

Lizella Baptist Church

Policy & Procedures

Manual



PROCEDURE MANUAL OF LIZELLA BAPTIST CHURCH

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*Denotes Committees not currently in use. May be re-instituted or deleted.

I. Introduction

This document provides a comprehensive description of the committee structure of Lizella Baptist Church so that all the needs of the church can be systematically addressed with minimum overlap of committee responsibilities and individual church members can accept committee positions with a clear understanding of what duties they are to perform.

Section II provides some general guidelines which pertain to all committees so that needless repetition can be avoided in the description of specific committees. Individual job descriptions for each committee of the church are provided in Section III.

II. General Guidelines Affecting All Committees

The following general guidelines apply to all committees unless deviation there from is specified in the committee's job description.

Membership

1. As a general policy, only active members of Lizella Baptist Church should be asked to serve as committee members.
2. Standard term of office on standing committee is three years, with one-third of the members being replaced each year. When a person rotates off a standing committee if he/she has served for more than one year, said person is ineligible to be re-elected to the same committee until a period of one year has lapsed unless specified in committees' job description.
3. All salaried members of the church are ex-officio members of all committees.
4. Formation of Special Task Force Committees may be appointed by the Nominating Committee.
5. No person shall serve on more than two standing committees at one time. No person shall chair more than one Standing Committee at a time. This does not include Special Task Force Committees.

Reporting Procedures

1. Committees shall submit an initial report within six weeks after term of office commences that outlines goals and objectives for the year. Other reports to be submitted are stipulated in the various job descriptions.
2. Reports shall be written and submitted in triplicate: one copy to the Executive Pastor, one to the Nominating Committee, and one copy on file in the church office. Report forms will be provided.
3. Reports presented orally to the church congregation should take maximum advantage of the presentation aids provided by the church. Use of slides, charts,

etc. is encouraged. The church staff shall provide a coordinated schedule for these oral committee reports.

Budget Responsibilities

1. Each committee that has or desires church budget responsibility shall prepare an itemized budget request and submit it to the Finance Committee no later than September 30th prior to the start of the new budget year. All requests will be reviewed for incorporation into a proposed unified church budget. Budget items approved by the church do not require church action at the time of disbursement. Any single expenditure which deviates from the approved budget plan shall require church approval.
2. Disbursements from a budget account must be requested and approved by the chairman of the committee responsible for that account. Committees should allow two weeks for requests to be processed.

III. Committee Job Description & Policies

The following is a complete list of committees arranged alphabetically as are the detailed job descriptions. The job descriptions have been put in a standard format for ease of interpretation and cross reference.

Baptism Committee
Benevolence Committee
Bereavement Policy
Building and Maintenance Committee
Church Supper Committee
Constitution and By-Laws Committee
Decorating Committee
Finance Committee
Grounds Committee
Hospitality Committee
Long Range Planning Committee
Media/Library Committee
Missions Committee
Nominating Committee
Personnel Committee
Recreation Committee
Transportation Committee
Usher Committee

BAPTISM COMMITTEE

General Purpose

To assist the Minister with the baptismal services.

1. **Responsibilities**

- a. To assist the candidates prior to and following baptism and to assist with instructions for baptism.
- b. To arrange for filling and emptying of the baptistry at the appropriate times.
- c. To maintain equipment and supplies such as hair dryers, boots, robes, towels, etc.

2. **Membership**

Six members consisting of:

Chair and five members recommended by Nominating Committee and approved by church membership, with one-third rotating off every year.

Membership shall consist of three male and three female members.

3. **Reporting**

Provide copy of reports to Executive Pastor, Church Clerk, and one to be placed on file in the Media Center/Library.

4. **Coordination**

Works closely with:

- a. Minister – prepare for baptismal services
- b. Building Committee – request maintenance required to keep the baptistry in working order.
- c. Custodian/Facilities Staff – arrange for filling and emptying of the baptistry.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Submit itemized input to Finance Committee.

7. **Meetings**

Meet as necessary.

