



**Committee / Ministry Team  
Member Duties  
and Guidelines**

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## GENERAL DUTIES OF A COMMITTEE / MINISTRY TEAM MEMBER

1. PRAY! PRAY! PRAY!
2. Know the purpose, duties and members of the team.
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. Inform the committee / team chairperson of progress on assignments.
8. Report on assignments at team meetings.

## DUTIES OF A COMMITTEE / MINISTRY TEAM CHAIRPERSON

1. Know the purpose, duties, and members of the team.
2. Request and administer committee / ministry team budgeting.
3. Plan the agenda for each meeting of the group.
4. Conduct meetings. Each meeting:
  - should have a purpose
  - should have an agenda
  - needs resources
  - should have a plan for follow up
  - should be reported
5. Supervise the work of the team secretary.
6. Assign responsibility to team members for follow-through actions.
7. Lead the team to:
  - identify and schedule some activities/projects
  - develop a sequence of actions
  - prepare a timetable
  - determine the resources needed
  - complete activities/projects.
8. Record and report committee / team action(s), as appropriate, to the ministerial staff.
9. Collaborate as necessary with church staff members, church officers, church ministry council, program directors, and other groups.

## BUDGET & FINANCE (Standing Committee)

### TERMS OF APPOINTMENT:

- There will be five members
- Their Term Limit will be 3 years with no more than two rolling off per year
- If member cannot fulfill term new nominee will fill out remaining term, then can be nominated for their own term

### PRIMARY FUNCTION:

- Develop and recommend an overall stewardship information plan and administer the financial gifts of church members, using sound principles of financial management and program budgeting.

### RESPONSIBILITIES:

- Develop and recommend methods for using the appropriate channels of the church to introduce Biblical stewardship concepts.
- Seek to increase mission understanding and develop Christian stewardship by sharing mission education materials and mission support information. This will involve developing an understanding of the mission support through the Cooperative Program.
- Discover ways to plan and support church ministries through the budget.
- Administer the gifts of the church using sound principles of financial management and budgeting.
- Prepare annual budget according to church by-laws.

### TIME COMMITMENTS:

- As needed for planning, reviewing the budget.
- Special meetings for special purposes.
- Once a month on Sundays.

### DUTIES:

- Review the function of the committee.

### CHAIRPERSON'S RESPONSIBILITY:

- Schedule all meetings.
- Oversee the budget preparation.
- Implement stewardship campaign.
- Track all ministries/departments for budget expenditure compliance.
- Present reports to church at regular scheduled business meetings.
- SEPTEMBER/OCTOBER: letter to the committee of budget planning dates.
- NOVEMBER: budget planning meeting
- DECEMBER: "Forward Looking" budget presentation.

## CONSTITUTION/BY LAWS (Standing Committee)

### TERMS OF APPOINTMENT:

- There will be 5 members and 2 alternates
- The term limit will be 3 years with no more than 2 rolling off per year
- If member cannot fulfill term new nominee will fill out remaining term then can be nominated for their own term

### PRIMARY FUNCTION:

Write and interpret the intent of the church constitution and by-laws.

### RESPONSIBILITIES:

- Recommend revisions to the church constitution to the Church.
- Oversee that the church constitution is followed in business dealings.
- Annually review the constitution to determine if any revisions are needed.
- Consider all requests for constitutional amendments.

### TIME COMMITMENTS:

- Based on the review each year and events that occur during the year that determine a need for review or change in the constitution and by-laws of the church.

### DUTIES:

- Same as responsibilities when needed.

### CHAIRPERSON'S RESPONSIBILITY:

- To schedule meetings making sure to contact all members of your committee
- To present to the church all recommendations from the committee for change at regularly scheduled business meetings.

### CHAIRPERSON'S RESPONSIBILITY:

- Making sure someone on the committee attends all special events.
- Calls meetings to compile information.
- Keeps files current at the church.

## NOMINATING (Standing Committee)

### TERMS OF APPOINTMENT:

- If member cannot fulfill term new nominee will fill out remaining term then can be nominated for their own term

### PRIMARY FUNCTION:

To lead the church in securing members in good standing for (non-salaried volunteer) church ministry positions with the exception of any nominations to fill the vacancies on the Nominating Committee.

