

ADMINISTRATIVE COMMITTEE DUTIES AND ACTIVITIES GUIDE

I. Purpose of this Document

The purpose of this document is to outline duties pertaining to committees. This includes benefits of a committee, types of committees, guidelines for committee selection and election, roles of the committee and its members, duties of the chairperson and terms of committee members.

II. Benefits of a Committee

- A. The use of committees spreads the administrative and ministry load among members of the congregation and broadens participation.
- B. Through committees, responsibility is delegated, and the church is helped to perform its tasks.
- C. The use of committees makes the church a more efficient and effective ministering body.
- D. The use of committees gives opportunity for differing points of view to be presented and reconciled, thereby producing more harmony among church members.
- E. Committees allow members of the congregation to participate and utilize their skills, talents, and gifts in the administration and ministry of the church.

III. Guidelines for Committee Selection and Election

- A. All church committee members must be members of Cinco Baptist Church and must be familiar with and supporters of the general program of the Southern Baptist Convention.
- B. Committees shall be elected on a three (3) year rotating basis with two-thirds (2/3) of the members retained each year, unless otherwise noted for that committee in section A. or B. below.
- C. Unless otherwise noted for that committee in section A., committee members may be re-elected at the conclusion of their term for further service on a given committee. This should not be a common practice, but may be considered when necessary.
- D. Members may serve on more than one committee simultaneously. However the situation where a member serves on two Administrative committees simultaneously should be avoided.

- E. Committee members, upon recommendation by the Committee on Committees, shall be elected by the church in its regular business meeting in September, unless otherwise noted below for a specific committee.
- F. Committee members shall assume office on the first day of October.
- G. Committees shall meet periodically as specified below for each committee, and the chairman of each committee will be responsible for ensuring minutes of each meeting are recorded and retained.
- H. The chairman of each committee shall be named by the Committee on Committees, in coordination with the committees.
- I. The chairman of the Committee on Committees will be named by the church leadership team.
- J. Committee members will not always agree, and differences of opinion, thoughts and ideas are common. Each committee member should be valued and respected. If the Committee on Committees (C on C) becomes aware that a committee member has become hostile, a distraction or stumbling block to the work of the committee, removal of the member may be necessary. For example, if the member repeatedly displays a divisive attitude in conflict with the spirit or intent of the committee responsibilities or church leadership, removal may be required. Course correction and restoration will always be the goal before removal is considered. The steps for course correction or removal are:
 - 1. Committee members will meet directly with the Committee on Committees to discuss the issues, impact and needed changes.
 - 2. During step 1, if the Committee on Committees believes there is need for further information, then C on C will meet with the appropriate committee members or others involved.
 - 3. If an issue is determined to exist that requires intervention, the Committee on Committees will meet with the member(s) again to discuss action required to correct the situation.
 - 4. If course correction does not occur and the member issues continue, there will be another meeting with the Committee on Committees representatives along with the Pastor or Administrator. The committee member may be asked to resign their position or remove themselves from the committee.
 - 5. If the member is asked to resign and refuses to step aside, then Committee on Committees may vote to bring a motion before the church to remove that member from the committee.

IV. Duties of a Committee Member

- A. Know the purpose, duties, and members of the committee
- B. Be present and on time for meetings

- C. Participate in discussions
- D. Contribute to the planning and achievement of activities/projects.
- E. Complete assignments as agreed upon.
- F. Keep the committee informed about progress on assignments.
- G. Report on assignments at committee meetings.
- H. In cases where a committee item directly impacts a committee member's spouse, child, parent or business the committee member will recuse themselves from the discussion and vote.

V. Duties of a Committee Chairperson

- A. Know the purpose, duties, and members of the committee
- B. Request and administer committee budgeting.
- C. Serve as an ex-officio member of the Church Leadership team.
- D. Plan the agenda for each meeting of the committee.
- E. Conduct meetings.
 - 1. Each meeting should have a purpose.
 - 2. Each meeting should have an agenda.
 - 3. Each meeting should have necessary resources.
 - 4. Each meeting should plan for follow-up.
 - 5. Each meeting should be advertised and reported.
- F. Ensure that meeting minutes are taken, retained, and a copy provided to the church office.
- G. Supervise the work of the committee secretary, if one is appointed.
- H. Coordinate responsibilities with committee members for follow-through actions.
- I. Lead the committee to:
 - Identify and schedule activities/projects
 - Develop a sequence of actions

- Prepare a timetable
- Determine the resources needed
- Complete activities/projects
- J. Report committee action(s), as appropriate, to the Church Leadership team and at the church business meeting
- K. Collaborate as necessary with church staff members, church officers, church leadership team, program directors, and other committees
- L. Provide written copies of Committee motions to Moderator and Clerk at business meetings as motions are being presented

VI. Types of Committees

- A. Committees are divided into Administrative and Special.

