

CHURCH COMMITTEE HANDBOOK  
2015-2016



*Now as we have many parts in one body, and all the parts do not have the same function, **5** in the same way we who are many are one body in Christ and individually members of one another. **6** According to the grace given to us, we have different gifts ... Rom 12:4-6a (HCSB)*

## I. INTRODUCTION

As a member of MBC, you are part of a body of believers who are organized for the fulfillment of the Great Commission: to make disciples of all people by going, baptizing and teaching. Unlike secular organizations, membership in the church is not about being served, having privileges and demanding rights. Rather, it is about serving one another, taking personal responsibility, and giving sacrificially of our time, talents and treasures.

There are some **basic commitments** each committee member should make:

- Personal spiritual growth.
- Weekly attendance in worship & Sunday School.
- Giving a tithe of your income.
- Using your spiritual gifts, talents, abilities and skills in ministry.
- Sharing the gospel with the lost.

## II. COMMITTEE PURPOSE AND PRACTICES

Being elected as a committee member at MBC serves **two purposes**:

- It makes sure our church's mission is carried out effectively.
- It provides an opportunity for personal and spiritual growth. You give of your time, energy and effort. In return, you will come to better understand the mission of the church, grow spiritually, learn new skills, and be encouraged by the knowledge you are making a positive difference.

### A. Expectations

There are certain **expectations** that are placed on you as an elected committee member.

- Support the mission and staff of the church.
- Being on-time to & participate in meetings.
- Regular weekly attendance in worship & Bible study.
- Tithing.
- Being prepared and responsible to fulfill your assigned tasks.

Your **attitude** and **example** are critical as a committee member. You will have opportunities to promote harmony by sharing positive news, correcting misinformation, resolving conflict, encouraging discussion and displaying a positive attitude and gracious spirit toward staff, office personnel and fellow church members.

Committee members should be familiar with the **church constitution & bylaws, the policies and procedures manual, the budget process, church financial policies and procedures**.

### B. Decision Making

As a Committee member, you should be familiar with **decision-making** skills & styles so that your group can effectively accomplish its ministry tasks.

Two different styles of **decision-making** are used in groups.

- **Consensus Decision-Making:** emphasizes the cooperative and creative development of decisions by group members instead of the competitive development of decisions. Its key principles including giving everyone a hearing, cooperation, understanding, openness, acceptance and satisfaction. The goal is that each group member consent to the decision. It doesn't mean that everyone is in total agreement but that the decision is acceptable enough so that all members can agree to support it and its implementation. This style of decision-making is used frequently in committees and other smaller groups.
- **Parliamentary Procedure:** At MBC, we use Robert's Rules of Order for procedures and protocol for conducting business meetings and other meetings. Its rules are based on the principles of justice, courtesy, good order, guarantee of rule of the majority and protection of the rights of the minority. Each leader should be familiar with the basics of this method. Resource for good summary: [www.robertsrules.org](http://www.robertsrules.org).
- In both styles, the rule of love for God and one another is always the governing principle.

### C. Meetings

Committee members should be familiar with how to run **meetings**. Meetings should be begun on time and end on time. It is always best to begin with a brief devotion and/or Scripture reading and prayer. Every meeting should have a purpose and agenda. Every member should respect one another and express their opinions honestly and concisely. Personal attacks should never be tolerated. Value each person's contribution. Encourage creative problem-solving. Always keep written minutes of the meeting and any decisions/recommendations that are made. A permanent copy should be kept by the committee and another copy turned into the church office. Each committee should meet at least quarterly. A committee must have a quorum to conduct business. Every meeting should be run in a Christlike, prayerful way.

### D. Communication

Committee members should practice effective **communication**. The goal is to send the right message to the right people at the right time and place in the right media to be heard, understood and acted upon.

- No activity or event should be scheduled and/or promoted without first checking with the church office.
- Minutes of meetings should be turned into the church office after each meeting.
- The pastor, staff, and other affected groups should be "kept in the loop" concerning committee business. The pastor serves as ex officio member of each committee. No committee decision should be a surprise to the staff.
- Any committee recommendation to be voted on at the monthly business meeting must be printed in the bulletin the Sunday before the business meeting.