BENEVOLENCE COMMITTEE

General Purpose

To provide a sharing ministry to those in need.

1. Responsibilities

- a. To review all requests regarding the distribution of the benevolence fund.
- b. To visit persons who have received aid from the church. The committee may transfer the responsibility of the follow-up visit to another church member, e.g. the person who initially identified the need.
- c. To aggressively seek opportunities to provide a sharing ministry to those in need.
- d. To maintain a written record of all gifts. Provide a record to the Executive Pastor, Office Manager, and electronic file.
- e. To become familiar with community welfare agencies and their functions, thus being in a position to refer persons in need to the appropriate community agency.
- f. Maintain strict confidentiality in regard to the identity of any person receiving aid or under consideration of aid.

2. Membership

- a. Six members consisting of:
Lead Pastor, Executive Pastor, member of Finance Committee, one active deacon, and one member at large.
- b. The pastor will serve as Chairman and the Executive Pastor as the Vice-Chairman.
- c. The member from the church at large shall rotate off each year and may be re-elected without an inactive period. All other persons shall serve as long as they hold their respective offices. The Deacon Chairman appoints a deacon each year.

3. Reporting

Provide copy of reports to the church body, Church Clerk, and one to be placed on file in the Media Center/Library.

4. Coordination

Works closely with Finance Committee, Pastor, and other persons receiving and reviewing recommendations.

5. Authority

- a. The Chairman has the authority to approve the expenditure for up to \$50 from the Benevolence Fund in emergency situations and report this expense to the Benevolence Committee.
- b. Necessary authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Submit itemized input to Finance Committee.

7. **Meetings**

Annually and as necessary.

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BEREAVEMENT POLICY

1. Golden Fellowship is responsible to provide a funeral meal done here at the church for the member of Golden Fellowship who has passed. Meat is provided by Benevolence Fund, but sides are provided by individual Golden Fellowship members. The Sunday School class still has responsibility to minister to the family's needs in the immediate aftermath of the Golden Fellowship member's passing.
2. Sunday School Class is responsible to minister in the event of a member or immediate family member's passing. This includes ministering for immediate needs and provision of a funeral meal at the home or at the church if desired by family. In the instance of Sunday School classes where regular attendance is 10 or less, some assistance for food provision and serving assistance can be requested of Bereavement Committee or others in the church through contacting the church (478)935-8632, but this is not guaranteed.
3. Bereavement Committee is responsible to provide a funeral meal at the church for church members who are not in a Sunday School Class. However, fellow church members should minister voluntarily in the days immediately following a loss and will be called upon to assist with food provision from the Bereavement Committee for the funeral meal. Meat is provided through the Benevolence budget in this instance.

BUILDING & MAINTENANCE COMMITTEE

General Purpose

To ensure proper maintenance, utilization and safety of all church owned buildings.

1. Responsibilities

- a. To inspect the church property on a regular basis and ensure the property is in a clean, comfortable and serviceable condition.
- b. Committee Chairmen must approve any disbursement of funds as long as it is within budget. Any expense over the budgeted amount shall be approved by the church.
- c. Arrange for Fire Marshall to inspect annually the church buildings and grounds.
- d. Develop and carry out an inhouse routine inspection to identify any safety and fire hazards.
- e. Conduct an energy survey to determine if equipment is operating at maximum efficiency.
- f. Be responsible for assigning all building space and issuing all keys.
- g. Be responsible for approving, with Executive Pastor, utilization of church facilities by non-church groups.
- h. Determine and implement space improvements, renovations and upgrades.
- i. Approve or deny any requests for furnishings, drapes, furniture or other improvements to be installed in any part of church facilities. None shall be completed without permission of this Committee.

2. Membership

Five members consisting of Chairman and four members recommended by the Nominating Committee and approved by church membership, with two rotating off annually.

3. Reporting

Provide copy of reports to Executive Pastor, Office Manager, and one to be placed on file in the electronic file.

4. Coordination

Works closely with church staff to receive notice of any maintenance and repairs needed.

