

# Committees of First Baptist Church Dawson, GA Job Descriptions

The following statement is an excerpt from the Constitution and By-Laws of the First Baptist Church of Dawson, Inc., and Dawson, Georgia, (adopted February 2009) specifically, as follow:

## Article III – Committees

Committees may be formed in order to conduct church business efficiently. Job descriptions for all committees, including those not specifically mentioned in this document, are provided in committees of First Baptist Church Dawson, GA on file in the church office. This document may be modified by the Nomination Committee as needed. All committees shall report to the church for approval or disapproval of its recommendations unless otherwise stated herewith.

### **Job descriptions for all committees are as follows:**

Section 1- Committees that are specifically included under Article III – Committees, as shown above, will be listed in this section. The job descriptions for these committees will show the By-law requirements and cross references in **Bold Print** and Specific Committee Responsibilities in **bullet format**. Section II-Committees - All other committees, which are not specifically included under “Article III – Committees”, will have their job descriptions, cross references (if applicable) and Specific Committee Responsibilities listed in this section.

### **Overview of Committee organization (Applies to all committees)**

- The first committee meeting of the new church year will be a “church committee organizational meeting” held in the month of October (or at some other appointed time as circumstances dictate).
- A committee Chairperson shall be elected at the organizational meeting.
- The Chairperson’s responsibilities include: understanding the committee’s duties, leading committee members to understand their role and the committee tasks (06/10), planning and leading committee meetings. Additionally the chair person should insure that there is documentation of the committee’s actions (this task can be assigned to an elected committee secretary, if desired). Vice–chair may be elected if desired.

- The chairperson shall insure that proper parliamentary procedure is followed in all meetings. If the majority of the members of any committee of the church is present, it shall be considered a “quorum” which is necessary for the committee to act. Roberts Rules of Order shall serve as guidance for parliamentary procedure.
- Committees should meet regularly, as needed, to complete their work assignments. Committees should submit a year end summary report to the nominating committee at the conclusion of their term.
- Committee Budget – Committees shall submit budget requests for monies to the finance committee on the date designated by the Finance Committee.
- “Article IV – “Church Finances” of Constitution and By-laws(06/10) shall be adhered to in the purchasing or expenditure of monies. The chairperson or his committee designee is responsible for this. See Article IV–Church Finances.
- Committees should strive to be good stewards of their budgeted monies.
- Committees are to give written reports, make recommendations as needed to the church at the monthly business meeting. This is the responsibility of the chairperson or his designee.
- Committees dealing with sensitive matters, should conduct the business of their committee in a discreet and confidential manner.
- It is understood that the Pastor is ex-officio head of all the organizations named and his leadership is to be recognized in them all.
- Conduct all committee meeting in a prayerful Christ-like manner.

# **Section I - Committees and Job Descriptions**

## **Building and Grounds Committee**

The purpose of this committee is to have general charge of the administration and upkeep of the grounds and buildings and make recommendations as appropriate to the church for approval or disapproval. The Building and Grounds Committee shall be composed of three active deacons, chosen by the Chairman of the Deacons and the Pastor, and four members of the church at large nominated by the nominating committee. The new Building and Grounds Committee shall choose a chairman from the three appointed active deacons who shall have the responsibility of reporting monthly to the active deacon body.

**Cross Reference to : Policies and Rules governing the use of Church Properties (copy attached)**

**Cross Reference to : Article II – Church Officers**

### **Board of Directors**

The Board of Directors shall consist of three members and shall be nominated by the Nominating Committee. They shall have no authority other than what is given by the church. Each member shall serve until their successor is chosen. They shall perform such duties as are required by law, subject to the approval of the church. They shall provide necessary insurance on church property and personnel. They shall have actual care of the place of worship, but shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing such action.

### **Specific Responsibilities of the Building & Grounds Committee:**

- Initially, each new Building & Grounds committee should conduct a walk through inspection of all church building and grounds, noting any areas of deficiency. Inspection of church equipment should also be completed at this time. Inspection of the pastorium should be coordinated with the pastor and be completed subject to his approval and at his convenience. This committee should make short and long range plans for correcting areas of deficiency including the repairing, replacing or updating of equipment. Thereafter, the chairman or his designee should conduct similar monthly walk-through inspections, noting the progress of necessary repairs, equipment and maintenance issues.
- Submit budget request for monies in a timely manner to the Finance Committee.
- All applicable contracts, warranties, service provider agreements, employee job descriptions (maintenance man) shall be maintained, reviewed by the Building & Grounds committee and kept filed in the church office.
- Chairman should communicate with the Finance committee to establish expense limits on repairs, maintenance, equipment replacements which might need to have Finance Committee, deacon and/or church approval.

