

Northside Volunteer Ministries

This document outlines the various committees and other ministries held by volunteers within the church. Our staff relies on the help of the church to help carry out God's will for Northside. This includes all forms of tasks and responsibilities.

Some of the ministries are renewed on an annual basis, but most of the committees typically serve a 3-year term. Committees operate this way to help keep continuity as new members join and ensure there are experienced members in service.

The nominating committee coordinates the staffing of all church leadership positions filled by volunteer workers (unless otherwise specified). Each year committee members who have served a 3-year term will be contacted to see if they want to serve another 3-year term. This will determine the number of vacancies that need to be filled. For vacancies the nominating committee will contact person(s) they believe will serve well on the committee. Each of the 1-year term positions will be contacted as well to see if they want to continue serving for another year.

Each year in August, the nominating committee will present the report with all additions / changes to the various committees and ministries. The church will vote, and the new committees and other positions will begin in September.

In order to help with this process, please review the committee descriptions provided and begin to pray about where God leads you to serve. If you are interested in serving on any committee or other positions, please contact one of the members of the nominating committee:

- Craig Trovinger
- Brenda Gregory
- Eddie Bennett
- Kelly Lovelace
- Vivian Fickling
- Elaine Hollis
- Kim Burris
- Wendell Avant
- Bob Brakefield (Ex-Officio member as Chairman of Deacons)
- David Petro (Staff representative)

Church Clerk and Associate Church Clerk

The church clerk is expected to attend, or be represented by the Associate Church Clerk, at all church business meetings and to keep accurate minutes of these meetings and to provide the congregation with a typed copy of these minutes. The clerk also has the following duties:

- Issues letters of dismissal as authorized by the church
- Preserve all papers and valuable letters needed for maintaining church membership
- See that an accurate roll of the church membership is kept with dates and methods of admission and dismissal as provided by the By-laws.
- Prepares the yearly church profile and submits to the York Baptist Association

The Associate Church Clerk is expected to fill in for the Church Clerk as needed and assist in the duties outlined above.

To best serve in this position, it helps to have about a ½ hour each week to keep up with the church membership records. The person must be able to take minutes and keep accurate detailed records.

Both positions are elected on an annual basis.

Treasurer

The Treasurer is responsible for becoming thoroughly acquainted with the policy and procedure for the accounting of funds given to the church through tithes and offerings and special gifts as adopted by the church. In addition, they are also responsible for reconciling bank statements each month and verifying receipts or vouchers with each check.

The Treasurer also meets with deacons, upon invitation, and shall be an Ex-Officio member of the Finance and Personnel Committee.

To best serve in this position, it helps to be a little computer literate and having some accounting background is helpful.

This position is elected on an annual basis.

Trustees

The trustees shall hold in trust the title to all property of the church and shall represent the church in all matters of legal responsibility regarding the purchase, improvement, and disposal of church property. They shall execute all legal papers relating to the church and to the community as the church may direct. They have no power to buy, sell, mortgage, lease, or transfer any property of the church without a specific vote of the church; neither shall they have any control over the use of the church property except by vote of the church.

There are 3 trustee members. Their term is for 3 years with 1 trustee being elected each year. A trustee can choose to serve for another 3 year term.

All of the following positions are elected on an annual basis.

Women's Missionary Union (WMU) Officers

- WMU Director:
 - Responsible for filling the positions of group facilitators, Mission Friends leaders and GA leaders
 - Ordering supplies (i.e. - Mission Mosaic subscriptions, Mission Friends and GA instructional materials)
 - Responsible for the fall luncheon and spring breakfast for the Northside school teachers
 - Responsible for Church wide Missions Emphasis (WMU Focus Week, Weeks of Prayer for International, North American, and State Missions and Associational Emphasis)
 - Works with the pastor, Minister of Education, group facilitators, and ladies of the church to promote missions and mission awareness for the entire congregation
 - Serves as an ad hoc member of the On Mission Team and the Growing in Grace Leadership Team

