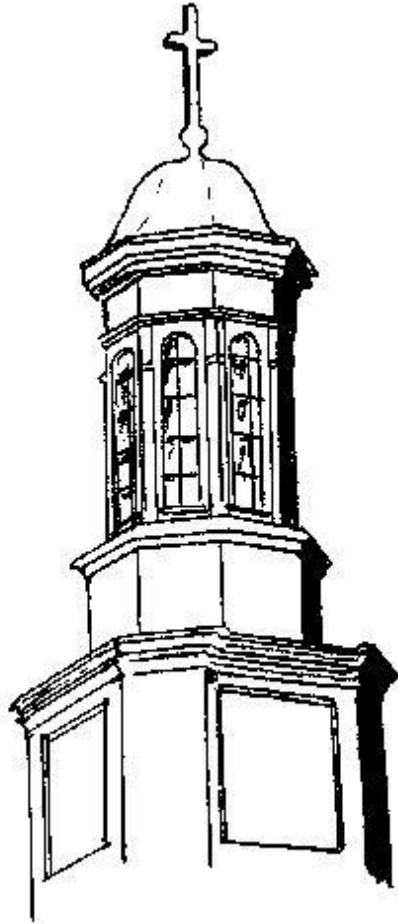


# **CENTERVILLE BAPTIST CHURCH**



## **COMMITTEE AND MINISTRY TEAM MANUAL 2015**

Updated January 22, 2015

## **CHURCH COMMITTEE AND MINISTRY TEAM PHILOSOPHY**

**The congregational-elected committee and ministry team pattern of the church operation involves five basic principles.**

**Diversification.** This means the multiplying and dividing of responsibility into as many different units as possible. It is suggested that unless it is particularly necessary or expedient that no person serve on more than one committee.

**Participation.** The enlistment of as many people as possible in the program of the church, believing that the more persons enlisted the greater will be their interest and their contribution of time and talent. People should be enlisted in areas where they have ability and interest so their participation will be enthusiastic and dedicated. People should be enlisted to a specific job description as described in this manual.

**Congregation authority control.** This is basic in a Baptist church. The governing body of the church is the congregation. All church committees are accountable to the congregation for proper functioning and efficient operation. **ALL PERSONS ARE ELECTED BY THE CHURCH UNLESS OTHERWISE STATED IN THE CHURCH CONSTITUTION AND BY-LAWS.**

**Balance of responsibility and authority.** Persons and committees and ministry teams designated by the church to perform certain functions are held accountable by the church for producing results and, therefore, must be given authority and freedom within the area of their work to act according to their best judgment. This is particularly true in reference to the church budget. Committees and ministry teams are given authority to operate within the approved church budget in accordance with **the financial policies and procedures.** which state the proper procedure for the authorization of expenditures.

**Staff relationship.** The Pastor or a staff member shall relate directly to each church committee or ministry team. This is an effort to coordinate the work of the committee or ministry team with the total church program, and to provide office services to each committee or ministry team. When a staff office is vacant, the responsibility for that committee goes to the next in line as indicated in the **organizational chart of the personnel manual.**

## **MEMBERSHIP AND TERMS OF SERVICE**

Each committee is established by the church as the need arises. The Nominating Committee is responsible for staffing the various committees and the terms of service are staggered. A committee normally consists of six people and one of the members serves as the chairperson. Every member serves for three years and then rotates off. Each year two members rotate off and two new members are asked to serve. Each member is to be recruited with a job description from this manual.

Each ministry team is established by the church as the need arises. The members of the ministry team do not have to be elected by the church and are not subject to term limits. A ministry team may have as many members as is necessary to successfully carry out its purpose. However, the chairperson of the ministry team is recruited and staffed with a job description from this manual by the Nominating Committee and is elected by the church for a term of three years. The members of the ministry team can serve indefinitely and are not elected by the church.

## **MINISTRY TEAMS, COMMITTEES AND COORDINATING GROUPS**

### **MINISTRY TEAMS**

All church ministry team members shall be church members. All church ministry team leaders shall be approved by the church in conference. The ministry team leaders shall be nominated by the nominating committee and elected by the church. The term of the ministry team leaders shall be three years which may be renewed by the church in conference. The number and nature of the ministry teams will be determined by the church in conference. The following ministry teams will be constituted with purposes as indicated.

