

Ridgeview Baptist Church

Adopted 3-9-88

CHURCH OPERATING MANUAL

DUTIES OF NOMINATING COMMITTEE

The By-laws state: Article IV Section 2; Article V Section 3:

Article IV Section 2

Section 2: The Nominating Committee

The Nominating Committee co-ordinates the staffing of all church leadership positions that are filled by volunteers. The Nominating Committee recommends persons for the Committee On Committees, the Church Program Directors, Church Officers and Teachers. The committee shall meet together with the Pastor and Chairman of Deacons immediately following the church conference at which they are elected. After the Nominating Committee nominates and the church elects the Director of the Bible Study and The Church Training/Discipleship Program, they shall become members of the Nominating Committee.

Article V Section 3

In the event a vacancy shall occur in any office referred to in Section 1 during the church year (except for the Pastor, other ministerial staff, and deacons), the Nominating Committee, in the case of teachers, church officers, church program directors, and the Committee On Committees; the Committee On Committees for a committee member; The Personnel Committee in the case of paid personnel shall recommend a replacement to the church at a regular or called meeting by the church. The replacement shall serve until the end of the church year.

Composition: The initial number appointed shall be left up to the wisdom of the Committee On Committees and added to these shall be the Directors of the incoming Bible Study Program and Church Training/Discipleship Programs after qualification and election.

How nominated: By the Committee On Committees.

How elected: By the church.

Continuity: One year from the first Sunday of the new year to the last Sunday of the new year.

DUTIES:

1. Review present organizational structures and receive requests from Pastor (or his designee) of any changes or additions desired for the next year.
2. The committee's first assignment will be to nominate the organization directors to become a part of the committee.
3. The Nominating Committee shall be responsible for distributing written duties of responsibility to the people they have selected and the church has elected.
4. In all considerations of nominees, diligently check for any conflict with the constitution and by-laws of the church.
5. The Nominating Committee shall be permitted to appoint a sub-committee, if desired, to help expedite its selections. This would be chaired by a member of the committee but other members could come from the church at large.

Ridgeview Baptist Church

Adopted 6-9-91

CHURCH OPERATING MANUAL

DUTIES OF USHERS

The By-Laws state: Article IV Section 18

The ushers are to greet people as they enter and leave the church, seat people at the proper time, provide bulletins and/or other materials at the time of seating. The ushers will be attentive to the needs of the congregation and the Pastor.

Composition: To be determined annually upon evaluation of need. One shall serve as Chairman.

How Nominated: By the Committee on Committees

How Elected: By the church

Continuity: One year from the first Sunday of the new year to the last Sunday of the new year.

DUTIES:

1. Upon the first meeting of the committee, they shall organize into two work groups.
2. The committee shall arrange their members on a rotation schedule that permits as many as possible to serve every other Sunday or every other night in the case of revivals or other special functions that might be conducted in the church.
3. The committee is responsible for furnishing the group number/title to the church secretary each week in order to place them in the appropriate publication.
4. Be particularly alert to proper time for seating late comers in order to avoid causing distraction from speakers, etc.
5. After services have begun, ushers should be seated near each entrance to greet late comers or assist someone having to leave because of illness.
6. Arrive in adequate time to see that facilities are ready for the service.
7. Greet all people before and after the services.
8. Distribute church bulletins and other materials when required.
9. Make assignments for those who are to take up offerings and distribute literature.
10. Be alert to the needs of persons during the service and ready to serve emergency needs even though item 6 specifies certain ones designated.
11. Help maintain order during service as necessary.

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12. Consult with pastor for any special request.

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CHURCH OPERATING MANUAL

DUTIES OF COMMITTEE ON COMMITTEES

The By-laws state: Article IV Section 3; Article V Section 3

Article IV Section 3

Section 3: Committee On Committees

The Committee On Committees coordinates the staffing, training, and evaluation of all committee positions that are filled by volunteers except when otherwise stated by these By-laws. The Committee On Committees nominates the committee members to be elected by the church.

Article V Section 3

In the event a vacancy shall occur in any office referred to in Section 1 during the church year (except for the Pastor, other ministerial staff, and deacons), the Nominating Committee, in the case of teachers, church officers, church program directors, and the Committee On Committees; the Committee On Committees for a committee member; the Personnel Committee in the case of paid personnel shall recommend a replacement to the church at a regular or called meeting by the church. The replacement shall serve until the end of the church year.

Composition: The initial number appointed shall be left up to the wisdom of the Nominating Committee.

How nominated: By Nominating Committee.

Continuity: One year from the first Sunday of the new year to the last Sunday of the new year.

