

MINISTRY TEAM & OPERATING COMMITTEE GUIDELINES
SECOND BAPTIST CHURCH
January 1 – December 31, 2012

Chairpersons will rotate each year.
Members will serve on a three year rotation.

Members who rotate off a Team or Committee must remain off that particular Team or Committee for one year before volunteering to serve on that same Team or Committee.
They may volunteer to serve on a different Team or Committee.

Church Leadership Team is composed of church staff, chairpersons of all Ministry Teams and Operating Committees, directors and leaders of organizations (ex. Sunday School, Discipleship Training, WMU, etc.) The Pastor serves as chairman of this Team.

- (1) Assist and lead Second Baptist Church in leadership, administration and decision-making processes.
- (2) Organize and oversee the annual training of all Ministry Teams and Operating Committees. Directors and leaders of organizations will receive training through conferences led by the Baptist Building.

This is a suggested process:

- a. Who – new chairperson of each team to train his/her own team. Chairperson may need to have served on the team at least one year prior to becoming the chairperson.
 - i. Church staff will be available to assist with the training of any Team or Committee.
 - ii. Consultants from the Baptist Building in Little Rock may be invited to conduct the training of specific Teams or Committees.
- b. What – review guidelines, review the church budget, evaluate the previous year, and continue working on the long and short term goals.
- c. When – January at the monthly meeting of each Team and Committee.
- d. Notebooks - will need to be revised each year.
 - i. Nominating Committee with the help of the Church Office - add names and years of tenure of new Team & Committee members, name and phone number of new chairpersons, any changes made in the guidelines.
 - ii. Leadership Team – ensure that each Team and Committee receives these pages at time of training.

Observance of the Lord's Supper is a ministry and responsibility of the Deacon Council.

1. **Audio-visual Ministry Team** is responsible for the set-up and operation of sound and video equipment for church services, fellowships, etc. (Because of the technical training required, this will not be a rotating team.) - **Jason Bates**, chair
 - a. Work cooperatively with the Church Staff.
 - b. Train prospective members to operate audio-visual equipment.
 - c. Research and recommend appropriate audio-visual equipment.
 - d. Maintain and recommend changes to audio-visual system.
 - e. Develop policies and procedures for the use of equipment for members and non-members.

- f. Develop policies and procedures for use of equipment for non-church functions.
 - g. Develop an annual budget for supplies and maintenance of audio-visual equipment and submit the budget request to the Stewardship Committee.
- 2. Baptismal Ministry Team** is to clean and prepare the baptistry, baptismal robes and towels. They will assist the pastor and baptismal candidate on the day of baptism. - **Frieda Griffin**, chair
- a. See that all necessary baptismal items are available and ready prior to each baptismal service.
 - b. Ensure that the baptistry is filled.
 - c. Accompany the candidates as they prepare for baptism.
 - d. Assist the pastor and candidates at the time of baptism.
 - e. Clean and store the robes, towels and other items needed by the candidate.
 - f. Develop an annual budget as needed and submit the budget request to the Stewardship Committee.
- 3. Buildings & Grounds Committee** is responsible for overseeing and supervising the maintenance and upkeep of church buildings, property and landscaping. - **Wayne Brock**, chair
- a. Inspect all church properties periodically.
 - i. Recommend steps to ensure energy conservation, building security, and compliance with handicapped regulations.
 - ii. Consult with church leaders, staff and Leadership Team annually to determine the best uses of space and furnishings.
 - iii. Research and recommend an adequate insurance plan to protect all buildings and properties. Review annually.
 - b. Develop and recommend policies and procedures for maintenance and use of facilities by church members and non-church members including necessary fees.
 - I. Develop and recommend arranging, equipping and supervising parking lots.
 - II. Recommend changes in the use of facilities and property.
 - III. Consult with the trustees concerning acquisition and disposal of all church property.
 - c. Develop and implement a preventive maintenance schedule for the buildings and major equipment. (Rotating Maintenance Plan)
 - d. Advise the Personnel Committee, as necessary, regarding the employment, training and supervision of maintenance and/or janitorial staff.
 - e. Develop an annual budget and submit the budget request to the Stewardship Committee.

