

# The Development of a Church Policies and Procedures Manual



**Policies are Tools for Efficiency and Success.  
(Sample Church P&P Manual)**

Revision Date: \_\_\_\_\_

**POLICIES AND PROCEDURES FOR  
\_\_\_\_\_ CHURCH**

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**What is a Policies and Procedures Manual?**

A Church Policies and Procedures Manual is a reference guide to the functions and operations of the church. It lists routine duties and answers questions that arise as duties are performed. The procedure section gives step by step instructions for performing each task.

**What Is A Policy?**

A Policy is a statement that defines the authority required, boundaries set, responsibilities delegated, and guidelines, established to carry out a function of the church. In other words, policies tell who does the task, why it is done, and, under what conditions it is done. Policies answer questions that arise during unique circumstances.

Policies provide uniform treatment of a situation, thus achieving continuity of operation. Policies take personalities out of the picture. Decisions are based on the church policy not on the individual, and each situation is treated the same.

**What Is A Procedure?**

Procedures tell how a task is done. A detailed listing is made of each step taken to complete the process. A step by step description of the process is used to complete the job.

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# **POLICIES AND PROCEDURES**

## **Church Calendar Scheduling**

### **POLICY**

The official church calendar is maintained by the Secretary. All requests and changes must be channeled through her. No one else may enter, delete, or change information on the official calendar.

Church program activities (meetings, fellowships, recreation, musical programs) may be scheduled by staff, organization and department directors, and committee chairpersons as coordinated by the Church Council.

The Pastor and the Church Council will coordinate the scheduled events for the church calendar.

Program activities and committee meetings will not conflict with the regularly scheduled services of the church (morning and evening worship, Sunday school, Discipleship Training, midweek prayer service).

Use of the building for other than church-sponsored activities is subject to the church policy on use and space available. When a conflict arises, church activities take priority over sponsored activities on a first-come, first-served basis.

### **PROCEDURE**

Scheduling:

1. Each individual wishing to schedule an activity or emphasis must complete a Calendar Scheduling Form. Forms are kept in the church office.
2. The Schedule Request Form is submitted to the Secretary one week prior to the monthly Church Council meeting.
3. The Secretary shall check calendar for the availability of facilities and will make notation on form.
4. Pastor takes the request to Church Council meeting for approval.
5. Secretary enters the event on the church calendar in pencil.
6. Secretary notifies requesting person of approval.
7. Secretary distributes a weekly building use calendar to each staff member and to the person responsible for opening and closing the building.

**Cancellations or Changes:** To change the date, time, or cancel the event please contact the Secretary as soon as possible to note cancellation in the bulletin or newsletter.

## Calendar Scheduling Form

***Use this form to request a date be added to the master calendar. If there is a conflict on date or arrangements, you will be contacted.***

Date: \_\_\_\_\_

Name of church program organization: \_\_\_\_\_

Event: \_\_\_\_\_

Event date: \_\_\_\_\_

Day of the week (circle): S M T W T F S

Beginning time: \_\_\_\_\_ Ending time: \_\_\_\_\_

Facilities needed: \_\_\_\_\_

Number of anticipated participants: \_\_\_\_\_

Person in charge: \_\_\_\_\_

Phone: \_\_\_\_\_

### **Office Use Only:**

Date and space requested is available

Yes  No

Approved \_\_\_\_\_

Yes  No

Event placed on Master Calendar by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_



# **Sunday School Literature Order**

## **Policy**

1. Sunday school directors are responsible for determining how much literature to order.
2. The Secretary will compile all requests and type the quarterly literature order form.
3. The Pastor will approve the church literature order before it is mailed.
4. A check is sent with the literature order to receive a 5 percent discount.
5. The Secretary will inventory the literature, checking it against the order as soon as it is received.
6. The Secretary and staff will sort the literature and place on literature shelf according to each organization's or department's order.
7. Quarterly literature will be distributed two weeks prior to the new quarter. Monthly literature will be distributed on the Friday before the last Sunday of the month.

## **Procedure**

### **Ordering:**

1. Prepare a literature order worksheet for each organization and department, listing titles and quantity ordered in the previous quarter.
  2. Distribute worksheets to program and department directors one month prior to the literature order due date, to be returned to you within one week.
  3. Complete the literature order form from the approved worksheets. Total all columns.
  4. Submit the typed literature order form to the Pastor for final approval.
  5. Keep three copies of the order form and distribute as follows: Treasurer, Secretary, file.
  6. Prepare a check request for the total amount, minus 5 percent discount.
  7. Mail the literature order along with a check for the total amount due, to the
- 

### **Distribution:**

1. Open each package of literature, count and verify against the enclosed packing list. If the count is correct, put a check mark in the upper right corner of the packing list.
2. Sort the literature by title.
3. Verify the count of each title against the number ordered in the literature order form.
4. Using organization and department worksheets, the Secretary will then sort literature by department and class. Label each stack according to class and place on shelves.

## **Financial Policies and Procedures**

1. All organizations, committees, staff, or individuals shall abide by these Policies and Procedures.
2. The Finance Committee shall administer the financial program of the church.
3. All budgeted expenditures shall be approved by the Pastor and/or Treasurer.
4. All budgeted expenditures over \$500.00 must have Finance Committee approval before expenditures are made. Exceptions to this policy are as follows:
  - Utilities
  - Literature
  - Debt Retirement
  - Cooperative Program
  - Breakdown in mechanical equipment
  - Payroll Checks
  - Auditing
5. The Finance Committee will make a decision concerning all non-budget expenditures or will make recommendations about these expenditures to the church.
6. The church will have authority concerning non-budget expenditures.
7. The church will be responsible only for authorized expenditures. Authorized expenditures are those approved by Pastor and/or Finance Committee.

## **Procedures for Making Expenditures**

1. The organization, committee, or individual wishing to make an expenditure shall obtain a Purchase Requisition for the church office.
2. The organization, committee, or individual will submit the request to the Pastor or Treasurer.
3. The Pastor or Treasurer may approve the request for the expenditure provided:
  - It is budgeted
  - It is \$500.00 or less
  - Money is available to make the purchase.
4. If the request is a non-budgeted expenditure or over \$500.00, the Treasurer must obtain approval from the Finance Committee before expenditure is authorized.
5. Only after approval by the Finance Committee will expenditure be made.
6. Checks for general fund accounts and designated fund accounts must be signed by the Treasurer.