- Chairman should consult with treasurer to insure that a procedure is in place for the review, approval and submission of bills to the treasurer, for prompt payment to vendors.
- Consideration for repairs and maintenance should include: professional service providers, FBC-maintenance man, current FBC contracted employees, church-wide work day events.
- 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 done per the contract. Make necessary calls when repairs are needed and see that they are preformed properly and in a timely manner. (06/10)
- Supervise/develop a good working relationship with contract supervisors and contract personnel to insure work is being done properly and the church's best interest is being served.
- Communicate with any other committees or organizations within the church as needed.
- Maintain a system where all church properties are secured/locked when not in use or deemed appropriate and unlocked when in use or deemed appropriate. 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. This should be coordinated through a designated, available B & G member, before hand.)
  - 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.
  - To see that the church heating and cooling systems are working properly, the temperature is set appropriately, and the systems are turned on and off as deemed appropriate. Note: \* A system could consist of combining some of these duties with the existing deacon administered security procedure.
- Develop and maintain an inventory system of church equipment and replace items as needed.
- Maintain a system for church members to report problems and see that they are repaired or dealt with in a timely manner; this system should also provide a forum for suggestions from the church membership.
- Develop a system to have trash receptacles available on appropriate day for trash pickup and return receptacles to proper location when finished.
- Assign, delegate, supervise or assist church members and others when requested to do as required by the Policies and Rules Governing the use of Church Properties (Copy attached).

## **Finance Committee**

**The purpose of this committee is to consider all matters of finance and make recommendations as appropriate to the church for approval or disapproval. This committee shall be composed of three active deacons, chosen by the Chairman of the Deacons and the Pastor, and four members from the church at large nominated by the nominating committee. The new Finance Committee shall choose a**

chairman from the three appointed active deacons who shall have the responsibility of reporting monthly to the active deacon body.

### **Cross Reference to :**

#### **Article IV - Church Finances**

**Section 1:** All funds, for any and all purposes, shall pass through the hands of the Treasurer and be properly recorded on the books of the church. The expense of all organizations, as approved by the church, shall be paid from the local expense fund as heretofore provided.

**Section 2:** Special offerings must be approved by the Finance Committee and the Chairman of Deacons. The following are pre-approved annual offerings and require no additional action: Lottie Moon, Annie Armstrong, Gideon Ministry or other Convention sanctioned offerings. This does not preclude individuals making offerings at any time as the Spirit of God may move them.

**Section 3:** Fundraisers associated with church activity must be approved by the Finance Committee and the Chairman of Deacons.

### **Cross Reference to:** Article II - Church Officers

#### **Treasurer**

The treasurer shall be elected annually to serve for the church year. It shall be the duty of the treasurer to receive all monies from whatever source derived, unless otherwise directed by the church, deacons, or Finance Committee. The treasurer shall distribute by check (with promptness), upon proper authority, all money or things of value that are given to or through disbursements; rendering monthly reports to the deacons and quarterly summaries to the church. The treasurer shall keep accurate records of gifts of all church members and shall render to each member annually a record of contributions. The treasurer's books shall be audited annually as arranged by the church, and all books, records, and accounts kept by him/her shall be available to any church member on request with exception to membership contributions. The treasurer shall be an ex-officio member of the Finance Committee. An assistant treasurer may be elected by the church to assist in the above-mentioned duties.

#### **Specific responsibilities of the Finance Committee:**

- In preparation of the budget, the finance committee shall have the heads of all church organizations, church officers, committee chairpersons and other staff present their request for funds in writing.
- Plan, recommend and promote the annual church budget.
- Coordinate and communicate with any other applicable committee such as personnel for their input regarding salaries, etc.
- Administer the budget and all spending in accordance with the financial policies of the church.
- Communicate regularly with and provide necessary oversight of the duties of the church treasurer.
- Provide a complete financial statement to the church at the regular business meeting.

## Personnel Committee

The purpose of this committee is to make recommendations for employment and assist the pastor with staff oversight. The Personnel Committee shall be composed of three active deacons, chosen by the Chairman of the Deacons and the Pastor, and four members from the church at large nominated by the nominating committee. The new Personnel Committee shall choose a chairman from the three appointed active deacons who shall have the responsibility of reporting monthly to the active deacon body.

