

All committees are encouraged to plan a meeting immediately to elect officers and discuss budget needs for next year.

If you agreed to serve on a committee, please take the initiative to contact the other committee members and plan this first meeting very soon on a date and time that best suits most of the members.

Attached is some general information that each committee should cover

including:

general committee guidelines,

chairperson responsibilities,

job descriptions,

worksheets,

requests to property committee or other committees,

and budget request sheets.

Please elect a chairperson & , if needed, a secretary at this meeting and complete the budget request sheet & others (if needed), discuss plans and schedule your next meeting at the time that best suits your members.

Please notify the church office immediately of your chairperson's name, and the date and time of your next meeting so that it may be included in the church announcements. Also, please return your budget requests or other requests to the office and they will be passed onto the proper committee. Please feel free to schedule a meeting with your pastor as needed.

## COMMITTEE WORKSHEETS:

Committee:

Members:

Planning Date:

1. Elect a chairperson and secretary today & notify the church office.
2. Record the minutes of your meeting and make plans to give a report at the next business meeting
3. Review committee job descriptions and general guidelines.
4. Complete the budget request sheet and other requests and return to church office as soon as possible. The office will pass onto the proper committee for review.
5. Discuss projects the committee did not complete last year.
6. Discuss items that need to be addressed this year?
7. Are there any items the property committee or finance committee needs to address? If so, please complete the forms included and return to the church office.
8. Ideas of how to achieve our committee's purpose:

# Department Budget Request

For the 2015 church year

Department \_\_\_\_\_

Chairman/Responsible person \_\_\_\_\_

Your department was allotted \_\_\_\_\_ in the 2014 budget.

Your department has spent \_\_\_\_\_ thus far for the year.

\_\_\_\_\_ (Answer Yes or NO) I feel our budgeted amount will be adequate for next year.

\_\_\_\_\_ If NO to the above statement, do you feel the amount allotted should be MORE or LESS?

\_\_\_\_\_ What amount do you feel would be adequate for next year? (Please realize the committee will consider your request, but the final decision must be determined by the entire budget.)

If more, please list reasons for requesting more: \_\_\_\_\_

\_\_\_\_\_ signature

Please sign this form and return to the Church Office or to Ron Cain by October 6th.

## Committees

### A. Committee Philosophy

The congregationally-elected committee pattern of church operation involves four (4) basic principles.

#### 1. Congregational Authority and Control

Congregational authority and control is basic in a Baptist church. The governing body of the church is the congregation. All church committees are accountable to the congregation for proper functioning and efficient operation. All committee members are approved by the church upon recommendation by the nominating committee. Committee reports shall be made to the church in business meetings on a regular basis and at deacons' meetings as requested.

#### 2. Diversification

Diversification means the dividing of responsibility into an optimal number of units. Committees should be organized so that:

There is not a proliferation in the number of committees.

Each committee has a clearly defined role and scope with a minimum of overlap.

All necessary operational functions of the church are assigned.

#### 3. Participation

Participation involves the enlistment of as many people as possible in the program of the church with the belief that the more persons enlisted, the greater will be their interest and contribution of time and talent. People should be enlisted in areas where they have ability and interest so their participation will be enthusiastic and dedicated.

#### 4. Balance of Responsibilities

Persons and committees designated by the church to perform certain functions are held accountable by the church for producing results and, therefore, must be given authority and freedom within the area of their work to act according to their best judgment.

### General Committee Guidelines

Committees named are church committees, and are therefore responsible to the church. They are to work within the framework of established policies and practices, and are to report to the church. Each committee chairman shall be responsible for making reports at the monthly business meetings, which shall include meetings concerning activities and expenditures. At monthly business meetings where no activity is planned or action taken, the chairman shall state that there is no report for that month. All action taken by a committee shall require a majority vote by members at a committee meeting. The pastor, or his designated staff member, shall be an ex-officio member of all church committees. Each committee shall be responsible for selecting a chairperson, with this position reviewed and voted on annually. The chairperson shall come from within the elected body of the committee. The chairperson may serve in this position as many times as he/she is elected by the committee and providing his/her term of service has not ended.

In order to involve more church members in the ministry of the church, it is recommended that a member serve on no more than three committees in a given year. All committees shall serve on an annual basis beginning October 1-September 30 unless otherwise stated. Committee members shall serve for three years each on a rotating basis with two members rotating off each year. If replacements for those committee members rotating out of service are not available, then arrangements shall be made in order to maintain the necessary minimum number of members on any given committee as is stated in the handbook entitled *Personnel Policies and Job Descriptions*.

## Committees

**Baptism**– Cynthia Baker (17), Chris Milstead (17), Billy Ray Wall (17); Pat Taylor (17); Randy Waller (17); Linda Waller (17)

**Benevolence**- Christopher Baker (17), Ron Cain (17), Donna Milstead (17); Ronnie Vickers (17)

**Children/Preschool**- Muriel Patterson (17), Linda Waller (17); Patty Mann (17), Kim Pike (17), Tonya Simmons (17); & Donna Milstead (17)

**Counting**-Jimmy Funderburk (17), Bob Mathis (17), Johnny Marable (17), Ron Vickers (17)

**Flowers**- Diane Simmons (17), Linda Brooks (17), Jeanette McKissick (17), Robbie Messer (17), Carol Edmondson (17)

**Greeters**– Johnny Marable (17); Bob Mathis (17); Kim Pike (17); Bobby Rhodes (17); Lamar Veazey (17); Christopher Baker (17); Misty Baker (17)

**Kitchen/Social**- Lofton Ray (17), Jimmy & Frances Funderburk (17), Ron & Kathy Cain (17), Pat Taylor; Bob & Priscilla Mathis (17), Bobby Rhodes (17), Brenda Easterwood (17), Ronnie & Barbara Vickers (17), \***Hostess**, June Neese (17), Linda & Randy Waller (17)

**Music**- Donna Milstead (17), **OPEN** ; President of Choir (17), Ex-Officio-Choir Director

**Nominating**- David Patterson (17), Gloria Sinclair (17), Carolyn Gaston (17); Diane Simmons (17); Chris Milstead (17); Ruthie Roberson (17)

**Personnel**-Donnie Gaston (17), Barbara Vickers (17), Carol Edmondson (17), Ken Howard (17), Pat Taylor (17)

**Property**–Chris Milstead (17), Donnie Gaston (17), Lofton Ray (17), Bobby Rhodes (17), Bob Mathis ,(17), Ron Cain (17), Mark Simmons (17) ; Ex-Officio-Jimmy Funderburk

**Finance**– Annette Smith (17); John Searcy (17); John Alford (17), Richard Oliver (17); Ex-Officio-Business Admin; Treasurer– Ron Cain

**Youth**-Cynthia Baker (17), John Searcy (17); **OPEN, OPEN**

**A list of specific duties for each committee can be obtained from David Patterson or Susan Hardy.**

**Budget requests should be turned into Ron Cain or Susan Hardy by Oct. 15th.**