### RESPONSIBILITIES:

- Be familiar with the responsibilities of all committees to understand the scope of each committees work.
- Consult with chairpersons of each committee throughout the year to determine present or future leadership needs.
- Remember to contact and receive consent from volunteers prior to their nomination to the congregation.
- Nominate teachers for Sunday School classes for congregational approval. (Article IX, Sec.7) Nominating Committee should work in cooperation with the Sunday School Director and Ministry staff in fulfilling this responsibility.
- Develop Committee job descriptions as needed for approval by the congregation.
- Submit meeting minutes to the pastor in a timely manner. TIME

### COMMITMENTS:

- Periodically through the year with a concentration of time in the fall and end of the church year.
- NOVEMBER: Nominations for Committee Members for the following year need to be resented at the business meeting.

### DUTIES:

- Review the function of the committee.
- Know the purpose and responsibilities of the Nominating Committee.
- Unless hindered, be present and on time for all meetings.
- Actively participate in helping committee achieve its goals.
- Complete assigned tasks in timely manner.

### CHAIRPERSON'S RESPONSIBILITY:

- Report all work of the nominating committee to church through regular business meetings.
- Recommend in regular business meeting all persons being recommended for volunteer positions at BBC.
- Lead the committee in accomplishing assignments in timely manner.
- Submit a record of any committee reports to the church clerk.
- JULY: nominations for Sunday School teachers for upcoming school year need to be presented at the business meeting.

## PERSONNEL (Standing Committee)

### TERMS OF APPOINTMENT:

- There will be 5 members
- The term limit will be 3 years with no more than 2 rolling off per year
- If member cannot fulfill term new nominee will fill out remaining term, then can be nominated for their own term

### PRIMARY FUNCTION:

Assists the church in matters related to employed personnel administration. Work includes recommendations concerning staff needs, employment, salaries, benefits and personnel services.

### RESPONSIBILITIES:

- Develop and budget salary and benefits for all church staff.
- Consult with stewardship in budgeting for any additional church staff members.
- Evaluation of pastor.

### TIME COMMITMENTS:

- Several hours in the fall for budgeting of salary and benefits for paid staff.
- Review of evaluation.
- As needed for employment and personnel matters.
- Meet at a minimum of once every two months.

### DUTIES:

- Review the function of the committee.

### CHAIRPERSON'S RESPONSIBILITY

- Call all meetings.
- Present for Church Council meetings
- Make all reports at regular business meetings.
- Work with all staff members dealing with personnel problems.
- Consult with appropriate staff member in locating, interviewing and recommending additional church staff personnel.

## AUDIT

### TERM OF APPOINTMENT:

- There will be three members
- Their term will be 3 years with one rolling off per year.
- If member cannot fulfill term new nominee will fill out remaining term, then can be nominated for their own term
- Treasurer and Budget committee members may not serve on this ministry team

### PRIMARY FUNCTION:

FINANCIAL POLICIES AND PROCEDURES: ARTICLE XV, Section B. Audits

### DUTIES AND RESPONSIBILITIES:

- There will be an internal audit done yearly with guidelines made by budget committee and written in financial policies and procedures.
- There will be an external audit performed every 5 years beginning May 2026
- Financial Procedures and policies will be rewritten by Budget Committee.

## BEREAVEMENT FOOD MINISTRY

**PRIMARY FUNCTION:** Coordinate funeral dinner for church members who lose a loved one when requested. (Preferably an individual who does not work outside the home).

### **RESPONSIBILITIES:**

- Be available for spur-of-the moment ministry.
- Plan a well-rounded dinner for the family on the day of the funeral, if desired by the family.
- Determine the number of family members attending the dinner.
- Contact Sunday School class (of the individual) to prepare necessary food items.

### **TIME COMMITMENTS:**

- Depends on the need, maybe zero hours some months and eight hours other months.
- Meeting participation minimal.

### **DUTIES:**

- Be available on the spur of the moment.
- Be available to call individuals for food items.
- Be available to set up and clean up on the day of the dinner or deliver to the family.

### **CHAIRPERSON'S RESPONSIBILITY:**

- Coordinate with the church office the time for the family dinner and the number attending.
- Call your helpers to help with the meal, setup and cleanup of the kitchen.
- Provide names for team members to call for assistance in providing food.

## BUS

### PRIMARY FUNCTION:

The driver of church transportation responsibilities will be distributed among several volunteers. A driver is responsible for safely transporting participants to and from church-related or church-sponsored activities.

### RESPONSIBILITIES:

- Shuttle seniors from home to church and back on Sundays and others needing transportation.
- Pick up and transport children for VBS.
- Make sure the church bus is clean, maintained at all times.
- Enforce rules and regulations concerning bus utilization including keeping up with the keys.

### TIME COMMITMENTS:

- As needed – one to two hours on your assigned week.

