

Canaan Committees and Ministries Handbook

2018

This is an informational listing of the current organizations within the church and is updated regularly.



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Church Officers:

Moderator, Pastor Daniel Carr
 President, Chuck Angelo, Chairman of Board of Trustees (2015)
 Treasurer, Austin Meador (2013)
 Assistant Treasurer, Tanya Gent (2013)
 Financial Secretary, Annette Easter (1983)
 Church Clerk, Myrna Stacy (1985)
 Assistant Church Clerk, Melissa Murphy (2015)

Board of Trustees:

Chuck Angelo, Chairman (2015-2020)
 David Martin (2016-2018)
 Dale McGhee (2014-2016, 2017-2019)
 Eric Knolls, Sr. (2016-2018)
 Lee Rippy (2018-2020)
 Ron Walton (2018-2020)
 Mark Sexton (2019-2021)

Body of Deacons:

Steve Todd, Chairman	Chuck Easter, Vice Chairman
Chuck Abell	Kevin Micke
Chuck Angelo	Paul Milton
Jeff Baskin	Eric Scheidhauer
John Keilholz	Mark Sexton
Mike Hardester	
Robert Hill	
Dan McPherson	

Promise Land Preschool Board of Managers:

Ryan McGhee, Chairman (June 2015-May 2018)
 Danette Angelo (June 2013-May 2016, June 2016-May 2019)
 Donna Schuman (June 2014-May 2020)

~~Dave Martin~~

Dave Martin ~~Vacancy~~ (Trustee Representative)

CANAAN COMMITTEES AND MINISTRIES HANDBOOK

Overview

The official and current version of the Canaan Committees and Ministries Handbook shall be kept in the church office and made available for use by any member of the church. The church office staff shall maintain the handbook. The Church Council shall review the handbook annually, with authority to recommend changes for the church to consider at the regular November Business Meeting and approve with a majority vote. An updated official and current version of the Canaan Committees and Ministries Handbook will be available electronically by the regular January Business Meeting each year. Any church member or church organization may initiate suggested changes in the handbook.

Addition, revision, or deletion of committees, ministries, church policies and/or procedures requires:

- (1) Recommendation of the church officer or organization to whose areas of assignment the policy and/or procedure relate.
- (2) Discussion by the Church Council.
- (3) Approval by the Church Council and changes to the handbook will be reported by the chairman or his designee to the congregation at a regular Business Meeting.

Church Council

The Church Council shall serve the church by leading in planning, coordinating, conducting, and evaluating the congregational ministries and programs of the church and its organizations. They will meet prior to each Business Meeting (January, March, May, July, September, November) on the first Sunday of the month at 4:00 P.M., unless changed by the Pastor. If the first Sunday of the month falls on a holiday, the Church Council will automatically be moved to the second Sunday of the month.

The primary functions of the Church Council shall be to recommend, to the church, suggested objectives and church goals; to review and coordinate ministry and program plans recommended by church officers, organizations, and committees; to recommend, to the church, new committees and/or ministries (See Appendix A, page 31); to recommend, to the church, the use of leadership, calendar time, and other resources according to program priorities; and to evaluate achievements in terms of church objectives and goals.

Regular members of the Church Council shall be the Pastor (Chairman), Chairman of Board of Trustees (Vice Chairman), Associate Pastors, remaining church and corporate officers (Chairman of Body of Deacons, Church Clerk, Treasurer, Financial Secretary), and chairmen and directors of committees and ministries. As Chairman of the Church Council, the Pastor is able to lead in developing a unified program that gives major attention to priority needs.

All matters agreed upon by the Church Council that call for action, not already approved, shall be referred to the congregation for vote.

Committees and Ministries

The Nominating Committee nominates members for standing committees and ministries (unless otherwise noted), and the Nominating Committee shall designate directors and chairmen (unless otherwise noted) for approval at the November Business Meeting. All individuals nominated are active members of Canaan Baptist Church in good standing. The members of the Nominating Committee will also be nominated at the November Business Meeting

(nominated by pastoral staff, Chairman and Vice Chairman of the Body of Deacons). The term of service for all offices and positions in the church, except the Pastor, Associate Pastors, the Body of Deacons and the Board of Trustees, shall be one year (taking office in January and serving through December), at the expiration of which the officers and positions may be re-elected or reappointed. It is advisable that an individual serve on no more than two standing committees in the same year. Every year, approximately one third (1/3) of the standing committee members should rotate off of the committee and not resume service on that committee for at least one year at the discretion of the Nominating Committee. In general, committee members should rotate off a committee after three years of service, at the discretion of the Nominating Committee, but may be nominated for service on that committee again after one year. Rotation off of committees is encouraged to broaden member participation. Committee members may only serve in one position, within one committee or ministry (i.e. chairman or ex officio only). Also, two members of the same household may not serve on the same committee concurrently so there is no appearance of impropriety.

Pastoral staff, other church staff and volunteers who have been formally appointed to any position within Canaan Baptist Church, and who as part of that position are specifically authorized by the church to collect, handle, maintain, hold, protect or transfer covered property, are provided with fidelity bond coverage as part of Canaan's insurance policy.

Duties of a Committee/Ministry Member:

1. Know the purpose, duties, and members of the committee.
2. Background check is required when working with children.
3. Be present and on time for meetings.
4. Participate in discussions.
5. Contribute to the planning and achievement of activities/projects.
6. Complete assignments as agreed upon.
7. Keep the committee chairperson informed about progress on assignments.
8. Report on assignments at committee meetings.
9. Ex officio members attend their assigned committee meetings as a resource and counsel, but will abstain from voting.

Duties of a Committee/Ministry Chairperson:

1. Know the purpose, duties, and members of the committee/ministry.
2. Request and administer committee/ministry budgeting. Organizations, programs, committees or ministries shall not maintain a separate bank account or keep funds for expenses of operation and ministry without approval by the congregation.
3. Serve as a member of the Church Council.
4. Plan the agenda for each meeting of the committee/ministry.
5. Each meeting should be conducted with a purpose, an agenda, necessary resources and a plan for follow-up. Committee meeting minutes shall be kept for every meeting with the date, members present, and action items voted upon, as well as, the results. Committee meeting minutes should be provided to the Church Clerk for filing.
6. Supervise the work of the committee/ministry secretary.
7. Assign responsibility to committee/ministry members for follow-through actions.
8. Lead the committee/ministry to:
 - Identify and schedule some activities/projects.
 - Develop a sequence of actions.
 - Prepare a timetable.

Determine the resources needed.

Complete activities/projects.

9. Report committee/ministry actions, as appropriate, to the Church Council and/or the church Business Meeting.
10. Collaborate as necessary with pastoral staff, other church staff members, church officers, Church Council, ministry directors, and other committees.
11. Maintain communication with pastoral staff, assigned by the Pastor, to act as an advisor and a resource.
12. Notify all members of the date and time of upcoming meetings including the ex officio member(s) and the individual pastoral staff, assigned by the Pastor to act as an advisor and a resource.
13. Obtain approval or direction from the committee members; may not act on an issue independently.

Standing Committees

A committee is defined as an organizational structure designed to spread the administrative load among members of the congregation and broaden participation to help the church perform its operational tasks.

All committees established in the Bylaws of Canaan Baptist Church as essential to the operation of the church are designated by an asterisk (*) *ref. Section 3.04 and 10.01.*

Listings are in alphabetical order.

Audit Committee

Purpose: To regularly review and test compliance with established accounting procedures and internal controls. The committee audits the church's financial records and internal control structure on an annual basis. At the second regularly scheduled Business Meeting following the fiscal year-end, provide a formal written report to the congregation with any findings or recommendations. The audit report shall become part of the church's minutes.

Duties/Job Descriptions:

1. Ensure that adequate checks and balances are in place to safeguard the handling of the church's assets.
2. Obtain copies of the church's financial statements (balance sheet and profit and loss statement) for the church's fiscal year-end.
3. Follow the audit program, which details examining, on a test basis, evidence supporting the amounts in the financial statements.
4. Review and test the internal control structure of the church.
5. Report, to the Finance Committee, the accuracy of the church's financial statements and report deficiencies in the internal control structure with appropriate follow-up.
6. Propose recommendations in response to findings and deficiencies.
7. Meet with the Finance Committee on a quarterly basis to discuss procedures performed and findings since the previous meeting.
8. Work with the Finance Committee to establish sufficient internal controls.
9. Chairman serves on the Church Council.

Relationships with other Committees/Individuals:

1. Treasurer
2. Finance Committee
3. Counting Committee

4. Certified Public Accountant as necessary
5. Chairman maintains communication with the pastoral staff member, assigned by the Pastor, acting as an advisor and a resource.