- 4. Children's Ministry Team** is to work cooperatively with the Children's Minister (when staffed), age group teachers and parents to staff the nursery, advise on curriculum, and to coordinate ministries and events related to children (birth – sixth grade). - **Kim Bates**, chair
- a. Assist and support the Children's Minister to:
 - i. Develop a ministry plan to reach parents and children.
 - (a) Plan and coordinate social events for children of our church and outreach to those around us.
 - (b) Organize follow up-visits to all children and their parents who visit any of the services or events. Make sure the correct age Sunday school teacher is aware of their visit.
 - (c) Have input on the preschool and children curriculum.
 - ii. Recommend and publicize policies and procedures:
 - (a) For all children while under the care of church workers.
 - (b) For all volunteers that will work with children.
 - iii. Enlist, screen and train volunteers to work with preschoolers, birth-5 year olds, for all services and events when young families will be in attendance.
 - iv. Schedule times for this Team to meet with:
 - (a) Children's leaders and teachers of VBS, Sunday school, mission education, music, etc.
 - (I) To coordinate the total ministry to children.
 - (II) To coordinate space assigned to classes and events for children.
 - (III) To recommend the purchase of furnishings, supplies and curriculum that the children's ministry will need.
 - (b) The parents of children
 - (I) To develop relationships.
 - (II) To gain feedback and suggestions.
 - b. Evaluate all ministries, events and activities to determine if all children are hearing about Jesus in an age appropriate manner and that they are growing in Biblical knowledge and Christian maturity.
 - c. Assist the Children's Minister to:
 - i. Recommend leaders and teachers in all areas of the children's ministry to the Nominating Committee.
 - ii. Develop an annual budget and submitting the budget request to Stewardship Committee.
 - d. In the absence of a Children's Minister:
 - i. Plan lessons for volunteers to teach children (2-5 year olds) during worship services and ensure it is being done.
 - ii. Prepare children's bulletins for children (kindergarten – sixth grades) to have during the worship services and make sure they are available with crayons in the foyer before services.

- 5. Collegiate Ministry Team** is to work cooperatively with the Collegiate Staff Minister to advise on curriculum, coordinate ministries and events related to college students and to be a liaison to the Baptist Collegiate Ministries. - ***Kristin Rhodes***, chair
- a. Assist and support the Collegiate Minister to:
 - i. Plan and implement a ministry for reaching college students to include visitation and outreach.
 - ii. Seek opportunities to encourage and develop leadership qualities of the students.
 - iii. Establish a ministry that encourages balanced growth of college students spiritually, socially, intellectually, and physically.
 - iv. Recommend leaders and teachers in all areas of the collegiate ministry to the Nominating Committee.
 - v. Have input on the collegiate curriculum.
 - vi. Evaluate the collegiate ministry periodically to determine if the ministry is fulfilling its purpose of growing students in Bible knowledge and Christian maturity.
 - b. Work with the Missions Ministry Team to provide mission opportunities for college students.
 - c. Coordinate events for and with the Baptist Collegiate Ministry.
 - d. Assist in developing an annual budget and submit the budget request to the Stewardship Committee.
 - e. In the absence of a Collegiate Minister, coordinate collegiate worship services, activities and events.
- 6. Communication & Public Relations Ministry Team** is to promote opportunities and events sponsored by the church and ministry teams. - ***Sharon Overton***, chair
- a. Promote church events and opportunities through various media (example: the church newsletter, bulletins, display screens in the Worship Center, local newspaper, radio, flyers, web site, social media site, etc.)
 - i. Promote Second Baptist Church through developing and/or updating materials and brochures annually or as needed for guests and new members.
 - ii. Utilize the church's social media pages (example: facebook) to promote the church, events and other opportunities and make announcements.
 - iii. Submit articles and pictures to local media to promote church activities (example: seminars, Bible School, special musical presentations, evangelistic and mission activities, and other church activities)
 - b. Ensure that the church website is updated by posting information directly or giving updated information to Office Manager to post.
 - c. Develop an annual budget and submit the budget request to the Stewardship Committee.

