

# *Shadycrest Baptist Church*

## *Committee Handbook*

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# *Shadycrest Baptist Church*

## **I. THE WORK OF CHURCH COMMITTEES**

### **Benefits:**

1. The use of committees spreads the administrative load among members of the congregation and broadens participation. This provides church staff members and deacons more freedom for ministry to the people. Through committees, responsibility is delegated, and the church is helped to perform its tasks.
2. The use of committees utilizes skills and talents of members of the congregation and makes the church a more efficient and effective ministering body.
3. The use of committees gives opportunity for differing points of view to be presented and reconciled, thereby producing more harmony among church members.

### **Types of Committees:**

There are two kinds of work done by committees in a church. The first type of work relates to the long term, ongoing ministries and programs that are **basic to the church's life, such** as the financial program. For this type of work the church needs to have committees that are permanent. Such a committee is called a standing (or regular) committee. The Budget & **Finance Committee** and the Personnel Committee are examples of standing committees. As stated in our church policy, members serve on a rotating basis, with a portion of the committee being replaced each year.

Rotation assures that there are experienced members on a **committee and, also, that** there are always new people with fresh ideas being involved in church life. Committee members may serve up to three one-year terms, with one third of the group rotating off each year. After a year off, persons may be re-elected to the same committee if the church desires.

The second type of committee work in a church relates to short-term or temporary needs, such as planning for a homecoming or building a new facility. For this type of work, the church uses committees that operate only long enough to accomplish their assigned task. This kind of committee is called a special, or ad hoc, committee. A Building Committee and Pastor Search Committee are examples. The members -of a special committee do not rotate, but serve as long as the committee exists.

Standing committees carry out very different functions from special committees. The work of standing committees usually revolves primarily around the needs of the church to maintain the best of what it now has. Standing committees give attention to maintaining, operating, and stabilizing already existing ministries and programs that are ongoing.

Special committees, in contrast, usually focus their work on the needs of the church that are short term, such as for constitutional revision or adding an addition to a building. They give attention to creating something new or to revising something old. Special committees are formed and disbanded as needed; they should not continue beyond the time needed to perform their church-assigned task.

In planning an effective committee structure for a church, balanced attention should be given to meeting the need that a church has to maintain both long-term and short-term ministries and programs. Long-term ministries and programs require standing committees. -Short-term ministries and programs need special committees.

A central coordinating unit such as the church council should coordinate the work of all church committees. Thus, the chairpersons of all church committees should serve as exofficio members of the church council, meaning they are on call when needed.

The members of all committees (standing and special) are recommended by the Nominating Committee and elected by the church. Since the church brings each committee into existence, each committee reports back to the church. There should be a regular time at each church business meeting for church committees to report on work accomplished.

## **I. THE WORK OF CHURCH COMMITTEES - Types of Committees (continued)**

Most of the new committees established by a church will be special committees-although it is not unusual for a new standing committee to be created. When it seems desirable to form a new committee:

1. Determine the need for a new committee.
2. Formulate its purpose and duties.
3. Prepare to allocate necessary resources.
4. Present to the church for discussion and vote.
5. Submit personnel needs to the Nominating Committee
6. Present committee members, with chairperson designated for church approval.
7. Educate new committee members.

## **II. GUIDELINES FOR EFFECTIVE COMMITTEE WORK**

1. Maintain a rotating membership for all *standing* committees, with one third of the members rotating off each year.
2. Maintain non-rotational membership on all special committees, that is, all members serve until the work of the committee is completed or the committee is disbanded by church action.
3. Limit committee membership to two standing committees and, if desirable by the church, one special committee. (Make exceptions only in unusual circumstances.)
4. Members of the same family shall not serve on the same committee.
5. Have the Nominating Committee recommend members for committees, standing and special, to the church. The Nominating Committee should staff newly created committees with at least three members, with one third of the membership rotating off each year. Add additional members (in any quantity) as necessary, but maintain rotational membership for all committees.
6. Usually a committee member should not be re-elected to same standing committee for a period of one year, following three one-year terms.
7. Have the Nominating Committee designate a chairperson of each committee. For committees of five or more, a vice chair should also be designated. (This should be done when the committee members are presented to the church for election. Chairpersons of standing committees should be designated to serve one year. Chairpersons of special committees should be designated to serve until the committee completes its work or is disbanded by church action.)
8. Assign a church staff member to each committee to act as advisor and consultant. (In a single staff church, there should be no more committees than the pastor can counsel and advise adequately. If necessary, consider asking other key leaders for assistance.)
9. Be certain each chairperson understands that he or she, not the pastor or any staff member, is to lead the committee and that committee members, not the pastor or any other staff member, are to do the work.
10. The chairman of each committee should rotate each year in order for others to serve in leadership roles. This is essential for the long-term effectiveness of committees within an organization. Rotation should not be mandatory. Exceptions will be made in the event that an incumbent chairman is willing and capable of continuing, and no other member is willing to accept the responsibility.
11. The chairman and vice-chairman of our Personnel and Nominating Committees shall be an ordained Deacon, active or inactive, at Shadycrest.
12. Prepare a job description for every committee and provide a copy to every committee member. In preparing job descriptions:
  - Use available material and information as a guideline (church practice, church bylaws, pamphlets, books, and resources from other churches).
  - Write with your church's needs in mind.
  - Secure committee approval on all parts of each description.
  - Copy the job descriptions and present them to the church business meeting for approval.
  - Make them a part of the bylaws or put them in a handbook to give to each church family.

- Update the descriptions periodically as the church situation changes.
- 13. Provide orientation for new chairpersons and new committee members.
- 14. Meet with the chairperson of each committee periodically to discuss the work of the committee and to coordinate activities.
- 15. Set aside one night a month (or quarter) as the committee meeting night. (For example, the second Wednesday of each month before prayer service. Do not expect committees to have unnecessary meetings. Whether the various committees meet should be left to the discretion of each chairperson. Make the chairperson responsible for communicating to members when the committee is to meet.)
- 16. In the absence of the chairperson, the vice-chairperson shall be responsible for coordinating the meeting and setting the agenda.
- 17. All committee members shall reserve the right to call a meeting for the committee in which they serve by communicating this to the chair positions.
- 18. All committees are to be held accountable for their performance by the Nominating Committee. This committee shall act as a liaison and consulting resource to the committees and ministries as requested or required.
- 19. Instruct committees to report directly to the congregation during a regular business meeting when necessary or upon request. (Every committee should report, at least, on a quarterly basis.) Reports that involve major recommendations or require major decisions by the church should be shared with the church staff/church council and deacons for review and/or response prior to the business meeting. Committee reports to the church are beneficial:
  - Inform the church about the work of a committee;
  - Develop a spirit of achievement; and
  - Provide promotion for the work of a committee.
- 20. Committee members who need to resign from a committee should inform the chairman and submit a letter of resignation to the acting Nominating Chairman or Vice Chairman. The resignation will become effective immediately and be presented to the church at the next scheduled business meeting.
- 21. Inactive committee members shall be replaced at the discretion of the Nominating Committee based on recommendation of the acting chairman for specified committee.
- 22. Use Roberts Rules of Order to conduct effective, efficient meetings.