DUTIES:

1. Review and evaluate present committees structure, procedures and personnel for any recommended changes.
2. Nominate personnel to fill vacancy on a committee.
3. Develop committee training.
4. Distribute written duties or responsibilities to the people they have selected and the church has elected to serve.
5. Train all chairmen in how to do the work of the chairmen.
6. Evaluate the on-going work of standing committees.

Ridgeview Baptist Church

Adopted 4-13-88

CHURCH OPERATING MANUAL

DUTIES OF BAPTISM COMMITTEE

The By-Laws state: Article IV Section 4

The baptism committee is elected to assist in preparing for the ordinance of baptism. The committee is responsible for preparing the candidates and the baptistry for the ordinance.

Composition: Four members - two male and two female

How Nominated: By the Committee on Committees

How Elected: By the church

Continuity: One year from the first Sunday of the church year to the last Sunday of the church year.

DUTIES:

1. In its first meeting the committee will elect a chairman and co-chairman of opposite sex. The chairman will then organize the committee, assigning the members their duties for the year.
2. Assure that dressing rooms are in order and equipped with proper supplies.
3. Assure that pool water is at proper level and temperature.
4. Assist pastor in his baptism attire.
5. Assist candidate with baptism apparel.
6. Assure that lighting is properly arranged.
7. Assist candidates in leaving the pool.
8. Remain with candidates until all have left dressing rooms.

Ridgeview Baptist Church

Adopted

CHURCH OPERATING MANUAL

DUTIES OF BUILDING AND GROUNDS COMMITTEE

The By-laws state: Article IV, Section 5:

Article IV, Section 5:

The Building and Grounds committee assists the church in matters related to properties administration. Its work includes such areas as maintaining all church properties for ready use, recommending policies, regarding the use of properties, recommending and assigning responsibility to appropriate personnel for supervision. All suggestions, recommendations, or requests concerning changes in/or additions to the church properties or facilities, are to be referred to this committee for consideration. After consultation with deacons, the committee will report their recommendations to the church.

Composition: To be determined

How nominated: By the Committee on Committees.

How elected: By the church

Continuity: One year from the first Sunday of the new year to the last Sunday of the new year.

Ridgeview Baptist Church

Adopted 6-2-71

CHURCH OPERATING MANUAL

DUTIES OF BUILDING SECURITY COMMITTEE

The By-laws state: Article IV Section 6.

The Building Security Committee is to see that the church building is secure during regular church services.

Composition: This committee shall consist of five members. One shall be chairman and one vice-chairman.

How nominated: By the Committee On Committees.

How elected: By the church.

Continuity: One year from the first Sunday of the new year to the last Sunday of the new year.

DUTIES:

1. To see that all the church doors are locked, all lights are out, all heaters are off, and all windows are closed, and all drapes drawn.
2. They are to patrol the church parking lot during services as often as necessary to assure theft and vandalism are not committed.
3. This committee is not responsible for other groups using the building at times other than the regular services. However, they will be observant and when noting that building security is being violated, call it to the attention of the chairman of the deacons and other staff officers.

Ridgeview Baptist Church

Adopted 4-13-88

CHURCH OPERATING MANUAL

DUTIES OF THE CHURCH TRANSPORTATION COMMITTEE

The By-Laws state: Article IV Section 7

This committee is responsible for providing or recommending purchase of transportation that will be of benefit to the church's spiritual endeavor. They will arrange schedules, qualify drivers, and help establish policies for use of vehicles. They are to coordinate and assist the bus ministry committee when or if the church adopts one.

Composition: Five members - One member will be chairman, with Minister of Activities as Ex-Officio.

How Nominated: By Committee on Committees

How Elected: By the church

Continuity: For one year from the first Sunday of the new year to the last Sunday of the new year or until their successors have been elected and qualified.

DUTIES:

1. The transportation committee is to meet periodically to review progress, update information and or make recommendations.
2. The committee will oversee and be responsible for all matters relating to church sponsored transportation.
3. The primary purpose of the committee will be to promote church attendance by making available to anyone transportation needed for any church related service or activity.
4. The committee will be responsible for selecting and maintaining an adequate staff of safe and conscientious drivers.
5. The committee will see that the vehicle or vehicles are properly maintained and adequately insured.
6. The committee will operate under the policy adopted by the church for the use of church vehicles. As it becomes necessary to change the policy, the committee shall recommend such changes for consideration by the church.
7. The church transportation will be a budgeted item and the committee will be responsible for submitting an annual budget in adequate time for budgetry consideration to the Finance Committee.
8. The committee should be diligent in requiring all groups, organizations, and individuals that the situation does meet the policies established by the church.

