03 Sop Library

Freedom Road Ministries — SOP Library

> *Repeatable playbooks for client engagement · content updates · deploys.*

SOP-01 · Client check-in (per engagement phase)

Cadence: Once per engagement phase (build · QA · launch · handoff).

Steps: 1. Schedule 30-min call · agenda emailed in advance. 2. Open with: “What questions do you have?” (let Clark drive · he knows his ministry better than us). 3. Show concrete progress (screenshare · live URL preview · build folder tree). 4. Capture decisions · changes · questions in `client-log.md`. 5. End with: “Here’s what I’m doing next · here’s when I’ll send the next update.” 6. Send written followup within 24h confirming agreed actions.

SOP-02 · Content update request

When: Clark sends new scripture · new study · new resource link to add.

Steps: 1. Confirm scope (one paragraph · one section · whole new page?). 2. Confirm theological intent (especially if scripture-anchored). 3. Update HTML · keep voice/style intact. 4. Run SEO meta refresh (description · og: tags) if it’s a new page. 5. Add to sitemap.xml if new page. 6. Cross-browser test · mobile test. 7. Deploy. 8. Confirm live with Clark.

SOP-03 · Scripture-reference verification

Critical SOP · prevents Bible-reference typos like the original “Zechariah 17:6-10.”

Steps: 1. For every scripture reference in client content, verify the chapter exists in that book. 2. Verify the verse range exists in that chapter. 3. Verify the quoted text matches the chosen translation. 4. If quote · translation · context don’t all check out, flag for Clark · don’t ship.

Reference for chapter counts: - Zechariah: 14 chapters - Isaiah: 66 chapters - Jeremiah: 52 chapters - Ezekiel: 48 chapters - Psalms: 150 chapters - Romans: 16 chapters

(Use a Bible reference tool · BibleHub · BibleGateway · Logos · for verification — never trust memory alone.)

SOP-04 · Deploy to production (single page or full site)

Steps: 1. Local dry run: open file directly via `file://` · inspect. 2. Run Lighthouse if changing more than one file. 3. Upload to IONOS via cPanel File Manager OR git-push if hosting supports. 4. Clear any CDN cache. 5. Verify live URL returns 200 · content matches expectation. 6. Cross-browser spot check (Chrome · Safari · mobile). 7. Commit deploy timestamp to `client-log.md` .

SOP-05 · Resource library expansion

When: Clark provides new PDFs · DOCX studies · external links to add to `resources.html` .

Steps: 1. Verify file format (PDF preferred · DOCX OK · no .doc legacy). 2. Verify file size <10MB (anything larger needs hosting decision). 3. Upload to `assets/docs/` folder on IONOS. 4. Add resource card to `resources.html` with: title · 1-line description · link · file size · download icon. 5. Update intra-page nav if resource is a new section. 6. Test download link. 7. Deploy.

SOP-06 · Voice review (per content batch from Clark)

When: Clark provides new prose to integrate.

Steps: 1. Read aloud once. 2. Check for replacement-theology phrasing (CRITICAL — must reject). 3. Check for casual American devotional language (e.g., “Y’all,” “Hi friend”) — flag for tone but defer to Clark’s voice ownership. 4. Check scripture references per SOP-03. 5. If any flags, raise with Clark in writing · let him decide. 6. Once approved, integrate into HTML.

SOP-07 · Cross-browser QA (pre-launch · pre-major-update)

Browsers to test: - Desktop: Chrome (latest) · Firefox (latest) · Safari (latest) · Edge (latest) - Mobile: Mobile Safari (iOS) · Mobile Chrome (Android)

Per browser, verify: - All 6 pages render visually correctly - Navigation works (header nav · footer · in-page jump links) - Embedded YouTube iframes load - Images load with correct alt text - Print preview renders cleanly (some users print for study)

Cross-references

- [[02_action_plan]]
- [[../../../../sandi-system-engine/_skills/freedom-road-deploy/SKILL.md]]
- [[../../../../sandi-system-engine/_knowledge/FREEDOM_ROAD_CLIENT_BRIEF]]