\_\_\_\_\_ **Church**

**Purchase Requisition**

Requisition No.: \_\_\_\_\_ Date: \_\_\_\_\_

Please purchase for: \_\_\_\_\_

Name: \_\_\_\_\_

Budget Account Name: \_\_\_\_\_ Purpose or Use: \_\_\_\_\_

Date Needed: \_\_\_\_\_ Amount of Check: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Quantity</b>	<b>Description</b>	<b>Total</b>
	<b>Total</b>	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **Church**

## **Check Requisition**

Church: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Make checks payable to: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Amount of check: \$ \_\_\_\_\_

Budge account name: \_\_\_\_\_

Approved by: \_\_\_\_\_

## **Policy and Procedures for Use of Church Property**

*Policies for the operation and use of the church facilities are under the following guidelines to avoid problems and to define responsibilities.*

### **Building Use:**

1. The philosophy underlying policies for building use is that all church facilities shall be used to carry out the basic purpose and mission of the church. Policies should be kept in the spirit of bringing people to Christ.
2. Use of the church facilities shall be done in conformity with the church policies and procedures.
3. The party using the facilities is responsible for the cleanup of personal items and to rearrange the room(s) back in the order to which it was found.
4. Regularly scheduled church meetings shall have first priority in building use. Other church related meetings shall have second priority. Outside organizations shall be eligible for building use when facilities are not being used by church groups and when their purpose is approved by the Pastor and the Trustees. Profit making enterprises shall not use the church facilities for any purpose.

**Room and Meeting Scheduling  
Request Form**

*Submit to church office at least one month in advance.  
Forms will be returned with confirmation.*

**Meeting Request:**

Date submitted: \_\_\_\_\_ Requested by: \_\_\_\_\_

Person responsible: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Organization: \_\_\_\_\_

Type/Purpose of meeting: \_\_\_\_\_

**Room(s) Needed:**

Time of meeting: From \_\_\_\_\_ To \_\_\_\_\_

Number expected: \_\_\_\_\_

Standing request: Every \_\_\_\_\_ Until \_\_\_\_\_

Equipment needs: \_\_\_\_\_

Media needs: \_\_\_\_\_

Nursery needs: \_\_\_\_\_ Ages \_\_\_\_\_

**Food Service Needs:**

Type of service *(Church Hostess or Kitchen Committee Chairman must be consulted).*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approved and Scheduled:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## **Wedding Policies**

1. The philosophy underlying the policies for weddings is that a Christian emphasis be encouraged and that members relate the ceremony to Christian family commitment.
2. All weddings shall be scheduled on the master church calendar with first priority being given to church members.
3. The Pastor, Staff, and Organist are available upon appointment to assist in all weddings. Guest ministers shall be approved by the Pastor and Deacon Council. Guest organist shall be approved by the Music Committee.
4. In keeping with the wedding philosophy, church members shall use the facilities without charge, except for the service of the church Janitor. Nonmembers shall pay a fee for facility use in addition to a cleaning charge.
5. A minimum fee of \$50.00 for the services of the Janitor shall be paid by all church members and nonmembers, since the work will be extra.
6. In keeping with safety regulations, protective materials shall be used with the candles, and rice or bird seeds shall not be used inside nor outside the buildings.
7. Do not under any circumstances move the piano in the Fellowship Hall, nor shall you sit flowers, refreshments, or any items on the piano.
8. There shall be no alcoholic beverages or smoking on any of the church premises.
9. Your party is responsible for the cleanup of personal decoration items, cake, cups, and for removing your trash from the church premises.
10. The Church Secretary or Pastor shall work with the couple in the development of wedding plans and implementation of policies.

# Wedding Request Form

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Church Member?  Yes  No

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Church Member?  Yes  No

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Minister's Name: \_\_\_\_\_

If Guest, Minister's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Sanctuary Required: \_\_\_\_\_

Reception Time: From \_\_\_\_\_ To \_\_\_\_\_

Room(s) Required for Reception: \_\_\_\_\_

Organist's Name: \_\_\_\_\_

If Guest, Organist's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

*We agree to comply with church rules and regulations regarding church weddings and church receptions. We understand that the church is not responsible for the loss or damage to personal property used in the wedding or reception.*

Bride's Signature: \_\_\_\_\_

Groom's Signature: \_\_\_\_\_

**Note:** Date of wedding will not be confirmed until this form is returned to the church office with correct deposit(s).

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **Church**  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

**Wedding Fees (Non Member)**

To cover the cost of utilities and maintenance the following charges will be made. Charges must be paid when your date is confirmed on the church calendar.

Use of the Sanctuary:	\$50.00	Date Paid: _____
Maintenance Service:	\$50.00	Date Paid: _____
Key Deposit:	\$50.00	Date Paid: _____

**Wedding Fees (Member)**

To cover the cost of extra cleaning, a minimum fee of \$50.00 will be charged. Charges must be paid when your date is confirmed on the church calendar.

Maintenance Service (Cleaning):	\$50.00	Date Paid: _____
Key Deposit:	\$5.00	Date Paid: _____

(Refunded when key is returned to the office)

# **Policy & Procedures for the Administration of Church Equipment**

## **POLICY STATEMENT**

### **Equipment Use:**

1. The philosophy underlying policies for equipment use is that all the church equipment shall be used to carry out the basic purpose and mission of the church.
2. Regularly scheduled church activities shall have first priority on equipment use.
3. Each individual or group wishing to schedule the use of church equipment must complete the proper form. Forms are kept in the secretary's office.
4. The forms must be submitted to the Trustees for approval.
5. After approval, the Secretary schedules the use of the equipment.
6. The equipment must be returned in good working order. If there are any broken or damaged items, it must be reported to the church office and noted on the form.



**CHURCH**  
**EQUIPMENT LOAN APPLICATION**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Organization Using Equipment: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Date equipment is to be picked up: \_\_\_\_\_

Date of event for which equipment is needed: \_\_\_\_\_

Date equipment is to be returned: \_\_\_\_\_

Location of event: \_\_\_\_\_

List equipment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is agreed and understood that any equipment loaned will be returned in as good condition as when received and that any damages will be the responsibility of the borrower who will pay for required repairs or replacement.

It is understood that said loaned equipment will be returned no later than borrower certifies by signing below that the equipment received is in good condition (any exceptions are to be noted and signed on reverse side of form).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment checked out by: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment checked in by: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Policy & Procedures for the Administration Church Van**

## **POLICY STATEMENT**

### **Van Use:**

1. The philosophy underlying policies for van use is that all the church equipment shall be used to carry out the basic purpose and mission of the church.
2. Regularly scheduled church activities shall have first priority on van use.
3. Each individual or group wishing to schedule the use of the church van must complete the proper form. Forms are kept in the secretary's office.
4. The forms must be submitted to the Transportation Committee for approval.
5. After approval, the Secretary schedules the use of the van.
6. The van must be returned in good working order. If there are any broken or damaged items, it must be reported to the church office and noted on the form.

