

Why Church Committees?

Church committees help the church be a good steward of its challenges and resources. Committees handle details that keep ministries from becoming disorganized and chaotic. Churches delegate responsibilities to you for several important reasons.

- 1. Committees help streamline church business by keeping time expended to a minimum.** Imagine the entire congregation having to decide every detail of building maintenance. Church governance of this type is called "committee of the whole." Essentially it is all the members of the church working as a very large committee. Even small-membership churches find this structure cumbersome and time-consuming. We would find such an organized effort totally frustrating.
- 2. Committees help the church effectively utilize membership expertise and talent.** Every church member brings to the congregation interests and skills which can be used to facilitate the ministries of the church.
- 3. Committees help church members to mature in ministry effort and leadership.** Committee members serving with others of similar vision and diverse skills will naturally mature in faith. Church committees provide an excellent opportunity to focus on healthy group dynamics.
- 4. Committees allow churches to do administrative work more efficiently.** One church decided that the entire congregation should serve as a pastor search committee. Confusion reigned. Months passed with no progress at all! The church finally decided to elect a committee to do the search. Harmony was restored, and the committee brought a candidate for pastor within a reasonable time.
- 5. Committees help churches tackle concerns that emerge periodically.** New technology is one example. Personnel issues is another. Committees can do review, research, monitoring, and decision-making more easily than an entire congregation.
- 6. Committees provide a healing ministry.** Committees can diffuse tension and emotion in difficult situations. In a small-group setting, potentially divisive issues are discussed more easily and with less emotion. Committees are a forum for resolving problems.
- 7. Committees help the church stay in focus.** If every person in the church tried to know about every aspect of church life in detail, we would spend all our time on things that are not the primary thing. Committees free us by working through details of one area or one concern and helping us each keep our focus on Jesus and the ministry He wants to do in and through each of us.



BAPTISM COMMITTEE

(Staff Advisor—Associate Pastor)

The primary purpose of the Baptism Committee is to assist the pastor in preparing for and administering the ordinance of baptism.

Duties of the Baptism Committee include:

1. *See that all necessary baptismal equipment and facilities are available and ready prior to each baptismal service. This committee should see that the baptismal pool is ready, all robes and towels are ready, and everything is in order for the baptismal service.*
2. *Recommend to the House & Grounds Committee additional or different equipment and space as needed. At budget planning time, the Baptism Committee should make its request in writing to the Stewardship Committee for any equipment or other supplies needed in the baptismal area.*
3. *Evaluate the baptismal service and make suggestions as to how it may be improved.*
4. *Assist the pastor at baptism times. Assisting the pastor at this point will include helping place the persons in the proper order for baptism. Committee members should assist the candidates into and out of the pool and to the dressing room. One committee member should assist the pastor in getting dressed for the baptismal service. The committee members should be available to help the baptismal candidates after baptism until they are ready to leave for the worship service. The committee members should prepare the baptismal area for the next baptismal service. Robes, towels, and handkerchiefs should be placed in the container that is provided. The custodians will launder the items and bring back into the robing area. A committee member should check the supply list before each baptism and make sure each item is present.*

****The pastor arranges for a period of instruction with the baptismal candidates. (This takes place on the day that they are baptized.) Pastor's secretary notifies the candidate of the time and date of baptism and sends a copy of this letter to the Chairman of the Baptism committee.**



BENEVOLENCE COMMITTEE

(Staff Advisor—Pastor)

The Benevolence Committee is primarily responsible for studying the needs of church families and other persons in the community to which the church should minister. They also are responsible for designing a plan for meeting those needs and administering that plan.

The duties of the Benevolence Committee include:

1. *The Benevolence Committee should establish the amount of and frequency of assistance to individuals or families to be provided by the church.*
2. *The Benevolence Committee should locate church members and community persons who can provide appropriate assistance. The committee can use surveys, conduct interviews, ask for help from church members, and consult other resource persons in the community to discover needs.*
3. *Work with other groups in the church that provide benevolent actions. These groups may include Sunday School, Woman's Missionary Union, or deacon family ministry groups. The Benevolence Committee may serve as a coordinating group for all these groups.*
4. *Survey and determine available community agencies. Many communities have agencies that provide assistance. Sometimes a church cannot provide the kind of help persons need, but they can refer them to appropriate agencies. This committee should have a list of these agencies. The list should also describe the type of services available, the address, phone number, and contact persons.*
5. *Recommend budget requests for monies needed for ministering to people. At budget planning time the committee should make its request to the church for monies.*
6. *Investigate and administer benevolence resources as needed. When requests come to the church for help and are referred to the Benevolence Committee, the committee should investigate and administer resources as necessary.*
7. *Make reports to the church. Periodically the Benevolence Committee should report the type of services provided, the results of the benevolence work, and the amount of expenditures. A record should be kept of services provided.*



