

Committee Manual

2006 - 2007

University Baptist Church
joyfully making disciples

This Committee Manual is prepared by the nominating committee in the hope that it will encourage the effectiveness of all church committees. Our prayer is that God will use these committees to further the work of His Kingdom. The following section on committees is taken directly from the Church Constitution, Article IV, Sections 1 and 2.

Article IV, Section 1

Nominating Committee: The church shall have a nominating committee. It shall be composed of a minimum of five members who will be elected annually by the church.

A. FUNCTION:

1. To prayerfully research, consider, and nominate personnel for the staffing of the following leadership positions filled by volunteer workers: treasurer, authorized check signer, auditor (if there is no audit committee), clerk, trustees, Sunday School Director, Discipleship Training Director, WMU Director, Brotherhood Director, standing and special committees.
2. To annually review and update the committee manual.
3. To assist the staff in planning and promoting annual committee orientation.
4. To lead the committees to regularly evaluate their effectiveness and necessity.
5. Any member of the church may submit names to the committee for consideration.
6. To report to the church its nominations for elections.

B. SELECTION: The nominating committee shall be recommended to the church for election by the previous committee in the April business meeting. Two of the nominations shall be provided by the Church Council and the balance by the Nominating Committee.

C. SERVICE: The tenure of office of the nominating committee shall be from May 1 to April 30 inclusive of the year for which they are elected.

Article IV, Section 2

Church Committees:

A. FUNCTION: The function and duties of each committee shall be in accordance with the policies of this church.

B. SERVICE: The tenure of office of all committees shall be from January 1st through December 31st unless otherwise specified.

COMMITTEE POLICIES

Standing Committees

1. Service on a standing committee will be on a three year rotation system with one-third of the committee rotating off each year.
2. The chairman of a standing committee should not serve on any other standing committee.
3. No one should serve on more than two committees.
4. The chairman is responsible for seeing that the committee meets regularly. (At least quarterly)
5. The chairman is responsible for encouraging the involvement of all committee members.
6. If a committee member has been properly notified in advance of meetings and has failed to notify or explain two consecutive absences to the chairman, that person's service will be terminated. The nominating committee will then seek a replacement.
7. A committee Orientation Day will be observed early in January of each year. All chairmen and committee members are expected to attend.
8. Persons newly elected to serve on committees will begin their term of service on January 1, unless otherwise specified.
9. All committee chairmen are expected to attend a joint quarterly planning meeting with the pastor and chairman of the nominating committee.

Special Committees

Upon authorization by the church to form special committees, the nominating committee shall bring its nominations for elections by the church, unless otherwise specified.

AUDIO VISUAL COMMITTEE

1. Inventory and store audio-visual equipment.
2. Ensure all equipment is operational.
3. Arrange for repairs of broken equipment.
4. Prepare a budget for new equipment and supplies.
5. Recommend to the proper committee necessary facility changes needed to enhance the sound system (especially new construction).
6. Operate audio-visual equipment in support of all scheduled church functions.
7. Investigate and purchase new equipment as finances allow.

VIDEO: TELEVISION SUBCOMMITTEE

1. To video-tape church activities and special events in order to build a library of visual data. Options for use would include having services taped to make available for those unable to attend, and to develop an introductory tape for new members.
2. To develop and implement a vision for a broadcast television ministry at University Baptist Church..

BAPTISM COMMITTEE

1. To assist candidates in preparation for baptism (clothes, towels, etc.).
2. To wash and maintain baptismal clothes and towels.

CARE MINISTRIES COMMITTEE

Purpose: To provide for needs of church families from major emergencies such as death, prolonged hospitalization, loss of homes or property due to unusual circumstances, and other major hardships.

1. Organize a network of Sunday School class contact persons for needs stated above.
2. Work with adult Sunday School class care group ministries to supply the needs.
3. Inform church staff, Sunday School groups and other pertinent church leaders of these emergencies.

CHURCH PROPERTY COMMITTEE

1. Inspect and inventory all church properties periodically.
2. Arrange for needed replacement or repairs on all properties and equipment.
3. Recommend purchase of needed equipment for maintenance.
4. Maintain grounds, landscaping and parking lot in a suitable manner consistent with it's use, with provision of parking for membership including number of spaces, handicapped and visitor parking.
5. Recommend policies and procedures for the use of church facilities and equipment.
6. Make suggestions to Church Staff/Personnel Committee concerning employment, training and supervision of maintenance personnel.
7. Prepare budget recommendations for the above items and report to the Finance Committee annually.

