

00 – Welcome to the Streamline Admin System

Orientation to Mayflower Church's operational playbook — the twelve systems on the Operations shelf, how they fit together, and where to find what. Start here.

- [Two-Page Plan — Draft April 2026](#)
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Two-Page Plan — Draft April 2026

Adopted by the Servants Council on May 30, 2026.

MAYFLOWER CHURCH — TWO-PAGE PLAN

Page 1: Who We Are • Page 2: What We Do • Draft April 2026

PURPOSE

Our deep sense of why. Eternal. Rooted in Scripture. No end date.

To glorify God by knowing Jesus Christ deeply and making Him known faithfully — until He returns or calls us home.

The gospel is true: God reconciles sinners to Himself through the death and resurrection of His Son, and gathers them into a covenant community formed by His Word and sustained by His Spirit. Mayflower has stood on the South Shore for over two centuries to be such a community. By God's grace, we intend to keep being one.

MISSION

Our purpose given a due date. What we are pursuing in this season.

By the end of 2030, Mayflower will be a healthy, doctrinally grounded, multi-generational congregation in Kingston — known for:

- **Faithful expository preaching** — of whole books of the Bible.
- **Gospel-driven prayer** — as real corporate ministry.
- **A coherent disciple-making pathway** — from first visit to mature service.
- **Shepherding care** — that does not let people fall through the cracks.

We measure progress by the health of our Five Priority Ministries (page 2).

TARGET AUDIENCE

Who we are specifically called to reach. Specificity sharpens stewardship.

We are not trying to be everything to everyone. We are called to reach two groups in particular:

1. **Kingston & the South Shore.** — Families, individuals, and seekers who want a doctrinally serious, expositorially preached, congregationally governed church.
2. **The de-churched & the under-disciplined.** — Christians who have left shallow or drifting churches, and longtime church members who have never been deeply formed.

We aim to be a faithful Baptist church that genuinely discipled whoever God brings.

VALUES

Words and behaviors that describe who we are.

- **Scripture.** — We submit our beliefs, our preaching, and our common life to the authority of God's written Word.
- **Worship.** — We gather as God's people on the Lord's Day to hear, sing, pray, and respond.
- **Discipleship.** — We do not settle for converts; we form followers of Jesus.
- **Fellowship.** — We do not float past one another; we know, love, and bear one another's burdens.
- **Missions.** — We do not hoard the gospel; we send it out in word, deed, and giving.

DISTINCTIVES

What makes Mayflower different from other faithful churches in our town and tradition.

Mayflower is a confessionally Reformed Baptist, congregationally governed, expository church that affiliated with the Southern Baptist Convention by congregational vote on March 15, 2026.

We hold to the historic doctrines of grace and preach through whole books of the Bible. The congregation governs itself under Robert's Rules with elder leadership and deacon service.

We operate by a Five Priority Ministries philosophy: we name what we will guard and give every leader explicit permission to say no to anything that would dilute the core.

FIVE PRIORITY MINISTRIES (KEYSTONE)

The ministries that hold our church together. What would fundamentally change our DNA if they went away.

The ordinary channels through which Christ builds His church. When capacity is tight, these are protected first; Missions & Outreach overflows from them.

3. **Ministry of the Word.** — Faithful preaching and teaching of Scripture as the central ministry.
4. **The Lord's Day Gathering.** — Word-shaped, prayerful, warm Sunday worship — including all support teams.
5. **Gospel-Driven Prayer.** — Corporate prayer as real ministry, not private preference.
6. **Disciple-Making Pathways.** — A coherent spine forming believers in doctrine, obedience, mutual care, and leadership.
7. **Membership & Shepherding Care.** — A clear front door (membership and baptism) and the care of souls.

PAGE 2 — WHAT WE DO

The work that flows from page one, and how we measure whether it is bearing fruit.

ACTIVITIES

The actual work that flows from page one — the rhythm of our common life.

- **Weekly.** — Sunday worship; pre-service volunteer huddle for prayer; sermon preparation and pastoral study; Bible Fellowship Groups; ministry team and staff meetings.
- **Quarterly.** — Quarterly business meetings; congregational prayer; ministry team check-ins; finance review with the Board of Finance.
- **Annually.** — August Leadership Summit; Servants Council approval cycle; Back to Church Sunday; Equip discipleship cycles; July–August budget development with Board of Finance; October congregational budget approval; summer rest for ministry teams.
- **Cyclical.** — New people move along the Mayflower Pathway — Welcome → Know → Grow → Go.

| # | PRIORITY MINISTRY | HOW WE KNOW IT'S HEALTHY | WHAT WE MEASURE |
|---|----------------------|---|---|
| 1 | Ministry of the Word | HEALTH MARKER Sermons faithful to the text, edifying, and applied. The congregation grows visibly in biblical literacy and doctrinal clarity. | INDICATOR Books of the Bible preached through per 24-month cycle: _____. Equip cohorts run per year: _____. |

| # | PRIORITY MINISTRY | HOW WE KNOW IT'S HEALTHY | WHAT WE MEASURE |
|---|--|---|--|
| 2 | The Lord's Day Gathering | HEALTH MARKER Word-shaped, prayerful, warm, on-time, hospitable to first-timers. Support teams run quietly and well. | INDICATOR Average Sunday attendance vs. target: ____. First-time visitor → second-visit return rate: ____%. |
| 3 | Gospel-Driven Prayer | HEALTH MARKER Prayer is corporate, gospel-shaped, and dependent — not perfunctory or rushed. | INDICATOR Church-wide prayer gatherings per year: ____. Formal team meetings opening and closing in substantive prayer: ____%. |
| 4 | Disciple-Making Pathways | HEALTH MARKER A clear, traceable path from first visit to mature service. People are moving along it, not stuck. | INDICATOR Members in a BFG or discipleship cohort: ____%. Baptisms per year: _____. New members completing Foundations annually: ____. |
| 5 | Membership & Shepherding Care | HEALTH MARKER People are known by name, cared for in trouble, and held lovingly accountable. No one falls through the cracks. | INDICATOR Members assigned to a shepherding team: 100%. Counseling cases handled per year: _____. New-member retention at 18 months: ≥ ____%. |

Indicator baselines and targets (the blanks above) will be filled in after the August 2026 Leadership Summit.

THE DECISION FILTER

Does this clearly strengthen one or more of our Five Priority Ministries — at a realistic cost in time, volunteers, and leadership attention? If not, we will simplify it, rotate it, or pause it.

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). The table below is retained as the April 2026 build snapshot.

| Week | System | Status | Due |
|------|-----------------------------|-----------|--------------|
| 1 | Priority Ministries | Completed | — |
| 2 | Program Evaluation | Completed | — |
| 3 | Event Evaluation | Completed | — |
| 4 | Master Calendar Integration | Completed | — |
| 5 | Financial Plan & Generosity | Active | Apr 22, 2026 |
| 6 | Organization Chart & Access | Active | Apr 19, 2026 |

| Week | System | Status | Due |
|------|--------------------------------|----------|--------------|
| 7 | Role Clarity & Standardization | Active | Apr 22, 2026 |
| 8 | Hiring Process (Non-Pastoral) | Upcoming | Apr 29, 2026 |
| 9 | Decision-Making Framework | Upcoming | May 6, 2026 |
| 10 | Employee Handbook | Upcoming | May 13, 2026 |
| 11 | Performance Evaluations | Upcoming | May 20, 2026 |
| 12 | Leadership Transitions | Upcoming | May 27, 2026 |

Source Material

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