Church Operations

Covers the day-to-day management of facilities, events, communications, and logistics to support ministries and church-wide activities effectively.

- Church Facility Usage
  - Saskatoon Chinese Alliance Church Facility Usage Guidelines ??????????????????
  - Church Facility Usage Application ????????
  - How to Properly Lock the Church Front Door
- Ministry Team
  - Secretary Manual
  - Responsibilities of the Secretary Team
- Finance
  - Submit an Expense Claim
  - Expense Claim Policy
  - Expense Claim Process

Church Facility Usage

Guidelines and process for using church facility.

Saskatoon Chinese Alliance Church Facility Usage Guidelines



Purpose	To ensure all usage of SCAC facilities aligns with biblical principles, church priorities, and legal requirements.
Description	This document outlines the procedures, principles, and responsibilities involved in requesting, approving, and using SCAC facilities. It includes insurance requirements and user conduct expectations.
Owner	Church Secretary
Next Review Date	9/1/2026
Spiritual Benefits	Promotes stewardship, unity, and accountability in how church spaces are used for ministry, fellowship, and community-building, ensuring church remains a place set apart for God's work.
Spiritual Measures	• All events align with biblical values. • Priority given to SCAC ministries. • No usage for personal profit or non-Christian purposes. • Conduct and activities reflect Christ-like witness and church reverence.
References	Church Facility Usage Application

Application for Usage

- Organizations or individuals must contact the church office to inquire if our facilities are available at the time of their event. Do not request directly through pastors or administration team member for usage.
- If our facilities are available, the applicant must fill the application form completely and submit it to the church office a minimum of 3 weeks prior to the date of their proposed event.
- The application form will be reviewed by the Administration Team.
- The application form will be reviewed by the Administration Team. The Administration Team will inform the applicant in writing if usage is approved.
- If it is an application for long-term usage of our facilities, the application must be approved by the Administration Team.
- Requests for regular use of church facilities may be subject to a contract agreement instead of this usage agreement.
- SCAC cannot guarantee usage bookings more than 2 months ahead; SCAC ministry events take priority over third-party usage, and SCAC reserves the right to cancel events at any time.

Principles for Approval

- Usage for SCAC ministries always has priority over third-party usage. The nature of the activities or events shall not violate Biblical principles. Users of the sanctuary should also respect that it is a place of worship. No non-Christian events will be held in the sanctuary.

- SCAC will not approve our facilities to be used for business or personal profit. Usage is encouraged for non-profit oriented activities and events. Please do not put up advertisements for businesses during events.
- Any event that involves fundraising must be approved by the SCAC Administration Team.
- Guidelines that ensure accountability include: a minimum of two people must be responsible to count the funds raised, the funds raised should be reported publicly, there should be proof that the funds were donated to the organization.
- The user recognizes that SCAC reserves the right to terminate the usage of the building by any person or organization at any time.
- Dispute due to the usage of the church building, if any, shall be under the jurisdiction of the laws of Saskatchewan.
- Church equipment will not be loaned or used for non-ministry purposes

Liability

- The following events will be covered by SCAC insurance:
  - All events approved by the Administration Team and that fall under the approved ministries of SCAC
  - All weddings that are officiated by SCAC pastors
  - Events where the primary organizer of the event is an active member* of SCAC.
  - Note that SCAC members recognize that usage of SCAC facilities is encouraged for ministry-related purposes.
- SCAC's insurance cannot be extended to an outside organization or other legal entity, even if it is run/operated by a SCAC member. Third-party organizations and non-members of SCAC must provide proof of their own liability insurance.
- Requirements of insurance are as follows:
  - The organization must provide a valid insurance certificate, including "Tenant's Legal Liability"
  - Minimum coverage of $2,000,000
  - A policy number listed on this document
  - A valid expiry date
  - Saskatoon Chinese Alliance Church's name and address must be listed as an "additional insured" to the policy.
  - Adequate description of what the organization is using the SCAC facilities for and what specific dates they are using it under the "Description of Operations/Special Items" section.

Principles for Users

- Smoking, drinking alcoholic beverages, promoting any illegal activity, or promoting behaviour contrary to Biblical principles will absolutely not be allowed in the church.
- Users are expected to exhibit appropriate dress, behaviour and respect in the church.
- Users have the responsibility to keep the building clean and neat, and after usage to clean up and return all items to their original places.
- Users should bring their own supplies (food, drink, utensils, etc.) and audio/video equipment for their event. If a user wants to use church supplies or equipment, permission must be obtained.
- If the SCAC sound system is being used, only approved SCAC-trained technicians may operate it. Applicants are then responsible for booking a SCAC audio/visual technician. If no qualified technician is available on the requested date, then the event may not take place.
- Applicants are responsible for booking SCAC personnel to unlock the church before the event, and lock the church door and arm the alarm system after the event. If no SCAC personnel are available to provide access on that date, then the event may not take place.
- Users will be responsible for any damage to the church during the usage.
- This church is a non-profit organization and does not receive rental fees. However, users should recognize that the church is covering costs such as electricity and water, and SCAC will accept free-will offerings to cover such costs.