### **III. DUTIES OF A COMMITTEE MEMBER**

1. Know the purpose, duties, and member of the committee.
2. Be present and on time for meetings.
3. Participate in discussions.
4. **Contribute to the planning and achievement of activities/projects.**
5. Complete assignments as agreed upon.
6. Keep the committee chairperson informed about progress on assignments.
7. Report on assignments at committee meetings.

### **IV. DUTIES OF A COMMITTEE CHAIRPERSON**

1. Know the purpose, duties, and members of the committee.
2. Request and administer committee budgeting.
3. Serve as an ex officio member of the church council.
4. Plan the agenda for each meeting of the committee.
5. Conduct meeting.
  - Each meeting should have a purpose.
  - Each meeting should have an agenda.
  - Each meeting needs resources.
  - Each meeting should plan for follow-up.

- Each meeting should be reported in the form of minutes and presented at the next meeting for approval. This shall be provided to absent members and/or the staff advisor as requested.
  - Supervise the work of the committee secretary.
6. Assign responsibility to committee members for follow-through actions.
  7. Report committee action(s), as appropriate, to the church council, and/or the church business meeting.
  8. Collaborate as necessary with church staff members, church officers, church council, program directors, and other committees.
  9. Lead the committee to:
    - Identify and schedule some activities/projects
    - Develop a sequence of actions.
    - Prepare a timetable.
    - Determine the resources needed.
    - Complete activities/projects.
  10. Recommend successors for the chair position to the Nominating Committee two months prior to rotation in September.
  11. Notify Nominating Committee of inactive members.

*Shadycrest Baptist Church*  
*Bereavement Committee*

**Principle Function**

The mission of this body is to comfort a grieving member's family at the time of a death in the family. The committee is responsible for the provision and service of a meal for the member's family on the day of the funeral service. The committee also serves as needed to coordinate other ministry and community groups within the church as they minister to the member's family during this time of grief.

**Relationships and Responsibilities**

**With Councils**

1. Committee chairperson serves as ex-officio member of the church council as needed.

**With Committees**

1. Coordinate provisions for meat and paper goods with the Hospitality/Meals Committee.

**With Church Staff**

1. Inform the church staff and church membership of funeral arrangements and family ministry needs.
2. Plan and communicate with custodial supervisor to ensure that tables and seating accommodations are in place for meals to be served at the church fellowship hall. Cleaning arrangements will also need to be made if the meal takes place in the hall following the scheduled cleaning times to ensure that things are in order prior to upcoming services.

**Duties**

1. Contact the family as soon as the committee is notified of a death. At the appropriate time, establish the number of people to be served and what, if any, food allergies are known to exist within the family.
2. Contact the appropriate ministry groups (choir, Ladies, Men's or Sunday school, etc.) to make known any immediate needs and offer to coordinate any ministry that they wish to provide to the family.
3. Contact the church office with the information about time and place of funeral services and hours of visitation. Also inform staff of the time and place of the meal that will be served on the day of the funeral. The Flower Committee should also be given this information so that they can coordinate the ordering and delivery of floral arrangement.
4. Contact volunteers to provide food and to serve on the day of the funeral. If meat is not donated, work with the Hospitality Committee to purchase the meat.

*Shadycrest Baptist Church*  
*Budget & Finance Committee*

**Principle Function**

To plan and promote stewardship education in all areas of church life and lead the church in budget planning, promotion, and administration.

**Relationships and Responsibilities**

**With Councils**

1. Committee chairperson serves as ex-officio member of the church council.
2. Develop and recommend to the church council an overall stewardship education and promotion plan.

**With Committees**

1. Review with chairpersons periodically the expenditures of committees to ensure correspondence with budget allocations and budget adjustments.
2. Consult with the chairperson of each committee annually to determine financial resources needed by each committee for its work during the following year.

**With Church Officers**

1. Notification of committee reports should be presented to church secretary at church council meetings prior to the scheduled business meeting so that an agenda may be prepared for the moderator.
2. Provide copy of business meeting reports to the church clerk for record archives 3. The church treasurer serves as an ex officio member of the Finance Committee.

**With Church Staff**

1. Consult with appropriate church staff member(s) in the planning, promotion, and administration of the church budget.
2. At least one church staff minister serves as staff advisor and consultant on the Finance Committee.

**With Church Business Meeting**

1. Make periodic reports on work of the Finance Committee.
2. Answer questions about the work of the Finance Committee.
3. Recommend financial policies and procedures to be practiced by the church.
4. Make recommendations concerning proposed expenditures not included in the current budget.
5. Recommend an annual church budget.

*Shadycrest Baptist Church*  
*Building & Grounds Committee*

**Principle Function**

To assist the church in the care of all properties and buildings; to study and recommend the use of space and furnishings as they relate to all programs and activities.

**Relationships and Responsibilities**

**With Councils**

1. Committee chairperson serves as ex-officio member of the church council.

**With Committees**

1. Present an annual budget proposal to the Finance Committee for financial resources needed by the Building & Grounds Committee to accomplish its assigned work.
2. Work with the Long-Range Planning Committee in determining future property and space needs of the church.
3. Assist other church committees in responsibilities that may relate to the assigned work of the Building & Grounds Committee.
4. Prepare recommendations to the Finance Committee for additional facilities, property and equipment.

**With Church Officers**

1. Notification of committee reports should be presented to church secretary at church council meetings prior to the scheduled business meeting so that an agenda may be prepared for the moderator.
2. Provide copy of business meeting reports to the church clerk for record archives.
3. Committee chairperson submits purchase requisition *to* the church treasurer to request finances for budgeted items.