- Girls Auxiliary Leader (1st-5th grade):
 - Help the girls develop spiritually and grow up to be more mission minded women
 - Help the girls learn about missions in our community as well as across the world
 - Teach them how to pray and give to missions by actually doing mission work themselves
 - Help the girls learn and apply Bible verses to understand the role of missionaries in telling people about Jesus

- Mission Friends Leader and Helpers (ages 3-5):
 - Teach about missionaries and the things they do to help spread the word of God to people everywhere
 - Work with the children on Wednesday evenings at 6:00

WMU Group Facilitators

Facilitators are responsible for coordinating the group and emphasizing the WMU program including activities such as:

- Arrange for members to deliver programs during meetings
- Organize and communicate mission / service programs

Sunday School Ministries

- Sunday School Administrator: responsible for ordering Sunday School materials and maintaining the attendance records and class rosters

- Sunday School Clerk: responsible for distribution of Sunday School Materials and distributing/collecting class rosters

*In order to work with the nursery, pre-school, children, or youth it is mandatory to go through a background check

All teachers and leaders should possess the following qualities:

- Be of good character, loyal to the Lord, and faithful to the church
- To be there because you want to serve the Lord in this ministry
- To be kind, loving and attentive to your group at all times
- To be dependable

Nursery (infant-2 years old):

- Nursery Team Leader / Coordinator:
Coordinate all aspects of the nursery, as follows:
 - To see that God's Word is taught to each child
 - To see that adequate help is available for all services to care for the children
 - To provide all possible measures of safety during all services and events
 - To make the nursery as pleasant as possible for the children
 - To make the parents comfortable in leaving their child / children in our care
 - Supervise teachers and volunteers who are caring for the children
 - Maintain rooms and toys for safety and cleanliness
 - Work with buildings and grounds to notify them when repairs are needed

Pre-School Leader (ages: 3-5 years old)

- Recruit teachers and assistants for SS classes
- Secure teaching materials
- Assess needs and secure supplies for each classroom
- Sunday mornings:
 - Greet children and parents
 - Assist visitors in finding classes
 - Complete SS reports
 - Send cards to children (i.e. birthdays and sick)
 - Prepare snack for each class
- Outreach for new and prospective families:
 - Follow up with visitors who have children
 - Participate in church outreach activities
- Assist with planning of church-wide outreach activities:
 - Fall fling
 - Egg-stravaganza
 - Christmas party for pre-school

Pre-school Children's Church Leader

Children's Church takes place during the second worship service for ages 3-5. The leader is responsible for:

- Bringing the kids from Sunday School to the sanctuary
- Coordinating and getting materials for the activities for the children
- Lining up other members to assist in serving in the ministry to work with the children

Children's Department (Grades: 1st- 5th grade)

Children's leader is responsible for:

- Arriving early to greet children as they come into Sunday School
- Taking roll
- Getting materials / aids for teachers
- Lining up substitutes when teachers are out
- Coordinating an activity for group during first 20 minutes of the Sunday School hour

Youth Department

The youth department has 4 classes: middle school boys, middle school girls, high school boys, and high school girls. Teachers are responsible for preparing lessons appropriate for the age group and encouraged to chaperone youth events as their schedules allow.

Adult Department:

There are currently 7 adult Sunday School classes starting at age 18. The teacher(s) are responsible for preparing a lesson each Sunday to help enhance the knowledge and application of God's Word to their class. If the teacher is unable to teach on any given Sunday, then they are responsible for seeking a substitute to fill in for them.

God Is So Good To Me Teachers

This class enjoys singing, Bible story time, prayer time and refreshments. Leader responsibilities include preparing the Bible story and interacting with the class members. Caregivers from the group homes handle individual problems should they arise.

Homebound

Deliver CD's of the Sunday morning services and deliver Wednesday night suppers to specific shut-ins

Discipleship Ministry Teams

Growing in Grace (Women's Ministry)

Growing in Grace seeks to unite women in deepening their faith in Jesus Christ through learning, sharing and encouraging one another. Growing in Grace Women's Ministry works hand in hand with Women on Mission of Northside Baptist Church. It is another arm of missions that seeks to involve the uninvolved.

