



United Church of Christ in the Philippines

UCCP STRATEGIC PLAN

(As approved by the General Assembly 2002)

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United Church of Christ in the Philippines

STRATEGIC PLAN

(As approved by the General Assembly of 2002)

VISION

The United Church of Christ in the Philippines (UCCP),
a responsible, empowered, self-reliant and caring community of Christian believers
committed to the pursuit of a transformed church and society
towards an abundant and meaningful life for all.

MISSION

In light of such a vision, the UCCP, therefore,
commits itself to the mission of establishing and uniting the community of faith
for the proclamation of the Gospel of our Lord Jesus Christ
towards the transformation of both church and society.

GOALS

Within the first 5-10 years of its jubilee, the UCCP will translate its mission into a life-work that will focus on the restoration of its relationships—a foretaste of God's reign or Shalom

1. To strengthen the faith community.

(Relationships within the faith community at all levels and in all aspects of its life-work individual and collective or organizational)

2. To enrich the life-work of communities where Local Churches are located.

(Relationship of the life-work of the Local Churches where expressions of the life-work of the whole UCCP are most meaningful, with the total life-work of the communities where they are located where particularity of issues are more effectively and meaningfully addressed.)

3. To deepen the impact of its collective response to societal issues and concerns.

(Relationship of the institutional Church—whole UCCP -- with issues and concerns that affect the total life-work of the whole nation and the global community and total creation.)

KEY RESULT AREAS & PERFORMANCE INDICATORS

Goal 1: <i>To strengthen the faith community.</i>	
Key Result Areas	Performance Indicators
1.1 Harmony and unity	1.1a Increasing degree of integration of all programs at all levels and in all aspects 1.1b Increasing areas of unity on vital issues affecting the life,-work of the Church at all levels 1.1c Increasing sense of ownership and identification of a critical portion of the total membership and leadership, of organizational plans, programs and positions on issues affecting organizational, community and societal life-work 1.1d Decreasing incidence of Local Churches "disintegrating" or being split due to unresolved differences
1.2 Renewed spirituality	1. 2a Church leaders and members embark on a spiritual journey, adopt spiritual practices, share the journey with others and do good deeds. 1.2b Congregation's leaders publicly witness to their spiritual journeys. 1 2c Congregation's leaders teach members the dynamics and disciplines of the spiritual life. 1.2d Congregations create, develop and support opportunities for members' spiritual renewal. 1.2e Congregations publicly witness to their spirituality. 1.2f Personal witnessing is used in evangelism, sharing among members, training.
1.3 Communication, use, and understanding of key beliefs, vision and mission by members	1.3a Congregations have written vision and mission statements. Members participate in drafting and reviewing these statements, a significant percentage of the members know about their existence. 1.3b Pastors and key lay leaders hold forth the vision and invite support expressions from all persons and areas of ministry. 1.3c Beliefs, vision and mission statements are used as gauges to test the congregation's decisions and activities. 1.3d Discernment of God's will is an integral part of strategizing, decision-making, review and monitoring. Leaders have established methods for discerning. 1 3e Pastors and teachers preach and teach discernment to the laity.
1.4 Congregations sharing and adhering to Gospel values of justice, peace and integrity of creation. (Integrity, transparency, and quality ministry is expected of all)	1.4a Congregations adhere to an ethical code, distilled from, or even beyond Scripture 1.4b Children and adults are specifically and intentionally taught how to make moral decisions. Ethics is discussed at church meetings. 1. 4c Clear communication that all clergy, staff and members are expected to adhere to ethical standards especially when making decisions or offering leadership. Expectations are recorded and evaluated. 1.4d Evaluation is accepted by staff and the congregation and is structured in all activities. Evaluation is done continuously and positively, 1.4e Failures in performance are dealt with through corrective measures. The process of improvement is continued until satisfactory solutions are reached.
1.5 Congregations characterized by healing, joy and growth	1.5a Members report that participating in the congregational life is healing and uplifting. Members enjoy each other, are enthusiastic in worship, mission and education. 1.5b Laughter is common in the congregations. 1.5c Attendance, membership and participation is vowing. Lay leadership and volunteer ministry is growing. 1.5d More persons leave the parish to prepare for vocations in professional ministries.
1.6 Laity development	1.6a Increasing percentage of effective participation and involvement of the laity in the leadership and decision-making processes at all levels 1.6b Involvement of increasing number of professionals and/or expert members on various fields in enriching organizational processes and systems, among others 1.6c Clearer identification of lay members in various fields of work for their Christian work ethics and performance

1.7 Church workers development	<p>1.7a At least satisfactory performance, based on standard work performance indicators, of increasing number of Church workers</p> <p>1.7b Increasing percentage of women's participation in leadership roles at all Church organizational levels</p> <p>1.7c Institutionalized support system that meets basic needs of Church workers and their families</p>
1.8 Children and youth development	<p>1.8a Increasing percentage of effective participation and involvement of children and youth, alongside the adults, in the total life-work of the Church</p> <p>1.8b Stronger identification of Church children and youth in their own milieu, in or out of school, for their strong Christian value orientation and exemplary performance</p>
1.9 Family life	<p>1.9a Increasing percentage of member families regularly undertaking family-oriented and family-based activities (e.g. family devotions, family consultations, etc.)</p> <p>1.9b Increasing percentage of family members (father, mother, children and other household members) effectively involved in the life-work of the Church</p> <p>1.9c Increasing level of integration of various aspects of family life with the total life-work of the Church</p> <p>1.9d Decreasing unresolved family relationship, related conflicts or problems</p>
1.10 Level of involvement of members and leaders	<p>1.10a Increasing frequency and quality of participation of members and leaders in Church activities and programs at all levels</p> <p>1.10b Increasing forms of participation (time, talent, treasure, etc.) of members/leaders in total life-work of the Church at all levels</p> <p>1.10c Increasing percentage of Church activities participated in by Church members/ leaders at all levels (liturgical life, etc.)</p>
1.11 Church growth	<p>1.11a Clearer identity of Church members/leaders in terms of responsible lifestyles and value orientation (servanthood---strong sense of accountability to the Living Christ)</p> <p>1.11b Increasing percentage of active membership in increasing number of Local Churches</p> <p>1.11c Increasing number of Local Churches in town centers and other mission fields</p>
1.12 Property development	<p>1.12a Decreasing percentage of undeveloped or un-utilized or idle Church properties</p> <p>1.12b Full inventory and documentation of all Church properties at all levels</p> <p>1.12c Effective balance between income generating concerns (stewardship and accountability) and service-orientation in the operations of all developed properties</p>
1.13 Financial viability	<p>1.13a Increasing total financial contributions/offerings or "givings" from members to their respective Local Churches (</p> <p>1.13b Increasing percentage of total membership of Local Churches contributing or sharing financial resources to their respective Local Churches</p> <p>1.13c Increasing actual financial contributions of the Local Churches to wider judicatories</p> <p>1.13d Increasing forms of financial sources</p> <p>1.13e Institutionalized financial resource base (regular sources) at all organizational levels</p> <p>1.13f Appropriate balance between locally generated financial resources and outside financial assistance in sustaining programs and operations of the organization at all levels</p> <p>1.13g Increasing efficiency of operations at all levels, without sacrificing effectiveness and organizational health</p>
1.14 Organizational structure and processes	<p>1.14a Increasing percentage of integrated involvement of CROs, CRIs and COIs in the total life-work structures and processes at all levels</p> <p>1.14b Increasing degree of effectiveness and efficiency of the Church organizational set-up or structure</p> <p>1.14c Full documentation of the life and work of the Church at all levels</p> <p>1.14d Effective dissemination and sharing of updated information to and from all levels of the organization</p> <p>1.14e Increasing effective "use" or optimization of human resources, actual and potential, in the total life-work of the Church</p> <p>1.14f Increasing level of effective balance of emphasis between and among various mission areas at all levels</p>

1.15 Ecumenical relations and partnership	1.15a Increasing relationship quality with present partnerships 1.15b Increasing number of meaningful partnerships established and maintained 1.15c Increasing effective forms of cooperation with partners
Goal 2: To enrich the life-work of communities where the Local Churches are located	
Key Result Areas	Performance Indicators
2.1 Community integration	2.1a Increasing number of community activities involved in and/or initiated by Local Churches 2.1b Increasing number of favorable actions on community issues and concerns raised by the Local Churches in cooperation with the rest of the community 2.1c Increasing level of integration of wider community issues and concerns in Local Church programs
2.2 Delivery of services to the people	2.2a Increasing number of members who express concrete support for marginalized sectors in the community 2.2b Increasing number of community needs and issues collectively addressed by the Local Churches
2.3 Ecumenical movement at the community level	2.3a Increasing number of ecumenical activities jointly undertaken by churches and other groups
2.4 Political empowerment of the marginalized sectors in the communities	2.4a Increasing number of people's organizations or groups formed and mobilized and projects beneficial to the poor undertaken
Goal 3: To deepen the impact of collective action/response to societal issues and concerns.	
Key Result Areas	Performance Indicators
3.1 Contemporary economic and political struggles of the marginalized sectors in Philippine society	3.1a Increasing percentage of membership expressing in various ways rejection of all forms of evil in society in the exercise of the Church's prophetic task. 3.1b Increasing number of members expressly owning Church statements and positions on social issues and concerns
3.2 Education system	3.2a Increasing viability and long-term sustainability of Church-Related Schools and educational programs
3.3 Health system	3.3a Increasing viability and long-term sustainability of all Church-Related Hospitals and Health Institutions 3.3b Increasing number of viable and sustainable community-based health programs and increasing expressions of acceptance by communities concerned of the concepts and principles that the programs espouse 3.3c Increasing number of organized responses of UCCP Fellowships of Health (and allied) Professionals
3.4 Ecological integrity	3.4a Improved quality of life and restored land resources in project areas of ecology and environment-related programs 3.4b Increasing number of viable and sustained projects on ecology and environmental protection at the community level

STRATEGIES

Recognizing its internal strengths and weaknesses and considering the external opportunities and threats, the Church shall adopt the following strategies to facilitate the achievement of its goals and objectives.

1.0 Focus on life-work of Local Churches

This would require conscious effort at shifting orientation of organizational processes and program structures from the national offices to the Local Churches where expressions of the life-work of the whole Church are most meaningful. This includes, among others:

- ☐ Providing adequate opportunities for integrated teaching-learning, caring-sharing and action experiences for families and members in their respective local churches
- ☐ Supporting relevant community programs for local churches to provide direct and responsive service to their immediate communities
- ☐ Opening of frontier programs or new areas of mission by Local Churches and Conferences
- ☐ Aggressive promotion of the UCCP VIIAGSP in the local churches using available and appropriate communication facilities

2.0 Sustained capability and capacity building

This strategy recognizes the richness of God's gifts to the Church -- its human and material resources. Receiving these gifts with thanksgiving is owning the joy and the responsibility of nurturing these gifts to their full potentials so that the well spring of the Church's life-forces never run dry. This includes, among others,

- ☐ Active involvement of CRIs/CIs for value formation (e.g. schools, formation centers, ECEs, etc.) and service delivery (e.g. lodging centers, training centers, hospital systems, etc.)
- ☐ Sharing of resources among judicatories
- ☐ Strengthening of relationship with partner *churches*, nationally and globally
- ☐ Strengthening relations with current and potential sources of financial support
- ☐ Tapping of facilities & services of non-church agencies where our members are in positions of influence

3.0 Process orientation

Our way to a transformed Church and society is a long journey. It would entail both collective and individual commitment. It requires ownership of the journey and everything that goes with it. This can only come about when individual and group commitment is the result of involvement every step of the way in the spirit of community.

- ☐ institutionalization of appropriate Church-wide management systems
- ☐ giving as much importance to process as content in our mission journey
- ☐ sharing the journey with other faith communities and pro-people groups

CHURCH PROGRAMS/MINISTRIES

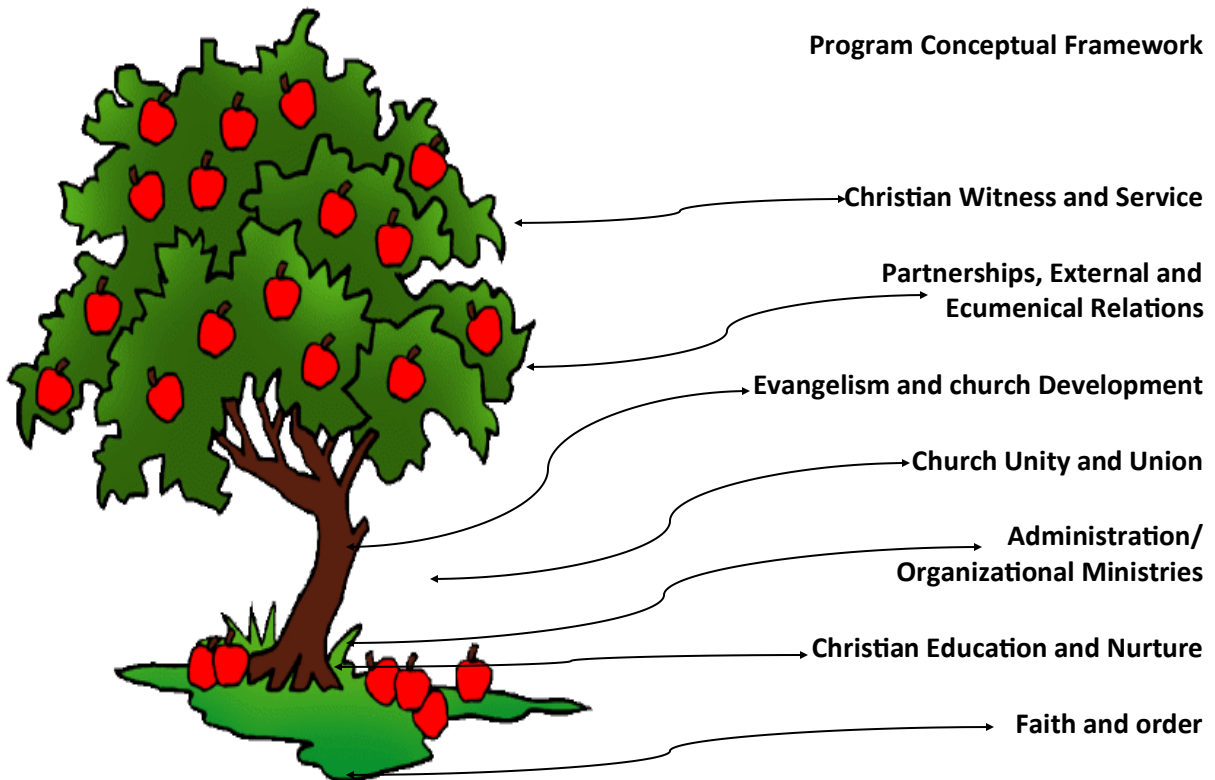
(Integrated Program Structure)

The Church programs or ministries are the expressions of its faith commitment and mission calling. They are the visible manifestations of the Church's being, doing and continuous knowing. They embody the Church's life-work as it journeys on towards its set goals.

The Church, in undertaking its programs, should ever be conscious that its overall mission is a gift of an opportunity to contribute to the working out of God's plan for the renewal and transformation of God's creation. It must recognize that part of such gift is to be called to be part of a task greater than any of its best efforts. It is an empowerment of the Spirit that can only be carried out as a humble and penitent response to what God has already done and is still doing by God's own grace and love. It is a privilege and a blessed opportunity to serve and be of meaningful use in the greater scheme of God for all creation.

As the Church continues its journey it seeks to recapture the essence of its basic ministries. These will be the expressions of the Church's faithfulness to the vision, mission and goals that it has laid out for the next years of its life-work. While working within the same organizational structure as provided in the 1995 Constitution and By-Laws, the ministries shall be so structured as to ensure effective integration and synergy of efforts, achieve optimum impact, sustain capability building and promote efficiency in the use of resources.

While it needs further refinement, the following conceptual framework shall be adopted.



As shown in the figure, the various ministries of the Church are parts of a whole. They need to be interconnected and integrated to express the whole life-work system of the Church. Like a tree in the garden of life, each ministry has a special focus or function. Each has specific processes that may vary from one ministry to another. However, not one, by itself, can represent the total life-work of the Church.

1.0 Faith and Order

The tree must have deep and strong roots. It takes its nutrients from the very earth where it is planted through its roots. The deeper and wider the roots reach out, the bigger and stronger the tree can grow and bear much fruit. It supports the whole tree.

The faith and order program shall seek to empower the whole Church with that faith and sense of calling to a task higher and greater than itself *and* its institutional concerns. It shall keep alive the Church's awareness of its own sense of transcendence and mystery and of the power and grace that lie at its calling and the very foundation of its being as a Church.

2.0 Christian Education and Nurture

The tree grows through the system that brings the nutrients to all its parts. The Christian education and nurture program sees to it that the tree is strong and healthy at all times, from its trunk to its branches to its leaves and its fruits, that it can weather all challenges inside and out.

3.0 Christian Witness and Service

A tree exists not for itself but to be part of a bigger whole. It must share its life forces and through its work give life to the rest of humanity. Unlike the fig tree that **Jesus** cursed, the Church must bear fruit, its faith must shine through.

4.0 Evangelism and Church Development

A healthy tree has many branches, as healthy as the main ones. This becomes so in the Church through its evangelism and church development ministry. The proclamation of the word may give rise to new faith communities. They, too must be nourished as parts of the whole, that they may bear more of the same fruits ... a witness to the goodness of the creator.

5.0 Partnerships, External and Ecumenical Relations

It is the tree's nature or being to spread its branches and reach out to others in the garden of life. Through its partnerships and ecumenical relations program, the Church builds bridges that makes possible the sharing of life forces.

6.0 Church Unity and Union

The Church receives vital nourishment that only its wider environment or those who dream the same dreams can provide. It gives in return its unique contribution that the Church alone can give, to enrich the whole journey to Shalom. The Church unity and union ministry of the Church provides guidelines as to the readiness of the Church to enter into special and/or long-term partnerships or unions.

7.0 Organizational Ministries

The life-work of the whole Church through its various programs or ministries are sustained through the effective and efficient management of the organization including all its resources and gifts. These include, among others:

7.1 Human Resource Development and Management

- capability building
- scholarships

7.2 Church Workers Benefits

7.3 Management Systems

7.4 Conflict management

7.7 General Administration

The organizational ministries keep the tree together. They see to it that that nutrients and all other life-giving resources are properly processed. It sees to it that resources are responsibly generated and shared, equitably allocated, available when needed, wisely used and at all times, properly accounted for. It ensures that needed program structures, human resources, management systems and conflict management processes are in place and that the capability of human resources are equal to program requirements. It looks after the well-being of its workers and secures sufficient and just provision of their needs. How the Church manages its organization and resources reflects its being as a responsible Christian steward.