## **Vehicle Driver Responsibilities**

1. The driver(s) must be 25 years of age or above with a good driving record with no accidents or ticketed violation in the past three years. The driver(s) must present their driver's license to the church insurance carrier for approval before use.
2. The driver(s) must be in good health, not under a doctor's care or using any kind of medication that would impede proper judgment; that would jeopardize the safety of the passengers.
3. The driver will check engine oil before starting the trip and after each fill up.
4. The vehicle operates on unleaded gasoline. Receipts must be turned in to the Church Secretary to be reimbursed for gasoline or oil.
5. The driver will see that the vehicle is clean after each use as possible.
6. The driver is responsible for staying within speed limits and obeying all traffic signs and signals. The driver is personally responsible for fines assessed for breaking traffic laws.
7. The driver will immediately report any damage to the vehicle that occurred while it was in his or her possession.
8. The driver will be courteous at all times, remembering that the vehicle and its occupants represent the church.
9. The vehicle will be used for approved church business only.

***I have read and understand the above responsibilities and agree to abide by them.***

Driver #1: \_\_\_\_\_ Date: \_\_\_\_\_  
Driver #2: \_\_\_\_\_ Date: \_\_\_\_\_  
Driver #3: \_\_\_\_\_ Date: \_\_\_\_\_

### **In case of breakdown call:**

Phone \_\_\_\_\_ during work hours, or phone \_\_\_\_\_ after hours.

Insurance Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Church  
Request of Vehicle Use**

Date(s) of Use: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Group Requesting Use: \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Phone: \_\_\_\_\_

Destination: \_\_\_\_\_

Reason for Use: \_\_\_\_\_

Fuel: Charge on:  Texaco  Shell  Other \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Budget Name: \_\_\_\_\_

Odometer Reading:  
End of Trip \_\_\_\_\_ Beginning of Trip: \_\_\_\_\_ Total Miles: \_\_\_\_\_

Driver(s):  
Name: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_  
Name: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_  
Name: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Principal Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check with office 24 hours before trip to obtain keys. The vehicle must be returned to the parking lot for security reasons. The vehicle must be returned clean. Problems with the vehicle must be reported to the office immediately.

***Please return this form to the church office on  
the following day after the use of the van.***

**Maintenance Needs:** Please list any repair needs or conditions to be corrected which you observed on the trip:

Request Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Medical/Permission and Release Form**  
***This Form Is Valid For All Church-Sponsored Youth Activities***  
**Church**

**Address:** \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

SS#: \_\_\_\_\_ DOB: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

In Case of an Emergency Notify: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Immunizations:  Tetanus  Polio Booster  Measles  Mumps  Other \_\_\_\_\_

**Past Medical History:** (Check giving appropriate information)

Asthma  Sinusitis  Bronchitis  Kidney Trouble  Heart Trouble  Diabetes

Dizziness  Hay Fever  Stomach Upset  Other \_\_\_\_\_

Allergies: Food(s): \_\_\_\_\_

Penicillin or Other Drug(s) (Name): \_\_\_\_\_

Insect Stings/Bites: \_\_\_\_\_

Poison Sumac, Ivy, or Oak: \_\_\_\_\_

Previous Operations or Serious Illness: \_\_\_\_\_

Any Current Medication(s) List: \_\_\_\_\_

Special Diet (Name): \_\_\_\_\_

Childhood Diseases:  Chickenpox  Measles  Mumps  Whooping Cough

Other \_\_\_\_\_

**Permission for Treatment:**

My permission is granted for the \_\_\_\_\_ Church, Pastor, Minister of Music, Youth, and other staff personnel or other adult(s) in charge to obtain necessary medical attention in case of sickness or injury to my child.

I, the undersigned, do hereby verify that the above information is correct and I do hereby release and forever discharge all sponsors and the \_\_\_\_\_ Church from any and all claims, demands, actions or causes of action, past, present, or future arising out of any damage or injury while participating in a church-sponsored youth activity.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ in the state of \_\_\_\_\_ County of \_\_\_\_\_.

Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ personally known by me and in my presence, executed the within and foregoing Medical/Permission and Release form. Witness my hand and official seal.

My Commission Expires: \_\_\_\_\_

Notary Public

# Committee Policies and Procedures

The committees of the church exist to plan, coordinate, implement, and evaluate the work assigned to them by the church.

**TYPES OF COMMITTEES:** All committees shall be classified as Standing or Special. A standing committee works throughout the year. A standing committee has a particular list of duties that require regular performance.

## Standing Committees

Nominating Committee	Child Care Program and Extended Session
Personal Committee	Baptism Committee
Finance Committee	Lord's Supper Committee
Trustees	Church History Committee
Youth Ministries Committee	Church Flower Committee
Church Ushers Committee	Music Committee
Nursery Committee	Church Property and Space Committee

## Special Committees

Long-Range Planning Committee	Church Audio Services Committee
Pastor Search Committee	The Church Library Team

### Membership:

#### Personnel:

1. Personnel for regular committees are recommended to the church in September of each year by the Nominating Committee.
2. No person shall serve on more than one (1) regular committee during a given year.
3. Limit service to one person per family on all major committees.
4. All committee members shall be church members.

#### Rotation:

Membership on all regular committees shall be on a rotation basis. One third of the committee will rotate off each year.

#### Term of office:

The committee membership year is from October through September. A person is elected for one year and is eligible to succeed himself for two (2) years.

**Officers:** Each committee shall have a chairman, vice-chairman, and secretary. The Nominating Committee will recommend the chairman. Each committee will select its vice-chairman and secretary.

**Meetings:** All regular committees shall meet at least quarterly. Some committees will require monthly meetings. These will be spelled out in committee job descriptions.

**Minutes:** Each committee shall maintain permanent minutes of all meetings. One copy of the minutes shall be submitted to the church office. The committee secretary will keep a copy.

**Reports:** All regular committees shall make a report to the Church Council. The chairman from each committee will make up the Church Council.

**Vacancies:** The Nominating Committee shall recommend new members to fill vacancies that occur during the year.

**Budgeting:** All regular committees shall submit requests for budget monies to the Finance Committee.

**Requests for Purchasing:** All committees shall abide by the policies and procedures for requisitioning purchase of supplies, equipment, and other expenditures as adopted by the church.

**Staff Advisors:** The Pastor will serve as ex officio member of each committee. The Pastor will be responsible for assisting committees in fulfilling their responsibilities.

**Nominating Committee:** Each year the chairman of the Deacon Council will appoint two new members to fill the vacancy of two rotating off. This appointment will be made in September, and they will begin serving on the next year's Nominating Committee.

