Welcome to Mayflower Operations!

Adopted by the Servants Council on May 30, 2026.

Purpose

This shelf is Mayflower Church's operational playbook, organized around seventeen operations systems — the twelve identified in Michael Lukaszewski's *Streamline: How To Create Healthy Church Systems*, extended with five 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 seventeen 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 lines on each book's Overview record its implementation status, with the approving body and date.
- Open Questions sections, where present, are deliberately unanswered — they mark decisions still to be made. A month and year in a page title (for example, April 2026) records that document's edition, not an expiration.
- This Welcome book sits first (numbered 00) so it is always the starting point for someone new to the Streamline system.

The Seventeen 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** — the Child Safety Policy, RSO attendance and membership 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 – Facilities & Building** — the Building Use Policy and facility matters.
16. **16 – Wedding and Funeral Operations** — the Wedding Policy and the procedure for funerals and memorial services.
17. **17 – Pastoral Staff Hiring** — guidelines for seeking and calling a pastor.

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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