**With Program Directors**

1. Conduct with each director an annual evaluation of space allocations to determine areas needing adjustment and enlargement.
2. Recommend to directors space rearrangement to secure maximum use for education, special activities and worship.
3. Recommend to directors, policies regarding the use of space, equipment and properties.
4. Assist directors in recommending and maintaining proper and adequate furnishings for programs and activities.

**With Church Staff**

1. Consult the appropriate staff member(s) in conducting an annual evaluation of space allocations to determine areas needing adjustment and enlargement.
2. Consult with appropriate staff member(s) in determining space rearrangement to ensure maximum use of facilities for worship, education, and special activities.
3. Assist the church staff in arranging, equipping, and administering adequate worship space.
4. Consult with appropriate staff member(s) regarding the need and process in acquiring new space for continued growth.
5. At least one church staff minister serves as staff advisor/consultant on the Buildings & Grounds Committee.

## **Relationships and Responsibilities (cont.)**

### **With Church Business Meeting**

1. Make periodic reports on work of the Building and Grounds Committee.
2. Answer questions about the work of the Building and Grounds Committee
3. Recommend policies and procedures regarding the use of space, equipment, and properties.

*Shadycrest Baptist Church*  
*Evangelism Committee*

**Principle Function**

To assist the pastor and staff in leading the church to develop and implement an ongoing program of New Testament evangelism.

**Relationships and Responsibilities**

**With Councils**

1. Committee chairperson serves as ex-officio member of the church council.

**With Church Body**

1. Involve church members in personal evangelism through development, training and encouragement.
2. Develop and engage the church in a comprehensive plan of evangelism.
3. Involve other church volunteers to execute plans for ongoing personal evangelism and community-wide efforts. *This may be accomplished by enlisting various groups within the church such as, Sunday school classes, Choir, Men's & Ladies Ministries, etc.*

**With Church Committees**

1. Develop necessary budget and submit to the Budget & Finance Committee for annual planning purposes.

**With Church Officers**

1. Notification of committee reports should be presented to church secretary at church council meetings prior to the scheduled business meeting so that an agenda may be prepared for the moderator.
2. Provide copy of business meeting reports to the church clerk for record archives.

**With Church Staff**

1. Work with staff to plan and conduct special events of mass evangelism.
2. Submit all related information and feedback to the church secretary for record keeping and follow-up purposes.

*Shadycrest Baptist Church*  
*Flower Committee*

**Principle Function**

To plan and oversee the floral arrangements in the church sanctuary and to purchase them for bereaved members in the event of a family death.

**Relationships and Responsibilities**

**With Councils**

1. Committee chairperson serves as ex-officio member of the church council.

**With Church Body**

1. Coordinate schedule for donation of arrangements by church members.
2. Display appropriate arrangements in church sanctuary for special occasions such as Easter, Mother's Day, Fourth of July and Christmas.
3. Purchase candles and other necessary decorations for Christmas Eve services.
4. Purchase floral arrangements for bereaved members.

**With Church Committees**

1. Develop necessary budget and submit to the Budget & Finance Committee for annual planning purposes.
2. Establish communication with Bereavement Committee to determine details for floral deliveries for bereaved members.

# *Shadycrest Baptist Church*

## *Long Range Planning*

### **Principle Function**

Develop and implement an on-going ministry of growth of the church ministries, facilities and property.

Since expectations of growth are rooted in the past, influenced by the present, and impact the future, the long-range committee will study all realms for the possible future developments; such as the availability and feasibility of real estate purchases, the expansion of physical facilities to enhance worship, education and ministries of the membership, and to plan plant property to facilitate these ministries and present these opportunities for growth to the church.

### **Relationships and Responsibilities**

#### **With Church Staff**

The Long-Range Planning Committee will and cooperate with the church staff to plan *the* long-range ministries of the church.

1. Works with the ministerial staff to communicate goals, purposes and plans of the long-range planning.

#### **With Church Council**

1. Chairperson serves as member of the church council.

#### **With Committees and Leadership Teams**

##### *Budget and Finance*

1. Present an annual budget proposal to the Finance Committee for financial resources needed by the Long-Range Planning Committee.
2. Present a long-range plan for purchase of additional real estate.
3. Present a long-range plan for the acquisition of items outside the scope of the annual budget. *i.e. fees for architect, filing fees, etc.*

##### *Building and Grounds*

1. Chairman of Long-Range Planning Committee will serve as a non-voting member of the Building and Grounds Committee when clarification of goals and plans are required.

##### *Other Committees*

1. The Long-Range Planning Committee will endeavor to work with any other committee that wishes to present a long-range plan for the church to consider.

## **Relationships & Responsibilities (cont.)**

### **With Church Officers**

1. Committee chairperson informs moderator of reports to be made at the church acting in business conference prior to the meeting.
2. Committee chairperson -gives the church clerk a copy of any report made during business meeting for permanent record in the minutes of the church.
3. Committee chairperson submits purchase requisition to the church treasurer to request finances for budgeted items.
4. Works with church trustees for all legal and binding arrangements.

### **With Church Acting in Business Conference**

1. Make periodic reports on work of the Long-Range Planning Committee.
2. Answer questions regarding the work of this committee.
3. Submits requests for purchases above regular budget to the Budget & Finance Committee.

*Shadycrest Baptist Church*  
*Mother's Day Out Administrative Committee*

**Principle Function**

To represent the church in the ongoing planning and administering of a weekday education program as an outreach and ministry of the church.

**Relationships and Responsibilities**

**With Councils**

1. Committee chairperson serves as ex-officio member of the church council.

**With Program Directors**

1. To assist the program directors in developing a working budget.
2. To select the appropriate curriculum as recommended by the program directors.
3. To help coordinate the work of the program with other church activities involving young children.

**With Church Officers**

1. Notification of committee reports should be presented to church secretary at church council meetings prior to the scheduled business meeting so that an agenda may be prepared for the moderator.
2. Provide copy of business meeting reports to the church clerk for record archives.

**With Church Business Meeting**

1. To report regularly to the church about the work of the weekday education program.
2. To recommend policies and procedures for operating and administering the program.

**With Church Committees**

1. To work with Building & Grounds to ensure that the facilities comply with all applicable state laws regarding legal and safety standards.
2. To work in cooperation with the Personnel Committee to staff the program with teachers.