### E. Goal Setting & Evaluation

Committee members should lead their group to **set goals and evaluate progress** toward meeting those goals. Be careful about setting too many goals. Usually 3-4 major goals are enough. Goal-setting involves these steps: 1. Evaluate the past year; 2. Align any goal with the Great Commission; 3. Write each goal down using the S.M.A.R.T. criterion - specific ... measurable ... achievable ... realistic ... time-bound. 4. Break goal down into manageable tasks and assign tasks; 5. Regularly evaluate progress and make adjustments; 6. Celebrate reaching your goals.

## III. Why Church Committees?

Church committees help the church be a good steward of its challenges and resources. Committees handle details that keep ministries from becoming disorganized and chaotic. Churches delegate responsibilities to committees for several reasons.

1. **Committees helps streamline church business by keeping time expended to a minimum.** Imagine the entire church having to decide every detail of building maintenance. This is called a "committee of the whole" and it is a very time-consuming, ineffective and cumbersome structure.
2. **Committees help the church effectively utilize membership expertise and talent.** Every member brings to the church interests and skills which can be used to facilitate the mission and ministries of the church.
3. **Committees help members to mature in ministry and leadership skills and attitudes.** Members working together in service of a common purpose and vision will naturally mature in faith. Committees provide an excellent opportunity to focus and practice on healthy group dynamics and relationships.
4. **Committees allow churches to do administrative work more effectively.** I heard of one church that decided the whole church would be the pastor search committee. Confusion reigned. After months passed with no progress at all, a committee was appointed. Harmony was restored and the church had a new pastor before many more months passed.
5. **Committees help churches tackle concerns that emerge periodically.** New technology is one example. Personnel issues are another. Committees can do review, research, monitoring and decision-making more easily than an entire congregation.
6. **Committees provide a healing ministry.** Committees can help defuse tensions and emotion in difficult situations. In a small-group setting, potential divisive issues are discussed more easily and with less tension and emotion. Committees are a forum for resolving problems.
7. **Committees help the church stay in focus.** If every person in the church tried to know about every aspect of church life in detail, we would spend all of our time on things that are not the primary thing. Committees free us by working on the details of one area or ministry and allowing us to do ministry and keep our focus on Jesus and what He wants to do in and through each of us.

#### **IV. Committee Member / Chair Responsibilities**

##### **A. Member Responsibilities**

1. Know the purpose, duties and members of the committee
2. Be present and on time for meetings
3. Participate in discussions honestly and respectfully.
4. Contribute to the planning and achievement of activities / projects
5. Complete assignments as agreed upon.
6. Keep the committee chair informed about progress on assignment; report at committee meetings.

##### **B. Chair Responsibilities**

1. Know the purpose, duties and members of the committee
2. Lead the committee to request and administer budget line-item(s)
3. Plan the agenda of committee meetings.
4. Lead meetings.
  - Each meeting should have a purpose
  - Each meeting should have an agenda
  - Each meeting needs resources
  - Each meeting needs to be followed-up
  - Each meeting needs to be reported.
5. Supervise the work of the committee secretary
6. Assign responsibilities to committee members for follow-through actions.
7. Lead the committee to:
  - Set goals & schedule activities & projects
  - Develop a plan of action & determine resources needed
  - Complete goals, projects.
8. Report committee actions / recommendation to the staff and business meeting.
9. Collaborate with church staff, officers, office personnel, deacons and other committees as necessary.

#### **V. MBC COMMITTEE POLICIES & PROCEDURES SUMMARY**

- MBC has both standing and special committees. Standing committees rotate membership. Special committees do not rotate membership and are assigned a specific task and/or ministry.
- The pastor, in consultation with the deacons, appoints 3 members of the Nominating Committee each April. (a man, woman and previous committee member). The Nominating Committee will then nominate SS director, Discipleship director, WMU & Brotherhood directors. Upon their election by the church, they will assist the Nominating Committee in the selection of members for their organizations.
- No husband and wife may serve on the same committee with the following exceptions: Student Ministry Support, Children's Ministry Support, Missions, Host & Hostess, and Welcome Committee.
- All standing committees will have multiples of 3 for membership (3,6,9) with each member serving a 3-year term and one-third rotating off each year. Terms begin in September and end in August.
- The chairperson is designated by the Nominating Committee
- The committee tasks must be church approved and listed on the committee job description.
- Committees serve at the pleasure and under the authority of the congregation.