5. Authority

Full authority to carry out the defined responsibilities.

6. Budget Responsibilities

Submit itemized input to Finance Committee.

7. Meetings

Meet as necessary.

CHURCH SUPPER COMMITTEE

General Purpose

To successfully prepare and serve regularly scheduled Wednesday night supper for congregation and guests.

1. **Responsibilities**

- a. To plan balanced, healthy and delicious menus for scheduled family suppers.
- b. To secure & store all product by efficient and cost-effective methods, in compliance with Health Department Food & Safety Guidelines.
- c. To maintain the kitchen equipment and cleanliness in a manner that meets with Health Department guidelines.
- d. To prepare & serve the churchwide meal weekly or as scheduled in a manner consistent with Health Department Food Safety guidelines.
- e. To adequately staff kitchen operations for each meal period including preparation, service, and clean up in all stations.
- f. To track guest counts so as to prepare adequate amounts of food without costly waste.
- g. To monitor equipment for any safety hazard or malfunction and report inadequacies as needed for repair or replacement.
- h. To keep stock of supplies and order as necessary.

2. **Membership**

Twelve members and two alternates recommended by the Nominating Committee and approved by the church body, with four members rotating off annually. Members may be re-elected without an inactive period.

3. **Reporting**

Provide a report of guests served weekly.

4. **Coordination**

Works closely with Church Secretary for scheduling and reservation totals, custodial staff for compliance with Health & Safety standards, as well as Facilities/Maintenance for any equipment needs that arise.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Submit itemized inputs to Finance Committee.

7. **Meetings**

Meets annually and as required or requested.

CONSTITUTION & BY-LAWS COMMITTEE

General Purpose

To review the Constitution and By-Laws and make recommendations to the church.

1. Responsibilities

- a. Review Constitution and By-Laws annually.
- b. Prepare and make recommendations to the church when changes in the Constitution and By-Laws are needed.

2. Membership

Six members consisting of the Chairman and five members recommended by the Nominating Committee and approved by the church membership, with one-third rotating off annually.

3. Reporting

- a. As needed.
- b. Provide annual report to Executive Pastor, Office Manager & electronic library.

4. Coordination

Distribute Constitution to all Committee Chairs for coordination.

5. Authority

Full authority to carry out the defined responsibilities.

6. Budget Responsibilities

Submit itemized input to Finance Committee.

7. Meetings

Meets annually and as needed.

DECORATION COMMITTEE

General Purpose

To obtain décor for church and church-related activities.

1. **Responsibilities**

- a. To coordinate securing, arranging and disposing of decoration arrangements for church services.
- b. To be responsible for decorating church facilities for all special occasions, (i.e. Christmas, Easter).
- c. Maintain surveillance of the church to assure that decorations utilized on the campus are in good taste, reflecting Christian principles.
- d. Responsibilities do not include paint, remodeling, or any furnishings. Recommendations for these decisions will be presented to Building, Space & Maintenance and the Administrative Pastor for approval within Stewardship guidelines.

2. **Membership**

Six members consisting of:

Chair and five members recommended by Nominating Committee and approved by church membership, with one-third rotating off every year.

3. **Reporting**

Provide copy of reports to Executive Pastor and Office Manager. A copy shall be held on file in the church electronic library.

4. **Coordination**

Provide input to other committees and church leaders concerning the need for special flowers and/or decorations as requested.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Submit itemized budget recommendation to Finance Committee annually.

7. **Meetings**

Meets as necessary.

FINANCE & STEWARDSHIP COMMITTEE

General Purpose

To supervise and evaluate all phases of the church's financial program.

1. Responsibilities

- a. To prepare and recommend to the church the annual budget based on analyzed input from various organizations and committees. (Normally presented by Church Clerk)
- b. To monitor expenditures and assist organizations and committees to operate within the limits of the approved budget.
- c. To receive and discuss quarterly financial reports with particular attention to compliance with budget allotments.
- d. To inform membership as to financial status of the church.
- e. To assume responsibility for counting and depositing all monies received by the church.
- f. To make recommendations concerning the expenditures of funds not specifically provided for in the budget, honorariums, special gifts, etc.
- g. To provide annual review of books and accounts of the church by the committee.
- h. To lead church in annual stewardship and education program.

