

Audio, Video & Technology Committee Guidelines

PURPOSE: This committee exists to: 1) ensure that the audio, video, and technology needs of the church are addressed; 2) help the church be proactive when audio, video, and technology resources can be used to help the church fulfill its mission.

MEMBERSHIP AND TERM OF SERVICE:

1. The Committee will be composed of a minimum of three members who are recommended by the Nominating Committee and approved by a majority vote of the church. The church Webmaster and Network Administrator serve as ex-officio members unless they are serving as regular members.
2. All members will serve three-year terms with the senior members rotating off each year.
3. Committee members will elect a chair.
4. Members may resign from the Committee at any time by informing the chair of their desire to do so.
5. Should a vacancy occur, the Chair should inform the Nominating Committee. If there is an individual the AVT Committee would like to recommend for a vacancy, the person's name should be submitted to the Nominating Committee for consideration.

RESPONSIBILITIES:

Audio

1. Coordinate with the Minister of Music regarding audio needs for worship services and other events.
2. Set up and operate audio equipment needed for weekly worship services and special occasions at the request of the church staff or church council.
3. Maintain a written inventory of audio equipment and conduct an annual update.
4. Maintain audio equipment. Initiate the purchase of consumable items used in the audio ministry. Initiate service or repair of equipment when needed.
5. When appropriate, make recommendations to the church for purchase of needed audio equipment. Such recommendations should be prepared in consultation with the Finance Committee.
6. Enlist and train operators. Prepare and submit to the church Secretary a calendar indicating operators for each Sunday.
7. Participate in at least one operator training session each year conducted by the most experienced committee member working with the audio systems.

Video

1. Operate video recording equipment to record weekly worship services other special services conducted in the Sanctuary.

2. Set up and operate video recording or playback/projection equipment needed for worship or special occasions and at the request of the church staff, committees, groups or church council.
3. Maintain video equipment. Initiate the purchase of consumable items used in the video ministry. Initiate service or repair of equipment when needed.

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4. Maintain a written inventory of video equipment and conduct an annual update.
5. When appropriate, make recommendations to the church for purchase of needed video equipment. Such recommendations should be prepared in consultation with the Finance Committee.
6. Enlist and train operators. Prepare and submit to the church Secretary a calendar indicating operators for each Sunday.
7. Participate in at least one operator training session each year conducted by the most experienced committee member working with the video systems.

Technology

1. In consultation with the Webmaster and Network Administrator ensure that present and future technology needs of the church are addressed.
2. Assist the office staff with computer and technology related issues such as computer set-up and operation, software updates, network maintenance and related needs.
3. Maintain a written inventory of technology equipment and conduct an annual update.
4. Ensure that all software in use on church-owned computers is properly licensed. When appropriate, make recommendations to the church regarding updates and renewals of software and licenses.
5. When appropriate, make recommendations to the church for purchase of needed technology hardware or related equipment. Such recommendations should be prepared in consultation with the Finance Committee.

Building and Grounds Committee Guidelines

(revised 10/16/15)

PURPOSE: To oversee all additions, changes and general maintenance to the building and grounds of the church property. The Building and Grounds Committee will be referred to as the B&G Committee in this document.

MEMBERSHIP:

- 1) The Committee will be composed of a minimum of three members which are recommended by the Nominating Committee and approved by a majority vote of the church.
- 2) All members will serve three-year rotating terms.
- 3) The members will elect a chair.
- 4) The Committee has the authority to add temporary consulting members as needed.
- 5) Members may resign from the Committee at any time by informing the chair of their desire to do so.
- 6) Should a vacancy occur, it will be reported to the Nominating Committee. If there is an individual the B&G Committee would like to have considered for the vacancy, that individual's name should be submitted to the Nominating Committee for consideration along with others.

DUTIES:

- 1) The Committee will have the authority to make maintenance improvement decisions as long as they are within the recommended budget.
- 2) Structural recommendations will be brought before the church for approval.
- 3) The Committee will hire a grounds maintenance person to cut grass and do general yard work.
- 4) Requests for changes and improvements to the building should be referred to the chair. No permanent fixtures should be added to the church without approval by the B&G Committee. This includes mounting of bulletin boards, wall hangings, etc.
- 5) Emergency maintenance needs will be referred to the chair. The chair, along with the committee, will make sure the emergency is met. If there are budget constraints involved in meeting the emergency, the B&G Committee will confer with the Finance Committee and

report to the church after the fact.

Children's Advisory Committee Guidelines

(revised 01/06/02)

PURPOSE: To assist and advise the Children's Minister in planning activities, ministries and programs for the children of the church.