### Cross Reference to:

Personnel Handbook (known as: "Employment Policies and Procedures") Copy attached

### Cross Reference to: Article II Church Officers

#### Pastor

A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least one week's notice shall be given to the membership. A pulpit committee of seven shall be nominated by the church council and elected by the church to seek out a suitable pastor, and their recommendation will constitute a nomination. The committee shall bring to the consideration of the church only one man at a time. Election shall be by ballot, and affirmative vote of three-fourths of those present being necessary to a choice. The pastor thus elected, shall serve until the relationship is terminated by death, resignation, or by a three-fourths vote of those present. In any event of the church's action to terminate the services of the pastor, two week's notice shall be given to the membership before a vote by ballot can be held.

In the event the pastor terminates for any reason he shall give the church thirty days notice and in the event the church should terminate the services of the pastor, thirty days notice shall be given. By mutual consent this thirty day period may be disposed of. If the church votes to dispose of the thirty-day period, the pastor would be paid thirty days salary.

The pastor shall have in charge the welfare and oversight of the church. He shall preside at all meetings of the church, except as hereinafter provided.

#### Minister of Music

The Minister of Music shall be nominated by the personnel committee and shall serve for an indefinite period of time, the election of whom and the termination of whom shall be the same as that of the pastor.

Duties shall be directed by job descriptions agreed upon by the Personnel Committee and the Minister of Music as reflected in the Employment Policies and Procedures manual.

#### Board of Directors

The Board of Directors shall consist of three members and shall be nominated by the Nominating Committee. They shall have no authority other than what is given by the church. Each member shall serve until their successor is chosen. They shall perform such

**duties as are required by law, subject to the approval of the church. They shall provide necessary insurance on church property and personnel. They shall have actual care of the place of worship, but shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing such action.**

**Specific Responsibilities of the Personnel Committee:**

Upon pastor/deacon recommendation and church approval:

- This committee shall review the current Personnel Handbook (Employment Policies and Procedures) and make recommendations to the church to update it so that it reflects current church structure and does not conflict with any existing church approved governing document.
- This committee shall, with the approval of the Pastor
  - Recruit, interview and recommend to the church, all paid church workers, other than the pastor.
  - Prepare job descriptions for use in interviewing, instructing and guiding paid workers.
  - In conjunction with the Finance committee, prepare the salary program, employee benefits and work schedule of paid workers.
  - Make recommendations in the area of employee services.
- If the church finds itself without a pastor, the personnel committee shall obtain the services of a person or persons to fill the pulpit as needed, either on a temporary or interim basis. In the case of an interim pastor, the personnel committee, after proper prayer and consideration, shall submit the name of its selection to the church for election.
- This committee shall assist the pastor as requested in matters of staff oversight.

## **Nominating Committee**

**The purpose of this committee is to make every effort to secure workers for all organizations and committees as needed by the church to be recommended to the church. Three members shall be appointed annually by the pastor in June. This committee shall have as its goal the recommendation of the Board of Directors (which shall not be a part of the Nominating Committee), the Sunday School Director, W.M.U. Director, Missions Committee Director, and Baptist Men’s Director to be elected at the July Business meeting and these shall become a part of the Nominating Committee.**

**Cross Reference to: Article II – Church Officers**

**Officers of Church Organizations**

**All organizations of the church shall be under church control, all officers being elected by the church and reporting regularly to the church. It is understood that the pastor is ex-officio head of all the organizations named, and his leadership is to be recognized in them all. Job descriptions of all church officers are provided in the Personnel Handbook on file in the church office.**

## **Section 2 – Other Officers**

The following officers shall be selected by the nominating committee and elected by the church:

<b>Chairman of Ushers</b>	<b>Sunday School Director</b>
<b>Woman’s Missionary Union Director</b>	<b>Missions Committee Director</b>
<b>Baptist Men’s Director</b>	

## **Cross Reference to: Article III Committee**

### **Article III – Committees**

Committees may be formed in order to conduct church business efficiently. Job descriptions for all committees, including those not specifically mentioned in this document, are provided in Committees of First Baptist Church Dawson, GA on file in the church office. This document may be modified by the Nominating Committee as needed. All committees shall report to the church for approval or disapproval of its recommendations unless otherwise stated herewith.

### **Finance Committee**

The purpose of this committee is to consider all matters of finance and make recommendations as appropriate to the church for approval or disapproval. This committee shall be composed of three active deacons, chosen by the Chairman of the Deacons and the Pastor, and four members from the church at large nominated by the nominating committee. The new Finance Committee shall choose a chairman from the three appointed active deacons who shall have the responsibility of reporting monthly to the active deacon body.