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CHURCH OPERATING MANUAL

DUTIES OF FINANCE COMMITTEE

The By-laws state: Article IV Section 8, Article VIII Section 1:

Section 8: FINANCE COMMITTEE

The Finance Committee develops and recommends an overall stewardship information plan, and administers the gifts of church members, using sound principles of financial management. This committee shall consist of five (5) members. Two (2) members shall be the Treasurer and Assistant Treasurer. The other three (3) members shall include one (1) active deacon recommended by the active deacons and two (2) members nominated by the Committee On Committees.

Section 1:

The Finance Committee, in consultation with the active deacons, shall prepare and submit to the church for approval an inclusive budget, indicating by items the amount needed and sought for all local and worldwide expenses.

Composition: Five members - Treasurer and Assistant Treasurer and three (3) church members of which one shall be a deacon. There shall be a chairman and vice-chairman from the group of five.

How nominated: Treasurer and Assistant Treasurer - by Nominating Committee. Two members by Committee On Committees. One deacon by active deacons.

How elected: By the church.

Continuity: One year from the first Sunday of the new year to the last Sunday of the new year.

Ridgeview Baptist Church

Adopted 3-4-88

CHURCH OPERATING MANUAL

DUTIES OF THE FLOWER COMMITTEE

The By-laws state: Article IV Section 9

The flower committee is responsible for securing, arranging and disposing of floral arrangements for church services, and for providing flowers for sick and bereaved members.

Composition: The committee shall consist of three members with the church secretary as an ex-officio member. One shall be chairman.

How nominated: By Committee On Committees.

How elected: By the church.

Continuity: One year from the first Sunday of the church year to the last Sunday of the church year.

DUTIES;

1. Place flowers in the Sanctuary for all services.
2. Provide a floral for funerals of church members or members of immediate family (husband, wife, father, mother, sons or daughters).
3. Prepare a budget yearly and submit it in time for church budgetary consideration.
4. Place flowers in Sanctuary for newborn of all church members. Place notice of same in bulletin. This should be done one month after birth of the child.
5. Submit a report to the church of its activities periodically when church requires.

Ridgeview Baptist Church

Adopted H-13-88

CHURCH OPERATING MANUAL

DUTIES OF HISTORY COMMITTEE

The By-Laws state: Article IV Section 10

The History Committee is responsible to collect, preserve and safeguard documents (or copies thereof) incidents, pictures, vital records and the like for any future references and materials needed.

Composition: Three members including the Church Clerk and Church Librarian, with the third member servicing as committee chairman.

How Nominated: By Committee on Committees

How Elected: By the church

Continuity:

DUTIES:

1. To collect and safeguard all past records that can be found, including pictures of former pastors and facilities.
2. To make sure the church makes and keeps adequate records of current progress such as business meeting minutes, church bulletins and publications.
3. To make sure all the church vital records are conserved and made available when needed.
4. To work with trustees to make certain legal papers and records exist and are safely stored.
5. All material should be stored in a fireproof file cabinet.
6. Consider microfilm when possible.
7. Maintain a close coordination and cooperation with pastor, church secretary, and deacon body for their assistance.
8. Anticipate in adequate time for budgetary consideration any financial needs for storage and other arrangements, and submit to finance committee.
9. A very orderly filing and storage system should be set up and frequently checked.

Ridgeview Baptist Church

Adopted 8-10-88

CHURCH OPERATING MANUAL

DUTIES OF KITCHEN FELLOWSHIP COMMITTEE

The By-laws state: Article IV Section 11

The Kitchen-Fellowship Committee shall be in complete charge of all usage of the kitchen and responsible in seeing that its purposes serves the church properly.

Composition: The committee shall consist of five (5) members. One shall be Chairman.

How nominated: By Committee on Committees.

How elected: By the church.

Continuity: One year from the first Sunday of the church year to the last Sunday of the new church year.

DUTIES:

1. Planning and execution of plans for dinners, receptions and other special social functions during the year that are authorized by the Church Coordinating Council.
2. Care and maintain of all kitchen equipment.
3. Developing a budget to operate the kitchen and submit it to the budget and finance committee.
4. Establish and post policies regarding use of the kitchen.
5. Enlist any volunteer temporary help as needed to carry out the work of the committee.
6. Supervise the work of church cook.

Ridgeview Baptist Church

Adopted 8-10-88

CHURCH OPERATING MANUAL

DUTIES OF THE MISSIONS COMMITTEE

The By-laws state: Article IV Section 12

The Mission Committee seeks to discover possibilities for local mission projects, shares findings with church program organizations, and serves the church in establishing and conducting such mission projects as may be assigned to it.

