

Budget Ministry Team

(3 year rotation)

Purpose of the ministry team

To develop, recommend and oversee an annual budget plan for the church.

Six members, **Treasurer, Assistant Treasurer, Financial Secretary are ex-officio.**

Staff contact: Pastor

Duties

1. Shall present proposed annual budget to the church.
2. Take steps to ensure that established procedures are used for receiving, counting, depositing, disbursing, recording, reporting and auditing church funds.
3. Evaluate and approve all fund raising projects.
4. Shall review for the purpose of accepting or rejecting expenditure requests of \$200 or more.
5. Two new members to come on the ministry team each year. Term of office expires December 31st.

Counting Ministry Team

(continuing)

Purpose of the ministry team

To account for funds contributed to the church through tithes, offering and special gifts.

Five members. **Staff contact:** Financial Secretary

Duties

1. Shall, on the first banking day after Sunday, count all money taken by all church and special offerings.
2. Shall open envelopes, count and prepare money for deposit. In case of error, this committee will search out and correct error.
3. Will make a report of tithes and offerings for the church office or financial secretary per approved church procedures.
4. For safety reasons, deposits shall be made by two persons. Deposit of money shall be made by Counting Ministry Team members, financial secretary, paid staff member, or designated persons. One of the above shall be present at bank to observe the counting of money by the teller.
5. Shall tally secret ballots cast by the membership where such elections or votes are taken. In the event this committee is not present in sufficient numbers to perform the required task, the moderator shall appoint additional people or an ad-hoc committee to tally.

Building and Grounds Ministry Team

(continuing)

Purpose of the ministry team

To assist the church in the care, maintenance, utilization and allocation of all property, buildings and space.

Six members, **maintenance tech is ex-officio. Staff contact:** Pastor

Duties

1. Inspect all church properties periodically and maintain an inventory of all equipment and furnishings.
2. Assist the church program leaders in equipping and administering adequate worship, fellowship, education, parking and administrative space. Develop and recommend changes to secure maximum utilization of space, properties and equipment as needed to provide for continued growth.
3. Assist church organizations in selecting and maintaining proper and adequate furnishings for the church programs and activities.
4. Work with the church missions committee to recommend acquisition and maintenance of property and space for mission purposes.
5. Advise and assist the maintenance and custodial personnel when needed.
6. Develop and recommend maintenance policies and procedures.
7. Assist the Trustees as requested to develop and recommend an adequate insurance plan to protect all buildings and properties.
8. Prepare budget recommendations for the Budget ministry team and administer budget regarding maintenance of all property.
9. Assist other church committees in responsibilities relating to church property and space.
10. Promote, through whatever means available, the conservation of energy and other natural resources which are used in the operation of church facilities.
11. Recommend to the church the appointment of a church survey, planning and building committee when the needs of the church call for new buildings or the remodeling of existing ones.

Constitution and By-laws Ministry Team

(continuing)

Purpose of the ministry team

Review and amend as necessary the church constitution and by-laws.

Four members. **Staff contact:** Pastor

Duties

1. Determine and interpret content for the constitution and by-laws.
2. Locate and compile all written copies of policies and procedures the church has already approved.
3. As necessary meet with program leaders, committee chairpersons or staff to discover any undocumented policies and procedures in use.
4. Compile and assimilate a comprehensive first-draft document for ministry team consideration of a proposed church constitution and by-laws.
5. After review, take the comprehensive first-draft document, section by section, back to the program groups, councils, ministry teams and staff affected by the documents for additional input.
6. Make necessary changes in consideration of information obtained by step five. Arrive at a consensus as a ministry team.
7. Bring the completed document to the church for approval and implementation.
8. Review each proposed change to the constitution or by-laws and return a report with a recommendation to the church before a vote on the proposal is taken in business meeting.

Nominating Ministry Team

(3 year rotation)

Purpose of the ministry team

To lead in staffing all church-elected positions filled by volunteers, including vacancies which occur during the year.

Six members. **Staff contact:** Associate Pastor of Student Ministry

Duties

1. Select, contact and nominate for election by the church, prospective program leaders, committees and general officers by June 1st.
2. Assist church leaders to discover and enlist qualified persons to fill church elected positions of leadership in their respective organizations.
3. Plan, coordinate and implement training of program leaders and committee members in conjunction with the church ministry staff.
4. Work with any committee which falls within a reasonable period of time to elect a chairperson from their membership.
5. Nominate special and new committees as assigned by the church.
6. Review and update "Committee Manual" as needed.

Personnel Ministry Team

(3 Year rotation)

Purpose of the ministry team

To assist the church in matters related to employed personnel administration.