2. Membership

Eight members including:

Six members (chair and 5 members) at large with one-third rotating off every year.

Church Treasurer ex-officio
Assistant Treasurer ex-officio

3. Reporting

Provides a quarterly report to the church concerning the financial status, as to receipts and disbursements.

4. Coordination

Works closely with:

- a. All committees and organizations relative to the budget requirements of each.
- b. Personnel Committee to recommend salaries in the budget.

5. Authority

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Includes in the church budget any funds needed to carry out the committees' responsibilities.

7. **Meetings**

Meets as necessary.

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GROUNDS COMMITTEE

General Purpose

To develop a master plan for the design and up-keep of the church grounds.

1. **Responsibilities**

- a. Develop a long-range landscaping plan for the church grounds. Work in coordination with Administrative Pastor to establish lawn care contract.
- b. Master plan would have a numbering system for shrub and tree layout as for types, sizes, etc.
- c. Involve membership in work projects at various times of the year to plant and care for the church grounds.
- d. Inspect and recommend changes and repairs to parking areas and church grounds.

2. **Membership**

Six members consisting of:

Chair and five members recommended by Nominating Committee and approved by church membership, with one-third rotating off every year (1 year inactive clause exempt).

3. **Reporting**

Provide copy of reports to Executive Pastor and Office Manager. A copy shall be held on file in the church electronic library.

4. **Coordination**

Works closely with Building Committee, Finance Committee and work groups within the church.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Submit itemized budget recommendation to Finance Committee annually.

7. **Meetings**

Meets as necessary.

HOSPITALITY COMMITTEE

General Purpose

To supervise plans for anniversary celebrations, receptions and other church social gatherings such as 5th Sunday Breakfast.

2. **Responsibilities**

- i. To supervise the care and storage of all church hosting equipment such as tablecloths, punch bowl/ladle sets, candle holders, dishes, etc.
- j. To plan refreshments when necessary for seminars, receptions or church emphasis programs.
- k. To oversee set up and clean up operations for churchwide social events or special events as planned.

2. **Membership**

Six members consisting of Chairman and five members recommended by the Nominating Committee and approved by the church, with one third rotating off annually. Members may be re-elected without an inactive period.

3. **Reporting**

Provides a written report annually describing inventories and events hosted throughout the year. One copy to the Executive Pastor, Office Manager and electronic file.

4. **Coordination**

Works closely with Pastors, all committees and provides input to the annual calendar.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Submit itemized inputs to Finance Committee.

7. **Meetings**

Meets annually and as required or requested.

LONG RANGE PLANNING COMMITTEE

General Purpose

To discover and analyze long-range church and community needs, to recommend long-range goals and long-range strategies to the congregation, and to evaluate the long-range effectiveness of church programs.

1. Responsibilities

- a. Study long-range planning process.
- b. Organize committee to perform assigned work.
- c. Involve church members in surveys and studies.
- d. Maintain communications with the congregations.
- e. Discover needs of church and community.
- f. Analyze present and future needs of church and community.
- g. Set church goals.
- h. Present long-range plans to church.

2. Membership

Six members consisting of Chairman and five members recommended by the Nominating Committee and approved by the church membership, with one-third rotating off annually.

3. Reporting

Prepare annual report on goals and status of existing ideas. Provide any additional reports as necessary or requested by the church.

4. Coordination

Works closely with all phases of the church.

5. Authority

Full authority to carry out the defined responsibilities.

6. Budget Responsibilities

No budget inputs.

7. Meetings

Meets annually and as necessary or requested.

LORD'S SUPPER COMMITTEE*

General Purpose

To assist the ministers in preparing for a worshipful observation of the Lord's Supper.