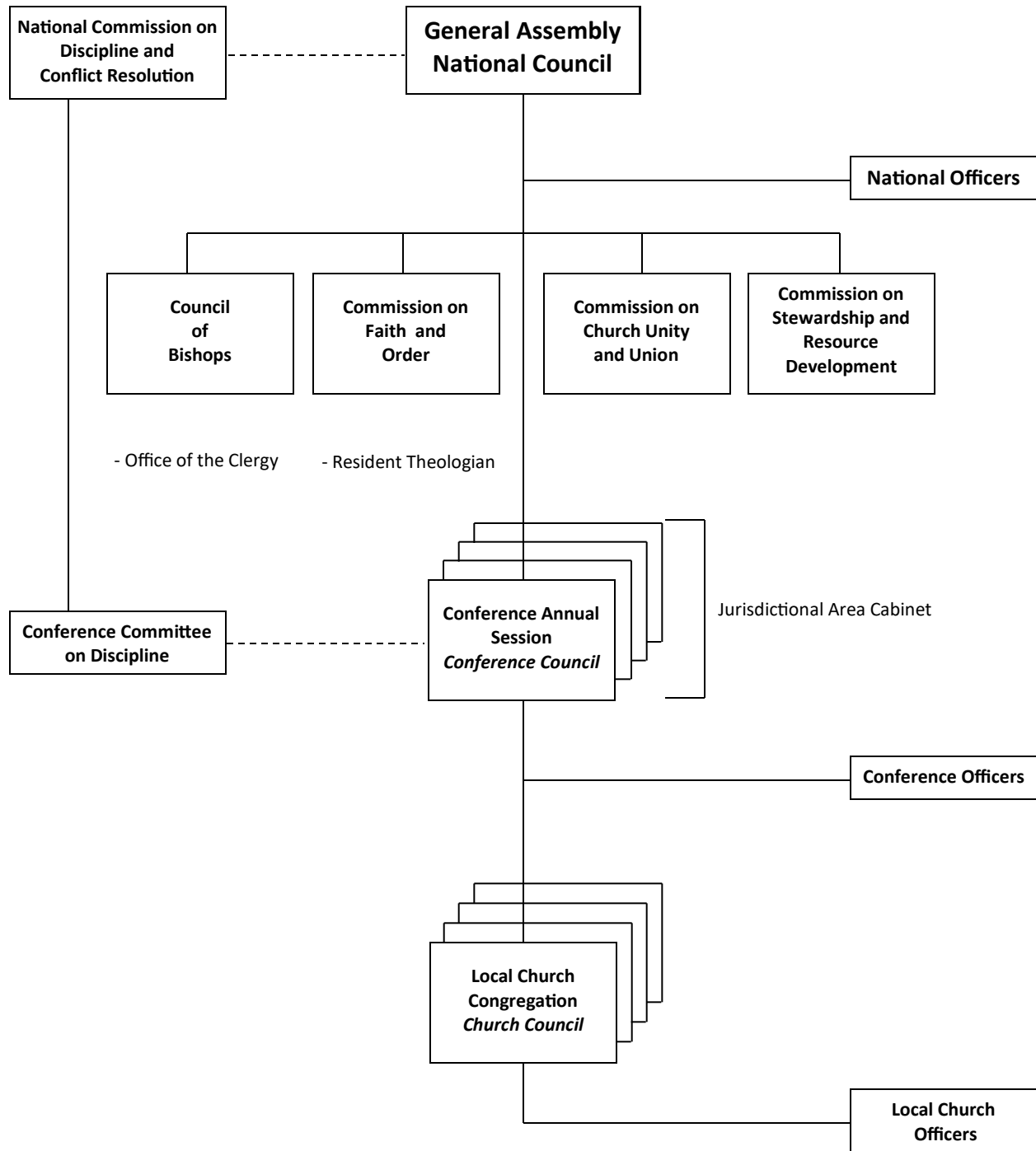
8.0 Christian Stewardship and Resource Development

This program focuses on the long-term development and regeneration of Church resources specially its real properties, for self-reliance and sustainability of the organization.

This Program Conceptual Framework must be differentiated from their apparently equivalent units or committees. In the planning and implementation of programs by the Local Churches and its support judicatories, may this framework help to provide the "big" picture of the total life-work of the Church to be able to distinguish the vital roles each part plays.

The carrying out of the life-work of the Church must be subject to a continuing process of renewal and transformation by way of continuous evaluation and re-examination on the basis of Jesus' own life, message, works death and resurrection. It is this Christ-centered paradigm or model against which the Church will have to continuously re-examine its own vision, mission, goals, programs and priorities.