#### **1. Discipleship**

helps plan, implement, and maintain a comprehensive and intentional program to help further spiritual growth.

#### **2. Evangelism/Outreach**

helps plan, implement and maintain a comprehensive and intentional program to reach the unchurched in our community.

#### **3. Fellowship**

helps plan and implement fellowship activities for the church family and be a resource for teams and organizations needing food services

#### **4. Flowers**

- a. Coordinate the placement of floral arrangements in the church.
- b. Oversee the decoration of the church for special services and Christmas and Easter Seasons.
- c. Place a rose to commemorate the birth of children in the church family.

#### **5. History**

The history committee shall assist the church in making and keeping accurate, comprehensive records of its current life and work; gather and safeguard all historical records of the church; help the church understand and learn from its history; and help church members know and appreciate their larger heritage as Baptists. The history committee shall update the history of the church periodically and publish items that will make the membership more conscious of our rich heritage. They shall also plan and lead the church in the celebration of our anniversary each year.

#### **6. Information Technology**

to develop and provide oversight for the purchase, use, repair, and replacement of information technology hardware for the church, preschool program, and extended child care ministry.

#### **7. Library and Media Resource**

shall maintain and make available the multi-media resources of the church. Duties are:

- a. maintain an adequate church library of materials
- b. actively promote the use of the library materials in all church activities and programs
- c. work in the selecting, cataloging, and keeping in a good condition all books, periodicals, audio and video media including Bible study materials
- d. submit all budget requests to the church office for approval

- e. submit recommendations for the next year's budget to the Stewardship and Finance Committee

**8. Men's Ministry**

helps plan, implement, and maintain a ministry focused on men and their needs and issues.

**9. Missions**

to encourage church members both individually and as groups to discover opportunities to be a Kingdom presence in the local community, across the Commonwealth and the nation, and around the world. The team will also encourage cooperation with the established missions organizations of the church for increased effectiveness.

**10. Children's Ministry Team**

the duties of the Children's Ministry Team are:

- a. recruit and enlist volunteer workers
- b. recommend needed changes in equipment, personnel, etc.
- c. review, annually, the children's ministry policies and make necessary changes
- d. expand and enhance the worship, biblical education and discipleship opportunities for children within our church and community
- e. provide age-appropriate lessons that are meaningful, concrete and relevant through Children's Church
- f. teach simple concepts and practical applications of the Bible using various avenues to apply these lessons, such as: role play, drama, and skits
- g. offer outreach opportunities by planning, promoting and executing children's events that will target our community
- h. foster a warm, loving and Christ centered atmosphere for the children we serve

**11. Senior Adult**

responsibilities:

- a. serve as an advisory group to the Pastor and help plan all programs and ministries for the senior adults of the church.
- b. assist the enlistment of volunteers for the senior adult ministry.
- c. be responsible for the planning, coordination, operation, and evaluation of the senior adult ministry and make recommendations for change.
- d. develop policies for senior adult ministries.
- e. coordinate the gathering, select a meeting place, select a charity for the Prime Timers.
- f. seek to relate the senior adult ministry of the church to the community and the church utilizing the resources implicated or expedient.
- g. coordinate calendar events through the church office.
- h. submit all budget requests to the church office for approval.
- i. submit recommendations for the next year's budget to the Stewardship/Finance Committee.

**12. Ushers/Greeters**

assure that people attending services and events are properly welcomed and assist our guest as needed.

**13. Van/Bus Maintenance Oversight Ministry**

This Ministry Team shall be made up of not less than four (4) members including the Chairperson

- a. Help determine policies and procedures for operating and administering the use of the van/bus vehicles.
- b. Provide a comprehensive preventive maintenance schedule for the van/bus vehicles.

