
 **The International Communion of the Charismatic Episcopal Church**



3/1/2007 I.C.C.E.C Standard Operating Procedures 1

Standard Operating Procedures

Archbishop Randolph W. Sly

3/1/2007 I.C.C.E.C Standard Operating Procedures 2

Sursum Recorda

3/1/2007 I.C.C.E.C Standard Operating Procedures 3

Sursum Recorda

“Lift Up Your Reports”

3/1/2007 I.C.C.E.C Standard Operating Procedures 4

Being God’s Covenant People

Discovering the key to prospering according to God’s blueprint

3/1/2007 I.C.C.E.C Standard Operating Procedures 5

Covenant as the DNA of Faith

From creation God has dealt with his people through covenant.

3/1/2007 I.C.C.E.C Standard Operating Procedures 6

Covenant as the DNA of Faith

The first covenant was established in Adam, defined in the Dominion Mandate (Genesis 1:28), and expanded throughout the “Old Covenant” or “Old Testament” era.

3/1/2007

I.C.C.E.C Standard Operating
Procedures

7

Covenant as the DNA of Faith

The second covenant was established in Jesus Christ, defined in the Great Commission (Matthew 28:18), and expanded throughout the “New Covenant” or “New Testament” era.

3/1/2007

I.C.C.E.C Standard Operating
Procedures

8

Covenant as the DNA of Faith

The theme and structure of covenant permeate the Scriptures – indeed give them shape. From Genesis to Revelation, to understand covenant is to understand the cohesive thread that ties together the purposes and dealings of God with His people.

3/1/2007

I.C.C.E.C Standard Operating
Procedures

9

The Five Points of Covenant

- **Transcendence**
 - Who makes the rules?
- **Hierarchy**
 - Who enforces the rules?
- **Ethics**
 - What are the rules?
- **Sanctions**
 - What are the consequences?
- **Continuity**
 - How does the covenant continue?

3/1/2007

I.C.C.E.C Standard Operating
Procedures

10

Our Covenant Documents

- The Holy Scriptures & Creeds
- The Canons
- The Standard Operating Procedures Manual

3/1/2007

I.C.C.E.C Standard Operating
Procedures

11

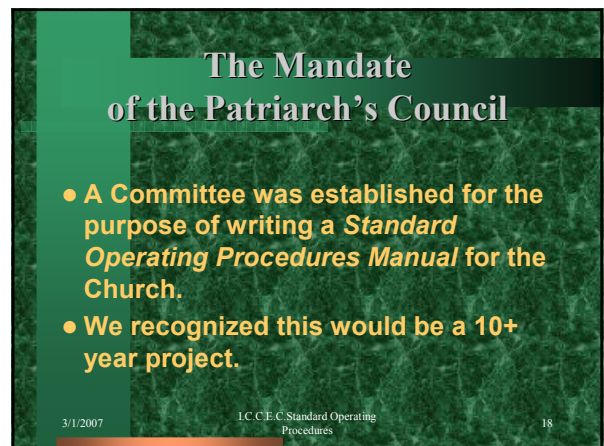
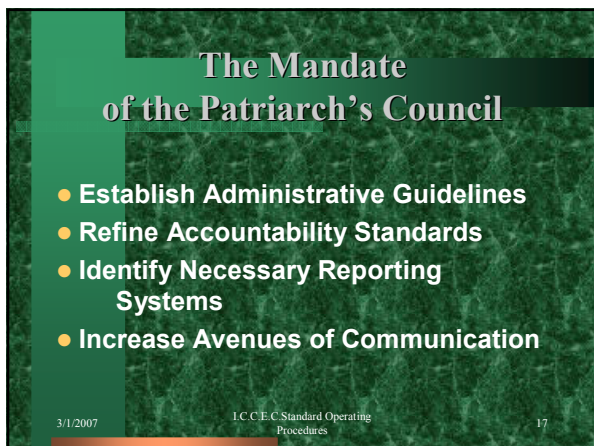
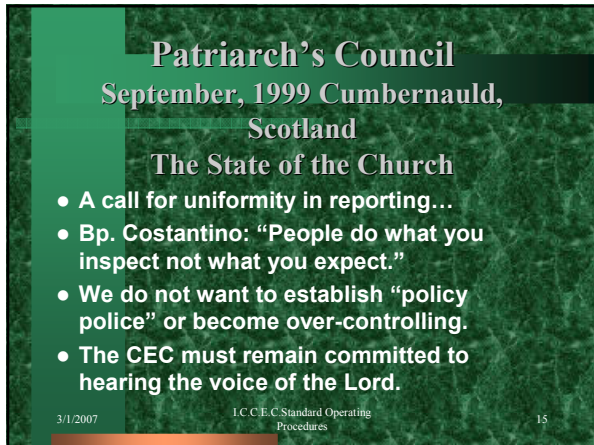
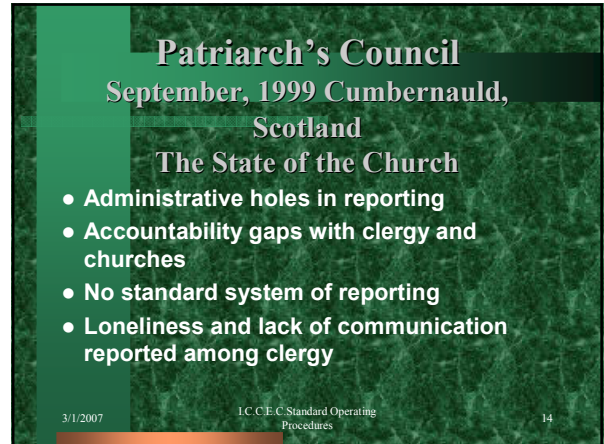
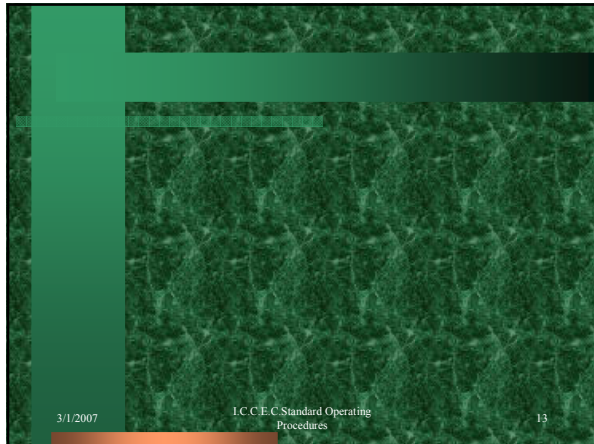
The S.O.P. as a Covenant Document