It shall be the duties of the Nominating Committee to seek out and nominate suitable and well qualified persons to fill all elective offices, and standing, and special committees, and designate a chairman for these committees.

### **Duties of a Committee Member**

1. Know the purpose, duties, and members of the committee.
2. Be present and on time for meetings.
3. Participate in discussions.
4. Contribute to the planning and achievement of activities/projects.
5. Complete assignments as agreed upon.
6. Keep the committee chairperson informed about progress on assignments; report at committee meetings.

### **Duties of a Committee Chairperson**

1. Know the purpose, duties, and members of the committee.
2. Request and administer committee budgeting.
3. Serve as a member of the Church Council.
4. Plan the agenda for each meeting of the committee.
5. Conduct meetings.
  - Each meeting should have a purpose.
  - Each meeting should have an agenda.
  - Each meeting needs resources.
  - Each meeting should plan for follow-up.
  - Each meeting should be reported.
6. Supervise the work of the committee secretary.
7. Assign responsibility to committee members for follow-through actions.
8. Lead the committee to:
  - Identify and schedule some activities/projects.
  - Develop a sequence of actions.
  - Prepare a timetable.
  - Determine the resources needed.
  - Complete activities/projects.
9. Report committee action(s), as appropriate, to the Church Council, and the church business meeting.
10. Collaborate, as necessary or desirable, with church staff members, church officers, Church Council, Deacon Council, church program directors, and other committees.

# **Individual Committee Responsibilities**

## ***Standing Committees and Teams***

### **Nominating Committee**

**Principle Function:** To lead the church in the staffing of all church-elected leadership positions filled by volunteers; to approve all volunteer workers before they are enlisted to serve in church-elected positions.

**Relationships and Responsibilities:**

**With Councils:**

Committee chairperson serves as ex officio member of the Church Council, contributing and receiving information related to the work of the Nominating Committee.

**With Committees:**

1. Study the work responsibilities of all committees to understand the nature and scope of their work.
2. Counsel with the chairperson of each committee to determine present and/or future leadership needs.
3. Contact and enlist all nominees prior to presentation for election.

**With Church Officers:**

1. Study the work responsibilities of all church officers to understand the nature and scope of their work.
2. Contact and enlist all church officer nominees prior to presentation for election.
3. Chairperson of committee informs moderator of reports to be made in the church business meeting.
4. Chairperson of committee gives a copy of any reports made during the church business meeting to the Church Clerk for permanent record in the minutes of the church.

**With Church Program Organization Directors:**

1. Study the work responsibilities of all directors to understand the nature and scope of their work.
2. Contact and enlist all director nominees prior to presentation for election.
3. Counsel with each director to determine present and/or future leadership needs.
4. Assist directors in contacting and enlisting nominees prior to presentation for election.

**With Church Staff:**

1. Counsel with staff members to determine present and future leadership needs in the church and in developing plans to satisfy those needs.
2. Work closely with staff members in developing potential leaders.

**With Church Business Meeting:**

1. Make periodic reports on the work of the Nominating Committee.
2. Answer questions about the work of the Nominating Committee.
3. Recommend all members of every standing committee.
4. Recommend all members of every special committee.
5. Designate chairperson of each standing committee annually. (This should be done when the committee members are presented to the church for election.)
6. Designate chairperson of each special committee when committee is elected. (This should be done when the committee members are presented to the church for election.)
7. Be certain that each chairperson understands that he or she is a member of the Church Council.
8. Recommend all church-elected leadership for Sunday School, Church Training, Brotherhood, and Music Ministry Programs.
9. Recommend all church officers.
10. The Nominating Committee shall begin meeting no later than July to prepare a slate of officers and committee members to be presented at the regular church business meeting in September.



# Personnel Committee

**Principle Function:** To assist the church in matters related to employed personnel administration

**Purpose:** The primary purpose of the personnel committee is personnel administration. The personnel committee should be an advocate for the church staff, including the pastor and other staff, to protect the church's investment of time and money.

**Duties of the Committee:**

1. Survey the needs for additional church staff positions.
2. Prepare and update as necessary position descriptions for all employed personnel.
3. Prepare and maintain the development of a Church Personnel Manual and Job Descriptions, and Organization Manual relation to the church's employed personnel.
4. Recruit, interview, and recommend prospective employees to the church. Clerical and maintenance personnel are recruited, interviewed and recommended to the personnel committee by the appropriate supervisor.
5. Develop and recommend salaries and benefits for employed personnel.
6. Develop and recommend to the church policies and procedures for employed personnel administration.

# Finance Committee

**Principle Function:** To plan and promote stewardship education in all areas of church life and to lead the church in budget planning, promotion, subscription, and administration.

**With Councils:**

1. Committee chairperson serves as ex officio member of the Church Council.
2. Develop and recommend to the Church Council an overall stewardship education/ information plan.

**With Committees:**

1. Review with committee chairpersons periodically the expenditures of committees to ensure correspondence with budget allocations and budget adjustments.
2. Consult with the chairperson of each committee annually to determine the financial resources needed by each committee for its work during the following year.

**With Church Officers:**

1. Committee chairperson informs moderator of reports to be made in the church business meeting.
2. Committee chairperson gives to church Clerk a copy of any reports made during the church business meeting for permanent record in the minutes of the church.
3. The church Treasurer serves as ex officio member to the Finance Committee.

**With Church Program Organization Directors:**

1. Review with each director periodically the expenditures of the organization in terms of budget allocations and budget adjustments.
2. Consult with each director annually to determine financial resources needed by each organization for its work during the following year.

**With Church Staff:**

1. Consult with appropriate church staff member(s) in planning, promotion, subscription, and administration of the church budget.
2. The Pastor will serve as staff advisor and consultant on the Finance Committee.

**With Church Business Meeting:**

1. Make periodic reports on the work of the Finance Committee.
2. Answer questions about the work of the Finance Committee.
3. Recommend financial policies and procedures to be practiced by the church.
4. Make recommendations concerning proposed expenditures not included in the current budget.
5. Recommend an annual church budget to be presented to the church on a Sunday morning, discussed on a Wednesday night, and voted on by the membership the following Sunday morning at the close of the service.
6. The Finance Committee shall begin meeting no later than July so preparation on the church budget can be completed and presented to the church according to schedule in the month of September.

# The Youth Ministry Committee

**Purpose:** It provides an organizational plan for key adults working with youth in the youth program areas as well as representative youth and parents to meet together to plan and evaluate ministry goals and projects.

It involves youth and adults along with the Minister of Youth in the planning and decision making process. A practical philosophy of a shared ministry means that youth and adults are able to offer insights and experiences in planning events and are able to bring unique gifts and talents into youth programming. Young people can significantly contribute in the leadership role of the youth group. When youth are allowed and encouraged to assume meaningful leadership roles at church, they invariably become more confident in assuming leadership roles in other organizations.

