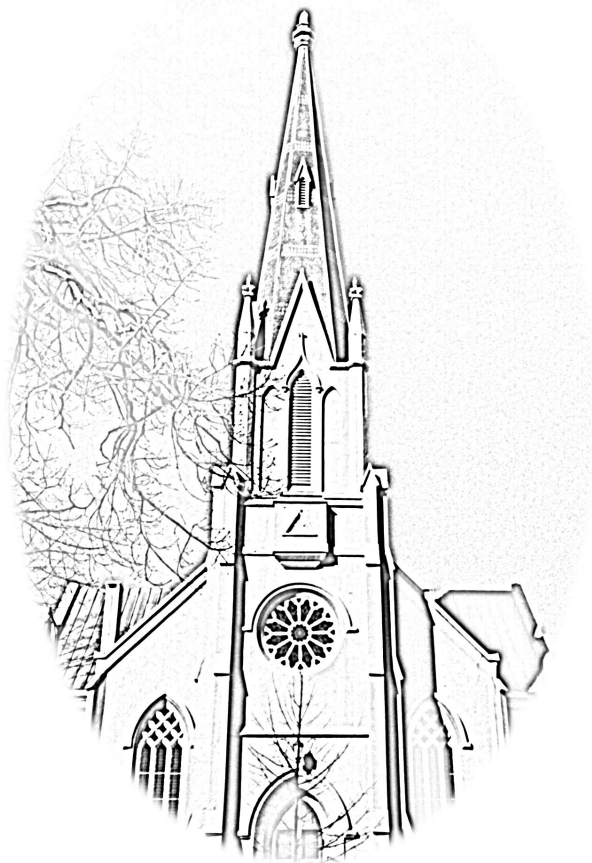


First Baptist Church  
Commission and Committee  
Operations Manual  
**Work in Progress**



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## COMMISSION ON WORSHIP

The Commission on Worship assists the ministerial staff in providing worship services. The Commission on Worship representatives are its chair and the chairs of the following committees: Baptism, Communion, Flowers, Greeters and Ushers, Music and Pulpit Supply.

### **BAPTISM COMMITTEE**

*This Committee assists the Pastor in preparing and administering the ordinance of Baptism.*

#### **DUTIES AND PROCEDURES**

1. Approximately one to two weeks prior to a baptism, the committee chair receives a letter and/or email telling who the candidates for baptism are and how many males/females will be baptized. The committee chair contacts members of the baptism committee to have both a male and a female committee member present if needed.
2. At 9:30 A.M. on Sunday morning of the baptism, meet with Pastor and baptismal candidate(s) to be baptized in Pastor's office to review procedures for baptism.
3. After meeting, show candidate(s) to restrooms/changing area behind Sanctuary where they will be fitted for a robe.
4. Meet candidate(s) to be baptized in restrooms behind Sanctuary at 10:45 A.M. to allow enough time to change into robes.
5. Make sure candle is lit, salt is placed beside the Baptistry, along with the candle the Pastor will give to the candidate(s) being baptized by 10:55 A.M. (Custodian normally places these items beside Baptistry before service.)
6. Assist candidate(s) in preparation for baptism.
7. Before ceremony, turn light off in waiting area behind Baptistry so that the congregation cannot see this area when the curtain is opened.
8. Assist candidate and pastor out of Baptistry, handing them towels as they exit.
9. Make sure light in Baptistry is turned off after everyone has exited.
10. Place wet towels and robes in corner by steps leading to Baptistry.

NOTE: The hairdryer needs to be taken to a different restroom since it can be heard in the Sanctuary.

## **COMMUNION COMMITTEE**

Communion: Ensures the necessary arrangements preceding and following the celebration of the Lord's Supper.

The Committee shall have six members serving staggered two-year terms. A majority of the members of the committee must be members of the church.

### **DUTIES AND PROCEDURES**

This committee is responsible for the necessary arrangements preceding and following the celebration of The Lord's Supper.

Each January, the committee chairperson gets an annual list of communion services from the staff liaison (currently the Minister of Music) and prepares a schedule of assignments for committee members for the upcoming year. Communion is customarily prepared the first Sunday of each month, though at Easter and Christmas it may be on another day. The chairperson assigns a team leader and two (2) committee members to prepare for The Lord's Supper.

The committee chairperson will arrange in advance with the church Hostess to have juice, aprons and a cart available on communion day. The chair will also remind the staff to put the extended altar top out and unlock the preparation room. Communion cups and crackers are stocked in the preparation room. The committee chair should notify the staff liaison when these supplies need to be reordered.

### **Preparation for Sunday morning communion services**

The assigned team meets by 8:30AM to begin preparation. A diagram is located inside the Communion room as to where each tray is placed prior to the partaking of The Lord's Supper. The Lord's Supper is served by our designated deacons.

The linens, which are located behind the door in the Communion room, are placed on the table at the front of the church and on the rear balcony tables. The linens are currently maintained by First Baptist Church member Jean Senter. After the celebration of The Lord's Supper, committee members ensure that the linens are returned to the Communion room and are properly placed behind the door.

The following items are required for The Lord's Supper each month: approximately one box of plastic Communion cups, four cans of grape juice, two to three boxes of bread pieces, and one round loaf of French bread. The grape juice is obtained through the kitchen. The Communion cups and box of bread pieces are ordered from Cokesbury and delivered to the church. The round loaf of french bread is usually purchased by the committee chairperson prior to the day of Communion. All receipts of purchase are turned in to First Baptist Church.

Following the service of The Lord's Supper, the committee is responsible for returning the communion trays to the Communion room behind the sanctuary.

All Communion trays are maintained by the committee chairperson. Contact the church hostess to coordinate a time for this.

For services at which communion is served by intinction (congregants come up to the altar), preparation is different. The preparation leader arranges for 5 round loaves of bread to be brought to the service. The committee chairperson notifies the church hostess to procure juice. Five plates for the bread and 5 goblets of juice are presented on the altar. Committee members then clean up and dispose of leftover materials after the service.

## **FLOWERS COMMITTEE**

Flowers: Ensures that flowers are placed in the sanctuary each Sunday and coordinates the donation of memorial flowers. A majority of the members of the committee must be church members.