- Backed by the authority of the Patriarch
- Upheld by leadership at every level
- Defines the “how to” of ministry
- Provides for correction and improvement
- Geared for future development of ministry

3/1/2007

I.C.C.E.C Standard Operating
Procedures

12



Developing Standard Operating Procedures

- **Where do you start?**

3/1/2007 I.C.C.E.C Standard Operating Procedures 19

Developing Standard Operating Procedures

- **Where do you start?**
- **How do you determine standards?**
 - **Must be based on our Canon Law and the Scriptures**
 - **Must reflect the ethos of the CEC**
 - **Fulfill what the churches need administratively from their leaders**

3/1/2007 I.C.C.E.C Standard Operating Procedures 20

A Quality Approach to Establishing Standard Operating Procedures

The Vision of the Church must be written down for the church to “run with it.”

“Write the vision and make it plain on tables that he may run who reads it.”
Habakkuk 2:2

3/1/2007 I.C.C.E.C Standard Operating Procedures 21

A Quality Approach to Establishing Standard Operating Procedures

Founding Vision:
 “...to make visible the Kingdom of God to the nations of the world; to bring the rich sacramental and liturgical life of the early church to searching evangelicals and charismatics; to carry the power of Pentecost to our brothers and sisters in the historic churches; and finally to provide a home for all Christians who seek a liturgical/sacramental, evangelical, charismatic church, and a foundation for their lives and ministry...”

3/1/2007 I.C.C.E.C Standard Operating Procedures 22

A Quality Approach to Establishing Standard Operating Procedures

The Vision of the Church needs to be reflected through policies and procedures necessary to carry out the work.

For this, the church can utilize the concepts of Quality Management.

3/1/2007 I.C.C.E.C Standard Operating Procedures 23

A Quality Approach to Establishing Standard Operating Procedures

The Vision of the Church needs to be reflected through policies and procedures necessary to carry out the work through:

- **Improving our administrative processes**
- **Maintaining focus on parish-based ministry**
- **Involving people as problem-solvers**

3/1/2007 I.C.C.E.C Standard Operating Procedures 24

A Quality Approach to Establishing Standard Operating Procedures

The Vision of the Church needs to be reflected through policies and procedures necessary to carry out the work through a concept we will call "Quality Ministry" which focuses on people not just performance.