Figure 1. UCCP ORGANIZATIONAL STRUCTURE



Judicial

Legislative

Executive

Figure 2. THE LOCAL CHURCH STRUCTURE

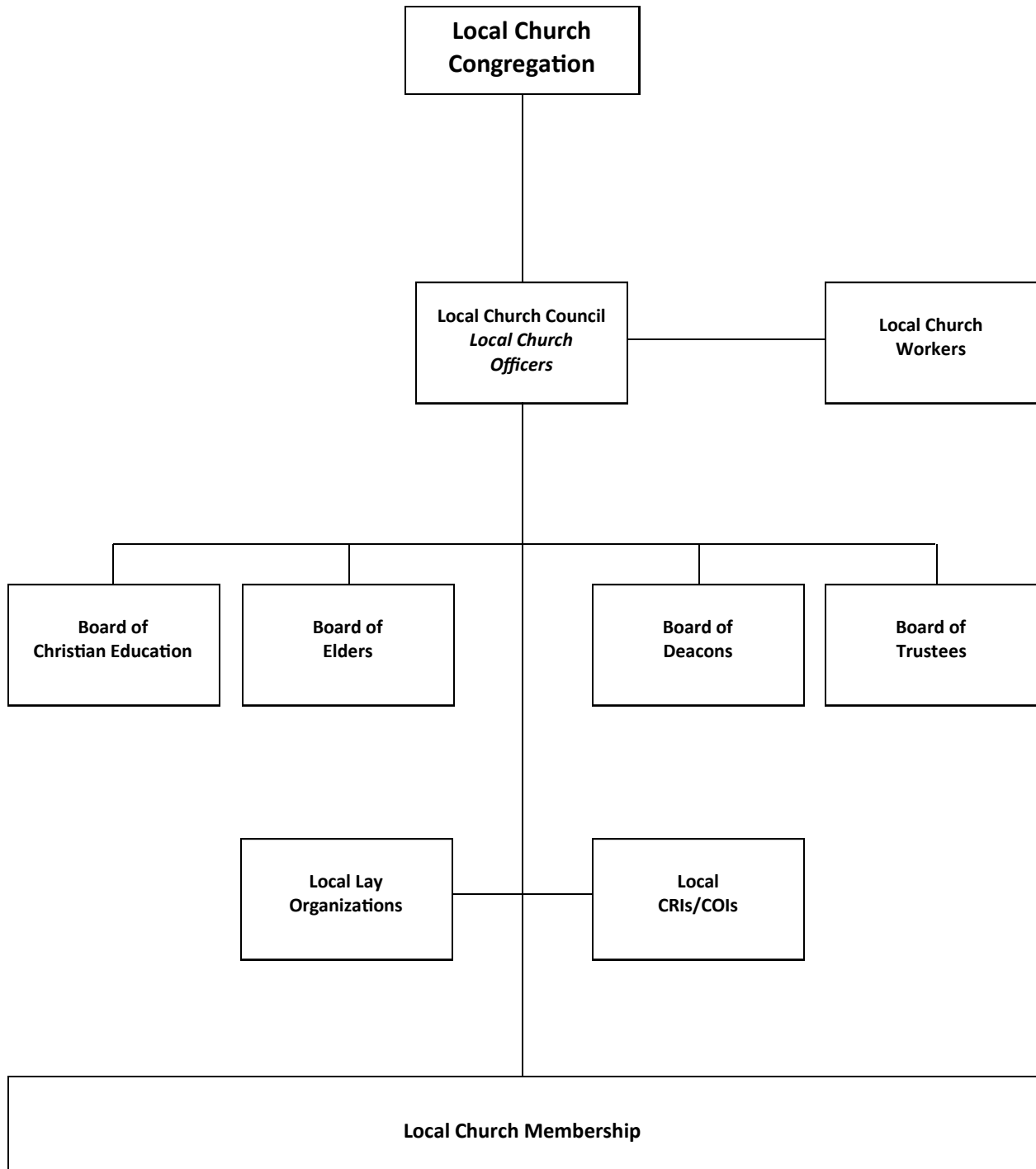


Figure 3. CONFERENCE STRUCTURE

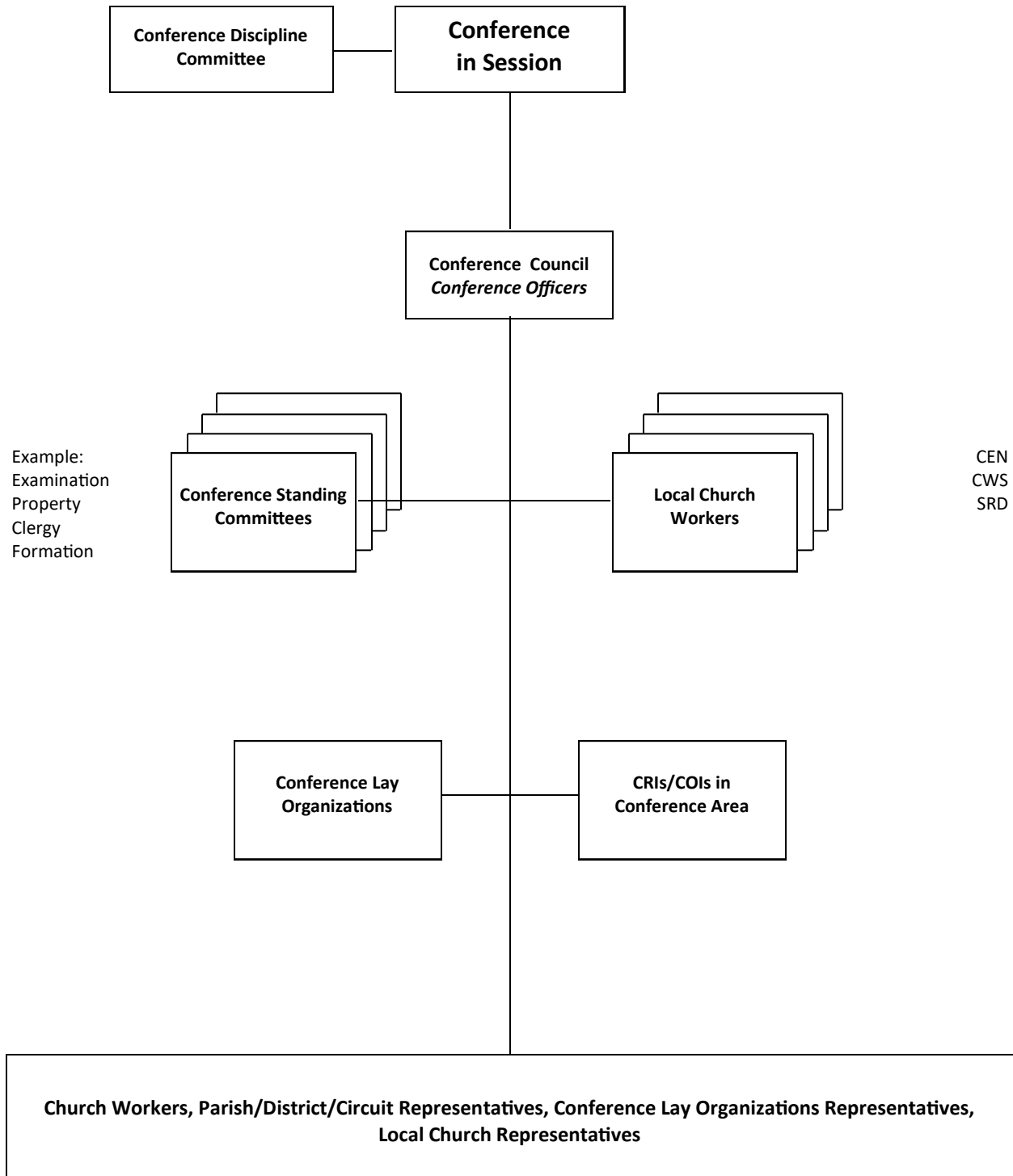


Figure A. JURISDICTIONAL AREA CABINET FUNCTIONAL STRUCTURE

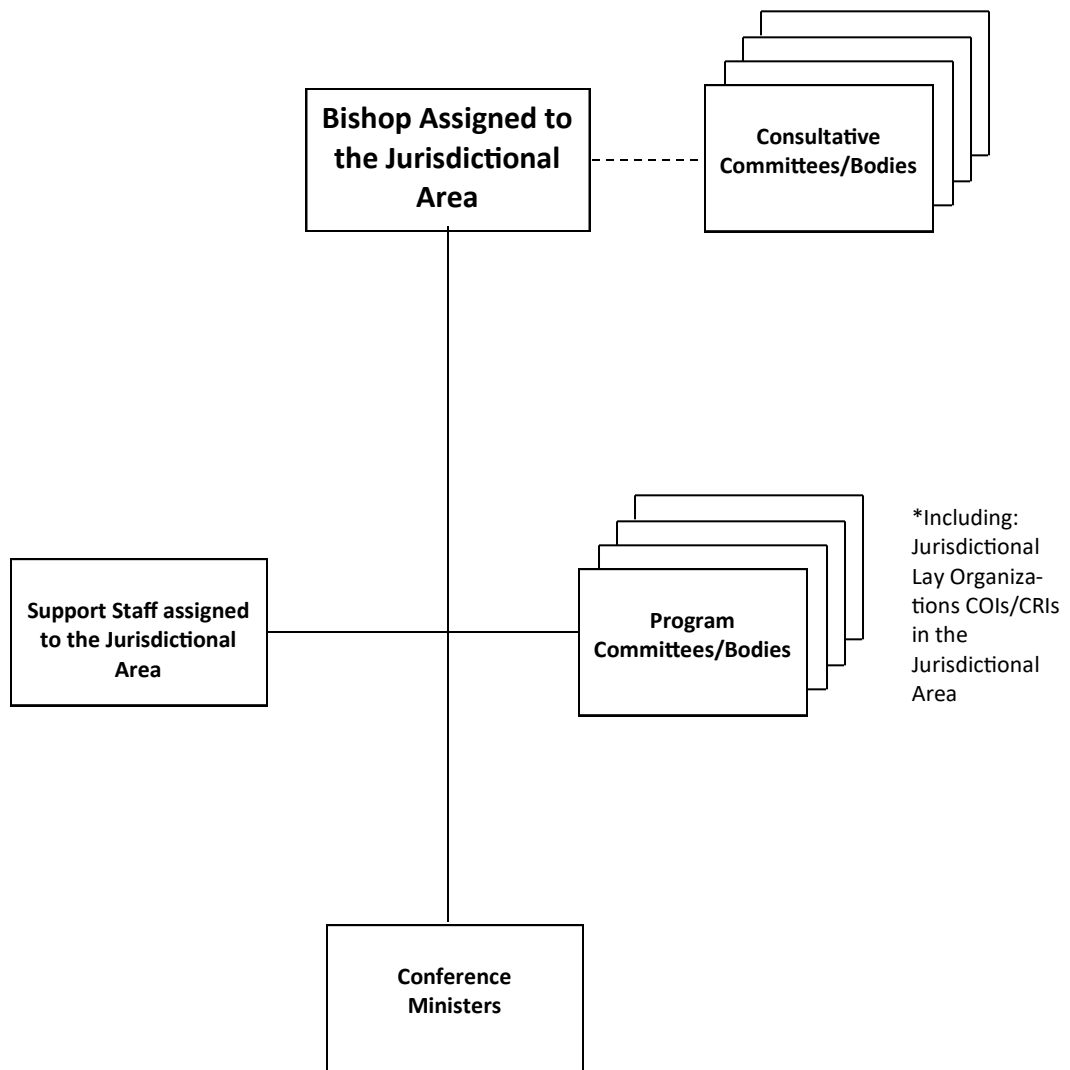


Figure B. NATIONAL SECRETARIAT FUNCTIONAL STRUCTURE

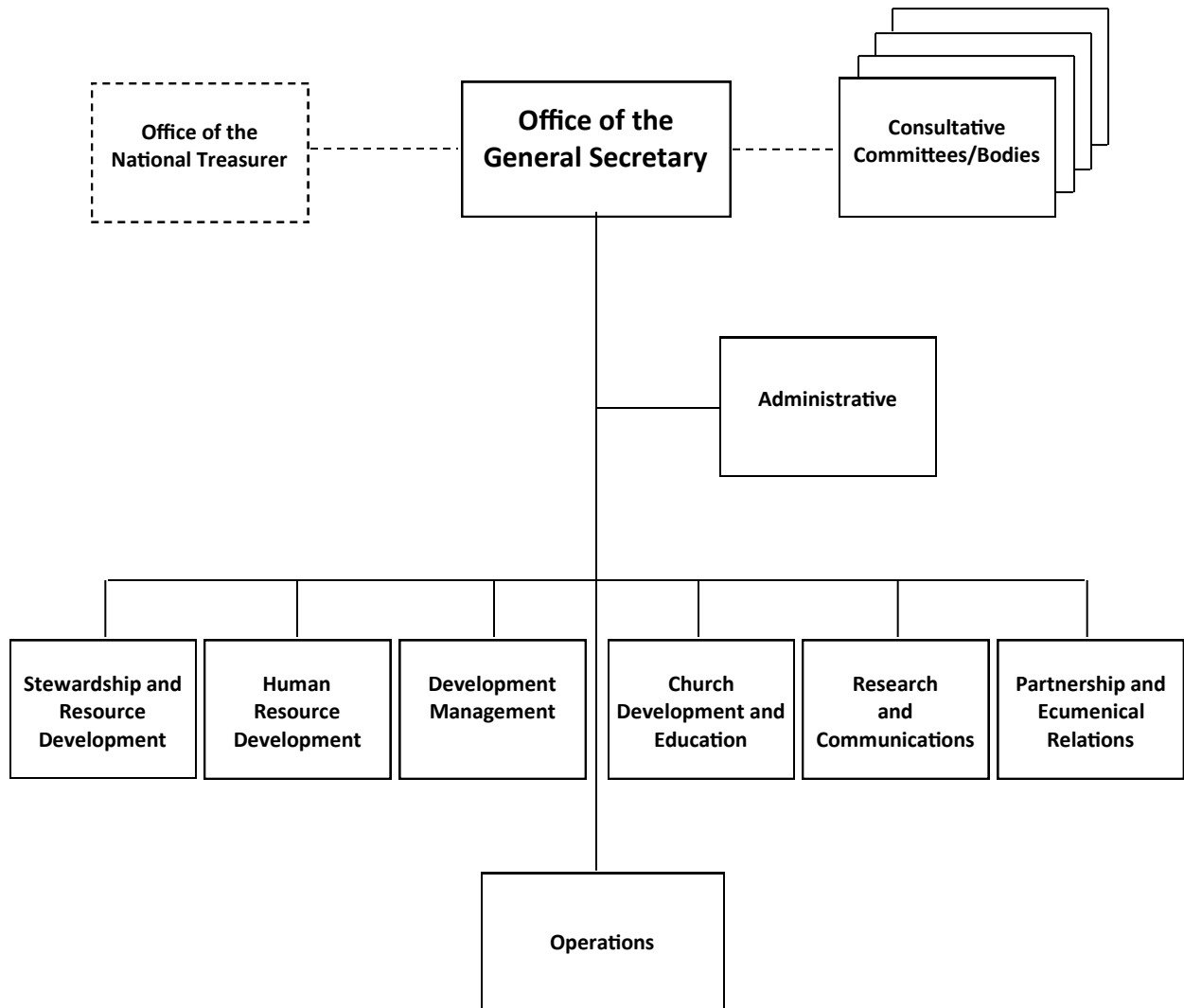
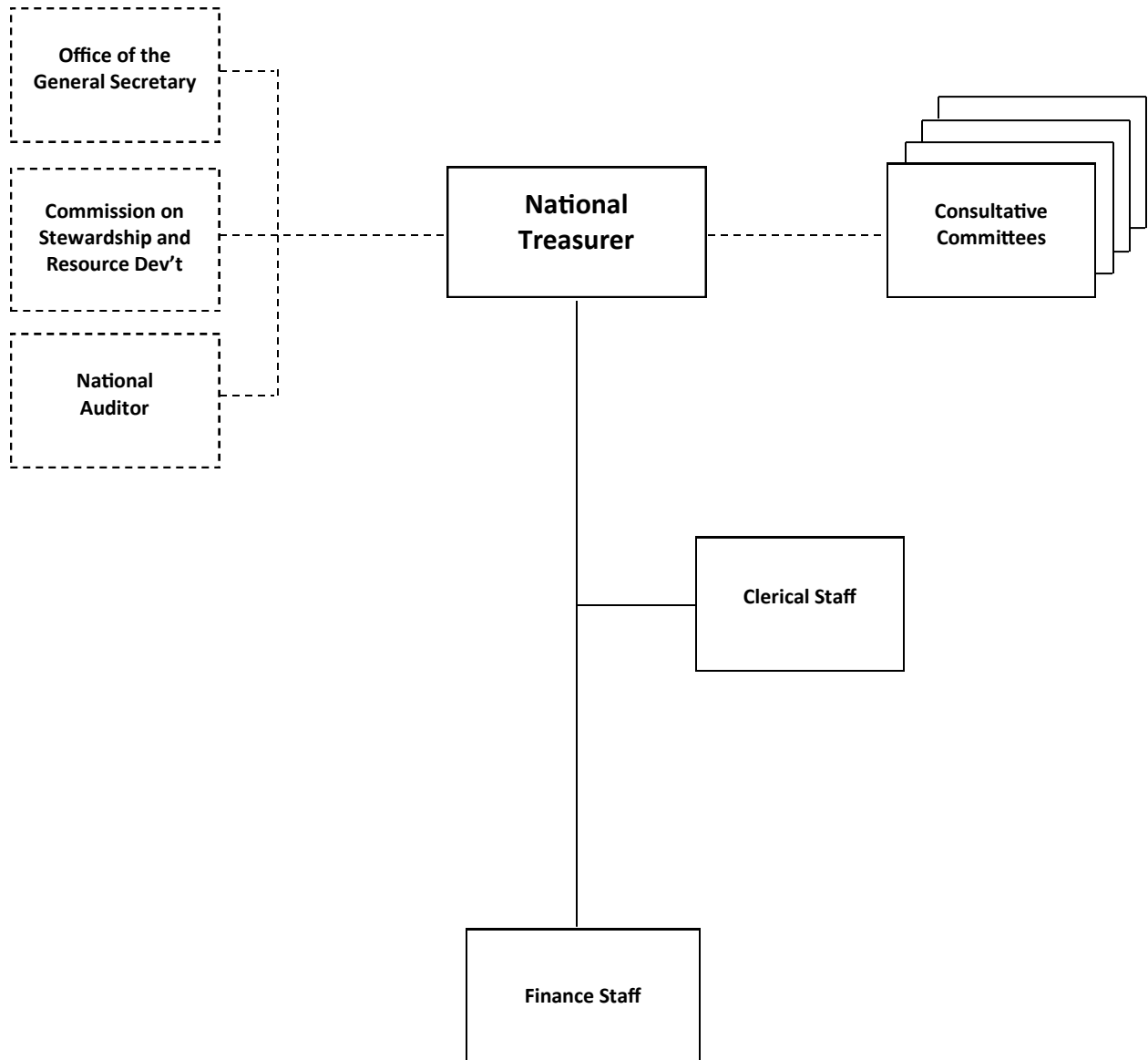


Figure B. NATIONAL SECRETARIAT FUNCTIONAL STRUCTURE



UCCP MANAGEMENT SYSTEM

System Title	Objectives	Features	Installation Implications
1.0 Planning, Monitoring and Evaluation System (PMES) <i>Translation of the Church's vision/mission into workable programs and activities; tracking work progress and assessing performance.</i>	1.1 To effectively integrate Church life-work within and across Church judicatories, including COIs, CRIs and CROs 1.2 To enhance organizational effectiveness 1.3 To generate comprehensive and timely information for sound policy decisions 1.4 To enforce more rationale resource generation, allocation and utilization 1.5 To enrich organizational processes	1.a Multi-level processes 1.b Synchronized processes across judicatories 1.c Flexible tools (forms)	<ul style="list-style-type: none"> initial planning processes to be given equal focus as content (e.g. <i>the forms are to be used as tools to facilitate participatory processes; not as substitutes</i>)
2.0 Management Information System (MIS) <i>Generation and management of records and timely sharing of vital information on Church life- work.</i>	2.1 To enrich data-based planning, programming and decision-making processes at all organizational levels 2.2 To enhance leadership/ membership accountability to total Church life-work 2.3 To facilitate efficient and timely data generation, retrieval and sharing for sound problem and decision analyses	2.a Multi-level records generation and management 2.b Comprehensive documentation of total Church life-work 2.c Integration with PMES	<ul style="list-style-type: none"> Review of existing records at all organizational levels. Setting up of basic records, where there are none, and structure (responsibility centers)
3.0 Financial Management System (FMS) <i>Handling, recording, tracking and assessment of all financial transactions as a faithful translation of responsible Christian stewardship</i>	3.1 To increase and sustain local resource base 3.2 To enhance the national character of the Church relative to resource generation and sharing 3.3 To enrich Church stewardship values and practices	3.a Pertinent Constitutional provisions institutionalization (i.e., wider mission support) 3.b Multi-level processes 3.c Sound financial and accounting principles and practices adherence 3.d Simplified financial management tools	
4.0 Project Development and Management System <i>Identification, conceptualization and packaging of programs or projects, securing funding support, monitoring and assessment of program or project performance.</i>	4.1 To effectively integrate total Church life-work through various projects 4.2 To increase the equitable distribution of opportunities for project development and management across judicatories 4.3 To increase percentage (A) of viable and sustainable projects in the various judicatories 4.4 To enrich organizational processes and capabilities on project development and management	3.a Coordinated projects planning and reporting across judicatories 3.b Simplified project development and management tools	<ul style="list-style-type: none"> Review/assessment of all assisted and proposed projects (local and foreign) for appropriate integration, coordination and/or assistance in keeping them updated/sustained Policy recommendations as to present project holders

Installation Plan:

1. Orientation/training of Systems installation team/s
2. Installation of systems in pilot judicatories
3. Systems debugging
4. Adoption to existing management systems and procedures at all levels
5. Use of "On-the-job" capability building strategies

The following Systems will be integrated in the Local Church Manual Series

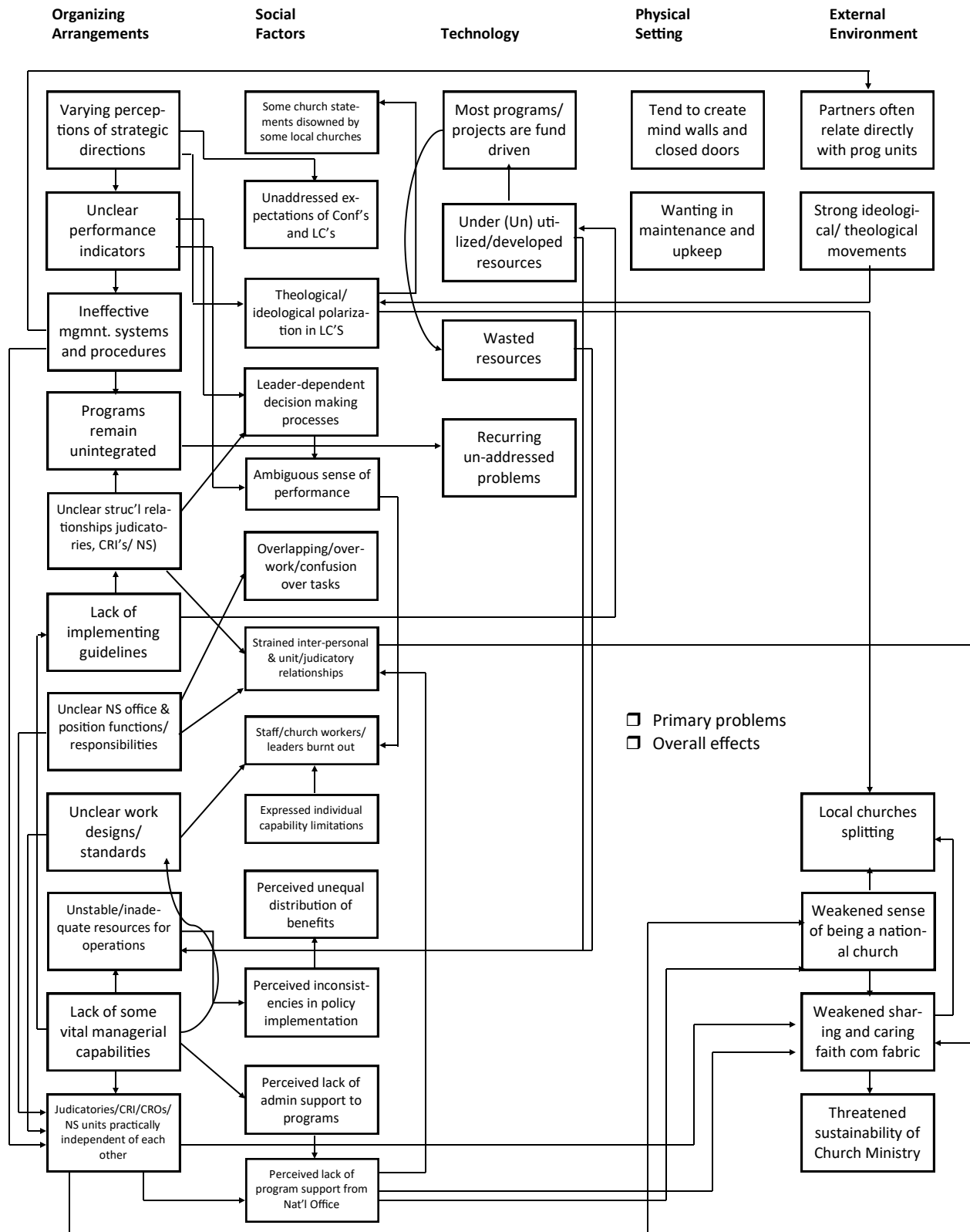
System Title	Objectives	Features	Installation Implications
1.0 Membership Management and Development System	1.1 To increase level of commonality on Church organizational membership across Local Churches nationwide 1.2 To ensure member-oriented programs and policies 1.3 To increase level of coordination between and among Church Related Organizations 1.4 To enhance leadership accountability and increase organizational effectiveness 1.5 To enrich Local Church character of being a growing, caring and sharing faith community	1.a Local church focused 1.b Strong sense of organizational accountability to members 1.c Comprehensive (womb to tomb; conception to resurrection!) 1.d Updated practices	<input type="checkbox"/> Adaptation to existing policies, guidelines and practices relative to membership development and management, consistent with the new Constitution and By-Laws <input type="checkbox"/> Possible integration of streamlining of some related manuals (e.g. membership acceptance, baptism, communion, etc.) <input type="checkbox"/> Integration of pertinent components into regular CEN programs
2.0 Church Workers Management and Development System	2.1 To institutionalize Constitutional provisions on Church workers (e.g., calling, etc.) 2.2 To sustain sound and responsive programs and policies on church workers management and development 2.3 To enrich "appropriate" life styles, work ethics and ministry work performance among church workers 2.4 To improve the quality of life of church workers and their respective families 2.5 To enrich life-work processes of local churches 2.6 To enrich fellowship among church workers	2.a Recognition of the "set-apart" role of church workers in the total life-work of the church	<input type="checkbox"/> Adaptation of proposed system to existing programs, policies, guidelines and practices relative to church workers development and management, consistent with the new Constitution and By-Laws <input type="checkbox"/> Possible integration or streamlining of some related manuals (e.g. ordination, clergy formation, etc.) <input type="checkbox"/> Integration of pertinent components into regular CEN programs, particularly on clergy formation <input type="checkbox"/> Development of enriched curriculum or supplementary curriculum for consideration of UCCP-related seminaries
3.0 Personnel Management and Development System	3.1 To enhance "healthy" personnel-management and personnel-personnel relations 3.2 To build and sustain highly motivated and qualified personnel 3.3 To increase quality job performance 3.4 To institutionalize sound personnel policy structure 3.5 To enrich organizational processes and effectiveness	3.a Consistent with pertinent labor laws and regulations 3.b Upholds basic personnel development and management principles and practices 3.c Participatory processes 3.d Performance Appraisal Sub-system	<input type="checkbox"/> Allow for transition period should some re-structuring and concomitant personnel actions be necessary

STAKEHOLDERS' ANALYSIS

Stakeholders	Expectations from UCCP	UCCP from Expectations Them
1.0 Local Church		
1.1 UCCP as a whole (leadership/ structural relationship)	<ul style="list-style-type: none"> • Basic guidance from leadership • Understanding the organization as a Church • Leading the Church to live out its prophetic role • Role models: morally, stewardship, attire, decorum, spirituality 	<ul style="list-style-type: none"> • Cooperation and coordination • Loyalty of members to the UCCP • Members as role models, too
1.2 Co-UCCP memberships, workers	<ul style="list-style-type: none"> • Visible in local church affairs (Bishops, CMs, officers) • Harmonious relationship and spirit of goodwill towards each other 	<ul style="list-style-type: none"> • Active involvement, support, dynamic response in UCCP • Good relationship—inter-conference, jurisdictional activities
1.3 Programs and Ministries	<ul style="list-style-type: none"> • Expect more inward looking ministries • Guidance and clear explanation on statements pronounced on issues affecting to us • Proper consultation and dissemination • Liturgical life that is "spiritually fulfilling" e.g. praise and worship • Materials relevant to the life of the local church • Regularity of materials for use 	<ul style="list-style-type: none"> • Openness—priestly and prophetic • Understand—internalize • Creativity to explore other meaningful expressions of worship • No outright rejection • Study and use materials, give comments for further improvement
2.0 Church Members	<ul style="list-style-type: none"> • Education materials unified for all levels, translated into different dialects • Membership logbook/directory/ membership profile • Finance the development of properties • To avail unified discounts from CRIs (hospitals and schools) • Hospitals to cater to the needs like establishing one health system • Schools to cater to the needs of members like raising educational standards • Strong evangelism program • Enforce the discipline of the church and provide continuing support for rectification • Members expect to be nurtured and cared for by the church 	<ul style="list-style-type: none"> • Loyalty to the UCCP • Responsible and committed members • Critically conscious of the regional, national and global realities and actively participate in the prophetic role of the church • Assist in financing the UCCP programs • Active participation in the implementation of program thrusts • Faithful and cheerful giving of their tithes/pledges and other offerings • Membership should be responsible in developing church properties for productive purposes to support the various ministries
3.0 Church Workers	<ul style="list-style-type: none"> • Church Worker's Kit: <ul style="list-style-type: none"> - Book of Common Worship - Bible, hymnal - Calendar Planner - Stole/vestments • A standard and decent salary • Church Workers' continuing education spiritual formation • SSS/increase pension for retirees • Housing program for all church workers 	<ul style="list-style-type: none"> • To campaign for stewardship vigorously • Faithfulness to the ministry (not sermons only) • Disciplined and simple life-style

Stakeholders	Expectations from UCCP	UCCP from Expectations Them
4.0 Wider Judicatories Definition: <ul style="list-style-type: none"> investor, placing a stake Principle of harmony and reciprocity 	<ul style="list-style-type: none"> Recognition from the UCCP Support in terms of venues and finance (22% assessment) Cooperation: information, knowledge Commitment: networking 	Recognizing the judicatories Support Cooperation Commitment
5.0 COIs, CRIs and CROs 5.1 Hospitals and Schools	<ul style="list-style-type: none"> Support/supply equipment of hospitals Continue to search for support, financial grant or support from overseas Moral boost More definite statement of UCCP expectations relative to relationship of CRIs to UCCP Organic relationship: e.g. constitutional, only when insolvent? It should be more than this More UCCP involvement in the total life of the institutions 	<ul style="list-style-type: none"> To sustain CRI operations with or without the church Distinctiveness of operation as “protestant”, UCCP; tangible service Insolvency of schools/institutions will provide additional assets to the UCCP
5.2 COI	<ul style="list-style-type: none"> Continue support in all aspects 	<ul style="list-style-type: none"> % of net income to be given back to the church Clarify relationships
5.3 CRO	<ul style="list-style-type: none"> Recognize CROs as an implementing arm and effective tool of the church in all levels Desk for the CRO Facilities of UCCP open to maximize their use Sense of belonging 	<ul style="list-style-type: none"> There should be more definite commitment to church programs—not identifying themselves as separate organizations (integration)
6.0 Community - Indigenous, Muslim, rural (farmers/fisherfolk), workers, urban poor, privileged class	<ul style="list-style-type: none"> For Muslim and IPs: <ul style="list-style-type: none"> respect, understand their culture continuous openness and work for eliminating Christian arrogance towards them For the marginalized/poor communities: to support in their struggle for better life For the privileged community: expect UCCP to be silent on issues affecting the marginalized 	<ul style="list-style-type: none"> To become believers/members Aware, sensitive, organized to struggle for their rights As partner in our programs on awareness, exposure, projects For the privileged, for them to share their resources and support the marginalized in their struggle for a better life
7.0 Government 7.1 Government	<ul style="list-style-type: none"> Spiritual formation Help in the delivery of social services Supportive of authority and programs To provide check and balance 	<ul style="list-style-type: none"> To be faithful and consistent in upholding the basic political, economic and socio-cultural welfare and rights of the people To be sovereign and independent in the formulation of its policies To respect the guiding principles of UCCP as defined by UCCP
7.2 Church members in leadership positions in government	<ul style="list-style-type: none"> UCCP recognition and support 	<ul style="list-style-type: none"> To infuse the UCCP guiding principles in his/her public life
7.3 Forces outside the government	<ul style="list-style-type: none"> To respect their cause To live out the statement of faith and declaration of principles of UCCP 	<ul style="list-style-type: none"> To be true to their cause To respect the principles of UCCP as defined by UCCP

Attachment "B"



The National Secretariat

- The 1995 1. UCCP Constitution provides:

"There shall be a National Secretariat, the members of which shall be appointed by the GS in accordance with the organizational and administrative structure of the UCCP."