### **DUTIES AND PROCEDURES**

1. Each committee member will be responsible for two months. Call donors from last year's dates first. Names and phone numbers can be found in the notebook housed in Pastor's Administrative Assistant's office. Some like to give flowers at the same time each year. This request should be honored whenever possible. If you have an opening, check with the church secretary or the wedding committee. Brides often give their flowers for the following Sunday. If we have two requests for the same Sunday, flowers may be placed in the vestibule of the church - the Salisbury Street entrance (front door). We will receive new requests and work them in whenever possible.
2. Orders should be given to FALLON'S FLORIST (919-828-4134) a full week before the scheduled month. Give the florist the Sunday dates, donors, and billing addresses. Also, they like to have the bulletin notices to help them determine the color and type of flowers. I prefer to take this information to the florist instead of mailing it. They are located off Hillsborough Street at 105 Friendly Drive, in front of the NCSU University Towers dormitory.
3. Give a list to the church secretary with the Sunday dates and notices for the bulletin. The secretary should have this list one week before the scheduled month. Be sure to ask the donor for any special wording for the bulletin notice.
4. Occasionally the donor may request a fuller arrangement. Sometimes the donor may use a different florist. The donor will take responsibility for the billing and will usually call the florist if they want a certain color or larger arrangement.
5. Send the chairman copies of your monthly schedule-both donors and billing addresses.
6. There is a silk arrangement in the church parlor that may be used if there is no donor or wedding.
7. Since we have communion on the first Sunday of each month, it has been suggested that we use an all white arrangement. You will have to get the donor's permission. If they prefer a certain color theme, then go with their request.
8. Send a list of committee members and their months to the chairman of the Wedding Committee.
9. Please send a copy of the bulletin to out-of-town donors.
10. Should you have requests, please date them and try to fill the requests on a "first-come-first-served" basis. Be sure to tell this to the person making the request.
11. The committee member responsible for December will not need flower arrangements for the month of December. However, that person is responsible for obtaining donors for the wreaths placed in the sanctuary at Hanging of the Greens.
12. There is no money in the budget to cover the cost of sanctuary flowers if you have a vacant Sunday. Another donor will need to be found or use the silk arrangement.

REMEMBER.....Send copies of donors with their addresses to: Florist, Chairman of the Flower Committee, and Pastor's Administrative Assistant. Place one in the flower committee book and keep an original for your file.

## **GREETERS AND USHERS**

Greeters and Ushers: The First Baptist Church Greeters Committee is responsible for greeting members and guests at the lower level desk each Sunday morning from 9:15 a.m. until 10:30 a.m. Two committee members distribute the Sunday worship bulletins. They also welcome visitors, obtain their contact information and assist in finding an appropriate Sunday School class, escort, and introduce them to the class.

### **DUTIES AND PROCEDURES**

1. You will be responsible for providing greeters and ushers for two months during the year. You will need eight people each week--I suggest you select seven people in addition to yourself and that these seven assist you for the two months. Remember to let them know they will be serving with you these two months.

In the vestibule, you will need two greeters at the front door. You will need two ushers at the center front door into the sanctuary, you will need one usher at each of the front side doors into the sanctuary, and you will need one usher at each of the side doors where people enter from the Education Building. Our young people will be ushers for the balcony--you will not need to contact anyone about them.

Ushers and greeters need to meet in vestibule by 10:30 each Sunday morning.

2. Approximately 600 church bulletins are printed each week. You are responsible for distributing these to all usher locations including the balcony. This task needs to be done before 10:30 on Sunday morning. Please distribute them as follows:
  - 50 to each of the Education Building doors in the balcony along with two of the blue USHER badges. These USHER badges are located in the drawer of the vestibule table.
  - 200 to the main side door (from the Education Building)
  - 75 to the other side door (the one nearest the elevator)
  - 50 to each of the two people at the main vestibule doors
  - 50 to each of the two people at the side vestibule doors

Do not leave any bulletins on the vestibule table.

3. Also, there will be bulletins for the children. Make sure there are several at each of the stations listed above. Less will be needed in the vestibule area, more in the balcony and at the Education Building door.
4. Turn on church bell at 10:45 and turn it off at 10:50.
5. Urge your ushers to seat people.
6. PLEASE stay in vestibule during worship service. Situations arise where you are needed!
7. Vestibule doors need to be closed during the worship service. You will open the center vestibule doors for the deacons at the end of the offering collection.
8. Open all vestibule doors at end of service. During benediction is a good time. You will also need to open two outer vestibule doors except on a rainy Sunday. Our pastor stands outside to greet worshipers.
9. There are four hearing aids in the vestibule table drawer available for those who need them. Remember to collect any that are used during the service and return them to the drawer.



## **MUSIC COMMITTEE**

The Music Committee works with the minister of music to develop a comprehensive ministry through music for the church. This ministry includes congregational, choral, and instrumental training and other activities that extend to all areas of church life. At least two members of the committee must not be members of any church musical ensemble.

### **DUTIES AND PROCEDURES**

The Committee will meet as often as necessary but no less than twice per year.

1. The Committee, in consultation with the Minister of Music, will recommend to the Nominating Committee lay leaders to serve in music ministry leadership (children's choirs, youth choirs, instrumental ensembles). The Nominating Committee will present these nominees for election no later than August for terms beginning in September. As vacancies in leadership positions occur, the Committee will assist the Minister of Music in recruiting new leaders.
2. In late summer the Committee, in consultation with the Minister of Music, recommends an annual budget for submission to the Finance Committee.
3. The committee will support the music ministry by providing counsel and feedback to the Minister of Music.

## **PULPIT SUPPLY COMMITTEE**

The purpose of this committee is to select and enlist the service of speakers, both ordained and non-ordained, to fill the pulpit in the absence of the Senior Minister.

### **DUTIES AND PROCEDURES**

1. The Pulpit Supply Committee (PSC) will maintain a list of potential preaching candidates from both within and without the church membership.
2. The Senior Minister will notify the PSC of the need to fill the pulpit and the PSC will, in consultation with the Senior Minister, select potential candidates to fill the pulpit.
3. By majority vote the PSC will decide whom to invite to fill the pulpit. The Chairperson of the PSC will issue the invitation to the candidate.
4. Honorarium for the supply speaker will be based on the PSC's budget. The amount of honorarium will be disclosed to the speaker at the time of the invitation.
5. If a member of First Baptist Church of Raleigh is selected to speak, no honorarium will be offered.
6. If the speaker is from out of town, a hotel reservation will be made by the PSC and room, tax and hotel meals will be billed directly to the church.
7. For speakers driving to and from Raleigh, the standard IRS mileage rate will be offered. For those flying, coach airfare will be offered. The PSC budget will also provide reimbursement for miscellaneous expenses such as airport parking, cab fare or meals enroute.
8. For out of town speakers, a meal allowance will be offered based on the amount of per diem allowed for North Carolina state employees.
9. No member of the PSC is eligible to fill the pulpit unless specifically requested to do so by the Senior Minister.
10. A member of the PSC will welcome and host the speaker during his/her time at First Baptist Church.