- Each committee should meet during September to review its job description, schedule future meetings (at least one per quarter) and set goals.
- A committee member must inform the chair if he/she will miss a meeting.
- Any expenditure over \$100, other than fixed expenditures, should be cleared with the Church Treasurer.
- Committees with Church Budget line-items must submit an annual request to the Budget & Finance Committee.
- The committee chair is expected to bring a report and/or recommendations to the church at the monthly business meetings.

**The following information is taken from the MBC Policies & Procedures Manual section dealing with the work of committees**

## **Section VII - Committees**

1. The church shall elect such standing committees and special committees as it may deem necessary to efficiently carry out the various phases of the program of the church. No husband and wife shall serve on the same committee with the exception of the Student Ministry Support Committee, the Children's Ministry Support Committee, the Missions Committee, the Host and Hostess Committee and the Welcome Committee. No husband or wife shall serve on any committee which influences pay or benefits to his or her spouse.

### **2. Nominating Committee**

The basic three members of the Nominating Committee are to be appointed by the pastor in consultation with the deacons during April, and the church so informed. At least one of these nominees will be a woman, and at least one shall be a man. If possible, one of these three shall have served the previous year. The first report of the committee shall consist of nominations for the office of Sunday School Director, Discipleship Training Director, Women's Missionary Union Director, and Brotherhood Director. Upon their election by the church, these officers shall be added to the Nominating Committee to assist in the selection of nominees for their respective organizations. They shall so organize themselves as needed with a chairperson, vice-chairperson, and secretary. The committee shall have responsibility through the year for nominating to the church persons to serve in the various capacities, vacated from time to time by removal, death, expiration of term of office, or failure to function. The reports of the Nominating Committee shall be suggestive only, and any member of the church will have the privilege of nominating from the floor.

### **4. Personnel Committee**

This is to be a committee of six recommended by the nominating committee, with one-third of the committee elected for a three-year term each year. This committee shall have the responsibilities of recruiting, interviewing, and recommending to the church the personnel for all employed positions of the church other than the pastor. No employee nor member of his family may serve on this committee. As the church authorizes additional salaried personnel, this committee shall have the responsibility of recommending the personnel to fill these authorized positions. Job descriptions shall be prepared prior to hiring of personnel. The committee shall be familiar with the function and work of all personnel including the pastor. The committee shall recommend proposed salaries of ministerial and nonministerial personnel. It shall also study and make recommendations where needed on such items as hospitalization, insurance, retirement pension plans, vacations, and holidays for employed personnel. This committee shall be responsible for providing and maintaining job descriptions for all personnel.

### **6. Standing Committees**

All standing committees, except where designated, shall consist of multiples of three (i.e., 3, 6, 9) members, each serving a three-year term with one-third rotating off each year. The chairperson shall be designated by the Nominating Committee. The tasks of each committee shall be approved by the church and included in the Policies and Procedures Manual.

- Abundant Child Care
- Abundant Life Center/Recreation
- Baptismal (appointed by chairman of deacons--See Article II, Section 4 "Duties")
- Benevolence
- Bereavement
- Budget and Finance/Stewardship
- Buildings and Grounds Maintenance
- Bus and Van (Bus Ministry Sub-Committee)
- Constitution and By-Laws
- Missions

- k. Flowers and Memorials
- l. Historical
- m. Host and Hostess
- n. Lord's Supper (appointed by chairman of deacons, See Article II, Section 4 "Duties")
- o. Nursery
- p. Sound
- q. Usher/Welcome Committee
- r. Volunteer Youth Ministry Team
- s. Wedding Hostess
- t. Student Ministry Support Committee
- u. Children's Ministry Support Committee
- v. Parlor Committee
- w. Security Committee

## **COMMITTEES OF THE CHURCH**

The members of each committee, the term of office of committee members, and method of appointment are stipulated in By-Laws Article II, Section VII, paragraphs 1-6.

Committees are designed to do the work of the church clearly and effectively. Committees are to operate within the realm of authority determined by the church but never so as to cause the church to lose its authority over programs and activities of the church.