- Further, the UCCP By-Laws provides:

"The National Secretariat shall serve as the administrative, coordinating and monitoring center of the Church in the overall implementation of its program"

Key Operational Concepts:

- The National Secretariat that includes the staff assigned to the Jurisdictional Areas, is the staff support arm of the General Assembly and the National Council. It provides necessary management services to help enable the whole Church structure operate and function effectively and efficiently consistent with the principles, spirit and mandates of the Church Constitution and By-laws.
- It is expected to provide support requirements to all national Bodies (i.e. General Assembly, National Council, Commissions, Council of Bishops, including National Church Organizations.
- As National Officers, the Chairperson, Vice Chairperson, General Secretary, Bishops, National Treasurer, and Auditor are not members of the National Secretariat.
- The General Secretary is the Executive Officer of the National Secretariat. S/he appoints its members based on a duly rationalized functional chart (i.e based on the strategic plan) S/He is accountable to the General Assembly for its performance.
- Essentially, the National Secretariat, undertakes organizational ministries that support the development of Church programs that emanate from and are implemented by the Local Churches and other judicatories
- Specifically, the National Secretariat, to be able to effectively discharge its function to serve as the *"administrative coordinating and monitoring center of the Church in the overall implementation of its programs,"* shall facilitate the following to sustain organizational unity and harmony in the Church:
 - ◆ Periodic participatory organizational diagnosis and strategic planning processes
 - ◆ Integrated annual planning and budgeting processes
 - ◆ Development, installation, debugging and maintenance of necessary Church management systems and procedures that involves all judicatories and Church bodies
 - ◆ Reporting to the General Assembly and the National Council on the State of the Church during the quadrennial General Assembly and the annual National Council meetings

Major Unit Functions and Responsibilities or Effectiveness Areas

Unit	Major Functions and Responsibilities or Effectiveness Areas
1. Office of the General Secretary	<ul style="list-style-type: none"> Facilitating Church organizational diagnosis and strategic planning processes Development and monitoring of the maintenance of necessary Church management systems and procedures Integration of Annual Plan and Budget, in coordination with the National Treasurer, subject to National Council approval Overall supervision and control of quadrennial thrusts and priorities approved by the General Assembly and the annual plans and budget approved by the National Council Preparation of State of the Church Reports to the National Council and General Assembly Setting up of the National Secretariat functional structure, consistent with the approved strategic plan and ensuring the human power complement accordingly Sustained consultation and institutionalization of integrative management processes through consultative bodies, executive committees/cabinet Internal and external communications management including proper dissemination, monitoring and control Pastoral Managerial Network/partnership maintenance Internal and external communications management including proper dissemination, monitoring and control Coordination of staff support to national body meetings (e.g. pre-meeting arrangements, documentation and follow through of resultant activities, etc.)
2. Administrative	<ul style="list-style-type: none"> Central records management, consistent with the Management Information system Library and book store management, in coordination with the Faith and Order Commission, Stewardship and Resource Development Office, Communications and Research Unit and the Finance Unit Central Office supplies and equipment procurement and administration/maintenance Reception of National Office guests Processing of official travels General services (e.g. building <i>and</i> facilities allocation, maintenance and repair, messengerial, motor pool, etc.)
3. Accounting	<ul style="list-style-type: none"> Preparation of Annual Budget for the National Secretariat based on the integrated Annual Plan and Budget Integrated Budget monitoring and control Financial accounting and cashiering management Preparation of financial statements
4. Human Resource Development	<ul style="list-style-type: none"> Development and overall management of comprehensive and integrated church human resource management and development program in cooperation with the various judicatories and church organizations/institutions concerned, to include: <ul style="list-style-type: none"> Ministerial/Church Workers Church leaders/enablers Professionals and skilled work force Personnel
5. Development Management	<ul style="list-style-type: none"> Development of faith rooted and community-oriented church trailblazing ministries consistent with the approved church strategic plan and subject to the review of the Faith and Order Commission Review and evaluation of and orientation, managerial and technical support to special project proposals from various judicatories and units

Unit	Major Functions and Responsibilities or Effectiveness Areas
6. Church Development and Education	<ul style="list-style-type: none"> • Development of education materials for general membership (e.g. adults, youth, children, families, etc.), in cooperation with the various Church Judicatories, consistent with the approved Church strategic plan and subject to review of the Faith and Order Commission • Development of materials and guidelines on evangelism and Church growth, subject to review of the Faith and Order Commission • Coordination with Church-related Schools on Church-oriented curricular and co-curricular offerings and relationship guidelines • Development and institutionalization of the use of liberating teaching-learning methodologies and processes in coordination with the Communication and Research and Human Resource Development Units • Staff support to Commission on Faith and Order and Church Lay Organizations.
7. Communication and Research	<ul style="list-style-type: none"> • Research studies relative to the total life-work concerns and issues of the Church as may be identified/requested by units/judicatories concerned (e.g. national/global socio-economic issues and concerns, liberating teaching-learning methodologies/technologies and other processes, Church judicatory based or related research issues and concerns, etc.) • Newsletter preparation, publication and circulation • Development of other media (e.g. audio-visual, "small media" like posters, radio, etc.) for issue projection and popularization, and education purposes, subject to review of the Faith and Order Commission • Publication and timely dissemination of approved <ul style="list-style-type: none"> - education and other print guide/reference materials produced by units concerned in the National Secretariat - research study results • Orientational, managerial and/or technical staff support to multi-media programs of judicatories concerned
8. Partnerships and Ecumenical Relations	<ul style="list-style-type: none"> • Development/review of church orientation on partnership and ecumenical relations, subject to the approval of the General Assembly • Assist in the development, monitoring, and evaluation of Church partnerships • Development, popularization and monitoring of strategies to institutionalize partnership programs at the jurisdictional, conference and local church levels • Staff support to Commission on Church Unity and Union
9. Stewardship and Resource Development	<ul style="list-style-type: none"> • Development of the comprehensive Church Property Development and Resource Development and Management Program, consistent with the strategic plan and long-term financial plan of the Church and in cooperation with judicatories concerned • Data banking on Church properties for future database • Titling or documentation of Church properties <ul style="list-style-type: none"> - development and utilization of Church properties in coordination with judicatories concerned subject to confirmation of the National Treasurer as the property custodian - other resource generation projects/programs of various judicatories • Provide managerial and technical assistance to judicatories in the development and implementation of resource development projects or programs
10. Development Management	<ul style="list-style-type: none"> • Installation, debugging and monitoring of the maintenance of the basic management systems and procedures at the Jurisdictional areas and Conference levels • Integration of program and operational support needs of the jurisdictional areas • Coordination of the delivery of support services from the National Secretariat to the Jurisdictional Area/Conferences • Program and "field" operations monitoring and evaluation • Managerial and technical support to the Office of the Bishop assigned to Jurisdictional Areas

SWOT Analysis

Attachment "C"

<p style="text-align: center;">INTERNAL ENVIRONMENT</p> <p style="text-align: center;">EXTERNAL ENVIRONMENT</p>	<p>STRENGTHS</p> <ul style="list-style-type: none"> • Opportunities for individual development (wide exposure) • Programs of direct services to people • Apparent gender sensitivity • "Space" to develop programs • "Normally equipped" offices • Shared commitment/conviction to be part of church ministry • Acceptance of weaknesses; openness to change • Apparent sense of history • Continuing ministry over 50 years • Sense of freedom (time management/creativity) • Significant interpersonal relationships/friendships • Defined Church Mission of service to people • Acceptable pay & basic benefit package • Some "Church consistent" administrative policies • Congruency of organizational and personal vision of society • Meaningful work relationships within units • Management trust and confidence • Consultative processes 	<p>WEAKNESSES</p> <ul style="list-style-type: none"> • Un-integrated programs • Unclear performance indicators • Mostly fund-driven programs/projects • Capability limitations • Wasted Resources • Units practically independent of each other • Strained interpersonal/unit relationships • Cases of staff burn out • Overlapping/overwork/confusion over tasks • Weak sharing and caring community fabric • Wanting in maintenance and upkeep • Recurring unaddressed problems • Perceived lack of admin support to program units • Under (un)utilized/developed resources • Unstable/inadequate operational resources • Ambiguous sense of performance • Lack of some vital managerial capabilities • Unclear strategic directions • Unclear structural relationships • Unclear unit/office functions/responsibilities • Unclear position and job descriptions • Ineffective management systems and procedures • Leader dependent decision-making processes • Judicatories' perceived lack of support from NO • Perceived inconsistencies in policy implementation/distribution of benefits • Unclear work design/standards
<p>STRENGTHS</p> <ul style="list-style-type: none"> • Presence of many people's organizations and NGOs in areas • Facility of communication • Growing openness to Bible study • Sustained acceptance of NGOs as alternative delivery system of services • Increasing sources of financial support • Increasing mission ground/field 	<p>S-O STRATEGIES</p> <ul style="list-style-type: none"> • Provide adequate opportunities for integrating teaching/learning, caring-sharing and action experiences for members of the local churches • Development of relevant community programs of local churches for direct service to their immediate communities • Strengthening of relationship with partner churches, nationally and globally 	<p>W-O STRATEGIES</p> <ul style="list-style-type: none"> • Aggressive promotion of the UCCP VMGSP in the local churches using available and appropriate communication facilities • Strengthening relations with current and potential sources of funds and financial support • Linkaging with other pro-people groups • Use of CRIs for value formation
<p>THREATS</p> <ul style="list-style-type: none"> • Gradual disintegration of basic family structures • Proliferation of dehumanizing products of science and technology • Growing influences towards moral degradation • Growing sources of group conflict and division • Growing security risks in work areas • Gradual depletion of capable human resources • Decreasing sources of financial support • Growing environmental calamity risks 	<p>S-T STRATEGIES</p> <ul style="list-style-type: none"> • Open frontier programs/local churches in new areas of mission • Tapping of facilities and services of non-church agencies where our members are in positions of influence 	<p>W-T STRATEGIES</p> <ul style="list-style-type: none"> • Sustained organizational renewal and development efforts

The Jurisdictional Area Cabinet

Attachment "D"

<p>The 1995 UCCP Constitution provides in Article VI Section 19 that the Jurisdictional Cabinet shall have the following duties and functions:</p> <ol style="list-style-type: none"> 1. To coordinate and correlate the work of the Conferences and promote such programs, projects and activities as shall be undertaken jointly in the jurisdictional area, consistent with the program thrusts of the General Assembly; and 2. To provide spiritual care and nurture, fellowship and mutual support among leaders and Church Workers within the jurisdictional area. 	
Position	Major Functions and Responsibilities
1. Bishop	<p><i>The 1995 Constitution provides:</i></p> <ul style="list-style-type: none"> • Collegial shepherds of the Church • Presiding officers of their respective Jurisdictional Area Cabinets <p><i>The By-Laws provides:</i> The Jurisdictional Bishop shall:</p> <ul style="list-style-type: none"> • Serve as the pastor of pastors by exercising pastoral care and responsibility with the Church workers of his/her Jurisdictional Area; • Call and preside over the meetings of the Jurisdictional Area Cabinet; provided that in his/her absence or incapacity, the Jurisdictional Area Cabinet shall elect from among the Conference Ministers a temporary presiding officer; • Implement a systematic program of visitation, consultation and promotion of programs of the General Assembly in the Conferences; • In consultation with the Conference Ministers, coordinate scheduling of, and attend, the annual sessions of the Conferences within his/her Jurisdictional Area; • Officiate the ordination of candidates for the ministry; and • In the absence of the Conference Minister and Deputy Conference Minister, perform their duties and functions until one has been duly elected.
2. Conference Ministers	<p>As the <i>spiritual leader, shepherd and chief executive of the Conferences</i> within the jurisdictional area:</p> <ul style="list-style-type: none"> • Report on or share the life work of their respective Conferences; • Articulate the issues, needs and concerns of the Local Churches and Church Workers in their respective Conferences • Participate in problem and decision analysis and conceptualization, management, monitoring and evaluation of programs, projects and activities that shall be undertaken jointly in the jurisdictional to address common issues, needs and concerns of the Conferences and Local Churches and Church Workers in the jurisdictional area.
3. Program Committees	<p><i>Including Jurisdiction Church Lay Organizations as implementing arms, COLs/CRLs in the jurisdictional area, and such program committees as may be organized among Conference leaders in the area, as needed, they:</i></p> <ul style="list-style-type: none"> • Share the life and work of their respective organizations in the jurisdictional area in the light overall vision and mission of the Church • Participate in problem and decision analysis and conceptualization, management, monitoring and evaluation of programs, projects and activities that shall be undertaken jointly in the jurisdictional to address common issues, needs and concerns of the Conferences and Local Churches and Church Workers in the jurisdictional area. • Take on major roles and responsibilities in the implementation of such programs, projects and activities and incorporating these in their respective plans and programs as organizations and institutions
4. Support Staff assigned to the Jurisdictional Area	<ul style="list-style-type: none"> • Provide the necessary managerial, technical and clerical staff support to the life and work of the Church in the jurisdictional area, as determined in the Jurisdictional Cabinet, consistent with the overall directions and guidelines set by the General Assembly; • Monitor and periodically report to the Bishop assigned to the Jurisdiction on salient developments, issues and concerns in the implementation of such programs, projects and activities in the jurisdictional area • See to it that developments, issues and concerns in the jurisdictional area are integrated into the problem and decision analysis of the whole Church through the responsible/designated organizational units, following approved systems and procedures.
5. Consultative Bodies	<p>Organization of like groups, partner organizations or institutions and the like that are operating in the jurisdictional area, that the Bishop assigned to jurisdictional area concerned may consult from time to time,</p> <ul style="list-style-type: none"> • Articulate issues and concerns affecting their respective sectors in the jurisdictional area and participate in the analysis of such issues and concerns and in coming up with alternative actions to address them in partnership with the Church in the light of its overall vision, mission and goals; • Explore possible joint undertakings with the Church in the jurisdictional area addressing common issues and concerns.

THE LOCAL CHURCH MANAGEMENT MANUAL

(Content Outline)

FOREWORD

This Manual is one of several volumes specially prepared for the Local Churches (*name the others*) and therefore should be used in conjunction with the others.

Chapter 1. The Local Church

Brief introduction affirming the Primacy of the Local Church in the total life-work of the Church.

- 1.1 As a Faith Community (*common heritage*)
 - Biblical images and references
 - Gospel "mandates"
- 1.2 As a Historical community (*variations in historical beginnings*)
 - Founding highlights
 - Life-work highlights and uniqueness as part of a "mother" Church (*focus on unique heritage of each UCCP founding Church/denomination*)
- 1.3 As a UCCP Juridical community (*being part of a bigger community on a common journey*)
 - Organic union references (*commitments and common aspirations*)
 - Pertinent Constitutional provisions
 - Life-work highlights for the 1st 50 years or 1st jubilee (*pertinent results of the Organizational Diagnosis*)

Chapter 2. The Journey Towards the Next Jubilee (*the Strategic Plan, essentially*)

- 2.1 Initial processes (*continuing self-examination*)
- 2.2 Reaffirmation of common vision and mission
- 2.3 Efforts at defining common goals or performance indicators or guidelines
- 2.4 Basic strategies
- 2.5 Integrated program structure
- 2.6 Structural relationships
 - Local Church basic structure
 - Higher judicatories as support structures
- 2.7 Implementing guidelines (*essentially the management systems*)
 - Need for records
 - Need for Constitutional and basic organizational processes
 - Need for responsible stewardship of financial and other resources
 - Need for viability of special projects

Chapter 3. The Local Church Management Records

A brief Introduction why a Local Church needs to keep basic management records.

(*What, who will use them, how they can be generated, updated, maintained, responsibility for their safe-keeping, turn-over*)

- 3.1 Membership
 - Includes a brief introduction on the importance of Church membership.
- 3.2 Resources
 - Includes a brief introduction on how the Local Church should look at resources.
 - Properties
 - Finances
- 3.3 Life-work
 - Includes a brief introduction on the "scope" of Local Church life-work.
 - Church Rituals (baptism, dedication, wedding, funeral, etc.)
 - Church Story

NOTE: It will be noted that Records of Church Workers will be maintained at the Conference level

Annexes:

- ☐ Membership Profile Form
- ☐ Membership Book Sample Format
- ☐ Member Milestones Form
- ☐ Property Profile Form
- ☐ Church Ritual Books Format
- ☐ Church Story Sample Format
- ☐ Minutes of Meetings Sample Format

Chapter 4. The Local Church Management Processes

Brief introduction on basic Local Church management concepts, principles and practices.

(Why, how, responsibility centers)

- 5.1 Planning and Budgeting
 - Local Church
 - Local Church Committees/BoardsIndividual leaders concerned
- 5.2 Capability building
 - Materials adaptation and utilization
 - Leadership development
 - Church management (problem solving, decision making)
 - Services enhancement (e.g. counseling, conflict management, grassroots theologizing, etc.)
- 5.3 Keeping track of Local Church life-work
 - Program monitoring and supervision
 - Financial monitoring and control
- 5.4 Conflict management
 - Conflict resolution
 - Arbitration
- 5.5 Assessing Local Church life-work
 - Program evaluation
 - Performance evaluation
 - Financial audit

Annexes:

- ☐ Goals, Key Result Areas and Performance Indicators
- ☐ UCCP Planning process and Monitoring Flow
- ☐ Local Church Annual Plan and Budget Form
- ☐ Local Church Committee/Board Commitment Sheet Form
- ☐ Individual Commitment Sheet Form
- ☐ Local Church Report Form
- ☐ Local Church Committee/Board Accomplishment Report Form
- ☐ Individual Accomplishment Report Form

Chapter 5. The Local Church Special Projects

- 5.1 What constitute Special Projects
- 5.2 Perspective on Local Church Special Projects *(basic guidelines on Local Church special projects)*
- 5.3 Project Development and Management System as it applies to the Local Churches

Annexes:

- ☐ Matrix on Project Types and available support mechanisms
- ☐ Sample Feasibility Study Format

Installation Manual

Planning, Monitoring and Evaluation System

1.0 Rationale

The life-work of the whole Church is characteristically judicatory-oriented. Its national character remains elusive.