- c. Provide a comprehensive and regular inspection program for the van/bus vehicles.
- d. The church van/bus will be assigned to a group of specialized church wide programs consisting of, Extended Care Program, Pre-School Program, Youth Program and the Senior Programs. Other church groups or church individuals who wish to use the church van/bus must obtain permission from both Norma Harrington, Director of the Extended Care Program, and from the Chairperson of the Church Van/Bus Maintenance Oversight Ministry Team. Also, all individuals wishing to operate the van/bus vehicles must be an approved operator on the church insurance. The individuals must also be at least 25 years old and no older than 65.
- e. Make sure that the “Church Rules Governing The Use of The Church Van/Bus” are made available to the Church Office Manager – April Toncray. These rules and regulations will be provided to those other church groups who wish to use the church van/bus vehicles.
- f. Make sure that the van/bus vehicles are up to date on all state required licensing, state inspections and insurance.
- g. Report to the Church Properties Committee and to the Church Council any major repairs, damage or accidents to the vehicles other than the required preventive maintenance and service work.

**14. Women’s Ministry**

helps plan, implement, and maintain a ministry focused on women and their needs and issues.

**15. Worship Ministry**

helps plan, implement, and maintain a ministry focused on various expressions of worship including prayer, music, and drama. In order to maintain a true spirit of worship in all of our services, any request to have a special service or to have a special part in a regular service must be presented to the pastor and/or the Worship Ministry Team at least 8 weeks in advance of the service.

**16. Youth Ministry**

plans, implements and maintains a comprehensive ministry to both middle school (6th—8th grade) and senior high (9th—12th grade) students along with their families. When circumstances dictate, middle school and senior high students may be combined together during bible studies, worship and outreach/ministry events.

## **17. Wedding Coordination**

consisting of three church members, this ministry team shall coordinate and oversee weddings and related activities held at the church.

## **COMMITTEES**

All church committee members shall be church members and shall be recommended by the nominating committee and elected by the church unless otherwise provided herein. The committee members shall serve on a three-year rotation system with one-third to be elected each year if determined by the nominating committee to be practical. Each committee shall set its own time of meeting but shall meet at least once in each quarter or as noted and shall give a written report to the church conference.

Duties of committees shall be as listed in the church committee manual. Changes in duties and disbanding of committees shall be approved by the church conference.

### ***STANDING COMMITTEES:***

The following standing committees will be constituted with purposes as indicated.

1. **Audit** The audit committee is responsible for the required audits of the church, PreSchool and Extended Care financial records.

2. **Benevolence** The benevolence committee shall coordinate responses to needs among church families and in the community. Monthly contribution provided from the Benevolence fund to the following community missions in addition to what is allocated in the Unified Budget: Great Bridge Food Closet—\$50, Central Baptist Soup Kitchen—\$50, Central Baptist Caring Center—\$50.

3. **Strategic Planning** The Long-Range Planning Committee shall develop proposed church goals and objectives for the next five- and ten-year periods. It shall meet annually for review of the established goals and objectives and for determining revisions which should be recommended to the church. The duties of the Long Range Planning committee are as follows:

- a. Make a study of the current status and future trends of our church and the community.
- b. Present a set of goals and objectives for the next five and ten years
- c. Evaluate the church's mission statement and suggest adjustments as needed.

4. **Nominating** A nominating committee shall be elected for the purpose of recommending persons fill all leadership positions within the church except as otherwise specified in these bylaws. *(last updated 2009)*

### 5. **Personnel**

The duties of this committee are to:

Work with the pastor to determine church staff needs and recommend to the church appropriate creation of new positions.

- a. Develop church policies and procedures relating to church staff personnel.
- b. In consultation with the appropriate church committee and staff members, this committee shall have the authority to employ and discharge all personnel except the pastor and ministry staff. This is to be done in the framework of the constitution and by-laws and the approved budget.

- c. To aid in salary recommendations, this committee shall formulate and maintain a written description of each position on the church staff describing major duties assigned to that position. These descriptions are to be reviewed annually.
- d. This committee shall design a program of salary administration and make annual recommendations to stewardship and finance committee.
- e. A program of employee benefits shall be recommended by this committee. This is to include such things as retirement, pension plan, vacation, holidays, other time off, hospitalization, and life insurance, etc.
- f. Eligibility of benefits shall clearly be stated as policy.
- g. By working with the pastor, assess the job performance of each staff member on an annual basis.
- h. Write a job description and present it along with the request for additional staff members when needed.
- i. Recommend **candidates for non-ordained** staff positions to the church conference for employment by church action.

