

First Baptist Church of Show Low, Arizona

Job Description

Senior Pastor

Ministry Purpose: To proclaim the Gospel of Jesus Christ; to teach the Biblical revelation; to engage in pastoral care; provide administrative leadership in all areas of Church life and function; supervise paid Church staff; and conduct the ordinances and functions of worship.

Relationship: The Pastor serves under the guidance of the Holy Spirit and the Church Body. He directly receives counsel from the Deacons, who serve the congregation. The Pastor serves as the leader of the Church Council and all church organizations in accomplishing the Church's mission.

Primary Functions:

- Plan and conduct worship services, developing sermons, planning with worship leadership and leads in the observance of ordinances.
- Leads the congregation in effective programs to fulfill the Great Commission with vision, purpose and priority.
- Leads and demonstrates effective ways to witness and win the lost to salvation through Jesus Christ.
- Visits and ministers to members and prospective members in homes, nursing care facilities and hospitals.
- Conducts counseling sessions, performs wedding ceremonies and conducts funeral services.
- Works with Church Corporate Officers, Deacons and other key leadership to carry out the mission and purpose of the church.
- Cooperates with associational, state and denominational leaders in matters of mutual interest and concern, including the SBC Cooperative Program.
- Supports missions, both local and abroad, including Lottie Moon and Annie Armstrong.
- Serves as Overseer/Administrator of paid Church staff, supervising and evaluating the tasks assigned to each.
- Serves to recommend and advise committees and teams as an *ex-officio* member.
- Oversees, along with Deacons, all church discipline matters and the management of conflict issues in the Church.
- Communicates with the congregation through articles or announcements, written and spoken using Church newsletter, bulletins and worship services.
- Gives full support Biblically to the Undesignated Budget of the church.
- Adheres to the *Church Bylaws* and *Policies and Procedures* adopted by the Church.
- Maintains a vital and wholesome personal relationship with the LORD through daily Bible study and prayer.
- Maintains proper priorities at home with his wife and children.

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Job Description

Assistant Pastor

Ministry Purpose: To proclaim the Gospel of Jesus Christ; to teach the Biblical revelation; to engage in pastoral care; provide administrative leadership and assistance where needed.

Relationship: The Assistant Pastor serves under the guidance of the Holy Spirit and the local Church; reports to the Senior Pastor; must be an active church member with strong Biblical knowledge and a calling to serve. Recommendation comes from the Pastor and Personnel Committee, with final approval from the congregation.

Accountability: This ministry shall be a 20-hour per week paid position. Suggested work hours would be 8:30 A.M. to 1:30 P.M., Monday through Thursday, with additional hours as needed. The Personnel Committee, in conjunction with the Finance Committee, shall annually recommend the weekly compensation and other benefits and reimbursements for this position. This position is not eligible for overtime or comp time.

Primary Functions:

- Leads and demonstrates effective ways to witness and win the lost to salvation through Jesus Christ.
- Maintains a vital and wholesome personal relationship with the LORD through daily Bible study and prayer.
- Maintains proper priorities at home with his wife and children.
- Conducts counseling sessions to members and to those seeking answers whether physical, spiritual, emotional, mental, or financial.
- Provides Biblical teaching to anyone who requests.
- Monitors the bulletin tear-offs for first-time attenders and prayer requests. Sends a card or note to all visitors making them feel welcome and wanted.
- Maintains the weekly church prayer list to ensure it is current and distributed.
- Visitation-assist the Senior Pastor as needed both in person and via telephone.
- Visits and ministers to members and prospective members in homes, nursing care facilities and hospitals.
- Acts as a counselor and advisor to the leadership of church programs. Provide resource and guidance, including direct participation as needed.
- Complements the Ministry Assistant by answering the phone and aiding in special projects that require extra assistance.
- Adheres to the *Church Bylaws* and *Policies and Procedures* adopted by the Church.
- May be called upon to preach on any occasion the Senior Pastor is not available or deems necessary.

It is understood that the above is a representation of what the position includes as of this date. The Assistant Pastor is to be a Spirit-led position meant to evolve into additional responsibilities and duties as prayerfully determined by the Senior Pastor. These will not take away from the authority or the direct responsibilities of the Senior Pastor.

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Job Description

Ministry Assistant/Financial Secretary

Ministry Purpose: To be responsible for assisting the pastor(s), staff and Church Council members in organizing the work and ministry of the church and for the smooth administrative operation of the church office.