Composition: The committee shall consist of five (5) members with the church W.M.U. director serving as one member and Baptist Men Program director serving as one. One shall be chairman.

How nominated: By Committee on Committee.

How elected: By the church.

Continuity: One year from the first Sunday of the church year to the last Sunday of the new church year.

DUTIES:

1. Provide general overall leadership for missions in Ridgeview Baptist Church.
2. Discover mission needs.
3. Develop and coordinate mission projects.
4. Promote mission events in the church(eg. Lottie Moon and Annie Armstrong offering, etc.) .
5. Develop missions budget.

Adopted 8-10-88

CHURCH OPERATING MANUAL

DUTIES OF CHURCH PERSONNEL COMMITTEE

The By-laws state: Article IV Section 13

The Personnel Committee assists the church in matters related to employed personnel administration. Its work include such areas as staff needs, employment, salaries, benefits, and personnel services. Such items will be outlined in a Procedure Manual and kept by the church secretary under the supervision of the Pastor. The Personnel Committee shall consist of one (1) active deacon nominated by the active deacons and two (2) members nominated by the Committee on Committees.

Composition: The committee shall consist of three (3) members. One shall be an active deacon. One shall serve as chairman.

How nominated: The active deacon by active deacons. The two (2) members at large by Committee on Committees.

How elected: By the church.

Continuity: One year from the first Sunday of the church year to the last Sunday of the new church year.

DUTIES:

1. Prepare and maintain an organizational manual relating to the church's employed personnel.
2. Develop and recommend salaries and benefits for employed personnel.
3. Prepare and update as necessary position descriptions for all employed personnel.
4. Survey the need for additional church staff positions.
5. Recruit, interview, and recommend to the church new employed personnel. Exception: Pastor and ministerial staff may be done by a special search committee.
6. Develop and recommend to the church policies and procedures for employed personnel administration.

Ridgeview Baptist Church

Adopted 6-8-88

CHURCH OPERATING MANUAL

DUTIES OF PRESCHOOL COMMITTEE

The By-Laws state: Article IV Section 14

The Preschool Committee, working with the Preschool Coordinator, is to coordinate the church's preschool activities and to help preschool parents and teachers work together.

The committee will see that adequate provisions are made for preschool children each time there are church-wide functions.

The Preschool Coordinator will be an ex-officio member of this committee.

Composition: Chairman and two other members nominated by the Committee on Committees; the Preschool Coordinator, serving ex-officio, nominated by the Nominating Committee. The chairman and one other member shall not be preschool workers in any church program organization.

How Nominated: as stated above

How Elected: By the Church

Continuity: From the first Sunday of the new church year to the last Sunday of the church year

DUTIES:

1. Establish policies for the preschool ministry of the church. These policies shall be published in booklet form and made available to workers and parents.
2. Review the above-mentioned policies annually and revise if needed. Any changes shall be approved by the Church Council before implementation.
3. Establish and maintain a volunteer system of workers for the preschool ministry. This includes all church-wide services and special events, but does not include times already assigned to church program organizations.
4. Employ occasional workers at a rate set by the personnel committee. Compensation for these workers shall be paid out of the committee's budget.
5. Enlist, train, and approve workers for the preschool ministry.
6. Publicize the schedule of workers on a quarterly basis, including schedules to the workers and posting schedules in the office and in the preschool suite.
7. Publicize policies of the preschool ministry.

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Ridgeview Baptist Church

Approved 4-13-88

CHURCH OPERATING MANUAL

DUTIES OF PUBLIC RELATIONS AND PROMOTION COMMITTEE

The By-Laws state: Article IV Section 15

The Public Relations and Promotion Committee is to know and discover the public relations needs and choose the means of communication to persons inside and outside the church. The committee is responsible for discovering what needs to be communicated and to communicate with the proper audience.

Composition: Five members, one member will be chairman.

How Nominated: Committee on Committee

How Elected:

Continuity: One year from the first Sunday of the church year to the last Sunday of the church year.

DUTIES:

1. To promote publicity of various activities of the church such as revivals, special program events, campaigns for church, S. S. attendance within the church and community.
2. Be alert to taking advantage of certain radio programs and newspaper space that is free.
3. To be alert to any other activity in church that publicity would be needed to help the church work in public relations.
4. Submit a budget each year in time for church budget consideration.
5. Coordinate with the Church Coordinating Council its intended endeavors.
6. Advise the church on new ideas on how to promote our church and help initiate new programs to promote our church in the community, making regular reports to the church its activities when requested.
7. In any promotion endeavor that involves other organizations, coordinate with them that their plans and budget are not overlapping.