Six members. **Staff contact:** Pastor

Duties

1. Prepare and update as necessary, job descriptions for all employed personnel and survey the need for additional church staff positions.
2. Prepare and maintain an organization manual relating to church employed personnel.
3. Interview and recommend to the church new prospective personnel according to established church policy and staff criteria.
 - This committee will provide two ex-officio members to serve with search committees for ministerial positions—Pastor, Music, Education/Youth, Organist, Pianist—when the need arises.
4. Submit and recommend to the Budget ministry team a salary schedule and benefit plan for employed personnel annually.
5. Develop and recommend church policies and procedures for employed personnel administration, i.e. employment policies, work resources and schedules, recognition and tenure, grievances and dismissals.
6. Shall conduct a review of the immediate supervisor's 90 day evaluation of all newly hired employees.
7. Shall conduct an evaluation of all personnel annually to be completed no later than January.

Bus/Van Maintenance Ministry Team

(continuing)

Purpose of the ministry team

To oversee the use and upkeep of all church-owned vehicles.

Four members. **Staff contact:** Associate Pastor of Student Ministry

Duties

1. Responsible for all regular scheduled maintenance for any church-owned vehicles.
2. Responsible for required inspection and licensing of all church-owned vehicles.
3. Recommend to the church the repair, purchase or disposal of any church-owned vehicle.
4. Responsible for annual review of the insured drivers list.

Audio-Visual Ministry Team

(continuing)

Purpose of the ministry team

To coordinate, maintain and supervise the use of all media equipment, resources and supplies in the church.

Staff contact: Minister of Music

Duties

1. Operate and ensure proper maintenance of the sound and recording equipment in the church.
2. Enlist, train and schedule operators for all church events that require sound operators and audio-visual equipment.
3. Maintain sound, recording and audio-visual equipment, including but not limited to microphones, speakers, projectors, screens, receivers and the like.
4. Develop and recommend policies regarding the use and supervision of all media resources in the church.
5. Prepare budget recommendations for the Budget ministry team and administer budget.
6. Inventory and secure **all** equipment after use.
7. Review system operations and make recommendations for improvement.

Book of Remembrance Ministry Team

(continuing)

Purpose of the ministry team

To properly record memorial gifts and make recommendations to the church for any expenditure of memorial funds.

Three members. **Staff contact:** Pastor

Duties

1. Keep the Book of Remembrance current, providing a page for each person memorialized, and a roster of memorial donors. This book shall be available in the church at all times.
2. Maintain an office file listing those who have made contributions and send proper notification that their gift has been received and recorded.
3. Send appropriate notification to family of the individual(s) being memorialized.
4. Recommend to the church the expenditure of these funds for appropriate additions to the church facilities or tangible items used in local ministries.

The above applies only to the un-designated gifts. Designated memorial gifts would be recorded and handled by the above method except they would be spent as requested.

Flower Ministry Team

(continuing)

Purpose of the ministry team

To provide appropriate flowers to enhance the congregations worship services held in the sanctuary.

Three members. **Staff contact:** Pastor

Duties

1. Coordinate the obtaining, arranging and disposing of flowers for congregational services.
2. Recommend policies and procedures related to the coordination of flowers for the sanctuary.
3. Prepare budget recommendations for the Budget ministry team and administer budget.
4. Purchase or prepare flower arrangements, place them in designed place and dispose of old arrangements.
5. Assist the Pastor in areas related to flowers and decorations when called upon.

Keenager Ministry Team

(continuing)

Purpose of the ministry team

To provide regular fellowship opportunities for both members and nonmembers of the church as a means of developing community relationships. It is as in-reach and an outreach ministry.

Three members. **Staff contact:** Pastor

Duties

1. Investigate possible destinations for future trips and activities and make the necessary plans for each.
2. Check the church calendar to ensure that the date as well as the necessary transportation is available. If so, schedule the activity on the church calendar.
3. Promote the Keenager Trips and activities within the church and community.
4. Work to involve non-church members into the life of the church through promotion of other church ministries and activities.

Hospitality Ministry Team

(2 year rotation)

Purpose of the ministry team

To plan, coordinate and direct church socials, fellowships, dinners, receptions and other like events.

Ten members. **Staff contact:** Pastor

Duties

1. Purchase food and supplies for church socials, fellowships and receptions, and coordinate the serving of food and/or refreshments. Enlist other church members to assist the committee when necessary.
2. Communicate with church office and staff upcoming events by placing on the church calendar and promoting in the church newsletter.
3. Coordinate all major events through church council planning meetings
4. Seek the assistance of the Minister of Education/Youth in planning and coordinating events and the secretary in ordering supplies, when necessary.
5. Assist the staff, program organizations and other groups in developing ideas for fostering fellowship within the church.
6. Encourage a general atmosphere of warmth, hospitality and friendship through the social activities of the church.
7. Prepare budget recommendations for the Budget ministry team and administer budget regarding all items related to the ministry team.
8. Maintain and supervise the use of kitchen equipment and supplies.