Relationship: Reports to Senior Pastor and the Personnel Committee.

Accountability: This ministry shall be a 40-hour per week paid position. Hours of work are: 8:00 A.M. to 4:30 P.M., Monday through Friday.

Primary Functions:

- Provide clerical support – typing, filing, computer operation, and other clerical duties as needed.
- Assist the pastoral staff in scheduling meetings/appointments and track dates/times of meetings and appointments, if needed.
- Expedite emergency calls: death, family and personal emergencies, hospitalization, etc.
- Maintain the church calendar and prepare announcements for the bulletin and newsletter.
- Maintain accurate member recordkeeping: births, deaths, baptisms, funerals, new member certificates, etc.
- Complete the forms, ACP report and other materials necessary for DPBA and AZSBC.
- Manage the publication of the weekly worship bulletin and monthly newsletter.
- Greet and serve incoming visitors to the office.
- Answer phone, take messages or answer questions.
- Manage financial recordkeeping including QuickBooks accounting, keeping accurate records of contributors and other sources of income, taking check requests, generating checks and payroll, etc.

Administrative Responsibilities:

- Train and supervise all volunteers who serve in a secretarial or record keeping capacity.
- Provide accurate record-keeping for:
 - Worship statistics
 - Membership records
 - Church finances
 - Church programs (including FTH ministry and Food Pantry Ministry)
- Maintain accurate files of committees and all other essential church documents.
- Assist in tracking members in the hospital, post-hospital and those who are homebound.

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- Supervise all bulk mailings.
- Order office-related and ministry-related supplies.
- Coordinate servicing on office equipment.
- Complete required forms for federal grant applications and attend required meetings for our ministries such as FTH and Food Pantry.
- Completes background checks for all volunteers who work with children.
- Be flexible for any “other assignments” given by the Pastor.

Confidentiality:

- Each member of the church has the right and privilege to inquire into the programs of the church; therefore, discretion is vital and necessary in all conversations. Politeness and courteousness are expected in all communications, but confidentiality must be maintained first and foremost.
- This position will involve knowledge of confidential material. A high standard of confidentiality must be observed at all times.
- The Pastor is responsible for answering inquiries concerning present and former employees or church members. All inquiries or requests for references regarding present or former employees shall be directed to the Pastor or the Personnel Committee.

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Job Description

Custodian

Ministry Purpose: To keep the church facilities clean, giving a positive and professional appearance.

Relationship: Works independently, reporting to the Senior Pastor.

Accountability: This is a paid, part-time position eligible for benefits afforded to all Church employees. The Personnel Committee, in conjunction with the Finance Committee, shall annually recommend the compensation and other benefits for this position.

Primary Functions:

- Cleans and maintains the building facilities by sweeping, mopping, scrubbing and vacuuming using proper cleaning solutions, tools and equipment.
- Performs necessary room set-ups and tear-downs for scheduled events.
- Cleans windows (inside and outside), facility fixtures, walls and stairwells.
- Performs necessary custodial duties, such as: dusting furniture, walls and equipment, waxing floors, gathering and emptying trash containers.
- Cleans bathrooms, refills soap and paper towel dispensers, and cleans bathroom stalls as needed.
- Performs additional duties as required.
- Reports needed repairs to Property and Equipment Committee.

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Job Description

Trustees

Principle Function: To serve as legal representatives of the church as a corporate body.

Membership: The number of Trustees shall be three or more as determined by the Church and the laws of the State of Arizona. They must be active, full-time members of First Baptist Church of Show Low, Arizona. The Trustee Board shall elect their own President, who shall serve or appoint a representative to the Church Council, and a Secretary. The Trustees shall also designate one member to serve as Statutory Agent for the corporation.

Relationship: Reports to Church, as a whole.

Responsibilities:

1. The title of the church property is to be held in the names of the Trustees.
2. All legal papers and legal transactions of the church are to be executed by the Trustees. (Three signatures required.)
3. Should occasion arise for the church to sue or to be sued, the Trustees are to be its legal representatives.
4. The Trustees deal with legal matters involved in the owning and disposition of and protection of church property.

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Job Description

Finance Committee

Membership: This committee will consist of at least three (3) members elected by the Church membership in addition to the Treasurer, who shall serve as chairperson, and the Deacon Body chairman, or his designee, who shall serve as a non-voting *ex officio* member. Members will serve a three-year term, with one member rotating off each year.

