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# COMMITTEES

## GENERAL GUIDELINES FOR CHURCH COMMITTEES

These committees and responsibilities can be changed without a Bylaw amendment. They must be approved in regular business meeting with changes in printed form noting both changes and original. A suggested organizational chart is attached to these Bylaws. Each committee is assigned a Staff person for oversight and leadership.

### Section 1 - General Committees

The following committee members shall be selected by the nominating committee (with the exception of the nominating committee), and elected by the church unless otherwise indicated in the description below. The chairpersons of all committees shall be nominated by the respective committee and elected annually by the church. All chairpersons shall be eligible to serve 2 consecutive years, after which they must wait 1 year before becoming eligible to serve again in this office.

### Section 2 - Pulpit Committee

When the pulpit becomes vacant, a Pulpit Committee shall be elected by the church. It shall consist of seven (7) men and two (2) women. The Chairman of the Deacons shall be on the committee. The committee may be elected at any regular business meeting. The chairman of this committee shall be elected by the members within the committee. This committee shall cease to function after a Pastor has accepted the position.

All reasonable expenses incurred by this committee carrying out their duties in securing a new pastor shall be paid by the church.

The Pulpit Committee shall bring to a church vote only one man at a time. However, the Pulpit Committee may investigate multiple candidates at one time.

### Section 3 - Nominating Committee

The Nominating Committee shall be appointed annually by the pastor and ministerial staff and approved by the church. In the absence of a pastor, the ministerial staff and chairman of the deacons shall make the appointments. It shall be their duty to bring to the church the nomination of officers and committees. This committee shall bring to the church the nomination

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of the department heads. Upon the approval of the department heads, they shall work jointly with the nomination committee in selecting the proper personnel for church approval.

#### Section 4 - Baptism Committee

The baptism committee shall consist of deacons and their wives. It shall be the duty of this committee to make all necessary arrangements for the administration of the ordinance of baptism and to render such assistance to the pastor and to the candidates as may be necessary.

#### Section 5 - Lord's Supper Committee

The deacons shall organize a group among themselves that shall be responsible for the preparation and observance of the Lord's Supper.

#### Section 6 - Budget Committee

The Budget Committee is composed of; Pastor, Ministerial Staff, Church Treasurer, Chairman of the Deacons, Chairman of Trustees, SS Director, Chairman of Personnel, and other staff as assigned. It shall be the responsibility of the budget committee to study and develop a recommended budget each year, using sound principles of financial management. They shall prepare and submit to the church an annual budget for approval at the appropriate business meeting.

#### Section 7 - Kitchen Committee

The kitchen committee is responsible for formulating and recommending to the church policies for the kitchen and for communicating these policies to church members. This committee shall also have the responsibility of helping prepare the facilities for church-wide socials and activities of this nature.

#### Section 8 - Children's Committee

In conjunction with the Children's Minister this committee will be responsible for coordinating all children and pre-school activities. This committee shall help parents and teachers work together to see that adequate provisions are made for children each time they are at church.

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**Section 9 - Mission Committee**

It will be the responsibility of this committee to seek possibilities for local and world missions, share findings with church program organizations, and serve the church in establishing and conducting such missions as may be assigned to it.

**Section 10 - Funeral Committee**

The funeral committee shall be led by and recruited by a church staff person as designated by the pastor/administrator. It shall be their responsibility to secure floral arrangements (or church plaque) for members in the event of their death or their immediate families (husband, wife, mother, father, sister, brother, son or daughter). This committee shall also coordinate meals and a meat tray if requested.

**Section 11 - Auditing Committee**

The trustees shall have the responsibility of having the financial records audited once a year and shall submit a written report to the church after the audit is completed. If the treasurer resigns, dies, or is removed from office in any way, the books will be audited before a new treasurer takes office. The new treasurer or interim may serve pro-tem until the audit has been completed.

**Section 12 - Bus Committee**

When the church is involved in a bus ministry, the trustees shall be in charge of such ministry. The pastor/administrator may assign responsibility of this operation to a coordinator and as many others as needed. It will be their responsibility to coordinate the bus activities as necessary.

**Section 13 - Future Growth Committee**

When the church sees fit to have this committee it shall consist, when possible, of trustees, deacons, and others. The purpose of this committee is to study facility and property needs based on future church growth and development. It will recommend to the church, building improvements and growth plans.

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### Section 14 - Church Ushers

Usher coordinators shall be selected by the nominating committee and elected by the church. The ushers shall be led by the Coordinators. The Coordinators shall be responsible for the assignments to the various ushers as to their duties. Their duties shall be welcoming and the seating of the congregation, and the receiving of the tithes and offerings.

### Section 15 - Personnel Committee

The Personnel Committee shall consist of five (5) members. Two (2) members shall rotate off each year (unless a special need necessitates an extension of their term, in which case it would be approved by the church with a two-thirds majority vote).

It shall be the responsibility of this committee to study wages, salaries and benefits using sound principles of financial management regarding all personnel called by the church and to recommend to the church their findings.

These individuals will be elected by the church, serving two (2) year terms and three (3) year terms.

### Section 16 - CLC Ministries Committee

The Church will elect annually a CLC Ministries Committee. The CLC Ministries Committee will have as its primary function the task of being an advisory group working with the Minister of Recreation and special area coordinators. They will establish a comprehensive program that meets spiritual, physical, emotional and social needs of our church membership and prospects.

The Committee will be representative of the membership of the Church and shall elect a chairman annually.

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### Section 17 - Counting Committee

It shall be the responsibility of this committee to: count, properly record for church records, deposit all regular receipts and all other special offerings as requested.

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Section 18 Decorating Committee

The church shall have a committee whose responsibility is to oversee the decoration of the church building for regular services.

**Section 19 – Greeting Committee**

It shall be the responsibility of this committee to welcome visitors and members to both morning services each Sunday. They shall also distribute bulletins and other materials. Information and guidance will also be given to visitors concerning Sunday School classes and locations.

**Section 20 – Youth Committee**

In conjunction with the Youth Minister this committee will be responsible for coordinating all middle school and high school aged students in all activities. ~~...~~ This committee shall help parents and youth workers plan and carry out youth ministries.