeks before events.
- Submit event proposals and budget requests [60] days in advance.
- Use the PCO calendar to manage interdepartmental communications
- Use the PCO calendar to build task to assign out to team members

Scheduling:

- Use [Planning Center] to manage your availability and scheduling.
- Use the PCO calendar to manage interdepartmental communications and resource coordination.
- Ensure all team members update their availability [X days] before the service/event.

For detailed task guides on technical processes such as operating equipment, refer to the **Task Guides**** section below.**

Review & Updates:

This SOP is to be reviewed annually. Any updates must be communicated to all members of the department. The responsible pastor must approve major changes.

Last Updated: [Date] (in footer)

Acknowledgment:

All members must acknowledge they have read and understood this SOP by scanning the QR code below. This ensures that each member adheres to the department's operational guidelines.

Task Guides:

This SOP is not a task guide. For step-by-step instructions on technical tasks, please refer to the following documents:

- [Task Guide 1: How to Manage Scheduling in Planning Center]
- [Task Guide 2: Sound System Operation Instructions]
- [Task Guide 3: Event Setup Guidelines]

CAC Departmental SOP Signature Form



Scan the QR code to acknowledge you have read and understand your ministry SOP.

By using this structure, your SOP will provide a high-level, strategic approach while keeping task-specific details separate, making it easier to update and maintain each section independently.