Members: Brian Bond (2016), Chairman (2017), Cathy Redmond (2017), Kevin Hill (2017)

Specific Qualifications: Understanding of accounting systems (financial statements) including knowledge of proper internal control systems and segregation of duties.

Scheduled Meetings: As needed during the annual audit with a report concluding the findings of the audit, as well as an audit program that details the work performed, to be maintained by the church.

Budget/Resources: None

Benevolence Committee

Purpose: Make determinations regarding church members with specific needs justifying financial assistance from the church.

Duties/Job Description:

- Receive and review written requests for financial assistance.
- Interview individuals/families requesting financial assistance.
- Monitor benevolence budget.
- Make formal request for funds to be disbursed to approved individuals/families requesting financial assistance.
- Chairman serves on the Church Council.

Relationships with other Committees/Individuals:

- Body of Deacons
- Finance Committee
- Chairman maintains communication with the pastoral staff member, assigned by the Pastor, acting as an advisor and a resource.

Members: Jeff Baskin, Chairman (2017), nominated by the Nominating Committee
Eric Scheidhauer (2015), Debbie Angelo (2017)

Specific Qualifications:

- Two members currently serving on the Body of Deacons, and one member selected from the church membership.
- Possess judgment to determine how best to manage a limited budget while attempting to meet the financial needs of church members.
- Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property.

Scheduled Meetings: As needed

Budget/Resources: Line item in church budget in addition to offerings collected after each Lord's Supper.

Building Committee

Purpose: Oversee the completion of projects submitted and approved by the church body.

Duties/Job Description:

1. Oversee the selection of a contractor, contract and schedule development, permitting and necessary document generation.
2. Manage the construction process with the contractor.
3. Order any materials to be supplied by the church.
4. Make sure proper lien waivers and other required documents are secured before any payments are authorized.
5. Manage the permitting process to assure code compliance with all governing entities.
6. Maintain a complete set of as-built drawings.
7. Chairman serves on Church Council.

Relationships with other Committees/Individuals:

Coordinate with the Pastor, House and Grounds Committee, Finance Committee, Treasurer and other organizations within the church, as well as groups outside the church, to make sure that

projects are progressing as planned and approved.

Long Range Planning Committee shares any previously assembled necessary information.

Chairman maintains communication with the pastoral staff member, assigned by the Pastor, acting as an advisor and a resource.

Members: Ray Walls (2014), Chairman, nominated by Nominating Committee

Chuck Angelo (2014), Cindy Christopher (2014), Randy Palovick (2014), Eric Knoll, Sr. (2016)

Wayman Starnes (2014), Dan McPherson (2016), Johnny Keilholz (2016)

Specific Qualifications:

1. Knowledge of the church structure and church and ministry needs
2. Some knowledge of construction methods and procedures
3. Some knowledge of St. Louis County building codes and permits plus Metropolitan Sewer District (MSD) requirements.
4. Some knowledge of business procedure and schedule development
5. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property

Scheduled Meetings: As needed

Budget/Resources: None budgeted; all expenses relating to plan implementation would require church membership approval.

Counting Committee

Purpose: Documentation, calculation, and deposit of all financial contributions weekly.

Duties/Job Description:

1. Serve as a counter on a four-person team, on alternating weeks, documenting all contributions by contributor from all Sunday and special service collection sources.
2. Two couriers from each team transfer the cash and checks from the church safe to a locked room for the purpose of counting and appropriate recording.
3. Two couriers transfer the cash and checks to the bank for deposit and provide the deposit receipt to the Treasurer.
4. Empty offering envelopes are maintained in the church safe and are made available to the Financial Secretary to assist in preparation of end-of-year statements for each member.
5. Maintain confidentiality regarding specific member contributions.
6. Chairman serves on the Church Council.

Relationships with other Committees/Individuals:

1. Summary of receipts and envelopes to financial secretary
2. Weekly deposit slip to Treasurer
3. Chairman maintains communication with the pastoral staff member, assigned by the Pastor, acting as an advisor and a resource.

Members: #Ken Kluth (2016), Chairman, nominated by the Nominating Committee. Two four-member teams; pound sign (#) denotes couriers:

Team 1: #Ken Kluth (2003), Lisa Mohr (2017), #Jim Rhoden (2015), Sally Manion (2015)

Team 2: #Archie Gullledge (2003), #Allen Horner (2016), Brenda Hamby (2017), Zell Colley (2012)

Subs: Louise Zimmerly (2007), #Carol Bridges (2008), #John Keilholz, Sr. (1994), #Matt Fricke (1997), #Wade McFarland (2018), #Bill Repperger (2018), Shelli Thomas (2018), Ann Reinheimer (2018)

Specific Qualifications:

1. Familiarity with money handling
2. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property
3. Obtain background check to verify financial bonding

Scheduled Meetings: Each team meets on alternating weeks to count and transfer funds for deposit at the bank; a summary of receipts is filed

Budget/Resources: None

Disaster and Security Procedures Committee:

Purpose: Oversee the drafting of procedures, plans, designs, methods, needed equipment and materials to be used in case of a fire, weather disaster, property related disaster (equipment failure/explosion) or any other disaster not preventable by standard maintenance programs and procedures to cover all aspects of security as they are related to Canaan Baptist Church and its ministries.

Duties/Job Description:

1. Draft rules and procedures covering both disaster and security needs on Canaan Baptist Church properties.
2. Develop rules and procedures to cover all mission trips and field trips of any kind.
3. Compile a list of all property that is used in any form by Canaan at any and all locations.
4. Compile a complete book of sketches showing property layouts and room names and locations.
5. Use all government and private venues to establish these procedures and route plans to "Safe Areas," including any required codes and procedures in every property that might be used in any activity including outdoor events of all types.
6. Compile a list of all equipment and materials that will be needed in any possible scenario mentioned above including potential "Worst Case Scenarios."
7. Develop and document "Disaster and Security Teams" to cover every possible event that could be incurred during normal meetings and events held by Canaan including "Triage."
8. Establish practice drills to keep all teams current on exactly what to do in any possible event because the teams will be leading many people that are not familiar with the routes and "Safe Areas."
9. Make sure all teams are properly equipped to handle any problems that may arise.
10. After all procedures and plans are finalized, develop and distribute a complete "Procedure Handbook" to every Canaan member with revisions and addendums as needed.
11. Chairman serves on Church Council

Relationships with other Committees/Individuals:

Coordinate with the pastoral staff, all committees and other organizations within the church as well as sources outside the church (fire, police insurance provider, etc.) to make sure everyone is familiar with what to do and when.

Long Range Planning Committee shares any previously assembled information that may be required. Chairman maintains communication with the pastoral staff and all committees and ministries at all locations.

Chairman maintains communication with the pastoral staff member, assigned by the Pastor, acting as an advisor and a resource.

Members: Carol Repperger (2014), Chairman, nominated by the Nominating Committee
Patty Barker (2014), Eric Knoll, Jr. (2014), Bob Smith (2014), Mira Moore (2016),
Kathy Venverloh (2016), Steve Ham (2016)

Specific Qualifications:

1. Knowledge of the church structure and church ministries
2. Some knowledge of construction plans and drawings (at least one member of the committee)
3. Some knowledge of St. Louis County building and fire codes/permits
4. Some knowledge of business procedure and plan development
5. Disaster and Security Teams must demonstrate a positive attitude and the ability to function under pressure.
6. A few members on this committee and on the Disaster and Security Teams will require computer skills.
7. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property.

Scheduled Meetings: As needed

Budget/Resources: None for 2014

Finance Committee *

Purpose: Develop and manage a new budget each year in collaboration with the Treasurer.

Duties/Job Description:

1. Assist the Treasurer in managing church finances and in developing financial goals which includes preparation of an annual church budget for presentation to the church at the November Business Meeting.
2. Recommend and develop stewardship drives to support operating or building programs, but not responsible for promoting any designated fund.
3. Receive and consider requests for special expenditures that are outside of the current approved budget, providing final approval on all spending requests.
4. Chairman serves on the Church Council.

Relationships with other Committees/Individuals: The Finance Committee has the freedom to coordinate with any standing committee and/or ministry concerning the preparation of the annual budget or any other budget matter or request. Chairman maintains communication with the pastoral staff member, assigned by the Pastor, acting as an advisor and a resource.

Members: Chuck Easter (2015), Chairman (2016), nominated by the Nominating Committee

Members of the Finance Committee include a chairman (“at large”), the Treasurer, the Assistant Treasurer and four additional “at large” members with a total of seven members.

