

## **Benevolence Committee**

### *Purpose of the Committee:*

The benevolence committee is responsible for reviewing benevolence needs, discerning whether or not the church will be able to help in each situation, and following through with each need as decided by the committee.

### *Duties:*

1. Determine criteria for considering requests for help and investigate all requests.
2. Determine available community agencies that provide various types of assistance. Refer persons to appropriate agencies as they have help available.
3. Provide assistance when agreed upon by the committee.
4. Recommend to the church requests for budget allocations and resources needed for ministering to the needs of people.
5. Maintain budget record.

### *Meeting Expectations:*

As needed.

## **Bereavement Committee**

### *Purpose of the Committee:*

To work with the pastor and deacons to identify bereavement needs within the church and minister to those families as needed.

### *Duties:*

1. Communicate with church member families in a timely manner when they have experienced a death in the family.
2. Work alongside church leadership to set guidelines for bereavement needs.
3. Order meals for the bereaved family.
4. Enlist help in the preparation, delivery and set up of meals.
5. Maintain budget record.

### *Meeting expectations:*

As needed.

## **Building and Maintenance Committee**

### *Purpose of the Committee:*

To oversee the maintenance and upkeep required on church buildings and equipment.

### *Duties:*

1. Develop a budget for annual interior maintenance.
2. Proactively complete regular maintenance of the church building.
3. Oversee projects that fall outside of the abilities of the committee members.
4. Maintain budget record.

### *Meeting Expectations:*

A minimum of once per quarter.

## **Children's Ministry Committee**

### *Purpose of the Committee:*

To oversee the children's ministry of DeVotie Baptist Church.

### *Duties:*

1. The committee will work closely with the Children's Director to develop the church's children's ministry.
2. Choose and order curriculum for all aspects of children's ministry.
3. Create monthly schedule of volunteers for nursery, preschool and elementary classes for Sunday and Wednesday.
4. Coordinate and plan activities for the children's ministry.
5. Aid in supervision, setup and cleanup of activities for the children's ministry.
6. Maintain budget record.
7. Work with children's ministry and college ministry leaders to form a cohesive plan of growth for students.

### *Meeting Expectations:*

1. A minimum of once per quarter. Director should attend church council meetings.

## **Committee on Committees**

### *Purpose of the Committee:*

To oversee the committees of DeVotie Baptist Church

### *Duties:*

1. Select, enlist and nominate church members to serve on various committees.
2. Review committee policies and procedures and make recommendations to the church.
3. Provide guidelines and expectations for the committees of DeVotie Baptist Church.
4. If there are multiple vacancies on the nominating committee, the Committee on Committees will help the Nominating Committee nominate leaders for the following church year.

### *Meeting Expectations:*

As needed beginning at least two months prior to presenting finalized committees to the church.

## **Deacon Nominating Committee**

### *Purpose of the Committee:*

To help facilitate the deacon nominating process.

### *Duties:*

1. Work with Pastor and church leadership to enlist, recommend and nominate Biblically qualified men to serve as deacons.
2. Aid in the counting of votes and validation of election process
3. Present recommendations to the church during church conference.
4. Committee consists of two active deacons and three lay members.

### *Meeting Expectations:*

As needed.

## **Emergency Committee**

### *Purpose of the Committee:*

To take care of immediate needs that may arise when time doesn't permit church action. This committee consists of the chairman of deacons, the chairperson of the building and maintenance and chairperson of the finance committee.

### *Duties:*

1. To handle emergency needs that may arise on behalf of the church
2. To report to the church at the next business meeting of the actions taken by the committee regarding the emergency needs.

### *Meeting Expectations:*

As needed.

## **Executive Committee**

### *Purpose of the Committee:*

To represent the church at the Association meetings. The committee will consist of the Pastor and the Chairman of Deacons

### *Duties:*

1. To attend Association meetings as needed.
2. To inform the church of the work of the association.
3. To inform the church of actions taken by the executive committee.

### *Meeting Expectations:*

As needed.

## **Kitchen Committee**

### *Purpose of the Committee:*

To oversee kitchen use for church activities

### *Duties:*

1. Oversee the cleanliness and orderliness of the kitchen
2. Manage supplies, setup, and cleanup
3. Maintain budget record.

### *Meeting Expectations:*

As needed. Chairperson should attend church council meetings.

## **Men's Committee**

### *Purpose of the Committee:*

To plan men's ministry events and activities

### *Duties:*

1. Coordinate and plan activities for the men's ministry.
2. Aid in supervision, setup and cleanup of activities for the men's ministry.
3. Maintain budget record.

### *Meeting Expectations:*

A minimum of once per quarter. A representative should attend church council meetings.

## **Nominating Committee**

### *Purpose of the Committee:*

To lead the church in securing teachers and facilitators for classes and small groups.

