

Ministry Teams and Committees Job Description

Updated 5/2018

ADULT DISCIPLESHIP TEAM

General Role: The Adult Discipleship Team is responsible for working with the Pastor (or his designee) to provide support, guidance and accountability in the planning and implementation for all weekday adult discipleship opportunities of the church, including but not limited to Wednesday night programming.

Specific Duties:

1. Develop a strategy for providing a comprehensive and balanced program for Wednesday evening and weekday study opportunities that will enhance the spiritual formation of adults in our church and community.
2. Survey interests/needs, develop course schedules, and assist with recruiting and training teachers or group facilitators to provide opportunities within groups for holistic spiritual growth and care.
3. Assist the Pastor (or his designee) in evaluating the effectiveness of all adult discipleship programs
4. With guidance from the Pastor (or his designee), assist in reviewing and approving Bible Study materials/curriculum and discipleship programs proposed by team members and suggested by congregation members.
5. Identify areas of growth and need, and coordinate the formation (and if needed, the dissolution) of small groups as needed.
6. Assist in developing, implementing, and monitoring a workable budget and plan for discipleship programs.
7. Coordinate the use of space, furnishings, and equipment for discipleship programs.
8. One member of this team will represent the Adult Discipleship Team at the quarterly meetings of the Formation Cluster.

Ask Me Team

General Role

Members of this team would be available on the church campus to direct guests to Bible Study prior to Sunday school.

Specific Duties

Chairperson

1. Determine placement of Ask Me Team members.
2. Identify persons willing to communicate this information each Sunday morning from 9:30-10:00.
3. Communicate with Sunday School Council's chairperson to ensure teachers are in their rooms by 9:30 a.m.
4. Communicate with Associate Pastor to ensure you have the most up to date spreadsheet Bible Study classes.
5. Provide any necessary materials for Ask Me Team members.
6. Submit a budget to the Stewardship Committee in September of each year.

Team Members:

1. Be at pre-determined location at 9:30 on your assigned Sunday.
2. Be familiar with the spreadsheet on locations of Bible Study opportunities.
3. Call team chairperson if you are unable to be at your assigned location or call a substitute.

Assisted Living Ministry Team

General Role

To provide purposeful Spirit filled in-house programs and worship services for residents on a regular basis.

Specific Duties:

1. Lead in worship and prayer (Specifically) Sunday Mornings at Morningside and Summit House assisted living facilities.
2. Visit, interact and gather residents of the assisted living facilities for programs and services.
3. Set up room facilities and distribute materials (hymnals) for services and work with resident home staff as needed.
4. Organize, lead and participate in regularly scheduled Communion Services.

3/2016

AT HOME MINISTRY

General Role

To bring the At Home members of our church into fellowship with the church by ministering to their spiritual and physical needs with monthly visits.

Specific Duties

1. Enlist home leaders to make monthly visits and take literature to individual members. Coordinate with Deacons for regular Lord's Supper to At Home members.
2. Obtain information regarding assisting each member in case of a hurricane.
3. Pass information regarding needs of At Home members to ministers on a regular basis.
4. Enlist members of At Home members to deliver meals from September - May

Audio Visual Ministry

General Role:

The A/V Team is purposed with providing quality audio and video services during worship services and as necessary for church events.

Specific Duties:

1. Run the sound board.
2. Run the video cameras and record church functions.
3. Run PowerPoint.

Baptism Ministry

General Role:

To assist the pastor in baptizing those persons who have, upon recently joining the church, made a profession of faith and requested baptism.

Specific Duties:

1. The team will issue to each candidate a baptismal robe, appropriate for the candidate's sex and size, and show them the appropriate dressing rooms. A male team member will assist the pastor as required/requested in getting his rubber hip boots on and robing if needed. He will also provide the pastor with clean dry, handkerchiefs for placing over the nose of each candidate at time of immersion.
2. The team will instruct the candidate(s) to remove any personal items such as wallets, watches, jewelry, etc. that could be damaged by immersion. The items will be guarded by the team members and returned to each owner upon completion of their baptism and emerging from the pool back to the classroom.
3. As needed, and if requested by the person just baptized, a team member of the appropriate sex will assist an individual out of their wet robe, and dressing.
4. As the newly baptized individual completes changing into dry clothing and reclaiming any personal items such as watches, wallets, jewelry, etc., the team will issue them a "gift bag" commemorating the occasion.
5. A male team member will quickly assist the pastor in removing his wet hip boots and provide him with dry towels to dress as quickly as possible in the robe room.
6. The team will collect all wet robes, towels etc., place them in large trash bags (kept in robe locker) and assign them to a team member, or members, to take home, wash, dry, and return them to the robe locker before the next scheduled baptism.
7. The team will ensure that the wet steps leading to the pool are dried as much as possible, and that the classroom has been left clean, dry and in neat condition and the robe room secured. The team will ensure that the door leading to the pool is locked as well as the door to the robe room.

Bereavement Ministry Team

General Role

- A. Team 1 - Provide ice, cups and coffee supplies to home of deceased church member.
- B. Team 2 - Provide uniform reception for family and guests after funeral.

Specific Duties

- A. Team 1
 - 1. Upon notification by the church office, contact family to offer ice, cups, and coffee supplies to be delivered to the home.
 - 2. Purchase needed supplies and deliver. (Receipt will be turned in to church).
 - 3. Pick up items after the funeral. Clean and store coolers and coffee makers.
- B. Team 2
 - 1. Compile ten teams of ten volunteers each to form Reception Teams. Get two members of each team to serve as co-chairs. Distribute contact information to co-chairs. Assist in replacing Reception Team members as needed.
 - 2. Instruct Reception Team co-chairs (verbally and in written form) as to procedures and responsibilities:
 - a. Contact Reception Team members to bring food at appointed time.
 - b. Order and pick up chicken nuggets. (Receipt to be turned in to church).
 - c. Set up for reception with assistance from Bereavement Team co-chairs.
 - d. Put food on trays and arrange on tables.
 - e. Get other team members to serve as hosts and/or clean up, if needed.
 - f. Coordinate clean up:
 - 1) Disseminate leftover food to bereaved family
 - 2) Wash trays, pitchers, and punchbowl. Store in locked cabinets.
 - 3) Leave tablecloths and kitchen linen on kitchen counter for pickup by Bereavement Team co-chairs.
 - 3. Consult with bereaved family to determine how many expected at funeral. Decide whether more than one team might be needed.
 - 4. Keep up with the order of team involvement, and contact the next team(s) in line.
 - 5. Contact person to arrange flowers. (Receipt to be turned in to church).
 - 6. Ensure that Luis knows the time room set-up is needed.
 - 7. Assist Reception Team with logistics.
 - 8. Wash linens after reception and return to storage in Green Room kitchen.
 - 9. Keep a supply of ice rings in Green Room freezer.
 - 10. Keep supplies purchased and stocked (napkins, cups, dish soap, drying towels, trays, pitchers, doilies, toothpicks for fruit, ziplock bags, foil, clear plastic wrap).
 - 11. Keep silver serving trays/bowls/utensils in good condition.