3/1/2007

I.C.C.E.C Standard Operating Procedures

25

A Quality Approach to Establishing Standard Operating Procedures

The purpose of Quality Ministry is not to make the administrative process the work of the ministry, but to make the administration of the ministry a quality process.

3/1/2007

I.C.C.E.C Standard Operating Procedures

26

A Quality Approach to Establishing Standard Operating Procedures

The purpose of Quality Ministry is to assist in bringing about the complete fulfillment of the vision and purposes for which God raised up the Charismatic Episcopal Church.

3/1/2007

I.C.C.E.C Standard Operating Procedures

27

A Quality Approach to Establishing Standard Operating Procedures

Quality defined:

- ✓ Doing what you are called to do the right way
- ✓ Doing good, preventing bad
- ✓ Doing it all to the glory of God

3/1/2007

I.C.C.E.C Standard Operating Procedures

28

A Quality Approach to Establishing Standard Operating Procedures

Quality defined:

- ✓ A call to excellence (zero defects) that is not perfectionism but God-given standards.
- When God created the world, He said, "It is good," not "it is good enough."*

3/1/2007

I.C.C.E.C Standard Operating Procedures

29

A Quality Approach to Establishing Standard Operating Procedures

What is the price of non-compliance and who really suffers?

- ✓ Discouraged/lost members
- ✓ Loss of time, talent and treasure
- ✓ Discouraged or disengaged clergy
- ✓ Resignation or removal
- ✓ Church autonomy or schism
- ✓ Missed ministry opportunities

3/1/2007

I.C.C.E.C Standard Operating Procedures

30

A Quality Approach to Establishing Standard Operating Procedures

What is the price of non-compliance and who really suffers?

→ **Loss of covenant**

3/1/2007 I.C.C.E.C Standard Operating Procedures 31

A Quality Approach to Establishing Standard Operating Procedures

Are we going to be pro-active or reactive?

We have an opportunity to establish a strong framework for the church rather than attempt repair of a fractured or faulty structure under stress.

3/1/2007 I.C.C.E.C Standard Operating Procedures 32

A Quality Approach to Establishing Standard Operating Procedures

Three Dimensions of Quality Ministry:

- **Quality Control**
- **Quality Assurance**
- **Quality Management**

3/1/2007 I.C.C.E.C Standard Operating Procedures 33

A Quality Approach to Establishing Standard Operating Procedures

Quality Control

is a function of inspecting, auditing, or monitoring processes to remove problems and/or prevent errors.

3/1/2007 I.C.C.E.C Standard Operating Procedures 34

A Quality Approach to Establishing Standard Operating Procedures

Quality Control (interpreted)

is an expression of every level of leadership in seeing that the work of the ministry is being accomplished as it should.

3/1/2007 I.C.C.E.C Standard Operating Procedures 35

A Quality Approach to Establishing Standard Operating Procedures

Quality Assurance

is a function of adding things to a process (procedures, training, etc.) to increase reliability and prevent errors.

3/1/2007 I.C.C.E.C Standard Operating Procedures 36

A Quality Approach to Establishing Standard Operating Procedures

Quality Assurance (interpreted)

is the equipping ministry of the Church – providing laborers with the proper resources, training, and knowledge to fulfill their ministry.

3/1/2007

I.C.C.E.C Standard Operating Procedures

37

A Quality Approach to Establishing Standard Operating Procedures

Quality Management

is the deliberate administration of processes using techniques, methods, and systems to prevent errors and conform to our member's requirements.

3/1/2007

I.C.C.E.C Standard Operating Procedures

38

A Quality Approach to Establishing Standard Operating Procedures

Quality Management (interpreted)

is the deliberate administration of the church, under the auspices of the Patriarch, that will bring about a consistent expression of the ICCEC everywhere around the world.

3/1/2007

I.C.C.E.C Standard Operating Procedures

39

Components of the Standard Operating Procedures Manual

- **Policies and Procedures**
 - Specific work that needs to be accomplished to fulfill the administrative needs of the vision.

3/1/2007

I.C.C.E.C Standard Operating Procedures

40

Components of the Standard Operating Procedures Manual

- **Policies and Procedures**
- **Job Descriptions**
 - What jobs must be accomplished to carry out the vision.