BEREAVEMENT COMMITTEE

(Staff Advisor—Pastor)

The Bereavement Committee is primarily responsible for a meal either before or after a funeral service for those families who have lost loved ones, and to minister to those families however you can.

Duties of the Bereavement Committee include:

- 1. Chairman will be notified by church office upon the death of an individual. The chairman will then be in contact with either the church office, pastor, or member of the family for details and time and type of meal to be served.*
- 2. Committee members will be responsible for obtaining the amount of food needed from members of the congregation, etc.*
- 3. Coordinate with church office for table set-up and any supplies that need to be purchased*
- 4. On the day of the meal, arrive in plenty of time to make coffee, tea, etc., set out plates, plastic ware and cups; cut desserts and organize meal as it arrives. Make sure that oven is on for warming food if needed*
- 5. Arrange for workers to help serve meal, fill drinks and clean-up afterwards*



CHILDREN'S COMMITTEE

(Staff Advisor– Minister to Children)

The primary purpose of the Children's Committee is to work with the Children's Minister to plan, coordinate, promote, and implement programs consistent to the spiritual and social needs of children and their families.

Duties of the Children's Committee include:

- 1. Monitor and evaluate all programs pertaining to children 1st through 6th grade.*
- 2. Plan long range programs based on present and future needs of outreach.*
- 3. Help to plan and carry out the calendar of activities of the children.*
- 4. Organize efforts to involve church members and parents.*
- 5. Enlist personnel to assist wherever and whenever the need arises.*
- 6. Take interest and involvement with the children of the church and provide assistance as necessary to the children of the church.*
- 7. Assist in preparing and submitting the budget for the coming year.*



PRESCHOOL COMMITTEE

(Staff Advisor: Associate Pastor)

The primary purpose of the Preschool Committee is to administer the program of Weekday Early Education by serving as a liaison group between the WEE School Director and the church members, and to coordinate all activities and ministries of the various church organizations as they relate to preschool children.

Duties of this committee include:

- 1. Determine and publicize policies and procedures for operating both WEE School and any other preschool weekday ministry.*
- 2. Responsible for hiring personnel to direct and teach in the programs in consultation with the WEE School Director.*
- 3. Oversee compliance with legal and licensing requirements.*
- 4. Coordinate building space assigned to these areas.*
- 5. Review reports and records to insure proper operation.*
- 6. Recommend the purchase of furnishings and supplies.*
- 7. Communicate regularly with the Church Council regarding programs.*
- 8. Make regular reports to the church for awareness and approval.*
- 9. Review reports and records to insure proper operation.*
- 10. Monitor and evaluate yearly all programs pertaining to preschoolers.*
- 11. Organize efforts to involve church members and parents.*
- 12. Coordinate the work with other committees and groups in managing the activities and affairs of the program.*

COMMITTEE ON COMMITTEES

(Staff Advisor - Pastor)



The Committee on Committees is primarily responsible for the selection, enlistment, and nomination of persons to serve on church committees, and to involve members as their gifts are needed. The Committee on Committees helps reduce a large work load for the Nominating Committee. Some of functions of the Committee on Committees are as follows:

1. Review committee policies and procedures and make recommendations to the church.

This committee has responsibility for recommending changes, additions, or deletions in the number and kinds of committees.

2. Review committee duties and make recommendations for revision to the church. Generally, committee duties do not change from year to year. But, often, new committees are added, some are combined with other committees, and some are deleted. The Committee on Committees should have responsibility for studying and recommending these changes annually to the church.