Communication Ministry Team

General Role

To support the Communications Director to communicate the church's identity, image, mission and ministries to members of the church and community. The goal of church communication is to build relationships that can make new disciples of Jesus and help people grow in faith and discipleship.

Specific Duties

1. Support the Communications Director to determine appropriate logos, slogans and other visual effects common to most visual church communications.
2. Develop strategies for management of church newsletters, websites, Facebook pages and other means of communication to reach new viewers and communicate information about opportunities within the church to participate, grow and serve.
3. Network with staff and ministry leaders to assist with strategic thinking behind planning and promotion of large church-to-community events.
4. Research the church and community demographic to guide ministry and promotion.
5. Network with staff, committees and ministry teams of the church so that communication messaging is consistent.
6. Develop and administer the Public Relations and/or Communications account in the church budget.
7. Network with the Ushers, Welcome, and Ask-Me Ministry Teams to increase effectiveness of their hospitality function, especially to guests.

Counting Ministry Team

General Role

Count and balance Sunday's offering.

Specific Duties

1. Go to bank and get church money bags.
2. Open bags, separate envelopes, cash, memorials and designated offering.
3. Open envelopes and make sure the offering amount (check or cash) is written properly on envelopes.
4. Write up all memorials designated on balance sheet
5. Balance loose money.
6. Balance money in envelopes.
7. Balance budget amount.
8. Balance memorials and designated special offering.
9. Balance everything on the balance sheet.
10. Make deposit of all the money.
11. Return everything to church office.

Interior Decorating Team

General Role:

To assist Master Committee and Building Committee with design aspects of interior improvements.

Specific Duties

1. Select color palettes used throughout the campus.
2. Select hard surfaces used throughout the campus.
3. Input as to brands, styles, obtain sources and quotes, and assist with furniture layout in various locations throughout the campus.

8/2016

Docent Ministry Team

General Role

To provide docents (teachers, lecturers) to give tours of the 1844 sanctuary of The Baptist Church of Beaufort.

Specific Duties

1. Tours will be offered to drop-in visitors on the days of the week and hours of the day as determined by the availability of volunteers.
2. Tours are offered to larger groups and can be scheduled at additional times and days, dependent on the availability of docents.
3. To welcome visitors and demonstrate a Christian attitude.
4. To provide informational tours of the sanctuary, including such things as date of construction, architectural features and historic events involving the building.
5. To place signs on the doors and front of the building to advertise tours of the sanctuary.
6. To make available and maintain a guest register book.
7. To accept donations, if given, and take them to the church bookkeeper.

Family Promise Ministry Team

General Role

To set up, monitor and tear down all aspects of Family Promise while the guest families reside with BCOB for the week.

Specific Duties

1. Secure BCOB members to provide dinner, fellowship and overnight stays for four weeks a year that Family Promise visits our church.
2. To purchase all needed food and products for breakfast and "pack" lunches during stay.
3. To set up designated area as a "home" for the Family Promise guests.
4. To be emergency contact while Family Promise is with BCOB.
5. To clean up and place all items back to original positions after week's end.

Flower Ministry Team

General Role

To coordinate flowers and decorations in the sanctuary throughout the year and for occasional special events (Easter, Christmas, All Saints, etc.)

Specific Duties

1. Team members take turns in providing a fresh or artificial flower arrangement each Sunday for worship services.
2. Purchase and treat fresh flowers and arrange them.
3. Fulfill orders received for memorial arrangements; personally contact the person placing the order for preferences.
4. *Weekly, check flower calendar and main calendar in the church office for special orders, weddings, Lord's Supper and Baptism and relay information to team.
5. *Order lilies and poinsettias for Easter and Christmas (*Place an announcement in church publications for congregation to place individual orders.)
6. *Order flowers and gather greenery for Easter and Christmas decorations.
 - Set sanctuary decorating date with office approval
 - All team members participate in decorating sanctuary
7. Provide and care for candles for these special services: Good Friday, All Saints, Advent
8. Maintain candle supply and containers
9. As needed, refresh or replace artificial arrangements.

* Team Leader responsibility (All other duties are shared by the person responsible for the flowers that particular week.)

Greeter Ministry Team

General Role

Welcome the members and guests to BCOB.

Give out Welcome cards/gift boxes

Assist those who need help with steps and/or doors.

Ask guest to fill out visitors card.

Specific Duties

1. Contact each person (greeter) to see if they will serve for the year
2. Fill out calendar for one year, August to September.
3. Try to have four people on duty for each Sunday.
4. Try to have eight teams (serving only every 3rd month).
5. Make copies to send to each person (couple) to make sure they have a printed schedule.
6. Have substitute list.
7. Establish and nurture a relationship with the team to promote a loving caring community spirit.

Revised 5/2018

GROW Ministry Team

General Role

Outreach and Inreach Ministry

Specific Duties

1. Man guest station after Sunday morning service, welcoming guests with a gift and collecting welcome cards.
2. Contact local guests by phone, mail or email, welcoming them and offering information about Bible study and church activities.
3. Contact members on birthday with a card and phone call.
4. Send cards/notes to members when there is illness, a death in the family, etc.
5. Provide assembled candy boxes and small cross chains to be given to guests on Sunday mornings, keeping the guest station supplied with these guest gifts.

5/2018

Handicap Ramp Ministry Team

General Role

To build wheel chair ramps and perform other small construction jobs for those who are handicapped. Funding for the materials to construct ramps for other than The Baptist Church of Beaufort members is provided by the Saint Francis Center, Lowcountry Council of Governments, Council on Aging, Habitat for Humanity and local Hospice organizations as they make requests to build ramps.

Specific Duties

1. Ensure funds are available for the project.
2. Survey site and make measurements.
3. Draw plans and provide materials list to funding agency for them to order materials. If for B.C.O.B. member, determine funding and order materials.
4. Plan work date and notify team members.
5. Proceed with construction in accordance with building codes.