**6. Preschool & Extended Care Oversight** This shall be a six (6) member committee. The duties of the preschool/extended care oversight committee are as follows:

- a. Help determine policies and procedures for operating and administrating the programs.
- b. Determine with the pastor qualifications and salaries for the employees and directors of the programs. The Director's compensation is subject to review by the Personnel and Finance Committees to ensure consistency with other staff member's compensation.
- c. Evaluate and approve budgets for the programs. Submit these to the Finance/Stewardship Committee.
- d. Make sure that programs and facilities comply with legal and licensing requirements.
- e. Direct public relations efforts to inform, involve and educate church members about the programs.
- f. Review reports and records to ensure proper operation of the programs. Report this information regularly to the church for awareness and approval.

**7. Property** The duties of the Property committee are as follows:

- a. Be responsible for the safe keeping, protection, maintenance, and repair of all of the buildings, grounds, operating facilities, and attached equipment including heating, cooling, lighting, sewage pump station and etc.
- b. Be responsible for seeing that equipment is properly operating.
- c. Make recommendations or take necessary actions should an emergency necessitate regarding replacement of worn out equipment, care of grounds, maintenance of safe conditions and parking facilities.
- d. Work with the staff concerning the needs for fulltime/contract maintenance personnel and make appropriate recommendations to the Personnel Committee and Stewardship & Finance Committee.
- e. Bid out work for all repairs beyond the committee's abilities and report bids to the Stewardship and Finance Committee.
- f. Submit all budget expense requests to the church office for approval.
- g. Submit recommendations for the next year's budget to the Stewardship and Finance Committee.
- h. Coordinate the maintenance and upkeep of the church vans.

8. **Stewardship and Finance** The duties of the Stewardship/Finance Committee are as follows:

- a. Work with the pastor and office manager to gather information for budget development.
- b. Consult with the chairperson of each committee annually to determine the financial.
- c. Consult with each organizational director and/or staff member to determine the financial resources needed by each committee for its work during the following year.
- d. Use information gathered in developing a workable budget to serve as a guideline for funding the church's ministry programs and events.
- e. Recommend an annual budget to the church for approval.
- f. Review the monthly financial report submitted by the Treasurer. Make any recommendations necessary.
- g. Consider all requests for extra-budgeting financial expenditures and budget revisions and make recommendations as necessary to the church.
- h. Hear requests for extra-budgeting financial expenditures and budget revisions and make recommendations as necessary to the church.
- i. Cooperate with the church council in developing policies and procedures relating to gathering and distributing non-budgeted funds.
- j. Present all recommendations and motions, related to money matters, to the congregation for approval, amendment, or rejection by a majority vote.
- k. Assist the pastor in developing and promoting a biblical stewardship program in the church.
- l. Develop a funding plan for additional staff members—both ordained and non-ordained.

**Financial Policies and Procedures**

The Stewardship/Finance Committee shall have the responsibility of administering the Financial Policies and Procedures as outlined below.

1. The church treasurer shall be custodian of all money, insurance policies, and valuable papers. The Treasurer shall meet regularly with the Stewardship/Finance Committee and shall be responsible for the preparation of the monthly financial statement with the assistance of the Office Manager.
2. All checks drawn against any account of Centerville Baptist Church shall be counter-signed. Normally these signatures shall be those of the Treasurer and the Office Manager. Additional church members may be designated to counter-sign checks in the event that the Office Manager or Treasurer is unavailable to do so. However, one signature must be that of the Treasurer of the Office Manager.
3. Handling of money: The ushers shall be responsible for delivering money to a teller after the offering. The teller will put the money in the safe in the church office. The Office Manager and the church secretary or a teller will be responsible for processing the money and making the deposit at the earliest possible time week. All money received during the week will be recorded and a report furnished if appropriate. Careful attention is given to proper recording of each individual's gift to the budget and all designated causes.
4. Purchasing Policy: This policy applies to all purchases of supplies, equipment and /or services for use by Centerville Baptist Church and its organizations.

The aforementioned purchases shall be made only on the authority of a requisition which has been approved in the following manner:

- a. Requests for approval should be submitted prior to the purchase. It is recognized that there will be instances where this is not possible, but these should be the exception, not the rule.
- b. Requests up to \$200 may be approved by the Treasurer.