Following church approval of the Nominating Committee's Report in August for the new church year, all committees will meet within 30 days in order to give all members copies of the "Purpose of the Committee" and the "Duties of the Committee", which are stated in the Constitution and By-Laws. The committees will also establish a schedule for future meetings to include at least one meeting per quarter during the September-August church year

Nominating Committee - See By-Laws Article II, Section VII, Paragraph 2.

Pastor Search Committee - See By-Laws Article II, Section VII, Paragraph 3.

Personnel Committee - See By-Laws Article II, Section VII, Paragraph 4.

Standing Committees - See By-Laws Article II, Section VII, Paragraph 5.

A description of the purpose and duties of each standing committee is listed below. They are arranged in alphabetical order.

### **ABUNDANT CHILD CARE COMMITTEE**

#### **Purpose of the Committee**

To administer the program of weekday child care by serving as a liaison group between the director(s) of the program(s) and the church members.

#### **Duties of the Committee**

1. Determine policies and procedures for operating and administering the program(s).
2. Determine with the Personnel Committee qualifications and salaries for the employees and director(s) for the program(s).
3. Determine a budget for the program (s).
4. See that the program(s) and facilities comply with legal and licensing requirements.
5. Direct public relations efforts to inform, involve, and educate church members about the program(s).
6. Coordinate work of the program(s) with other church activities.
7. Review reports and records to ensure proper operation of the program(s). Report regularly this information to the church for awareness and approval.

### **ABUNDANT LIFE CENTER/RECREATION COMMITTEE**

#### **Purpose of the Committee**

This committee shall assist the church in providing recreational opportunities for its members. The committee shall be responsible for leading the church in establishing and enforcing guidelines for utilization of the Abundant Life Center and shall lead in planning and scheduling activities in the Abundant Life Center (ALC).

#### **Duties of the Committee**

1. Recommend and enforce guidelines for use of the Abundant Life Center.
2. Work with church administration to approve requests for reservations of ALC.
3. Work with church administration to handle any conflicts in scheduling.

4. Approve Volunteer Staff Personnel (VSP) for supervision of activities in ALC.
5. Plan, promote and conduct regular recreational activities using the ALC, including league participation..
6. Develop policies for use, storage and maintenance of recreational equipment and supplies.
7. Maintain an inventory of recreational equipment and supplies and recommend purchase of equipment.
8. Organize itself into subcommittees in order to better carry out its duties.
9. Recommend and administer budget allocations.
10. Enlist volunteers to lead planned activities.
11. Report any maintenance requirements to Buildings/Grounds Maintenance Committee.
12. Work cooperatively with church staff and program directors in utilizing ALC.

#### **BAPTISMAL COMMITTEE**

The chairman of deacons shall appoint a Baptismal Committee each year. The committee will consist of deacons and wives.

##### **Purpose of the Committee**

The committee shall assist the pastor and the candidate(s) for baptism in preparing for and administering the ordinance.

##### **Duties of the Committee**

1. See that the baptismal facilities are clean and ready for use. This includes filling and heating of the baptistry and checking the dressing rooms.
2. See that the lighting in baptistry area is turned on.
3. See that each dressing room is equipped with towels and bags for wet clothing.
4. Assist candidates in moving in and out of the pool and to their dressing rooms.
5. See that towels and baptismal robes (if used) are properly cleaned after use.

#### **BENEVOLENCE COMMITTEE**

##### **Purpose of the Committee**

The committee shall lead the church in meeting the benevolence needs of church families, community residents and transients.

##### **Duties of the Committee**

1. Develop ministry guidelines to follow in rendering assistance. These guidelines should include kinds of assistance, limit(s) of assistance, and criteria for individuals to be assisted.
2. Work closely with the pastor, deacons, and mission organizations in locating and meeting needs.
3. Determine available community agencies that provide various types of assistance. Refer persons to appropriate agencies.
4. Request and administer budget allocations.
5. Work cooperatively with other churches, the Calhoun Baptist Association and the Baptist Service Center South in coordinating benevolent ministries.
6. Involve church members in benevolent ministries when possible.
7. Make reports to the church during business meetings, remembering to respect the dignity of those assisted by not revealing names publicly.

#### **BUDGET AND FINANCE COMMITTEE**

No one may serve on this committee if a member of his or her family is a paid staff member of the church. The church treasurer shall be a member of this committee. Financial secretary shall serve as a non-voting adviser to this committee.