Revised 5/2018

HELP of Beaufort Ministry Team

General Role

To be a liaison between The Baptist Church of Beaufort and HELP of Beaufort, a 501 c 3 non-profit organization in Beaufort, SC by fulfilling the duties below.

Specific Duties:

1. Collect donated food and money given by the members of The Baptist Church of Beaufort.
2. Coordinate team of people to pick up food from collection boxes in buildings each Sunday and people to take the food on Monday to HELP.
2. Assist in recruiting volunteers to work at the HELP of Beaufort distribution site.

3/2016

History Ministry Team

General Role

To collect, catalog, protect and display both written material and artifacts pertaining to the history of The Baptist Church of Beaufort.

Specific Duties

The history team has the responsibility of categorizing and documenting any materials presented to the team. Church newsletters and printed programs from special events in the church are filed in the history room for future reference. The history team displays photographs and artifacts when desirable and supports any church activity that promotes the awareness and celebration of church history.

3/2016

Hospitality Ministry Team

General Role

To serve as hostesses for the church for different functions, such as receptions for new staff, special occasions, family outings and celebrations. Other events such as Sunday Morning breakfasts for Sunday School classes are in the range of possibilities.

Specific Duties

1. Supply paper products, tea, punch, cookies and table cloths and when applicable, finger food, meat, tea, and/or coffee.
2. Set up any table decorations if needed with table cloths, flowers, and/or decorations.
3. The leader delegates to others on the team the dates and times of these events and what all is needed and to see it through to the end, including set up, serve, and clean up.

Lord's Supper Ministry Team

General Role

To plan and prepare the elements of the Lord's Supper for a meaningful worship experience.

Specific Duties

1. Acquire necessary materials in advance of the scheduled events.
2. Contact team members and prepare elements prior to worship service.
3. Contact deacon and prepare homebound kits for distribution.
4. Clean up after worship service and store materials (including homebound kits) until next scheduled event.

Media Ministry Team

General Role

Provide Christian children's literature and materials to our church family and non-church prospects. This includes fiction, non-fiction, DVD's, audio tapes and magazines as well as reference materials.

Specific Duties:

1. Keep ongoing inventory through Library 1.7 software updated
2. Enter inventory into software.
3. Stamp new inventory with BCOB logo
5. Adhere book cards/jackets to material.
6. Shelve and put material/books away for circulation
7. Order new office/library supplies
8. Attend Formation Cluster meetings
9. Answer any questions patrons of the library may have

Oasis Ministry Team

General Role

OASIS is a gathering of members and guests, ages 55+, designed to activate the seniors of our church, in a beneficial way by offering wholesome fellowship. We meet the 1st Thursday of each month, September through May. Meetings are held in the Fellowship Hall of Building C at noon and include a full meal and a program. On occasion, we take bus trips to places of interest.

Specific Duties

1. Obtain speakers or some type program for each monthly meeting.
2. Act as MC for meetings.
3. Plan and arrange trips, including lunches, if required.
4. Make sure someone (presently Steve Brown) will prepare the meal for each meeting.
5. Have proper decorations and supplies for the meetings.
6. Arrive at least one hour prior to meetings to help set-up for the meeting, decorating tables, etc. Remain after each meeting to help put away OASIS supplies and equipment.
7. Deliver any financial donations collected to the Church Financial Secretary.
8. Keep the Church Office advised of plans and activities.

Prayer Ministry Leadership Team

General Role- The goal of this team is to support our pastor and help to equip and keep our church members praying faithfully and effectively on an ongoing basis. We will help to carry out and implement the pastor's goals for the prayer structure and efforts of our church.

Specific Duties –

- 1) Have and develop personal and corporate prayer with a desire to see our church grow in its devotion to prayer.
- 2) Work closely with the pastor developing and coordinating prayer strategies and plans for various prayer events and emphasis.
- 3) Delegate and coordinate responsibilities of developing and maintaining various "prayer ministries" such as the Intercessory Prayer Ministry or our Church Wide War room /Prayer room.
- 4) Meet with and give leadership to the congregation so they may be empowered to be the prayer life of the church.
- 5) Plan and monitor the Prayer Ministry Budget.
- 6) Report to the necessary governing bodies of the church, deacons, clusters.
- 7) Provide resources on prayer to church members, prayer groups and the needed prayer structure efforts initiated by the pastor.

5/2018

Special Needs Ministry Team

General Role

The Special Needs Team provides non-emergency transportation for members of our church to doctor and dental appointments and for lab work. Drivers are members of the church with current driver's licenses.

Specific Duties

1. Take the current list and contact those listed to ensure they want to continue being a volunteer for the next year.
2. Identify a co-team leader to function in your place when you are out of town.
3. Obtain 2 copies of The Baptist Church of Beaufort directory from church office staff for you and the co-team leader.
4. The church office staff takes the initial call, then contacts the Special Needs Team Leader.
 - a. The person needing a ride needs to provide the following to Special Needs Team:
 - 1) Name
 - 2) Address
 - 3) Phone number
 - 4) Date and time of appointment
 - 6) Ask if there are there any special needs regarding transport and delivery of person to appointment.
5. Upon receiving a request for a ride from the church staff, call upon Special Needs Team members until someone is found.
6. Then either call the person who made the request or the driver may contact him/her.

Publicity:

1. If needed, create an email announcement to have sent to the entire congregation to obtain potential candidates and let members know of this service.
 - a) To become a member of The Baptist Church of Beaufort's Special Needs Team you must possess a current and valid driver's license.

Spiritual Gifts Ministry Team

General Role

Educate new members and visitors about their spiritual gifts, identify each attendee's gifts and introduce service opportunities at The Baptist Church of Beaufort.

Specific Duties

1. Submit an annual budget.
2. Order Spiritual Gifts book if needed.
3. Determine if necessary to continue with **Taking Action, Using My Gifts booklet**. If so, update accordingly.
4. Determine a date to offer BCOB 201, *Spiritual Gifts Inventory* and secure facilitators.
5. Enter participants spiritual gifts into the church's spiritual gifts database.

Stephen Ministry Team

General Role

Stephen Ministry is the one-to-one lay caring ministry that provides high-quality, confidential, Christ-centered care to people who are hurting.