MEMBERSHIP:

- 1) The Committee will be composed of the Children's Minister and a minimum of three adult members of the church. If possible, one of the members should have special training or education in child development.
- 2) The Children's Minister will serve as permanent chair of the Committee.
- 3) Members of the Committee, with the exception of the Children's Minister, will serve three-year rotating terms.
- 4) Should a vacancy occur, it will be reported to the Nominating Committee. If there is an individual the Children's Advisory Committee would like to have considered for the vacancy, that individual's name should be submitted to the Nominating Committee for consideration along with others.

DUTIES:

- 1) Promote and publicize the children's activities of the church.
- 2) Committee members will supervise and chaperone children's functions as requested.
- 3) Help to create and implement new children's ministries.
- 4) Work in cooperation with the responsible committees in areas of recreation, activities, and fellowship for the children.

Church Council Guidelines (revised 09/15/15)

PURPOSE: To serve as the governing body of the church. All committee business to come before the church will first be presented to the Church Council for discussion and approval.

MEMBERSHIP:

1) The Church Council will be composed of the following members:

- Pastor
- Music Minister
- Youth Minister
- Children's Minister
- Nursery Director
- Deacon Chairman
- Church Clerk
- Church Treasurer
- Church Secretary
- Sunday School Director
- Member at Large
- Chair of each committee

2) The Pastor, Ministers, Directors, Executive Board Lay Representative, Church Clerk, Church Treasurer, and Church Secretary will serve as long as they occupy the position. Committee chairs will serve on the Council as long as they chair the committee. The member at large will serve a one - year term.

3) The members of the Church Council will elect a Chair and Vice Chair each year. The Church Secretary will serve as secretary of Church Council. Those Church Council members not eligible to serve as Chair are: Deacon Chairman, Church Treasurer, Church Clerk, Church Secretary and paid ministerial staff. The member elected as Chair of Church Council must have served on Church Council for at least one year.

4) The Chair of Church Council will preside over monthly Church Council meetings and all church business meetings.

DUTIES:

1) Church Council will meet monthly on the first Sunday of the month.

2) Church Council oversees the mission of the church which includes evaluating programs and ministries of the church and planning the church calendar.

Counting Committee Guidelines

PURPOSE: To secure and count Church offerings, record necessary financial information, and deposit the funds in the church account.

MEMBERSHIP:

1) The Committee will be composed of a minimum of 8 members which are recommended by the Nominating Committee and approved by a majority vote of the Church. Excluded from membership on the Committee shall be the treasurer, financial secretary, and anyone authorized by the Church to sign checks.

2) Members will serve three-year rotating terms.

3) The Committee will elect a chair and vice-chair.

5) Members may resign from the Committee at any time by informing the chair of their desire to do so.

7) Should a vacancy occur, it will be reported to the Nominating Committee. If there is an individual the Counting Committee would like to have considered for the vacancy, that individual's name should be submitted to the Nominating Committee for consideration along with others.

DUTIES:

The Committee shall designate 2 members per Sunday on a rotating basis for the counting of Church offerings.

The Committee shall, with the guidance of the financial secretary and Treasurer, establish a protocol for receiving, counting, recording, and depositing Church offerings.

Discipleship Committee Guidelines
September 10, 2014

PURPOSE: to coordinate opportunities to grow member discipleship.

MEMBERSHIP

The Committee will be composed of five or more members who are recommended by the Nominating Committee and approved by a majority vote of the Church.

Members will serve three-year, rotating terms.

Members will elect a chair.

The current pastor is a standing member.

Should a vacancy occur, see #1 above.

DUTIES

Research, discuss, discern, recommend, and support new and existing opportunities for church members and participants to engage in and embrace whole-life discipleship, which includes individuals' stewardship of their time, talents, finances, and other resources.

Maintain communication & cooperation with church staff ministers and other committees to facilitate and support various stewardship and discipleship opportunities.

Meet at the beginning of each quarter and at other times, as needed. Committee members agree to attend all chair-facilitated committee meetings, when possible.

Finance Committee Guidelines (revised 09/15/15)

PURPOSE: To oversee all spending and financial matters of the church and to prepare and recommend an annual budget for the church's approval.