##### **Purpose of the Committee**

The committee shall assist the church in administering the financial affairs of the church.

##### **Duties of the Committee**

1. Submit to the church for approval an annual budget at least one month prior to the beginning of the new fiscal year. This shall be done after consulting with staff members, program directors and committee chairmen regarding their requests for allocations.
2. Oversee the expenditure of funds in relationship to offerings received and allocations. Make recommendations for changes in budget allocations during the year as needed.
3. Consider and recommend to the church for approval methods of financing special projects and/ or purchases not included in annual budget.
4. Consider and recommend to the church for approval the allocation of any special donations of money and/or property received by the church, which are not previously designated.
5. Consider and recommend to the church for approval the allocation of any money received from the sale of church property.
6. Advise the treasurer, when requested, regarding the paying of bills and the investing of money in savings accounts.
7. Give guidance, when requested, to any member or organization of the church engaging in fund raising activities to see that they comply with By-Law Article IV, Section 7 "Fund Raising".
8. Take steps to see that sound procedures are used for receiving, counting, safeguarding, disbursing and accounting for all funds.
9. Work cooperatively with the trustees in conducting an annual audit.

## **BUILDING GROUNDS MAINTENANCE COMMITTEE**

### **Purpose of the Committee**

The committee shall assist the church in the care and utilization of its buildings, furnishings and grounds as they relate to church programs and activities.

### **Duties of the Committee**

1. Organize itself into subcommittees in order to more effectively carry out its duties.
2. Enlist church members to assist in carrying out its duties.
3. Maintain an inventory of all church properties. Original should be filed in a safe place.
4. Maintain all properties, buildings, and equipment. This work may be done by committee members, other church members or contractors outside the church.
5. Develop and maintain a service record of all operational equipment such as air conditioning units.
6. Inspect all church properties periodically.
7. Recommend policies for loaning of equipment to individuals, churches, schools, or civic organizations.
8. Inspect and maintain all fire fighting equipment and exit plans.
9. Recommend the need for hiring maintenance personnel or for contracting custodial services.
10. Represent the church in contracting for custodial services in regards to cost and services to be rendered.
11. Develop and recommend an adequate insurance plan to protect all buildings and property.
12. Recommend and administer budget allocations for maintenance and repair of church buildings and property.
13. Provide supervision and inspect all work done by outside contractors.
14. Work with the church council in space utilization.
15. Report to the church as needed concerning the status of buildings, equipment and expenditures.
16. Report to the church as need concerning the status of buildings, equipment and expenditures.

## **BUS/VAN COMMITTEE**

### **Purpose of the Committee**

The committee shall assist the church in the purchase, maintenance, insuring and scheduling for use of all vehicles. The committee shall also approve all drivers.

### **Duties of the Committee**

1. Develop and recommend for approval by the church guidelines governing the scheduling and use of vehicles and the approval of drivers.
2. Maintain and repair all vehicles as required.
3. Develop and maintain a service record for all vehicles.
4. Recommend an adequate insurance plan to cover vehicles, passengers and the church.
5. Recommend for purchase vehicles needed for the ministry of the church.
6. Recommend and administer budget allocations.
7. Report to the church as needed regarding status of vehicles and expenditures.
8. Keep a current file of approved drivers having Commercial Driver's License (CDL).
9. Recommend that at least one-half the committee members have a current and valid CDL.

## **BUS MINISTRY COMMITTEE (Bus/Van Sub-Committee)**

### **Purpose of the Committee**

The committee shall assist the Bus Minister and the church in planning and implementing an effective ministry of providing transportation to and from church activities for persons otherwise unable to attend.

### **Duties of the Committee**

1. Work with the Bus Minister to develop an effective Bus Ministry.
2. Enlist and train members of the church to assist in this ministry.
3. Assist the Bus Minister in planning, implementing and evaluating special promotions for attendance, evangelism, or benevolence directed toward those being reached through the bus ministry.
4. Recommend and administer budget allocations.
5. Report to the church regularly on the accomplishments, plans and needs of the bus ministry.

## **CHILDREN'S MINISTRY SUPPORT COMMITTEE**

### **Purpose of the Committee**

To be used by the Lord in the lives of Meadowbrook's children. To love, encourage, and become closely involved with them. To do everything possible to make Meadowbrook Baptist's children's ministry excellent.