3. Select, enlist, and nominate members to serve on committees and present them to the church for approval. After seeking God's leadership, decide on people to serve on each committee. Committee members will usually serve three calendar years, with term beginning in January. Most committees have one, two, and three year term slots. Usually the member in the one year slot will rotate off the committee and the new member will assume a position in the three year slot. Other committees do not rotate, and their committee members are enlisted to serve until they ask to be replaced.

4. Submit complete list of committee recommendations to the church for election. The Committee on Committees will meet in the Fall of each year to select and enlist members to serve on the committees of the church. The committee will also meet to fill vacancies on committees that result from resignations as they occur during the year. All nominations coming from the Committee on Committees will be presented to the church for approval.

5. Select, enlist, and nominate members to serve on special committees (as requested) and present them to the church for approval. When the church establishes a special committee to serve a temporary purpose, the Committee on Committees will be contacted to select, enlist, and nominate members that have the skills needed to serve on this special committee.



FELLOWSHIP/KITCHEN COMMITTEE

(Staff Advisor: Associate Pastor)

The primary purpose of our Fellowship/Kitchen Committee is to support a church's busy schedule. This may vary from a formal affair to covered dish meals. Other aspects of this committee may include luncheons, fellowships, and wedding preparations.

Duties of the Fellowship/Kitchen Committee include:

Wednesday Night Suppers

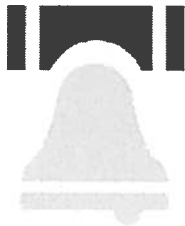
1. *Oversee meal service and meet with meal service in July to determine menus for the coming year.*
2. *Evaluate individual/family meal cost yearly and adjust as needed.*
3. *Enlist persons to collect money.*

Special Events/Monthly Dinners

1. *Chairman should check calendar monthly for upcoming events and plan as needed for workers.*
2. *Meet with Special Occasion Committee to discuss decorations and table set-up.*
3. *Work with Office Staff to fill out Activity Form for custodians.*
4. *Committee responsibilities for the meals include making coffee, tea; setting out salt/pepper shakers, sugar, creamer, plates, napkins, plastic ware, filling large cups with ice for tea and water; cutting desserts and organizing hot/cold dishes on the tables; and clean-up.*

Thanksgiving Dinner

1. *In September, meet with Special Occasion Committee to discuss meal preparation, decorations, table set-up, and meal assignments.*
2. *Work with Office Staff and start advertising with posters, SS announcements, etc., the middle of October.*
3. *Chairman should discuss with custodians and order needed supplies for the 1st week of November.*
4. *Obtain as many workers as possible for serving food, drinks, etc.*
5. *Obtain workers to help prepare turkeys, etc. on Saturday, and then again for Sunday afternoon.*



HISTORICAL COMMITTEE

(Staff Advisor—Minister of Music)

The primary purpose of the Historical Committee is to assist the church in making and keeping accurate, comprehensive records of its current life and work. They are to gather and safeguard historical records of the church while helping the church understand and learn from its own history.

Historical Committee duties include:

- 1. Gather and preserve past historic records.***
- 2. Assist in recording current activities.***
- 3. Use historical facts and documents to challenge the church to accomplish its mission.***
- 4. Develop and recommend to the church, policies and procedures regarding the preservation of historical materials.***



HOUSE & GROUNDS COMMITTEE (Staff Advisor - Pastor)

The primary purpose of the House & Grounds committee is to assist the church in caring for all property and buildings.

Duties of the House & Grounds committee include:

1. ***Inspect all church properties periodically.*** An inventory of all mechanical equipment should be maintained. The purpose of inspecting and inventory is to plan for preventative maintenance work.
2. ***Consult with program leaders concerning space allocations .*** From year to year space allocations may change. The House and Grounds committee should work with program leaders to ensure everyone has needed space, as well as recommending changes in the use of facilities and property. Some adjustments may need to be made. For example, one adult department may need to move to another. The choir room may need to be moved because of a lack of space. The committee should work with the organizations and groups involved to make the best recommendations for everyone.
3. ***Make recommendations concerning employment, training, and supervision of maintenance personnel.*** These recommendations should be made to the personnel committee. Maintenance personnel should be under the supervision of one person. The House and Grounds committee can make recommendations to the supervisor about maintenance personnel.
4. ***Develop and recommend policies and procedures related to church property and grounds.*** The recommended policies and procedures should include maintenance; insurance; and use of buildings, property, and space. Policies and procedures should be developed by this committee; published for church members, and adopted by the church. Then, each organization and service group should receive a copy. The policies and procedures should be reviewed periodically with leaders; they also should be published and distributed to church members for review.
5. ***Develop and recommend arranging, equipping, and supervising parking space.*** The House and Grounds Committee should continuously evaluate parking needs. This committee should also be looking for new space that might be available for parking.
6. ***Prepare budget recommendations.*** At budget time each year the House and Grounds Committee should plan its work and provide these details for the new year's budget. Budget recommendations should be made to the budget planning committee or the Stewardship Committee.



