

1. Personnel Committee Guidelines
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PERSONNEL COMMITTEE GUIDELINES

Confirmed, 03/12/03 Business Meeting

PURPOSE:

To assist the pastor and the church in determining the staff and employee needs, and the securing and maintaining of adequate personnel to perform the routine daily functions of the church and to provide its ministry.

NOMINATED BY:

The Church Nominating Committee selects this committee. The Pastor and Director of Operations are non voting ex officio members.

MEMBERSHIP:

Members: 5, with at least two men and two women. Chairman must be a deacon.

- At least two members should be from the previous year's Personnel Committee.
- No member shall serve for more than 3 consecutive years.
- Actively involved in church activities.
- Shall have experience in one of the following:
 1. Operating a business
 2. Human resources
 3. Salary administration
 4. Benefit administration

DUTIES:

1. The committee shall meet whenever the committee chairman deems it is necessary.
2. The committee shall meet at least one time per quarter to review the church staff and employees.
3. The committee must create and implement job descriptions for the staff and church employees.
4. The committee will review and evaluate the duty performance of all personnel.
5. The committee will meet with each staff member/employee as often as necessary, but it is mandatory that a meeting be held one time per year.
6. The committee shall implement a salary scale to provide for merit salary increases as deemed appropriate.
7. The committee, Director of Operations, and the pastor shall work closely together regarding decisions pertaining to staff and employees.
8. The committee will present salary recommendations to the Budget/Finance Committee for their review and vote.
9. The committee in, association with the Director of Operations and the pastor, will work to fill existing job vacancies in the church.

10. The committee has, in conjunction with the Pastor and/or Director of Operations where appropriate, the authority to hire all staff members and employees, provided that the salary has already been funded in the current budget.
11. The Budget/Finance committee must approve new positions being proposed and not funded in the current budget. The request will then be presented as a co-recommendation to the church for budget approval.
12. The Personnel Committee shall maintain a job description for each staff member.
13. Staff ministers and directors reporting directly to the pastor shall be recommended to the church by the Personnel Committee and employed by church action. These staff ministers and directors may be terminated on recommendation by the Personnel Committee and approval of the Overseer Board. All other staff shall be employed or terminated upon recommendation of the Director of Operations in coordination with the Personnel Committee Chairman.
14. Reports of this committee will be considered confidential.
15. This committee will be responsible for making recommendations to the Budget/Finance committee to approve special compensations to be given to staff members and employees for anniversaries, Christmas and other appropriate events.

COMMITTEE GUIDELINES: NOMINATING COMMITTEE

Last Revision: January, 2018

Purpose: To nominate members and chairpersons of all standing committees and ad hoc committees as listed in the By-Laws, Church clerk and Church trustees.

Membership:

- Number of Committee Members: 5
- Must include at least one Deacon
- A standard term of service is 3 years
- No member shall serve for more than 3 consecutive years
- Each member should be actively involved in church activities

Key Duties:

1. The first meeting of the Nominating Committee should take place in January, in order to familiarize new members with the existing committees and the current needs of the Church. Each meeting should begin and end in prayer, seeking God's guidance for all decisions made. The Committee will confirm a chairman at this first meeting.
2. Refers to the individual Committees Guidelines and the Churchill Baptist Church Constitution and By-Laws, when considering all nominations.
3. Staffs all standing and emerging committees. See Committee Appendix for current list.
4. Staffs ad hoc committees as needed.
5. Reviews the list of committees annually to see if each is still necessary or if a new standing committee needs to be created.
6. Fills vacancies as they occur, through the cooperation of the committee in need and the Nominating Committee.
7. Publishes a list of current committees and vacancies for the Church Body at large. This will be completed in August, allowing Church Members an opportunity to volunteer for service.
8. Publishes the Nominating Committee Report. This report includes nominations for all committees, clerk, and trustees for the following year and will be presented for consideration at the November business meeting. (The Nominating Committee Report will be voted on at the December business meeting. The Committee chairperson will be present at both business meetings.)