Specific Duties

Leadership Team:

- 1) Participate in one-week Stephen Ministry Leadership Training
- 2) Publicize the ministry
- 3) Recruit church members for Stephen Ministry training; check references and interview candidates
- 4) Train and supervise Stephen Ministers
- 5) Plan commissioning service
- 6) Match Stephen Ministers with care receivers
- 7) Resolve any issues that may arise during caring relationships
- 8) Ensure that all needed materials and supplies are ordered in a timely manner.
- 9) Develop yearly budget and submit request to Stewardship Committee

Stephen Ministers:

- 1) Complete 50 hours of training prior to becoming a Stephen Minister
- 2) Commit at least one hour per week to the assigned care receiver
- 3) Meet twice monthly for continuing education and supervision
- 4) Make a 2-year commitment to this ministry
- 5) Take *Journeying Through Grief* booklets to family members who have lost loved ones

Usher Ministry Team

General Role

The Church Usher Team is responsible for providing both members and visitors with a worship bulletin, ushering them to available seats, and assisting with any needs that arise during the course of the worship service.

Specific Duties

1. Team leader establishes year-long schedule coordinated with church calendars during or deacon calendar.
2. On duty every Sunday (if absent please find your own replacement from the rotation schedule. Understand what duties would be expected for your assigned location (i.e. – those at the rear are responsible for opening the rear doors, those at the ramp by Building A may need to leave their post to assist someone to their seat, all are supposed to be vigilantly alert to needs and/or potential threats). Have 6 people on duty every Sunday.
3. Develop 8 teams (serving only every third month). The entire team will be “on duty” for the week, Sunday which covers all special events. The captain of each team should be informed and knowledgeable about the activities of the week for which they are responsible, including non-worship activities such as a musical event and make sure that members of that team are “up to speed.”
4. Warmly welcoming all to worship as they open the doors and present each worshiper a worship bulletin.
5. Usher worshipers to available seating prior to the beginning of worship and during appropriate times during the service.
6. Collect the offering and take to the rear doors where the deacons who are monitoring that Sunday will then immediately take it to the bank.
7. Count those present in worship (including preschool area).
8. Help worshipers with needs: restroom directions, nursery, physical ailments or problems.
 - a. Know where first aid supplies are and what to do for anyone who becomes ill during service. Call for necessary assistance.
 - b. Help keep order. Respond calmly to emergencies and restore order as quickly as possible.
9. Remain near the doors throughout the service to quietly open and close them as needed and to assist worshipers.
10. Open all the doors following each worship service.
11. Assist the church staff with special worship needs, such as candles, handouts, etc.
12. Serve for regular worship services and any special services as needed and when available.

Wedding Ministry Team

General Role

The role of the Wedding Ministry Team is to provide members, former members or their children and grandchildren with direction and assistance in the planning of their wedding. A wedding coordinator will meet with the bride, groom and mothers and be the liaison between them and the church.

Specific Duties

1. A wedding is a sacred ceremony and the music must be approved by the church organist.
2. Floral arrangements, vocalist, readers and photography are discussed with the wedding coordinator during the first meeting.
3. A packet of information is given at the time of scheduling a date and each section is discussed and questions answered at the meeting with the wedding coordinator. Other meetings will be scheduled as needed.
4. Times for the wedding and the rehearsal are set and details for use of candelabras and unity candle are explained.
5. The areas for the wedding party to dress are shown and the time for the church to be opened on the wedding day is scheduled.
6. A director will be available for the rehearsal and wedding representing The Baptist Church of Beaufort.
7. All requirements by The Baptist Church of Beaufort as printed in the packet given to the couple, are to be adhered to.

Wednesday Night Fellowship Team

General Role

The Wednesday Night Fellowship Team is responsible for working with the Pastor (or Pastor's designee) to develop and implement an inviting and satisfying Wednesday night meal and fellowship experience as a central component of BCOB's Wednesday night program.

Specific Duties

1. Recruit volunteers and maintain a master list of volunteers and a master schedule of assignment for the year.
2. Provide brief job descriptions for volunteers for each task or function which must be performed weekly (example: check-in and payment, greeters, set-up, clean-up, etc.) to ensure efficiency and consistency.
3. Meet with chef as necessary to evaluate menu selections, preparation and presentation of the meals.
4. Provide orientation each year and ongoing training/meeting as needed for volunteers.
5. Develop and manage an annual budget for food and all necessary supplies/equipment to submit to the Stewardship Committee.
6. Work with staff and the congregation to develop strategies to enhance the W night fellowship experience.
7. Determine and implement a procedure for recognizing and expressing appreciation to volunteers.
8. Implement an evaluation system for those who participate W night fellowship to provide feedback/suggestions to improve and enhance the fellowship experience

Women's Ministry Team

Therefore, encourage one another and build each other up

1 Thessalonians 5:11

General Role

The purpose of this team is to discover the needs of the women of our congregation, identify effective ways of meeting those needs, and provide fellowship throughout the year that equips and encourages women.

Specific Duties

1. Plan and create fellowship opportunities for the BCOB women (e.g. Silly Supper, Southern Tea Party, etc.).
2. Provide opportunities for growth and heightened awareness in our spiritual lives (e.g. inspirational speakers).
3. Periodically distribute a *Women's Survey* to help determine interest, needs and types of programs preferred.
4. Attend all planning sessions and special meetings called by the Team Leader.
5. Encourage and support each team member.

Building Committee

General Role

To assist the church in inventory, study, and recommendations regarding building spaces, use, assignment.

Specific Duties:

1. Work within the boundaries, priorities, and purposes determined by the church's objectives, long-range, and short-term goals.
2. Inspect all church properties periodically and maintain an inventory of all equipment and furnishings.
3. Consult with church program leaders in annual evaluation of space allocations to determine areas needing adjustment and enlargement. Make recommendations for re-arrangement to secure maximum use for all programs and activities.
4. Recommend to the Personnel Committee the employment, training needs, and supervision needs of maintenance personnel. Keep close contact with supervisor.
5. Develop and recommend policies for maintenance and procedures. Develop policies for use of space, properties, and equipment.
6. Assist the church in selecting and maintaining proper and adequate furnishings for church programs and activities.
7. Promote the conservation of energy and other natural resources that are used in operation of church facilities.
8. Recommend to the church the appointment of a church survey, Planning, and Building Committee when the needs call for new buildings or remodeling.
9. Inspect and maintain all fire-safety equipment and exit plans for safety. Conduct fire drills as required.
10. Develop and initiate cleaning procedures for church buildings.
11. Develop and recommend a program of preventive maintenance – safety, accident, fire, electrical systems, and utilities systems.
12. Secure services of professional persons as needed for repair. Develop and maintain service record of all operational equipment.
13. Prepare written budget request and administer budget for maintenance, operation, repairs, etc., annually and submit to the Stewardship Committee.

