

## **BAPTISMAL COMMITTEE**

The Baptismal Committee, consisting of at least five members, is to insure the provision of appropriate, well- maintained facilities, equipment and materials necessary for Baptism; to assist the candidates in preparing for their baptism; and to assist the pastor in administering the ordinance.

### Specific Responsibilities:

1. Coordinate with the pastor in determining baptism dates and times.
2. Ensure that all necessary baptismal garments, supplies, equipment and facilities are available and in order, prior to each baptismal service. This includes ensuring that the baptismal pool is properly filled and that the temperature is at the desired level. (This may be assigned to a qualified volunteer if necessary).
3. Assist the candidates into and out of the pool, guide them to their dressing rooms, and provide them as much privacy as possible.
4. Assist the pastor as needed during baptismal time.
5. Perform clean-up duties as needed following the baptism.
6. Conduct regular inspections of the baptismal facilities and equipment.
7. Arrange for baptismal garments to be washed, mended or replaced if necessary, for the next service.

\*Two members will be women and two will be men. The fifth member may be either.

## **THE BENEVOLENCE COMMITTEE**

The Benevolence Committee, consisting of at least three members, is to address requests for financial assistance and to render help at its discretion and within the limits authorized by the church.

### Specific Responsibilities:

1. Address requests for financial assistance and determine what is needed.
2. Survey and determine available community agencies for assistance.
3. Work with other groups in the church to avoid overlapping assistance.
4. Provide assistance within the committee's guidelines and budget line within the church's general fund.

### Guidelines:

1. Priority will be given to members of the church (Romans 12: 13), although persons outside the church may also receive assistance.
2. When a member of the church reports that an individual is in financial need or when a request for financial help is made of the committee, the committee has the authority to act when at least two of the three committee members agree.
3. The committee has authorization to spend the budgeted amount each year without a vote of the church. Efforts should be made not to overspend in a particular month in order to assure that funds are available throughout the year.
4. The committee has authorization to assist a particular person or family up to \$250 during a church year without church approval. Any additional funding beyond this amount requires approval by the Finance Committee. A benevolence committee member needing assistance will make a request directly to the Finance Committee.
5. The committee has authorization to pay utility bills, buy groceries, pharmacy, gas, assist with places to live, pay on rent, etc. for people in need. In most cases, the policy should be observed that no money is given directly to individuals.
6. The committee may offer spiritual and/or financial counsel when deemed necessary.
7. No separate bank account will be set up for the benevolence committee.
8. The committee will complete a form that provides of a record of the request and the action of the committee. All requests and forms will be kept confidential by the committee and retained by the committee's chairperson.
9. The committee has the discretion to obtain from persons disclosures of income including government assistance, food stamps, as well as disclosures of other assistance that has been requested/received from other churches and/or other organizations such as the Salvation Army.
10. No special benevolent offerings will be taken without church approval and under only extreme, exceptional circumstances. If/when such offerings are approved, they are not conflict with mission offerings such as Annie Armstrong, Dixie Jackson, and Lottie Moon. Any checks received from individuals designated as a special gift for an individual or family should be made out to the church and designated for benevolence in accordance with IRS guidelines. The church treasurer will record such checks.

## **BUILDINGS AND GROUNDS**

The Building and Grounds Committee, consisting of five members, shall have general charge of the management and maintenance of the grounds and buildings and make recommendations pertaining to this responsibility to the church for approval.

Specific Responsibilities:

1. Initially each new Building and Grounds Committee should conduct a walk-through inspection of all church building and grounds, noting any areas of deficiency and inspecting church equipment. This committee should make short and long-range plans for correcting areas of deficiency including the repairing, replacing, and/or updating of equipment. Thereafter, the chairperson or his/her designee should conduct similar monthly walk-through inspections.
2. Review and maintain all applicable contracts, warranties, service-provider agreements.
3. Consult with the Finance Committee to establish expense limits on repairs, maintenance, equipment replacements.
4. Consult with the treasurer to ensure that a procedure is in place for the review, approval, and submission of bills to the treasurer.
5. Consideration for repairs and maintenance should include professional service providers, WBC-maintenance person, current WBC contracted employees, church-wide workday events.
6. Obtain bids for work to be done. Contracts may have been entered into from time to time for various church needs such as air conditioning, security systems, janitorial, equipment maintenance, yard maintenance and other areas of need as the church needs dictates. Follow-up on these contracts to see that the work is being completed per the contract. Make necessary calls when repairs are needed and see that they are performed properly and in a timely manner.
7. Supervise/develop a good working relationship with contract supervisors and contract personnel to insure work is being done properly and the church's best interests are being served.
8. Maintain a system to ensure that all church properties are secured/locked when not in use and unlocked for use at appropriate times. This would include all church activities. (The church staff opens and closes the church during normal weekly business hours but should not be expected or called upon by church members to come open the church properties after hours. A designated B&G member should address after-hour requests.)
  - a. To see that the church security system is turned on and off as deemed appropriate and that the "call list" is maintained and current at all times with the security company.
  - b. To see that the church heating and cooling systems are working properly, the temperature is set appropriately, and the systems are on and off as deemed appropriate.
9. Develop and maintain an inventory system of church equipment and replace items as needed.
10. Maintain a system by which church members can report problems and make suggestions.