### CHAIRPERSON'S RESPONSIBILITY:

- To call meetings to discuss bus needs or repairs
- To make sure that all responsibilities are being handled
- Recruiting drivers
- Making drivers schedule each quarter

## DECORATING MINISTRY TEAM

### PRIMARY FUNCTION/RESPONSIBILITIES:

- To decorate the church at two major events of the year, Christmas and Easter, and at different seasons of the year. See guidelines below:

### TIME COMMITMENTS: DUTIES:

- JANUARY - Have Christmas decorations down and put them away for next year. Prepare or use existing flower arrangements for the sanctuary. You can leave the decorations in the Fellowship Hall for the winter.
- FEBRUARY - May leave fellowship hall as it is or decorate for Valentine's Day. May leave same for sanctuary.
- MARCH - Put out spring decorations. Depending on when Easter is (March or April), contact Pemberton's Greenhouse to order palm fronds for Palm Sunday, only 1 bundle of fronds is needed for the 2 vases. The week before Palm Sunday have purple cloth and crown of thorns placed on cross in the baptistery. This cloth must be changed to the white cloth the week between Palm Sunday and Easter. Decorate the front of the Church and vestibule as desired.
- Remember to decorate the vestibule and sanctuary at approximate times throughout the year.
- MAY - Status quo, unless you want to put out something for Memorial Day.
- JUNE Summer arrangement in the sanctuary.
- JULY - Same but you may want to decorate for Independence Day.
- AUGUST - Status quo for summer.
- SEPTEMBER - Time to bring out the Fall decorations into the sanctuary and fellowship hall.
- OCTOBER - Status quo.
- NOVEMBER - May want to do a different arrangement for the sanctuary and fellowship hall for Thanksgiving.
- DECEMBER –Prepare to decorate the church for Christmas the first Sunday in December. This is our largest decorating event of the year. Stay within your budget, if you do go over it comes out of your pocket.
- These are just suggestions and guidelines; they're not set in stone.
- Have fun and use your own creativity to decorate our beautiful church.

## FACILITIES UTILIZATION

### PRIMARY FUNCTION:

Will oversee usage of church by members or outside organizations or individuals

Set policies and procedures for usage and charge for non-members

Work with administrative assistant receiving applications

Verify that all parties have adequate insurance and permits

### CHAIRMANS RESPONSIBILITY:

- Call meetings.
- Work with Building and Grounds in matters related to usage.

### Expectations to use our facility:

- Application to use must be filled out online and Administrative Assistant will get approval and put on calendar.
- There is no charge for members, \$100 fee for non members and \$100 deposit which will be returned if church does not have to have janitor clean it and key is returned.
- If a church member has to open and close and be at church there is a \$100 fee unless user makes own arrangements with church member.
- If sound and video is needed arrangements must be made with someone to operate it.
- Alcohol or drugs are not allowed on church property.
- Weddings must be approved by Pastor or wedding coordinator with counseling.
- Church property may not be removed from premises without prior authorization from building & grounds team.
- This is in addition to facilities team and more revisions will come at later date.

## FELLOWSHIP

### PRIMARY FUNCTION:

To plan, assist and coordinate the church wide fellowship activities i.e. ministerial receptions, potluck fellowships and other activities requested by staff.

### RESPONSIBILITIES:

- To organize and plan church fellowships and activities.
- Assist with serving food and beverages and set up and clean up.

### TIME COMMITMENTS:

- As needed for planning and for the event.

### DUTIES:

- Review the function of the ministry team.

### CHAIRPERSON'S RESPONSIBILITY:

- To schedule all meetings.
- To assign tasks for each event.
- Recruit additional volunteers that are not on the team as needed.

## FIRST TOUCH

### PRIMARY FUNCTION:

To ensure that every person entering the church is greeted and that visitors are offered assistance as appropriate so that everyone feels important and welcome.

### RESPONSIBILITIES:

- Greet members and guests as they enter or exit the building.
- Greet visitors at the welcome centers and provide information requested or needed.
- Escort visitors to appropriate classes, nursery, sanctuary, restrooms and etc.
- Introduce visitors to church staff, teachers and members of similar age and interest.
- Open the doors especially for the elderly or disabled.
- Give welcoming gift to first time guests.

### TIME COMMITMENTS:

- One hour a week with minimal meetings.

### DUTIES:

- Same as responsibilities as a schedule indicates.

### CHAIRPERSON'S RESPONSIBILITY:

- To schedule all information meetings.
- To prepare and furnished your team members with dates for their scheduled service.

## INFORMATION TECHNOLOGY

### PRIMARY FUNCTION:

The IT ministry team will provide for the maintenance, repair & replacement of all communications equipment (phones, servers and local area network WIFI routers). Provide technical support for maintenance of the church website. Provide technical support for customized software application development.