- All children must be supervised at all times in the facility

*Please refer to the SCAC bylaw for the definition of inactive member.

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Church Facility Usage Application

Purpose	To provide a structured and trackable process for requesting and approving facility usage.
Description	This form allows internal and external groups to request permission to use SCAC facilities.
Owner	Church Secretary
Next Review Date	9/1/2026
Spiritual Benefits	Encourages stewardship and accountability in managing church resources for God’s purposes.
Spiritual Measures	Timely processing of requests that support ministries, outreach, and Christian fellowship.
References	Church Facility Usage Guidelines

https://docs.google.com/forms/d/e/1FAIpQLSdCebvmirBqWfXQW4nV6mEj4OD0L_SgXNP6EumTnRXBKudPRA/viewform?embedded=true

Church Facility Usage

How to Properly Lock the Church Front Door

Video

Our church front door uses a commercial-style lock, which works differently from a typical household lock.

How This Lock Works

In most home locks, turning the key pushes the latch straight out into the door frame. Our church lock does not push sideways. Instead, the latch flips upward from below. When the latch flips fully upward into a horizontal position, the door is properly locked.

Important: Turning the Key Is Not Enough

Sometimes, even if:
You turn the key all the way and can remove the key, the latch may not fully flip into the horizontal position.

If this happens:

- The latch can slowly slip back down.
- The door may become unlocked by itself.

Before You Leave

1. Turn the key fully.
2. Visually check the latch.
3. Confirm that it is fully flipped up into a horizontal position.
4. Gently push/pull the door to ensure it is secure.
   If the latch is not fully horizontal, the door is not safely locked. Lock it agin.

Let’s take the extra few seconds to double-check. It protects the building, the equipment, and everyone who serves here.
Doors are simple. This one just likes attention.
Thank you, brothers and sisters, for your loving and patient service.

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Ministry Team

Serving on the Ministry Team

The SCAC Ministry Team consists of the key roles below:

- Chairperson: Thian-peng Ter
- Vice Chairperson: Amy Xiao
- Secretary: Ericson Wong
- Treasurer: Jacqueline Wang
- Ministry Liaison: Shared
- AV Management: Alexander Chan
- Property Management: Jianhong (Edward) Ma
- Responsibilities for each role will be gradually added to this page.

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- ???Thian-peng Ter
- ????Amy Xiao
- ???Ericson Wong
- ??? Jacqueline Wang
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- ?????Alexander Chan
- ????? Jianhong (Edward) Ma

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Ministry Team

Secretary Manual

Secretary Manual

Meetings of the Membership

According to the church bylaws (Article III), two meetings of the membership shall be held each year.

First Meeting of Membership

This meeting shall be held within the first three (3) months of the calendar year on a date set by the board. The secretary should complete the following tasks:

- Determine the date of the First Meeting of the Membership and then announce the date to the members at least two (2) weeks prior to the meeting.
- Gather information for the annual report.
- Collect testimonials and share from various groups at church.
- Collect the financial report for the previous year and the budget for the current year from the Treasurer.
- Identify and update active members, associate members, and adherents as defined in the church bylaws (Article I).
- Gather the names of newcomers, new babies, child dedications, those who received water baptism and new membership, and those who left the church.
- Compile and have the hard copy of the annual report ready before the meeting of the Membership
- Print a hard copy of the membership attendance form to be signed at the meeting.
- Take minutes at the meeting.
- File and upload the minutes and the attendance form to Google Drive.
- Post a hard copy of the minutes to the church bulletin board in the foyer.

Second Meeting of Membership

This meeting focuses on nominating new members serving on the ministry team as existing members finishing their term.

1. All Members Meeting to nominate the Nomination Committee
2. All Members Meeting to approve nominated candidate(s) for the Ministry Team in the new year

January - Preparations for Annual Report

- Work with pastorial team, elders and small group leaders to put together the annual report.
- Order paper copy of the report via https://shop.staplescopyandprint.ca upon finalization of the report. Ensure printing order is put in place one week before the meeting date. The order will be printed in Monitoba and shipped in to Saskatoon for pickup. Use black/white, regular paper, double sided printing, 2 staples on left. Order only maxiumn half of total number of active members. Encourage people to read digital version.
- Inform IT team (usually Thian-Peng Ter) the link to the PDF version of the finalized report to have it posted online at least 3 days before the meeting.