It helps ensure youth involvement in church life. Youth will support activities and programs they help plan. Youth genuinely feel they are being heard and are being given a responsible position alongside adults.

It can be a catalyst to help build a common bond of purpose. In a youth group the Youth Ministry can more easily assimilate the goals of individual youth into group objectives.

Because the Youth Ministry Committee's adult membership is composed of key leaders from the youth organizations, those organizations will be stronger. Strong program organizations are the heart of an effective youth ministry.

## Youth Representatives Elections

### Qualifications:

1. Christian
2. Motivated and wants to serve
3. Member of this church
4. Love for others
5. Regular (consistent) church attendee
6. Has creative ideas
7. Positive attitude
8. Energy (to get things accomplished)

### Duties:

1. Work closely with the Minister of Youth and Music, adult youth leaders, and fellow youth representatives to see that the spiritual as well as the social aspects of our youth ministry are growing and improving.
2. Plan and carry out youth, Christ-centered activities and ministries.
3. To be present at **all** meetings and activities.

### Channel of Representation:

1. Two representatives elected from Jr. High age division. (Must be entering grades 7, 8, or 9 in the Fall.)
2. Two representatives elected from Sr. High age division. (Must be entering grades 10, 11, or 12 in the Fall.)
3. Regular one year terms will begin on October 1, (A new election will be held in August with terms to begin on October 1.)

### Membership Consists Of:

- 4 Youth representatives (2 Jr. High & 2 Sr. High)
- 1 Sr. High Sunday School Teacher
- 1 Jr. High Sunday School Teacher
- 1 Sr. High Discipleship Training Teacher
- 1 Jr. High Discipleship Training Teacher
- 2 Parents of Youth

***Minister of Youth and Pastor will serve as ex officio members of this committee.***

## **Church Usher Committee**

### **Duties:**

1. Greet people before and after worship services.
2. Seat people during the service.
  - Seat people only at times when their entrance will not disturb the service.
  - 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 before he is seated.
  - Be aware of where places to seat people are. This will save time in seating people.
  - Provide information to persons concerning church services, programs, and facilities.
  - Distribute Bulletins
  - Receive Offerings
  - Be alert to needs of persons during the service.
  - Help maintain order.

## Nursery Committee

**Purpose:** The Nursery Committee shall work with the Child Care Workers in coordinating and operating the church nursery. It shall develop policies and publicize them to church families of confidence in the nursery and the church by these families.

### Child Care Workers:

1. Will be at least 16 years old and preferably a member of the church. If workers cannot be found among the church membership, then the Nursery (Child Care) Committee will ask the Personnel Committee to solicit resumes from interested outsiders who are preferably same doctrine.
2. Child Care Workers will be assigned the following hours of service.

Sunday School/Church	_____:	_____ -	_____:	_____
Evening Worship	_____:	_____ -	_____:	_____
Wednesday Service/Adult Choir	_____:	_____ -	_____:	_____
3. Workers are to notify the Chairman of the Personnel Committee or the Pastor if he/she is unable to work. The Child Care Director will find replacements as needed.
4. All Child Care Workers shall be paid by the hour.
5. All Child Care Workers will attend special training programs to update and improve upon their skills. (This includes volunteers as well.)
6. The total child care program will be evaluated periodically by parents whose children are enrolled in the program. The evaluation will serve as a means of improving the program and/ or recognizing outstanding workers.
7. Child Care Workers will be recommended to the Personnel Committee for rehiring each year contingent upon their work performance as evaluated by the Nursery (Child Care) Committee and parent evaluations, individual desire to continue working and the changing needs of the child care program.

### Volunteer Child Care Workers:

1. Will normally be at least 16 years of age, however, at the discretion of the Child Care Director, persons under 16 years may be found acceptable as volunteers.
2. Will be assigned duties on a volunteer basis only.
3. Will receive direction and supervision from the Child Care Workers.
4. Will be asked to attend special training programs as needed.
5. Volunteer services will be scheduled by the Child Care Director according to the census of the Child Care Program.

## Polices of the Child Care Program

**The following policies are designated to help meet the needs of infants and toddlers entrusted to the care of the child care program staff/volunteers.**

1. The church nursery is for children from birth until four years of age. Upon reaching the fourth birthday the child will transfer from the nursery at the beginning of the next church quarter. New quarter begin the first Sunday of January, April, July, and October. This rule is in effect for all Sunday morning and Sunday evening activities, all Wednesday evening activities, and for any special events during which the nursery is open.
2. Nursery Hours:  
Sunday Mornings     \_\_\_\_\_ : \_\_\_\_\_ a.m. until \_\_\_\_\_ : \_\_\_\_\_ p.m.  
Sunday Evenings     \_\_\_\_\_ : \_\_\_\_\_ p.m. until \_\_\_\_\_ : \_\_\_\_\_ p.m.  
Wednesdays         \_\_\_\_\_ : \_\_\_\_\_ p.m. until \_\_\_\_\_ : \_\_\_\_\_ p.m.  
Please pick your child up immediately following any service.
3. Nursery personnel cannot administer any medication to a child. If your child will need to take medication during the time he/she is in the nursery, you must make arrangements to come and give the medication.
4. Regarding food and drinks:  
**INFANTS** - If your child is taking a bottle, please furnish the bottles with water, milk, juice, formula, etc. Also, give instructions to the nursery personnel regarding when the child should receive the bottle.  
**TODDLERS** - **Do Not Send Any Type Of Food Or Drink With Your Child.** Upon your permission, juice and cookies will be provided at a designated time set by the nursery personnel.
5. Please advise the nursery personnel of any type of allergies your child may have including food allergies, allergies to types of diapers, etc.
6. Your child must be brought to the nursery by an adult, preferably the parent, and must be picked up by an adult.
7. **ONLY PARENTS, NURSERY CHILDREN, AND NURSERY PERSONNEL MAY ENTER THE NURSERY.** This rule is made in regard to the safety of the children and for health reasons. **OLDER CHILDREN AND YOUTH ARE NOT PERMITTED IN THE NURSERY AT ANY TIME.**
8. The telephone in the nursery is for the use of nursery personnel only.
9. The church will provide disposable diapers and wipes. Powder, etc. is not provided.
10. If your child has a fever or other symptoms of illness, please be considerate of the other children in the nursery and do not place your child in the church nursery that day.

