



CORNERSTONE APOSTOLIC
CHURCH

Connect Groups

Pastor Responsible:

Dan Gibson

Department Director:

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By definition the word connect means, “to bring together or into contact so that a real link is established.” The Connect Team mission is to “link” Guests and New Members to the Body of Christ at CAC through small groups, Bible studies.

PURPOSE/SCOPE:

The purpose of this SOP is to define the strategic objectives, roles, responsibilities, and operational protocols of Connect Groups. This document will provide a high-level overview of how the department functions within the church, ensuring clarity for all team members. This SOP should be reviewed and updated every time a change is made to your department. A comprehensive review should be done annually.

This SOP is distinct from task-specific guides, which outline detailed instructions for particular tasks or technical operations. For task guides, refer to the links or attached documents at the end of this SOP.

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

Objectives & Mission:

The primary goal of
Connect Groups is to:

- Goal 1 - Enhance the worship experience through effective coordination of services.
- Goal 2- (e.g., Develop and nurture a team of volunteers who align with the church's mission.)

This section should clearly communicate the **mission**** of the department and the key objectives each team member should work towards.**

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: [e.g., Church app, Email, Phone]
- Notification of absence: Please inform [Director or Team Lead] at least [X] hours in advance.

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.]

Technology Requirements (if applicable):

- Must be proficient in [Software, such as Planning Center].
- [Additional requirements for the role, e.g., musical ability for Worship Team members].

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 [X] weeks before events.
- Submit event proposals and budget requests [X] 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.