- 7. Connect Ministry Team** is to assist guests and new members in becoming involved and connecting with Second Baptist Church, its ministries and its fellowship. - **Kelvin Whitlock**, chair
- a. Assist with the new member and guest informational classes.
 - b. Encourage church members to connect with guests and new members:
 - i. By sitting with them in worship services, classes and church wide fellowships.
 - ii. By contacting them throughout the week to build relationships.
 - c. Encourage guests and new members to become involved in the scheduled services of the church, in Sunday school and other classes, in special events and mission projects.
 - d. Encourage guests and new members to volunteer and/or help connect them with the Nominating Committee so as to use their talents and spiritual gifts.
 - e. Establish ongoing contact (accountability) with guests and new members to insure that they keep their commitment in:
 - i. Sunday School & Discipleship classes
 - ii. Mission projects
 - iii. Men's and Women's Ministries, Collegiate, Youth, Children and Preschool Ministries
 - iv. Ministry Teams and/or Operating Committees
 - f. Prepare guest gift bags by purchasing items for the bags and having them ready for distribution on Sundays.
 - i. Guest cards will be distributed during the Sunday morning worship services.
 - ii. Guests will turn the cards in at the Welcome Center and receive a gift bag.
 - iii. Ensure that the Welcome Center is manned each week.
 - g. Maintain a New Member Bulletin Board in the hall and keep it current with pictures of new members and brief information about each person.
 - h. Develop an annual budget and submit the budget request to the Stewardship Committee.
- 8. Counting Committee** is to assist the church in the counting, recording and depositing of all money received by and through the church each Sunday. Members must be available to count the money on Monday mornings in the church office. If written ballots are requested in business meetings, this committee needs to be available to attend the business meetings in order to count the ballots. - **Ben Hawkins**, chair
- a. Tabulate weekly contributions.
 - b. Keep records of all memorials, designated and undersigned funds.
 - c. Give the envelopes to the Office Manager who will tabulate the amounts for personal use and personal tax purposes.
 - d. Give a weekly deposit slip to the Office Manager for recorded records.
 - e. Assist with counting the money given during a special emphasis or for special offerings.
 - f. In cases when church decisions are made by written ballot, this committee is responsible for providing the ballots and maintaining confidentiality when counting the votes.

9. Discipleship Training Ministry Team is to encourage and promote Christian growth and a discipleship lifestyle. This Team is responsible for assisting the Discipleship Training Director (when elected) with ongoing discipleship training. - **Kim Hardcastle**, chair

- a. Assist the Discipleship Training Director to:
 - i. Determine class age groupings, room assignments and need for new classes.
 - ii. Assist the Nominating Committee to enlist teachers.
 - iii. Assist teachers and classes with:
 - (a) Adequate and appropriate training.
 - (b) Selection of curriculum.
 - (c) Enlisting helpers and substitutes.
- b. Encourage classes to contact absentees and invite guests.
- c. Establish procedures for:
 - i. The purchasing and distribution of discipleship material.
 - ii. Tracking attendance, membership, prospects and guests.
- d. Assist the Discipleship Training Director in developing and proposing an annual budget and submitting the budget request to the Stewardship Committee.

10. Fellowship Ministry Team is to plan, schedule and advertise church-wide fellowships throughout the year (at least quarterly). - **Mary Jo Price**, chair

- a. Work cooperatively with the Kitchen Ministry Team, other teams, committees and/or groups to coordinate activities and events for church-wide fellowships.
- b. Consult with the church staff as to when and where the fellowships will take place.
- c. Develop a plan to involve the most church members and guests.
 - i. Enlist volunteers for all aspects of the projects including table arrangements, preparing, serving and clean up.
 - ii. For each church-wide fellowship, clarify if this Team or the Kitchen Ministry Team is to prepare, set up, serve, and clean up or will this be a cooperative effort involving both teams. Be specific.
 - iii. Along with the Kitchen Ministry Team, be sure all supplies are on hand early enough to ensure a smooth running process.
- d. In the case of a special program, consult with all who will plan and implement the event. Be specific.
- e. Develop an annual budget and submit the budget request to the Stewardship Committee.

11. Funeral Meals Ministry Team is to plan and provide meals in conjunction with associated Sunday school classes for the funeral of current church members. - **Jean Clark & Pat Housdan**, chairs

- a. Plan and provide meals for bereaved families of current resident members of Second Baptist Church (time & place).
- b. Arrange for the food to be taken to the family's home if they choose not to have the meal at the church.

- c. Develop an annual budget and submit the budget request to the Stewardship Committee.