### RESPONSIBILITIES:

- Maintain, repair or replace the Local Area Network equipment for computer network, and arrange for repairs of phone system.
- Provide technical support for maintenance of the church website
- Provide technical support for customized software application development.
- Provide technical support for other ministries for video and/or audio recording of sermons of other video or audio requirements for radio, television or website use

### TIME COMMITMENTS:

- Available when problems occur or updates are needed
- Meet as needed to assess the needs of the church regarding
- Updates in technology equipment and software

### DUTIES:

- Maintain list of active IT assets

### CHAIRPERSON'S RESPONSIBILITY:

- To schedule all information meetings.
- To prepare and furnish your committee members with dates for their scheduled service.

## KITCHEN MINISTRY

### PRIMARY FUNCTION:

To formulate and recommend policies for the kitchen and communicating these policies to the church members.

### RESPONSIBILITIES:

- Supervise, directly or indirectly, all activities using the church kitchen.
- Keep inventory list of kitchen supplies and equipment and request funds to replace, repair, clean or add to inventory when needed.
- Organize and clean the kitchen and appliances as needed.
- Establish and post policies for the use and care of the kitchen.
- Keep a running list in the kitchen so that those who use the kitchen know when supplies are low or depleted.
- Ensure compliance with health department standards.
- Clean refrigerator once a month.

## LIBRARY

### PRIMARY FUNCTION:

To make available and maintain a collection of books, references, and recorded materials for the education, discipleship, growth and leisure of folks attending worship services and other activities provided by the church.

### RESPONSIBILITIES:

- Select media that is appropriate, in good physical shape and of interest to the library patrons.
- Classify and enter a record of the media into a computer based program and maintain a circulation record in same.
- File the media in a systematic form (Dewey Decimal, etc.) for easy retrieval.
- Repair, discard or replace damaged media,
- Plan, develop, budget and coordinate the needs of the Library.
- Make folks aware of the resources available to them in the Library.

### TIME COMMITMENTS:

- Thirty minutes every Sunday morning assisting patrons with check-in/out of media, 2 to 3 days per month working in Library plus various amounts of time working at home researching media, purchasing needed items online, and trips to local bookstores and office suppliers.

### DUTIES:

- Same as responsibilities when needed.

### CHAIRPERSON'S RESPONSIBILITY:

- To schedule needed times for upkeep of the media and catalogues

## MAINTENANCE/GROUNDS

### PRIMARY FUNCTION:

Assists the church in matters related to properties administration. Work includes maintaining all church buildings and properties for ready use, recommending employment of maintenance personnel and assigning responsibility to appropriate personnel for supervision.

### RESPONSIBILITIES:

- Develop and maintain an inventory of all church property and equipment (update annually). Original should be filed in safe deposit box or other safe place.
- Develop and maintain a service record of all operational equipment such as air-conditioning, kitchen and office equipment.
- Establish and maintain regular inspection of all properties and equipment. Report and/or take any necessary actions for safety of such properties and equipment.

### TIME COMMITMENTS:

- Regular quarterly or special called meeting as needed.

### DUTIES:

- Same as responsibilities when needed.

### CHAIRPERSON'S RESPONSIBILITY:

- To conduct and coordinate with all members of the development of inventory and updates.
- Oversee budget and expenditures.
- Conduct quarterly meetings.

## MEN'S MINISTRY

PRIMARY FUNCTION:

RESPONSIBILITIES:

TIME COMMITMENTS:

DUTIES:

CHAIRPERSON'S RESPONSIBILITY:

## MISSIONS

PRIMARY FUNCTION:

RESPONSIBILITIES:

TIME COMMITMENTS:

DUTIES:

## SOUND/MEDIA/POWER POINT

### PRIMARY FUNCTION:

Supervision and operation of sanctuary sound system for all church events.

### RESPONSIBILITIES:

- Evaluate the needs of the sound systems and recommend purchases.
- Enlist and train operators of the system.
- Operate the CD ministry and make copies of the services available to members as requested.
- Work with the Minister of Music in providing sound for choir and special groups.
- Arrive before church services to check the system and for practice and sound check with soloist and special music.

### TIME COMMITMENTS:

- Training meetings one hour.
- Sunday morning and Sunday night services.
- Possible Wednesday practice with choir.

### DUTIES:

- Be available before church/Sunday School.
- Find your replacement if unable to attend on your scheduled date.
- Be alert and familiar with the order of worship.
- Know how to operate equipment.
- Maintain equipment and arrange for repairs as necessary.
- No person under 16 allowed in the sound booth until completely trained and under adult supervision for six months. Training may begin at age 14 under direct supervision.