INTERCESSORY PRAYER COMMITTEE (Staff Advisor– Pastor)

The primary purpose of the Intercessory Prayer Committee is to serve as leaders in the church prayer ministry.

The duties of the Intercessory Prayer Committee include:

- 1. Pray as an intercessor/prayer warrior in the prayer ministry. Sign up for time in the prayer room.***
- 2. Promote the Church Prayer Ministry by informing all church programs of committee plans, including location, participation, responsibilities, and Commitment Sunday.***
- 3. Publicize the prayer ministry by assisting the prayer coordinator in keeping all church informational resources posted on news about the prayer ministry, shared prayer needs and answers to prayers.***
- 4. Plan church-wide prayer emphasis throughout the year.***
- 5. Make sure the prayer room is adequately furnished and stocked with supplies.***
- 6. Help with coordination of prayer room schedule.***
- 7. Assist in providing adequate training for events for persons involved and interested in the Church Prayer Ministry.***

LIBRARY COMMITTEE
(Staff Advisor- Associate Pastor)

Purpose: To make available books, media and resources to serve the spiritual and educational needs of the church.

Ministry Description:

Pray for the success of the church library and its benefit to the people.

Be an educational resource center to assist teachers and other church leaders.

Maintain, upkeep, and catalog library resources.

Evaluate and update ministry organizational resources.

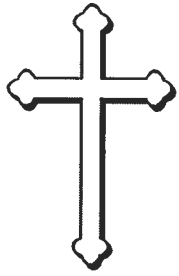
Purchase resources, supplies and furnishings as needed and in accordance with the library budget.

Keep up with new books, music, and other resources that is available from Christian sources.

Promote opportunities for spiritual enrichment through Christian books and resources.

Prepare budget recommendations, in consultation with the appropriate staff, and submit to the Stewardship Committee.

Be faithful in attendance and involvement in all ministries and aspects of church life (i.e. Sunday School, Worship, other ministries, etc.) in order to promote library resources to the people.



LORD'S SUPPER COMMITTEE

(Staff Advisor—Minister of Music)

The primary purpose of the Lord's Supper Committee is to assist the pastor in preparing for and administering the Lord's Supper.

Duties of the Lord's Supper Committee include:

- 1. Assist in planning and evaluating the observance of the Lord's Supper. This committee could help the pastor and deacons develop the plan and schedule the dates for the ordinance to be conducted throughout the year.*
- 2. Have all necessary Lord's Supper equipment and materials in place prior to each observance of the ordinance.*
- 3. Arrange for all Lord's Supper equipment to be gathered, cleaned, and stored after the observance.*
- 4. Maintain an inventory of equipment and recommend purchase of additional equipment as needed.*



MISSIONS COMMITTEE

(Staff Advisor—Pastor)

The primary purpose of the Missions Committee is to assist the church in establishing and administering its missions program. And to administer and schedule the use of the Missionary Residence as a missionary endeavor of the church as a service to our Southern Baptist Missionaries. The duties of the Missions Committee include:

- 1. Conduct studies and recommend a balanced program of local, associational, state and foreign missions.*
- 2. Recommend mission projects or activities to the Church Council.*
- 3. Assist mission churches as appropriate. Advise them, and serve as liaison between their congregations and First Baptist Church.*
- 4. Evaluate mission programs and projects and recommend additions, deletions, changes, or improvements to the Church Council*
- 5. Recommend to the church Finance Committee a program of missions giving.*
- 6. Correspond with the International Mission Board and individual missionaries to schedule use of our Missionary Residence.*
- 7. Assist missionary families in moving in and out of facility as needed.*
- 8. Make sure missionary families are welcomed into our church family and made a part of our fellowship.*
- 9. Coordinate with the House and Grounds Committee on facility maintenance and upkeep. The House and Grounds Committee has responsibility for all church properties.*



MULTI-MEDIA COMMITTEE

(Staff Advisor—Minister of Music)

The Lighting & Sound Committee is primarily responsible for operating, and ensuring the proper maintenance of the sound and recording equipment in the church.