12. History Ministry Team is to keep an updated, current written and photo history of the church and assist the church with history celebrations. - **Jean Youngman**, chair

- a. Work closely with the church clerk, church librarian, office manager, staff and members to gather and preserve the church history.
 - i. Prepare and update church history records annually by recording present day activities and saving pictures of events, label with name, event and date.
 - ii. Develop, implement and keep current a plan to preserve church records (example: in a fireproof, waterproof cabinet).
- b. Plan ways to educate and inspire church members (especially new members) through use of church history information and periodically celebrate the church's history – past and present.
- c. Develop an annual budget and submit the budget request to the Stewardship Committee.

13. Home Bound Ministry Team is to work cooperatively with the Staff and appropriate Sunday school classes to visit and minister to those who are unable to attend services and events of the church. - **Jennifer Teaff**, chair

- a. Personal contacts
 - i. Phone calls (once a week if possible) and cards (often and for special occasions).
 - ii. Visit in homes (monthly or more often).
 - iii. Visit in assisted living and nursing homes (monthly or more often).
 - iv. Take meals &/or desserts (example: for special occasions and holidays).
- b. Take information (example: newsletters & bulletins) about what is happening at our church to keep the Homebound involved and informed.
- c. Address special needs (example: lawn work, transportation, groceries, prescriptions, errands, etc.)
- d. Develop an annual budget (which may include cards & postage) and submit the budget request to the Stewardship Committee.

14. Hospital Ministry Team is to work cooperatively with the Staff and appropriate Sunday school classes to visit and minister to those who have been hospitalized and to their families. - **Bob Hope & Nathan Teaff**, chairs

- a. Stay in contact with Church Staff as to persons who are in or soon to be admitted in the hospitals both locally and out of town and to communicate with the church office when flowers are to be sent (to church members only).
- b. Stay in contact with the person for a period of time even after discharged from the hospital (visits, cards, phone calls, etc)
- c. Encourage others to visit.
- d. Always be sensitive to the patient and family as to their need and desire for privacy.
- e. Visitors are to use discretion when visiting a patient of the opposite gender so that the patient will not feel uncomfortable. It is preferable to have two people to visit together.

- f. Develop an annual budget (which may include cards, postage or flowers) and submit the budget request to the Stewardship Committee.

15. Kitchen Ministry Team is responsible for overseeing food preparation for church-wide social events and for supervising the use and maintenance of the kitchen and equipment. - **Alice Morell**, chair

- a. Work cooperatively with the Fellowship Ministry Team, other teams, committees and/or groups to coordinate activities and events.
- b. Recommend policies for the use of the kitchen (for Second Baptist Church and for non-members who wish to use the facility).
- c. Supervise the use of the kitchen for church wide events.
- d. Maintain the upkeep of the equipment.
- e. Purchase supplies and groceries for the kitchen. Inform the Office Manager if the supplies and food are for a special event (example: VBS is a separate line item.)
- f. For each event, clarify if this Team or another group is to prepare, set up, serve, and clean up or will this be a cooperative effort involving both teams or groups. Be specific.
- g. Develop an annual budget and submit the budget request to the Stewardship Committee.

16. Library Ministry Team is to work cooperatively with the Church Librarian to organize and supervise the library. (Because of the training required, the Librarian and Assistant Librarian will not rotate, but the Team members will rotate.) - **Brenda Weaver**, chair

- a. Assist the Librarian with the selection, cataloging and disposing of media.
- b. Encourage members to use the library.
 - i. Inform members of new books.
 - ii. Inform teachers of materials, resources, and books that relate to their units of study.
- c. Post policies and procedures for checking out and returning books.
- d. Develop an annual budget and submit the budget request to the Stewardship Committee.