MISSIONS COMMITTEE GUIDELINES

Revised 2018

PURPOSE:

The Missions Committee's purpose is to improve the awareness of missions to the congregation and encourage financial and spiritual support to missions.

NOMINATED BY:

The Church Nominating Committee nominate this committee.

MEMBERSHIP:

- Number of Committee Members: 7
- A standard term of service is 3 years
- No member shall serve for more than 3 consecutive years
- Each member should be actively involved in church activities

DUTIES:

1. The committee shall meet whenever the committee chairman deems it is necessary but at least once a quarter.
2. The committee shall propose and support mission emphasis services during the year.
3. The committee shall set goals for missions giving, including the Lottie Moon, Annie Armstrong, and Mary Hill Davis offerings, and encourage the church to meet those goals.
4. The committee shall recommend to the church mission endeavors as they deem appropriate.
5. The committee shall communicate to the church in such a manner as to keep them informed of mission activities.
6. Give direction for raising funds for Mission Trips
7. Prepare and submit budget to the church each year.

INTERIOR DECORATING COMMITTEE GUIDELINES

Updated 2018

PURPOSE:

- Makes recommendations to church staff concerning aesthetics of church décor, i.e., paint colors, furniture, carpeting, etc.
- Decorates for holiday seasons. Includes Sanctuary, Foyer, Welcome Center, and FLC Parlor
- Maintain year round:
 - Decorations Welcome Center
 - Decorations Church Foyer
 - Plants on stage
 - Decorations in FLC Parlor and Classrooms

NOMINATED BY:

The Church Nominating Committee selects this committee.

MEMBERSHIP:

See Nominating Committee developed membership guidelines.

Total of 5 members.

Nominees should have:

- Interest in interior decorating
- Willingness and availability to serve

FINANCE COMMITTEE

Churchill Baptist Church Standing Committee Guidelines

Version 8 August, 2018

Last Revision: 13 August, 2018

Purpose: The Finance Committee's purpose is to administer the financial affairs of the church and to assist the staff with issues involving benevolence, stewardship, and building campaigns.

Membership:

- The Church Nominating Committee nominates members of this committee.
- Number of Committee Members: 7
- Must include at least one Deacon
- A standard term of service is 3 years
- Members may not serve consecutive terms
- Each member should be actively involved in church activities
- Each member should practice tithing at least 10% of their income to Churchill Baptist Church.
- Each member must have one of the following qualifications:
 - a. Experienced business person
 - b. Experienced at raising funds for a not for profit operation
 - c. Financial officer or representative for a for profit organization
 - d. CPA or accountant
 - e. Experienced in programming or budgeting
- Each member should be willing to execute the Key Duties as outlined below

Key Duties:

9. Budget Preparation

- a. The Budget is to be prepared after obtaining and studying the needs of all segments and programs of the church and estimating the capability of the church to meet those needs. In preparing the budget the following will be consulted as to their specific needs and written estimates and forecast will be obtained on input sheets provided by the committee:
 - i. Each functional or organizational head
 - ii. Each staff member
 - iii. Each Committee Chairperson
 - iv. The Pastor
- b. Needs to be considered by each group will include
 - i. New Activities or services
 - ii. Curtailment or change of activities that may affect the financial situation
 - iii. Major repairs, alterations, acquisitions or other facility issues
 - iv. Personnel Committee recommendations as to salary adjustments and personnel requirements

- c. Scheduling budget discussion and preparation meetings will be at the discretion of the Chairman of the Budget and Finance Committee. The Budget will be presented to the Church in the regular November Business meeting and will be voted on during the December Business Meeting.