Kami McGhee (2013), Laura Tipton (2015,) Nathan Franklin (2017)

Austin Meador, Treasurer Tanya Gent, Assistant Treasurer

Specific Qualifications: Knowledge of church finances as it relates to budget planning and approval; authorized by the church to collect, handle, maintain, hold, protect or transfer covered property.

Scheduled Meetings: As needed

Budget/Resources: None

Greeter Committee

Purpose: Greeting individuals as they come into the church on Sunday morning and making them feel welcome, as well as providing directions as needed.

Duties/Job Description:

1. Greeters are stationed at their designated church entrance before Sunday school (Bible fellowship groups) and before the church service.
2. Greeters welcome individuals in a friendly manner and provide a bulletin.
3. Greeters answer questions and direct visitors to the appropriate Sunday school (Bible fellowship groups) or to the sanctuary for the church service.
4. Chairman serves on the Church Council.

Relationships with other Committee/Individuals: Interacts with Pastors and other committee members to be made aware of specific visitors expected or to introduce new visitors to relevant members with like associations within the church. Chairman maintains communication with the pastoral staff member, assigned by the Pastor, acting as an advisor and a resource.

Members: Linda Meador (2018), Chairman, nominated by the Nominating Committee

Darlene Kerby (1995)

Dan Bender (2016)

Justin and Maurita Clark (2014)

Bill Knittig (2000)

Roger Hopkins (2013)

Kyle Petty (2016)

Terry McBride (2004)

Neoma Ems (2005)

Joni Shannon (2016)

Matt and Robbie Fricke (1997)	Pat Brett (2000)	Steve Neff (2016)
Glenda Gray (2004)	Louise Zimmerly (2002)	Bob Mohr (2016)
Susan Rupp Sullentrop (2010)	Joy Walls (2010)	Jessica Crites (2016)
Lee and Barbara Rippey (2013)	Bev Ervin (2005)	Ken and Ellen John (2016)

Specific Qualifications: The availability to arrive approximately fifteen (15) minutes before the start of each service and Sunday school to begin greeting.

Scheduled Meetings: As needed

Budget/Resources: None

House and Grounds Committee *

Purpose: The House and Grounds Committee arranges for the maintenance and upkeep on the church building which includes all housekeeping, custodial, and minor repairs to the building. The House and Grounds Committee monitors and facilitates requested use of the building by staff, members, and outside groups subject to the guidance of the Pastor.

Duties/Job Description:

1. Maintain and clean the church building.
2. Maintenance and upkeep of the outside grounds.
3. Make repairs to the building as to our abilities and coordinate with contractors to do major repairs to the building and equipment.
4. Chairman serves on Personnel Committee.
5. Chairman serves on the Church Council.

Relationships with other Committees/Individuals: Coordinate with the Pastor, Associate Pastors, committees, ministries, and organizations within the church, as well as groups outside the church, to make sure the building is ready for services and all functions to be held within the church building or on the grounds.

Chairman maintains communication with the pastoral staff member, assigned by the Pastor, acting as an advisor and a resource.

Members: Gary Moore (2016), Chairman

Carl Katinsky (2002), Matthew Fricke (<2002), Wayman Starnes (<2002), Terry Lawrence (<2002),

Paul Kerby (2007), Bob Smith (2009), Gary Bick (2013), Rick Schwer (2013)

Specific Qualifications:

1. General knowledge of maintenance and repairs.
2. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property.

Scheduled Meetings: As needed

Budget Resources: Line item in the church budget.

Information Technology/Audio-Visual Committee

Purpose: Provide information technology and audio-visual technology expertise to support those components, functions, and equipment related to the diverse technology needs of the church.

Duties/Job Description:

1. Support of the technical audio-visual requirements of worship services in cooperation with and oversight of the Worship Pastor which includes, but is not limited to the following roles:
 - a. Operate recording equipment at each church service, provide duplicate recordings to church members, and promote the use of these recordings for those who may not be able to attend services
 - b. Operate video equipment at church services and special events
 - c. Purchase and repair of audio-visual equipment

- d. Audio recordings, photographs, pictorial files and historic video will be maintained and made available to the Church Clerk for records and cataloging.
- e. Maintain, repair, and purchase of video and photographic equipment and providing proper storage.
2. Purchase of computers, software, relevant hardware, peripherals, cabling and services.
3. Purchase of any equipment which connects to and/or relies upon any other computing, network, telephone equipment and/or services.
4. Installation and maintenance of all hardware and software, and sign all related licensing, software, and copyright agreements.
5. Recommendations and purchasing of telephone related equipment (telephones, PBX, fax machines, telephone services, etc.)
6. Arranging for training as needed for office staff on new equipment and software.
7. Securing the service of a qualified consultant on an as needed basis.
 - a. The writing and enforcing of church hardware and software policies and procedures.
 - b. The development and enforcement of computer security policies and procedures.
 - c. The establishment and enforcement of a business continuity plan (a.k.a. disaster recovery plan).
8. Chairman serves on the Church Council.

Relationships with other Committees/Individuals:

1. Communicate with the House and Grounds Committee when running cables and/or installing/repairing that impacts the building.
2. Collaborate and coordinate needs with the Worship Pastor.
3. The Worship Pastor will be responsible for enlisting volunteers to serve as audio-visual operators for worship services and other programs and will ensure that they receive proper training in cooperation with this committee.
4. Chairman maintains communication with the Worship Pastor, acting as an advisor and a resource.

Members: Patrick Elder (2016), Chairman; Matt Jones (2016) Co-Chairman (2017), nominated by the Nominating Committee

Tim Sanders (2003)	Adam Schuman (2014)	Rick Schuman (2014)
Art Palovick (2014)	Greg Rhoden (2012)	Sarah Schuman, Web Design (2013)
Mike Garrett (2014)	Bob Bailey (2015)	Chris Venverloh (2015)
Pastor Ed Vaughan (2005)	Darin Miller (2017)	

Specific Qualifications:

1. Information technology members should have a degree in computer science, a computer related degree, or relevant experience in a computer related field.
2. Audio-visual members should have relevant experience in audio-visual technology and equipment operation.
3. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property.

Scheduled Meetings: As needed

Budget/Resources: Line item in church budget (reflected in information technology budget/IT equipment and music budget/A-V equipment).

Kitchen Committee

Purpose: Makes food arrangements for church events including planning, purchasing, preparation, and serving for designated functions.

Duties/Job Description:

1. Prepare and serve food for church dinners and events as requested by the pastoral staff.

2. Prepare and serve funeral dinners for church members and their households.
3. Keep supplies for kitchen use and replenish as needed.
4. Keep kitchen and supply closet in orderly manner.
5. Monitor kitchen/food/supply purchases to stay within budget.
6. Chairman serves on the Church Council.

Relationships with other Committees/Individuals:

1. Work with pastoral staff to plan and organize functions.
2. Work with all groups within the church to assist with their functions.
3. Work with house and grounds to maintain kitchen equipment.
4. Chairman maintains communication with the pastoral staff member, assigned by the Pastor, acting as an advisor and a resource.

Members: Roberta Winkler (2015), Chairman (2018); Jim Riddle (2015), Assistant Chairman, nominated by the Nominating Committee

Kathy Bles (2013), Pat Cheney (2013), Betty Dovers (2013), Paul Kerby (2013),
Wayman Starnes (2014), Kyle Petty (2015), Candy Elwell (2014), Sally Manion (2016), Joe Hamilton
(2016), Bev Bosma (2014), Kellie Chapman (2016), Erin Hodges (2016), Bill Ponder (2016)

Specific Qualifications:

1. Willing and available to assist in preparation and serving of food for church dinners and events.
2. Knowledge of cooking for large crowds.
3. Budget conscious.
4. Hepatitis C (inoculation series) and Food Health and Safety Class is required through Health Department if not already certified for food handling.
5. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property.

Scheduled Meetings: As needed

Budget/Resources: Line item in church budget and collections.

Long Range Planning Committee

Purpose: Address future expansion needs as it relates to physical facilities and related costs.

Duties/Job Description:

1. Provide the church and its members with necessary long range planning initiatives that are required to meet the needs of an expanding church.
2. Present all plans that include an expense to the church or sale of property to the church membership for approval.
3. The committee is divided into four subcommittees: (1) Plans & Format, (2) Furniture & Fixtures, (3) Properties and (4) Finance.
4. Chairman serves on the Church Council.