Leadership Team:

- Sponsors Women's events/retreats either off site or on campus of Northside Baptist Church
- Sponsors Bible Studies and encourage women to go to conferences during the year offering scholarships for those that need assistance
- All members assist in the planning and coordinating of all events from selecting the date of the event on the church calendar to clean up after the event doing "whatever is necessary"

- Leadership positions include: Bible Study Coordinator, Prayer Ministry, Program Team, Publicity/Registration, Events Committee, Worship Leader for Music

Men's Ministry

- Men's Ministry Team Leader:
 - Must seek God's will in all matters pertaining to Northside Baptist's Men's Ministry
 - Needs to be able to communicate well with all age levels within the church
 - Needs to be flexible with their schedule in order to meet the needs of the ministry
 - Must be motivated to encourage the men of the church to evangelize the lost
 - Should be able to influence other men's lives for Christ
 - Needs to help the process of strengthening the bond between believers
 - Must be willing to serve the communities of Rock Hill, SC, our state, our world, and the nation for the glory of the Lord
 - Responsible for coordinating men's events to support the ministry
 - Needs to be open minded to new ideas and suggestions from ministry members
- Boys Ministry Team:
 - Must be willing to meet the spiritual needs of the boy's of the church through bible study, games, activities, and prayer
 - Needs to be able to support the growth and development of each boy's faith in the Lord.
 - Should be able to coordinate different activities for the boy's ministry

Tellers

Tellers receive the money collected during Sunday School and worship services. The tellers count and record receipts on the financial sheet. No less than 2 tellers shall be present during the counting at all times. One teller deposits the money at the bank. Tellers take the financial sheet and offering envelopes to the Church Office. Tellers consist of 2 teams of 3 persons, and each team alternates duties on a monthly basis.

To best serve in this position it helps to be good at counting money and have the flexibility to stay after worship services to count money.

Sound Team

- Must be a devout, mature-minded Christian who is called of God, motivated, and has an interest in the music ministry of Northside
- Oversee sound system and coordinate with other sound team members, choir director, and choir staff to ensure effective use of sound system
- Must be able to understand how live sound works or have a willingness to learn from other technicians
- Must know or have a strong desire to know the ins and outs of all sound equipment that Northside owns and uses on a regular basis
- Responsible for Sunday morning and Evening service on a rotation bases
- Responsible for Special Services such as Easter, Christmas and Weddings (Weddings usually require a rehearsal time the day before the Wedding)
- Must be able to arrive to church at least 15 minutes before the start of service to ensure all equipment is working properly
- Must be able to do some heavy lifting at times to move equipment and check cables
- Must be able to multi-task to ensure sound and microphones start and stop at the correct moments
- Must be able to operate CD Players, Tape Recorders, and wireless microphones
- Should make a point to take part in any aspect of Northside's music ministry, this may include other production teams, volunteer work, and lending a hand whenever possible

Projection Team

Projectionists should:

- Want to help in leading worship
- Have a basic understanding of Windows operating system
- Be willing and able to run projection every Sunday for every other month with a choice of either early or late service

All of the positions on these committees serve a 3-year term.

Bereavement

Bereavement visits the family the day of death and serves the family a meal the day of the burial. The committee is responsible for providing the meal and contacting other church members to contribute as needed. They meet as needed, and it helps to be available for helping serve the meal or provide food.

Budget and Finance

Budget and Finance is responsible for the annual budget and its preparation. This committee makes regular reports to the church during the quarterly business conference. The group typically meets monthly for about an hour to consider the finances of the church. Preparation of the budget takes additional 4 or 5 meetings (sometimes lasting a couple of hours in length) which are usually in October and November. All regular meetings and the additional meetings concerning budget preparation are typically scheduled for Sunday afternoons.

Building and Grounds

Building and Grounds is responsible for giving attention to the condition and state of repair and appearance of the building and grounds and any other property and buildings acquired by the church, making such repairs and improvements as authorized by the church or included in the church budget (i.e. replace windows, A/C & heat problems, etc). The committee is also responsible for the work of the custodian and all other persons employed in the capacity of caring for the building and grounds.