### **Extended Session for Children During the Sunday Morning Worship Hour**

1. Extended Session shall be for children ages three through five. The first Sunday of a new church quarter after the child has reached his/her fifth birthday, the child will remain with his/her parents during worship hour. New church quarters begin the first Sunday of January, April, June, and October.
2. Children should sit with his/her parents during the first portion of the Sunday morning worship service. Children will be called forward by the Pastor for the "Children's Message" time. Following the children's message, children ages three through five will be lead to the educational building for extended session.
3. Extended Session Workers will be asked to serve on a rotating schedule to be determined by the number of volunteers. The church office will maintain a schedule of Workers and be responsible for notifying the Workers at the beginning of each month.
4. The church office will be responsible for providing a copy of extended session teaching ideas to the extended session workers.
5. If a worker cannot be present on his/her designated Sunday, he/she should contact another person on the list for that month to exchange Sundays.
6. Parents should pick their child up immediately following the morning worship hour in the four/five year old Sunday school class room. Extended Session Workers please stay with the children until they are picked up from this room by an adult.

## **Baptism Committee**

**Purpose:** To insure the provision of appropriate, well-maintained facilities, equipment, and materials necessary for baptism; to assist the candidates in preparing for their Baptism; and to assist the Pastor in administering the ordinance.

**Duties:**

1. Work with the Pastor in determining the date for Baptism and notifying the candidates well in advance.
2. See that all necessary baptismal garments, supplies, equipment, and facilities are available and in order prior to each baptismal service. This step includes being sure the baptismal pool is properly filled and the temperature is at the desired level. Also, introductions should be given to the appropriate person regarding lighting levels in the pool and auditorium.
3. Arrange with the Pastor and candidate(s) for a period of instructions and prayer before the Baptism.
4. Meet the candidate(s) at the appointed time and show them to their dressing room(s). Answer questions that may arise and see that each candidate has a robe, towel, and handkerchief.
5. Assist the Pastor in designating the order of candidates when a number of people are to be baptized.
6. Assist the candidates into and out of the pool and to their dressing rooms. Each candidate should be given as much privacy as possible. Members of the committee should remain in the area until all those who have been baptized are dressed and ready to leave.
7. Appoint one member of the committee to assist the Pastor before and after the baptismal service to assure a minimum time needed for dressing.
8. Arrange for baptismal garments, towels, and other supplies to be washed and mended, if necessary, for the next service.
9. Cooperate with the Pastor in evaluating the baptismal service and make suggestions as to how the service could be improved.

## **Lord's Supper Committee**

**Purpose:** To assist the congregation in the observance of the Lord's Supper through maintaining an accurate inventory of materials and supplies, preparation of the elements, and serving as an advisory group to the Pastor in the planning of the Lord's Supper observance.

**Duties:**

1. Maintain an adequate inventory of materials and supplies.
2. Determine equipment needs and make recommendations to the church concerning those needs.
3. See that all equipment and materials are available and in place prior to each observance of the Lord's Supper.
4. See that all equipment is gathered, cleaned, and stored after each observance of the Lord's Supper.
5. Work with the Pastor in developing dates when the ordinance will be observed throughout the year and decide whether the Lord's Supper will be celebrated in the morning or evening worship period.
6. Assist the Pastor in evaluating the observance of the ordinance and in planning special approaches to observe the ordinance which will bring out the full meaning of the Lord's Supper.

## **Church Flower Committee**

**Purpose:** To provide flowers and related decorations to enhance the congregational worship services held in the sanctuary.

**Duties:**

1. Recommend policies and procedures for obtaining, arranging, and disposing of flowers for congregational services.
2. Recommend policies related to providing flowers for sick and bereaved members.
3. Work with budget section of Finance Committee in requesting flower committee budget.
4. Secure, place, and dispose of flower arrangements.

## **Church History Committee**

**Purpose:**

1. To assist the church in making and keeping accurate, comprehensive records of its current life and work.
2. To gather and safeguard all historic records of the church.
3. To help the church understand and learn from its own history.
4. To help church members know and appreciate their larger heritage members.

**Duties:**

1. Gather and preserve all historic records of the past.
2. Assist in recording present-day activities.
3. Use historic 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.
5. Aid in planning church Home Coming when it is assigned to be observed.



## Music Committee

**Purpose:** The purpose of this group is to plan, coordinate, and evaluate all aspects of the music of a church. The members of the Music Committee include the Minister of Music, director of each choir, organist, pianist, and the Pastor, serves as ex officio member.

**Duties:**

1. Discover needs, establish goals, design actions to reach goals, assign responsibilities and completion dates, and determines priorities.
2. Design actions to fit within the framework of the total church thrust.
3. Review goals, appraise the work.
4. Assist leaders in other church program organizations with music as needed.
5. Participate in an on-going plan of study and skill development.

## Church Property and Space Committee

**Purpose:** The purpose of the church property and space committee is to assist the church in caring for all property and buildings.

**Duties:**

1. Inspect all church properties periodically.
2. Consult with ministry leaders concerning space allocations.
3. Recommend changes in the use of facilities and property.
4. Make recommendations concerning employment, training, and supervision of maintenance personnel.
5. Develop and recommend policies and procedures related to church property and space.
6. Develop and recommend arranging, equipping, and supervising parking space.
7. Prepare budget recommendations.
8. Consult with church organization leaders and other groups concerning furnishings.

## Church Library Team

**Purpose:** Establishes effective planning, training, and organization for building a vital church library ministry in helping people follow Jesus.

**Duties:**

1. Administration
2. Collection Development
3. Classification and Cataloging
4. Promotion

Each of these areas has certain tasks that should be accomplished. Persons are enlisted to serve in the four Ministry Areas according to their giftedness and interest. For more information, please refer to *Church Library Ministry Information Service*.

## ***Special Committees***

### **Long-Range Planning Committee**

**Purpose:** The primary purpose of the long-range planning committee is to develop the church's priorities for several years. This period of time can be for one year, eighteen months, three years, or five years.

**Duties:**

1. Discover the planning needs.
2. Lead in setting church goals.
3. Plan strategies for reaching the goals.
4. Complete the long-range plans.

### **Pastor Search Committee**

**Purpose:** The primary purpose of the pastor search committee is to find and recommend someone to serve as pastor. This committee, naturally, should seek God's leadership through the Holy Spirit to direct them in this responsibility.

**Duties:**

1. Establish guidelines for the work of the committee before it begins looking for a pastor.
2. Develop a profile of what the church desires in a pastor.
3. Gather prospect profiles.
4. Choose five top prospects.
5. Focus on one prospect.
6. Recommend a pastor to the church.
7. Plan welcoming activities and an installation service for the pastor and his family.

### **Church Audio Services Committee**

**Purpose:** To maintain and operate a sophisticated sound system. Only people with special knowledge and technical skills should operate a sound system.