Relationships with other Committees/Individuals:

1. Chairman maintains communication with the Pastor acting as an advisor and a resource
2. Associate Pastors
3. Finance Committee
4. House and Grounds Committee
5. Treasurer
6. Board of Trustees
7. Body of Deacons

Members: Ray Walls (2013), Chairman (“at large”), nominated by the Nominating Committee

Frank Quintero (2014), Eric Scheidhauer (2014), Wayman Starnes (2014), Cindy Christopher (2015), Johnny Keilholz (2016)

Pastoral staff, ex officio

Chairman of Finance Committee, Chuck Easter, ex officio

Vice Chairman of Body of Deacons, Chuck Easter, ex officio

Chairman of Board of Trustees, Roger Meador, ex officio

Specific Qualifications: An understanding of the need to plan for church expansion

Scheduled Meetings: As needed

Budget/Resources: None budgeted; all expenses relating to plan implementation would require church membership approval.

Nominating Committee *

Purpose: Nominate qualified members, to the church, to serve in leadership positions including officers, boards, chairmen and directors of committees and ministries.

Duties/Job Description:

1. Appraise leadership needs.
2. Identify potential leaders.
3. Match leadership needs with potential leaders.
4. Recruit individuals for leadership positions ensuring that candidates are fit to serve in positions for which they are nominated.
5. Prayerfully seek God's wisdom regarding nominations presented to the congregation.
6. The five members-at-large on the Promise Land Preschool Board of Managers shall be appointed by the church. The Chairman shall be appointed by the church. Terms shall be three years. Terms shall begin in June.
7. Presents all individuals being nominated for new teaching positions for a congregational vote.
8. Chairman serves on Church Council.

Relationships with other Committees/Individuals:

1. Pastoral staff
2. Officers
3. Committees and ministries
4. Church members

Chairman maintains communication with the pastoral staff member, assigned by the Pastor, acting as an advisor and a resource.

Members: Matt Easter (2016), Chairman (2017)

Adam Schuman (2015), Steve Todd (2014), Jill Angelo (2017), Janet Rhoden (2017), Deanna Jester (2018)

Mike Hardester, Sunday School Director (serves ex-officio) (2013)

The pastoral staff and Chairman and Vice Chairman of the Body of Deacons nominate, for congregational vote, at the November Business Meeting, individuals to serve on the Nominating Committee, including the Chairman, for the coming year (January through December).

Specific Qualifications: An interest in supporting the work of the congregation to accomplish operational tasks and ministry objectives through strong leadership.

Scheduled Meetings: Monthly and as needed

Budget/Resources: None

Nursery Committee

Purpose: To maintain nursery schedule and environment and ensure workers are present during nursery times.

Duties/Job Description:

1. Lead a weekly team of volunteers to oversee efficient, safe operation of nursery.
2. Availability to serve in the nursery, if necessary, when absences occur.
3. Assist with annual cleaning day of the nursery.
4. Assist in schedule distribution as needed.
5. Chairman serves on the Church Council.

Relationships with other Committees/Individuals:

1. Communication with the Discipleship and Administration Pastor.
2. Communication with the Preschool Director.
3. Chairman maintains communication with the pastoral staff member, assigned by the Pastor, acting as an advisor and a resource.

Members: Angie Holland (2015), Lead Coordinator, nominated by Nominating Committee

~~Amy Ham~~ Erin Bouckhaert, Coordinator (~~2016~~2018)

Vacancy, Coordinator

Specific Qualifications:

1. Available during Sunday school, any Sunday service or Wednesday evening church service.
2. Background check is required when working with children.
3. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property.

Scheduled Meetings: As needed

Budget/Resources: Line item in church budget.

Personnel Committee *

Purpose: The Personnel Committee is to ensure the healthy personnel condition of the church and all paid individuals. The Personnel Committee is responsible for employee effectiveness by facilitating performance standards, resolving challenges, coaching employees, and obtaining reasonable resources to advance the skill sets of all employees. The Personnel Committee is to assist the Pastor in administration of the staff by doing the following: giving counsel to the Senior Pastor, developing and defining policies and procedures in the Personnel Manual, reviewing compensation recommendations from the Senior Pastor, recommending compensation to the Finance Committee and participating with the Senior Pastor in the hiring and dismissal of Associate Pastors and other church paid staff. The Personnel Committee will review all evaluations for the Associate Pastors and other church paid staff and conduct pastor evaluations. No salary or benefit adjustment will be made for the Senior Pastor, Associate Pastors or other church paid staff without the approval of the Personnel Committee. Salary and benefit adjustments are subject to the budgetary procedure on an annual basis.

Duties/Job Description:

1. Prepare, evaluate and implement performance standards and job descriptions for all paid employees.
2. Establish salary and benefits for all paid individuals subject to congregational approval of budgeted funds.
3. Review, evaluate, interview and recommend the hiring and termination of employment for all paid employees.
4. Develop church policies and procedures relating to all paid employees.
5. At least once a year, the Senior Pastor will provide the Personnel Committee with performance evaluation documentation on each employee, addressing strengths and areas needing improvement. The employee is given the opportunity to read the evaluation and to discuss it with the Senior Pastor and the Personnel Committee, and is encouraged to add comments to the performance evaluation form. The employee is then asked to sign the evaluation. Signing the evaluation does not indicate the employee agrees with the evaluation, only that it has been reviewed by the employee. An employee may file an appeal with the Personnel

Committee Chairman should he/she feel an evaluation was unfair or inaccurate. New employees will receive an evaluation after three month's employment, a follow-up review after six months, and yearly thereafter. The Personnel Committee has the right to consult with the Senior Pastor and request a performance appraisal on any employee, at any time, in addition to the yearly review.

6. The Chairman of the Personnel Committee will call a meeting, at least annually, with the Senior Pastor or the Senior pastor and pastoral staff, to conference on the state of the church including the past year's accomplishments, any perceived challenges, future goals, direction and vision.

Additional attendees will be:

Chairman of Body of Deacons, Steve Todd
Vice Chairman of Body of Deacons, Chuck Easter
Chairman of Finance Committee, Chuck Easter
Chairman of House and Grounds Committee, Gary Moore
Chairman of Board of Trustees, Chuck Angelo
Treasurer, Austin Meador

One church member "at large" selected by the pastor

7. Actively ensure performance effectiveness of all paid employees.
8. Evaluate and address any challenges that influence the overall personnel condition of the church.
9. Recommend and secure reasonable training, education, conferences, problem solving skills, and other skill sets to advance the overall effectiveness of all employees.
10. Chairman serves on the Church Council.

Relationships with other committees/individuals:

1. Works closely with the Finance Committee to ensure staffing and compensation packages are appropriate within budget constraints and that they will yield the most effective results for the church body given the operating budget.
2. Works closely with the Treasurer to facilitate correct payroll processing and benefit plan administration, as well as, to evaluate benefit options and determine the most effective health and benefit policy options available in the marketplace.
3. Works in confidence to review, mediate, and resolve any personnel challenges or concerns.
4. Coordinates with the Chairman of Trustees on contracts, legal matters, and insurance issues related to all individuals.
5. Chairman maintains communication with the Senior Pastor; the Senior Pastor acting as an advisor and a resource.

Members: Mike Christopher (2015), Chairman ("at large"), nominated by Nominating Committee
Pastor Daniel Carr, Senior Pastor

Additional Members: (nominated by the Nominating Committee):

Steve Todd, Representative from the Body of Deacons: Chairman of the Body of Deacons or a Representative from the Body of Deacons mutually agreeable between the Chairman of the Body of Deacons and the Nominating Committee, with input from the Chairman of the Personnel Committee; such appointment shall be at a minimum of two years to maintain continuity of the workings of the Personnel Committee:

Chuck Angelo, Representative from the Board of Trustees: Chairman of the Board of Trustees or a Representative from the Board of Trustees mutually agreeable between the Chairman of the Board of Trustees and the Nominating Committee, with input from the Chairman of the Personnel Committee; such appointment shall be at a minimum of two years to maintain continuity of the workings of the Personnel Committee.

Gary Moore, Representative from the House and Grounds Committee: Chairman of the House and Grounds Committee or a Representative from the House and Grounds Committee mutually agreeable between the Chairman of the House and Grounds Committee and the Nominating Committee, with input from the Chairman of the Personnel Committee; such appointment shall be at a minimum of two years to maintain continuity of the workings of the Personnel Committee.

Austin Meador, Representative from the Finance Committee: Treasurer or a Representative from the Finance Committee mutually agreeable between the Treasurer and the Nominating Committee, with input from the Chairman of the Personnel Committee; such appointment shall be at a minimum of two years to maintain continuity of the workings of the Personnel Committee.