### **Building and Grounds Committee**

The purpose of this committee is to have general charge of the administration and upkeep of the grounds and buildings and make recommendations as appropriate to the church for approval or disapproval. The Building and Grounds Committee shall be composed of three active deacons, chosen by the Chairman of the Deacons and the Pastor, and four members of the church at large nominated by the nominating committee. The new Building and Grounds Committee shall choose a chairman from the three appointed active deacons who shall have the responsibility of reporting monthly to the active deacon body.

### **Personnel Committee**

The purpose of this committee is to make recommendations for employment and assist the pastor with staff oversight. The Personnel Committee shall be composed of three active deacons, chosen by the Chairman of the Deacons and the Pastor, and four members from the church at large nominated by the nominating committee. The new Personnel Committee shall choose a chairman from the three appointed active deacons who shall have the responsibility of reporting monthly to the active deacon body.

## **Cross Reference to: Article VI - The Church Council**

- **Section 1:** The Church Council, upon being established by authorization of the church, shall seek to correlate and co-ordinate the activities of the organizations and committees of the church, yet with advisory powers only.
- **Section 2:** The Council, unless otherwise determined by vote of the church shall be composed of the pastor, staff members, Chairman of Deacons, one representative of each of the church

organizations and two members of the congregation at large nominated by the Nominating Committee.

- **Section 3:** The Council shall meet at the call of the pastor or chairman at any time deemed necessary.
- **Section 4:** All matters agreed upon by the Council, calling for action not already provided for, shall be referred to the church for approval or disapproval.

### **Specific Responsibilities of the Nominating Committee:**

- Review the Constitution and By-Law requirements, Job descriptions and responsibilities of each committee.
- Prayerfully search the church membership for the most qualified, willing, committed and equipped persons to serve as officers, teachers or committee members.
- Obtain the Pastor's input and approval before contacting prospective workers.
- Insure that each prospective worker understands the duties of the position involved and then secure permission to present their name for election.
- No husband and wife should serve on the same committee at the same time, with the exceptions of the Lord's Supper Committee and the Baptismal Committee. Other immediate, familial relationships should be avoided, if possible.
- Consider on a case by case basis whether or not members should serve on more than (1) Committee at a time and/or whether or not they should teach Sunday School and serve on more than (1) committee at a time.
- The composition of committees, unless specifically defined in the Constitution and By-laws, shall be determined by the nominating committee.
- As a general rule try to rotate out "at large members" of the Finance Committee, Building & Grounds committee and Personnel Committee every (2) years (or as often as other wise needed).
- Insure that the Pastor (approved) Nominating Committee report is presented to the church for approval, prior to the beginning of the new church year (last day of September).
- Solicit year-end reports from all committees.
- Publish the new slate of officers, teachers and committees. (Include the deacon's appointments).
- Schedule a committee organizational meeting to insure that committees are organized and are aware of their responsibilities (month of October). Consider previous committees year-end report in planning and providing information to new committees.
- The nominating committee shall, upon request of the Pastor and/or Chairman of Deacons, 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.
- The Nominating Committee, **in conjunction with the Pastor (06/10)**, shall be responsible for filling any vacancies during the committee term.
- The Nominating Committee, in conjunction with the pastor, shall determine the need for establishing new committees or modifying existing committees.
- The Nominating committee shall review and modify, as necessary, the document entitled Committees of First Baptist Church Dawson, GA on file in the church office. Any modification should be done in consultation with the Pastor and upon approval of the Nominating Committee. The modification should be completed in the format contained in this document.

## **Section II - Committees and Job Descriptions**

### **Baptismal Committee**

The purpose of the Baptismal Committee 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 of the Baptismal Committee:**

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

### **Benevolence Committee**

The purpose of the Benevolence Committee is to aid the church in responding to request for assistance from Church families and other people in the community.

#### **Cross Reference to: Article II – Church Officers**

##### **Treasurer**

The treasurer shall be elected annually to serve for the church year. It shall be the duty of the treasurer to receive all monies from whatever source derived, unless otherwise directed by the church, deacons, or Finance Committee. The treasurer shall distribute by check (with promptness), upon proper authority, all money or things of value that are given to or through disbursements; rendering monthly reports to the deacons and quarterly summaries to the church. The treasurer shall keep accurate records of gifts of all church members and shall render to each member annually a record of contributions. The treasurer's books shall be audited annually as arranged by the church, and all books, records, and accounts kept by him/her shall be available to any church member on request with exception to membership contributions. The treasurer shall be an ex-officio member of the Finance Committee. An assistant treasurer may be elected by the church to assist in the above-mentioned duties.