11. Develop a system to have trash receptacles available on appropriate day for trash pickup and return receptacles to proper location when finished.

### **CHILDREN'S AND YOUTH MINISTRY COMMITTEE**

The Children's and Youth Committee, consisting of five members, is to be responsible for planning, promoting and implementing a comprehensive ministry to children in nursery through 6th grade and to youth in grades 7-12.

Specific Responsibilities Pertaining to Children:

1. Plan periodic activities for children, coordinating them through the Sunday School director/teachers, AWANA Directors, Children's Choir leaders and VBS Director.
2. Provide assistance as needed and requested to the leaders of the children's ministries listed above.
3. Encourage and attempt to involve the parents of children in one of the ongoing ministry programs to children.
4. Consider and recommend the purchase of supplies and equipment.
5. Consider and make recommendations about any space used in the children's ministries.
6. Make recommendations to the church concerning the development of a child protection policy.

Specific Responsibilities Pertaining to Youth:

1. Meet with the appropriate staff person to identify and share ministry goals, to plan, and to develop ministry activities and events.
2. Be available to provide direct assistance to staff as needed.
3. Exercise due diligence and care to provide adequate supervision of all youth activities.
4. Carefully screen all venues, volunteers, and activities associated with the youth ministry to insure the safety and protection of the youth.
5. Communicate and coordinate with other committees as needed.

### **DECORATION COMMITTEE**

The Decoration Committee, consisting of five members, is to decorate the sanctuary and foyers of the church.

### Specific Responsibilities:

1. Lead in making decisions regarding the interior worship area and foyers.
2. Create and/or purchase floral arrangements as needed for the foyers and sanctuary.
3. Purchase table coverings, placemats, etc. as needed for special occasions.
4. Change arrangements, wreaths, and other decorative items by seasons.
5. Plan and oversee church decorations for holidays and special occasions, such as Christmas, Easter, 4<sup>th</sup> of July, and Thanksgiving.
6. Decorate tables in the fellowship hall for church-wide fellowship meals and for special occasions.
7. Remove and store all decorative items immediately after their use. Store linens and table coverings in the storage room or kitchen cabinets; store floral and decorative arrangements in the storage room.
8. Be aware of the use of decorative items by other committees and groups in the church and provide directions for their care and storage of the decorative items when asked to do so.
9. Lead in clearing out and organizing the storage areas as needed.

### Guidelines:

1. The committee will make purchases for the programs of the church, such as small gifts for Mother's Day, Father's Day, Veteran's Day, and candles for the Advent services. These purchases will be general church expenses, brought to the church finance committee for approval separately, not from the committee's annual budget.
2. The committee gives church members opportunities to participate in the decoration of the church. For example, members may purchase Christmas poinsettias and Easter lilies in memory or in honor of loved ones; and whenever possible, the committee allows the children and youth to participate in decorating the church.
3. Where space has "multi-use" by other ministering groups, such as children and youth, music, senior adults, and denominational promotions, and special events, the committee will not move things, replace, or take things down without first consulting with the representative ministry/group. Every effort will be made to work with and be considerate of others who use common space in the church.
4. Spaces, such as Sunday School rooms, will be the responsibility of those using the space, unless the individuals elected by the church using the space request assistance from the committee or individual members of it.
5. Any decorations for events such as weddings, funerals, anniversaries will be done through a "private" arrangement and only upon request. In such cases, special decorations will be purchased by the family/group rather than by the committee from their budget.