### CHAIRPERSON'S RESPONSIBILITY:

- Call meetings and training sessions.
- Have all CD, tapes and etc. labeled. CD will be purchased by the office.
- Make the schedule for all participating in this ministry.

## STRATEGIC & LONG RANGE PLANNING

### PRIMARY FUNCTION:

To discover, analyze and develop a long range church and community needs. To recommend long term goals/ strategies including short term and long term objectives as BBC continues to move forward. To evaluate the long range effectiveness of church programs, interpret long-range goals and strategies appropriate groups. Recommend and interrupt the long range plans to the congregation.

### RESPONSIBILITIES:

- Present assessment of space allocation, parking allocation, alternate services and facility enhancement.
- Committee will make specific recommendations to the church as to how to expand the overall use of our property and facilities.
- Committee will determine the best course of action for BBC as it seeks to carry out its mission.
- Involve Church members in surveys and studies.
- Maintain communications within the Ministry and congregation.
- Recommend appropriate action to the congregation.
- Study long range planning process.
- Recommend a ministry team to oversee specific projects.
- Organize ministry to perform assigned work.

### TIME COMMITMENTS:

- As needed to fulfill the needs above.

### DUTIES:

- Review the function of the team.

### CHAIRPERSON'S RESPONSIBILITY:

- Schedule all meetings.
- Confer and consult with the Church Ministries Council as well as the deacon body.
- Present recommendations and options to the membership for discussion and consideration.
- Offer motions to act upon proposed strategic plans on a priority basis.

## TELLER MINISTRY TEAM

### TERM OF APPOINTMENT:

- There will be 8 members.
- They will be voted on by the church yearly.
- If member cannot fulfill term new nominee will fill out remaining term, then can be nominated for their own term.
- Family members may serve at same time, just not count together.

### PRIMARY FUNCTION: RESPONSIBILITIES:

- There will be a chairman elected by the team yearly.
- Financial policies and procedures will be rewritten by Budget committee

### TIME COMMITMENTS:

#### DUTIES:

- CONSTITUTION: ARTICLE X CHURCH FINANCES, SECTION 3: Accounting Procedures
- FINANCIAL POLICIES & PROCEDURES : ARTICLE XIII Teller Ministry

## USHERS

### PRIMARY FUNCTION:

Regularly participate in worship services and will assist with welcoming, directing and seating guest and others as needed and will collect offerings.

### RESPONSIBILITIES:

- Attend worship services.
- Watch for and welcome guests.

### TIME COMMITMENTS:

- On and a half hours a week serving on a rotating schedule.
- Minimal meetings.

### DUTIES:

- Review the function of the ministry team.

### CHAIRPERSON'S RESPONSIBILITY:

- Prepare rotating schedule and give a copy to the office to be printed in monthly newsletter.

## WOMEN'S MINISTRY

### PRIMARY FUNCTION:

The Women's Ministry was designed to encourage and equip women to be Godly leaders.

### RESPONSIBILITIES:

- Ladies Bible Studies
- Prayer Breakfast Meetings
- Mission Opportunities
- Any Ministry Team Meetings

### TIME COMMITMENTS:

- Times required for any events, meetings, Bible studies

### DUTIES:

- Attend meetings as requested
- Participate as needed in recruiting leaders for Bible studies
- Attend and participate in prayer meetings
- Participate in budget planning
- Participate in mission opportunities
- Present ideas at meeting upcoming events and future events

### CHAIRPERSON'S RESPONSIBILITY:

- Plan and arrange meetings, ministry team meetings
- Plan and arrange ladies Bible Studies
- Plan and arrange women's prayer meetings
- Budget planning meeting
- Plan mission opportunities

**Volunteer Children's Director and Assistant**

- Responsible for scheduling Sunday morning nursery for Sunday School and Church, Wednesday night nursery, pre-school children's church, elementary children's church, and children's welcome center on Sundays
- They are responsible to recruit, schedule and equip volunteers
- They are to make sure background checks are done
- He/She will not be required to be a worker

**VBS Director and Assistant**

- Lead a summer VBS for children to learn about Christ
- Promote and pray for the children and families who will attend VBS
- Recruit and equip workers to serve at VBS
- Provide VBS materials, decorating and setting up for VBS
- Provide training for VBS workers
- Manage the VBS budget
- Coordinate clean-up and ideally pass VBS materials and decorations to another church
- They are to make sure background checks are done