CHILD ENRICHMENT CENTER COMMITTEE

General Role: The role of the CEC Committee is two-fold:

To provide guidance in the administration of the Child Enrichment Center and to develop and implement strategies for church outreach to CEC families

Specific Duties:

1. Determine policies and procedures for the operation and administration of the Child Enrichment program, ensuring such policies and procedures are consistent with those of the church.
2. Along with the assigned staff minister, provide guidance, support and supervision of the CEC Director.
3. Insure that the highest standards are met in the care, safety and instruction of each child.
4. Keep the church membership informed on work, progress, and financial standing of the Child Enrichment Center.
5. Work with the Director in planning and maintaining a financially sound financial program.
6. Serve as liaison between the CEC and the church, seeking to build positive relationships and experiences that encourage CEC families to connect with our church and BCOB members to use gifts and talents in service to CEC children and families.
7. Review annually the organization, policies and guidelines, records and reports of the Child Enrichment program.
8. Co-ordinate CEC calendar of activities with the church calendar.
9. The BCOB Associate Pastor will handle day to day questions and refer big issues to the CEC Committee for direction.

Children's Ministry Committee

General Role

Coordination of all activities and ministries of the various church organizations related to children in 1st through 5th grades so that children may grow in their love for and knowledge of God.

Specific Duties

1. Assist in the implementation of the Child/Youth Protection Policy and other policies and procedures of the Children's Ministry to help provide a loving, nurturing, clean, and safe environment.
2. Recommend and publicize policies and procedures related to children.
3. Recommend the purchase of furnishings, equipment, and supplies related to the Children's Ministry.
4. Coordinate space assigned to the Children's Ministry.
5. Plan, organize, promote, and implement Vacation Bible School and other special events involving children such as Fall Festival, Christmas celebration, Easter activities, etc.
6. Plan, organize, promote, and carry-out activities with children (overnight experiences, parent night out, scavenger hunts, etc.).
7. Address all issues and concerns related to the Children's Ministry.
8. Provide input and evaluate the Associate Pastor in Family Ministries regarding the Children's Ministry.
9. Offer suggestions for Children's Ministry workshops, Bible studies, and ministry opportunities, including parent/family opportunities.
10. Communicate regularly with the Church Council and Fellowship Cluster.

Church Wide Fellowship Committee

General Role

The Fellowship Committee was formed and tasked with two major duties: 1. to create an effective church-wide fellowship calendar and 2. to implement the actual church-wide fellowship events and recreational activities to effectively grow the life of the church.

Specific Duties

1. Create and maintain a church-wide fellowship calendar
2. Implement/execute the actual church-wide fellowship events and recreational activities
3. Cast a vision for Wednesday night meal gatherings and implementing the vision.

Constitution and Bylaws Committee

General Role

To maintain and communicate an up-to-date copy of the church Constitution and Bylaws and to lead the church to follow the provisions found therein.

Specific Duties

1. Periodically review the current Constitution and Bylaws and suggest to the church any revisions deemed necessary.
2. Assume responsibility for the continued updating of the Church Operations Manual. Insure that all references to this document in the Constitution and Bylaws have appropriate documentation in the Church Operations Manual.
3. Determine a plan for distribution and/or safekeeping of the Constitution and Bylaws.
4. Serve in an advisory capacity in church business meetings to insure that the Constitution and Bylaws are followed properly.
5. Yearly review and update the list of responsibilities and notify the Office Manager that this has been done and email her any changes.

5/2016

Facilities Use Committee

General Role

The Facilities Use Committee is responsible for ensuring that all properties of The Baptist Church of Beaufort (BCOB) are utilized to bring glory to God and to exemplify our mission of being a community with heart while keeping true to our Christian and Biblical values and principles. The Committee exists to oversee the use of the Church facilities by church groups, individual members of BCOB, and the community at large. The Committee sets forth appropriate standards, priorities and guidelines for granting the use of church facilities to various individuals, non-profit organizations and community groups.

Specific Duties:

1. Implement a policy and procedure for a Facilities Use Agreement and ensure a Hold Harmless Agreement is signed by all outside organizations as well as proof of any necessary Liability Insurance coverage when needed.
2. Set forth and recommend an appropriate fee schedule for use of the various Church facilities.
3. Determine and confirm the events and activities are suitable and consistent with the mission and views of BCOB.
4. Work closely with BCOB Office Manager to ensure all dates are kept on a master calendar and support the ministry of The Church by working with the custodian and multimedia person(s).
5. Assist Office Manager, as needed, with requests by non-church entities for the use of facilities at BCOB and will evaluate such requests to determine if fees are required.
6. Make recommendations to the Stewardship Committee concerning rental of Church property on a contractual basis.
7. Provide minutes of meetings of the Facilities Use Committee to all members, including staff liaisons

5/2018

Grounds Committee

General Role

To assist the church in supervision, planning and maintenance of property grounds. (Does not include cemetery).

Specific Duties:

1. Study church grounds for maintenance, use, safety, and beautification.
2. Make recommendations to the church for any needed upgrade of grounds.
3. Work with grounds maintenance vendor to ensure items #1 and #2.
4. Submit annual grounds budget.
5. Supervise disbursement of grounds budget funds.

Duties:

1. January - hold organizational meeting
 - Elect chairperson, secretary, devotional leader, and others as needed.
 - Establish meeting dates/times.
 - Plan projects for the year.
 - Make assignments for area of responsibility.
 - Review budget.
2. June-July - review/evaluate grounds maintenance contract.
 - Decide on grounds maintenance vendor for next year.
3. August - Submit budget for next year to Stewardship Committee.
 - Submit recommendations for new members to Nominating Committee.
4. Monthly - Have representative at Church Council meetings and other meetings as needed.
 - Monitor church water bill for accuracy/problems (see bookkeeper).
 - Monitor Grounds maintenance account (see bookkeeper).
 - Monitor irrigation system.
 - Monitor parking lot use (Scott Street, Charles Street, King Street, Prince Street, and Elisha House area).
6. Also - establish grounds work days, if needed, to supplement the work of the Grounds maintenance vendor. Involve others who have an interest in the church grounds, coordinate their efforts throughout the year.

Insurance and Safety Committee

General Role of Insurance:

To assist the church in maintaining adequate **insurance** on all church properties. To assist the church in being compliant in all safety rules.