# *Shadycrest Baptist Church*

## *Music Committee*

### **Principle Functions**

To assist the Minister of Praise and Worship and other ministerial staff in leading the church to develop and implement an on-going ministry of worship, praise, and prayer.

1. Recruit individuals who have the heart to participate as worship leaders for choirs.
2. Recruit and train leadership for graded choirs.
3. Recruit and train leadership for youth choir.
4. Coordinate seasonal praise and worship emphases with ministerial staff. 5. Involve church members in corporate praise and worship.

### **Relationships and Responsibilities**

#### **With Church Staff**

The music committee will cooperate with the church staff to enhance the ministries of the church:

1. Minister of Praise and Worship serves as ex-officio member and staff liaison of the music committee.
2. Works with the Senior Pastor to communicate goals and purpose of the praise and worship ministry.
3. Works with the Minister of Students to communicate goals and purpose of the praise and worship ministry, particularly in the area of youth choir.
4. Works with the Children's Director, to communicate goals and purpose of the praise and worship ministry particularly in the area of children's choirs.

#### **With Church Council**

1. Chairperson serves as member of the church council.
2. Works under the leadership of the Minister of Praise and Worship to develop and recommend an overall plan for the ministry of praise and worship.

#### **With Committees and Leadership Teams**

##### ***Accompanists***

1. Schedules for regular services and special events as requested by the minister of praise and worship.
2. Assist in discovering, screening, and enlisting persons to play musical instruments during services and special occasions.

##### ***Audio/Video Tech Team***

Review with the leader of the audio team:

1. Schedules for regular services and special events where audio tech is required as requested by the Minister of Praise and Worship.
2. Evaluate and assess audio equipment.
3. Encourage and make available on-going training.
4. Recommend policies and procedures regarding the use of space and equipment of the music ministry department.

## ***Relationships and Responsibilities (cont.)***

### ***Budget and Finance***

1. Present an annual budget proposal to the Finance Committee for financial resources needed by the Music Committee.
2. Present a long-range plan for purchase of additional instruments.
3. Present a long-range plan for the acquisition of items outside the scope of the annual budget. *i.e. hand bells, choir robes, large expenditures.*

### ***Drama Team (future)***

1. Assist and participate in activities of worship and praise when requested for special events.

### ***Long Range Planning***

1. Evaluate storage facilities for the music department.
2. Work with long-range planning committee in evaluating and providing for future growth needs. *i.e. enlarge choir loft and stage, music suite, projectors and screens for multimedia presentations, lighting, etc.*

### ***Evangelism Team***

1. Assist the ministerial staff and evangelism team in recruiting special music for evangelistic events.

### **With Church Officers**

1. Notification of committee reports should be presented to church secretary at church council meetings prior to the scheduled business meeting so that an agenda may be prepared for the moderator.
2. Provide copy of business meeting reports to the church clerk for record archives.
3. Committee chairperson submits purchase requisition to the church treasurer to request finances for budgeted items. (Until a Minister of Praise and Worship is on board to do so).

### **With Church Acting in Business Conference**

1. Make periodic reports on work of the Music Committee.
2. Answer questions about the work of the Music committee.
3. Submits requests for purchases above the regular music ministry budget.

## *Shadycrest Baptist Church*

### *Nominating Committee*

#### **Principle Function**

To lead the church in securing staff for all church-elected leadership positions filled by volunteers; to nominate all volunteer workers before they are approved to serve in church-elected positions. This committee is also responsible for ensuring that other church committees are functioning properly and meeting, at least, on a quarterly basis as required.

#### **Relationships and Responsibilities**

##### **With Councils**

1. Committee chairperson serves as ex-officio member of the church council, contributing and receiving information related to the work of the Nominating Committee.

##### **With Committees**

1. Study the work responsibilities of all committees to understand the nature and scope of their work.
2. Counsel with the chairperson of each committee to determine present and/or future leadership needs.
3. Contact and enlist all nominees prior to presentation for election.
4. Counsel with church committees and chairmen, as needed, to help them understand their roles and responsibilities.

##### **With Church Officers**

1. Study the work responsibilities of all church officers to understand the scope of their work.
2. Contact and enlist all church officer nominees prior to presentation for election.
3. Notification of committee reports should be presented to church secretary at church council meetings prior to the scheduled business meeting so that an agenda may be prepared for the moderator.
4. Provide copy of business meeting reports to the church clerk for record archives.

##### **With Program Directors**

1. Study the work responsibilities of all directors to understand the nature and scope of their work.
2. Contact and enlist all director nominees prior to presentation for election.
3. Counsel with each director to determine present and/or future leadership needs.
4. Assist directors in contacting and enlisting nominees prior to presentation for election.

##### **With Church Staff**

1. Work closely with staff members in discovering potential leaders.
2. Counsel with church staff members to determine present and future leadership needs in the church and in developing plans to satisfy those needs. This includes Sunday school teachers and workers.

## **Relationships and Responsibilities (cont.)**

### **With Church Business Meeting**

1. Make periodic reports on work of the Nominating Committee.
2. Answer questions about the work of the Nominating Committee.
3. Recommend all members of every standing committee.
4. Recommend all members of every special committee.
5. Designate chairperson and vice chairperson of each standing committee annually.
6. Designate chairperson and vice chairperson of each special committee when committee is presented to the church for election.
7. Recommend all church-elected leadership for programs such as Sunday school, discipleship training, missions, and music ministry.
8. Recommend all church officers.
9. Prepare and update duties and responsibilities of special and standing committees as necessary.

Committees shall not take action until these are presented to the church for approval. Ideally, this would take place at the business meeting when the committee members are presented to the church for approval.

*Shadycrest Baptist Church*  
*Nursery Committee*

**Principle Function**

To provide excellent childcare for the children of our church for church related events.

**Relationships and Responsibilities**

**With Church Council**

1. Committee chairperson serves as ex-officio member of the church council.

**With Committees**

1. To present the annual budget proposal to the Budget & Finance Committee for financial resources needed by the Nursery Committee.
2. To work with the Building & Grounds Committee for future space requirements and improvements for the nursery area.
3. To determine staffing needs for the Nursery and submit proposal to the Personnel Committee. This pertains to workers for children ranging from birth to 24 months.