Major characteristics of the present UCCP planning, monitoring and evaluation system:

- 1.1 Some judicatories have plans/programs and budget, some do not. Resource generation and sharing become segmented and compartmentalized. Therefore there are wide gaps in life-work across judicatories.
- 1.2 Judicatory reports are varied and often miss out on vital organizational concerns. Reaction time to judicatory needs and concerns, therefore, are drawn out; some critical ones remain unaddressed, at best; and unrecognized at worst.
- 1.3 General Assembly set program thrusts and priorities are not adequately addressed by program areas nor translated at various judicatory levels.
- 1.4 Overall organizational performance of the whole Church at any point in time cannot readily be determined. Capability building become sporadic and processes not sustained.

The proposed system is designed to complement and enhance the integration and synergy with other necessary management systems for effective, efficient and sound organization and program management. It is anchored on the UCCP constitution and by-laws and Strategic Plan.

2.0 Objectives

The proposed System aims to facilitate establishment of the national character of the Church. It seeks to provide the mechanism with which the whole organization can adequately and soundly translate its vision, mission and goals into sustainable plans and programs at all levels, cognizant of prevailing realities and cultural particularities. Specifically, the system is designed to achieve the following:

- 2.1 Institutionalize integrated planning and evaluation processes within the whole organization;
- 2.2 Minimize gaps in addressing Church programs and ministries;
- 2.3 Generate timely reports on pertinent aspects of life-work of the whole organization in general and of the various judicatories, in particular; and
- 2.4 Broaden sharing/reach and use of organizational resources among judicatories and levels.

3.0 Features

3.1 Planning

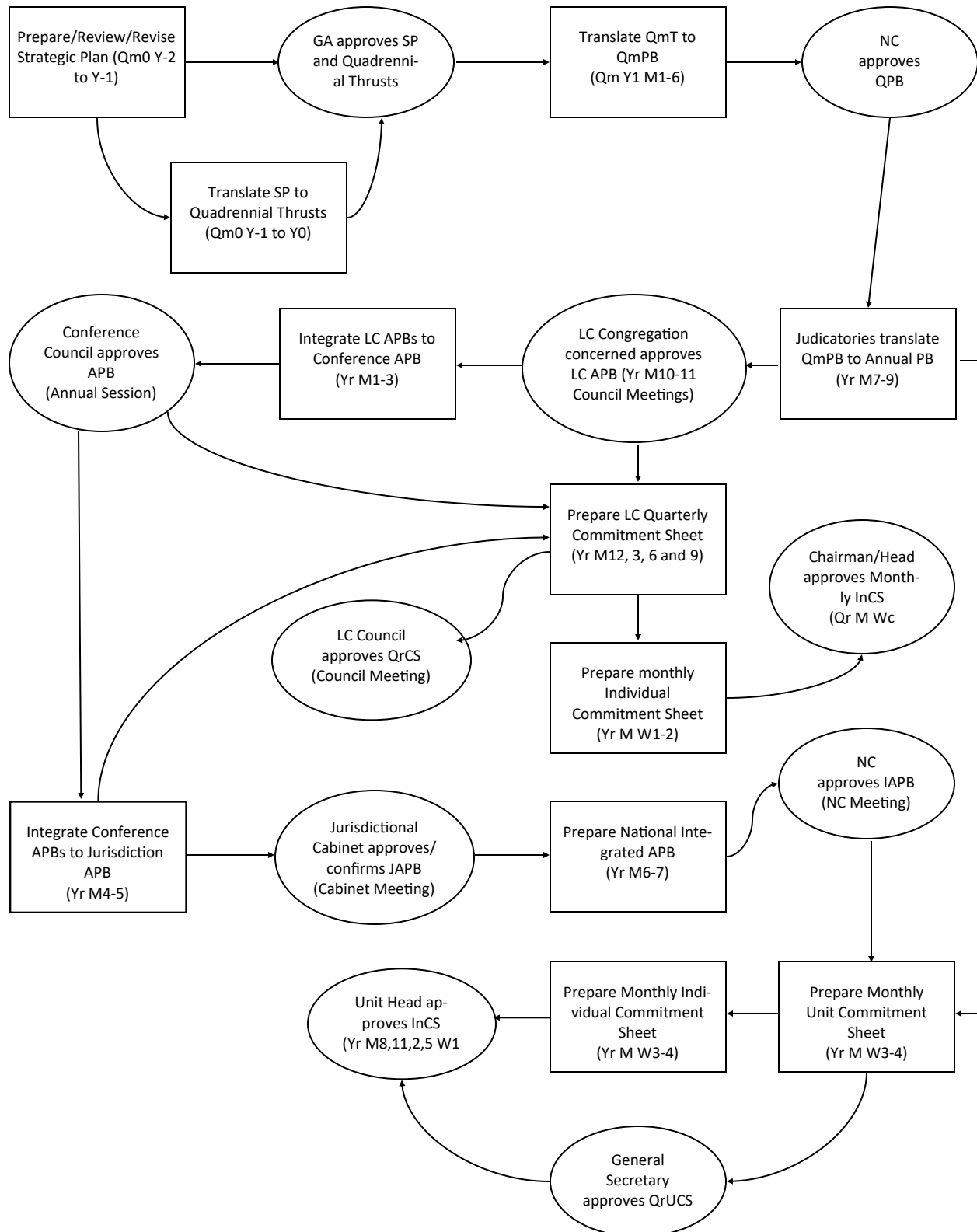
3.1.1 Elements

Planning Tool	Original Level	Period Covered	Basic Contents	Responsibility	Approving Authority	Planning Period
Strategic Plan	National	10-20 years (subject to review every 4-5 years)	UCCP VMGSP	All judicatory heads (to be packaged by National Secretariat)	General Assembly	Within 2 years prior to scheduled General Assembly
Quadrennial Plan	National (including national organizations and institutions)	4 years (subject to review every year)	Quadrennial goals, program thrusts and financial plan of the whole church	Jurisdictional cabinets, National Officers of CMOs, etc., COI/ CRI Boards, National Secretariat (to be packaged by the National Sec't)	National Council	Within period between the GA and the 1 st National Council meeting

Planning Tool	Original Level	Period Covered	Basic Contents	Responsibility	Approving Authority	Planning Period
Judicatory Annual Work Program and Budget	All judicatory levels	1 year	Judicatory annual targets, programs and budget (including commissions and working committees)	Constituent judicatories per jurisdictional area (to be summarized at the jurisdiction level by the jurisdiction staff)	Judicatory councils concerned (LC congregation, CMO Boards, Conf. Council, Jurisdiction Cabinet)	Within 3 months after the General Assembly, before the first scheduled Jurisdictional Cabinet meeting
Integrated National Annual Plan and budget	National	1 fiscal year	Summary annual targets, programs and budget of the whole church	National Secretariat (Program Heads)	National Council	After the 1 st Jur'I Cabinet meetings and before the 1 st National Council meeting
Judicatory Quarterly Commitment Sheet	All judicatory levels	3 months (subject to updating based on NC actions)	Quarterly targets, programs and budget of each judicatory	Judicatories concerned: LC, Conference/ Jurisdictional CMO, CRI/COI, Commissions/ Committees Jurisdiction	Judicatory Councils concerned: LC Council, BODs, Conf. Councils, Jurisdictional Cabinet	Within 1 month prior to start of next quarter (meetings for CS approval purposes to be scheduled accordingly)
Support Staff quarterly Commitment Sheet	All organizational judicatory levels (local, parish/ district, conference, jurisdiction and national	3 months	Program units' targets and work plan and budget for the quarter (including LC/ Conference working/ program committees)	Heads of Program Units, including Jurisdictional staff	General Secretary in consultation with Council of Bishops	Within 1 month prior to start of next quarter
Monthly Commitment Sheet	All organizational judicatory levels	1 month	Individual work targets (expected outputs), activities, schedules and resource requirements	Individual Church workers and staff	LC Council concerned for LC workers; Head concerned for unit/program staff; GS for national program heads/directors	25 th day of each month

NOTE: Jurisdiction level programs of CMOs, CRIs and COIs shall be reflected/integrated with their respective Jurisdiction Annual Work program and budget.

3.1.2 Planning Process Flow



3.2 Monitoring

3.2.1 Elements

Monitoring Tool	To be prepared by (Unit & Person Responsible)	Frequency and Cut-off Date	Basic Contents	To be submitted to (Receiving Unit/ Person)	Actions Required	Remarks
Individual Accomplishment Report	Each Church Worker and staff at all levels	25th of every month	<ul style="list-style-type: none"> Major accomplishments Major deviations and reasons Actions taken and to be taken Needed support Narrative reflections, insights 	Judicatory/ Unit Head concerned/ Immediate supervisor *For Church workers w/ assignments, copy furnish Conf. Min.	<ul style="list-style-type: none"> Discussion of report highlights within the unit. Unit agreements & resolutions on issues raised. Commitments of support, if any. 	Report to be submitted together with the Individual Commitment Sheet for the next month
Judicatory/ Unit Accomplishment/ Assessment Report (Minutes of assessment meeting)	(Office of the) Head of each Judicatory or Prog Unit (Result of Judicatory or Unit group assessment)	Quarterly within the same period as in the preparation of the QrCS for the next quarter.	<ul style="list-style-type: none"> Major accomplishments Assessment highlights - internal strengths & weaknesses - external issues/ concerns Resolutions Recommendations 	Office of the CEO of the next higher Judicatory. For the Jurisdiction and National Offices, to the Office of the General Secretary	<ul style="list-style-type: none"> Report receipt acknowledgement Discussion of Report highlights during the constituent council meeting. Actions on recommendation Feedback on actions to Judicatory/Unit concerned. 	Report to be submitted together with the Judicatory or Unit Commitment Sheet for the next quarter.
Consolidated Quarterly Report	Office of the Head of the Quarterly Reports recipient Judicatory	Quarterly, within the same re- rind as in the preparation of the QrCS for the next quarter	<ul style="list-style-type: none"> Summary of accomplishment highlights of constituent units and the Judicatory/ Unit for the quarter Assessment highlights and actions taken Financial performance Summary issues & problems Recommendations 	Office of the Head of the next higher judicatory	<ul style="list-style-type: none"> Report receipt acknowledgement Discussion of Report highlights during the constituent council or Cabinet meeting Actions on recommendations Feedback on actions to Judicatory/Unit concerned. 	Report to be submitted together with the Judicatory/Unit (KS for the succeeding quarter
Judicatory/ Unit Annual Assessment Report	Head of each judicatory/Unit at all levels (Result of Judicatory or Unit group assessment)	End of each Fiscal Year (Within one month prior to the preparation of the next Plan and Budget)	<ul style="list-style-type: none"> Accomplishment highlights for the year Assessment highlights and actions taken Financial performance for the year Summary issues & problems Resolutions Recommendations 	Office of the CEO of the next higher Judicatory For the Jurisdiction & National Offices, to the Office of the General Secretary	<ul style="list-style-type: none"> Report receipt acknowledgement Discussion of Report highlights during the constituent council meeting. Actions on recommendations Feedback on actions to Judicatory/Unit concerned. 	Report to be submitted together with the Judicatory or Unit Annual Plan & Budget for the next year.
Annual "State of the Organization" Report	Office of the General Secretary Office of the National Treasurer for the corresponding Financial Statements	End of each ecclesiastical year (within the same period as in the preparation of the InAPB for the next year)	<ul style="list-style-type: none"> Accomplishment highlights for the year Assessment highlights and actions taken Financial performance for the year Summary issues & problems Resolutions Recommendations 	Part 1: Conferences Part2: National Council	Appropriate actions on recommendations	Taken up during the National Council Meeting
Special Project/Program Report	Project/Program Coordinator	End of each project or program year	<ul style="list-style-type: none"> Project implementation highlights Deviations and reasons Project changes, if any Required actions/ recommendations 	Funding partner and Office of the General Secretary	Pertinent actions	Highlights of the report to be incorporated in "State of the Organization" Report of the General Secretary

3.3 Evaluation

- 3.3.1 Organizational diagnosis shall be undertaken every four years within the last year of each quadrennium prior to the preparation of the next Quadrennial Plan and Budget.
- 3.3.2 Results of the organizational diagnosis shall form part of the inputs to the subsequent review of the UCCP Strategic Plan.

SYSTEM INSTALLATION PLAN

The rest of the present quadrennium shall be considered transition period in the gradual installation and institutionalization of the system in UCCP's life-work. It shall cover the following processes that the Jurisdiction staff can facilitate for all judicatories within their areas of responsibility and the Office of General Secretary for all judicatories at the national level

1. Identification and documentation of present or existing PME components (planning and reporting tools or instruments and processes);
2. Defining temporary "reckoning" periods or cut-off dates (other than those proposed, if not readily possible), given such existing PME practices.
3. Prioritizing judicatories for system orientation and installation, starting with those that have no or minimal PME processes or practices.
4. Identifying system "bugs" or elements that will not work at specific levels for purposes of system refinement.
5. Undertaking capability building for long-term system maintenance.

Budget

A. Projected Sources	B. Projected Expenses
A.1 Tithes	
A.2 Pledges	
A.3 Offerings <ul style="list-style-type: none"> - Sunday School - Divine Service - Special 	
A.4 Donations	
A.5 Grants/subsidies	
A.6 CRO/CRI contributions	
A.7 Fees (Kindergarten, etc.)	
A.8 Special Project receipts	
A.9 Loan proceeds	
A.10 Others	
	B.1 Programs/Ministries
	B.2 22% Contribution to Wider Mission
	B.3 Coordination/Administration
	B.2a Salaries and benefits
	B.2b Honoraria
	B.2c Rentals
	B.2d Office supplies and materials
	B.2e Communication
	B.2f Janitorial services
	B.2g Meetings
	B.2h Miscellaneous
	B.2i Contingency
TOTAL	TOTAL

Approved by the Local Church Congregation on _____, 20__

Prepared by: _____

Noted: _____

Certified Correct: _____

Date: _____

Local Church Pastor
Date: _____

Local Church Chairperson
Date: _____

JUDICATORY COMMITTEE/BOARD COMMITMENT SHEET

Period covered from _____ to _____, 20__

Committee/Board _____

Annual Goals/Targets:

- 1.
- 2.
- 3.
- 4.
- 5.

Effectiveness Areas	Programs	Expected Outputs	Major Activities	Target Dates	Responsibility	Resource Requirements

Prepared by:

Concurred by:

Committee/Board Chairperson

Council Chairperson/Administrative Head

Date: _____

Date: _____

MEMBERSHIP BOOK

(Left Page)

Name	Address	Tel. No.	Birth Date	Sex	Civil Status	Spouse	Wedding Date	No. Of Children	Occupation

MEMBERSHIP BOOK

(Right Page)

Date Accepted	Membership Classification (Regular, Affiliate, Associate)	Remarks	Educational Achievements	Professional Achievements			

Local Church

CHURCH STORY BOOK

Historical Beginnings

How, why, when, who, how many, etc, started the Local Church

Highlights of early ministries

Programs, participation, resources, focus or direction. Identify development or growth stages.

Major accomplishments

Major problems, issues, concerns encountered through the years

Major responses to issues. How did the Church address such issues?

Present ministries and life-work. Update the story at the end of each year.

Local Church

COMMUNITY PORTRAIT

Map of the Local Church in relation to neighboring barangay / town / wider region / houses of members

People, their livelihood, and other related information

Institutions, organizations and groups in the community that influence the life of the people/church

The Story of God At Work in Our Community

Local Church

CHURCH PROPERTIES INVENTORY*

A. Permanent/Non-movable

Property	Location	When and How Acquired	Donor/Previous Owner	Documentation Status	REMARKS

B. Movable

Property	Location	When and How Acquired	Donor/Previous Owner	Documentation Status	REMARKS

Local Church

CHURCH PROPERTY BOOK

Property	Location	When and How Acquired	Donor/Previous Owner	Documentation Status	REMARKS (Actions Taken)

B. Movable

Item	Location	Number	When and How Acquired	Condition (As of _____)	REMARKS

Picture

Conference CHURCH WORKER PERSONAL DATA SHEET

Name _____ Nickname _____

Home Address _____ Tel. No. _____

E-mail address _____

Birth Date _____ Birth Place _____

Civil Status: ☐ S ☐ M ☐ Other _____ Sex ☐ Female ☐ Male Wedding Date _____

Children: (Name, Birth date) _____

Parents: Mother _____ Father _____

Education: (School, Grade/Degree, Year graduated)

Other Professions _____

History of Ministry: (Please start with the latest)

Assignments	Position/Responsibility	Inclusive Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other related involvements (optional)

Organization/Other Ministries	Position/Responsibility	Inclusive Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____



Blood Type

Signature

Date

Ordained / Dedicated (Please encircle) as _____
on _____ at _____.

Conference Minister

The Church Operating Budget

The Local Church

I Policy Statement

The Local Church All Local Church shall have an operating budget prepared yearly to ensure the proper use of all monies received by the Church. No disbursements that is not in accordance with the budget shall be made by the Local Church.

II Policy Implementing Guidelines

1. Responsibility: The Financial Secretary is responsible for the preparation of the yearly budget
2. Coordinates with: The budget is prepared together with the Administrative Pastor and with the assistance of the Board of Deacons and the Treasurer.
3. Time considerations: The budget is prepared and shall be made ready before the scheduled Annual Congregational Meeting of the Local Church which is held not later than the last Sunday of December of each year or unless otherwise set by the Church Council.
4. Sources of receipts/revenues: The probable sources of funds which can be incorporated in the local church operating budget are: *Tithes, Pledges, Regular Worship Loose Offering, Sunday School Offering, Thanksgiving Offering, Everybody's Birthday Offering, Church Anniversary Sunday Offering, Holy Week Services Offering, Christmas Season Services Offering, Special Project Receipts, Mission Offering, Church Recognized Organization Contributions, Kindergarten Fees and Donations, Grants and Subsidies and other Miscellaneous Receipts,*
5. Projected disbursements/expenditures: Items of expenditures that can be included in the operating budget are: For Christian Education and Nurture (CEN) *Sunday School Materials, Bible Study Materials, Liturgical Materials, Love Gift to Guest Speakers, Seminars/Retreat/ Youth Camp, Vacation Church School, Church Recognized Organization Expenditures, Lay Ministries Development, Support to Ministerial Students, Kindergarten expenses, Honorarium for Sunday School Teachers, Communicant Class, Choir expenses* Christian Witness and Service (CWS) *Evangelism and Mission Program, Outreach Program, Social Action and Concerns, Medical Services and Relief Assistance, Ecological Concerns Program* Christian Stewardship and Resource Development (CSRD) *22% Contribution to Wider Mission, Church Anniversary Celebration expenses, Registration of Local Church Delegates for the Annual Session and Conferences, Membership and Staff Development, Publications, Stewardship Materials, Stewardship Training, Finance Generation expenses, Repairs and Maintenance of Church Properties, Utilities like Electricity, Water and Telephone* General Administration *Salaries of the Administrative Pastor and other Church Workers, Allowances of the Administrative Pastor and other Church Workers, SSS Employers Contribution of the Administrative Pastor and other Church Workers, Rent expense, if any, Office Supplies and Materials, Communication and Postage, Council and Committee Meeting expenses, Janitorial Supplies and Materials, Miscellaneous Expenses and Contingencies*
6. Approval/Endorsement/acceptance and confirmation: The Church Council Approves the draft of the budget prepared and submitted the Financial Secretary. The Congregation approves the budget submitted by the Church Council for adoption.