### **Duties of the Committee**



1. Assist the Children's Minister in the planning and implementation of a calendar of activities for children to include, but not limited to, AWANA, fellowships, Bible studies, recreation, retreats, camps, trips, revivals and evangelistic outreach activities.
2. Assist the Children's Minister in preparing the annual budget for Children's activities.
3. Work cooperatively with other ministries of the church to avoid conflicts of scheduling or overlapping of activities.
4. To build lasting relationships with the children.
5. To be a spiritual model for the children. To be available to them for prayer or counsel.
6. In the absence of a Children's Minister, to fulfill the activities of the children's calendar and provide for leadership in the ministry until a suitable replacement is hired by the church.

#### **Membership on the Committee**

1. The number and term of committee members to serve will be determined by the nominating committee in accordance with the dictates of the Constitution.
2. The Children's Minister is a permanent member of the committee.

#### **CONSTITUTION AND BY-LAWS COMMITTEE**

##### **Purpose of the Committee**

The committee is responsible for leading the church to keep its Constitution and By-Laws current and to make copies of it available to the congregation.

##### **Duties of the Committee**

1. Meet periodically to review Constitution and By-Laws for possible revision.
2. Take steps to ensure that revised copies of the Constitution are made available as changes are approved by the church. Old copies should be discarded so as not to cause confusion.
3. Take steps to ensure that current editions of the Constitution and By-Laws are made available to all members.
4. Review any proposed amendments to the Constitution and By-Laws so as to assist the church with information needed in considering an amendment.

#### **Costume and Props Committee**

##### **Parameters of Committee:**

- A. To collect and catalogue costumes and props and other items used as props in church productions and events so that they might be better maintained and efficiently used.
- B. To maintain designated areas as a costume room and a prop room.
- C. To nominate and support an official costumer and, later, a props master who can oversee the distribution and return of costumes and props.
- D. To recommend and/or cause the purchase or creation of needed costumes, props and scenery pieces needed for church productions and events.
- E. To assist the various committees involved in musical, youth or missions activities of Meadowbrook Baptist Church by providing support in the area of costumes, props and scenery.
- F. To in no way replace the efforts of any group or individual who has volunteered or will volunteer in the future to give their time, talents, gifts and hard work in any music, youth, Eternity House or mission project. This committee will only assist with the costuming and props as requested.
- G. To operate under the supervision of the Minister of Music. This committee will request a budget amount from the Budget and Finance Committee and maintain its own budget.

#### **Director of Drama Ministries**

##### **Parameters of Position:**

- A. To coordinate the drama activities of Meadowbrook Baptist Church as requested. The director would be available to all ministries of the church to assist with the selection of scripts, rehearsal and directing the performance of dramatic activities of the church, or any related function.
- B. To act as the initial and primary contact in response to requests for drama presentations within our church as well as requests from outside of the church for dramatic ministry and evangelistic opportunities.
- C. To function under the supervision of the Minister of Music.
- D. To request a budget from the Budget and Finance Committee, as needed, and manage that budget to support the drama ministry outreach for Meadowbrook Baptist Church.
- E. To serve on the Costume and Props Committee (contingent on approval of that committee).

#### **FLOWERS AND MEMORIALS COMMITTEE**

### **Purpose of the Committee**

This committee shall arrange for appropriate flowers and decorations for congregational worship services in the church sanctuary and other church activities as called upon. They shall assist the church office and library staff in expressing sympathy by either sending flowers or by the placing of memorials (books, etc.) for use in the church library upon the death of members, members' immediate family (spouse, parents and children), former staff, etc.

### **Duties of the Committee**

1. Develop and recommend for church approval policies and procedures for securing, arranging and disposing of flowers and decorations used for worship services and other church activities.
2. Recommend policies for sending of flowers or donation of memorials in the case of death. Considerations for such policies should include but are not limited to cost range, persons to be included and types of memorials.
3. Recommend and administer budget allocations.
4. In coordination with the church office, the committee is to provide a means for individual members to schedule and contribute flowers on occasions special to the individual(s). Dates can be chosen except during Christmas and Easter or other special church events.
5. Report to the church as needed.

