

# SECTION IV

## Soldier Creek Baptist Church Committee Policies

(Updated November 20, 2019)

## **SOLDIER CREEK BAPTIST CHURCH POLICY REGARDING ALL COMMITTEES**

1. All standing committees are to be elected by the church annually. Each committee and committee member should be prayerful in seeking God's leadership in his or her responsibility.
2. Each committee member will continue to serve as long as one of the following occurs:
  - a. The member's schedule or physical ability no longer allows them to be effective and/or the Lord is leading them to step down. If a person leaves committee prior to the end of the term, the Committee on Committees will bring the name of someone to fill the position to be voted on by the church to complete the term.
  - b. The church, at the annual election, chooses not to re-elect a member.
  - c. Ideally, one (1) or two (2) members could voluntarily rotate off every two (2) to three (3) years.
3. Each committee will appoint a chairman and a vice-chairman at the first meeting of each New Year. Church Treasurer, Kitchen Manager and Building Superintendent will not serve as chairman or vice-chairman, but will have voting privileges on their respective committees. *A quorum must be present* to officially meet and take care of church business.
4. All committees are responsible to the church (Soldier Creek Baptist Church) for their activity and actions. All committee members are expected to function according to the church policies, procedures and the committee duties. Should a member become ineffective, that member will be asked to step down.
5. The committees of the church are divided in three categories: Administrative, Ministry/Service Committees and Special Elected Committees.
  - a. The Administrative Committees include: Personnel Committee; Budget, Finance and Stewardship Committee; Committee on Committees; Properties Committee; Nominating Committee and Corporation Officers and Trustees, Constitutions and By-Laws Committee, and Tellers Committee.
  - b. The Ministry/Service Committees include: Benevolence Committee; Missions and Evangelism Committee; Music/Worship Committee; Multimedia Committee; Flower and Decorations Committee; Vision Long/Short Range Planning Committee; and Ushers/Security and Greeters Committee.
    1. A specified number of members are elected by the church to serve on the Ministry/Service committees to provide service and ministry to the community and the church. The Ministry/Service committees may then enlist volunteers to assist the committee in carrying out their assigned duties.
    2. Only the members elected by the church will have a vote on the respective committees.
  - c. Special elected or appointed committees would include, but not be limited to Professional Staff Search Committee; Pulpit Committee; Special Building Committee, Anniversary Committee; etc. These committees would follow the

general policies set by the church and guidelines established at the time of their selection.

6. Following each committee meeting where motions are recommended, the committee is to report those (plans, activities, recommendations, etc.) in writing to the church office so that they may be printed and available for review prior to the business meeting. If possible, any motion that is to be presented at a Business Meeting should be in print and available to the membership at the earliest possible time and preferably printed for review prior to business meeting.
7. Each committee must consult with Church Treasurer or Office Administrator before spending money. (The annual church budget is the guide except for expenditures over \$300.00.) If the amount exceeds \$300.00, the request must be submitted to the Finance Committee for approval. Any other request for expenditure not in the spending guide must be approved by the church.
8. Only members of the church are to serve on committees. No family member of any church staff will be allowed to serve on the Budget Committee, Finance Committee, Stewardship Committee, Personnel Committee, or special elected committees to search for staff. Only one member of a household may serve on the same committee.
9. Ideally, a member of the church is to serve on only one administrative committee at a time with the exception of the Corporation Officers and Trustees Committee.
10. The staff are ex-officio members of all committees. ***They should be advised of all committee meetings, but not necessarily be expected to attend.***

## COMMITTEE DUTIES

- A. COMMITTEE ON COMMITTEES (Administrative Committee)
  1. Five people make up this committee.
  2. The Committee on Committees will recommend all committee personnel to the Church.
    - a. An effort should be made to enlist individuals to serve on only one committee at a time. If due to lack of response, it may be necessary for an individual to be enlisted to serve on one administrative committee and one ministry/service committee simultaneously.
    - b. The Committee will provide a list of the committee responsibilities at least once a year prior to enlistment time. They will determine possible candidates by giving a “gift” or “interest” survey; and by asking for persons interested in serving and suggestions of possible candidates.
    - c. The committee should enlist at least 1-2 new members for committees each year with the exception of Corporation Officers and Trustees.
  3. The Committees are to be brought before the church for election not later than October’s quarterly business meeting prior to the year of service.
  4. This committee has the authority to recommend special committees when the need arises. This committee will be responsible to tally votes for election of search committees, and inquire with the top five people and two alternates to

verify willingness to serve.

5. This committee has the authority to recommend adding or deleting committees to the church.
6. This Committee has the responsibility to review yearly, make recommendations concerning restructuring committee duties, and adding or deleting committee duties.

