COMMITTEE PURPOSE/DUTIES

The purpose of all committees shall be to fulfill their duties in accordance with the purpose statement of Eastview Baptist Church, as stated in Article II of the by-laws.

BAPTISM COMMITTEE

Structure of the Committee: Six (6) people – This committee will consist of three (3) men and three (3) women nominated by the nominating committee and elected by the church.

Purpose of the Committee: To assist the Pastor in preparing for and administering the ordinance of baptism in accordance with the purpose statement of the church.

Duties of the Committee:

1. See that all necessary baptismal equipment and facilities are available and in order prior to each baptismal service.

2. Recommend to the church property committee, additional or different equipment and space needed.

3. Notify the candidates for baptism, well in advance of the time of baptism, and provide the Pastor with a list of those who will be present.

4. Arrange with the Pastor and candidate(s) a period of instruction and prayer.

5. Prepare names on flash cards or provide some other means of proper identification to assist the Pastor when there are a large number of persons to be baptized. Keep an official record and give to the church clerk or church secretary.

6. Meet the candidates 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, handkerchief, etc.
7. Assist the Pastor in designating the proper order when there are a number of people to be baptized.

8. Check the pool for proper water-filling and temperature.

9. See that the lighting is properly handled in the pool and in the auditorium.

10. Assist the candidates into and out of the pool and to their dressing rooms. Seek to give each candidate as much privacy as possible.

11. Remain until all candidates are dressed and ready to leave.

12. Appoint one male member of the committee to assist the Pastor before and following the ordinance to assure a minimum of time needed for dressing.

13. Arrange for baptismal garments, towels, and other supplies to be made ready for next service.

14. Evaluate the baptismal service and make suggestions as to how it may be improved.

**BENEVOLENCE COMMITTEE**

**Structure of the Committee:** The Deacons serve in this capacity.

**Purpose of the Committee:** To study the benevolence needs in the church families and community, to design a plan for meeting spiritual and physical needs, and to administer the plan in accordance with the purpose statement of the Church.

**Duties of the Committee:**

1. Develop Ministry guidelines to follow. Make recommendations to the church as to what kind and how much assistance will be provided.

2. Make a thorough study of all needs for assistance in the church membership and in the community. Work closely with the Pastor, Deacons, and other leaders, and members of the Church in locating and meeting these needs.
3. Serve as a clearinghouse or coordinating group for all benevolent actions carried out by Sunday School Classes, Women’s Missionary Union, Deacon family ministry groups, and other Church organizations.

4. Determine available community agencies that provide various types of assistance. Refer persons to appropriate agencies as they have help available.

5. Decide on criteria for considering requests for help and investigate all requests.

6. Recommend to the church, requests for budget allocations and resources needed for ministering to needs of people.

7. Review and evaluate periodically all assistance being provided.

8. Involve church members in benevolent ministries when possible.

9. Make monthly reports to the Pastor and Church.

10. Prepare and present annual budget to the budget committee.

**BUDGET COMMITTEE**

**Structure of the Committee:** Eight (8) members, Church Treasurer as chairman – The budget committee consists of the Church Treasurer as chairman, Assistant Treasurer, and each year six (6) additional member as follows; two (2) Deacons selected by the Deacons and two (2) Church Council members (non-Deacon) selected by the Church Council and two (2) at-large church members (non-Deacon/non-Church Council) selected by the nominating committee.

**Purpose of the Committee:** To prepare and present a budget to the Church in consultation with the Pastor, Deacons, and church leaders, that reflect all income and expenses for operation and support of all programs, committees, offices and missions in accordance with the purpose statement of the Church.

**Duties of the Committee:**
1. Follow the budget process as outlined in Article IV of the by-laws.

2. Review monthly expenditures in terms of budget allocation and prepare a monthly statement.

3. Recommend needed adjustments in the budget.

4. Promote stewardship education.

**CEMETERY COMMITTEE**

Structure of the Committee: Four (4) members nominated by the Trustees and elected by the Church.

Purpose of the Committee: To be responsible for cemetery layout and plot assignment in accordance with the purpose statement of the Church.

Duties of the Committee:

1. Make periodic inspection of headstones and sunken ground.

2. Inform the Property Committee of maintenance needs.

3. Maintain record of plot layout and assignments.

**CHILDREN’S OUTREACH MINISTRY**

Structure of the Committee: Nine (9) members – This committee consists of nine (9) people nominated by the Nominating Committee from a list of twelve (12) recommended by the Associate Pastor.