17. Long-Range Planning Ministry Team is to discover the needs of the church and community recommend and maintain a long range plan (3-5 years) and track and report progress. - **Linda Phillips**, chair

- a. Discover the planning needs.
 - i. Research the church and community.
 - ii. Pinpoint specific needs of the church as it relates to the community.
 - iii. Work closely with the church staff and church leadership.
- b. Lead in setting goals.
 - i. Set goals that are measurable in a specific period of time.
 - ii. Set goals that help the church pinpoint its targets for growth and ministry.
- c. Plan strategies for reaching the goals.
 - i. Develop strategies for each of these goals.
 - ii. Strategies should contain one or more action plans.
 - (a) Action plans include projects, activities, meetings and schedules.
 - (b) These action plans may spread over a period of years.
 - iii. Each goal should have one strategy composed of one or more action plans.
 - iv. Keep the church informed and consult with the staff often.
- d. Complete the long range plans.
 - i. Present the plans to the church.
 - ii. Communicate the goals, strategies and action plans.
 - iii. Discussion and vote by the church.
- e. Establish an evaluation process and track progress.
- f. Develop an annual budget and submit the budget request to the Stewardship Committee.

18. Men's Ministry Team is to plan and implement ministry and social opportunities as a fellowship and outreach tool for men. - **Joe Sorrels**, chair

- a. Develop a ministry to men and of men.
 - i. Work cooperatively with the church staff.
 - ii. Plan events for evangelizing men (example: Wild Game Dinner).
 - iii. Sponsor events for the church and community.
 - iv. Plan ministry to others such as work projects at the church and in the community.
- b. Encourage men to participate in the mission ministries.
 - i. Plan ministry to others such as service projects to meet needs of church members and community needs.
 - ii. Participate in mission trips sponsored by the church, association and/or state.
 - iii. Participate in the three mission offerings – Arkansas (September), North American (March) and International (December).
- c. Encourage men who are members of the church to volunteer to serve on Ministry Teams or Operating Committees.
- d. Develop an annual budget and submit the budget request to the Stewardship Committee.

19. Missions Ministry Team is to lead the church in developing mission awareness and mission opportunities through volunteer service, to promote the three mission offerings, and to assist in planning mission events. - **Erma Henderson**, chair

- a. Identify mission needs.
 - i. Review proposals for large-scale mission projects, review them, and present projects selected to the church for approval.
 - ii. Consider local, state, national and international mission opportunities in accordance to Acts 1:8.
 - iii. Encourage members to volunteer to help in various mission ministries and mission trips sponsored by the church, association and/or state.
- b. Work cooperatively with WMU and Women on Mission to coordinate and strengthen mission efforts.
- c. Promote mission awareness and mission education.
 - i. Encourage volunteers to assist with mission education leadership (example: Mission Friends, Girls in Action, Royal Ambassadors, student and adult mission education groups).
 - ii. Promote the three mission offerings – Arkansas (September), North American (March) and International (December).
 - iii. Consult with the Pastor and Staff to invite missionaries who serve in Arkansas, North America and other countries to speak on a regular basis.
- d. Develop an annual budget and submit the budget request to the Stewardship Committee.

20. Nominating Committee is to enlist and nominate church members to fill volunteer positions of leadership on all committees, ministry teams, and teaching positions. Watchcare members may serve on teams and assist in other church activities (Sunday School, VBS, etc.). They may not, however, serve on the church's operating committees nor may they vote during business meetings. - **Bob Fowler**, chair

- a. Encourage church members to volunteer to serve on committees, teams and teaching positions by distributing the Profiles on which members will indicate their first, second and third choices based on interest, talent and spiritual gifts.
- b. Enlist and nominate leaders, teachers, team and committee members who are qualified for specific volunteer positions of the church.
 - i. When selecting volunteers, consider spiritual gifts and interest of nominees.
 - ii. Approve volunteers before inviting them to serve.
 - iii. Present volunteer workers to the church for approval prior to the beginning of the year.
 - (a) Teachers serve September - August
 - (b) Team and committee members serve January - December
 - iv. Fill vacancies promptly as they occur.
- c. Develop an annual budget, as needed, and submit the budget request to the Stewardship Committee.

21. Outreach Ministry Team is to assist the Pastor, Staff and Sunday School classes to develop and implement an organized ministry of evangelism, visitation, outreach and other means of reaching the unchurched. - **Michelle Whitlock**, chair