1. **Responsibilities**

- a. To obtain and prepare the elements for the Supper.
- b. To prepare the table for observing the Supper.
- c. To be responsible for the cleaning, care, and storage of equipment and supplies for the Lord's Supper.
- d. To purchase equipment and supplies for Lord's Supper.

2. **Membership**

To consist of two deacons and two additional members with one of each rotating off annually. Deacons to be appointed by the Deacon Chairman.

3. **Reporting**

Provide copy of reports to Executive Pastor, Office Manager, and electronic file.

4. **Coordination**

Works closely with the ministers to prepare for the Supper. Obtain dates to be observed annually at the beginning of each church year. Ensure those dates are placed on the church calendar through coordination with Church Secretary.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Submit inputs for equipment and supplies to Finance Committee annually no later than September 30th.

7. **Meetings**

Meets annually with church staff to identify dates for observation and as necessary or requested.

MEDIA/LIBRARY COMMITTEE

General Purpose

To undergird the entire church program as a resource center for printed and audio/visual materials, ie, books, films, slides, tapes, etc.

1. **Responsibilities**

- a. To promote the use of the Library through bulletin boards, church bulletin, etc.
- b. To select materials for use in the Library and screen recommendations from individuals and church organizations.
- c. To process all materials in the Library.
- d. To formulate and maintain effective procedures for circulation of all materials and audio-visual equipment.
- e. To inform organization of new materials available.
- f. To recommend to the church the purchase, rental, lease, repair, and replacement of all needed a/v equipment and policies concerning use of equipment.
- g. To assist church organizations and members in the use of a/v equipment.
- h. Maintain a file on all committee reports submitted to the Library.

2. **Membership**

Minimum of three members recommended by the Nominating Committee and approved by the church. Members may serve consecutive terms.

3. **Reporting**

Provide annual report of status of inventory and future requirements to Executive Pastor, Office Manager, and electronic file. No other reports necessary.

4. **Coordination**

Works closely with all organizations and committees to identify media/library needs.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Submit itemized inputs to Finance Committee annually by September 30th.

7. **Meetings**

Meets annually and as required or requested.

MISSIONS COMMITTEE

General Purpose

To establish, maintain and administer the Church's missions and outreach to include local, statewide, national, and international outreach, evangelism and service to the glory of God.

1. Responsibilities

- a. To seek the Lord's direction for missions and outreach so the church may partner with Him where He is working to reach and minister to the lost.
- b. To seek the Lord's guidance in developing new paths for outreach and ministry where needs are identified.
- c. Develop, organize and implement opportunities for members of all ages, experience, and abilities to explore their gifts in service and evangelism such that they learn and grow in faith.
- d. Provide avenues for potential members to get involved in the life of the church through service and make a difference in their world.
- e. Schedule and oversee churchwide fundraising initiatives so that the church body does not become overwhelmed by need or constant requests. Set goals for annual missions offerings (Lottie Moon and Annie Armstrong). Provide direction for additional fundraising opportunities such as the annual Missions Barbecue.
- f. Direct allocation of missions funds for church objectives.

2. Membership

Five members consisting of Missions Pastor and four members recommended by the Nominating Committee and approved by the church body, with two rolling off annually.

3. Reporting

Provide quarterly reports to keep the church adequately informed. Provide a written report annually detailing all missions activity, number of members engaged, and number of individuals impacted for God's glory.

4. Coordination

Works closely with church staff, committee chairmen and Finance Committee.

5. Authority

This committee works under the authority of the Missions Pastor to fulfill defined responsibilities.

6. Budget Responsibilities

Submit budget inputs to the Finance Committee for annual missions objectives, special projects, trips, programs and scholarships for outreach, discipleship, evangelism training & missions opportunities.

7. **Meetings**

Meets annually and as required or requested.

DRAFT

MUSIC/WORSHIP MINISTRY COUNCIL*

General Purpose

To assist the Minister of Music/Worship Pastor in assessing needs, coordinating and implementing a comprehensive music/worship ministry.