Specific Duties:

1. Secure accurate evaluation and value of all church properties, building, grounds, vehicles, workers compensation and liability.
2. Assist staff in evaluating quotations and benefit schedules for insurance products.
3. Purchase adequate insurance coverage
4. Make annual evaluations of values and coverage.
5. Handle all claims
6. Submit annual budget

General Role of Safety:

Church safety involves promoting a safe church environment for the Church, staff, members, guest by creating and maintaining an active interest in safety. It includes identifying unsafe practices and conditions and suggests appropriate remedies.

Specific Duties:

1. Assist in the development and implementation of effective safety awareness programs and emergency procedures.
2. Encourage feedback from all individuals with regard to safety related ideas, problems, and solutions.
3. Provide support and serve as a resource in the development, implementation, and maintenance of a comprehensive safety plan and reporting requirements.
4. Serve as an advisory body on safety issues, providing suggestions and recommendations for safety.

Master Planning Council

General Role: The Master Planning Council is an ad-hoc council designed to coordinate the efforts of those committees and teams directly charged with some aspect of the church's current emphasis on upgrading facilities and developing a long-range Master Plan.

It is comprised of a Master Planning Coordinator, the chairpersons (or their designees) of the Strategic Planning, Stewardship and Building Committees, as well as the leader of the Decorations Team. It's composition may be expanded to include representatives of various organizations involved in some aspect of the planning process (such as a Capital Campaign team). The Pastoral Staff will serve as ex-officio members; and the Director of Facilities as a consultant as needed.

Specific Duties:

1. Guide and Coordinate the efforts of each of the committees and teams represented on the Council as they relate to the upgrading of the facilities and the Master Planning process.
2. Develop a sense of teamwork and shared vision within the Council and within the Church.
3. Facilitate effective communication to keep the church informed and motivated concerning the details and progress of both the facility improvement and the long-range planning process
4. Coordinate the management of funds and the approval of expenditures, seeking to insure that spending is kept within approved limits.
5. Advise and support the Director of Facilities in managing the timeline of the various projects.

Men's Ministry Committee

"That the man of God may be adequately equipped for every good work." II Timothy 3:16-17

Men & Ministries has a heart for men:

- Experiencing God by sharing the Gospel.
- Loving men by sharing God's Grace.
- Serving men by equipping men as Spiritual leaders in their families, church work and community.
- Touching men through prayer, both for them and with them.

General Role

To reach men in our church with a credible offer of the gospel, and equip them as spiritual leaders in their families, church, work and community.

Leader's Duties:

1. Provide and develop leaders in the M&M's that will create an open atmosphere where all men.
2. Provide training opportunities for the M&M's Team leaders for personal spiritual and leadership.
3. Meet and hold accountable M&M's team leaders for their areas of responsibility.
4. Meet with the Pastor on a regular basis to discuss his direction and insight for the M&M's.
5. Be an active member of the Church Council.
6. Serve on the Deacon Election Board.

Ministry Activities: Provide discipleship opportunities for men through Bible studies and classes, men's fellowship and workshops/seminars and fostering men's discipleship groups.

Missions Committee

General Role

To touch the world by developing partnerships locally, regionally, nationally, and globally; promoting mission education; and coordinating mission giving and distribution.

Specific Duties

- 1.** Work closely with BCOB staff to identify potential partnerships.
- 2.** Develop a covenant with mission partners for a shared vision.
- 3.** Submit partnership covenants to Church Council for approval.
- 4.** Manage mission partnerships.
- 5.** Encourage and support mission experiences throughout the year.
- 6.** Coordinate an annual mission celebration.
- 7.** Coordinate the Touching Our World Mission Offering.
- 8.** Educate the congregation about the Touching Our World Mission Offering.
- 9.** Distribute, biannually, the Touching Our World funds to denominational and congregational mission partners.
- 10.** Submit an annual mission budget to the Stewardship Committee.

Music Committee

General Role

Members of the Music Committee (hereafter referred to as the MC), will be responsible to assist the Minister of Music in achieving the purpose and performing the duties of the MC as outlined below.

- The MC shall have three offices; Chairperson, Vice Chairperson and Secretary.
- The MC shall choose its officers from the ranks of active church approved members.
- A concerted effort should be made to always try to have at least one committee member not associated with any musical department. The MC will have the authority to redefine the committee's scope, purpose and duties as may be necessary. In addition to church approved members, the following shall be recognized as ex-officio members of the MC:

1. The Senior Pastor.
2. The Minister of Music.
3. Church Organist(s).
4. Church pianists(s).

Only active church approved members of the MC shall have a vote in matters requiring such action. The purpose of having many ex-officio attendees is to provide the MC with a wide body of expert knowledge and informed opinions on matters before the MC.

Purpose:

To assist the Minister of Music in envisioning and implementing music as a vibrant, integral and meaningful part of worship for our church and our community.

Specific Duties:

1. To aid the Minister of Music in developing ways to encourage church and community members to participate in the musical experiences made available to them through this church.
2. To approve the acquisition of new musical instruments/equipment (not included in the planned budget) and to insure the maintenance of all musical instruments/equipment in our care.
3. To approve expenditures of the music ministry in excess of the planned budget.
4. To report significant developments affecting the music ministry to Church Council in a timely fashion.
5. To determine the offices required by the MC to effectively address its purpose and to see to the election/appointment of voting members within the council to that end.

Nominating Committee

General Role

The Nominating Committee is responsible for working with the pastor (or the pastor's designee) and ministry staff to enlist and present all church members to be elected by the church to serve on the various committees and teams.

Specific Duties

1. At the beginning of the church year participate in an organizational and orientation meeting to elect a chairperson, to elect a secretary, establish meeting times, clarify the committee's assignment, map out work for the year, and propose revisions to the committee job description if needed.
2. Ensure that minutes are recorded for all committee meetings
3. Survey church members concerning their interests, gifts and willingness to serve and compile the results of the survey
4. Meet as needed to fill vacancies, unexpired terms, or new committee positions
5. Work with ministry staff on needs to create, make changes or dissolve committees and teams. Work alongside ministry staff to develop job descriptions for new committees/teams.
6. Select, screen and approve all church officers and members of church committees before they are invited to serve in church-elected leadership positions. All information must be kept in strictest confidence by the committee
7. Trustees: The Nominating Committee nominates one trustee each year to serve a four (4) year term. One member rotates off each year
8. Enlist church officers and committee members. Make an effort to match the spiritual gifts and natural talents of church members with the needs of the church.
9. In April or May contact ministry team leaders. (1) Ask if they are willing to continue serving (team leaders have a term limit of 2 years) and (2) ask the leader to contact each team member to see if he/she wants to continue serving. The team leader is to report back to the Nominating Committee and then an updated ministry team list will be given to the pastor, associate pastor and office manager
10. Compile into a single document a complete list of church officers and church committee members to be presented to the church for election in the July/August business meeting
11. Chairperson of this committee (or his/her designee) will represent the Nominating Committee at the monthly church council meetings
12. Chairperson of this committee (or his/her designee) will serve on the deacon nominating council
13. Nominate special committees as requested by the church to be elected by the church during the earliest possible business meeting.