February/March - AGM

- any meetings such as this requires the membership to put their name on an attendance sheet. See Administration/Records/Forms. Change title and date as you see fit (First Meeting of Membership is not specific for me - see what I did in the Meeting Minutes binder)
- After meeting, file the attendance as an electronic form along with the notes that you take.
- File the Annual Report with the district by emailing a copy to office@canadianmidwest.ca.

October - Nomination Committee Election

- Prepare for Nomination Committee Election Meeting Notes/Voting, taking attendence. Proxy forms should be collected before the meeting.
- For details on the Nomination Committee Election and Church Board Member Nomination and Approval Process, please reference here.

November - New Board Member Approval AGM

- Prepare for approval new board members nominated by the nomination comittee.
- Prepare for meeting minutes/voting, taking attendence. Proxy forms should be collected before the meeting.

Monthly A Team Meetings

Do the same for next month, taking down the previous month's meeting minutes & filing it in the Meeting Minutes binder.

Move the last meeting minutes into the Records/YYYY file. If you cannot make a meeting (holidays, etc.), please appoint someone to take notes so that you can properly make records in the right places e.g. Baptisms & Records (Births, Deaths, Marriages, New Members). Note Concerning Baptisms & Records File: It was compiled mostly by me, trying to read through all the annual reports which are found in the office. However, as I cannot read the Chinese, some names may be missed. Sometimes, people want proof of their baptism/membership so you will have to read through the Chinese parts. I have also started a hardcopy binder on the baptism & memberships (testimonies too) but JUST recently.

Basically, collect what you can & file it! This includes baptism and membership documents.

Additional Secretary Responsibilities

- Monitor incoming requests through the church website Contact Us form.
- Contribute to Elvanto, ensuring congregation information are kept up to date

Resources:

Some resources you will find helpful:

- Church Administrative Drive Folder Structure walkthrough
- Annual Report Preparation
    1. Coordination
    2. Prepare for Members List
    3. Compose Secretary Report
    4. Edit & Print Annual Report

- Monthly A Team Meeting Preparation walkthrough
- Membership Meeting Preparation walkthrough
- Administration Team Member Nomination Meeting Preparation walkthrough
- Church Annual Calendar Setup
- Handling Incoming Inquiry



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Ministry Team

Responsibilities of the Secretary Team

Secretary and Team Members

The goal of the Secretary team is to ensure the smooth running of the church by providing administrative and organizational support to the church ministries.

Receives Direction From: Senior Pastor

Duties and Responsibilities of the Secretary

- Assume the general duties as Officer of the Church. Work closely with the Chairman (Senior Pastor), Vice-chairman, and Treasurer to carry out administrative duties.
- Assist in two-way communication between teams. Facilitate agendas, church publications, reports, events, and so on under the supervision of the Senior Pastor to increase the awareness of the church activities.
- Be an authorized signatory of the church's bank accounts. Review and sign financial related documents.
- Attend meetings and take minutes. Meetings include the General and Special Annual Meetings, Board meetings, and any dialogue or special meetings held by the Board. Coordinate and supervise signing up, counting of votes and other related matters in the Membership Meetings and Special General Meetings.
- Compile and implement operational policies, documentation, and guidelines. Work closely with the team members to ensure the compliance of processes.
- Recruit and support team members. This recruitment includes providing adequate training for the team members.
- Coordinate with the team. Under the supervision of the Senior Pastor, give guidance and advice to the team where necessary so that they can fulfill their roles effectively and efficiently.
- Communicate frequently. Communicate and resolve with team members on regular basis for current needs and latest issues in the team.
- Give monthly updates. Provide the Board the team updates to increase the awareness of the team activities.

Duties of Team Members

- Maintain church records. Gather information from the Senior Pastor, the secretary team members, and the fellowship team members and then update the following records:
  - Membership list
  - Adherents list
  - Newcomers list
  - Baptism list
  - Funeral list
  - Child dedication list
  - Church publications
- Produce church publications. These include but not limited to the following items:
  - Meeting minutes
  - Bulletins
  - Announcements and program notices
  - Policies and guidelines
  - Congregational newsletters (updates, sharing, articles, etc.)

- Monthly ministry reports
- Program/camp handbook
- Annual reports

Qualifications

- Basic requirements as prescribed in I Timothy 3:1-13, Titus 1:5-9, the C&MA church constitution, and the church bylaws.
- Ability to work well independently and with other team members.
- Attention to details.
- Effective oral and written communication skills.
- Experience with word processing and Internet.
- Good organizational skills.