## COMMISSION ON MISSION AND WITNESS

The Commission on Mission and Witness evaluates the missionary, educational, evangelistic and outreach programs of the church. The Commission shall set goals and objectives for these programs annually. The Commission representatives are the chair, the WMU Director, and the chairs of the following committees: Outreach, Scholarship, Ministry to Internationals, and Denominational Relations.

### **OUTREACH COMMITTEE**

Outreach: Leads the congregation in inviting others to join our church in following Christ by sharing the Gospel stories and our own stories through words and deeds. Plans programs, strategies, and training to reach out to the community with the love of Christ. Coordinates the outreach efforts of the church and works with appropriate groups such as ushers, greeters, Sunday School classes, and staff in these efforts.

### **DUTIES AND PROCEDURES**

The Outreach Committee works closely with the ministerial staff to determine appropriate outreach activities and to coordinate such activities with other church programming.

The Committee will meet at least once a quarter to stay informed about planned church programs and events that could also be outreach activities. Additionally, the committee will stay informed about programs and organizations within the community that give church members opportunities to serve others.

In addition to the groups listed above, the Committee will utilize internal church publications and programs to inform church members about outreach opportunities.

The Committee will inform area media outlets about church events as appropriate.

## **SCHOLARSHIP COMMITTEE**

Scholarship: Makes recommendations on funding, purpose, and selection of recipients for all church scholarships. The committee shall submit an annual report of its work to the church conference before or at the final regular conference of the year.

### **DUTIES AND PROCEDURES**

A notebook including history of the scholarships is passed each year to the new Committee Chair. Advertising the scholarships that are awarded in July begins in late May or early June.

The Stealey-Weatherspoon Scholarship and the J. Clyde Turner Scholarship (each \$600.00 annually) are designated for religious training beyond college education for qualified members of the Church. Each applicant must be a member of First Baptist Church, Salisbury Street, Raleigh, NC, entering religious training at a level beyond a college education, and must be planning to attend a Baptist seminary. The Scholarship Committee of First Baptist Church will consider applicants on the basis of individual merit. Applications are submitted by letter to the Chair of the Scholarship Committee by July 15. The eligibility criteria is as follows:

#### **First Baptist Church Scholarship Summary**

The Scholarship Committee of the First Baptist Church functions as an integral part of the Commission on Mission and Witness. The Chair of the Scholarship Committee is a member of the Commission. The committee is composed of the chair, vice-chair, two representatives of the WMU and two representatives of the Finance Committee. The Scholarship Committee is responsible for the administration of scholarships, namely the Stealey-Weatherspoon Scholarship and the J. Clyde Turner Scholarship.

#### **Conditions of Eligibility**

1. Applicants must be a member of First Baptist Church, Salisbury Street, Raleigh, NC
2. Applicants must be entering religious training at a level beyond a college education.
3. Applicants should be planning to attend a Baptist seminary. Consideration to award this scholarship for use at a seminary other than Baptist may be based on special circumstances.
4. Awards are for one year only. An award to an individual recipient is not to exceed three years.
5. An applicant must maintain acceptable standards (C average) while attending the seminary. The record must be available for review by the Scholarship Committee if requested.
6. Applicants will be considered on the basis of individual merit.

#### **Number of Scholarships**

The Committee may decide to recommend any number of scholarship recipients as well as continue in effect those previously approved. Those factors that may impose limits on the number of recipients would be the number of applicants, the merit of the candidates, and the availability of funding.

#### **Amount of Scholarship**

Each scholarship shall be \$600 annually, \$300 of the scholarship will be available each semester.

#### **Application Procedure**

There is no formal application procedure. Members of the church who are interested in being considered for the scholarship need to make the committee aware of their interest.

## **MINISTRY TO INTERNATIONALS**

Ministry to Internationals: Plans and coordinates, in consultation with ministerial staff, all outreach programs of ministry to internationals in our community, including the Japanese-American Cultural Exchange. The committee gives periodic reports to the church conference, or through other means of communication, highlighting the work with internationals and encouraging various opportunities for service. A majority of the members of the committee shall be members of the church.

Japanese-American Cultural Exchange: The Ministry to Internationals Committee will recommend to the Nominating Committee a director and five coordinators to serve two-year terms on the Japanese-American Cultural Exchange with the director and coordinators being eligible to succeed themselves. A majority of the directors and coordinators on the Exchange must be members of the church.

## **DUTIES AND PROCEDURES**

### **Support of activities and events of the FBC Japanese Ministry**

Members of the committee support activities and events of the FBC Japanese Ministry as requested by members or the ministerial staff. Example of this support includes scheduling and room reservations, child-care services coordination, room set-up, clean up, etc. The requests supported by this committee are varied and involve many types of services.

### **Interface between the Japanese community and the ministerial staff and membership.**

Occasionally, members of this committee are called to serve as interface between the FBC Japanese ministry and the FBC ministerial staff or membership, to solve or coordinate special events or issues. The members of the committee serve as point-of-contact for members of the FBC Japanese ministry to communicate information, or issues that need attention by FBC.

### **Provide recommendations to the Nominating Committee**

- This committee provides recommendation for nomination for two FBC members to serve in the Board of Directors of the North Carolina Japanese Ministry for periods of three years.
- This committee provides recommendation for nomination of a director and five coordinators to serve two-year terms in the Coordinating Committee of the Japanese-American Cultural Exchange.

### **Provide recommendation on financial support of the NC Japanese Ministry.**

This committee consults with FBC members in the NC Japanese Ministry, and annually recommends to the Finance Committee a sum to be included in the church budget for the support of the NC Japanese Ministry.

### **Frequency of meetings**

This committee plans meetings when necessary to discuss special issues or coordinate special events. The level of activity of this committee in the past years have not required regular meetings to be held.

### **Annual events supported by this ministry**

Members of this committee attend the yearly Japanese Christmas celebration and service held in the sanctuary every December.

**DENOMINATIONAL RELATIONS COMMITTEE**

Denominational Relations:

1. Monitors developments on all levels of the denomination (local, state, national, and international).
2. Identifies and studies issues confronting our denomination.
3. Shares with the congregation information on these issues that will keep members abreast with developments affecting our church and the denomination.
4. Develops proposals regarding the expenditure of general fund budget items for global mission and ministry programs.
5. Makes recommendations regarding the church's affiliation with current and emerging entities.