## **HISTORICAL**

### **Purpose of the Committee**

The committee shall assist the church in making and keeping accurate records safeguarding all historical records, and in helping members to appreciate their church's history and their larger heritage as Baptists.

### **Duties of the Committee**

1. Organize itself into subcommittees to more effectively carry out its duties.
2. Develop and recommend for church approval guidelines for recording and safeguarding records of its current life and work.
3. Work cooperatively with the church clerk, the media-library director and church staff in locating and maintaining historical information.
4. Lead the church to know and celebrate its heritage.
5. Provide statistical information and historical information as called upon by the church and/or its staff.
6. Recommend and administer budget allocations.
7. Report to the church as needed.

## **HOST AND HOSTESS COMMITTEE**

### **Purpose of the Committee**

The committee shall work with the church administration in providing for meals and/or transportation of individuals and groups visiting the church. They shall also assist with fellowships as called on.

### **Duties of the Committee**

1. Work with the church hostess and church council in providing lodging, meals and transportation for individuals or groups visiting on church invitation. This would include but is not limited to evangelists, musicians, choirs, Associational or State Convention meetings hosted by our church, and community activities hosted by our church, and community activities hosted by our church.
2. Assist the Church hostess and church council in providing for church fellowships and social activities.
3. Assist the Church Hostess in securing and maintaining items needed for social activities (i. e., table cloths, serving trays, etc.).
4. Recommend and administer budget allocations.
5. Report to the church as needed.

## **INTERNAL CONTROLS COMMITTEE**

As per church action on February 9, 2005, the Internal Controls Committee is established with the following mandate:

The Internal Controls Committee is to be composed of at least 3 church members of whom one member will be from the Budget and Finance Committee. This Internal Controls Committee is to be appointed by the Budget & Finance Committee and is charged with conducting at least one internal control audit per year and others as needed or requested. The committee will consist of individuals who have experience or training in financial and auditing matters. This committee will make sure that the integrity of the church relative to financial matters is held to the highest standards possible; this committee will review all aspects of money handling within the church. The reports and recommendations from this committee will go to the church trustees, the Budget and Finance Committee, the Day Care Committee and the Personnel Committee as well as the Pastor or his designated administrative person for implementation.

The policies and procedures guiding this committee shall come from the document "Internal Control Practices for Baptist Churches" as compiled by Jim Swedenburg of the Alabama Baptist Convention, Montgomery, Alabama. This is a portion of the notebook

entitled: Financial Issues for Treasurers and Church Financial Leaders. This compilation comes from "Fifty Internal Controls Practices for Every Church: A Test"; The Church Guide to Internal Controls: Richard Vargo; Church Law and Tax Report: Springville, MO.

### **LORD'S SUPPER COMMITTEE**

The chairman of deacons shall appoint a Lord's Supper Committee each year, consisting of deacons.

#### **Purpose of the Committee**

The committee shall assist the pastor in preparing for observing the Lord's Supper and shall care for all equipment and supplies used in observing this ordinance.

#### **Duties of the Committee**

1. See that all necessary equipment and supplies are available and in place for the observance of the Lord's Supper.
2. See that all equipment is gathered, cleaned and stored after each observance of the ordinance.
3. Work with the pastor in planning and evaluating the observance of the ordinance and make suggestions as to how it may be improved.
4. Recommend to the church the purchasing of equipment as needed.

### **MISSIONS COMMITTEE**

#### **Purpose of the Committee**

The committee shall assist the church and its program leaders in determining and coordinating the mission work of the church.

#### **Duties of the Committee**

1. Work through the church council to coordinate the mission work of the church.
2. Lead the church to make a study of church and community needs.
3. Recommend plans for ministering to the church and community in light of recognized needs.
4. Maintain communication with the Calhoun Baptist Association and other appropriate groups regarding missions development.

### **PARLOR COMMITTEE**

#### **Purpose of the Committee**

This committee shall assist the church in furnishing, maintaining and scheduling the use of the Church Parlor.

#### **Duties of the Committee**

1. Develop and recommend to the church for approval guidelines regarding the furnishing and use of the parlor.
2. Work with the Church Hostess in scheduling the use of the parlor in compliance with approved policies.
3. Approve all furnishings to be placed in or removed from the parlor.
4. Recommend and administer budget allocations for furnishings and maintaining the parlor.
5. Report to the Buildings and Grounds Maintenance Committee when any repair work needs to be done.