**B. BUDGET, FINANCE AND STEWARDSHIP COMMITTEE (Administrative Committee)**

1. Five people, including Treasurer, make up this committee
2. The Budget, Finance, and Stewardship Committee shall lead in stewardship promotion throughout the year; therefore, each member of this committee shall be a tither.
3. They should direct annual budget planning and preparation. Study current budget strengths and weaknesses.
4. This committee will lead in subscribing budget.
5. They will lead in budget administration to insure proper use of all church funds.
6. This committee will work and consult with Personnel Committee in developing and recommending salaries and benefits for church employees.
7. They will review income and expenses of special and/or designated funds.
8. The committee will recommend to the church the need to establish designated funds or receive special offerings.

**C. PROPERTIES COMMITTEE (Administrative Committee)**

1. Six people that represent the various tasks, including Building Superintendent, make up this committee.
2. This committee will work with a Facilities and Building Superintendent who will be enlisted by the Nominating Committee.
3. The Properties Committee will work with the Custodians in making the church the most attractive and well-kept property in the community. God's house deserves the best attention that can be given to keep it worshipful and functional.
4. They will lead individual church members in effective upkeep, repair and preventive maintenance of all church buildings.
5. They shall be responsible for general maintenance and upkeep of church vehicles.
6. This committee will work closely with the Custodians in keeping all church property grounds clean and attractive.
7. They will see that lawns are mowed at regular intervals; yards, drives and parking areas are kept clean.
8. They will supervise the buildings, grounds and use of our property at Falls Creek. This includes preventive maintenance and upkeep of property and equipment, and taking necessary actions to winterize the cabin and make it ready for summer activities.
9. This committee will develop a routine and preventive maintenance schedule for all church properties and see that these items are completed in a timely manner. (This type of schedule will be a valuable tool to pass from committee to committee and also verify that maintenance has been done and recorded when it was completed.)

- D. CORPORATION OFFICERS AND TRUSTEES (Administrative Committee)
1. Three people make up this committee and serve as corporation officers.
  2. Trustees serve as the legal representatives of the Church, having the responsibility to buy or sell property as approved by the Church.
  3. They are responsible to secure adequate insurance on all church properties. Insurance needs should be surveyed and updated periodically or as needed.
  4. The presence and signatures of only two of the three trustees are necessary for the signing of legal documents on behalf of Soldier Creek Baptist Church.
- E. PERSONNEL COMMITTEE (Administrative Committee)
1. Five people make up this committee.
  2. The Personnel Committee assists the church in matters related to employed personnel administration. Its work includes such areas as staff and employee salaries, benefits, and personnel services. Though the work of the committee concerns practical administrative details, the committee should operate in the framework of Christian understanding and devotion.
  3. This committee will survey the need for additional employee and new ministerial staff positions.
  4. Prepare position descriptions for new church employees, rewrite position descriptions as needed, and prepare an organizational chart for all church employees. A written job description helps interpret the responsibilities of the job to the staff member and to the church members.
  5. They will work and consult with Budget, Finance and Stewardship Committee in developing and recommending salaries and benefits for church employees. A major area of work for the Personnel Committee is that of employee benefits. The committee should study, draft and implement an appropriate program of benefits for church staff members. Items such as hospitalization, insurance, retirement, attendance, sick leave, Christmas bonus, car expense, paid moving expenses, and outside study and training opportunities may be considered.
- F. NOMINATING COMMITTEE (Administrative Committee)
1. Three people originally make up this committee. If a Sunday School Director is nominated, that person will become a member of this committee.
  2. The Nominating Committee is to coordinate the staffing of all church leadership positions that are filled by volunteers (i.e., Kitchen Hostess/Manager, Building Superintendent), including the church Treasurer who will serve as member of the Budget, Finance and Stewardship Committee, and may serve longer than two years.
  3. They should prayerfully select, interview and enlist the church program organization leaders and general church officers.
  4. This committee will also choose and bring to the church members for the Committee on Committees.
- G. BENEVOLENCE COMMITTEE (Ministry/Service Committee)
1. Seven members make up this committee, including the Kitchen Hostess/Manager.
  2. The Benevolence Committee will make arrangements for food for families in time of death and at times when there is a special need. Frequently this includes

preparation, serving and cleaning up for a meal served at the church or taking a meal to the home.

3. They will arrange for flowers according to church policy. (Church policy is: Flowers are to be sent at the time of death, for church members only.)
4. This committee will coordinate and work closely with the Kitchen Hostess/Manager whenever the church kitchen and dining facilities are to be used.

H. TELLERS COMMITTEE (Administrative Committee)

1. Four people make up this committee.
2. The Tellers Committee is responsible for counting all church offerings and depositing monies in the bank. Preferably three, but at least two members must be present to count monies for the protection of committee members from accusations and malfeasance.
3. They will keep accurate, up-to-date records and itemized deposits.
4. This committee will be re-evaluated every five years

I. MISSIONS AND EVANGELISM COMMITTEE (Ministry/Service Committee)

1. Three people make up this committee.
2. The Missions and Evangelism Committee will work closely with and assist the Pastor in promoting and publicizing revivals, crusades and other evangelistic meetings.
3. The Missions and Evangelism Committee surveys and analyzes possibilities of local mission projects that can be sponsored by the church.
4. They will also work closely with other committees, Sunday School leaders and other organizations of the church in carrying out mission projects.
5. This Committee will develop ideas, implement, and promote special offerings to include videos, handouts, bulletin inserts and prayer meetings (i.e., Annie Armstrong, Edna McMillen and Lottie Moon offerings as deemed prudent by the committee).
6. If any member of Soldier Creek Baptist Church gives evidence of a valid call to missions or ministry, this committee should lend encouragement and counsel in pursuing this call. The committee will lead the church to serve as a source of encouragement and prayer support for individuals from Soldier Creek Baptist Church who enter mission and ministry service.