**DUTIES AND PROCEDURES**

The Denominational Relations Committee is composed of ten members selected by the church Nominating Committee to serve staggered two-year terms. Each member shall retire for at least one year prior to serving a second term. A representative from the WMU and Baptist Men will be selected annually to serve a one-year term.

The Committee Chair shall meet with the second year members before January 1 to select a chair for the following year.

The Committee meets in January at the Organizational Meeting of all Commission Chairs and Committee members.

The Committee makes recommendations for Denominational Relations Line items in the church budget.

The Committee plans a program for the first Wednesday night in May.

The Committee meets when needed to:

- monitor developments on all levels of the denomination (local, state, national and international)
- identify and study issues confronting our denomination
- share information with the congregation to keep them abreast of developments affecting our church and denomination
- develop proposals regarding expenditure of general fund budget items for global mission and ministry programs
- make recommendations regarding the Church's affiliation with current and emerging identities.

## COMMISSION ON CHRISTIAN EDUCATION

The Commission on Christian Education evaluates the objectives, curricula, and materials of the education programs of the church. The members of the commission are the chair, the Director of Sunday School, and chairs of the following committees: Sunday Welcome, Discipleship, Library, and Weekday Preschool.

### **Sunday Welcome Committee**

Sunday Welcome: Welcomes all visitors to Sunday School, helps them find an appropriate class, provides information about the church, and assists visitors in locating the worship service or other activities. The committee has 12 members who may succeed themselves.

### **DUTIES AND PROCEDURES:**

**DISCIPLESHIP TRAINING COMMITTEE**

Discipleship: Conducts a training program for adults to provide doctrinal and theological studies, discipleship guidance, information regarding the affiliations of the church and its relationships with similar Baptist and Christian groups and other denominations and religious groups, opportunities for education about being a disciple of Jesus Christ. The committee works with the minister assigned to adult education to plan programs for Wednesday nights and may plan programming at other times and locations.

**DUTIES:**

1. Plans and coordinates Discipleship Training (DT) seminars. These seminars are mostly held on Wednesday nights.
2. Plans and coordinates Wednesday night programming between regular DT seminar semesters. This includes the month of January, and other intermittent nights.
3. Plans and coordinates January Bible Study. The committee is in charge of selecting topics, presenters, and the timing of this event.
4. Continually assesses DT needs, using DT as an instrument to connect the elements of church life (worship, Christian education, teacher training, music, etc.)
5. Recruits and evaluates the presenters for DT seminars.

**PROCEDURES:**

1. This committee meets as needed. Meeting times are concentrated early in the calendar year when the DT needs of the whole year are discussed and addressed.
2. Periodic meetings take place later in the calendar year to assess the program and finalize long range planning.
3. Committee members serve as the "ears" of the church, assessing Christian growth needs and formulating mid-course modifications to DT planning.
4. The committee chair or representatives are often asked to serve in an ad hoc bases on several standing committees or councils.



## **LIBRARY / MEDIA CENTER COMMITTEE**

Library: Administers the church library and performs tasks related to building and maintaining the library collection, including obtaining new materials, cataloging and processing materials, and maintaining circulation records. Members of this committee may succeed themselves.

### **DUTIES AND PROCEDURES**

#### **Rules and Policies**

1. The library is open at all times for church members to browse and check out books as desired. Check out cards are left on the library desk. Committee members staff the library on Sunday morning during the Sunday School hour and on Wednesday evening when possible.
2. We check out books for a three-week period and send overdue notices for late books. If books are lost we do not require payment.
3. Our policy is to provide materials for teachers to use in lesson preparation and presentation in Sunday School classes. Also, our intention is to make available current materials for church members on timely subjects such as spiritual growth, family, Biblical themes, and many other subjects including recreational reading. We also provide a wide range of books for children and youth.
4. The committee meets every Thursday at 11:00 a.m. to accomplish necessary tasks. These tasks are immediate and ongoing, so there is no time line. We can't ever say "it is finished."

#### **Director of Library Services**

This person oversees the library as a whole area of ministry. The duties involve selecting and purchasing media materials, cataloging those materials, arranging for Sunday School classes to use the center, accepting gift books, overseeing the budget, and conducting periodic inventory and any other matters that arise.

#### **Director of Audio Visual Education**

The primary function of this person is to tape worship services and any other event upon request.

#### **Director of Technical Processes**

Prepare new acquisitions for checkout and type cards for the card catalog.

#### **Director of Promotion**

This individual writes articles for the newsletter and uses other means to promote the media center.

#### **Director of Circulation**

Is in charge of circulation of books and other library materials, arranging library displays, keeping records of circulation, helping with processing of materials, and recommending books to patrons. Public relations is also an enjoyable part of the job. Other committee members assist in circulation, correspondence, shelving, and inventory.

(The library committee does not maintain church archives.)

## **WEEKDAY PRESCHOOL COMMITTEE**

Weekday Preschool: Assists the church in administering the weekday preschool program in such areas as recruiting workers, securing licensing, developing and implementing policies and procedures for operating the program, public relations, budgeting, and program evaluations. The committee makes recommendations to the church conference as needed. The committee submits an annual report of its work to the church conference before or at the final regular meeting of the conference. At least two of the members must be parents of children in the program, and at least one member (not currently teaching in the program) must have formal training or experience in childhood education. The Director of the First Baptist Church Preschool and the minister or staff person responsible for ministering to children shall be ex-officio members of the committee. Committee members serve from September 1 of each year through August 31 the succeeding year. The Director is an employee of the church and appointed by the Personnel Committee. A majority of the members of the committee must be the members of the church.

### **DUTIES AND PROCEDURES**

#### Governance

First Baptist Preschool is governed by a committee. Members serve staggered two-year terms. Members are:

- Parents of preschool children, appointed by the Director.
- Members of FBC, appointed by the congregation
- Preschool Director (ex-officio)

At least one member, other than the Director, is required to be trained and experienced in early childhood development.

#### Responsibilities include:

- Setting staff salaries
- Conducting a search for a Director in the event that the position becomes vacant
- Defining the Preschool's philosophy and procedures, and making that information available in the Handbook
- Meeting on an as-needed basis to hear reports from the Director concerning the Preschool's activities

**ARCHIVES AND HISTORY COMMITTEE**

Archives and History: Collects, categorizes, and preserves the records of the church that it deems to be of historic value. The committee updates the church history at periodic intervals in order that the complete and accurate history is maintained. Insofar as practical, it shall provide a suitable area for the display of historic artifacts. Members of this committee may succeed themselves.