Relationship: Reports to Church.

Responsibilities:

1. To lead in stewardship promotion.
2. To prepare the annual budget, for adoption by the Church, and administer said budget.
3. To approve budgeted expenditures, other than normal operating expenses, prior to submission to the Church Council.
4. To hear requests for extra budgeting financial expenditures and budget revisions and make recommendations, as necessary, to the Church for approval.
5. To advise the Church on financial undertakings as to soundness and effect on financial structure and credit standing of the Church.
6. To review expenditures monthly in terms of budget allocations, including the financial report submitted by the Treasurer, which report will be subsequently presented to the Church, and as an informational item to the Church Council.
7. To consider all requests to receive additional special offerings.
8. To provide for the annual review of all Church financial records and books.
9. To carry out specific assignments as approved by the Church.
10. To administer any special Church funds.
11. Annually recommend to the Nominating Committee individuals to serve on the Finance Committee, the Counting Committee and as Check Signers, for final approval by the Church.

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Job Description

Check Signers

Membership: There shall be at least three (3) Check Signers approved annually by the Church. Check Signers cannot be related to any professional member of the Church staff, nor the Treasurer.

Relationship: Reports to Treasurer and Finance Committee

Responsibilities:

1. To review and sign checks prepared by the Financial Secretary/Administrative Assistant for obligations of the Church. Signers shall verify the amount against any invoices, statements or authorized expenditure requests. One signature and the initials of another authorized signer, Treasurer, Pastor or Assistant Pastor are required on all checks. The Pastor and Assistant Pastor cannot initial checks for their own payroll or other compensation/reimbursement.

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Job Description

Counting Committee

Membership:

This committee will consist of at least three (3) members who are responsible for accurately counting all monies received by the Church as contributions or proceeds from activities, such as the Fellowship Meal. **Individual giving records shall be confidential, without exception.** Two committee members shall be present during the counting and preparation of the deposit.

Each member of the Counting Committee, Treasurer and Financial Secretary/Administrative Assistant shall be bonded for their own and Church protection. The Church shall provide this bonding insurance for all persons who actually handle any monies received, whether as cash or checks.

Relationship:

Reports to Treasurer and Finance Committee

Responsibilities:

1. Two members of the Counting Committee shall receive the offering plates from the ushers during worship services. They shall then jointly place all monies in designated lockable bags and place in the safe. In the absence of a committee member, the Treasurer shall place monies in the safe.
2. All monies received between worship services shall be labeled as to activity, dated and placed in the safe until the next regularly-scheduled deposit preparation day.
3. When preparing the deposit, counters must verify the name/number and amounts in any envelopes. Loose checks shall have an envelope prepared to ensure the contribution is properly recorded to the individual's giving record. Loose monies not in an envelope, or currency in an envelope without a name shall be counted and recorded separately. Special offerings and/or designated funds should be noted, counted and recorded separately. Monies received from special activities, such as the Fellowship Meal, shall be counted and the total amount recorded separately. All checks shall be stamped "For Deposit Only" with the optional inclusion of the Church's bank account number. A copy of the summary sheet showing totals for general, designated and special activities totals shall be given to the Treasurer.
4. A deposit slip shall be prepared, in duplicate, recording all checks and currency received. A copy of the deposit slip shall be given to the Treasurer, who shall attach it to the duplicate summary sheet. The prepared deposit shall be placed in a lockable bank bag and transported by a member of the Counting Committee and/or Treasurer to the designated bank for deposit. The stamped receipt from the bank shall be given to the Financial Secretary/Administrative Assistant.
5. Regular and special offering envelopes shall be arranged in numerical/alphabetical order. These shall be given to the Financial Secretary/Administrative Assistant for data entry into the individual's giving record.

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Job Description

Nominating Committee

Principle Function: To nominate and enlist persons to serve faithfully and regularly on the committees of the church.

Membership: The Nominating Committee shall consist of five (5) members, who shall serve rotating three-year terms. The committee membership shall meet annually to elect its own Chairperson, who shall serve on the Church Council, a Vice Chairperson and a Secretary.

