

## **ALL COMMITTEE DESCRIPTIONS**

*Appointed by the Committee on Committees, Nominating Committee, or from the floor of the Church*

### **BAPTISM & LORD'S SUPPER COMMITTEE**

This committee shall be composed of the deacon body under the direction of the chairman of deacons. They shall provide all materials and assistance needed for proper observance of the ordinances of Baptism and the Lord's Supper. All such efforts shall be with the counsel and approval of the pastor.

### **CHILDREN'S MINISTRIES COMMITTEE**

Recommended by the Committee on Committees. Acts a liaison between children's ministry needs and the members of the church.

### **CHURCH COUNCIL**

Composed of paid staff members, chairman of deacons, music director, church clerk, treasurer and heads of the organizations to assist in correlation of all church activities, and may recommend to the church at any time the appointment of any special or additional standing committees deemed necessary for the work of the church. All matters agreed upon by the council calling for action not already provided for shall be referred to the church in monthly business meeting for approval.

### **COMMITTEE ON COMMITTEES**

Recommended by the outgoing Nominating Committee at the June business meeting to serve for one year (Sept 1 - Aug 31). They shall bring recommendations to the August business meeting for all standing committees and other committees as the church may otherwise designate (exceptions Baptism & Lord's Supper Committee, Finance Committee, Trustees Committee, Constitution Committee and Nominating Committee). The Committee on Committees shall function through the year to nominate persons to fill committee vacancies under the jurisdiction of the Committee on Committees.

### **DECORATING MINISTRY COMMITTEE**

Recommended by the Committee on Committees. This committee will be responsible for the decoration of the church facilities in correlation with the seasons and special events and will be responsible to send flowers to families of this church at times of bereavement.

### **FINANCE COMMITTEE**

Elected from the body of churchmembers at the June business meeting. This committee shall plan and recommend to the church adequate financial budgets, and enlistment methods for proper financial operations for all funds for the work of the church. The treasurer shall be an ex-officio member of this committee. This committee shall review the budget and receipts at least semi-annually and make recommendations for such adjustments as are necessary.

### **KITCHEN COMMITTEE & CHURCH HOSTESS**

Recommended by the Committee on Committees. The Church Hostess, who will be the chairman of the Kitchen Committee, will assume responsibility for church fellowship meetings as agreed upon by the church. She will be responsible for the church kitchen, its equipment and supplies.

### **LOCAL MINISTRY COMMITTEE**

Elected from the floor as needed, this committee shall plan and provide relief to the local needy as part of the Great Commission as an expression of Christian Outreach. It shall have 8 members elected for a 5-year term. The members may be re-elected. The terms shall be staggered where by at least one term shall end year.

### **MEMORIALS COMMITTEE**

Recommended by the Committee on Committees and formed to recognize contributions to the church in memory of individuals through acknowledge correspondence to the donor.

### **MUSIC COMMITTEE**

Recommended by the Committee on Committees and formed to assist the Music Director/Leader in musical activities of the church. Usually consists of the pianist, organist, and subs.

### **NOMINATING COMMITTEE**

This committee shall be elected by the church at the June business meeting. The Nominating Committee shall recommend members for places of service in the organized life of the church, and membership of committees not otherwise provided for by action of the church. The Sunday School Director, Church Training Director, Woman's Ministry Director and Baptist Men's Director shall be added to the committee upon their election in the July business meeting. The Nominating Committee shall serve as needed throughout the year to nominate persons to fill vacancies.

### **NURSERY COMMITTEE**

Recommended by the Committee on Committees to have the responsibility of scheduling nursery volunteer workers and paid staff members. The committee will be responsible for the nursery, its equipment and supplies.

### **PERSONNEL COMMITTEE**

Recommended by the Committee on Committees. Meets regularly to review policy and procedure regarding Church staff and to consider sensitive employee-related issues brought forward by the Church administrator or by other employees. The committee advises on hiring and terminations and conducts exit interviews of non-ministerial staff.

### **PROPERTIES COMMITTEE**

Recommended by the Committee on Committees. Has the responsibility for making the church attractive, worshipful, and functional. Shall supervise painting and repairs in keeping with the budget of the church; purchase equipment and supplies as authorized by the church; supervise maintenance of church grounds, inspect regularly all properties and make necessary recommendations to the church; supervise maintenance of church grounds, The shall establish the duties and direct the work of the custodian.

### **TRUSTEES COMMITTEE**

Recommended by the Nominating Committee. Three trustees, one of whom shall be appointed to serve for three years, and until their successors shall be elected, will hold in trust the property of the church. They shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgaging, or purchase or rental of property or other legal documents where the signature of trustees are required.

### **USHERS COMMITTEE**

Recommended by Committee on Committees to care for the seating and comfort of the congregation, greeting of visitors, prevention of interruptions and distractions, receiving of offerings to be rendered at any or all meetings as needed.

### **VAN/BUS COMMITTEE**

Recommended by the Committee of Committees to oversee the purchase and maintenance of buses/vans. Governs the selection of drivers and the scheduling of use of the buses/vans.

### **YOUTH COMMITTEE**

Recommended by the Committee on Committees. It shall assist the youth leader with the youth program including organization of activities, meetings, fellowships, and youth trips. The youth committee can act as liaison between church members and the youth leader.