**Duties:**

1. Study and recommend the appropriate sound system.
2. Operate the sound system.
3. Provide a maintenance program for upkeep of the equipment.
4. Recommend changes in the audio system.
5. Make recommendations to the budget planning committee.

# **Church Officers Policies & Procedures**

## **Deacon Council Chairman**

**Purpose:** As Deacon Chairman you have full responsibility for all Deacon Ministries in the church while you serve as chairman. You can achieve best results in your work only as you share responsibility with other Deacons and build them into an effective ministry team.

**Duties:**

1. Lead the Deacons in planning, conducting, and evaluating all of their work.
2. Plan, conduct, and evaluate Deacons meetings.
3. Provide Deacons with adequate training and resources for their work.
4. Guide Deacons in organizing and conducting a ministry to families in the church.
5. Serve as a member of the Church Council. Interpret Deacon work to the Council, provide Deacons with information about the total work of the church.
6. Participate in all Deacon work, including ministering to a group of families in the Deacon Family Ministry Plan.
7. Report regularly to the church on the work of the Deacons.
8. Give guidance to the pastoral ministries of the church when it is without a Pastor.

## **Moderator**

**Purpose:** The moderator maintains the fellowship of the church. The role of the moderator is to facilitate the work of the church through the most harmonious route. Many churches ask their pastors to serve as moderators. In other churches, the chairperson of deacons is moderator of the church. Some churches elect a moderator from the congregation for a one- to three-year term.

**Duties:**

1. Maintain the fellowship.
2. Conduct orderly church business.
3. Execute church business in a timely manner.
4. Clarify church business for later action.
5. Keep on course with the business meeting agenda.
6. Speak for the church in times of crises.

## **Church Clerk**

**Purpose:** The church clerk maintains thorough and complete records of its business.

**Duties:**

1. Record minutes.
2. Preserve records.
3. Correspond with other churches for membership changes.
4. Provide records for church history.
5. Prepare the Annual Church Profile.

## **Treasurer**

**Purpose:** The Church Treasurer is responsible for receiving, accounting, and dispersing monies. The church should establish policies and procedures that require the church's money to pass through several hands.

### **Duties:**

1. Counsel with the Finance Committee.
2. Maintain records of funds received and dispersed.
3. Maintain records of contributions.
4. Sign checks in accordance with church policies and procedures.
5. Make reports to appropriate committees and to the church.

## **Trustees**

**Purpose:** The Trustees serve as legal representatives in all transactions related to the church. They hold title to the church property and they sign all documents related to the purchase, sale, mortgaging, or rental of church property after approval by the church in regular business session. Trustees should act only on the authority of church approval.

### **Duties:**

1. Hold legal title to all church property (as required by state law) and act only as directed by the church in regular business session.
2. Sign all legal documents involving church property, upon direction by the church in regular business session.
3. Maintain an up-to-date inventory of all church property, mortgage loans, and insurance on church property and equipment. The purpose of inspecting and keeping an inventory is to plan for preventive maintenance work on all church property and equipment.
4. Inspect all church properties periodically.
5. Recommend changes in use of facilities, property, and equipment.
6. Make recommendations concerning maintenance personnel, employment, training, and supervision needs.
7. Develop and recommend policies and procedures related to church property, space, and equipment.
8. See that the church facilities are open, unlocked, and securely locked after all church functions.
9. Maintain a detailed list of holders of church keys and use.

### **Responsibilities:**

1. Relate to appropriate civil officials in all legal matters involving the church.
2. Keep abreast of latest insurance and legal changes, report such changes to the appropriate church leaders, and advise the church staff and any committee concerning legal matters.
3. Counsel with appropriate church officers and committees in matters related to church properties.
4. Maintain all church legal documents in conjunction with the Church Clerk.
5. Stay in touch with the Church Council and Deacons to report on current plans and ideas as necessary.
6. Report to the church as necessary.
7. Serve as a member of the Church Council.

## **Sunday School Director**

**Purpose:** The Sunday School Director is responsible to the church for planning, conducting, and evaluating the work of the Sunday school.

**Duties:**

1. Lead in determining the Sunday school organization needed to reach and teach effectively.
2. Give direction to the enlisting of workers for the Sunday school.
3. Give support and guidance to other general officers in accomplishing their work.
4. Give specific assistance to each department director in accomplishing his work.
5. Help all workers see the importance of involving people in effective Bible study.
6. Help in leading all workers to become effective witnesses to lost persons.
7. Develop and support the outreach program of the Sunday school.
8. Determine training needs of the workers and develop a comprehensive training plan.
9. Give direction to planning and conducting Bible teaching projects.
10. Lead workers in setting challenging but reachable goals.
11. Give direction to the selection and proper use of all curriculum materials.
10. Determine financial and physical resources needed for the Sunday School and recommend these needs to the church.
11. Maintain and use records for the Sunday school.
12. Keep the Sunday school leaders informed concerning the work of the church and the denomination.
13. Report periodically to the church council and the church on the progress of the Sunday School.
14. Lead in evaluating the work of the Sunday school.

## **Discipleship Training Director**

**Purpose:** The Discipleship Training Director is responsible to the church for planning, conducting, and evaluating the work of the Discipleship Training.

**Duties:**

1. Assist the Pastor in the planning, conducting, and evaluation of the Church Discipleship Training program.
2. Direct the recruitment, training, and assignment of volunteer workers in the Church Discipleship Training program.
3. Provide guidance in selection of topics of study and curriculum materials.
4. Coordinate disciple making activities - small group, large group, individual studies, mentoring, and retreats.
5. Schedule and conduct periodic new member/new Christian training, member training, and leadership training.
6. Provide evangelism training and crises training as requested.
7. Supervise and evaluate Discipleship Training groups programs.
8. Recommend budget requirements for training programs.

## **Qualification for Teachers-Leaders**

We have asserted that persons are the most important educational force in the church. There are two qualifications without which individuals should not be entrusted with the faith-lives of growing disciples.

The first of these is that the teacher must be a person of real faith. So many of the unstructured teaching events will be dominated by those who have halted in their life of faith. The structured teaching events must not be surrendered to those who are not working at their own faith. If teachers are to lead others in growth in discipleship, then they must be persons who are seeking to mature in their own expressions of belief.

The qualification is not that all teachers must be fully mature in their faith; it is that they have a measure of maturity and the commitment to grow toward more wholeness. The teacher must not, however, teach with the desire to influence everyone to believe exactly how he or she does. Such position is contrary to the teaching of Scripture (we are each priests unto God) and to the affirmation that the Holy Spirit may work uniquely among different persons. But the teacher must be a person of conviction and willing to express those convictions and make them available to the students.