1. Administrative Committees

- a) Understanding that we, Cinco Baptist Church, are in fact a church and all committees pertain to ministry, these committees deal primarily with the business of the church. Members should not serve on more than one administrative committee simultaneously. Administrative committees are:

Buildings and Grounds
 Committee on Committees
 Counting
 Master Planning
 Nominating
 Personnel
 School
 Stewardship
 Transportation

2. Special Committees

These committees are those that will be formed on a periodic basis as needs arise in the church. They are generally ad hoc or task force groups and have a specific time to function. Committee members will not be nominated and voted on by the church in the regular business meeting in September. Instead, they will be selected on an as-needed basis by either the Committee on Committees or the deacon body, and as noted below for the specific committee, may be voted on by the church at a business meeting.

Members of Special Committees do not rotate. Instead, they serve as long as the need for the committee exists.

Some examples of Special Committees are:

Church History
Pastor Search
Pulpit Supply
Constitution and Bylaws

VII. Standing Church Administrative Committees

A. Building and Grounds Committee

The Building and Grounds Committee shall consist of at least six (6) members. Ex-officio members will be the Pastor, Youth Minister, Children's Director, School Director, and Building Maintenance Volunteer (if one is serving), if not members of the church, then ad hoc (non-voting) members. They shall meet at least once every two (2) months, with the times being set by the committee. They shall have general charge of the administration of upkeep of the existing buildings, grounds and equipment for which there are no other provisions. This committee will be informed before any alterations to the buildings, grounds, or equipment can be made. Duties include:

1. Inspect all church properties periodically so that preventive maintenance work can be performed.
2. Consult with program leaders concerning space allocations.
3. Recommend changes in the use of facilities and property.
4. Make recommendations to the Personnel Committee concerning employment, training, and supervision of maintenance personnel.
5. Develop and recommend policies and procedures related to church property and space. These should include maintenance, insurance, and usage.
6. Evaluate the parking situation
7. Prepare budget recommendations for the Stewardship Committee concerning buildings and grounds.

B. Committee on Committees

The Committee on Committees (CoC) shall consist of at least six (6) members. They shall meet at least once every three (3) months, with the times being set by the committee. They shall be recommended by the church leadership team for election by the church in its' regular business meeting in April. They shall assume office on the first day of May following election. The duties shall be to bring nominations and resignations of church committees, including the Nominating Committee, to the church for election. They should attempt to avoid duplications in committees and organizations. Once the committees are elected, they are to work with each committee to name a chairman, and ensure that each committee member understands the purpose of that committee. Admin Committees fall under CoC care and guidance. CoC will take steps, as needed, to ensure or facilitate the committees are functioning appropriately. Duties include:

1. Review committee policies and procedures and make recommendations to the church concerning any changes to these.
2. Review committee duties and make recommendations for revisions to the church.
3. Attend the first meeting of the committee year (October) for all committees. This is to facilitate the naming of a chairman and ensure that each committee member knows and understands the purpose of the committee they are now on.

C. Counting Committee

The Counting Committee shall consist of at least six (6) members. The committee shall meet weekly to count and record tithes and offerings. The counting will be done by 2 members witnessed and verified by the financial secretary. In recording tithes and offerings, they shall work in conjunction with the Stewardship Committee, church treasurer and church financial secretary.

D. Nominating Committee

The Nominating Committee will consist of at least five (5) members-at-large as well as the Pastor and ministerial staff (ex-officio). This committee shall meet at least once a quarter, with the times being set by the committee. Ministry teams fall under Nominating Committee care and guidance. Nominating will take steps, as needed, to ensure or facilitate the teams are functioning appropriately.

1. They are to select, interview and enlist church program organization leaders, church emphasis program leaders.
 - a) Church program organization leaders consist of Directors of ministry teams and other areas.
 - b) Church emphasis program leaders are the director of the media library and the director of education, if these positions are desired.
2. Screen volunteers before they are invited to serve.
3. Present volunteer leaders to the church for election.

E. Personnel Committee

The Personnel Committee shall be composed of at least six (6) members. This committee shall meet at least once a month, with the times being set by the committee. The committee shall have the responsibility of working with the Pastor in recommending, recruiting and interviewing church personnel, with the exception of the Pastor. Grievances regarding any church employee will be brought to the Personnel Committee for their review and/or action. See also Constitution & By-Laws item III. D. On a periodic basis they shall review church staff and personnel relationships and functions.

Duties include:

1. Study and recommend the need for additional church staff positions.
2. Work in coordination with the School Director to staff the school program.
3. Prepare and update job descriptions and organizational charts.

4. Develop and recommend a salary program for the church.
5. Develop and recommend policies and procedures for staff members.

F. School Committee

This committee shall be composed of at least six (6) members. This committee shall meet at least once a quarter, with the times being set by the committee. The School Director and Pastor shall be ex-officio members of this committee. The Chairperson of the Cinco Christian School, Parent Teacher Organization (PTO), if a Cinco Baptist Church Member, shall be an Ex Officio (voting) member of the School Committee, if not a Member of the Church, the Chairperson of the PTO shall be an Ad Hoc (non-voting) member of the School Committee. A voting member will attend all PTO meetings. The committee shall be responsible for working with the Pastor, staff members and the School Director in maintaining and supporting plans and procedures for the school ministry and all its programs. This is an advisory committee that does not have spending authority. Duties include:

1. Work with the School Director to support policies and procedures for operating the school ministry.
2. Review, with school administration, that legal and licensing requirements are complied with.
3. Report to the church any information regarding the school ministry.
4. Organize the involvement of church members and parents as volunteers in the school program.
5. At least one member should attend all PTO meetings.