## **FINANCE COMMITTEE**

The Finance Committee, consisting of five members, is to address all matters of church finance and make recommendations as appropriate to the church for approval or disapproval.

Specific Responsibilities:

1. In preparation of the budget, the finance committee will annually obtain funding requests from the chairs/heads of all church organizations, church officers, committees, and other staff members.
2. Plan, recommend, and promote the annual church fiscal budget. Planning should begin in September in order for adoption to occur in December.
3. Coordinate and communicate with any other applicable committee such as personnel for their input regarding salaries.
4. Administer the budget and all spending in accordance with the financial policies of the church.
5. Provide a complete financial statement to the church at the regular business meetings.
6. Communicate regularly with and provide necessary oversight of the duties of the church treasurer, whose duties are as follows:
  - a. To serve as a non-voting ex-officio member of the Finance Committee
  - b. To receive, preserve, and pay out, upon receipt expenditures of the church approved by the church or vouchers approved and signed by authorized personnel, from all appropriate monies received into the treasury of the church
  - c. To keep itemized accounts of all receipts and disbursements of the preceding month
7. Two members of the Finance Committee will act as counters who assist the treasurer in counting receipts, securing collections at the conclusion of services, and making bank deposits.

## **HOSPITALITY AND BEREAVEMENT COMMITTEE**

The Hospitality and Bereavement Committee, consisting of at least five members, shall conduct all receptions, banquets, and funeral meals.

Specific Responsibilities:

1. Plan and conduct all church-hosted meals, receptions, birthday celebrations, baby showers, wedding showers, etc.
2. Schedule all activities in advance and make sure they are on the master calendar.
3. Plan expenses and present them to the finance committee.
4. Plan reception events in appropriate situations, such as when people move away, etc.
5. Work with the VBS leadership in planning the reception for family night at VBS.
6. Plan special events, such as Christmas banquets, Valentine banquets, and assist with any WBC organization when needed.
7. On the day of a funeral, provide and serve food to the bereaved family and their relatives. Should the family decline the meal at the church, the committee may take food to the home. \*
8. Send flowers and a card to the family of the deceased.
9. Ensure that the kitchen is continually stocked with items necessary to fulfill this committee's specific responsibilities.

\*This ministry serves the family of a deceased church member and in the event of the death of a WBC member's spouse, father, mother, sister, brother, or child.

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

The Lord's Supper Committee, composed of five members, is to facilitate the offering of the Lord's Supper in compliance with the church bylaws.

Specific Responsibilities:

1. Consult with the pastor and church bylaws in developing dates when the ordinance will be observed throughout the year.
2. Maintain an adequate inventory of materials and supplies.
3. Determine material- and- supply needs and order them accordingly.
4. Ensure that all materials are available and in place prior to each observance of the Lord's Supper.
5. Gather, clean, and store all equipment after each observance of the Lord's Supper.

### **MEDIA COMMITTEE**

The Media Committee, consisting of at least five members, is (1) to provide audio-visual support to church services and other functions and (2) to provide a church presence in social media, print, and/or television media.

Specific Responsibilities:

1. Train and provide sound committee members to operate the audio-visual systems as needed for church events.
2. Execute a maintenance and inventory program for upkeep/replacement of the equipment.
3. Recommend changes to the audio-visual systems as needed.
4. Coordinate and communicate with the Building and Grounds Committee as needed.
5. Coordinate and communicate with the pastor, minister of music, and providers of special music regarding their audio-visual needs during services and rehearsal sessions.
6. Maintain current messaging on the church sign.
7. Annually construct and present a media public-relations plan to the church for approval (i.e. website, Facebook, Twitter, Instagram, etc.
8. Execute the annual media public-relations plan that the church approves.

### **NURSERY COMMITTEE**

The Nursery Committee consists of two members whose ministry focuses on babies and their parents.

#### Specific Responsibilities:

1. Recruit and train volunteers to serve in the nursery.\*
2. Organize the nursery and ensure its cleanliness and safety.
3. Develop, post and enforce nursery policies.
4. Routinely inspect nursery equipment, toys and supplies.
  - a. Report repair and maintenance needs to appropriate persons/committees.
  - b. Restock supplies as needed.
5. Obtain and keep a library of picture books and music/songs on cassettes, DVDs or CDs for use in the nursery.
6. Maintain a current list of church-approved nursery caregivers with names/addresses/phone numbers/email addresses.
7. Schedule nursery caregivers for every service and special church-wide events in which nursery care is needed.
8. Collect and launder used crib sheets weekly.
9. Clean/disinfect dirty toys as necessary.
10. Oversee budget and expenditures for the nursery ministry.