**With Church Staff**

1. Consult the church secretary to determine which church-wide events require childcare. These events should be on the church calendar at least two weeks prior to the scheduled date. To simplify *matters and avoid confusion, all committees and church social groups are encouraged to schedule events at the monthly Church Council meetings.*

**With Church Officers**

1. Notification of committee reports should be presented to church secretary at church council meetings prior to the scheduled business meeting so that an agenda may be prepared for the moderator.
2. Provide copy of business meeting reports to the church clerk for record archives.

**With Church Business Meeting**

1. To make periodic reports of the work of the Nursery Committee. 2. To answer questions about the work of the Nursery Committee.

**With the Church Body**

1. To provide excellent care for the children of our church, and our visitors, for church related events.
2. To promote and display a warm and courteous environment for the children & parents.
3. To provide snacks (with authorization of guardian), games, activities, etc. for the children of the nursery. ***All movies and games must be approved by one of the following parties before admission to the nursery is permitted:*** Nursery Coordinator, Children's Ministry Director, or a member of Ministerial Staff.

*Shadycrest Baptist Church*  
*Personnel Committee*

**Principle Function**

To assist the church in administrative matters related to all employed personnel, with the exception of the pastor.

**Relationships and Responsibilities**

**With Councils**

1. Committee chairperson serves as ex-officio member of the church council.

**With Committees**

1. Consult with the finance committee in developing and budgeting salary and benefit provisions for all church staff annually.
2. Consult with the finance committee in budgeting for additional church staff members.
3. Review personnel budget mid-year for budget adjustments and recommend to the finance committee.

**With Church Officers**

1. Notification of committee reports should be presented to church secretary at church council meetings prior to the scheduled business meeting so that an agenda may be prepared for the moderator.
2. Provide copy of business meeting reports to the church clerk for record archives.
3. Committee chairperson keeps the church treasurer informed regarding budgeted salary and benefit provisions for all staff members, with the exception of the pastor.

**With Church Staff**

1. Work with all staff members to:
  - a. Prepare and update job descriptions annually.
  - b. Negotiate salary schedules and benefit provisions annually.
  - c. Develop church policies and procedures relating to church staff personnel.
  - d. Discuss needs for additional church staff positions.
2. Consult with appropriate staff member(s) in locating, interviewing and recommending additional church staff personnel.
3. Assess job performance of each staff member, at least annually.

**With Church Business Meeting**

1. Make periodic reports on work of the personnel committee.
2. Answer questions about the work of the personnel committee
3. Recommend all employed personnel for every church staff position.
4. Recommend administrative policies and procedures for all employed personnel.

*Shadycrest Baptist Church*  
*Publicity Committee*

**Principle Function**

To publicize upcoming church events throughout the community using various types of advertising media such as radio, television, newspapers and fliers.

**Relationships and Responsibilities**

**With Councils**

1. Committee chairperson serves as ex-officio member of the church council.

**With Committees**

1. Present an annual budget proposal to the Budget & Finance Committee for financial resources needed by the Publicity Committee to meet objectives.

**With Church Officers**

1. Notification of committee reports should be presented to church secretary at church council meetings prior to the scheduled business meeting so that an agenda may be prepared for the moderator.
2. Provide copy of business meeting reports to the church clerk for record archives.

**With Church Staff**

1. Consult with appropriate church staff member(s) in the planning, scheduling and budget allocation of publicized church events. This includes primarily all special events, i.e. VBS, Family Conference and Fall Festival.
2. At least one church staff minister serves as staff advisor and consultant on the Publicity Committee.
3. All forms of promotional information intended for public advertisement must be approved by the pastor or, in his absence, other minister on staff. This includes advertisements by radio, television, newspaper, or community-wide fliers.

**With Church Business Meeting**

1. Make periodic reports on work of the Publicity Committee.
2. Answer questions about the work of the Publicity Committee.

**With Church Body**

1. Enlist volunteers to prepare fliers for mailing.
2. Enlist volunteers to distribute fliers to area businesses, schools and door to door when appropriate.

*Shadycrest Baptist Church*  
*Scholarship Committee*

**Principle Function**

To develop and administer church policies regarding the establishment of scholarship funds and the awarding of scholarships to church members enrolling in approved colleges and universities.

**Relationships and Responsibilities**

**With Councils**

1. Committee chairperson serves as ex-officio member of the church council.

**With Committees**

1. Present an annual budget to the Budget & Finance Committee for financial resources needed for scholarships.

**With Church Officers**

1. Notification of committee reports *should* be presented to church secretary at Church Council meetings prior to the scheduled business meeting so that an agenda may be prepared for the moderator.
2. Provide copy of business meeting reports to the church clerk for record archives.

**With Church Staff**

1. The Minister of Students & Education serves as staff advisor and consultant for this committee.

**With Church Business Meeting**

1. Make periodic reports on work of the personnel committee.
2. Answer questions about the work of the personnel committee.
3. Recommend policies and procedures regarding funding, requirements, and nominations for scholarship awards.

**With Church Body**

1. Inform and educate the church membership about opportunities for involvement in the scholarship program.

*Shadycrest Baptist Church*  
*Technology & Internet Committee*

**Principle Function**

To provide understanding, analysis and recommendation -for the adoption, purchase, implementation and interoperability of services, hardware and software technology required in the daily business and worship activities of the church.

**Relationships and Responsibilities**

**With Councils**

1. Committee chairperson serves as ex-officio member of the church council.

**With Committees**

1. Present an annual budget proposal to the Finance Committee for financial resources required by the Technology/Internet Committee to accomplish anticipated objectives for the upcoming year.
2. To function on an "as needed" basis in response to related inquiries from other committees or individuals within the church.
3. Review all information that is submitted for web site publication. This includes doctrine, content, graphics, links and presentation.
4. Work in conjunction with the sound technicians and Music Committee to determine current and future audio equipment requirements. Procurement and installation shall be coordinated through this committee.

**With Church Officers :**

1. Notification of committee reports should be presented to church secretary at church council meetings prior to the scheduled business meeting so that an agenda may be prepared for the moderator.
2. Provide copy of business meeting reports to the church clerk for record archives.