**DUTIES AND PROCEDURES**

## COMMISSION ON FELLOWSHIP

**Commission of Church Fellowship develops and coordinates programs to strengthen the fellowship among the congregation through activities such as socials, banquets, picnics, and recreation. The commission representatives are its chair and the chair of each of the following committees: Social, Table Decorations, Wedding, and Recreation.**

### **SOCIAL COMMITTEE**

Social: Plans and coordinates decorations and refreshments for all general social functions of the church, as determined by the church. The committee works in close cooperation with the church's food services director and the Recreation Committee. There shall be 12 members of this committee serving staggered two-year terms. The chair is selected by the Social Committee for a term of two years. Persons who are not members of the church may serve on this committee, but a majority of committee member must be members of the church.

### **DUTIES AND PROCEDURES**

Typically, this committee has been responsible for five major events during the year as follows: Midwinter Banquet, Dinner on the Grounds, July 4th Picnic, Fall Festival, and Hanging of the Greens Reception. Dates should be established for all events as soon as possible and recorded on the church calendar.

#### Description of Responsibilities for Each Event

##### **Midwinter Banquet**—typically held in February/March

Responsibilities: Establish theme (coordinate through ministerial staff based on what may be planned for event, i.e. renovation celebration, youth auction, special entertainer, etc.); coordinate plans with any other committees that may be involved; publicize event; conduct ticket sales; set up and decorate fellowship hall; help with serving meal (youth have helped at some events); clean up; coordinate child care. Menu determined by food service director.

##### **Dinner on the Grounds**—typically held at the end of April/first of May. Barbecue caterer provides all but dessert. Event held across the street on the Capitol grounds.

Responsibilities: publicity; ticket sales; set up chairs (100) and dessert tables (2) during Sunday school; serve desserts and take tickets during meal; clean up/take trash away after event; return tables and chairs to the church.

##### **July 4th Picnic**—covered dish supper for the whole family. Each family is asked to bring food/drinks for the number in their family plus one. Location to be determined (has been held at Bond Park and Meredith College)

Responsibilities: publicity; take paper goods to the event; set up tables; oversee placement of dishes as they arrive; clean up; planning of games and activities for families optional.

##### **Fall Festival**—typically held at the end of October. Cookout (hotdogs and hamburgers) coordinated by Food Service Director.

Responsibilities: publicity; ticket sales; coordinate with preschool / children councils if they are helping with family activities; plan games for families; set up for the meal; bonfire; clean up.

### ***Social Committee (cont.)***

**Hanging of the Greens Reception**—typically the first Sunday in December after the service at 6:00pm  
Congregation donates cookies.

Responsibilities: cookie donation sign-up sheets to Sunday school classes; decorate fellowship hall and set up food trays on Sunday afternoon of event; serve food, punch, coffee during reception; clean up. Committee begins work immediately after church on that Sunday.

### **General Guidelines for All Events**

1. Publicity for each event includes articles in church newsletter, fliers for Sunday school boxes, posters for hallways. Generally start with publicity one month prior to event.
2. Ticket sales on Sunday mornings and Wednesday evenings in foyer of Lewis building generally three weeks prior to event.
3. If childcare is needed for event, coordinate through preschool and children's ministers.
4. Some events may require a contract to be executed with deposit (for example an entertainer for Midwinter Banquet or Optimist Farm for Fall Festival). Pay particular attention to any special requirements in contracts. Church financial officer will send any deposits required.
5. Chairperson works closely with Food Service Director to determine cost of event, price of tickets, menu to be served in order to stay within committee's budget.

### **TABLE DECORATIONS COMMITTEE**

Table Decorations: Decorates the tables for Wednesday night fellowship suppers. The committee consists of 10 members. The committee selects from among its members serving in their first year a vice chair, who then serves as chair the next year. Persons who are not members of the church may serve on this committee, but a majority of committee members must be members of the church. The committee members may succeed themselves.

### **DUTIES AND PROCEDURES**

Weekly: This committee decorates the tables for Wednesday night fellowship suppers  
(the summer schedule varies)

The Committee shall consist of ten members serving staggered two year terms. The Committee shall select from among its members serving their first year a vice chairman, who shall then serve as chairman the next year. A schedule agreed upon by the committee members will be compiled at the first of the year. The chair will remind the committee members scheduled to serve at least two weeks before she is due to serve. A copy of the schedule will be turned over to the food service director and she will notify the responsible committee member as to the number of tables to be used on that particular Wednesday. Baskets, vases, candleholders and other decoration material should be kept in good order by the chair and vice chair of this committee.

The committee meets as needed.

**RECREATION COMMITTEE (voted to remove as a committee 12/17/14)**

Recreation: Plans and coordinates all church recreational activities in consultation with any committee or ministerial staff that request their assistance. Persons who are not members of the church may serve on this committee, but a majority of committee members must be members of the church. The committee members may succeed themselves.

**DUTIES AND PROCEDURES**

## **WEDDING COMMITTEE**

Wedding: Works with the pastor to develop and maintain a handbook of church wedding and reception responsibilities of committee members and staff. The committee consists of 12 persons, with at least two men and two women serving in each of the staggered terms. This committee schedules one formal meeting a year; other meetings may be called as needed.

### **DUTIES AND PROCEDURES**

#### Purposes

1. The Wedding Committee provides information and practical assistance for members who use the facilities of First Baptist Church for a wedding.
2. The Wedding Committee is responsible for recommendations to the minister for needed changes and updates to the wedding booklet.

#### Duties

1. The minister's secretary notifies the chair of the Wedding Committee of each wedding and provides each bride with a copy of the wedding policy booklet.
2. The chair of the Wedding Committee correlates and schedules the activities of committee members.
3. Two members of the Wedding Committee are assigned to each wedding by the committee chair and offer assistance as needed.
4. All committee members shall be knowledgeable of facilities available to wedding parties—the sanctuary, fellowship hall, church parlor, restrooms, dressing rooms, and the location of wedding equipment.
5. The chair of the Wedding Committee is responsible for meeting with or contacting each bride to review the wedding booklet and the payment of fees.

