

Sample Management Team Responsibility Matrix

R - Responsible for decisions, taking action, and task management	DFO - Director of Finance and Operations
I - Must be informed after the decision is made	SM - Senior Minister
A - Final say/accountable for decisions and actions (veto power)	DRE - Director of Religious Exploration
C - Must be consulted before decision or action	MD - Music Director
? - Don't know	BOD - Board of Directors (Officers)
	BC - Board Committee (Chairs)
	PC - Program Council

Major Tasks. Activities or Decisions	Key Positions/People						
	DFO	SM	DRE	MD	BOD	BC	PC
I. Ongoing Church Cross-Functional Operations:							
Facilities Management:							
<ul style="list-style-type: none"> • Weekly inspection and maintenance of church facilities 	R	C	C	C	I	A	I
<ul style="list-style-type: none"> • Weekly inspection and maintenance of church grounds 	R	C	C	I	I	A	I
<ul style="list-style-type: none"> • Schedule regular cleaning and sanitization, especially in high-traffic areas 	A	I	C	I	I	R	?
<ul style="list-style-type: none"> • Ensure safety equipment and fire alarms are in working order 	A	I	I	I	I	I	I
<ul style="list-style-type: none"> • Accepting bids and entering contracts for small repairs 						A	
<ul style="list-style-type: none"> • Entering contracts for large repairs (e.g., replace HVAC) 	R	C	C	C	A	C	
<ul style="list-style-type: none"> • Manage requests for rental of church space for events 	A	C	C	C	I	I	C
Financial Management:							
<ul style="list-style-type: none"> • Weekly review of pledges and offerings 	R	C	I	I	A	R	?