7. Effectivity date: The approved budget shall take effect June 1 of each year.
8. An approved copy of the budget is submitted by the Administrative Pastor to the Conference where the local church belongs.

III Steps/Procedures/Flow

1. At least six (6) months before the Annual Congregational Meeting, the Financial Secretary with the assistance of the Board of Deacons, the Administrative Pastor and the Treasurer shall start the preparation of the coming year's budget;
2. The Administrative Pastor and if there are any other pastors for CEN, CWS, Youth, shall submit to the Financial Secretary his/her program and budget plans for the coming year;
3. The Financial Secretary shall incorporate in the budget the programs and budget plans submitted by the Administrative Pastor and other pastors;
4. The Financial Secretary shall prepare the draft of the budget and submits to the Church Council. The draft of the budget shall include the Financial Secretary's *notes* assumptions on the proposed budget;
5. Three months before the Annual Congregational Meeting, the Church Council shall discuss and finalize the proposed budget.
6. The proposed budget as approved by the Church Council shall be finalized by the Financial Secretary;
7. The Chairman of the Church Council shall present the proposed budget to the congregation during its Annual Congregational Meeting for approval; and
8. The Congregation, in *its* congregational meeting, accepts and approves the proposed budget for adoption and implementation.

Receipts, Collections, and Deposits

The Local Church

I Policy Statement

All Local Church shall acknowledge receipts and collections through the issuance of Official Receipt and to deposit all collections intact in the appropriate Church bank account

II Policy Guidelines

1. Responsibility; The Board of Deacons is responsible for the counting and accounting of all collections made during every Sunday Worship Service such as pledges, tithes, offerings and other donations and to turn them over to the Local Church Financial Secretary; The Local Church Financial Secretary is responsible to receive funds, such as pledges, tithes, offerings from the Board of Deacons and other funds such as donations, subsidies, capital funds, etc. and to turn over all these receipts and collections to the Local Church Treasurer; The Local Church Treasurer is responsible for receiving these funds from the Local Church Financial Secretary and to issue an appropriate official receipt for each item received including the deposit of these funds intact in the appropriate Church bank account.
2. Coordination: The Local Church Treasurer, Local Church Financial Secretary and the Board of Deacons coordinate in the receipt of all collections
3. Time considerations: All receipts every Sunday church worship shall be counted by the Board of Deacons and turned-over to the Financial Secretary immediately after the church worship service; Monies received by the Local Church Financial Secretary from the Board of Deacons shall be turned-over to the Local Church Treasurer on the same day; Funds turned-over by the Financial Secretary shall be immediately receipted by the Local Church Treasurer on the same day of receipt and deposited intact to the appropriate Church bank account immediately the following banking day;
4. Official Receipts prepared by the Local Church Treasurer shall be issued in strict numerical sequence and shall indicate the nature or particulars of the amounts received;
5. If collections received are in the form of check, money order or treasury warrant, the date, number, issuing bank and account number and amount shall also be noted in the Official Receipts issued;
6. Collections shall not be used for encashing personal checks and shall be kept separate from other cash funds and personal money;
7. All collections received shall be acknowledged by the Local Church Treasurer through the issuance of an Official Receipt
8. All collections shall be deposited intact to the Local Church depository bank immediately the following banking day
9. All Official Receipts issued and deposits made shall be recorded by the Local Church Treasurer in the Cash Receipts Book
10. The Local Church Treasurer shall prepare at the end of each month a detailed report of all collections and audited by the Local Church Auditor
11. The Cash Receipts Book and all available records pertaining to collections are subject to audit by the Local Church Auditor

III Steps/Procedures/Flow:

1. All collections every Sunday Church Worship such as pledges, tithes, offerings and other collections shall be counted by the Board of Deacons in the presence of the Local Church Financial Secretary immediately after the Church worship service;
2. Collections are itemized and recorded in the Weekly Income Report Form accomplished by the Board of Deacons;
3. The collections are turned-over by the Board of Deacons to the Local Church Financial Secretary who in turn signs the Weekly Income Report to acknowledge receipt of collections;
4. The Local Church Financial Secretary entrusts the collections to the Local Church Treasurer who signs the Weekly Income Report to acknowledge receipt of collections;
5. The Local Church Treasurer issues an official receipt in numerical order for every item of collections. The nature of collection is indicated in the Official Receipt;
6. The Local Church Treasurer deposits all collections intact in the appropriate Church bank account immediately on the following banking day. Deposit of collections is documented by a bank deposit slip;
7. The Local Church Treasurer records the Official Receipt in the Cash Receipt Book and files the ORs together with the validated bank deposit slip attached.
8. The Local Church Financial Secretary records the receipt of pledges and tithes in the weekly pledges and tithes envelopes and the summary of collections in the Summary of Weekly Givings ledgers;
9. At the end of each month, the Local Church Treasurer prepares a Summary of Monthly Givings. The Summary of Monthly Givings is checked by the Local Church Financial Secretary whether it reconciles with his/her records of pledges and tithes and summary of weekly givings and verified by the Local Church Auditor;

IV Required Forms

1. Weekly Income Report Form
Prepared by : The Board of Deacons
Certified Correct by : The Local Church Financial Secretary and the Board of Deacons
Acknowledged by : The Local Church Treasurer
Distribution Original: The Local Church Financial Secretary
: Duplicate - The Local Church Treasurer
: Triplicate- The Administrative Pastor
2. Weekly Pledges and Tithes Envelopes
Individual pledges and tithes are recorded by the Local Church Financial Secretary in these envelopes.
Maintained by : The Local Church Financial Secretary
3. Summary of Weekly Givings
Weekly collections are summarized by the Local Church Financial Secretary in this form
Maintained by : The Local Church Financial Secretary

4. Official Receipt
 - Prepared by : The Local Church Treasurer
 - Signed by : The Local Church Treasurer
 - Distribution : Original – Giver
 - : Duplicate - Local Church Treasurer as recording copy
 - : Triplicate - Stub copy *as* control copy

5. Deposit Slip
 - Prepared by : The Local Church Treasurer
 - Validated by : The authorized depository bank of the Church
 - Distribution : Original - Retained by the bank
 - : Duplicate - Validated copy for the Local Church Treasurer

6. Cash Receipt Book
 - The book of original entry where all official receipts are recorded numerically*
 - Maintained by : The Local Church Treasurer

7. Summary of Monthly Givings
 - Monthly givings are summarized by the Local Church Treasurer in this Form*
 - Maintained by : The Local Church Treasurer
 - Certified by : The Local Church Financial Secretary
 - Verified by : The Local Church Auditor
 - Distribution : Original – Local Church Financial Secretary
 - : Duplicate - Local Church Treasurer
 - : Triplicate – Administrative Pastor

INDIVIDUAL ACCOMPLISHMENT REPORT

Period Covered _____

NAME _____ Unit _____
Position _____

Actual Out-puts	Performance Indicators			Major Problems Encountered	Actions Taken	Facilitating Factors	Hindering Factors	REMARKS
	Actual Quantity	Actual Quality	Actual Time					

Prepared by: _____ Date _____ Noted by: _____ Unit Head _____ Date _____

(NOTE: Please attach INDIVIDUAL COMMITMENT SHEET for next period)

INDIVIDUAL COMMITMENT SHEET

Period Covered from _____ to _____, 20__

NAME _____ Unit _____

Effectiveness Area	PN	Objectives/Expected Outputs	Activities	Performance Indicators			REMARKS
				Planned Quantity	Planned Quality	Planned Time	

Prepared by: _____ Date _____ Concurred by: _____ Unit Head _____ Date _____

JUDICATORY COMMITTEE/BOARD REPORT

Period Covered from _____ to _____, 20__

COMMITTEE/BOARD _____

Actual Outputs	PC	IC	Actual Dates Covered	Major Problems Encountered	Actions Taken	Facilitating Factors	Hindering Factors	REMARKS

Prepared by: _____ Date _____ Noted by: _____ Date _____
 Administrative Head/
 Council Chairperson

(NOTE: Please attach COMMITTEE/BOARD COMMITMENT SHEET for next period)

LOCAL CHURCH REPORT

Period Covered from _____ to _____, 20__

Local
Church _____

Actual Outputs	Actual Dates Covered	Major Problems Encountered	Actions Taken	Facilitating Factors	Hindering Factors	Recommendations/ Remarks

Discussed with the Congregation on _____

Prepared by: _____ Date _____ Certified Correct: _____ Date _____
 Council Chairperson

JUDICATORY COMMITTEE/BOARD PERFORMANCE EVALUATION SHEET

Period Covered from _____ to _____, 20__

COMMITTEE/BOARD _____

Effectiveness Area	Major Deviations		Reasons	Recommended Actions	REMARKS
	Outputs	Time			

Prepared by: _____ Noted by: _____
Unit Head Date General Secretary Date

Management Information System

Organizational Level/Judicatory	Data Requirements	Primary Data Source (Form)	Form Control No.	Record Book	Record Book Control No.	Record Keeper
1. Local Church	Membership Profile	Member Personal Data Sheet	MPDS-01	Membership Book	MLCRB-02	Board of Elders
		Member Personal Milestones	MPM-01a			
	Local church life-work	Minutes of Congregation and Local Church Council meetings	MLCM-03	Church Story Book	MLCRB-04	Local Church Chair-person
	Programs	Local Church Pastor's Reports	PMES			
		Board Reports	PMES			
		Committee Reports	PMES			
		Local CRO Reports	PMES			
		ECE/Elem School Reports	PMES			
	Special Projects	Progress Reports	SPPR			Project Coordinator
	Church Rites	Baptismal Certificates	MBC	Baptism Book	MLCRB-05a	Local Church Pastor
		Dedication Certificates	MDC	Dedication Book	MLCRB-05b	
		Marriage Contracts (photocopy)	MMC	Marriage Book	MLCRB-05c	
		Death Certificates (photocopy)	MDC	Funeral Book	MLCRB-05d	
		Others			MLCRB-05e	
	Church Properties Profile	Periodic actual inventory in session and Conference Council meetings	MPI-06	Property Book	MLCRB-07	Local Church Secretary
2. Conference	Conference Profile and Life-Work	Minutes of Conference in session and Conference Council meetings	MCM-08	Conference Story Book	MCRB-09	Conference Minister
		Conference Minister Reports to Conference in session and Conference Council	PMES			
	Programs	Conference Committee Reports				
		CRI, COI, CRO Reports	PMES			
	Special Projects	Progress Reports	SPPR	Conf. Projects Monitoring Chart	MCRB-10	Project Coordinator
	Local Church Profile	Local Church Reports	PLCR	Local Church Directory	MCRB-11	Conference Secretary
		Local Church Updates	MLCR-12			
		Church Worker Reports	PMES			
		Conf. Minister Reports	PMES			
	Church Worker's Profile	Church Worker Personal Data Sheet	MCWPDS-13	Conference Church Worker's Directory	MCRB-14	Conference Secretary
	Church Worker's Profile	Church Worker Updates	MCWC-13a			
	CRI and COIs Profile and Life-Work	CRI/COI Reports	PMES	CRI/COI Directory	MCRB-15	Conference Secretary
		Conf. Minister Reports	PMES			
	CROs Profile and Life-Work	CRO Reports	PMES	CRO Directory	MCRB-16	Conference Secretary
	Church Properties	Property Inventory Updates	MPI-06a	Property Book	MCRB-17	Conference Secretary

Organizational Level/Judicatory	Data Requirements	Primary Data Source (Form)	Form Control No.	Record Book	Record Book Control No.	Record Keeper
3. Office of the Jurisdictional Bishop	Conference Profile	Conference reports	PMES	Conference Directory	MJRB-18	Jurisdiction Coordinator
	Jurisdiction Profile and Life-work	Minutes of Jurisdiction Area Cabinet and other jurisdiction level meetings	MJM-19	Jurisdiction Story Book	MJRB-20	Jurisdiction Coordinator
		Conference Minister Reports to JAC	PMES			
		Jurisdiction Bishop Reports	PMES			
	Church Worker's Profile	Church Worker Updates	MCWC-13a	Jurisdictional Area church Workers' Directory	MJRB-21	Jurisdiction Coordinator
	CRIs and COIs Profile and Life-Work	CRI/COI Reports	PMES	CRI/COI Directory CRO directory	MJRB-22	Conference Secretary Conference Secretary
	CROs Profile and life-work	CRO Reports	PMES		MJRB-23	
	Programs	JAC Committee Reports	PMES			
	Special Projects	Progress Reports	SPPR	Jurisdiction Projects Monitoring Chart	MJRB-24	Jurisdiction Coordinator
	Church Properties	Property Inventory Updates	MPI-06b	Property Book	MJRB-25	Jurisdiction Coordinator
4. National						

Local Church

MEMBER PERSONAL DATA SHEET

Name _____ Nickname _____

Home Address _____ Tel. No. _____

E-mail address _____

Birth Date _____ Birth Place _____

Civil Status: ☐ S ☐ M ☐ Other _____ Sex ☐ Female ☐ Male Wedding Date _____

Baptism: (place, Church) _____ Date _____ Pastor _____

If married, Name of Spouse _____ Citizenship _____ Wedding Date _____

Children: (Name, Birth date) _____

Parents: Mother _____ Father _____

Occupation _____ Place _____

Office Address _____

Education: (School, Grade/Degree, Year graduated) _____

Professional Licences _____

Involvement in Church Organizations or Ministries:

Organization, Committee, Program	Position/Responsibility	Inclusive Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other related involvements (optional)

Organization/Other Ministries	Position/Responsibility	Inclusive Dates
_____	_____	_____
_____	_____	_____

Interest/Skills: ☐ Singing ☐ Playing musical instruments (specify) _____

☐ Organizing/facilitating group activities ☐ Teaching children/adults (please encircle)

☐ Preaching ☐ Others (please specify) _____

Blood Type

right thumb mark

Signature

Date

Accepted as _____ Member on _____ through _____

Chairperson, Board of Elders

MEMBER PERSONAL MILESTONES

Name of Member _____

Milestone/s: *(Please include significant details)*

- ☐ Change in Civil Status
- ☐ Educational Achievement
- ☐ Professional Achievement
- ☐ New baby
- ☐ Death
- ☐ Other *(please specify)*

Remarks *(Prayer request, etc.)* _____

Signature

Date

Posted on _____

Chairperson, Board of Elders

CHURCH WORKER UPDATES

Name of Church Worker _____

(Please include significant details)

☐ Change in Work Classification _____

☐ Change in Church Assignment _____

☐ Change in Civil Status _____

☐ Educational Achievement _____

☐ Professional Achievement _____

☐ New baby _____

☐ Death _____

☐ Other *(please specify)* _____

Remarks *(Prayer request, etc.)* _____

Signature

Date

Noted:

Conference Minister

Date: _____

Posted on _____

Conference Secretary

Disbursements

The Local Church

I Policy Statement

All Local Churches shall provide adequate controls in its disbursements to ensure that all expenditures are in accordance with the operating budget and resources are properly utilized.

II Policy Implementing Guidelines

1. Responsibility: The Local Church Treasurer is responsible for disbursing all of Local Church expenditures. He/She must see to it that all payments are in accordance with the approved budget.
2. Recommendation/Approval: Payment of any expenditure is recommended by the Local Church Financial Secretary and approved by the Administrative Pastor.
3. Mode of Payment

By Cash - Through Petty Cash if expenditure is P200 and below and supported by a Petty Cash Voucher approved by the Administrative Pastor or the Local Church Financial Secretary.

By Check - If expenditure is above P500.00 and supported by a Disbursement Voucher as recommended by the Local Church Financial Secretary and approved by the Administrative Pastor.
4. Authorized Check Signatories:

Signatory A - The Local Church Treasurer and any of the Signatory B

Signatory B - The Administrative Pastor, The Local Church Financial Secretary, The Chairman of the Church Council
5. As a control policy, the checks to be prepared and issued by the Local Church Treasurer should be a 'crossed check' if payable to an organization or institution.
6. Pre-requisites for Payment:

Expenditure is in accordance with the Local Church budget.
Availability of Funds
Duly accomplished Disbursement Vouchers
Submission of supporting documents to justify payment
Recommendation of the Local Church Financial Secretary
Approval of the Administrative Pastor
7. The Disbursement Vouchers shall be pre-numbered and shall indicate the following information; Name of Payee; Date of Payment; Particulars; Account Title where the expenditure should be charged; the corresponding Check Number issued; and the signatures of the recommending and approving officers of the Local Church.
8. All Disbursement Vouchers and supporting documents shall be stamped 'PAID' after the check is prepared.
9. Disbursement Vouchers shall be recorded by the Local Church Treasurer in the Cash Disbursement Book.
10. The Local Church Treasurer shall prepare at the end of each month a detailed report of all payments made by the Church and audited by the Local Church Auditor.

11. The Cash Disbursements Book and all available 'records pertaining to payments are subject to post audit of the Local Church Auditor.

III Steps/Procedures/Flow

1. The Local Church Treasurer shall prepare a Disbursement Voucher for any request for payment received by him/her;
2. If all the pre-requisites for payment is complete, the Local Church Treasurer shall prepare the corresponding check;
3. The Check is signed by the duly authorized Local Church signatories;
4. The Check is released to the Payee by the Local Church Treasurer and the Payee signs the Disbursement Voucher to indicate receipt of payment;
5. The Disbursement Voucher including all supporting documents shall be stamped 'PAID' by the Local Church Treasurer and numerically filed;
6. Disbursement Vouchers and Checks are recorded by the Local Church Treasurer in the Cash Disbursement Book;
7. The Local Church Treasurer summarizes all payment made at the end of each month and prepares a Monthly Disbursement Report;

IV Required Forms

1. Disbursement Voucher
 - Prepared by : The Local Church Treasurer
 - Checked by : The Local Church Auditor
 - Signed by : The Local Church Financial Secretary - on recommendation
 - : The Administrative Pastor - on approval
 - : The Payee on receipt of payment
 - Distribution : Original - Local Church Treasurer file and record
 - : Duplicate - Expense folder file
 - : Triplicate - Local Church control copy
2. Disbursement Check
 - Prepared by : The Local Church Treasurer
 - Signed by : The Local Church Treasurer as signatory A
 - : The Administrative Pastor, or the Local Church Financial Secretary
 - : or the Chairman of the Church Council as signatory B.
3. Cash Disbursement Book
 - Maintained by : The Local Church Treasurer
4. Monthly Disbursement Report
 - Prepared by : The Local Church Treasurer
 - Distribution : Original – The Local Church Financial Secretary
 - : Duplicate – The Administrative Pastor
 - : Triplicate - Local Church Treasurer's copy

Cash Advances

The Local Church

I Policy Statement

The Local Church shall allow and provide cash advances to its officers and staff to be used for the Church's program activities.