Purpose of the Committee: To communicate and coordinate all activities for children ages 6 through 12 in accordance with the purpose statement of the Church.

Duties of the Committee:

1. Plan a schedule of recreational activities, retreats, seminars for children that provide:
   
   A. Spiritual growth.
   
   B. Fellowship
C. Instruction in Christian living

2. To provide chaperons for all children’s activities.

3. Encourage children in being witnesses to un-Churched children.

4. Plan opportunities for children to participate in regular Church activities.

5. Prepare annually, committee goals and a budget for children’s activities and submit both to the Budget Committee.

COMMUNITY RELATIONS COMMITTEE

Structure of the Committee: Six (6) members – This committee will consist of six (6) persons with community or public relations experience or talents. They will be nominated by the Nominating Committee and elected by the Church.

Purpose of the Committee: To design and prepare material to communicate the Church’s ministry to church members, prospects for the Church, and the surrounding community in accordance with the purpose statement of the Church.

Duties of the Committee:

1. Work with program leaders and pastoral ministries leaders to communicate the Church’s work through media appropriate to its public.

2. Increase church members’ awareness of the value of good Church public relations.

3. Recommend policies, procedures, and actions to improve Church public relations.

4. Promote within the Church and community, an understanding and acceptance of the Church’s work.

5. Carry out the predetermined communications plan.

6. Prepare annually, committee goals and a budget for carrying out the goals and submit to the Budget Committee.
FINANCE COMMITTEE

Structure of the Committee: Ten (10) members – The Church Treasurer will serve as chairman of this committee. The remaining nine (9) people will be nominated by the Nominating Committee and elected by the Church. The Assistant Treasurer will also serve on this committee.

Purpose of the Committee: To count church receipts after each service where offerings are taken and to make out deposit slips and make deposits in accordance with the purpose statement of the Church.

Duties of the Committee:

1. Assign two (2) weeks in advance, two (2) committee members responsible for counting receipts and for depositing all Church offerings to the proper bank accounts.

FLOWER & BEREAVEMENT COMMITTEE

Structure of the Committee: Six (6) members – The committee will consist of six (6) people, at least one will be a male, nominated by the nominating committee and elected by the Church.

Purpose of the Committee: The purpose of the flower and bereavement committee is to provide flowers for the church sanctuary service, as well as sending flowers from the Church for deaths in church families as well as coordinating food for bereaved church families in accordance with the purpose statement of the Church. (Church family shall be defined as Church members, spouse, parents or children).

Duties of the Committee:

1. Responsible for purchasing and placing flowers in the sanctuary for Sunday services.
2. To assist with flowers and their arrangement at funerals.
3. Encourage and coordinate purchase of flowers by families or individuals wishing to place memorials and see that proper recognition is given to memorial flowers.

4. Dispose of flower arrangements.

5. Assure flowers are sent upon death of church members.

6. Present an annual flower budget to the Budget Committee.

7. Coordinate food and general support for bereaved church families in accordance with the bereavement guidelines.

HOSPITALITY COMMITTEE

Structure of the Committee: Six (6) members nominated by the nominating committee and elected by the Church. The chairman of this committee shall serve as church hostess.

Purpose of the Committee: To assist the church in administering its food services effectively in accordance with the purpose statement of the Church.

Duties of the Committee:

1. Consult with church leaders to determine the food service needs of the church.

2. Recommend to the Church, the food services to be provided.

3. Recommend to the Personnel Committee, the employment, training, and supervision of food service personnel.

4. Administer the food services budget and the purchase of foot service equipment and supplies.

5. Develop and recommend policies and procedures for the Church’s food service.

6. Assist Hostess or Director of Food Services as needed.

7. Prepare annually, committee goals and budget for food service and submit both to the Budget Committee.
HISTORY & HOMECOMING COMMITTEE

Structure of the Committee: Eight (8) members – The committee consists of the Pastor, Church Hostess, Music Director, Church clerk, the immediate past Church Clerk, three members nominated by the Nominating Committee.

Purpose of the Committee: To provide a day of worship and fellowship annually for Church members, former Church members, former Church staff, families, friends of members and community residents and to help the Church membership understand and appreciate its Baptist heritage and preserve church historical records in accordance with the purpose statement of the Church.