A second qualification for those who teach in the intentional program of instruction is that they be persons who love and who are willing to develop skill in sharing that love. Much of the educating that is part of faith is helping persons understand how persons should love the Lord with all their minds, hearts, and souls, and to love their neighbors as themselves (Matt. 22:34-40). Those who are afraid of love being overemphasized in the teaching ministry of the church would probably be offended by the ministry of Jesus. When Jesus was asked to reduce the law to its most important dimensions, he affirmed the need to love God and other human beings.

One simply cannot teach the faith of the gospel of Jesus Christ apart from some firsthand experience with loving and caring. Long after students will have forgotten the point of the Sunday school lesson, they will clearly remember the teachers who cared for them, who rejoiced and cried with them, and who encouraged and chided them. As persons are taught by individuals who are on the growing side of faith and love, the gospel becomes, in its own miraculous way, incarnate once again. Only to talk about such things as faith and love is like trying to learn about a symphony by only studying the musical score. One may be able to understand what the music would sound like, but the lesson becomes real when the symphony is heard.

Scripture speaks of those whose gift is teaching. Teaching is a skill, and skills require training and development. Teachers who are willing to develop skills should be selected.

## **[Church] Men's Director**

**Purpose:** The [Church] Men's Director is to lead in providing organization, leadership, and resources to carry out Men's Mission work.

**Duties:**

1. Leads total Men's Mission planning, coordination, and evaluation.
2. Leads in establishing age-division units.
3. Works with leadership in discovering mission needs.
4. Leads men and boys to participate in mission learning experiences and mission activities in age-division units and church wide activities.
5. Recommends budget, policies, and procedures.
6. Leads in coordinating the selection of mission areas to be taught and the ordering of Brotherhood curriculum materials and supplies.
7. Reports the progress of Men's work to the church and church council regularly.
8. Leads in implementing special projects of the church as assigned and in helping members to understand the work of the church and denomination.
9. Works with Women's Director in planning and conducting church wide projects such as graded series mission studies, weeks of prayer, mission offerings, mission action.
10. Leads church to participate in World Mission Conferences as they are planned by the association.
11. Represents Men's work on the Church Council.

## **Royal Ambassador Director**

**Duties:**

1. Provide opportunity for all interested boys in the church and community to be Royal Ambassadors.
2. Assist with outdoor and other activities.
3. Keep the church informed about Royal Ambassadors.
4. Develops chapter organization.
5. Leads in planning chapter meetings and events from the standpoint of yearly plans, weekly meetings, and boys' participation.
6. Works with individual boys in advancement, and in personal and spiritual growth.

## **Preschool and Children's Choir Director**

**Purpose:** A Preschool or Children's choir director is responsible to the Minister of Youth and Music and Youth Committee.

### **Duties:**

1. Plan and direct the work of the choir.
2. Lead in planning the curriculum units and in the evaluation of the teaching done in each session.
3. Guide the work of the accompanist and teachers.
4. Encourage and guide teachers to improve the quality of their work.
5. Give overall supervision to the rehearsal sessions and personally conduct large-group activities.
6. Provide and direct appropriate sharing and/or performance opportunities for the choir.
7. Maintain adequate communication with parents to inform them of the various activities of the choir.
8. Be responsible for a plan to discover and enlist new members.
9. Encourage the use of music in the home.
10. See that appropriate social and recreational activities are provided.



# Team KID Coaches

## Enlisting Coaches:

Enlisting the right people to help with Team KID is vitally important. Look for people who:

- Love children
- Have a strong personal relationship with Christ
- Are fun loving
- Are positive
- Are willing to try new things
- Will prepare and follow through on their commitment
- Are good team players who work well with others

Head Coach is responsible for:

1. Organizing the entire Team KID program
2. Scheduling and calendaring Team KID
3. Enlisting other coaches, assistant coaches, recreation captain, and refreshment captain
4. Leading a Planning Huddle with coaches
5. Making copies of activity page answers for coaches
6. Planning and completing promotional strategies to enlist children in Team KID
7. Gathering supplies and resources needed
8. Conducting WORKOUT for each meeting
9. Conducting WARM-UP and THE TOURNAMENT (if there is no recreation captain), conducting COOL DOWN and planning for refreshments (if there is no refreshment captain)
10. Praying for each Team KID member and coach by name and praying for the Team KID meetings.

Coaches (one of every 7 to 8 children) are responsible for:

1. Participating in a Planning Huddle led by a head coach
2. Completing assignments given by the head coach
3. Leading a group of children to complete the front of a worksheet during the session, following the guidelines on the sheet, and encouraging the children to take the sheets home so they can complete the back of the sheet during the week
4. Listening to the children recite the memory verse(s)
5. Maintaining a record of each child's accomplishments as listed in "Scoreboard"
6. Assisting the head coach, recreation captain, and refreshment captain with WARM-UP, WORKOUT, THE TOURNAMENT, and COOL DOWN as requested
7. Praying for each Team KID member and coach by name and praying for the Team KID meetings.

Assistant Coaches (optional, high school or college students or senior adults) are responsible for:

1. Participating in a Planning Huddle led by the head coach
2. Completing assignments as requested by the head coach
3. Assisting coaches, recreation captain, or refreshment captain with WARM-UP, WORKOUT, THE TOURNAMENT, and COOL DOWN as requested
4. Praying for Team KID, the leaders, and the children who attend.

Recreation Captain is responsible for:

1. Participating in a Planning Huddle led by the head coach
2. Completing assignments as requested by the head coach
3. Planning WARM-UP and THE TOURNAMENT following the guidelines given in each meeting
4. Gather needed resources and supplies for WARM-UP and THE TOURNAMENT
5. Praying for Team KID, the leaders, and the children who attend.

Refreshment Captain

1. Participating in a Planning Huddle led by the head coach
2. Completing assignments as requested by the head coach
3. Planning refreshments for COOL DOWN following the guidelines in each meeting
4. Gathering needed resources, supplies and refreshments
5. Praying for Team KID, the leaders, and the children who attend.

# Prayer Ministry Coordinator

**Purpose:** The purpose is to mobilize every church member to become active in a prayer ministry, through planning, conducting and evaluating the work of the ministry.

**Duties:**

1. The prayer Coordinator should have a great interest in prayer, be able to work with the pastor, and other church leaders to organize an effective prayer ministry.
2. Education the church body concerning different prayer ministries.
3. Maintain a designated Prayer Room with the following, but not limited to:
  - Rolodex file of church membership
  - Rolodex file of church leadership
  - Rolodex file of community, business, and government leaders
  - Record book of Prayer Chain requests and answered prayer
  - Schedule specific times of prayer for the church
  - Plan special prayer events for the church
  - Plan and implement prayer ministries for the church
  - Promote use of Prayer Room to the church