MEMBERSHIP:

- 1) The Committee will be composed of the Church Treasurer and a minimum of three other members which are recommended by the Nominating Committee and approved by a majority vote of the Church.
- 2) Members, with the exception of the Treasurer, will serve three-year rotating terms.
- 3) The Treasurer is a church officer elected by the body of the church and will serve on the Committee for the duration of his term as Treasurer.
- 4) The Treasurer shall serve as permanent chair of the Committee. The Committee will elect a vice-chair.
- 5) The Church Financial Secretary, as a paid staff member of the church, will serve as a non-voting member of the Committee and as the Recording Secretary.
- 6) Members may resign from the Committee at any time by informing the chair of their desire to do so.
- 7) Should a vacancy occur, it will be reported to the Nominating Committee. If there is an individual the Finance Committee would like to have considered for the vacancy, that individual's name should be submitted to the Nominating Committee for consideration along with others.

DUTIES:

- 1) The Committee will meet quarterly on the third Wednesday prior to the quarterly business meeting. There will also be called meetings of the Committee as required. Whenever possible, the chair will advise the Committee members in advance of the meeting agenda.
- 2) Committee members are required to attend at least three of the regularly scheduled Committee meetings. Any member missing more than two regularly scheduled meetings will be asked by the Committee to resign. The Committee may approve individual exceptions to this policy by majority vote.

- 3) The chair will preside over Committee meetings.
- 4) The chair will present budget reports and other financial business for vote in church business meetings.

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- 5) The Recording Secretary is responsible for keeping the minutes of Committee meetings and will notify Committee members of any special or called meetings.
- 6) The Treasurer and/or Committee will be responsible for determining priority of payments if such decisions become necessary.
- 7) The Treasurer and/or Committee will report recommendations to the Church Council which will consider the recommendations and decide whether to present them to the church.
- 8) The annual budget process will begin by October 1 with the proposed budget being presented to the church by November 1. The church will vote on the proposed budget by the third Wednesday of December.

Missions Committee Guidelines
(revised 01/13/2008)

PURPOSE: To coordinate missions work and promote mission activities in the church program.

MEMBERSHIP:

- 1) The Committee will be composed of a minimum of seven members which are recommended by the Nominating Committee and approved by a majority vote of the Church.
- 2) All members will serve three-year rotating terms.
- 3) The members will elect a chair.
- 4) Members may resign from the Committee at any time by informing the chair of their desire to do so.
- 5) Should a vacancy occur, it will be reported to the Nominating Committee. If there is an individual the Missions Committee would like to have considered to fill the vacancy, that individual's name should be submitted to the Nominating Committee for consideration along with others.

DUTIES:

- 1) Conduct studies and recommend plans for missions work.
- 2) Make recommendations concerning necessary resources.
- 3) Maintain communication with outside groups. The Missions Committee should have contact with associational and global missions groups.
- 4) Serve as liaison between the church and any missions work.
- 5) The Committee will meet at the beginning of each quarter. The Committee will also meet at other times as deemed necessary. When possible, the Chair will advise the Committee members in advance of the meeting agenda.
- 6) Upon agreeing to serve on the Committee, each member agrees to attend all committee meetings whenever possible.
- 7) The chair will preside over Committee meetings and determine the agenda for the meetings.
- 8) Be available to help organize and provide any assistance needed within the church family.

Nominating Committee Guidelines (revised 09/24/15)

PURPOSE: To lead in staffing all church-elected positions filled by volunteers, including vacancies that occur during the year.

MEMBERSHIP:

- 1) The Committee will be composed of a minimum of three members which are recommended by the Committee and approved by a majority vote of the church.
- 2) All members will serve three-year rotating terms.
- 3) The members will elect a chair.
- 4) Members may resign from the Committee at any time by informing the chair of their desire to do so.

DUTIES:

- 1) Select and enlist church program leaders and general church officers.
- 2) Screen and approve volunteer workers before they are invited to serve in church-elected leadership positions and recommend them to the church for election.
- 3) Assign leaders to positions of service according to church needs.
- 4.) Nominate special committees as assigned by the church.
- 5.) The chair will present reports and recommendations from the Committee to the church.
- 6.) When resignations occur during the year, the Nominating Committee will fill that vacancy as quickly as possible. They will consider any suggestions for replacement that may be offered from the committee having the vacancy.
- 7.) Assist in identifying Sunday School Teachers as needed .
- 8.) All vacant committee positions should be recommended to the church for vote by October business meeting each year to ensure all committees are ready to operate beginning January 1.

Nursery Coordinator Guidelines
September 15, 2015

PURPOSE: to oversee the paid and volunteer positions in the nursery and preschool rooms.

MEMBERSHIP: The Nursery Director will serve on the Church Council and the Children's Advisory Committee.

RESPONSIBILITIES:

1. Recruit and schedule members to work in the nursery and preschool rooms during the Sunday morning worship service and Wednesday night prayer meeting.
2. Recruit, interview and hire paid nursery workers as needed.
3. Liason between the paid nursery workers and the church financial secretary.