### **Specific Responsibilities of the Benevolence Committee:**

- Establish guidelines for considering request for assistance and investigate all requests.
- Coordinate with the church secretary in developing a procedure to route request for assistance to the Benevolence Committee.
- Determine the amount and frequency of assistance to individuals or families.
- Refer to local, available agencies within the community, if applicable.
- Work with other groups within the church which provide benevolent actions.
- Coordinate with church treasurer to administer Benevolence resources.
- If necessary serve as a liaison between the provider of services and the treasurer, advising them that payment of a particular service has been approved and payment is forthcoming

## **Bereavement Committee**

**The purpose of the Bereavement Committee is to ease the burden of the bereaved family by providing a meal for them and for their relatives. This is done on the day of the funeral (Sundays are excluded). This ministry is extended to the family of a deceased church member or in the event of the death of a church's member's father, mother, sister, brother or child. The meal is normally lunch and the church staff and the family's deacon and wife are invited to attend.**

### **Specific Responsibilities of the Bereavement Committee:**

- Provide food for the luncheon.
  - Food is provided by church members upon request. Also a large portion large portion of the food is prepared by the bereavement committee.
- The committee will provide the meal only in the fellowship hall of the church, a pleasant atmosphere, where there is adequate seating and necessary facilities.
- The committee will prepare the fellowship hall and place flowers, if necessary, in order to receive the family.
- The committee will serve the prepared food and insure that the family is welcomed and comfortable.
- Upon completion of the meal and after the family has had ample time to visit, the committee will clean the kitchen and restore the fellowship hall to order.
- Should the family decline the meal at the church, the committee will take food to the home to supplement their meal.

## **Bus Committee**

**The purpose of the Bus committee is to be responsible for the up-keep and use of the First Baptist Church Bus.**

### **Cross Reference to: Article II Church Officers**

#### **Treasurer**

**The treasurer shall be elected annually to serve for the church year. It shall be the duty of the treasurer to receive all monies from whatever source derived, unless otherwise directed by the church, deacons, or Finance Committee. The treasurer shall distribute by check (with promptness), upon proper authority, all money or things of value that are given to or through disbursements; rendering monthly reports to the deacons and quarterly summaries to the church. The treasurer shall keep accurate records of gifts of all church members and shall render to each member annually a record of contributions. The treasurer's books shall be audited annually as arranged by the church, and all books, records, and accounts kept by him/her shall be available to any church member on request with exception to membership contributions. The treasurer shall be an ex-officio member of the Finance Committee. An assistant treasurer may be elected by the church to assist in the above-mentioned duties.**

### **Specific Responsibilities of Bus Committee:**

- Provide routine maintenance and other repairs as needed to insure the vehicle is in safe operating condition.
- Develop and/or maintain a procedure to coordinate the use and scheduling of the bus through the church office.
- Insure that the "Use Request Form" and "Trip Report Form" are being utilized.
- Purchase vehicle tag no later than March 15<sup>th</sup> of each year. Affix tag to vehicle and put the paper work in the bus.
- Monitor the general cleaning by user parties and schedule a thorough cleaning(washing, waxing and vacuuming) on a periodic basis.
- Establish driver –qualifications based on the "Driver Selection Guidelines" provided by the vehicle insurer, on file in the church office.
- 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.
- Review the vehicle insurance information on file in the church office.
- Communicate with staff, treasurer, other committee and church members as needed to effectively manage the transportation needs of the church.
- Develop/maintain a policy for driver committee member reimbursement expenditures.

## **Children's Committee**

**The purpose of the Children's Committee is to be responsible for planning, promoting and implementing a comprehensive ministry to children, nursery thru 5<sup>th</sup> grades.**

### **Specific Responsibilities of the Children’s Committee:**

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

## **Counting Committee**

**The purpose of the counting committee is to insure that monetary contributions received during all worship services are secured until they can be brought to the church treasurer. Once the secured monies are brought to the church treasurer, these monies along with any other monies received, are counted in a manner mutually agreed upon by the Finance committee, Church Treasurer and counting committee.**

**Cross Reference to: Article II – Church Officers**

### **Treasurer**

**The treasurer shall be elected annually to serve for the church year. It shall be the duty of the treasurer to receive all monies from whatever source derived, unless otherwise directed by the church, deacons, or Finance Committee. The treasurer shall distribute by check (with promptness), upon proper authority, all money or things of value that are given to or through disbursements; rendering monthly reports to the deacons and quarterly summaries to the church. The treasurer shall keep accurate records of gifts of all church members and shall render to each member annually a record of contributions. The treasurer’s books shall be audited annually as arranged by the church, and all books, records, and accounts kept by him/her shall be available to any church member on request with exception to membership contributions. The treasurer shall be an ex-officio member of the Finance Committee. An assistant treasurer may be elected by the church to assist in the above-mentioned duties.**