Duties of the Committee:

1. Committee is responsible for organizing the homecoming event including:
   A. Announcing event.
   B. Contacting formers members and staff.
   C. Coordinating food service.
   D. Coordinating with Pastor, the morning worship service.
   E. Coordinating all special arrangements.

2. Presenting a budget to the Budget Committee for the event.

3. Lead the Church in the observance of Baptist Heritage Emphasis during the year.
   Each June has been designated as Baptist Heritage Month by the Southern Baptist Convention.

4. Collect and safeguard the records of the Church.

5. Make sure the Church keeps accurate records and information of its current progress.
6. Help all the members of the Church to appreciate their Church through an understanding of its past.

7. Develop and recommend to the Church, any policies and procedures regarding its historical materials.

8. Lead the Church to preserve its minutes and other valuable records.

9. Develop annually, committee goals and a budget and present both to the Budget Committee.

**J.O.Y. COMMITTEE (Just Older Youth)**

*Structure of the Committee:* Six (6) members – This committee is nominated by the Nominating Committee and elected by the Church.

*Purpose of the Committee:* To plan and schedule activities for senior adults in accordance with the purpose statement of the Church.

*Duties of the Committee:*

1. Plan a schedule of recreational activities, trips, retreats, seminars for older adults of the Church that provide:
   a. Spiritual growth.
   b. Fellowship.

2. Encourage and seek opportunities for older adults to participate in programs and services of the church.

3. Plan programs and activities for older adults to learn to cope with the problems of aging.

4. Prepare annually committee goals and a budget for carrying out the goals and submit to the Budget Committee.
LORD’S SUPPER COMMITTEE

Structure of the Committee: This ordinance is a responsibility of the Deacons.

Purpose of the Committee: To assist the Pastor in preparing for and administering the ordinance of the Lord’s Supper in accordance with the purpose statement of the Church.

Duties of the Committee:

1. See that all necessary Lord’s Supper equipment and materials are available and in place prior to each observance of the ordinance.

2. Recommend to the Church Property and Space Committee, additional or different equipment needed.

3. Work with the Pastor in developing dates when the ordinance will be observed throughout the year. This will also include a decision as to whether it will be conducted in morning or evening services.

4. See that all equipment is gathered, cleaned, and stored after each observance of the ordinance.

5. Work with the Pastor in helping prepare the people for the observance.

6. Help the Pastor arrange for special approaches to the observance of the ordinance through use of candelabra, candles, etc.

7. Assist the Pastor in evaluating the observance of the ordinance and make suggestions as to how it may be improved.

MUSIC COMMITTEE

Structure of the Committee: Six (6) members selected from among a list of 10 members proposed by the Music Director. This committee nominated by the Nominating Committee and elected by the Church. The staff person directing the music program serves on the committee ex-officio.
Purpose of the Committee: The duties of this committee are to work with the Choir Director and gave general charge of all matters in connection with the music of the Church in accordance with the purpose statement of the Church.

Duties of the Committee:

1. Recommend to the Personnel Committee, persons for Organist and Pianist.
2. Promote adult choir membership.
3. Promote graded choirs.

NOMINATING COMMITTEE

Structure of the Committee: Eight (8) members – This committee consists of six (6) church members at large, the Sunday School Director and Discipleship Training Director and are elected as follows:

1. The Deacons will nominate five at-large church members for election by the Church.
2. The five people elected by the Church will nominate the Sunday School Director and Discipleship Training Director, which the Church elects.

Purpose of the Committee: To lead the Church in filling all Church-elected leadership positions filled by volunteers, except for those nominated by the deacons and trustees in accordance with the purpose statement of the Church.

Duties of the Committee:

1. Select, interview, and enlist church program organization leaders, church committee members, church committee chairpersons, and general church officers.
2. Approve volunteer workers before they are invited to serve in church-elected leadership positions.
3. Distribute church leadership resources according to priority needs.
4. Assist Church leaders in discovering and enlisting qualified persons to fill church-elected positions of leadership in their respective organizations.

5. Present volunteer workers to the church for election.

6. Nominate special committees as assigned by the Church.

PERSONNEL COMMITTEE

Structure of the Committee: Three (3) members – This committee consists of three (3) people recommended by the Deacons to the Nominating Committee and elected by the Church.

Purpose of the Committee: To assist the Church in matters related to employed personnel administration in accordance with the purpose statement of the Church.

Duties of the Committee:

1. Survey the need for additional church staff positions.

2. Prepare and update, as necessary, job descriptions for all employed personnel.

3. Prepare and maintain an organization manual relating to Church employed personnel.

4. Recruit, interview, and recommend to the church, new employees according to established Church Policy and staff criteria.