\*All nursery volunteers/workers must be nominated by the Personnel and Nominating Committee and subsequently be approved by the church.

## **OUTREACH COMMITTEE**

The Outreach Committee, consisting seven members, is to reach out to visitors, the sick, and church members who seemingly are becoming inactive in that they are missing church services, and also to assist the pastor with the visitation program.

Specific Responsibilities:

1. Contact via cards and/or phone individuals who have completed a visitor's card.
2. Contact individuals who have missed church for three or more Sundays.
3. Contact church members who are ill and/or have ill family members.
4. Assist, when needed, the church clerk to keep the church directory updated annually. A revised edition should be available on January 1<sup>st</sup> each year.
5. Assist the pastor with the visitation program.
6. Administer the active/inactive church bylaw noted in the "Discipline" subdivision of the "Membership" section of the church bylaws.
7. Provide goodie baskets to hospital patients.\*

\*This ministry serves hospitalized church members.

## **PERSONNEL AND NOMINATING COMMITTEE**

The Personnel and Nominating Committee consists of seven members, one of whom is the chair of the deacon body. The committee is to, as needed by the church, (1) nominate individuals to serve on committees and in teaching positions, and (2) make employment recommendations to the church regarding paid staff positions inclusive of pastor.

Specific Responsibilities:

1. In collaboration with the pastor, recruit, interview, and recommend to the church individuals who are paid staff/workers.
2. Prepare job descriptions for use in interviewing, instructing, and evaluating all paid staff/workers.
3. Prepare in conjunction with the Finance Committee the salary program, employee benefits, and work schedule of paid staff/workers.
4. Obtain—if the church finds itself without a pastor—the services of a person or persons to fill the pulpit as needed, either on a temporary or permanent basis. In the case of an interim pastor or a permanent pastor, the committee shall submit the name of its selection to the church for election.
5. Assist the pastor as needed in matters of staff oversight.

6. Review annually the Constitution and By-Law requirements concerning job descriptions and church committee responsibilities.
7. Consider on a case-by-case basis whether or not a WBC member should serve on more than two committees at a time and/or whether or not a member should teach Sunday School. No husband and wife should serve on the same committee at the same time. Other immediate, familial relationships should be avoided if possible.
8. Determine the composition of committees, unless specifically defined in the Constitution and Bylaws.
9. Present annually to the church nominations for Sunday School teachers no later than July 1<sup>st</sup>.
10. Schedule a committee organizational meeting to insure that committees are organized and are aware of their responsibilities no later than December 31<sup>st</sup>.
11. Solicit year-end reports from all committees to be presented to the church no later than December 1st.
12. Shall, if requested, be prepared to count, record, and report the result of ballots and/or votes cast by the membership, in order to conduct the business of the church.
13. Shall be responsible for filling any vacancies occurring within a committee during the calendar year.
14. Shall determine the need for establishing new committees or modifying existing committees and then submit recommendations regarding these changes to the church for a vote.

### **TRANSPORTATION COMMITTEE**

The Transportation Committee, consisting of at least three members, is to participate in the church's outreach mission by providing transportation assistance for individuals and groups attending church functions.

Specific Responsibilities:

1. Provide routine maintenance and other repairs as needed to insure the vehicle is in safe operating condition.
2. Develop and/or maintain a procedure to coordinate the use and scheduling of the bus through the church office.
3. Ensure that the "Use Request Form" and "Trip Report Form" are being utilized.
4. Purchase vehicle tag each year. Affix tag to vehicle and put the paper work in the bus.
5. Monitor the general cleaning by user parties and schedule a thorough cleaning (washing, waxing and vacuuming) on a periodic basis.

6. Establish driver-qualifications based on the “Driver Selection Guidelines” provided by the vehicle insurer.
7. Verify that all drivers are church approved and have completed the necessary documents to be listed as a covered driver on the church insurance policy.
8. Review the vehicle insurance information on file in the church office.
9. Communicate with staff, treasurer, and other committee and church members as needed to manage effectively the transportation needs of the church.
10. Develop and maintain a policy for reimbursing the expenditures made by drivers.