**Scope of Responsibility** (includes but is not limited to the following)

- Church Web Site (Hosting/Server, Content, Presence, etc.)
- Internet Technology (ISP, Browsers, Tools, Streaming Audio & Video, etc.)
- Computer Network (Server, Cabling, Switches, Hubs, etc.)
- Computer Software (Office Suites, Church Database, E-mail, etc.)
- Computer Hardware (Desktops, Server, Printers, Scanners, Accessories, etc.) • Phone Systems (Voice Lines, Data Lines, etc.)
- Copiers
- Fax Equipment
- Audio/Video Equipment

*Shadycrest Baptist Church*  
*Teller Committee*

**Principle Function**

To count and verify all general and designated contributions to the church.

**Duties**

1. Prepare list for church office of any designated funds given in memory in which acknowledgements are needed.
2. Prepare checking account deposit slip for total funds collected each week.
3. Prepare recap sheet for distribution of deposited funds to various designated funds and budget.
4. Count and verify amounts contributed in offering envelopes.
5. Count and verify amounts for designated offerings (i.e. *Missions, Building Funds, Pregnancy Center, and Food Pantry*).
6. Count and verify proceeds from Wednesday night meals.
7. Count loose currency and coins from Sunday night services and designate total collected to Youth budget.
8. Balance deposited funds each week to contribution record envelopes.
9. Secure all monies in specified location until deposits are made.

*Shadycrest Baptist Church*  
*Vehicle Committee*

**Principle Function**

Maintain the policies and procedures for all church-owned vehicles. This pertains to maintenance and operation, driver eligibility, scheduling and reservations, etc.

**Duties**

1. To provide two committee member signatures on forms submitted by various groups within the church for vehicle use. The church secretary's master calendar is to be used for reservations in order to avoid scheduling conflicts among various groups within the church.
2. Ensure that proper and routine maintenance is performed.
3. Serve as the resource for preventative maintenance and repair consultation.
4. Serve as the resource for new vehicle selection and purchase upon approval by the church. This must be done in cooperation with the church trustees.
5. Chairman is to represent this committee in Church Council as needed or requested.
6. Review the existing policies and procedures annually, or as needed, and make recommended changes to the church in regular business sessions.

## *Shadycrest Baptist Church* *Youth Committee*

### **Principle Functions**

To assist the Minister of Students and the ministerial staff in leading the church to develop and implement an on-going dynamic and Spirit-filled ministry to the youth of the congregation and the community.

1. Works under the leadership of the Minister of Students to develop and recommend plans for the youth ministry.
2. Teams together with the Minister of Students to fulfill the goals of the youth ministry.
3. Assist and participate in youth activities when requested.
4. Coordinate all youth activities and special emphases, with ministerial staff and parents.
5. Involve church members in ministry with and to the youth.

### **Relationships and Responsibilities**

#### **With Church Staff**

The Youth Council works under the leadership of the Minister of Students and in cooperation with the church staff to enhance the total ministries of the church:

1. Minister of Students serves as ex-officio member and staff liaison of the Youth Ministry Council.
2. Works with the Senior Pastor to communicate youth functions and activities that are linked to church-wide events.
3. Works with the Minister of Praise and Worship to communicate goals and purpose of praise and worship, particularly in the area of youth choir.

#### **With Church Council**

The Youth Council cooperates with the Church Council to set dates and schedules to avoid calendar conflicts and to fully integrate the youth ministry into church life:

1. Chairperson serves as member of the church council.

#### **With Committees and Leadership Teams**

##### *Audio/Video Tech Team*

Review with the leader of the audio team:

1. Schedules for youth led services and special events where audio tech is required as requested by the Minister of Students or Minister of Praise and Worship or other person as requested.

##### *Budget and Finance*

1. Presents an annual budget proposal to the Finance Committee for financial resources needed by the youth ministry, under the leadership of the Minister of Students.
2. Presents a long-range plan for the acquisition of items outside the scope of the annual budget: i.e. *projectors, sound systems, large one-time expenditures.*

## **Relationships and Responsibilities (cont.)**

### ***Long Range Planning***

1. Works with the Long-range Planning Committee in evaluating and providing for future growth needs: i.e. new ministries, classrooms, expanded youth areas.

### ***Evangelism Team***

1. Assists the Evangelism Team and the ministerial staff in training youth and encouraging youth participation in personal evangelism.

### **With Church Officers**

1. Notification of committee reports should be presented to church secretary at church council meetings prior to the scheduled business meeting so that an agenda may be prepared for the moderator.
2. Provide copy of business meeting reports to the church clerk for record archives.

### **With Church Acting in Business Conference**

1. Make periodic reports on work of the Youth Ministry Council.
2. Answer questions regarding the work of the Youth Ministry Council.

# *Shadycrest Baptist Church*

## *Children's Ministry*

### **Principle Function**

To assist the Children's Ministry Director and the ministerial staff in leading the church to develop and implement an on-going dynamic ministry to the children of the congregation and the community.

1. Works under the leadership of the Children's Ministry Director to develop and recommend plans for the children's ministry.
2. Teams together with the Children's Ministry Director to fulfill the goals of the children's ministry.
3. Assist and participate in children's activities when requested.
4. Coordinate all children's activities and special emphases, with ministerial staff and parents.
5. Involve church members in ministry with and to the children.

### **Relationships and Responsibilities**

#### **With Church Staff**

The Children's Ministry Committee works under the leadership of the Children's Ministry Director and in cooperation with the Minister of Students and the church staff to enhance the total ministries of the church:

1. Children's Ministry Director serves as the chairperson of the Children's Ministry.
2. Minister of Students serves as ex-officio member and staff liaison of the Children's Ministry Committee.
3. Works with the Senior Pastor to communicate children's functions and activities that are linked to church-wide events.
4. Works with the Minister of Praise and Worship to understand the goals and purpose of praise and worship, particularly in the area of graded choirs.

#### **With Church Council**

The Children's Ministry Committee cooperates with the Church Council to set dates and schedules to avoid calendar conflicts and to fully integrate the children's ministry into church life:

1. Chairperson serves as member of the church council.

#### **With Committees and Leadership Teams**

##### ***Budget and Finance***

1. Presents an annual budget proposal to the Finance Committee for financial resources needed by the children's ministry, under the leadership of the Children's Ministry Director.
2. Presents a long-range plan for the acquisition of items outside the scope of the annual budget: i.e., *large one-time expenditures*.

##### ***Long Range Planning***

1. Works with the Long-range Planning Committee in evaluating and providing for future growth needs: i.e., *new ministries, classrooms, and expanded children's areas*.