1. Responsibilities

- a. Meet with Worship Pastor/Minister of Music at least monthly.
- b. Be supportive in prayer, conversation, and involvement of the total church ministry.
- c. Ensure that all resource needs, financial and material, are provided for the various music/worship ministries.
- d. Encourage maximum participation and growth, spiritually and numerically in the worship/music ministry.
- e. Recommend to the Personnel Committee the employment of all personnel working in the worship/music ministry (excluding the Minister of Music/Worship Pastor).

2. Membership

The Council shall be comprised of the following:

- a. Minister of Music/Worship Pastor
- b. Church Organist
- c. Church Pianist
- d. Director(s) of Preschool Choir
- e. Director(s) of Children's Choir
- f. President of the Adult Choir
- g. One representative from church at large (who is well acquainted with needs of the Worship/Music Ministry, to be chosen by the Council and recommended to the Nominating Committee)
- h. Senior A/V Technician

3. Authority

The Council shall be under the authority of the Worship Pastor/Minister of Music and shall be authorized to carry out the defined responsibilities described above.

4. Budget Responsibilities

Recommends to Finance Committee all budget requests and special finance needs.

5. Meetings

Meets monthly.

NEW MEMBER ASSIMILATION COMMITTEE*

General Purpose

To ensure all new members, both those who are new Christians and those that are transferring into our membership, are welcomed into the church body in such a way that they will have every opportunity to become involved in both ministry and fellowship at Lizella Baptist Church.

1. **Responsibilities**

- a. To develop and maintain an ongoing assimilation strategy for all new members.
- b. To assist the Sunday School organization in being a community of assimilation.
- c. To ensure the discipleship of new Christians.
- d. To ensure new members are encouraged and placed in a ministry position.

2. **Membership**

Lead Pastor, Executive Pastor, and Education Director.

3. **Reporting**

Provide a report of attendance to the Office Manager and the electronic file.

4. **Coordination**

Coordinate with office staff and other ministry leaders as required to identify ministry positions for new members.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Provide annual inputs to Finance Committee in order to execute a viable program with annual updates and improvements.

7. **Meetings**

Meets quarterly to plan and execute the program.

NOMINATING COMMITTEE

General Purpose

Enlist and recommend to the church annually for approval leaders to serve on all standing committees and ministry teams.

1. Responsibilities

- a. The Nominating Committee shall take office as soon as approved by the church membership.
- b. Know and review all committee and director requirements for the upcoming year.
- c. Identify potential candidates for vacancy to be discussed with Lead Pastor and committee members.
- d. Present to the church the candidate names once approved by the Lead Pastor (no later than October 31st annually).
- e. Hold training sessions for committee members no later than the first week of December.
- f. Provide mentorship to new committee members.

2. Membership

- a. Six members (recommended by Lead Pastor), Deacon Chairman, Men's Director, Women's Director, and President of Trustees make up the Nominating Committee.
- b. Nominating Committee will identify upcoming vacancies no later than September 1st based on tenure and volunteerism for the next year. Leaders required to rotate off due to tenure will be identified as a vacancy. All others will be asked if they are willing to continue serving the remainder of their tenure.
- c. Nominating Committee will present candidate names for a church vote no later than November 30th.
- d. Nominating Committee will conduct training for all committees during the month of December in preparation for the upcoming church year.
- e. One third of members at large rotate off annually.

3. Reporting

Recommendations to the church on nominees for leadership positions will be given during a business meeting.

4. Coordination

Works closely with the Executive Pastor to identify needs.

5. Authority

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

None.

7. **Meetings**

Annually in August and as needed the remainder of the year.

DRAFT

PERSONNEL COMMITTEE

General Purpose

To establish, maintain and administer the Church's personnel policies and procedures for all persons receiving compensation from the Church.