Personnel Committee Guidelines

(revised 01/12/15)

PURPOSE: To administer personnel policies and assist the Pastor in employment matters.

MEMBERSHIP:

- (1) The Committee will be composed of a minimum of four (4) members which are recommended by the Nominating Committee and approved by the majority vote of the church.
- (2) All members will serve three (3) year rotating terms.
- (3) The members will elect a chair.
- (4) The Committee has the authority to add temporary advisory members as needed (e.g., when expertise is needed in an area or field that does not exist among current membership).
- (5) Members may resign from the Committee at any time by informing the chair of their desire to do so.
- (6) Should a vacancy occur, it will be reported to the Nominating Committee. If there is an individual the Personnel Committee would like to have considered for the vacancy, that individual's name should be submitted to the Nominating Committee for consideration along with others.

DUTIES:

- (1) Work with the Pastor in decisions relating to employment of non-ministerial paid positions and in outlining duties, responsibilities and privileges for said positions.
 - a) As of the date of these revised Guidelines, non-ministerial paid positions are as follows: Financial Secretary, Administrative Assistant, Wednesday Night Cook, Janitor, and Groundskeeper. It is the intention of this Committee to create written job descriptions for each of these positions and provide same to each employee on or before June 1, 2015.
- (2) Administer personnel policies as referenced in the Staff Policies and Personnel Committee Procedures document for all personnel of the church.
- (3) Employment:
 - a) When an opening occurs in any non-ministerial paid position, it will be the responsibility of the Committee to search for candidates, take applications and conduct interviews. There will be a ninety (90) day probationary period for each new employee (except

the Pastor). During that ninety (90) day probationary period the Committee, with concurrence from the Church Council and Pastor, may terminate the employment.

b) Ministerial positions of the church (Pastor, Associate Pastor, Education Minister, **Personnel Committee, p 2**

Youth Minister, Music Minister, etc.) will be filled by the search committee elected by the church. This process will be responsibility of the Church Council.

c) This Committee shall make salary recommendations to the Finance Committee as appropriate for the position being addressed.

(4) Personnel Issues

a) Personnel issues concerning any paid staff member are to be referred to the Committee for investigation and action. Any employee or church member may contact a member of the Committee for consultation.

b) In consultation with the Pastor, the Committee will have the responsibility of evaluating any and all issues concerning paid staff members.

c) The Committee will bring a recommendation to the Church Council for discharge of an employee (except the Pastor) if they feel it to be necessary.

d) Grievances concerning the Pastor should be referred to the Committee and Officers of the Church Council for evaluation and possible referral to the full Council.

e) Reasons for termination of employment shall be:

1. Termination of the position.
2. Behavior on the part of an employee that does not comply with the ethical standards of the church.
3. Unacceptable performance of duties by employee.

(5) Committee meetings will be on an as needed basis.

Usher Committee Guidelines
(Provisional and Unadopted)

Before Worship:

1. Put offering plates on back table
2. Check sign-in (Pew) registers for pads and pens
3. Straighten up back of pews
4. About 9:45, bring bulletins down to sanctuary
5. Light candles around pulpit
6. Meet, greet, hand out bulletins

During Worship:

1. Hand out pew registers
2. Stand at back and hand out bulletins
3. Count attendance in sanctuary
4. Take up offering
5. Go back and count nursery and pre-school attendance

After Worship:

1. After benediction, open doors
2. Collect attendance books and clean up back of pews
3. Take out attendance sheets put on Pam's desk
4. Turn off lights in sanctuary

Youth Council Guidelines
(revised 01/26/05)

PURPOSE: To assist and advise the Youth Minister in planning activities, ministries and programs for the youth of the church.

MEMBERSHIP:

- 1) The Committee will be composed of the Youth Minister, a minimum of three adult members of the church, and a minimum of four active members of the youth group.
- 2) The Youth Minister will serve as permanent chair of the Committee.
- 3) Adult members of the Committee, with the exception of the Youth Minister, will serve three-year rotating terms.
- 4) Youth members of the Committee will serve one-year terms, but may serve consecutive terms if elected by the youth.
- 5) Members may resign from the Committee at any time by informing the chair of their desire to do so.
- 6) Should a vacancy occur, it will be reported to the Nominating Committee. If there is an individual the Youth Advisory Committee would like to have considered for the vacancy, that individual's name should be submitted to the Nominating Committee for consideration along with others.

RESPONSIBILITIES:

- 1) Promote and publicize the youth activities of the church.
- 2) Adult Committee members will supervise and chaperone youth functions as requested.