Guidelines

1. Make an effort to match the spiritual gifts and natural talents of church members with the needs of the church. People are happier and more productive if they are given responsibilities that match their abilities. Do not just try to "fill slots." Survey church members to discover the areas of ministry in which they are willing to serve. Office Manager maintains a listing of members spiritual gifts and interests.
2. All things being equal, special attention should be given to including newer members. This is an important part of assimilation and retention of members. Do not simply put new members into positions for which they are not suited, and be sure that some experience is represented in key areas.

3. Some attention should be given to working with staff in their areas of concern, to recruit people that they feel will build a sense of teamwork. It is the Nominating Committee's call on who is recommended, but it only makes sense that if staff members request or suggest possible workers, every effort should be made to give them a team that can help them succeed.
4. Everyone who is recruited should have been agreed upon by the whole Nominating Committee. Individual Nominating Committee members should not recruit someone and then inform the committee of what has been done. All decisions should be made by the entire Nominating Committee.
5. Enlist someone to serve as chairperson and representative on Church Council.
6. When possible, work to insure that no one serves on more than one committee and that no one leads more than one team.
7. Gather copies of the most recent Nominating Committee report, job descriptions for all committees, teams, and officers, church directory, interest surveys, and members who have joined the church with the last year, and committee policies.
8. Enlist and present people as the needs arise to fill new or vacant positions of service created during the course of the year to be elected by the church during the earliest possible church conference.
9. Be sure that the work of the Nominating Committee is in compliance with committee policies included in the Church Operating Manual.
10. Provide the church office with the most current list of workers elected by the church.

Revised 5/2018

Personnel Committee

General Role

To assist the church and church employees in matters related to church employees.

Specific Duties:

1. To carry out the responsibilities of the Personnel Committee as outlined in the Personnel Policy and Constitution and Bylaws of The Baptist Church of Beaufort. Among these responsibilities are the following:

- a. To draft written recommended changes to the Personnel Policy and to submit such changes to the church body for approval.
- b. To receive written resignation notices.
- c. To approve any deviation from the vacation-leave accrual schedule.
- d. To work with senior minister in making recommendations for base salary and housing allowance increases.
- e. To approve requests for work-related training or continuing education courses.
- f. To receive recommendations from the senior minister and approve requests to place any employee on administrative leave with or without pay.
- g. To approve staffing levels recommended by the senior minister.
- h. To follow the procedure outlined in the Personnel Policy and Constitution and Bylaws for filling any vacant ministerial or non-ministerial position, whether permanent or interim.
- i. To receive for each employee an annual job description signed by the employee and employee's supervisor and an annual performance evaluation (or summary of evaluation).
- j. To select a member of Personnel Committee to serve on ministerial search committees.
- j. To approve performance evaluation instruments and any changes to the performance evaluation instruments.
- l. To participate in the grievance procedure as outlined in the Personnel Policy.
- m. To participate in the procedure regarding ministerial sabbatical leave as outlined in the Personnel Policy.
- n. To ensure that each employee has received a copy of the Personnel Policy of The Baptist Church of Beaufort and that a signed disclaimer statement and a signed written acknowledgement of receipt of the Personnel Policy are filed in each employee's personnel file.

o. To ensure that all employed staff have copies of the Child/Youth Protection Policy and that an obligation to follow and to enforce the Policy will be part of the job description of each employee of The Baptist Church of Beaufort.

p. To receive from the senior minister and other ministerial staff annual reports on the implementation and effectiveness of the Child/Youth Protection Policy, to suggest improvements and to report annually to the congregation on the implementation and effectiveness of the policy.

q. To follow the procedures for responding to reports of suspicious or inappropriate activity as outlined in the Child/Youth Protection Policy.

B. To provide consultation regarding personnel issues with the Child Enrichment Center as requested.

5/2018

Personnel Committee Chairman

Revised: May 23, 2018

Personnel Chair

Serves on Personnel Committee and as Chair serves on Pastoral Council for Senior Minister.

Serves on the Nominating Committee.

Establishes annual budget for all personnel in conjunction with Stewardship Committee.

Attends Church Council Meetings and reports on committee activities as required.

Coordinates and participates in personnel issues in conduction with Senior or Associate Minister.

Sets the dates for Committee meetings.

Places dates and times on the church calendar in coordination with the Church Council calendar.

Presides at all meetings of the committee or makes provision prior to the meeting for leader. Establishes annual budget for all personnel in conjunction with Stewardship Committee.

Coordinates and participates in personnel issues in conduction with Senior or Associate Minister.

Work with Nominating Committee to identify officers/members for the effective functioning of the committee.

Assign specific tasks to Committee members as needed to implement the actions taken by the committee in its meeting.

Make reports and recommendations to the congregations on behalf of the committee.

Assumes other duties related to committee as directed by Senior Minister.

5/2018

Preschool Ministry Committee

General Role

Coordination of all activities and ministries of the various church organizations related to preschoolers in nursery through kindergarten so that preschoolers may learn simple, foundational truths about God.

Specific Duties

1. Assist in the implementation of the Child/Youth Protection Policy and other policies and procedures of the Preschool Ministry to help provide a loving, nurturing, clean, and safe environment.
2. Recommend and publicize policies and procedures related to preschoolers.
3. Recommend the purchase of furnishings, equipment, and supplies related to the Preschool Ministry.
4. Enlist volunteers for Children's Church and Extended Care.
5. Coordinate space assigned to the Preschool Ministry.
6. Plan, promote, and implement Vacation Bible School and other special events involving preschoolers such as Fall Festival, Christmas celebration, Easter activities, Parent Night Out, etc.
7. Address all issues and concerns related to the Preschool Ministry.
8. Provide input and evaluate the Associate Pastor in Family Ministries regarding the Preschool Ministry.
9. Offer suggestions for Preschool Ministry workshops, Bible studies, and ministry opportunities, including parent/family opportunities.
10. Communicate regularly with the Church Council and Fellowship Cluster.