### *Duties:*

1. Determine qualified volunteer workers for various classes and leadership positions.
2. Enlist teachers and facilitators for Life Groups and Sunday School.
3. Work with Children's Director and Youth Director/Pastor to secure volunteer workers for various classes.
4. Present volunteer workers to the church for election.

### *Meeting Expectations:*

As needed beginning at least two months prior to presenting finalized leaders to the church.

## **Personnel Committee**

### *Purpose of the Committee:*

To assist the church in matters related to employee personnel administration (except the pastor)

### *Duties:*

1. Work with the Pastor in all matters pertaining to employees and staff members, and present salary recommendations of all employees and staff members to the Stewardship and Finance Committee.
2. Work with the Pastor to fill any vacancies on the paid church staff or other employees and make its recommendations to the church according to established church policy and staff criteria, (the Pastor is recommended by a special Pulpit Committee).
3. Prepare and update, as necessary, job descriptions for all personnel and administrate the policies for the staff and employees regarding duties, vacation, sick leave, benefits, etc., and shall also set the working hours of all employees.
4. If expanding the staff to include personnel not already provided for in the current operating budget, this committee will bring a recommendation to the church for approval.
5. All matters pertaining to personnel must be referred to the Personnel Committee for prayerful study before any official action on matters related to personnel.
6. The Personnel Committee shall develop and recommend church policies and procedures for employed personnel administration.

### *Meeting Expectations:*

A minimum of once per quarter.

## **Property and Grounds Maintenance Committee**

### *Purpose of the Committee:*

To maintain the grounds and parking lots of the church property.

### *Duties:*

1. To see that the grass is properly taken care of and kept in good shape.
2. To see that the shrubs and plants are properly maintained and replaced when necessary, on approval of the church
3. To see that the parking lots are in good shape and resurfaced when necessary, on approval of the church.
4. To correct and other problems that may arise that deals with the proper maintenance of all church grounds.
5. Walk grounds prior to weekly services to check for cleanliness.
6. Maintain budget record.

### *Meeting Expectations:*

A minimum of once per quarter.

## **Security Committee**

### *Purpose of the Committee:*

To oversee all matters pertaining to the security of the church.

### *Duties:*

1. Submit background checks for all volunteers serving in the children, student and senior adult ministries.
2. Maintain a weekly security detail during service times.

### *Meeting Expectations:*

A minimum of once per quarter.

## **Stewardship and Finance Committee**

### *Purpose of the Committee:*

To prepare and recommend to the church a proposed church budget each year.

### *Duties:*

1. Take steps to ensure that sound procedures are used for receiving, counting, safeguarding and disbursing funds.
2. This Committee shall prepare annually a proposed budget and present it to the church for adoption. The proposed budget shall be submitted to the membership in writing at least a week before offering it in regular or specially calendar conference. The adoption of the new budget shall be at least one month prior to the beginning of the budget year.
3. The heads of each department or committee shall submit to the committee their proposed budget for the year in writing.
4. It shall be understood that the adopted budget shall be modified as the church sees fit, and so directs, in regular business session or called for such purpose.

### *Meeting Requirements:*

As needed beginning at least two months prior to presenting finalized budget to the church. A representative should attend church council meetings.

## **Trustees**

### *Purpose of the Committee:*

To be the agents of the church in all legal matters according to the policies set by the church.

### *Duties:*

1. The trustees shall be the fiscal agents of the church and shall hold in trust all properties of the church.
2. The trustees shall have the authority to execute any legal document including insurance, the sale, mortgage, rental of property or other necessary and legal documents when requested and authorized by the church.
3. The trustees shall have no power to buy, sell, mortgage, lease or transfer any church property without a specific vote of the church authorizing such action at a duly called or regular conference.

### *Meeting Expectations:*

As needed.

## **Women's Committee**

### *Purpose of the Committee:*

To plan women's ministry events and activities.

### *Duties:*

1. Coordinate and plan activities for the women's ministry.
2. Aid in supervision, setup and cleanup of activities for the women's ministry.
3. Maintain budget record.

### *Meeting Expectations:*

A minimum of once per quarter. A representative should attend church council meetings.

## **Youth Committee**

### *Purpose of the Committee:*

To aid the Youth Director/Minister in developing an overall youth program for the church.

### *Duties:*

1. The committee will work closely with the Youth Director/Minister to develop the church's student ministry.
2. Coordinate and plan activities for the youth ministry.
3. Aid in supervision, setup and cleanup of activities for the youth ministry.
4. Make decisions on disbursements from the Rooks Youth Fund.
5. Work with children's ministry and college ministry leaders to form a cohesive plan of growth for students.
6. Maintain budget record.

### *Meeting Expectations:*

A minimum of once per quarter. The Youth Director/Minister should attend church council meetings.