- a. Work cooperatively with the Pastor and Church Staff in planning, training and implementing an organized outreach ministry to the unchurched.
 - i. Schedule regular outreach and visitation.
 - ii. Schedule special outreach emphases.
 - iii. Schedule training for those who will do the visiting.
 - iv. Encourage and train people to feel comfortable sharing the Gospel.
- b. Plan specific processes to contact guests and prospects.
 - i. Collect guest cards from the Welcome Center, make copies and leave the original cards in the church office.
 - ii. Contact all guests immediately following their first visit.
 - iii. Enlist other church members to contact guests and prospects.
 - iv. Design an ongoing plan to contact and minister to guests and prospects.
- c. Develop and maintain a current Prospect File.
- d. Plan events for outreach.
 - i. Develop a plan to contact new residents to the area (example: Welcome Wagon)
 - ii. Promote Sunday School, Discipleship Training and Worship Services.
 - iii. Plan special activities and witnessing events.
- e. Plan with age-level leadership outreach ministries for preschool, children, youth, collegiate and adults
 - i. Examples: Easter & Christmas events, Memorial, Independence & Labor Day Celebrations, VBS & Fall Fest)
 - ii. Focusing on each of the four seasons will result in outreach year around.
 - iii. Plan each event and activity with the idea of reaching the unchurched.
- f. Encourage more members to participate in outreach, visitation and evangelism.
- g. Develop an annual budget and submit the budget request to the Stewardship Committee.

22. Personnel Committee is to determine the need for and employment of ministerial and non-ministerial staff including job descriptions and salary packages. - **Betty Reel**, chair

- a. Determine the need for additional church staff.
- b. Prepare and update current job descriptions and organizational charts for both ministerial and non-ministerial staff and employees. Present to the church for approval.
- c. Recruit, interview and recommend new personnel to the church, with the exception of the ministerial staff who shall be recommended by church-elected Ad Hoc Search Teams.
- d. Develop and recommend a current salary package and benefit plan to the Stewardship Committee who will present a recommendation for church approval.
- e. Develop and recommend policies and procedures for staff members.
- f. Develop an annual budget and submit the budget request to the Stewardship Committee.

23. Prayer Ministry Team is to coordinate and direct prayer emphases for ongoing and special events. **Reba Kelley**, chair

- a. Purpose
 - i. Lead Second Baptist Church to become “A Praying Church.”
 - ii. Develop a mindset within the church family to pray for and support each other and the church daily.
 - iii. Teach classes on prayer.
 - iv. Teach members to expand their understanding of prayer.
 - (a) To pray for those who are unsaved, unchurched, have family and personal issues, etc.
 - (b) Not praying only for those who are ill.
 - v. Encourage intergenerational prayer (with those who are of a different age or generation).
- b. Expectations
 - i. Develop prayer groups.
 - (a) In a prayer room at church.
 - (b) In homes to meet at specific times.
 - (c) To pray for the Pastor, Staff, church, community and nation.
 - (d) To pray for the salvation of specific individuals by name.
 - (e) To pray for special needs and requests.
 - ii. Confidentiality (refrain from gossiping)
- c. Develop an annual budget and submit the budget request to the Stewardship Committee.

24. Sanctuary Flowers Ministry Team is to secure, arrange and dispose of floral arrangements for the sanctuary. - **Margie McLemore**, chair

- a. Maintain, purchase and dispose of flowers as needed.
- b. Keep the place where flower arrangements are stored neat, organized and updated.
- c. Serve as contact in the event someone wishes to donate flowers for special occasions.
- d. Develop an annual budget and submit the budget request to the Stewardship Committee.

25. Senior Adult Ministry Team is to plan and implement ministry and social opportunities as a fellowship and outreach tool for senior adults. Senior adults are encouraged to become involved in the Young at Heart Group. -**Sherry Polsgrove**, chair

- a. Develop a ministry to senior adults and of senior adults.
 - i. To meet the spiritual, social, intellectual and physical needs of senior adults.
 - ii. To plan opportunities for evangelizing senior adults.
- b. Plan events, ministry projects and group trips for senior adults in the church and community.
- c. Plan intergenerational opportunities between senior and young adults, and between senior adults and children.
- d. Develop an annual budget and submit the budget request to the Stewardship Committee.

26. Shower Ministry Team is responsible for assisting Sunday school classes and/or other groups with weddings and baby showers, or for planning showers for members not otherwise involved in said groups. - **Judy Gray**, chair

- a. Establish policies for showers.
- b. Assist Sunday school classes and/or other groups with wedding or baby showers.
 - i. Consult church calendar before setting the date of the shower.
 - ii. Plan showers for members not involved in Sunday school or other groups.
 - iii. Publicize showers.
 - (a) When – date & time
 - (b) Where – location
 - (c) Why – purpose of the shower
 - (d) Who – hosting the shower (example: Sunday school class, Mom’s class, etc)
- c. Purchase and maintain necessary items for showers.
- d. Develop an annual budget and submit the budget request to the Stewardship Committee.