Relationship: Reports to Senior Pastor

Responsibilities:

1. Secure names of prospective committee members by surveying the church membership in August and September.
2. Recruit members for all committees and recommend these to the church for approval at the annual ministry conference so that the new committees may be organized prior to January 1 each year.
3. Make recommendations to fill vacancies on church committees within a timely manner of the resignation or termination of a committee member.

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Job Description

Personnel Committee

Principle Function: To assist the Church in administrative matters related to all employed personnel.

Membership: The Personnel Committee shall consist of a representative of the Deacon Body, the Treasurer as an *ex officio* non-voting member, and three (3) at-large members, who shall serve rotating three-year terms. The committee membership shall meet annually to elect its own Chairperson, who shall serve on the Church Council, a Vice Chairperson and a Secretary.

Relationship: Reports to Senior Pastor

Responsibilities:

1. Meetings will be called by the chairperson whenever necessary.
2. Develop a job description, listing duties and responsibilities, for each job title of Church officers, committees and Church employee. A copy of each job description will be kept in the personnel files.
3. Develop and present to the Church for adoption, policies for paid Church staff. All personnel policies shall be published in a single manual.
4. The Personnel Committee in conjunction with the Pastor, shall annually, preferably in August, evaluate performance of all paid staff and interview each Church staff member individually to determine their attitudes and needs in relationship to their position. New paid staff members are subject to a six-month probationary period, with performance reviews at three-month and six-month intervals.
5. The Personnel Committee, in conjunction with the Deacon Body, shall annually meet with the Pastor to review the Pastor's performance for the just-ended year and discuss ministry goals, initiatives, and concerns for the coming year.
6. Consult with the Finance Committee on policies and considerations regarding financial compensations.
7. Recommend budgeting for salaries and benefits of all personnel to Finance Committee and review worker compensation, as there is a need.
8. If necessary, serve as a Hearing Board for problems and needs concerning staff and their responsibilities or relationships.

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Job Description

Property and Equipment Committee

Principle Function: To maintain the church's buildings/grounds and equipment to a high standard of attractiveness and safety and thus enhance worship and ministry.

Membership: The Property and Equipment Committee shall consist of three (3) members, who shall serve rotating three-year terms. The committee membership shall meet annually to elect its own Chairperson, who shall serve on the Church Council, a Vice Chairperson and a Secretary.

Relationship: Reports to Senior Pastor

Responsibilities:

1. Assess maintenance, repair, and equipment needs relating to the physical property, including the church's parsonage and vehicles.
2. Solicit and award bids for needed maintenance, repairs, and equipment according to church policy, and when appropriate, participate with the Church Council in the negotiation of contracts for all work to be completed.
3. Assist the office staff in overseeing contracted work and authorizing payment for work completed.
4. Develop and implement a master maintenance plan for the church's physical plant including a preventative maintenance program.
5. Assist the Finance Committee in administering the building facilities, equipment and grounds budget line items.
6. Prepare and submit a building facilities, equipment and grounds budget for inclusion in the annual church budget.
7. Assist the New Sanctuary Committee as needed.

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Job Description

Groundskeeper

Description: To maintain the lawn, shrubbery and grounds of the church property in a manner reflecting our love for God and providing a good witness to our community. This is a “volunteer” position, with the church providing tools and supplies required.

Relationship: Reports to Facilities and Equipment Committee

Responsibilities:

1. Water lawn at least twice weekly, if not already done by God. A deep watering takes approximately 30 minutes per lawn section. Apply lawn fertilizer monthly prior to watering.
2. Hedges should be deep watered once weekly and trimmed monthly or as needed.
3. Check oil in lawn mower prior to each use. Clean and/or replace air filter. Sharpen blade as needed.
4. Mow lawn weekly during growing season, using catcher or rake clippings.
5. Trim all sidewalk edges, around sign and the area below electrical boxes, as needed.
6. Sweep all sidewalks, front porch and entrance areas to clean up any clippings.
7. At least monthly trim/mow “island” between concrete parking area and Central Ave., and along south fence line by office entrance. Use of the catcher is **not** recommended, but be careful about mower-thrown rocks/debris.
8. Water rose bushes on west side of building weekly, trimming and fertilizing as needed.
9. Trim, water and fertilize shrubbery and flowers on north side as needed.
10. Weed playground perimeter plantings as needed.
11. Solicit assistance from other church members to trim weeds around church property.
12. Report any maintenance/equipment issues and needs to the Facilities and Equipment Committee.