#### The Rehearsal

1. At least one committee member shall attend the rehearsal.
2. The committee member attending the rehearsal will call the bride the week before the wedding to introduce herself. Verify the time and date of the rehearsal and wedding.
3. The member attending the rehearsal should be there 10-15 minutes before the scheduled time. Introduce yourself to the bride and family and offer your assistance. Assist the director as needed.
4. The WMU provides a Bible to each couple married at First Baptist Church. The Bible should be picked up from the secretary's desk prior to the rehearsal. The minister signs and presents the Bible to the couple at the rehearsal.
5. Following the rehearsal, conduct a short tour of the church so the bride and attendants know the location of their dressing room and the bridegroom and ushers know the location of their dressing room. Show the bride and her attendants the route to the vestibule and sanctuary. Make sure everyone knows the location of the restrooms.
6. Check with all wedding participants who are paid to insure that all fees have been paid.

#### The Wedding

1. The two committee members assigned to the wedding should arrive at the church at the same time the bride and attendants are scheduled to arrive to begin dressing.
2. The member who came to the rehearsal will assist the bride.
3. The other member assists the bridegroom, if necessary, or assists the wedding director in the vestibule.
4. The committee members remain until the bride and groom come down for the reception.

## **COMMISSION ON COMMUNITY MINISTRIES**

The Commission of Community Ministries sets goals and objectives for the church to extend its witness and ministry into the community. The commission seeks ways to direct members into the various service organizations of the community and oversees the weekday social ministry activities housed in the church: The commission representatives are its chair and the chairs of the following committees: Clothing Ministry, Shelter Ministries, Infant-Toddler Board, Community Ministries.

### **COMMUNITY MINISTRIES COMMITTEE**

Community Ministries: Seeks, initiates, and coordinates opportunities for the church's ministry to the community, both through church-sponsored opportunities and through local agencies. It coordinates opportunities such as Touching Raleigh With Love and Toy Joy. The minister for community ministries serves as an ex-officio member of the committee.

#### **DUTIES AND PROCEDURES**

1. This committee meets early in the year to determine the dates for any known church-sponsored community ministry opportunities that should be scheduled during the year. These activities could include but are not limited to Touching Raleigh With Love and Toy Joy.
2. Once the calendar is established, the committee will determine how the activities will be accomplished and will generate a list of the needs, volunteer opportunities, the leadership necessary for each event, etc. The committee will enlist church volunteers as appropriate to accomplish the tasks and will work to make sure that the activity is completed.
3. The committee will utilize existing church publications and communications both to inform the church membership about available opportunities to participate in these activities, as well as to report on the activity once it is completed.
4. Additionally, this committee could receive requests and ideas from other church members and community agencies about additional opportunities for service and will work to determine if these activities should be pursued and by whom.

Frequency of meetings will vary and will depend upon the tasks before the committee



**CLOTHING MINISTRY COMMITTEE**

Clothing Ministry: Plans and coordinates the clothing ministry of the church, including selecting one or more directors for the day-to-day operations of that ministry. The directors do not have to be members of First Baptist Church. A majority of the committee members must be members of the church. The chair is to be selected from among the elected committee members. This committee has, in addition to its elected members, the Chair of Commission on Community Ministries, the minister for community ministries, and the Director of the Clothing Ministry as ex-officio members.

**DUTIES AND PROCEDURES**

1. This document serves as the operations manual for the Clothing Ministry. The information that follows documents procedures, sources and guidelines critical to the continuing operation of the Clothing Ministry.
2. The Clothing Ministry Committee consists of six members serving staggered terms of two years and the following ex-officio members: Chair of Social Ministries Commission, Minister of Social Ministries and Clothing Ministry Directors of volunteers, purchasing and finance and sorting.
3. The committee meets several times a year.
4. The Committee shall recommend to the church nominating committee persons to consider for the committee and the three Directors (purchasing, finance, volunteers, and sorting). To be eligible, members must currently be working in at least one area of the Clothing Ministry.
5. The Committee plans and coordinates the clothing ministry of the church, including the selection of on-site directors for each day the Clothing Ministry is open. The Committee also is open to constructive criticism and suggestions for improvement of operation.
6. The Clothing Ministry is a line item in the Church Budget.

## **SHELTER MINISTRIES COMMITTEE**

Shelter Ministries: Works with other churches and agencies, such as First Baptist Church, Wilmington Street, and Wake Interfaith Network, to provide services to families who are temporarily without housing. The committee consists of four person. The committee chair serves as overall coordinator and liaison with other churches and agencies. Committee members may succeed themselves.

### **DUTIES AND PROCEDURES**

This document serves as the operations manual for the Shelter Ministries Committee. The information that follows documents procedures, sources and guidelines critical to the continuing operation of the Board.

Meetings: Mostly informal

Chosen by the nominating committee

Responsibilities: Coordinate with Wake Interfaith Housing Network to provide housing in Salisbury Street facilities for homeless families two weeks each year. Also, assist the coordinator at FBC Wilmington Street in providing housing in Wilmington Street facilities for homeless families two additional weeks per year.

Responsibilities are met through:

- Enlisting volunteers to prepare the church to house the WIHN families including, but not limited to, moving beds into sleeping areas and out of Church building, providing and cleaning bed linens, preparing and serving dinners, provision of overnight care and monitoring (sleep-in), and driving church van to transport guests to and from WIHN day center.
- Providing necessary training, support, and back-up for volunteers.
- Planning with kitchen staff to provide breakfast and bag lunch foods as well as utensils and paper goods.
- Communicating with WIHN staff, church staff, volunteers, and guests including the reading of daily reports from WHIN and the notes by volunteers.
- Providing information to the Social Ministry Commission and congregation through meetings and church publications.

## **INFANT TODDLER BOARD**

Infant-Toddler Board: Plans and directs the program of the Infant-Toddler Center in cooperation with the church program. The Infant-Toddler Board consists of nine church members, who are elected by the church to serve three-year staggered terms, and four parents or guardians of children who are enrolled at the center, who are elected annually by the board. Members are elected by the church for terms beginning on September 1.

### **DUTIES AND PROCEDURES**

Details regarding the duties and procedures of the Infant-Toddler Board can be found in the Infant-Toddler Center By-laws. General information can be found below:

Meetings – typically held monthly.

Members – church members nominated by the nominating committee, parents or guardians nominated by the ITC director.

Typical responsibilities include assisting the ITC director with items such as the following –

- Annual budget
- Personnel issues
- Reviewing ITC policies (by-laws, parent and personnel handbooks)
- Financial decisions
- Other items deemed necessary by the ITC director

## COMMISSION ON ADMINISTRATION

The Commission on Church Administration evaluates and coordinates the administrative activities of the church, including such areas as property maintenance, finance, record keeping, food services, and employment policies. The Commission representatives are its chair and the chairs of the following committees: Constitution and Bylaws, Stewardship, Personnel, Finance, Properties, Publicity, Transportation, Information Technology Management, Food Services, Planned Giving, and Nominating.