**Cross Reference to: Article III Committees**

### **Finance Committee**

**The purpose of this committee is to consider all matters of finance and make recommendations as appropriate to the church for approval or disapproval. This committee shall be composed of three active deacons, chosen by the Chairman of the Deacons and the Pastor, and four members from the church at large nominated by the nominating committee. The new Finance Committee shall choose a chairman from the three appointed active deacons who shall have the responsibility of reporting monthly to the active deacon body.**

### **Specific Responsibilities of the Counting Committee:**

- Develop a system to insure that monetary collections are secured immediately upon the conclusion of all services.
- Develop a back-up system to insure that all services involving the collection of monies are covered.
- Arrange to have collections placed in the night deposit bag receptacle at our bank.
- Special services (Gideon, Church approved love offerings during special events) may require special handling and counting procedures. Treasurer and/or Finance Committee should provide guidance.

## **Flower Committee**

**The purpose of the Flower Committee is to coordinate and conduct the flower ministry of the church.**

**Cross Reference to: Hostess Committee**

**The purpose of the Hostess Committee is to provide food services for church-wide fellowships and special events. Also, the hostess committee shall in conjunction with other Church committee and other organization plan and promote church-wide fellowships and special events.**

### **Specific Responsibilities of the Flower Committee:**

- Insure that floral arrangements and/or greenery are provided for each worship service.
- Develop and/or maintain a flower calendar to provide church members the opportunity to provide arrangements commemorating their own personal celebrations or memorials.
- Coordinate with the church secretary about arrangements being placed in the sanctuary commemorating church member's personal celebrations or memorials. (Church secretary in turn will coordinate with the florist, who will actually place the arrangement in the church sanctuary).
- Plan for and place decorations and flowers in the church sanctuary on special occasions such as Christmas and Thanksgiving and any other Pastor approved, holiday observances.
- Plan for and place seasonal decorations and flowers elsewhere in and around the church building as needed.
- Flower arrangements and decorations should be in good taste and appropriate for a Christian church setting.
- Assume responsibility of removing and storing seasonal decorations on a schedule consistent with the calendar and traditional time frames.
- Arrangements for the removal of sanctuary floral arrangements commemorating church member personal celebrations or memorials should be made by the appropriate church member as quickly as possible following the Sunday night service.
- Maintain the decoration and artificial flower storage area, replacing supplies and material as needed.

## **Hostess Committee**

The purpose of the Hostess Committee is to provide food services for church-wide fellowships and special events. Also, the hostess committee shall in conjunction with other Church committees and other organizations plan and promote church-wide fellowships and special events.

### **Specific Responsibilities of the Hostess Committee:**

- Coordinate and schedule all activities through the pastor or his designee
- Provide necessary food and beverage items for each event;
- Enlist assistance as needed, from other available committees and organizations within the church.
- Prepare and decorate the venue selected for all events in a manner consistent with Christian values.
- Insure that all event venues involving the Hostess Committee are clean and in order following the event.

## **Intercessory Prayer Ministry Committee**

The purpose of the intercessory Prayer Ministry Committee is to promote and encourage a consistent Intercessory Prayer Ministry in our church.

### **Specific Responsibilities of the Intercessory Prayer Ministry Committee:**

- Maintain “Prayer Room”.
- Encourage “Prayer Room” participation.
- Provide schedule and instructions for use of “Prayer Room” to include safety and security issues.
- Utilize “prayer chain ministry” through the Sunday School Organization.
- Develop “Special Emphasis Prayer” opportunities.

## **Lord’s Supper Committee**

The purpose of this committee is to make all necessary arrangements for the observance of the Lord’s Supper and shall render such assistance to the pastor and the church as may be necessary.

**Cross Reference to: Article V- Meetings**

### **Section 1: Worship**

- 1) Public services shall be held stately on the Lord’s Day and on some regular evening or evenings of each week.
- 2) The Lord’s Supper shall be celebrated at least once a quarter on a Sunday.

**Specific Responsibilities of the Lord’s Supper Committee:**

- Consult with the pastor in developing dates when the ordinance will be observed throughout the year and which method of observance will be utilized.
- Maintain an adequate inventory of materials and supplies.
- Determine material and supply needs and order them accordingly, through the church secretary.
- Insure that all materials are available and in place prior to each observance of the Lord’s Supper or as instructed by the pastor.
- Gather, clean and store all equipment after each observance of the Lord’s Supper.