## **Relationships and Responsibilities (cont.)**

### **With Church Officers**

1. Notification of committee reports should be presented to church secretary at church council meetings prior to the scheduled business meeting so that an agenda may be prepared for the moderator.
2. Provide copy of business meeting reports to the church clerk for record archives.

### **With Church Acting in Business Conference**

1. Make periodic reports on work of the Children's Ministry Committee.
2. Answer questions regarding the work of the Children's Ministry Committee.

*Shadycrest Baptist Church*  
*Hospitality/Wednesday Night Meals Committee*

**Principle Function**

To oversee the operations of the church kitchen; primarily for weekly, Wednesday night meals. This committee is also responsible for coordinating the use of the fellowship hall/kitchen with other groups or individuals in the church for special events such as baby showers, parties, wedding and funeral receptions.

**Relationships and Responsibilities**

**With Councils**

1. Committee chairperson serves as ex-officio member of the church council.

**With Church Officers**

1. Notification of committee reports should be presented to church secretary at church council meetings prior to the scheduled business meeting so that an agenda may be prepared for the moderator.
2. Provide copy of business meeting reports to the church clerk for record archives.

**With Church Committees**

1. Develop necessary budget and submit to the Budget & Finance Committee for annual planning purposes.
2. Work with Building & Grounds to maximize the available space for the kitchen, pantry and food serving areas.
3. Work with the Youth Committee as requested to help facilitate fund raising activities involving meals in the fellowship hall. This would include ordering paper goods, utensils and food items as planned on the menu.
4. Coordinate provisions for meat and paper goods with the Bereavement Committee.

**Duties**

1. Review and establish all church kitchen guidelines regarding food handling, preparation and cleaning processes.
2. Plan and promote a variety of menu items for the upcoming month so that it may be published in the monthly newsletter. This menu should be prepared and submitted to the church secretary by the designated deadline as noted in church council meetings.
3. Plan for the preparation and service of meals for annual G.C.B. association meetings and for other local affiliated organizations as scheduled.
4. Submit safely secured revenues from Wednesday night meals to the designated committee for accounting and deposit. This may be *the Budget & Finance and/or Teller Committee*.

*Shadycrest Baptist Church*  
*In-Home/Tape Ministry*

**Principle Function**

To maintain a personal relationship between the church and members who are confined to their homes by arranging for other members to make weekly visits. This involves sharing the church worship experience through recorded sermons, review of Bible studies, prayer, and information about church life and by sharing personal concerns and providing personal help as needed.

**Relationships and Responsibilities**

**With Councils**

1. Ministry leader serves as ex-officio member of the church council.

**With Committees**

1. Consult with Budget and Finance Committee in developing a budget for the work of the ministry.
2. Work with Music, Sound, or Technology Committees as necessary to maintain the equipment and procedures for preparing an audio recording of each sermon and copies to be delivered to members confined to their homes and for others who may desire them.
3. Consult with Nominating Committee for names of volunteers to make in-home visits.

**With Church Officers**

1. Notification of committee reports should be presented to church secretary at Church Council meetings prior to the scheduled business meeting so that an agenda may be prepared for the moderator.
2. Provide copy of business meeting reports to the church clerk for record archives.

**With Church Staff**

1. Work with church secretary and staff in developing and maintaining a list of members in need of in-home ministry.
2. Work with church secretary to obtain address labels, packaging materials, and postage as needed for delivery of audiotapes and other materials.
3. Request that bulletins, special announcements, sermon notes, Bible study materials, and other significant church information are provided for each in-home member.
4. Report to church staff when special needs of members are identified.

**With Church Business Meeting**

1. Make periodic reports on the work of the in-home ministry.
2. Answer questions about the work of the in-home ministry.

*Shadycrest Baptist Church*  
*Ladies Ministry*

**Principle Function**

To plan and facilitate activities and events for the ladies of the church that promotes Christian fellowship and service.

**Relationships and Responsibilities**

**With Councils**

1. Ministry chairman serves as ex-officio member of the church council.

**With Committees**

1. Consult with Budget and Finance Committee in developing a budget for the activities of the ministry.
2. Submit request form to members of the Vehicle Committee for signature as the need arises for the church van.

**With Church Officers**

1. Notification of committee reports should be presented to church secretary at Church Council meetings prior to the scheduled business meeting so that an agenda may be prepared for the moderator.
2. Provide copy of business meeting reports to the church clerk for record archives.

**With Church Staff**

1. Provide articles to the church secretary for publication in the monthly church newsletter.

**Duties**

1. Inform the women of the church of upcoming events pertaining to their spiritual growth and relationship with Christ. This includes retreats, seminars and concerts.
2. To plan and organize church-wide acts of service such as, American Red Cross Project, cookies for the truck mission, goodies for the Center for Pregnancy.
3. To plan and promote social events that would provide opportunities to invite unchurched friends to participate in activities such as, dinners, craft night, or shopping excursions.
4. To encourage, build up, and support women of all ages within the church through prayer, devotional studies and personal ministry.

*Shadycrest Baptist Church*  
*Men's Ministry*

**Principle Function**

To plan and facilitate activities and events for the men of the church, and our community, that promotes Christian fellowship and service.

**Relationships and Responsibilities**

**With Councils**

1. Ministry chairman serves as ex-officio member of the church council.

**With Committees**

1. Consult with Budget and Finance Committee in developing a budget for the activities of the ministry.
2. Submit request form to members of the Vehicle Committee for signature as the need arises for the church van.

**With Church Officers**

1. Notification of committee reports should be presented to church secretary at Church Council meetings prior to the scheduled business meeting so that an agenda may be prepared for the moderator.
2. Provide copy of business meeting reports to the church clerk for record archives.

**With Church Staff**

1. Provide articles to the church secretary for publication in the monthly church newsletter.

**Duties**

1. Inform the men of the church of upcoming events pertaining to their spiritual growth and relationship with Christ. This includes retreats, seminars, concerts and Promise Keepers events.
2. To plan and organize church-wide acts of service such as church workdays, auto care, lawn care, and participation in special events, i.e. VBS and annual revivals.
3. To plan and promote social events that would provide opportunities to invite unchurched friends to participate in activities such as Saturday morning breakfasts, softball league, fishing & camping trips, ballgames and other activities of mutual interest.
4. To encourage, build up, and support men of all ages within the church through prayer, devotional studies and personal ministry.