1. Responsibilities

- a. To recruit and interview prospective employees for all positions, exclusive of the Senior/Lead Pastor. Employ and discharge all non-ministerial employees.
- b. To prepare job descriptions and evaluation forms for each position now authorized or that shall be authorized in the future by the Church.
- c. To develop and recommend salaries and benefits for Church employees, and submit to Finance Committee.
- d. To develop personnel policies and procedures and make recommendations to the Church concerning implementation.
- e. To monitor job performance through appropriate channels and respond to recommendations for change.
- f. To support any selected committees involved in personnel acquisitions for proper communication of the Church's policies and procedures to candidates, and development of compensation and benefits packages.
- g. To conduct annual performance reviews for Church employees.
- h. To delegate the responsibility for employing and supervising temporary hourly wage workers to member of the personnel committee or to an appropriate member of the Church staff.

2. Membership

Six members consisting of Church Treasurer, Chair of Deacons, Chair of Long-Range Planning, and three members at large who are recommended by the Nominating Committee and approved by the church, with one at large member rotating off annually. The Lead Pastor will be an ex-officio member.

3. Reporting

Provide reports as necessary to keep the church adequately informed.

4. Coordination

Works closely with:

- a. Pastor (in screening prospective Staff members)
- b. Finance Committee – to inform the committee of any personnel actions
- c. Committees – consult with committee responsible for certain areas of the Church.

5. **Authority**

Full authority over Staff positions not related to ministries of the Church, e.g., Janitor, Secretary.

6. **Budget Responsibilities**

- a. Make budget inputs to the Finance Committee for Staff salaries, benefits, allowances and personnel acquisitions costs.
- b. Conduct performance reviews and studies to recommend both the compensation structure and associated amounts for Staff.

7. **Meetings**

Meets annually and as required or requested.

DRAFT

PRESCHOOL COMMITTEE*

General Purpose

To see that adequate provisions are made for preschool children each time they are at church.

1. **Responsibilities**

- a. To coordinate the church's nursery activities and help nursery parents and teachers work together.
- b. Formulate and recommend policies for church adoption.
- c. Recommend the purchase of equipment and supplies to Finance Committee.
- d. Make recommendation about cleanliness and care of the rooms and equipment.
- e. Help enlist church members to assist the regular paid workers.
- f. Work in training and supervising any paid workers.
- g. Personnel problems will be referred to the Executive Pastor and Personnel Committee for resolution when problems cannot be resolved by the Nursery Committee.
- h. To delegate the responsibility for employing and supervising temporary hourly wage workers to member of the personnel committee or to an appropriate member of the Church staff.

2. **Membership**

Six members recommended by the Nominating Committee and approved by the church, with one third rotating off annually. Members may be reelected without an inactive period. The Nursery Coordinator and Preschool Director will be ex-officio members.

3. **Reporting**

The committee should make a quarterly report to the Executive Pastor, Office Manager and electronic file. Additional reports as necessary.

4. **Coordination**

Works with parents, teachers, paid staff and any group having activities that require childcare.

5. **Authority**

Full authority to carry out defined responsibilities.

6. **Budget Responsibilities**

Submit itemized inputs to Finance Committee.

7. **Meetings**

Meets annually and as required or requested.

RECREATION COMMITTEE

General Purpose

To coordinate and evaluate the recreation program of the church.

1. **Responsibilities**

- a. Ensure that every aspect of the church recreation program honors God, is in harmony with the church's purpose, channels people into church organizations and into church membership.
- b. Keep vigilant that the church's purpose for existence is ministry.
- c. Create an awareness of possibilities for personal church member involvement.
- d. Development of specific and continuous fellowship programs as necessary.
- e. Develop and maintain guidelines for all activities.

2. **Membership**

Six members consisting of Chairman and five members recommended by the Nominating Committee and approved by the church, with one third rotating off annually.

3. **Reporting**

Report quarterly to the church; one copy to Executive Pastor, Office Manager and electronic file.

4. **Coordination**

Works closely with Staff, Minister of Children and Minister of Children.

5. **Authority**

Full authority to carry out defined responsibilities.

6. **Budget Responsibilities**

Submit itemized inputs to Finance Committee.

7. **Meetings**

Meets annually or as requested.