Qualifications: A willingness and commitment to serve the Lord with gladness, using the gifts and talents He provides.

Snow Removal Policy

In September near the beginning of the month the Facilities and Equipment Committee will get a sign up list together of people that can be notified to help remove snow around the Church sidewalks and put down ice melt at entrances and walkways after a significant snow storm. This list is a rotating list so that the same people are not called every storm. The Committee will also be responsible for ensuring that the plowing of parking lots is scheduled properly whether during the week or before Sunday Services.

Other responsibilities include checking the snow blowers for proper fluid levels or changing fluids if necessary. If training is needed for the use of our three snow blowers the Committee will be responsible for scheduling or assigning someone to handle the training.

If snowfall is significant in nature meaning 10" or more the Church may cancel services for safety reasons. Cancellations will be on the website, the answering machine and on signs posted on the doors.

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Job Description

Baptism Committee

- Purpose:** To prepare the baptistery and to assist candidates following the Lord in baptism.
- Membership:** This committee will consist of two men and two women nominated and elected by the Church.
- Relationship:** Reports to Senior Pastor.
- Responsibilities:**
1. See that all necessary baptismal equipment and facilities are available and in order prior to each baptismal service. Check the baptistery for proper water filling and temperature. Any maintenance/safety issues should be reported in a timely manner to the chairperson of the Property and Equipment Committee.
 2. Meet the candidate(s) at the appointed time and show them to their dressing rooms, answer questions that may arise and see that each candidate has proper robe, towel, etc.
 3. Assist the candidate(s) into and out of the baptistery and to their dressing rooms. Seek to give each candidate as much privacy as possible.
 4. Arrange for baptismal garments, towels, and other supplies to be made ready for next service.
 5. If the committee determines a need for additional equipment or robes, a Ministry Action Plan should be submitted to the Finance Committee for inclusion in the annual budget.

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Job Description

Education Committee

Principle Function: To plan and coordinate the educational strategies for First Baptist Church of Show Low.

Membership: The Education Committee shall consist of the educational leaders for Discipleship Training, Sunday Morning Bible Study (Sunday School), Wednesday Evening Bible Studies, Youth, Children's Church, Nursery, Extended Session, VBS and Children's Special Programs. Sub-committees may be formed as needed.

Relationship: Reports to Senior Pastor

Responsibilities:

1. Annually elects a Director (or Chair), Assistant Director, and Secretary, from within the committee membership, with a 3-year maximum term as an officer before rotating off for at least 1 year. The committee will meet at regularly scheduled times.
2. Work to promote cohesive programs in all educational areas which shall be consistent with beliefs presented in the Bible and the "*The Baptist Faith & Message*." The committee shall annually evaluate and recommend curriculum for educational programs.
3. Assist in equipping leaders and mobilizing members to achieve objectives and deal with specific responsibilities.
4. Submit an annual budget proposal to the Finance Committee for educational materials, related outreach programs and special events (*i.e.*, teachers' appreciation banquet).
5. Communicate the educational goals and objectives to the entire church body at regularly scheduled Ministry Conference(s).

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Job Description

Kitchen and Hospitality Committee

Principle Function: To assist in the provision of cost-effective food services in support of various church ministries.

Membership: The Kitchen/Hospitality Committee shall consist of five (5) members, who shall serve on rotating three-year terms. The committee membership shall meet annually to elect its own Chairperson, who shall serve on the Church Council, a Vice Chairperson and a Secretary.

Relationship: Reports to Senior Pastor

Responsibilities:

1. Enlist volunteers for church wide fellowship activities.
2. Recommend major food service equipment purchases to the Finance Committee.
3. Recommend guidelines and policies relating to food services.
4. Annually review the church's food services operation to ensure compliance with Local, State, and Federal Standards.
5. Prepare and submit a food services budget for inclusion in the annual church budget.

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Job Description

Missions Committee

Principle Function: To enable the church to fulfill the Great Commission, locally in cooperation with the Desert Pines Baptist Association and the Arizona Southern Baptist Convention; nationally in cooperation with the North American Mission Board (Southern Baptist Convention); and internationally in cooperation with the International Mission Board (Southern Baptist Convention).

Membership: The Missions Committee shall consist of five (5) members, who shall serve rotating three-year terms. The committee membership shall meet annually to elect its own Chairperson, who shall serve on the Church Council, a Vice Chairperson and a Secretary.