- c. Requests over \$200 must be approved by the Treasurer. In the absence of the Treasurer, the Finance/Stewardship Committee Chair will approve the requests.
- d. If there are not sufficient funds in the line item or if the request does not fall within a budget line item or a designated fund, the Stewardship/Finance Committee must approve the request.

Requests and expenditures are to be made for line items only by the appropriate staff, organization heads, committee chairpersons, or program directors. Purchasing of consumables (paper products, printing supplies, office supplies, etc.) should be coordinated through the Office Manager to take advantage of bulk discounts and free delivery services.

All requests for reimbursements must include the original dated receipt or invoice showing the item(s) purchased. If these are not available, other documentation must be provided. All requests for reimbursements must be submitted to the Office Manager within thirty (30) days of origin.

Receipts for any credit purchases must be submitted to the Office Manager within one (1) week of date of purchase to facilitate reconciliation of the credit statement.

Any rewards, rebates, promotional gifts, etc. received as a result of a purchase for the Church and its organizations are considered property of the Church and are to be surrendered to the Church Office Manager upon receipt.

This policy is in effect as of September 1, 2007.

- e. All Church funds collected through the church organizations or ministries which are to be administered by the Treasurer shall be turned in to the Office Manager.
- f. The church recognizes the following special offerings each year. Special envelopes will be provided.
  - a. Annie Armstrong Offering for North American
  - b. Alma Hunt offering for State Missions
  - c. The Bridge Network Association Week of Prayer
- g. These are not considered part of the budget and no amount is suggested as a goal. The WMU shall work with the pastor to set a goal for each of these offerings.
- h. 7. The church recognizes the need for other special offerings, which may include Benevolence offerings, Love offerings for speakers and musicians, building fund offerings, and special events or retreat offerings. These are not considered part of the budget and no amount is suggested as a goal.

## **AD HOC COMMITTEES**

The following ad hoc committees will be constituted with purposes as indicated.

### **1. Pastor Search**

Whenever there is a vacancy in the position of pastor, a pastor search committee of nine shall be nominated by the nominating committee and elected by the church. This committee shall include one member from each of the following: the deacon body, Women's Missionary Union, the Sunday School, personnel committee, senior adults, senior high youth, the stewardship and finance committee, and two members-at-large. The committee shall seek out a suitable pastor, and its recommendation will constitute a nomination. The committee shall bring to the consideration of the church only one name at a time. The pastor search committee shall cease to exist six months after the new pastor arrives.

## **2. Interim Pastor Search**

When the position of pastor has been vacated, and prior to the call of a successor, an interim pastor search committee shall be established. It shall consist of five members nominated by the nominating committee and elected by the church, with one member being selected from each of the following: the deacon body, the personnel committee, the Women's Missionary Union, the Sunday School, and one at large member. The interim search committee's task shall be to seek out a suitable interim pastor to serve until a pastor is called, and its recommendation shall constitute a nomination. The committee shall bring this recommendation before the church at a called church conference, for which at least two weeks public notice shall have been given. A three-fourths majority of those present shall be required for confirmation. This committee shall function as a liaison between the interim pastor and congregation for a period of six months after which it shall be dissolved. The committee also shall seek supply pastors to fill the pulpit for all worship services and appropriate Bible studies, as needed.

## **3. New Ordained Staff Search**

When it has been determined by the church that additional ordained staff positions are needed, a job description shall be developed by the Personnel Committee for approval by the church in conference. Thereafter, the Nominating Committee shall propose five church members for election by the church in conference to serve as a search committee for the position. The Stewardship and Finance Committee shall develop a funding plan for the position. The Search Committee's recommendation shall be presented to the church in conference. An affirmative vote of three-fourths of those church members present being necessary for a choice.

## **4. Constitution and Bylaws**

The Constitution and By-Laws Committee duties are:

- a. Evaluate the current constitution and by-laws.
- b. Provide opportunity for church members to make recommendations about changes and additions.
- c. Compare our constitution and by-laws with those from other churches.
- d. Present a constitution and by-laws for review and adoption by the church.

This committee is to be elected every third year.