The duties of the Lighting and Sound Committee include:

- 1. Enlist, train, and schedule operators for all church events that require sound and lighting operators or recording and broadcast operations.*
- 2. Maintain sound, lighting, and recording equipment.*
- 3. Request and administer budget expenditures in keeping with church policies.*
- 4. Inventory and secure sound, lighting, and recording equipment after use.*
- 5. Review system operations and make recommendations for improvement.*
- 6. See that the weekly service recordings are saved to the church server.*



NOMINATING COMMITTEE

(Staff Advisor—Associate Pastor)

The primary purpose of the Nominating Committee is to lead the church in filling all church-elected organizational leadership positions.

The duties of the Nominating Committee include:

- 1. Select, interview and enlist church program organization leaders and church emphasis program leaders, and general officers.*
- 2. Screen volunteer workers for church program organizations before they are invited to serve in church-elected leadership positions.*
- 3. Distribute volunteer leaders according to priority needs.*
- 4. Assist in discovering and enlisting persons to fill leadership positions. This Committee should serve as a resource for program or organization leaders in discovering potential workers. To discover talents, the Nominating Committee should conduct surveys, distribute questionnaires, and conduct interviews with prospective volunteer leaders.*
- 5. Coordinate with organizational leaders in filling organizational positions, i.e., the Sunday School Director assisting in filling Department Director positions, and the Department Director assisting in filling class teacher positions, etc.*
- 6. Present volunteer workers to the church for election in ample time to have leadership positions filled before the term of office (position) begins.*

PERSONNEL COMMITTEE

(Staff Advisor– Pastor)



The primary purpose of the Personnel Committee is personnel administration. The Personnel Committee should be an advocate of the church staff, including the pastor and other staff, to protect the church's investment of time and money. The relationship of the personnel committee in supervising individual staff members should be clearly defined. Each employee should know who has the responsibility of employing and releasing personnel, who the supervisor is, and to whom he or she may go for help.

Duties of the personnel committee include:

- 1. Study and recommend the need for additional church staff positions.** The Personnel Committee should be forward looking and should recognize the need for additional staff members and make appropriate recommendations. The committee should rely on the pastor and other staff members in forecasting needs. Therefore, continuous communication should be maintained between staff members and personnel committee members and key leaders.
- 2. Prepare and update job descriptions and organizational charts.** Job descriptions clarify an individual's role on a church staff and serve as guidelines to help staff members stay involved and interested in their work. The personnel committee should help write job descriptions for church staff members, including such information as the job title, principle function, responsibilities, and relationships. The personnel committee should be aware that conditions and responsibilities change from time to time and should be constantly in the process of updating job descriptions.
- 3. Recruit, interview, and recommend new personnel.** The personnel committee is charged with the process of recruiting, interviewing, and recommending part-time ministerial staff and all support staff. Recruiting involves discovering potential workers and getting pertinent information concerning them. The interviewing process can take place on or off the church site. the next steps include recommending an appropriate job description to the church, sharing information about the person being considered, and recommending salary and other benefits. Full-time ministerial staff members are recruited, interviewed, and recommended for employment by a search committee elected by the church. The personnel committee works with the search committees when employing full-time ministerial staff. The responsibility of the personnel committee in this capacity is to develop salary packages and job descriptions.
- 4. Develop and recommend a salary program for the church.** A complete salary program includes salary, expenses, and benefits. Included in the salary-benefits program should be privileges for staff members, such as time away from duties and personal development time; for training and personal leave. All church staff salaries are strictly confidential, and the personnel committee must keep salary information in the closest of confidence. Any church member who has a need to know salary specifics is to present the need as a request to the personnel chairperson. The personnel chairperson will then determine the validity of the request. The personnel committee reports a total request only to the Stewardship Committee during budget preparation time.
- 5. Develop and recommend policies and procedures for staff members.** The personnel committee should develop an instrument that includes policies and procedures related to all Church staff. This document should include such things as absences, employment practices, leaves, salary administration, vacation, time off, working hours, and dress code. The committee should spell out specifics in these areas to lessen confusion. Answering questions in advance saves time and prevents misunderstanding.