II Policy Implementing Guidelines

1. Cash advances shall be granted only to duly authorized officers and staff of the Local Church for program and /or official related activities.
2. The Cash Advance shall be used solely for official purpose for which the Advance was granted.
3. Cash Advance is recommended by the Local Church Financial Secretary and approved by the Administrative Pastor
4. Cash Advances should be liquidated and settled within ten (10) days after the activity. Any amounts not used shall be returned to the Local Church Treasurer.
5. Cash Advance not liquidated or settled within ten (10) after the activity shall be due and demandable. If the officer or staff receives salaries from the Local Church, the amount not settled will be deducted in full from his/her pay.
6. No new or additional cash advance shall be released or approved to any officer or staff if a cash advance is still outstanding and have not been liquidated.

III Steps/Procedures/Flow

1. The officer or staff shall prepare a written request for a cash advance indicating the purpose for which the advance is made;
2. The Local Church Financial Secretary recommends approval of the Cash Advance;
3. The Administrative Pastor approves the request for Cash Advance;
4. The Local Church Treasurer, upon receipt of the approved request, prepares Disbursement Voucher and Check and pays the officer or staff;
5. The Local Church Treasurer records the cash advance in the Cash Advance ledger of the officer or staff;
6. Within ten (10) days after the activity, the officer or staff prepares a liquidation report. All receipts and supporting document are attached to the liquidation report;
7. The Local Church Financial Secretary check the Liquidation Report and recommends approval;
8. The Administrative Pastor approves the Liquidation Report;
9. The approve Liquidation Report is submitted to the Local Church Treasurer. Any amounts not used is returned by the officer or staff to the Local Church Treasurer. The Local Church Treasurer issues an Official Receipt for the amount returned;
10. The Local Church Treasurer records the liquidation and the payment in the Cash Advance ledger of the officer or staff; and
11. The Local Church Treasurer stamp the Liquidation Report and all its supporting papers and filed.

IV Required Forms

Request for Cash Advance Form

Prepared by : The Officer or Staff
Recommended by : The Local Church Financial Secretary
Approved by : The Administrative Pastor

2. Liquidation Report Form

Prepared by : The Officer or Staff
Checked and Noted by : The Local Church Financial Secretary
Approved by : The Administrative Pastor

3. Cash Advance Ledger

Maintained by : The Local Church Treasurer

Petty Cash Fund

The Local Church

I Policy Statement

All Local Church shall maintain a Petty Cash Fund to cover small and petty payments necessary in its day-to-day operations.

II Policy Implementing Guidelines

1. Responsibility: The Local Church Treasurer is responsible for payments through Petty Cash Fund. He/She must see to it that all payments are in accordance with the approved budget.
2. Recommendation/Approval: Payments through Petty Cash is approved by the Administrative Pastor
3. Limit of Payment: Petty Cash payment shall be limited to a maximum of Two Hundred Pesos (P200.00) per Petty Cash Voucher
4. An imprest Petty Cash Fund of Two Thousand Pesos (P2,000.00) shall be set up by the Local Church
5. Pre-requisites for Payment:
 - Expenditure is in accordance with the Local Church budget
 - Availability of Petty Cash Fund
 - Duly accomplished Petty Cash Voucher
 - Submission of supporting documents to justify payment
 - Approval of the Administrative Pastor
6. The Petty Cash Voucher shall indicate the following information: Name of Payee; Date of Payment; Particulars; Account Title where the expenditure should be charged; and approval of the Administrative Pastor
7. All Petty Cash Vouchers and supporting documents shall be stamped 'PAID' after payment is made
8. Petty Cash Vouchers shall be recorded by the Local Church Treasurer in the Petty Cash Book
9. The Bookkeeper shall prepare a summary of payments made through Petty Cash before the Fund is depleted
10. The Petty Cash Book and Petty Cash Vouchers are subject to post audit of the Local Church Auditor

III Steps/Procedures/Flow

1. The Local Church Treasurer shall prepare a Petty Cash Voucher for any request for payment received by him/her;
2. If all the pre-requisites for payment is complete, the Local Church Treasurer may make the payment and the Payee signs in the voucher to indicate receipt of payment;
3. The Petty Cash Voucher including all supporting documents shall be stamped 'PAID' by the Local Church Treasurer and filed;
4. Petty Cash Vouchers are recorded by the Local Church Treasurer in the Petty CO Book;
5. Before the Petty Cash Fund is depleted, the Local Church Treasurer summarizes all payments made and prepares Disbursement Voucher for the replenishment of the Fund.

IV Required Forms

1. Petty Cash Voucher
 - Prepared by : The Local Church Treasurer
 - Approved by : The Administrative Pastor
 - Signed by : The Payee upon receipt of payment
 - Distribution : Original Only - Local Church Treasurer
2. Petty Cash Summary of Petty Cash payment: The Local Church Treasurer

Wider Mission Support (Assessment)

The Local Church

I Policy Statement

It is the policy of the Church that all Local Churches shall provide financial support to Wider Church Mission.

II Policy Guidelines

1. The Local Church shall set aside 22% of its actual gross collections every month for Wider Church Mission support.
2. Sources: 22% actual gross collection shall mean collections from Tithes, Pledges, Loose Offering and Thanksgiving Offering received by the Local Church every month.
3. Remittance: The 22% shall be remitted to the Conference immediately on the first week of the month.
4. Allocation: The 22% is allocated *in* the following manner:
 - 3% or 13.7% of 22% goes to the National Office for General Assembly Operations
 - 2% or 9.1 of 22% goes to the National Office for the Church's program
 - 2% or 9.1 of 22% goes to the National Office for Church Workers Benefits
 - 1% or 4.5% of 22% goes to the National Office for CRI/CRO
 - 1% or 4.5 of 22% goes to the National Office for Building Fund
 - 13% or 59.1% of 22% goes to the Conference for its operations

III Steps/Procedures/Flow

1. At the end of each month, the Local Treasurer shall determine the amount to be allocated for Wider Mission Support by computing the equivalent 22% of the total actual collections from Pledges, Tithes, Loose Offering and Thanksgiving Offering that the Church received during the month.
2. The Treasurer arranges payment of Wider Church Mission Support (see Policy on Disbursements) and remits payment to the conference within the first week of the month.
3. An Official Receipt is demanded from the Conference upon payment.

United Church of Christ in the Philippines

CAGAYAN DE ORO CITY

(Name of Local Church)

Licoan Street, Cagayan de Oro City

(Address of Local Church)

REQUEST FOR CASH ADVANCE

PAYEE: _____

Address: _____

Amount (in word): ***THREE THOUSAND PESOS ONLY

Purpose: To attend Church Workers' Convocation at Silliman University from August 1-5, 2000

Account Charge

Account No.

Program

Account Title

01-1005

Prepared by:

Requested by:

Approved by:

L. ZULUETA

Clerk

REV. ELMER SAA

Name of Personnel
and Department

J. SUMALINOG

Financial Secretary

REV. R. CEDIÑO

Admin. Pastor

United Church of Christ in the Philippines

CAGAYAN DE ORO CITY

(Name of Local Church)

Licoan Street, Cagayan de Oro City

(Address of Local Church)

LIQUIDATION FORM

August 10, 2000

NAME: REV. ELMER T. SAA PROGRAM/DESK: CWS

This is to liquidate the CASH ADVANCE:

Disbursed on: July 27, 2000

Cash Disbursement Voucher No. 012345 Amount: P3,000.00

Purpose: To attend Church Workers' Convocation at Silliman University from August 1-5, 2000
Dumaguete City

PROGRAM	DATE	PARTICULARS	AMOUNT
CWS	8/1/2000	Boat Fare – Cagayan de Oro City to Dumaguete City	P 800.00
	8/1/2000	Meals along the way	100.00
	8/2/2000	Reg. Fee: church Workers' Convocation	1,000.00
	8/2/2000	Board at P50.00/night x 4 days	200.00
	8/5/2000	Boat Fare – Dumaguete City to Cagayan de Oro City	800.00
	8/5/2000	Meals along the way	100.00
		Total Expenses	P3,000.00
		Amount Advanced	P3,000.00
		BALANCE/REFUNDABLE	P 00.00

SUBMITTED BY: REV. ELMER T. SAA
(CWS Minister)

NOTED BY: JASMINE SUMALINOG
(Financial Secretary)

APPROVED BY: REV. REUBEN CEDIÑO
(Administrative Pastor)

DATE: August 11, 2000

SAMPLE C: CASH ADVANCE FORMAT

1) GENERAL LEDGER - CASH ADVANCE

CRB-Cash Receipt Book

CDB – Cash Disbursement Book

CASH ADVANCE

Date	Particulars	Reference/ Folio	DEBIT AMOUNT		Date	Particulars	Reference/ Folio	CREDIT AMOUNT
20____					20____			
June					June			
July					July			
August					August			
September					September			
October					October			
November					November			
December					December			
20____					20____			
January					January			
February					February			
March					March			
April					April			
May					May			

2) SUBSIDIARY LEDGER – INDIVIDUAL Cash Advance Ledger

CASH ADVANCE

REV. ELMER T. SAA, CWS Pastor

CASH ADVANCE

Date	Particulars	Reference/ Folio	DEBIT AMOUNT		Date	Particulars	Reference/ Folio	CREDIT AMOUNT
20____					20____			
June					June			
July					July			
August	CW Convo	CDB	P3,000.00		August			
September					September	Liq. of Advance	CRB	P3,000.00
October					October			
November					November			
December					December			
20____					20____			
January					January			
February					February			
March					March			
April					April			
May					May			

SAMPLE C: CASH DISBURSEMENT VOUCHER

United Church of Christ in the Philippines

CAGAYAN DE ORO CITY

(Name of Local Church)

Licoan Street, Cagayan de Oro City

(Address of Local Church)

CASH DISBURSEMENT VOUCHER

No. 012345

Date: July 27, 2000

NAME: REV. ELMER T. SAA

Address: c/o UCCP Cagayan de Oro City, Licoan Street, Cagayan de Oro City

Account No.	Particulars	Amount
Cash Advance 0125	Cash advance re trip to Pastors' Convocation at Silliman University from August 1 to 5, 2000	P3,000.00

Received from the UNITED CHURCH OF CHRIST IN THE PHILIPPINES, CAGAYAN DE ORO CITY, the sum of PESOS ***THREE THOUSAND PESOS ONLY*** (P3,000.00) in payment of the above account.

REV. ELMER T. SAA

Payee

Prepared by:

Approved by:

Audited by:

D. ZULUETA

Clerk

J. SUMALINOG

Financial Secretary

R. CEDIÑO

Admin Pastor

R. LAO

Auditor

SAMPLE C: CASH DISBURSEMENT CHECK

<i>Account No.</i> 00-1100-30001-9	<i>Account Name</i> United Church of Christ in the Philippines	<i>Check No.</i> SGG 0200050	<i>R/T No.</i> 01040 0140
Date: July 27, 2000			
PAY TO THE ORDER OF <u>REV. ELMER T. SAA</u>		<u>P***3,000.00</u>	
PESOS <u>***THREE THOUSAND PESOS ONLY***</u>			
<i>BANK OF COMMERCE</i> Abejuela Street Cagayan de Oro City			
<hr/> Treasurer and Administrative Pastor or Financial Secretary or Chairman of the Church Council			

SAMPLE G: CASH DISBURSEMENT BOOK

2000					ADM	CEN	CWS	Sundries
Date	Payee	Particulars	Bank/Ch. #	Cash	Sal	VCS Guides	Mission	Name Amount
7/27	E. Saa	Cash Advance	PCIB 020050	3,000.00				C/A 3,000.00
8/1	S. Go	Sal. & Wages	PCIB 020051	5,000.00	5,000.00			
8/5	M. Tequis	VCS guides	PCIB 020052	1,000.00		1,000.00		
8/28	E. Saa	Outreach	PCIB 020053	2,500.00			2,500.00	
		TOTAL		P11,500.00	P5,000.00	P1,000.00	P2,500.00	

SAMPLE H: OFFICIAL RECEIPT**United Church of Christ in the Philippines**

(Name of Local Church)

(Address of Local Church)

OFFICIAL RECEIPT

No. _____

Date: _____, 20__

Received from _____

with Address at _____

the amount of PESOS _____

_____ (P _____) for the following:

Account No.	Explanation	Amount
	Tithes Pledges Thanksgiving Offering: Birthday Offering Special Offering Church Related Institutions Donations/Gift Others	
	TOTAL	P

☐ Cash

☐ Bank and Check No.

☐ Money Order

By: _____

Treasurer

SAMPLE G: CASH RECEIPT BOOK

Date	Received From	Particulars	OR Number	Cash Received	Titles	Pledges	Loose Offering	Thanksgiving Offering
8/1	Amy Ramiro	Tithe/ Pledge	001 002	700.00 1,000.00	700.00	500.00		500.00
8/2	Loida Obar	Thanksgiving					200.00	
8/3	Anonymous	Loose	003	200.00				
8/4	D. Rambuyon	Tithe	004	600.00	600.00			
				P2,300.00	P1,300.00	P50.00	P200.00	P500.00

SAMPLE K: PETTY CASH VOUCHER

United Church of Christ in the Philippines Cagayan de Oro City Licoan St., Cagayan de Oro City		
PETTY CASH VOUCHER		
No. 0100 Date: August 5, 2000		
NAME OF PAYEE <u>REV. JONATHAN CAL</u>		
Address <u>c/o UCCP</u>		
AMOUNT IN WORDS <u>***One Hundred Pesos Only*** (P***100.00)</u>		
Account	Particulars	Amount
Materials and supplies 1-A	Materials and supplies for Youth Week Guide production bought at National Bookstore per OR#98765 dated 8/2/2000 attached	100.00
	TOTAL	P100.00
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Prepared by: V. PLAZA Treasurer </div> <div style="width: 30%;"> Requested by: JONATHAN CAL Youth Desk </div> <div style="width: 30%;"> Received by: JONATHAN T. CAL Payee Approved by: REUBEN CEDIÑO Administrative Pastor </div> </div>		

SAMPLE L: SUMMARY OF PETTY CASH PAYMENT (OR PETTY CASH REPLENISHMENT)

United Church of Christ in the Philippines

Cagayan de Oro City

**SUMMARY OF PETTY CASH PAYMENT
(OR PETTY CASH REPLENISHMENT)**

PCR No. _____

Date: August 30, 2000

Date	PCV No.	Particulars	Amount	Account No.
8/5/2000	0100	Jonathan Cal	P100.00	1-A (Mat. & Supplies)
8/10/2000	0101	Post Office	150.00	2-A (Postage)
8/15/2000	0102	Sonia Go, Bookkeeper	123.00	3-A (Fares)
8/22/2000	0103	Ambal Newstand	200.00	4-A (Subscription)
8/25/2000	0104	Gaisano Superstore	177.00	5-A (Janitorial Supplies)
8/27/2000	0105	Rotary Club CDO	150.00	6-A (Donation)
		TOTAL	P900.00	

TOTAL PETTY CASH PAYMENT OR (TOTAL PETTY CASH REPLENISHMENT)

PCV-0100 TO 0105

P 900.00

TOTAL PETTY CASH ON HAND

P1,100.00

AUTHORIZED PETTY CASH FUND

P2,000.00

Prepared by:

V.S. PLAZA

Treasurer

FMS FLOW: RECEIPTS, COLLECTIONS AND DEPOSITS...

Ang Iglesia Lokal kinahanglan magbaton ug Operating Budget basi sa programa nga nauyonan sa Iglesia sulod sa ecclesiastical year. Kini pa-gaandamon sa Finance Committee (Financial Secretary, inabagan sa Pastor, Treasurer ug BOD ug uban pang raga sakop nga gitudio sa iglesia), iduso sa Konsilyo aron maap-robahan sa Kongregasyon.

Pagdawat sa offering sa Domingo:

ma-CASH man kini

O

TSEKE ba hinuon



ihapon dayon human sa pagsimba ug ang sumada i-record sa weekly in-come report form...