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Finance

Finance

Submit an Expense Claim

Purpose	To provide a trackable process for requesting reimbursement of a church related expense.
Description	This form is used by internal ministries, teams, and individuals to apply for reimbursement of eligible expenses incurred on behalf of the church. All submissions are reviewed by the **Bookkeeper** and routed through the church's established approval and signing process prior to reimbursement.
Owner	Bookkeeper
Next Review Date	To be reviewed annually by the Administrative Team
Spiritual Benefits	Supports faithful stewardship and accountability in the use of church resources entrusted for God's work.
Spiritual Measures	Expense claims are processed in a timely and orderly manner Approved reimbursements enable ministries, outreach, and Christian fellowship to continue without unnecessary financial burden on volunteers
References	Expense Claim Policy Expense Claim Process (Howto Guide)

If you have trouble viewing the submission form below, please click on the link here to access it!

https://docs.google.com/forms/d/e/1FAIpQLSfjF9AQrMT4025PslJUQDXGmDIrAY4QDaSYXXSyj-sYlwpktg/viewform?embedded=true

Finance

Expense Claim Policy

While serving the Saskatoon Chinese Alliance Church (“SCAC” or “Church”), purchases may be eligible for reimbursement by the church. Please read the policy below to understand what is eligible and how to make an expense claim.

Policy

The SCAC provides reimbursement to church-related expenses incurred by the congregation. SCAC directly pays for certain recurring items and services. Where applicable, SCAC will reimburse individuals who use their own funds for church-related events, items or services provided the expense:

- is related to Church activities
- is approved by a ministry leader
- has adequate proof of expense (with original receipts/proof of payment to support expense reimbursement claim items)
  - All receipts must be itemized receipts.
  - Any expenses under $50, it might be acceptable if original receipt is not available.
  - Any expenses over $50, other proof of transaction is required to support the expense claim, e.g. a photo, a bank statement, or detailed notes.
- is claimed by the end of spending year

These expenses must be approved prior to purchase to guarantee reimbursement. If your ministry leader does not deem them appropriate or necessary for work, the expense will not be reimbursed.

The Scope

This policy applies to any members and participants who are serving in our ministries. Expenses incurred by independent contractors will be reviewed on a case-by-case basis.

Examples of reimbursable expenses include:

- Church Events
- Church Repairing and Maintenance Expense
- Fellowship/ Caring Expenses
- Janitorial/ Kitchen Supplies
- Office Supplies
- Pastoral and Ministry Expenses
- Worship

The above lists are not exhaustive. If you are at any time unsure about whether an expense can be reimbursed, always ask your direct small group leader, ministry coordinator, or administrative team member.

Expense Claim Process

		
Scan Receipts	Fill Expense Report	Sign DocuSign

Finance

Expense Claim Process



Step 1: Scan Receipts

- Keep all original receipts for reimbursable expenses
- Scan the receipt(s) in PDF format, check that it is clear and legible

Please see videos below for scanning receipts in PDF format on your smartphone:

For iPhone users:	For Andriod users:
https://www.youtube.com/embed/jfvOQvUYNoo?si=ILslu7OJ6b77Zy1Q	https://www.youtube.com/embed/Om55cCvQO-Q?si=s7ofPj4BqF_tUtzb



Step 2: Submit an Expense Claim

To submit an expense claim, goto the Submit an Expense Claim page.

How to Complete the SCAC Expense Claim Form

Before you start
• Have a clear photo or PDF of each receipt ready.
• Confirm the email you use for eTransfer is correct.

Section 1: Claimant Information
1. Email • Leave the default email checked
2. Full Name • Select your full name from the dropdown.
3. eTransfer Email • Enter the email address where you want reimbursement sent.
4. Mobile Number • Enter a phone number in case clarification is needed.

Section 2: Receipt Details (Receipt 1)

For each receipt, complete all required fields:
1. Expense Date • Enter the date shown on the receipt (YYYY-MM-DD).
2. Description • Briefly describe the expense (what it was and why it was incurred).

3. Category • Select the appropriate expense category from the dropdown.
4. GST • Enter the GST amount shown on the receipt. If no GST was charged, enter 0.
5. Amount • Enter the total amount paid (including tax).
6. Receipt Upload • Upload a clear image or PDF of the receipt.

Additional Receipts

• If you have more receipts, select “Yes” under *Add another item?* and repeat the receipt entering for your next receipt.
• If not, select “No”.
• Each claim support up to 10 receipts. If you have more than 10 receipts, simply submit another claim.

Submission

• Review all entries for accuracy.
• Click Next, then Submit.



Step 3: Sign DocuSign

The bookkeeper will then verify your entries and receipts, then send you an email to sign your expense report through DocuSign.

Please see video below on how to sign documents through DocuSign:

https://www.youtube.com/embed/9WxsjlC5gSk?si=iJfWg001gEY8NuFO



Step 4: Payment

After the expense report has been approved by approvers, payment will be made by e-transfer (or cheque) within 1 month.