PUBLIC RELATIONS COMMITTEE

(Staff Advisor– Pastor)

The Public Relations Committee is primarily responsible for communicating the church's ministry to the church members, prospects for the church, and the community.

The duties of the Public Relations Committee include:

1. Determine the understanding and acceptance of the church's identity. *Understanding the church's identity must be determined within the church and the community. Determining this understanding is the beginning point for developing a positive image within the community facilitated by public relations.*
2. Work with the church leaders to communicate to their audience. *Church leaders, such as pastoral ministry leaders and program organization leaders, have a responsibility to communicate through various media to their target audiences. The Public Relations Committee should assist these leaders.*
3. Develop and recommend policies and procedures to improve the church's public relations work. *Policies and procedures are needed in the area of public relations. These include who will be the church's spokesperson in times of crises and who will be responsible for developing news items and stories.*



SPECIAL OCCASION COMMITTEE

(Staff Advisor—Associate Pastor)

The Special Occasion Committee is primarily responsible for decorating, coordinating table/room set-up and assisting the Kitchen Committee with special church events.

Duties of the Special Occasion Committee:

- 1. Chairman and committee members should keep up to date with calendar of events within the church and call meetings to coordinate responsibilities***
- 2. Meet with Kitchen/Fellowship Committee for Thanksgiving dinner and other large events***
- 3. Coordinate with church office for key or make arrangements to have building open so that decorating can be completed in timely manner before event***
- 4. Fill out Activity Form in the church office for table set-up, etc., and order any supplies needed***
- 5. Keep receipts for reimbursement of any expenses, or obtain credit card from church office***



STEWARDSHIP COMMITTEE

(Staff Advisor – Pastor)

The Stewardship Committee is primarily responsible for the development of a stewardship program that includes budget formulation, budget subscription and budget administration along with stewardship education of the church.

The duties of the Stewardship Committee include:

1. ***Develop the budget.*** The Stewardship Committee has responsibility for developing the church's budget. In budget development, several important areas of work need to be considered.
 - Record giving of church members. The church Financial Secretary does this in strictest confidence.
 - Analyze current strengths and weaknesses.
 - Evaluate budget requests.
 - Direct the annual budget preparation.
 - Present the budget to the Church Council and church for review.
 - Present the budget to the church for adoption.
2. ***Direct the subscription of the budget.*** The committee makes special plans for subscribing the funds to implement the budget. Several steps are recommended:
 - Find and study the latest information on budget subscription.
 - Share the results discovered on budget subscription with the pastor and appropriate groups.
 - Recommend to the Church Council the suggested dates for budget subscription.
 - Conduct the campaign.
 - Provide budget subscription information for public relations purposes.
3. ***Administer the budget.*** Once a budget has been planned, adopted, and subscribed, the committee is responsible for administering the budget. Budget administration involves the following procedures:
 - Approve budget expenditures following the existing standard operating procedures.
 - Compare expenditures with budget allocations on a monthly basis.
 - Recommend adequate financial systems.
 - Request a periodical audit of financial records.
4. ***Promote stewardship education.*** A continuing program of stewardship education should be implemented in a church. The stewardship education program should include conducting special stewardship education projects, such as Christian money management and estate planning seminars. The stewardship education program should also keep church members informed regarding the Cooperative Program and Associational mission support.



TREASURER

(Staff Advisor—Pastor)

The work of the church treasurer is focused on three financial categories: receiving, accounting, and dispersing monies. The treasurer's involvement depends on the church size, the number of staff, and other key leader involvement. One of the most important issues for the church treasurer is to protect the church's money and those involved in handling the church's money. The church should establish policies and procedures that require the church's money to pass through several hands.