SHOWER COMMITTEE*

General Purpose

To develop a plan for Bridal and Baby showers for active church members. Active is defined as attending at least three services a month.

1. **Responsibilities**

- a. Plan a shower for a Bride or Groom for first marriage.
- b. Baby Showers are for the couple's first child only (or of the bride or groom individually, in the case of blended families). In the case of unwed first-time mothers, this committee shall work closely with Benevolence Committee where need exists to shower the child in view of God's love and grace in the hopes that this might encourage the mother to seek to live according to His will in the future.
- c. Enlist the support of member's Sunday School class to assist with food & supplies.
- d. Reserve the requested facilities (Fellowship Hall, etc) on the church calendar. Request announcement in church bulletin.
- e. Serve simple and inexpensive refreshments.
- f. Set up for and clean up after the event.

2. **Membership**

Six members consisting of Chairman and five members recommended by the Nominating Committee and approved by the church, with one third rotating off annually. Members may be re-elected without waiting period.

3. **Reporting**

Provide written report at the end of each year listing events hosted throughout the year. One copy to Executive Pastor, Office Manager and electronic file.

4. **Coordination**

Works closely with church secretary, Hospitality Committee, and Benevolence Committee as necessary.

5. **Authority**

Full authority to carry out defined responsibilities.

6. **Budget Responsibilities**

Submit itemized inputs to Finance Committee annually.

7. **Meetings**

Meets annually and as required or requested.

TRANSPORTATION COMMITTEE

General Purpose

To coordinate and evaluate the transportation program of the church.

1. Responsibilities

- a. Secure qualified drivers for all trips. Any group recommending their own driver will get the approval of the committee.
- b. Inspect vehicles on a regular basis, provide for regular service and maintenance. Keep up the appearance of the vehicles.
- c. Coordinate and schedule the use of church vehicles.
- d. Keep on file trip tickets on all vehicles – reflecting driver’s name, destination, number in group and expenses.
- e. To ensure the following rules and regulations are administered regarding the use of church owned vehicles:
 1. No one except Lizella Baptist is to use vehicles without prior approval from the Transportation Committee.
 2. Ensure that drivers of church owned vehicles are insured by church insurance and properly licensed by Ga. Departments of Public Safety/Motor Vehicles.
 3. Ensure that drivers are given road test in vehicles before transporting passengers.
 4. All reservations for vehicles are to be made through the Transportation Committee and the church office.
 5. Groups using vehicles (excluding churchwide sponsored) are to pay for gas and return vehicles clean.
 6. Develop and maintain other guidelines for organizations using church vehicles.

2. Membership

Six members consisting of Chairman and five members recommended by the Nominating Committee and approved by the church, with one third rotating off annually. Can be re-elected after one year inactive status.

3. Reporting

Provide monthly and annual report of transportation activities to Executive Pastor, Office Manager and electronic file.

4. Coordination

Works closely with staff, committee chairmen and Finance Committee.

5. **Authority**

Full authority to carry out defined responsibilities.

6. **Budget Responsibilities**

Submit itemized inputs to the Finance Committee.

7. **Meetings**

Meets annually and as required or requested.

DRAFT

USHER COMMITTEE

General Purpose

To welcome worshippers and attend to special needs during worship services.

1. **Responsibilities**

- a. To greet worshippers and assist in seating the congregation attempting to make all guests feel warmly welcome.
- b. To distribute bulletins and visitor information cards.
- c. To maintain proper adjustments to climate controls during services.
- d. To be attentive to any needs of the congregation.
- e. To make periodic surveillance of the church building and parking lot during worship services for security purposes.

2. **Membership**

Twenty members consisting of the Chairman and nineteen members recommended by the Nominating Committee and approved by the church membership, with 7 rolling off annually. Members may be re-elected without an inactive period.

3. **Reporting**

Not a reporting committee.

4. **Coordination**

Works closely with Pastor and members of church staff to coordinate the timing of specific duties during a worship service.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

No budget responsibilities.

7. **Meetings**

Meets annually and as required or requested.

DRAFT