

Welcome to Mayflower Operations!

Adopted by the Servants Council on May 30, 2026.

Purpose

This shelf is Mayflower Church's operational playbook, organized around sixteen operations systems — the twelve identified in Michael Lukaszewski's *Streamline: How To Create Healthy Church Systems*, extended with four further Mayflower operations books. It is a living resource — pages start as overviews and grow into procedures, templates, and decision records as each system matures.

Mission anchor: *Building a discipleship community rooted in the knowledge of Christ, driven by faith, empowered to share the Gospel, and committed to welcoming and equipping others in Love and Truth.*

How This Shelf Is Organized

- Each of the sixteen numbered **books** on the *Mayflower Church Operations* shelf covers one system in the rollout sequence.
- Each book begins with an **Overview** page using the Principle + Mayflower Practice format, followed by the procedures, templates, and directories that belong to that system.
- Status tags on each page indicate whether the system is Completed, Active, Upcoming, or On Hold.
- Open Questions at the bottom of each page are deliberately unanswered — they mark decisions still to be made.
- This Welcome book sits first (numbered 00) so it is always the starting point for someone new to the Streamline system.

The Sixteen Systems

1. **01 - Priority Ministries** — the ministries we guard, and what we say no to.
2. **02 - Program Evaluation** — the recurring framework for evaluating ongoing programs.
3. **03 - Event Evaluation** — the process and template for evaluating individual events.
4. **04 - Master Calendar Integration** — the annual calendar, its planning process, and the downstream Communications and Operations calendars.
5. **05 - Financial Plan & Generosity** — annual generosity plan, language, and giving touchpoints.
6. **06 - Organization Chart & Access** — who serves where, reporting relationships, and how leaders access the tools they need.
7. **07 - Role Clarity & Standardization** — the 31 standard Position Descriptions.
8. **08 - Hiring Process (Non-Pastoral)** — the workflow for hiring non-pastoral staff.
9. **09 - Decision-Making Framework** — thresholds, authority by threshold, and escalation exceptions.
10. **10 - Employee Handbook** — time, communication, confidentiality, and conduct expectations for staff.
11. **11 - Performance Evaluations** — annual evaluation structure and template.
12. **12 - Leadership Transitions** — short-term absence plans, emergency coverage, and long-term transition principles.
13. **13 - Church Safety** — RSO attendance policy, mandated reporter policy, and volunteer screening for service with minors.
14. **14 - Management Plan & Annual Goals** — annual goal-setting templates and the active fiscal-year plan.
15. **15 - Church Discipline** — formative and corrective discipline, the biblical process, and restoration.
16. **16 - Funeral Operations** — the procedure for funerals and memorial services.

Rollout Status

The phased rollout is complete. The Servants Council adopted the full manual wholesale on May 30, 2026 (see **Adoption** above).

Source Material

- Michael Lukaszewski — *Streamline: How To Create Healthy Church Systems*
- Mayflower Constitution and Bylaws

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