COUNTING COMMITTEE

1. To count offering weekly, making each Sunday's receipts ready to deposit on Monday.
2. To count and account for any special love offering taken at a church event.

ENDOWMENT COMMITTEE

The Purpose of the endowment committee is to educate and inform church members on how to provide long term capital gifts through planned giving, cultivate those interested prospects, and build the endowment fund for the future needs of University Baptist Church.

The endowment Committee is to be made of three eligible church members in good standing with the Pastor as advisor. Qualifications of this committee are to include a working knowledge of one or more of the following skills:

- Grant Writing
- Accounting
- Financial Planning
- Insurance Planning
- Trusts, Tax Planning and estate Planning

The committee members will work with the church to make the members more aware of the opportunities for planned giving to the endowment. The members will interact with prospective givers in a privileged setting of unanimity toward the prospect.

The role of the committee is to help raise the funds which will be used according to the giver's interest and administered by the finance committee once the funds are received.

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The Church through the committee will produce and follow a Planned Giving Policy Guideline. The guidelines provide the parameters within which the members shall function in 1) discussing deferred gift programs with interest prospects and 2) identify procedures and limitations on gifts to the church thusly determining acceptable gifts according to the church's ministry.

The endowment Committee shall act in accordance with the Planned Giving Policy Guidelines
(10-15-03)

FINANCE COMMITTEE

1. To recommend an annual church budget.
2. To assist the treasurer in maintaining the financial records of the church.
3. To promote the financial stewardship of the church.

FLOWER COMMITTEE

1. To coordinate floral arrangements for worship services.
2. To order flowers in the event of the death of a member or his immediate family.
3. To provide flowers for members in the hospital.

KITCHEN COMMITTEE

1. To oversee the equipping, maintenance and supply of the kitchen.
2. To recommend policies for the use of the kitchen.
3. To oversee the provisions for the meal for Wednesday evening services.
4. To plan and coordinate church-wide fellowships and activities including meals or snacks if required.

LIBRARY COMMITTEE

1. To equip the library with books and other appropriate items for church use.
2. To oversee and regulate the use of books, tapes, and other items belonging to the church library.

MISSION COMMITTEE (4-14-99)

Purpose: To lead Church to financially support mission related causes and participate in mission related projects.

1. Recommend goals to the church for special missions offering taken throughout the year.
2. Give oversight to ongoing mission education programs as needed.
3. Plan special mission education emphases.
4. Encourage and oversee the participation of the Church in special mission projects: local, domestic and foreign.
5. Guide the Church in the support of the involvement in support with other ministry organizations within the community

NEW CONSTRUCTION COMMITTEE

1. Consult with Church staff/congregation to determine need for and type of new facility.
2. Recommend and Oversee acquisition of new and/or renovation of existing facilities.
3. Secure proper plans and supervise new construction.
4. Prepare Long range plans for site plan, parking, buildings, etc.
5. Cooperate with the Finance Committee in determining amount and type of funding for the above projects.

PERSONNEL COMMITTEE

1. To survey and recommend the need for additional church staff and employees.
2. To formulate, review and interpret policies for pastor, church staff and employees.
3. To submit to the Finance Committee at budget time, or as needed, a study and review of salaries, benefits and compensations for the pastor, church staff and employees.
4. To assist the pastor in interviewing and determining job responsibilities for the church staff and employees, and to assist the pastor, when necessary, in terminating any particular position or personnel.

PRAYER COMMITTEE

1. To plan, coordinate and promote the Prayer Ministry of University Baptist Church including:
 - a. Ongoing prayer
 - b. Prayer for special events

RECREATION COMMITTEE

1. To promote all church teams and recreation.
2. To enlist coaches for all church organized teams.
3. To establish and implement guidelines for involvement in those teams.
4. To secure necessary recreation equipment.
5. To plan and lead annual spring picnic.

STEWARDSHIP COMMITTEE

1. Recommend and oversee annual budget subscription.
2. Lead church to emphasize year round stewardship including time, talents and money.

WEE/MDO BOARD

1. To oversee function and staffing of Weekday Early Education and Mother's Day Out.
2. To determine wages and bonuses of Weekday Early Education and Mother's Day Out.
3. To work as liaison between church and Weekday Early Education and Mother's Day Out.