Recreation Committee

General Role

The Recreation Committee is responsible for working with the Pastor (or the Pastor's designee) to develop, direct, and promote a balanced program of recreational activities.

Specific Duties:

1. January - Organizational and orientation meeting to gather materials needed, elect a secretary, establish meeting times, clarify the committee's assignment, map out work for the year, review budget allocations for the coming calendar year, and propose revisions to the committee's job description if needed. Any proposed revisions of the committee job description should be submitted to the Deacon Team assigned to the Fellowship Cluster for approval.
2. Be sure the secretary (or his/her designee) keeps minutes of all committee meetings and submits them to the Office Manager (and anyone else who may need them) in a timely fashion.
3. Plan and promote a varied recreational program to meet the physical, social, and spiritual needs of all age groups in the church.
4. Enlist coaches and/or instructors for various team sports or group activities.
5. Coordinate schedule to participate with other churches in various recreational programs and sports leagues.
6. Publish schedule of recreational activities including dates, times and places.
7. Help plan and work at church picnics and any other fellowship activities.
8. Administer the "Recreation Supplies," "Recreation Equipment," "Recreation-League Sports," "Recreation - Special Classes and Activities," in the church budget.
9. One member of this committee will represent the Recreation Committee at the quarterly meetings of the Fellowship Cluster.

Stewardship Committee

General Role

To develop a church program which includes budget development, budget subscriptions, budget administration, and stewardship development.

Specific Duties

1. Develop and recommend to the Church Council and overall stewardship information plan.
2. Develop and recommend to the church a budget that implements the church's adopted program of work. This includes studying giving and potential giving records, analysis of strengths and weaknesses, evaluation all budget requests, directing annual budget preparation and presenting budget to the church for adoption.
3. Direct the subscription of the budget. Study latest information on subscription and share with the church. Recommend dates of subscription through Church Council. Lead the campaign.
4. Administer the budget.
 - a. Approve budget expenditures.
 - b. Review expenditures in terms of budget allocation.
 - c. Recommend needed adjustments to budget.
 - d. Recommend adequate financial system.
 - e. Request an annual audit of financial records.
5. Conduct studies and make recommendations to the church concerning any requested proposed expenditures not included in the budget or any item that is requested to exceed its budgeted amount.
6. Develop and recommend to the church financial policies and procedures.

Strategic Planning Committee

General Role

The Strategic Planning Committee is responsible for working with the Pastor (or Pastor's designee) to facilitate the development, implementation and evaluation of an ongoing strategic plan to address the short and long term needs and goals of the church.

Specific Duties:

1. Under the leadership of the Pastor/assigned staff member, develop strategies for evaluating the effectiveness of the church's life and ministry, seeking to assess and prioritize areas of need and possibilities to be addressed in establishing short or long term goals.
2. Maintain regular contacts with other committees to obtain project ideas that each committee would like to undertake during the year.
3. Meet with the Pastor or church staff members at least quarterly to develop a priority list of projects that requires attention based on the overarching goals/vision of the church.
4. Present recommendations to the Church Council of priority tasks to be implemented.
5. Conduct an orientation meeting in early January to gather materials, elect a secretary, establish meeting times, clarify the committee's assignment, map out work for the year, prepare budget request for the coming calendar year, and propose revisions to the committee job description, if needed. By October 1, the budget request should be submitted to the Stewardship Committee for consideration. (This date may need to be changed due to fiscal year.)
6. The secretary of the committee must keep minutes of all committee meetings and submit them to the Office Manager in a timely fashion.
7. Provide leadership in facilitating the church to periodically engage in vision casting experiences, utilizing outside expertise as needed.
8. In partnership with other appropriate committees, develop strategies for evaluating, projecting and prioritizing future facility needs and for reporting these to the church for proper action.
9. Assist the pastor and ministerial staff in promoting and assessing a unified focus on an overall strategic plan.
10. One member of the committee, preferably the Chair person, will represent the Strategic Planning Committee at Church Council meetings.

TRANSPORTATION COMMITTEE

General Role: The role of the Transportation Committee is to maintain the BCOB vehicle(s) in dependable and safe working order.

Specific Duties:

1. Annually renew the bus vehicle tags with the DMV. This includes first going to the Beaufort County Treasurer's office to secure the non-profit tax exemption for the vehicles.
2. Annually complete the SCDOT required inspection and certification of each vehicle.
3. Weekly inspection of each vehicle. Check the general condition of the interior and exterior of the vehicle. Check the fluids and tire pressure. Fill and/or inflate as required.
4. Weekly test drive of each vehicle. A typical test drive route that provides for in town and highway driving is to Grays Hill Baptist and back.
5. Currently the only BCOB vehicle is the 2014 Chevrolet 15 passenger bus. Take this vehicle to Vaden Chevrolet for routine maintenance and service. The recommended service interval is 7,500 miles. Current usage is less than 7,500 miles annually. At a minimum service the bus twice a year, in the spring and in the fall.
6. Inspect the bus before any out of town road trip. Check all fluids and fill as required. Check the tire pressure and add air as required.

Youth Ministry Committee

General Role

The Youth Ministry Committee is a team of adults dedicated to planning and supporting the ministry and activities for students in grades 6 through 12. This team will work in conjunction with the church staff and all youth program leaders. The Youth Committee will relate directly with the Associate Pastor in Family Ministries with the purpose of assisting youth in pursuing a love of God, self, and others.

Length of service: This is a rotating committee with a 3 year length of service

Specific Duties

1. Assist in the implementation of the Child/Youth Protection Policy and other policies and procedures of the Youth Ministry to help provide a loving, nurturing, clean, and safe environment.
2. Recommend and publicize policies and procedures related to youth.
3. Recommend the purchase of furnishings, equipment, and supplies related to the Youth Ministry.
4. Help determine how youth facilities (rooms/space) are maintained and utilized.
5. Help plan, organize, support, publicize, and carry out activities with youth.
6. Plan and organize fund-raisers to support the Youth Ministry.
7. Provide communication, input, and evaluation regarding areas of the Youth Ministry.
8. Offer suggestions for Youth Ministry workshops, Bible studies, and ministry opportunities, including parent/family opportunities.
9. Serve as chaperones and/or drivers for youth activities as needed.
10. Help secure refreshments/snack supers for youth gatherings, fellowships, and special events.
11. Share ideas and suggestions for improving and expanding the Youth Ministry.
12. Maintain a positive focus and ignite a desire in the greater community to be a part of the Youth Ministry.
13. Communicate regularly with the Church Council and Fellowship Cluster.