Ridgeview Baptist Church

Adopted 6-8-88

CHURCH OPERATING MANUAL

DUTIES OF TECHNICAL SUPPORT COMMITTEE

The By-Laws state; Article IV, Section 17

The Technical Support Committee is responsible for the installation, maintenance, and operation of all sound, lighting, and video equipment used in regular and special church services. They shall also work with and assist the media-library when media-library equipment, such as projection equipment, is used in such services.

Composition; Chairman and two other members, with the Minister of Music as ex-officio.

How Nominated; By the Committee on Committees

How Elected: By the Church

Continuity: From the first Sunday of the new church year to the last Sunday of the church tyear,

DUTIES:

1. Select, rent, and/or purchase all sound, lighting, and video equipment for use in regular and special church services.
2. Enlist, train, and approve technical support workers to run said equipment.
3. Schedule workers for all regular and special services of the church.
4. In coordination with the Minister of Music, schedule workers for rehearsals of musical groups, drama groups, and other groups or events.
5. Maintain all the audio, sound, lighting, and video equipment assigned to the committee in good repair.
6. Authorize the use of equipment and materials assigned to the committee.
7. Purchase tools and supplies as needed. The chairman and the Minister of Music shall be the only members of the committee with access to the committee's budget funds.
8. Inventory all the church's audio sound, lighting, and video equipment immediately after the beginning of the new church year, comparing the new inventory list with the previous year's list, and report any discrepancies to the Minister of Music.
9. Prepare a budget for each church fiscal year.

Ridgeview Baptist Church

Adopted 6-9-91

CHURCH OPERATING MANUAL

DUTIES OF THE WELCOMING COMMITTEE

The By-Laws state: Article IV Section 19

The Welcoming Committee's responsibility is to promote and formulate its endeavors to create a warm, friendly atmosphere in the church.

Composition: Five members; one shall be chairman

How Nominated: By the Committee on Committees

How Elected: By the church

Continuity: From the first Sunday of the church year to the last Sunday of the church year.

DUTIES:

1. In its first meeting to organize, specific duties and assignments should be made.
2. Be alert to observe visitors and make them welcome, introducing them to others, if possible. This should be done prior to and after all services.
3. Be alert before and after services to welcome our own members - particularly those who have been absent for a while for whatever reason.
4. Compile packets of literature that is to be presented to the new member. These should include a copy of the church constitution and by-laws (without the detailed duties of the committees in the Church Operating Manual): copies of the church staff and officers, and any other literature the committee feels is of value.
5. Acquaint new members of our services and times, encourage them to attend all services.

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Adopted 6-9-91

CHURCH OPERATING MANUAL

DUTIES OF COMMITTEE CHAIRMAN

The By-Laws state: Article IV, Section 20

Each chairman of a committee is to see that the committee functions by the required duties specified in the by-laws of the committee.

Composition; Chairman

How Nominated; By Committee on Committees

How Elected; By the Church

Continuity; From the beginning to end of our church year

DUTIES;

There are specific duties that each committee chairman must perform if the committee is to function effectively.

1. Meet regularly, either monthly, quarterly, or more often if necessary.
2. Prepare an agenda for consideration at the committee meetings.
3. Make necessary plans for the committee meeting and see that all members are properly notified.
4. Gather necessary resource materials needed for effective work.
5. Call the meeting to order at the scheduled time and make every effort to close at a scheduled time.
6. Help the committee to get properly organized for work.
7. Regularly check that the committee is performing its duties, as described in the Committee Procedural Manual.
8. Introduce the problem or problems assigned to the committee and lead the committee to determine what part of the problem will be dealt with at the present meeting.
9. Help the group analyze what needs to be done and lead in a democratic discussion of the problems.
10. A written report of work accomplished and plans for future shall be made to the church or other groups as directed by the church.

Ridgeview Baptist Church

Adopted

CHURCH OPERATING MANUAL

DUTIES OF CHILDREN'S COMMITTEE

Functions of the Children's Committee:

The Children's Committee consists of children's Sunday School teachers, Nursery leaders, Children's Church leaders, AWANA leaders, and Wednesday Night Kids leaders. Our focus is a cohesive, challenging program that provides a safe environment for our children to grow in the knowledge the Jesus Christ based on the Word of God. We also plan outreaches including the Easter Egg Hunt, Summer Camp, Fall Festival, Christmas outreaches and the like. The duties of Preschool committee will also fall under this committee.

Composition: To be determined

How nominated: By the Committee on Committees.

How elected: By the church

Continuity: One year from the first Sunday of the new year to the last Sunday of the new year.