J. USHERS/SECURITY AND GREETERS COMMITTEE (Ministry/Service Committee)

1. This committee will consist of three core members elected by the church.
2. These three members will enlist and vet other members of the ushers and security team and assist the church administrative assistant with duty schedule, to ensure adequate coverage during all church activity.
  - a. Scheduled ushers and greeters will be of service to congregation members before, during and after services, and are to maintain a worshipful atmosphere in the church.
  - b. Scheduled ushers and greeters will collect the tithes and offerings at the appropriate time and assist tellers in securing those offerings.
  - c. Scheduled ushers and greeters will greet people and distribute

bulletins at each entrance to the sanctuary. They will also assist in seating guests and make introductions and offer directions as needed.

- d. Scheduled ushers and greeters will maintain order during services and assist in restoring sanctuary to physical orderliness after services.
  - e. Scheduled ushers and greeters will be knowledgeable and trained in emergency response situations and be charged with security during the services.
3. This committee will schedule training to ensure all members of the usher and security team are adequately trained.
  4. This committee will work closely with the Pastor to learn of any changes to the regular schedule to keep dignity and order in every service.
  5. This committee will develop evacuation plans and maps and post them indiscreetly throw out the facility.
  6. This committee will maintain an incident log and make sure incident reports are submitted and filed.
  7. This committee will maintain a file of applicants for security team and that background checks are submitted and filed.

K. MUSIC/MULTIMEDIA COMMITTEE (Ministry/Service Committee)

1. Five people make up this committee.
2. This committee will be responsible for recruiting and training sound volunteer operators, Easy Worship and Power Point volunteers and maintain a list of qualified people who can operate the soundboard and Easy Worship presentation.
3. They will study and recommend the appropriate equipment and replacement (upgrades) as the need arises as well as a preventive maintenance program and schedule for the upkeep of the equipment.
4. This committee shall seek to increase the effectiveness of the music in each ministry and program of the church.
5. Music Minister and Children's Director will be ex-officio members of this committee.

L. FLOWER AND DECORATIONS COMMITTEE (Ministry/Service Committee)

1. Three people make up this committee.
2. This committee will be responsible for the plants and other decorations in the worship center and main public areas of the church.
3. They will be responsible for the care and maintenance of the live plants in the worship center and main hallways.
4. They will be responsible for the placement and care of the artificial plants and flower arrangements.
5. This committee will be responsible for the seasonal decorations of the worship center and other public shared areas, working with the ministerial staff.
6. They will make recommendations to the budget planning committee
7. This committee will explore and develop creative ways to enhance the beauty of the worship center (use of flags, banners, etc.) that will add to the worship

- experience.
8. They will inventory and maintain stored decorations.
- M. VISION AND LONG/SHORT RANGE PLANNING COMMITTEE (Ministry/Service Committee)
1. This committee will consist of one person from each section of church life to include Older Adults, Younger Adults, Singles, Youth and Children's Divisions.
  2. The Long/Short Range Planning Committee shall evaluate past years of ministry and seek God's vision for the future of the church.
  3. This committee will seek to discover future needs and propose long and short range strategies and goals that will enable the church to meet God's vision.
  4. This committee will evaluate the progress toward these goals, and promote membership involvement in meeting God's vision for Soldier Creek.
- N. PROFESSIONAL STAFF SEARCH COMMITTEE (Special Elected Committee)
1. Five people will make up this committee.
  2. This special committee is formed to search for and interview prospective professional staff and recommend their employment to the church. It is recommended that this be done in close cooperation with the Pastor.
  3. This committee will be enacted when the need arises to call ministerial staff to include Pastor, Associate Pastor of Music & Spiritual Development, Children and Preschool Minister, Youth Minister and other positions as deemed necessary by the church.
  4. The need for this committee should be announced from the pulpit and in print prior to election. The announcement should include the expectations of this committee regarding such things as interviews, research, background, reference checks, etc.
  5. This committee shall be elected from the floor following the guidelines set forth by the Committee on Committees.
- O. COMMITTEE ON CONSTITUTION AND BY LAWS (Administrative Committee)
1. Five people make up this committee.
  2. The committee will conduct bi-annual review and update of By-Laws and Church Policy Manual.
  3. The members will consist of people with experience or knowledge of church ethics, personnel issues, and writing skills.
  4. This committee will ensure the appropriate committees review and update, for currency, their portions of the Church Policy Manual.

***In the event a Pastoral Search Committee is needed, the policies and procedures are outlined in the church bylaws.***