### **SECURITY COMMITTEE**

#### **Purpose of the Committee**

This ministry serves the church by providing the congregation a safe and secure place to worship.

#### **Duties of the Committee**

1. Patrol church buildings and grounds during services to ensure that these are protected from unauthorized visitors.
2. Recruit non-committee members to serve as needed.
3. Notify police in case of emergency, including but not limited to break-ins, vandalism, theft, assault.
4. Escort members, visitors and staff members to parking areas upon request.
5. Provide information and direct people to sanctuary and other meeting areas.
6. In cooperation with the Building and Grounds Committee, make recommendations to the church regarding security needs of the facilities.

#### **Membership on the Committee**

The number and term of committee members to serve will be determined by the nominating committee in accordance with the dictates of the Constitution.

### **SOUND COMMITTEE**

#### **Purpose of the Committee**

The committee will supervise the operation and ensure proper maintenance of the equipment in the church.

#### **Duties of the Committee**

1. Enlist, train, and schedule operators of audio and video equipment for all church events that require operators. This includes but is not limited to worship services, weddings, funerals, banquets, fellowships, special music presentations, revival services, etc.
2. Inventory and secure all equipment.
3. Maintain all equipment.

4. Assist media library staff, when called upon, in establishing and maintaining a library of films, filmstrips, audio cassettes, and other visual aids deemed necessary.
5. Record worship services and other events as called upon.
6. Work with program directors in seeing that classrooms are equipped with needed audio-visual aids (chalk boards, maps, record players, etc.).
7. Request and administer budget allocations for audio/visual equipment purchase and maintenance.
8. Review system operations and make recommendations for improvement.
9. Recommend and administer policies regarding the loaning of audio/visual equipment to individuals, churches, schools or civic clubs.

**STUDENT MINISTRY SUPPORT COMMITTEE  
(formerly the Volunteer Youth Ministry Team)**

**Purpose of the Committee**

To be used by the Lord in the lives of Meadowbrook young people. To love, encourage, and become closely involved with them. To do everything possible to make Meadowbrook Baptist's student ministry excellent.

**Duties of the Committee**

1. Assist the Student Minister in the planning and implementation of a calendar of activities for students to include, but not limited to, fellowships, Bible studies, recreation, retreats, trips, youth revivals and evangelistic outreach activities.
2. Assist the Student Minister in preparing the annual budget for student activities.
3. Work cooperatively with other ministries of the church to avoid conflicts of scheduling or overlapping of activities.
4. To build lasting relationships with the students.
5. To be a spiritual model for the students. To be available to them for prayer or counsel.
6. In the absence of a Student Minister, to fulfill the activities of the student calendar and provide for leadership in the ministry until a suitable replacement is hired by the church.

**Membership on the Committee**

1. The number and term of committee members to serve will be determined by the nominating committee in accordance with the dictates of the Constitution.
2. The Student Minister is a permanent member of the committee.

**USHER/WELCOME COMMITTEE**

**Purpose of the Committee (Ushers)**

The committee shall be responsible for properly greeting and seating those attending the worship services and supervising the gathering of the offering and shall be responsible for the comfort of those present.

**Duties**

1. Greet and seat members and visitors.
2. Provide information about church services, programs and facilities.
3. Distribute Sunday bulletins and other printed material as requested.
4. Receive the offering.
5. Be attentive to comfort and needs of members, visitors and worship leaders before during and after congregational services.

**Purpose of the Committee (Welcome)**

The committee shall be responsible for properly greeting members and/or visitors to Sunday School; for distributing bulletins and other information; making sure visitors feel welcomed to Meadowbrook Baptist Church and directing visitors to various areas of the church.

**Duties**

1. Arrive early before Sunday School, report to assigned station and greet members and/or visitors to the church.
2. Distribute Sunday bulletins and other printed material as requested.
3. Provide information concerning Sunday services, programs and facilities.
4. Direct visitors to the Welcome Center and/or appropriate Sunday School classes.
5. Inform church administration concerning first-time visitors to the church.
6. Maintain the Welcome Center to make sure everything is provided for those visiting the church; i.e., church and/or program literature, visitor information sheets, refreshments, etc