Photography Ministry Team

(continuing)

Purpose of the ministry team

To photograph and/or video special and historical events in the life of the church for promotion and keepsake.

Duties

1. Shall regularly check the church calendar to discover events which should be photographed or recorded on video and coordinate the photography for those events. These events may include but are not limited to special promotions, building campaigns, fellowships, seasonal functions, revivals, etc.
2. Shall prepare budget recommendations related to photography to the Budget ministry team and administer approved budget.
3. Shall coordinate with the church Historian to effectively organize and preserve all media.
4. Shall photograph new members soon after they officially share a desire to join the church for the purpose of placing their picture and name on a "new members" bulletin board for display.

Ordinance Ministry Team

(3 year rotation)

Purpose of the ministry team

1. 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.
2. To assist the congregation in the observance of the Lord's Supper through maintaining a proper inventory of materials and supplies, preparation of the elements and serving as an advisory group to the pastor in the planning of the Lord's Supper observance.
3. To serve as an advisory council to the worship leaders in planning and evaluating the worship services, and to assist the pastor and staff in planning and preparing for special services.

Six members. **Staff contact:** Pastor

Duties

1. Ordinance of Baptism
 - a. Work with the pastor and church secretary in determining the date for baptism and notifying the candidates well in advance.
 - b. See that all necessary baptismal equipment and facilities are available and in order prior to each baptismal service. This step includes being sure the baptismal pool is properly filled and the temperature is at the desired level. In most cases, maintenance personnel can assist in this.
 - c. Meet the candidates at the appointed time and show them to their dressing rooms. Answer questions that may arise and see that each candidate has a robe, towel and handkerchief.
 - d. Assist the pastor in designating the order of candidates when a number of people are to be baptized.
 - e. Assist the candidates into and out of the pool and to their dressing rooms.
 - f. Appoint one member of the committee to assist the pastor before and after the baptismal service to assure a minimum of time needed for dressing.
 - g. Arrange for baptismal garments, towels and other supplies to be prepared for the next service. Inventory and recommend purchases when necessary.
2. Ordinance of the Lord's Supper
 - a. Maintain an adequate inventory of materials and supplies.
 - b. Determine equipment needs and make recommendations to the church concerning those needs.
 - c. See that all equipment and materials are available and in place prior to each observance of the Lord's Supper.
 - d. See that all equipment is gathered, cleaned and stored after each observance of Communion.
 - e. Work with the pastor in developing dates when the observance will be observed throughout the year and decide whether the Lord's Supper will be celebrated in the morning or evening worship period.
 - f. Assist the pastor in evaluating the observance of the ordinance and in planning special approaches to observe the ordinance which will bring out the full meaning of the Lord's Supper.

Wedding Ministry Team

(3 year rotation)

Purpose of the ministry team

To properly oversee weddings in a Christian manner and in accordance with church wedding policy.

Five female members, **Secretary** - permanent member **Staff contact:** Pastor

Duties

1. Shall assist pastor in forming rules and regulations for weddings and wedding receptions.
2. All rules and regulations and revisions shall be presented at a regular business meeting for church approval.
3. Shall meet with a couple to go over wedding policy and sign contract.
4. Shall be present at rehearsal and wedding to serve as coordinator.

Transportation Outreach Ministry Team

Purpose of the ministry team

To provide a ministry of transportation to church activities focused on reaching children and youth, while promoting our church throughout the community.

Staff contact: Pastor

Policies

1. Communication with families, including permission and release forms signed by legal guardians, is necessary before any minor can be picked up or dropped off from the church.
2. New permission and release forms will be distributed a minimum of twice each year to ensure continued consent.
3. Our target group will be children ages five and up, with the hope of reaching their entire families for Christ.
4. Two adults must be present in the church vehicle whenever minors are being transported to protect both the church and the riders.
5. A team is necessary to meet the riders at the church and help them get to their designated activities. This team will also be responsible to collect the riders at the appropriate time and help load them for the return trip.

Responsibilities of Drivers and Adults

1. Great effort must be made to provide a consistent, courteous and caring service to the community while driving or riding in any church vehicle. If a delay or no-show is inevitable, then they must contact those who are waiting to be picked up with an explanation.
2. A driver report should be made and given to the church whenever a church vehicle is used. Information should include: current date, beginning and concluding odometer readings, total number of persons in the vehicle and any unusual or notable activities.
3. If for any reason you cannot fulfill your duty on a given night, it is your responsibility to get an adult substitute to take your place to ensure that the ministry continues.
4. You must know your route and its time demands thoroughly. Any changes to the route that involve different pick-up times must be communicated prior to implementation.
5. If you are driving the vehicle and the fuel tank reaches the ½ mark, please fill the tank up with gasoline through proper FBCW procedures.
6. When parking the vehicle for the night, please clean the vehicle of any trash or debris that may have been left behind.