Duties of the Church Treasurer include:

1. *The treasurer should consult with the Stewardship Committee to develop and recommend policies and procedures related to receiving, accounting, and dispersing church monies.*
2. *Maintain records of funds received and dispersed. An adequate procedure and record of receipts and disbursements should be kept. The treasurer should work with the Committee on Committees in enlisting laypersons to receive, count, and deposit the money. After the money is deposited, the deposit slip should be verified. The treasurer or financial secretary should justify the financial records monthly.*
3. *Maintain records of contributions. The treasurer should work with the financial secretary to record members' contributions. This record serves as the financial statement of members' contributions.*
4. *Sign checks in accordance with church policies and procedures. Supporting data should be presented when a check is requested.*

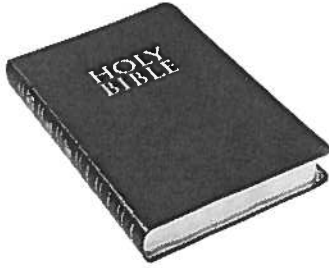


USHER COMMITTEE

(Staff Advisor—Minister of Music)

Ushers perform a unique ministry. *The duties of the Church Usher are as follows:*

1. *Greet people before and after worship services.* *Many people coming to church will have personal contact only with an usher. The kind of impression the usher makes often influences the visitor's attitude about the church. Ushers should be in their places at least 15 minutes before the worship service begins. They should greet and make persons feel welcome as they enter the worship area. Ushers should try to learn people's names so they may call them by name as they are welcomed to the services. A warm welcome will help create the right atmosphere for worship.*
2. *Seat people during the service.* *Many people tend to sit in the same place. Ushers should learn where people like to sit. Prompt seating of people is an indication that ushers are aware of what is happening around them. Visitors should be seated beside regular attendees and introduced when possible. Several suggestions for seating people are:*
 - *Seat people only at times when their entrance will not disturb the service*
 - *Seat people near the front and center if possible*
 - *Walk slowly down the aisle*
 - *Stop at the pew where the people are to be seated and form a gate into the pew by placing the hand on the back of the pew in front*
 - *Give the church bulletin or other materials to the worshipper*
 - *Be aware of places to seat people*
3. *Provide information to persons concerning the church.* *Ushers should be able to provide information about the church facilities such as rest rooms, the church office, or telephone. Ushers should also know the schedules and location of Sunday School classes and other programs, as well as worship services information. Ushers should also know about first-aid equipment, wheel chairs and necessary procedures in case of an emergency.*
4. *Receive offering.* *The ushers have responsibility for receiving the offering. They should be thoroughly oriented in proper procedures for this part of worship. Every usher should know his area of responsibility.*
5. *Help maintain order.*
6. *Be dressed appropriately.*
7. *Be prompt.*
8. *Make appropriate arrangements when planning to be absent.*



WORSHIP COMMITTEE

(Staff Advisor– Pastor)

The primary purpose of the Worship Committee is to assist Pastoral Ministries leaders in planning and evaluating congregational worship services; make arrangements and physical preparations for worship services; make recommendations to the pastor related to major events and innovations in worship.

Duties of the Worship Committee include:

- 1. Relate congregational services to church goals.*
- 2. Determine the needs to be met by the congregational services.*
- 3. Suggest major themes for congregational services.*
- 4. Recommend ways to involve individuals in congregational services.*
- 5. Determine financial and physical resources needed and make recommendations to appropriate committees and leaders.*
- 6. Establish goals and evaluate progress in achieving goals.*
- 7. Evaluate planning and worship in quarterly meetings.*
- 8. Write or propose new material for use in worship.*



YOUTH COMMITTEE

(Staff Advisor– Minister to Students)

The primary purpose of the Youth Committee is to work with the Minister of Youth to plan, coordinate, promote, and implement a program consistent to the spiritual and social needs of all youth and their families.

Duties of the Youth Committee include:

1. *Promote a common interest.*
2. *Review the total youth work periodically in order to provide the best possible outreach program for the church.*
3. *Plan a long range program considerate of present and future needs to improve outreach.*
4. *Assist the Minister of Youth in planning and carrying out the calendar of activities of the youth of the church.*
5. *Enlist lay personnel to assist the Minister of Youth wherever and whenever the need arises.*
6. *Take deep spiritual interest and involvement with the youth of the church and provide spiritual and/or physical assistance as necessary to the youth of the church.*
7. *Assist the Minister of Youth in preparing and submitting the youth budget for the coming year.*