Keith Blaylock (2008), Member-at large

Specific Qualifications: The members of the Personnel Committee are required to have a diverse set of skills including knowledge or experience in finance, tax issues, benefits, employee training and effectiveness and human resources. In addition, members need the ability to effectively interview, evaluate, and recommend qualified employees. The Personnel Committee must be aligned with other ministries and committees of the church to ensure smooth church operations and optimal personnel effectiveness and performance.

Scheduled Meetings: The Personnel Committee meets often during the time of budget preparation, employee reviews, and determination of compensation packages. Meetings are scheduled, as needed, at other times to address issues that arise. Minutes are documented including meeting dates, individuals present and key personnel decisions at those meetings.

Budget Resources: The Personnel Committee manages multiple line items in the church budget related to employee compensation, benefits and related expenses. The Personnel Committee does not have a line item for expenses of its own or discretionary items.

Restoration Committee (as set forth in Section 3.04 of Bylaws) *

Purpose: Responsible for determining conflict resolution and heretical deviations from the Statement of Faith.

Duties/Job Description:

The Pastor or a Deacon will accompany a church member seeking to resolve matters with a fellow church member. During a hearing of the restoration committee (Pastor and Body of Deacons), an attempt will be made to resolve the matter.

If required, removal from membership will be proposed requiring a congregational vote of the church.

Members: Pastor and the Body of Deacons

Budget/Resources: None

Usher Committee

Purpose: Interact with members and visitors providing direction and assistance as needed, as well as, assisting in the proceedings of church services and Business Meetings as required.

Duties/Job Description:

1. Assist visitors with seating and finding their way to Sunday school (Bible fellowship groups), Nursery, Children's Church, and other locations.
2. Participate in the collection of all tithes and offerings.
3. Pass out bulletins and other documents as requested.
4. Count and record all attendance numbers.
5. Assist with distributing and collecting ballots on issues at Business Meetings.
6. Chairman communicates and shares guidelines for recommended attire.
7. Chairman serves on the Church Council.

Relationships with other committees/individuals: Assist Deacons with distribution and collection of documents for any other committee or staff. Chairman maintains communication with the pastoral staff member, assigned by the Pastor, acting as an advisor and a resource.

Members: Tim Sutton (2006), Chairman (2016) (oversees 10:30 service), nominated by Nominating Committee

Ken Kluth (2004), Assistant Chairman (2016) (oversees 8:00 service), nominated by Nominating Committee

Adam Angelo (2012)	Gary Moore (2009)	Keith Blaylock (2004)	Bill Knittig (2016)
Steve Neff (2009)	Rick Moeckel (2013)	Jeff Bosma (2016)	Isaac Bondurant (2014)
Mike Christopher (2012)	Frank Quintero (2005)	Doug Dickmann (2010)	Frank Petru (2016)
Matt Fricke (1996)	Tom Rhoades (2006)	Archie Gullede (2007)	Johnny Keilholz (2007)
Justin Clark (2013)	Leon Lunn (2009)	Allen Horner (2016)	Scott Morris (2014)
John Keilholz, Sr (1998)	Ray Walls (2005)	Bill Repperger (2016)	Mike Shumake (2016)
Don Lipsey (2002)	Eric Knoll, Sr. (2013)	Paul Milton (2016)	John Mueller (2016)
Ryan McGhee (2009)			

Specific Qualifications:

1. Currently an active member of the church.
2. Thorough knowledge of all locations in the building.
3. Personable and willing to interact with members and visitors.
4. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property.

Scheduled Meetings: As needed

Budget/Resources: None

Vehicle Committee

Purpose: Mechanical and maintenance oversight of any vehicles owned by the church or being considered for purchase.

Duties/Job Description:

1. Manage the upkeep and provide maintenance on any or vehicle owned by the church.
2. Provide consultation and evaluation regarding the purchase of any vehicle by the church.
3. Chairman serves on the Church Council.

Relationships with other Committees/Individuals: Chairman maintains communication with the pastoral staff member, assigned by the Pastor, acting as an advisor and a resource.

Members: Leon Lunn (2006), Chairman (2016), nominated by the Nominating Committee
Allen Horner (2006), Gary Bick (2015), Jeff Baskin (2016)

Specific Qualifications: Automotive skills and a willingness to serve.

Scheduled Meetings: As needed

Budget/Resources: None (fuel, insurance, and repair are line items in the church budget)

Ministries

A ministry is defined as an organizational structure designed to enable the church to accomplish its objectives of making disciples, enabling members to grow and mature and developing spiritual awareness and power in the lives of believers.

Athletic Ministry

Purpose: Provides Christian-centered fellowship through athletics that will be a ministry within our church family, as well as, an outreach ministry within the community.

Duties/Job Description:

1. Periodically survey the athletic needs of the church family
2. Prepare budget recommendations
3. Provide consultation to committees or ministries requesting recreation ideas and activities
4. Develop and encourage sportsmanship portraying Christian values
5. Plan and establish athletic programs for the church
6. Chairman serves on the Church Council

Relationships with other Committees/Individuals:

1. Committees/ministries as requested
2. Finance Committee
3. Upward Basketball and Cheerleading leadership
4. Soccer, t-ball and softball leadership
5. Chairman maintains communication with the pastoral staff member, assigned by the Pastor, acting as an advisor and a resource.

Members: Dana Lawrence (2008), Chairman 2016), nominated by Nominating Committee
Bill Knittig (2008), Darin Miller (2013), Kyle Petty (2016)
Anthony Dunn 2016), Doug Dickmann (2016), Britanni Lawrence (2016),
Andy Santoyo (2016), Don Lipsey (2016)

Specific Qualifications:

1. A desire to develop and encourage sportsmanship portraying Christian values.
2. Background or interest in athletics.
3. Background check is required when working with anyone under age eighteen (18).
4. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property.

Scheduled Meetings: First Tuesday of every month

Budget/Resources: Line item in budget and events.

Awana

Purpose: The goal of Awana (Approved Workmen Are Not Ashamed) is that all children and youth throughout the world will come to know, love and serve the Lord Jesus Christ.

Duties/Job Description:

1. To present the Gospel in a concise and understandable manner to children, youth and their families.
2. To encourage scripture memorization and stress its importance in the lives of individuals.
3. To train youth to serve in the local church through Awana's Leader-In-Training program.
4. To participate in regional events including Sparks-a-rama, Bible quizzing, and AwanaGames.
5. To adhere to official Awana guidelines.
6. Commander serves on the Church Council.

Relationships with other committees/individuals:

1. Commander maintains communication with the pastoral staff member, assigned by the Pastor, acting as an advisor and a resource.
2. Communicate with House & Grounds Committee Chairman.
3. Communicate with Kitchen Committee Chairman for special events.

Members: Robert Hill (<2002), Commander, nominated by Nominating Committee; Commander identifies and recommends: leaders (40-45) to serve in this ministry with final approval from the Children's Pastor; Directors (Puggles, Cubbies, Sparks, Truth & Training, Trek & Journey – age specific groups);

Specific Qualifications:

1. Accepted Jesus Christ as Savior.
2. Desire to grow in his/her spiritual relationship with Jesus Christ.
3. Passion to see children and youth know, love, and serve the Lord Jesus Christ.
4. Background check is required when working with anyone under age eighteen (18).
5. Authorized by the church to collect, handle, maintain hold, protect or transfer covered property.

Scheduled Meetings: Weekly

Budget/Resources: Line item in budget and collection of registration fees.

Children's Church

Purpose: To provide a children's worship service during regular worship service with the teaching of God's word at an age-appropriate level prepared from Bible-centered curriculum.

Duties/Responsibilities:

1. Coordinate, secure, evaluate and screen all volunteers.
2. Develop age-guidelines for attendance in the Children's Church program jointly with the Pastor, Director of Children's Church and Director of Sunday school.
3. Research and purchase Bible-centered curriculum.
4. Maintain a safe and healthy environment for the children.
5. Prepare budget recommendations.
6. Director serves on the Church Council.

Relationships with other committees/individuals:

1. Pastor

2. Children's Pastor
3. Volunteers
4. Director maintains communication with the Children's Pastor, acting as an advisor and a resource.

Members: Pastor Martin Winslow, Children's Pastor; Nancy Ward (2007), Director, nominated by Nominating Committee; Director identifies and recommends weekly teaching staff to serve in this ministry with final approval from the Children's Pastor.

Specific Qualifications:

1. Regular attendance in worship services and involved in activities of the church.
2. Demonstrates a background of involvement in church ministries.
3. Background check required when working with anyone under age eighteen (18).
4. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property

Budget/Resources: Line item in church budget and special events.

First Response Guest Ministry

Purpose: Assimilating first time guests to second time guests to regular attenders to members through an atmosphere of hospitality including positive, friendly, welcoming, respectful and helpful interactions.