### **CONSTITUTION AND BYLAWS COMMITTEE**

This Committee conducts an annual review of the Constitution and Bylaws and recommends amendments to the church as needed. This Committee also reviews any amendments to the Constitution or Bylaws proposed by any other person or organization in the church and submits recommendations concerning such amendments to the church. The Committee submits an annual report of its work to the church conference before or at the final regular meeting of the conference.

#### **DUTIES AND PROCEDURES**

1. The committee meets early in the year to select its chair, to review work to be completed from the past year and to allow its members to familiarize themselves with the Constitution and Bylaws of the church.
2. The committee broadly publicizes the procedures and processes for presenting additions or changes to the Constitution and Bylaws. [Rebecca: at least this year we did not do this, but we can if Church Council thinks we should]
3. The committee assists or advises individuals or committees in the preparation of an addition or change in the Constitution or Bylaws in order to meet its objective, offer correct form and fulfill the requirements of the Constitution and Bylaws document.
4. The committee reviews all recommendations for additions or changes in the Constitution and Bylaws. The committee then either presents the proposed change in its original form (with such modifications as the committee believes to be appropriate to accomplish the objective of the change), or presents the proposed change without the support of the committee to Church Conference. The committee may also originate a recommended change. All recommended additions or changes are to be presented at Church Conference.
5. When an addition or change is to be recommended at a Church Conference, the committee contacts the Moderator and informs him or her of the need to be placed on the Church Conference agenda. The Secretary of the Church Conference is given a copy of the proposed addition or change.
6. The committee has the responsibility to comply with the requirements of the Bylaws so that all proposed changes changes to the Constitution or Bylaws are presented at a Church Conference as information, through the church newsletter to assure full awareness and to a subsequent Church Conference for vote in a manner that fulfills the obligations and requirements of the Bylaws.
7. The committee will work with the church staff to assure that the Constitution and Bylaws documents are updated to reflect any amendments that are adopted, and are available to church members according to the requirements of the Constitution and Bylaws.
8. The committee will submit an annual report of its work to the Church Conference in the previous year at the first church conference in the year.

**STEWARDSHIP COMMITTEE**

Stewardship: Coordinates stewardship education and emphases of the church. It provides on-going materials, information, and events to assist the church in developing good stewardship practices for all resources. It plans, conducts, and evaluates the annual budget subscription effort. The Committee consists of the ministerial staff, the chairs of the Finance Committee and the deacons, the Sunday School Director, and the WMU Director as ex-officio members. In addition, six persons who are nominated by the chair of the deacons and the pastor shall serve for staggered two-year terms. The chair of the committee coordinates efforts to raise the annual budget of the church.

**DUTIES AND PROCEDURES**

Create and develop theme for stewardship campaign. Get members to speak in worship and possibly on Wednesday nights about their story in relation to the theme. Get members to write articles in First Foundations as well. Write appeal letter with the help of the senior minister, and work with church staff to send this letter along with pledge cards, previous year's pledge information, and budget information. Speak at deacons meetings and church conferences on progress of reaching the budget throughout the year. Send out more letters as needed to meet budget goal.

**PERSONNEL COMMITTEE**

Personnel:

1. Evaluates and recommends to the church, in consultation with the pastor and active deacons, personnel decisions involving ministerial staff other than the pastor.
2. Reports to the church conference, in consultation with the pastor and active deacons, decisions involving administrative and support staff.
3. Reviews evaluations of each staff member and position and makes salary recommendations to the Finance Committee for use in preparing the annual budget.
4. Evaluates and recommends personnel policies and employment benefits to the church, including on matters such as: compensation, duties, vacations, sick leave, holidays, and work schedules.
5. Maintains a personnel manual with personnel policies and job descriptions for staff.
6. Consults with the pastor, other committees, and church officers in personnel-related matters.

This committee consists of six persons (three men and three women) serving staggered three-year terms.

**DUTIES AND PROCEDURES**

## **FINANCE COMMITTEE**

Finance:

1. Prepares and submits a tentative annual budget for the ensuing year no later than the first regular church conference after September.
2. Prepares and submits a detailed itemized annual budget to the church conference after the total of pledges for the ensuing year becomes known.
3. Recommends revisions to the annual budget.
4. Evaluates and recommends requests for contributions and expenditures not in the budget.
5. Supervises the bookkeeping system for recording and reporting all receipts and disbursements of church funds, and recommends changes in the bookkeeping system and the handling of special transactions.
6. Recommends certified public accountants to conduct an annual audit of the books and records of the church; reviews the audit report; and advises the deacons and church concerning the acceptability of the report and any recommendations of the auditors.
7. Monitors all church fiscal affairs (including such things as special and memorial funds, insurance, banking, and pledge payments) and recommends actions for the protection of the church's interests.

This Committee consists of 12 persons (six women and six men) who serve staggered three-year terms. No more than two active deacons are elected each year. In addition to the 12 elected members, the chair of the deacons and chair of the Stewardship Committee are ex-officio members. The committee holds regular monthly meetings at a time and place to be selected by the committee and may hold special meetings called by the chair (or in the chair's absence, the vice chair). The committee reports initially to the deacons and then the church conference.

## **DUTIES AND PROCEDURES**

From the Bylaws:

1. Prepares and submits a tentative annual budget for the ensuing year no later than the first regular church conference after September.
2. Prepares and submits a detailed itemized annual budget to the church conference after the total of pledges for the ensuing year becomes known.
3. Recommends revisions to the annual budget.
4. Evaluates and recommends requests for contributions and expenditures not in the budget.
5. Supervises the bookkeeping system for recording and reporting all receipts and disbursements of church funds, and recommends changes in the bookkeeping system and the handling of special transactions.
6. Recommends certified public accountants to conduct an annual audit of the books and records of the church; reviews the audit report; and advises the deacons and church concerning the acceptability of the report and any recommendations of the auditors.
7. Monitors all church fiscal affairs (including such things as special and memorial funds, insurance, banking, and pledge payments) and recommends actions for the protection of the church's interests.

