

## Praise Community Church

### Policy/Procedure Guide

- A. The Elder/Trustee Board welcomes all who have an interest in attending any of the business meetings.
- A designated area will be provided for all those who chose to attend the monthly Elder/Trustee meetings.
  - Those in attendance can be dismissed at any time at the discretion of the Board, depending on the topic of discussion by Board members for any item on the agenda.
- B. Submitting concerns/suggestions to Elder/Trustee Meetings and Congregational Meetings.
- All concerns shall be presented in written form to either a Pastor or member of the Board of Elders or Board of Trustees no later than \*one week prior to next scheduled monthly meeting or three weeks prior to the Annual Congregational meeting. This concern (if deemed appropriate) will then be placed on the agenda for discussion.
  - If the person submitting a concern would prefer to present their concern in person, they will be allowed 5 minutes during either meeting to speak (if the concern is deemed appropriate), after first submitting their concern in writing, as above.
  - If a concern is placed on the agenda, a Board member or Pastor will notify the person submitting the concern with the results of the discussion and/or decision no later than two weeks after the scheduled monthly and/or Annual Congregational meeting.

*Exodus 18:17b-18 Numbers 11: 17b Acts 6:3, 4*

**Name:** \_\_\_\_\_

**Concern:** \_\_\_\_\_

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