Duties/Job Description:

1. Develop a yearly assignment schedule so that there are welcome center attendants and canopy table attendants each Sunday.
2. Identify leadership for the parking attendant schedule, canopy table schedule, and the completion of hand-written notes to guests each week.
3. Arrange for items to be available to share with first-time guests each Sunday morning.
4. Director serves on Church Council

Relationships with other Committees/Individuals:

1. Director maintains communication with Discipleship and Administration Pastor, acting as an advisor and a resource
2. Coordinate efforts with Greeter Committee
3. Coordinate efforts with parking attendants so that guests are oriented to the canopy table (most guests will be parking in the guest parking spaces)
4. Communicate with pastoral staff regarding the gift books to be shared with guests each Sunday
5. Coordinate efforts with office staff so that a hand-written note (script provided by pastoral staff) is sent to first-time guests within ninety-six hours

Members: Michelle Sutton, Director (2017), nominated by the Nominating Committee and recommends individuals to serve in this ministry with final approval from Discipleship and Administration Pastor (parking attendants/canopy table attendants/welcome center attendants/note writers)

Specific Qualifications:

1. Member of Canaan Baptist Church
2. Committed to supporting efforts to assimilate first time guests into our fellowship of believers
3. Desire to create an environment of hospitality
4. Organizational skills

Scheduled Meetings: Communication via e-mail

Budget/Resources: Line item in budget

Girls in Action (G.A.'s)

Purpose: Girls in Action (G.A.'s) is a world-wide mission's discipleship organization for girls in first through sixth grades. Through G.A.'s, girls learn about, pray for, give to, and do missions work.

Duties/Job description:

1. Meet weekly to teach/ learn about missionaries and Christian mission efforts throughout the world.

2. Organize/participate in crafts, stories, games and other small activities that help convey a Bible message, missionary effort, or promote Christian sisterly friendships.
3. Prepare/ lead girls in special activities that meet outside our normal Wednesday night sessions.
4. Minister to personal needs of the girls in their schools, church, or home- life to make smart decisions and help meet the needs of others.
5. Help to raise young ladies within our church & community who are strong, intelligent, and God-minded women.
6. Director serves on the Church Council.

Relationships with other committees/individuals:

1. GA's work with Children's Pastor.
2. Director helps to oversee the activities of the preschooler's in Mission Friends.
3. Coordinates activities with R.A.'s.
4. Director maintains communication with the Children's Pastor, acting as an advisor and a resource.

Members: Rebecca Repperger (2013), Director, nominated by Nominating Committee; Director identifies and recommends leaders to serve in this ministry with final approval from the Children's Pastor.

Specific qualifications:

1. Heart for missions and the needy.
2. Possess some creativity and patience.
3. Background check required when working with anyone under age eighteen (18).
4. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property.

Scheduled Meetings: Weekly and extra activities, once a quarter

Budget/Resources: Line Item in church budget

Kidz Council

Purpose: To coordinate children's ministries for our church families and their children, offering opportunities to reach children and their families in the community that we serve.

Duties/Job Description:

1. Support all children's ministries through ongoing communication.
2. Plan and participate in Children's Camp (summer)
3. Plan Kid's Night Out events (2 events this year)
4. Develop an annual budget with input from all children's programs.

Relationships with other committees/ministries:

1. Communicate regularly and offer help to all children's ministries including Awana, GA's, RA's, Mission Friends, Sunday school (Bible fellowship groups), Children's Church, VBS/SPARK, TeamKid, etc.
2. Work with Directors of all children's programs to develop budget to present to finance and budget committee.

Members: Pastor Martin Winslow, Pastor of Children & Families, Chairman

Preschool Children's Pastor, Gary Bond

Sunday School Director, Mike Hardester (2013)

Athletic Ministry Chairman, Dana Lawrence (2008)

VBS Co-Director (SPARK) Angie Holland (2015)

VBS Co-Director (SPARK), Jennifer Franklin (2015)

Children's Representative, Karen Trefts (2016)

Preschool Representative, Virginia Sanders (2013)

Jr Children's Church Director, Nancy Ward(2007)

Awana Commander, Robert Hill (<2002)

RA Director, Jeff Baskin (2014)

GA Director, Rebecca Repperger (2013)

Children's Music Director, Tracy Smith (2015)

Member-at-large, Lauren Sexton (2016)

Member-at-large, Karie Jones (2016)

Vacancy, Member-at-large

Specific qualifications: Children's ministries leaders and three (3) at-large members are recommended to the nominating committee by the Children's Pastor (based on participation in special children's events).

Scheduled Meetings: Quarterly and as needed

Budget/Resources: None

Library Ministry

Purpose: The library ministry provides the printed word and audiovisuals (books, DVDs, CDs, and videos) to members of the congregation and guests for Bible study, Christian living and enjoyable Christian literature (non-fiction and fiction).

Duties/Job Description:

1. Maintain order of available materials
2. Assist in checking-out procedure
3. Processing new items
4. Keeping up-to-date and current items for use
5. Purchase appropriate materials utilizing the budget allotted, donation, honorariums and memorials
6. Evaluate suggestions for new additions to the library
7. Chairman serves on Church Council

Relationships with other Committees/Individuals:

1. Cooperate with other ministries of our church to provide needed materials as necessary and to raise awareness of available resources
2. Chairman maintains communication with the pastoral staff member, assigned by the Pastor, acting as an advisor and a resource

Members: LaVern Whitmire (<2002), Chairman/Librarian, nominated by Nominating Committee

Specific Qualifications:

1. Knowledge of classification system within the library
2. Familiar with the library resources and able to locate needed items
3. Desire to be helpful to meet spiritual needs of the congregation through the ongoing selection of books and visuals
4. Authorized, by the church, to collect, handle, maintain, hold, protect, or transfer covered property

Scheduled Meetings: As needed

Budget/Resources: Line item in church budget

Make-A-Wish Foundation and Missouri Baptist Children's Home Ministry

Purpose: Raise funds utilized to sponsor a child, and that child's wish, through the Make-A-Wish Foundation and to purchase Christmas presents for the children at the Missouri Baptist Children's Home.

Duties/Job Description:

1. Conduct a 24-hour Volleyball Marathon
2. Conduct a 100-Inning Softball Game
3. Conduct a Nine-Hole Golf Tournament
4. Secure volunteers to collect and deposit funds, print programs, design and order shirts, oversee a silent auction, and organize food donations for each event
5. Chairman serves on the Church Council

Relationships with other Committee/Individuals:

1. Works with House and Grounds Committee to set up site
2. Works with Kitchen Committee for food service

3. Coordinates event with Athletic Ministry if youth weekend games are scheduled during this time.
4. Chairman maintains communication with the pastoral staff member, assigned by the Pastor, acting as an advisor and a resource

Members: Phil Brown (<2002) Co-Chairman, Bill Knittig (<2002), Co-Chairman, recommended by the Pastor; Co-Chairmen recruit volunteers for the following responsibilities:

1. Couriers ~ two volunteers collect all proceeds and deliver to the church Treasurer for deposit
2. Printer ~ prints the programs
3. Shirts ~ designs and orders shirts
4. Silent Auction ~ organizes
5. Food ~ recruit food donations and organize for each event

Specific Qualifications:

1. A desire to support these fundraising efforts
2. Availability and a willingness to be involved in the events
3. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property.

Scheduled Meetings: As needed

Budget/Resources: Proceeds from events and donations

Men's Ministry

Purpose: To reach men of all ages in our church and community to further the gospel through Biblical teaching, prayer, mentoring, friendship and personal and spiritual support.

Duties/Job Description:

1. Lead and direct in Bible studies, encouraging spiritual growth.
2. Lead in ministry opportunities including assisting widows, home repairs and yard work, etc.
3. Lead in appropriate disaster recovery efforts, including communication of training opportunities.
4. Director serves on the Church Council.

Relationships with other committees/individuals:

1. Pastoral staff
2. Women's Ministry
3. Director maintains communication with the pastoral staff member, assigned by the Pastor, acting as an advisor and a resource.

Members: Steve Neff (2006), Co-Director, Bill Petty (2012), Co-Director, nominated by Nominating Committee

Specific Qualifications:

1. Know Christ as Savior.
2. Leadership qualities.
3. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property.

Scheduled Meetings: Weekly

Budget/Resources: None

Mission Friends

Purpose: From preschool to kindergartners, Mission Friends provides the building blocks of faith and a basic awareness of God's love for all people through hands-on activities, sensory activities, Bible thoughts, cultural learning activities, mission stories, prayer, giving and helping others.