5. Develop and recommend a salary schedule and benefits plan for non-ministerial personnel.

6. Develop and recommend Church Policies and Procedures for employed personnel administration.

7. Evaluate performance of non-ministerial personnel according to personnel policies.

8. Prepare and submit a budget annually to the Budget Committee for non-ministerial personnel salaries and benefits.
9. The Committee shall appoint a supervisor for all non-ministerial staff or contract worker.

**PROPERTY COMMITTEE**

*Structure of the Committee:* Twelve (12) members – The Church Property Committee is a sub-committee to the Church Trustees. Its membership consists of the three (3) current Trustees, from which a chairman is elected and six (6) men and three (3) women recommended by the Trustees to the Nominating Committee.

*Purpose of the Committee:* The church Property Committee is an administrative service committee elected to assist the Church in the maintenance of all properties in accordance with the purpose statement of the Church.

*Duties of the Committee:*

1. Inspect all Church property and equipment periodically and maintain an inventory.
2. Recommend to personnel committee employment, training, and supervision needs of maintenance personnel.
3. Develop and recommend policies and procedures about maintenance and insurance.
4. Assist Church in maintaining proper and adequate furnishings for church programs and activities.
5. Assist other Church committees in responsibilities relating to Church property.
6. Review duties periodically and recommend appropriate changes.
7. Prepare recommendations for Budget Committee.

**RECREATION OUTREACH MINISTRY**

*Structure of the Committee:* Six (6) members – The Nominating Committee will nominate six (6) members at-large to serve.
**Purpose of the Committee:** The purpose of this committee is to plan and coordinate recreation and sports teams for the Church in accordance with the purpose statement.

**Duties of the Committee:**

1. Plan a schedule of recreational activities, retreats, seminars that provide:
   
   A. Spiritual growth.
   
   B. Fellowship.
   
   C. Instruction in Christian living.

2. Enlist and train coaches to provide spiritual leadership in a recreational environment.

3. Encourage participants to be witnesses to the un-Churched.

4. Plan opportunities for participants to be included in regular church activities.

5. Prepare annually, committee goals and a budget for recreational activities and submit both to the Budget Committee.

**USHER COMMITTEE**

**Structure of the Committee:** Fifteen (15) members – This committee is nominated by the Nominating Committee and elected by the Church.

**Purpose of the Committee:** To be responsible for seating and comfort of the congregation, the greeting and introduction of visitors, the prevention of interruptions and distractions in accordance with the purpose statement.

**Duties of the Committee:**

1. Man sanctuary doorways prior to services, greeting people and passing out bulletins.

2. Make distribution of hand-outs during Church conferences and congregational assemblies where hand-outs are used.

3. Receive offerings.

4. Help maintain order during services and church activities.
5. Be alert to the needs of persons during services.

6. Seat people during services.

7. Provide information to persons concerning church services, programs, and facilities.

**YOUTH MINISTRY COMMITTEE**

**Structure of the Committee:** Nine (9) people chosen from a list of at least fifteen (15) names proposed by the Youth Director. The Nominating Committee will nominate nine (9) people. Two (2) youth may serve on this committee on a quarterly basis as appointed by the Youth Committee. The Church will elect.

**Purpose of the Committee:** To communicate and coordinate activities for youth of the church age 13 and up in accordance with the purpose statement.

**Duties of the Committee:**

1. Plan a schedule of recreational activities, retreats, seminars for your that provide:
   
   A. Spiritual Growth
   
   B. Fellowship.
   
   C. Instruction in Christian living.

2. To provide chaperons for all youth activities.

3. To encourage youth to participate in Christian activities provided by York Association and other churches.

4. Encourage youth in being witnesses to un-Churched youth.

5. Plan opportunities for youth to participate in regular Church activities.

6. Prepare annually, committee goals and a budget for carrying out the goals and submit to the Budget Committee.

**TEMPORARY BY-LAW OVERSIGHT COMMITTEE**
Structure of the Committee: Consisting of the initial By-Law Committee responsible for drafting this document 9/8/96.

Purpose of the Committee: To serve as a temporary Oversight Committee charged with the responsibility to see that this document is fully implemented.

Duties of the Committee:

1. Review the implementation process for twelve (12) months.

2. Report its findings and recommendations to the Church at eight (8) months or sooner.