## **PROPERTIES COMMITTEE**

Properties: Recommends to the church conference rules and policies relating to church properties, enforces all such rules and policies that are adopted by the church, and submits to the Finance Committee annual cost estimates for maintenance and operation of the church facilities. The committee submits an annual report of its work to the church conference. This committee consists of nine persons (at least three women and at least three men) serving staggered three-year terms. The committee supervises the following types of work:

1. Maintenance of the inside and outside of the church building.
2. Maintenance of the church grounds to ensure that they are kept clean, orderly, and attractive.
3. Maintenance and operation of all church parking lots and areas.

## **DUTIES AND PROCEDURES**

The Properties Committee meets monthly and at such times as necessary to carry out the following duties:

1. Identify and evaluate actions necessary to maintain and repair church facilities.
2. Receive and evaluate requests for maintenance and repair of church facilities from church members and staff.
3. Solicit, review, evaluate, negotiate, and approve church maintenance contracts.
4. Solicit, review, and evaluate the feasibility of bids and proposals from vendors and contractors for rehabilitation and repair projects.
5. Consider and make recommendations to the Finance Committee and church conference actions to maintain and repair the facilities of the church.
6. Administer the expenditure of the income generated by the Church Facility Maintenance, Repair, and Replacement Endowment Fund subject to the approval of the Finance Committee and church conference (for expenditures of \$10,000 or more).
7. Administer maintenance, rehabilitation and repair projects.



## **PUBLICITY COMMITTEE**

Publicity: Sets policies and initiates, in cooperation with the staff, all public information activities related to the mission and activities of the church. The committee uses all appropriate media in accomplishing its publicity goals and draws from the talents and expertise of church members and non-members. The committee members may succeed themselves. A maximum of two members may be non-church members.

### **DUTIES AND PROCEDURES**

1. Standing notices in a weekly church page listing of Raleigh area churches in the N&O. The content of this listing has never been discussed. I assume it's standard name-rank-and-serial-number stuff that rarely needs to change.
2. A small display ad in the Yellow Pages of the BellSouth Phone Book. The design for this ad was developed by Robbie Puckett, perhaps with help from others on the committee. I don't remember. In any case, the committee as a whole reviewed the design and verbiage when it first ran. I assume it has never been changed since then.
3. Establishing a process and procedure for displaying items on the foyer Bulletin Boards. This is a back-burner item that we have discussed but never moved forward on. Kristie Plaga was eager to carrying this ball for us, and has the design expertise to handle it. However, when she began doing volunteer graphics production on First Foundations, she no longer had time to devote to this. Other committee members who might be able to help with it have been unable to give it a priority as we've focused primarily on the newsletter situation since last summer. (The entire membership of the Publicity Committee serves on the ad hoc Communications Task Force.)
4. We've recognized the need for providing timely special events announcements for use by the N&O. I've handled this on a couple of occasions since Robbie stepped down as the committee's chair. I was able to do this conveniently because of my work with the newsletter while Dan was away. That gave me ready access to info that could be forwarded to the N&O. Without out that, it would have been difficult to handle this. This media contact role might need to be handled routinely by staff, with support from the committee.

## **TRANSPORTATION COMMITTEE**

Transportation:

1. Recommends to the church, through the deacons, rules and procedures for using, maintaining, and storing all church owned vehicles.
2. Reviews and recommends appropriate comprehensive insurance coverage, including liability, collision and theft, for all church-owned vehicles.
3. Supervises the use, maintenance, and repair of church-owned vehicles, including compliance with all motor vehicle laws and regulations.

This Committee consists of four persons who may succeed themselves.

### **DUTIES AND PROCEDURES**

#### **Budget**

Submit to the Commission on Administration :

1. a yearly amount for vehicle Maintenance .
2. a yearly amount for a vehicle replacement fund.

#### **Vehicles**

Monitor the church vehicles to insure timely :

1. yearly N.C. state vehicle inspection.
2. renewal of N.C. license plates.
3. vehicle oil changes and lubrication (currently recommended every 3,000 miles).
4. maintenance (tires, battery, alignment, brakes, AC, tires, et.).
5. recommend vehicle replacement as necessary.

## **INFORMATION MANAGEMENT COMMITTEE**

Information Technology Management: Evaluates, recommends, and advises the church regarding the purchase and maintenance of IT equipment. A majority of the members of the committee must be members of the church.

### **DUTIES AND PROCEDURES**

The members of the Information Management Committee will work with church staff on Information Technology needs and make suggestions for new purchases and upgrades to existing technology. The committee members will also provide advice and support to staff members regarding church projects on technology trends and solutions.

**Food Services Committee**

Food Services:

1. Gives oversight to the operation of the kitchen and Fellowship Hall, including the establishment and communication of instructions and policies for their use.
2. Makes budget recommendations.
3. Coordinates with the minister responsible for church administration and the director of food services in establishing a regular inventory and supervised cleaning of the kitchen.
4. Recruits volunteer and/or paid workers for Wednesday night suppers and events not under the auspices of other commissions. The director of food services serves as a non-voting, ex-officio member.

**DUTIES AND PROCEDURES**

**Planned Giving Committee**

Planned Giving: Encourages deferred, outright, and memorial gifts to the church through an active educational program that offers opportunities for giving.

**DUTIES AND PROCEDURES**

To inform the membership of the opportunities and methods to make planned gifts by educating them through newsletters, Sunday School classes, Wednesday night services. Also to visit with members who are viewed as prospects for planned giving gifts.

## **CHURCH NOMINATING COMMITTEE**

The members of the Nominating Committee are elected by the church no later than December. The committee consists of 12 members (six men and six women). Nominations for this committee are made by the pastor, chair of the deacons, WMU Director, and Sunday School Director.

As specified in the church bylaws, the committee nominates the following positions for election by the church membership :

1. Trustees
2. Clerk and assistant clerk
3. Treasurer and assistant treasurer
4. Commission Chairs
5. Except where noted in the church bylaws, all committee members and board members
6. Sunday School Director, assistant director, department directors, and teachers
7. Music ministry leadership
8. Council members.

### **DUTIES AND PROCEDURES**

1. The primary duty of the committee is to identify candidates to serve in church leadership and education positions.
2. The committee uses requirements as stated in the church bylaws to select candidates for each position.
3. The committee presents candidates to church conference for election no later than May for positions starting in September and no later than December for positions starting in January.
4. Where possible, the committee attempts to provide balance in the gender and age of persons serving in all positions.
5. The committee functions with the understanding that confidentiality is necessary in discussions about candidates to fill positions.
6. The committee typically uses the following materials to identify candidates:
  - Current list of church members
  - Current copy of the Church Bylaws
  - Pictorial directory of church members
  - Previous history of service in nominated positions