27. Stewardship Committee is to oversee the administration of the church’s finances, budget and spending, and will adhere to the financial guidelines. - **Sharyn French**, chair

- a. Develop and recommend a church budget in consultation with the church staff, teams, committees and Church Leadership Team.
- b. Conduct studies and make recommendations to the church concerning proposed expenditures in conjunction with the appropriate team or committee for items which are not included in the budget.
- c. Review expenditures periodically in terms of budget allocations and recommend adjustments to the church as necessary.
- d. Develop and recommend to the church written financial policies, procedures and guidelines.
- e. Meet each month between the end of the previous month and the time of the church business meeting to review the monthly financial statement and prepare a report to the church.
- f. Review cash assets regularly for the purpose of obtaining the highest return.
- g. Make certain all policies and procedures for receiving and dispersing church funds are followed.
- h. Work with the church staff to promote stewardship education in the church.
 - i. Plan Christian money management seminars.
 - ii. Plan estate planning seminars.
 - iii. Provide information about the Cooperative Program.

28. Sunday School Ministry Team is responsible for assisting the Sunday School Director (when elected), the teachers and classes with an ongoing Bible Study ministry. - **Jesse Lobbs**, chair

- a. Assist the Sunday School Director to:
 - i. Determine class age groupings, room assignments and need for new classes.
 - ii. Assist the Nominating Committee to enlist teachers.
 - iii. Provide Sunday school teachers with adequate and appropriate training.
 - iv. Organize Teacher Appreciation Days.
- b. Assist teachers and classes with:
 - i. Selection of curriculum.
 - ii. Enlisting helpers and substitutes.
 - iii. Organizing for in-reach and out-reach.
 - (a) Encourage Sunday school classes to contact absentees and guests.
 - (b) Encourage Sunday School classes to have frequent class fellowships inviting guests and prospects.
- c. Establish procedures for:
 - i. The purchasing and distribution of Sunday school material.
 - ii. Tracking attendance, membership, prospects and guests.
- d. Assist the Office Manager in choosing software for tracking Sunday school records.
- e. Regularly promote Sunday school to the church.
- f. Assist the Sunday School Director in developing and proposing an annual budget and submitting the budget request to the Stewardship Committee.

29. Transportation Ministry Team is to oversee the operation, maintenance and upkeep of church vehicles. - **Matt McSheehy**, chair

- a. Oversee maintenance with:
 - i. Periodic repairs to the church van and bus.
 - ii. Servicing and cleaning of these vehicles on a regular basis.
- b. Assure proper authorization of drivers.
 - i. Drivers are required to be properly licensed.
 - ii. Drivers will be insured by the church.
 - iii. Provide a list of authorized drivers for church groups.
- c. Develop an annual budget and submit the budget request to the Stewardship Committee.

30. Ushers Ministry Team is responsible for escorting persons (especially guests) to a seat in the Worship Center and for collecting the offering in each Worship Service. - **Bill Williamson**, chair

- a. Greet and seat guests and members for worship services and other special services.
 - i. Ushers should be scheduled and arrive 20 minutes prior to services.
 - ii. Provide bulletins, program guides and other church information to persons as they enter the Worship Center.
 - iii. Know basic information about the church and its facilities (example: restrooms, childcare, church office and location of first-aid kit and telephones.)
 - iv. Know the times for Sunday school, Worship Services, Sunday evening and Wednesday evening classes, and other church activities.
- b. Receive the offering during Worship Services with an understanding of the proper procedure for this part of worship.
- c. Be sensitive during the Worship Services and other special services concerning:
 - i. Room temperature.
 - ii. Persons needing assistance, handicapped or elderly
 - iii. Persons with babies or small children.
 - iv. Other needs that may arise.
 - v. Provide glasses of water for those leading the service.
 - vi. Know location of first-aid equipment and procedures in the event of emergencies.
- d. Develop an annual budget, as needed, and submit the budget request to the Stewardship Committee.