**Missions Committee**

**The purpose of the Missions Committee, in conjunction with the Pastor, is to provide oversight of mission work to be undertaken and conducted by the church.**

**Cross Reference to: Officers of Church Organizations**

**All organizations of the church shall be under church control, all officers being elected by the church and reporting regularly to the church. It is understood that the pastor is ex-officio head of all the organizations named, and his leadership is to be recognized in them all. Job descriptions of all church officers are provided in the Personnel Handbook on file in the church office.**

**Section 2 – Other Officers**

**The following officers shall be selected by the nominating committee and elected by the church:**

<b>Chairman of Ushers</b>	<b>Sunday School Director</b>
<b>Woman’s Missionary Union Director</b>	<b>Missions Committee Director</b>
<b>Baptist Men’s Director</b>	

**Article III – Committees**

**Nominating Committee**

**The purpose of this committee is to make every effort to secure workers for all organizations and committees as needed by the church to be recommended to the church. Three members shall be appointed annually by the pastor in June. This committee shall have as its goal the recommendation of the Board of Directors (which shall not be a part of the Nominating Committee), the Sunday School Director, W.M.U. Director, Missions Committee Director, and Baptist Men’s Director to be elected at the July Business meeting and these shall become a part of the Nominating Committee.**

**Specific Responsibilities of the Missions Committee:**

- This committee shall evaluate mission’s needs and opportunities and recommend specific plans for enlisting the support and participation of the church in mission’s work.
- Establish and maintain communication with the Associational Missionary as a resource for missions work within our church and association.

- Communicate with and promote joint growth and development of the WMU and Baptist Men as they function within our church.

## **Music Committee**

**The purpose of this committee is to assist the Minister of Music as needed, upon his request, in the planning and coordinating of the music ministry of our church.**

**Cross Reference to: Article II Church Officers**

### **Minister of Music**

**The Minister of Music shall be nominated by the personnel committee and shall serve for an indefinite period of time, the election of whom and the termination of whom shall be the same as that of the pastor.**

**Duties shall be directed by job descriptions agreed upon by the Personnel Committee and the Minister of Music as reflected in the Employment Policies and Procedures manual.**

**Cross Reference to: Policies and Rules Governing the use of the Church Properties (copy attached).**

### **Specific Responsibilities of the Music Committee:**

- In conjunction with the Minister of Music
  - Recommend purchases, and provide upkeep of all musical articles such as instruments, sheet music, choir robes, etc.
  - Make Recommendations regarding church concerts, choir tours and special music.
- Assist the Minister of Music as needed and/or requested.

## **Senior Adult Committee**

**The purpose of the Senior Adult Committee is to assist the Senior Adult Minister in the overall planning of the Senior Adult Ministry at First Baptist Church.**

### **Specific Responsibilities of the Adult Committee:**

- Assist the Senior Adult Minister in developing specific plans for Senior Adult activities, ministry efforts and outreach.
- Assist in the development of Senior Adult Choir activities.

## **Sound Committee**

**The purpose of the Sound Committee is to operate and insure proper maintenance of the sound system for worship services, musicals and any other approved events.**

**Cross Reference to: Policies and Rules Governing the use of Church Properties (Copy Attached).**

## **Cross Reference to: Article III - Committees**

### **Building and Grounds Committee**

The purpose of this committee is to have general charge of the administration and upkeep of the grounds and buildings and make recommendations as appropriate to the church for approval or disapproval. The Building and Grounds Committee shall be composed of three active deacons, chosen by the Chairman of the Deacons and the Pastor, and four members of the church at large nominated by the nominating committee. The new Building and Grounds Committee shall choose a chairman from the three appointed active deacons who shall have the responsibility of reporting monthly to the active deacon body.

### **Cross Reference to: Television Committee**

The purpose of the Television Committee is to operate and insure proper maintenance of the television equipment for the broadcasting of worship events, emanating from the First Baptist Church of Dawson.

### **Specific Responsibilities of the Sound Committee:**

- Operate the Sound system.
- Train sound committee members to operate the sound system
- Utilize trained sound committee members as needed for church events requiring sound operators.
- Provide a maintenance program for upkeep/replacement of the equipment.
- Recommend changes to the audio system as needed.
- Coordinate and communicate with the Television and Building & Grounds committee as needed.
- Coordinate and communicate with the pastor and minister of music regarding their audio needs during services.
- Develop a system to insure that church sound equipment is accounted for and is maintained in a secure manner.