Duties/Job Description:

1. Teach preschoolers about God's love and that others need to hear about this good news.
2. Lead preschoolers in learning, praying, giving, and involvement in missions.

3. Teach preschoolers about mission work in North America and throughout the world.
4. Introduce preschoolers to a different missionary monthly.
5. Director serves on Church Council.

Relationships with other Committees/Individuals:

1. Interacts with Girl's Auxiliary (GA's)
2. Interacts with Royal Ambassadors (RA's)
3. Director maintains communication with the Children's Pastor, acting as an advisor and a resource.

Members: Rebecca Repperger (2013), Director, nominated by Nominating Committee; director identifies and recommends leaders to serve in this ministry with final approval from the Children's Pastor.

Specific Qualifications:

1. Possess a love for missions and young children
2. Ability to lead young children with patience
3. Ability to teach short lessons
4. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property.
5. Background check is required when working with anyone under age eighteen (18).

Scheduled Meetings: Weekly meetings on Wednesday evening

Budget/Resources: Line item in the church budget (Girls In Action and Mission Friends)

Missions Team:

Purpose: To assist the pastoral staff in the leadership and oversight of our missions strategies to include vision, planning, training, administration, and execution of missions at every level of our Acts 1:8 strategy.

Duties/Job Description:

1. The Missions Team (MT) will meet and pray regularly with the pastors to seek Christ for His leadership in accomplishing the Great Commission.
2. The MT will meet regularly to plan and evaluate mission trips in accordance with our Acts 1:8 strategy.
3. The MT will oversee the funds received from the Great Commission offering and disbursement of those funds designated for Canaan Missions in keeping with the direction agreed upon with the pastoral staff.
4. The MT will plan and execute training for short term mission trip teams.
5. The MT will plan and implement local mission partnerships for us to make disciples in St. Louis.
6. Chairman serves on the Church Council.

Relationships with other Committees/Individuals:

The MT works in close coordination with and under the authority of the pastoral staff.

Members: Pastor Daniel Carr (2016), Chairman, recommended by the Nominating Committee (additional members represent the various Canaan mission efforts)
 Bev Ervin (2014), Rebecca Repperger (2014), Sue Starnes (2014), Rachel Theolus (2014), Karen Trefts (2016), Brian Bond (2016), Dan Bender (2016), Andy Santoyo (2016), Chris Culley (2016), Felicia Kirk (2017)

Specific Qualifications:

1. Passion for the Gospel and missions
2. Giftings needed on the team as a whole: evangelism, leadership, service, ministries, administration, wisdom, discernment, intercession
3. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property.

Scheduled Meetings: Monthly and as needed

Budget/Resources: Line item in the budget (Great Commission)

Music Ministry

Purpose: The music ministry exists to exalt the name of Jesus Christ as we:

1. Follow the Great Commandment, "You shall love the Lord your God with all your heart, with all your soul, and with all your mind. This is the first and great commandment. And the second is like it: You shall love your neighbor as yourself. On these two commandments hang all the law and the prophets."
Matthew 22:37-40
2. Pursue the Great Commission, "But you shall receive power when the Holy Spirit has come upon you and you shall be witnesses to Me in Jerusalem, and all Judea and Samaria, and to the ends of the earth."
Acts 1:8

Duties/Job Description:

1. Follow the Great Commandment through personal (individual) and corporate (church-wide) worship times.
2. Encourage and inspire the family of God as we lead in worship each week: "Let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another – and all the more as you see the Day approaching."
Hebrews 10:24-25
3. Provide for the Great Commission through mission opportunities including taking special music programs to prisons, hospitals, outreach centers, and inner city churches, participating in community concerts, making inspirational recordings, and partnering with other churches for special programs.
4. Lead a fully graded choir program with children's choirs from age three through sixth grade, a youth choir for seventh through twelfth grade, and the worship choir which is for ninth grade students through adults.
5. Lead praise teams consisting of youth choir and worship choir members to help lead and enhance the worship experience.
6. Provide opportunities for instrumental expression in worship through our praise band and orchestra. Piano, keyboard, guitars, drums, and other orchestral instruments shall be utilized on a regular basis to help lead, enrich and enhance the worship experience.
7. Provide many opportunities through music for people to love God and love others.
8. Worship pastor enlists volunteers to serve as audio-visual operators for worship services and other programs.
9. The Worship Pastor serves on the Church Council.

Relationships with other Committees/Individuals:

1. Senior Pastor and pastoral staff
2. Information Technology/Audio-Visual Committee
3. Finance Committee
4. House and Grounds Committee
5. Kitchen Committee
6. Banner Ministry

Members: Pastor Brian Roberts, Worship Pastor, Director; acts as an advisor and a resource and recommends the following appointees:

Accompanists	Band/orchestra members
Preschool and children's choir leaders	Youth choir leader
Technical crew	

Specific Qualifications:

1. A desire to participate in musical opportunities enabling people to love God and love others.

2. A willingness to commit to regular rehearsals for all ministry opportunities.
3. Background checks required when working with anyone under age eighteen (18).
4. Authorized, by the church, to collect, handle, maintain, hold, protect, or transfer covered property.

Scheduled Meetings: As needed with no documented minutes and weekly rehearsals.

Budget/Resources: Line item in church budget and collections from some events.

Royal Ambassadors (R.A.'s)

Purpose: Royal Ambassadors (R.A.'s) is a Bible-centered, church-based, Southern Baptist mission education organization for boys in first through sixth grade.

Duties/Job Description:

1. As a team, the department leader is responsible for guiding the team in planning and evaluating the work of the department.
2. On Wednesday evenings, the leader guides the boys in the activities related to the mission work that is the focus for that day.
3. Leaders are also asked to assist the program director in planning and conducting mission action projects and special events (e.g. Fall Campout, Racer Derby, etc.) throughout the year.
4. Developing relationships with the boys and their families who are currently on the roll and reaching out to prospects for the department.
5. Director serves on the Church Council.

Relationships with other committees/individuals: Director maintains communication with the Children's Pastor, acting as an advisor and a resource.

Members: Jeff Baskin (2014), Director, nominated by Nominating Committee; Director identifies and recommends leaders to serve in this ministry with final approval from the Children's Pastor.

Specific Qualifications:

1. Love for the Lord.
2. Desire to help train our future Christian leaders.
3. Background check required when working with anyone under age eighteen (18).
4. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property.

Scheduled Meetings: Weekly; committee members meet quarterly and before each big event

Budget/Resources: Line item in church budget and soda machine collections.

Senior Adult Ministry

Purpose: To minister to and encourage senior adults to be involved in all phases of ministry at Canaan Baptist Church.

Duties/Job Description:

1. Encourage seniors and stress their importance to the congregation as a whole
2. Encourage volunteer activities in the church
 - Greeters and Ushers
 - Office volunteers
 - Kitchen staff
 - Children's ministry helpers
 - Worship choir participation
3. Minister to those hospitalized
4. Establish a "mentoring" program for students through participation between Senior Ministry and Student Ministry
5. Lead and encourage Bible study, both during the week and on Sunday
6. Lead and encourage participation in nursing home/assisted living care facility ministry
7. Minister to widows and widowers

8. Encourage participation in missions locally and abroad
9. Encourage participation in fellowship activities designed for senior adult interests
10. Director serves on Church Council

Relationships with other committees/individuals: Interact and coordinate with other committees to schedule events in an effort to encourage senior adult participation in all phases of ministry at Canaan Baptist Church

Members: Pastor Ed Vaughan, Senior Adult Pastor, Director; acts as an advisor and a resource and recommends appointees in this ministry

Specific Qualifications:

Ordained minister elected to serve by the congregation of Canaan Baptist Church

Budget/Resources: None

Senior Adult Advisory Team

Purpose: To provide opportunities and encourage senior adults to participate in all phases of ministry at Canaan Baptist Church

Duties/Job Description:

1. Meet on a quarterly basis to discuss ministry opportunities specifically aimed at senior adults
2. Interact with other senior adult members of the congregation to gather and provide input for senior adult activities
3. Be an active participant in ministries at Canaan Baptist Church
4. Director serves on Church Council

Relationships with other Committees/Individuals:

1. Interact and coordinate with pastoral staff, specifically the Senior Adult Pastor, acting as advisor for Senior Adult Ministry activities
2. Interact and coordinate with other committees to schedule events in an effort to encourage senior adult participation in all phases of ministry at Canaan Baptist church

Members: Pastor Ed Vaughan, Senior Adult Pastor, Director, acts as an advisor and resource and recommends appointees on this team

Specific Qualifications: Active member of Canaan Baptist Church

Scheduled Meetings: Quarterly

Budget/Resources: None

Student Ministry

Purpose: The student ministry exists to help students encounter God through authentic worship, develop spiritually by developing spiritual habits, connect with other believers and engage the world through missions and ministry.