UNITED CHURCH OF CHRIST IN THE PHILIPPINES	
(Name of Local Church)	
(Address of Local Church)	
WEEKLY INCOME REPORT	
Name of Sources	Sunday Date _____, 20__
1. Tithes	P _____
2. Pledges	P _____
Total of Tithes and Pledges	
3. Loose Offering	P _____
4. Thanksgiving Offerings	P _____
5. Birthday Offerings	P _____
6. Sunday School Offerings	P _____
7. Junior Worship Offerings	P _____
8. Special Offerings – Building Fund	P _____
9. Special Gifts/ Offerings for CYF	P _____
CWA	P _____
UCM	P _____
10. Special Gifts/ Offerings for _____	P _____
11. Other Offerings	P _____
Total of Other Offerings	
GRAND TOTAL	P _____
Certified Correct:	
Financial Secretary	Board of Deacons
I HEREBY ACKNOWLEDGE RECEIPT of the total indicated	
Treasurer	

FMS FLOW: RECEIPTS, COLLECTIONS AND DEPOSITS...

resibohan kini sa Treasurer
sa Iglesya Lokal

ug ideposito sa banko ginamit
ang deposit slip nga dunay du-
plicate ingon nga kopya sa sim-
bahan

ug unya

i-record usab sa treasurer
ang official receipt sa Cash
Receipt Book ug hipuson
kini

UNITED CHURCH OF CHRIST IN THE PHILIPPINES			
(Name of Local Church)			
(Address of Local Church)			
OFFICIAL RECEIPT			
No. _____		Date: _____, 20__	
Received from _____			
with address at _____			
the amount of PESOS _____ (P _____) for the following:			
Acct. No.	Explanation	Amount	
	Tithes		
	Pledges		
	Thanksgiving Offerings		
	Birthday Offerings		
	Special Offerings		
	Church Related Institutions		
	Sunday School Offerings		
	Donations		
	Others		
	TOTAL	P	P
<input type="checkbox"/> Cash <input type="checkbox"/> Bank and Check No. _____ <input type="checkbox"/> Money Order			
			By: _____ Treasurer

CASH DEPOSIT SLIP			
<input type="checkbox"/> Savings <input type="checkbox"/> Deposit		Date: _____	
ACCOUNT NO.			
NAME			
No. of Pieces	Denomina- tion	Amount	
	P1,000.00		
	500.00		
	100.00		
	50.00		
	20.00		
	10.00		
CASH DEPOSIT		P	
CHECK NUMBER	AMOUNT		
CHECK DE- POSIT			
TOTAL DE- POSIT			

CASH RECEIPT BOOK								
2000				DEBIT		CREDIT		
Date	Re- ceived from	Particu- lars	OR No	Cash Received	Tithe offering	Pledg- es	Loose Off'g	Thnxg'g Off'g
8/1	A. Ramiro	Tithe	01	700.00	700.00			
8/2	L. Obar	Pledges thanksgvg	02	1,000.00		500.00		500.00
8/3	Anony- mous	Loose O	03	200.00			200.00	
8/4	D. Ram- buyon	tithe	04	600.00	600.00			
	TOTAL			2,500.00	1,300.00	500.00	200.00	500.00

FMS FLOW: DISBURSEMENTS

Ang Treasurer mag-andam sa

- unya kon ang tanan nga rekisitos nakab-ot na ang tseke pangbavad buhaton ug p-
pirmahan sa mga authorized signatories...
- pirmahan kini sa nagdawat sa bayad uban ang resibo ug mga dokumento kalabot sa mao nga transaksyon ingon nga timaan sa mao nga bayad...tatakan ug "PAID" ug i-file
- ang tanang Disbursement Vouchers ug mga tseke i-record sa Treasurer diha sa gitawag nga Cash Disbursement Book
- tapos sa bulan sumadahon killing tanan sa Monthly Disbursement Report nga anda-mon sa Treasurer

UNITED CHURCH OF CHRIST IN THE PHILIPPINES Cagayan de Oro City (Name of Local Church) Licoan, Cagayan de Oro City (Address of Local Church)		
CASH DISBURSEMENT VOUCHER		
No. _____ Date: _____, 20__		
PAY IN FAVOR OF <u>REV. ELMER T. SAA</u>		
ADDRESS <u>c/o UCCP Cagayan de Oro City, Licoan Street,</u> <u>Cagayan de Oro City</u>		
Account No.	Particulars	Amount
Cash Advance 0125	Cash advance to trip to Pastor's Convocation at Silliman University from August 1 to 5, 2000	P3,000.00
Received from the UNITED CHURCH OF CHRIST IN THE PHILIPPINES, CAGAYAN DE ORO CITY, the sum of PESOS ***THREE THOUSAND PESOS ONLY*** (P3,000.00) in payment of the above account.		
REV. ELMER T. SAA Payee		
Prepared by: _____ Approved by: _____ Audited by: _____		
D. ZULUETA Clerk	J. SUMALINOG Financial Sec.	R. CEDIÑO Adm. Pastor
	R. LAO Auditor	

Account No.	Account Name	Check No.	R/T No.
00-1100-30001-9	United Church of Christ in the Philippines	SGG 0200050	01040
Date: July 27, 2000			
PAY TO THE ORDER OF <u>REV. ELMER T. SAA</u> <u>P***3,000.00</u>			
PESOS <u>***THREE THOUSAND PESOS ONLY***</u>			
BANK OF COMMERCE Abejuela Street Cagayan de Oro City			
Treasurer and Administrative Pastor or Financial Secretary or Chairman of the Church Council			

CASH DISBURSEMENT BOOK								
			CREDIT		DEBIT			
2000					ADM.	CEN	CWS	Sundries
Date	Payee	Particulars	Bank Check No.	Cash Paid	Salaries	VCS Guides	Mission	Name Amount
7/27	E. Saa	Cash Adv.	PCIB 010050	P3,000.00				C/A P3,000.00
8/2	S. Go	Sal. & Wages	PCIB 010051	P5,000.00	P5,000.00			
8/5	M. Tequis	VCS guides	PCIB 010052	P1,000.00		P1,000.00		
8/28	E. Saa	Outreach	PCIB 010053	P2,500.00			P2,500.00	
		TOTAL		P11,500.00	P5,000.00	P1,000.00	P2,500.00	P3,000.00

FMS FLOW: RECEIPTS, COLLECTIONS AND DEPOSITS

Pagtapos sa bulan hikayonon sa treasurer ang suinada sa nadawatan sa tibuok bulan ginamit kini nga porma

mao kini'y basihan sa Financial Secretary pagtandi kon husto ba usab ang iyang record...

unya, susihon kini sa auditor kon takdo ba ang tanan.

UNITED CHURCH OF CHRIST IN THE PHILIPPINES	
_____ (Name of Local Church)	
_____ (Address of Local Church)	
SUMMARY OF MONTHLY GIVINGS For the Month of _____, 20__	
MONTHLY GIVINGS Tithes Pledges Loose Offering Total of Tithes, Pledges and Loose Offerings Thanksgiving Offerings Sunday School Offerings Children's Worship Service Offering Mission Offerings Contributions from CROs Contributions from CRIs Others Total of Other Offerings TOTAL FOR THE MONTH	P _____ P _____ P _____ P _____ P _____ P _____ P _____ P _____ P _____ P _____ P _____ P _____ P _____
MONTHLY REMITTANCES TO General Assembly (Operation) 3% General Assembly (Church Programs) 2% General Assembly (CW Benefits) 2% General Assembly (CRI/CRO) 1% General Assembly (Building Fund) 1% Conference 13% TOTAL 22%	P _____ P _____ P _____ P _____ P _____ P _____ P _____
Prepared by: Treasurer _____ Date Remitted: _____ Checked by: Financial Secretary _____ Amount: _____ Verified by: Auditor _____ Check No.: _____	

FMS FLOW: CASH ADVANCES

Kay aduna may mga buluhaton sa iglesya nga gikinahanglan ang cash advances, gitugot kini ngadto sa mga opisyaes ug staff lamang.

- Ang officer o staff sa simbahan maghimo ug request for cash advance diin gipadayag ang kantidad ug katuyoan niini.
- i-rekomenda kini sa Financial Secretary aron kaaprobahan sa Administrative Pastor ug dayon kahimoan sa Disbursement Voucher ug tseke sa Treasurer nga pagadawaton sa natungdan nga opisyal o staff sa iglesya.
- Sulod sa 10 ka adlaw human sa mao nga kalihokan, andamon ang liquidation report sa natungdan nga opisyal o staff ug aduna man ugaling kapin o kulang ba hinuon nga kantidad kini pagabayaran sa natungdan o sa treasurer as the case may be. Niini pagasundon ang attachment sa mga kamatuoran sa gigamitan sa pundo: resibo, listahan ug uban pa.

United Church of Christ in the Philippines <u>CAGAYAN DE ORO CITY</u> (Name of Local Church) <u>Licoan Street, Cagayan de Oro City</u> (Address of Local Church)		
REQUEST FOR CASH ADVANCE <div style="text-align: right;">July 27, 2000</div>		
PAYEE: <u>REV. ELMER T. SAA</u>		
Address: _____		
Amount (in word): <u>***THREE THOUSAND PESOS ONLY***</u> (**P3,000.00**)		
Purpose: <u>To attend Church Workers' Convocation at Silliman University Dumaguete City from August 1-5, 2000</u>		
Account Charge <u>01-1005</u>	Program <u>CEN</u>	Account Title _____ _____ _____
<div style="display: flex; justify-content: space-between;"> <div>Prepared by: Requested by: Approved by:</div> <div> <div style="display: flex; justify-content: space-between;"> <div>L. ZULUETA Clerk</div> <div>REV. ELMER T. SAA Name of Personnel</div> <div>J. SUMALINOG Financial Secretary</div> <div>REV. R. CEDIÑO Adm. Pastor</div> </div> </div> </div>		

United Church of Christ in the Philippines <u>CAGAYAN DE ORO CITY</u> (Name of Local Church) <u>Licoan Street, Cagayan de Oro City</u> (Address of Local Church)			
LIQUIDATION FORM <div style="text-align: right;">August 10, 2000</div>			
NAME: <u>REV. ELMER T. SAA</u> PROGRAM/DESK: <u>CWS</u>			
This is to liquidate the CASH ADVANCE: Disbursed on: <u>July 27, 2000</u> Cash Disbursement Voucher No. <u>012345</u> Amount: <u>P3,000.00</u> Purpose: <u>To attend Church Workers' Convocation at Silliman University Dumaguete City from August 1-5, 2000</u>			
Pro-gram	Date	Particulars	Amount
CWS	8/1/2000	Boat Fare-CagdeOro to Dumaguete City	P800.00
	8/1/2000	Meals along the way	100.00
	8/2/2000	Reg. Fee – C. Worker's Convocation	1,000.00
	8/2/2000	Board P50.00/night	200.00
	8/5/2000	Boat fare – Dumaguete City to CagdeOro	800.00
	8/5/2000	Meals along the way	100.00
		Total Expenses	P3,000.00
		Amount Advanced	P3,000.00
		BALANCE/REFUNDABLE	P -0.00-
SUBMITTED BY: REV. ELMER T. SAA (CWS Minister) NOTED BY: JASMINE SUMALINOG (Financial Secretary)			
APPROVED BY: REV. REUBEN CEDIÑO (Administrative Pastor) DATE: August 11, 2000			

FMS FLOW: CASH ADVANCES

Kining tanan nga mga panghitabo kalabot sa Cash Advances i-record sa Church Treasurer diha sa gitawag nga Cash Advance Ledger sa natungdan nga opisyal o staff sa simbahan.

1. GENERAL LEDGER—CASH ADVANCE

CRB—Cash Receipt Book CDB—Cash Disbursement Book

CASH ADVANCE

Date	Particulars	Reference/ Folio	DEBIT AMOUNT		Date	Particulars	Reference/ Folio	CREDIT AMOUNT
20____					20____			
June					June			
July	Total Adv.	CDB	P3,000.00		July			
August					August	Total Liq. Adv.	CRB	P3,000.00
September					September			
October					October			
November					November			
December					December			
20____					20____			
January					January			
February					February			
March					March			
April					April			
May					May			

2. SUBSIDIARY LEDGER— INDIVIDUAL CASH ADVANCE LEDGER

CASH ADVANCE

REV. ELMER T. SAA, CWS Pastor

Date	Particulars	Reference/ Folio	DEBIT AMOUNT		Date	Particulars	Reference/ Folio	CREDIT AMOUNT
20____					20____			
June					June			
July					July			
August	CW Convo.	CDB	P3,000.00		August			
September					September	Liq. of Adv.	CRB	P3,000.00
October					October			
November					November			
December					December			
20____					20____			
January					January			
February					February			
March					March			
April					April			
May					May			

FMS FLOW: PETTY CASH FUND

- Ang tanang Iglesia Lokal mag-mintinar ug Petty Cash Fund alang sa mga galastohan sa iglesia nga nagkinahanglan lamang ug gagmayng kantidad.
- Sumala sa Budget ang treasurer maoy mopahigayon sa pagbayad sa mga bayronon nga sama niini ginamit ang Petty Cash Voucher. Kini I-record niya sa Petty Cash Book.
- Ang tanan gusto gikan sa Petty Cash Fund pagahimoan ug sumada sa treasurer alang sa pagpahigayon sa replenishment niini.

UNITED CHURCH OF CHRIST IN THE PHILIPPINES Cagayan de Oro City Licoan, Cagayan de Oro City PETTY CASH VOUCHER No. 0100 Date: August 5, 2000 NAME OF PAYEE <u>REV. JONATHAN CAL</u> ADDRESS <u>c/o UCCP</u> AMOUNT IN WORDS <u>***ONE HUNDRED PESOS ONLY (**100.00)</u>		
Account No.	Particulars	Amount
Materials and Supplies 1-A	Mat. and supplies for Youth Week Guide production brought at National Bookstore per OR#98765 dated 8/2/2000 attached	P100.00
Received by: REV. JONATHAN T. CAL Payee Prepared by: Requested by: Approved by: V. PLAZA JONATHAN CAL R. CEDIÑO Treasurer Youth Desk Adm. Pastor		

UNITED CHURCH OF CHRIST IN THE PHILIPPINES Cagayan de Oro City Licoan, Cagayan de Oro City PCR No. 0005-2000 Date: August 30, 2000 SUMMARY OF PETTY CASH PAYMENT (OR PETTY CASH REPLENISHMENT)				
Date	PCV No.	Particulars	Amount	Account No.
8/5/2000	0100	Jonathan Cal	P100.00	1-A (Mat. and Supplies)
8/10/2000	0101	Post Office	150.00	2-A (Postage)
8/15/2000	0102	Sonia Go, Bookkeeper	123.00	3-A (Fares)
8/22/2000	0103	Ambal newstand	200.00	4-A (Subscription)
8/25/2000	0104	Gaisano Superstore	177.00	5-A (Jan'l Supplies)
8/27/2000	0105	Rotary Club – Cag de Oro	150.00	6-A (Donation)
		TOTAL	P900.00 vvvvv	
TOTAL PETTY CASH PAYMENT OR (TOTAL PETTY CASH REPLENISHMENT) PCV-0100 to 0105 P 900.00 TOTAL PETTY CASH ON HAND 1,1,00.00 AUTHORIZED PETTY CASH FUND P2,000.00 Prepared by: V.S. PLAZA Treasurer				

Project Development and Management System

Policy guidelines:

1. All feasible projects for foreign funding assistance shall be subject to endorsement of the Office of the General Secretary through proper channels (Conference, Jurisdiction).
2. All foreign funding assistance shall be coursed through the National Offices for proper monitoring.
3. A project may be initiated by any Judicatory provided such is incorporated in the Integrated Annual Plan of the Judicatory concerned.
4. Progress Project Reports shall be incorporated in the periodic Judicatory reports.
5. Judicatories shall be encouraged to undertake projects jointly with other judicatories.
6. All disbursements to judicatories shall be in Philippine currency.
7. All potential project proponents and/or holders shall undertake capability building on project development and management.

Project Type	Technical Requirements	Responsibilities	
		Judicatory Concerned	National office
Infrastructure development essentially for Church and church programs use (e.g. Church bldg, ETS bldg. etc.)	<ul style="list-style-type: none"> • Appropriate project study/proposal • Complete property documentation • Duly approved physical development and construction plans • Proper contracts on documentation of loans, grants, and/or services 	<ul style="list-style-type: none"> • Project planning/study • Property documentation • Fund-raising campaign • Assistance request to National Office, if needed • Building fund management • Construction management • Infrastructure/building management and maintenance • Periodic reporting to partner donors, if any • Contracting services, if needed • Project reporting (PMES) • Submission of project completion report 	<ul style="list-style-type: none"> • Establishment/ maintenance of a central Church building fund for soft loans to judicatories concerned should they be needed. • Review and endorsement to bilateral (foreign) partners, if applicable. • Assistance in property documentation • Consultancy services, if needed • Proper foreign fund assistance management • Project monitoring
Property development for self-reliance and long-term sustainability of Church programs (e.g. SHALOM Center, CENDET, HARAN, etc.)	<ul style="list-style-type: none"> • Appropriate project/ feasibility study/ proposal • Complete property documentation • Duly approved physical development and construction plans • Proper contracts on/ documentation of farms, grants, and/or services 	<ul style="list-style-type: none"> • Project planning/study • Property documentation • Fund-raising campaign • Construction management • Infrastructure/building management and maintenance • Periodic reporting to partner donors, if any • Contracting services, if needed • Operations/program management • Networking • Periodic project reporting (PMES) • Submission of construction completion report 	<ul style="list-style-type: none"> • Linkage development and maintenance with foreign funding partners • Consultancy services, if needed • Review and endorsement to foreign partners, if necessary • Assistance in property documentation • Proper foreign fund assistance management • Project monitoring • Patronage and marketing assistance

Project Type	Technical Requirements	Responsibilities	
		Judiciary Concerned	National office
Regular program-oriented projects (e.g. CTE, Scholarship, Church workers' benefits, trainings, etc.)	<ul style="list-style-type: none"> • Appropriate project study/proposal 	<ul style="list-style-type: none"> • Project planning/study • Assistance request to National Offices • Fund-raising campaigns • Networking • Program management • Periodic reporting to partner donors, if any • Periodic project reporting (PINES) • Terminal Project Report submission 	<ul style="list-style-type: none"> • Establishment/management/ maintenance of central program funds to assist/ subsidize regular program-oriented projects of conferences when needed (to be programmed and allocated accordingly). • Consultancy, technical and managerial assistance to judiciaries, if needed • Proper management of foreign fund assistance, if any • Periodic to foreign partners, if any • Project monitoring
Special issue-oriented projects (e.g. Human Rights, Health, Indigenous Peoples, Women, Youth, Extension Program, Ecology, etc.)	<ul style="list-style-type: none"> • Needs analysis across judiciaries relative to issues • Appropriate project study/proposal 	<ul style="list-style-type: none"> • Continuing needs analysis relative to issues as they affect the Judiciary concerned • Fund-raising campaigns • Program management • Periodic reporting to partner donors, if any • Periodic project reporting (PMES) 	<ul style="list-style-type: none"> • Consolidation of all specific issue-oriented programs of judiciaries into one program for the whole church • Project proposal preparation • Securing of funding assistance • Resource allocation and management • Overall Program supervision • Networking • Review and endorsement to bilateral (local and foreign) partners, if applicable. • Consultancy services • Technical and managerial assistance to judiciaries • Proper foreign fund assistance management • Project monitoring • Preparation and submission of Terminal Project Reports
Special one-time projects (e.g. Project Leap, Anniversary celebration, etc.)	<ul style="list-style-type: none"> • Appropriate project study/proposal 	<ul style="list-style-type: none"> • Project planning study • Project management • Fund-raising campaign • Periodic reporting to partner donors, if any • Period project reporting (PMES) 	<ul style="list-style-type: none"> • Building and maintaining a directory and relationship with potential funding partners for specific program areas. • Review and endorsement to bilateral (foreign) partners, if applicable. • Consultancy services, if needed • Proper fund (local or foreign) assistance management • Project monitoring

Project Type	Technical Requirements	Responsibilities	
		Judicatory Concerned	National office
Small-scale income generating projects (e.g. agri-based/agri-related projects, cottage industries, membership privilege card, etc.)	<ul style="list-style-type: none"> • Appropriate project / feasibility study 	<ul style="list-style-type: none"> • Continuing needs analysis for socio-economic needs of constituencies • Preparation or review and endorsement of project proposal for funding assistance • Allocation of revolving fund to assist Church groups undertake small-scale income generating projects for self-reliance • Project supervision • Period project reporting (PMES) 	<ul style="list-style-type: none"> • Generation and regeneration of a revolving fund (to start with the repayment of loans under Project (UCCP-CODE) as source of soft loans to judicatories needing capital for small-scale income generating projects • Linking judicatories with potential local resource institutions for financial, technical assistance. • Consultancy, technical and managerial assistance, if needed. • Project monitoring