This committee typically meets once a quarter to review maintenance needed and plan for completing projects. To best serve on this committee it helps to have a working knowledge of typical issues relevant to building and land maintenance. Members need to be willing and able to spend time working on completing maintenance projects as they are planned or arise as needed.

Church Promotion

Promotions support and communicate the vision of our church to our current members and our outreach strategy in a manner that would encourage people to take a step toward a church (i.e. visitor packets, newspaper ads, signs, etc.). This committee can also assist other committees promote their events as needed. They typically meet as needed. To best serve this committee, it helps to have skills and ideas for advertising and marketing.

Crisis

Crisis committee provides follow-up on financial needs of church members and/or family members pertaining to living expenses, food, medical, etc. Meetings are limited. To best serve on this committee, it helps to be accessible by phone during the day to help with needs as they arise.

Flower

Flower committee is responsible for the arrangement of flowers in the sanctuary for Sunday services and major holidays. The committee typically spends more time arranging flowers for holidays such as Christmas and Easter. To best serve this committee it helps to have a skill for arranging flowers.

Greeting

Greeters are responsible for meeting and greeting people as they enter the sanctuary for Sunday worship services. Greeters should be comfortable welcoming visitors and members to ensure they feel welcome at Northside.

Land Advisory

Land advisory committee organizes and carries out fundraisers to create awareness and funds for the new land. They meet as needed to plan for fundraiser activities and execute them. To best serve on this committee it helps to be available to participate in BBQ events and other fundraisers.

Long Range Planning

Long range planning will study, plan, and make recommendations to the church on future projects. Currently this committee is primarily focused on executing the plan relevant to the land and building of a new church. They typically meet monthly or as needed.

Media Resource

Media Center serves as the resource center for the church. Its personnel will seek to provide and promote the use of printed and audiovisual resources. They also provide consultation to church leaders and members in the use of printed and audiovisual resources. To best serve on this committee it helps to have organizational skills.

On Missions

On Missions team is responsible for discovering potential ministry opportunities, determining church-wide involvement, informing church of opportunities, coordinating events, and evaluating participation.

This committee meets the 1st Wednesday of each month. To best serve on this committee it would help to have organizational skills, event planning abilities, leadership skills, and motivational skills to recruit others to participate.

Personnel

Personnel committee is responsible for the following relative to non-ministerial personnel:

1. Provide guidelines and job descriptions
2. Provide recommendations to the church for approval or personnel policies relating to sick leave, vacations, paid holidays, and other matters relating to employee-church relationships
3. Make recommendations to the Finance committee regarding pay schedules
4. Interview, recommend initial salaries, establish job descriptions, and employ all non-ministerial personnel necessary for the efficient operation of the church

To best serve on this committee it helps to have skills related to human resource activities to execute responsibilities listed above.

Recreation

Recreation service will seek to meet the recreational needs of members and groups. Its personnel will provide recreational activities, consultation, leadership assistance, and resources. The purpose is to form and strengthen relationships within the church and to reach out to the community through recreational activities (i.e. church picnic, adult, youth, and children sports, etc).

The committee meets as needed. To best serve on this committee it helps to enjoy recreational activities and have the ability to organize events and recruit others to participate.

Special Events

Special events provide hosting services and support to staff for special church events such as bridal and baby showers, church-wide dinners, and church picnics. They meet as needed but members should be willing and able to assist in activities listed above.

Transportation Maintenance

This committee ensures all church owned vehicles are properly maintained and safe for church sponsored outings & events. They typically only have 1 meeting to prepare the budget. The balance of communication is done over the phone.

To best serve this committee, it helps to have a basic knowledge of vehicle maintenance and basic upkeep is suggested. When an issue arises with a church owned vehicle we must have it resolved at the earliest available appointment. Most repair shops are open from 8 am - 5 pm. This means committee members must arrange for drop off of vehicle or stay with vehicle while repairs or maintenance is completed.