Duties/Job Description:

1. Provide discipleship opportunities through Sunday school
2. Provide ministry opportunities through ministry projects in St. Louis and across Missouri
3. Provide mission opportunities through mission trips throughout the U.S. and around the world
4. Provide fellowship opportunities for students to connect with significant adults and fellow believers
5. Provide a weekly worship service designed for students with worship and Bible teaching
6. Take students to camp each summer
7. Student Pastor serves on Church Council

Relationships with other Committees/Individuals:

1. Senior pastor and pastoral staff
2. Finance Committee

Members: Pastor Bryan Davidson, Student Pastor, Director; acts as an advisor and resource and recommends the following appointees:

Sunday school teachers, appointed by the Student Pastor for a one-year commitment

Small group leaders, appointed by the Student Pastor for a one-year commitment

Youth choir director, appointed jointly by Student Pastor and Worship Pastor

Specific Qualifications:

1. Demonstrates a growing relationship with Christ
2. Demonstrates a love of students
3. Authorized, by the church, to collect, handle, maintain, hold, protect, or transfer covered property
4. Background checks required when working with anyone under age eighteen (18). Scheduled *Meetings:*

Scheduled Meetings: Youth Sunday school, worship service, small groups and youth choir meet weekly; ministry projects occur monthly; camp and mission trips are annual events; parent meetings held as needed with agenda information provided.

Budget/Resources: Line item in church budget and funds collected from our annual Trivia Night; various fundraisers for specific foreign mission trips.

Sunday School (Bible Fellowship Groups)

Purpose: Sunday school is the Bible teaching ministry of the church fostering spiritual growth for children and adults.

Duties/Job Description:

1. Approve Bible-based curriculum.
2. Determines space requirements and required materials.
3. Recommends members to the nominating committee to serve as Sunday school teachers.
4. Provide budget recommendations.
5. Director serves on the Church Council.

Relationship with other committees/individuals:

1. Pastoral staff
2. Nominating Committee
3. Finance Committee
4. Director maintains communication with the Discipleship and Administration Pastor, acting as an advisor and a resource.

Members: Mike Hardester (2013), Director, nominated by Nominating Committee; Director identifies and recommends

leaders to serve in this ministry with final approval from the Discipleship and Administration Pastor.

Specific Qualifications:

1. Effective leadership skills.
2. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property.
3. Background checks required when working with anyone under age eighteen (18).

Budget Resources: Line item in church budget.

TeamKid

Purpose: To provide a summer children's program utilizing Bible-based curriculum that meets on Sunday and Wednesday evenings, providing for active church involvement until children's programming resumes each fall.

Duties/Responsibilities:

1. Coordinate, secure, evaluate, and screen all volunteers.
2. Develop age-guidelines for attendance in the program jointly with the Children's Pastor.
3. Research and purchase Bible-centered curriculum.
4. Maintain a safe and healthy environment for the children.

5. Prepare budget recommendations.
6. Director serves on the Church Council.

Relationships with other committees/individuals:

1. Senior Pastor
2. Children's Pastor
3. Volunteers
4. Director maintains communication with the Children's Pastor, acting as an advisor and a resource.

Members: Nancy Ward (2007), Director, nominated by Nominating Committee; Director identifies and recommends leaders in the ministry with final approval from the Children's Pastor.

Specific Qualifications:

1. A member in good standing.
2. Regular attendance in worship services and involved in activities of the church.
3. Demonstrates a background of involvement in church ministries.
4. Background check required when working with anyone under age eighteen (18).
5. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property.

Scheduled Meetings: As needed

Budget/Resources: Line item in church budget.

Upward /Basketball and Cheerleading

Purpose: To share Christ with boys and girls and their parents using basketball and cheerleading as a tool.

Duties/Job Description:

1. Plans dates for practices and games.
2. Enlist and train all needed volunteers.
3. Set up necessary equipment for practices and games.
4. Plan the Awards Night, including securing a speaker.
5. Ensures the gospel of Jesus Christ is proclaimed clearly throughout the entire program.
6. Director serves on the Church Council.

Relationships with other committees/individuals: Coordinate with the Church Council and pastoral staff to avoid calendar conflicts. Typical practice dates are from first week of December through first week of March with two weeks off for Christmas and New Year holidays. Typical game dates are mid-January through first week of March. Awards Night is scheduled within one week of final games.

Members: Terry Lawrence, Director, Dana Lawrence, Director; Discipleship and Administration Pastor acts as an advisor and a resource and recommends the following appointees:

3 committee members	20 devotion speakers	10 referees (or more)
40 coaches (depending on total child enrollment)	30 concession workers	100 prayer partners
people to help clean up after game days		

Specific Qualifications:

1. Love God and love children.
2. Organizational skills.
3. Knowledge of or willingness to learn basketball/cheerleading rules and skills as necessary.
4. Background checks required when working with anyone under age eighteen (18).
5. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property.

Scheduled Meetings: As needed

Budget/Resources: Registration fees paid by parents and concession sales

Vacation Bible School (SPARK)

Purpose: Utilizing themed Bible-based curriculum, present week-long summer event including Bible stories, games, crafts, music and missions for children, ages five (5) through (completed) sixth grade. Intention is to reach unsaved children in the community and provide ongoing Bible training for all attending children.

Duties/Job Description:

Co-Directors, working with the Discipleship and Administration Pastor:

1. Decide and order curriculum to be used
2. Recruit volunteers to teach, run crafts, games, music and missions portions of SPARK day
3. Plan and hold meetings for all volunteers
4. Order all necessary supplies
5. Manage budget
6. Oversee week of SPARK
7. Co-Directors serve on the Church Council

Relationships with other Committee/Individuals:

1. Work with entire church pastoral staff, House and Grounds Committee and Kitchen Committee.
2. Coordinate with Preschool Director as necessary
3. Co-Directors maintain communication with the Children's Pastor, acting as an advisor and a resource

Members: Angie Holland (2015), Co-Director; Jennifer Franklin (2015), Co-Director; nominated by the Nominating Committee; Co-Directors identify and recommend leaders to serve in this ministry with final approval from the Children's Pastor

Specific Qualifications:

1. Heart for reaching children for Christ
2. Organizational abilities
3. Willingness to resolve problems
4. Background checks required when working with anyone under age eighteen (18)
5. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property

Scheduled Meetings: As needed

Budget/Resources: Line Item in church budget and events

Women's Ministry

Purpose: To provide ministry opportunities for the women of Canaan to reach others for Christ, and provide spiritual support for their daily Christian walk. Activities are also sponsored that may be of interest to women for their physical well-being.

Duties/Job Description:

1. Pray that God will provide proper direction in oversight of the Women's Ministry core group for all decision making.
2. Plan and organize activities, including setting dates, budget for event and securing planners for each event, advertising events (including outside communication – radio, newspaper, internet postings, Facebook page, etc. as necessary), providing support for event (including in-person verbal invitations where possible), working with planner(s) before and during event to gather necessary items and generally provide help where needed.
3. Ensure each activity has Biblical reference (if we can't justify activity with Bible verse, we shouldn't offer it for our women).
4. Director serves on the Church Council.

Relationships with other committees/individuals:

1. Men's ministry
2. Other committees/ministries as necessary

3. Kitchen Committee Chairman for all food-related activities
4. Director maintains communication with the pastoral staff member, assigned by the Pastor, acting as an advisor and a resource.

Members: Virgie Finn (2017), Co-Director; Erin Hodges (2018), Co-Director, nominated by Nominating Committee; Director identifies and recommends individuals to serve in this ministry with final approval from an assigned pastoral staff.

Vacancy (2013), Chairman, Canaan Cares (monthly visits to homebound church members and first-year-widowed)

Specific Qualifications:

1. Heart for women and a heart to follow God's leading
2. Organizational skills
3. Communication skills in multiple areas (electronic, print, in person)
4. Willingness to assist at all Women's Ministry functions
5. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property

Scheduled Meetings: Quarterly and as needed

Budget/Resources: Line item in church budget and events

APPENDIX A

Standing Committees/Ministries

Please submit the following information to the Church Council for their consideration regarding the establishment of new standing committees or ministries.

Name of Committee/Ministry:

Purpose:

Duties/Job Description:

Relationships with other Committees/Individuals:

Members: Chair (list name):

Additional Members (list names):

Specific Qualifications: (required to serve)

Scheduled Meetings: Weekly Monthly Quarterly As needed

Budget/Resources: Line Item in church budget Events Both None