31. Van Ministry Team is to oversee the use of the church vehicles to provide transportation for those who would otherwise be unable to attend services and special events.

(The Leadership Team will determine when the church has sufficient personnel, resources and finances to begin this ministry.)

- a. Evaluate and determine the need and appropriate time for this ministry.
 - i. Research the legal requirements and procedures for transporting individuals in church vehicles.
 - ii. Develop policies and procedures for church approval.
 - iii. Schedule a route for weekly services and special events.
 - iv. Recruit and schedule authorized drivers with adult helpers to ride in the vehicles.
- b. Present plans for church approval.
- c. Develop an annual budget and submit the budget request to the Stewardship Committee.

32. Welcome Ministry Team is responsible for assigning greeters to welcome guests and members, and to accompany the guests to specific locations in the buildings. The greeters will be located at all entrance doors and in parking lots. - **Michael Gateley**, chair

This Team will be made up of men, women, collegiate, youth and children.

- a. The chairperson shall assign greeters to be stationed at primary entrance doors before and after Sunday school and Worship Services to welcome guests and members.
 - i. Provide assistance to those entering and exiting the buildings.
 - ii. Put guests at ease by walking with them to the Welcome Center, to restrooms, to classrooms or otherwise providing direction and assistance to guests.
- b. Greeters should be scheduled and arrive 20 minutes prior to all services and Sunday School.
- c. Greeters should be attentive to guests (first-time guests in particular). They should be sensitive to specific needs such as: sudden illness, handicapped or elderly instability needs and assistance, disruptive activity and emergency situations.
- d. Greeters shall provide security:
 - i. By being positioned strategically throughout the buildings to better facilitate security.
 - ii. By walking through the facilities to be available and visible throughout the time of Sunday School, Worship Services and other special events to ensure safety and security for the volunteers in preschool care, and security of buildings and parking lots.
- e. Develop an annual budget and submit the budget request to the Stewardship Committee.

33. Women's Ministry Team is to plan and implement ministry and social opportunities as a fellowship and outreach tool for women. - **Stephanie Long**, chair

- a. Develop a ministry to women and of women.
- b. Work cooperatively with the church staff.
- c. Plan quarterly events with the following in mind.
 - i. Involving current members and attenders.
 - ii. Providing members and attenders an avenue of inviting unsaved and/or unchurched women.
 - iii. Strengthening current relationships and building new ones.
 - iv. Evangelizing
 - v. Developing Titus 2 relationship between older and younger women.
- d. Secure childcare for events.
- e. Consult with the Church Staff and Discipleship Training Director to offer discipleship classes targeted to women.
- f. Encourage women to participate in the mission ministries.
 - i. Plan ministry to others such as service projects to meet needs of church members and community needs.
 - ii. Participate in mission trips sponsored by the church, association and/or state.
 - iii. Participate in the three mission offerings – Arkansas (September), North American (March) and International (December).

- g. Encourage women who are members of the church to volunteer to serve on Ministry Teams or Operating Committees.
- h. Develop an annual budget and submit the budget request to the Stewardship Committee.

34. Youth Ministry Team is to work cooperatively with the Youth Staff Minister to plan, coordinate and evaluate the church's ongoing youth ministry. - **Courtney Fowler**, chair

- a. Assist and support the Youth Minister to:
 - i. Establish a ministry that encourages balanced growth of students, spiritually, socially, intellectually and physically.
 - ii. Plan and implement a strategy for reaching students to include visitation and outreach.
 - iii. Recommend leaders and teachers in all areas of the youth ministry to the Nominating Committee.
 - iv. Have input on the youth curriculum.
 - v. Evaluate the youth ministry periodically to determine if this ministry is fulfilling its purpose of growing students in Bible knowledge and Christian maturity.
- b. Develop a strategy to strengthen relationships throughout the church, with children to become role models, with senior adults to form mentoring relationships, with other age groups to form friendships.
- c. Plan ongoing opportunities:
 - i. To encourage and develop leadership qualities in the students.
 - ii. To involve students in ministry.
 - iii. To involve students in mission projects and mission trips.
- d. Assist the Youth Minister in developing an annual budget and submit the budget request to the Stewardship Committee.
- e. In the absence of a Youth Minister, coordinate youth worship services, activities and events.