10. Administration of Financial Affairs

- a. The Committee will have general responsibility for administering the financial affairs of the Church. The Committee will hold regular monthly meetings and will hold special meetings as may be required. The Committee will have access to all financial records of the Church in order to carry out the required business. The Financial Secretary will prepare monthly financial reports for the Committee to review all receipts, disbursements and financial affairs of the Church.
- b. The Committee will review and study matters pertaining to un-budgeted items and will make an appropriate recommendation to the Church as necessary.
- c. The Committee will develop and approve a Church contribution policy which clearly defines deductible and non-deductible contributions.
- d. The Committee will approve the Financial Trustees and review the procedures for the handling of all weekly offerings of the Church.

11. Responsibility for Purchasing and Accounting

- a. The Committee will review all Bank/and or Credit Card authorized signors annually.
- b. The Committee has responsibility for all purchases and the payment of all bills and accounts.
- c. The Committee will have responsibility for the accounting system of the Church, and is authorized to institute such accounting methods as are necessary to insure economical and accurate accounting of the financial affairs of the Church.

12. Stewardship Emphasis

- a. The Committee will approve all special offerings for missions and ministries that involve a church-wide giving emphasis.
- b. The Committee will assist the Pastor in planning and presenting periodic Stewardship Emphases and any required Building Fund Programs or Campaigns.
- c. The Committee will assist the staff in reviewing policy guidelines for benevolence assistance.
- d. The Committee will approve special offerings and other appropriate financial measures to respond to urgent benevolent needs arising from extreme circumstances.

FELLOWSHIP COMMITTEE

Last Revision: 18 July 2018

Purpose: The Fellowship Committee's purpose is to assist in the coordination of church-wide food service event.

Membership:

- The Church Nominating Committee nominates members of this committee.
- Number of Committee Members: 9
- Must include at least one Deacon
- A standard term of service is 3 years
- Members may serve consecutive terms
- Each member should be actively involved in church activities
- Each member should be willing to execute the Key Duties as outlined below

Key Duties:

13. All members shall be trained by the Food Service Supervisor as to how the kitchen runs. Where things are located, etc.
14. Oversee and Coordinate all CHURCHWIDE Food Service Events including but not exclusive to:
 - a. Fall Family Fun Fest (Concessions ONLY)
 - b. Christmas Breakfast
 - c. Easter Breakfast
 - d. Funerals
 - e. Anniversaries and Farewells
15. Oversee and Coordinate is defined as: Providing manpower from within the church and Sunday School Classes to:
 - a. Help with set up of event. Decorating if necessary.
 - b. Help with food preparation, if needed, or coordinate food to be provided.
 - c. Serve food, clean tables during the event.
 - d. Clean up during and after event and then break down if needed.
16. Two members of the committee are assigned to an event to help oversee and coordinate as defined above.

NOTES:

- The Food Service Supervisor (at present Allen Brannan) will oversee events at his discretion. He is not to provide or direct manpower, set up or clean up.
- The Nominating Committee will designate an Ad Hoc Committee for any large special event (e.g. Church Anniversary).
- The committee is not responsible for coordinating any Food Service Events held by Sunday School Classes, Deacons, Youth, Young Adults, Church in Español, or any Standing Committees (e.g. Missions, Women's or Men's Ministry).
- The Church will notify the committee chair as soon as the event is scheduled on the Church calendar.

BAPTISM COMMITTEE GUIDELINES

Purpose:

Assists the Pastor and baptismal candidates in preparation for the ordinance of baptism.

Membership:

Six members, 3 men and 3 women, nominated by the nominating Committee and confirmed by the church.

Duties:

- Assure the necessary baptismal equipment and facilities are ready and available.
- Meet with baptismal candidates at an appointed time to show them their dressing areas and answer questions.
- Provide appropriate towels, robes, etc.
- Assist candidates in and out of the baptistery.
- Remain in the baptistery area until candidates leave.
- Appoint one male member to assist the pastor to assure minimal dressing time.
- Arrange for towels, baptismal garments, etc. to be available for next service.

Communication:

The committee will give a report to the church at least annually concerning activities and results.