G. Stewardship Committee

The Stewardship Committee shall consist of at least twelve (12) members. The Church Treasurer will serve as an ex-officio (voting) member of this committee along with the Youth Minister, Children's Director and School Director. If not a member of the church, then the Treasurer will be an ad hoc (non-voting) member. This committee shall meet at least once a month, with the times being set by the committee. This committee, in consultation with the Pastor and responsible leaders of other Church organizations, shall prepare and submit to the church for approval at its annual business meeting (or at such other time as may be deemed best by the church) an inclusive budget, indicating by items the amount need and sought for all local expenses and purposes, and in like manner, for all denominational or other approved non-local causes. If the church currently has no treasurer, the chairman of this committee will perform the treasurer's duties. Included in these duties is to serve as a Corporate Director. This committee should not only develop the budget, but they should subscribe and administer it as well. They should also promote stewardship education in the church. They are to report on the status of church finances at the regularly scheduled business meeting. Other duties include:

1. Periodically review with chairpersons the expenditures of committees to ensure correspondence with budget allocations and adjustments.

2. Consult with the chairperson of each committee and organization annually to determine financial resources needed for their work during the following year.
3. Committee chairperson ensures the church clerk has a copy of any reports made during church business meetings so they can be retained in the permanent records of the church.
4. Consult with appropriate church staff members/ministers annually to determine any financial needs for the upcoming year.

H. Transportation Committee

The Transportation Committee shall consist of at least six (6) members. This committee shall meet at least once a quarter, with the times being set by the committee. This committee shall be responsible for the inspection and inventory of all church vehicles, making sure they are in good condition and carry the proper insurance and license for their usage. They shall be responsible for reporting to the church any state or county laws that affect these vehicles and make recommendations to assure compliance with any changing laws. It shall be the responsibility of persons or organizations wishing to use these vehicles to provide to the committee, upon request, proof of their proper intent, proper licensing load limits and all other pertinent information that would affect liability and further use of the vehicle. They also are responsible for ensuring that after vehicles are used, they are cleaned by the users of the vehicles.

VIII. Church Special Committees

Special committees need not be staffed unless needs arise. After their task is done, the committee will be annulled until such time as it is required to form a new committee. Below are some examples of special committees and their duties. The committees listed are by no means the only ones that may exist.

A. Pastor Search Committee

A Pastor Search Committee will be chosen when a vacancy occurs. The body of deacons shall nominate 14 members, at least one an active deacon, of which a committee of seven (7) members shall be elected by the church. This committee shall choose their own chairman. The primary purpose of this committee is to find and recommend someone to serve as pastor. The committee should seek God's leadership through the Holy Spirit to direct them in this responsibility. Duties of this committee shall be:

1. Establish guidelines for the work of the committee. Some important considerations include:
 - What is God's will for Cinco Baptist Church concerning a Pastor?
 - What kind of pastor does the church need?
 - What is the candidates attitude about church members, staff members, volunteer leaders, the denomination, worship design, missions education, and stewardship?

- What are the person's qualifications as a preacher?
 - What does the church expect of its' pastor?
 - What will the church do for the pastor?
 - Where does the committee look for a pastor?
 - How will the committee consider recommendations?
2. Compile a list of potential candidates for pastor.
 3. Research and evaluate information on each candidate.
 4. Determine which candidates are to be further investigated.
 5. Visit, interview or otherwise make evaluations of likely candidates.
 6. Recommend only one candidate at a time to the congregation based on written church-pastor covenant which shall include the following:
 - A salary which shall be a fixed sum and shall include agreed upon allowances, if any, for residence, utilities, auto expense, insurance, books, contribution to retirement fund and/or other benefits.
 - Allowances for absences such as vacation, revivals, conventions, speaking engagements, professional absences and/or personal business. Absences for which the church is to pay shall be enumerated. Payment to supply personnel for absences of the pastor which are in excess of those enumerated may be from the pastor's salary account.
 - A term of covenant.
 - The responsibilities of the pastor.
 - Schedules of office hours and other pastoral duties.
 7. Notify the pastor of the church's decision.

B. Pulpit Supply Committee

When the pulpit is vacant, the Committee on Committees or body of deacons shall nominate a committee of five (5) members, at least one an active deacon, to act as a pulpit supply committee. Duties of this committee include:

1. Secure pulpit supply for scheduled and special services as needed until a permanent or interim pastor is secured.
2. Recommendation of an interim pastor to include:
 - His term
 - His salary
 - The services he is to fill.
 - The anticipated time he is to spend on the church field and his weekly duties.
 - Any other stipulations and conditions.
 - Coordinating the above items with the Personnel and Stewardship Committees.