Relationship: Reports to Senior Pastor

Responsibilities:

1. Oversee missions.
2. Recommend to the church mission involvement and approve all mission partnerships, trips and participants, and projects, etc.
3. Recommend to the church mission giving goals and distribution to the various conventions, agencies, and areas of FBCSL's own individual involvement.
4. Equip missions volunteers with the proper financial paperwork to ensure proper records for IRS purposes.
5. Encourage and aid appointment of missionaries from FBCSL with the various SBC agencies.
6. Recommend to the church, in coordination with Finance Committee, percentages for Cooperative Program.
7. Recommend to the Finance Committee mission items to be included in the annual budget.
8. Encourage prayer support for all individual FBCSL and SBC associational, state, home, and foreign missionaries.

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Job Description

Multimedia Committee

- Membership:** This committee will consist of at least three (3) members who shall provide multimedia support at church activities and recommend audio-visual, computer and copier equipment purchases.
- Relationship:** Reports to Church Council
- Responsibilities:**
1. In coordination with the Pastor and Worship Leader develop multimedia presentations for use during worship services or special activities, including, but not limited to, song words, sermon outlines/Scripture, videos and announcements.
 2. Coordinate with the VBS Director or other special activity coordinator on multimedia needs, staffing as required.
 3. Perform or arrange for routine maintenance of all multimedia equipment, including office computers and copiers.
 4. Maintain adequate supplies for recording services, making CD copies as requested and batteries for multimedia devices, including classroom TV monitors and DVD player remotes.
 5. Maintain an inventory of all church-owned multimedia equipment and develop an equipment replacement schedule.
 6. Seek outside consultants for ministry expansion projects, such as video recording or new Sanctuary multimedia needs.
 7. Annually recommend budgetary expenditures to the Finance Committee.
 8. Annually recommend to the Nominating Committee individuals to serve on the Multimedia Committee, for final approval by the Church.

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Job Description

Ushers/Greeters Committee

Principal Function: Ushers welcome congregation members and guests to the church and provide them with information and materials they need to enjoy and benefit from the worship experience. The Head Usher oversees the ministry of the other ushers.

Membership: The Usher/Greeters Committee shall consist of three (3) members, who shall serve rotating three-year terms. The committee shall annually elect a Chairperson, who shall serve on the Church Council, a Vice Chairperson and Secretary.

Relationship: Reports to Senior Pastor

Responsibilities:

1. Create a yearly schedule of ushers and ensure that all worship services are covered.
2. Provide necessary training to new ushers or usher replacements.
3. Ensure that ushers carry out the following duties:
 - a. Greet members and visitors and help them feel welcome to the church.
 - b. Help members and visitors find seating, and escort them to seats, as needed.
 - c. Distribute materials related to the service, such as bulletins, handouts, Bibles, etc.
 - d. Receive tithes and offerings at designated time during the service.
 - e. Direct visitors to Sunday Bible study classes, nurseries, restrooms, and other locations within the church.
 - f. Find a substitute, from approved list of trained ushers, if you cannot serve at your assigned service.
 - g. Give an encouraging word as church attendees leave after the service: "Glad you could worship with us today," "Have a great week," or a simple, "God bless."

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Job Description

Worship Ministry Committee

Principal Function: To plan, organize and coordinate with the Pastor and Multimedia Chair the regular worship services and special activities, such as funerals, weddings, associational or ministry conferences and banquets, of the church.

Membership: This committee will consist of the Worship Leader, who serves as Chair, and three (3) at-large members recommended by the Chair to the Nominating Committee, who reviews their qualifications and submits a recommendation to the Church for approval.

Relationship: Reports to Senior Pastor.

Responsibilities: To plan, organize and coordinate with the Pastor and Multimedia Chair the regular worship services and special activities ... of the Church.
(By-Laws, Article VII, Section 15)

1. To recruit and schedule directors, pianists and/or other musicians for all services (Sunday AM, PM, special services)
2. To recruit Worship Team members.
3. Contact all Worship Team members and musicians with dates and times for rehearsals and services.
4. Plan seasonal/special worship services.
5. Schedule special music for services.
6. Keep music/music books in order.
7. Provide music instruction when/if necessary.
8. Review and recommend purchase of new music and/or instruments when necessary.
9. Prepare a budget proposal to the Finance Committee for the annual budget.