# *Shadycrest Baptist Church*

## *Moderator*

### **Principle Function**

The chief responsibility is to prepare for and preside at church business meetings; that is to coordinate and facilitate productive business meetings in an orderly, efficient manner. (Many churches require that the pastor serve as moderator.)

### **Duties**

1. Develop church business meeting agenda in cooperation with appropriate persons. Copies should be shared with the church staff members, chairperson of deacons, and others included on the agenda prior to each session, if possible.
2. Help members stay informed and involved in church business by promoting attendance and participation in business meetings.
3. Preside over all church business meetings.
4. Clarify matters voted on; determine action and follow up as appropriate.
5. Evaluate each business session and its activities.

### **Relationships**

1. Work with the church clerk in preparation of agenda *before* meetings and in preparation of minutes *after* meetings.
2. Consult with church staff members, committee chairpersons, program directors, and other responsible persons in preparation of the business meeting agenda and in evaluation of each business session and its activities.
3. Follow up after each business meeting with responsible committees, officers, individuals, and others to ensure that decisions are executed.
4. Be in touch with as many members as possible to know the spirit and mood of the congregation.
5. Serve as requested on the church council.

# *Shadycrest Baptist Church*

## *Trustees*

### **Principle Function**

The trustees serve as legal representatives in all transactions related to the church. They hold legal title to the church property and sign all documents related to the purchase, sale, mortgaging, or rental of church property after approval by the church in regular business session.

### **Duties**

1. Hold legal title to all church property (as required by state law) and act only as directed by the church in regular business session.
2. Sign all legal documents involving church property, upon direction by the church in regular business session.
3. Maintain an up-to-date inventory of all church property, mortgage loans, and insurance on church property. (Such information should be kept in a safety deposit box with copies filed in the church office for ready reference.)

### **Relationships**

1. Relate to appropriate civil officers in all legal matters involving the church.
2. Keep abreast of latest insurance and legal changes (innovations, programs, etc.), report such changes to the appropriate church leaders, and advise the church staff and any committees concerning legal matters.
3. Counsel with appropriate church officers and committees in matters related to church properties.
4. Maintain all church legal documents in conjunction with the church clerk.
5. If qualified, serve as resource personnel to the church staff and church families in legal matters.
6. Report on legal issues related to the church as necessary and/or requested.
7. Serve as requested on church council.

# *Shadycrest Baptist Church*

## *Treasurer*

### **Principle Function**

The church treasurer is responsible for the proper receipt, accounting, and disbursement of church funds within policies established by the church for adequate financial control. The treasurer's work focuses primarily on financial records and payment procedures rather than the handling of cash.

### **Duties**

1. Keep accurate records in appropriate financial journals of all monies received and disbursed.
2. Reconcile monthly bank statements and correct ledgers as needed.
3. Sign checks in accordance with church policies and procedures, always verifying supporting data for each check request.
4. Make monthly and annual reports to the Finance Committee and the church.
5. Provide for records of individual contributions to be maintained.
6. Suggest possible investment opportunities; advise about bond purchasing.
7. Keep church staff informed of any trends or changes in fiscal matters.
8. Instill and preserve high financial morale throughout the congregation.
9. Submit accurate financial records for annual audit according to church policy.

### **Relationships**

1. Serve as ex-officio member of the Finance Committee. Confer with this committee in:
  - a) recommending and establishing policies related to receiving, accounting, and disbursing of church money.
  - b) developing the annual church budget and coordinating the annual stewardship campaign.
  - c) preparing and presenting a monthly financial report in the church business meeting.
  - d) providing a continuing program of stewardship education for the church.
2. Receive copy of deposit slip and summary of receipt record from the Teller Committee after each deposit.
3. Work closely with the financial secretary in maintaining records of individual contributions.
4. Confer with the church staff members and deacons to maintain communication in financial matters of the church.
5. Work with staff members, officers, and organizations in administering financial details of church projects.
6. At the request of the Finance Committee, serve as advisor to various requesting committees in preparing and maintaining their budgets.
7. Be available to help individual church members plan the personal and family budget.
8. Serve as member of the church council as required by the Constitution and Bylaws. Advise the council and various committee chairpersons about available funds and budgeted funds.

# *Shadycrest Baptist Church*

## *Church Clerk*

### **Principle Function**

The church clerk is responsible for recording, processing and maintaining accurate records of all business meeting transactions. The clerk also is responsible for all official church membership records and communications.

### **Duties**

1. Assist in preparation of the agenda for church business meetings.
2. Keep an accurate record (in the form of minutes) for all business transactions made and approved in church business meetings.
3. Present the minutes of the prior meeting at each business meeting for official church approval.
4. Provide clerical assistance during the invitation period of the worship services for new members, re-dedications, and other decisions.
5. Maintain accurate member records. This includes:
  - a) adding new names and pertinent information to the chronological membership roll and dropping other names as necessary through transfer or death.
  - b) correcting records for change of address or phone number; and
  - c) sending a memo as needed to all church personnel keeping separate records to avoid incorrect information.
6. Request letters by transfer from other churches for new members, forward letters to other churches requested by members, and notify persons when their names are removed from the church roll for any reason other than transfer of membership by letter.
7. Prepare and mail all official church correspondence such as letters of transfer.
8. Preserve records of church membership and business meetings for present and future use.
9. Prepare the annual reports, submit for church approval, and send to appropriate offices.
10. Maintain a current copy of Constitution & by-laws and church policy.

### **Relationships**

1. Work with the moderator in preparation of agenda before meetings and in preparation of minutes after meetings. (It may be necessary at times to consult with appropriate church staff members, program leaders, committee chairpersons, deacons and others to be sure that the wording in the minutes is correct as given in the business meetings to avoid confusion either in the next business meeting or at later dates.)
2. Work with the church secretary in getting the minutes prepared for distribution to the members in the next business meeting. (A typed copy of the business meeting minutes should be sent to the church staff members and moderator well before the next business meeting.)
3. Serve as resource person to the church historian and/or History Committee as requested. (If the church does not have a historian, the church clerk should serve in this capacity.)
4. Provide statistical information on the church membership as requested.
5. Work with appropriate church staff members in handling official correspondence with other organizations/churches.
6. Work with the trustees in preparation of legal documents.
7. Work with various staff members, church program leaders, and committee chairpersons in preparing the annual church report.
8. Give necessary information about new members to the church office, to the person in charge. of new member orientation, and to the program leaders so the new members can be enlisted in appropriate programs.