3/1/2007

I.C.C.E.C Standard Operating Procedures

41

Components of the Standard Operating Procedures Manual

- **Policies and Procedures**
- **Job Descriptions**
- **Report Forms**
 - Standardized reporting and feedback tools for accountability

3/1/2007

I.C.C.E.C Standard Operating Procedures

42

Components of the Standard Operating Procedures Manual

- Policies and Procedures
- Job Descriptions
- Report Forms
- Significant Documents
 - Ex: San Clemente Declaration, etc.

3/1/2007

I.C.C.E.C Standard Operating Procedures

43

Components of the Standard Operating Procedures Manual

- Policies and Procedures
- Job Descriptions
- Report Forms
- Significant Documents

3/1/2007

I.C.C.E.C Standard Operating Procedures

44

Utilizing the Standard Operating Procedures Manual

Planning:

Knowing what to expect...

Informed commitments through:

- ✓ Job Descriptions
- ✓ Policies / Procedures

3/1/2007

I.C.C.E.C Standard Operating Procedures

45

Utilizing the Standard Operating Procedures Manual

Implementation:

Knowing how to direct...

Accurate initiation and supervision of ministry, knowing what is to be done.

3/1/2007

I.C.C.E.C Standard Operating Procedures

46

Utilizing the Standard Operating Procedures Manual

Control:

Knowing what to connect...

The S.O.P. shows the interrelationship between people, policies, and performance.

3/1/2007

I.C.C.E.C Standard Operating Procedures

47

Utilizing the Standard Operating Procedures Manual

Accountability:

Knowing how to inspect...

- Knowledge of what is to be reported
- Standardized reporting forms

3/1/2007

I.C.C.E.C Standard Operating Procedures

48

Quality Ministry

➤ This must be a long-term commitment



for refining our management of people and resources.

3/1/2007 I.C.C.E.C Standard Operating Procedures 49

Quality Ministry Ownership



3/1/2007 I.C.C.E.C Standard Operating Procedures 50

Standard Operating Procedures Manual

- Index
- Mission Statements
- Job Descriptions
- Policies
- Procedures
- Declarations and Documents
- Reporting Forms

3/1/2007 I.C.C.E.C Standard Operating Procedures 51

S.O.P. Index

2000 INTERNATIONAL MASTER POLICY AND PROCEDURES INDEX

20-00-000 CHARISMATIC EPISCOPAL CHURCH - INTERNATIONAL POLICY AND PROCEDURE

20-00-001 GENERAL POLICIES

20-05-000

20-10-000 PATRIARCH

20-10-001 Job Description

20-10-002 Chief Pastor

20-10-003 First Father

20-11-000 GENERAL SECRETARY FOR PATRIARCH

20-11-001 Job Description

20-11-002 Special Advisory To Patriarch In Government And Operation Of The Church

3/1/2007 I.C.C.E.C Standard Operating Procedures 52

S.O.P. Index

20-40-000 INTERNATIONAL AGENCY OF EDUCATION

20-40-001 Mission Statement

20-41-000 SUPERVISING BISHOP - IAE

20-41-001 Job Description

20-41-005 Oversee Seminary Accreditation For ICCEC

20-41-006 Coordinate Seminary Satellite Development

20-41-008 Executive Committee

20-45-000 SEMINARIES

3/1/2007 I.C.C.E.C Standard Operating Procedures 53

ICCEC Job Descriptions

The Charismatic Episcopal Church
International Policy and Procedure Manual

TITLE: Archdeacon to the Patriarch **REPORTS TO:**

NUMBER: 20-12-001 **DATE ISSUED:** 1/10/00

REVISION DATE: 1/13/00

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Service: Serve the Patriarch in all capacities as may be assigned.
2. Liturgical: Implement the Patriarch's liturgical vision for the church through practical application, instruction, and education.
3. Fiscal Management: Direct oversight of the collection, disbursement and record keeping of administrative monies, and other offerings or sources of income as directed.
4. Coordination: Assist in coordinating actions and events with churches, dioceses and provinces on behalf of the Patriarch.
5. Record Keeping: Collect and safeguard records of ministries and ministers, and minutes of meetings of the Patriarch's Council or other special committees as requested.


Special Counsel and Research: Provide special counsel and conduct necessary research and inquires as requested by the Patriarch especially in the area of liturgical practice and fiscal management.


3/1/2007 I.C.C.E.C Standard Operating Procedures 54

ICCEC Policies

Yet to be written by the people of the CEC...

3/1/2007 ICCEC Standard Operating Procedures 55

 The International Communion of the Charismatic Episcopal Church



3/1/2007 ICCEC Standard Operating Procedures 56