## **Television Committee**

The purpose of the Television Committee is to operate and insure proper maintenance of the television equipment for the broadcasting of worship events, emanating from the First Baptist Church of Dawson.

**Cross Reference to: Policies and Rules Governing the use of Church Properties (copy attached).**

### **Cross Reference to: Sound Committee**

The purpose of the Sound Committee is to operate and insure proper maintenance of the sound system for worship services, musicals and any other approved events.

### **Cross Reference to: Article III Committees**

### **Building and Grounds Committee**

The purpose of this committee is to have general charge of the administration and upkeep of the grounds and buildings and make recommendations as appropriate to the church for approval or disapproval. The Building and Grounds Committee shall be composed of three active deacons, chosen by the Chairman of the Deacons and the Pastor, and four members of the church at large nominated by the nominating committee. The new Building and Grounds Committee shall choose a chairman from the three appointed active deacons who shall have the responsibility of reporting monthly to the active deacon body.

#### **Specific Responsibilities of the Television Committee:**

- Develop and/or maintain internal policies and procedures to insure quality broadcasts to the community.
- Operate the television equipment.
- Train T.V. committee members to operate the T.V equipment.
- Provide a maintenance program for up-keep/replacement of the equipment.
- Recommend changes to the T.V. broadcast system as needed.
- Coordinate and communicate with the Sound and Building & Grounds committee as needed.
- Coordinate and communicate with the pastor and minister of music regarding any broadcast issues or needs during services.
- Plan for and make recommendations for any up-grading of equipment or operational procedures for the T.V. Ministry.
- Communicate as needed with the local cable TV provider.

### **Women's Ministries Committee**

The purpose of the Women's Ministries Committee is to develop opportunities for the women's ministries of our church.

#### **Cross Reference to: Missions Committee**

The purpose of the Missions Committee, in conjunction with the Pastor, is to provide oversight of mission work to be undertaken and conducted by the church.

#### **Specific responsibilities of the Women's Ministries Committee:**

- Coordinate and conduct Bible Studies for women of all ages.
- Develop a strategy to use Bible Studies as an outreach/evangelism tool.
- Schedule "Special emphasis events"
  - Weekend Workshops
  - Special Speakers
  - Sponsor Family Events
  - Coordinate with other church organizations, such as WMU, Baptist Men's Ministries and the Missions Committee.
- Coordinate all activities through the pastor and/or his designee.
- **Develop a ministry for Young Women (06/10).**

## Youth Committee

**The purpose of this committee is to assist the appropriate staff member in the planning and implementation of a youth ministry program.**

### Specific Responsibilities of the Youth Committee:

- Meet with the appropriate staff person to identify and share ministry goals, plan and develop ministry activities and events.
- Chairperson (or designee) should be available to provide direct assistance to staff, as needed.
- Due diligence and care should be exercised by this committee and staff to provide adequate supervision of all youth activities.
- Venues, volunteers and activities associated with the youth ministry should be carefully screened by the Youth committee and/or staff to insure the safety and protection of the youth.
- Communicate and coordinate with other committees as needed.
- **Make recommendations to the church concerning the development of a child protection policy (06/10).**

# Appendix

## Modification Format for the document entitled Committees of First Baptist Church Dawson, GA

- Modification to the above-referenced document shall be made in accordance with the final bullet point on page 9 of said document, and specifically as follows:
  - The Nominating Committee should identify any modifications they deem necessary, collect and submit them (all at one time) at some point prior to the end of their term.
  - The “standing nominating committee chairperson” should present a list of modifications to the church secretary or pastor for logging and document modification. The chairperson should sign, date and number the modification list. The modification list (beginning with the number 001) shall be kept on file in the church office. A written log shall also be maintained in this file containing the modification list #, date, chairperson signature.
  - The modification shall initially be entered onto the “Electronic Version” of the above-referenced document. The modified portion should be “lined out” and/ or “added”, followed by the modification being entered in red and dated to correspond with the date in the log. Example: on page 9 of the above referenced document, under **Specific Responsibilities of the Nominating Committee** Bullet 14, it reads: “the Nominating Committee shall be responsible for filling any vacancies during the committee term.” The modification should read as follows: The nominating committee, **in conjunction with the Pastor (06-10)**, shall be responsible for filling any vacancies during the committee term.
  - A printed master copy of the current electronic copy shall be on file in the church office.
  - The church shall be notified that modifications have been made to the document and they may search it online or obtain a current copy from the church office.
  - Printed copies distributed from the church offices shall be updated prior to distribution.

